WRIGHT COUNTY BOARD
AGENDA
JANUARY 10, 2017

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 1-03-17

Documents:

1-03-17 WRIGHT COUNTY BOARD MINUTES (INFO).PDF

III. REVIEW & APPROVAL OF AGENDA

IV. CONSENT AGENDA

A. ADMINISTRATION

1. Reappoint Virgil Hawkins As Highway Engineer, Four-Year Term, Eff. 5-01-17 To 4-30-21

Documents:

SADMN KONIC17010508230.PDF

B. ADMINISTRATION

1. Approve Contract With W.L. Hall Company For The Public Works Window Replacement Project, $74,125

Documents:

2017 PW WINDOW REPLACEMENT CONTRACT REQUEST.PDF
WRIGHT COUNTY-LETTER OF REC.PDF

C. ADMINISTRATION

1. Schedule 2016 Employee Recognition Ceremony, February 28, 2017 @ 10:00 AM

Documents:

RFBA - SCHEDULE 2016 EMPLOYEE RECOGNITION CEREMONY.PDF

D. ADMINISTRATION

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

Documents:

011017.AGENDAFORM_VACADONATIONREQUEST.PDF

E. AUDITOR/TREASURER

1. Approve Renewal Of 2017 Tobacco Licenses For:
   A. City Of Albertville: 152 Club, Inc. DBA 152 Club; Cardinal Enterprises, LLC DBA SuperAmerica #4899; E-Cig E-Bacco LLC DBA E-Bacco; CL Gentile, Inc. DBA Geez Sports Bar & Grill; Westside Liquor Of Albertville, Inc. DBA Westside Liquor
   B. City Of Otsego: Napa Valley Liquor, Inc. DBA Napa Valley Liquors

C. City Of Rockford: Cardinal Enterprises, LLC DBA SuperAmerica #4898
D. City Of St. Michael: Tran's St. Michael Liquors, Inc. DBA St. Michael Liquors

Documents:

AGENDA 1-10 CONSENT TOBACCO LICENSE RENEWALS.PDF

F. AUDITOR/TREASURER

1. Approve Claims As Listed In The Abstract, Subject To Audit, For A Total Of $241,860.85 With 120 Vendors And 186 Transactions

Documents:

AGENDA 1-10 CONSENT CLAIMS.PDF

G. HEALTH & HUMAN SERVICES

1. Position Replacement
   A. Information Systems Specialist

Documents:

2017-01-10 WC REQUEST FOR BOARD ACTION - ISS.PDF

H. SHERIFF'S OFFICE

1. Position Replacement:
   A. Communications Officer

Documents:

01-03-17 REQUEST POSITION REPLACEMENT FOR 1 COMMUNICATIONS OFFICER - KAYLIN OLK RESIGNATION.PDF

V. TIMED AGENDA ITEMS

A. 9:03 A.M. LEE KELLY, COUNTY COORDINATOR

1. Introduce Greg Pickard, Veterans Service Officer

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

1. Approve Engagement Letter With OSA For The 2016 Audit
2. Approve Engagement Letter With CliftonLarsonAllen For The 2016 Compilation Services
3. Calculations Of 2017 Legal Paper Bids
4. Approve Temporary Liquor License For Maple Lake - Lake Property Owner's Assn

Documents:

AGENDA 1-10 APPROVE OSA ENGAGEMENT LETTER.PDF
AGENDA 1-10 OSA AUDIT ENGAGEMENT LETTER.PDF
AGENDA 1-10 APPROVE CLIFTONLARSONALLEN ENGAGEMENT LETTER.PDF
AGENDA 1-10 CLIFTONLARSONALLEN LETTER.PDF
AGENDA 1-10 RFBA CALCULATIONS OF 2017 LEGAL PAPER BIDS.PDF
AGENDA 1-10 CALCULATION OF 2017 LEGAL PAPER BIDS.PDF
AGENDA 1-10 MAPLE LAKE-LAKE PROPERTY ASSN.PDF

C. 9:10 A.M. ADAM TAGARRO, INFORMATION TECHNOLOGY DIRECTOR

1. Request Approval Of Travel For IT Staff To The Cisco Live 2017 Conference

Documents:

BOARD ACTION TRAVEL CISCO LIVE 2017.PDF

D. 9:13 A.M. VIRGIL HAWKINS, HIGHWAY ENGINEER

1. Set Transportation Committee Of The Whole Meeting To Discuss Transportation Items

Documents:

01.10.2017.SET.TCOTW.WAVERLY.9.PDF

E. 9:15 A.M. SUNNY HESSE, HR DIRECTOR

1. Request Approval Of Personnel Policy Revisions As Reviewed And Recommended By The County Negotiations Committee

Documents:

011017AGENDAFORM_PERSONNELPOLICYREVISIONS_CONTRACTNEGOTIATIONS.PDF
104 COMPENSATIONPLAN_MARKUP_011017.PDF
206 PERFORMANCEEVALUATION_MARKUP_011017.PDF
310 VACATIONDONATION_MARKUP_011017.PDF
506 BUSINESSRELATEDEXPREIMBURSEMENT_MARKUP_011017.PDF
508 WORKSCHEDULES_MARKUP_011017.PDF

VI. ITEMS FOR CONSIDERATION

A. SCHEDULE CLOSED SESSION FOR LABOR NEGOTIATIONS STRATEGY

B. SCHEDULE COMMITTEE OF THE WHOLE TO DISCUSS ENFORCEMENT OF BUFFER LAW

C. SCHEDULE DISC ASSESSMENT DEBRIEFING MEETING, FEBRUARY 28, 2017 @ 1:15 PM

Documents:

RFBA - SCHEDULE DISC ASSESSMENT DEBRIEFING MTG.PDF

VII. ADVISORY COMMITTEE / ADVISORY BOARD UPDATES

VIII. ADJOURNMENT

IX. CLAIMS LISTING

Documents:

AUDIT LIST FOR BOARD 1-10-2017.PDF

X. NOTE: 11:00 AM, LEADERSHIP TEAM MEETING

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

INFORMATIONAL

WRIGHT COUNTY BOARD
MINUTES
JANUARY 3, 2017

2017 BOARD REORGANIZATION

Bob Hiivala, County Auditor/Treasurer, called the meeting to order and asked for an election of the Chairperson for the coming year. On a motion by Daleiden, second by Husom, all voted to elect Charlie Borrell as Chairperson for 2017; and then Commissioner Borrell presided at the meeting.

On a motion by Husom, second by Potter, all voted to elect Mark Daleiden as Vice Chairperson for 2017.

On a motion by Potter, second by Vetsch, all voted to transfer back any unused funds in the County Attorney's Contingency Fund, the Sheriff's Contingency Fund, and the Incidental Fund to the General Revenue Fund.

On a motion by Daleiden, second by Husom, all voted to recall all unused clerk hire and unused budgets for 2016.

On a motion by Daleiden, second by Vetsch, all voted to set the County Board's regular sessions for every Tuesday for 2017. The meetings shall be called to order at 9:00 A.M.

The Chairperson presented the existing list of committee memberships and asked the members of the County Board to convey their preferences and suggestions regarding committee designations for 2017.

On a motion by Vetsch, second by Daleiden, all voted that the appointments of committees for 2017 be made by the Chairperson with the approval of the Board and that the first member named act as Chairperson of the Committee and the County Coordinator act as Secretary. Alternates are designated on the Committee by ( ).

The following is a list of members of 2016 members and the 2017 appointments:

COMMITTEE	2016 MEMBERS	2017 APPOINTMENTS
Budget Committee Of The Whole	All Commissioners, Coordinator, Aud./Treas.	All Commissioners, Coordinator, Aud./Treas.
Building Committee	Daleiden, Potter, (Borrell), Facilities Services Director	Potter, Borrell, (Vetsch) Facilities Services Director
Owners Committee-Courts Facility	Borrell, Potter (Daleiden)	Potter, Borrell (Daleiden)
Finance/CIP Committee	2 Commissioners, Alt. Commissioner, Coordinator, Auditor/Treasurer, Asst. Co. Coordinator, Asst. Finance Director & IT Director	Daleiden, Vetsch, Coordinator, Auditor/Treasurer, Asst. Co. Coordinator, Asst. Finance Director & IT Director
Ditch Committee (Combined Committee to Inspect & Joint Ditch Committee)	2 Commissioners; Plus Commissioner From District being addressed; Auditor/Treasurer	Borrell, Daleiden, (Husom), Auditor/Treasurer
Labor Management/Loss Control	Borrell, Husom, Coordinator, Asst. Co. Coordinator, Risk Manager, Emergency Management Coordinator (Also one Representative from each unit: Teamsters, WCDA, AFSCME, and 49ers)	Husom, Borrell, Coordinator, Asst. Co. Coordinator, Risk Manager, Emergency Management Coordinator (Also one Representative from each unit: Teamsters, WCDA, AFSCME, and 49ers)
Noxious Weed Appeal Committee	Daleiden, Borrell	Borrell, Daleiden
Nuclear	Sawatzke, Husom, Coordinator, Emergency Management Director, Assistant Deputy Director	Husom, Vetsch, Coordinator Emergency Management Director, Assistant Deputy Director

COMMITTEE	2016 MEMBERS	2017 APPOINTMENTS
Personnel/Employee Relations	2 Commissioners, 1 Alternate, HR Director & County Coordinator, and Assistant County Coordinator for Union Negotiations For Deferred Compensation, the Aud./Treas. and Chief Deputy Attorney	Husom, Daleiden, (Vetsch), HR Director & County Coordinator, and Assistant County Coordinator for Union Negotiations For Deferred Compensation, the Aud./Treas. and Chief Deputy Attorney
Tax Forfeit Committee	Borrell, Potter, Auditor/Treasurer	Potter, Borrell, Auditor/Treasurer
Technology	Borrell, Daleiden, IT Director, Auditor/ Treasurer, Highway Engineer, Human Services Representative, Sheriff Representative, Surveyor, Coordinator (Husom)	Daleiden, Vetsch, IT Director, Auditor/ Treasurer, Highway Engineer, Human Services Representative, Sheriff Representative, Surveyor, Coordinator (Husom)
Transportation Committee Of The Whole	All Commissioners, Highway Engineer, Coordinator	All Commissioners, Highway Engineer, Coordinator
Ways & Means	Husom, Sawatzke, Coordinator (Borrell)	Husom, Borrell, Coordinator, (Potter)

On a motion by Potter, second by Daleiden, all voted to accept the Advisory Board appointments as recommended. The following is a list of the 2016 members and the 2017 appointments:

ADVISORY BOARD MEMBERS	2016 MEMBERS	2017 APPOINTMENTS
Area Transportation Planning (ATP)	Potter	Potter
Bertram Chain Of Lakes Advisory Board	Sawatzke, Daleiden	Daleiden, Vetsch
Central MN EMS Region Joint Powers Board	Husom (Borrell)	Husom (Borrell)
Central MN Jobs & Training Joint Powers Board (JTPA) Workforce Center	Husom	Husom
Central MN Emergency Services Board (Regional Radio Board)	Borrell (Husom)	Borrell (Husom)
Clearwater River Watershed District (CRWD)	Husom	Vetsch
County Extension Service	Borrell, Potter	Borrell, Potter
Crow River Organization Of Water (C.R.O.W.)	Borrell (Potter)	Borrell (Potter)
Delegates to AMC	All Commissioners, Auditor/Treasurer, Coordinator, Highway Engineer	All Commissioners, Auditor/Treasurer, Coordinator, Highway Engineer
East Central Joint Powers Board	Sawatzke, Court Services Director	Vetsch, Court Services Director
Economic Development Partnership Board	Potter	Potter
Great River Regional Library Board	Potter	Potter (Vetsch)
Highway 25 Corridor Coalition	Potter (Sawatzke)	Potter (Vetsch)

ADVISORY BOARD MEMBERS	2016 MEMBERS	2017 APPOINTMENTS
Highway 55 Coalition	Potter, Husom (Highway Engineer)	Potter, Husom (Highway Engineer)
Historical Society	Sawatzke	Potter
I-94 Coalition	Potter	Potter
Law Library Board	Husom	Husom
Legislative Matters	All Commissioners	All Commissioners
Methamphetamine Education And Drug Awareness Coalition Of Wright County (M.E.A.D.A.)	Husom	Husom
Monticello Joint Planning Board	Sawatzke	Vetsch
One Watershed, One Plan Policy Committee	Borrell	Borrell
Parks Advisory Board	Daleiden	Daleiden
Planning Commission	Borrell	Borrell
Public Works Labor/ Management	Husom, Coordinator (Sawatzke)	Husom, Coordinator (Vetsch)
Region 7W Comprehensive Economic Development Strategy Committee	Potter (Sawatzke)	Potter (Husom)
Region 7W Transportation	Potter	Potter
Regional Crime Lab	Husom	Husom
Safe Communities of Wright County (SCWC)	Husom	Husom
Soil & Water Conservation District (SWCD)	Borrell	Borrell
Twin Cities Urbanized Areas (UZA) Boundaries	Daleiden	Daleiden
Water Management Task Force	Daleiden	Daleiden
Wright County Ag Society	Borrell	Borrell
Wright County Community Action Council	Daleiden, Borrell, City Representative	Daleiden, Borrell, City Representative
Wright County Multi-Jurisdictional Hazard Mitigation Planning Committee	Husom	Husom

(End of Advisory Board Appointments)

12-27-16 BOARD MINUTES
Daleiden moved to approve the minutes, seconded by Husom. The motion carried unanimously.

AGENDA
On a motion by Daleiden, second by Vetsch, all voted to approve the Agenda as presented.

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

A. ADMINISTRATION
   1. Refer to Personnel Committee (01/11/17) Request To Hire Business Analyst Above 12% Of Minimum Salary Range
B. ADMINISTRATION
   1. Authorize Participation in the 2017 Minnesota Cities Participation Program (MCPP) Providing First Time Homebuyer Loans
C. ADMINISTRATION
   1. Request To Authorize Signatures On Green View, Inc. Cleaning Contracts To Continue Services In 2017. Sites include Public Works And Highway. Billable rates unchanged.
D. ADMINISTRATION
   1. Reappointments To The Great River Regional Library Board:
      A. Dan Bravinder, 3-Year Term, Eff. 1-01-17
      B. Jim Shovelain, 2-Year Term, Eff. 1-01-17
E. ADMINISTRATION
   1. Approval of the MCIT 2017 Property/Casualty and Workers Compensation Insurance Renewal, for a total of $1,197,813.00.
F. SHERIFF
   1. Request That Deputy Scott Albrecht Be Temporarily Classified As Sergeant
G. SHERIFF
   1. Position Replacement:
      A. Deputy

TIMED AGENDA ITEMS

BOB HIIVALA, AUDITOR TREASURER
Award Of Bids For 2016 Official Newspaper
Hiivala opened bids for the 2017 legal newspaper. Hiivala will bring forth a recommendation on the award at the next County Board Meeting.

Delano Herald Journal	
Line length in picas	10.5
Lines per inch in legals	10
Length in lower case alphabet	84
Cost per column inch for legals	3.50

Herald Journal	
Line length in picas	10.5
Lines per inch in legals	10
Length in lower case alphabet	84
Cost per column inch for legals	.27

Claims
On a motion by Daleiden, second by Husom, all voted to approve the claims as listed in the abstract, subject to audit, for a total of $1,626,294.20 with 123 vendors and 181 transactions.

SEAN RILEY, PLANNING & ZONING ADMINISTRATOR

Planning Commission and Board of Adjustment appointments:

A. Reappoint Dan Bravinder and Ken Felger to the Planning Commission

B. Reappoint Paul Aarestad to the Board of Adjustment

Riley requested the following appointments to the Planning Commission and Board Of Adjustment, with terms for all positions running from 1-01-17 to 12-31-19:

Planning Commission:	Dan Bravinder (District 5) Ken Felger (District 4)
Board of Adjustment:	Paul Aarestad (District 4)

Potter moved to approve the appointments to the Planning Commission and Board of Adjustment as presented, seconded by Daleiden, carried unanimously.

TONY RASMUSON, COUNTY ASSESSOR

Oath of Office - County Assessor Reappointment

Per MN Statute 273.061, Rasmuson took the Oath of Office to serve another four-year term as County Assessor. Daleiden moved to reappoint Rasmuson as the County Assessor for the four-year term, seconded by Husom. The motion carried 5-0.

VIRGIL HAWKINS, HIGHWAY ENGINEER

Approve Agreement No. 16-54 for Improvement of Briarwood Ave SE in Rockford Twp.

The Agreement outlines the funding participation, construction, and maintenance responsibilities between Rockford Township and Wright County for the Briarwood Ave. SE improvements (SAP 086-600-007). Daleiden moved to approve the Agreement, seconded by Potter. The motion carried 5-0.

Approve Candidate Projects for Region 7W Funding for 2021

On a motion by Potter, second by Vetsch, roll call voted carried 5-0 to adopt Resolution #17-01 approving the following project for submittal to MnDOT for federal funding for fiscal year 2021:

Project	Improvement Description	Cost	Requested
CSAH 19*	Intersection Improvements	$3,000,000	$2,400,000

*This project would require some building removal and some major urban reconstruction involving all or part of that portion of CSAH 19 located between Chestnut Avenue SE and Ash Avenue NE in the City of St. Michael (one way pair). CSAH 35 and TH 241 would also be affected.

Approve Sponsoring Agency Resolution for TAP Funding for Howard Lake

The City of Howard Lake is applying for federal funds under the Transportation Alternatives Program (TAP) under the Fixing America's Surface Transportation (FAST) Act. The City is responsible for the local share of the project and operation and maintenance of the facilities. The City proposes trail and pedestrian improvements along State Hwy. 12 and County Hwy. 6 in Howard Lake. The County serves as the sponsoring agency as the City has a population of under 5000. Daleiden moved to adopt Resolution #17-02, seconded by Potter. The motion carried 5-0 on a roll call vote.

ITEMS FOR CONSIDERATION

2017 AMC DELEGATE APPOINTMENTS

On a motion by Potter, second by Husom, all moved to approve the following appointments to AMC:

2017 Policy Committee Appointments

Environment & Natural Resources Policy Committee	Borrell
General Government Policy Committee	Vetsch
Health & Human Services Policy Committee	Daleiden
Public Safety Policy Committee	Husom
Transportation & Infrastructure Policy Committee	Potter

2017 Delegate Appointments	Husom, Vetsch, Daleiden, Potter, Borrell Bob Hiivala, Auditor/Treasurer Lee Kelly, Coordinator Virgil Hawkins, Highway Engineer

ADOPT RESOLUTION APPOINTING ERIK HEURING AS AGRICULTURAL INSPECTOR AND AUTHORIZE EXECUTION OF AGREEMENT FOR 2017
Potter moved to adopt Resolution #17-03, seconded by Daleiden. The motion carried 5-0 on a roll call vote.

ADOPT RESOLUTION APPOINTING MICHAEL YOUNG AS DRAINAGE INSPECTOR AND AUTHORIZE EXECUTION OF AGREEMENT FOR 2017
Husom moved to adopt Resolution #17-04, second by Potter. The motion carried 5-0 on a roll call vote.

The meeting adjourned at 9:42 A.M.

2016 Minnesota Statutes

Authenticate

163.07 MS 1957 [Repealed, 1959 c 500 art 6 s 13]

163.07 COUNTY HIGHWAY ENGINEER.

Subdivision 1. **Appointment.** The county board of each county shall appoint and employ, as hereinafter provided, a county highway engineer who may have charge of the highway work of the county and the forces employed thereon, and who shall make and prepare all surveys, estimates, plans, and specifications which are required of the engineer. The county highway engineer may be removed by the county board during the term of office for which appointed only for incompetency or misconduct shown after a hearing upon due notice and upon stated charges. The burden of proving incompetency or misconduct shall rest upon the party alleging the same.

Subd. 2. **Qualifications, salary, and term.** The county highway engineer shall be a registered highway or civil engineer, registered under the laws of the state of Minnesota. The county board may appoint a new county engineer for a term of only one year. All reappointments shall be for a term of four years, and shall be made in May of the year in which the term expires. The county highway engineer shall be a citizen and resident of this state. The county highway engineer's salary shall be fixed by the county board and shall be payable the same as other county officers are paid. The salary shall not be reduced during the county highway engineer's term of office.

Subd. 2a. **Short-term reappointment pending retirement.** Notwithstanding the provisions of subdivision 2 as to the term of office of the county highway engineer, the county board of any county may reappoint a county highway engineer for a term of office less than four years when such county highway engineer to be reappointed will reach the age of mandatory retirement within the normal four-year term provided for in subdivision 2.

Subd. 3. [Repealed, 2014 c 227 art 1 s 23]

Subd. 4. **Civil service classification.** The commissioner of management and budget shall allocate a state civil service classification to any city or county highway engineer, or an engineer of any other governmental agency as may be from time to time requested by the commissioner of transportation. The allocation shall be made on the same basis and subject to the same provisions of law as pertain to engineering and similar positions in the state classified service. The commissioner of management and budget shall give consideration to the education, professional attainments and experience of the city, county highway engineer, or engineer of any other governmental agency for purposes of transfer to the state service. All city, county highway engineers, or engineers of any other governmental agency who have not less than two years service prior to the transfer may be transferred to the state classification so allocated without examination, but subject to a six months probationary period, in the state classified service. The commissioner of management and budget shall establish procedure for the transfer.

Subd. 5. **Promotional examination.** The commissioner of transportation may certify any city or county highway engineer that the commissioner may deem qualified to the commissioner of management and budget as eligible to take any specific promotional examination held for civil engineer or civil engineering aid as classified by the state civil service commission. The service rating of such engineer shall include past service with the state and as city or county highway engineer, if the engineer had prior service with the state Transportation Department as a supervisory engineer.

Subd. 6. **Duties; bond.** The county highway engineer shall devote the entire time to official duties and, before entering upon the duties of office, give bond to the state in the penal sum of $25,000, to be approved and filed in the same manner as are the bonds of the other county officers. All premiums for the bond shall be paid by the county. The state, the several governmental subdivisions thereof, or any person damaged by any wrongful act or omission of the county highway engineer in the performance of official duties may maintain an action on the bond for the recovery of the damages so sustained.

Subd. 7. **Report.** The county highway engineer shall prepare and submit to the county board annually a full and complete report covering all county highway work, and

shall prepare and submit such other reports relating to the county highway system as the county board directs.

Subd. 8. [Repealed, 1969 c 304 s 2]

Subd. 9. Contract for engineer services with other county. In lieu of appointing and employing a county highway engineer in accordance with the provisions of this section, a county may contract for the services of a county highway engineer with a county that appoints and employs such an engineer upon such terms as are mutually agreed upon. An engineer acting as a county highway engineer under contract for a county shall exercise every duty and responsibility imposed by law upon a county highway engineer. A copy of each contract executed between counties under this subdivision shall be filed in the office of the commissioner of transportation.

This subdivision shall not apply to any county containing a city of the first class.

History: *1959 c 500 art 4 s 7; 1967 c 763 s 1,2; 1969 c 437 s 1; 1971 c 389 s 1; 1973 c 15 s 1; 1973 c 123 art 5 s 7; 1973 c 507 s 45; 1976 c 166 s 7; 1980 c 617 s 47; 1986 c 444; 1992 c 505 s 2; 1Sp2003 c 19 art 2 s 15; 2008 c 204 s 42; 2009 c 101 art 2 s 109*

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WRIGHT COUNTY
REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: _____ ***BOARD MEETING DATE:*** ***1/10/17*** ***CONSENT AGENDA:*** ***X***

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

ADMINISTRATION .
ORIGINATING DEPARTMENT/SERVICE

x Alan Wilczek
REQUESTOR'S SIGNATURE

_____
REVIEWED BY/DATE

BOARD ACTION REQUESTED:
Request approval to move forward with W.L. Hall Company on the contract to replace the Public Works Building windows.

BACKGROUND/JUSTIFICATION:
Bids were opened on 12/20/16 by Alan Wilczek & Lee Kelly. The pre-bid meeting and document distribution included seven companies; two submitted proposals.
W.L. Hall Company: $74,125.00
Grindstone Construction: $78,760.00

Inspec developed the specifications and will oversee the installation with site visits and testing.

COUNTY ATTORNEY REVIEW DATE:

FINANCIAL IMPLICATIONS: $_____

COUNTY COORDINATOR/DATE:

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

BUDGETED: ____ ____
YES NO

FUNDING: _____ _____
LEVY OTHER

COMMENTS:

COMMENTS:

INSPEC

Smart engineering of

roofs, walls, windows,

pavements

and waterproofing

December 28, 2016

Mr. Alan Wilczek
Wright County
Government Center
10 Second Street Northwest, Room 235
Buffalo, MN 55313

RE: 2017 Window Replacement – Wright County Public Works Service Building
Buffalo, Minnesota
Inspec File No.: 214052

Dear Mr. Wilczek,

On December 20, 2016, two (2) bids were received for the above-mentioned project. All contractor bids were received prior to the deadline in accordance with bidding requirements. On December 20, 2016, the bids were opened privately. W.L. Hall Company, Inc. submitted the low bid in the amount of $74,xxx and is the apparent low bidder.

The low bid amount of $74,125 although higher than Inspec's original estimate, is comparable to other similar projects recently bid under the current construction climate. The bid separation was less than $5,000. We recommend that the County consider approving WL Hall's bid for the new windows on the Public Works Service Building.

WL Hall has worked on many projects for which we have provided architectural services in the past. The work performed has been good and their personnel have been cooperative. Based on the above information, we would recommend acceptance of their bid.

If you have any questions regarding the above information, please feel free to contact our office.

Sincerely,

INSPEC

Laurence Koch, AIA

LJK/bap

5801 Duluth Street
Minneapolis, MN 55422
Ph. 763-546-3434
Fax 763-546-8669

Chicago

Milwaukee

Minneapolis

www.inspec.com

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: _____ ***BOARD MEETING DATE:*** ____***January 10, 2017***_____

CONSENT AGENDA: ___***X***_ ***AMT. OF TIME REQUIRED:*** _____ ***ITEM FOR CONSIDERATION:*** ____

ADMINISTRATION .
ORIGINATING DEPARTMENT/SERVICE

X____Sue Vergin_____
REQUESTOR'S SIGNATURE

_____
REVIEWED BY/DATE

BOARD ACTION REQUESTED:

Schedule 2016 Employee Recognition Ceremony for February 28th, 2017 @ 10:00 A.M.

BACKGROUND/JUSTIFICATION:

COUNTY ATTORNEY REVIEW DATE:

COUNTY COORDINATOR/DATE:

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

FINANCIAL IMPLICATIONS: $_____

BUDGETED: _____ _____
YES NO

FUNDING: _____ _____
LEVY OTHER

COMMENTS:

COMMENTS:

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: _____ ***BOARD MEETING DATE:*** _01/10/17_ ***CONSENT AGENDA:*** _X__

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

_ ADMINISTRATION ____.
ORIGINATING DEPARTMENT/SERVICE

X___Sunny M. Hesse_____ _____
REQUESTOR'S SIGNATURE

_____
REVIEWED BY/DATE

BOARD ACTION REQUESTED:
Union employee (WCDA) request for vacation donation. Request approval to receive donations from non-union and union employees that have completed the required donation forms.

BACKGROUND/JUSTIFICATION:
WCDA employee request for vacation donation for health reasons.

COUNTY ATTORNEY REVIEW DATE:

COUNTY COORDINATOR/DATE:

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

FINANCIAL IMPLICATIONS: $_____

BUDGETED: _____ _____
YES NO

FUNDING: _____ _____
LEVY OTHER

COMMENTS:

COMMENTS:

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

***Req. Agenda Time*:**		***Board Meeting Date*:**	1-10-2017	***Consent Agenda*:**	X
Amt. of Time Required:		***Item For Consideration*:**			

Auditor-Treasurer's Office	**Board Action Requested:**
Originating Department/Service	
Requestor's Signature	
Reviewed By/Date	

Background/Justification:

Approve Renewal of 2017 Tobacco Licenses for:

A. City of Albertville: 152 Club, Inc. DBA 152 Club; Cardinal Enterprises, LLC DBA SuperAmerica #4899; E-Cig E-Bacco LLC DBA E-Bacco; CL Gentile, Inc. DBA Geez Sports Bar & Grill; Westside Liquor of Albertville, Inc. DBA Westside Liquor;
B. City of Otsego: Napa Valley Liquor, Inc. DBA Napa Valley Liquors;
C. City of Rockford: Cardinal Enterprises, LLC DBA SuperAmerica #4898;
D. City of St. Michael: Tran's St. Michael Liquors, Inc. DBA St. Michael Liquors.

Previous Action On Request/Other Parties Advised:

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

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

***Req. Agenda Time*:**		***Board Meeting Date*:**	1-10-2017	***Consent Agenda*:**	X
Amt. of Time Required:		***Item For Consideration*:**			

Auditor-Treasurer's Office	**Board Action Requested:**
Originating Department/Service	Approve Claims as Listed in the Abstract, Subject to Audit, for a Total of $241,860.85 with 120 Vendors and 186 Transactions.
Requestor's Signature	
Reviewed By/Date	

Background/Justification:

Previous Action On Request/Other Parties Advised:

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

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: BOARD MEETING DATE: *January, 10 2017* *CONSENT AGENDA:* *X*

AMT. OF TIME REQUIRED: ITEM FOR CONSIDERATION:

County Board

ORIGINATING DEPARTMENT/SERVICE

X

REQUESTOR'S SIGNATURE

1/3/17

REVIEWED BY/DATE

BOARD ACTION REQUESTED:

Approve replacement of Information Support Specialist staff, 1.0 FTE, due to promotion.

BACKGROUND/JUSTIFICATION:

Misty Thibodeaux has accepted the position of Technology Coordinator effective January 2. As an Information Support Specialist, she is responsible for providing technical support for Wright County Health and Human Services.

COUNTY ATTORNEY REVIEW DATE:

FINANCIAL IMPLICATIONS: $_____

COUNTY COORDINATOR/DATE:

ADMINISTRATIVE RECOMMENDATION:

- ☐ APPROVAL
- ☐ DENIAL
- ☐ NO RECOMMENDATION

BUDGETED: ____ ____
YES NO

FUNDING: LEVY OTHER

COMMENTS:

COMMENTS:

Wright County
Request for Board Action

Req. Agenda Time:	Board Meeting Date: 01-10-17	Consent Agenda	Yes
Amt of Time Required:	Item for Consideration:		

Sheriff's Office
Originating Department

BOARD ACTION REQUESTED:
Request position replacement for 1 communications officer.

Requestor's Signature

Reviewed by/date

BACKGROUND/JUSTIFICATION:
Request position replacement for 1 communications officer due to the resignation of Kaylin Olk effective 01/02/17.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED:

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

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

***Req. Agenda Time*:**	9:05 a.m.	***Board Meeting Date*:**	1-10-2017	***Consent Agenda*:**	
Amt. of Time Required:	2 min.	***Item For Consideration*:**			

Auditor-Treasurer's Office	**Board Action Requested:**
Originating Department/Service	Approve Engagement Letter With OSA For The 2016 Audit.
Requestor's Signature	
Reviewed By/Date	

Background/Justification:

1. The OSA did not release Wright County for 2016 audit services. Our understanding is that we have notified them that we are opting out starting with the 2017 audit. The document is a formality where they describe what their audit is, and what we agree to provide to them.

Previous Action On Request/Other Parties Advised:

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

STATE OF MINNESOTA
OFFICE OF THE STATE AUDITOR

SUITE 500
525 PARK STREET
SAINT PAUL, MN 55103-2139

(651) 296-2551 (Voice)
(651) 296-4755 (Fax)
state.auditor@state.mn.us (E-Mail)
1-800-627-3529 (Relay Service)

REBECCA OTTO
STATE AUDITOR

December 21, 2016

The Honorable Robert J. Hiivala
Wright County Auditor/Treasurer
Wright County Government Center
10 Second Street NW
Buffalo, Minnesota 55313

Members of the Board of Commissioners
County Coordinator
Wright County

We are pleased to confirm our understanding of the services we are to provide pursuant to Minnesota Laws for Wright County, Minnesota, for the year ended December 31, 2016. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of Wright County as of and for the year ended December 31, 2016. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Wright County's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board (GASB) who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Wright County's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles (GAAP) and will be subjected to certain limited procedures, but will not be audited:

- Management's discussion and analysis
- Budgetary presentations for the general and major special revenue funds and related notes
- GASB-required supplementary other post-employment benefits and pension information and related notes

We have also been engaged to report on supplementary information other than RSI that accompanies Wright County's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- Combining and individual fund statements
- Schedule of intergovernmental revenue
- Schedule of expenditures of federal awards and related notes

We will also issue our management and compliance report that will include the schedule of expenditures of federal awards that will be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and upon which we will provide an opinion in relation to the financial statements as a whole.

The following other information accompanying the financial statements in your comprehensive annual financial report (CAFR) will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on it:

- Introductory section
- Statistical section

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards.*

- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (a) the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance and (b) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; the provisions of the

Uniform Guidance; and the legal provisions of the *Minnesota Legal Compliance Audit Guides*, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions and to report in conformity with the provisions of the *Minnesota Legal Compliance Audit Guides*. We will issue written reports upon completion of our single audit. Our reports will be addressed to the governing body of Wright County. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the single audit compliance opinion are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

Management Responsibilities

Management is responsible for the financial statements, notes, schedule of expenditures of federal awards, and all accompanying information as well as all representations contained therein. In order to meet your responsibilities for the financial statements, notes, and schedule of expenditures of federal awards, you agree to have information completed and available for audit by the dates identified in a schedule of completion document provided to auditors. If you are unable to prepare the information needed for the financial statements, notes, or schedule of expenditures of federal awards, or if the completion schedule varies significantly, we will, based on our staffing availability, provide the additional nonaudit services necessary to assist in the preparation of your draft financial statements, notes, and schedule of expenditures of federal awards in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on management's chart of accounts and other information determined and approved by management. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. Any such services will be performed in accordance with applicable professional standards. The County understands this will result in additional costs and agrees to pay for these services.

You will be required to acknowledge in the written management representation letter our assistance, if any, with preparation of the financial statements, notes, and schedule of expenditures of federal awards and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes and any other nonaudit services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Management is responsible for (a) establishing and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (b) following laws and regulations; (c) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (d) ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (a) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (b) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (c) additional information that we may request for the purpose of the audit, and (d) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the entity involving (a) management, (b) employees who have significant roles in internal control, and (c) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings, if applicable, should be available for our review.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written management representation letter that (a) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (b) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (c) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (d) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited

financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written management representation letter that (a) you are responsible for presentation of the supplementary information in accordance with GAAP; (b) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (c) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (d) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing us with report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those financial audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to using the auditor's report, you understand that you must obtain our prior consent to reproduce or use our report in bond offering official statements or other documents.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (a) errors, (b) fraudulent financial reporting, (c) misappropriation of assets, or (d) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a single audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial

institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Wright County's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards.*

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the OMB *Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Wright County's major programs. The purpose of these procedures will be to express an opinion on Wright County's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Audit Administration and Other

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit

clearinghouse and, if appropriate, to pass-through entities. Additional copies of the reporting package may be required. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide your governing body, management, related organization representatives, and, if applicable, nonfederal grantor entities with copies of our reports. Management is responsible for all other distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of the Office of the State Auditor. We may be requested to make certain audit documentation and appropriate individuals available to a cognizant or oversight agency for audit or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. If requested, access to such audit documentation will be provided under our supervision. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained, pursuant to our record retention plan, for a period of ten years after the date the auditor's report is issued. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact those contesting the audit finding for guidance prior to destroying the audit documentation. We will be available throughout the year to answer questions, provide assistance, or assist you in implementing any of our recommendations.

Our fees are based on standard hourly rates plus travel and any out-of-pocket expenses. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Progress billings will be mailed to you every four weeks. The condition of your records and the assistance you are able to provide us affects both the timeliness and cost of the audit.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any subsequent peer review reports received during the period of the contract when requested by you. Our 2015 peer review report can be found on our website at www.auditor.state.mn.us.

We appreciate the opportunity to be of service to Wright County and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please contact me at (651) 282-2748 or Rick Pietrick, who will be in charge of this audit, at (651) 282-2387 or at rick.pietrick@osa.state.mn.us. If you agree with the terms of our engagement as described in this letter, please sign where provided below and return it to us.

Sincerely,

Rick Pietrick

for Dianne Syverson, CPA, Audit Manager

Approved: This letter correctly sets forth the understanding of Wright County.

_____	_____
Chair, Board of Commissioners	Date
_____	_____
County Auditor/Treasurer	Date
_____	_____
County Coordinator	Date

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

***Req. Agenda Time*:**	9:05 a.m.	***Board Meeting Date*:**	1-10-2017	***Consent Agenda*:**	
Amt. of Time Required:	2 min.	***Item For Consideration*:**			

Auditor-Treasurer's Office	**Board Action Requested:**
Originating Department/Service	Approve Engagement Letter With CliftonLarsonAllen For The 2016 Compilation Services.
Requestor's Signature	
Reviewed By/Date	

Background/Justification:

1. Last year Wright County made the decision to not have the OSA convert our financial statements into their system, but rather we hired CLA to compile our statements for us, using their system that we used for the previous 9 years. This document represents another contract for this service. With Lindsey Meyer now joining my staff we hope to mitigate some of these expenses, and will likely not need this additional service in the future.

Previous Action On Request/Other Parties Advised:

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

CliftonLarsonAllen

CliftonLarsonAllen LLP
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14275 Golf Course Drive, Suite 300
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218-828-0100 | fax 218-828-9503
CLAconnect.com

October 3, 2016

County Board of Commissioners and Management
Wright County
10 2nd Street NW
Buffalo, MN 55313-1188

We are pleased to confirm our understanding of the terms and objectives of our engagement to prepare financial statements and the nature and limitations of the preparation and other accounting services CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") will provide for Wright County ("you," "your," or "the entity") for the year ended December 31, 2016.

Douglas P. Host is responsible for the performance of the preparation engagement.

Preparation services

We will prepare, from the information you provide, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of Wright County, as of and for the year ended December 31, 2016. The year-end financial statements, including the related notes to the financial statements, will be prepared for use by the County's auditors.

The supplementary information accompanying the financial statements will be prepared and presented for purposes of additional analysis and is not a required part of the basic financial statements.

Other accounting services

We will also provide the following other accounting services:

- Preparation of adjusting journal entries as provided by county staff for inclusion in the financial statements
- Assistance in accumulating the statistical tables for the comprehensive annual financial report

Engagement objective

The objective of our engagement is to prepare financial statements in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP) based on information provided by you.

Our responsibilities

We will conduct our engagement in accordance with Statements on Standards for Accounting and Review Services (SSARSs) promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants (AICPA) and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

Engagement limitations

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion, a conclusion, nor provide any assurance on the financial statements and the supplementary information.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations. We have no responsibility to identify and communicate deficiencies in your internal control as part of this engagement. You agree that we shall not be responsible for any misstatements in the entity's financial statements that we may not identify as a result of misrepresentations made to us by you.

No assurance statement

The financial statements will not be accompanied by a report. However, management agrees that each page of the financial statements will include a statement clearly indicating that no assurance is provided on them.

Management responsibilities

The engagement to be performed is conducted on the basis that management acknowledges and understands that our role is to prepare financial statements in accordance with U.S. GAAP. Management has the following overall responsibilities that are fundamental to our undertaking the engagement to prepare your financial statements in accordance with SSARSs:

a. The selection of the financial reporting framework to be applied in the preparation of the financial statements.

b. The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

c. The prevention and detection of fraud.

d. To ensure that the entity complies with the laws and regulations applicable to its activities.

e. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement to prepare financial statements.

f. To provide us with the following:

   i. Access to all information relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.

   ii. Additional information that may be requested for the purpose of the engagement.

   iii. Unrestricted access to persons within the entity with whom we determine it necessary to communicate.

Engagement administration and other matters

A list of information we expect to need for our engagement and the dates required will be provided in a separate communication.

We are available to perform additional procedures with regard to fraud detection and prevention, at your request, as a separate engagement, subject to completion of our normal engagement acceptance procedures. The terms and fees of such an engagement would be documented in a separate engagement letter.

The workpapers supporting the services we perform are the sole and exclusive property of CLA and constitute confidential and proprietary information. We do not provide access to our workpapers to you or anyone else in the normal course of business. Unless required by law or regulation to the contrary, we retain our workpapers in accordance with our record retention policy that typically provides for a retention period of seven years.

Pursuant to authority given by law or regulation, we may be requested to make certain workpapers available to Minnesota Office of the State Auditor for their regulatory oversight purposes. We will notify you of any such request. Access to the requested workpapers will be provided to the regulators under the supervision of CLA personnel and at a location designated by our firm. Furthermore, upon request, we may provide copies of selected workpapers to such regulators. The regulators may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

CLA will not disclose any confidential, proprietary, or privileged information of the entity to any persons without the authorization of entity management or unless required by law. This confidentiality provision does not prohibit us from disclosing your information to one or more of our affiliated companies in order to provide services that you have requested from us or from any such affiliated company. Any such affiliated company shall be subject to the same restrictions on the use and disclosure of your information as apply to us.

Our relationship with you is limited to that described in this letter. As such, you understand and agree that we are acting solely as independent accountants. We are not acting in any way as a fiduciary or assuming any fiduciary responsibilities for you. We are not responsible for the preparation of any report to any governmental agency, or any other form, return, or report or for providing advice or any other service not specifically recited in this letter.

Limitation of remedies

Our role is strictly limited to the engagement described in this letter, and we offer no assurance as to the results or ultimate outcomes of this engagement or of any decisions that you may make based on our communications with you. You agree that it is appropriate to limit the liability of CLA, its partners, principals, directors, officers, employees, and agents (each a "CLA party") and that this limitation of remedies provision is governed by the laws of the state of Minnesota, without giving effect to choice of law principles.

You further agree that you will not hold CLA or any other CLA party liable for any claim, cost, or damage, whether based on warranty, tort, contract, or other law, arising from or related to this agreement, the services provided under this agreement, the work product, or for any plans, actions, or results of this engagement, except to the extent authorized by this agreement. In no event shall any CLA party be liable to you for any indirect, special, incidental, consequential, punitive, or exemplary damages, or for loss of profits or loss of goodwill, costs, or attorney fees.

The exclusive remedy available to you shall be the right to pursue claims for actual damages that are directly caused by acts or omissions that are breaches by a CLA party of our duties owed under this agreement, but any recovery on any such claims shall not exceed the fees actually paid under this agreement by you to CLA.

Time limitation

The nature of our services makes it difficult, with the passage of time, to gather and present evidence that fully and fairly establishes the facts underlying any dispute that may arise between you and any CLA party. The parties (you and CLA) agree that, notwithstanding any statute or law of limitations that might otherwise apply to a dispute, including one arising out of this agreement or the services performed under this agreement, for breach of contract or fiduciary duty, tort, fraud, misrepresentation or any other cause of action or remedy, any action or legal proceeding by you against any CLA party must be commenced within twenty-four (24) months ("Limitation Period") after the date when we deliver the financial statements prepared under this agreement to you, regardless of whether any CLA party provides other services for you relating to the preparation engagement, or you shall be forever barred from commencing a lawsuit or obtaining any legal or equitable relief or recovery.

The Limitation Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of the existence or possible existence of a dispute.

Fees

We estimate that our fees for these services will be $12,100. This estimate includes other costs such as production, word processing, postage, etc., and internal and administrative charges. The fee estimate is based on anticipated cooperation from your personnel and their assistance with preparing requested schedules. If the requested items are not available on the dates required or are not accurate, the estimated fee for services will likely be higher. If unexpected circumstances require significant additional time, we will provide detailed billing information and explanations of additional charges. Conversely, if the estimated time and related is fees is less than anticipated, CLA will only bill Wright County for the actual hours/fees incurred. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not provided you with the prepared financial statements. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Changes in accounting and SSARSs

Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in the letter increases due to such changes, our fee may need to be adjusted. We will discuss such circumstances with you prior to performing the additional work.

Other fees

You also agree to compensate us for any time and expenses, including time and expenses of legal counsel, we may incur in responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings that we are asked to respond to on your behalf.

Finance charges and collection expenses

You agree that if any statement is not paid within 30 days from its billing date, the unpaid balance shall accrue interest at the monthly rate of one and one-quarter percent (1.25%), which is an annual percentage rate of 15%. In the event that any collection action is required to collect unpaid balances due us, reasonable attorney fees and expenses shall be recoverable.

Subcontractors

CLA may, at times, use subcontractors to perform services under this agreement, and they may have access to your information and records. Any such subcontractors will be subject to the same restrictions on the use of such information and records as apply to CLA under this agreement.

Agreement

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. This letter constitutes the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign, date, and return a copy to us to indicate your acknowledgment and understanding of, and agreement with, the arrangements for our engagement to prepare your financial statements, and the parties' respective responsibilities.

Sincerely,

CliftonLarsonAllen LLP

Douglas P. Host

Douglas P. Host, CPA
Principal
218-825-2948
doug.host@CLAconnect.com

Response:

This letter correctly sets forth the understanding of Wright County.

Authorized governance signature: _____

Title: _____

Date: _____

Authorized management signature: _____

Title: _____

Date: _____

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

***Req. Agenda Time*:**		***Board Meeting Date*:**	1-10-2017	***Consent Agenda*:**	X
Amt. of Time Required:		***Item For Consideration*:**			

Auditor-Treasurer's Office	**Board Action Requested:**
Originating Department/Service	Calculations of 2017 Legal Paper Bids.
Requestor's Signature	
Reviewed By/Date	

Background/Justification:

Calculations from bids opened at the 1/3/2017 Board Meeting.

Previous Action On Request/Other Parties Advised:

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

Robert J. Hiivala
Wright County Auditor/Treasurer

Wright County Government Center
10 2nd Street NW, Room 230
Buffalo, MN 55313-1195
Phone: (763) 682-7579
Fax: (763) 682-7873

CALCULATIONS OF 2017 LEGAL PAPER BIDS

Herald Journal

Line length in picas	10.5
Lines per inch in legals	10
Length in lower case alphabet	84
Cost per column inch for legals	0.27

10.5	x	12	=	126
10	x	126	=	1260
1260	/	84	=	15
0.27	/	15	=	0.018

Monticello Times

Line length in picas	0
Lines per inch in legals	0
Length in lower case alphabet	0
Cost per column inch for legals	0.00

0	x	12	=	0
0	x	0	=	0
0	/	0	=	0
0	/	0	=	0

Delano Herald Journal

Line length in picas	10.5
Lines per inch in legals	10
Length in lower case alphabet	84
Cost per column inch for legals	3.50

10.5	x	12	=	126
10	x	126	=	1260
1260	/	84	=	15
3.5	/	15	=	0.2333333

Maple Lake Messenger

Line length in picas	0
Lines per inch in legals	0
Length in lower case alphabet	0
Cost per column inch for legals	0.00

0	x	12	=	0
0	x	0	=	0
0	/	0	=	0
0	/	0	=	0

Crow River News

Line length in picas	0
Lines per inch in legals	0
Length in lower case alphabet	0
Cost per column inch for legals	0.00

0	x	12	=	0
0	x	0	=	0
0	/	0	=	0
0	/	0	=	0

Line length in picas	0
Lines per inch in legals	0
Length in lower case alphabet	0
Cost per column inch for legals	0.00

0	x	12	=	0
0	x	0	=	0
0	/	0	=	0
0	/	0	=	0

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

***Req. Agenda Time*:**	9:05 a.m.	***Board Meeting Date*:**	1-10-2017	***Consent Agenda*:**	
Amt. of Time Required:	1 min.	***Item For Consideration*:**			

Auditor-Treasurer's Office	**Board Action Requested:**
Originating Department/Service	Approve Temporary Liquor License For Maple Lake – Lake Property Owner's Assn.
Requestor's Signature	
Reviewed By/Date	

Background/Justification:

Event is on Saturday, February 4, 2016 on Maple Lake (Ice Fishing Derby). Application has been approved by the Wright County Sheriff, Wright County Attorney and by the Town Board of Maple Lake.

Previous Action On Request/Other Parties Advised:

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

Wright County
Request for Board Action

Req. Agenda Time: _____ Board Meeting Date: 01/10/16 Consent Agenda _____

Amt of Time Required: 5 Item for Consideration: IT Staff Travel to Cisco Live

IT

Originating Department

Requestor's Signature

BOARD ACTION REQUESTED:

Approve travel for two Sr. Systems Engineers to the Cisco Live Conference, June 25-29.

Reviewed by/date

BACKGROUND/JUSTIFICATION:

The annual Cisco Live conference is held in Las Vegas, NV. This conference presents a unique and valuable training opportunity. It includes 5 days of sessions and specialty programs directly related to technology that the County uses. These sessions include labs, technical seminars, hands on Cisco training and showcases new and upcoming technology. This was budgeted for in 2017.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED:

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

COMMENTS: **COMMENTS:**

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: _____ *BOARD MEETING DATE:* *01-10-17* *CONSENT AGENDA:* _____

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

HIGHWAY

ORIGINATING DEPARTMENT/SERVICE

REQUESTOR'S SIGNATURE

REVIEWED BY/DATE

BOARD ACTION REQUESTED:

Set Transportation Committee of the Whole Meeting to Discuss Transportation Items

BACKGROUND/JUSTIFICATION:

1. **County State Aid Highway 9 in Waverly – Funding Discussion**

Suggested dates for meeting:

Monday, January 23rd at 10:30 am; Wed. Jan. 25th (PM); Thursday Jan. 26th (AM); Fri. Jan. 27th

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED:

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

COMMENTS:

COMMENTS:

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: _____ BOARD MEETING DATE: _01/10/17_ CONSENT AGENDA: ____

AMT. OF TIME REQUIRED: __10 mins____ ITEM FOR CONSIDERATION: _____

__ADMINISTRATION_____.
ORIGINATING DEPARTMENT/SERVICE

X___Sunny M. Hesse_____ _____
REQUESTOR'S SIGNATURE

_____
REVIEWED BY/DATE

BOARD ACTION REQUESTED:
Request approval of Personnel Policy revisions as reviewed and recommended by the County Negotiations Committee.

Also, request approval of revising all Personnel with reference to vacation/sick time to also include PTO.

BACKGROUND/JUSTIFICATION:
Revisions are recommended to the following personnel policies as reviewed and discussed as part of contract negotiations.

- **104 Compensation Plan,**
- **206 Performance Evaluation,**
- **310 PTO/Vacation Donation,**
- **506 Business Related Expense Reimbursement, and**
- **508 Work Schedule.**

Recommended revisions to each policy are attached.

COUNTY ATTORNEY REVIEW DATE:

FINANCIAL IMPLICATIONS: $_____

COUNTY COORDINATOR/DATE:

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

BUDGETED: _____ _____
YES NO

FUNDING: _____ _____
LEVY OTHER

COMMENTS:

COMMENTS:

Wright County
Department of Administration
Human Resource Risk Management (HRRM) Division

104 COMPENSATION PLAN

Policy Adopted: **11-16-04** **Policy Amended:** ~~**04-7-15**~~**01-10-17**
Effective: 01-01-17

104.01 POLICY STATEMENT

The County has developed the following compensation plan to assist in the attraction and retention of highly qualified employees. Wright County shall hold by the principles of equal pay for equal work and shall abide by all State and Federal laws regarding pay equity.

104.02 DEVELOPMENT

The County Coordinator or designee, shall develop the County's Compensation Plan based on the classification system and the principle of equal pay for equal work. Pay ranges will be determined by using one or more of the following factors:

a. Uniformity of pay for each class
b. Comparisons of like positions with counties in the same labor market as determined by the County Board
c. Availability of applicants with the required specialization
d. Negotiation through Labor Contracts

104.03 ADOPTION

The Compensation Plan shall be approved by the County Board. The Compensation Plan and Procedures shall be adopted and may be amended by resolution of the County Board.

104.04 ADMINISTRATION

The County Coordinator shall be responsible for administering the Compensation Plan. The County Coordinator shall be responsible for conducting periodic reviews and comparative studies of pertinent factors affecting levels of pay. The County Coordinator may recommend amendments to the Plan to the County Board when appropriate. Amendments to the Plan may only be made upon approval of the County Board.

104.05 COMPENSATION PLAN

The Compensation Plan adopted by the County Board, with amendments made according to law and these rules, policies and procedures, shall constitute the official Compensation Plan for all positions. See Section 205, Probationary Period, for when promotion, demotion and transfers may result in a change in an employee's compensation.

104.06 BEGINNING SALARY

New employees shall normally be hired at the minimum range of the appropriate classification. In unusual circumstances the County Coordinator and/or the Human Resource Director can ~~recommend~~ approve up to and including 12% ~~percent~~ above the minimum salary range based on the applicant's education, experience, and labor market considerations.

104.07 PROMOTIONS

An employee, who is promoted to a new position at a higher grade level, shall receive a pay adjustment that is a salary increase of 4% over the employee's current base pay or the minimum of the new range, whichever is greater. At the sole discretion of the employer, the County Coordinator and/or Human Resources Director may approve a pay adjustment that is a salary increase of up to and including 12% over the employee's current base pay based on the applicant's education, experience, and labor market conditions. In no event can a promotional increase exceed the maximum of the new salary range.

104.08 WORK OUT-OF-CLASS

Employees assigned by the Employer to assume the full responsibilities and authority of a higher job classification shall receive pay based on the salary range of the higher classification. The employee shall be paid 4% over the employee's base pay or the minimum of the new range, whichever is greater, but not exceeding the maximum of the new salary range. The increased wage will not occur until after five (5) consecutive work days in the higher classification, and will continue for the duration of the assignment. Work out of class assignments require prior approval by the County Board or Human Services Board. Work out of class may not be used due to absence created by use of vacation.

104.09 MARKET RATE ADJUSTMENTS (Attraction and Retention)

Although the County considers internal compensation relationships of primary importance in maintaining pay equity, it may be necessary to recognize the external compensation relationships through market rates and market rate adjustments. All market rate adjustments must be recommended by the County Coordinator and approved by the County Board.

Market rate adjustments may be considered and external market relationships examined when:

a. There is evidence that a salary range is insufficient to attract qualified candidates for employment. This includes recruiting efforts which may involve advertising and interviewing more than once and all qualified candidates have declined an employment offer due to the salary range; and/or
b. There is evidence of a continuing pattern of turnover in a given job classification which can be directly linked to established compensation levels; and/or
c. There is evidence that a given job classification deviates from the market by a substantial percentage.

Market rate adjustments may also be considered when the County Coordinator recommends and the County Board agrees that a specific external market relationship must be examined.

Wright County
Department of Administration
Human Resource Risk Management (HRRM) Division

206 PERFORMANCE EVALUATION

Policy Adopted: 11-16-04 **Policy Amended: 01-10-17**
Effective: 01-01-17

206.01 POLICY STATEMENT

The performance evaluation system is designed to assist the employee to reach maximum potential, enhance services provided by Wright County, and to provide for periodic, formal reviews by the employee's supervisor and department head.

206.02 PERFORMANCE EVALUATION PROCEDURES

The performance evaluation system shall be based on job descriptions and result-oriented performance standards.

The performance evaluation system shall be conducted in the following way:

1. Each employee is to have a written performance evaluation conducted at the end of the probation period and at subsequent anniversary dates. ~~Performance evaluations for part-time employees will be pro-rated based on hours worked.~~ The supervisor or department head may conduct a performance appraisal at any time if:
    a. The employee's performance significantly changes.
    b. The department head feels it is in the best interest of the employee and/or the County.

    Part-time employees will receive a prorated range movement increase annually on the employee's anniversary date. The range movement increase will be prorated based on the equivalent FTE status of the employee. For example, a 0.5 FTE will receive a 0.5 range movement increase. A proration of the range movement increase shall continue annually on the employee's anniversary date based on the employees FTE status for the review period.

2. ~~The Personnel Division~~Human Resources will track the dates when employees are to receive performance evaluations. The evaluation forms will be sent to the department heads at least thirty (30) days in advance of review dates.

3. The evaluations shall be conducted by a supervisor as defined by these rules and the Minnesota Public Employer's Labor Relations Act (MPELRA). The supervisor will review the evaluation with the employee, and both the supervisor and the employee shall sign the form. The evaluation is then forwarded to the department head for review and signature.

4. The completed performance evaluation must be submitted to ~~the Personnel Division~~Human Resources in a timely manner preceding a County Board meeting or Human Services Board meeting on which the review will appear so that eligible employees will receive wage increases in an appropriate time.

   Board action shall occur prior to the employee's anniversary date. Employees will not receive step increases until Board action has been taken.

5. Department heads will be notified on a monthly basis of overdue performance evaluations.

6. Performance evaluations of department heads shall be reviewed by the Personnel Committee and approved by the County Board/Human Services Board.

206.03 APPEAL OF PERFORMANCE EVALUATION

Any employee may appeal their performance evaluation by submitting, in writing to the County Coordinator the reasons and justifications of appeal.

The County Coordinator or designee shall conduct an investigation and provide written findings to the employee and Department Head.

If the employee is not satisfied with the outcome, a grievance may be filed under the formal grievance and appeal process outlined in Sections 705 and 706, or if covered by a collective bargaining agreement follow the procedures outlined in the contract.

310 PTO/VACATION DONATION

Policy Adopted: **11-16-04**

Policy Amended: ~~09-09-14~~ **01-10-17**
Effective: ~~07-01-15~~ **01-01-17**

310.01 POLICY STATEMENT

Wright County permits ~~non-union~~all employees to donate PTO/vacation time on a case by case basis to other employees who have exhausted their paid leave benefits, but would otherwise be allowed to use sick leave. The County further reserves the right to establish this policy under circumstances that it deems appropriate, all on a case by case basis. An exercise of this policy shall not establish a precedent or practice.

310.02 TERMS AND CONDITIONS

An employee will be eligible to receive donated PTO/vacation time only after the employee's accrued sick leave, compensatory time, floating holiday and PTO/vacation have been exhausted.

The donated PTO/vacation time will go into the employee's PTO or sick time bank. The donated time will be transferred at the donor's pay rate and used at the recipients pay rate. Once a donation is made it is irrevocable. However, if more donated hours are received than needed, the donations will be returned to the employee(s) on a pro-rated basis.

An employee receiving donated time will not be eligible to accrue PTO, sick time, vacation time or be eligible for Holiday Pay. If the employee is not on an FMLA leave, he or she will be responsible for the full costs of health, dental and life insurance to continue coverage.

Wright County Personnel Policy
506 Business Related Expense Reimbursement

Policy Adopted: 11-16-04

Policy Amended: ~~5-12-15~~ 01-10-17
Effective Date: ~~7-15-15~~ 01-01-17

506.1 POLICY STATEMENT
Wright County will reimburse employees for some expenses incurred in the line of work in accordance with all applicable Minnesota State Statutes and IRS rules.

506.02 APPROVAL OF TRAVEL EXPENSES
Wright County will reimburse employees for reasonable business travel expenses incurred while on assignments away from the principal work location. All business travel outside the State of Minnesota must be approved in advance by the County Board. Travel expenses must be in the department's budget and approved by the County Board.

Employees whose travel plans have been approved are responsible for making their own travel arrangements. Travel expenses not billed to the County shall be paid for by the employee and reimbursed upon return in accordance with this Policy.

506.03 AUTHORIZED EXPENSES
The County will provide reimbursement for the following expenses incurred while attending a workshop, conference, meeting, seminar, or training related activity authorized by the County. The County will pay the prevailing rate as outlined in procedure.

A. Mileage for personal vehicle: When an employee is seeking reimbursement they must complete a Mileage Reimbursement Form, on that form they must identify that they made reasonable attempts to request a County vehicle, but one was not available; or indicate why the use of a County vehicle was not applicable to their situation. Deviation or exception to this policy must be preapproved, in writing, by the employees' supervisor. The County will reimburse the employee at the prevailing rate for use of their personal vehicle. Mileage is paid on the most reasonable and direct route as follows:

   1. Travel departing from or returning to the principal work location, mileage is reimbursed for the actual miles traveled.
   2. Groups going to the same destination must car-pool these trips whenever possible. In the event of a car pool, the person who owns the vehicle being driven is the only one who may claim mileage reimbursement.
   3. In the event an employee does not report to their principal work location during the course of a workday, mileage in excess of mileage normally driven to and from the principal work location is reimbursable. If such travel to a work site occurs on a day that the employee is not scheduled to work, then total mileage is reimbursable. In the event an employee has to travel to a work site prior to traveling to their principal work location, mileage will be reimbursed for the excess miles traveled over the normal commute to the principal work location.

4. In the event an employee has to travel from their principal work location to work sites prior to going home, mileage will be reimbursed for the excess miles traveled over the normal commute home.

B. Airfare or train fare: When travel to a conference, workshop, etc. requires the utilization of air or train transportation, the employee or County official shall arrange for travel in coach or economy class. In accordance with M.S. 15.435, an employee may not accrue any benefits offered by an airline company, such as frequent flyer credits, if the ticket is paid for or the cost reimbursed by the County.

C. Vehicle rental: Employees who desire to rent a vehicle will be reimbursed only for that portion of the costs that would normally have been incurred by the County.

D. Taxi/~~Bus~~Limousine: Employees may be reimbursed actual costs plus a maximum 15% gratuity for taxi~~, bus~~ or limousine service when on County business and where no private vehicle is available.

E. Lodging:

1. Single lodging will be reimbursed at the lowest possible occupancy rate. Employees are encouraged to share accommodations.
2. Employees will be reimbursed for the night prior to the formal start of the conference, seminar, etc. and the nights the event is in session (including the night of the last day).
3. Lodging should be billed directly to the County; otherwise, the employee should submit a bill for reimbursement upon return.

F. Meal allowance:

1. Authorized meal expenses will be reimbursed at the current rate established by the County Board. This includes the cost of the meal, sales tax, and a maximum 15% gratuity for approved breakfasts, lunches, dinners, or banquet meetings. Alcoholic beverages will not be reimbursed by the County.
   a. Breakfast is reimbursable only if preceded by an overnight stay or if travel must begin prior to 6 A.M.
   b. Dinner is reimbursable only if immediately followed by an overnight stay or if travel for the meeting/conference must commence prior to the end of the normal workday or meetings that start during normal work hours and conclude after 6:30 P.M. Dinner reimbursement will not be provided to employees returning from a workshop, conference, meeting, seminar, or training related activity if within one hour of the Wright County border.
2. Meal expenses not accompanied by overnight lodging will not be reimbursed by the County unless the meeting, conference, workshop, etc. is outside the County and a meal is not provided as part of the function.
3. Meals while traveling away from home on business are deductible. Employees are considered to be traveling away from home if their duties require them to be away from the general area of their tax home substantially longer than a normal business day and the employee needs to get sleep or rest to meet the demands of their work while away from home. (Revenue Rulings 75-168 and 75-170).
4. Employee or officials taking non-County persons to breakfast, lunch, or dinner will not be reimbursed. The only exception to this Policy is when a County employee is involved with children or vulnerable adults in court activities that must extend through the lunch hour.
5. Costs over the authorized meal maximum shall be the responsibility of the employee.
6. If a meal is provided as part of the workshop, conference, meeting, seminar or training related activity the employee cannot elect to eat elsewhere and seek reimbursement from the County.

G. Parking: Employees shall be reimbursed for the cost of parking while attending a meeting, conference, seminar, etc. with the exception of long term parking at an airport or train station.

H. Extended Travel: When extended travel is required, the employee may be authorized time for the day before and/or the day following the conference.

~~H.~~I. Commuter Train or Bus Reimbursement: Employees shall be reimbursed for the actual cost of utilizing commuter train or bus transportation.

The County will not reimburse for traffic violations (parking ticket, speeding ticket, etc.) incurred by an employee.

506.04 TRAVEL WITH SPOUSE, FAMILY MEMBERS, ETC.
Employees are permitted to combine personal travel with business travel, as long as time away from work is approved, and it will not interfere with successful completion of business objectives.

The County will reimburse only those expenses incurred by the employee or official. Any other expenses will be the responsibility of the employee.

506.05 REPORTING
When travel is completed, employees are to submit completed travel and expense reports within sixty (60) days, unless further restricted by department. All expenses are to be listed on a County expense claim form. Expenses listed on the claim form, but not accompanied by a receipt will not be reimbursed. Hand written receipts made out by the employee are not acceptable. The claim form, with all receipts and documents attached, shall be submitted to the department head for approval. Upon approval by the department head, the claim form shall be forwarded to the departments designated authority for reimbursement. Reports shall be accompanied by the following:

A. Mileage. Document date, purpose and location, including total miles traveled to and from the conference, workshop, seminar, or meeting site.
B. Meals. Submit detailed receipts that include the meal location, time, and price of menu items ordered.
C. Lodging. Include the hotel bill, or credit card slip/bill, identifying the room charges
D. Transportation. Attach a copy of the billing. If transportation expenses were paid by credit card, attach a copy of the credit card bill with travel fare highlighted.
E. Any other authorized expense not detailed here must be accompanied by a receipt.

506.06 VIOLATIONS
Any employee or official found violating this policy or making false claims shall be subject to disciplinary action and/or applicable state or federal laws.

Procedure - Business Related Expense Reimbursements

508 WORK SCHEDULE

Policy Adopted: **11-16-04** **Policy Amended:** ~~10-15-13~~01-10-17
Effective: 01-01-17

508.01 POLICY STATEMENT

Wright County establishes work schedules for its employees and reserves the right to make modifications to schedules as deemed necessary and appropriate to provide service to the public.

508.02 REGULAR WORK WEEK AND WORK SCHEDULE

The work week starts on Sunday at 12:01 A.M. and ends on Saturday at midnight. The most commonly utilized work schedule is 8:00 through 4:30 P.M., Monday through Friday.

Some employees are required to work non-standard schedules to promote optimum service to the public and to accommodate the needs of their respective departments.

508.03 FLEX-TIME

Flexible work schedules may be implemented to enhance service to the public and/or to accommodate the needs of their respective departments. Flexible work schedules shall not compromise effective government services. Department heads retain full authority to deny flexible schedule requests.

A. Department heads may schedule employees to work any eight (8) or ten (10) hour shift between the hours of 6:00 a.m. to 6:00 p.m. (Monday through Friday) without approval from the County Board or Human Services Board.

B. Requests for pre-arranged, repeating flexible schedules that deviate from working the regular schedule of five days a week and eight (8) or ten (10) hours a day must be approved by the County Board or Human Services Board.

C. Department heads may approve an occasional request from an employee to adjust their regularly scheduled shift. Approvals of this nature are not meant for permanent flexible schedules that are pre-arranged and repeating.

508.04 JOB SHARING

Job sharing allows two full-time employees to share a single position. A full-time employee may request to share their position with an existing employee or request to have a new employee hired for the other half of their position.

A. Eligibility - Employees must have completed their initial probationary period as a new hire.

B. Employee Request for Approval - Employees must submit a written request to their supervisor and/or department head. Requests must contain an explanation of the necessity for the request. Department heads retain full authority to deny job share requests or revoke a previously granted job share position if, in the department heads opinion, the arrangement is no longer beneficial. Job share schedules shall not be granted without approval from the County Board or Human Services Board. (Job share requests due to disability will be administered according to Policy 106, Reasonable Accommodations for Persons with Disabilities).

C. Restrictions - Employees requesting to job share must be employed in the same job classification and department. Employee must work 40 hours per pay period to retain job share status. Job share status remains permanent until such time that one person vacates the position.

D. Filling Vacancies in Job Share Positions - When a vacancy occurs within a shared position, the employer reserves the right to change the position back into a full-time position. If this occurs, the remaining job share employee will be given the opportunity to work full-time.

E. Benefits - Employees working part-time in job share position are eligible for pro-rated benefits.

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: _____ ***BOARD MEETING DATE:*** ***January 10, 2017***

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

ITEM FOR CONSIDERATION: ***X***

Administration
ORIGINATING DEPARTMENT/SERVICE

X Sue Vergin
REQUESTOR'S SIGNATURE

_____
REVIEWED BY/DATE

BOARD ACTION REQUESTED:

Schedule DISC Assessment Debriefing for Tuesday, February 28, 2017 at 1:15 PM. To be held in Conference Room 122.

BACKGROUND/JUSTIFICATION:

COUNTY ATTORNEY REVIEW DATE:

COUNTY COORDINATOR/DATE:

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

FINANCIAL IMPLICATIONS: $_____

BUDGETED: ____ ____
YES NO

FUNDING: _____ _____
LEVY OTHER

COMMENTS:

COMMENTS:

*** WRIGHT COUNTY ***

INTEGRATED FINANCIAL SYSTEMS

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

Print List in Order By: 2
1 - Fund (Page Break by Fund)
2 - Department (Totals by Dept)
3 - Vendor Number
4 - Vendor Name

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name on Audit List?: N

Type of Audit List: D
D - Detailed Audit List
S - Condensed Audit List

Save Report Options?: N

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates		Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
5	DEPT			COUNTY BOARD			
3179	**DALEIDEN/MARK**						
	01-005-000-0000-6331	AP	162.00	324 MILES			TRAVEL
				12/07/2016	12/29/2016		
3179	**DALEIDEN/MARK**		**162.00**		**1** Transactions		
3184	**HUSOM/CHRISTINE**						
	01-005-000-0000-6331	AP	142.00	284 MILES			TRAVEL
				11/01/2016	12/29/2016		
	01-005-000-0000-6338	AP	14.00	REIMBURSE PARKING			CONFERENCES & MEETINGS
				12/05/2016	12/06/2016		
3184	**HUSOM/CHRISTINE**		**156.00**		**2** Transactions		
3172	**POTTER/MICHAEL J**						
	01-005-000-0000-6331	AP	182.00	364 MILES			TRAVEL
				11/16/2016	12/29/2016		
3172	**POTTER/MICHAEL J**		**182.00**		**1** Transactions		
1462	**SAWATZKE/PAT**						
	01-005-000-0000-6331	AP	230.00	460 MILES			TRAVEL
				11/01/2016	12/20/2016		
	01-005-000-0000-6338	AP	21.00	REIMBURSE PARKING			CONFERENCES & MEETINGS
				11/01/2016	12/20/2016		
1462	**SAWATZKE/PAT**		**251.00**		**2** Transactions		
2490	**UNITED PARCEL SERVICE**						
	01-005-000-0000-6205	AP	5.56	SHIPPING			POSTAGE
				12/03/2016	12/24/2016		
2490	**UNITED PARCEL SERVICE**		**5.56**		**1** Transactions		
5	**DEPT Total:**		**756.56**	**COUNTY BOARD**		**5 Vendors**	**7 Transactions**
13	DEPT			COURT ADMINISTRATOR			
2490	**UNITED PARCEL SERVICE**						
	01-013-000-0000-6205	AP	5.56	SHIPPING			POSTAGE
				12/03/2016	12/24/2016		
2490	**UNITED PARCEL SERVICE**		**5.56**		**1** Transactions		

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	Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
13	**DEPT Total:**			**5.56**	**COURT ADMINISTRATOR**	**1 Vendors**	**1 Transactions**
25	DEPT				COURT SERVICES		
	2548	**ABRAHAMSON/BRIAN**					
		01-025-000-0000-6331	AP	148.00	296 MILES		TRAVEL
					11/28/2016 12/30/2016		
		01-025-000-0000-6331	AP	26.00	REIMBURSE PARKING		TRAVEL
					12/12/2016 12/12/2016		
	2548	**ABRAHAMSON/BRIAN**		**174.00**	**2** Transactions		
	2857	**JAHNKE/ROSS**					
		01-025-000-0000-6331	AP	47.00	94 MILES		TRAVEL
					12/16/2016 12/16/2016		
	2857	**JAHNKE/ROSS**		**47.00**	**1** Transactions		
	2490	**UNITED PARCEL SERVICE**					
		01-025-000-0000-6205	AP	5.56	SHIPPING		POSTAGE
					12/03/2016 12/24/2016		
	2490	**UNITED PARCEL SERVICE**		**5.56**	**1** Transactions		
25	**DEPT Total:**			**226.56**	**COURT SERVICES**	**3 Vendors**	**4 Transactions**
31	DEPT				COUNTY COORDINATOR		
	284	**MN COUNTIES COMPUTER COOPERATIVE**					
		01-031-000-0000-6385		2,250.00	2017 OPTIMUM SOLUTIONS PROGRAM	2Y1701206	DATA PROCESSING
					01/01/2017 01/01/2017		
	284	**MN COUNTIES COMPUTER COOPERATIVE**		**2,250.00**	**1** Transactions		
	2490	**UNITED PARCEL SERVICE**					
		01-031-000-0000-6205	AP	5.56	SHIPPING		POSTAGE
					12/03/2016 12/24/2016		
	2490	**UNITED PARCEL SERVICE**		**5.56**	**1** Transactions		
31	**DEPT Total:**			**2,255.56**	**COUNTY COORDINATOR**	**2 Vendors**	**2 Transactions**
41	DEPT				COUNTY AUDITOR-TREASURER		
	2762	**MACO**					
		01-041-000-0000-6245		3,090.00	2017 MACO DUES		MEMBERSHIPS, DUES & FEES

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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
				01/01/2017 01/01/2017		
2762	**MACO**		**3,090.00**	**1** Transactions		
284	**MN COUNTIES COMPUTER COOPERATIVE**					
	01-041-000-0000-6260		412.50	2017 1ST QTR PTS BETA TEST 01/01/2017 01/01/2017	2Y1701206	SOFTWARE OR SYSTEMS SUPPORT
	01-041-000-0000-6260		2,030.24	2017 1ST QTR TREAS FIN SUPPORT 01/01/2017 01/01/2017	2Y1701206	SOFTWARE OR SYSTEMS SUPPORT
	01-041-000-0000-6260		1,208.30	2017 TAX USER GROUP DUES 01/01/2017 01/01/2017	2Y1701206	SOFTWARE OR SYSTEMS SUPPORT
	01-041-000-0000-6260		1,182.96	2017 1ST QTR PAYMATE SUPPORT 01/01/2017 01/01/2017	2Y1701206	SOFTWARE OR SYSTEMS SUPPORT
	01-041-000-0000-6260		600.00	2017 1ST QTR PTS ENHANCE FUND 01/01/2017 01/01/2017	2Y1701206	SOFTWARE OR SYSTEMS SUPPORT
	01-041-000-0000-6260		8,114.00	2017 1ST QTR PROPERTY TAX SUPP 01/01/2017 01/01/2017	2Y1701206	SOFTWARE OR SYSTEMS SUPPORT
	01-041-000-0000-6260		1,208.30	2017 FIN/GENERAL GROUP DUES 01/01/2017 01/01/2017	2Y1701206	SOFTWARE OR SYSTEMS SUPPORT
	01-041-000-0000-6260		4,498.00	2017 IFS GENERAL SUPPORT AUD 01/01/2017 01/01/2017	2Y1701210	SOFTWARE OR SYSTEMS SUPPORT
	01-041-000-0000-6260		300.00	2017 JIC ENHANCEMENT FUND AUD 01/01/2017 01/01/2017	2Y1701210	SOFTWARE OR SYSTEMS SUPPORT
284	**MN COUNTIES COMPUTER COOPERATIVE**		**19,554.30**	**9** Transactions		
2490	**UNITED PARCEL SERVICE**					
	01-041-000-0000-6205	AP	5.56	SHIPPING 12/03/2016 12/24/2016		POSTAGE
2490	**UNITED PARCEL SERVICE**		**5.56**	**1** Transactions		
41	**DEPT Total:**		**22,649.86**	**COUNTY AUDITOR-TREASURER**	**3 Vendors**	**11 Transactions**
63	DEPT			IT (INFORMATIONAL TECHNOLOGY)		
2812	**GRAINGER**					
	01-063-000-0000-6621	AP	7.08	SUPPLIES 12/02/2016 12/02/2016	9296127484	FURNITURE & EQUIPMENT
	01-063-000-0000-6621	AP	1,412.07	SUPPLIES 12/20/2016 12/20/2016	9312566434	FURNITURE & EQUIPMENT
2812	**GRAINGER**		**1,419.15**	**2** Transactions		

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
1344	**MARCO**					
	01-063-000-0000-6301		30,514.00	ANNUAL SMARTNET MAINT RENEW 01/01/2017 01/29/2018	3904185	EQUIPMENT MAINTENANCE
1344	**MARCO**		**30,514.00**	**1** Transactions		
284	**MN COUNTIES COMPUTER COOPERATIVE**					
	01-063-000-0000-6260		750.00	2017 INFO SERV SUPPORT DUES 01/01/2017 01/01/2017	2Y1701206	SOFTWARE OR SYSTEMS SUPPORT
	01-063-000-0000-6260		300.00	2017 INFO SERV SUPPORT GROUP 01/01/2017 01/01/2017	2Y1701206	SOFTWARE OR SYSTEMS SUPPORT
284	**MN COUNTIES COMPUTER COOPERATIVE**		**1,050.00**	**2** Transactions		
3921	**OFFICE DEPOT**					
	01-063-000-0000-6411	AP	286.49	SUPPLIES 887541548001 12/15/2016 12/15/2016		OPERATING SUPPLIES
	01-063-000-0000-6411	AP	33.42	SUPPLIES 887542631001 12/19/2016 12/19/2016		OPERATING SUPPLIES
	01-063-000-0000-6411	AP	9.99	SUPPLIES 887542630001 12/15/2016 12/15/2016		OPERATING SUPPLIES
	01-063-000-0000-6411	AP	31.39	SUPPLIES 887542631001 12/16/2016 12/16/2016		OPERATING SUPPLIES
3921	**OFFICE DEPOT**		**361.29**	**4** Transactions		
2490	**UNITED PARCEL SERVICE**					
	01-063-000-0000-6261	AP	5.56	SHIPPING 12/03/2016 12/24/2016		PROFESSIONAL SERVICES
2490	**UNITED PARCEL SERVICE**		**5.56**	**1** Transactions		
1454	**ZIXCORP**					
	01-063-000-0000-6260		9,092.68	ZIX GATEWAY SOLUTIONS 3RD YR 01/01/2017 12/31/2017	96376	SOFTWARE OR SYSTEMS SUPPORT
	01-063-000-0000-6260		2,380.00	ZIX GATEWAY SOLUTIONS 68 LIC 01/01/2017 12/31/2017	96448	SOFTWARE OR SYSTEMS SUPPORT
1454	**ZIXCORP**		**11,472.68**	**2** Transactions		
63	**DEPT Total:**		**44,822.68**	**IT (INFORMATIONAL TECHNOLOGY)**	**6 Vendors**	**12 Transactions**
71	DEPT			ELECTIONS		
	2490 **UNITED PARCEL SERVICE**					

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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
	01-071-000-0000-6205	AP	5.54	SHIPPING 12/03/2016 12/24/2016		POSTAGE
2490	**UNITED PARCEL SERVICE**		**5.54**	**1** Transactions		
71	**DEPT Total:**		**5.54**	**ELECTIONS**	**1 Vendors**	**1 Transactions**
91	DEPT			COUNTY ATTORNEY		
1001	**ANOKA COUNTY SHERIFF**					
	01-091-000-0000-6263	DTG	12,997.37	NOV 2016 REG FORENSIC LAB 50% 11/01/2016 11/30/2016	112016	REGIONAL CRIME LAB
1001	**ANOKA COUNTY SHERIFF**		**12,997.37**	**1** Transactions		
9412	**BUREAU OF CRIMINAL APPREHENSION**					
	01-091-000-0000-6385	DTG	120.00	QUARTERLY BILLING 10/01/2016 12/31/2016	370399	DATA PROCESSING
9412	**BUREAU OF CRIMINAL APPREHENSION**		**120.00**	**1** Transactions		
4072	**CARIVEAU/KRISTY**					
	01-091-000-0000-6245	AP	252.00	REIMBURSE ATTORNEY DUES 12/30/2016 12/30/2016		MEMBERSHIPS, DUES & FEES
4072	**CARIVEAU/KRISTY**		**252.00**	**1** Transactions		
29751	**HENNEPIN COUNTY SHERIFF**					
	01-091-000-0000-6261	DTG	80.00	PROCESS SERVICE STATE V VANZAN 12/29/2016 12/29/2016	16017655	PROFESSIONAL SERVICES
29751	**HENNEPIN COUNTY SHERIFF**		**80.00**	**1** Transactions		
2490	**UNITED PARCEL SERVICE**					
	01-091-000-0000-6205	AP	5.56	SHIPPING 12/03/2016 12/24/2016		POSTAGE
2490	**UNITED PARCEL SERVICE**		**5.56**	**1** Transactions		
91	**DEPT Total:**		**13,454.93**	**COUNTY ATTORNEY**	**5 Vendors**	**5 Transactions**
100	DEPT			OTHER GENERAL GOVERNMENT		
2022	**AMERICAN TOWER CORPORATION**					
	01-100-000-0000-6305		12,841.01	ARMER TOWER LEASES 01/01/2017 03/31/2017	2329009	800MHZ MAINTENANCE EXPENSE

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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
2022	**AMERICAN TOWER CORPORATION**		**12,841.01**	**1** Transactions		
6118	**BAUDVILLE**					
	01-100-000-0000-6808	AP	108.35	FOIL CERTIFICATE PAPER EE RECO	2275775	EMPLOYEE ENHANCEMENT PROGRAM
				12/29/2016 12/29/2016		
6118	**BAUDVILLE**		**108.35**	**1** Transactions		
3855	**MAILFINANCE**					
	01-100-000-0000-6205	AP	2,466.27	MAIL MACHINE LEASE	N6312227	POSTAGE
				10/29/2016 01/28/2017		
3855	**MAILFINANCE**		**2,466.27**	**1** Transactions		
100	**DEPT Total:**		**15,415.63**	**OTHER GENERAL GOVERNMENT**	**3 Vendors**	**3 Transactions**
101	DEPT			COUNTY RECORDER		
2490	**UNITED PARCEL SERVICE**					
	01-101-000-0000-6205	AP	5.56	SHIPPING		POSTAGE
				12/03/2016 12/24/2016		
2490	**UNITED PARCEL SERVICE**		**5.56**	**1** Transactions		
101	**DEPT Total:**		**5.56**	**COUNTY RECORDER**	**1 Vendors**	**1 Transactions**
103	DEPT			SURVEYOR		
5486	**MARCO**					
	01-103-000-0000-6343	AP	439.90	12/15/2016-01/15/2017	320250947	MACHINERY OR EQUIPMENT LEASES
5486	**MARCO**		**439.90**	**1** Transactions		
1129	**SCHNEIDER CORPORATION**					
	01-103-000-0000-6260		4,422.00	BEACON WEB HOST 1ST QTR	0238	SOFTWARE OR SYSTEMS SUPPORT
				01/01/2017 01/01/2017		
1129	**SCHNEIDER CORPORATION**		**4,422.00**	**1** Transactions		
2490	**UNITED PARCEL SERVICE**					
	01-103-000-0000-6205	AP	5.56	SHIPPING		POSTAGE
				12/03/2016 12/24/2016		
2490	**UNITED PARCEL SERVICE**		**5.56**	**1** Transactions		

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
103	**DEPT Total:**		**4,867.46**	**SURVEYOR**	**3 Vendors**	**3 Transactions**
105	DEPT			ASSESSOR		
284	**MN COUNTIES COMPUTER COOPERATIVE**					
	01-105-000-0000-6260		1,208.30	2017 CAMAUSA USER GROUP DUES 01/01/2017 01/01/2017	2Y1701206	SOFTWARE OR SYSTEMS SUPPORT
	01-105-000-0000-6260		1,208.30	2017 PROP INFO USER DUES 01/01/2017 01/01/2017	2Y1701206	SOFTWARE OR SYSTEMS SUPPORT
	01-105-000-0000-6260		100.00	2017 1ST QTR CAMA BETA TESTING 01/01/2017 01/01/2017	2Y1701206	SOFTWARE OR SYSTEMS SUPPORT
	01-105-000-0000-6260		400.00	2017 1ST QTR CAMA ENHANCE FUND 01/01/2017 01/01/2017	2Y1701206	SOFTWARE OR SYSTEMS SUPPORT
	01-105-000-0000-6260		3,000.00	2017 1ST QTR CAMAUSA MAINT/SUP 01/01/2017 01/01/2017	2Y1701206	SOFTWARE OR SYSTEMS SUPPORT
	01-105-000-0000-6260		750.00	2017 PROPERTY INFO USERS GROUP 01/01/2017 01/01/2017	2Y1701206	SOFTWARE OR SYSTEMS SUPPORT
	01-105-000-0000-6260		175.00	2017 1ST QTR CAMA DATA FILE CH 01/01/2017 01/01/2017	2Y1701206	SOFTWARE OR SYSTEMS SUPPORT
284	**MN COUNTIES COMPUTER COOPERATIVE**		**6,841.60**	**7** Transactions		
3921	**OFFICE DEPOT**					
	01-105-000-0000-6411	AP	51.67	SUPPLIES 889314051001 12/22/2016 12/22/2016		OPERATING SUPPLIES
3921	**OFFICE DEPOT**		**51.67**	**1** Transactions		
2556	**PHILIPPI/CHASE**					
	01-105-000-0000-6331	AP	26.50	53 MILES 12/19/2016 12/19/2016		TRAVEL
2556	**PHILIPPI/CHASE**		**26.50**	**1** Transactions		
2490	**UNITED PARCEL SERVICE**					
	01-105-000-0000-6205	AP	5.54	SHIPPING 12/03/2016 12/24/2016		POSTAGE
2490	**UNITED PARCEL SERVICE**		**5.54**	**1** Transactions		
105	**DEPT Total:**		**6,925.31**	**ASSESSOR**	**4 Vendors**	**10 Transactions**
107	DEPT			PLANNING AND ZONING		

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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
19621	**ECM PUBLISHERS INC**					
	01-107-000-0000-6411	AP	110.76	PUBLICATION FEES SOLAR FARM 12/29/2016 12/29/2016	445090	OPERATING SUPPLIES
19621	**ECM PUBLISHERS INC**		**110.76**	**1** Transactions		
1983	**FS3 INC**					
	01-107-000-0000-6411	AP	20.00	BALANCE DUE SAFETY JACKETS 12/14/2016 12/14/2016	41912	OPERATING SUPPLIES
1983	**FS3 INC**		**20.00**	**1** Transactions		
3921	**OFFICE DEPOT**					
	01-107-000-0000-6411	AP	2.96	SUPPLIES 888906311001 12/21/2016 12/21/2016		OPERATING SUPPLIES
3921	**OFFICE DEPOT**		**2.96**	**1** Transactions		
2490	**UNITED PARCEL SERVICE**					
	01-107-000-0000-6205	AP	5.54	SHIPPING 12/03/2016 12/24/2016		POSTAGE
2490	**UNITED PARCEL SERVICE**		**5.54**	**1** Transactions		
4728	**WOODFORD/MICHAEL**					
	01-107-000-0000-6331	AP	67.50	135 MILES 12/01/2016 12/29/2016		TRAVEL
4728	**WOODFORD/MICHAEL**		**67.50**	**1** Transactions		
107	**DEPT Total:**		**206.76**	**PLANNING AND ZONING**	**5 Vendors**	**5 Transactions**
111	DEPT			BUILDING CARE		
4699	**ABM ONSITE SERVICES - MIDWEST INC**					
	01-111-000-0000-6301	AP	2,761.50	STRIP/WAX FLOORS GC 12/19/2016 12/21/2016	10385130	REPAIRS & MAINTENANCE
4699	**ABM ONSITE SERVICES - MIDWEST INC**		**2,761.50**	**1** Transactions		
1075	**BUFFALO/CITY OF**					
	01-111-000-0000-6251	DTG	98.97	11 059855 00 10/31/2016 11/30/2016		UTILITY SERVICES
	01-111-000-0000-6251	DTG	1,600.00	02 068010 00 10/31/2016 11/30/2016		UTILITY SERVICES
	01-111-000-0000-6251	DTG	6,757.41	02 069000 00		UTILITY SERVICES

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
				10/31/2016 11/30/2016		
	01-111-000-0000-6251	DTG	3,584.05	08 052100 01		UTILITY SERVICES
				10/31/2016 11/30/2016		
	01-111-000-0000-6251	DTG	11,566.32	02 068000 00		UTILITY SERVICES
				10/31/2016 11/30/2016		
	01-111-000-0000-6251	DTG	89.92	01 147020 03		UTILITY SERVICES
				10/31/2016 11/30/2016		
	01-111-000-0000-6251	DTG	6,316.04	27 009020 00		UTILITY SERVICES
				10/31/2016 11/30/2016		
	01-111-000-0000-6251	DTG	428.08	11 059850 00		UTILITY SERVICES
				10/31/2016 11/30/2016		
	01-111-000-0000-6252	DTG	34,842.48	27 009010 01		JAIL/LEC UTILITY SERVICES
				10/31/2016 11/30/2016		
1075	**BUFFALO/CITY OF**		**65,283.27**	**9** Transactions		
5196	**CLIMATE AIR**					
	01-111-000-0000-6301	AP	672.64	REPAIRS IMPELLER GC	39049	REPAIRS & MAINTENANCE
				12/16/2016 12/16/2016		
	01-111-000-0000-6301	AP	449.60	REPAIRS HEATING UNIT COMPOST	39051	REPAIRS & MAINTENANCE
				12/16/2016 12/16/2016		
	01-111-000-0000-6301	AP	95.00	REPAIRS UNIT 13 HHSC	39052	REPAIRS & MAINTENANCE
				12/16/2016 12/16/2016		
	01-111-000-0000-6301	AP	954.35	REPAIRS HEATING REC GC	39053	REPAIRS & MAINTENANCE
				12/13/2016 12/13/2016		
5196	**CLIMATE AIR**		**2,171.59**	**4** Transactions		
3041	**GLUNZ CONSTRUCTION SEPTIC SERVICE**					
	01-111-000-0000-6302	AP	130.00	PUMPING SHERIFF SUPP BLDG	597590	JAIL/LEC REPAIRS AND MAINTENANCE
				12/27/2016 12/27/2016		
3041	**GLUNZ CONSTRUCTION SEPTIC SERVICE**		**130.00**	**1** Transactions		
2884	**GREEN INTERIORS**					
	01-111-000-0000-6301		450.00	JAN MONTHLY PLANT SERVICE GC	200866	REPAIRS & MAINTENANCE
				01/01/2017 01/01/2017		
2884	**GREEN INTERIORS**		**450.00**	**1** Transactions		
2001	**HILLYARD INC - MINNEAPOLIS**					
	01-111-000-0000-6301	AP	115.70	SUPPLIES	602364434	REPAIRS & MAINTENANCE
				12/29/2016 12/29/2016		

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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
2001	**HILLYARD INC - MINNEAPOLIS**		**115.70**	**1** Transactions		
2693	**LOBERG ELECTRIC**					
	01-111-000-0000-6301	AP	167.93	REPAIRS TV RECEPT GC 3RD FLOOR 12/22/2016 12/22/2016	24225	REPAIRS & MAINTENANCE
2693	**LOBERG ELECTRIC**		**167.93**	**1** Transactions		
7510	**MENARDS - BUFFALO**					
	01-111-000-0000-6301	AP	289.94	SUPPLIES 12/21/2016 12/21/2016	30648	REPAIRS & MAINTENANCE
7510	**MENARDS - BUFFALO**		**289.94**	**1** Transactions		
3741	**WASTE MANAGEMENT OF WI-MN**					
	01-111-000-0000-6251		912.09	WASTE DISPOSAL GC 1/1/2017 01/01/2017 01/01/2017	698584715933	UTILITY SERVICES
	01-111-000-0000-6251		1,354.93	WASTE DISPOSAL HHSC 1/1/2017 01/01/2017 01/01/2017	698584815931	UTILITY SERVICES
	01-111-000-0000-6251		617.22	WASTE DISPOSAL PWB 1/1/2017 01/01/2017 01/01/2017	698584915939	UTILITY SERVICES
	01-111-000-0000-6251		224.87	WASTE DISPOSAL HWY 1/1/2017 01/01/2017 01/01/2017	698585015937	UTILITY SERVICES
3741	**WASTE MANAGEMENT OF WI-MN**		**3,109.11**	**4** Transactions		
1535	**WRIGHT HENNEPIN ELECTRIC**					
	01-111-000-0000-6251		27.95	150 1683 1028 02/28/2017 02/28/2017		UTILITY SERVICES
	01-111-000-0000-6251		19.95	150 1688 8215 02/28/2017 02/28/2017		UTILITY SERVICES
	01-111-000-0000-6252		47.95	150 1683 4363 02/28/2017 02/28/2017		JAIL/LEC UTILITY SERVICES
	01-111-000-0000-6252		42.95	150 1690 5904 01/31/2017 01/31/2017		JAIL/LEC UTILITY SERVICES
	01-111-000-0000-6252		36.45	150 1690 5805 01/31/2017 01/31/2017		JAIL/LEC UTILITY SERVICES
1535	**WRIGHT HENNEPIN ELECTRIC**		**175.25**	**5** Transactions		
111	**DEPT Total:**		**74,654.29**	**BUILDING CARE**	**10 Vendors**	**28 Transactions**
121	DEPT			VETERANS SERVICE		

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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
19621	**ECM PUBLISHERS INC**					
	01-121-000-0000-6411		39.00	SUBSCRIPTION	MT1762	OPERATING SUPPLIES
				01/01/2017 01/01/2017		
19621	**ECM PUBLISHERS INC**		**39.00**	**1** Transactions		
2490	**UNITED PARCEL SERVICE**					
	01-121-000-0000-6205	AP	5.56	SHIPPING		POSTAGE
				12/03/2016 12/24/2016		
2490	**UNITED PARCEL SERVICE**		**5.56**	**1** Transactions		
121	**DEPT Total:**		**44.56**	**VETERANS SERVICE**	**2 Vendors**	**2 Transactions**
201	DEPT			SHERIFF		
1850	**ANNANDALE/CITY OF**					
	01-201-000-0000-6804	DTG	225.00	TRAINING CENTER RENTAL	121916	STAFF TRAINING
				12/19/2016 12/19/2016		
1850	**ANNANDALE/CITY OF**		**225.00**	**1** Transactions		
1001	**ANOKA COUNTY SHERIFF**					
	01-201-000-0000-6263	DTG	12,997.38	NOV 2016 REG FORENSIC LAB 50%	112016	REGIONAL CRIME LAB
				11/01/2016 11/30/2016		
1001	**ANOKA COUNTY SHERIFF**		**12,997.38**	**1** Transactions		
2048	**ASSN OF MN EMERGENCY MANAGERS**					
	01-201-000-0000-6802		130.00	2017 AMEM DUES BERG	1731DB58BB	EM GRANT EXPENSE
				01/01/2017 01/01/2017		
2048	**ASSN OF MN EMERGENCY MANAGERS**		**130.00**	**1** Transactions		
6566	**BROWNELLS INC**					
	01-201-000-0000-6621		1,550.93	VIPER RIFLE ACCESSORIES	13363237	FURNITURE & EQUIPMENT
				01/04/2017 01/04/2017		
6566	**BROWNELLS INC**		**1,550.93**	**1** Transactions		
4328	**CXTEC**					
	01-201-000-0000-6621	AP	20.18	PHONE CABLE	6859180	FURNITURE & EQUIPMENT
				12/20/2016 12/20/2016		
	01-201-000-0000-6621	AP	105.00	NORTEL PHONE	6859578	FURNITURE & EQUIPMENT
				12/22/2016 12/22/2016		

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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
4328	**CXTEC**		**125.18**	**2** Transactions		
3317	**DEPARTMENT OF PUBLIC SAFETY**					
	01-201-000-0000-6260	DTG	8,310.00	CJDN ACCESS FEE OCT-DEC 2016	370412	SOFTWARE OR SYSTEMS SUPPORT
				10/01/2016 12/31/2016		
3317	**DEPARTMENT OF PUBLIC SAFETY**		**8,310.00**	**1** Transactions		
6067	**HIGHWAY 55 TRAILER SALES**					
	01-201-000-0000-6413	AP	40.00	SAFETY CHAINS	12302016	SNOWMOBILE EQUIP/SUPPLIES
				12/30/2016 12/30/2016		
6067	**HIGHWAY 55 TRAILER SALES**		**40.00**	**1** Transactions		
4008	**HOLIDAY COMPANIES**					
	01-201-000-0000-6452	AP	440.00	CAR WASHES DEC 2016	25001011759	VEHICLE MAINTENANCE
				12/01/2016 12/31/2016		
4008	**HOLIDAY COMPANIES**		**440.00**	**1** Transactions		
7360	**HOLIDAY COMPANIES**					
	01-201-000-0000-6452	AP	6.94	CAR WASH ACCT 1400 024 781 216	12282016	VEHICLE MAINTENANCE
				12/22/2016 12/22/2016		
7360	**HOLIDAY COMPANIES**		**6.94**	**1** Transactions		
2687	**LACOUNT SALES LLC**					
	01-201-000-0000-6411	AP	99.75	BATTERIES	5118	OPERATING SUPPLIES
				12/30/2016 12/30/2016		
2687	**LACOUNT SALES LLC**		**99.75**	**1** Transactions		
5486	**MARCO**					
	01-201-000-0000-6343	AP	1,766.10	12/15/2015-12/14/2016 OVERAGES	3917738	MACHINERY OR EQUIPMENT LEASES
				12/15/2015 12/14/2016		
5486	**MARCO**		**1,766.10**	**1** Transactions		
2658	**MONTICELLO TOWING LLC**					
	01-201-000-0000-6261	AP	150.00	16036913	21606	PROFESSIONAL SERVICES
				12/27/2016 12/27/2016		
2658	**MONTICELLO TOWING LLC**		**150.00**	**1** Transactions		
3844	**NET TRANSCRIPTS INC**					
	01-201-000-0000-6261	AP	72.16	TRANSCRIBE STATEMENTS	11183IN	PROFESSIONAL SERVICES

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
				12/06/2016 12/15/2016		
3844	**NET TRANSCRIPTS INC**		**72.16**	**1** Transactions		
3921	**OFFICE DEPOT**					
	01-201-000-0000-6411	AP	21.87	SUPPLIES 889290326001		OPERATING SUPPLIES
				12/22/2016 12/22/2016		
	01-201-000-0000-6411	AP	51.52	SUPPLIES 889290175001		OPERATING SUPPLIES
				12/22/2016 12/22/2016		
3921	**OFFICE DEPOT**		**73.39**	**2** Transactions		
6161	**PERFORMANCE KENNELS INC**					
	01-201-000-0000-6261		103.20	K9 MAINT	2872	PROFESSIONAL SERVICES
				01/02/2017 01/02/2017		
6161	**PERFORMANCE KENNELS INC**		**103.20**	**1** Transactions		
323	**RYAN AUTOMOTIVE**					
	01-201-000-0000-6411	AP	34.21	KEY FOR MCIU SQUAD	364097	OPERATING SUPPLIES
				12/30/2016 12/30/2016		
323	**RYAN AUTOMOTIVE**		**34.21**	**1** Transactions		
1968	**SPRINT**					
	01-201-000-0000-6261	AP	90.00	SUBPOENA ICR #16027813	LCI268070	PROFESSIONAL SERVICES
				12/05/2016 12/21/2016		
	01-201-000-0000-6261	AP	120.00	SUBPOENA ICR #16027813	LCI268447	PROFESSIONAL SERVICES
				12/20/2016 12/21/2016		
1968	**SPRINT**		**210.00**	**2** Transactions		
5186	**TRANSUNION RISK AND ALTERNATIVE**					
	01-201-000-0000-6261	AP	70.00	TLOXP SUBSCRIPTION DEC 2016	01012017	PROFESSIONAL SERVICES
				12/01/2016 12/31/2016		
5186	**TRANSUNION RISK AND ALTERNATIVE**		**70.00**	**1** Transactions		
4697	**UAV PUBLIC SAFETY INC**					
	01-201-000-0000-6261		1,500.00	CONSULTING SERVICE FAA AUTH	1245	PROFESSIONAL SERVICES
				01/03/2017 01/03/2017		
4697	**UAV PUBLIC SAFETY INC**		**1,500.00**	**1** Transactions		
2490	**UNITED PARCEL SERVICE**					
	01-201-000-0000-6205	AP	11.46	SHIPPING CHARGE	140177526	POSTAGE

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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
				12/14/2016 12/14/2016		
2490	**UNITED PARCEL SERVICE**		**11.46**	**1** Transactions		
4628	**VERIZON WIRELESS**					
	01-201-000-0000-6203	AP	6.48	780564637 CELL 11/21/-12/20	9777356752	TELEPHONE
				11/21/2016 12/20/2016		
4628	**VERIZON WIRELESS**		**6.48**	**1** Transactions		
1994	**WRIGHT LUMBER & MILLWORK INC**					
	01-201-000-0000-6413	AP	23.97	SNOWMOBILE TRAILER REPAIR	144012	SNOWMOBILE EQUIP/SUPPLIES
				12/29/2016 12/29/2016		
1994	**WRIGHT LUMBER & MILLWORK INC**		**23.97**	**1** Transactions		
201	**DEPT Total:**		**27,946.15**	**SHERIFF**	**22 Vendors**	**25 Transactions**
521	DEPT			PARKS		
4695	**CCE REGISTRATION OFFICE**					
	01-521-000-0000-6338		1,000.00	2017 SHADE TREE COURSE X5		CONFERENCES & MEETINGS
				01/01/2017 01/01/2017		
4695	**CCE REGISTRATION OFFICE**		**1,000.00**	**1** Transactions		
5974	**CENTER POINT ENERGY**					
	01-521-000-0000-6251	AP	8.57	5856799 1		UTILITY SERVICES - ELECTRICITY
				11/18/2016 12/20/2016		
	01-521-000-0000-6251	AP	6.95	5856795 9		UTILITY SERVICES - ELECTRICITY
				11/18/2016 12/20/2016		
5974	**CENTER POINT ENERGY**		**15.52**	**2** Transactions		
525	**CENTURYLINK**					
	01-521-000-0000-6203	AP	83.11	320 286 2801		TELEPHONE
				12/24/2016 01/23/2017		
525	**CENTURYLINK**		**83.11**	**1** Transactions		
3801	**GREATER MINNESOTA PARKS & TRAILS**					
	01-521-000-0000-6245		900.00	2017 ANNUAL MEMBERSHIP		MEMBERSHIPS, DUES & FEES
				01/01/2017 01/01/2017		
3801	**GREATER MINNESOTA PARKS & TRAILS**		**900.00**	**1** Transactions		
4148	**JOINT POWERS WATER BOARD**					

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
	01-521-000-0000-6251	AP	46.89	SEWER FEES 12/01/2016 12/30/2016	820000078005	UTILITY SERVICES - ELECTRICITY
4148	**JOINT POWERS WATER BOARD**		**46.89**	**1** Transactions		
3501	**MAXIMUM SOLUTIONS INC**					
	01-521-000-0000-6260		3,150.00	ANNUAL PREPAY RESERVATION SYST 01/01/2017 01/01/2017	19896	SOFTWARE OR SYSTEMS SUPPORT
3501	**MAXIMUM SOLUTIONS INC**		**3,150.00**	**1** Transactions		
507	**MIDWAY IRON & METAL CO INC**					
	01-521-000-0000-6301	AP	52.14	MATERIALS FIX SHERIFF TRAILER 12/28/2016 12/28/2016	336642	REPAIRS & MAINTENANCE
507	**MIDWAY IRON & METAL CO INC**		**52.14**	**1** Transactions		
6832	**MINI BIFF INC**					
	01-521-000-0000-6301	AP	156.27	PORTA TOILET RENTAL 11/10/2016 12/07/2016		REPAIRS & MAINTENANCE
6832	**MINI BIFF INC**		**156.27**	**1** Transactions		
1944	**MN DEPARTMENT OF HEALTH**					
	01-521-000-0000-6245		468.00	2017 CAMPGROUND LIC COLLINWOOD 01/01/2017 01/01/2017		MEMBERSHIPS, DUES & FEES
	01-521-000-0000-6245		476.00	2017 CAMPGROUND LIC SCHROEDER 01/01/2017 01/01/2017		MEMBERSHIPS, DUES & FEES
1944	**MN DEPARTMENT OF HEALTH**		**944.00**	**2** Transactions		
1278	**MN RECREATION & PARK ASSOCIATION**					
	01-521-000-0000-6245		544.00	2017 MEMBERSHIPS X2 01/01/2017 01/01/2017		MEMBERSHIPS, DUES & FEES
1278	**MN RECREATION & PARK ASSOCIATION**		**544.00**	**1** Transactions		
3696	**RUNNING'S SUPPLY INC**					
	01-521-000-0000-6301	AP	14.98	SHOP SUPPLIES 12/01/2016 12/01/2016	00331648275	REPAIRS & MAINTENANCE
	01-521-000-0000-6301	AP	42.99	SHOP SUPPLIES 12/07/2016 12/07/2016	00331652423	REPAIRS & MAINTENANCE
3696	**RUNNING'S SUPPLY INC**		**57.97**	**2** Transactions		
2490	**UNITED PARCEL SERVICE**					

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
	01-521-000-0000-6205	AP	5.54	SHIPPING 12/03/2016 12/24/2016		POSTAGE
2490	**UNITED PARCEL SERVICE**		**5.54**	**1** Transactions		
1537	**WRIGHT COUNTY JOURNAL PRESS**					
	01-521-000-0000-6235	AP	177.30	DISPLAY ADS NEY PARK 12/04/2016 12/08/2016		PUBLICATIONS & BROCHURES
1537	**WRIGHT COUNTY JOURNAL PRESS**		**177.30**	**1** Transactions		
4433	**XCEL ENERGY**					
	01-521-000-0000-6251	AP	110.27	ELECTRIC FEES 11/19/2016 12/20/2016	528994278	UTILITY SERVICES - ELECTRICITY
4433	**XCEL ENERGY**		**110.27**	**1** Transactions		
521	**DEPT Total:**		**7,243.01**	**PARKS**	**14 Vendors**	**17 Transactions**
603	DEPT			EXTENSION		
2490	**UNITED PARCEL SERVICE**					
	01-603-000-0000-6205	AP	5.56	SHIPPING 12/03/2016 12/24/2016		POSTAGE
2490	**UNITED PARCEL SERVICE**		**5.56**	**1** Transactions		
603	**DEPT Total:**		**5.56**	**EXTENSION**	**1 Vendors**	**1 Transactions**
1	**Fund Total:**		**221,491.54**	**GENERAL REVENUE FUND**		**138 Transactions**

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
282	DEPT			NUCLEAR POWER PLANT		
2490	**UNITED PARCEL SERVICE**					
	02-282-000-0000-6205	AP	5.56	SHIPPING		POSTAGE
				12/03/2016 12/24/2016		
2490	**UNITED PARCEL SERVICE**		**5.56**	**1** Transactions		
282	**DEPT Total:**		**5.56**	**NUCLEAR POWER PLANT**	**1 Vendors**	**1 Transactions**
2	**Fund Total:**		**5.56**	**RESERVES FUND**		**1 Transactions**

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
310	DEPT			HIGHWAY ADMINISTRATION		
525	**CENTURYLINK**					
	03-310-000-0000-6203	AP	147.01	INTERNET TO SHOPS 011017	430864594	TELEPHONE
				12/21/2016 01/20/2017		
525	**CENTURYLINK**		**147.01**	**1** Transactions		
201	**DAKOTA COUNTY FINANCIAL SERVICES**					
	03-310-000-0000-6620	AP	2,500.00	ONE STOP PERMIT SYSTEM 011017	23105	COMPUTER OR SOFTWARE PURCHASES
				12/08/2016 12/08/2016		
201	**DAKOTA COUNTY FINANCIAL SERVICES**		**2,500.00**	**1** Transactions		
5486	**MARCO**					
	03-310-000-0000-6261	AP	655.50	KONICA LEASE C554E COPI 011017	319945275	PROFESSIONAL SERVICES
				12/10/2016 01/10/2017		
5486	**MARCO**		**655.50**	**1** Transactions		
2823	**MN COUNTY ENGINEERS ASSOCIATION**					
	03-310-000-0000-6245		250.00	2017 MCEA V HAWKINS MEM 010117	2017-23	MEMBERSHIPS, DUES & FEES
	03-310-000-0000-6245		350.00	2017 NACE MEMBERSHIP 010117	2017-23	MEMBERSHIPS, DUES & FEES
	03-310-000-0000-6245		50.00	2017 ASSC C HAUSMANN ME 010117	2017-23	MEMBERSHIPS, DUES & FEES
2823	**MN COUNTY ENGINEERS ASSOCIATION**		**650.00**	**3** Transactions		
3921	**OFFICE DEPOT**					
	03-310-000-0000-6409	AP	14.24	OFFICE SUPPLIES 011017	878421866001	OFFICE SUPPLIES
				11/10/2016 11/10/2016		
	03-310-000-0000-6409	AP	38.28	OFFICE SUPPLIES 011017	878421983001	OFFICE SUPPLIES
				11/10/2016 11/10/2016		
	03-310-000-0000-6409	AP	26.99	ADDRESS STAMPER 011017	879817721001	OFFICE SUPPLIES
				11/18/2016 11/18/2016		
	03-310-000-0000-6409	AP	67.77	OFFICE SUPPLIES 011017	881632089001	OFFICE SUPPLIES
				11/23/2016 11/23/2016		
	03-310-000-0000-6409	AP	240.06	OFFICE SUPPLIES 011017	889338645001	OFFICE SUPPLIES
				12/22/2016 12/22/2016		
	03-310-000-0000-6409	AP	145.43	OFFICE SUPPLIES 011017	889740063001	OFFICE SUPPLIES
				12/27/2016 12/27/2016		
3921	**OFFICE DEPOT**		**532.77**	**6** Transactions		
2490	**UNITED PARCEL SERVICE**					
	03-310-000-0000-6205	AP	5.56	SHIPPING		POSTAGE

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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
				12/03/2016 12/24/2016		
2490	**UNITED PARCEL SERVICE**		**5.56**	**1** Transactions		
310	**DEPT Total:**		**4,490.84**	**HIGHWAY ADMINISTRATION**	**6 Vendors**	**13 Transactions**
320	DEPT			HIGHWAY ENGINEERING		
114	**COMMISSIONER OF TRANSPORTATION**					
	03-320-000-0000-6804		100.00	2017 SURVEY TECH WORKSH 010117	B HENDRICKS	STAFF TRAINING
	03-320-000-0000-6804		100.00	2017 SURVEY TECH WORKSH 010117	B SEVERSON	STAFF TRAINING
	03-320-000-0000-6804		100.00	2017 SURVEY TECH WORKSH 010117	G STONELAKE	STAFF TRAINING
	03-320-000-0000-6804		100.00	2017 SURVEY TECH WORKSH 010117	N CARLSON	STAFF TRAINING
	03-320-000-0000-6804		100.00	2017 SURVEY TECH WORKSH 010117	R CHADALAWADA	STAFF TRAINING
114	**COMMISSIONER OF TRANSPORTATION**		**500.00**	**5** Transactions		
320	**DEPT Total:**		**500.00**	**HIGHWAY ENGINEERING**	**1 Vendors**	**5 Transactions**
330	DEPT			HIGHWAY MAINTENANCE		
1075	**BUFFALO/CITY OF**					
	03-330-000-0000-6543	DTG	13.34	NOV LIGHT ON CR 35 011017	16090100	TRAFFIC SIGNALS
				10/31/2016 11/30/2016		
	03-330-000-0000-6543	DTG	13.34	OCT LIGHT ON CR 35 011017	16090100	TRAFFIC SIGNALS
				10/01/2016 10/30/2016		
	03-330-000-0000-6543	DTG	13.34	NOV LIGHT ON CR 34 011017	9190000	TRAFFIC SIGNALS
				10/31/2016 11/30/2016		
	03-330-000-0000-6543	DTG	13.34	OCT LIGHT ON CR 34 011017	9190000	TRAFFIC SIGNALS
				10/01/2016 10/30/2016		
1075	**BUFFALO/CITY OF**		**53.36**	**4** Transactions		
525	**CENTURYLINK**					
	03-330-000-0000-6543	AP	29.10	SIGNAL LIGHT ON 19 011017	314117353	TRAFFIC SIGNALS
				12/20/2016 01/19/2017		
525	**CENTURYLINK**		**29.10**	**1** Transactions		
872	**MN DEPARTMENT OF AGRICULTURE**					
	03-330-000-0000-6261		10.00	2017 PEST LIC RENEWAL 010117	L KNUTSON	PROFESSIONAL SERVICES
	03-330-000-0000-6261		10.00	2017 PEST LIC RENEWAL 010117	T HACKENMUELLE	PROFESSIONAL SERVICES
872	**MN DEPARTMENT OF AGRICULTURE**		**20.00**	**2** Transactions		

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
4433	**XCEL ENERGY**					
	03-330-000-0000-6543	AP	14.01	LIGHT IN MAPLE LAKE 011017 11/27/2016 12/28/2016	5100110828515	TRAFFIC SIGNALS
	03-330-000-0000-6543	AP	13.01	LIGHT IN SO HAVEN 011017 11/21/2016 12/26/2016	5100110828526	TRAFFIC SIGNALS
4433	**XCEL ENERGY**		**27.02**	**2** Transactions		
330	**DEPT Total:**		**129.48**	**HIGHWAY MAINTENANCE**	**4 Vendors**	**9 Transactions**
340	DEPT			HIGHWAY SHOP MAINTENANCE		
2001	**HILLYARD INC - MINNEAPOLIS**					
	03-340-000-0000-6599	AP	147.80	HWY BLDG MAINT SUPPLIES 011017 12/08/2016 12/08/2016	602341862	BUILDING MAINTENANCE-P.W.BLDG.
2001	**HILLYARD INC - MINNEAPOLIS**		**147.80**	**1** Transactions		
97	**KLATT TRUE VALUE ELECTRIC**					
	03-340-000-0000-6599	AP	7.07	BRINE TANK FITTINGS 011017 12/28/2016 12/28/2016	61504	BUILDING MAINTENANCE-P.W.BLDG.
97	**KLATT TRUE VALUE ELECTRIC**		**7.07**	**1** Transactions		
2693	**LOBERG ELECTRIC**					
	03-340-000-0000-6597	AP	1,546.66	WIRING AT OUT SHOPS 011017 11/04/2016 12/21/2016	24178	BUILDING MAINTENANCE-OUTLYING SHO
2693	**LOBERG ELECTRIC**		**1,546.66**	**1** Transactions		
7510	**MENARDS - BUFFALO**					
	03-340-000-0000-6597	AP	23.76	FURNACE FILTERS OTSEGO 011017 12/23/2016 12/23/2016	30790	BUILDING MAINTENANCE-OUTLYING SHO
7510	**MENARDS - BUFFALO**		**23.76**	**1** Transactions		
3921	**OFFICE DEPOT**					
	03-340-000-0000-6411	AP	74.81	PRINTER SUPPLIES WAV SH 011017 11/11/2016 11/11/2016	878578279001	OPERATING SUPPLIES
	03-340-000-0000-6597	AP	42.99	SHOP SUPPLIES 011017 11/16/2016 11/16/2016	879817433001	BUILDING MAINTENANCE-OUTLYING SHO
3921	**OFFICE DEPOT**		**117.80**	**2** Transactions		
888	**WASTE MANAGEMENT-TC WEST**					
	03-340-000-0000-6597		62.89	HWY OTSEGO SHOP GARAGE 010117	6974521	BUILDING MAINTENANCE-OUTLYING SHO

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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
888	**WASTE MANAGEMENT-TC WEST**		**62.89**	**1** Transactions		
340	**DEPT Total:**		**1,905.98**	**HIGHWAY SHOP MAINTENANCE**	**6 Vendors**	**7 Transactions**
380	DEPT			UNALLOCATED NON-HIGHWAY OPERAT		
3696	**RUNNING'S SUPPLY INC**					
	03-380-000-0000-6520	AP	50.00	GLOVES PER SAFETY BUDGET 12/02/2016 12/02/2016	00331648798	SAFETY PROGRAM & SUPPLIES
3696	**RUNNING'S SUPPLY INC**		**50.00**	**1** Transactions		
4848	**RUSSELL/JAMES**					
	03-380-000-0000-6520	AP	125.00	2016 BOOT REIMBURSEMENT 011017 12/24/2016 12/24/2016	J RUSSELL	SAFETY PROGRAM & SUPPLIES
4848	**RUSSELL/JAMES**		**125.00**	**1** Transactions		
3631	**VARITECH INDUSTRIES INC**					
	03-380-000-0000-6605	AP	570.00	PUMP FOR BRINE SYSTEM 011017 12/14/2016 12/14/2016	IN060-1009147	SITE IMPROVEMENTS
3631	**VARITECH INDUSTRIES INC**		**570.00**	**1** Transactions		
3336	**WARNING LITES OF MN INC**					
	03-380-000-0000-6520	AP	1,776.00	SAFETY SIGNS 011017 11/29/2016 12/22/2016	163595	SAFETY PROGRAM & SUPPLIES
3336	**WARNING LITES OF MN INC**		**1,776.00**	**1** Transactions		
380	**DEPT Total:**		**2,521.00**	**UNALLOCATED NON-HIGHWAY OPERAT**	**4 Vendors**	**4 Transactions**
3	**Fund Total:**		**9,547.30**	**ROAD AND BRIDGE FUND**		**38 Transactions**

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	Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
420	DEPT				FINANCIAL SERVICES		
	2490	**UNITED PARCEL SERVICE**					
		11-420-600-0020-6205	AP	1.66	SHIPPING		POSTAGE
					12/03/2016 12/24/2016		
	2490	**UNITED PARCEL SERVICE**		**1.66**	**1** Transactions		
420	**DEPT Total:**			**1.66**	**FINANCIAL SERVICES**	**1 Vendors**	**1 Transactions**
430	DEPT				SOCIAL SERVICES		
	2490	**UNITED PARCEL SERVICE**					
		11-430-700-0020-6205	AP	2.84	SHIPPING		POSTAGE
					12/03/2016 12/24/2016		
	2490	**UNITED PARCEL SERVICE**		**2.84**	**1** Transactions		
430	**DEPT Total:**			**2.84**	**SOCIAL SERVICES**	**1 Vendors**	**1 Transactions**
450	DEPT				PUBLIC HEALTH SERVICES		
	2490	**UNITED PARCEL SERVICE**					
		11-450-430-0020-6205	AP	1.06	SHIPPING		POSTAGE
					12/03/2016 12/24/2016		
	2490	**UNITED PARCEL SERVICE**		**1.06**	**1** Transactions		
450	**DEPT Total:**			**1.06**	**PUBLIC HEALTH SERVICES**	**1 Vendors**	**1 Transactions**
480	DEPT				HUMAN SERVICES UNALLOCATED		
	284	**MN COUNTIES COMPUTER COOPERATIVE**					
		11-480-000-0000-5899		4,656.00	2017 IFS GENERAL SUPPORT CMHS	2Y1701210	HUMAN SERVICES REVENUES DUMP FUN
					01/01/2017 01/01/2017		
		11-480-000-0000-5899		300.00	2017 JIC ENHANCEMENT FUND CMHS	2Y1701210	HUMAN SERVICES REVENUES DUMP FUN
					01/01/2017 01/01/2017		
	284	**MN COUNTIES COMPUTER COOPERATIVE**		**4,956.00**	**2** Transactions		
480	**DEPT Total:**			**4,956.00**	**HUMAN SERVICES UNALLOCATED**	**1 Vendors**	**2 Transactions**
11	**Fund Total:**			**4,961.56**	**HUMAN SERVICES FUND**		**5 Transactions**

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
393	DEPT			S.C.O.R.E.		
	4107 **SWAA/AMC**					
	20-393-000-0000-6801		100.00	2017 SOLID WASTE ADMIN DUES 01/01/2017 01/01/2017	1394	MISCELLANEOUS EXPENSE
	4107 SWAA/AMC		**100.00**	**1** Transactions		
393	**DEPT Total:**		**100.00**	**S.C.O.R.E.**	**1 Vendors**	**1 Transactions**
20	**Fund Total:**		**100.00**	**WASTE MANAGEMENT FUND**		**1 Transactions**

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	Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
150	DEPT				LEVY STABILIZATION FUND		
	4701	**MINNESOTA SPRAY FOAM INSULATION**					
		34-150-000-0000-6605	AP	5,215.00	PERIMETER SPRAY FOAM PWB 12/27/2016 12/27/2016	10051	SITE IMPROVEMENTS
	4701	**MINNESOTA SPRAY FOAM INSULATION**		**5,215.00**	**1** Transactions		
150	**DEPT Total:**			**5,215.00**	**LEVY STABILIZATION FUND**	**1 Vendors**	**1 Transactions**
161	DEPT				HIGHWAY BUILDING BOND PROCEEDS		
	3503	**HAGEN, CHRISTENSEN & MCILWAIN ARCH**					
		34-161-000-0000-6605	AP	524.75	PROFESSIONAL SERVICES HWY BLD 10/01/2016 11/30/2016	1410620	HIGHWAY BUILDING
		34-161-000-0000-6605	AP	15.14	REIMBURSABLES HWY BLD 10/01/2016 11/30/2016	1410620	HIGHWAY BUILDING
	3503	**HAGEN, CHRISTENSEN & MCILWAIN ARCH**		**539.89**	**2** Transactions		
161	**DEPT Total:**			**539.89**	**HIGHWAY BUILDING BOND PROCEEDS**	**1 Vendors**	**2 Transactions**
34	**Fund Total:**			**5,754.89**	**CAPITAL IMPROVEMENTS FUND**		**3 Transactions**
	Final Total:			**241,860.85**	**120 Vendors**	**186 Transactions**	

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Recap by Fund

Fund	Amount	Name
1	221,491.54	GENERAL REVENUE FUND
2	5.56	RESERVES FUND
3	9,547.30	ROAD AND BRIDGE FUND
11	4,961.56	HUMAN SERVICES FUND
20	100.00	WASTE MANAGEMENT FUND
34	5,754.89	CAPITAL IMPROVEMENTS FUND
All Funds	241,860.85	Total

Approved by, ...

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