WRIGHT COUNTY BOARD
AGENDA
JANUARY 17, 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 1-10-17**

Documents:

1-10-17 WRIGHT COUNTY BOARD MINUTES (INFO).PDF

III. **REVIEW & APPROVAL OF AGENDA**

IV. **CONSENT AGENDA**

A. **ADMINISTRATION**

1. Refer County's Fidelity Bond Limit To The Ways & Means Committee

Documents:

BOARD ACTION REQUEST.PDF

B. **ADMINISTRATION**

1. Refer Annex 3rd Floor Carpet To Building Committee

Documents:

REFER ANNEX 3RD FLOOR CARPET TO BUILDING COMMITTEE.PDF

C. **ADMINISTRATION**

1. Refer To Personnel Committee (1-25-17) Request To Hire Telecom Specialist Above 12% Of Minimum Salary Range

Documents:

011717AGENDAFORM_TELECOMSPECHIREABOVE12PERCENT.PDF

D. **ADMINISTRATION**

1. Schedule Labor Management/Loss Control Committee Meeting On 1-25-17 At 1:00 P.M. Agenda Items:
   A. Loss Data - Employee Injuries/Workers Compensation Insurance
   B. Purpose/Goals Of Committee
   C. MCIT Training On Effective Safety Committees

Documents:

SADMN KONIC17010611020.PDF

E. **ADMINISTRATION**

1. Renewal Of Revocable License By Wright County To Provide One Parking Space For The Purpose Of Parking A Government Owned Vehicle That Is Used To Provide Transportation For Veterans For The Period Of Feb. 1, 2017 To July 31, 2017

Documents:

FEB-JULY17 WRIGHT COUNTY REVOCABLE LICENSE.PDF

F. AUDITOR/TREASURER

1. Approve Procurement Card Transactions For The Period Ending December 25, 2016 For A Total Of $12,109.46
2. Approve Fleet Card Transactions For The Period Ending December 25, 2016 For A Total Of $14,800.28.

Documents:

AGENDA 1-17 CONSENT APPROVE PROCUREMENT CARD TRANSACTIONS.PDF
AGENDA 1-17 CONSENT APPROVE FLEET CARD TRANSACTIONS.PDF

G. HEALTH & HUMAN SERVICES

1. Position Replacement
   A. Social Worker

Documents:

2017-01-17 WC REQUEST FOR BOARD ACTION - SW.PDF

H. INFORMATION TECHNOLOGY

1. Refer To The Technology Committee:
   A. Records And Data Management Policy
   B. 911 Planning Committee
   C. Office 365 Update
   D. Project Prioritization

Documents:

BOARD ACTION IT REQUEST TECH COMMITTEE JAN 2017.PDF
WRIGHT COUNTY RECORDS AND DATA MANAGEMENT POLICY.PDF

I. PARKS AND RECREATION

1. Authorize Signatures On 2017 Park Caretaker Agreement With Green View Inc.

Documents:

1-17-2016 AGENDA ITEM - GREEN VIEW.PDF
2017 GREEN VIEW CONTRACT.PDF

V. TIMED AGENDA ITEMS

A. 9:03 A.M. AUDITOR/TREASURER

1. Approve Temporary Liquor License For A.B.A.T.E. Of Minnesota, Inc.
2. Approve Precious Metal Dealer License For Shapan Kirkpatrick Of National Gold Consultants, Inc. (City Of Monticello).
3. Convene Tax Forfeit Committee Meeting.
4. Approve Resolution Supporting Request By Timber Ridge Third

Addition Townhome Association To Repurchase Two Parcels Of Tax Forfeited Land (City Of Monticello).

5. Claims.

Documents:

AGENDA 1-17 APPROVE ABATE TEMP LIQUOR LIC.PDF
AGENDA 1-17 APPROVE PRECIOUS METAL DEALER LICENSE.PDF
AGENDA 1-17 CONVENE TAX FORFEIT COMMITTEE.PDF
AGENDA 1-17 APPROVE RESOLUTION TIMBER RIDGE THIRD ADDITION TAX FORFEIT REPURCHASE.PDF
AGENDA 1-17 TIMBER RIDGE THIRD REPURCHASE RESOLUTION.PDF
AGENDA 1-17 TIMED CLAIMS.PDF

B. 9:10 A.M. DUANE NORTHAGEN, EXECUTIVE DIRECTOR, WRIGHT COUNTY ECONOMIC DEVELOPMENT PARTNERSHIP

1. Authorize Signatures On The CEDS Agreement

Documents:

CEDS VERSION 1.6.2017 FINAL.PDF

C. 9:15 A.M. GREG KRYZER, ASSISTANT COUNTY ATTORNEY

1. Adopt Resolution To Withdraw Appeal Of DNR Order

Documents:

AGENDA REQUEST - JANUARY 17, 2017.PDF
RESOLUTION FOR WITHDRAWAL OF APPEAL.PDF

D. 9:20 A.M. FRED BENGTSON, MN DNR AREA WILDLIFE MANAGER

1. Pelican Lake WMA Acquisition

Documents:

1-3-17 LETTER FROM FRED BENGTSON.PDF
AERIAL MAP.PDF
WRIGHT COUNTY RESOLUTION.PDF

VI. ITEMS FOR CONSIDERATION

A. COMMITTEE MINUTES

1. Building, Personnel

Documents:

1-11-17 BUILDING COMMITTEE MINUTES.PDF
1-11-17 PERSONNEL MINUTES.PDF

B. AMC LEGISLATIVE CONFERENCE, FEBRUARY 16-17, 2017

Documents:

SADMN KONIC17011112020.PDF

C. AMC COUNTY GOVERNMENT 101: AN ESSENTIAL CONFERENCE FOR ALL NEWLY ELECTED OFFICIALS, JANUARY 25-26, 2017

Documents:

WELCOME TO COUNTY GOVERNMENT CONFERENCE 2017.PDF

D. SET COMMITTEE OF THE WHOLE MEETING TO DETERMINE PROCESS FOR SELECTION OF FIRM TO COMPLETE THE BUDGETED MASTER SPACE STUDY FOR COUNTY FACILITIES

Documents:

REFER MASTER SPACE STUDY FIRM SELECTION TO COMMITTEE OF THE WHOLE.PDF

VII. ADVISORY COMMITTEE / ADVISORY BOARD UPDATES

VIII. ADJOURNMENT

IX. NOTE:

1. 10:30 A.M. Committee Of The Whole Meeting
2. 1:00 P.M. Ditch Committee Of The Whole Meeting
3. 3:00 P.M. Closed Session Labor Negotiations

X. PROCUREMENT CARD AUDIT LISTING

Documents:

PROCUREMENT CARD AUDIT LIST FOR BOARD 1-17-2017.PDF
FLEET CARD AUDIT LIST FOR BOARD 1-17-2017.PDF

XI. CLAIMS LISTING

Documents:

AUDIT LIST FOR BOARD 1-17-2017.PDF

INFORMATIONAL

WRIGHT COUNTY BOARD
MINUTES
JANUARY 10, 2017

The Wright County Board met in regular session at 9:00 A.M. with Borrell, Daleiden, Potter, and Vetsch present. Husom was not present.

MINUTES
Daleiden moved to approve the 1-03-17 Board Minutes, seconded by Potter. The motion carried 4-0.

AGENDA
Petitions were accepted to the Agenda as follows: Items For Consideration D, Schedule a Soil and Water Conservation District Planning Session (Borrell). The meeting will be held at the Law Enforcement Center. Potter moved to approve the Agenda as amended, seconded by Daleiden. The motion carried 4-0.

CONSENT AGENDA

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

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

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

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

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

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

G. HEALTH & HUMAN SERVICES
   1. Position Replacement
      A. Information Systems Specialist

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

DRAFT

TIMED ITEMS

LEE KELLY, COUNTY COORDINATOR

1. Introduce Greg Pickard, Veterans Service Officer
   Kelly welcomed Pickard to Wright County. Pickard said he is happy to be here to help veterans. His experience includes twenty years of active duty in Air Force intelligence. He spent the last thirteen years as a defensive contractor in the Information Technology industry. The Board welcomed him.

BOB HIIVALA, AUDITOR/TREASURER

Property Tax Administrator/Chief Deputy Auditor/Treasurer Tammi Vaith presented the Agenda items.

1. Approve Engagement Letter With OSA For The 2016 Audit
   Kelly said the Office of the State Auditor (OSA) did not release the County from the 2016 Audit, therefore, the County is obliged to do the Audit with them. He added that the OSA has been made aware that the County is planning to retain a private firm for future audits. Daleiden moved to approve the Engagement Letter with the OSA for the 2016 Audit, seconded by Vetsch, and the motion carried 4-0.

2. Approve Engagement Letter With CliftonLarsonAllen For the 2016 Compilation Services
   Vaith said CliftonLarsonAllen was retained to handle the County's financial statements for the 2015 Audit, and Hiivala would like to do the same for 2016. Daleiden moved to approve the Engagement Letter with CliftonLarsonAllen for the 2016 Compilation Services, seconded by Potter. The motion carried 4-0.

3. Calculations Of 2017 Legal Paper Bids
   Vaith said the County requested bids from five newspapers. Two submitted bids: the *Herald Journal* and the *Delano Herald Journal*. The *Herald Journal* bid per column inch for a legal ad is 27 cents per inch. The *Delano Herald Journal* bid for a legal ad is $3.50 per column inch. Last year, the *Herald Journal* bid 37 cents per column inch. Daleiden moved to approve the *Herald Journal* as the legal newspaper for Wright County. Potter seconded, and the motion carried 4-0.

4. Approve Temporary Liquor License for Maple Lake – Lake Property Owner's Association
   Vaith said there is an ice fishing derby event on Saturday, 2-04-17 in Maple Lake Township. She said the application was approved by the County Sheriff, County Attorney, and the Maple Lake Town Board. Potter moved to approve the temporary liquor license for Maple Lake – Lake Property Owner's Association, seconded by Vetsch. The motion carried 4-0.

ADAM TAGARRO, INFORMATION TECHNOLOGY DIRECTOR

1. Request Approval Of Travel For IT Staff To The Cisco Live 2017 Conference
   Tagarro said he is requesting to send both Senior Systems Engineers to the Cisco Live Conference in Las Vegas from June 25 to 29, 2017. The Conference provides five days of in-depth, hands-on training and educational sessions, as well as interactions with vendors. The County utilizes Cisco's services for a number of technology functions. This expense was budgeted for 2017. Potter moved to approve the request for two IT staff to travel to the Cisco Live 2017 Conference from June 25-29, 2017 in Las Vegas. Daleiden seconded, and the motion carried 4-0.

VIRGIL HAWKINS, HIGHWAY ENGINEER

1. Set Transportation Committee Of The Whole Meeting To Discuss Transportation Items
   Potter moved to schedule the Transportation Committee Of The Whole Meeting on 1-23-17 at 10:30 AM. Daleiden seconded, and the motion carried 4-0.

SUNNY HESSE, HUMAN RESOURCES DIRECTOR

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

DRAFT

Human Resources Director Sunny Hesse said the majority of these revisions were initiated by the County as part of the negotiations, and have proved to be effective in obtaining tentative agreements with several of the bargaining units.

a) 104 Compensation Plan
The revision to 104.07 Promotions should read:

> *In unusual circumstances the County Coordinator and/or the Human Resource Director can approve up to and including 12% above the minimum salary range based on the applicant's education, experience, and labor market conditions.*

Hesse said this wording is consistent with County Policy regarding new hires, and the ability to bring in new hires up to 12% of the minimum of the range. Borrell asked what prompted this revision. Hesse responded that it will provide more consistency in the way the County can be flexible with new employees coming into the County.

Hesse said the requested changes will allow the County to be more flexible with existing employees when promoted from one classification to another. Daleiden said this is a way to keep a good employee. Hesse said the general promotion increase will remain at 4%, but allows for exceptions when an employee has significant experience to bring to the position, just as the County takes into consideration for a new employee. The request is that the Policy will give County Coordinator Lee Kelly and Hesse the discretion to go up to the 12% for promotions, as it does currently with new employees.

Daleiden moved, seconded by Vetsch, to approve requested revisions to the Personnel Policy Section 104 Compensation Plan. Borrell asked whether this matter should have been brought to the Personnel Committee Of The Whole. Hesse said the members of the Negotiation Committee are also on the Personnel Committee. The topic was brought up at the Negotiation Committee.

Vetsch said it is not so much a major policy change as a housekeeping issue. Hesse said with internal promotions, the current maximum allowed increase is 4% with no flexibility. It has caused situations when the newly promoted person earns less than the person who reports to them. Borrell asked that the number of 12% increases for promotions be tracked. He is concerned this will become the new norm. He is opposed to this, and prefers that the Board take action upon request.

Potter called the question, seconded by Daleiden. The motion to call the question carried 3-1, with Borrell voting nay. The Board then voted 3-1 to approve the revisions to Personnel Policy Section 104 – Compensation Plan, with Borrell casting the nay vote.

b. 206 – Performance Evaluation
The primary revisions to 206.02 – Performance Evaluation Procedures include:

i. Striking the second sentence under Item 1 that states, "Performance evaluations for part time employees will be pro-rated based on hours worked."
ii. Under Item 1b, the following language will be added:
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.

Hesse said this revision addresses the process for performance evaluations and increases for part-time employees. Currently, evaluations and increases for 0.5 FTE employees happen every two years. The request is to change the process to evaluate all part-time staff annually, but the increase would

DRAFT

be prorated based on their FTE. The change would give half-time staff evaluations every year, with 50% of the increase amount the first year and 50% the second year. Hesse said this is a way to provide part-time employees with regular evaluations and information on their performance.

Borrell asked what is wrong with the current system. Hesse said the County has had grievances filed from employees on this issue. She feels it is in the best interests of the County to evaluate employees on a regular basis, and to recognize the contributions of part-time employees annually, as is done with full time staff.

Borrell asked if these changes went to any committee. Hesse said they were discussed at Negotiation Committee. Potter moved to approve the revision to the Personnel Policy Section 206 – Performance Evaluation, seconded by Vetsch. The motion carried 4-0.

c. 310 – PTO/Vacation Donation

Hesse said the first requested revision is to add "PTO" language to the Policy, so that employees who have Paid Time Off (PTO) time versus vacation and sick leave will be included.

The second revision would be to allow all employees to donate PTO time to employees who have exhausted their paid leave benefits. The current Policy states "non-union" employees, which required unions to execute a Memorandum Of Agreement (MOA) in order to allow union employees to donate as well. The revision eliminates the need for an MOA, and reduces the possibility of private information being brought to a public meeting. Vetsch moved to approve revisions to Personnel Policy Section 310 – PTO/Vacation Donation, seconded by Daleiden. The motion carried 4-0.

d. 506 – Business Related Expense Reimbursement

Hesse said the primary change is on page three of the document.

i. Adding:

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

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

Daleiden moved to approve revisions to Personnel Policy Section 506 – Business Related Expense Reimbursement, seconded by Potter. The motion carried 4-0.

e. 508 – Work Schedule

Hesse said the revision pertains to Section 508.03 – Flex-Time, and adds flexibility for Department Heads to schedule employees to work eight- or ten-hour shifts between the hours of 6 A.M. and 6 P.M. without requiring approval from the County Board. She said the flexing cannot be done on a regular or ongoing basis. Any regular schedules that deviate from the five days per week, eight hours per day, would have to come to the County Board for approval. Hesse said there may be situations when a longer shift might be beneficial to complete projects.

Vetsch suggested specifying how long a flexed schedule could occur before requiring Board approval. Hesse said an exact time frame was not discussed. She said she would take it on a case-by-case basis depending on the project. The main criteria would be whether the changed schedule would benefit the County.

DRAFT

Potter asked to notify the Personnel Committee of every such request to keep them informed. Vetsch suggested adding language requiring that the flexible schedule be reported to the Personnel Committee if the schedule extends more than two weeks. Hesse said she would add the language to procedures (versus the Policy) that if the flexible schedule goes beyond two weeks, Personnel Committee members should be notified. Vetsch moved to approve revisions to Personnel Policy Section 508 – Work Schedule, and adding to procedures that Department Heads must notify the Personnel Committee of flexible schedule arrangements that extend more than two weeks. Potter seconded, and the motion carried 4-0.

Hesse also requested approval to review the Personnel Policy to ensure that all items that reference vacation and sick leave also include the term "PTO." Daleiden moved to approve those changes, stating that Hesse does not need to bring this item back to the Board. Vetsch seconded, and the motion carried 4-0.

ITEMS FOR CONSIDERATION

A. SCHEDULE CLOSED SESSION FOR LABOR NEGOTIATIONS STRATEGY
Kelly said they are continuing negotiations with several groups. The request is to meet in closed session to discuss negotiations strategies with the Board and the County's labor attorney. Daleiden moved to schedule a closed session for Labor Negotiations Strategy on 1-17-17 at 3 P.M. Vetsch seconded, and the motion carried 4-0.

B. SCHEDULE COMMITTEE OF THE WHOLE TO DISCUSS ENFORCEMENT OF BUFFER LAW
Kelly said the County must decide how to enforce the Buffer Law by the end of March 2017. Potter moved to schedule a Committee Of The Whole meeting on 1-24-17 at 10:30 A.M. Vetsch seconded, and the motion carried 4-0.

C. SCHEDULE DISC ASSESSMENT DEBRIEFING MEETING ON FEBRUARY 28, 2017 AT 1:15 PM
Vetsch moved, seconded by Daleiden, to schedule the DISC Assessment Debriefing meeting on 2-28-17 at 1:15 P.M. The motion carried 4-0.

D. SCHEDULE A SOIL AND WATER CONSERVATION DISTRICT PLANNING SESSION (BORRELL)
Potter moved to set a planning session meeting with the Soil and Water Conservation District Board on 2-09-17 at 8:30 A.M. Daleiden seconded, and the motion carried 4-0. Borrell said the meeting will be held at the Law Enforcement Center.

ADVISORY COMMITTEE / ADVISORY BOARD UPDATES

1. Legislative Update Meeting: Potter said the meeting was held last week. The focus for 2017 is transportation.

2. I-94 Coalition: Potter said the group has gone through rebranding to help with future funding requests.

3. Bertram Chain of Lakes Advisory Board: Vetsch said they met last Friday and did a final walk-through of the chalet. They also discussed signage for commemorating the acquisition of the land. Daleiden said the chalet will be available for rent to the public.

4. Parks Advisory Board: Borrell went to the meeting Monday in Daleiden's place. They discussed rates for chalet rental and cleanup, and whether or not to require damage deposits. They also talked about reservation software.

5. Soil and Water Conservation District: Borrell said they discussed the One Watershed One Plan Policy and how the structure will govern. While three options were reviewed, using the Crow River Organization Of Water

DRAFT

(CROW) to govern, along with a technical panel of Soil and Water staff, seemed the most viable option. Borrell said public input is welcome. A vote is pending soon.

6. Township Officers: Borrell encouraged Townships to require permits for ditch right-of-ways related to utility easements.

The meeting adjourned at 9:59 A.M.

DRAFT

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

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

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

ADMINISTRATION .
ORIGINATING DEPARTMENT/SERVICE

X_____
REQUESTOR'S SIGNATURE

_____
REVIEWED BY/DATE

BOARD ACTION REQUESTED:

Refer County's Fidelity Bond Limit to the Ways & Means Committee.

BACKGROUND/JUSTIFICATION:

Various Minnesota Statutes require many elected and appointed officials to meet certain fidelity bonding requirements in order to hold office. MCIT provides blanket coverage up to a declared limit. I recommend reviewing the declared limit, the county's exposure, and risk tolerance.

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:*** *1/17/17*__ ***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:
Refer 3rd floor Annex office carpet to the January 25th building committee.

BACKGROUND/JUSTIFICATION:
Discussion about replacement of the carpet in private offices in the Annex 3rd Floor.

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:*** *_01/17/17_* ***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:** **Request to refer to Personnel Committee (01/25/17) – Request to hire Telecom Specialist above 12% of minimum salary range**

BACKGROUND/JUSTIFICATION:

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

COMMENTS:	**COMMENTS:**

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

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

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

ADMINISTRATION .
ORIGINATING DEPARTMENT/SERVICE

X_____
REQUESTOR'S SIGNATURE

_____
REVIEWED BY/DATE

BOARD ACTION REQUESTED:

Schedule a meeting for the Labor Management/Loss Control Committee to be conducted in the afternoon of 01/25/17.

BACKGROUND/JUSTIFICATION:

The Risk Manager will present loss data related to employee injuries and workers compensation insurance rates. Discussion will include the purpose and goals of the committee and a MCIT Loss Control Consultant will provide training on effective safety committees.

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

REVOCABLE LICENSE FOR USE OF REAL PROPERTY GRANTED TO THE U.S. DEPARTMENT OF VETERANS AFFAIRS BY WRIGHT COUNTY

1. Wright County, hereinafter "Licensor", hereby grants a Revocable License of one enclosed garage parking space located at 1901 HWY 25 North near Braddock Ave NE, Buffalo, MN 55313, hereinafter "Parking Space", to the U.S. Department of Veterans Affairs, hereinafter "VA" or "Licensee," for the purpose of parking a Government Owned Vehicle (GOV). The GOV will be used to provide transportation for Veterans living in the Wright County area to the St. Cloud VA Health Care System for medical care.

2. This License shall be subject to the terms and conditions enumerated herein.

3. This License shall be deemed effective as of February 1, 2017, and unless earlier revoked or terminated by the mutual written agreement of the parties, shall automatically expire on July 31, 2017.

4. The Licensor agrees to:
   a. Provide 24-hour access to one Parking Space for VA Transportation Volunteers to park a GOV, and to park the Volunteer's personal vehicle when the GOV is in use.
   b. Provide maintenance and repair for the Parking Space
   c. Provide secure storage of a spare set of keys for the GOV which a Wright County employee may use in the event of an emergency or snow removal
   d. Provide a secure drop box for the use of VA Transportation Volunteers during the hours of 6:00 AM and 6:00 PM
   e. Provide access for VA Transportation Volunteers to enter the area containing the drop box

5. NOTICE: Notice shall be deemed to have been duly given if and when enclosed in a properly sealed envelope, addressed as provided in this paragraph and deposited, postage prepaid, in a public mail box maintained by the U.S. Postal Service. All notices to be given pursuant to this license shall be addressed as follows:

If to the licensor to: Charles Borrell, Chairman, Wright County Board of Commissioners, 10 2nd Street NW, Suite 235, Buffalo, MN 55313-1193

If to the licensee to: Cheryl Thieschafer, Acting St. Cloud VA Health Care System Director, 4801 Veterans Drive, St. Cloud, MN 56303

6. INSPECTION. VA shall have the right to inspect the licensed space prior to the effective date of the license, to ensure the condition of the space meets VA's needs and requirements, and is otherwise safe and appropriate for VA's use.

7. LAWS AND ORDINANCES. In the exercise of any privilege granted by this license, licensee shall not engage in any behavior or conduct that would otherwise impinge on licensor's requirement to comply with all applicable Federal, State, and local laws related to its legal interest in the licensed property. Notwithstanding this provision, this license shall be governed, construed and enforced in accordance with Federal law, and if no such law exists, then applicable State and local law, and shall at all times be subject to, the Anti-Deficiency Act (31 U.S.C. §§ 1341 and 1501).

8. DAMAGE. Except as may be otherwise provided herein, no property of the licensor shall be destroyed, displaced, or damaged by the licensee in the exercise of the privilege granted by this license without the prior written consent of the licensor.

9. LIABILITY. The liability, if any, of VA for injury or loss of property, or personal injury or death in connection with this License, shall be governed exclusively by the provisions of the Federal Tort Claims Act (28 U.S.C. §§ 2671-2680).

10. OPERATION. The licensee shall confine its activities to the licensed area, and shall refrain from damaging or impairing the space, or jeopardizing the safety of persons or property.

11. AMENDMENTS. There shall be no amendments to or departure from the terms of this license without the prior written consent of the parties.

12. ASSIGNMENT, REVOCATION, AND ABANDONMENT. This license is unassignable and shall be revocable or terminable by the parties in accordance with Paragraph 3 above. Upon revocation or termination of this license, the licensee shall restore the property to substantially the same condition as existed prior to the effective date of this license, excepting any normal wear and tear.

IN WITNESS WHEREOF, the parties hereto have hereunto subscribed their names as of the date written below.

LICENSOR

By

_____

Charles Borrell, Chairman, Wright County Board of Commissioners

U.S. DEPARTMENT OF VETERANS AFFAIRS
AS LICENSEE

By

_____

Cheryl Thieschafer, Acting Health Care System Director

CERTIFICATION OF AUTHORIZATION (***CORPORATION ONLY***)

I, _____, certify that I am the _____of the Corporation named as licensor in the license and that I am duly authorized to sign for and in behalf of said corporation by authority of its governing body, and am acting within the scope of its corporate powers.

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

***Req. Agenda Time*:**		***Board Meeting Date*:**	1-17-2017	***Consent Agenda*:**	X
Amt. of Time Required:		***Item For Consideration*:**			

Auditor-Treasurer's Office	**Board Action Requested:**
Originating Department/Service	Approve Procurement Card Transactions for the Period Ending December 25, 2016 for a Total of $12,109.46.
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*:**	1-17-2017	***Consent Agenda*:**	X
Amt. of Time Required:		***Item For Consideration*:**			

Auditor-Treasurer's Office	**Board Action Requested:**
Originating Department/Service	Approve Fleet Card Transactions for the Period Ending December 25, 2016 for a Total of $14,800.28.
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: *1-17-17* ***CONSENT AGENDA:*** *X*

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

County Board

ORIGINATING DEPARTMENT/SERVICE

X _____
REQUESTOR'S SIGNATURE

1/12/17
REVIEWED BY/DATE

BOARD ACTION REQUESTED:

Backfill Social Worker position

BACKGROUND/JUSTIFICATION:

COUNTY ATTORNEY REVIEW DATE:

FINANCIAL IMPLICATIONS:
$_____

BUDGETED: ____ ____
YES **NO**

FUNDING:

COUNTY COORDINATOR/DATE:

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

COMMENTS:

COMMENTS:

Wright County
Request for Board Action

Req. Agenda Time:		Board Meeting Date: 01/17/16	Consent Agenda X
Amt of Time Required: 0		Item for Consideration: Refer to Technology Committee	

IT
Originating Department

Requestor's Signature

BOARD ACTION REQUESTED:
Refer Items to the January 25th, 2017 Technology Committee

Reviewed by/date

BACKGROUND/JUSTIFICATION:
Refer to the Technology Committee:
a. Records and Data Management Policy
b. 911 Planning Committee
c. Office 365 Update
d. Project Prioritization

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED:

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

COMMENTS: **COMMENTS:**

WRIGHT COUNTY
RECORDS AND DATA MANAGEMENT
POLICY

Table of Contents

1. Introduction 4
1.1. Purpose 4
1.2. Scope 4
2. Roles and Responsibilities 4
2.1. Minnesota Legislature 4
2.3. Minnesota State Archives and Wright County Historical Society 4
2.4. Information Policy Analysis Division (IPAD) 5
2.5. County Board of Commissioners 5
2.6. County Attorney 5
2.7. Responsible Authority 5
2.8. Administration Department 5
2.9. Department Heads 5
2.10. Records Management Analyst 6
2.11. County Employees 6
3. Government Records 6
3.1. Definition of official records 6
3.2. Record Classifications 7
3.3. Changing data classifications 9
4. Records Lifecycle 9
5. Creating and Receiving Records 10
5.1. Know when to create/receive a record 10
5.2. Record media 10
5.2.1. E-mail 10
5.2.2. Social Media 11
5.2.3. Instant Messaging 11
5.3. Record integrity 11
6. Use of Records 11
6.1. Permissible use of records 11
6.2. Copies of records 11
7. Maintenance of Records 11

7.1. Location of records 11
7.2. File plans 12
8. Record Retention 12
8.1. Record retention schedules 12
8.2. Archival of documents 12
8.3. Destruction of records 13
9. Records Staging Area 13
9.1. Staging area index 13
9.2. Transferring records to the staging area 13
9.3. Removing records from the staging area 14
10. Vital Records 14
10.1. Identifying vital records 14
10.1.1. Emergency Operating Records 14
10.1.2. Legal and Financial Rights Records 14
10.2. Protecting vital records 15
11. Damaged Records 15
11.1. Salvaging damaged records 15
12. Assistance Visits 15
13. Glossary & Acronyms 16
14. Reference Documents 17
Table 1- Classifications for Data on Individuals 7
Table 2- Classifications for Data Not on Individuals 8
Table 3- Classifications for Data on Decedents 8
Table 4- Records Lifecycle 10

1. INTRODUCTION

1.1. Purpose

Wright County is required by law to maintain a complete and accurate record of all county transactions and affairs. State laws govern the creation, maintenance, and destruction of county records and the public's right to access government data. The purpose of this policy is to define how those laws relate to Wright County, its employees and the public.

Records management is an important part of county administration. County records document the actions of a county and have historical significance. Failing to properly manage records can have serious consequences for counties. Improperly managed records make it difficult to conduct county business and could result in flawed decision-making. Mismanagement of records, that causes a failure to respond appropriately to a data request, can result in administrative, civil, and criminal penalties. The inability to produce relevant records when a county is involved in litigation, could result in monetary penalties or even a default judgment against the county. For these reasons, proper management of county records is vital.

In addition to paper records, counties are increasingly producing records electronically. Electronic records include electronically created documents, emails, text messages, and digital photographs, maps, video and audio recordings. Government records that are created and stored electronically are deemed official records, and laws governing creation, retention, destruction, and public access to paper documents apply equally to electronic records.

1.2. Scope

This policy is intended for use by all county employees responsible for the creation, maintenance and disposition of the official records of Wright County.

2. ROLES AND RESPONSIBILITIES

2.1. Minnesota Legislature

The Minnesota Legislature is responsible for updating M.S. § 13, Minnesota Government Data Practices Act (MGDPA). This statute defines the types of records that can be created, who can access them, and when/how data can be destroyed. It also defines penalties for those who knowingly violate the provisions of the MGDPA.

2.2. Minnesota Records Disposition Panel

Government records may be destroyed only with the approval of the records disposition panel. This panel consists of the attorney general, the director of the Minnesota Historical Society, and the legislative auditor in the case of state records, or the state auditor in the case of local government records.

The panel also has authority to determine the conditions under which records may be reproduced onto another medium (e.g., optical disk), and the originals destroyed.

2.3. Minnesota State Archives and Wright County Historical Society

The Minnesota State Archives and the Wright County Historical Society are responsible for storing historically important permanent records. These records are made available for the

public's use, thereby reducing the burden of record searches and the cost of maintaining historic documents by Wright County. Both organizations will sign an agreement authorizing which records they wish to receive.

2.4. Information Policy Analysis Division (IPAD)

The Information Policy Analysis Division is a part of the Minnesota Department of Administration. IPAD is responsible for providing assistance and advice on Minnesota's public access and privacy laws to the public and government. Legal opinions on court cases involving records are provided to assist governments and the public in the management of official records.

2.5. County Board of Commissioners

The County Board of Commissioners is responsible for the appointment of a Responsible Authority (MR 1205.1000), the approval of county records retention schedules and the records management policy.

2.6. County Attorney

The County Attorney is responsible for:

- Reviewing and approving the county's records retention schedule for legal compliance before it is presented to the County Board;
- Clarification on legal questions and issues as it pertains to county records.

2.7. Responsible Authority

The Responsible Authority will be appointed by the County Board of Commissioners to manage the data in non-elected county offices. Pursuant to Minnesota Statutes, sections 13.02 to 13.06, the responsible authority shall have the authority to:

- Implement the act and these rules in each entity;
- Make good faith attempts to resolve all administrative controversies arising from the entity's practices of creation, collection, use, and dissemination of data;
- Prescribe changes to the administration of the entity's programs, procedures, and design of forms to bring those activities into compliance with the act and with this chapter;
- Take all administrative actions necessary to comply with the general requirements of the act, particularly Minnesota Statutes, section 13.04, and this chapter; and,
- Where necessary, direct designees to perform the detailed requirements of the act and this chapter under the general supervision of the responsible authority.

2.8. Administration Department

The County Administration Department is responsible for:

- Responding to data requests;
- Maintaining a log of all data requests.

2.9. Department Heads

Department Heads or their designees are responsible for:

- Reporting the inventory of departmental records;

- Development of file plans and records disposition schedules;
- Re-enforcing the records management policy within their departments.

2.10. Records Management Analyst

The Records Management Analyst is responsible for:

- Developing records management policy;
- The master records retention schedule;
- Copies of PR-1 forms;
- Records destruction logs;
- Authorizations for Wright County Historical Society or the MN State Archives to retain archival records;
- Advising county employees on specific records management practices;
- Ensuring that records retention schedules are observed in paper and electronic record repositories.

2.11. County Employees

All county employees, who create or maintain records, are responsible for declaring documents and data as official records, and storing them per county policy. County employees will not knowingly destroy official records before their scheduled retention date. If electronic records are accidentally destroyed, county employees are responsible for contacting the IT Department to restore those files from backups.

3. GOVERNMENT RECORDS

3.1. Definition of official records

State law defines government records to include all cards, correspondence, discs, maps, memoranda, microfilms, papers, photographs, recordings, reports, tapes, writings, optical disks, and other data, information, or documentary material made or received by a county official pursuant to state law or in connection with the transaction of public business. Whether the record is created and stored in paper "hard copy" or on a computer or other electronic storage device does not affect its status as a government record.

However, not every document that the county creates is a government record. The definition of government record excludes:

- Information that does not become part of an official transaction.
- Library and museum material made or acquired and kept solely for reference or exhibit purposes.
- Extra copies of documents kept only for convenience of reference and stock of publications and processed documents.
- Bonds, coupons, or other obligations or evidences of indebtedness the destruction or other disposition of which is governed by other laws.

3.2. Record Classifications

Government records have different levels of classification that determine whether they can be released to the public. The presence of personally identifiable information (PII) or sensitive information is the general determining factor of a record's classification. There are four categories of records: Data on individuals, Data not on individuals, Data on decedents and Temporary classifications.

3.2.1. Data on individuals

According to M.S. § 13.02 subd. 5, data on individuals is defined as "all government data in which any individual is or can be identified as the subject of that data, unless the appearance of the name or other identifying data can be clearly demonstrated to be only incidental to the data and the data are not accessed by the name or other identifying data of any individual." An "individual" is defined as a natural person (a living human being). There are three types of data on individuals: public, private, and confidential.

Table 1- Classifications for Data on Individuals

Public data	Private data	Confidential data
Anything not classified by state statute, federal law, or temporary classification as either private or confidential. Accessible to anyone for any reason, the county's Responsible Authority is required to establish procedures to facilitate access to public data.	Data on individuals that is expressly classified as private by state statute, federal law, or temporary classification. Private data is not accessible to the public, but may be accessed by: • The subject of the data. • Individuals within the county, whose work assignments reasonably require access. • Outside entities or agencies that are authorized by state or federal law to access that specific data. • Entities or individuals given access by the express written direction of the data subject. The Responsible Authority must establish written procedures that limit access to private data to the appropriate persons.	Data on individuals that is expressly classified as confidential by state statute, federal law, or temporary classification. Confidential data is not accessible to the public or the subject of the data. Access is limited to: • Individuals within the county, whose work assignments reasonably require access. • Outside entities and agencies authorized by state or federal law to access that specific data. Similar to private data, written procedures must be in place to ensure that access to confidential information is limited to the appropriate persons.

3.2.2. Data not on individuals

Data not on individuals is defined as "all government data that is not data on individuals." This classification includes data on corporations, partnerships, nonprofit organizations or other types of businesses, and other governmental entities. It also includes scientific studies, or survey data. There are three types of data not on individuals: public, nonpublic, and protected nonpublic:

Table 2- Classifications for Data Not on Individuals

Public data	Nonpublic data	Protected nonpublic data
Data accessible to anyone for any reason.	Data accessible to the subject of the data (if there is one, but not accessible to the public).	Data not accessible by either the subject of the data or the public.

3.2.3. Data on decedents

Data on decedents is not specifically defined in the MGDPA, but is generally considered to be data related to an individual who is no longer living. There are three types of data on decedents: public, private, and confidential.

Table 3- Classifications for Data on Decedents

Public data	Private data	Confidential data
Data accessible by anyone for any reason.	Data accessible by the representative of the decedent, but not the public.	Data not accessible by either the representative of the decedent or by the public.

The "representative of the decedent" is the personal representative of the estate during the period of administration, or if no personal representative has been appointed (or has been since discharged), the surviving spouse or any child of the decedent. If there is no surviving spouse or child, the parents of the decedent are representatives for purposes of the MGDPA.

Private and confidential data on decedent becomes public 10 years after the actual or presumed death of the individual <u>and</u> 30 years have elapsed from the creation of the data (M.S. § 13.10, subd. 2). For example, if a record was created on John Doe on Jan 1st, 1970, and John died in 1975, the record would become public on Jan 1st, 2000 (John died more than 10 years ago and the record is now 30 years old). An individual is presumed dead if 90 years have elapsed since either the creation of the data or the individual's birth, whichever is earlier. Individuals cannot be presumed dead if data indicates they are still alive.

3.2.4. Temporary classifications

A county may apply to the commissioner of the MN Department of Administration to temporarily classify specific data or types of data as not public until a proposed statute can be acted upon by the Legislature. The application for temporary classification is public.

When the commissioner receives an application for temporary classification, the request will be granted for a period of 45 days, or until the application is disapproved, rejected, or granted by the commissioner, whichever is earlier. The commissioner may immediately reject any application inconsistent with the purpose of the temporary classification.

The county must prove that there is no other law that prohibits the temporary classification. A county also must prove that other similar data has been classified not public by other government entities, or that public access to the data would degrade a program authorized by law. Finally, the county application must clearly establish that a compelling need exists for the immediate temporary classification, which if not granted could adversely affect the health, safety, or welfare of the public, or the data subject's well-being or reputation.

If an application for temporary classification involves data that is reasonably classified in the same manner by all government entities, the commissioner may approve the classification for all similar entities.

3.3. Changing data classifications

Government data can change classifications in certain circumstances. For example, in the competitive bidding process, sealed bids are nonpublic data, but become public once the bids are opened.

Data classifications are also entity specific and may change depending on who is in possession of the data. If one government entity provides data to another, the proper classification for the receiving entity (public or not public data) does not affect the classification for the original entity. For example, an arrest warrant is public when received from the issuing court. But when the warrant is transmitted to and indexed by a local law enforcement agency, the data in the warrant is confidential.

The data remains confidential until the subject of the warrant is taken into custody, served with a warrant, or appears before the court.

Unless expressly provided by a particular statute, the classification of data is determined by the law applicable to the data at the time a request for access is made—regardless of the data's classification at the time it was collected, created, or received. For example, if a county receives a request related to sealed bids before they are opened, the responsible authority must respond to the request and deny access to the data. But, if the same request is made after the bids are opened, the responsible authority could allow access to the data.

4. RECORDS LIFECYCLE

The records created by government offices have 5 distinct phases in their lifecycle: creation/receipt, distribution & use, maintenance, retention and disposition. These phases coincide with the pre-determined level of usefulness of a record to the government

Table 4- Records Lifecycle

Creation/Receipt	Records are produced or received by the office in a wide variety of formats using different equipment and technologies.
Use	Records are transmitted to those who need them and, upon receipt, are used in the conduct of business.
Maintenance	Records are filed or stored to safeguard the integrity of the information. During this stage, the information is active; it is frequently referred to and is thus usually stored close to its users.
Retention	Records decline in value, become inactive, and are then removed from active storage in prime office space, or are transferred to the records center for the duration of their retention life.
Disposition	Records reach the end of their retention and have no further legal, fiscal, or administrative value they are safely destroyed or preserved permanently in an archive for on-going historical reference or research purposes.

5. CREATING AND RECEIVING RECORDS

5.1. Know when to create/receive a record

County government employees should create, receive or maintain only those records that are required to accurately document and discharge the duties of their office. Care should be taken to ensure that redundant records are not created or maintained.

5.2. Record media

According to the MGDPA, the media (paper, electronic, microfiche, etc.) of a record is irrelevant- the content is what determines if a document is a record. When creating or receiving a record, paper documents can be digitized and the original returned to the customer or destroyed. The digital copy would be considered the official record and bear the same weight as the paper copy in a court of law.

5.2.1. E-mail

According to the MGDPA, e-mails are not a type of record. They are a media that *may* contain data that are considered an official record. For example, an e-mail containing a department head's approval to select a vendor would be considered an official record to be filed with that vendor's contract. The e-mail serves as an official action that would bear the same weight as a paper memorandum authorizing the same action. Please see the Acceptable Use of Technology section of the Wright County Personnel Policy Manual for more information on the management and retention of e-mail.

5.2.2. Social Media

Certain data posted to social media sites are considered official records. Most comments to social media posts are only considered transitory in value, but unique data (data not recorded elsewhere) are considered official records. To ensure that unique social media posts and comments are saved, the departments maintaining social media accounts will save any complaints, requests or similar comments according to the records disposition schedule.

5.2.3. Instant Messaging

Certain conversation threads created using instant messaging tools are considered records. General casual conversations may be considered transitory, but conversations pertaining to the conduct of county business transactions are considered official records and should be saved in an official records repository under its respective record series.

5.3. Record integrity

When saving official records, the integrity of the data is important. Official records must be saved in a non-alterable format to ensure that the record cannot be tampered with. For electronic records, this means saving finalized records in an archive-quality format, such as .pdf or .tiff. For paper records, finalizing a document typically requires a signature. Documents saved in unprotected, alterable formats (.doc, .xls, etc.) are not reliable records because they are easily editable.

6. USE OF RECORDS

6.1. Permissible use of records

After records are created or received, they are put to immediate use. Records are shared only with those individuals with a valid need to know. This ensures that potentially safeguarded data are protected from accidental release. To determine which records can be shared, refer to the record's classification in the retention schedule.

6.2. Copies of records

Records that are referenced frequently may be duplicated to create a convenience copy. These copies must be checked periodically to ensure the most current copy is in use. Convenience copies must be destroyed when superseded, the original record is destroyed as part of its retention schedule, or their usefulness has expired. The original is maintained by the custodial office.

7. MAINTENANCE OF RECORDS

7.1. Location of records

Records must be maintained in an approved repository maintained on county servers or physical storage locations.

7.1.1. Use of personal storage locations (Dropbox, Google Drive, etc.) for official government records is prohibited. Contact the IT department for external file-sharing requests.

7.1.2. Employees should not maintain official records on their computer's local drive (C: drive) or thumb/external drives. These drives are not backed-up and cannot be recovered in the event of loss.

7.2. File plans

To locate data within a system of records, departments will develop a file plan. At a minimum, this file plan should serve as a roadmap showing the specific locations of the records an office creates and be logically organized by file series. This will ensure that all employees know where records are stored in the event of a data request when retrieving records for archiving or destruction.

8. RECORD RETENTION

8.1. Record retention schedules

Each record produced or maintained by an office is governed by a retention schedule. The retention schedule is a state-approved policy for how long an official record is kept before it is archived, destroyed or transferred to an archive or historical society. It also serves as the continuing authority (permission) to dispose of those records. Records that are not accounted for on an approved records retention schedule cannot be destroyed unless they are added to a retention schedule or special permission is granted by the State Retention Board on form PR-01, *Application for Authority to Dispose of Records*.

8.2. Archival of documents

Official records that have permanent historical value are not destroyed. Depending on their disposition, they are maintained permanently by the county or are transferred to the county's historical society or state archive. Records of interest to the historical society or state archives are indicated on the retention policy as being permanent <u>and</u> archival.

8.2.1. Transfers to the historical society or state archives must be documented on an official *MNHS State Archives Department Electronic Government Records Transfer Form* to show what records are being transferred and who is authorizing the transfer. This form will be retained by the county as an official record.

8.2.2. Paper records must be transferred in a standard "letter/legal" box, measuring 15"x12"x10".

8.2.3. Postage for shipping records are the responsibility of the department responsible for the records being shipped.

8.2.4. Transfers to the Wright County Historical Society will be of records with historical value to the county. These include land records, birth certificates, death certificates, marriage certificates and other genealogical records.

8.2.5. Transfers to the State Archives will be of permanent records that are not of interest to the Wright County Historical Society. These may include financial statements, meeting minutes, annual plans, etc.

8.2.6. When questions arise about the destination of specific records, departments will contact the records management analyst to assist in decision making.

8.3. Destruction of records

When a record's disposition policy instructs that a record is to be destroyed, there are guidelines for its disposal. Most records can simply be recycled. Records containing data that are not public must be destroyed in a way that prevents their contents from being determined (M.S. § 13.02, subd. 8a). As a best practice, these records should be shredded using a cross-cut shredder to prevent the reconstruction of the documents.

8.3.1. Whichever disposition method is used, the county must make a reasonable effort to ensure that all versions and copies of the records and information are accounted for in the disposition.

8.3.2. When destroying records, offices are required to create a records destruction report. The report lists which records are being destroyed and on which date. This report becomes an official record of the existence and authorized destruction of any records that the county creates or maintains.

8.3.3. No record that is eligible for destruction under the retention schedule can be destroyed if it is pertinent to any anticipated, current or pending litigation, claim or audit or the subject of a legal hold.

9. RECORDS STAGING AREA

After a record is no longer being actively used, it is classified as inactive. Offices can choose to transfer inactive paper records to the county's records staging area and electronic records to an archive folder on approved electronic repositories. The purpose of a records storage area is to keep inactive records out of high-cost office space by transferring them to a low-cost storage area until their final disposition. Inactive records are usually referred to less than once per month, but must be retained to satisfy records retention requirements.

9.1. Staging area index

Departments will maintain an active inventory of their records staging area. The index may be in the form of a database, log, card file, or other inventory-control record. It is the key to an effective storage system. The index should contain:

- Box number (unique identifier);
- Shelf location;
- Department/division which submitted the box;
- Description of box contents, including date ranges;
- Retention schedule item number for each record type;
- Destruction review date for each box or record type contained therein.

9.2. Transferring records to the staging area

Offices should transfer inactive records to their staging areas when they are inactive and require a lengthy retention period. Paper records must be transferred in a standard "letter/legal" box, measuring 15"x12"x10". Each box will be labeled using a standard label

format. This label will contain the same information that is recorded on the records center index- box number, department, description, dates, etc.

9.2.1. Records requiring additional security may be labeled to identify the originating department by a code rather than by name, and include only a box number and location, omitting any visible description of the box contents.

9.2.2. If more than one record type is contained in a box, it should be separated using tagged or labeled folders or dividers to assist in their removal for inspection or destruction.

9.3. Removing records from the staging area

Offices with records stored in the records staging area may remove records when needed. Records removed from the staging area must be checked out from the staging area index to show who is removing the record and when it was checked out/in. This ensures that a chain of custody is maintained, and that records are accounted for in the event of an audit or scheduled destruction.

10. VITAL RECORDS

Vital records are required to support the county's roles and responsibilities during and following an event that significantly disrupts normal operations, such as a national security emergency or natural disaster. Vital records should comprise a relatively small fraction (typically less than 7%) of the organization's total volume of records and be an integral part of the county's Continuity of Operation Plan (COOP).

10.1. Identifying vital records

Vital records are divided into two categories: Emergency operating records and Legal/Financial rights records.

10.1.1. Emergency Operating Records

Emergency operating records are vital records essential to the continued functioning or reconstitution of an organization during and after an emergency. These records must be immediately accessible from an off-site location. Included are emergency plans and directive(s), orders of succession, delegations of authority, staffing assignments, selected program records needed to continue the most critical agency operations, as well as related policy or procedural records, that assist agency staff in conducting operations under emergency conditions and for resuming normal operations after an emergency

10.1.2. Legal and Financial Rights Records

Legal and financial rights records are vital records essential to protect the legal and financial rights of the county and of the individuals directly affected by its activities. These records are not necessary to immediately re-establish operations, but must be protected from destruction in the event of a disaster or emergency. Examples of these records are records containing proof of ownership, financial interest (social security, payroll, retirement, insurance, and accounts receivable), legal proceeding decisions, contractual obligations, and similar records.

10.2. Protecting vital records

Vital records have unique requirements for storage and retrieval. Emergency operating records must be maintained or backed-up at an off-site storage area that will allow for immediate retrieval during an emergency. This off-site location will be determined by the COOP committee and reviewed as necessary. Legal/Financial rights records are also required to be maintained or backed-up off-site, but the retrieval requirements are not immediate. Vital records should be backed up frequently to ensure the accuracy of the off-site data.

11. DAMAGED RECORDS

In the event of natural disaster that damages or threatens to render official records illegible, destroyed, or lost, it is the responsibility of the County Board to approve a means of transcribing the records onto new media, maintaining the original document designations, numbers or letters (M.S. § 375.15).

11.1. Salvaging damaged records

According to the MNHS, damaged records should be addressed as soon as discovered. Although the MNHS has a disaster response plan to assist the county in the event damaged records are discovered, county employees should Contact the Records Management Analyst at (763) 684-8446 immediately to mitigate any losses from damaged records.

12. ASSISTANCE VISITS

To assist departments with compliance issues and special situations, the Records Management Analyst will conduct annual visits to each department. As a part of these visits, the department's network drives, SharePoint libraries and physical files will be reviewed to ensure that appropriate records have been archived, and that any new records are accounted for on departmental records retention schedules. Participation in these visits is mandatory, and it is encouraged that departments conduct additional internal reviews as a regular check-up to ensure successful audits and reduced liability.

13. GLOSSARY & ACRONYMS

COOP	Continuation of Operations Plan
MGDPA	Minnesota Government Data Practices Act
MNHS	Minnesota Historical Society
M.S.	Minnesota Statute
NARA	National Archives and Records Administration
PII	Personally Identifiable Information
Decedent	A deceased individual
Record	Recorded information [regardless of form or medium] created, received and maintained by an organization in pursuance of its legal obligations or in the transaction of business
Retention Schedule	A policy that depicts how long data items must be kept, as well as the disposal guidelines for these data items
Media	The means or instrument by which information is conveyed.
Vital	Necessary or extremely important for the success or continued existence of something.

14. REFERENCE DOCUMENTS

The policy and guidelines described in this plan adhere to Federal, State and County laws and regulations. The following documents were referenced or used in the creation of this plan.

Number	Title	Date	Author
M.S. § 13	Minnesota Government Data Practices Act	2015	MN Legislature
M.R. 1205	Minnesota Administrative Rules, Chapter 1205	2013	MN Legislature
	National Archives and Records Administration White Paper on Best Practices for the Capture of Social Media Records	05/2013	NARA

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: _____ ***BOARD MEETING DATE:*** 1-17-2017 ***CONSENT AGENDA:*** ***XX***

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

PARKS
ORIGINATING DEPARTMENT/SERVICE

Marc Mattice
REQUESTOR'S SIGNATURE

_____
REVIEWED BY/DATE

BOARD ACTION REQUESTED:

1. Authorize Signatures on 2017 Park Caretaker Agreement With Green View Inc. (Contract Attached)

BACKGROUND/JUSTIFICATION:

This agreement provides Wright County with contract caretakers for Beebe Lake, Otsego, Clearwater/Pleasant, Bertram Chain of Lakes, Robert Ney, and Fairhaven Mill. The total contract is within the 2017 budget figure.

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

GREEN VIEW, INC.

PARKS MAINTENANCE AGREEMENT

January 1, 2017 - December 31, 2017

THIS AGREEMENT, made by and between GREEN VIEW, INC., 550 County Road D West, Suite 2, Saint Paul, Minnesota and WRIGHT COUNTY, 1901 Highway 25 North; Buffalo Minnesota, 55313.

Green View, Inc., a non-profit organization, has a program through which needy, elderly persons are recruited, employed, and periodically supervised in the performance of maintenance, custodial, and public service duties.

Wright County has determined it has need for the services of these needy, elderly persons in providing maintenance services for five of the county's recreational facilities; Beebe Lake Park, Otsego Park, Pleasant Lake Park, Fairhaven Mill and Dam Historical Site, and Ney Park and the Public Works Building.

Wright County desires to acquire, and Green View, Inc. desires to supply, these maintenance services.

This agreement shall be in effect from January 1, 2017 through December 31, 2017.

It is mutually agreed that this maintenance project will be carried out under the auspices of Green View, Inc. and subject to the following terms and conditions:

I. Green View, Inc. shall:

A. Recruit and hire all personnel required.
B. Periodically supervise Green View, Inc. employees.
C. Administrate the payroll and all fringe benefits; such as, but not limited to, payroll taxes, workers' compensation and liability insurance, etc.
D. Provide bonding for those persons administratively handling funds for Green View, Inc.

II. Wright County shall:

A. Provide the day to day supervision, general training and instructions.
B. Provide the tools, supplies, and equipment necessary for the proper implementation of the work plans agreed to.

III. Payment:

A. Green View, Inc. agrees to accept, and Wright County agrees to pay, full compensation for all services and expenses contemplated by this agreement.

B. Payroll and other allowable expenses incurred by Green View, Inc. in the course of performing this agreement shall be reimbursed by Wright County upon submission of invoices.

IV. Schedule of Payments:

A. Green View, Inc. shall submit invoices for services rendered and Wright County shall reimburse Green View, Inc. upon receipt of said invoices.

V. Records:

A. Green View, Inc. shall keep such records that maintain an efficient and accurate cost-keeping system for records.

VI. Audits and Examinations:

A. Green View, Inc. shall afford reasonable facilities for audits and examinations of Green View, Inc.'s accounting records.

VII. Changes:

A. Green View, Inc. is managed in reliance upon experience-based operating cost projections, in other words we look at last year's costs as the basis for determining the next fiscal period's expenses. While this approach is consistent with the non-profit status and purposes of Green View, Inc., it does create a significant vulnerability for Green View should changes, particularly in mandated state or federal employee benefits/programs occur.

Therefore, in consideration of the risks described above it is understood by and between the parties hereto that in the event changes occur in the application of mandated worker/employee costs, including but not limited to unemployment insurance coverage, social security and medicare taxes, minimum wage laws, and the Affordable Care Act. The amount of the payment from Wright County set forth on the attachment to this agreement may be modified by the mutual agreement of the parties.

B. This agreement may be terminated by either party at any time, with or without cause, upon not less than 30 days written notice delivered by mail or in person to the other party.

WRIGHT COUNTY - PARKS

GREEN VIEW, INC.

January 1, 2017 - December 31, 2017

CUSTODIAL EXPENSE:

Labor:

Beebe Lake Park	2,030 hours
Bertram Park	2,030 hours
Otsego Park	1,825 hours
Pleasant Lake Park	2,030 hours
Fairhaven Mill & Dam	625 hours
Ney Park	146 hours
Total Hours	8,686 hours

Hourly Salary for Lead Workers	$11.60
Hourly Salary for Regular Workers	$11.25
Allocation of Projected Costs: 60% to lead workers 40% to regular workers	

OTHER LABOR EXPENSES:

Employer-related costs for Payroll Taxes, Workers' Compensation Insurance and Loss Prevention, Liability and Bonding Insurance, Total Other Labor Expenses per Hour of Labor:	$ 2.08

ADMINISTRATIVE EXPENSES:

Administrative Salaries and Per Diem, Employer's Payroll Taxes Expense, Fringe Benefits, Administrative Mileage, Rent Expense, Postage Expense, Office and Payroll Supplies, Telephone Expense, Computer Expense, Miscellaneous Expense, Office and Payroll Supplies, Telephone Expense Computer Expense, Miscellaneous Expense, Legal and Contract Service Charge Total Administrative Expense per Hour of Labor:	2.15

AVERAGE TOTAL HOURLY RATE: **$15.69**

WRIGHT COUNTY:

_____

Chairman, County Board
of Commissioners

_____

County Coordinator

Dated: _____

GREEN VIEW, INC.:

_____

Executive Director of
Green View, Inc.

Dated: _____

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

***Req. Agenda Time*:**	9:05 a.m.	***Board Meeting Date*:**	1-17-2017	***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 A.B.A.T.E. of Minnesota, Inc.
Requestor's Signature	
Reviewed By/Date	

Background/Justification:

Event is on Saturday, February 4, 2017 at the Rockford Township Hall. Application has been approved by the Wright County Sheriff, Wright County Attorney and the Town Board of Rockford.

Previous Action On Request/Other Parties Advised:

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

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

***Req. Agenda Time*:**	9:05 a.m.	***Board Meeting Date*:**	1-17-2017	***Consent Agenda*:**	
Amt. of Time Required:	1 min.	***Item For Consideration*:**			

Auditor-Treasurer's Office	**Board Action Requested:**
Originating Department/Service	Approve Precious Metal Dealer License for Shapan Kirkpatrick of National Gold Consultants, Inc (City of Monticello).
Requestor's Signature	
Reviewed By/Date	

Background/Justification:

Previous Action On Request/Other Parties Advised:

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

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

***Req. Agenda Time*:**	9:05 a.m.	***Board Meeting Date*:**	1-17-2017	***Consent Agenda*:**	
Amt. of Time Required:	2 min.	***Item For Consideration*:**			

Auditor-Treasurer's Office	**Board Action Requested:**
Originating Department/Service	Convene Tax Forfeit Committee Meeting.
Requestor's Signature	
Reviewed By/Date	

Background/Justification:

Recommendation is to have meeting at 8:30 a.m. on Tuesday, January 24, 2017 for an update on a private sale.

Previous Action On Request/Other Parties Advised:

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

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

***Req. Agenda Time*:**	9:05 a.m.	***Board Meeting Date*:**	1-17-2017	***Consent Agenda*:**	
Amt. of Time Required:	5 min.	***Item For Consideration*:**			

Auditor-Treasurer's Office	**Board Action Requested:**
Originating Department/Service	Approve Resolution Supporting Request by Timber Ridge Third Addition Townhome Association to Repurchase Two Parcels of Tax Forfeited Land (City of Monticello).
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:**

RESOLUTION 17-

WHEREAS Timber Ridge Third Addition Townhome Association, (Applicant) the former owner, wishes to repurchase the hereinafter described parcels of tax forfeited land, in accordance with the provisions of Minnesota Statutes, Sections 282.241 - 282.261, which lands are situated in the County of Wright, Minnesota, and described as follows, to-wit:

Outlot A, Timber Ridge Third Addition, Common Interest Community No. 85, Wright County, Minnesota
PID # 155-163-000010; and

Outlot B, Timber Ridge Third Addition, Common Interest Community No. 85, Wright County, Minnesota
PID # 155-163-000020; and

WHEREAS The Applicant has deposited an amount sufficient to pay all delinquent taxes, assessments, penalties and interest owing on this particular parcel, along with all other costs related to the repurchase; and

WHEREAS Allowing the repurchase will either correct undue hardship or injustice resulting from the forfeiture, or will promote the use of the lands that will best serve the public interest;

NOW, THEREFORE, BE IT RESOLVED, That the Applicant's repurchase of the above described parcels of tax forfeited land is approved, and the Wright County Auditor/Treasurer is hereby directed to permit such repurchase and is authorized to apply for a State deed, all according to the provisions of Minnesota Statutes, Sections 282.241 - 282.261.

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

***Req. Agenda Time*:**	9:05 a.m.	***Board Meeting Date*:**	01-17-2017	***Consent Agenda*:**	
Amt. of Time Required:	2 min.	***Item For Consideration*:**			

Auditor-Treasurer's Office	**Board Action Requested:**
Originating Department/Service	Claims.
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:**

QUAD County 7W Comprehensive Economic Development Strategy ("CEDS")

This agreement is entered into by Central Minnesota Jobs and Training Services ("CMJTS") with the following counties: Benton, Sherburne, Stearns and Wright:

I. Defining who are the Parties and Stakeholders

- **The Central Minnesota Workforce Development Board (WDB)** in partnership with the Central Minnesota Joint Powers Board is responsible for the policy guidance and the oversight of all job training and job placement activities in Workforce Service Area 5. WDB is not a party to the agreement but is a stakeholder who has agreed to provide technical assistance.

- **Central Minnesota Jobs and Training Services (CMJTS),** a party to the agreement, is a nonprofit employment and training agency, administrative entity to the Central Minnesota WDB and the Central Minnesota Joint Powers Board, and awardee of Federal Economic Development EDA grants. Its work is to match job seekers, youth, businesses, and those seeking training, with effective resources.

- **Counties who are Party to the Agreement**
  - Benton
  - Sherburne
  - Stearns
  - Wright

Initiative Foundation located in Little Falls, Minnesota. The Initiative Foundation is a stakeholder in the region but is not a party to the agreement. The Initiative Foundation has pledged both resources and its technical expertise. Established in 1986, it is one of six initiative foundations in Greater Minnesota, created, in part, by the McKnight Foundation to strengthen regional economies and communities. It is certified as a community development financial institution from the US Small Business Administration as a Community Advantage Lender.

In order to effectuate the terms of this agreement, the entities have designated representatives and defined their respective funding sources:

Entity	Funding Source(s)	Primary Contact
Central Minnesota Jobs & Training Services, Inc.	Federal EDA In Kind – DOL WIOA federal adult and dislocated worker funding	Tricia Bigaouette 406 7th Street E, PO Box 720, Monticello, MN 55362 tbigaouette@cmjts.org 763-271-3710 Jenn Russell 406 7th Street E, PO Box 720, Monticello, MN 55362

		jrussell@cmjts.org 763-271-3715 Barbara Chaffee 406 7th Street E PO Box 720 Monticello, MN 55362 bchaffee@cmjts.org
Benton County	County tax base	Montgomery Headley, County Administrator 531 Dewey Street Box 129 Foley, MN 56329 mheadley@co.benton.mn.us 320-968-5004
Sherburne County	County tax base	Dan Weber, Assistant County Administrator 13880 Business Center Drive Elk River, MN 55330 Dan.weber@co.sherburne.mn.us 763-765-3007
Stearns County	County tax base	Michael Williams County Administrator 705 Courthouse Square Room 121 St Cloud MN 56303 320-656-3601
Wright County	County tax base	Lee Kelly, County Coordinator 10 2nd St NW Buffalo, MN 55313 763-682-7378
Initiative Foundation	Private foundation funding, Xcel Energy private donation	Don Hickman, Vice President for Community & Workforce Development 405 First St SE Little Falls, MN 56345 dhockman@ifound.org 320-631-2043

II. Purpose of the Agreement

CMJTS has successfully received a grant for the development (or update) of a (the 2013) Comprehensive Economic Development Strategy (CEDS) plan and to evaluate governance structures for a regional EDA district that are both compliant with United States EDA regulations.

The goal is to reestablish the Central Minnesota Economic Development 7W District with an updated governance structure and updated CEDS plan. In order to carry forward with the grant and fulfill its terms, the Counties are contracting with CMJTS for services.

CMJTS shall:

1. Review governance structure options for the Central Minnesota Economic Development 7W District that will meet current federal Economic Development Administration regulations.
   a. Provide a plan with the necessary steps to institute a governance structure for the re-establishment of a Central Minnesota Economic Development 7W District.
2. Update the 2013 Quad County CEDS plan in compliance with current federal Economic Development Administration regulations.
   a. The work plan will establish a strategic framework for developing and implementing the Comprehensive Economic Development Strategy ("CEDS") for the Quad County 7W area.
   b. The work plan will identify strategies and infrastructure investments that will keep the region's economy resilient while providing a dynamic economic development roadmap for the region.
   c. The work plan will include a framework for the roles and responsibilities of each Quad County 7W strategic partners to ensure effective engagement of stakeholders, coordination of resources, analysis of regional economic conditions, development of strategic direction, evaluation of regional strengths and weaknesses and developing the directives in the CEDS plan to ensure its success.

Throughout this process CMJTS will coordinate the development of the CEDS plan and governance structure with the input of the Counties and community partners.

All services shall be provided in accordance with the criteria set out in Exhibit A, Central Minnesota Jobs and Training Services grant agreement, which is attached hereto.

III. Counties

The Counties have each agreed to designate a liaison for the development of the CEDS plan and the necessary framework. The Counties have each pledged the following amounts to fund the development of the plan:

2017

- Benton $ 3,138
- Sherburne $ 8,250
- Stearns $8,250
- Wright $8,250

2018

- Benton $ 4,755
- Sherburne $ 12,500
- Stearns $ 12,500
- Wright $ 12,500

2019

- Benton $ 2,853
- Sherburne $ 7,500
- Stearns $ 7,500
- Wright $ 7,500

The Counties shall remit their respective grant match to CMJTS by March 1st of each year. No other funding shall be provided by the Counties other than its grant match.

The resolutions of each county are attached hereto as Exhibits B-E.

IV. Roles of the Parties and Stakeholders

The roles of each party and stakeholder in creating, implementing, managing, and sustaining the Central Minnesota Career Pathway Collaboration are outlined in the chart below:

Partner	Roles/Responsibilities
CMJTS	• Convene collaboration meetings • Gather input from all key stakeholders in the development of the CEDS • Act as lead applicant and fiscal agent • Write and submit CEDS plan • Execute data collection, grant reporting, project coordination and management and provide guidance on the development of appropriate outcome measurements • Provide economic development coordinator services and provide all staffing necessary for the implementation of the agreement.

	• Identify and engage appropriate WDB and JPB members as grant partners • Assist with identifying regional employer-partner(s), as prescribed by RFP
Stearns, Benton, Sherburne and Wright Counties	• Notify partners and stakeholders of potential opportunities, projects, and RFP's and generate discussion on feasibility and interest • Participate in collaboration meetings • Assist in building and maintaining collaboration • Assist with identifying appropriate employer-partner(s) • Participate in the review of future training/programming opportunities and provide feedback and planning for those projects that are identified. • Identify contract signatories for CEDS and like programming. • Help to establish desired and expected outcomes.
Initiative Foundation	• Notify partners and other stakeholders of potential opportunities, projects, and RFP's, and generate discussion on feasibility and interest • Participate in collaboration meetings • Assist in building and maintaining collaboration • Assist with identifying regional employer-partner(s), as prescribed by RFP. • Honor resolution regarding financial commitments • Provide any necessary data for reporting

V. Timeline

This agreement shall be coterminous with the grant agreement which is attached as Exhibit A. CMJTS shall comply with all timelines of the grant agreement.

VI. Miscellaneous Provisions

CMJTS shall have the authority to act on behalf of the Counties only to the extent expressly provided for in this Agreement, unless otherwise modified by the parties in writing. The Counties will not assume or accept any agreement, representation, commitment or warranty made by the CMJTS, nor shall the Counties be obligated for damages to any person or organization for personal injuries or property damage directly or indirectly arising out of the CMJTS conduct or caused by the CMJTS negligence, willful act, or failure to act.

Nothing in this Agreement shall be construed as creating the relationship of co-partners, joint ventures, or an association, nor shall the CMJTS, its employees, representatives or subcontractors be considered employees, agents or representatives of the Counties.

The CMJTS is to be and shall remain an independent contractor with respect to all services performed under this Agreement. CMJTS shall, at its expense, secure all personnel required to perform the services under this Agreement. Any and all personnel of the CMJTS or other persons engaged in the performance of any work or services required by the CMJTS will have not relationship with the Counties and will not be considered employees of any County. Such personnel or other persons shall not be entitled to any compensation, rights or benefits of any kind from any County, including, without limitation, Worker's Compensation, medical care, disability, severance pay and retirement benefits.

The CMJTS and its employees, agents, successors and assigns must comply with the Minnesota Government Data Practices Act (Minnesota Statutes Chapter 13) as it applies to all data provided to the CMJTS by the Counties under this Agreement and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by CMJTS pursuant to this Agreement.

CMJTS shall maintain complete and accurate records with respect to costs incurred and services performed under this Agreement for a period of at least six (6) years after the termination of this Agreement. Pursuant to Minn. Stat. § 16C.05, Subd. 5, CMJTS shall allow any County or other persons or agencies authorized by the County, including the Legislative or State Auditor, access to the records of CMJTS at reasonable hours, including all books, records, documents, and accounting procedures and practices of CMJTS relevant to the subject matter of the Agreement, for purposes of audit.

CMJTS certifies that it is not prohibited from doing business with either the federal government or the State of Minnesota as a result of any debarment or suspension proceedings. CMJTS certification is a material representation upon which the Counties' approval of this Agreement is based. CMJTS shall provide immediate written notice to the Counties' authorized representative if at any time CMJTS learns that this certification is erroneous or becomes erroneous due to changed circumstances.
In connection with the execution of this Agreement, the CMJTS agrees that it will comply with Minn. State § 363A.08, to not discriminate against any employee or applicant for employment because of race, color, creed, religion, national original, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age.

No party shall assign its rights or delegate its duties under this Agreement without receiving the prior written consent of the other parties.
During the performance of this Agreement, CMJTS agrees no person shall, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance status, criminal record, creed or national origin be excluded from full employment rights in, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable federal and state laws against discrimination.

CMJTS agrees to indemnify and hold harmless the Counties and their officers, officials, agents, volunteers and employees from any liability, claims, losses, damages, costs,

judgments, or expenses, including reasonable attorneys' and other professional fees, resulting directly or indirectly from any negligent, tortious or illegal act or omission, including without limitation, professional errors or omissions by the CMJTS (including its officers, employees, agents and subcontractors) arising from the performance of its services pursuant to this Agreement, and against all loss by reason of the failure of the CMJTS, its agents, employees or subcontractors fully to perform all obligations under this Agreement. For clarification and not by way of limitation, this obligation to indemnify and hold harmless shall apply to all materials prepared or furnished pursuant to this Agreement, including, without limitation, claims resulting from any alleged infringement of copyright or any property right of another, and the unlawful disclosure or use of protected data or other noncompliance with the Records and Information. The terms and provisions of this section shall survive the expiration, suspension or termination of this Agreement.

VII. Modification

This agreement shall not be modified absent written agreement from all of the parties. It is anticipated that CMJTS will seek out other grant opportunities. In the event that the governance structure of the CEDs has not been formally established, then the expectation is for the following process to occur: 1) CMJTS obtains an affirmative declaration of support for the grant procurement from all of the Counties recognizing the County's requirements under the grant its required fiscal match; and 2) that this agreement is modified by all parties to reflect the scope of the new grant and any fiscal responsibilities the Counties obligate themselves.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement to be effective as of the Effective Date set forth above.

WRIGHT COUNTY

By: _____

_____
Print Name

_____
Title

Date: _____

CENTRAL MINNESOTA JOBS AND TRAINING

By: _____

_____
Print Name

_____
Title

Date: _____

BENTON COUNTY

By: _____

_____
Print Name

_____
Title

Date: _____

STEARNS COUNTY

By: _____

_____
Print Name

_____
Title

Date: _____

SHERBURNE COUNTY

By: _____

_____
Print Name

_____
Title

Date: _____

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: ***X*** ***BOARD MEETING DATE:*** **January 17, 2017** ***CONSENT AGENDA:***

AMT. OF TIME REQUIRED: ***5 minutes*** ***ITEM FOR CONSIDERATION:*** _____

County Attorney .
ORIGINATING DEPARTMENT/SERVICE

X Greg Kryzer
REQUESTOR'S SIGNATURE

_____
REVIEWED BY/DATE

BOARD ACTION REQUESTED:

Adopt Resolution to Withdraw Appeal of DNR Order

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:

BOARD OF COUNTY COMMISSIONERS
WRIGHT COUNTY, MINNESOTA

Date January 17, 2017 _____ Resolution No. _____.
Motion by Commissioner_____ Seconded by Commissioner_____.

Resolution to Withdraw Appeal of DNR Order

YES		NO	
HUSOM	_____	HUSOM	_____.
VETSCH	_____	VETSCH	_____.
DALEIDEN	_____	DALEIDEN	_____.
POTTER	_____	POTTER	_____.
BORRELL	_____	BORRELL	_____.

STATE OF MINNESOTA)
ss.
County of Wright)

I, Lee Kelly, duly appointed, qualified, and Clerk to the County Board for the County of Wright, State of Minnesota, do hereby certify that I have compared the foregoing copy of a resolution or motion with the original minutes of the proceedings of the Board of County Commissioners, Wright County, Minnesota, at their session held on the 17th day of January, 2017 on file in my office, and have found the same to be true and correct copy thereof.

Witness my hand and official seal at Buffalo, Minnesota, this 17th day of January, 2017.

_____.
Lee Kelly, County Coordinator

Resolution to Withdraw Appeal of DNR Order

WHEREAS, on May 17, 2016, the Wright County Board of Commissioners authorized Woodland Township to replace a failing culvert on Fillmore Avenue at the County Ditch 31 crossing; and

WHEREAS, on or about August 31, 2016, the Department of Natural Resources (DNR), issued a Public Waters Restoration and Replacement Order alleging that the culvert replacement constituted work in public waters or substantially effected Ruckles Lake (86-99); and

WHEREAS, the County Board initially appealed the Order pursuant to administrative rules 6115; and

WHEREAS, the County Board has investigated the culvert replacement and has determined that the work did not occur in public waters and that the work has not substantially effected public waters.

THEREFORE, THE WRIGHT COUNTY BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:

1. The Board hereby withdraws its appeal of the August 31, 2016 Public Waters Restoration and Replacement Order.

2. The Board affirms that the work performed to replace the culvert on Fillmore Avenue was not performed in public waters and has not substantially effected public waters.

3. The Board affirms the DNR is without jurisdiction under statutes chapter 103G or administrative rules 6115 to either issue or enforce its August 31, 2016 Public Waters Restoration and Replacement Order.

4. The Board directs its attorney to transmit this resolution to the DNR and to formally withdraw the County's appeal of the DNR Order.

Minnesota Department of Natural Resources

DNR-Wildlife
1035 South Benton Drive
Sauk Rapids, MN 56379-1209
320-223-7869

1/3/2017

Lee Kelly
Wright County Coordinator
10 2nd St NW, Room 235
Buffalo MN 55313

Dear Mr. Kelly:

The Minnesota Department of Natural Resources is proposing to purchase 12.00 acres in Section *14*, T120N, R24W, City of St. Michael, Wright County with the purpose of establishing this area as an addition to the St. Michael Meadows State Wildlife Management Area (WMA).

Because we will be using state funds to purchase this tract with the purpose of establishing it as a WMA, we are required to obtain County Board (M.S. 97A.135) approval. I have made arrangements to be included on the Wright County Board of Commissioner's January 17, 2017 meeting to discuss this WMA acquisition. In addition to wildlife habitat conservation goals, WMAs are open for public use including hunting, trapping (hunting on this WMA is limited to archery deer hunting only and no trapping without special permit) and hiking. This particular parcel is an important portion of the primary lake outlet route for the Pelican Lake Enhancement Project. As with all our WMA's, the State of Minnesota will make PILT payments (M.S. 477A.11) to Wright County for this parcel.

I am including some background information about the land. If approved by the board, I will need a signed county board resolution with the parcel of land identified.

Thank you for your attention to this matter.

Sincerely,

Fred Bengtson
Area Wildlife Manager

Enc.
c:

Michael Potter, Wright County Commissioner
Susan Backes, Wright County Administrative Secretary
Cynthia Osmundson, Regional Wildlife Supervisor
Kim Hennings, DNR, Section of Wildlife Land Acquisition Consultant
Rick Walsh, DNR, Section of Wildlife Land Acquisition Consultant
Steve Bot, City of St. Michael, City Administrator
Marc Weigle, City of St. Michael, Planning & Economic Dev.

Saint Michael Meadows WMA Proposed Addition

SW 1/4, NW 1/4, Section14, T 120 N., R. 24 W.
City of St. Michael (W), Wright County, MN

Wright County

Resolution # _____

Board of County Commissioners
Review of Proposed State Wildlife Land Acquisition

In accordance with Minnesota Statutes 97A.145 Subd 2, the Commissioner of the Department of Natural Resources on January 17, 2017 provided the county board with a description of lands to be acquired by the State of Minnesota for water and wildlife conservation purposes.

Land to be acquired are described as follows:

LAND DESCRIPTION
St. Michael Meadows Wildlife Management Area
Wright County

OUTLOT A, MORGENDAL, according to the plat thereof, on file and of record in the Office of the County Recorder, Wright County, Minnesota.

IS IS HEREBY RESOLVED, by the Board of County Commissioners of

Wright County on January 17, 2017 that the State's proposed acquisition of the above

described property be (approved) (disapproved).

If applicable, reason for disapproval:

_____

_____

_____

BOARD OF COUNTY COMMISSIONERS
WRIGHT COUNTY, MINNESOTA

Date: **Resolution No.**

Motion by Commissioner **Seconded by Commissioner**

RESOLUTION

Review of Proposed State Wildlife Land Acquisition
(See Attached)

	YES		NO
HUSOM	_____	HUSOM	_____
VETSCH	_____	VETSCH	_____
DALEIDEN	_____	DALEIDEN	_____
POTTER	_____	POTTER	_____
BORRELL	_____	BORRELL	_____

STATE OF MINNESOTA

County of Wright

I, Lee R. Kelly, duly appointed, qualified, and acting Clerk to the County Board for the County of Wright, State of Minnesota, do hereby certify that I have compared the forgoing copy of a resolution or motion with the original minutes of the proceedings of the Board of Commissioners, Wright County, Minnesota at their session held on the 17th day of January, 2017 now on file in my office, and have found the same to be a true and correct copy thereof.

Witness my hand and official seal at Buffalo, Minnesota, this 17th day of January, 2017.

_____
County Coordinator

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

BUILDING COMMITTEE
MINUTES
January 11, 2017

MEMBERS PRESENT: Potter, Borrell
OTHERS PRESENT: Wilczek, Mattice, Jobe, Tagarro, Chur, Goodrum Schwartz, Michelle Miller, Spencer, Hoffman, Dahl

I. Supervised Visitation Space

Goodrum Schwartz described the request for supervised visitation space in that they are being held at the Human Services Building currently, but the space does not work well in that it is a very small room and the facilitator has to stay outside while viewing through glass. The visitations are court ordered and Wright County staff monitors the interactions with parents and kids during the sessions. With Extension moving out of their current space, it is seen as an opportunity to establish a better location for the visits. With a larger room and a kitchenette, it would be a better opportunity to facilitate interaction in a better atmosphere. The request would be to utilize the space as primary, but keep the room at the Human Services Center as secondary because there can be multiple visits happening at the same time. Borrell asked if this was the best location given the unsure future about the availability of the space long term and if the LEC might be a better site, Goodrum Schwartz indicated they need a space relatively quickly and this is the best option available at this time. Borrell stated that he generally sees the County as moving departments and shuffling way too much, and this would ultimately be a space that will need to be shuffled again when the new Courts facility is complete. Wilczek indicated the referenced space would be included in the budgeted Master Space Study and that it would likely be a part of a remodel in the future. Goodrum Schwartz stated she and staff recognize that, but this would solve the short term issue they have and they would like to use the space knowing that at some point it may be moved.

Recommendation:
Potter and Borrell recommended to move forward with utilization of the space for Supervised Visitations and work space for a small group of staff (5-6 employees), but requested that Wilczek speak with Courts to be sure they are ok with the security concerns as they share a part of the office space with their staff. The recommendation is only to proceed at little to no cost.

II. HHS Alarm System – Operational Issues & Necessity

Goodrum Schwartz gave a summary of the current burglar system in the Human Services Center and brought attention to the fact that there have been a lot of false alarms in the past. There was discussion between Tagarro, Dahl, Goodrum Schwartz, Miller, Borrell, and Potter about the functionality of the system and the security of the IT infrastructure. Multiple types of systems and notification types were discussed.

Recommendation:
Borrell and Potter recommended moving forward with system changes as discussed and Dahl is to work with Tagarro to develop options on ways to utilize new technology and minimize risk. The new process is to be referred to the Technology Committee for further discussion.

III. Public Works Deferred Maintenance & Remodel

Wilczek provided updates on the status of the Public Works Building modifications. The construction of the new space is moving along, but is slightly behind schedule due to some timing delays in getting structural metals for the moveable partition in the conference room. The painting and wall finishes have begun, but there needs to be a lot of coordination with furniture, carpet, and existing office painting over the next couple weeks.

Wilczek stated there is a construction meeting on 1/12 that will include a new construction phasing schedule.

Recommendation:
Update only, no recommendation.

IV. <u>Recycling Center – Tipping Floor Demolition</u>

Wilczek provided an update on the project that the structure is down, however the roof is not finished to the vertical separation wall and the conveyor is not covered as the contractor indicated it would be by this point. Wilczek has spoken with the contractor and they indicated the project would be completing by the 20th of the month. It was stated that extreme cold has minimized their work days, but warmer weather coming will allow completion.

Recommendation:
No recommendation, updates only.

DRAFT

SUPERVISED VISITATION SPACE NEEDS

January 11, 2017

PURPOSE: CREATE PERMANENT SUPERVISED VISITATION SPACE OUTSIDE OF THE HSC

1. Needs and Timeframes

Supervised visitation is currently provided in-house at the HSC in a room inside of the secured area. Many visits occur after work hours and on weekends. The existing space is small without close proximity of a bathroom and no access to a kitchen or play areas where staff can observe and assist guardians with care and skills. Families do not have access to outdoor space. Parents and guardians are court ordered into supervised visitation, there is a security risk with some families. The HSC will likely not be our permanent housing in the near future – three years out. Instead of creating a semi-permanent space until we have a new location, we would like a permanent solution for supervised visitation that uses our existing supervised visitation space as a backup.

Supervisors and staff have visited other counties where the supervised visitation areas are much larger and incorporate more family-friendly amenities such as access to bathrooms and a food preparation area.

2. Existing Barriers

The supervised visitation room is small, it is equipped with a two-way mirror. We have new security cameras budgeted to be added in 2017. When one of the children or guardians need to use the restroom, the entire group often needs to be escorted out of the visitation area to a bathroom. There is no kitchen facilities in our existing area, a sink, microwave and table would be ideal in order for the supervised visitation to occur under 'normal family activities' such as preparing food and eating together. Our staff are often alone when meeting families for supervised visitation after work hours. When it does occur, staff are with families inside the secure area of the HSC, this creates a potential safety issue.

3. Proposals

Proposal A:

Retrofit the old Extension space at the Government Center:

- Would become primary supervised visitation space with the HSC space as backup
- Kitchenette available for families to use and for skill workers to work with families in a pleasant environment
- Access to nearby bathrooms
- Available after work hours
- Larger area with potential to co-locate up to six staff in this area, supervised visitation Case Aids and Skills Workers

Proposal B:

Other available Space at the Government Center:

- The old jail would provide many of the same benefits as the old Extension space
- An indoor gym would allow ample space for kids to play and for adult interaction
- Access to outside space

PERSONNEL COMMITTEE
MINUTES
JANUARY 11, 2017

MEMBERS PRESENT: Daleiden, Vetsch (for Husom), and Kelly

OTHERS PRESENT: Hoffman, Hagerty, Leander, Tagarro, Strobel

ISD 728 Request For A School Resource Officer in Otsego

Hoffman said the Sheriff's office was contacted by the school district in November 2016. The school district would like to add a School Resource Officer (SRO) at an elementary school. A draft of the contract was sent to the school to review in December. Hoffman stated the contract rate has traditionally been for 9/12ths of the starting salary for a Deputy. Kelly noted the amount would need to adjusted when a new labor agreement is in place.

Kelly inquired if this request included approving an increase in the Sheriff's office authorized staff to 139 licensed staff. Hoffman stated it does. The Sheriff would like to have a deputy starting in May to allow for training time prior to the start of the school year.

Recommendation: Approve SRO contract with ISD 728. Authorize hire of Deputy bringing authorized licensed staff to 139.

Temporary Backfill of a Deputy Position Due To a Long Term Medical

Hoffman noted there have been several staff on leave over the last year for workers compensation, medical issues, or military leave. Currently 4 deputies out on extended leaves. Hagerty reminded the committee that when an employee is out, the Sheriff's office must still cover shifts due to the contracts with the cities. He noted several new deputies that have been hired and are currently competing field training.

Hoffman requested that the Sheriff's office be permitted to temporarily exceed the authorized staffing level in situations of extended leaves. He noted that the action from the previous item authorized a staff level of 139 licensed officers, and that this request would allow the hire of up to 140 licensed officers temporarily, understanding that the authorized staffing level is 139.

Recommendation:. Approve process which allows going over the approved FTE count temporarily for the position of Deputy in situations where staff will be out for an extended leave.

Request to Hire Business Analyst Above 12% Of Minimum Salary Range

Tagarro stated that this is the third recruitment for the Business Analyst position. The candidate has a high level of training and experience, including being a certified project manager. The candidate requested a starting salary of $76,000. Discussion ensued regarding salary compression issues between this request and other IT Department staff. Due to the experience of the candidate and the backlog of

DRAFT

projects the Committee is willing to recommend a higher starting salary. The Committee suggested starting negotiations at $71,500 up to a maximum of $76,000

Recommendation: Authorize starting wage up to $76,000

DRAFT

(/)

AMC Legislative Conference Tentative Agenda

February 16 - 17, 2017
InterContinental Hotel, St. Paul

Wednesday, February 15

5:00 – 7:00 P.M.	**REGISTRATION OPEN**
7:00 – 9:30 P.M.	**MINNESOTA RURAL COUNTIES (MRC)**

Thursday, February 16

8:00 A.M. - 5:00 P.M.	**REGISTRATION OPEN**
	PLATINUM AMCAM EXHIBITS

(WEBPAGE FMA

7:15 - 8:30 A.M. EXTENSION COMMITTEE

7:30 – 9:30 A.M. CONSOLIDATED CONSERVATION JOINT POWERS NATURAL RESOURCE (CCJPNR)/NORTHERN LAND USE COORDINATING BOARD (NLUCB) BOARDS' JOINT MEETING

10:00 A.M. – 3:00 P.M. MINNESOTA ASSOCIATION OF PROFESSIONAL COUNTY ECONOMIC DEVELOPERS (MAPCED)

9:00 – 11:45 A.M. AMC POLICY COMMITTEES

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

12:00 – 1:15 P.M. 4H AWARDS LUNCHEON

- **Presentation of AMC 4H Community Leadership Award**
- **Presentation of 2017 AMC Student Scholarship**
  AMC Past President Jack Swanson, Roseau County Commissioner
- **'State of the Counties' Address**
  AMC President Gary Hendrickx, Swift County Commissioner

1:15 - 3:00 P.M. MINNESOTA ASSOCIATION OF COUNTY ADMINISTRATORS (MACA) PROFESSIONAL DEVELOPMENT SESSION

1:15 - 2:30 P.M. LEGISLATIVE 'HOT TOPIC' WORKSHOPS I

1:30 – 5:00 P.M. AMC BOARD OF DIRECTORS' MEETING

2:30 – 3:00 P.M. BREAK

3:15 - 4:30 P.M. LEGISLATIVE 'HOT TOPIC' WORKSHOPS II

4:30 - 6:00 P.M. LEGISLATIVE RECEPTION *Hors d'oeuvres will be served, but dinner is "on your own."

Friday, February 17

7:00 A.M. REGISTRATION OPEN

(WEBSIGNIFY EMA

8:00 A.M.	**BREAKFAST / WELCOME**
8:30 – 10:15 A.M.	**GENERAL SESSION**
9:00 -11:30 A.M.	**COUNTIES TRANSIT IMPROVEMENT BOARD (CTIB)**
10:30 – 11:45 A.M.	**ISSUE BREAKOUT SESSIONS III**

ADJOURN

© 2016 Association of Minnesota Counties

Powered By Revize (http://www.revize.com) Login (http://cms.revize.com:80/revize/security/index.jsp?webspace=mncounties&filename=/meetings_and_edu

Welcome to County Government!

Congratulations! Now that you've been elected to county office, your new leadership role brings with it many new responsibilities. That's why the Association of Minnesota Counties (AMC) designed this conference for all newly-elected county officials to learn the basics of county government and what you need to know to get started in your new position.

> Minnesota's citizens depend on county government more today than ever before.

The program is primarily geared toward new county commissioners, but we've made sure that the content is also pertinent to new county recorders, treasurers, auditors, attorneys or sheriffs.

> The better informed you are, the better decisions you'll make as a county leader.

Elected county officials come from many different backgrounds and experiences. This conference is designed to address the wide array of topics important to new county leaders. Whether it is policy development, open meeting law or working with unions, this program will help make you a more effective county leader by introducing you to many topics/issues important to county government.

We also encourage all county administrators/coordinators or auditors to attend the conference with their newly-elected officials so that collaboration and understanding of everyone's role in making county government work can start right away.

This important, comprehensive conference is one that no newly-elected official should miss! You will meet other newly-elected officials, learn the basics of getting started in county government and become acquainted with the services and resources that AMC and affiliate organizations offer you.

This conference is the place to have many of your questions answered about county government and your new role in it.

Questions? Please contact Laurie Klupacs, AMC Deputy Director, at lklupacs@mncounties.org or 651-789-4329.

Wednesday, January 25, 2017

9:45 A.M. — **REGISTRATION**

10:00 A.M. — **WELCOME AND INTRODUCTIONS**
AMC President Gary Hendrickx, Swift County Commissioner

11:00 A.M. – 12:00 P.M. — **COUNTY GOVERNMENT 101**
Julie Ring, AMC Executive Director

12:00 - 12:45 P.M. — **LUNCH/NETWORKING**

12:45 P.M. — **ETHICS IN GOVERNMENT AND COMMISSIONER'S PERSONAL LIABILITY**
Scott Anderson, Attorney,
Rupp, Anderson, Squires & Waldspurger, P.A
All county officials must expect to be the subject of constant public scrutiny and this session will discuss specific statutes that deal with ethics in government.

2:00 P.M. — **INSIDE COUNTY GOVERNMENT STRUCTURE**
Sara Folsted, Rice County Administrator
Chuck Whiting, Polk County Administrator
What is this invisible layer of government? Topics covered will include structure, major county functions, personnel management, and budget and finance.

3:00 P.M. — **BREAK**

3:30 P.M. — **BALANCING YOUR COMMISSIONER ROLE WITH WORK AND FAMILY**
Gary Hendrickx, Swift County Commissioner
Ed Popp, Benton County Commissioner
Toni Carter, Ramsey County Commissioner
How do you do justice to the multiple meetings, large amount of topics you are expected to understand, and the intricacies of county government, while still maintaining work and family commitments? Three county commissioners will share their experiences with the challenge of making the balancing act effective.

4:45 P.M. — **ADJOURN/BOARD BUS TO AMC HEADQUARTERS FOR HORS D'OEUVRES RECEPTION**

6:30 P.M. — **BOARD BUS BACK TO HOTEL/MCIT**
(Dinner on Your Own)

Thursday, January 26, 2017

7:30 A.M. — **BREAKFAST**

8:00 A.M. — **THIS IS THE ASSOCIATION OF MINNESOTA COUNTIES (AMC)**
Julie Ring, AMC Executive Director

8:30 A.M. — **THIS IS THE MINNESOTA COUNTIES INTERGOVERNMENTAL TRUST (MCIT)**
Robyn Sykes, MCIT Executive Director

9:00 A.M. — **OPEN MEETING LAW: TIPS & TRAPS**
Sonya Guggemos, MCIT Staff Counsel for Risk Control
Jennifer Wolf, MCIT Staff Counsel for Risk Control

9:30 A.M. — **GOURMET COFFEE BREAK**
Sponsored By MCIT

10:15 A.M. — **VISION: POLICY MAKING VS. MICROMANAGING**
AMC Past President Jack Swanson, Roseau County Commissioner
Tim Houle, Crow Wing County Administrator
What exactly is this thing they call "the policymaker's role?" What happens when we dive too far into the weeds to manage every micro decision? Whose interests are served best when we dive into the weeds? Come learn more about how to manage a large organization at the broad policy level and whose interests are best served if you don't.

11:15 A.M. — **DEMOGRAPHIC AND ECONOMIC CHANGES IN YOUR COUNTY**
Susan Brower, MN State Demographer
Learn how to find demographic data and how you can use this information as a policy maker in county government.

12:15 P.M. — **LUNCH**

1:00 P.M. — **HOW TO DEAL EFFECTIVELY WITH THE MEDIA**
Martha Weaver, Anoka County Public Information Manager
The local media can assist you in your role as county commissioner by getting information out to the public and at times can hinder your work by not getting the information correct or difficult timing on release of information. In this workshop you will learn what to be aware of to build a relationship with your local media.

2:00 P.M. — **BREAK**

2:15 P.M. — **THE ROLE OF PROFESSIONAL STAFF IN A POLITICAL ORGANIZATION**
Bruce Messelt, Chisago County Administrator
So how are county staff accountable to county boards? From unionized employees and supervisors, to appointed directors and officers, to other elected officials – what is the role of a county commissioner and the county board in personnel matters and in managing the day-to-day activities and operations of county government?

3:15 P.M. — **CONCLUDING COMMENTS & DISCUSSION OF OPPORTUNITIES TO BE INVOLVED IN AMC**

4:00 P.M. — **ADJOURN TRAINING**

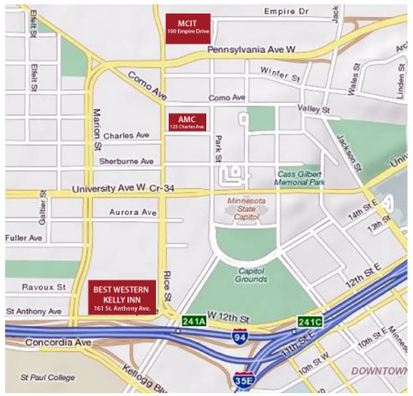
OPTIONAL: BOARD BUS FOR CAPITOL TOUR OR TRAVEL BACK TO CONFERENCE HOTEL.

Lodging

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

Best Western Plus Capitol Ridge
161 St. Anthony Avenue, St. Paul
Phone: 651-227-8711
www.bestwesternstpaul.com

Room Rate:
$129+ tax per night.
Please make your reservation by December 23, 2016.
Shuttles will be provided from hotel to MCIT or you can drive and park for free in MCIT's lot.



Directions to Hotel:
From I-94W: Take Kellogg Blvd/Marion Street Exit (241A) Take left onto Marion Street. Crossing over I-94. Best Western Kelly Inn located on right.

From I-94E: Take Marion Street exit (241A) Best Western Kelly Inn will be on your right as you come up the exit.

From 35E South: Take Kellogg Blvd exit. Take left onto Kellogg Blvd. Go 5 ½ blocks. Best Western Kelly Inn is located on right hand side of the road once you cross I-94.

Directions to MCIT Building:
Located approximately 1 mile down Rice Street from the hotel. Turn right onto Pennsylvania Avenue. Take first left onto Empire Drive. Shuttles will be provided from hotel to MCIT or you can drive and take advantage of MCIT's ample free parking.

Conference Registration

The conference fee is $225 per attendee.

Name (s): _____

_____

_____

County: _____

Contact Phone: _____

Contact E-mail: _____

Please Register By January 18, 2017.

FAX to 651-224-6540, Attn: Suzanne
or ON-LINE at www.mncounties.org.

Refunds will be granted less a $50 cancellation fee if received between January 16-20, 2017.
No refunds will be granted after that date.

About AMC

The Association of Minnesota Counties (AMC) is a voluntary statewide organization that has assisted the state's 87 counties in providing effective county governance to the people of Minnesota since 1909.

For over 100 years, AMC has served as a collective voice for Minnesota's 87 counties to other levels of government and the public.

AMC offers a broad range of services to its members, including education, training, communications, policy development, legislative advocacy and intergovernmental relations. AMC works closely with the legislative and administrative branches of state and federal government in seeing that legislation and policies favorable to counties are enacted.

From overseeing development of the AMC Legislative Platform on behalf of AMC members and policy committees, to working with state agencies and discussing county concerns with state legislators, AMC works year-round on issues that have significant impact on county budgets.

AMC also offers a variety of conferences and other educational programming to help county commissioners and staff keep up-to-speed on the issues, trends and technology that help promote effective and efficient public services.

Association *of* Minnesota Counties

125 Charles Avenue, St. Paul, MN 55103-2108
Main Line/Switchboard: 651-224-3344, Fax: 651-224-6540
www.mncounties.org

Association *of* Minnesota Counties

County Government 101:

An Essential Conference For all newly Elected County Officials.

January 25 – 26, 2017
MCIT Building
100 Empire Drive, St. Paul

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

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

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

ADMINISTRATION .
ORIGINATING DEPARTMENT/SERVICE

x Alan Wilczek
REQUESTOR'S SIGNATURE

_____
REVIEWED BY/DATE

BOARD ACTION REQUESTED:
Refer the Master Space Study firm selection process to a committee of the whole.

BACKGROUND/JUSTIFICATION:
Meeting to determine the process of selecting a firm to complete the budgeted Master Space Study for County facilities.

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 ***

WARRANT REGISTER
Auditor Warrants

Approved
Pay Date 01/11/2017

Vendor #	Vendor Name	Amount	Description / OBO# / On-Behalf-of-Name	Account Number	Invoice # / From Date	PO # / To Date	Tx
4341	US BANK-PROCUREMENT CARDS	65.00	2017 MN LEGISLATIVE SESSION OU	01-005-000-0000-6338			N
4341		100.00	DRUG COURT	01-025-000-0000-6261			N
4341		76.91	ROOM FOR CLIENT	01-025-000-0000-6261			N
4341		55.79	DRUG COURT	01-025-000-0000-6261			N
4341		14.95	PROGRAM USED TO TRACK ELECTRON	01-025-000-0000-6261			N
4341		36.59	OFFICE SUPPLIES	01-025-000-0000-6411			N
4341		50.48	OFFICE SUPPLIES	01-025-000-0000-6411			N
4341		51.19	OFFICE SUPPLIES	01-025-000-0000-6411			N
4341		130.55	OFFICE SUPPLIES	01-025-000-0000-6411			N
4341		56.07	OFFICE SUPPLIES	01-025-000-0000-6411			N
4341		6.73	OFFICE SUPPLIES	01-025-000-0000-6411			N
4341		59.77	OFFICE SUPPLIES WALL CALENDAR	01-041-000-0000-6411			N
4341		3.84-	OFFICE SUPPLIES WALL CALENDAR	01-041-000-0000-6411			N
4341		10.00	PARKING FOR GOV IT SYMPOSIUM I	01-063-000-0000-6331			N
4341		10.00	PARKING FOR GOV IT SYMPOSIUM I	01-063-000-0000-6331			N
4341		10.00	PARKING FOR GOV IT SYMPOSIUM F	01-063-000-0000-6331			N
4341		7.00	PARKING FOR CISCO EVENT	01-063-000-0000-6331			N
4341		10.00	PARKING FOR GOV IT SYMPOSIUM,	01-063-000-0000-6331			N
4341		10.00	PARKING FOR GOV IT SYMPOSIUM,	01-063-000-0000-6331			N
4341		79.02	HDMI CABLES FOR TV	01-091-000-0000-6411			N
4341		50.00	JINGLE-ALL THE WEIGH EVENT	01-100-000-0000-6808			N
4341		50.00	JINGLE-ALL THE WEIGH EVENT	01-100-000-0000-6808			N
4341		50.00	JINGLE-ALL THE WEIGH EVENT	01-100-000-0000-6808			N
4341		50.00	JINGLE-ALL THE WEIGH EVENT	01-100-000-0000-6808			N
4341		75.00	JINGLE-ALL THE WEIGH EVENT	01-100-000-0000-6808			N
4341		289.99	REFLECTIVE SAFETY APPAREL	01-100-000-0000-6912			N
4341		190.00	TRAINING	01-105-000-0000-6245			N
4341		350.00	TRAINING	01-105-000-0000-6245			N
4341		190.00	TRAINING	01-105-000-0000-6245			N
4341		110.00	BLDG INSPECTORS BLDG CODE TRAI	01-107-000-0000-6804			N
4341		220.00	BLDG INSPECTORS BLDG CODE TRAI	01-107-000-0000-6804			N
4341		330.00	BLDG INSPECTORS BLDG CODE TRAI	01-107-000-0000-6804			N
4341		414.00	BLDG INSPECTORS BLDG CODE TRAI	01-107-000-0000-6804			N
4341		414.00	BLDG INSPECTORS BLDG CODE TRAI	01-107-000-0000-6804			N
4341		330.00	BLDG INSPECTORS BLDG CODE TRAI	01-107-000-0000-6804			N
4341		59.94	WALL ANCHORS USED IN IT	01-111-000-0000-6301			N
4341		4.99	SMALL LEVEL NEEDED FOR IT AREA	01-111-000-0000-6301			N
4341		5.27	FITTING FOR USE IN BOILER ROOM	01-111-000-0000-6301			N

Copyright 2010 Integrated Financial Systems

Vendor #	Vendor Name	Amount	Description / OBO# / On-Behalf-of-Name	Account Number	Invoice # / From Date	PO # / To Date	Tx
4341	US BANK-PROCUREMENT CARDS	38.95	FITTING USED AT G.C. FOR HEATI	01-111-000-0000-6301			N
4341		28.04	SUPPLIES FOR HANGING SHOP LIGH	01-111-000-0000-6301			N
4341		39.80	SUPPLIES TO MAKE REPAIRS TO CO	01-111-000-0000-6301			N
4341		11.08	CORD END AND PROTECTIVE CAPS P	01-111-000-0000-6301			N
4341		65.83	LOCKS AND BIT FOR INSTALLING I	01-111-000-0000-6301			N
4341		3.96	FILTERS FOR UPS AT HIGHWAY BUI	01-111-000-0000-6301			N
4341		84.36	MAINTENANCE REPAIR ITEMS FOR U	01-111-000-0000-6302			N
4341		19.58	MAINTENANCE ITEM FOR LEC	01-111-000-0000-6302			N
4341		49.10	HAND TOOLS FOR LEC	01-111-000-0000-6302			N
4341		70.76	PAINT FOR JAIL HOLDING	01-111-000-0000-6302			N
4341		31.99	SNOW SHOVEL FOR LEC	01-111-000-0000-6302			N
4341		101.01	PAINTING SUPPLIES FOR USE IN J	01-111-000-0000-6302			N
4341		77.06	BATTERIES, SCREWS, CLEANING WI	01-111-000-0000-6411			N
4341		96.69	PAINT, BATTERIES, 1/4" CHUCK	01-111-000-0000-6411			N
4341		24.16	SCREWS AND ANCHORS FOR HANGING	01-111-000-0000-6412			N
4341		144.44	R&M MATERIALS	01-111-000-0000-6412			N
4341		6.37	BATTERIES FOR LEC	01-111-000-0000-6412			N
4341		299.00	HANDCRAFTED PLAQUES	01-121-000-0000-6621			N
4341		50.00	PAID 2017 YEARLY MEMBERSHIP FE	01-201-000-0000-6245			N
4341		50.00	PAID 2017 YEARLY MEMBERSHIP FE	01-201-000-0000-6245			N
4341		119.76	HOTEL ROOM ON 10/17/2016 FOR R	01-201-000-0000-6331			N
4341		72.62-	2 PULL UP BARS WERE ORDERED. 1	01-201-000-0000-6411			N
4341		30.43	14.9 GAL OF FUEL IN MORRIS MN	01-201-000-0000-6451			N
4341		240.00	REGISTRATION/TUITION FOR RICK	01-201-000-0000-6804			N
4341		300.00	PURCHASE OF MEMBERSHIP RENEWAL	01-201-000-0000-6804			N
4341		99.00	AUTO ORDER FOR A PRIME MEMBERS	01-250-000-0000-6411			N
4341		99.00-	OFFSETTING FOR AMAZON PRIME TH	01-250-000-0000-6411			N
4341		54.45	DEEZEE BLACK STEEL CAB RACK MO	01-250-000-0000-6411			N
4341		24.88	PHONE CASE FOR NEW WORK PHONE	01-250-000-0000-6411			N
4341		10.99	SERGEANT INSIGNIA	01-250-000-0000-6806			N
4341		10.00	MAGAZINE SUBSCRIPTION FOR 4-H	01-603-000-0000-6244			N
4341		18.50	4-H POULTRY PROJECT BOWL RESOU	01-603-000-0000-6244			N
4341		43.78	4-H ACTIVITY KIT SUPPLIES	01-603-000-0000-6244			N
4341		20.00	4-H PROJECT BOWL WILDLIFE RESO	01-603-000-0000-6244			N
4341		34.99	EVERNOTE ACCOUNT FOR DEPARTMEI	01-603-000-0000-6244			N
4341		414.33	MASTER GARDENER MN GARDENING C	01-603-000-0000-6244			N
4341		80.56	MN GARDENING CALENDARS FOR MAS	01-603-000-0000-6244			N
4341		39.96	DRONE BATTERIES FOR 4-H	01-603-000-0000-6244			N

Copyright 2010 Integrated Financial Systems

Vendor #	Vendor Name	Amount	Description / OBO# On-Behalf-of-Name	Account Number	Invoice # / From Date	PO # / To Date	Tx
4341	US BANK-PROCUREMENT CARDS	79.92	DRONE BATTERIES FOR 4-H	01-603-000-0000-6244			N
4341		279.98	TWO DRONES FOR 4-H ACTIVITIES	01-603-000-0000-6244			N
4341		61.99	FOLDING TABLES FOR PROGRAM USE	01-603-000-0000-6244			N
4341		77.69	LAVALIER MICROPHONE	01-603-000-0000-6244			N
4341		100.00	PAID FOR TWO REGISTRATIONS FOR	02-226-000-0000-6804			N
4341		170.84	PROGRAM SUPPLIES	02-230-000-0000-6801			N
4341		17.58	PROGRAMS SUPPLIES	02-230-000-0000-6801			N
4341		3.88	CHRISTMAS STICKERS	02-230-000-0000-6801			N
4341		96.69	PAINT SUPPLIES	02-230-000-0000-6801			N
4341		7.26-	PAINT SUPPLIES	02-230-000-0000-6801			N
4341		127.52	LOTION	02-230-000-0000-6801			N
4341		43.99	MONTHLY SUBSCRIPTION NETFLIX	02-230-000-0000-6801			N
4341		51.45	PURCHASED ITEMS AT WALMART FOR	02-230-000-0000-6801			N
4341		7.00	TRAVEL EXPENSES	03-310-000-0000-6331			N
4341		185.00	2017 CO ENG CONFERENCE	03-310-000-0000-6338			N
4341		657.04	2017 CO ENG CONFERENCE	03-310-000-0000-6338			N
4341		185.00	2017 MN CO ENG CONF	03-310-000-0000-6338			N
4341		657.04	2017 MN CO ENG CONFERENCE	03-310-000-0000-6338			N
4341		5.28	OFFICE SUPPLIES	03-310-000-0000-6409			N
4341		2.97	OFFICE SUPPLIES	03-310-000-0000-6409			N
4341		831.60-	SIGN SHOP SUPPLIES RETURN	03-330-000-0000-6859			N
4341		846.00	SIGN SHOP SUPPLIES	03-330-000-0000-6859			N
4341		6.95	SS-FOOD FOR MTG	11-420-600-0020-6303			N
4341		6.61	FUEL CTY CAR	11-420-600-0020-6303			N
4341		29.70	TRNG-REWARDS RENEW-KP	11-420-600-0020-6335			N
4341		8.10	CREDIT CARD FEE-NOV 2016	11-420-600-0020-6801			N
4341		89.98	SP NDS-BOOTS & SHOES-CR	11-430-000-0000-2040			N
4341		99.00	TRNG-REWARDS RENEW-MM	11-430-700-0010-6335			N
4341		11.89	FUEL CTY CAR	11-430-700-0020-6303			N
4341		12.50	SS-FOOD FOR MTG	11-430-700-0020-6303			N
4341		53.46	TRNG-REWARDS RENEW-KP	11-430-700-0020-6335			N
4341		14.58	CREDIT CARD FEE-NOV 2016	11-430-700-0020-6801			N
4341		99.96	TRUANCY-CLOCKS	11-430-710-1041-6030			N
4341		35.00	CAKE-AM	11-430-710-1190-6030			N
4341		13.86	FAM RESPONSE-CLOCK-DF	11-430-710-1640-6030			N
4341		142.00	PSOP-DENTAL SERVICES-OH	11-430-710-1670-6030			N
4341		75.00	PSOP-VEHICLE REPAIR-RP	11-430-710-1670-6030			N
4341		80.00	PSOP-VEHICLE PYMT-RP	11-430-710-1670-6030			N

Copyright 2010 Integrated Financial Systems

Vendor #	Vendor Name	Amount	Description / OBO# / On-Behalf-of-Name	Account Number	Invoice # / From Date	PO # / To Date	Tx
4341	US BANK-PROCUREMENT CARDS	20.00	PSOP-HEALTH EVAL-KH	11-430-710-1670-6030			N
4341		53.43	PSOP-CARSEAT-AM	11-430-710-1670-6030			N
4341		80.00	PSOP-VEHICLE PYMT-RP	11-430-710-1670-6030			N
4341		75.00	PSOP-VEHICLE REPAIR-RP	11-430-710-1670-6030			N
4341		6.00	RES DEV-SUPPLIES	11-430-710-1980-6030			N
4341		53.41	RES DEV-HATS FOR CFC PARTY	11-430-710-1980-6030			N
4341		18.66	RES DEV-SUPPLIES FOR MTG	11-430-710-1980-6030			N
4341		149.99	PH-WOW VAN SUPPLIES	11-450-430-0010-6411			N
4341		12.90	WOW VAN-ANTIFREEZE	11-450-430-0010-6411			N
4341		88.99	PH-OFFICE SUPPLIES-CH	11-450-430-0010-6411			N
4341		38.49	UNITED WAY - HFA GRANT	11-450-430-0010-6411			N
4341		372.71	FHVG-SUPPLIES	11-450-430-0010-6411			N
4341		89.54	UW GRNT 60 PLUS-SUPPLIES	11-450-430-0010-6411			N
4341		7.98	PH-OFFICE SUPPLIES	11-450-430-0010-6411			N
4341		10.76	PH-OFFICE SUPPLIES	11-450-430-0010-6411			N
4341		3.52	FUEL CTY CAR	11-450-430-0020-6303			N
4341		3.70	SS-FOOD FOR MTG	11-450-430-0020-6303			N
4341		15.84	TRNG-REWARDS RENEW-KP	11-450-430-0020-6335			N
4341		4.32	CREDIT CARD FEE-NOV 2016	11-450-430-0020-6801			N
4341		20.00	SHIP TRNG-FOOD ACCESS-EV	11-450-491-0010-6335			N
4341		8.70	SHIP-SUPPLIES-HE/AL CHILDCARE	11-450-491-0010-6411			N
4341		89.64	SHIP-BOOKS-HE/AL CHILDCARE	11-450-491-0010-6411			N
4341		53.24	SHIP-SUPPLIES-HE/AL CHILDCARE	11-450-491-0010-6411			N
4341		554.46	STAINLESS FOOD PREP TABLE - EX	34-150-000-0000-6605			N
	Warrant # 704010 Total...	**12,109.46**					
	Warrant Form CHEK Total...	**12,109.46**	**138 Transactions**				
	Final Total...	**12,109.46**	**138 Transactions**				

Copyright 2010 Integrated Financial Systems

Warrant Form **CHEK**
Auditor's Warrants

WARRANT REGISTER
Auditor Warrants

Approved
Pay Date 01/11/2017

WARRANT RUN INFORMATION		WARRANT FORM	STARTING WARRANT NO.	ENDING WARRANT NO.	DATE OF PAYMENT	DATE OF APPROVAL	PPD COUNT	PPD AMOUNT	CTX COUNT	CTX AMOUNT
1	12,109.46	CHEK	704010	704010	01/11/2017					
	12,109.46	TOTAL								

Copyright 2010 Integrated Financial Systems

*** WRIGHT COUNTY ***

WARRANT REGISTER
Auditor Warrants

Approved
Pay Date 01/11/2017

RECAP BY FUND

FUND	AMOUNT	NAME
1	7,181.17	GENERAL REVENUE FUND
2	604.69	RESERVES FUND
3	1,713.73	ROAD AND BRIDGE FUND
11	2,055.41	HUMAN SERVICES FUND
34	554.46	CAPITAL IMPROVEMENTS FUND
	12,109.46	TOTAL

Copyright 2010 Integrated Financial Systems

*** WRIGHT COUNTY ***

INTEGRATED FINANCIAL SYSTEMS

Warrant Form **CHEK**
Auditor's Warrants

WARRANT REGISTER
Auditor Warrants

Approved
Pay Date 01/11/2017

Vendor #	Vendor Name	Amount	Description / OBO#	Account Number / On-Behalf-of-Name	Invoice # / From Date	PO # / To Date	Tx
4394	US BANK VOYAGER FLEET SYSTEMS	14,765.30	FUEL DEC 2016	01-201-000-0000-6451	869359059652 12/24/2016	12/24/2016	N
4394		34.98	MISC ITEMS DEC 2016	01-201-000-0000-6452	869359059652 12/24/2016	12/24/2016	N
Warrant #	**704011**	**Total...**	**14,800.28**				
Warrant Form	**CHEK**	**Total...**	**14,800.28**	**2 Transactions**			
	Final	**Total...**	**14,800.28**	**2 Transactions**			

Copyright 2010 Integrated Financial Systems

Warrant Form **CHEK**
Auditor's Warrants

WARRANT REGISTER
Auditor Warrants

Approved
Pay Date 01/11/2017

WARRANT RUN INFORMATION		WARRANT FORM	STARTING WARRANT NO.	ENDING WARRANT NO.	DATE OF PAYMENT	DATE OF APPROVAL	PPD COUNT	PPD AMOUNT	CTX COUNT	CTX AMOUNT
1	14,800.28	CHEK	704011	704011	01/11/2017					
	14,800.28	TOTAL								

Copyright 2010 Integrated Financial Systems

RECAP BY FUND

FUND	AMOUNT	NAME
1	14,800.28	GENERAL REVENUE FUND
	14,800.28	TOTAL

Copyright 2010 Integrated Financial Systems

*** 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		
207	**ASSOCIATION OF MN COUNTIES**					
	01-005-000-0000-6338		225.00	COUNTY GOV 101 VETSCH	46638	CONFERENCES & MEETINGS
				01/25/2017 01/25/2017		
207	**ASSOCIATION OF MN COUNTIES**		**225.00**	**1** Transactions		
1344	**MARCO**					
	01-005-000-0000-6301		1.75	JAN 2017 PRINTER CHARGE	3929111	REPAIRS & MAINTENANCE
				01/01/2017 01/31/2017		
1344	**MARCO**		**1.75**	**1** Transactions		
3921	**OFFICE DEPOT**					
	01-005-000-0000-6621	AP	264.30	SUPPLIES 890688640001		FURNITURE & EQUIPMENT
				12/29/2016 12/29/2016		
3921	**OFFICE DEPOT**		**264.30**	**1** Transactions		
2490	**UNITED PARCEL SERVICE**					
	01-005-000-0000-6205	AP	1.43	SHIPPING		POSTAGE
				12/27/2016 12/27/2016		
2490	**UNITED PARCEL SERVICE**		**1.43**	**1** Transactions		
5	**DEPT Total:**		**492.48**	**COUNTY BOARD**	**4 Vendors**	**4 Transactions**
13	DEPT			COURT ADMINISTRATOR		
3617	**MANTHEY/JENNY**					
	01-013-000-0000-6261	AP	164.00	PR 16 5110 VISITORS REPORT		PROFESSIONAL SERVICES
				10/28/2016 10/28/2016		
	01-013-000-0000-6261	AP	158.00	PR 16 4223 VISITORS REPORT		PROFESSIONAL SERVICES
				09/06/2016 09/06/2016		
	01-013-000-0000-6261	AP	167.00	PR 16 4321 VISITORS REPORT		PROFESSIONAL SERVICES
				09/04/2016 09/04/2016		
3617	**MANTHEY/JENNY**		**489.00**	**3** Transactions		
3458	**RIDLEY/GLENDA**					
	01-013-000-0000-6270	AP	209.50	PR 14 4619 HRLY 12/1-12/28/16		COURT APPOINTED COUNSEL
				12/01/2016 12/28/2016		
	01-013-000-0000-6270	AP	208.75	PR 13 3796 HRLY 12/1-12/27/16		COURT APPOINTED COUNSEL
				12/01/2016 12/27/2016		

Copyright 2010 Integrated Financial Systems

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
3458	**RIDLEY/GLENDA**		**418.25**	**2** Transactions		
2490	**UNITED PARCEL SERVICE**					
	01-013-000-0000-6205	AP	10.32	SHIPPING 12/27/2016 12/27/2016		POSTAGE
2490	**UNITED PARCEL SERVICE**		**10.32**	**1** Transactions		
13	**DEPT Total:**		**917.57**	**COURT ADMINISTRATOR**	**3 Vendors**	**6 Transactions**
25	DEPT			COURT SERVICES		
9412	**BUREAU OF CRIMINAL APPREHENSION**					
	01-025-000-0000-6260	DTG	120.00	CJDN ACCESS FEE BCA 10/01/2016 12/31/2016	370404	SOFTWARE OR SYSTEMS SUPPORT
9412	**BUREAU OF CRIMINAL APPREHENSION**		**120.00**	**1** Transactions		
5721	**CDW GOVERNMENT INC**					
	01-025-000-0000-6620	AP	2,798.00	MS SURFACE BOOK X2 12/16/2016 12/16/2016	GHQ8586	COMPUTER OR SOFTWARE PURCHASES
	01-025-000-0000-6620	AP	299.76	MS SURFACE DOCK X2 12/16/2016 12/16/2016	GHQ8586	COMPUTER OR SOFTWARE PURCHASES
	01-025-000-0000-6620	AP	236.00	DELL MONITOR X2 12/16/2016 12/16/2016	GHQ8586	COMPUTER OR SOFTWARE PURCHASES
	01-025-000-0000-6620	AP	18.00	MINIDISPLAY PORT 12/16/2016 12/16/2016	GHQ8586	COMPUTER OR SOFTWARE PURCHASES
	01-025-000-0000-6620	AP	24.16	SURFACE SLEEVE X2 12/16/2016 12/16/2016	GHQ8586	COMPUTER OR SOFTWARE PURCHASES
	01-025-000-0000-6620	AP	609.66	MS COMPLETE EXT SERVICE AGREE 12/21/2016 12/21/2016	HPJN745	COMPUTER OR SOFTWARE PURCHASES
5721	**CDW GOVERNMENT INC**		**3,985.58**	**6** Transactions		
201	**DAKOTA COUNTY FINANCIAL SERVICES**					
	01-025-000-0000-6265	AP	261.00	JUV DET FEES 7/13/2016 RMS 07/13/2016 07/13/2016	JMS04878B	DETENTION
201	**DAKOTA COUNTY FINANCIAL SERVICES**		**261.00**	**1** Transactions		
4829	**DIERS/CARTER**					
	01-025-000-0000-6331	AP	283.50	567 MILES 11/08/2016 12/27/2016		TRAVEL

Copyright 2010 Integrated Financial Systems

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates		Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
4829	**DIERS/CARTER**		**283.50**		**1** Transactions		
273	**FEDDEMA/TOM**						
	01-025-000-0000-6331		51.50	103 MILES			TRAVEL
				01/06/2017	01/06/2017		
	01-025-000-0000-6331	AP	151.50	303 MILES			TRAVEL
				12/02/2016	12/09/2016		
273	**FEDDEMA/TOM**		**203.00**		**2** Transactions		
3717	**HIRMAN/ALEX**						
	01-025-000-0000-6331	AP	205.00	410 MILES			TRAVEL
				11/18/2016	12/29/2016		
3717	**HIRMAN/ALEX**		**205.00**		**1** Transactions		
4097	**JAHNKE/CHRIS**						
	01-025-000-0000-6331	AP	131.00	262 MILES			TRAVEL
				11/23/2016	12/31/2016		
4097	**JAHNKE/CHRIS**		**131.00**		**1** Transactions		
1344	**MARCO**						
	01-025-000-0000-6301		164.18	JAN 2017 PRINTER CHARGE		3929111	REPAIRS & MAINTENANCE
				01/01/2017	01/31/2017		
1344	**MARCO**		**164.18**		**1** Transactions		
20931	**MARIA FELGER RAMOS LLC**						
	01-025-000-0000-6261		140.00	86 CR 16 61 INTERPRETER SERV		2017005	PROFESSIONAL SERVICES
				01/06/2017	01/06/2017		
20931	**MARIA FELGER RAMOS LLC**		**140.00**		**1** Transactions		
4275	**MINNESOTA MONITORING INC**						
	01-025-000-0000-6265	AP	300.00	86JV164170 JUV EHM DAMAGE FEE		3424	DETENTION
				12/19/2016	12/19/2016		
	01-025-000-0000-6265	AP	483.00	NOV 2016 JUV RTN/CORR EHM FEES		3440	DETENTION
	01-025-000-0000-6265	AP	1,484.00	NOV 2016 JUV RTN/CORR EHM FEES		3441	DETENTION
4275	**MINNESOTA MONITORING INC**		**2,267.00**		**3** Transactions		
645	**MN CORRECTIONS ASSOCIATION**						
	01-025-000-0000-6245		35.00	MCA RENEWAL HIRMAN		04816	MEMBERSHIPS, DUES & FEES
				01/06/2017	01/15/2018		

Copyright 2010 Integrated Financial Systems

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
645	**MN CORRECTIONS ASSOCIATION**		**35.00**	**1** Transactions		
2490	**UNITED PARCEL SERVICE**					
	01-025-000-0000-6205	AP	1.43	SHIPPING 12/27/2016 12/27/2016		POSTAGE
2490	**UNITED PARCEL SERVICE**		**1.43**	**1** Transactions		
4628	**VERIZON WIRELESS**					
	01-025-000-0000-6203	AP	616.32	887189319 12/02/2016 01/01/2017		TELEPHONE
4628	**VERIZON WIRELESS**		**616.32**	**1** Transactions		
25	**DEPT Total:**		**8,413.01**	**COURT SERVICES**	**13 Vendors**	**21 Transactions**
31	DEPT			COUNTY COORDINATOR		
4817	**HERALD JOURNAL PUBLISHING INC**					
	01-031-000-0000-6235	AP	1.85	ADVERTISING 2016 11/30/2016 11/30/2016	12312016	PUBLICATIONS & BROCHURES
4817	**HERALD JOURNAL PUBLISHING INC**		**1.85**	**1** Transactions		
7376	**IPMA-HR MINNESOTA**					
	01-031-000-0000-6245		25.00	2017 RENEW MEMBERSHIP HR DIR 01/01/2017 01/01/2017		MEMBERSHIPS, DUES & FEES
7376	**IPMA-HR MINNESOTA**		**25.00**	**1** Transactions		
1946	**LEAGUE OF MN CITIES**					
	01-031-000-0000-6235	AP	321.42	AD TRAFFIC ENGINEER 2016 12/23/2016 12/23/2016	248671	PUBLICATIONS & BROCHURES
1946	**LEAGUE OF MN CITIES**		**321.42**	**1** Transactions		
1344	**MARCO**					
	01-031-000-0000-6301		13.50	JAN 2017 PRINTER CHARGE 01/01/2017 01/31/2017	3929111	REPAIRS & MAINTENANCE
1344	**MARCO**		**13.50**	**1** Transactions		
468	**MPELRA**					
	01-031-000-0000-6338		125.00	CONFERENCE HR DIRECTOR 02/03/2017 02/03/2017		CONFERENCES & MEETINGS

Copyright 2010 Integrated Financial Systems

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
468	**MPELRA**		**125.00**	**1** Transactions		
2490	**UNITED PARCEL SERVICE**					
	01-031-000-0000-6205	AP	1.43	SHIPPING 12/27/2016 12/27/2016		POSTAGE
2490	**UNITED PARCEL SERVICE**		**1.43**	**1** Transactions		
4628	**VERIZON WIRELESS**					
	01-031-000-0000-6203	AP	50.66	887189319 12/02/2016 01/01/2017		TELEPHONE
4628	**VERIZON WIRELESS**		**50.66**	**1** Transactions		
31	**DEPT Total:**		**538.86**	**COUNTY COORDINATOR**	**7 Vendors**	**7 Transactions**
41	DEPT			COUNTY AUDITOR-TREASURER		
4817	**HERALD JOURNAL PUBLISHING INC**					
	01-041-000-0000-6235	AP	81.40	BOARD MINUTES 11/15/2016 11/29/2016	40	PUBLICATIONS & BROCHURES
	01-041-000-0000-6235	AP	3.33	BUDGET STATEMENT 1 WK 12/26/2016 12/26/2016	40	PUBLICATIONS & BROCHURES
4817	**HERALD JOURNAL PUBLISHING INC**		**84.73**	**2** Transactions		
1939	**IMPACT PROVEN SOLUTIONS**					
	01-041-000-0000-6205		18,538.00	2017 TAX STATEMENTS EST POSTAG 01/06/2017 01/06/2017	27	POSTAGE
1939	**IMPACT PROVEN SOLUTIONS**		**18,538.00**	**1** Transactions		
1344	**MARCO**					
	01-041-000-0000-6301		188.75	JAN 2017 PRINTER CHARGE 01/01/2017 01/31/2017	3929111	REPAIRS & MAINTENANCE
1344	**MARCO**		**188.75**	**1** Transactions		
2616	**MDRA**					
	01-041-000-0000-6338		545.00	2017 MDRA ASSOC DUES 01/01/2017 01/01/2017		CONFERENCES & MEETINGS
2616	**MDRA**		**545.00**	**1** Transactions		
284	**MN COUNTIES COMPUTER COOPERATIVE**					
	01-041-000-0000-6261	AP	15.14	2016 FIN/GEN SHARED MTG EXP	2Y1612206	PROFESSIONAL SERVICES

Copyright 2010 Integrated Financial Systems

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
				10/01/2016 12/31/2016		
	01-041-000-0000-6261	AP	143.55	4TH QTR TAX SHARED MTG EXP	2Y1612206	PROFESSIONAL SERVICES
				10/01/2016 12/31/2016		
284	**MN COUNTIES COMPUTER COOPERATIVE**		**158.69**	**2** Transactions		
2101	**NADA APPRAISAL GUIDES**					
	01-041-000-0000-6235		186.00	2017 NADA TITLE/REG TEXTBOOK		PUBLICATIONS & BROCHURES
				01/01/2017 01/01/2017		
2101	**NADA APPRAISAL GUIDES**		**186.00**	**1** Transactions		
3921	**OFFICE DEPOT**					
	01-041-000-0000-6411	AP	94.47	SUPPLIES 889407629001		OPERATING SUPPLIES
				12/22/2016 12/22/2016		
	01-041-000-0000-6411		12.38	SUPPLIES 891366379001		OPERATING SUPPLIES
				01/04/2017 01/04/2017		
	01-041-000-0000-6411		185.94	SUPPLIES 891366190001		OPERATING SUPPLIES
				01/04/2017 01/04/2017		
3921	**OFFICE DEPOT**		**292.79**	**3** Transactions		
1399	**PERSIAN BUSINESS EQUIPMENT**					
	01-041-000-0000-6301		39.00	SERVICE CALL CASH REG CHANGE	3958	REPAIRS & MAINTENANCE
				01/05/2017 01/05/2017		
1399	**PERSIAN BUSINESS EQUIPMENT**		**39.00**	**1** Transactions		
1192	**TOTAL PRINTING**					
	01-041-000-0000-6411	AP	365.00	#10 WINDOW ENVELOPES	11290	OPERATING SUPPLIES
				12/30/2016 12/30/2016		
1192	**TOTAL PRINTING**		**365.00**	**1** Transactions		
2490	**UNITED PARCEL SERVICE**					
	01-041-000-0000-6205	AP	1.45	SHIPPING		POSTAGE
				12/27/2016 12/27/2016		
2490	**UNITED PARCEL SERVICE**		**1.45**	**1** Transactions		
4628	**VERIZON WIRELESS**					
	01-041-000-0000-6203	AP	60.66	887189319		TELEPHONE
				12/02/2016 01/01/2017		
4628	**VERIZON WIRELESS**		**60.66**	**1** Transactions		

Copyright 2010 Integrated Financial Systems

	Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
41	**DEPT Total:**			**20,460.07**	**COUNTY AUDITOR-TREASURER**	**11 Vendors**	**15 Transactions**
63	DEPT				IT (INFORMATIONAL TECHNOLOGY)		
	4547	**LARSON/KEN**					
		01-063-000-0000-6331		6.00	12 MILES 01/03/2017 01/04/2017		TRAVEL
		01-063-000-0000-6331	AP	24.00	48 MILES 11/28/2016 12/30/2016		TRAVEL
	4547	**LARSON/KEN**		**30.00**	**2** Transactions		
	1344	**MARCO**					
		01-063-000-0000-6301		6.68	JAN 2017 PRINTER CHARGE 01/01/2017 01/31/2017	3929111	EQUIPMENT MAINTENANCE
	1344	**MARCO**		**6.68**	**1** Transactions		
	2490	**UNITED PARCEL SERVICE**					
		01-063-000-0000-6261	AP	1.43	SHIPPING 12/27/2016 12/27/2016		PROFESSIONAL SERVICES
	2490	**UNITED PARCEL SERVICE**		**1.43**	**1** Transactions		
	1454	**ZIXCORP**					
		01-063-000-0000-6260		1,089.00	ZIX GATEWAY SOLUTIONS X33 LIC 01/01/2017 12/31/2017	97536	SOFTWARE OR SYSTEMS SUPPORT
	1454	**ZIXCORP**		**1,089.00**	**1** Transactions		
63	**DEPT Total:**			**1,127.11**	**IT (INFORMATIONAL TECHNOLOGY)**	**4 Vendors**	**5 Transactions**
71	DEPT				ELECTIONS		
	2490	**UNITED PARCEL SERVICE**					
		01-071-000-0000-6205	AP	1.43	SHIPPING 12/27/2016 12/27/2016		POSTAGE
	2490	**UNITED PARCEL SERVICE**		**1.43**	**1** Transactions		
71	**DEPT Total:**			**1.43**	**ELECTIONS**	**1 Vendors**	**1 Transactions**
91	DEPT				COUNTY ATTORNEY		
	5721	**CDW GOVERNMENT INC**					
		01-091-000-0000-6620	AP	20.82	HDMI VIDEO	3521	COMPUTER OR SOFTWARE PURCHASES

Copyright 2010 Integrated Financial Systems

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
				12/29/2016 12/29/2016		
5721	**CDW GOVERNMENT INC**		**20.82**	**1** Transactions		
4817	**HERALD JOURNAL PUBLISHING INC**					
	01-091-000-0000-6245	AP	8.14	SPECIAL ASSESSMENT NOTICES		MEMBERSHIPS, DUES & FEES
				12/05/2016 12/05/2016		
4817	**HERALD JOURNAL PUBLISHING INC**		**8.14**	**1** Transactions		
1344	**MARCO**					
	01-091-000-0000-6301		185.85	JAN 2017 PRINTER CHARGE	3929111	REPAIRS & MAINTENANCE
				01/01/2017 01/31/2017		
1344	**MARCO**		**185.85**	**1** Transactions		
1616	**MCLEOD COUNTY SHERIFF**					
	01-091-000-0000-6261	AP	45.00	SERVICE FEES L KLEIN	3512	PROFESSIONAL SERVICES
				12/30/2016 12/30/2016		
	01-091-000-0000-6261		45.00	SERVICE FEES T KLEIN	3521	PROFESSIONAL SERVICES
				01/03/2017 01/03/2017		
1616	**MCLEOD COUNTY SHERIFF**		**90.00**	**2** Transactions		
3921	**OFFICE DEPOT**					
	01-091-000-0000-6411	AP	214.98	SUPPLIES 890361436001		OPERATING SUPPLIES
				12/29/2016 12/29/2016		
	01-091-000-0000-6411	AP	395.00	SUPPLIES 890783155001		OPERATING SUPPLIES
				12/30/2016 12/30/2016		
	01-091-000-0000-6411	AP	4.99	SUPPLIES 890361458001		OPERATING SUPPLIES
				12/29/2016 12/29/2016		
3921	**OFFICE DEPOT**		**614.97**	**3** Transactions		
2490	**UNITED PARCEL SERVICE**					
	01-091-000-0000-6205	AP	1.45	SHIPPING		POSTAGE
				12/27/2016 12/27/2016		
2490	**UNITED PARCEL SERVICE**		**1.45**	**1** Transactions		
91	**DEPT Total:**		**921.23**	**COUNTY ATTORNEY**	**6 Vendors**	**9 Transactions**
100	DEPT			OTHER GENERAL GOVERNMENT		
4705	**DE NOVO CONSULTING SOLUTIONS LLC**					
	01-100-000-0000-6261	AP	4,495.00	2015 INDIRECT COST PLAN	1041	PROFESSIONAL SERVICES

Copyright 2010 Integrated Financial Systems

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
				12/29/2016 12/29/2016		
4705	**DE NOVO CONSULTING SOLUTIONS LLC**		**4,495.00**	**1** Transactions		
100	**DEPT Total:**		**4,495.00**	**OTHER GENERAL GOVERNMENT**	**1 Vendors**	**1 Transactions**
101	DEPT			COUNTY RECORDER		
1344	**MARCO**					
	01-101-000-0000-6301		71.00	JAN 2017 PRINTER CHARGE	3929111	REPAIRS & MAINTENANCE
				01/01/2017 01/31/2017		
1344	**MARCO**		**71.00**	**1** Transactions		
3921	**OFFICE DEPOT**					
	01-101-000-0000-6411	AP	7.30	SUPPLIES 891464349001		OPERATING SUPPLIES
				12/30/2016 12/30/2016		
	01-101-000-0000-6411	AP	4.89	SUPPLIES 891774652001		OPERATING SUPPLIES
				12/31/2016 12/31/2016		
	01-101-000-0000-6411	AP	174.32	SUPPLIES 891464322001		OPERATING SUPPLIES
				12/30/2016 12/30/2016		
	01-101-000-0000-6411		37.98	SUPPLIES 891464350001		OPERATING SUPPLIES
				01/02/2017 01/02/2017		
	01-101-000-0000-6411		68.35	SUPPLIES 891774628001		OPERATING SUPPLIES
				01/04/2017 01/04/2017		
3921	**OFFICE DEPOT**		**292.84**	**5** Transactions		
2490	**UNITED PARCEL SERVICE**					
	01-101-000-0000-6205	AP	1.43	SHIPPING		POSTAGE
				12/27/2016 12/27/2016		
2490	**UNITED PARCEL SERVICE**		**1.43**	**1** Transactions		
101	**DEPT Total:**		**365.27**	**COUNTY RECORDER**	**3 Vendors**	**7 Transactions**
103	DEPT			SURVEYOR		
607	**BUFF N GLO INC**					
	01-103-000-0000-6452	AP	4.55	CAR WASHES	6055	VEHICLE MAINTENANCE
				12/06/2016 12/06/2016		
607	**BUFF N GLO INC**		**4.55**	**1** Transactions		
2490	**UNITED PARCEL SERVICE**					

Copyright 2010 Integrated Financial Systems

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
	01-103-000-0000-6205	AP	1.43	SHIPPING 12/27/2016 12/27/2016		POSTAGE
2490	**UNITED PARCEL SERVICE**		**1.43**	**1** Transactions		
4628	**VERIZON WIRELESS**					
	01-103-000-0000-6203	AP	25.02	887189319 12/02/2016 01/01/2017		TELEPHONE
	01-103-000-0000-6203	AP	293.30	887189319 12/02/2016 01/01/2017		TELEPHONE
4628	**VERIZON WIRELESS**		**318.32**	**2** Transactions		
103	**DEPT Total:**		**324.30**	**SURVEYOR**	**3 Vendors**	**4 Transactions**
105	DEPT			ASSESSOR		
1344	**MARCO**					
	01-105-000-0000-6301		66.67	JAN 2017 PRINTER CHARGE 01/01/2017 01/31/2017	3929111	REPAIRS & MAINTENANCE
1344	**MARCO**		**66.67**	**1** Transactions		
284	**MN COUNTIES COMPUTER COOPERATIVE**					
	01-105-000-0000-6261	AP	36.21	4TH QTR TAX SHARED MTG CAMA 10/01/2016 12/31/2016	2Y1612206	PROFESSIONAL SERVICES
284	**MN COUNTIES COMPUTER COOPERATIVE**		**36.21**	**1** Transactions		
3921	**OFFICE DEPOT**					
	01-105-000-0000-6411	AP	51.72	SUPPLIES 890702145001 12/29/2016 12/29/2016		OPERATING SUPPLIES
3921	**OFFICE DEPOT**		**51.72**	**1** Transactions		
5438	**PRASKA/TOM**					
	01-105-000-0000-6245		100.00	REIMBURSE MAAO MEMBERSHIP DUES 01/01/2017 01/01/2017		MEMBERSHIPS, DUES & FEES
	01-105-000-0000-6338	AP	25.00	REIBURSE MEETING REGISTRATION 12/09/2016 12/09/2016		CONFERENCES & MEETINGS
5438	**PRASKA/TOM**		**125.00**	**2** Transactions		
2490	**UNITED PARCEL SERVICE**					
	01-105-000-0000-6205	AP	1.43	SHIPPING 12/27/2016 12/27/2016		POSTAGE

Copyright 2010 Integrated Financial Systems

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
2490	**UNITED PARCEL SERVICE**		**1.43**	**1** Transactions		
105	**DEPT Total:**		**281.03**	**ASSESSOR**	**5 Vendors**	**6 Transactions**
107	DEPT			PLANNING AND ZONING		
19621	**ECM PUBLISHERS INC**					
	01-107-000-0000-6235	AP	110.76	PUBLICATION FEES 12/29/2016 12/29/2016	636719445090	PUBLICATIONS & BROCHURES
19621	**ECM PUBLISHERS INC**		**110.76**	**1** Transactions		
4817	**HERALD JOURNAL PUBLISHING INC**					
	01-107-000-0000-6235	AP	12.95	PUBLICATION FEES 12/05/2016 12/26/2016		PUBLICATIONS & BROCHURES
4817	**HERALD JOURNAL PUBLISHING INC**		**12.95**	**1** Transactions		
1344	**MARCO**					
	01-107-000-0000-6301		7.10	JAN 2017 PRINTER CHARGE 01/01/2017 01/31/2017	3929111	REPAIRS & MAINTENANCE
1344	**MARCO**		**7.10**	**1** Transactions		
1487	**MN DEPARTMENT OF LABOR & INDUSTRY**					
	01-107-000-0000-5830	DTG	414.95	DEC SURCHARGE 12/01/2016 12/01/2016		MISCELLANEOUS REVENUE
1487	**MN DEPARTMENT OF LABOR & INDUSTRY**		**414.95**	**1** Transactions		
3921	**OFFICE DEPOT**					
	01-107-000-0000-6411	AP	197.20	SUPPLIES 875269501001 10/28/2016 10/28/2016		OPERATING SUPPLIES
	01-107-000-0000-6411	AP	10.00	SERVICE CHARGE 11/10/2016 11/10/2016		OPERATING SUPPLIES
	01-107-000-0000-6411	AP	122.73	SUPPLIES 878463002001 11/10/2016 11/10/2016		OPERATING SUPPLIES
	01-107-000-0000-6411	AP	50.98	SUPPLIES 888906365001 12/23/2016 12/23/2016		OPERATING SUPPLIES
	01-107-000-0000-6411	AP	10.00	SERVICE CHARGE 10/28/2016 10/28/2016		OPERATING SUPPLIES
3921	**OFFICE DEPOT**		**390.91**	**5** Transactions		
2490	**UNITED PARCEL SERVICE**					

Copyright 2010 Integrated Financial Systems

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
	01-107-000-0000-6205	AP	1.43	SHIPPING 12/27/2016 12/27/2016		POSTAGE
2490	**UNITED PARCEL SERVICE**		**1.43**	**1** Transactions		
107	**DEPT Total:**		**938.10**	**PLANNING AND ZONING**	**6 Vendors**	**10 Transactions**
111	DEPT			BUILDING CARE		
1344	**MARCO**					
	01-111-000-0000-6301		0.20	JAN 2017 PRINTER CHARGE 01/01/2017 01/31/2017	3929111	REPAIRS & MAINTENANCE
1344	**MARCO**		**0.20**	**1** Transactions		
111	**DEPT Total:**		**0.20**	**BUILDING CARE**	**1 Vendors**	**1 Transactions**
121	DEPT			VETERANS SERVICE		
1344	**MARCO**					
	01-121-000-0000-6301		36.06	JAN 2017 PRINTER CHARGE 01/01/2017 01/31/2017	3929111	REPAIRS & MAINTENANCE
1344	**MARCO**		**36.06**	**1** Transactions		
2490	**UNITED PARCEL SERVICE**					
	01-121-000-0000-6205	AP	1.43	SHIPPING 12/27/2016 12/27/2016		POSTAGE
2490	**UNITED PARCEL SERVICE**		**1.43**	**1** Transactions		
121	**DEPT Total:**		**37.49**	**VETERANS SERVICE**	**2 Vendors**	**2 Transactions**
201	DEPT			SHERIFF		
3499	**BOBS TOWING AND RECOVERY INC**					
	01-201-000-0000-6261	AP	104.62	17000547 12/15/2016 12/15/2016	10579	PROFESSIONAL SERVICES
3499	**BOBS TOWING AND RECOVERY INC**		**104.62**	**1** Transactions		
4902	**BURDAS TOWING**					
	01-201-000-0000-6261	AP	210.00	16037205 12/30/2016 12/30/2016	034607	PROFESSIONAL SERVICES
4902	**BURDAS TOWING**		**210.00**	**1** Transactions		

Copyright 2010 Integrated Financial Systems

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
2828	**CUSTOM TOWING LLC**					
	01-201-000-0000-6261		150.00	17000138 01/02/2017 01/02/2017		PROFESSIONAL SERVICES
2828	**CUSTOM TOWING LLC**		**150.00**	**1** Transactions		
1344	**MARCO**					
	01-201-000-0000-6343		446.50	JAN 2017 PRINTER CHARGE 01/01/2017 01/31/2017	3929111	MACHINERY OR EQUIPMENT LEASES
1344	**MARCO**		**446.50**	**1** Transactions		
4628	**VERIZON WIRELESS**					
	01-201-000-0000-6203	AP	318.72	EQUIP 763 238 7958 12/02/2016 01/01/2017		TELEPHONE
	01-201-000-0000-6203	AP	18.73	EQUIP 763 286 3378 12/02/2016 01/01/2017		TELEPHONE
	01-201-000-0000-6203	AP	18.73	EQUIP 763 286 5847 12/02/2016 01/01/2017		TELEPHONE
	01-201-000-0000-6203	AP	18.73	EQUIP 763 286 6957 12/02/2016 01/01/2017		TELEPHONE
	01-201-000-0000-6203	AP	18.73	EQUIP 763 274 8414 12/02/2016 01/01/2017		TELEPHONE
	01-201-000-0000-6203	AP	18.73	EQUIP 763 238 7916 12/02/2016 01/01/2017		TELEPHONE
	01-201-000-0000-6203	AP	18.73	EQUIP 763 286 6092 12/02/2016 01/01/2017		TELEPHONE
	01-201-000-0000-6203	AP	18.73	EQUIP 763 286 6218 12/02/2016 01/01/2017		TELEPHONE
	01-201-000-0000-6203	AP	18.73	EQUIP 763 477 2916 12/02/2016 01/01/2017		TELEPHONE
	01-201-000-0000-6203	AP	1,104.16	887189319 12/02/2016 01/01/2017		TELEPHONE
	01-201-000-0000-6203	AP	539.83	887189319 12/02/2016 01/01/2017		TELEPHONE
	01-201-000-0000-6203	AP	18.73	EQUIP 763 286 1079 12/02/2016 01/01/2017		TELEPHONE
	01-201-000-0000-6203	AP	18.73	EQUIP 763 286 8968 12/02/2016 01/01/2017		TELEPHONE
	01-201-000-0000-6203	AP	18.73	EQUIP 612 221 5724 12/02/2016 01/01/2017		TELEPHONE

Copyright 2010 Integrated Financial Systems

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
	01-201-000-0000-6203	AP	18.73	EQUIP 763 238 7957 12/02/2016 01/01/2017		TELEPHONE
	01-201-000-0000-6203	AP	18.73	EQUIP 612 919 2567 12/02/2016 01/01/2017		TELEPHONE
	01-201-000-0000-6203	AP	18.73	EQUIP 763 286 5016 12/02/2016 01/01/2017		TELEPHONE
	01-201-000-0000-6203	AP	68.72	EQUIP 612 282 8863 12/02/2016 01/01/2017		TELEPHONE
4628	**VERIZON WIRELESS**		**2,293.65**	**18** Transactions		
201	**DEPT Total:**		**3,204.77**	**SHERIFF**	**5 Vendors**	**22 Transactions**
250	DEPT			SHERIFF-CORRECTIONS		
6158	**ARAMARK SERVICES INC**					
	01-250-000-0000-6459	AP	7,843.34	INMATE MEALS 12/08/16-12/14/16 12/08/2016 12/14/2016	2007233000171	LAW ENFORCE-JAIL FOOD-LAUNDRY
	01-250-000-0000-6459	AP	7,581.38	INMATE MEALS 12/15/16-12/21/16 12/15/2016 12/21/2016	2007233000172	LAW ENFORCE-JAIL FOOD-LAUNDRY
	01-250-000-0000-6459	AP	7,430.11	INMATE MEALS 12/22/16-12/28/16 12/22/2016 12/28/2016	2007233000173	LAW ENFORCE-JAIL FOOD-LAUNDRY
	01-250-000-0000-6459	AP	7,464.80	INMATE MEALS 12/28/16-01/04/17 12/28/2016 01/04/2017	2007233000174	LAW ENFORCE-JAIL FOOD-LAUNDRY
6158	**ARAMARK SERVICES INC**		**30,319.63**	**4** Transactions		
881	**BOB BARKER COMPANY INC**					
	01-250-000-0000-6806	AP	227.92	CO UNIFORM TROUSERS 16 PAIR 12/22/2016 12/22/2016	NC1001328491	UNIFORM ALLOWANCE
881	**BOB BARKER COMPANY INC**		**227.92**	**1** Transactions		
5406	**BUFFALO HOSPITAL**					
	01-250-000-0000-6458	AP	357.07	ER ROOM VISIT (NOB) 07/14/2016 07/14/2016	EH6440262002	JAIL MEDICAL
	01-250-000-0000-6458	AP	622.82	ER ROOM VISIT (JWB) 10/01/2016 10/01/2016	EH6620497002	JAIL MEDICAL
5406	**BUFFALO HOSPITAL**		**979.89**	**2** Transactions		
4475	**DENTAL CARE ASSOCIATES OF BUFFALO**					
	01-250-000-0000-6458	AP	923.00	LIMITED OFFICE EXAM/DENTURE RE 12/05/2016 12/15/2016	12272016	JAIL MEDICAL

Copyright 2010 Integrated Financial Systems

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
	01-250-000-0000-6458	AP	99.00	LIMITED OFFICE EXAM/1ST X RAYS 11/30/2016 11/30/2016	12272016	JAIL MEDICAL
4475	**DENTAL CARE ASSOCIATES OF BUFFALO**		**1,022.00**	**2** Transactions		
19799	**EMERGENCY PHYSICIANS PROFESSIONAL**					
	01-250-000-0000-6458	AP	46.62	INMATE ER MEDICAL BUFFALO HOSP 11/28/2016 11/28/2016	1924080	JAIL MEDICAL
19799	**EMERGENCY PHYSICIANS PROFESSIONAL**		**46.62**	**1** Transactions		
1344	**MARCO**					
	01-250-000-0000-6343		278.12	JAN 2017 PRINTER CHARGE 01/01/2017 01/31/2017	3929111	MACHINERY OR EQUIPMENT LEASES
1344	**MARCO**		**278.12**	**1** Transactions		
3413	**MEND CORRECTIONAL CARE LLC**					
	01-250-000-0000-6458		14.70	EKIT REPLACEMENTS ZOFRAN 01/02/2017 01/02/2017	1745	JAIL MEDICAL
3413	**MEND CORRECTIONAL CARE LLC**		**14.70**	**1** Transactions		
3921	**OFFICE DEPOT**					
	01-250-000-0000-6411	AP	39.50	SUPPLIES 889615594001 12/23/2016 12/23/2016		OPERATING SUPPLIES
	01-250-000-0000-6411	AP	197.50	SUPPLIES 890093959001 12/28/2016 12/28/2016		OPERATING SUPPLIES
	01-250-000-0000-6458	AP	21.49	SUPPLIES 889613274001 12/23/2016 12/23/2016		JAIL MEDICAL
	01-250-000-0000-6458		429.75	SUPPLIES 891230239001 01/04/2017 01/04/2017		JAIL MEDICAL
3921	**OFFICE DEPOT**		**688.24**	**4** Transactions		
4702	**STERICYCLE INC**					
	01-250-000-0000-6261		56.82	MEDICAL WASTE JAN 2017 01/01/2017 01/01/2017	4006789502	PROFESSIONAL SERVICES
4702	**STERICYCLE INC**		**56.82**	**1** Transactions		
74329	**WRIGHT COUNTY JAIL ADMIN**					
	01-250-000-0000-6261	DTF	6.00	DOC INMATE TRAIN RIDE 12/23/2016 12/23/2016	249678	PROFESSIONAL SERVICES

Copyright 2010 Integrated Financial Systems

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
74329	**WRIGHT COUNTY JAIL ADMIN**		**6.00**	**1** Transactions		
250	**DEPT Total:**		**33,639.94**	**SHERIFF-CORRECTIONS**	**10 Vendors**	**18 Transactions**
281	DEPT			CIVIL DEFENSE		
1344	**MARCO**					
	01-281-000-0000-6301		36.07	JAN 2017 PRINTER CHARGE	3929111	REPAIRS & MAINTENANCE
				01/01/2017 01/31/2017		
1344	**MARCO**		**36.07**	**1** Transactions		
281	**DEPT Total:**		**36.07**	**CIVIL DEFENSE**	**1 Vendors**	**1 Transactions**
521	DEPT			PARKS		
3971	**ADVANCED PEST SOLUTIONS**					
	01-521-000-0000-6301	AP	150.00	PEST MANAGEMENT	2657	REPAIRS & MAINTENANCE
				11/30/2016 11/30/2016		
3971	**ADVANCED PEST SOLUTIONS**		**150.00**	**1** Transactions		
1655	**CENTRAL MCGOWAN INC**					
	01-521-000-0000-6411	AP	171.30	ACETYLENE/OXYGEN FOR TORCH	00985651	OPERATING SUPPLIES
				12/19/2016 12/19/2016		
1655	**CENTRAL MCGOWAN INC**		**171.30**	**1** Transactions		
438	**COTTENS INC**					
	01-521-000-0000-6452	AP	74.44	SUPPLIES	231602070	VEHICLE MAINTENANCE
				12/30/2016 12/30/2016		
438	**COTTENS INC**		**74.44**	**1** Transactions		
2524	**GREEN VIEW INC**					
	01-521-000-0000-6117	AP	308.60	DEC 2016 CONTRACT		CONTRACT CARETAKERS
				12/01/2016 12/31/2016		
2524	**GREEN VIEW INC**		**308.60**	**1** Transactions		
1344	**MARCO**					
	01-521-000-0000-6301		24.00	JAN 2017 PRINTER CHARGE	3929111	REPAIRS & MAINTENANCE
				01/01/2017 01/31/2017		
1344	**MARCO**		**24.00**	**1** Transactions		

Copyright 2010 Integrated Financial Systems

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
5140	**NATIONAL RECREATION & PARK ASSN**					
	01-521-000-0000-6245		330.00	ANNUAL MEMBERSHIP		MEMBERSHIPS, DUES & FEES
				01/01/2017 01/01/2017		
5140	**NATIONAL RECREATION & PARK ASSN**		**330.00**	**1** Transactions		
6140	**RUSSELL SECURITY RESOURCE INC**					
	01-521-000-0000-6411		162.00	KEYS FOR CHALET	A29085	OPERATING SUPPLIES
6140	**RUSSELL SECURITY RESOURCE INC**		**162.00**	**1** Transactions		
970	**STATE SUPPLY CO**					
	01-521-000-0000-6301		80.60	SINK FAUCET REPLACEMENT	508705	REPAIRS & MAINTENANCE
				01/10/2017 01/10/2017		
970	**STATE SUPPLY CO**		**80.60**	**1** Transactions		
2490	**UNITED PARCEL SERVICE**					
	01-521-000-0000-6205	AP	1.43	SHIPPING		POSTAGE
				12/27/2016 12/27/2016		
2490	**UNITED PARCEL SERVICE**		**1.43**	**1** Transactions		
4628	**VERIZON WIRELESS**					
	01-521-000-0000-6203	AP	67.46	887189319		TELEPHONE
				12/02/2016 01/01/2017		
4628	**VERIZON WIRELESS**		**67.46**	**1** Transactions		
2487	**WINDSTREAM**					
	01-521-000-0000-6203		118.76	320 274 8870	091133123	TELEPHONE
				01/01/2017 01/31/2017		
	01-521-000-0000-6203		76.73	320 963 3881	091134470	TELEPHONE
				01/01/2017 01/31/2017		
2487	**WINDSTREAM**		**195.49**	**2** Transactions		
521	**DEPT Total:**		**1,565.32**	**PARKS**	**11 Vendors**	**12 Transactions**
603	DEPT			EXTENSION		
2490	**UNITED PARCEL SERVICE**					
	01-603-000-0000-6205	AP	1.43	SHIPPING		POSTAGE
				12/27/2016 12/27/2016		
2490	**UNITED PARCEL SERVICE**		**1.43**	**1** Transactions		

Copyright 2010 Integrated Financial Systems

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
4628	**VERIZON WIRELESS**					
	01-603-000-0000-6203	AP	80.02	887189319		TELEPHONE
				12/02/2016 01/01/2017		
4628	**VERIZON WIRELESS**		**80.02**	**1** Transactions		
603	**DEPT Total:**		**81.45**	**EXTENSION**	**2 Vendors**	**2 Transactions**
1	**Fund Total:**		**77,840.70**	**GENERAL REVENUE FUND**		**154 Transactions**

Copyright 2010 Integrated Financial Systems

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	1.45	SHIPPING		POSTAGE
				12/27/2016 12/27/2016		
2490	**UNITED PARCEL SERVICE**		**1.45**	**1** Transactions		
282	**DEPT Total:**		**1.45**	**NUCLEAR POWER PLANT**	**1 Vendors**	**1 Transactions**
2	**Fund Total:**		**1.45**	**RESERVES FUND**		**1 Transactions**

Copyright 2010 Integrated Financial Systems

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		
2361	**CORDELL/WILLIAM**					
	03-310-000-0000-6261	AP	450.00	PROF SERV CARTEGRAPH DE 011717	1605	PROFESSIONAL SERVICES
				12/28/2016 12/28/2016		
2361	**CORDELL/WILLIAM**		**450.00**	**1** Transactions		
1344	**MARCO**					
	03-310-000-0000-6343		25.75	JAN 2017 PRINTER CHARGE	3929111	MACHINERY OR EQUIPMENT LEASES
				01/01/2017 01/31/2017		
1344	**MARCO**		**25.75**	**1** Transactions		
2490	**UNITED PARCEL SERVICE**					
	03-310-000-0000-6205	AP	1.43	SHIPPING		POSTAGE
				12/27/2016 12/27/2016		
2490	**UNITED PARCEL SERVICE**		**1.43**	**1** Transactions		
4628	**VERIZON WIRELESS**					
	03-310-000-0000-6203	AP	25.02	887189319		TELEPHONE
				12/02/2016 01/01/2017		
	03-310-000-0000-6203	AP	587.48	887189319		TELEPHONE
				12/02/2016 01/01/2017		
4628	**VERIZON WIRELESS**		**612.50**	**2** Transactions		
310	**DEPT Total:**		**1,089.68**	**HIGHWAY ADMINISTRATION**	**4 Vendors**	**5 Transactions**
320	DEPT			HIGHWAY ENGINEERING		
1663	**COMMISSIONER OF TRANSPORTATION**					
	03-320-000-0000-6504	AP	1,387.38	MN DOT TESTING 011717	PO7454	MN/DOT TESTING
				12/23/2016 12/23/2016		
	03-320-000-0000-6504	AP	258.66	MN DOT TESTING 011717	PO7454	MN/DOT TESTING
				12/23/2016 12/23/2016		
1663	**COMMISSIONER OF TRANSPORTATION**		**1,646.04**	**2** Transactions		
320	**DEPT Total:**		**1,646.04**	**HIGHWAY ENGINEERING**	**1 Vendors**	**2 Transactions**
330	DEPT			HIGHWAY MAINTENANCE		
1817	**COMPASS MINERALS AMERICA INC**					
	03-330-000-0000-6533	AP	9,878.33	HWY- BUFFALO SALT 011717	71578779	DEICING MATERIALS

Copyright 2010 Integrated Financial Systems

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
				12/29/2016 12/29/2016		
	03-330-000-0000-6533	AP	9,993.86	HWY- BUFFALO SALT 011717	71580171	DEICING MATERIALS
				12/30/2016 12/30/2016		
1817	**COMPASS MINERALS AMERICA INC**		**19,872.19**	**2** Transactions		
609	**DESIGN ELECTRICAL INC-COLD SPRING E**					
	03-330-000-0000-6543	AP	67.50	HWY SIGNAL REPAIRS DEC 011717	4371	TRAFFIC SIGNALS
				12/28/2016 12/28/2016		
	03-330-000-0000-6543	AP	67.50	HWY SIGNAL REPAIRS DEC 011717	4371	TRAFFIC SIGNALS
				12/28/2016 12/28/2016		
	03-330-000-0000-6543	AP	97.50	HWY SINGAL REPAIRS DEC 011717	4398	TRAFFIC SIGNALS
				12/29/2016 12/29/2016		
	03-330-000-0000-6543	AP	65.00	HWY SIGNAL REPAIRS DEC 011717	4399	TRAFFIC SIGNALS
				12/29/2016 12/29/2016		
	03-330-000-0000-6543	AP	130.36	HWY SIGNAL REPAIRS DEC 011717	4400	TRAFFIC SIGNALS
				12/29/2016 12/29/2016		
	03-330-000-0000-6543	AP	48.75	HWY SIGNAL REPAIRS DEC 011717	4401	TRAFFIC SIGNALS
				12/29/2016 12/29/2016		
	03-330-000-0000-6543	AP	48.75	HWY SIGNAL REPAIRS DEC 011717	4401	TRAFFIC SIGNALS
				12/29/2016 12/29/2016		
	03-330-000-0000-6543	AP	1,110.21	POLE KNOCKED DOWN 39@8 011717	4403	TRAFFIC SIGNALS
				12/29/2016 12/29/2016		
	03-330-000-0000-6543	AP	1,110.21	POLE KNOCKED DOWN 39@8 011717	4403	TRAFFIC SIGNALS
				12/29/2016 12/29/2016		
	03-330-000-0000-6543	AP	1,110.21	POLE KNOCKED DOWN 106@8 011717	4404	TRAFFIC SIGNALS
				12/29/2016 12/29/2016		
	03-330-000-0000-6543	AP	1,110.21	POLE KNOCKED DOWN 106@8 011717	4404	TRAFFIC SIGNALS
				12/29/2016 12/29/2016		
609	**DESIGN ELECTRICAL INC-COLD SPRING E**		**4,966.20**	**11** Transactions		
6027	**ENVIROTECH SERVICES INC**					
	03-330-000-0000-6533	AP	2,606.17	HWY- AMP 011717	1704395	DEICING MATERIALS
				12/29/2016 12/29/2016		
	03-330-000-0000-6533	AP	4,862.16	HWY-APEX MELTDOWN 011717	1704398	DEICING MATERIALS
				12/29/2016 12/29/2016		
	03-330-000-0000-6533	AP	4,867.56	HWY-APEX MELTDOWN 011717	1704399	DEICING MATERIALS
				12/29/2016 12/29/2016		
6027	**ENVIROTECH SERVICES INC**		**12,335.89**	**3** Transactions		

Copyright 2010 Integrated Financial Systems

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
7338	**GOPHER STATE ONE CALL**					
	03-330-000-0000-6543	AP	82.35	HWY LOCATES 011717 12/31/2016 12/31/2016	6121488	TRAFFIC SIGNALS
7338	**GOPHER STATE ONE CALL**		**82.35**	**1** Transactions		
4433	**XCEL ENERGY**					
	03-330-000-0000-6543	AP	28.32	LIGHT IN COKATO 011717 11/29/2016 01/02/2017	1510659	TRAFFIC SIGNALS
4433	**XCEL ENERGY**		**28.32**	**1** Transactions		
330	**DEPT Total:**		**37,284.95**	**HIGHWAY MAINTENANCE**	**5 Vendors**	**18 Transactions**
340	DEPT			HIGHWAY SHOP MAINTENANCE		
5974	**CENTER POINT ENERGY**					
	03-340-000-0000-6596	AP	591.77	HWY OTSEGO SHOP ELECT 011717 11/28/2016 12/28/2016	6708158-8	UTILITIES-OUTLYING SHOPS
5974	**CENTER POINT ENERGY**		**591.77**	**1** Transactions		
7544	**CENTRA SOTA COOPERATIVE - BUFFALO**					
	03-340-000-0000-6563	AP	1,718.89	HWY DIESEL FUEL 011717 12/21/2016 12/21/2016	61006336	DIESEL
	03-340-000-0000-6563	AP	1,222.71	HWY DIESEL FUEL 011717 12/22/2016 12/22/2016	61006346	DIESEL
	03-340-000-0000-6563	AP	1,917.60	HWY DIESEL FUEL 011717 12/21/2016 12/21/2016	6213821	DIESEL
	03-340-000-0000-6563	AP	1,282.40	HWY DIESEL FUEL 011717 12/21/2016 12/21/2016	6311037	DIESEL
	03-340-000-0000-6563	AP	982.66	HWY DIESEL FUEL 011717 12/30/2016 12/30/2016	6311095	DIESEL
	03-340-000-0000-6563	AP	402.75	HWY DIESEL FUEL 011717 12/23/2016 12/23/2016	9128429	DIESEL
7544	**CENTRA SOTA COOPERATIVE - BUFFALO**		**7,527.01**	**6** Transactions		
438	**COTTENS INC**					
	03-340-000-0000-6574	AP	18.76	HWY REPAIR PARTS 011717 12/20/2016 12/20/2016	601020	REPAIR PARTS
	03-340-000-0000-6574	AP	427.80	HWY REPAIR PARTS 011717 12/20/2016 12/20/2016	601024	REPAIR PARTS
	03-340-000-0000-6574	AP	35.34	HWY REPAIR PARTS 011717	601184	REPAIR PARTS

Copyright 2010 Integrated Financial Systems

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
				12/21/2016 12/21/2016		
	03-340-000-0000-6574	AP	35.34	HWY REPAIR PARTS 011717	601709	REPAIR PARTS
				12/21/2016 12/21/2016		
	03-340-000-0000-6574	AP	286.44	HWY REPAIR PARTS 011717	601773	REPAIR PARTS
				12/27/2016 12/27/2016		
	03-340-000-0000-6574	AP	2.68	HWY REPAIR PARTS 011717	601831	REPAIR PARTS
				12/28/2016 12/28/2016		
	03-340-000-0000-6574	AP	167.58	HWY REPAIR PARTS 011717	601872	REPAIR PARTS
				12/28/2016 12/28/2016		
	03-340-000-0000-6574	AP	207.93	COTTENS-PARTS FOR ASSES 011717	601963	REPAIR PARTS
				12/29/2016 12/29/2016		
	03-340-000-0000-6574	AP	149.40	HWY REPAIR PARTS 011717	601964	REPAIR PARTS
				12/29/2016 12/29/2016		
	03-340-000-0000-6574	AP	83.07	HWY REPAIR PARTS 011717	601965	REPAIR PARTS
				12/29/2016 12/29/2016		
	03-340-000-0000-6574	AP	34.27	HWY REPAIR PARTS 011717	601970	REPAIR PARTS
				12/29/2016 12/29/2016		
	03-340-000-0000-6574	AP	84.51-	HWY REPAIR PARTS 011717	602013	REPAIR PARTS
				12/29/2016 12/29/2016		
	03-340-000-0000-6574	AP	58.46-	CORE CREDIT 011717	602169	REPAIR PARTS
				12/30/2016 12/30/2016		
438	**COTTENS INC**		**1,305.64**	**13** Transactions		
377	**CWP ENTERPRISE INC**					
	03-340-000-0000-6574	AP	192.72	HWY REPAIR PARTS 011717	3234	REPAIR PARTS
				12/22/2016 12/22/2016		
377	**CWP ENTERPRISE INC**		**192.72**	**1** Transactions		
1665	**FARM-RITE EQUIPMENT INC**					
	03-340-000-0000-6574	AP	115.22	HWY REPAIRS 011717	P25080	REPAIR PARTS
				12/13/2016 12/13/2016		
1665	**FARM-RITE EQUIPMENT INC**		**115.22**	**1** Transactions		
340	**DEPT Total:**		**9,732.36**	**HIGHWAY SHOP MAINTENANCE**	**5 Vendors**	**22 Transactions**
380	DEPT			UNALLOCATED NON-HIGHWAY OPERAT		
38199	**LAKE REGION CO-OP**					
	03-380-000-0000-6520	AP	40.26	GLOVES MILLER PER SAFETY POLIC	975203	SAFETY PROGRAM & SUPPLIES
				12/07/2016 12/07/2016		

Copyright 2010 Integrated Financial Systems

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
38199	LAKE REGION CO-OP		40.26	1 Transactions		
380	DEPT Total:		40.26	UNALLOCATED NON-HIGHWAY OPERAT	1 Vendors	1 Transactions
3	Fund Total:		49,793.29	ROAD AND BRIDGE FUND		48 Transactions

Copyright 2010 Integrated Financial Systems

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		
1344	**MARCO**					
	11-420-600-0020-6232		203.94	JAN 2017 PRINTER CHARGE	3929111	PRINTING/PHOTOCOPYING
				01/01/2017 01/31/2017		
1344	**MARCO**		**203.94**	**1** Transactions		
2490	**UNITED PARCEL SERVICE**					
	11-420-600-0020-6205	AP	6.43	SHIPPING		POSTAGE
				12/27/2016 12/27/2016		
2490	**UNITED PARCEL SERVICE**		**6.43**	**1** Transactions		
420	**DEPT Total:**		**210.37**	**FINANCIAL SERVICES**	**2 Vendors**	**2 Transactions**
430	DEPT			SOCIAL SERVICES		
1344	**MARCO**					
	11-430-700-0020-6232		367.10	JAN 2017 PRINTER CHARGE	3929111	PRINTING/PHOTOCOPYING
				01/01/2017 01/31/2017		
1344	**MARCO**		**367.10**	**1** Transactions		
2490	**UNITED PARCEL SERVICE**					
	11-430-700-0020-6205	AP	10.94	SHIPPING		POSTAGE
				12/27/2016 12/27/2016		
2490	**UNITED PARCEL SERVICE**		**10.94**	**1** Transactions		
430	**DEPT Total:**		**378.04**	**SOCIAL SERVICES**	**2 Vendors**	**2 Transactions**
450	DEPT			PUBLIC HEALTH SERVICES		
1344	**MARCO**					
	11-450-430-0020-6232		108.77	JAN 2017 PRINTER CHARGE	3929111	PRINTING/PHOTOCOPYING
				01/01/2017 01/31/2017		
1344	**MARCO**		**108.77**	**1** Transactions		
2490	**UNITED PARCEL SERVICE**					
	11-450-430-0020-6205	AP	4.08	SHIPPING		POSTAGE
				12/27/2016 12/27/2016		
2490	**UNITED PARCEL SERVICE**		**4.08**	**1** Transactions		

Copyright 2010 Integrated Financial Systems

	Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates		Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
450	**DEPT Total:**			**112.85**	**PUBLIC HEALTH SERVICES**		**2 Vendors**	**2 Transactions**
480	DEPT				HUMAN SERVICES UNALLOCATED			
	4628	**VERIZON WIRELESS**						
		11-480-000-0000-6899	AP	126.97	887189319			HUMAN SERVICES EXP. DUMP FUND
					12/02/2016	01/01/2017		
		11-480-000-0000-6899	AP	100.67	887189319			HUMAN SERVICES EXP. DUMP FUND
					12/02/2016	01/01/2017		
		11-480-000-0000-6899	AP	121.32	887189319			HUMAN SERVICES EXP. DUMP FUND
					12/02/2016	01/01/2017		
		11-480-000-0000-6899	AP	60.66	887189319			HUMAN SERVICES EXP. DUMP FUND
					12/02/2016	01/01/2017		
		11-480-000-0000-6899	AP	6,221.53	887189319			HUMAN SERVICES EXP. DUMP FUND
					12/02/2016	01/01/2017		
		11-480-000-0000-6899	AP	1,411.08	887189319			HUMAN SERVICES EXP. DUMP FUND
					12/02/2016	01/01/2017		
		11-480-000-0000-6899	AP	194.23	887189319			HUMAN SERVICES EXP. DUMP FUND
					12/02/2016	01/01/2017		
		11-480-000-0000-6899	AP	73.11	887189319			HUMAN SERVICES EXP. DUMP FUND
					12/02/2016	01/01/2017		
		11-480-000-0000-6899	AP	133.57	887189319			HUMAN SERVICES EXP. DUMP FUND
					12/02/2016	01/01/2017		
		11-480-000-0000-6899	AP	35.98	EQUIP 763 477 8347		887189319	HUMAN SERVICES EXP. DUMP FUND
					12/02/2016	01/01/2017		
		11-480-000-0000-6899	AP	22.49	EQUIP 612 503 6423		887189319	HUMAN SERVICES EXP. DUMP FUND
					12/02/2016	01/01/2017		
		11-480-000-0000-6899	AP	22.49	EQUIP 763 238 1642		887189319	HUMAN SERVICES EXP. DUMP FUND
					12/02/2016	01/01/2017		
		11-480-000-0000-6899	AP	32.23	EQUIP 763 477 8336		887189319	HUMAN SERVICES EXP. DUMP FUND
					12/02/2016	01/01/2017		
		11-480-000-0000-6899	AP	22.49	EQUIP 763 228 2801		887189319	HUMAN SERVICES EXP. DUMP FUND
					12/02/2016	01/01/2017		
	4628	**VERIZON WIRELESS**		**8,578.82**		**14** Transactions		
480	**DEPT Total:**			**8,578.82**	**HUMAN SERVICES UNALLOCATED**		**1 Vendors**	**14 Transactions**
11	**Fund Total:**			**9,280.08**	**HUMAN SERVICES FUND**			**20 Transactions**

Copyright 2010 Integrated Financial Systems

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.			
207	**ASSOCIATION OF MN COUNTIES**						
	20-393-000-0000-6801		30.00	2017 SWAA TRAINING SESSION			MISCELLANEOUS EXPENSE
				01/27/2017	01/27/2017		
207	**ASSOCIATION OF MN COUNTIES**		**30.00**		**1** Transactions		
2487	**WINDSTREAM**						
	20-393-000-0000-6801		116.18	320 963 3784		091134395	MISCELLANEOUS EXPENSE
				01/04/2017	01/04/2017		
	20-393-000-0000-6801		104.47	320 963 5797		091135146	MISCELLANEOUS EXPENSE
				01/04/2017	01/04/2017		
2487	**WINDSTREAM**		**220.65**		**2** Transactions		
393	**DEPT Total:**		**250.65**	**S.C.O.R.E.**		**2 Vendors**	**3 Transactions**
20	**Fund Total:**		**250.65**	**WASTE MANAGEMENT FUND**			**3 Transactions**

Copyright 2010 Integrated Financial Systems

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		
4556	**LARSON BUILDING INC**					
	34-150-000-0000-6605	AP	57,236.15	CHALET CONSTRUCTION BERTRAM 12/31/2016 12/31/2016	4	SITE IMPROVEMENTS
4556	**LARSON BUILDING INC**		**57,236.15**	**1** Transactions		
2731	**SGA GROUP INC**					
	34-150-000-0000-6605	AP	340.00	INSTALLMENT PAYMENT SITE DESIG 12/01/2016 01/02/2017	170102	SITE IMPROVEMENTS
2731	**SGA GROUP INC**		**340.00**	**1** Transactions		
150	**DEPT Total:**		**57,576.15**	**LEVY STABILIZATION FUND**	**2 Vendors**	**2 Transactions**
34	**Fund Total:**		**57,576.15**	**CAPITAL IMPROVEMENTS FUND**		**2 Transactions**

Copyright 2010 Integrated Financial Systems

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
610	DEPT			GENERAL DITCH		
1004	**RINKE-NOONAN**					
	41-610-000-0000-6261	AP	200.00	GENERAL DITCH DEC 2016 FEE	264118	PROFESSIONAL SERVICES
				12/01/2016 12/31/2016		
1004	**RINKE-NOONAN**		**200.00**	**1** Transactions		
3699	**YOUNG/MIKE**					
	41-610-000-0000-6261	AP	573.75	GENERAL DITCH EXPENDITURES		PROFESSIONAL SERVICES
				12/30/2016 12/30/2016		
3699	**YOUNG/MIKE**		**573.75**	**1** Transactions		
610	**DEPT Total:**		**773.75**	**GENERAL DITCH**	**2 Vendors**	**2 Transactions**
652	DEPT			COUNTY DITCH NO 3		
1563	**HOUSTON ENGINEERING INC**					
	41-652-000-0000-6261		51.13	CD 3 SOFTWARE MAINT FEE DRAIN	0032931	PROFESSIONAL SERVICES
				12/11/2016 11/30/2017		
1563	**HOUSTON ENGINEERING INC**		**51.13**	**1** Transactions		
652	**DEPT Total:**		**51.13**	**COUNTY DITCH NO 3**	**1 Vendors**	**1 Transactions**
653	DEPT			COUNTY DITCH NO 4		
1563	**HOUSTON ENGINEERING INC**					
	41-653-000-0000-6261		38.86	CD 4 SOFTWARE MAINT FEE DRAIN	0032931	PROFESSIONAL SERVICES
				12/11/2016 11/30/2017		
1563	**HOUSTON ENGINEERING INC**		**38.86**	**1** Transactions		
3699	**YOUNG/MIKE**					
	41-653-000-0000-6261	AP	42.50	CD 4 DITCH EXPENDITURES		PROFESSIONAL SERVICES
				12/30/2016 12/30/2016		
3699	**YOUNG/MIKE**		**42.50**	**1** Transactions		
653	**DEPT Total:**		**81.36**	**COUNTY DITCH NO 4**	**2 Vendors**	**2 Transactions**
654	DEPT			COUNTY DTICH NO 5		
1563	**HOUSTON ENGINEERING INC**					
	41-654-000-0000-6261		59.31	CD 5 SOFTWARE MAINT FEE DRAIN	0032931	PROFESSIONAL SERVICES
				12/11/2016 11/30/2017		

Copyright 2010 Integrated Financial Systems

	Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
	1563	**HOUSTON ENGINEERING INC**		**59.31**	**1** Transactions		
654	**DEPT Total:**			**59.31**	**COUNTY DTICH NO 5**	**1 Vendors**	**1 Transactions**
655	DEPT				COUNTY DITCH NO 7		
	1563	**HOUSTON ENGINEERING INC**					
		41-655-000-0000-6261		16.37	CD 7 SOFTWARE MAINT FEE DRAIN	0032931	PROFESSIONAL SERVICES
					12/11/2016 11/30/2017		
	1563	**HOUSTON ENGINEERING INC**		**16.37**	**1** Transactions		
655	**DEPT Total:**			**16.37**	**COUNTY DITCH NO 7**	**1 Vendors**	**1 Transactions**
656	DEPT				COUNTY DITCH NO 8		
	1563	**HOUSTON ENGINEERING INC**					
		41-656-000-0000-6261		16.37	CD 8 SOFTWARE MAINT FEE DRAIN	0032931	PROFESSIONAL SERVICES
					12/11/2016 11/30/2017		
	1563	**HOUSTON ENGINEERING INC**		**16.37**	**1** Transactions		
656	**DEPT Total:**			**16.37**	**COUNTY DITCH NO 8**	**1 Vendors**	**1 Transactions**
658	DEPT				COUNTY DITCH NO 10		
	1563	**HOUSTON ENGINEERING INC**					
		41-658-000-0000-6261		498.99	CD10 SOFTWARE MAINT FEE DRAIN	0032931	PROFESSIONAL SERVICES
					12/11/2016 11/30/2017		
	1563	**HOUSTON ENGINEERING INC**		**498.99**	**1** Transactions		
	3699	**YOUNG/MIKE**					
		41-658-000-0000-6261	AP	42.50	CD 10 DITCH EXPENDITURES		PROFESSIONAL SERVICES
					12/30/2016 12/30/2016		
	3699	**YOUNG/MIKE**		**42.50**	**1** Transactions		
658	**DEPT Total:**			**541.49**	**COUNTY DITCH NO 10**	**2 Vendors**	**2 Transactions**
659	DEPT				COUNTY DITCH NO 12		
	1563	**HOUSTON ENGINEERING INC**					
		41-659-000-0000-6261		28.64	CD12 SOFTWARE MAINT FEE DRAIN	0032931	PROFESSIONAL SERVICES
					12/11/2016 11/30/2017		

Copyright 2010 Integrated Financial Systems

	Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
	1563	**HOUSTON ENGINEERING INC**		**28.64**	**1** Transactions		
659	**DEPT Total:**			**28.64**	**COUNTY DITCH NO 12**	**1 Vendors**	**1 Transactions**
660	DEPT				COUNTY DITCH NO 13		
	1563	**HOUSTON ENGINEERING INC**					
		41-660-000-0000-6261		40.90	CD13 SOFTWARE MAINT FEE DRAIN	0032931	PROFESSIONAL SERVICES
					12/11/2016 11/30/2017		
	1563	**HOUSTON ENGINEERING INC**		**40.90**	**1** Transactions		
660	**DEPT Total:**			**40.90**	**COUNTY DITCH NO 13**	**1 Vendors**	**1 Transactions**
661	DEPT				COUNTY DITCH NO 14		
	1563	**HOUSTON ENGINEERING INC**					
		41-661-000-0000-6261		22.49	CD14 SOFTWARE MAINT FEE DRAIN	0032931	PROFESSIONAL SERVICES
					12/11/2016 11/30/2017		
	1563	**HOUSTON ENGINEERING INC**		**22.49**	**1** Transactions		
661	**DEPT Total:**			**22.49**	**COUNTY DITCH NO 14**	**1 Vendors**	**1 Transactions**
662	DEPT				COUNTY DITCH NO 15		
	1563	**HOUSTON ENGINEERING INC**					
		41-662-000-0000-6261		34.76	CD15 SOFTWARE MAINT FEE DRAIN	0032931	PROFESSIONAL SERVICES
					12/11/2016 11/30/2017		
	1563	**HOUSTON ENGINEERING INC**		**34.76**	**1** Transactions		
662	**DEPT Total:**			**34.76**	**COUNTY DITCH NO 15**	**1 Vendors**	**1 Transactions**
663	DEPT				COUNTY DITCH NO 16		
	1563	**HOUSTON ENGINEERING INC**					
		41-663-000-0000-6261		53.17	CD16 SOFTWARE MAINT FEE DRAIN	0032931	PROFESSIONAL SERVICES
					12/11/2016 11/30/2017		
	1563	**HOUSTON ENGINEERING INC**		**53.17**	**1** Transactions		
	3699	**YOUNG/MIKE**					
		41-663-000-0000-6261	AP	21.25	CD 16 DITCH EXPENDITURES		PROFESSIONAL SERVICES
					12/30/2016 12/30/2016		

Copyright 2010 Integrated Financial Systems

	Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
	3699	**YOUNG/MIKE**		**21.25**	**1** Transactions		
663	**DEPT Total:**			**74.42**	**COUNTY DITCH NO 16**	**2 Vendors**	**2 Transactions**
664	DEPT				COUNTY DITCH NO 17		
	1563	**HOUSTON ENGINEERING INC**					
		41-664-000-0000-6261		26.58	CD17 SOFTWARE MAINT FEE DRAIN	0032931	PROFESSIONAL SERVICES
					12/11/2016 11/30/2017		
	1563	**HOUSTON ENGINEERING INC**		**26.58**	**1** Transactions		
664	**DEPT Total:**			**26.58**	**COUNTY DITCH NO 17**	**1 Vendors**	**1 Transactions**
665	DEPT				COUNTY DITCH NO 18		
	1563	**HOUSTON ENGINEERING INC**					
		41-665-000-0000-6261		20.45	CD18 SOFTWARE MAINT FEE DRAIN	0032931	PROFESSIONAL SERVICES
					12/11/2016 11/30/2017		
	1563	**HOUSTON ENGINEERING INC**		**20.45**	**1** Transactions		
665	**DEPT Total:**			**20.45**	**COUNTY DITCH NO 18**	**1 Vendors**	**1 Transactions**
666	DEPT				COUNTY DITCH NO 19		
	1563	**HOUSTON ENGINEERING INC**					
		41-666-000-0000-6261		30.67	CD19 SOFTWARE MAINT FEE DRAIN	0032931	PROFESSIONAL SERVICES
					12/11/2016 11/30/2017		
	1563	**HOUSTON ENGINEERING INC**		**30.67**	**1** Transactions		
666	**DEPT Total:**			**30.67**	**COUNTY DITCH NO 19**	**1 Vendors**	**1 Transactions**
669	DEPT				COUNTY DITCH NO 22		
	1563	**HOUSTON ENGINEERING INC**					
		41-669-000-0000-6261		24.54	CD22 SOFTWARE MAINT FEE DRAIN	0032931	PROFESSIONAL SERVICES
					12/11/2016 11/30/2017		
	1563	**HOUSTON ENGINEERING INC**		**24.54**	**1** Transactions		
669	**DEPT Total:**			**24.54**	**COUNTY DITCH NO 22**	**1 Vendors**	**1 Transactions**
670	DEPT				COUNTY DTICH NO 23		

Copyright 2010 Integrated Financial Systems

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
1563	**HOUSTON ENGINEERING INC**					
	41-670-000-0000-6261		32.72	CD23 SOFTWARE MAINT FEE DRAIN 12/11/2016 11/30/2017	0032931	PROFESSIONAL SERVICES
1563	**HOUSTON ENGINEERING INC**		**32.72**	**1** Transactions		
670	**DEPT Total:**		**32.72**	**COUNTY DTICH NO 23**	**1 Vendors**	**1 Transactions**
671	DEPT			COUNTY DITCH NO 24		
1563	**HOUSTON ENGINEERING INC**					
	41-671-000-0000-6261		280.16	CD24 SOFTWARE MAINT FEE DRAIN 12/11/2016 11/30/2017	0032931	PROFESSIONAL SERVICES
1563	**HOUSTON ENGINEERING INC**		**280.16**	**1** Transactions		
671	**DEPT Total:**		**280.16**	**COUNTY DITCH NO 24**	**1 Vendors**	**1 Transactions**
674	DEPT			COUNTY DITCH NO 28		
1563	**HOUSTON ENGINEERING INC**					
	41-674-000-0000-6261		36.81	CD28 SOFTWARE MAINT FEE DRAIN 12/11/2016 11/30/2017	0032931	PROFESSIONAL SERVICES
1563	**HOUSTON ENGINEERING INC**		**36.81**	**1** Transactions		
674	**DEPT Total:**		**36.81**	**COUNTY DITCH NO 28**	**1 Vendors**	**1 Transactions**
675	DEPT			COUNTY DITCH NO 29		
1563	**HOUSTON ENGINEERING INC**					
	41-675-000-0000-6261		40.90	CD29 SOFTWARE MAINT FEE DRAIN 12/11/2016 11/30/2017	0032931	PROFESSIONAL SERVICES
1563	**HOUSTON ENGINEERING INC**		**40.90**	**1** Transactions		
675	**DEPT Total:**		**40.90**	**COUNTY DITCH NO 29**	**1 Vendors**	**1 Transactions**
676	DEPT			COUNTY DITCH NO 30		
1563	**HOUSTON ENGINEERING INC**					
	41-676-000-0000-6261		100.20	CD30 SOFTWARE MAINT FEE DRAIN 12/11/2016 11/30/2017	0032931	PROFESSIONAL SERVICES
1563	**HOUSTON ENGINEERING INC**		**100.20**	**1** Transactions		

Copyright 2010 Integrated Financial Systems

	Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
676	**DEPT Total:**			**100.20**	**COUNTY DITCH NO 30**	**1 Vendors**	**1 Transactions**
677	DEPT				COUNTY DITCH NO 31		
	1563	**HOUSTON ENGINEERING INC**					
		41-677-000-0000-6261		69.53	CD31 SOFTWARE MAINT FEE DRAIN 12/11/2016 11/30/2017	0032931	PROFESSIONAL SERVICES
	1563	**HOUSTON ENGINEERING INC**		**69.53**	**1** Transactions		
	4704	**RUSCHMEYER/VERNON**					
		41-677-000-0000-6261	AP	1,179.18	CD 31 REDETERMINATION VIEWER 11/14/2016 11/30/2016		PROFESSIONAL SERVICES
	4704	**RUSCHMEYER/VERNON**		**1,179.18**	**1** Transactions		
677	**DEPT Total:**			**1,248.71**	**COUNTY DITCH NO 31**	**2 Vendors**	**2 Transactions**
678	DEPT				COUNTY DITCH NO 33		
	1563	**HOUSTON ENGINEERING INC**					
		41-678-000-0000-6261		1,004.09	CD33 SOFTWARE MAINT FEE DRAIN 12/11/2016 11/30/2017	0032931	PROFESSIONAL SERVICES
	1563	**HOUSTON ENGINEERING INC**		**1,004.09**	**1** Transactions		
678	**DEPT Total:**			**1,004.09**	**COUNTY DITCH NO 33**	**1 Vendors**	**1 Transactions**
679	DEPT				COUNTY DITCH NO 34		
	1563	**HOUSTON ENGINEERING INC**					
		41-679-000-0000-6261		87.93	CD34 SOFTWARE MAINT FEE DRAIN 12/11/2016 11/30/2017	0032931	PROFESSIONAL SERVICES
	1563	**HOUSTON ENGINEERING INC**		**87.93**	**1** Transactions		
679	**DEPT Total:**			**87.93**	**COUNTY DITCH NO 34**	**1 Vendors**	**1 Transactions**
681	DEPT				COUNTY DITCH NO 38		
	1563	**HOUSTON ENGINEERING INC**					
		41-681-000-0000-6261		104.29	CD38 SOFTWARE MAINT FEE DRAIN 12/11/2016 11/30/2017	0032931	PROFESSIONAL SERVICES
	1563	**HOUSTON ENGINEERING INC**		**104.29**	**1** Transactions		

Copyright 2010 Integrated Financial Systems

	Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
681	**DEPT Total:**			**104.29**	**COUNTY DITCH NO 38**	**1 Vendors**	**1 Transactions**
682	DEPT				COUNTY DITCH NO 39		
	1563	**HOUSTON ENGINEERING INC**					
		41-682-000-0000-6261		61.35	CD39 SOFTWARE MAINT FEE DRAIN	0032931	PROFESSIONAL SERVICES
					12/11/2016 11/30/2017		
	1563	**HOUSTON ENGINEERING INC**		**61.35**	**1** Transactions		
682	**DEPT Total:**			**61.35**	**COUNTY DITCH NO 39**	**1 Vendors**	**1 Transactions**
684	DEPT				COUNTY DITCH NO 41		
	1563	**HOUSTON ENGINEERING INC**					
		41-684-000-0000-6261		36.81	CD41 SOFTWARE MAINT FEE DRAIN	0032931	PROFESSIONAL SERVICES
					12/11/2016 11/30/2017		
	1563	**HOUSTON ENGINEERING INC**		**36.81**	**1** Transactions		
684	**DEPT Total:**			**36.81**	**COUNTY DITCH NO 41**	**1 Vendors**	**1 Transactions**
685	DEPT				JOINT DITCH NO 1		
	1563	**HOUSTON ENGINEERING INC**					
		41-685-000-0000-6261		26.58	JD 1 SOFTWARE MAINT FEE DRAIN	0032931	PROFESSIONAL SERVICES
					12/11/2016 11/30/2017		
	1563	**HOUSTON ENGINEERING INC**		**26.58**	**1** Transactions		
685	**DEPT Total:**			**26.58**	**JOINT DITCH NO 1**	**1 Vendors**	**1 Transactions**
686	DEPT				JOINT DITCH NO 3		
	1563	**HOUSTON ENGINEERING INC**					
		41-686-000-0000-6261		202.45	JD 3 SOFTWARE MAINT FEE DRAIN	0032931	PROFESSIONAL SERVICES
					12/11/2016 11/30/2017		
	1563	**HOUSTON ENGINEERING INC**		**202.45**	**1** Transactions		
686	**DEPT Total:**			**202.45**	**JOINT DITCH NO 3**	**1 Vendors**	**1 Transactions**
687	DEPT				JOINT DITCH NO 4		
	1563	**HOUSTON ENGINEERING INC**					
		41-687-000-0000-6261		124.74	JD 4 SOFTWARE MAINT FEE DRAIN	0032931	PROFESSIONAL SERVICES

Copyright 2010 Integrated Financial Systems

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
				12/11/2016 11/30/2017		
1563	**HOUSTON ENGINEERING INC**		**124.74**	**1** Transactions		
3699	**YOUNG/MIKE**					
	41-687-000-0000-6261	AP	21.25	JD 4 DITCH EXPENDITURES		PROFESSIONAL SERVICES
				12/30/2016 12/30/2016		
3699	**YOUNG/MIKE**		**21.25**	**1** Transactions		
687	**DEPT Total:**		**145.99**	**JOINT DITCH NO 4**	**2 Vendors**	**2 Transactions**
688	DEPT			JOINT DITCH NO 11		
1563	**HOUSTON ENGINEERING INC**					
	41-688-000-0000-6261		22.49	JD11 SOFTWARE MAINT FEE DRAIN	0032931	PROFESSIONAL SERVICES
				12/11/2016 11/30/2017		
1563	**HOUSTON ENGINEERING INC**		**22.49**	**1** Transactions		
688	**DEPT Total:**		**22.49**	**JOINT DITCH NO 11**	**1 Vendors**	**1 Transactions**
689	DEPT			JOINT DITCH NO 14		
1563	**HOUSTON ENGINEERING INC**					
	41-689-000-0000-6261		112.47	JD14 SOFTWARE MAINT FEE DRAIN	0032931	PROFESSIONAL SERVICES
				12/11/2016 11/30/2017		
1563	**HOUSTON ENGINEERING INC**		**112.47**	**1** Transactions		
689	**DEPT Total:**		**112.47**	**JOINT DITCH NO 14**	**1 Vendors**	**1 Transactions**
692	DEPT			JUDICIAL DITCH 15		
1563	**HOUSTON ENGINEERING INC**					
	41-692-000-0000-6261		593.05	JD15 SOFTWARE MAINT FEE DRAIN	0032931	PROFESSIONAL SERVICES
				12/11/2016 11/30/2017		
1563	**HOUSTON ENGINEERING INC**		**593.05**	**1** Transactions		
2530	**RONS APPRAISAL SERVICE**					
	41-692-000-0000-6261	AP	3,522.90	JD 15 REDETERMINATION VIEWER		PROFESSIONAL SERVICES
				12/01/2016 12/01/2016		
2530	**RONS APPRAISAL SERVICE**		**3,522.90**	**1** Transactions		

Copyright 2010 Integrated Financial Systems

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
692	**DEPT Total:**		**4,115.95**	**JUDICIAL DITCH 15**	**2 Vendors**	**2 Transactions**
693	DEPT			COUNTY DITCH NO 36		
	1563 **HOUSTON ENGINEERING INC**					
	41-693-000-0000-6261		100.20	CD36 SOFTWARE MAINT FEE DRAIN 12/11/2016 11/30/2017	0032931	PROFESSIONAL SERVICES
	1563 HOUSTON ENGINEERING INC		**100.20**	**1** Transactions		
693	**DEPT Total:**		**100.20**	**COUNTY DITCH NO 36**	**1 Vendors**	**1 Transactions**
41	**Fund Total:**		**9,603.33**	**DITCH FUND**		**41 Transactions**
	Final Total:		**204,345.65**	**168 Vendors**	**269 Transactions**	

Copyright 2010 Integrated Financial Systems

Recap by Fund

Fund	Amount	Name
1	77,840.70	GENERAL REVENUE FUND
2	1.45	RESERVES FUND
3	49,793.29	ROAD AND BRIDGE FUND
11	9,280.08	HUMAN SERVICES FUND
20	250.65	WASTE MANAGEMENT FUND
34	57,576.15	CAPITAL IMPROVEMENTS FUND
41	9,603.33	DITCH FUND
All Funds	204,345.65	Total

Approved by, ...

. . . . . .

. . . . . .

Copyright 2010 Integrated Financial Systems