BOARD AGENDA
BOARD OF WRIGHT COUNTY COMMISSIONERS
Tuesday, March 21, 2023

Tina Diedrick, District 1
Darek Vetsch, District 2
Jeanne Holland, District 3
Nadine Schoen, District 4
Michael Kaczmarek, District 5

I. PLEDGE OF ALLEGIANCE

II. MINUTES - DISPENSE WITH READING, APPROVE AS WRITTEN/REVISED

A. Approve the County Board Meeting Minutes from Tuesday, March 7, 2023

B. Approve the following Committee and Workshop Minutes:
1. Ditch Committee of the Whole Minutes (03-07-2023)
2. County Board Workshop Minutes (03-14-2023)
3. Ways and Means Committee Minutes (03-15-2023)

III. REVIEW & APPROVAL OF AGENDA

IV. CONSENT AGENDA

A. ADMINISTRATION

1. Authorized County Board Chair To Sign Letter Of Support Requesting Federal Funding For I-94 Expansion Project.

2. Authorize Signatures on Letter of Support for Senate File 843.

B. ATTORNEY

1. Consent for expenditures on Forfeiture Funds

C. COURT SERVICES

1. Alternatives to Detention grant awarded to Court Services

D. FINANCE & TAXPAYER SERVICES

1. Acknowledge Warrants Issued Between February 27, 2023 and March 8, 2023.

2. Motion to approve the reimbursement of the American Rescue Plan (ARP) Act Funds as Follows:
County ARP Funds:
Approval of County Reimbursement of $619.27 from 01-099-493.6910
Transfer Out Into 01-100-493.5910 Transfer In as Follows:
$619.27 for Administrative Expenses-Staff Costs
Approval of use of ARP funds from 01-099-493.
$24,491.80 2.34 Aid to Nonprofit Organizations- Cokato Charitable Trust
$2,953.47 2.2 Household Assistance: Rent, Mortgage, and Utility Aid

3. Motion to approve the reimbursement of the American Rescue Plan (ARP) Act Funds as follows:
County ARP Funds:
Approval of County Reimbursement of $141.32 from 01-099-493.6910
Transfer Out into 01-100-493.5910 Transfer In as follows:
$141.32 for Administrative Expenses-Staff Costs
Approval of use of ARP funds from 01-099-493-8467
$646,792.22 1.1 Community Violence Interventions-public safety radios

E. HUMAN RESOURCES

1. Approve and authorize signatures on the collective bargaining agreement and applicable MOA's with MNPEA (Non-Licensed Essential Sheriff Staff) for the 2023-2025 calendar years.

F. PROJECT ADMINISTRATION

1. Authorize staff to develop and sign an agreement to allow Riverside Church and its contractors and consultants to take and test samples of structural steel in the Human Services Center. The agreement will include the requirement to repair areas where samples were extracted.

V. TIMED AGENDA ITEMS

A. 9:02 AM VIRGIL HAWKINS, HIGHWAY DEPARTMENT

1. Approve Resolution of Final Acceptance for Contract No. 22-01 and authorize final payment to Knife River Corp. in the amount of $97,245.62

2. Award Contract No. 2301, for the 2023 Pavement Preservation contract, to Knife River Corporation of Sauk Rapids, MN

3. Award Contract No. 23-02 for the 2023 Seal Coat contract to Pearson Brothers, Inc. of Hanover, MN

4. Approve Transportation Committee of the Whole (TCOTW) meeting minutes from the Tuesday, February 21, 2023 meeting and act on recommendations.

5. Reject the one (1) bid that was received for the 2023 Pavement Markings Contract (23-03) and authorize re-bidding the contract to receive bids on Tuesday, April 11, 2023 at 10:00 a.m.

B. **9:23 AM STEVE JOBE, SURVEYOR**

1. Approve Resolution Proclaiming March 19-25, 2023 as National Surveyors Week in Wright County.

C. **9:30 AM MARC MATTICE, ADMINISTRATION**

1. Public Hearing: Changes In Fees For Service Schedule

D. **9:40 AM MATTHEW DETJEN, AGRICULTURE & DRAINAGE**

1. Schedule a Public Hearing on the Petition for Partial Abandonment on County Ditch #20

2. Approve the Finding and Order Appointing H2Over Viewers for the Redetermination of Benefits on County Ditch #14.

E. **9:48 AM ROSS DEMANT, PARKS & RECREATION**

1. Authorize signatures on 2023 Park Caretaker Agreement With Green View Inc. (Contract Attached)

2. Take Action On Parks Commission Recommendations:
1. Approve recommendation: To approve the recommended changes to the Bertram Chain of Lakes Advisory Board Rules and Bylaws

VI. ITEMS FOR CONSIDERATION

A. ADMINISTRATION

1. Adopt Resolution Authorizing Wright County Staff to Execute All Necessary Documents to Ensure Wright County Participation in the Multistate Settlements Relating to Opioid Supply Chain Participants, and in the Minnesota Opioids State-Subdivision Memorandum of Agreement.

B. COMMITTEE MINUTES

1. Approve the following Committee and Workshop Recommendations:
1. Ditch Committee of the Whole Recommendations (03-07-2023)
2. County Board Workshop Recommendations (03-14-2023)
3. Ways and Means Committee Recommendations (03-07-2023)

VII. ADVISORY COMMITTEE / ADVISORY BOARD UPDATES

VIII. ADJOURNMENT

IX. WARRANTS ISSUED

A. Warrants Issued

BOARD MINUTES
BOARD OF WRIGHT COUNTY COMMISSIONERS
Tuesday, March 7, 2023
DATE APPROVED: [ ]

Tina Diedrick, District 1
Darek Vetsch, District 2
Jeanne Holland, District 3
Nadine Schoen, District 4
Michael Kaczmarek, District 5

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

The Wright County Board met in regular session at 9:00 A.M. with Diedrick, Vetsch, Holland, and Kaczmarek present. Schoen was absent.

I. PLEDGE OF ALLEGIANCE

II. MINUTES - DISPENSE WITH READING, APPROVE AS WRITTEN/REVISED

A. Approve County Board Minutes:
1. County Board Minutes (02-07-2023)
2. County Board Minutes (02-21-2023)

Commissioner Tina Diedrick moved to approve the February 7, 2023 and February 21, 2023 County Board minutes. The motion was seconded by Commissioner Michael Kaczmarek.

For: 4; Against: 0; Abstain: 0; Absent: 1; Recused: 0

B. Approve Committee Minutes:
1. Personnel Committee Minutes (02-08-2023)
2. Personnel Committee Minutes (02-28-2023)
3. Committee of The Whole 10 a.m. Minutes (02-27-2023)
4. Committee of The Whole 1 p.m. Minutes (02-27-2023)

Kaczmarek said Recommendation number IV in the Personnel Committee minutes from February 8, 2023, says “business analyst,” and it should be “budget analyst.”.

Kaczmarek moved to approve all four committee minutes with the change made to Recommendation IV of the February 8, 2023 Personnel Committee minutes. The motion was seconded by Diedrick.

For: 4; Against: 0; Abstain: 0; Absent: 1; Recused: 0

III. REVIEW & APPROVAL OF AGENDA

Assistant County Attorney Greg Kryzer asked to discuss the membership for the Tuesday, March 7 Joint Ditch meeting at the end of the Items for Consideration. Commissioner Darek Vetsch added it as Item 3.

Commissioner Jeanne Holland moved to approve the agenda with the addition made by Kryzer to discuss the Joint Ditch meeting membership. Kaczmarek seconded the motion.

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For: 4; Against: 0; Abstain: 0; Absent: 1; Recused: 0

IV. CONSENT AGENDA

Kaczmarek asked to remove Item A1, authorize signatures on letters of support for Wright Technical Center bonding request.

Vetsch asked to remove Item B2, the motion to approve the reimbursement of the American Rescue Plan (ARP) Act funds.

Kaczmarek moved to approve the Consent Agenda with Items A1 and B2 removed for discussion. Diedrick seconded the motion.

For: 4; Against: 0; Abstain: 0; Absent: 1; Recused: 0

A. ADMINISTRATION

1. Authorize Signatures on Letter of Support for Wright Technical Center Bonding Request

Kaczmarek said the board had approved specific legislative priorities to be sent on to Flaherty & Hood to take before the legislators. He asked if this issue of the letter of support for Wright Technical Center would be given the same weight as the other legislative priorities. Vetsch said this request was formalized in late January 2023 and it missed the legislators meeting and therefore it missed the opportunity to be considered for one of the county's platform items. The letter is an ask to be a layer of support for the Wright Technical Center, not for Wright County to be one of its champions. The Wright County Economic Development Partnership (WCEDP) and the Wright Technical Center are the champions of this request.

Kaczmarek asked if this was an official ask for the county lobbyist to be used to help facilitate or promote this cause. Vetsch said at this time the ask was just for a letter of support and not necessarily for the aid of the county's lobbying firm.

WCEDP Director Jolene Foss said the funding referred to in the letter is a significant need for Wright Technical Center to maintain its position in the community that it has held for the last 50 years. She said the WCEDP did get a House File 2069, and a Senate File 1856, requesting $9.5 million for the long-term facilities maintenance. The bills have been introduced to the Minnesota State Legislature and the hearings are to be scheduled with the Capital Investment Committee. She will be meeting with District 29A Representative Joe McDonald and has met with several local legislators. She also has meetings set with the Chair, Vice Chair, minority and ranking members of the Capital Investment Committee to push the legislation forward.

Foss said the WCEDP does not have a lobbyist, however she has reached out to Senior Attorney and Lobbyist Shane Zahrt of Flaherty & Hood, to ask for guidance on drafting letters of support. So far WCEDP has received a great response from more than 20 organizations including Wright County Community Action and Sherburne County. She requested the letter of support be signed and asked for the county to share Zahrt on some of the issues mentioned. She said it would be a great help to the WCEDP's fight to save the Wright Technical Center.

She said that the WCEDP is a non-profit and does not have the budget for a lobbyist.

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Kaczmarek asked what the cost would be to allow the WCEDP to access Zahrt. Vetsch said any work done would be billed upon use and Flaherty & Hood would track the time used to offer guidance to the WCEDP. Kaczmarek said this question was a separate issue that created a precedent he did not believe was appropriate as it was outside the county's legislative platforms. He asked where the board would draw the line in the future for helping other non-profits. Foss said she was willing to meet with as many of the legislators as she could. She said that Wright Technical Center Executive Director Brian Koslofsky and herself were willing to testify at any hearing that may be called. She said that this issue has such a regional significance to not only Wright County's 16 cities and nine school districts, but to the neighboring counties and school districts as well, that she requested the board to grant an exception to allow Zahrt to be utilized in the promotion of this bill passage.

Vetsch applauded the work done by Foss and Koslofsky, acknowledging the breadth of work done in such a short amount of time. He agreed that there were no indications the funding would improve in the future, and that the current financial situation was not sustainable. He noted the difficulty local schools were having passing referendums and the comparative inequities rural and urban schools are facing. Vetsch said this bill is one way to reduce the burden to schools that fund Wright Technical Center. He said receiving these funds would put a bit of a stop gap into the financial shortfall.

Foss said the Tech Center is a cooperative vocational school and does not have the ability to levy. The building is almost 50 years old and in need of improvements and modernization. Workforce development has become a top priority for economic development in the nation. This is the last cooperative high school in the state. In the last 50 years more than 30,000 students have received training there and the hope is to see that many receive training there in the next 50 years.

Vetsch said one discussion is that the WCEDP could reallocate its budget and try to find funds for an individual, standalone contract with Flaherty & Hood. The economy of scale would be lost, and the cost of the contract would be substantially higher than what the WCEDP could afford. He said if the WCEDP were to piggyback on the county's existing contract with Flaherty & Hood and the work was billed normally, the cost would be very different. Diedrick said she supported the request for assistance, and the potential impact it could have for the students, work force, and economy. She asked if the lobbying cost would be paid through the Economic Development Authority (EDA). Vetsch said the account that pays for Flaherty & Hood is Professional Services, so it did not matter if the EDA paid or if it came out of the county budget. The contract with Flaherty & Hood is fluid. The board adds topics as needed to utilize its services. Foss said it would not consume an excessive amount of time for the lobbyist as she has committed to do a significant amount of the work needed. Kaczmarek said he supports the letter, but he draws the line at the use of the lobbyist.

Holland said this is an important topic for the county. She said as a former board member for the Wright Technical Center she was aware of its many attempts to get funding. She said the legislators tended to be hands off. She is hopeful that with new legislators and the aid of the county lobbyist this bill will be successful. She confirmed that the contract with Flaherty & Hood has a not-to-exceed amount of $55,000. She agreed that the smaller schools will be most benefitted as the Wright Technical Center provides much needed support.

Kaczmarek moved to approve the letter of support for the Wright Technical Center bonding request. The motion was seconded by Holland.

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For: 4; Against: 0; Abstain: 0; Absent: 1; Recused: 0

Diedrick moved to approve the utilization of the Flaherty & Hood contract by the WCEDP. Holland seconded the motion.

For: 4; Against: 0; Abstain: 0; Absent: 1; Recused: 0

B. FINANCE & TAXPAYER SERVICES

1. Acknowledge Warrants Issued Between February 13, 2023 And February 24, 2023.

2. Motion to approve the reimbursement of the American Rescue Plan (ARP) Act Funds as follows:

   Approval of use of ARP funds from 01-099-493.
   $6,775.00 2.34 Aid to Nonprofit Organizations- Cokato Charitable Trust
   $200,000.00 2.34 Aid to Nonprofit Organizations-Community Dental

Vetsch said he wanted to discuss the Community Dental request for $200,000. He said the information was too limited to vote on. He asked if the Community Dental Clinic had received ARP funds from any other municipalities. Assistant Director of Finance and Taxpayer Services Heather Lemieux said the county had asked Community Dental if it was getting any other funding or grant reimbursement. She said it was a requirement that the clinic not receive any Medical Assistance (MA) funds, which it has not. Project Administrator Elizabeth Karels said that in the beginning of 2022 a grant was approved by the board that outlined expenses to be covered by the reimbursement grant. That grant included staff cost, equipment, and miscellaneous operating supplies. She said the invoice that was submitted matched what was allowed by the grant. She said Community Dental was not asked about other ARP funding received because the county had already granted it the $200,000. Diedrick asked if having the actual grant application included in the packet would help avoid any misunderstandings, especially the new board members.

Vetsch said he was looking to see a better description for what was being reimbursed. He wanted to see a better picture of its funding, especially as Wright County helped fund the project through federal grant money. Vetsch said he hoped surrounding counties and communities were supporting the clinic as well. He said it was important for transparency that it was known how the funds were being used. He reiterated that the clinic could not accept any appointment being paid by MA and was servicing patients with little to no income.

Karels said the clinic submitted an invoice, showing $150,000 for staff wages, $30,000 for lab fees and supplies, and $20,000 for technology which matched what was entered in the grant application.

Kaczmarek said the last time the board took a vote on the grant was January 18, 2022. He said since then the county had given the clinic $1.8 million and discounted rent. He said the county thought it would be getting state bonding funds for $1.6 million, which after more than a year after the vote have not been received. He asked about the audit that is supposed to be performed. Lemieux said an internal audit will be done. Kaczmarek said he is not willing to give another $200,000 until there is accountability

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for the money that has been given to it. Vetsch said the funding was given in large part to shore up the clinic's startup costs. He said he was frustrated hearing that much of the cost was wages as when the request for the grant was made it was conveyed that the clinic was coming up short in fundraising due to not being able to use bonding money to pay for the internal equipment. He said at the time the board believed it was helping to cover the cost of the equipment when it was spent on wages. Lemieux said the clinic is getting reimbursed by the Economic Assistance Grant under ARP, so it is required to give documentation that it incurred the costs it is being reimbursed for, which is why the clinic is using salary and wages. Health and Human Services Director Jami Goodrum said she was aware that wages were a large part of the startup costs. She said the clinic did raise $1 million for the equipment budget. Vetsch said it would be in bad faith to not fulfill the grant as agreed. He said he would support approving it but had different expectations on how the money was spent. He said the money was not spent irresponsibly as the need was real. Goodrum said good faith works on both sides.

Diedrick moved to approve the use of ARP funds to aid Cokato Charitable Trust and Community Dental. The motion was seconded by Holland.

For: 3; Against: 1; Abstain: 0; Absent: 1; Recused: 0

3. Approval of increase in the change fund of Finance and Taxpayer Service from $5,000 to $5,300.

4. Motion to approve transfer and budget adjustment of $50,884.64 from Capital Improvements Fund (34-170-071-8412-6910-000000) to General Fund (01-041-071-8412-5910-000000) for poll pads.

C. HEALTH & HUMAN SERVICES

1. Approve Opioid Settlement Advisory Council Appointment, Member Approval:
a. David Decker is applying as a Community Member at Large. He represents District 2.

D. PLANNING & ZONING

1. Accept the Findings and Recommendations of the Planning Commission for the Request to Rezone: Charles Webb - (Southside Twp.) Rezoning the North 50 ft. of PID# 217-000-332404 from R1-Urban/Rural Transition & S2-Shoreland to R2-Suburban Residential & S2-Shoreland.

E. PROJECT ADMINISTRATION

1. Approve the following grant applications:

WQG-001 COKATO STORMWATER POND ($250,000)
WQG-002 MONTICELLO DITCH 33 OUTLET IMPROVEMENTS ($970,625)
WQG-003 INDIAN LAKE GULLY REPAIR ($159,375)
WQG-004 DELANO DITCH 34 IMPROVEMENTS ($400,000)
WQG-005 OTSEGO CREEK RESTORATION PROJECT ($210,000)

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WQG-006 HOWARD LAKE WATERSHED IMPROVEMENT STUDY ($10,000)

Upon approval, staff will execute grant agreements.

V. TIMED AGENDA ITEMS

A. 9:02 AM - MARC MATTICE, ADMINISTRATION

1. Authorize Signatures by County Board Chair on Xcel Energy Easement Relocation Affecting Wright County Property (Fairgrounds)

Assistant County Administrator Marc Mattice said he had been working with Xcel Energy for the redetermination of easement at the county fairgrounds. He said Xcel is looking for a signature from the board to authorize the easement relocation affecting the Wright County Fairgrounds. Kaczmarek said the fair board met Monday, March 6, and it is in favor of the relocation. He also said that if there are any poles that are not being utilized because of the relocation, the fair board would appreciate them being left in place. He said the board wanted them for future lighting.

Holland moved to authorize the signatures by the county board on Xcel Energy easement relocation affecting Wright County property (fairgrounds). Kaczmarek seconded the motion.

For: 4; Against: 0; Abstain: 0; Absent: 1; Recused: 0

B. 9:07 AM MATTHEW DETJEN - AGRICULTURE & DRAINAGE

1. Update County Board on the Purpose of Public Hearing Scheduled for 3/7/2023 At 10:30 a.m.

Agriculture & Drainage Coordinator Matthew Detjen said the scope of the Tuesday, March 7 public hearing will be changed. He said the hearing will be to schedule a future public hearing. He said that due to Commissioner Nadine Schoen's absence the board will need to appoint a replacement board member. Diedrick said she would sit in for Schoen.

Kaczmarek moved to appoint District 1 as the alternate to the Joint Drainage Authority of Wright, McLeod, and Meeker counties acting as the Drainage Authority for Joint Ditch #15. Holland seconded the motion.

For: 4; Against: 0; Abstain: 0; Absent: 1; Recused: 0

2. Joint Ditch Meeting to Schedule a Public Hearing on an Application to do Work Within the Drainage System Right of Way on Joint Ditch #15

Detjen said that while this project does not need a public hearing, it will be scheduled in addition to the future public hearing,

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3. Approval of Payment Application #9 for $41,258.58 to Blackstone Contractors, LLC for County Ditch (CD) #10.

Detjen said the public hearing was held and the decision was made to withhold 10 percent from the final payment until the ground has defrosted and the punch list is completed.

Holland moved to approve payment #9 for $41,258.58 to Blackstone Contractors, LLC for CD #10. Diedrick seconded the motion.

For: 4; Against: 0; Abstain: 0; Absent: 1; Recused: 0

4. Resolution to Approve the Findings in Order and Accepting the Contract for Repairs on County Ditch #10

Detjen said staff had drafted the findings in order per the board's request. Diedrick asked how needed repairs will be handled once they become apparent after the snow melts. Detjen said there were repairs that were known and as further repairs become apparent, they would be added to the list. Kaczmarek said he had spoken with Detjen, and they agreed it would be best to have the final hearings once the thaw has happened to ensure the work is done.

Kaczmarek moved to approve the findings in order and accept the contract for repairs on CD #10. The motion was seconded by Holland. There was a roll call vote:

Aye: 4; Nay: 0; Abstain: 0; Absent: 1; Recused: 0

Names:
For: Diedrick-Tina, Holland-Jeanne, Kaczmarek-Michael, Vetsch-Darek

Absent: Schoen

C. 9:19 AM LINDSEY MEYER - FINANCE & TAXPAYER SERVICES

1. Schedule a Committee of the Whole (COTW) Meeting to Discuss Election Operations

Director of Finance and Taxpayer Services Lindsey Meyer said that a month ago there was a meeting held with Vetsch, herself, Assistant County Administrator Clay Wilfahrt, and several members of the public, discussing some concerns these individuals had in the operations of the election team. Meyer said that because of the meeting it was decided to present the findings to the full board. Vetsch had asked for some comparative information on registered voters, and absentee voting. Vetsch said the timeline was intended to ensure the members of the public could attend. 3 p.m. Monday, March 27 was recommended.

Kaczmarek moved to schedule a COTW meeting to discuss election operations at 3 p.m. Monday, March 27. The motion was seconded by Holland.

For: 4; Against: 0; Abstain: 0; Absent: 1; Recused: 0

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D. 9:30 AM - LEE KELLY, ADMINISTRATION

1. EMPLOYEE RECOGNITION CEREMONY
    1. Employee of the Year Award
    2. Group of the Year Award
    3. Quarterly Years of Service (2023 Q1)

County Administrator Lee Kelly said this day is one the board and administration looks forward to as it gets to celebrate the great work the staff does throughout the year. Kelly read the names of the Honorable Mention Individual Achievement nominees.

From Administration, Philip Hodges.

From the Attorney's Office, Brian Lutes.

From Finance, Lindsay Salo.

From Health & Human Services, Kaylyn Sayen, Kelsey Collier, Ellen Tschimperle, Beth Hammer, Jill VanBeusekom, Lisa Wilson, Daisy Blanchette, Holly Hamers, Roseanne Duran, Janet Marquette, Andrea Bixby, Rachel Bratz, Emily Anderson, Jana Hogenson, and Kelly Hierstand.

From Human Resources, Lori Pawelk.

From Information Technology, Angelique Petitta.

From Parks and Recreation, Carson Law.

From Project Administration, Rebecca Murphy and Elizabeth Karels.

The winner of the 2022 Individual Achievement Award is:
Director of Public Health Sarah Grosshuesch.

Financial Services Manager Kim Johnson read her nomination of Grosshuesch.

Sarah has demonstrated her leadership and commitment to the well-being of the residents of Wright County. Through her hard work and dedication serving as the lead Public Health Strategist on the Community Dental project she played a significant role in bridging the gap in dental care for Wright County and surrounding areas.

Sarah's significant contribution leading this project demonstrates why she was chosen as Employee of the Year. There has been a gap in dental care in Wright County and across the state for many years. The Public Health Task Force had a vision of bringing a dental clinic to Wright County but prior to 2017 the project seemed almost unreachable. Sarah joined Wright County in August of 2017 and longstanding task force member Dr. Ray-Mader said, "Sarah came in and took to the project like she had been involved the whole time." Under Sarah's leadership things started to fall into place. One by one the task force started to overcome barriers by proving the need, recruiting dentists and insurance companies and by raising funds. Sarah not only served as the lead Public Health Strategist but she also promoted the idea at meetings across the state. All of the hard work came to fruition when Community Dental opened in the Wright County Government Center on September 19, 2022. Community Dental is filling the dental gap. As of January 7, 2023 they have served more

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than 1,600 unique patients. Through 2,800 patient visits 91 percent of the patients served use public programs, 4 percent are uninsured, 22 percent of the visits were emergencies, and 50 percent of the patients are children under the age of 21. Community Dental has scheduled 1,900 future appointments.
Sarah attributes the success of the dental clinic project to the task force, she said "That group is a powerhouse".
Sarah stepped into the position as Public Health Director, she embraced the challenge of bridging the dental gap in our community, she made contacts, promoted the idea, followed up, and provided the direction needed to empower the taskforce to accomplish great things. Sarah has now taken this success and shared it at a national conference to help guide others who would like to do the same thing. Sarah is a shining example of the kind of leaders we need here at Wright County Thank you for your service to Wright County and your community.

Holland congratulated Grosshuesch and thanked her for her kindness and knowledge. Grosshuesch said she could not underscore the importance of the task force. She said this was a project that was driven by the community. The idea was brought forward for bonding to support the clinic were brought forward before Covid. She said thank you and said there were many who helped along the way. Vetsch congratulated Grosshuesch saying her work with the Opioid Task Force and the Pandemic support she gave locally and at the state level would have been enough to win this honor. Grosshuesch thanked the board and Goodrum.

Kelly moved to the group achievement award recipient. Seven groups received honorable mention. The Finance Team, Alicia Gillham, Carla Nelson, Christy Houle, Dianna Zubrod, Donald Baron, Heather Lemieux, Janice Edmonson, Jennifer Rasset, Joseph Rotz, Kate Dahl, Kellie Niesen, Kristan Engel, Marcus Yang, Marsha Kutz, Patsy Waytashek, Ryan Kotila, Sara Hamann, Shawne Lindenfelser, and Wendy Marschel.

The Information Technology (IT) Development Team: Mike Janckila, Angelique Petitta, David Angell, Kolja Sommer, Alba Kampa, Christopher Greenwald.

The IT Team: Belynda Pageau, Brandon Rathe, Brent Cornillez, Frank Petitta, Ill, Frank Petitta Jr., Isaac Mize, Jacob Swanson, Jason Brown, Jason Banick, Jesus Castillo, Jolette Adelman, Joshua Fox,, Mark Staller, Mark Kellogg, Mason Coaty, Matthew Fomby, Misty Thibodeaux, Ryan Parnell, Stephen Mize, Tau Pho, Travis Earls, Zack Kuphal, Mike Janckila, Angelique Petitta, David Angell, Kolja Sommer, Alba Kampa, Christopher Greenwald.

The Recorder’s Office: Tanya West, Angela Angerhofer, Anne LaTour, Casey Badeaux, Danielle Lee, Jeanne Lewandoski, Kathleen Albers, Kathy Green, Kelly Day, Kyle Myers, Mary Cogley, MaryJo Faulhaber, Michelle Gardner, Paula Thompson, and Trinity Nathe.

The Sheriff’s Jail Division: Edward Adams, Alex Anderson, Lauren Arnevik, Terry Baxter, Blake Baynes, Kimberly Bodem, Darrell Bruestle, David Carlson, Heather Clanton, Robert Dubois, Cynthia Dupont, Danielle Elliott, Chad Engel, Noelle Flesher, Charron Gobind, Cori Hemming, Kaitlyn Hoffmann, Samuel Hoover, Vincent Horn, Quinn Huebner, Shannon Hunter, Lukas Husom, Nicholas Johnson, Milly Koscianski, David Lamberts, Brett Larose, Renita Lewis, Kent Lipelt, Daniel Lothert, Ashley Martineau, Christopher Mazer, Joshua Mertens, James Miller, Tyler Neibert, Jacob Nelson, Leah Novak, Richard Olson, Patrick O'Malley, Joshua Orsatti, Joseph Paskach, Robert Rajtar, Anthony Robeck, Nathan Roemer, Jacob Scheierl, Kyle Shea, Matthew Silbernagel, Michael Silbernagel, Brandon Steen, Eric Stemper, Anthony Tugbe,

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Melissa Tverberg, Alexander Vars, Joseph Vollbrecht, Andrew Wallisch, Ian Warpula, David Wermerskirchen, Alexander Willems, Jeremy Wojciechowski, Lori Wojciechowski, William Wolak, and David Yang.

The Sheriff's Office Patrol Sergeants: Peter Walker, Kevin Triplett, Benjamin Schaap, Jason Oltmanns, Mark Olson, Joleen Miller, Dustin Miller, Jeffrey Mc Mackins, Adam Lund, Nicholas Lee, Russell Erkens, and Jordan Barto.

The Project Portfolio Management (PPM) Intake Team: Rebecca Murphy, Zack Breyen, Jeremy Huebsch, Jeremy Kringler, Frank Petitta Jr., Misty Thibodeaux, Michael Janckila, Josh Fox, Jason Banick, Tau Pho, Caroline Bachun, Brent Cornillez, Tim Dahl, Larkin Walter, and Alek Halverson.

Kelly announced the winners of the 2022 Wright County Group of the Year to be the Facilities team, led by Facilities Director Alan Wilczek: They are Pete Kile, Robbie Klimmek, Kevin Worcester, John Pregler, Matthew Arant, Shawn Olson, Robert Burns, William Vogel, Luke Ross, Marc Thibodeaux, Jeffery Peterson, Dana Oliver, James Gulliford, Jack Jonas, and Tim Fox.

Wilczek read the nominations submitted by Communications Specialist John Holler and Audio/Visual Technician Frank Petitta III. Holler wrote:

> *Overseeing the once-in-a-generation move of hundreds of employees from two facilities (the old Government Center and Human Services Center) into the new Government Center would be a massive undertaking under ideal conditions. Throw in a pandemic with constant supply-chain breakdowns during the construction process made this an epic challenge. Our facilities staff were (and remain) our frontline boots on the ground both for the new facility 400 employees moved into and the vacated facilities they have maintained for future sale. As with any project of this magnitude, change orders and unexpected hurdles came in their way often and our facilities staff addressed each issue as it arose and fixed it. They deserve a lot more credit than they receive for the awesome (and often unnoticed) work they do on a daily basis, and I was proud to nominate this crew for Group of the Year and recognize their achievement for making the transition as seamless as possible under far-from-ideal circumstances.*

Petitta wrote:

> *They regularly help with the mounting of new equipment and changing conference room layouts. The facilities team is an integral part of the County. From everyday tasks like snow removal and general maintenance, the facilities team makes sure the county campus is a safe and well-maintained area for both the public and the employees. I've worked on many projects in my short two years with the county, each one involving help from the facilities team. I absolutely could not accomplish many of my daily tasks without their help. The facilities team always*

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has a good attitude no matter what the project requirements, and truly set a great example.

Wilczek said his group is unique in that several their clients are the county departments. His team works with anybody who steps foot on the campus from citizens of the county to the landscapers. He said there have been challenges to overcome and multiple activities on the campus. He said they have multiple tasks that the team does behind the scenes to ensure the smooth running of the county. He thanked the board and his team.

Vetsch congratulated the facilities team and said this honor had been building over the last two to three years. He said over the last couple of years the facilities group has had to work on things with no blueprints from Covid barriers to supply chain issues.

Kelly thanked the Employee Recognition Team for their tireless, hard work. The committee consists of Tanya West, Jessi Miller, Delia Scepaniak, Bridget McGriff, Brian Johnson, Casey Badeaux, Kim Johnson, Melissa Muering-Paulson, and Marc Mattice.

Vetsch and Kaczmarek read the names for the Years of Service Recognitions, Holland and Diedrick handed out the certificates and gifts to the employees.

Celebrating 30 years of service were: Michael Kaczmarek (County Board) and Michael MacMillan (Court Services.)

Celebrating 25 years of service were: Wendy Marschel (Finance), Alicia Gillham, (Finance), Tony Endreson (Sheriff), Lisa Fox (Sheriff), Raande Howe (Sheriff), and Troy Wachter (Sheriff).

Celebrating 20 years of service were: Joshua Wilson (Parks & Recreation) and Georgina Turner (Health & Human Services).

Celebrating 15 years of service were, Daniel Cotten (Sheriff), Brandy Vollbrecht (Health & Human Services), Marisa Ferguson (Health & Human Services), Colleen Majkrzak (Veteran Services), and Russell Erkens (Sheriff).

Celebrating five years of service were, Tayler Marschel (Sheriff), Steven Furry (Sheriff), Whitney Moran (Health & Human Services), Robbie Klimmek (Facilities), Thomas Peterson (Sheriff), Barbara Lee (Court Services) Ryan Kotila (Finance), Leah Novak (Sheriff), and Stephen Waddell (Planning & Zoning).

Vetsch thanked the employees for their hard work and loyalty.

A five-minute recess was called at 9:52 a.m. and the meeting reconvened at 9:57 a.m.

VI. ITEMS FOR CONSIDERATION

A. ADMINISTRATION

1. Discuss March 14 Workshop Agenda

Vetsch said there was a request to put together an educational discussion based on items from the Enterprise Resource Planning (ERP), from scope, target, impact, and cost.

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There is also a discussion request to go over regarding the ARP funding and history.

Vetsch said there will be an educational fiscal policy overview of the county board.

Vetsch said there would also be a legislative update. Schoen will call in as well.

Kelly said HHS would like to make a presentation on homelessness in Wright County.

Diedrick moved to approve the Workshop Agenda for March 14. The motion was seconded by Holland.

For: 4; Against: 0; Abstain: 0; Absent: 1; Recused: 0

2. COMMITTEE MINUTES

a. Approve Committee Recommendations:
1. Personnel Committee Recommendations (02-08-2023)
2. Personnel Committee Recommendations (02-28-2023)
3. Committee Of The Whole 10 a.m. Recommendations (02-27-2023)
4. Committee Of The Whole 1 p.m. Recommendations (02-27-2023)

Vetsch read through the recommendations from the February 8, 2023 Personnel Committee. Kaczmarek said he wanted a discussion about Item IV, the request for the staff accountant. He said he had a budget amendment form that had the overtime figure at 1,855.50 hours and asked if there was an updated or revised amendment to that form. Vetsch said and Meyer affirmed that the dollar amount was correct while the hours were not correct due to exempt employees being added to the original equation. Kaczmarek said this request had come up for discussion in 2021. He said a part of the original request was approved in 2021, and now early in 2023 there is a request for the position that had been rejected in 2021. He said it would be appropriate to have a budget season where these kinds of requests are handled. He said he would not approve the recommendation for a Finance Staff Accountant.

Kaczmarek moved to deny the recommendation number IV from the February 8 Personnel Committee, “to have staff post an available position to hire a finance staff accountant. To have staff bring more information to an upcoming Personnel Committee meeting to discuss the need for a Human Resources (HR) Tech. To discuss the need to hire a Business Analyst at the next Personnel Committee meeting.” The motion died for lack of a second.

Vetsch said these staff positions are not being driven by ERP. He said these positions were scouted years ago and are driven by the growth of the county. He said these positions are being created to handle the growing needs of the county.

Kaczmarek brought up Item VII of the February Personnel Committee, “to have Jacob Anson apply for a federally-sponsored Homeland Security training.” He asked how many Emergency Managers were in the county. Kelly said there

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were three-two in the Sheriff's Office and one in HHS. Kaczmarek said he looked at the program being asked about and it is more of a master's degree program than a training program. He said the cost was about $18,000 to $20,000 to payroll, accounting for 12 weeks.

There was a discussion between Goodrum, Vetsch, Grosshuesch and Wright County Sheriff Sean Deringer regarding the position within the county of supporting the education of its employees for the betterment of the county. Deringer spoke of attending an 11-week Federal Bureau of Investigation (FBI) course in 2015 that is still paying dividends in 2023.

Grosshuesch said this request is not a given, rather it is a request for the employee to apply to the program. Deringer said if this program were available to any of his staff, he would do what was needed to ensure the position was covered. Vetsch said this program is a net zero cost for the county. It is considered training which means the employee is still working. Deringer pointed out that most of these programs are paid with a grant. Diedrick said it was important to know that the board was behind them encouraging them to pursue furthering education.

Diedrick moved to recommend approval of the recommendations from the four committees The motion was seconded by Holland.

For: 4; Against: 0; Abstain: 0; Absent: 1; Recused: 0

VII. ADVISORY COMMITTEE / ADVISORY BOARD UPDATES

Vetsch said Advisory Committee/Advisory Board updates would be skipped due to scheduling conflicts.

VIII. ADJOURNMENT

IX. WARRANTS ISSUED

A. Warrants Issued

The meeting adjourned at 10:35 a.m.
Minutes submitted by Philip Hodges, Administrative Specialist

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WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Lee Kelly

Requestor Title
County Administrator

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
3/21/2023 9:00 AM - Board of Wright County Commissioners

Agenda Item Type
(•) RFBA ( ) Minutes Submission ( ) Warrants Submission

Target Section
(•) Consent Agenda ( ) Timed Agenda
( ) Item for Consideration

Originator
DAS4111

Item Details

Board Action Requested *
Approve the County Board Meeting Minutes from Tuesday, March 7, 2023

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve County Board Meeting Minutes
1.County Board Minutes (03-07-2023)
2. County Board Workshop (03-14-2023)

Value Stream the request primarily aligns with:
Optimize Civic Engagement

Briefly describe how the request aligns with the selected value stream.
Approve County Board Meeting Minutes

Describe the impact on staffing resources.
No Impact.

Fiscal Impact:
No Impact.

Background/Justification:
Approve County Board Meeting Minutes

Route for Review and Approval

☐ Finance Review ☐ Legal Review ☐ Risk Mgmt Review ☐ Skip Workflow

Agenda Item Attachments (2)

Document Name	Attachment Type
03-07-2023 County Board Meeting Minutes Draft.pdf	Attachment
03-14-2023 Wright County Board Workshop Minutes DRAFT.pdf	Attachment

Item Properties (click to expand)

Item Created By (Real Name):
Delia A. Scepaniak

Created By User's Email Address
Delia.Scepaniak@co.wright.mn.us

Item Created By (User Name):
DAS4111

Date Stored
03/16/2023

Document Handle
12347486

Current User's Name
UNITYSCHED

Current User's Real Name
Unity Scheduler Service Account

Current User's Email Address

Agenda Item Type: *
Agenda Item Form - RFBA

Agenda Item Type
AGENDA ITEM FORM - RFBA

Meeting View Type
0

Keywords

kw Meeting Type
Board Meeting

kw Meeting Date
03/21/2023

kw Agenda Item Caption
Approve County Board Meeting Minutes
1.County Board Minutes (03-07-2023)
2. County Board Workshop (03-14-2023)

Agenda Item Key
2539

Ownership Group
AM-ADMIN

Agenda Unique ID
03/16/2023 11:57:03

Submitter Email Address
Delia.Scepaniak@co.wright.mn.us

Agenda Item Att Order
1

Changes Requested

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Lee Kelly

Requestor Title
County Administrator

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
3/21/2023 9:00 AM - Board of Wright County Commissioners

Agenda Item Type
(•) RFBA ( ) Minutes Submission ( ) Warrants Submission

Target Section
(•) Consent Agenda ( ) Timed Agenda
( ) Item for Consideration

Originator
DAS4111

Item Details

Board Action Requested *
Approve the County Board Meeting Minutes from Tuesday, March 7, 2023

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve County Board Meeting and Workshop Minutes
1.County Board Minutes (03-07-2023)
2. County Board Workshop (03-14-2023)

Value Stream the request primarily aligns with:
Optimize Civic Engagement

Briefly describe how the request aligns with the selected value stream.
Approve County Board Meeting Minutes

Describe the impact on staffing resources.
No Impact.

Fiscal Impact:
No Impact.

Background/Justification:
Approve County Board Meeting Minutes

Route for Review and Approval

- [ ] County Administrator
- [x] Assistant County Administrator
- [ ] Finance Review
- [ ] Legal Review
- [ ] Risk Mgmt Review
- [ ] Skip Workflow

Agenda Item Attachments (2)

Document Name	Attachment Type
03-07-2023 County Board Meeting Minutes Draft.pdf	Attachment
03-14-2023 Wright County Board Workshop Minutes DRAFT.pdf	Attachment

☐ Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes
1

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Lee Kelly

Requestor Title
County Administrator

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
3/21/2023 9:00 AM - Board of Wright County Commissioners

Agenda Item Type
(•) RFBA ( ) Minutes Submission ( ) Warrants Submission

Target Section
(•) Consent Agenda ( ) Timed Agenda
( ) Item for Consideration

Originator
DAS4111

Item Details

Board Action Requested *
Approve the following Committee and Workshop Minutes:
1. Ditch Committee of the Whole Minutes (03-07-2023)
2. County Board Workshop Minutes (03-14-2023)
3. Ways and Means Committee Minutes (03-15-2023)

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve the following Committee and Workshop Minutes:
1. Ditch Committee of the Whole Minutes (03-07-2023)
2. County Board Workshop Minutes (03-14-2023)
3. Ways and Means Committee Minutes (03-15-2023)

Value Stream the request primarily aligns with:
Optimize Civic Engagement

Briefly describe how the request aligns with the selected value stream.
Approve Committee and Workshop Minutes

Describe the impact on staffing resources.
No Impact.

Fiscal Impact:
No Impact.

Background/Justification:
Approve Committee and Workshop Minutes

Route for Review and Approval

☐ County Administrator	☑ Assistant County Administrator	☐ Finance Review	☐ Legal Review	☐ Risk Mgmt Review	☐ Skip Workflow

Agenda Item Attachments (3)

Document Name	Attachment Type
03-07-2023 Ditch Committee of the Whole Minutes-Draft.docx	Attachment
03-14-2023 Wright County Board Workshop Minutes DRAFT.pdf	Attachment
03-15-2023 Ways & Means Committee Minutes Draft.pdf	Attachment

☐ Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes
1

JOINT DRAINAGE AUTHORITY OF WRIGHT, MCLEOD, AND MEEKER COUNTIES ACTING AS THE DRAINAGE AUTHORITY FOR JOINT DITCH 15
DATE: MARCH 7, 2023

DATE APPROVED: [ ]

Paul Johnson	Meeker
Joseph Nagel	McLeod
Jeanne Holland	Wright
Nadine Schoen	Wright
Michael Kaczmarek	Wright

	Members Present:	Tina Diedrick, Jeanne Holland, Michael Kaczmarek (Remote): Paul Johnson
	Members Absent:	Nadine Schoen, Joseph Nagel
	Others Present:	Matthew Detjen, Greg Kryzer, Lee Kelly, Janice Edmonson, Marc Mattice, (Remote) Wes Boll, Terry Johnson, Sam Munson, John Condon

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

I. Public Hearing on the Petition for Partial Abandonment of Joint Ditch (JD) #15 under Minnesota Statue 103E.806.

Agriculture & Ditch Coordinator Matthew Detjen said that the purpose of this meeting was to schedule a public hearing for the Joint Drainage Authority of Wright, McLeod, and Meeker counties acting as the Drainage Authority for Joint Ditch #15. The public hearing is to discuss the petition made by a benefitted landowner for partial abandonment of Branch 1 of Joint Ditch #15. The public hearing is being held per Minnesota Statute 103E.806 Subd. 3, that says when a petition for partial abandonment is filed with the auditor the joint board shall schedule a public hearing on the petition. The statute requires notice to be published in the official county newspaper and all benefitted landowners on the ditch system to be contacted. At the future hearing the petition will be discussed and the Joint Ditch Authority which includes the three Wright County Commissioners as well as one commissioner each from McLeod and Meeker counties shall make a decision on the petition. Detjen directed the present members to select a Chair and Vice Chair for future meetings.

Drainage Authority Member Tina Diedrick, sitting in for Drainage Authority Member Nadine Schoen, nominated Drainage Authority Member Michael Kaczmarek for Chair. The motion was seconded by Drainage Authority Member Jeanne Holland. The motion carried 3-0.

Diedrick nominated Holland as Vice Chair. Kaczmarek seconded the motion. The motion carried 3-0.

Detjen requested a date for the public hearing noting the scheduling needs of commissioners involved. Kaczmarek recommended 10 a.m. Monday, April 17. Assistant County Attorney Greg Kryzer said this would need to be an in-person only meeting.

Holland motioned that the public hearing for the Joint Drainage Authority of Wright, McLeod and Meeker counties acting as the Drainage Authority for Joint Ditch #15 be held at 10 a.m. Monday, April 17 in the Wright County Boardroom. Diedrick seconded the motion. The motion carried 3-0.

Diedrick motioned to adjourn. Holland seconded the motion. The motion carried 3-0.

Meeting adjourned at 10:50 a.m.
Minutes submitted by Philip Hodges, Administrative Specialist.

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BOARD WORKSHOP MINUTES

BOARD OF WRIGHT COUNTY COMMISSIONERS

MARCH 14, 2023

DATE APPROVED: []

Tina Diedrick	District 1
Darek Vetsch	District 2
Jeanne Holland	District 3
Nadine Schoen	District 4
Michael Kaczmarek	District 5

Members Present:	Tina Diedrick, Darek Vetsch, Jeanne Holland, Nadine Schoen, Michael Kaczmarek
Others Present:	Lee Kelly, Clay Wilfahrt, Greg Kryzer, John Holler, Matthew Fomby, Ryan Kotila, Heather Lemieux, Lindsey Meyer, Don Baron, Elizabeth Karels, Marc Mattice, John Bowen, Kate Dahl, Jami Goodrum, Kim Johnson, Sarah Dearhamer, Steve Jobe (Remote): Shawna Athman, Barry Rhineberger, Tony Rasmuson, Alan Wilczek, Mike MacMillan, Chad Hausmann, Tanya West, Patsy Waytashek, Pete Kile

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

Commissioner Darek Vetsch opened the meeting at 9:00 a.m.

I. Schedule Meetings As Needed

Administrator Lee Kelly said he was working on setting up board items for the commissioners retreat and it was suggested that the meeting be Tuesday, April 25. This would be a good opportunity to recap with the board, going over the mission statement to reaffirm previous strategic planning. There was discussion about dates that would work, the retreat would be scheduled between Monday, May 1 and Thursday, May 4.

RECOMMENDATION: Schedule the Commissioners Retreat between May 1 and May 4.

II. Legislative Update

Commissioner Darek Vetsch said that the Senate met this past Thursday, and he was optimistic that language revisions for the dental clinic bonding would go through this session. He said there was pushback on proposed revisions to market value homestead exclusion, but he was hoping to still have tax savings this year. Vetsch said that the Department of Motor Vehicle (DMV) was still planning to open in Buffalo in late summer but as far as a date there was nothing definitive. He also said energy storage locations were to be determined and he was meeting with Assistant Sherburne County Administrator Dan Weber to go over taxation details.

Commissioner Jeanne Holland brought forward discussion about spring road weight restriction exemptions for septic pumping vehicles in emergency situations. Governor Walz just signed a document allowing exceptions for other vehicle types, and Kelly said it would be nice if the Legislature took it on because it had been an executive order from the governor for years, however septic pumping vehicles have been excluded. Commissioner Michael Kaczmarek said he would be in favor of a letter of support from the county for this bill (Senate File 843). Kelly distributed a letter of support for the I-94 expansion. The board agreed that this was important, and authorized signatures.

RECOMMENDATION: Authorize signatures on the I-94 Coalition letter of support for the I-94 expansion. Draft a letter of support from the county for Senate File 843 regarding septic pumping vehicles.

III. American Rescue Plan (ARP) Update

Project Administrator Elizabeth Karels said all funds must be obligated by the end of 2024. Karels noted that the funds must be expended by December 31, 2026. On April 30, 2027, the final quarterly report is due to the U.S. Treasury Department. Some of the eligible expenses for ARP were replacing lost public sector revenue, supporting COVID-19 public health and economic response, or investing in water, sewer, and broadband infrastructure. There were some ineligible expenses, a few being bolstering rainy day reserves or debt service payments. Karels talked about the multistep

process, which was program requests, detailed applications, grant agreements, and payment was the final step. The county received $26,878,110 through ARP and all of the funds except $28,000 has been allocated. Vetsch said that this time next year the board would have a more robust conversation to make sure the funds were obligated by December 2024.

RECOMMENDATION: Informational Only.

IV. Fiscal Policies Overview of the County Board

Assistant Finance Director Heather Lemieux said Wright County's Financial Policy Manual was originally adopted in 2019 and it was reviewed annually to make changes to rules and/or procedures. Lemieux explained how approvals work, micro-purchases are $10,000 or less. Approval limits for $10,000 to $25,000 were department head and decisions, $25,000 to $100,000 would need approval from the department head and county administrator. Approval for the highest level $100,000 to $170,000 would be from the department head, county administrator and county board. When discussions about ERP were done, the consensus was that department heads would like higher approval limits. When ERP Procurement Specialist Donald Baron and Lemieux met there was a discussion about raising and increasing the approval limits. Assistant County Administrator Marc Mattice said there were highway partial payments that did not need to go through the board for approval. New limits, and recommendations, were based on document feedback.

Kaczmarek said he did not like redundancy, so cutting down on that would be good. Vetsch said that waiting for board approval sometimes slowed and tampered with business operations. Lemieux spoke about clarifications on future discussions about ERP demonstration and commissioner mileage which showed the purchase order (PO) process to see how it worked in ERP. There was a discussion about procurement (P) card limits. There was a question about whether it was more efficient to use a P card with higher spending limits. Lemieux said it was not more efficient, there was still paperwork to be done. A PO would be easier for finance to take the load off the AP team.

The commissioners said during conferences and dealing with visitor parking it would be nice have their own P cards. Vetsch said he would prefer not to use one himself, but Commissioner Tina Diedrick said that she would prefer to have her own P card. Vetsch said he did not think there would be an issue with individual commissioners getting their own P card. Finance Director Lindsey Meyer said that would be fine, just understanding that any payments that were not eligible would then have to be paid back by commissioners.

RECOMMENDATION: Bring forward fiscal policy recommendations to a future board meeting for changes.

V. ERP Analysis Approach

Vetsch said the board was working with staff in identifying deficiencies and implementing change. The board was looking to utilize Karels' team to assist with analysis. Assistant County Administrator Clay Wilfahrt said he reviewed the Enterprise Resource Planning (ERP) analysis approach and noted the Finance team has worked very hard on implementation. Finance was very dedicated to getting this done. He said there were a few issues we are working to improve. One example was the gaps in understanding of the system and its accesses. When a department wanted access to something, but not knowing why it could not be granted was frustrating and needed to be laid out so it was easier to understand why certain departments are getting access that others are not. Wilfahrt said he wanted to lay out issues from the perspective of pros and cons. He said it would be best to have one person giving information instead of multiple people. Wilfahrt thought that by having one document stating underlying issues and drawbacks would be helpful to communicate issues that came up. He said he would like to interview those who were having issues so that stakeholders could be informed of issues and communicate that it came up. He said he would like to interview those who were primarily users of ARP and send surveys to get input. Wilfahrt said the intent was not to seek to place blame for things in the past, but rather to find ways to move forward. He said identifying who was pushing the ticket to Sierra Cedar and Oracle, and who was the follow-up person when the problem had not been resolved would be very helpful. Wilfahrt said the idea is to identify communications paths, and Vetsch wanted to be able to track these issues. Wilfahrt said if identified

as an issue, it would be addressed and sent from the Finance inbox to Information Technology (IT) to prioritize. Vetsch said if it wasn't a process issue, then it may be an IT issue.

Health and Human Services Director Jami Goodrum asked what the result was expected to be because she wanted to be able to set expectations while still being able to do work the way the department was doing it before. County Attorney Brian Lutes said it was helpful when Meyer met with the office manager in his department to help them better understand the ERP process and she was great to work with. Lemieux said there will need to be a review of licensing and associated access granted to departments. Karels said there were operational issues and technical issues, and operational issues did not require Oracle. They could be solved in-house.

RECOMMENDATION: Complete ERP analysis as proposed.

VI. Commissioner Mileage Reimbursement Discussion

Wilfahrt said on Wednesday, February 8 the board retreat put together mileage reimbursement options. Currently, the county is utilizing an IRS reimbursement option. If commissioners traveled in the course of their duties, their mileage was tracked in Oracle, and that report was then reviewed by the Administration Office Manager, County Administrator, and Accounts Payable staff for approval. Each trip was reviewed by staff to make sure it complied with county policies. This process was time consuming for staff involved. The accuracy of the reports was high since it was a first-hand, written account of miles driven. Because of this, the IRS considered the expenses to be a true reimbursement, and therefore the reimbursements received by the commissioners were not taxable income. Staff reviewed the operations of six counties, including Wright County. Of the six, four exclusively used this method for commissioner mileage reimbursement, and one other offered it as an option.

One other option would be for stipends, which was used by Washington County to offer a stipend for trips within a certain geography, and then offer reimbursement for trips outside of that area. Washington County employed a policy that provides a stipend for trips within the seven-county Twin Cities metropolitan area, and anything outside of that area was reimbursed per the IRS mileage rate. This geography-based approach could also require the use of a county vehicle for longer trips. In general, the stipend approach would be less demanding of staff time, but there will be inaccuracies. Estimates of mileage driven would be impacted by canceled meetings, meetings missed due to illness or other circumstances, added meetings, etc. An element of inaccuracy was inevitable. Additionally, because there was an expectation of some inaccuracy, these stipends were not considered reimbursements under IRS rules and would be paid as taxable income through payroll.

The second method of offering reimbursement for mileage was offering a stipend. Under this method, commissioners would estimate a dollar amount commensurate to compensate for annual miles driven. Commissioners would then receive a stipend payment based on the estimates. Several options existed for calculating mileage. Commissioners could estimate the amount the commissioners drive on average or the maximum amount of mileage driven by any commissioner and set a flat rate for all commissioners. This would be the simplest method of implementation as Finance staff would only need to make one payment of one amount. The obvious drawback was that the geography of each district was different as are the traveling demands of each commissioner's schedule. Because of that, there will be some commissioners who get paid more than others relative to their mileage driven. Another option would be for commissioners to individually estimate their mileage at the beginning of the year, and then set stipends based on that estimate. This would be a bit more time consuming of a process, but it would likely increase the accuracy of the stipends and would remove some of the inequity created by district geography.

Commissioners have traditionally received reimbursement for mileage driven to the committee meetings to which they are appointed by the county board. Travel related to attending those meetings as well as any travel related to the work or sub-groups of those committees is reimbursable. Reimbursement is based off of the understanding that a commissioner's primary place of business is their home, so travel to and from the County Government Center is considered reimbursable. Some commissioners have pointed out that there is more travel commissioners do than just to committee-related work.

draft

For instance, attending Chambers of Commerce meetings, City Council and Township Board meetings, etc. are not considered reimbursable at this time.

Vetsch said that any change made would not be valid until January 1, 2024. Commissioner Nadine Schoen said there are still ten months ahead of them. This item could be pushed out until later in the year since nothing could be done at this point. It was decided to table this until a more appropriate time.

RECOMMENDATION: Table discussion until Commissioner's budget discussion. Address changes during annual elected officials' salary process.

VII. Expectations For Determining Fees

There were 13 departments that have fee schedules, and one of those is set by the state so there are actually 12 that could be modified. Mattice said he would like to determine how often to review the fee schedule and what that expectation of that would be.

Kaczmarek used an example of a fee he would like addressed. He said for example if a developer wanted a plat review the fee was only $250. He thought that this should be a billable amount, not a base rate. He said the cost would depend on who did the work and how long it took to review the plat. The amount average was $45,000, if the job cost $3,000 the taxpayers were paying the other $42,000. Kaczmarek would like to see more of a practical billable amount of time. He said Finance employees said this would add an extra hour to the time it took to bill. He said this would then add about 15 extra hours a year and he thought he would like to see more of these done on billable time. He said the $250 did not do it justice. He did not want a free service done, but he wanted to pay for the work being done.

The review process was very lengthy and involved multiple departments said County Surveyor Steve Jobe. He said different departments do different jobs. He said a surveyor would review all plats, the Recorder's Office looked at plats but did not take a fee, Planning and Zoning look for the ordinance and planned development. So the rate for plat fees was sometimes overspent and sometimes underspent but it seemed to even out. Kaczmarek said he thought every year the fee schedule needed to be reviewed. He said the department head needed to approve the fee. Kaczmarek said the Auditor/Treasurer should review this. Kaczmarek said a claim he was reviewing drew attention to the plat review and permit process.

Wilfahrt said putting the fee schedule on a revolving review process every five years would be a frequent enough schedule to review. Department heads seemed to agree with that.

Jobe said as far as tracking hours, he could get an average but he could not tell how many hours would go into a project ahead of time. He said this could open up more scrutiny, with constituents questioning how many hours the job should take. Some plats were easier than others, and the ones that should be simple can often prove to be very time-consuming. He said he was hired to do the job no matter the service.

Goodrum said she had fees for childcare facilities and had in the past had waived a fee to encourage those to be a provider in Wright County, also because Wright County needed a certain amount of childcare facilities in the area. This was a cost that could be supported by constituents but there are a lot of things that would drive the cost for these fees. Cost recovery incentivized things. Finance thought that there would be a nuance in all fees.

RECOMMENDATION: Administration to create a fee schedule review process including a timeline to review over upcoming budget years with analysis of justification, citizen impacts and cost recovery.

draft

VIII. HHS PRESENTATION: 2023 WRIGHT COUNTY HOMELESSNESS REPORT

Economic Engagement Coordination Operations Sarah Dearhamer said there were 616 individuals and families served in 2022, this was a 43 percent increase from the prior year. She said there were 32 kids currently homeless in the Monticello School District. Supplemental Nutrition Assistance Program (SNAP) reported 144 homeless households and in 2022 Wright County Community Action (WCCA) had nine individuals and families reach out about homelessness. She said there was funding but nowhere for people to go. She was putting in a lot of hours getting people a place for a night or two but needed help with the bigger issue, which was finding these people a more permanent place to live while finding a job.

Dearhamer said that the barriers for the homeless are affordable housing, eviction history, mental health, financial issues, criminal background, and poor credit. The current options for the homeless were St. Cloud Housing and Redevelopment Authority (HRA) waiting list, which was currently closed. 10 percent of the 966 vouchers were used in Wright County, and 536 households were on the waiting list. She said HRA did not track how many were from Wright County. There were 1,000 selected applications in May 2022 and it was anticipated that the lottery would reopen in two years. Dearhamer said what was needed was affordable housing, transitional housing and shelters, and landlords that were willing to work with high-risk renters. She said one option for Wright County that she would like to see would be turning one of the county's properties into a warming shelter or transitional housing.

Financial Services Manager Kim Johnson said on Friday, March 17 Senate File 2032 was being introduced by Senator Zaynab Mohamed which stated. "[256D.24] Counties providing shelter to families experiencing homelessness, which states a county must provide shelter to any family experiencing homelessness that does not have access another safe shelter. At a minimum the shelter must be provided by the county during any period when the protections of section 216B.096, 216B.097, or 216B.0975 are in effect. The shelter must be provided by the county within one business day of any oral or written request by a family." Johnson said this was an unfunded mandate and was looking for people to testify against this on Friday. It was discussed and agreed that the county wanted to be exempt from this bill. In Wright County, there was no infrastructure to house these people. Schoen said there were a few commissioners that would like to testify, and she would get in touch with Legislators right away. Vetsch said with no work plan he would not be in favor. He was not in favor of shelters but would partner with local nonprofit institutions. Goodrum said transitional housing did have requirements. Goodrum said there was a lot of time being taken up by staff, this is how it affected Wright County.

RECOMMENDATION: To oppose the Senate bill and discuss a solution to get people sheltered in Wright County.

The meeting adjourned at 10:42 a.m.
County Board Workshop Minutes submitted by Delia Scepaniak, Administrative Specialist

COMMITTEE MEETING MINUTES

WAYS & MEANS COMMITTEE MEETING

DATE: MARCH 15, 2023

Tina Diedrick	District 1
Darek Vetsch	District 2
Jeanne Holland	District 3
Nadine Schoen	District 4
Michael Kaczmarek	District 5

DATE APPROVED: [ ]

Members Present:	Darek Vetsch, Jeanne Holland
Others Present:	Lee Kelly, Clay Wilfahrt, Caroline Bachun, Sean Deringer, Marc Mattice, Matthew Treichler, Shawna Athman, Nick Houle, Zachary Breyen, Alan Wilczek, Brian Lutes, Heather Lemieux, Patsy Waytashek

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

I. Fleet Vehicles Review Option of Lease vs Purchase

Assistant County Administrator Marc Mattice said the Fleet Committee had met to discuss the possibility of moving the county fleet of cars from the current county-managed system to one managed by an outside entity. The committee first determined that it would be better to split the current fleet between a general government fleet and a Sheriff's Office fleet - two very distinct and different operations. The discussion excluded all of the Sheriff's Office vehicles.

Mattice said the county has 54 half-ton or lighter vehicles in the fleet identified as being eligible for a potential lease. The fleet of vehicles excluded three-quarter ton and one-ton trucks as well as tandem trucks and specialty trucks, such as trucks used for facilities in-house electrician or the Heating, Ventilation, and Air Conditioning (HVAC) technician. Mattice went over the current needs for the fleet and how the contract with an outside entity would work. He said that in 2023 there would be six vehicles of the 54 identified needing to be replaced. Rather than the department or departments that operate the six vehicles acquiring the vehicles and managing the fleets internally as is done currently, the outside entity would acquire new vehicles as requested and liquidate the used vehicles being replaced to offset the cost. Mattice said this equity leasing program works as a centralizing vehicle fleet acquisition and liquidation program. He said the cost of the lease would be less than $44,000. The resale equity would be less than $62,000. He said the maintenance and fuel numbers were estimated based on the age of vehicles and maintenance needs. The plan would be over 10 years and based on maintaining a fleet of 54 vehicles.

Mattice went over the replacement costs of the vehicles that were not covered in the fleet program and how much money each department had budgeted for replacing those vehicles. He said the Fleet Committee would create a fleet budget for general government, that would be under Roads and Bridges in the budget. He said Finance is developing a unique department code and taking the account which is labeled "vehicles purchased" out of general government and placing it in fleet. The remaining budget for 2023 would be transferred into the fleet account with a budget amendment. He recommended that revenue from used vehicle sales be deposited into a new revenue fund to help offset vehicle costs directly. He recommended creating a revenue fund in the Sheriff's fleet budget as well as ensure any generated equity value from used car sales stays with the Sheriff's Office fleet.

In the 2023 budget proposal, the fleet budget was $818,000. Going with all recommendations shown in the equity lease, continuing the purchase and replacement of vehicles, there would be an annual average budget of approximately $975,000. This does not include equipment proposed such as loaders, mowers, or skid steers. In 2023, the county budgeted approximately $420,000 for proposed equipment between the departments. Mattice said the recommendation would be to move forward with the budget amendment approving the equity lease

with the third party. In addition, the county would remove the fuel line account from departments and move it to Highway Department budget. This would reduce the revenue line item on the Highway Department side while reducing the expenses on the departments' side giving the county a net zero. He recommended doing the same with the maintenance account except for Parks and Recreation, which would buy its own parts.

Mattice asked if the board would like the committee to continue to look into what the third party is proposing. He said the committee has spoken with a few surrounding counties regarding the program. Some of the feedback indicates that the Sheriff's fleet has not been as productive as general government. Mattice said there is an extra cost over the lifetime of the lease of approximately $3,500 per vehicle. However, he said, the county does flip its vehicles quite a bit quicker so maintenance cost for the life of the lease will be less as the vehicles will be under warranty and the cost of fuel per gallon will be reduced by having newer vehicles in the fleet.

Mattice said one unanswered question is whether Finance has the capacity to manage the account and audit the leases. He said if Finance is not able to manage the account than the county will have to go a different direction and develop a fleet manager program in the county.

Commissioner Darek Vetsch asked about mileage caps and the ability to move around vehicles while staying under the cap. Enterprise Fleet Management Account Executive Nick Houle said as an equity lease there are no penalties for going over mileage or for damage caused to the vehicles. These issues will cause the resale of the vehicles to decline. He said with vehicle maintenance being very minimal for newer cars the cost proposed was very conservative. He said the mileage recommendation is intended to indicate when a vehicles value begins to decline due to use. Commissioner Jeanne Holland asked if there were problems replacing the vehicles when the lease expired. Houle said the vehicles would be owned by the county to do with as the county chooses.

Facilities Director Alan Wilczek asked about cancelling the contract if it is determined to not work for the county. Houle if the county decided to not continue then it would simply stop getting cars. Houle said the next steps would be up to the county. He said the company works with more than 60 counties, police departments, and school districts. Last year, 28 of Enterprise Fleet Management's new customers were acquired through referrals alone. Wilczek asked about the existing vehicles still under lease in the case of cancellation. Houle said that was up to the customers. They could sell the vehicle or continue making payments. Wilczek said the equity side is where the benefit comes in over the long term as the resale of the vehicles goes to offset the lease cost. Wilczek asked about the equity side of the used car market. Houle said looking at the current market used vehicles are worth on average 40 percent higher than historical averages. Each year, adjustments can be made to pivot with possible market changes. He said Enterprise's parent company buys and sells more than 1 million vehicles a year, so it is very familiar with the used vehicle market.

Assistant County Administrator Clay Wilfahrt asked about the cost comparison. Mattice said the budget is different because the county does not currently have a fleet budget. He said this program should cost the county about $25,000 more a year in the fleet budget than if the county ran it on its own. However, this would eliminate the bad management in the current fleet where each department has been attempting to do its own sourcing of vehicles. Wilfahrt asked how the money savings would be realized. Houle said comparatively the county would be dealing with newer cars, so the county would save money on maintenance, repeat maintenance and the purchase of tires or parts. Mattice said there would be much more warranty work done. He said it would reduce that amount of overtime the mechanic in the Highway Department requires.

Vetsch said the savings estimate was done conservatively. Houle said that by reducing the age of vehicles in half the intensity of work needing to be done will decrease as the vehicles will not have the wear and tear of a vehicle twice as old. Holland asked who would do the oil changes. Houle said it could be done internally or through a third-party dealer.

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Recommendation: To send the program back to the Fleet Committee for ensuring the vehicles are correct and to finalize a proposal.

To establish a department for fuel repairs and parts as well as a revenue line for both the general government fleet and Sheriff's Office fleet.

II. Formal Garden Project and Program

Mattice said there had been a mention about honoring employees who had passed away while working for the county. Wilczek said when the county moved to the new government campus there was a discussion about the memorials that were already in place at the old Government Center. Mattice and Wilczek came up with the idea for a formal garden that is a public space with a monument installed. The public space could be funded through a bond or through general revenue. The monument would have to be funded by the employees. The location would be on the north side of the property west of the Sheriff's impound lot just off the sidewalk.

Discussion was had over the need versus cost and whether this idea was in the county's best interests. Wilczek said the goal was just to put the idea there and see if there was an interest. Holland said there may be staff who are gardeners and would volunteer to go out and care for the space. Mattice said a staff committee would be formed to keep a record of the memorials and gifts, the donors, and the date of donation. Wilczek said 4-H and University of Minnesota Extension have expressed interest in helping to maintain the garden.

Wilczek said the thought was to create the infrastructure of plants and paving stones. There would be an annual cost for the plant material. The monument would have to be paid for privately by staff. Holland asked about the marker from the old Government Center. Wilczek said the marker is on the property, one of the memorial benches is in the Community Dental playground. The other benches have yet to be purchased depending on plans.

Vetsch voiced concern over the desire of the staff to pay for the monument. Wilczek said much of the money would come from the families. Vetsch asked about the interest. Wilczek said since moving to the new campus he has received multiple calls asking about what the county was doing.

Vetsch said he was concerned about labor intensive projects. Wilczek said he understood, but felt it was worth the extra work as it would give staff and family the opportunity to get involved. Holland asked if the space would be used by staff.

Wilczek said there are many people who walk the trail so this would be highly visible with good traffic. Wilfahrt asked about the cost of the monument. Mattice said initially the fundraising would go towards the monument. Wilfahrt said if the money to place the monument could be put together and placed it would give the indication to the board and the county that there is community support behind the project. Vetsch said if the employees can come up with the money, then the county can pay for the infrastructure. Holland said there may be staff who want to garden for their breaks.

Recommendation: To explore private party contributions for a memorial to see if funds can be raised before bringing the garden proposal to the board.

III. Review Suggested Modifications to Data Practices Policy

Records Manager Caroline Bachun said there were three Data Practices Policies being amended. She started with the Data Practices Policy for the public. She added specific means of requesting data from Health & Human Services, the Recorder's Office the Sheriff's Office, and other departments. She provided and expanded data practice contacts per state statutes. She added and expanded the responsible authorities for departments.

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The second policy amended was the Wright County Data Practices Policy for Data Subjects. The subject of data is the person the data relates to. Like the public policy, Bachun added specific means of requesting data from Health & Human Services, the Recorder's Office, and Sheriff's Office. She provided and expanded a list of responsible authorities. Bachun said she updated the cost of service, as subjects of data get charged differently than a member of the public. She said subjects of data will pay actual costs for services rendered. This includes the cost of putting data on a flash drive, mailing something, or the cost of making copies. The individual cannot be charged for the cost to search for and retrieve data. Vetsch asked about charging for redaction. Bachun said the county cannot charge for redaction. Bachun said if someone is the subject of data, they need to be who they say they are. She changed the requirement for Identification (ID) from a Minnesota ID to any state-issued ID or passport.

The Wright County Records and Data Management Policy had more changes. She updated data retention schedules, working closely with the County Attorney's Office to ensure the correct data is being retained and destroyed. She changed and clarified other items that needed updating. Definitions were also updated to reflect current policies.

She referenced the Data Practices Act 2.11, which defines employees under the "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 electronics records are accidentally destroyed, county employees are responsible for contacting the IT department to restore those files from backups."

All Wright County elected officials are "employees" for the purposes of the Minnesota Government Data Practices Act, Minnesota Statute, Chapter 13.43.

County Attorney Brian Lutes said Bachun met with Assistant County Attorney John Bowen regarding all the changes and additions to these documents. He said the Attorney's Office is happy with the changes.
Vetsch said he was appreciative of the work done.

Recommendation: To accept all changes to the Wright County Data Practices Policy.

IV. Contract Rates Between Cities and Sheriff's Office

Sheriff's Office Business Manager Shawna Athman provided historical information on the contract rates for the Wright County cities. Contract rates for cities have historically been set for a two-year time period. They are determined the year ahead of implementation to allow the county and cities to plan in their annual budget processes. Information is continually being gathered for determining the contract rates as the 2024 budget will not be approved until the end of 2023. The costs for the 2025 budget are being analyzed as there are things that have not become clear. As an example, she noted the rising costs and delays in receiving squad cars. Ford shorted the department eight vehicles this last year and the next order will be unknown until June 2023.

Athman reviewed the budget line items that are considered in determining the hourly city contract rate. There was a discussion concerning rate changes and how to best ensure continued coverage for safety while also covering the costs the Sheriff's Office takes on for providing the service. Deringer said that the Sheriff's Office reviewed the process used in other counties and compared their formulas to what has been used by Wright County. Additionally, comparisons have been done to compare the county's contract rate with the cost cities across the state pay to have their own police forces.

Athman recommended that the language in the city contracts and the School Resource Officer (SRO) contracts be reviewed by the Attorney's Office prior to renewal. Deringer had discussed updating the language with the

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cities during the last renewal period. He has recommended an increase in coverage hours to some cities for the upcoming years. A recommendation can be developed and discussed at an upcoming meeting prior to budgets being due.

Deringer expressed concern regarding the status of law enforcement staffing in Minnesota. He would like to discuss this and other items with the full county board soon. He and command staff met with Administration to discuss staffing strategies and challenges he is seeing. County Administrator Lee Kelly suggested many of these items would require negotiation with the unions and recommended the board discuss these in a closed Committee of the Whole (COTW) meeting.

Recommendation: To schedule a Committee of the Whole closed session.

To review city contracts and School Resource Officer (SRO) contract language with the County Attorney's Office.

To bring contract rate recommendations to the Ways and Means Committee in May.

The meeting adjourned at 10:23 a.m.
Minutes submitted by Philip Hodges, Administrative Specialist.

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WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Marc Mattice

Requestor Title
Assistant County Administrator

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
3/21/2023 9:00 AM - Board of Wright County Commissioners

Agenda Item Type
(•) RFBA ( ) Minutes Submission ( ) Warrants Submission

Target Section
(•) Consent Agenda ( ) Timed Agenda
( ) Item for Consideration

Originator
MAM7693

Item Details

Board Action Requested *
Authorized County Board Chair To Sign Letter Of Support Requesting Federal Funding For I-94 Expansion Project.

Short Title (what will appear on Agenda outline - 250 character max.) *
Authorized County Board Chair To Sign Letter Of Support

Value Stream the request primarily aligns with:
Shepherd Economic Growth

Briefly describe how the request aligns with the selected value stream.
I-94 is a valuable commerce route that assists with future economic growth.

Describe the impact on staffing resources.
None

Fiscal Impact:
None

Background/Justification:
The request for this letter of support came to us from the I-94 Coalition.

Route for Review and Approval

- [x] County Administrator
- [ ] Assistant County Administrator
- [ ] Finance Review
- [ ] Legal Review
- [ ] Risk Mgmt Review
- [ ] Skip Workflow



WRIGHT COUNTY
DATA PRACTICES POLICY
FOR DATA SUBJECTS

Adopted this 13th day of May 2014
Revised this 21st day of March 2023

Data about You

The Government Data Practices Act (Minnesota Statutes, Chapter 13) says that data subjects have certain rights related to a government entity collecting, creating, and keeping government data about them. You are the subject of data when you can be identified from the data. Government data is a term that means all recorded information a government entity has, including paper, email, DVDs, photographs, etc.

Classification of Data about You

The Government Data Practices Act presumes that all government data are public unless a state or federal law or temporary classification says that the data are not public. Data about you are classified by state law as public, private, or confidential.

1. **Public data**: We must give public data to anyone who asks; it does not matter who is asking for the data or why.

2. **Private data**: We cannot give private data to the general public, but you have access when the data are about you. We can share your private data with you, with someone who has your permission, with Wright County staff who need the data to do their work, and as permitted by law or court order.

3. **Confidential data**: Confidential data have the most protection. Neither the public nor you can get access even when the confidential data are about you. We can share confidential data about you with Wright County staff who need the data to do their work and to others as permitted by law or court order. We cannot give you access to confidential data.

Your Rights under the Government Data Practices Act

Wright County must keep all government data in a way that makes it easy for you to access data about you. Also, we can collect and keep only those data about you that we need for administering and managing programs that are permitted by law. As a data subject, you have the following rights.

- ## Access to Your Data

You have the right to inspect, free of charge, public and private data that we keep about you. You also have the right to get copies of public and private data about you. The Government Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

Also, if you ask, we will tell you whether we keep data about you and whether the data are public, private, or confidential.

As a parent, you have the right to look at and get copies of public and private data about your minor children (under the age of 18). As a legally appointed guardian, you have the right to look at and get copies of public and private data about an individual for whom you are appointed guardian.

Minors have the right to ask Wright County not to give data about them to their parent or guardian. If you are a minor, we will tell you that you have this right. We may ask you to put your request in writing and to include the reasons that we should deny your parents access to the data. We will make the final decision about your request based on your best interests. **Note**: Minors do not have this right if the data in question are educational data maintained by an educational agency or institution.

- ## When We Collect Data from You

When we ask you to provide data about yourself that are not public, we must give you a notice. The notice is sometimes called a Tennessen warning. The notice controls what we do with the data that we collect from you. Usually, we can use and release the data only in the ways described in the notice.

We will ask for your written permission if we need to use or release private data about you in a different way, or if you ask us to release the data to another person. This permission is called informed consent. If you want us to release data to another person, you may wish to use the consent form we provide.

- ## Protecting your Data

The Government Data Practices Act requires us to protect your data. We have established appropriate safeguards to ensure that your data are safe. In the unfortunate event that we determine a security breach has occurred and an unauthorized person has gained access to your data, we will notify you as required by law.
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- ## When your Data are Inaccurate and/or Incomplete

You have the right to challenge the accuracy and/or completeness of public and private data about you. You also have the right to appeal our decision. If you are a minor, your parent or guardian has the right to challenge data about you.

How to Make a Request for Your Data

Wright County requires proof of your identity before responding to your request for data. If you are requesting data about your minor child, you must show proof that you are the minor's parent. If you are a guardian, you must show legal documentation of your guardianship. Please see the Standards for Verifying Identity located at the end of this document.

The means of requesting data depends on the type of data being requested. An explanation is listed below:

A. Health and Human Services Data:

If you are requesting data from the Health and Human Services Department, you may do so using one of the following options:

1. Preferably, go to the Department of Administration's Requests for Public Data webpage to make a data request through the Data Request Portal using the fillable data request form

2. Describe the data you are requesting as specifically as possible, including dates, locations, keywords or other parameters of your desired request. You may deliver that request in any of the following ways:

    a. Fax: (763) 682-8920 or (763) 682-7701

    b. In-person (M-F 8:00 a.m. to 4:30 p.m.) or via mail:
    Wright County Government Center
    Health and Human Services
    3650 Braddock Ave. NE
    Room 2100
    Buffalo, MN 55313

B. Recorder's Office Data:

If you are requesting data from the Recorder's Office, you may do so using one of the following options:

1. Go to the Department of Administration's Requests for Public Data webpage to make a data request through the Data Request Portal using the fillable data request form

2. Describe the data you are requesting as specifically as possible, including dates, locations, keywords or other parameters of your desired request. You may deliver that request in any of the following ways:

    a. Email: recorder.request@co.wright.mn.us

    b. Fax: (763) 684-4558

    c. In-person (M-F 8:00 a.m. to 4:30 p.m.):
    Wright County Government Center
    Recorder's Office
    3650 Braddock Ave. NE
    Room 1500
    Buffalo, MN 55313

C. Sheriff's Office Data:

If you are requesting data from the Sheriff's Office, you may do so using one of the following options:

1. Use the Information Disclosure Request Form on the Wright County Sheriff's Office website

2. Describe the data you are requesting as specifically as possible, including dates, locations, keywords or other parameters of your desired request.

You may deliver your request in any of the following ways:

a. Email: sheriffrecords@co.wright.mn.us
b. Fax: (763) 682-7683
c. In-person (M-F 8:00 a.m. to 4:30 p.m.):
   Wright County Sheriff's Office
   Law Enforcement Center
   3800 Braddock Ave. NE
   Second Floor Counter
   Buffalo, MN 55313

Please note that the Wright County Sheriff's Office does not have police reports for the following law enforcement agencies, so please consult these agencies directly for their data:

- Buffalo Police Department
- Annandale Police Department
- Howard Lake Police Department
- State Patrol

Please contact the Sheriff's Office at (763) 682-1162 with any questions.

Other County Department Data:

If you are requesting data from any other Wright County department, please go to the Department of Administration's Requests for Public Data webpage to make a data request. You can make a data request either through the Data Request Portal using the fillable data request form or through any other means indicated on the Requests for Public Data webpage.

How We Respond to a Data Request

Once you make your request, we will work to process your request. We will request appropriate proof of identity as needed. If it is not clear what data you are requesting, we will ask you for clarification.

- If we do not have the data, we will notify you in writing within 10 business days.
- If we have the data, but the data are confidential or private data that are not about you, or the data are confidential data about you, we will notify you within 10 business days and state which specific law says you cannot access the data.
- If we have the data, and the data are public or private data about you, we will respond to your request within 10 business days, by doing one of the following:
    - arrange a date, time, and place to inspect data, for free, if your request is to look at the data, or
    - provide you with copies of the data within 10 business days. You may choose to pick up your copies, or we will mail, email or fax them to you. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format.

Information about copy charges follows in the section entitled Copy Costs- Data Subjects.

After we have provided you with access to data about you, we do not have to show you the data again for 6 months unless there is a dispute or we collect or create new data about you.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The Government Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. (For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request.) If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, the Government Data Practices Act does not require us to answer questions that are not requests for data or explanations of data provided.

Data Practices Contacts

County Attorney's Office

Responsible Authority
Name: Brian Lutes, County Attorney
Address: Wright County Justice Center
3700 Braddock Ave NE
Buffalo, MN 55313
Phone number: 763 682-7917
Fax number: 763 682-7700
Email address: Brian.Lutes@co.wright.mn.us

Data Practices Compliance Official and Data Practices Designee
Name: John Bowen, Attorney
Address: Wright County Justice Center
3700 Braddock Ave NE
Buffalo, MN 55313
Phone number: 763 682-7350
Fax number: 763 682-7700
Email address: John.Bowen@co.wright.mn.us

Health and Human Services Office

Responsible Authority
Name: Jami Goodrum, Director
Address: Wright County Government Center
3650 Braddock Ave NE
Buffalo, MN 55313
Phone number: 763 684-7411
Fax number: 763 682-7701
Email address: Jami.Goodrum@co.wright.mn.us

Data Practices Compliance Official
Name: Lisa Spencer, Office Manager
Address: Wright County Government Center
3650 Braddock Ave NE
Buffalo, MN 55313
Phone number: 763 682-7521
Fax number: 763 682-7701
Email address: Lisa.Spencer@co.wright.mn.us

Data Practices Designee
Name: James O'Dell, Technology Supervisor
Address: Wright County Government Center
3650 Braddock Ave NE
Buffalo, MN 55313
Phone number: 763 684-8459
Fax number: 763 682-7701
Email address: James.Odell@co.wright.mn.us

Wright County Sheriff's Office

Responsible Authority
Name: Sean Deringer, Wright County Sheriff
Address: Law Enforcement Center
3800 Braddock Ave NE
Buffalo, MN 55313
Phone: 763-682-7619
Fax: 763-682-7636
Email address: sean.deringer@co.wright.mn.us

Data Practices Compliance Official
Name: Shawna Athman, Business Manager Custodian of Records
Address: Law Enforcement Center
3800 Braddock Ave NE
Buffalo, MN 55313
Phone: 763-684-2372
Fax: 763-682-7636
Email address: Shawna.athman@co.wright.mn.us

Data Practices Designee
Name: Matt Treichler, Chief Deputy
Address: Law Enforcement Center
3800 Braddock Ave NE
Buffalo, MN 55313
Phone: 763-684-2362
Fax: 763-682-7636
Email address: matthew.treichler@co.wright.mn.us

Law Enforcement Calls For Service Data Requests
Address: Records Unit
Law Enforcement Center
3800 Braddock Ave NE
Buffalo, MN 55313
Phone: 763-682-7630/763-684-4535
Fax: 763-682-7683
Email address: sheriffrecords@co.wright.mn.us

Veteran Services

Responsible Authority

Name: Gregory Pickard, Director
Address: Wright County Government Center
3650 Braddock Ave NE
Buffalo, MN 55313
Phone number: 763 682-7326
Fax number: 763 684-4554
Email address: Gregory.Pickard@co.wright.mn.us

Data Practices Compliance Official

Name: Clay Wilfahrt, Assistant County Administrator
Address: Wright County Government Center
3650 Braddock Ave NE
Buffalo, MN 55313
Phone number: 763 684-8628
Fax number: 763 682-6178
Email address: clay.wilfahr@co.wright.mn.us

Data Practices Designee

Name: Caroline Bachun, Records Manager
Address: Wright County Government Center
3650 Braddock Ave NE
Buffalo, MN 55313
Phone number: 763 682-7644
Fax number: 763 682-6178
Email address: caroline.bachun@co.wright.mn.us

Other Wright County Departments and Designated for the County Commissioners

Responsible Authority

Name: Lee Kelly, County Administrator
Address: Wright County Government Center
3650 Braddock Ave NE
Buffalo, MN 55313
Phone number: 763 682-7377
Fax number: 763 682-6178
Email Address: lee.kelly@co.wright.mn.us

Data Practices Compliance Official

Name: Clay Wilfahrt, Assistant County Administrator
Address: Wright County Government Center
3650 Braddock Ave NE
Buffalo, MN 55313
Phone number: 763 684-8628
Fax number: 763 682-6178
Email address: Clay.Wilfahrt@co.wright.mn.us

Data Practices Designee

Name: Caroline Bachun, Records Manager
Address: Wright County Government Center
3650 Braddock Ave NE
Buffalo, MN 55313
Phone number: 763 682-7644
Fax number: 763 682-6178
Email address: caroline.bachun@co.wright,mn.us

Copy Costs – Data Subjects

Wright County charges data subjects for copies of government data. These charges are authorized under Minnesota Statutes, section 13.04, subdivision 3.

We may require that you pay for the copies before we will give them to you.

Actual Costs of Making Copies

We will charge the actual cost of making copies for data about you. In determining the actual cost, we include the employee-time to create and send the copies, the cost of the materials onto which we are copying the data (paper, CD, DVD, flash drive, etc.), and mailing costs such as postage (if any).

If your request is for copies of data that we cannot copy ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

Standards for Verifying Identity

The following constitute proof of identity.

- An **adult individual** must provide a valid photo ID, such as
  - a driver's license
  - a military ID
  - a passport
  - a state-issued ID
  - a tribal ID
  - the foreign equivalent of any of the above

- A **minor individual** must provide a valid photo ID, such as
  - a driver's license
  - a miliary ID
  - a passport
  - a state-issued ID
  - a tribal ID
  - a school ID
  - the foreign equivalent of any of the above

- The **parent or guardian of a minor** must provide a valid photo ID *and either*
  - a certified copy of the minor's birth certificate *or*
  - a certified copy of documents that establish the parent or guardian's relationship to the child, such as
    - a court order relating to divorce, separation, custody, foster care
    - a foster care contract
    - an affidavit of parentage

- The **legal guardian for an individual** must provide a valid photo ID *and* a certified copy of appropriate documentation of formal or informal appointment as guardian, such as
  - court order(s)
  - valid power of attorney

Note: If there are concerns about the validity of the ID documents, the person may be required to provide certified copies of the documents that are required or an affidavit of ID.



WRIGHT COUNTY
DATA PRACTICES POLICY FOR DATA SUBJECTS

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Adopted this 13th day of May 2014
Revised this 21st day of March 2023
~~19th day of April 2022~~

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Data about You

The Government Data Practices Act (Minnesota Statutes, Chapter 13) says that data subjects have certain rights related to a government entity collecting, creating, and keeping government data about them. You are the subject of data when you can be identified from the data. Government data is a term that means all recorded information a government entity has, including paper, email, DVDs, photographs, etc.

Classification of Data about You

The Government Data Practices Act presumes that all government data are public unless a state or federal law or temporary classification says that the data are not public. Data about you are classified by state law as public, private, or confidential. ~~The classification of data determines who has access to the data.~~

1. **Public data**: We must give public data to anyone who asks; it does not matter who is asking for the data or why.

2. **Private data**: We cannot give private data to the general public, but you have access when the data are about you. We can share your private data with you, with someone who has your permission, with ~~our government entity~~Wright County staff who need the data to do their work, and as permitted by law or court order.

3. **Confidential data**: Confidential data have the most protection. Neither the public nor you can get access even when the confidential data are about you. We can share confidential data about you with ~~our government entity~~Wright County staff who need the data to do their work and to others as permitted by law or court order. We cannot give you access to confidential data.

Your Rights under the Government Data Practices Act

~~This government entity~~Wright County must keep all government data in a way that makes it easy for you to access data about you. Also, we can collect and keep only those data about you that we need for administering and managing programs that are permitted by law. As a data subject, you have the following rights.

~~**Access to Your Data**~~

- **Access to Your Data**

You have the right to inspect, free of charge, public and private data that we keep about you. You also have the right to get copies of public and private data about you. The Government Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

Also, if you ask, we will tell you whether we keep data about you and whether the data are public, private, or confidential.

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As a parent, you have the right to look at and get copies of public and private data about your minor children (under the age of 18). As a legally appointed guardian, you have the right to look at and get copies of public and private data about an individual for whom you are appointed guardian.

Minors have the right to ask ~~this government entity~~Wright County not to give data about them to their parent or guardian. If you are a minor, we will tell you that you have this right. We may ask you to put your request in writing and to include the reasons that we should deny your parents access to the data. We will make the final decision about your request based on your best interests. **Note**: Minors do not have this right if the data in question are educational data maintained by an educational agency or institution.

- **When We Collect Data from You**

When we ask you to provide data about yourself that are not public, we must give you a notice. The notice is sometimes called a Tennessen warning. The notice controls what we do with the data that we collect from you. Usually, we can use and release the data only in the ways described in the notice.

We will ask for your written permission if we need to use or release private data about you in a different way, or if you ask us to release the data to another person. This permission is called informed consent. If you want us to release data to another person, you may wish to use the consent form we provide.

- **Protecting your Data**

The Government Data Practices Act requires us to protect your data. We have established appropriate safeguards to ensure that your data are safe. In the unfortunate event that we determine a security breach has occurred and an unauthorized person has gained access to your data, we will notify you as required by law.

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- **When your Data are Inaccurate and/or Incomplete**

You have the right to challenge the accuracy and/or completeness of public and private data about you. You also have the right to appeal our decision. If you are a minor, your parent or guardian has the right to challenge data about you.

How to Make a Request for Your Data

~~To look at data, or request copies of data that this government entity keeps about you, your minor children, or an individual for whom you have been appointed legal guardian, we strongly encourage you to make a request through our web portal at https://wright-county-mn.nextrequest.com; however, you may also make a request by emailing wc.datarequests@co.wright.mn.us. Describe the data you are requesting as specifically as possible, including dates, locations, keywords or other parameters of your desired request.~~

~~This government entity~~Wright County requires proof of your identity before responding to

your request for data. If you are requesting data about your minor child, you must show proof that

you are the minor's parent. If you are a guardian, you must show legal documentation of your guardianship. Please see the Standards for Verifying Identity located ~~on page 8~~at the end of this document.

The means of requesting data depends on the type of data being requested. An explanation is listed below:

A. Health and Human Services Data:

If you are requesting data from the Health and Human Services Department, you may do so using one of the following options:

1. Preferably, go to the Department of Administration's Requests for Public Data webpage to make a data request through the Data Request Portal using the fillable data request form
2. Describe the data you are requesting as specifically as possible, including dates, locations, keywords or other parameters of your desired request. You may deliver that request in any of the following ways:
    a. Fax: (763) 682-8920 or (763) 682-7701
    b. In-person (M-F 8:00 a.m. to 4:30 p.m.) or via mail:

    Wright County Government Center

    Health and Human Services

    3650 Braddock Ave. NE

    Room 2100

    Buffalo, MN 55313

B. Recorder's Office Data:

If you are requesting data from the Recorder's Office, you may do so using one of the following options:

1. Go to the Department of Administration's Requests for Public Data webpage to make a data request through the Data Request Portal using the fillable data request form
2. Describe the data you are requesting as specifically as possible, including dates, locations, keywords or other parameters of your desired request. You

may deliver that request in any of the following ways:

a. Email: recorder.request@co.wright.mn.us

b. Fax: (763) 684-4558

c. In-person (M-F 8:00 a.m. to 4:30 p.m.):

Wright County Government Center

Recorder's Office

3650 Braddock Ave. NE

Room 1500

Buffalo, MN 55313

C. Sheriff's Office Data:

If you are requesting data from the Sheriff's Office, you may do so using one of the following options:

1. Use the Information Disclosure Request Form on the Wright County Sheriff's Office website

2. Describe the data you are requesting as specifically as possible, including dates, locations, keywords or other parameters of your desired request.

You may deliver your request in any of the following ways:

a. Email: sheriffrecords@co.wright.mn.us
b. Fax: (763) 682-7683
c. In-person (M-F 8:00 a.m. to 4:30 p.m.):

Wright County Sheriff's Office

Law Enforcement Center

3800 Braddock Ave. NE

Second Floor Counter

Buffalo, MN 55313

Please note that the Wright County Sheriff's Office does not have police reports for the following law enforcement agencies, so please consult these agencies directly for their data:

- Buffalo Police Department

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- Annandale Police Department
- Howard Lake Police Department
- State Patrol

Please contact the Sheriff's Office at (763) 682-1162 with any questions.

D. Other County Department Data:

If you are requesting data from any other Wright County department, please go to the Department of Administration's Requests for Public Data webpage to make a data request. You can make a data request either through the Data Request Portal using the fillable data request form or through any other means indicated on the Requests for Public Data webpage.

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How We Respond to a Data Request

Once you make your request, we will work to process your request. We will request appropriate proof of identity as needed. If it is not clear what data you are requesting, we will ask you for clarification.

- If we do not have the data, we will notify you in writing within 10 business days.
- If we have the data, but the data are confidential or private data that are not about you, or the data are confidential data about you, we will notify you within 10 business days and state which specific law says you cannot access the data.
- If we have the data, and the data are public or private data about you, we will respond to your request within 10 business days, by doing one of the following:
  - arrange a date, time, and place to inspect data, for free, if your request is to look at the data, or
  - provide you with copies of the data within 10 business days. You may choose to pick up your copies, or we will mail, email or fax them to you. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format.

Information about copy charges ~~is on page 6.~~ follows in the section entitled Copy Costs-Data Subjects.

After we have provided you with access to data about you, we do not have to show you the data again for 6 months unless there is a dispute or we collect or create new data about you.

If you do not understand some of the data (technical terminology, abbreviations, or

acronyms), please let us know. We will give you an explanation if you ask.

The Government Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. (For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request.) If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, ~~we are not required under~~ the Government Data Practices Act ~~to respond to~~does not require us to answer questions that are not ~~specific~~ requests for data or explanations of data provided.

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Data Practices Contacts

County Attorney's Office

Responsible Authority
Name: Brian Lutes, County Attorney
Address: Wright County Justice Center
3700 Braddock Ave NE
Buffalo, MN 55313
Phone number: 763 682-7917
Fax number: 763 682-7700
Email address: Brian.Lutes@co.wright.mn.us

Data Practices Compliance Official and Data Practices Designee
Name: John Bowen, Attorney
Address: Wright County Justice Center
3700 Braddock Ave NE
Buffalo, MN 55313
Phone number: 763 682-7350
Fax number: 763 682-7700
Email address: John.Bowen@co.wright.mn.us

Health and Human Services Office

Responsible Authority
Name: Jami Goodrum, Director
Address: Wright County Government Center
3650 Braddock Ave NE
Buffalo, MN 55313
Phone number: 763 684-7411
Fax number: 763 682-7701
Email address: Jami.Goodrum@co.wright.mn.us

Data Practices Compliance Official
Name: Lisa Spencer, Office Manager
Address: Wright County Government Center
3650 Braddock Ave NE
Buffalo, MN 55313

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Phone number: 763 682-7521
Fax number: 763 682-7701
Email address: Lisa.Spencer@co.wright.mn.us

Data Practices Designee
Name: James O'Dell, Technology Supervisor
Address: Wright County Government Center
3650 Braddock Ave NE
Buffalo, MN 55313
Phone number: 763 684-8459
Fax number: 763 682-7701
Email address: James.Odell@co.wright.mn.us

Wright County Sheriff's Office

Responsible Authority
Name: Sean Deringer, Wright County Sheriff
Address: Law Enforcement Center
3800 Braddock Ave NE
Buffalo, MN 55313
Phone: 763-682-7619
Fax: 763-682-7636
Email address: sean.deringer@co.wright.mn.us

Data Practices Compliance Official
Name: Shawna Athman, Business Manager Custodian of Records
Address: Law Enforcement Center
3800 Braddock Ave NE
Buffalo, MN 55313
Phone: 763-684-2372
Fax: 763-682-7636
Email address: shawna.athman@co.wright.mn.us

Data Practices Designee
Name: Matt Treichler, Chief Deputy
Address: Law Enforcement Center
3800 Braddock Ave NE
Buffalo, MN 55313
Phone: 763-684-2362
Fax: 763-682-7636
Email address: matthew.treichler@co.wright.mn.us

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Law Enforcement Calls For Service Data Requests
Address: Records Unit
Law Enforcement Center
3800 Braddock Ave NE
Buffalo, MN 55313
Phone: 763-682-7630/763-684-4535
Fax: 763-682-7683
Email address: sheriffrecords@co.wright.mn.us

Veteran Services

Responsible Authority
Name: Gregory Pickard, Director
Address: Wright County Government Center
3650 Braddock Ave NE
Buffalo, MN 55313
Phone number: 763 682-7326
Fax number: 763 684-4554
Email address: Gregory.Pickard@co.wright.mn.us

Data Practices Compliance Official
Name: Clay Wilfahrt, Assistant County Administrator
Address: Wright County Government Center
3650 Braddock Ave NE
Buffalo, MN 55313
Phone number: 763 684-8628
Fax number: 763 682-6178
Email address: Clay.Wilfahrt@co.wright.mn.us

Data Practices Designee
Name: Caroline Bachun, Records Manager
Address: Wright County Government Center
3650 Braddock Ave NE
Buffalo, MN 55313
Phone number: 763 682-7644
Fax number: 763 682-6178
Email address: Caroline.Bachun@co.wright.mn.us

Other Wright County Departments and Designated for the County Commissioners

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Responsible Authority
Name: Lee Kelly, County Administrator
Address: Wright County Government Center
3650 Braddock Ave NE
Buffalo, MN 55313
Phone number: 763 682-7377
Fax number: 763 682-6178
Email Address: Lee.Kelly@co.wright.mn.us

~~**Responsible Authority – Sheriff's Office only** Name: Sean Deringer, Wright County Sheriff Address: Law Enforcement Center~~
~~3800 Braddock Ave NE Buffalo,~~
~~MN 55313~~
~~Phone number: 763 682-7619~~
~~Fax number: 763 682-7636~~
~~Email Address: Sean.Deringer@co.wright.mn.us~~

Data Practices Compliance Official
Name: Clay Wilfahrt, Assistant County Administrator
Address: Wright County Government Center
3650 Braddock Ave NE
Buffalo, MN 55313
Phone number: 763 684-8628
Fax number: 763 682-6178
Email address: Clay.Wilfahrt@co.wright.mn.us

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Data Practices Designee~~(s)~~

Name: Caroline Bachun, Records Manager
Address: Wright County Government Center
3650 Braddock Ave NE
Buffalo, MN 55313
Phone number: 763 682-7644
Fax number: 763 682-6178
Email address: Caroline.Bachun@co.wright.mn.us

~~Name: John Bowen, Attorney~~
~~Address: Wright County Government Center 3700 Braddock Ave NE~~
~~Buffalo, MN 55313~~
~~Phone number: 763 682-7350~~
~~Fax number: 763 682-7700~~
~~Email address:~~ John.Bowen@co.wright.mn.us

~~Health & Human Services~~
~~Name: James O'Dell, Technology Supervisor~~
~~Address: Wright County Government Center 3650~~
~~Braddock Ave NE~~
~~Buffalo, MN 55313~~
~~Phone number: 763 684 8459~~
~~Fax number: 763 682 7701~~
~~Email address: James.Odell@co.wright.mn.us~~

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Copy Costs – Data Subjects

~~This government entity~~Wright County charges data subjects for copies of government data. These charges are authorized under Minnesota Statutes, section 13.04, subdivision 3.

We may require that you pay for the copies before we will give them to you.

~~For 100 or Fewer Paper Copies – 25 cents per page~~

~~100 or fewer pages of black and white, letter or legal size paper copies cost 25¢ for a one-sided copy, or 50¢ for a two-sided copy.~~

~~Most Other Types of Copies –~~ Actual Ccosts of Making Copies

~~The charge for most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data and making the copies or electronically transmitting the data (e.g. sending the data by email).~~

~~In determining the actual cost of making copies, we factor in employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any). If your request is for copies of data that we cannot reproduce ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.~~

We will charge the actual cost of making copies for data about you. In determining the actual cost, we include the employee-time to create and send the copies, the cost of the materials onto which we are copying the data (paper, CD, DVD, flash drive, etc.), and mailing costs such as postage (if any).

If your request is for copies of data that we cannot copy ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

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Standards for Verifying Identity

The following constitute proof of identity.

- An **adult individual** must provide a valid photo ID, such as
  - ~~o~~ a driver's license
  - a military ID
  - a passport
  - a state-issued ID
  - a tribal ID
  - the foreign equivalent of any of the above

  ~~state driver's license ○ a military ID ○ a passport ○ a Minnesota ID ○ a Minnesota tribal ID~~

- A **minor individual** must provide a valid photo ID, such as
  - a driver's license
  - a miliary ID
  - a passport
  - a state-issued ID
  - a tribal ID
  - a school ID
  - the foreign equivalent of any of the above

  ~~○ a state driver's license ○ a military ID ○ a passport ○ a Minnesota ID ○ a Minnesota Tribal ID ○ a Minnesota school ID~~

- The **parent or guardian of a minor** must provide a valid photo ID *and either*
  - a certified copy of the minor's birth certificate *or*
  - a certified copy of documents that establish the parent or guardian's relationship to the child, such as
    - ❖ a court order relating to divorce, separation, custody, foster care
    - ❖ a foster care contract
    - ❖ an affidavit of parentage

- The **legal guardian for an individual** must provide a valid photo ID *and* a certified copy of appropriate documentation of formal or informal appointment as guardian, such as
  - court order(s)
  - valid power of attorney

  ~~○ court order(s) ○ valid power of attorney~~

Note: If there are concerns about the validity of the ID documents, the person may be

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required to provide certified copies of the documents that are required or an affidavit of ID.



WRIGHT COUNTY
DATA PRACTICES POLICY
FOR MEMBERS OF THE PUBLIC

Adopted this 13th day of May 2014
Revised this 21st day of March 2023

Right to Access Public Data

The Government Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law or temporary classification says the data are not public. Government data is a term that means all recorded information a government entity has, including paper, email, DVDs, photographs, etc.

The Government Data Practices Act also provides that Wright County must keep all government data in a way that makes it easy for you, as a member of the public, to access public data. You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to get copies of public data. The Government Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

How to Make a Data Request

Wright County cannot require you, as a member of the public, to identify yourself or explain the reason for your data request. However, depending on how you want us to process your request (if, for example, you want us to mail you copies of data), we may need some information about you. If you choose not to give us any identifying information, we will provide you with contact information so you may check on the status of your request. In addition, please keep in mind that if we do not understand your request and have no way to contact you, we will not be able to begin processing your request.

The means of requesting data depends on the type of data being requested. An explanation is listed below:

A. Health and Human Services Data:

If you are requesting data from the Health and Human Services Department, you may do so using one of the following options:

1. Preferably, go to the Department of Administration's Requests for Public Data webpage to make a data request through the Data Request Portal using the fillable data request form

2. Describe the data you are requesting as specifically as possible, including dates, locations, keywords or other parameters of your desired request. You may deliver that request in any of the following ways:

    a. Fax: (763) 682-8920 or (763) 682-7701
    b. In-person (M-F 8:00 a.m. to 4:30 p.m.) or via mail:
    Wright County Government Center
    Health and Human Services
    3650 Braddock Ave. NE
    Room 2100
    Buffalo, MN 55313

B. Recorder's Office Data:

If you are requesting data from the Recorder's Office, you may do so using one of the following options:

1. Go to the Department of Administration's Requests for Public Data webpage to make a data request through the Data Request Portal using the fillable data request form

2. Describe the data you are requesting as specifically as possible, including dates, locations, keywords or other parameters of your desired request. You may deliver that request in any of the following ways:

    a. Email: recorder.request@co.wright.mn.us
    b. Fax: (763) 684-4558
    c. In-person (M-F 8:00 a.m. to 4:30 p.m.):
    Wright County Government Center
    Recorder's Office
    3650 Braddock Ave. NE
    Room 1500
    Buffalo, MN 55313

C. Sheriff's Office Data:

If you are requesting data from the Sheriff's Office, you may do so using one of the following options:

1. Use the fillable Information Disclosure Request Form on the Wright County Sheriff's Office website

2. Describe the data you are requesting as specifically as possible, including dates, locations, keywords or other parameters of your desired request.

You may deliver that request in any of the following ways:

a. Email: sheriffrecords@co.wright.mn.us
b. Fax: (763) 682-7683
c. In-person (M-F 8:00 a.m. to 4:30 p.m.):
Wright County Sheriff's Office
Law Enforcement Center
3800 Braddock Ave. NE
Second Floor Counter
Buffalo, MN 55313

Please note that the Wright County Sheriff's Office does not have police reports for the following law enforcement agencies, so please consult these agencies directly for their data:

- Buffalo Police Department
- Annandale Police Department
- Howard Lake Police Department
- State Patrol

Please contact the Sheriff's Office at (763) 682-1162 with any questions.

D. Other County Department Data:

If you are requesting data from any other Wright County department, go to the Department of Administration's Requests for Public Data webpage to make a data request. You can make a data request either through the Data Request Portal using the fillable data request form or through any other means indicated on the Requests for Public Data webpage.

How We Respond to a Data Request

- Once you make your request, we will work to process your request. If it is not clear what data you are requesting, we will ask you for clarification.
- If we do not have the data, we will notify you in writing as soon as reasonably possible.
- If we have the data, but the data are not public, we will notify you as soon as reasonably possible and state which specific law or temporary classification says the data are not public.
- If we have the data, and the data are public, we will respond to your request appropriately and promptly, within a reasonable amount of time by doing one of the following:
    - arrange a date, time, and place to inspect data, for free, if your request is to look at the data, or
    - provide you with copies of the data as soon as reasonably possible. You may choose to pick up your copies, or we will mail, email or fax them to you. If you want us to send you the copies, you will need to provide us with an address, email address, or fax number, as applicable. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic form.

Information about copy charges follows in the section entitled Copy Costs- Members of the Public.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The Government Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. (For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request.) If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, the Government Data Practices Act does not require us to answer questions that are not requests for data or explanations of data provided.

Requests for Summary Data

Summary data are statistical records or reports that are prepared by removing all identifiers from private or confidential data on individuals. We will prepare summary data if you make your request in writing and pre-pay for the cost of creating the data. Within 10 days of receiving your written request, we will inform you of the estimated costs and will either provide you with the data or details of when the data will be ready.

Data Practices Contacts

County Attorney's Office

Responsible Authority
Name: Brian Lutes, County Attorney
Address: Wright County Justice Center
3700 Braddock Ave NE
Buffalo, MN 55313
Phone number: 763 682-7917
Fax number: 763 682-7700
Email address: Brian.Lutes@co.wright.mn.us

Data Practices Compliance Official and Data Practices Designee
Name: John Bowen, Attorney
Address: Wright County Justice Center
3700 Braddock Ave NE
Buffalo, MN 55313
Phone number: 763 682-7350
Fax number: 763 682-7700
Email address: John.Bowen@co.wright.mn.us

WRIGHT COUNTY
MINNESOTA

Health and Human Services Office

Responsible Authority
Name: Jami Goodrum, Director
Address: Wright County Government Center
3650 Braddock Ave NE
Buffalo, MN 55313
Phone number: 763 684-7411
Fax number: 763 682-7701
Email address: Jami.Goodrum@co.wright.mn.us

Data Practices Compliance Official
Name: Lisa Spencer, Office Manager
Address: Wright County Government Center
3650 Braddock Ave NE
Buffalo, MN 55313
Phone number: 763 682-7521
Fax number: 763 682-7701
Email address: Lisa.Spencer@co.wright.mn.us

Data Practices Designee(s)
Name: James O'Dell, Technology Supervisor
Address: Wright County Government Center
3650 Braddock Ave NE
Buffalo, MN 55313
Phone number: 763 684-8459
Fax number: 763 682-7701
Email address: James.Odell@co.wright.mn.us

Wright County Sheriff's Office

Responsible Authority
Name: Sean Deringer, Wright County Sheriff
Address: Law Enforcement Center
3800 Braddock Ave NE
Buffalo, MN 55313
Phone: 763-682-7619
Fax: 763-682-7636
Email address: sean.deringer@co.wright.mn.us

WRIGHT COUNTY
MINNESOTA

Data Practices Compliance Official
Name: Shawna Athman, Business Manager Custodian of Records
Address: Law Enforcement Center
3800 Braddock Ave NE Buffalo, MN 55313
Phone: 763-684-2372
Fax: 763-682-7636
Email address: shawna.athman@co.wright.mn.us

Data Practices Designee
Name: Matt Treichler, Chief Deputy
Address: Law Enforcement Center
3800 Braddock Ave NE
Buffalo, MN 55313
Phone: 763-684-2362
Fax: 763-682-7636
Email address: matthew.treichler@co.wright.mn.us

Law Enforcement Calls For Service Data Requests
Address: Records Unit
Law Enforcement Center
3800 Braddock Ave NE
Buffalo, MN 55313
Phone: 763-682-7630/763-684-4535
Fax: 763-682-7683
Email address: sheriffrecords@co.wright.mn.us

Veteran Services

Responsible Authority
Name: Gregory Pickard, Director
Address: Wright County Government Center
3650 Braddock Ave NE
Buffalo, MN 55313
Phone number: 763 682-7326
Fax number: 763 684-4554
Email address: Gregory.Pickard@co.wright.mn.us

Data Practices Compliance Official
Name: Clay Wilfahrt, Assistant County Administrator
Address: Wright County Government Center
3650 Braddock Ave NE
Buffalo, MN 55313
Phone number: 763 684-8628
Fax number: 763 682-6178
Email address: Clay.Wilfahrt@co.wright.mn.us

WRIGHT COUNTY
MINNESOTA

Data Practices Designee
Name: Caroline Bachun, Records Manager
Address: Wright County Government Center
3650 Braddock Ave NE
Buffalo, MN 55313
Phone number: 763 682-7644
Fax number: 763 682-6178
Email address: Caroline.Bachun@co.wright.mn.us

Other Wright County Departments and Designated for the County Commissioners

Responsible Authority
Name: Lee Kelly, County Administrator Address:
Wright County Government Center
3650 Braddock Ave NE
Buffalo, MN 55313
Phone number: 763 682-7377
Fax number: 763 682-6178
Email Address: Lee.Kelly@co.wright.mn.us

Data Practices Compliance Official
Name: Clay Wilfahrt, Assistant County Administrator
Address: Wright County Government Center
3650 Braddock Ave NE
Buffalo, MN 55313
Phone number: 763 684-8628
Fax number: 763 682-6178
Email address: Clay.Wilfahrt@co.wright.mn.us

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WRIGHT COUNTY
MINNESOTA

Copy Costs – Members of the Public

Wright County charges members of the public for copies of government data. These charges are authorized under Minnesota Statutes, section 13.03, subdivision 3(c).

We may require that you pay for the copies before we will give them to you.

For 100 or Fewer Paper Copies – 25 cents per page

100 or fewer pages of black and white, letter or legal-size paper copies cost 25¢ for a one-sided copy, or 50¢ for a two-sided copy.

Most Other Types of Copies – Actual cost

The charge for most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and for making the copies or electronically transmitting the data (e.g., sending the data by email).

In determining the actual cost of making copies, we factor in employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any). If your request is for copies of data that we cannot reproduce ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.



WRIGHT COUNTY
DATA PRACTICES POLICY
FOR
MEMBERS OF THE PUBLIC

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Adopted this 13th day of May 2014
Revised this 21st~~19th~~ day of ~~April~~ March 2023~~2022~~

Right to Access Public Data

The Government Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law or temporary classification says the data are not public.

Government data is a term that means all recorded information a government entity has, including paper, email, DVDs, photographs, etc.

The Government Data Practices Act also provides that ~~this government entity~~Wright County must keep all government data in a way that makes it easy for you, as a member of the public, to access public data. You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to get copies of public data. The Government Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

How to Make a Data Request

~~To look at data or request copies of data that this government entity keeps, we strongly encourage you to make a request through our web portal at https://wright-county-mn.nextrequest.com; however, you may also make a request by emailing wc.datarequests@co.wright.mn.us. Describe the data you are requesting as specifically as possible, including dates, locations, keywords or other parameters of your desired request.~~

~~This government entity~~Wright County cannot require you, as a member of the public, to identify yourself or explain the reason for your data request. However, depending on how you want us to process your request (if, for example, you want us to mail you copies of data), we may need some information about you. If you choose not to give us any identifying information, we will provide you with contact information so you may check on the status of your request. In addition, please keep in mind that if we do not understand your request and have no way to contact you, we will not be able to begin processing your request.

The means of requesting data depends on the type of data being requested. An explanation is listed below:

A. Health and Human Services Data:

If you are requesting data from the Health and Human Services Department, you may do so using one of the following options:

1. Preferably, go to the Department of Administration's Requests for Public Data webpage to make a data request through the Data Request Portal using the fillable data request form

2. Describe the data you are requesting as specifically as possible, including dates, locations, keywords or other parameters of your desired request. You may deliver that request in any of the following ways:

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a. Fax: (763) 682-8920 or (763) 682-7701
b. In-person (M-F 8:00 a.m. to 4:30 p.m.) or via mail:

Wright County Government Center

Health and Human Services

3650 Braddock Ave. NE

Room 2100

Buffalo, MN 55313

B. Recorder's Office Data:

If you are requesting data from the Recorder's Office, you may do so using one of the following options:

1. Go to the Department of Administration's Requests for Public Data webpage to make a data request through the Data Request Portal using the fillable data request form

2. Describe the data you are requesting as specifically as possible, including dates, locations, keywords or other parameters of your desired request. You may deliver that request in any of the following ways:

   a. Email: recorder.request@co.wright.mn.us

   b. Fax: (763) 684-4558

   c. In-person (M-F 8:00 a.m. to 4:30 p.m.):

      Wright County Government Center

      Recorder's Office

      3650 Braddock Ave. NE

      Room 1500

      Buffalo, MN 55313

C. Sheriff's Office Data:

If you are requesting data from the Sheriff's Office, you may do so using one of the following options:

1. Use the fillable Information Disclosure Request Form on the Wright County Sheriff's Office website

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2. Describe the data you are requesting as specifically as possible, including dates, locations, keywords or other parameters of your desired request.

You may deliver that request in any of the following ways:

a. Email: sheriffrecords@co.wright.mn.us
b. Fax: (763) 682-7683
c. In-person (M-F 8:00 a.m. to 4:30 p.m.):

Wright County Sheriff's Office

Law Enforcement Center

3800 Braddock Ave. NE

Second Floor Counter

Buffalo, MN 55313

Please note that the Wright County Sheriff's Office does not have police reports for the following law enforcement agencies, so please consult these agencies directly for their data:

- Buffalo Police Department
- Annandale Police Department
- Howard Lake Police Department
- State Patrol

Please contact the Sheriff's Office at (763) 682-1162 with any questions.

D. Other County Department Data:

If you are requesting data from any other Wright County department, go to the Department of Administration's Requests for Public Data webpage to make a data request. You can make a data request either through the Data Request Portal using the fillable data request form or through any other means indicated on the Requests for Public Data webpage.

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How We Respond to a Data Request

- Once you make your request, we will work to process your request. If it is not clear what data you are requesting, we will ask you for clarification. ~~Upon receiving your request, we will work to process it.~~
- If we do not have the data, we will notify you in writing as soon as reasonably possible.
- If we have the data, but the data are not public, we will notify you as soon as reasonably possible and state which specific law or temporary classification says the data are not public.
- If we have the data, and the data are public, we will respond to your request appropriately and promptly, within a reasonable amount of time by doing one of the following:
  - arrange a date, time, and place to inspect data, for free, if your request is to look at the data, or
  - provide you with copies of the data as soon as reasonably possible. You may choose to pick up your copies, or we will mail, email or fax them to you. If you want us to send you the copies, you will need to provide us with an address, ~~or~~ email address, or fax number, as applicable. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic form.

Information about copy charges ~~is on page 5~~follows in the section entitled Copy Costs- Members of the Public.

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Requests for Summary Data

Summary data are statistical records or reports that are prepared by removing all identifiers from private or confidential data on individuals. ~~The preparation of summary data is not a means to gain access to private or confidential data.~~ We will prepare summary data if you make your request in writing and pre-pay for the cost of creating the data. ~~Upon~~ Within 10 days of receiving your written request, we will ~~attempt to~~ inform you of the estimated costs ~~respond within ten business days~~ and will either provide you with the data or details of when the data will be ready ~~and an estimate of how much we will charge~~.

Data Practices Contacts

County Attorney's Office

Responsible Authority
Name: Brian Lutes, County Attorney
Address: Wright County Justice Center
3700 Braddock Ave NE
Buffalo, MN 55313
Phone number: 763 682-7917
Fax number: 763 682-7700
Email address: Brian.Lutes@co.wright.mn.us

Data Practices Compliance Official and Data Practices Designee
Name: John Bowen, Attorney
Address: Wright County Justice Center
3700 Braddock Ave NE
Buffalo, MN 55313
Phone number: 763 682-7350
Fax number: 763 682-7700
Email address: John.Bowen@co.wright.mn.us

Health and Human Services Office

Responsible Authority
Name: Jami Goodrum, Director
Address: Wright County Government Center
3650 Braddock Ave NE
Buffalo, MN 55313
Phone number: 763 684-7411
Fax number: 763 682-7701
Email address: Jami.Goodrum@co.wright.mn.us

Data Practices Compliance Official
Name: Lisa Spencer, Office Manager
Address: Wright County Government Center
3650 Braddock Ave NE
Buffalo, MN 55313
Phone number: 763 682-7521

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Fax number: 763 682-7701
Email address: Lisa.Spencer@co.wright.mn.us

Data Practices Designee(s)
Name: James O'Dell, Technology Supervisor
Address: Wright County Government Center
3650 Braddock Ave NE
Buffalo, MN 55313
Phone number: 763 684-8459
Fax number: 763 682-7701
Email address: James.Odell@co.wright.mn.us

Wright County Sheriff's Office

Responsible Authority
Name: Sean Deringer, Wright County Sheriff
Address: Law Enforcement Center
3800 Braddock Ave NE
Buffalo, MN 55313
Phone: 763-682-7619
Fax: 763-682-7636
Email address: sean.deringer@co.wright.mn.us

Data Practices Compliance Official
Name: Shawna Athman, Business Manager Custodian of Records
Address: Law Enforcement Center
3800 Braddock Ave NE Buffalo, MN 55313
Phone: 763-684-2372
Fax: 763-682-7636
Email address: shawna.athman@co.wright.mn.us

Data Practices Designee
Name: Matt Treichler, Chief Deputy
Address: Law Enforcement Center
3800 Braddock Ave NE
Buffalo, MN 55313
Phone: 763-684-2362
Fax: 763-682-7636
Email address: matthew.treichler@co.wright.mn.us

Law Enforcement Calls For Service Data Requests
Address: Records Unit
Law Enforcement Center
3800 Braddock Ave NE

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WRIGHT COUNTY
MINNESOTA

Buffalo, MN 55313
Phone: 763-682-7630/763-684-4535
Fax: 763-682-7683
Email address: sheriffrecords@co.wright.mn.us

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Veteran Services

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Responsible Authority

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Name: Gregory Pickard, Director
Address: Wright County Government Center
3650 Braddock Ave NE
Buffalo, MN 55313
Phone number: 763 682-7326
Fax number: 763 684-4554
Email address: Gregory.Pickard@co.wright.mn.us

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Data Practices Compliance Official

Name: Clay Wilfahrt, Assistant County Administrator

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Address: Wright County Government Center
3650 Braddock Ave NE
Buffalo, MN 55313

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Phone number: 763 684-8628
Fax number: 763 682-6178
Email address: Clay.Wilfahrt@co.wright.mn.us

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Data Practices Designee

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Buffalo, MN 55313
Phone number: 763 682-7377
Fax number: 763 682-6178
Email Address: Lee.Kelly@co.wright.mn.us

~~**Responsible Authority – Sheriff's Office only** Name: Sean Deringer, Wright County Sheriff Address: Law Enforcement Center~~
~~3800 Braddock Ave NE Buffalo, MN 55313~~
~~Phone number: 763 682-7619~~
~~Fax number: 763 682-7636~~
~~Email Address: Sean.Deringer@co.wright.mn.us~~

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WRIGHT COUNTY
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Data Practices Designee~~(s)~~
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Fax number: 763 682-6178
Email address: Caroline.Bachun@co.wright.mn.us

~~Name: John Bowen, Attorney~~
~~Address: Wright County Government Center 3700 Braddock Ave NE~~
~~Buffalo, MN 55313~~
~~Phone number: 763 682-7350~~
~~Fax number: 763 682-7700~~
~~Email address:~~ John.Bowen@co.wright.mn.us

WRIGHT COUNTY
MINNESOTA

~~**Health & Human Services**~~
~~Name: James O'Dell, Technology Supervisor~~
~~Address: Wright County Government Center 3650~~
~~Braddock Ave NE~~
~~Buffalo, MN 55313~~
~~Phone number: 763 684-8459~~
~~Fax number: 763 682-7701~~
~~Email address:~~ ~~James.Odell@co.wright.mn.us~~

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WRIGHT COUNTY
RECORDS AND DATA MANAGEMENT
POLICY

Adopted by the County Board of Commissioners February 14, 2017

Revised March 21, 2023

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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. 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 Government Data Practices Act (MGDPA), Minnesota Statutes, Chapter 13, governs the data of Wright County. The Minnesota Legislature is responsible for updating the 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

Official 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. Data Practices Office (DPO)

The Data Practices Office is a part of the Minnesota Department of Administration. The DPO is responsible for providing assistance and advice on data practices to the public and governments. The DPO provides informal and formal advisory opinions on the interpretation of the Minnesota Government Data Practices Act.

2.5. County Board of Commissioners

The County Board of Commissioners is responsible for the appointment of a Responsible Authority (M.R. 1205.1000), the approval of the Records and Data Management Policy, Data Practices Policy for Members of the Public and Data Practices Policy for Data Subjects.

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 Minnesota Records Disposition Panel for approval
- Clarification on legal questions and issues as it pertains to county records

2.7. Responsible Authority

The Responsible Authority (RA) is the individual who ultimately is responsible for all data and data practices decisions under their purview. The designation of a RA is determined as follows:

- Elected offices: the elected official is the RA for their office.
- Data outside of the offices of elected officials: an individual appointed by the County Board of Commissioners. Until such time the RA will be the County Administrator or, if the County has no Administrator, the County Auditor.
- County welfare agency: the RA is the director of the agency.
- County social services agency: the RA is the chair of the board.
- Human services board: the RA is the chair of the board.
- Community mental health center board: the RA is the chair of the board.
- Person specified in contract to administer components of welfare system.
- Head of child support enforcement.
- Veterans service officer.

The RA ensures compliance with all of the requirements of the MGDPA and the Administrative Rules. Both the RA and the office(s) under their purview are liable for violations of Chapter 13. (M.S. §§ 13.02, subd. 16, 13.05, 13.46, subd. 10, and 197.603, subd. 2; Minnesota Rules 1205.0200, subparts 12-16, and 1205.0800-1500)

At their discretion, a RA may assign a designee for each department or office to be responsible for receiving and complying with requests for government data from their department/office, and for answering inquiries from the public concerning the provisions of Chapter 13 or the Administrative Rules.

The RA is responsible for the designation or appointment of a Data Practices Compliance Official (DPCO). At their discretion, the RA may choose to serve as the DPCO.

2.8. Data Practices Compliance Official (DPCO)

The Data Practices Compliance Official is the designated employee of the county or county office to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.

2.9. Department Heads

Department Heads or their designees are responsible for:

- Reporting the inventory of departmental records
- Developing file plans and working with the Records Manager on records disposition schedules
- Re-enforcing the records management policy within their departments

2.10. Records Manager

The Records Manager is responsible for:

- Developing Records and Data Management Policy, Data Practices Policy for Members of the Public, and Data Practices Policy for Data Subjects
- Maintaining the master records retention schedule
- Maintaining Applications for the Disposal of Records (PR-1)
- Maintaining records destruction reports
- Advising county employees on specific records management practices
- Ensuring that records retention schedules are observed in record repositories
- Facilitating responses to external data requests from the public
- Conducting or coordinating records-related training for county employees

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.

All Wright County elected officials are considered to be "employees" for purposes of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.

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. (M.S. § 138.17) 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 evidence 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. There are four general classifications 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 classifications for data on individuals: public, private, and confidential.

Table 1- Classifications for Data on Individuals

Public data	Private data	Confidential data
Data not classified by state statute, federal law, or temporary classification as either private or confidential. Data accessible to anyone for any reason.	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. • Individuals to whom the County is required to release data based on Court Order or Federal Court Rules.	Data on individuals that is expressly classified as confidential by state statute, federal law, or temporary classification. Confidential data is not accessible to either the subject of the data or the public. 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. • Individuals to whom the County is required to release data based on Court Order or Federal Court Rules.

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 classifications for 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 to 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 classifications for data on decedents: public, private, and confidential.

Table 3- Classifications for Data on Decedents

Public data	Private data	Confidential data
Data accessible to anyone for any reason.	Data accessible to the representative of the decedent, but not the public.	Data not accessible to either the representative of the decedent or 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 and 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 data that is the subject of the application will be deemed not public 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 a temporary classification.

The county must prove that there is no other law that either allows or prohibits classification as not public. 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 private or 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, a city considers their dog licenses to be public. As part of an active criminal investigation, a county sheriff's office obtains a copy of a dog license from that city. The dog license will become part of the county's active criminal investigative file and will be classified as confidential while the case is active. However, the dog license will still be public at the originating city.

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 4 distinct phases in their lifecycle: creation/receipt, distribution & use, maintenance, and retention or disposition. These phases coincide with the pre-determined level of usefulness of a record to the government, based on statutes of limitations, legal obligations, or state/federal laws.

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, data can be maintained in any form, including but not limited to, paper records and files, microfilm, computer medium, or other processes. The content of the data is what determines if a document is an official record. An official record can be converted from a paper document to a digital document. The paper document can be destroyed if the digital document accurately reflects the information in the paper document and is kept for the required retention period (M.S. § 325L.12). The digital document would then be considered the official record and bear the same weight as the paper document in a court of law.

5.2.1. E-mail

An email may hold information of long-term or permanent value or may be transitory in nature.

Most emails are transitory in value, which are generally documents of short-term interest that have no documentary or evidential value. The sender or receiver is not required to save a transitory record. Most e-mail falls into this category and may be deleted immediately.

Records of Value are required for ongoing legal, fiscal, administrative, operational or research purposes. These messages, like any other official record, are to be kept for the retention period based on the type of content contained in the email. 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. To ensure that social media posts and comments are saved, the County uses a social media archiving solution.

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 should 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, a signature may be required to finalize an official record. One example is a signed resolution.

6. USE OF RECORDS

6.1. Permissible use of records

Data on individuals is shared only with those who have a valid need to access the data to do their work. This ensures privacy protections for individuals who are the subject of the data.

6.2 Copies of records

Records that are referenced frequently may be duplicated to create a convenience copy. 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, and not the copies, are the official record.

7. DATA REQUESTS

According to the MGDPA (M.S. § 13.03), anyone may exercise the right to access public government data by making a data request. The person requesting data has the right to inspect (or view) the data or have the county reproduce a copy of that data.

7.1. What kinds of data can be requested

The person requesting government data may request access to specific types of data or data elements, to specific documents or portions of documents, to entire records, files, or databases, or to all public data maintained by the county.

7.2. What cannot be requested

The county may not disseminate any private or confidential data (on individuals) or nonpublic or protected nonpublic data (not on individuals, such as corporations or businesses) without proper legal authority. Such proper legal authority may include statutory authorization, a court order, written release by the subject of the data, and verification of the identity of the subject of the data. Standards for verifying identity can be found in the Wright County Data Practices Policy for Data Subjects.

7.3. Responding to data requests

It is the responsible authority's duty to respond to requests for data. The responsible authority must allow access to or provide copies of data upon request. If the responsible authority or designee is unable to provide copies at the time a request is made, they must be supplied as soon as reasonably possible. If the request is from a data subject, a response must be made within 10 business days.

If data is classified as not public, the response to the requestor must include the specific statutory authority explaining why access is denied. If the requested data does not exist, the requestor must be informed of this fact.

If data is provided, the data requester, upon their request, must be informed of the meaning of the data (M.S. §§ 13.03, subd. 3 and 13.04, subd. 3). This could include, as examples, explaining acronyms or responding to specific questions about search parameters used to compile data in a spreadsheet.

Although a requestor may not be required to provide their name, contact information or reason for the request, the county cannot supply data that is classified as private or nonpublic without verification that the requestor is the data subject.

7.4. Charges for data requests

When requesting copies of the data, the requestor may be charged a fee based on the county's current fee schedule. In setting the fees for the county schedule, the county should take into consideration statutory authority that specifies fees that can be charged for specific documents and any limitations on fees imposed by the MGDPA. A requestor may not be charged a fee to simply inspect data.

8. MAINTENANCE OF RECORDS

8.1. Location of records

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

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

8.1.2. 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.

8.2. 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 record series. This will ensure that all employees know where records are stored in the event of a data request or when retrieving records for archiving or destruction.

9. RECORD RETENTION

9.1. Record retention schedules

Each record produced or maintained by an office is governed by the county approved 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-1, *Application for One-Time Authority to Dispose of Records*.

9.2. 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 the MNHS State Archives or another depository, such as a museum or public library. Records of permanent historical value are indicated on the retention policy as being permanent and archival.

9.2.1 Transfers to the historical society or state archives or other depositories must be documented on one of the following official forms: (1) to transfer paper records to the MNHS - *MNHS State Archives Department Transfer of Records to State Archives; (2)* to transfer electronic records to the MNHS - *MNHS State Archives Department Electronic Government Records Transfer Form*; and (3) to transfer records to the historical society or another depository – Government Records Depository Agreement to indicate which records are being transferred and who is authorizing the transfer. This form will be retained by the county as an official record. Paper records must be transferred in a standard "letter/legal" box, measuring 15"x12"x10", unless otherwise authorized by the MNHS State Archives.

9.2.2. Boxes and external electronic storage devices for transferring records to the state archives are available from the MNHS State Archives at no cost.

9.2.3. Typically, the MNHS State Archives will transport County records to the MNHS State Archives at no cost to departments. Shipping costs for records transfers to the county historical society are the responsibility of each department.

9.2.4. Transfers to the Wright County Historical Society will be of records with historical value to the county. Before transferring documents to the Wright County Historical Society, the MNHS State Archives must be consulted and must approve the transfer terms. The County would enter into an agreement with the Wright County Historical Society and the MNHS State Archives to transfer data to the Wright County Historical Society.

9.2.5. Transfers to the State Archives will be of permanent records that have archival value. Records may have archival value if they have evidentiary value or informational value. Records that have evidentiary value are those that document the existence and operations of the County (e.g., annual County reports, minutes of boards and commissions, County newsletters). Records that have informational value include those that researchers will be able to use in future years (e.g., court case files that have information about specific individuals or events). Records that fall into this category will be indicated in the record retention schedules by the Records Disposition Panel.

9.2.6. When questions arise about the destination of specific records, departments will contact the Records Manager to assist in decision making.

9.3. Destruction of records

When a record's disposition policy instructs that a record can 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. As a best practice, these records should be shredded using a cross-cut shredder to prevent the reconstruction of the documents.

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

9.3.1. When destroying records, offices are required to complete 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.

9.3.2. If records are being destroyed automatically through an electronic system or an electronic program at the end of the retention period, a log of the destruction must be generated.

9.3.3. 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.

10. 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 a 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.

10.1. 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.

10.2. Transferring records to staging areas

Offices should transfer records to staging areas when they are inactive and require a lengthy retention period. Paper records should be transferred in a standard "letter/legal" box, measuring 15"x12"x10", unless a different size is needed (e.g., large maps, photos). Each box will be labeled using a standard label format. This label will contain the same information that is recorded on the department's staging area index- box number, department, description, dates, etc.

10.2.1. 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.

10.2.2. 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.

10.3. Removing records from the staging area

Offices with records stored in a records staging area may remove records when needed. Records removed from the staging area shall be checked out from the staging area index to identify 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.

11. ESSENTIAL RECORDS

Essential 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. Essential records should comprise a relatively small fraction (typically less than 10%) of the organization's total volume of records and be an integral part of the county's Continuity of Operations Plan (COOP).

11.1. Identifying essential records

Essential records are divided into two categories: Emergency Operating Records and Legal/Financial Rights Records.

11.1.1 Emergency Operating Records

Emergency operating records are 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

11.1.2. Legal and Financial Rights Records

Legal and financial rights records are 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.

11.2. Protecting essential records

Essential 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 Continuity of Operations Planning 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. Essential records should be backed up frequently to ensure the accuracy of the off-site data.

12. DAMAGED RECORDS

If official records of the offices of the auditor, treasurer, county recorder, sheriff, court administrator of the district court, and engineer are damaged so that that any portion of them may become 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, and pages (M.S. § 375.15).

12.1. Salvaging damaged records

According to the MNHS, a realistic and thorough damage assessment must be made as quickly, efficiently, and safely as possible. An assessment could include determining if damage exists, the type of damage, and the importance of the affected material. The assessment may result in recommendations on initial recovery priorities. An assessment should be done without handling the damaged material whenever possible, as further irreparable damage may result. Although the MNHS has a disaster response plan that can guide the county in the event damaged records are discovered, county employees should Contact the Records Manager immediately to mitigate any losses from damaged records.

13. RECORDS MANAGER CONSULTATIONS

To assist departments with compliance issues and special situations, the Records Manager will consult with each department every 3 years. As a part of this consultation, the department's electronic and physical record repositories will be reviewed to ensure that appropriate records have been archived, and that any new records are accounted for on departmental records retention schedules. The Records Manager may elect to conduct more frequent consultations to assist departments in complying with this policy. Participation in these consultations is mandatory, and it is encouraged that departments conduct additional internal reviews as a regular check-up to ensure appropriate records are archived and the retention schedule is kept up to date.

14. GLOSSARY & ACRONYMS

COOP	Continuity of Operations Plan
MGDPA	Minnesota Government Data Practices Act
MNHS	Minnesota Historical Society
M.S.	Minnesota Statutes
Decedent	A deceased individual
Record or Official 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 a record series must be kept, as well as the disposal guidelines for these record series
Media	The means or instrument by which information is conveyed
Essential	Necessary or extremely important for the success or continued existence of something

15. 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
M.S. 13	Minnesota Government Data Practices Act
M.R. 1205	Minnesota Administrative Rules, Chapter 1205
M.S. 15.17	Official Records (also known as Official Records Act)
M.S. 138.17	Minnesota Government Records; Administration (also known as Records Management Act)
M.S. 138.163	Preservation and Disposal of Public Records
M.S. 325L.12	Retention of Electronic Records; Originals
M.S. 375.15	Damaged Records Transcribed
	Minnesota Recordkeeping Metadata Standard

Agenda Item Attachments (1)

Document Name	Attachment Type
I-94 Coalition Support Letter.docx	Attachment

☐ Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Notes

County Administrator Review

County Administrator Decision

Notes

Board of Commissioners

Tina Diedrick, District 1
Darek Vetsch, District 2
Jeanne Holland, District 3
Nadine Schoen, District 4
Mike Kaczmarek, District 5

3650 Braddock Ave NE Suite 1200
Buffalo, MN 55313

Ph: (763) 682-7378
Fax: (763) 682-6178

www.co.wright.mn.us

March 21, 2023

The Honorable Patty Murray
Chair
Senate Committee on Appropriations
Room S-128, The Capitol
Washington, D.C. 20510

The Honorable Susan Collins
Vice Chairman
Senate Committee on Appropriations
Room S-128, The Capitol
Washington, D.C. 20510

Dear Senator Murray and Senator Collins,

We are writing this letter to express support for considering the I-94 Expansion Project as a Local Transportation Priority to receive federal funding. This project will take place Eastbound on Interstate 94 (I-94), between TH 25 and CSAH 18 in Monticello, in Wright County, Minnesota, and will support the larger goal of decreasing travel time and accidents by providing an additional travel lane on I-94 from St. Cloud to Maple Grove.

I-94 is a critical corridor that moves traffic across the upper Midwest and in Minnesota, links the Twin Cities Metropolitan area with the northern and western parts of the state. The ability of this artery to handle capacity efficiently and safely is key to Minnesota's vitality. The completion of the I-94 Expansion project from Albertville to Monticello is crucial for enhanced economic development, increased safety, improved quality of life, and increased freight mobility.

The lane capacity expansion completion of Phase 1, from Rogers to St. Michael, has resulted in a 55% reduction in travel delay time through this stretch of road, close to 3 million square feet of new industrial development, and approximately $6.2 million in annual property tax increase. We expect the Monticello to Albertville project to produce similar results.

This project is one of the last steps in completing the six-lane freeway expansion west of the Twin Cities. The project will provide lane continuity between projects recently constructed east of Albertville and west of Monticello. The project is ready for construction as the final design is almost complete.

We are requesting federal funding for $3 million of the $3.6 million project, for which the Minnesota Department of Transportation (MnDOT) has committed the remaining project funds. If we receive this funding, construction is assumed to start in 2024.

Thank you for your consideration.

Sincerely,

Darek Vetsch
Chair Wright County Board of Commissioners

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Lee Kelly

Requestor Title
County Administrator

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
3/21/2023 9:00 AM - Board of Wright County Commissioners

Agenda Item Type
(•) RFBA ( ) Minutes Submission ( ) Warrants Submission

Target Section
( ) Consent Agenda ( ) Timed Agenda
( ) Item for Consideration

Originator
LRK7362

Item Details

Board Action Requested *
Authorize Signatures on Letter of Support for Senate File 843.

Short Title (what will appear on Agenda outline - 250 character max.) *
Authorize Signatures on Letter of Support for Senate File 843

Value Stream the request primarily aligns with:
Promote Safe and Healthy Communities

Briefly describe how the request aligns with the selected value stream.
The passage of this legislation would allow septic tank trucks to respond to emergencies when spring road restrictions in place, saving residents from potential public health hazards or damage to property.

Describe the impact on staffing resources.
none

Fiscal Impact:
none

Background/Justification:
Senate File 843, in particular Subdivision 5, addresses sewage septic trucks and provides for an exemption during spring weight road restrictions. This legislation would allow sewage septic trucks to have an exemption only in emergency situations. House file 1207 is the companion bill.

Route for Review and Approval

- [ ] County Administrator
- [x] Assistant County Administrator
- [ ] Finance Review
- [ ] Legal Review
- [ ] Risk Mgmt Review
- [ ] Skip Workflow

Agenda Item Attachments (1)

Document Name	Attachment Type
Support letter Senate File 843.docx	Attachment

☐ Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

Board of Commissioners

Tina Diedrick, District 1
Darek Vetsch, District 2
Jeanne Holland, District 3
Nadine Schoen, District 4
Mike Kaczmarek, District 5

3650 Braddock Ave NE Suite 1200
Buffalo, MN 55313

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www.co.wright.mn.us

March 21, 2023

To: Senator D. Scott Dibble and members of the Senate Transportation Committee

From: Wright County Board of Commissioners

Dear Senator Dibble and Transportation Committee members,

The Wright County Board would like to express its support of Senate File 843, in particular Subdivision 5 dealing with sewage septic trucks currently not having an exemption when spring weight road restrictions are placed on roads to preserve their lifespans.

Wright County strictly adheres to the posting guidelines set forth by the Minnesota Department of Transportation. We are in the metro zone and place load restrictions on our road system (512 miles of county highways and roads) and our Sheriff's Office enforces those restrictions because we are mindful of the importance of these restrictions to our taxpayers, who carry a share of the burden for pavement replacement or upgrades. However, we also understand the need for sewage septic trucks to assist our residents in a time of crisis at their properties when tanks freeze or holding tanks fail. Not only can these incidents results in significant damage to the property owner with a high cost for cleanup and repair, sewage escaping the tanks can also pose a public health hazard to groundwater and nearby lakes, rivers and streams.

We have witnessed examples of how this inability to have an exemption for these emergency instances has played out. Frantic residents have reached out to sewage pumping providers and been told they are unable to reach their location because of spring load restrictions. We have also seen providers make the trip to a property only to be ticketed by law enforcement for violating the road restrictions.

Other vehicles have been able to receive exemptions (propane trucks, fuel trucks, school busses, garbage trucks, etc.), but sewage septic tank trucks have yet to get this exemption despite issues occurring every spring. As a County Board of Commissioners, we strive to be good stewards for our 144,000 consituents. As such, we prioritize enforcement of spring load restrictions on our highways and roads. However, we believe it is imperative to have an exemption for sewage septic tank trucks and support the passage of Senate File 843 with emphasis on Subdivion 5. Thank you for your consideration in this matter.

_____ _____ _____

Commissioner Tina Diedrick Commissioner Darek Vetsch Commissioner Jeanne Holland

_____ _____

Commissioner Nadine Schoen Commissioner Michael Kaczmarek

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Brian Lutes

Requestor Title
County Attorney

Department (please use dropdown to select department) *
ATTORNEY

Target Meeting Date *
3/21/2023 9:00 AM - Board of Wright County Commissioners

Agenda Item Type
(●) RFBA ( ) Minutes Submission
( ) Warrants Submission

Target Section
(●) Consent Agenda ( ) Timed Agenda
( ) Item for Consideration

Originator
AMJ7346

Item Details

Board Action Requested *
Consent for expenditures on Forfeiture Funds

Short Title (what will appear on Agenda outline - 250 character max.) *
Consent For Expenditures on Forfeiture Funds

Value Stream the request primarily aligns with:
Promote Safe and Healthy Communities

Briefly describe how the request aligns with the selected value stream.
The request directly aligns with the value stream as River's of Hope, MEADA, WCFLO and Just Drive are all organizations that promote Wright County being a safe and healthy community.

Describe the impact on staffing resources.
None

Fiscal Impact:
Minimal with no levy impact, as the funds utilized are forfeiture proceeds.

Background/Justification:
I am utilizing this Request for Board Action as a means of being transparent with regard to how I am utilizing my forfeiture funds. I am seeking approval of the use of designated forfeiture funds in the following manner:
1) Rivers of Hope in the amount of $10,000 from Drug Forfeiture Funds under the category of crime prevention and gifts or grants to a nonprofit crime victim service organization pursuant to Minn. Stat. §609.5315, Subd. 6(c)(2)(i)(iii)(iv)(xii).
2) MEADA in the amount of $5,000 from Drug Forfeiture Funds under the category of drug abuse and crime prevention and gifts or grants to a nonprofit program pursuant to Minn. Stat. §609.5315, Subd. 6(c)(2)(i)(xii).
3) Wright County Frontline Outreach (WCFLO) in the amount of $2,500 from Drug Forfeiture Funds under the category of crime prevention and gifts or grants to a nonprofit crime victim service organization pursuant to Minn. Stat. §609.5315, Subd. 6(c)(2)(i)(iii)(iv)(xii).
4) Just Drive in the amount of $1,000 from DWI Forfeiture Funds under the category of drug abuse and crime prevention and gifts or grants to a nonprofit program pursuant to Minn. Stat. §609.5315, Subd. 6(c)(2)(i)(xii).

Route for Review and Approval

- [ ] County Administrator
- [x] Assistant County Administrator
- [ ] Finance Review
- [x] Legal Review
- [ ] Risk Mgmt Review
- [ ] Skip Workflow

Agenda Item Attachments (0)

Document Name	Attachment Type

- [ ] Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

Legal Review

Legal Decision

Notes

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Jessi Miller

Requestor Title
Office Manager

Department (please use dropdown to select department) *
COURT SERVICES

Target Meeting Date *
3/21/2023 9:00 AM - Board of Wright County Commissioners

Agenda Item Type
(•) RFBA ( ) Minutes Submission ( ) Warrants Submission

Target Section
(•) Consent Agenda ( ) Timed Agenda
( ) Item for Consideration

Originator
JLM7301

Item Details

Board Action Requested *
Alternatives to Detention grant awarded to Court Services

Short Title (what will appear on Agenda outline - 250 character max.) *
Alternatives to Detention grant awarded to Court Services

Value Stream the request primarily aligns with:
Promote Safe and Healthy Communities

Briefly describe how the request aligns with the selected value stream.
The request helps promote safe and healthy communities by providing funds to assist Court Services in keeping juveniles in their local communities, rather than being placed in a juvenile detention center. The funds will allow Court Services to utilize services that continue to promote public safety, while also funding services to juvenile that will assist them in finding success in school, employment, and their communities.

Describe the impact on staffing resources.
The ATD grant will fund the time of one of Court Services' Agents devotes to managing this grant. Aside from that, the grant will assist Juvenile Agents in providing proper services and recommendations for youth on probation.

Fiscal Impact:
The grant awarded Court Services $33,655.50 to be utilized from 2/13/23 through 6/30/23. There is also the possibility to renew the grant for another six-months.

Background/Justification:
Court Services was one of two agencies in the state to be awarded this grant by the Department of Corrections. The purpose of the grant is to provide alternatives to detention for those medium to high risk juveniles that may have been placed in a detention center because of their needs, community safety, the severity of the offense, and the needs of potential victims. This grant allows Court Services the funds to ensure public safety through the use of EHM, GPS, and software monitoring. It also provides funding for a number of services that a juvenile may need, such as therapy, evaluations, and medication. In addition, Court Services will be able to assist juveniles with transportation needs, as well as school and employment needs.

Route for Review and Approval

☐ County Administrator	☑ Assistant County Administrator	☐ Finance Review	☐ Legal Review	☐ Risk Mgmt Review	☐ Skip Workflow

Agenda Item Attachments (1)

Document Name	Attachment Type
Wright ATD Grant Contract Agreement.pdf	Attachment

☐ Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

STATE OF MINNESOTA
GRANT CONTRACT AGREEMENT

This grant contract agreement is between the State of Minnesota, acting through its Commissioner of Corrections ("STATE") and Wright County Court Services Department, 3650 Braddock Ave NE, #3200 Buffalo, MN 55313 ("GRANTEE").

Recitals

1. Under Minn. Stat. § 242.21 the State is empowered to enter into this grant contract agreement.
2. The State is in need of alternatives to detention (ATD) for juveniles involved in the Minnesota juvenile justice system. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract agreement to the satisfaction of the State. Pursuant to Minn.Stat.§16B.98, Subd.1, the Grantee agrees to minimize administrative costs as a condition of this grant contract agreement.

Grant Contract Agreement

1 Term of Grant Contract Agreement

1.1 ***Effective date:***

February 13, 2023, Per Minn. Stat.§16B.98, Subd. 5, the Grantee must not begin work until this grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. Per Minn.Stat.§16B.98 Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed.

1.2 ***Expiration date:***

June 30, 2023, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

1.3 ***Survival of Terms.***

The following clauses survive the expiration or cancellation of this grant contract agreement: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15 Data Disclosure.

2 Grantee's Duties

The Grantee, who is not a state employee, will:

1. Comply with required grants management policies and procedures set forth through Minn.Stat.§16B.97, Subd. 4 (a) (1).
2. Perform the duties specified in Exhibit A which is attached and incorporated into this grant contract agreement.
3. Complete the monthly reporting requirements specified in Exhibit B which is attached and incorporated into this grant contract agreement.

3 Time

The Grantee must comply with all the time requirements described in this grant contract agreement. In the performance of this grant contract agreement, time is of the essence.

4 Consideration and Payment

4.1 ***Consideration.***

The State will pay for all services performed by the Grantee under this grant contract agreement as follows:

(a) Compensation

The Grantee will be paid a total not to exceed $33,655.50 according to the breakdown of costs contained in Exhibit A which is attached and incorporated into this agreement and upon receipt of invoices.

(b) Travel Expenses

Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Grantee

as a result of this grant contract agreement will not exceed $ 00.00 provided that the Grantee will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB). The Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.

(c) Total Obligation.

The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract agreement will not exceed $33,655.50.

4.2 ***Payment***

(a) Invoices

The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely and according to the following schedule:

Invoice	Service Months
March 15, 2023	February – 2023
April 15, 2023	March – 2023
May 15, 2023	April – 2023
June 15, 2023	May – 2023
July 15, 2023	June – 2023

(b) Unexpended Funds

The Grantee must promptly return to the State any unexpended funds that have not been accounted for annually in a financial report to the State due at grant closeout.

4.3 ***Contracting and Bidding Requirements***

Per Minn. Stat. §471.345, grantees that are municipalities as defined in Subd. 1 must follow the law.

(a) For projects that include construction work of $25,000 or more, prevailing wage rules apply per Minn. Stat. §§177.41 through 177.44. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.

(b) The grantee must not contract with vendors who are suspended or debarred in MN: http://www.mmd.admin.state.mn.us/debarredreport.asp

5 Conditions of Payment

All services provided by the Grantee under this grant contract agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

6 Authorized Representative

The State's Authorized Representative is Katrinna Dexter, Director of Juvenile Justice Reform, 1450 Energy Park Drive, Suite 200, St. Paul, MN 55108, 651-252-8511, katrinna.dexter@state.mn.us, or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is Michael J. MacMillan, Director, 3650 Braddock Ave NE, #3200 Buffalo, MN 55313, 763-682-7303, mike.macmillan@co.wright.mn.us. If the Grantee's Authorized

Representative changes at any time during this grant contract agreement, the Grantee must immediately notify the State.

7 Assignment Amendments, Waiver, and Grant Contract Agreement Complete

7.1 ***Assignment***

The Grantee shall neither assign nor transfer any rights or obligations under this grant contract agreement without the prior written consent of the State, approved by the same parties who executed and approved this grant contract agreement, or their successors in office.

7.2 ***Amendments***

Any amendments to this grant contract agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract, or their successors in office.

7.3 ***Waiver***

If the State fails to enforce any provision of this grant contract agreement, that failure does not waive the provision or the State's right to enforce it.

7.4 ***Grant Contract Agreement Complete***

This grant contract agreement contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant contract, whether written or oral, may be used to bind either party.

8 Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant contract agreement.

9 State Audits

Under Minn. Stat. § 16B.98, Subd.8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant contract agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant contract agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

10 Government Data Practices and Intellectual Property Rights

10.1 ***Government Data Practices***

The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract agreement. The civil remedies of Minn. Stat. §13.08 apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law

11 Workers Compensation

The Grantee certifies that it is in compliance with Minn. Stat. §176.181, Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

12 Publicity and Endorsement

12.1 ***Publicity***

Any publicity regarding the subject matter of this grant contract agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant contract. All projects primarily funded by state grant appropriations must publicly credit the State of Minnesota, including on the grantee's website when practicable.

12.2 ***Endorsement***

The Grantee must not claim that the State endorses its products or services.

13 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this grant contract agreement. Venue for all legal proceedings out of this grant contract agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14 Termination

14.1 ***Termination by the State***

The State may immediately terminate this grant contract agreement with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

14.2 ***Termination for Cause***

The State may immediately terminate this grant contract agreement if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

14.3 ***Termination for Insufficient Funding***

The State may immediately terminate this grant contract agreement if:

(a) It does not obtain funding from the Minnesota Legislature

(b) Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the grant contract agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

15 Data Disclosure

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15

Signed: DocuSigned by: Mary Myers 3BA67BF2337049F...

Date: 2/13/2023

SWIFT Contract/PO No(s). c-224772 PO 3-152528

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: DocuSigned by: Michael J. MacMillan, 5D01A1D62428444...

Title: Director Court Services

Date: 2/13/2023

By:

Title:

Date:

3. STATE AGENCY

By: DocuSigned by: Paul Schnell 10BCAE2272D1476...

(with delegated authority)

Title: Commissioner

Date: 2/13/2023

Distribution:

Agency
Grantee
State's Authorized Representative

Exhibit A

PROJECT INFORMATION SHEET
PROGRAM CATEGORY, FY 2023

This form is to be used as the cover sheet for your application. Submit 3 original unstapled and 3 copies of the complete application.

APPLICANT ORGANIZATION - LEGAL NAME AND ADDRESS: This is the fiscal agent with whom the agreement will be executed.	**If different from applicant agency.**
Wright County Court Services Department	
Organization's Authorized Representative & Title: Michael J. MacMillan, Director **Telephone Number:** 763-682-7303 **Email:** Mike.macmillan@co.wright.mn.us	**Telephone Number:** **E-mail address :** **FAX #: 763-682-7943**

AMOUNT OF FUNDS REQUESTED: **$33,655.50**	**PROJECT START DATE: 02/01/2023**	**PROJECT END DATE: 6/30/2023**
SERVICE AREAS: List cities, counties, statewide, etc. **Wright County**		
Agreements will not be processed without the fiscal agent's Minnesota Tax ID# and the Federal Employer ID#.	**MN TAX ID#:** 8027645	**FEDERAL EMPLOYER ID#:** 41-1268614
STATE VENDOR NUMBER IF KNOWN: 0000197323		

I certify that the information contained herein is true and accurate to the best of my knowledge and that I submit this application on behalf of the applicant agency.	
AUTHORIZED SIGNATURE: **TITLE:**	**DATE:**

PROJECT DESCRIPTION

PROGRAM NAME: Alternatives to Detention – Wright County Court Services(WCCS)

Wright County Department of Court Services is seeking funds to enhance supervision and community integration for medium to high-risk justice-involved youth on pre-dispositional release or probation in an effort to ensure the youth attends court and refrains from committing a new law violation. These alternatives would be used in lieu of detention placement for youth involved in the juvenile justice system.

This program will provide community-based alternatives such as electronic home monitoring and Agent supervision to ensure the youth attends court while continuing to remain law abiding with positive pro-social behaviors. Comprehensive substance abuse and mental health assessments along with immediate treatment referrals will also be offered through this program. Agents will work closely with community partners along with the youth's family and school providers to ensure all areas of need are being addressed.

We understand that providing resource support services and community integration is an individualized process and meeting the needs of each justice-involved youth will require assessing their needs. We will identify eligible medium/high level participants based on an evidenced based standardized risk/need assessment tool (Youth Level of Service- Case Management Inventory- YLS-CMI).

The Department of Court Services juvenile unit has approximately 100 youth currently receiving pre-dispositional supervision. The Department of Court Services juvenile unit has approximately 135 youth currently receiving traditional probation supervision. These participants may have a history of prior violations on pre-dispositional supervised release or probation which led them to be placed in juvenile detention. This funding will allow the Department of Court Services to utilize other community-based alternatives with the goal of the youth continuing to receive services within their community rather than be placed in detention should they commit a new violation/offense.

This program incorporates research-based best practices and principles of risk, need, and responsivity. The use of core correctional practices including removing barriers, positive reinforcement, problem solving and relationship building; along with enhanced individualized case planning, agent-directed cognitive skill programs and interventions, will elicit learning and promote behavior change. Addressing the immediate unmet needs of participants will allow the supervision agent to focus their efforts on targeted behavior changes.

In order to adhere to data collection and reporting capabilities, the Department of Court Services will utilize the Court Services Tracking System (CSTS). This system will monitor and provide statistical information on individuals accessing community services funds and provide the following measurable outcomes: supervision levels of offenders, interventions utilized, failures and successful completion of program/services, recidivism rates, gaps, and barriers of community services. Screening meetings which will include agents supervising high risk caseloads, will be one way to identify the barriers offenders face in accessing community services. Ongoing case planning will recognize gaps in community services that may need to be addressed in this program.

Wright County Court Services (WCCS) believes this program will assist justice- involved youth to navigate systems of care, overcome barriers, stay engaged in the recovery process and become healthy and productive citizens in this community. Wright County Court Services has experience implementing and facilitating other similar grant programs as we currently monitor the Alternatives to Incarceration program and are in year two of this program.

Ability to Implement the Project (GOALS, OBJECTIVES AND TIMELINES)

NAME: Wright County Court Services (WCCS)

Timeline	Goals and objectives outlining the tasks necessary to achieve each of the proposed objectives
February 1, 2023-June 30, 2023	Utilize electronic home monitoring as an alternative to detention for those youth assessed to be high risk to abscond or commit new offenses within the community
February 1, 2023-June 30, 2023	Agents will meet with youth regularly to remind them of future court hearings, review conditions ordered by the court, connect them with various community partners to address needs, and ensure community safety is not compromised
February 1, 2023-June 30, 2023	Agents will create case plans with the youth to address risk areas and reduce thinking barriers
February 1, 2023-June 30, 2023	Create a contact with a local cab service for transportation needs of youth and family who otherwise could not attend court. Will also utilized the county transportation system, Trailblazer, if a possibility.
February 1, 2023-June 30, 2023	Work with local employment agencies to assist youth with gaining skills for future educational and/or career opportunities
February 1, 2023-June 30, 2023	Continue partnership with Central Minnesota Mental Health Center for financial assistance to their Open Access program. Open Access is a program that allows an individual to walk in without an appointment to see a therapist for a Comprehensive Evaluation. This can be used to triage the youth currently in a crisis.
Monthly	Send monthly outcome reports to the Department of Corrections

Data Collection and Reporting Capabilities

In order to adhere to data collection and reporting capabilities, the Department of Court Services will utilize the Court Services Tracking System (CSTS). This system will monitor and provide statistical information on individuals accessing community services funds and provide the following measurable outcomes: supervision levels of offenders, interventions utilized, failures and successful completion of program/services, recidivism rates, gaps, and barriers of community services. Screening meetings which will include agents supervising high risk caseloads, will be one way to identify the barriers offenders face in accessing community services. Ongoing case planning will recognize gaps in community services that may need to be addressed in this program.

The Court Services Tracking System (CSTS) tracks all levels of detail including race, ethnicity, gender, and geography. This tracking system also monitors all type of offenses including pending offenses. The tracking system also would monitor successful and unsuccessful completions of the Alternatives to Detention program.

Other Considerations

The Department of Court Services through our Court Services Tracking System was able to provide information related to diverse populations of youth being supervised in Wright County. 14% of Wright County youth placed in detention identified as African American or bi-racial. As of the census from 2021,Wright Counties population report for those identifying as African American or bi-racial was 4.3 %. This identifies a disparity in youth being placed in secure detention.

The Department of Court Services has also noticed an increasing trend of LGBTQI youth that are being placed in secure detention after domestic related incidents are occurring in their home with many times the premise of the disagreement being the youth having difficulties with their parents due to their sexual identity. Wright County Court Services is wanting to partner with our local domestic violence center, Rivers of Hope, to provide an advocate to be present with the youth in these moments of extreme home stress including support prior/following an incident.

Project Budget Alternatives to Detention
February 1, 2023 – June 30th, 2023

GRANTEE NAME: Wright County Court Services

The budget should detail proposed expenditures for a five-month period. List the sources of all funds needed to meet your proposed budget. Because budgets are best-guess estimates, please round to the nearest dollar. Use only the space provided.

Expenses	Total Proposed Annual Budget	Amount Requested from DOC For this Grant
Personnel	8,400	8,400
Fringe Benefits		
Contract Services		
Travel		
Training		
Rent/Mortgage		
Utilities		
Insurance		
Maintenance/Repair		
Office Supplies		
Program Supplies		
Equipment		
Other (**Electronic Home Monitoring)**	10,000	10,000
Other (**Transportation)**	2,000	2,000
Other (**Employment/Education)**	2,000	2,000
Other (**Contract for Services)**	10,255.50	10,255.50
TOTALS	**33,655.50**	**33,655.50**

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BUDGET NARRATIVE
FY 2023

PROGRAM NAME: **Wright County Community Support Services (WCCSS)**

This narrative should detail proposed expenditures for a five-month period. Explain in detail each line item charged to DOC on the Total Annual Budget form and show how expenses are estimated. List the line items in order as they appear in the budget. Provide a narrative that includes an explanation of costs such as rates for mileage, fringe benefits (i.e., FICA, PERA, life and medical insurance, pension), contract service fees, and equipment, etc. You do not need to repeat information from the personnel budget.

Alternatives to Detention Funding – State of Minnesota – 2023

Fiscal Year 2023 – Budget	$33,655.50

	Purpose	Amount
	Salary (Salary to pay Probation Officer hourly rate of $40 per hour over the five months of this program. The Agent is assigned 210 hours to use during these five months which averages to be 10.5 hours per week.)	8,400
	Electronic Home Monitoring **(Vendor-**Minnesota Monitoring- $7.00 a day per diem)	10,000
	Transportation For those youth who have transportation barriers (screened via the attached intake form) that contribute to a risk of being placed in secure detention, we will utilize transportation assistance in the following forms: -Cab services/public transportation) – Wright County Court Services already has a contact with Christie Cab to provide transportation to adult probationers. We would also utilize the Trailblazer public transportation system as an option as well. -Pay for driver's education for approved youth – For those youth that may have the option to obtain their driver's license but cannot afford the cost, WCCS would utilize our intake form as a screening tool and develop a plan to assist them with the financial costs associated with obtaining their license. If the youth had a driver's license, they would be able to drive themselves to school, court ordered appointments, court hearings, and other mandatory obligations; thus, reducing the likelihood of being placed in detention for failing to comply. -Gas cards for transportation to services- When parents/juveniles indicate that the financial cost of driving is a barrier to getting a juvenile to court-ordered therapy/appointments, WCCS will utilized gas cards to ease the financial burden. WCCS will track the gas cards (gift cards) using a spreadsheet.	2,000
	Employment/Education (GED fees/college entry fees/interview attire/job fair) (Could assist with financial costs related to attending school such as lack of technology) (Assist with costs related to delinquents who are also going through Truancy issues, such as purchasing a laptop for online school or school supplies) -WCCS would utilize the attached intake form to screen for juveniles whose difficulties in school or obtaining employment place them at an increased risk for being placed in detention. If we can remove barriers to them experiencing success in school or at their place of employment, we will decrease the likelihood that they would be placed in detention.	2,000

	Treatment/Ancillary Services (Mental health/substance abuse/comprehensive assessments) Central Minnesota Mental Health Center- Open Access program- evaluations- $175 to $450 depending on type of evaluation Village Ranch Boys- Psychosexual evaluations- $1250 per eval (2023 rate increase) Rivers of Hope- treatment services in the amount of $2500 to have advocates respond to domestic violence incidents (where juvenile may be the perpetrator) during the grant period and ongoing work with youth Assistance to pay for services related to individual counseling/medications based on need Subscription to life360 to monitor electronic devices Subscription to IPPC to monitor electronic devices for those youth with sexual offending behaviors Fees to attend cognitive behavioral programs Outpatient treatment with lodging at Village Ranch Boys home – the grant wouldn't pay for the cost of the placement; however, it would assist in paying for gap services that are not covered by the program's daily per diem. -WCCS would screen for the need for these contracted services via the attached intake form. However, please note that most of these services would likely be ordered by the court as part of the juvenile's conditions of release or conditions of probation. For those services that are not court-ordered, the juvenile's probation agent would screen for the need and have identified it as a barrier for the youth to be successful in the community. By providing the service, WCCS would lessen the probability the juvenile would be placed in a detention facility.	10,255.50

Exhibit B

Monthly Reporting Requirements

- Qualitative Data
    - Description of work during the reporting period to include achieved outcomes/successes, challenges, and technical assistance needs regarding reporting.
- Quantitative Data
    - Number of Clients Served
    - Demographic information of Clients Served (Race, Ethnicity, Gender, and Age)
    - Geographic Locations of Clients Served
    - Offense / Alleged Offense of Clients Served
    - Number of Interventions Utilized by Intervention Type
    - Successful Completions of ATD program (Disaggregated by Race, Ethnicity, Gender, and Age)
    - Unsuccessful Completions of ATD program (Disaggregated by Race, Ethnicity, Gender, and Age)

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Heather Lemieux

Requestor Title
Assistant Finance Director

Department (please use dropdown to select department) *
FINANCE & TAXPAYER SERVICES

Target Meeting Date *
3/21/2023 9:00 AM - Board of Wright County Commissioners

Agenda Item Type
(•) RFBA ( ) Minutes Submission ( ) Warrants Submission

Target Section
(•) Consent Agenda ( ) Timed Agenda
( ) Item for Consideration

Originator
HML7582

Item Details

Board Action Requested *
Acknowledge Warrants Issued Between February 27, 2023 And March 8, 2023.

Short Title (what will appear on Agenda outline - 250 character max.) *
Acknowledge Warrants Issued Between February 27, 2023 And March 8, 2023.

Value Stream the request primarily aligns with:
Optimize Civic Engagement

Briefly describe how the request aligns with the selected value stream.
NA

Describe the impact on staffing resources.
NA

Fiscal Impact:
Acknowledgment of Wright County's invoices/bills for payment. The expenses are approved in the 2023 Budget.

Background/Justification:

Route for Review and Approval

- [ ] County Administrator
- [x] Assistant County Administrator
- [ ] Finance Review
- [ ] Legal Review
- [ ] Risk Mgmt Review
- [ ] Skip Workflow

Agenda Item Attachments (0)

Document Name	Attachment Type

☐ Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Heather Lemieux

Requestor Title
Assistant Finance Director

Department (please use dropdown to select department) *
FINANCE & TAXPAYER SERVICES

Target Meeting Date *
3/21/2023 9:00 AM - Board of Wright County Commissioners

Agenda Item Type
(•) RFBA ( ) Minutes Submission ( ) Warrants Submission

Target Section
(•) Consent Agenda ( ) Timed Agenda
( ) Item for Consideration

Originator
HML7582

Item Details

Board Action Requested *
Motion to approve the reimbursement of the American Rescue Plan Act Funds (ARP) as follows:
County ARP Funds:
Approval of County Reimbursement of $619.27 from 01-099-493.6910 Transfer Out into 01-100-493.5910 Transfer In as follows:
$619.27 for Administrative Expenses-Staff Costs

Approval of use of ARP funds from 01-099-493.
$24,491.80 2.34 Aid to Nonprofit Organizations- Cokato Charitable Trust
$2,953.47 2.2 Household Assistance: Rent, Mortgage, and Utility Aid

Short Title (what will appear on Agenda outline - 250 character max.) *
Motion to approve the reimbursement of the American Rescue Plan Act Funds (ARP) as follows:
County ARP Funds:
Approval of County Reimbursement of $619.27 from 01-099-493.6910 Transfer Out into 01-100-493.5910 Transfer In as follows:
$619.27 for Adminis

Value Stream the request primarily aligns with:
Promote Safe and Healthy Communities

Briefly describe how the request aligns with the selected value stream.
NA

Describe the impact on staffing resources.
NA

Fiscal Impact:
This is the distribution of Wright County's American Rescue Plan Act Funds.

Background/Justification:
The expenditures have been reviewed by the County's ARP Committee on March 08, 2023, for eligibility. The ARP Committee is recommending the request for reimbursement as listed above.

Route for Review and Approval

- [ ] County Administrator
- [x] Assistant County Administrator
- [ ] Finance Review
- [ ] Legal Review
- [ ] Risk Mgmt Review
- [ ] Skip Workflow

Agenda Item Attachments (0)

Document Name	Attachment Type

- [ ] Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Heather Lemieux

Requestor Title
Assistant Finance Director

Department (please use dropdown to select department) *
FINANCE & TAXPAYER SERVICES

Target Meeting Date *
3/21/2023 9:00 AM - Board of Wright County Commissioners

Agenda Item Type
(•) RFBA ( ) Minutes Submission ( ) Warrants Submission

Target Section
(•) Consent Agenda ( ) Timed Agenda
( ) Item for Consideration

Originator
HML7582

Item Details

Board Action Requested *
Motion to approve the reimbursement of the American Rescue Plan Act Funds (ARP) as follows:
County ARP Funds:
Approval of County Reimbursement of $141.32 from 01-099-493.6910 Transfer Out into 01-100-493.5910 Transfer In as follows:
$141.32 for Administrative Expenses-Staff Costs

Approval of use of ARP funds from 01-099-493-8467
$646,792.22 1.1 Community Violence Interventions-public safety radios

Short Title (what will appear on Agenda outline - 250 character max.) *
Motion to approve the reimbursement of the American Rescue Plan Act Funds (ARP) as follows:
County ARP Funds:
Approval of County Reimbursement of $141.32 from 01-099-493.6910 Transfer Out into 01-100-493.5910 Transfer In as follows:
$141.32 for Adminis

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Schawn P. Johnson

Requestor Title
Human Resources Director

Department (please use dropdown to select department) *
HUMAN RESOURCES

Target Meeting Date *
3/21/2023 9:00 AM - Board of Wright County Commissioners

Agenda Item Type
(●) RFBA ( ) Minutes Submission
( ) Warrants Submission

Target Section
(●) Consent Agenda ( ) Timed Agenda
( ) Item for Consideration

Originator
SPJ8450

Item Details

Board Action Requested *
Approve and authorize signatures on the collective bargaining agreement and applicable MOA's with MNPEA (Non-Licensed Essential Sheriff Staff) for the 2023-2025 calendar years.

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve and authorize signatures on the collective bargaining agreement and applicable MOA's with MNPEA (Non-Licensed Essential Sheriff Staff) for the 2023-2025 calendar years.

Value Stream the request primarily aligns with:
Develop County Infrastructure

Briefly describe how the request aligns with the selected value stream.
County Board approval of new collective bargaining agreement and applicable MOA's with MNPEA (Non-Licensed Essential Sheriff Staff).

Describe the impact on staffing resources.
Promotes and enhances on-going working relationships between the County and MNPEA (Non-Licensed Essential Sheriff Staff).

Fiscal Impact:
The proposed expenses from the collective bargaining agreement are covered in the 2023 Wright County budget and future expenditures will be addressed in the 2024 and 2025 County budgets.

Background/Justification:
For County Board review, please find attached the collective bargaining agreement between Wright County and MNPEA (Non-Licensed Essential Sheriff Staff. A clean copy and a red-lined copy of the proposed collective bargaining agreement have been attached. The proposed changes to the 2023-2025 collective bargaining agreement are identified in red.

The first MOA addresses the creation and promotional timing of creating the new senior civilian communications officer and senior civilian corrections officer positions. During union negotiations it was agreed upon that the existing communications shift lead position would be eliminated and be reclassified as a Senior Civilian Communications Officer.

The second MOA in the collective bargaining agreement allows MNPEA members to participate in the County's MSRS retirement health care savings plan. This change is due to the MNPEA's negotiated switch from the County's vacation/sick leave plan to the PTO plan.

Route for Review and Approval

- [ ] County Administrator
- [x] Assistant County Administrator
- [x] Finance Review
- [x] Legal Review
- [ ] Risk Mgmt Review
- [ ] Skip Workflow

Agenda Item Attachments (0)

Document Name	Attachment Type

- [ ] Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

Finance Review

Finance Decision

Notes

Legal Review

Legal Decision

Notes

Value Stream the request primarily aligns with:
Promote Safe and Healthy Communities

Briefly describe how the request aligns with the selected value stream.
NA

Describe the impact on staffing resources.
NA

Fiscal Impact:
This is the distribution of Wright County's American Rescue Plan Act Funds.

Background/Justification:
The expenditures have been reviewed by the County's ARP Committee on March 15 2023, for eligibility. The ARP Committee is recommending the request for reimbursement as listed above.

Route for Review and Approval

- [ ] County Administrator
- [x] Assistant County Administrator
- [ ] Finance Review
- [ ] Legal Review
- [ ] Risk Mgmt Review
- [ ] Skip Workflow

Agenda Item Attachments (0)

Document Name	Attachment Type

- [ ] Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

LABOR AGREEMENT BETWEEN

WRIGHT COUNTY

AND

MINNESOTA PUBLIC EMPLOYEES ASSOCIATION (MNPEA)

NON-LICENSED ESSENTIAL SHERIFF STAFF

JANUARY 1, 2023 - DECEMBER 31, 2025

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APPENDIX A – SALARY SCHEDULE (2023-2025)

APPENDIX B– 2023 HEALTH INSURANCE EXHIBIT

APPENDIX C – MEMORANDUM OF AGREEMENT ESTABLISHING THE SENIOR CIVILIAN CORRECTIONS OFFICER AND SENIOR CIVILIAN COMMUNICATIONS OFFICER POSITIONS

APPENDIX D – MEMORANDUM OF AGREEMENT ESTABLISHING POST RETIREMENT HEALTH CARE SAVINGS ACCOUNT

LABOR AGREEMENT BETWEEN
WRIGHT COUNTY
AND
MINNESOTA PUBLIC EMPLOYEES ASSOCIATION

ARTICLE 1. PURPOSE OF AGREEMENT

This Agreement is entered into between the Wright County Board, hereinafter called the EMPLOYER, and the Minnesota Public Employees Association (MNPEA) hereinafter called the UNION. The intent and purpose of this Agreement is to:

1.1 Establish procedures for the resolution of disputes concerning this Agreement's interpretation and/or application; and

1.2 Place in written form the parties' full and complete agreement upon terms and conditions of employment for the duration of the Agreement.

ARTICLE 2. RECOGNITION

The EMPLOYER recognizes the UNION as the exclusive representative for all Non-Licensed Essential employees of the Wright County Sheriff's Department who are public employees within the meaning of Minn. Stat. 179A.03, Subd.14, hereinafter referred to as the Act, excluding supervisory, confidential and licensed essential employees.

ARTICLE 3. DEFINITIONS

3.1 UNION: Minnesota Public Employees Association (MNPEA)

3.2 EMPLOYER: Wright County Board.

3.3 UNION MEMBER: A member of Minnesota Public Employees Association (MNPEA)

3.4 EMPLOYEE: A member of the exclusively recognized bargaining unit.

3.5 BASE PAY RATE: The employee's hourly pay rate exclusive of any special allowances.

3.6 CALL BACK: Return of an employee to a specified work site to perform assigned duties at the express authorization of the EMPLOYER at a time other than an assigned shift. An extension of or early report to an assigned shift is not a call back.

3.7 STRIKE: Concerted action in failing to report for duty, the willful absence from one's position, the stoppage of work, slowdown, or abstinence in whole or in part from the full, faithful and proper performance of the duties of employment for the purposes of inducing, influencing or coercing a change in the conditions or compensation or the

rights, privileges or obligations of employment.

3.8 IMMEDIATE FAMILY DEFINTION: Immediate family shall include the employee's spouse, children, adult children, parents, stepparents, siblings, spouse's parents, spouse's siblings, grandparents, grandchildren, and legal ward.

3.9 ACT: The Minnesota Public Employment Labor Relations Act of 1971, as amended.

3.10 PART-TIME EMPLOYEE: An employee scheduled on a continuing basis working less than forty (40) hours per week or less than eight (8) hours per day.

3.11 ANNIVERSARY DATE: The date a person achieves permanent status in a job classification.

3.12 PERMANENT STATUS: The satisfactory completion of a one (1) year probationary period in which the employee has not previously achieved permanent status. ~~**Probationary employees will be eligible to use accrued vacation after six (6) months of employment.**~~

3.13 TEMPORARY EMPLOYEE: An employee hired on a temporary basis to replace a regular employee who is on a medical leave of absence or who has been assigned to a special project. Temporary employee shall include a special project employee who is hired on a grant or other special project basis where the employee has little prospect for permanent employment. Such employees shall earn the salary rate set forth in Appendix A for temporary employees and shall not receive any other benefits or seniority.

3.14 SEASONAL EMPLOYEE: An employee hired on a seasonal basis, for period not to exceed seven (7) months (except under exceptional circumstances, such period may be extended for up to two (2) additional months upon written notice to the UNION and the employee), as designated by the Employer, in a position with little prospect for permanent employment. Such employees shall earn the salary rate set forth in Appendix A for seasonal or temporary employees and shall not receive any other benefits.

3.15 OVERTIME: Work performed at the express authorization of the employer in excess of the employee's scheduled shift.

3.16 PERMANENT EMPLOYEES: A member of the exclusively recognized bargaining unit who has completed a probationary period and is working more than fourteen (14) hours per week or more than sixty-seven (67) days per year.

3.17 CONTINUOUS SERVICE: Full-time unceasing service from last date of hire, including approved leaves of absence. An employee shall be given credit for prior continuous service upon return from layoff, if return was upon recall, as established by the employer.

3.18 DAYS: Unless otherwise indicated, this means working days.

3.19 PROMOTION: A change of an employee from a position of one work classification to a position in another work classification with more responsible duties and higher compensation.

3.20 TRANSFER: A change of an employee from one position to another position in the same work classification or to another work classification in the same compensation range. Transfer usually involves the performance of similar duties and requires essentially the same basic qualifications.

3.21 RETIREMENT ELIGIBILITY – Defined consistent with PERA retirement eligibility for annuity.

3.22 FLSA OVERTIME: Work performed at the express authorization of the Employer in excess of the Employee's scheduled shift that is deemed overtime pay per FLSA regulations and shall be paid at time and one half the Employee's regular rate of pay.

3.23 PREMIUM PAY: Work performed at the express authorization of the Employer that is contracted to be paid at time and one half the Employee's base rate of pay.

3.24 REGULAR RATE OF PAY: The hourly rate of pay for MNPEA members that is calculated pursuant to FLSA regulations by taking into account all compensation paid to the employee in a work period (less statutory exclusions) divided by the number of hours worked in the work period.

ARTICLE 4. UNION SECURITY

In recognition of the UNION as the exclusive representative, the EMPLOYER shall:

4.1 Deduct each payroll period an amount sufficient to provide the payment of dues established by the union from the wages of all employees authorizing in writing such deduction, and

4.2 Remit such deduction to the appropriate designated officer of the UNION.

4.3 The UNION may designate certain employees from the bargaining unit to act as stewards and shall inform the EMPLOYER in writing of such choice.

4.4 The UNION agrees to indemnify and hold the EMPLOYER harmless against any and all claims, suits, orders, or judgments brought or issued against the County as a result of any action taken or not taken by the County under the provisions of this Article.

4.5 The EMPLOYER agrees that during the life of this Agreement the EMPLOYER will not lock out the employees.

4.6 Bulletin Boards

A. The EMPLOYER agrees to allow the UNION the use of designated bulletin board space for the purpose of posting notices of UNION meetings, notice of UNION elections, results of UNION elections and appointments and other official UNION business and UNION recreation or social affairs.

B. No information may be posted which represents derogatory attacks directed against any employee, the EMPLOYER, or information concerning candidates for any public office or UNION office.

ARTICLE 5. EMPLOYER SECURITY

The UNION agrees that during the life of this Agreement it will not cause, encourage, participate in or support any strike, slow down, other interruption of, or interference with normal functions of the EMPLOYER.

ARTICLE 6. EMPLOYER AUTHORITY

6.1 The EMPLOYER retains the full and unrestricted right to operate and manage all manpower, facilities and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify the organizational structure; to select, direct and determine the number of personnel; to establish work schedules, and to perform any inherent managerial function not specifically limited by this Agreement.

6.2 Any term and condition of employment not specifically established or modified by the Agreement shall remain solely within the discretion of the EMPLOYER to modify, establish, or eliminate.

ARTICLE 7. EMPLOYEE RIGHTS-GRIEVANCE PROCEDURE

7.1 Definition of a Grievance. A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this Agreement.

7.2 Union Representatives. The EMPLOYER will recognize representatives designated by the UNION as the grievance representatives of the bargaining unit having the duties and responsibilities established by this Article. The UNION shall notify the EMPLOYER in writing of the names of such UNION representatives and of their successors when so designated.

7.3 Processing of a Grievance. It is recognized and accepted by the UNION and the EMPLOYER that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of employees and shall therefore be accomplished during normal working hours only when consistent with such employee duties and responsibilities. The aggrieved employee and the UNION Representative shall be allowed a reasonable amount of time without loss in pay when a grievance is investigated and presented to the EMPLOYER during normal working hours provided the employee

and the UNION Representative have notified and received the approval of the designated supervisor.

7.4 Procedure. An employee shall be allowed Union representation at any step of the discipline procedure or any investigation which could lead to disciplinary action. The Employer shall have no obligation to inform or advise an employee of the provisions of this Section. Grievances, as defined by Section 7.1, shall be resolved in conformance with the following procedure:

Step 1. An employee claiming a violation concerning the interpretation or application of this Agreement shall, within twenty-one (21) calendar days after such alleged violation has occurred, present such grievance to the employee's supervisor as designated by the EMPLOYER. The EMPLOYER designated representative will discuss and give an answer to such Step 1 grievance within seven (7) calendar days after receipt. A grievance not resolved in Step 1 and appealed to Step 2 shall be placed in writing setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of the Agreement allegedly violated, and the remedy requested and shall be appealed to Step 2 within ten (10) calendar days after the EMPLOYER designated representative's final answer in Step 1. Any grievance not appealed in writing to Step 2 by the UNION within ten (10) calendar days shall be considered waived.

Step 2. If appealed, the written grievance shall be presented by the UNION and discussed with the EMPLOYER designated Step 2 representative. The EMPLOYER designated representative shall give the UNION the EMPLOYER'S Step 2 answer in writing within seven (7) calendar days after receipt of such Step 2 grievance. A grievance not resolved in Step 2 may be appealed to Step 3 within ten (10) calendar days following the EMPLOYER designated representative's final Step 2 answer. Any grievance not appealed in writing to Step 3 by the UNION within ten (10) calendar days shall be considered waived.

Step 3. If appealed, the written grievance shall be presented by the UNION and discussed with the EMPLOYER designated Step 3 representative. The EMPLOYER designated representative shall give the UNION the EMPLOYER'S answer in writing within seven (7) calendar days after receipt of such Step 3 grievance. A grievance not resolved in Step 3 may be appealed to Step 4 within fifteen (15) calendar days following the EMPLOYER designated representative's final answer in Step 3. Any grievance not appealed in writing to Step 4 by the UNION within fifteen (15) calendar days shall be considered waived.

Step 4. A grievance unresolved in Step 3 and appealed in Step 4 shall be submitted to arbitration subject to the provisions of the Act. The selection of an arbitrator shall be made in accordance with the "Rules Governing the Arbitration of Grievances" as established by the Public Employment Relations Board.

7.5 Arbitrator's Authority

A. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the EMPLOYER and the UNION, and shall have no authority to make a decision on any other issue not so submitted.

B. The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on both the EMPLOYER and the UNION and shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented.

C. The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the EMPLOYER and the UNION provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings the cost shall be shared equally.

7.6 Waiver. If a grievance is not presented within the time limits set forth above, it shall be considered "waived." If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the EMPLOYER'S last answer. If the EMPLOYER does not answer a grievance or an appeal thereof within the specified time limits, the UNION may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual agreement of the EMPLOYER and the UNION.

7.7 Choice of Remedy. If, as a result of the written Employer Response at Step 3, the grievance remains unresolved and if the grievance involves the suspension, demotion or discharge of an employee who has completed the required probationary period, the grievance may be appealed either to Step 4 of Article VII, or a procedure such as veterans' preference or human rights, if by law they can appeal. If appealed to any procedure other than Step 4 or Article VII, the grievance is not subject to the arbitration procedure as provided in Step 4 of Article VII. The grieved employee shall indicate in writing which procedure is to be utilized - Step 4 of Article VII or another appeal procedure - and shall sign a statement to the effect that the choice of any other hearing precludes the grieved employee from making a subsequent appeal through Step 4 of Article VII. Except with respect to statutes under the jurisdiction of the United States Equal Employment Opportunity Commission, an Employee pursuing a statutory remedy is not precluded from also pursuing an appeal under this grievance procedure. If a court

of competent jurisdiction rules contrary to Board of Governors, or if Board of Governors is judicially or legislatively overruled, the italicized portion of this section shall be deleted.

ARTICLE 8. SAVINGS CLAUSE

This Agreement is subject to the laws of the United States and the State of Minnesota. In the event any provision of this Agreement shall be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, or is contrary to an administrative ruling or is in violation of legislation or administrative regulations, such provision shall be voided. All other provisions of this Agreement shall continue in full force and effect. The voided provision may be renegotiated at the request of either party.

ARTICLE 9. WORK SCHEDULES

9.1 The sole authority in work schedules is the EMPLOYER. The normal work day for an employee shall be eight (8) consecutive hours. The normal work week shall be forty (40) hours within a seven-day work period.

9.2 Service to the public may require the establishment of regular shifts for some employees on a daily, weekly, seasonal, or annual basis. The EMPLOYER will give one (l) week advance notice to the employees affected by the establishment of work days different from the employee's normal eight (8) hour work day. In the event that work is required because of unusual circumstances no advance notice need be given. Each employee has an obligation to work overtime or call backs if requested unless unusual circumstances prevent him/her from so working.

9.3 Nothing contained in this or any other Article shall be interpreted to be a guarantee of a minimum or maximum number of hours the EMPLOYER may assign employees.

9.4 Civilian Correctional Officers, Senior Civilian Correctional Officers, and Correctional Sergeants shall be subject to the following FLSA regulations: ~~those~~ Employees on a 5-2 schedule can work up to 43 hours in a 7-day period (excluding an extension of shifts, holidays and authorized leave time) before being eligible for FLSA Overtime pay. Correctional Officers, Senior Correctional Officers, and Correctional Sergeants working a schedule other than a 5-2 schedule can work up to 171 hours in a 28-day period with the above exclusions before eligible for FLSA Overtime pay. A full-time employee's benefits shall be based on a work year of 2,080 hours. These hours will be accounted for by each Correctional Officer, Senior Correctional Officer, and Correctional Sergeant through:

(a) Hours worked on assigned shifts;
(b) Holidays;
(c) Assigned training; and

(d) Authorized leave time.

ARTICLE 10. OVERTIME PAY

10.1 For employees in the job classifications of Corrections Sergeant, Senior Civilian Corrections Officer, Civilian Corrections Officer, and other classifications covered by the "7K" partial exemption allowed by the Fair Labor Standards Act (FLSA), overtime hours shall be defined as those hours worked (excluding holidays and authorized leave time) in excess of the scheduled shift. Such overtime hours shall be compensated for at one and one-half (1½) times the employee's regular hourly rate of pay. Employees in job classifications not covered by the "7K" exemption will be compensated at one and one-half (1½) times the employee's regular hourly rate of pay for hours worked (excluding holidays, and authorized leave time) in excess of the scheduled shift or forty (40) hours within the seven (7) day work period. Changes of shifts do not qualify an employee for overtime under this Article.

10.2 Overtime will be distributed as equally as practicable within job classifications.

10.3 Overtime refused by employees will, for record purposes under Article 10.2, be considered as unpaid overtime worked.

10.4 For the purpose of computing overtime compensation, overtime hours worked shall not be pyramided, compounded, or paid twice for the same hours worked.

10.5 An employee who is called to duty during their scheduled off-duty time shall receive a minimum of two (2) hours' premium pay at one and one-half (1½) times the employee's base pay rate. An extension or early report to a regularly scheduled shift for duty does not qualify the employee for the two (2) hour minimum.

10.6 Employees may receive compensatory time on a time and one-half (1 ½) base in lieu of overtime pay at the Employer's option.

The maximum number of hours of compensatory time allowed shall be ~~48~~ 60, non-renewable in the calendar year. ~~However, Communication Officers, Correction Sergeants, and Corrections Officers assigned to booking or program responsibilities, regularly scheduled more than fifty percent of the calendar year in a 10- or 12-hour shift shall be allowed a maximum of 60 non-renewable hours in the calendar year.~~

All accrued compensatory time must be taken as time off prior to the last day of the last pay period of each calendar year; such time may not be carried over from year to year. Compensatory time not taken by this date shall be paid out to the employee at the wage rate in effect on the last pay period of the year.

Compensatory time may be paid out two (2) times per year following the last pay period in June and/or December. June payout must be requested in advance by the employee.

ARTICLE 11. RIGHT OF SUBCONTRACT

Nothing in this Agreement shall prohibit or restrict the right of the EMPLOYER from subcontracting work performed by employees covered by this Agreement.

ARTICLE 12. DISCIPLINE

12.1 The EMPLOYER will discipline employees for just cause only. Discipline will be in one or more of the following forms:
(a) oral reprimand;
(b) written reprimand;
(c) suspension;
(d) demotion; or
(e) discharge.

12.2 Suspensions, demotions and discharges will be in written form.

12.3 Written reprimands, notices of suspension, and notices of discharge which are to become part of an employee's personnel file shall be read and acknowledged by signature of the employee. Employees and the UNION will receive a copy of such reprimands and/or notices.

12.4 Employees may examine their own individual personnel files at reasonable times under the direct supervision of the EMPLOYER.

12.5 Employees will not be questioned concerning an investigation of disciplinary action unless the employee that is the subject of the investigation has been given an opportunity to have a Union representative present at such questioning.

12.6 Grievances related to this Article shall be initiated by the Union at Step 3 of the grievance procedure of Article.

ARTICLE 13. SENIORITY

13.1 Employee seniority is the length of continuous service with the EMPLOYER. Employee seniority is broken by a voluntary quit, retirement, or discharge for cause.

13.2 Job classification seniority is the length of service within a job classification.

13.3 Reduction of Work Force. Employees will be reduced on the basis of job classification seniority. Employees will be recalled within job classifications on the basis of job classification seniority. An employee on lay off shall have an opportunity to return to work within the job classification from which the employee was reduced or laid off for a two (2) year period from the time of reduction or lay off, before any new employee is

hired or promoted. Any employee on layoff who is notified at the employee's last known address by registered mail to return to work, and who fails to return within twelve (12) work days, shall be considered to be a voluntary termination.

ARTICLE 14. PROBATIONARY PERIODS

14.1 All newly hired, rehired, or promoted employees will serve a one (1) year probationary period.

14.2 At any time during the probationary period a newly hired or rehired employee may be terminated at the sole discretion of the EMPLOYER. Terminated employees will be given written reasons for the termination.

ARTICLE 15. JOB POSTING-PROMOTIONS

15.1 Permanent vacancies in job classifications listed in ARTICLE II of this Agreement shall be posted. Employees shall have seven (7) calendar days after posting to complete application for such vacancies. The applicant with the highest qualifications will be chosen for the vacancy.

15.2 All promoted employees shall serve a twelve-month trial period. During the trial period a promoted employee may be replaced in the employee's previous job classification, if a vacancy exists, at the sole discretion of the EMPLOYER. Terminated or demoted employees will be given written reasons for termination or demotion. An employee returned to the previous job classification will also revert to his/her anniversary.

ARTICLE 16. HOSPITAL/MEDICAL/LIFE/LTD/STD

16.1 Effective 1/1/2023 through 12/31/2025, the County will provide three insurance plans: (Appendix B)

a. $300 Deductible Plan & Dental (Plan #3)

- The County will contribute up to a maximum of $ 945.40 per month towards single health and preventative dental coverage; and $1,095.40 per month towards family health and preventative dental coverage.

b. $1,000 Deductible Plan & Dental (Plan #4)

- The County will contribute up to a maximum of $ 967.00 per month towards single health and preventative dental coverage; and $1,785.00 per month towards family health and preventative dental coverage.

c. $3,000 Deductible Plan with VEBA & Dental (Plan #5)

- The County will contribute up to a maximum of $ 905.83 per month towards single health and preventative dental coverage, and $125.00 per month into the VEBA account; and $ 1,562.00 per month towards family health and preventative dental coverage, and $250.00 per month into the VEBA account.

Effective for January 1, 2024, and January1, 2025, the County and Union agree to reopen the contract regarding the amount of Employer contribution for health insurance premiums.

16.2 Employees are eligible for health and preventive dental coverage the first day of the month following the date of hire.

16.3 In instances where spouses are employed by Wright County, both individuals shall receive an employer contribution toward one family policy covering eligible family members. Each family unit shall determine which employee shall be the policy holder. The policy holder shall be eligible to receive a county contribution equivalent to the dollar amount contributed toward family coverage. The employee who is considered a dependent of the policyholder shall be eligible for a County contribution equivalent to the dollar amount contributed toward single coverage. This single County contribution amount shall be applied towards the family policy of the policyholder.

16.4 ~~Employees will be provided with life insurance in the amount of $10,000. Effective July 1, 2020~~, Employees will be provided life insurance in the amount of $20,000. Employees will be provided short-term disability and long-term disability coverage in the amount of $100/month.

16.5 Affordable Care Act. In the event the health insurance provisions of this Agreement fail to meet the requirements of the Affordable Care Act and its related regulations or cause the Employer to be subject to a penalty, tax or fine, the Union and the Employer will meet immediately to bargain over alternative provisions so as to comply with the Act and avoid and/or minimize any penalties, taxes or fines for the Employer.

ARTICLE 17. HOLIDAYS

17.1 The following days will be observed as paid holidays:

New Year's Day	January l
Martin Luther King's Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Veterans' Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Fourth Friday in November
Christmas Day	December 25

17.2 Holiday Pay. Eligible employees shall receive eight (8) hours' pay for each of the holidays listed above on which they perform no work.

17.3 Observance. Holidays will be observed on the day that the actual holiday falls.

17.4 Eligibility Requirements. To qualify for a paid holiday employees must work their last scheduled work day before the holiday and the first scheduled work day following the holiday. Employees on prior approved paid absence as provided by this Agreement shall be considered to have worked the day before or after a holiday.

17.5 If ~~a civilian communication officer~~ an employee works on any of the above holidays, the employee shall be paid double time for all hours worked in addition to holiday pay. ~~Other employees scheduled to work their scheduled shift on one of the holidays listed above shall receive their regular pay plus time and one-half (1½) the employee's base pay for the holiday work~~.

17.6 In addition to the holidays listed in 17.1, twelve (12) hours of "floating" holiday time will be granted in each calendar year to be scheduled with the prior permission of the employee's supervisor. The "floating" holiday may be taken in two-hour increments. ~~**one, eight-hour increment or two, four-hour increments.**~~ The "floating" holiday must be taken during the calendar year in which it is earned or it will be forfeited. Employees who use the floating holiday during the probationary period and fail to complete the probationary period for any reason, will have the hours used deducted from their final paycheck.

a. Pro-rated floating holidays for new full-time hires.

If Hired	Eligible to Receive (Hrs.)
January – October	8
November	6
December	0

b. Floating holidays which have not been used prior to an employee's termination date shall be forfeited.

c. Floating holidays are pro-rated for part-time employees.

ARTICLE 18. PAID TIME OFF

18.1 EMPLOYEES shall be eligible for paid time off (PTO), consistent with the terms outlined in Section 301 of the Wright County Personnel Policy Manual. In the event Wright County Policy 301 is modified by the County in the future, the modification will automatically apply to the bargaining unit unless it results in a reduction of benefit to the employee. In the event of a future policy modification that results in a reduction of PTO benefit, employees in the bargaining unit will continue to receive the benefits outlined in the policy immediately prior to the modification.

18.2 **Holiday During ~~Vacation~~ PTO Period**: If a holiday, as defined elsewhere in the Holiday

Article, occurs during the calendar week in which ~~a vacation~~ PTO is taken by an employee, the employee shall not be charged ~~vacation~~ PTO on the day of the holiday.

18.3 PTO Requests. Preference in scheduling shall be based on the order in which PTO requests are received. In the event a scheduling conflict occurs, seniority shall be the determining factor in granting PTO time off, when all factors are equal. The procedure in this Section will govern over any conflicting language in Section 301 of the Wright County Personnel Policy Manual solely with respect to determining preference for scheduling PTO.

When a PTO request is submitted, a copy of the Employee Time Request form that the Employee turned in will be returned to the Employee either approved or not approved within fourteen (14) days. If there are subsequent requests for the same days off, the response will be pending for the subsequent requests until the schedule for that time period is complete.

18.4 FAMILY AND MEDICAL LEAVE ACT. Employees shall be eligible for leaves of absence in accordance with the Federal Family Medical Leave Act and applicable State statutes and County policy.

~~ARTICLE 18. VACATIONS~~

18.1 ~~Eligibility and Allowance. Full-time employees shall earn paid vacation based on years of continuous service with the EMPLOYER in accordance with the following schedule:~~

~~0 through 3 years - 96 Hours~~
~~4 through 5 years - 104 Hours~~
~~6 through 15 years - 128 Hours~~
~~During the 16th year employee shall earn - 136 Hours~~
~~During the 17th year employee shall earn - 144 Hours~~
~~During the 18th year employee shall earn - 152 Hours~~
~~During the 19th year employee shall earn - 160 Hours~~
~~During the 20th year employee shall earn - 168 Hours~~

~~Vacation accrues on a per pay period basis. Employees on an unpaid leave shall earn vacation time pro-rata based on compensated hours of work. New hires who work less than a full two weeks the first pay period shall have their benefit accrual rate pro-rated~~.

~~18.2 Probationary Period and Accumulation. Employees shall accumulate vacation during the probationary period based on original hire or rehire. Employees will be eligible to use accrued vacation after six (6) months of employment. Employees terminated during the probationary period shall not be compensated for accumulated vacation.~~

~~18.3 Vacation Pay. The rate of vacation pay shall be the employee's regular straight-time rate of pay in effect for the employee's regular job on the regular work day immediately~~

preceding the employee's vacation period.

18.4 Vacations shall be taken at a time approved by the EMPLOYER.

18.5 Holiday During Vacation Period. If a holiday, as defined elsewhere in the Holiday Article, occurs during the calendar week in which a vacation is taken by an employee, the employee shall not be charged vacation on the day of the holiday.

18.6 Vacation Rights in Case of Lay Offs or Separation. Any employee who is laid off, discharged, or who separates from the service of the EMPLOYER for any reason prior to taking their vacation shall be compensated in cash for the unused vacation accumulated at the time of separation.

18.7 Employees shall be allowed to carry over one and one-half (1½) times their annually earned vacation time. Vacation accrual shall be based on continuous service.

18.3 Vacations Requests. Preference in scheduling shall be based on the order in which vacation requests are received. In the event a scheduling conflict occurs, seniority shall be the determining factor in granting vacation time off, when all factors are equal.

When a vacation request is submitted, a copy of the Employee Time Request form that the Employee turned in will be returned to the Employee either approved or not approved within fourteen (14) days. If there are subsequent requests for the same days off, the response will be pending for the subsequent requests until the schedule for that time period is complete.

ARTICLE 19. SICK LEAVE

19.1 Allowance and Accumulation.

A. Full-time employees shall earn 3.69 hours of sick leave per pay period. Employees on an unpaid leave shall earn sick leave pro-rate based on compensated hours of work.

B. Employees shall start to earn sick leave from their date of hire, and shall accumulate sick leave to a maximum of nine hundred twenty (920) hours.

C. Employees shall use sick leave in multiples of one-half (1/2) hour.

19.2 Use of Sick Leave. Earned sick leave may be used for absences from work necessitated by the following circumstances and in compliance with Minnesota Statute 181.9413:

A. Because of sickness or injury to an employee which renders the employee unable to perform the duties of employment;

B. Because of quarantine directed by a medical physician;

~~C. Serious illness (when required to be in attendance) in the immediate family as defined in Section 3.8.~~

~~19.3 Abuse of Sick Leave. Use of the sick leave benefits for reasons other than those stated in Section 19.2 of this article shall be just cause for disciplinary action as provided by ARTICLE 12 (Discipline). The Employer may require a doctor's note after three consecutive days of sick leave use, but at its discretion, may require a doctor's certificate showing the nature of any injury or illness if any potential sick leave abuse is occurring, and/or an evaluation of the necessity of such absence.~~

~~19.4 Catastrophic Sick Bank. When staff has 920 hours accumulated in the regular sick leave bank, he/she shall accumulate additional time in a catastrophic sick leave bank at the rate of 1.85 hours per pay period. The catastrophic sick bank cannot exceed one hundred twenty (120) hours. Sick leave in the catastrophic sick leave bank may be utilized for serious illness or injury when the regular sick leave bank has been exhausted.~~

~~19.5 FAMILY AND MEDICAL LEAVE ACT. Employees shall be eligible for leaves of absence in accordance with the Federal Family Medical Leave Act and applicable State statutes and County policy.~~

ARTICLE 19. BEREAVEMENT LEAVE

19.1 ~~Employees shall be permitted up to twenty-four hours off for bereavement leave. Bereavement leave shall not exceed twenty-four (24) hours for a death in the Employees immediate family as defined in Section 3.8 and to an Employees brother-in-law, sister-in-law, son-in-law, and daughter-in-law. Bereavement leave shall not be counted against the Employees sick leave bank.~~

19.1 Effective upon ratification of the collective bargaining agreement, EMPLOYEES shall be eligible for bereavement leave, consistent with the terms outlined in Section 604 of the Wright County Personnel Policy Manual. In the event Wright County Policy 604 is modified by the County in the future, the modification will automatically apply to the bargaining unit unless it results in the elimination or reduction of benefit to the employee. In the event of a future policy modification that results in the elimination or a reduction of bereavement leave, employees in the bargaining unit will continue to receive the benefits outlined in the policy immediately prior to the modification.

ARTICLE 20. WORK OUT OF CLASSIFICATION

Employees assigned by the EMPLOYER to assume the full responsibilities and authority of a higher job classification shall receive the salary schedule of the higher classification (the next higher dollar step in the classification of that job above the employee's own rate of pay) after five (5) consecutive work days in the higher classification for the duration of the assignment.

ARTICLE 21. WAIVER

21.1 Any and all prior agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment, to the extent inconsistent with the provisions of this Agreement are hereby superseded.

21.2 The parties mutually acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any term or condition of employment not removed by law from bargaining. All agreements and understandings arrived at by the parties are set forth in writing in this Agreement for the stipulated duration of this Agreement. The EMPLOYER and the UNION each voluntarily and unqualifiedly waives the right to meet and negotiate regarding any and all terms and conditions of employment referred to or covered in this Agreement or with respect to any term or condition of employment not specifically referred to or covered by this Agreement, even though such terms or conditions may not have been within the knowledge or contemplation of either or both parties at the time this contract was negotiated or executed.

21.3 This Agreement may be amended by the mutual agreement of the EMPLOYER and the UNION during the life of the Agreement.

ARTICLE 22. UNIFORMS

22.1 The EMPLOYER will provide Civilian Correctional Officers, Senior Civilian Correctional Officers and Correctional Sergeants seven hundred and twenty-five dollars ($725.00) for the initial issuance of uniforms.

The Employer will provide Civilian Correctional Officers, Senior Civilian Correctional Officers, and Correctional Sergeants an allowance of seven hundred fifty dollars ($750) for 2023, seven hundred seventy five dollars ($775) in 2024, and eight hundred dollars ($800) for 2025 ~~nine hundred and twenty-five dollars ($925.00) for 2020, seven hundred and twenty-five dollars ($725.00) in 2021 and seven hundred and twenty-five dollars ($725.00) in 2022~~ for the purchase, maintenance and cleaning of uniform articles and equipment required by the EMPLOYER. The Uniform Allowance will be paid on or before January 31st of each year.

22.2 If an employee is terminated after receiving the full uniform allowance and before serving the twelve-month period (January to December), the pro-rated share of unearned uniform allowance will be deducted from the last paycheck or uniforms in value equivalent to the amount of the uniform allowance provided the employee may be turned into the Sheriff in lieu of the cash deduction.

22.3 Uniforms damaged in the line of duty through no fault of the employee shall be replaced by the Employer. This shall include eyewear and prosthetics.

ARTICLE 23. COURT TIME

~~An employee who is required to appear in Court during the employee's scheduled off-duty time shall receive a minimum of pay at one and one-half (1½) times the Employee's base pay rate. Pay at one and one-half (1½) times the Employee's base pay rate shall also be paid to the employee if the court appearance is scheduled during the employee's off-duty time is cancelled, and notice is not given to the employee at least 12 hours prior to the scheduled court appearance. An extension of or early report to a regularly scheduled shift for Court appearance does not qualify the Employee for the two (2) hour minimum.~~

An employee who is required to appear in Court during the employee's scheduled off-duty time shall receive a minimum of two (2) hours of premium pay for virtual court appearances and four (4) hours' premium pay for in-person court appearances at one and one-half (1½) times the Employee's base pay rate. Pay at one and one-half (1½) times the Employee's base pay rate shall also be paid to the employee if the court appearance is scheduled during the employee's off-duty time is canceled, and notice is not given to the employee at least 12 hours prior to the scheduled court appearance. An extension of or early report to a regularly scheduled shift for Court appearance does not qualify the Employee for the two (2) or four (4) hour minimum.

ARTICLE 24. INJURY ON DUTY

24.1 Employees injured while on duty through no fault of the Employee shall be paid the difference between the Employee's regular rate of pay and any Worker's Compensation benefits for a period not to exceed sixty (60) working days beginning with the fourth (4th) working day of such injury. Such time shall not be charged against the Employee's ~~sick leave, vacation~~ PTO or other accumulated benefits.

24.2 Injury on duty benefits shall be limited to injuries directly resulting from contact with jail inmates.

ARTICLE 25. GENERAL PROVISIONS

25.1 Employees below the range maximum will be eligible for range movement of ~~3.25%~~ **4.00 %** on the employee's anniversary date in job classification upon completion of a successful performance evaluation. In no event will an employee's wage exceed the maximum of the salary range.

Employees will be granted a **4.25%** general wage increase on January 1, 2023. On January 1, 2024, employees will be granted a **2.75%** general wage increase. On January 1, 2025, employees will be granted a **2.50%** general wage increase. The salary ranges will increase as illustrated in Appendix A pursuant to the general wage increase that is approved each year pursuant to the collective bargaining agreement at the minimum and maximum of the range.

~~Effective January 1, 2020 all employees under the minimum wage will be increased to~~

~~the minimum of the 2020 salary range. The following steps were agreed upon by both parties for the implementation of the new compensation and classification study:~~

~~A). The salary ranges will be increased by a 1.5% general wage adjustment from the adopted 2019 compensation and classification class salary ranges.~~

~~B). Employees that are still below the minimum of the new salary range after receiving the 1.5% market rate adjustment will be moved to the minimum of the new pay range in the compensation and classification study.~~

~~C). Employees that fall within the new pay range after receiving a 1.5% general wage adjustment are placed at their new pay rate. Employees will not be allowed to exceed the maximum compensation level set for each pay grade.~~

~~Effective January 1, 2020, each employee will have their salary adjusted by .25% for each year of service with Wright County as of December 31, 2019. This increase will be implemented once the general wage increase is calculated for each employee. Employees will not be allowed to exceed the maximum compensation level set for each pay grade~~.

25.2 Promotions. An employee, who is promoted to a new position at a higher-grade level, shall receive a pay adjustment that is a salary increase of 4% over the employee's base pay or the minimum of the new salary range, whichever is greater. Starting January 1, 2024, an employee, who is promoted to a new position at a higher-grade level, shall receive a pay adjustment that is a salary increase of 5% over the employee's base pay or the minimum of the new salary range, whichever is greater. At the sole discretion of the employer, the County Administrator and/or Human Resource Director may approve a pay adjustment that is a salary increase of up to and including 12% over the employee's current base pay based on the applicant's education, experience, and labor market conditions. In no event can a promotional increase exceed the maximum of the new salary range. Promotions from Civilian Communications Officer or Civilian Corrections Officer positions to Senior Civilian Communications Officer or Senior Civilian Corrections Officer positions shall be considered when necessary and appropriate for the orderly advancement of an employee and in the best interest of the Employer, upon recommendation by the County Sheriff in his/her sole discretion. The Sheriff's decision is an inherent managerial right. Unless specially noted otherwise in this agreement, references to Civilian Communications Officer or Civilian Corrections Officer positions will include Senior Civilian Communications or Senior Corrections Officer positions.

25.3 Part-time Pro-Rated Benefits. Any part-time employee who is covered by this agreement and is subject to the provisions of P.E.L.R.A., M.S. 179A.01 et seq., shall receive pro-rated holidays, ~~vacation and sick leave~~ PTO based on the number of hours of their job appointment. Part-time employees working 20 hours or more per week shall be eligible for insurance receiving a pro-rata Employer contribution. Range movement for part-time employees will be granted per Wright County policy.

25.4 No employee shall receive a reduction in salary as a result of acceptance of a promotion.

25.5 Employees may be granted unpaid leaves of absence by written request at the sole discretion of the EMPLOYER. An employee who has been employed for at least one (1) year and who has worked for a least 1,250 hours in the twelve (12) month period immediately preceding the commencement of leave, may be eligible for a leave of absence pursuant to the Family Medical Leave Act (FMLA). The terms regarding such leave shall be governed by the provisions of the County's FMLA personnel policy.

25.6 The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination as to race, color, creed, sex, national origin, religion or political affiliation and other protected classes pursuant to state and federal statutes. Disputes under the terms of this Article shall be subject to the grievance procedure Steps 1, 2 and 2A, but shall not be subject to arbitration; nor shall the provisions of this Article be admissible as evidence in any forum.

25.7 Statement Concerning Harassment. The Employer and the Union believe that all employees have a right to work in an atmosphere free of harassment. To this end the Employer has adopted a specific personnel policy dealing with harassment, offensive and violent behavior. Any employee who believes that he/she has been subjected to improper harassment is urged to consult that policy. In addition, the employee is urged to contact the County Administrator ~~Coordinator~~, his/her supervisor and his/her Union steward or business agent if he/she is confronted with harassment while an employee of the County.

25.8 Employees specifically required by the Employer to use the employee's automobile for approved County business will be reimbursed in accordance with County policy.

25.9 Employees specifically required by the Employer to travel outside Wright County on approved County business will be reimbursed for meals by the County based on County policy.

25.10 Shift Differential Pay. Effective the first pay period following ratification of the contract, employees working in the positions of Civilian Communication Officers and ~~Communications Shift Lead~~ Senior Civilian Communications Officer shall receive a shift differential of $1.25 ~~**$0.65**~~ per hour in addition to their regular wages for hours worked from 6:00 pm through 6:00 am. Shift differential will be included in the determination of an employee's regular rate of pay for FLSA overtime purposes to the extent required by law. Shift differential cannot otherwise be compounded with any other form of premium pay ~~**such as overtime pay**~~.

Effective first pay period following ratification of the contract, Employees working in the positions of Civilian Corrections Officers, Senior Civilian Corrections Officer and Corrections Sergeant shall receive a shift differential of $1.25 ~~**$0.65**~~ per hour in addition to their regular wages for hours worked from 7:00 pm through 7:00 am. Shift differential will be included in the determination of an employee's regular rate of pay for FLSA overtime purposes to the extent required by law. Shift differential cannot otherwise be compounded with any other form of premium pay ~~**such as overtime pay**~~.

25.11 When the current wage exceeds the salary range that position shall be frozen until such time the range exceeds the frozen wage.

25.12 Field Training Officer. The Field Training Officer (FTO) will receive one and one-half (1.5 Hrs.) hours additional compensation at the base rate of pay for each full shift that the FTO Officer is performing field training when assigned FTO duties (i.e., when an FTO is scheduled to work a ten-hour work shift and is assigned a Civilian Corrections Officer, Senior Civilian Corrections Officer, Civilian Communications Officer, or Senior Communications Officer in field training, he/she will be compensated for eleven and one-half hours (11.5 Hrs.) of work at base rate.) This extra one and one-half hour of compensation is not representative of time actually worked. This additional one and one-half (1.5 hrs.) hours of compensation shall not be counted as hours worked for FLSA purposes.

The Employer, in its sole discretion, may create, maintain, or discontinue a field training program for the Wright County Sheriff's Office. If a field training program is created and maintained, a Civilian Communications Officer, Senior Civilian Communications Officer, Civilian Corrections Officer, and Senior Civilian Corrections Officer with the Wright County Sheriff's Office may be assigned by the Sheriff to serve as the FTO.

25.13 Union agrees to the County Drug and Alcohol Testing Policy.

25.14 Employees will be eligible for tuition reimbursement as provided in Section 505 (Training and Development) of the County's personnel policy.

ARTICLE 26. SEVERANCE PAY

26.1 ~~Employees in the classifications of Correctional Officer, Correctional Sergeant, Program Coordinator, Assistant Program Coordinator and Recreation Coordinator whose employment is terminated due to retirement, disability, permanent lay off, or other honorable conditions shall be granted severance pay in the amount of one-third (1/3) of accumulated sick leave. Upon death, the benefits are to be paid to the named survivors. Effective the first day of the first pay period following County Board approval of the collective bargaining agreement, employees in the classification of Civilian Communications Officer and Communications Shift Supervisor shall be granted severance pay in an amount of one-third (1/3) of accumulated sick leave, not including catastrophic sick bank hours, after 20 years of employment with the County. Catastrophic sick bank hours are not included in severance pay. Severance pay is based on the employee's last rate of pay regardless of hours worked.~~

26.1 An employee whose employment is terminated due to retirement, disability, permanent lay off, or other honorable conditions shall be granted severance pay as provided in Wright County Policy 301 as incorporated into this agreement in Section 18.1. Upon death the benefits are to be paid to the named survivors. An employee who is terminated for cause shall lose all severance benefits.

26.2 An employee who is terminated for cause shall lose all severance benefits.

ARTICLE 27. PAID PARENTAL LEAVE

27.1 Effective upon ratification of the 2023-2025 collective bargaining agreement, EMPLOYEES shall be eligible for paid parental leave (PPL), consistent with the terms outlined in Section 612 of the Wright County Personnel Policy Manual. In the event Wright County Policy 612 is modified by the County in the future, the modification will automatically apply to the bargaining unit unless it results in the elimination or reduction of benefit to the employee. In the event of a future policy modification that results in the elimination or a reduction of paid parental leave (PPL) benefit, employees in the bargaining unit will continue to receive the benefits outlined in the policy immediately prior to the modification.

ARTICLE 28. MATCHING 457(b) DEFERRED COMPENSATION CONTRIBUTION

28.1 Effective upon ratification of the 2023-2025 collective bargaining agreement, EMPLOYEES shall be eligible for a matching 457(b) Deferred Compensation contribution consistent with the terms outlined in Section 306.04 of the Wright County Personnel Policy Manual. In the event Wright County Policy 306.04 is modified by the County in the future, the modification will automatically apply to the bargaining unit unless it results in an elimination or a reduction of benefit to the employee. In the event of a future policy modification that results in the elimination or a reduction of this benefit, employees in the bargaining unit will continue to receive the benefits outline in the policy immediately prior to the modification.

ARTICLE 29. DURATION

This Agreement shall be effective as of January 1, 2023, and shall remain in full force and effect until December 31, 2025.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on this _____ day of _____, 2023.

FOR WRIGHT COUNTY:

_____
Darek Vetsch, Wright County Board Chair

_____
Lee Kelly, County Administrator

FOR MINNESOTA PUBLIC EMPLOYEES ASSOCATION:

_____
Joe Ditsch, MNPEA Business Agent

_____
Union Steward

_____
Union Steward

APPENDIX A 2023-2025 Wage Scale

Salary Ranges (Hourly)

Grade	Wage Range 2023		Wage Range 2024		Wage Range 2025	
	New Min Gen Adj 4.25%	New Max Gen Adj 4.25%	New Min Gen Adj 2.75%	New Max Gen Adj 2.75%	New Min Gen Adj 2.50 %	New Max Gen Adj 2.50%
8	$25.42	$35.59	$26.12	$36.57	$26.77	$37.48
	Civilian Communications Officer		Civilian Communications Officer		Civilian Communications Officer	
9	$26.95	$37.73	$27.69	$38.77	$28.38	$39.74
	Civilian Corrections Officer		Civilian Corrections Officer		Civilian Corrections Officer	
10	$28.57	$39.99	$29.36	$41.09	$30.09	$42.12
	Senior Civilian Communications Officer (Formerly Communications Shift Lead)		Senior Civilian Communications Officer (Formerly Communications Shift Lead)		Senior Civilian Communications Officer (Formerly Communications Shift Lead)	
10	$28.57	$39.99	$29.36	$41.09	$30.09	$42.12
	Senior Civilian Corrections Officer		Senior Civilian Corrections Officer		Senior Civilian Corrections Officer	
12	$32.09	$44.93	$32.97	$46.17	$33.79	$47.32
	Corrections Sergeant		Corrections Sergeant		Corrections Sergeant	

APPENDIX B

2023 Employer and Employee Contribution for Health Insurance Premiums

2023 Plan Year: January 1 - December 31, 2023

Health Partners Plans 3, 4 and 5

Employer Contribution and Employee Cost for Family Coverage

**includes preventive dental premium*

	Total Monthly Premium	Monthly County Contribution	Monthly Employee Cost	Monthly County VEBA Contribution	Total Monthly County Contribution
Family Plan 3	$2,306.41	$1,095.40	**$1,211.01**	$0.00	**$1,095.40**
Family Plan 4	$2,088.11	$1,785.00	**$303.11**	$0.00	**$1,785.00**
Family Plan 5	$1,855.13	$1,562.00	**$293.13**	$250.00	**$1,812.00**

Employer Contribution and Employee Cost for Single Coverage

**includes preventive dental premium*

	Total Monthly Premium	Monthly County Contribution	Monthly Employee Cost	Monthly County VEBA Contribution	Total Monthly County Contribution
Single Plan 3	$1,128.89	$945.40	**$183.49**	$0.00	**$945.40**
Single Plan 4	$1,020.99	$967.00	**$53.99**	$0.00	**$967.00**
Single Plan 5	$905.83	$905.83	**$0.00**	$125.00	**$1,030.83**

APPENDIX C

MEMORANDUM OF AGREEMENT BETWEEN WRIGHT COUNTY AND MNPEA NON-LICENSED ESSENTIAL SHERIFF STAFF

This Memorandum of Agreement is entered into between the County of Wright ("County) and the Minnesota Public Employees Association (MNPEA) Non-Licensed Essential Sheriff Staff ("Union").

WHEREAS, the County and the Union are parties to a collective bargaining agreement pursuant to the Public Employment Labor Relations Act; and

WHEREAS, during negotiations for the 2023-2025 collective bargaining agreement ("CBA"), the County and the Union agreed to enter into a Memorandum of Agreement addressing the timing of promotions to new Senior Civilian Communications Officer and Senior Civilian Corrections Officer positions and promotional pay increases related to the same.

NOW, THEREFORE, the County and the Union agree as follows:

1. The County will (1) modify the Communication Shift Lead position and change its title to create a Senior Civilian Communications Officer at the same pay grade and (2) create a new Senior Civilian Corrections Officer position classified at Grade 10 on the County's salary schedule.

2. Effective January 1, 2023, the following will be implemented:

    a. Current Communications Shift Leads will be moved to the Senior Civilian Communications Officer position. This change will be considered a change in job title only and will not be considered a promotion for purposes of Section 25.2 of the CBA.

    b. Current Civilian Communications Officers hired on or before December 31, 2013 without a break in service will be moved to the new Senior Civilian

Communications Officer position. This will be considered a promotion and will result in a promotional pay adjustment at the 2023 percentage as provided in Section 25.2 of the CBA. The employee's anniversary date will not change following this promotion.

c. Current Civilian Corrections Officers hired on or before December 31, 2013 without a break in service will automatically move to the Senior Civilian Corrections Officer position. This will be considered a promotion and will result in a promotional pay adjustment at the 2023 percentage as provided in Section 25.2 of the CBA. The employee's anniversary date will not change following this promotion.

3. Employees must be in good standing in order to qualify for the one-time promotion set forth in Paragraphs 2b and 2c above. For purposes of this Memorandum of Agreement, "good standing" means the employee is not on a current performance improvement plan and is not the subject of pending disciplinary action. Employees who are not in good standing will remain in their current Civilian Corrections Officer or Civilian Communications Officer position, but may considered for future discretionary promotions if they return to being in good standing.

4. Effective January 1, 2024, the Sheriff will have the authority to appoint other employees to the Senior Civilian Communications Officer or Senior Civilian Corrections Officer positions at his/her sole discretion provided they meet the minimum qualifications for the positions. This discretionary appointment will result in a promotional pay increase at the percentage established for promotions in the year 2024 or later as set forth in Section 25.2

of the CBA. An employee's anniversary date will not change after being promoted to a Senior Civilian Communications or Corrections Officer position.

5. This Memorandum of Agreement is not precedent setting and shall not be used by either party as evidence of a past practice. Nothing in this Memorandum of Agreement shall be construed to be a waiver of any of the County's inherent managerial rights, including its right to determine organizational structure and its rights with respect to the selection, direction, and number of personnel.

6. This Memorandum of Agreement represents the full and complete agreement between the parties regarding this matter. This Memorandum of Agreement will automatically sunset on December 31, 2025.

IN WITNESS WHEREOF, the parties acknowledge that they have read the foregoing agreement, by signing below, and hereby affirm that they fully understand agree to its terms and applications.

FOR THE COUNTY OF WRIGHT:

_____ _____
Wright County Board Chairperson Date

_____ _____
Lee Kelly, County Administrator Date

FOR MNPEA NON-LICENSED ESSENTIAL SHERIFF STAFF:

_____ _____
Business Agent Date

_____ _____
Union Steward Date

APPENDIX D

MEMORANDUM OF AGREEMENT BETWEEN WRIGHT COUNTY AND MNPEA-NON-LICENSED ESSENTIAL SHERIFF STAFF

This Memorandum of Agreement is entered into between the County of Wright (hereafter "County") and MNPEA (hereafter "Union") representing the non-licensed essential employees in the Wright County Sheriff's Office.

WHEREAS, the County and the Union are parties to a collective bargaining agreement ("CBA") negotiated pursuant to the Public Employment Labor Relations Act; and

WHEREAS, Minnesota Statute 352.98 authorizes the County to sponsor a Post-Retirement Health Care Savings Plan giving employees the opportunity to save money for payment of medical expenses and/or health insurance premiums after termination of public service.

NOW, THEREFORE, the County and the Union agree as follows:

1. The County will allow bargaining unit members to participate in a Post-Retirement Health Care Savings Plan through the Minnesota State Retirement System ("MSRS").

2. A bargaining unit member will have all severance pay for which the employee is eligible as defined by Article 26 of the CBA and Wright County Personnel Policy 301 deposited into the employee's Health Care Savings Plan account. The severance pay to be deposited in the employee's Health Care Savings Plan account will include any payout of accrued and unused paid time off ("PTO") and any payout of unused Extended Sick Leave Bank ("ESLB") leave at the rates and under the terms and conditions outlined in County Personnel Policy 301 as it has been incorporated into the parties' CBA. This benefit is effective upon execution of the Memorandum of Agreement to eligible employees when they separate from employment with the County.

3. The description of investment benefits contained in this Memorandum of Agreement is intended to be informational only. The management of contributed funds in the Post-Retirement

Health Care Savings Plan is the responsibility of the State Board of Investment and/or the investment provider selected by the employee for the employee's Health Care Savings Plan established through the Minnesota State Retirement System. The only obligation of the County is to deposit accrued severance pay into an employee's Health Care Savings Plan account pursuant to this Memorandum of Agreement. The County has no other obligations and is not responsible for other claims made regarding the Health Care Savings Plan.

4. This Memorandum of Agreement represents the full and complete agreement between the parties regarding this matter.

IN WITNESS WHEREOF, the parties acknowledge that they have read the foregoing agreement, by signing below, hereby affirm that they fully understand and agree to its terms and applications.

FOR MNPEA NON-LICENSED ESSENTIAL SHERIFF STAFF		FOR COUNTY OF WRIGHT	
_____		_____	
MNPEA Business Agent	Date	Board Chair	Date
_____		_____	
MNPEA Steward	Date	County Administrator	Date
_____			
MNPEA Steward	Date		

LABOR AGREEMENT BETWEEN

WRIGHT COUNTY

AND

MINNESOTA PUBLIC EMPLOYEES ASSOCIATION (MNPEA)

NON-LICENSED ESSENTIAL SHERIFF STAFF

JANUARY 1, 2023 - DECEMBER 31, 2025

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LABOR AGREEMENT BETWEEN
WRIGHT COUNTY
AND
MINNESOTA PUBLIC EMPLOYEES ASSOCIATION

ARTICLE 1. PURPOSE OF AGREEMENT

This Agreement is entered into between the Wright County Board, hereinafter called the EMPLOYER, and the Minnesota Public Employees Association (MNPEA) hereinafter called the UNION. The intent and purpose of this Agreement is to:

1.1 Establish procedures for the resolution of disputes concerning this Agreement's interpretation and/or application; and

1.2 Place in written form the parties' full and complete agreement upon terms and conditions of employment for the duration of the Agreement.

ARTICLE 2. RECOGNITION

The EMPLOYER recognizes the UNION as the exclusive representative for all Non-Licensed Essential employees of the Wright County Sheriff's Department who are public employees within the meaning of Minn. Stat. 179A.03, Subd.14, hereinafter referred to as the Act, excluding supervisory, confidential and licensed essential employees.

ARTICLE 3. DEFINITIONS

3.1 UNION: Minnesota Public Employees Association (MNPEA)

3.2 EMPLOYER: Wright County Board.

3.3 UNION MEMBER: A member of Minnesota Public Employees Association (MNPEA)

3.4 EMPLOYEE: A member of the exclusively recognized bargaining unit.

3.5 BASE PAY RATE: The employee's hourly pay rate exclusive of any special allowances.

3.6 CALL BACK: Return of an employee to a specified work site to perform assigned duties at the express authorization of the EMPLOYER at a time other than an assigned shift. An extension of or early report to an assigned shift is not a call back.

3.7 STRIKE: Concerted action in failing to report for duty, the willful absence from one's position, the stoppage of work, slowdown, or abstinence in whole or in part from the full, faithful and proper performance of the duties of employment for the purposes of inducing, influencing or coercing a change in the conditions or compensation or the rights, privileges or obligations of employment.

3.8 IMMEDIATE FAMILY DEFINTION: Immediate family shall include the employee's spouse, children, adult children, parents, stepparents, siblings, spouse's parents, spouse's siblings, grandparents, grandchildren, and legal ward.

3.9 ACT: The Minnesota Public Employment Labor Relations Act of 1971, as amended.

3.10 PART-TIME EMPLOYEE: An employee scheduled on a continuing basis working less than forty (40) hours per week or less than eight (8) hours per day.

3.11 ANNIVERSARY DATE: The date a person achieves permanent status in a job classification.

3.12 PERMANENT STATUS: The satisfactory completion of a one (1) year probationary period in which the employee has not previously achieved permanent status.

3.13 TEMPORARY EMPLOYEE: An employee hired on a temporary basis to replace a regular employee who is on a medical leave of absence or who has been assigned to a special project. Temporary employee shall include a special project employee who is hired on a grant or other special project basis where the employee has little prospect for permanent employment. Such employees shall earn the salary rate set forth in Appendix A for temporary employees and shall not receive any other benefits or seniority.

3.14 SEASONAL EMPLOYEE: An employee hired on a seasonal basis, for period not to exceed seven (7) months (except under exceptional circumstances, such period may be extended for up to two (2) additional months upon written notice to the UNION and the employee), as designated by the Employer, in a position with little prospect for permanent employment. Such employees shall earn the salary rate set forth in Appendix A for seasonal or temporary employees and shall not receive any other benefits.

3.15 OVERTIME: Work performed at the express authorization of the employer in excess of the employee's scheduled shift.

3.16 PERMANENT EMPLOYEES: A member of the exclusively recognized bargaining unit who has completed a probationary period and is working more than fourteen (14) hours per week or more than sixty-seven (67) days per year.

3.17 CONTINUOUS SERVICE: Full-time unceasing service from last date of hire, including approved leaves of absence. An employee shall be given credit for prior continuous service upon return from layoff, if return was upon recall, as established by the employer.

3.18 DAYS: Unless otherwise indicated, this means working days.

3.19 PROMOTION: A change of an employee from a position of one work classification to a position in another work classification with more responsible duties and higher compensation.

3.20 TRANSFER: A change of an employee from one position to another position in the same work classification or to another work classification in the same compensation range. Transfer usually involves the performance of similar duties and requires essentially the same basic qualifications.

3.21 RETIREMENT ELIGIBILITY: Defined consistent with PERA retirement eligibility for annuity.

3.22 FLSA OVERTIME: Work performed at the express authorization of the Employer in excess of the Employee's scheduled shift that is deemed overtime pay per FLSA regulations and shall be paid at time and one half the Employee's regular rate of pay.

3.23 PREMIUM PAY: Work performed at the express authorization of the Employer that is contracted to be paid at time and one half the Employee's base rate of pay.

3.24 REGULAR RATE OF PAY: The hourly rate of pay for MNPEA members that is calculated pursuant to FLSA regulations by taking into account all compensation paid to the employee in a work period (less statutory exclusions) divided by the number of hours worked in the work period.

ARTICLE 4. UNION SECURITY

In recognition of the UNION as the exclusive representative, the EMPLOYER shall:

4.1 Deduct each payroll period an amount sufficient to provide the payment of dues established by the union from the wages of all employees authorizing in writing such deduction, and

4.2 Remit such deduction to the appropriate designated officer of the UNION.

4.3 The UNION may designate certain employees from the bargaining unit to act as stewards and shall inform the EMPLOYER in writing of such choice.

4.4 The UNION agrees to indemnify and hold the EMPLOYER harmless against any and all claims, suits, orders, or judgments brought or issued against the County as a result of any action taken or not taken by the County under the provisions of this Article.

4.5 The EMPLOYER agrees that during the life of this Agreement the EMPLOYER will not lock out the employees.

4.6 Bulletin Boards

A. The EMPLOYER agrees to allow the UNION the use of designated bulletin board space for the purpose of posting notices of UNION meetings, notice of UNION elections, results of UNION elections and appointments and other official UNION business and UNION recreation or social affairs.

B. No information may be posted which represents derogatory attacks directed against any employee, the EMPLOYER, or information concerning candidates for any public office or UNION office.

ARTICLE 5. EMPLOYER SECURITY

The UNION agrees that during the life of this Agreement it will not cause, encourage, participate in or support any strike, slow down, other interruption of, or interference with normal functions of the EMPLOYER.

ARTICLE 6. EMPLOYER AUTHORITY

6.1 The EMPLOYER retains the full and unrestricted right to operate and manage all manpower, facilities and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify the organizational structure; to select, direct and determine the number of personnel; to establish work schedules, and to perform any inherent managerial function not specifically limited by this Agreement.

6.2 Any term and condition of employment not specifically established or modified by the Agreement shall remain solely within the discretion of the EMPLOYER to modify, establish, or eliminate.

ARTICLE 7. EMPLOYEE RIGHTS-GRIEVANCE PROCEDURE

7.1 Definition of a Grievance. A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this Agreement.

7.2 Union Representatives. The EMPLOYER will recognize representatives designated by the UNION as the grievance representatives of the bargaining unit having the duties and responsibilities established by this Article. The UNION shall notify the EMPLOYER in writing of the names of such UNION representatives and of their successors when so designated.

7.3 Processing of a Grievance. It is recognized and accepted by the UNION and the EMPLOYER that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of employees and shall therefore be accomplished during normal working hours only when consistent with such employee duties and responsibilities. The aggrieved employee and the UNION Representative shall be allowed a reasonable amount of time without loss in pay when a grievance is investigated and presented to the EMPLOYER during normal working hours provided the employee and the UNION Representative have notified and received the approval of the designated supervisor.

7.4 Procedure. An employee shall be allowed Union representation at any step of the

discipline procedure or any investigation which could lead to disciplinary action. The Employer shall have no obligation to inform or advise an employee of the provisions of this Section. Grievances, as defined by Section 7.1, shall be resolved in conformance with the following procedure:

Step 1. An employee claiming a violation concerning the interpretation or application of this Agreement shall, within twenty-one (21) calendar days after such alleged violation has occurred, present such grievance to the employee's supervisor as designated by the EMPLOYER. The EMPLOYER designated representative will discuss and give an answer to such Step 1 grievance within seven (7) calendar days after receipt. A grievance not resolved in Step 1 and appealed to Step 2 shall be placed in writing setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of the Agreement allegedly violated, and the remedy requested and shall be appealed to Step 2 within ten (10) calendar days after the EMPLOYER designated representative's final answer in Step 1. Any grievance not appealed in writing to Step 2 by the UNION within ten (10) calendar days shall be considered waived.

Step 2. If appealed, the written grievance shall be presented by the UNION and discussed with the EMPLOYER designated Step 2 representative. The EMPLOYER designated representative shall give the UNION the EMPLOYER'S Step 2 answer in writing within seven (7) calendar days after receipt of such Step 2 grievance. A grievance not resolved in Step 2 may be appealed to Step 3 within ten (10) calendar days following the EMPLOYER designated representative's final Step 2 answer. Any grievance not appealed in writing to Step 3 by the UNION within ten (10) calendar days shall be considered waived.

Step 3. If appealed, the written grievance shall be presented by the UNION and discussed with the EMPLOYER designated Step 3 representative. The EMPLOYER designated representative shall give the UNION the EMPLOYER'S answer in writing within seven (7) calendar days after receipt of such Step 3 grievance. A grievance not resolved in Step 3 may be appealed to Step 4 within fifteen (15) calendar days following the EMPLOYER designated representative's final answer in Step 3. Any grievance not appealed in writing to Step 4 by the UNION within fifteen (15) calendar days shall be considered waived.

Step 4. A grievance unresolved in Step 3 and appealed in Step 4 shall be submitted to arbitration subject to the provisions of the Act. The selection of an arbitrator shall be made in accordance with the "Rules Governing the Arbitration of Grievances" as established by the Public Employment Relations Board.

7.5 Arbitrator's Authority

A. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the EMPLOYER and the UNION, and shall have no authority to make a decision on any other issue not so

submitted.

B. The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on both the EMPLOYER and the UNION and shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented.

C. The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the EMPLOYER and the UNION provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings the cost shall be shared equally.

7.6 Waiver. If a grievance is not presented within the time limits set forth above, it shall be considered "waived." If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the EMPLOYER'S last answer. If the EMPLOYER does not answer a grievance or an appeal thereof within the specified time limits, the UNION may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual agreement of the EMPLOYER and the UNION.

7.7 Choice of Remedy. If, as a result of the written Employer Response at Step 3, the grievance remains unresolved and if the grievance involves the suspension, demotion or discharge of an employee who has completed the required probationary period, the grievance may be appealed either to Step 4 of Article VII, or a procedure such as veterans' preference or human rights, if by law they can appeal. If appealed to any procedure other than Step 4 or Article VII, the grievance is not subject to the arbitration procedure as provided in Step 4 of Article VII. The grieved employee shall indicate in writing which procedure is to be utilized - Step 4 of Article VII or another appeal procedure - and shall sign a statement to the effect that the choice of any other hearing precludes the grieved employee from making a subsequent appeal through Step 4 of Article VII. Except with respect to statutes under the jurisdiction of the United States Equal Employment Opportunity Commission, an Employee pursuing a statutory remedy is not precluded from also pursuing an appeal under this grievance procedure. If a court of competent jurisdiction rules contrary to Board of Governors, or if Board of Governors is judicially or legislatively overruled, the italicized portion of this section shall be deleted.

ARTICLE 8. SAVINGS CLAUSE

This Agreement is subject to the laws of the United States and the State of Minnesota. In the event any provision of this Agreement shall be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, or is contrary to an administrative ruling or is in violation of legislation or administrative regulations, such provision shall be voided. All other provisions of this Agreement shall continue in full force and effect. The voided provision may be renegotiated at the request of either party.

ARTICLE 9. WORK SCHEDULES

9.1 The sole authority in work schedules is the EMPLOYER. The normal work day for an employee shall be eight (8) consecutive hours. The normal work week shall be forty (40) hours within a seven-day work period.

9.2 Service to the public may require the establishment of regular shifts for some employees on a daily, weekly, seasonal, or annual basis. The EMPLOYER will give one (l) week advance notice to the employees affected by the establishment of work days different from the employee's normal eight (8) hour work day. In the event that work is required because of unusual circumstances no advance notice need be given. Each employee has an obligation to work overtime or call backs if requested unless unusual circumstances prevent him/her from so working.

9.3 Nothing contained in this or any other Article shall be interpreted to be a guarantee of a minimum or maximum number of hours the EMPLOYER may assign employees.

9.4 Civilian Correctional Officers, Senior Civilian Correctional Officers, and Correctional Sergeants shall be subject to the following FLSA regulations: ~~those~~ Employees on a 5-2 schedule can work up to 43 hours in a 7-day period (excluding an extension of shifts, holidays and authorized leave time) before being eligible for FLSA Overtime pay. Correctional Officers, Senior Correctional Officers, and Correctional Sergeants working a schedule other than a 5-2 schedule can work up to 171 hours in a 28-day period with the above exclusions before eligible for FLSA Overtime pay. A full-time employee's benefits shall be based on a work year of 2,080 hours. These hours will be accounted for by each Correctional Officer, Senior Correctional Officer, and Correctional Sergeant through:

(a) Hours worked on assigned shifts;
(b) Holidays;
(c) Assigned training; and
(d) Authorized leave time.

ARTICLE 10. OVERTIME PAY

10.1 For employees in the job classifications of Corrections Sergeant, Senior Civilian Corrections Officer, Civilian Corrections Officer, and other classifications covered by the

"7K" partial exemption allowed by the Fair Labor Standards Act (FLSA), overtime hours shall be defined as those hours worked (excluding holidays and authorized leave time) in excess of the scheduled shift. Such overtime hours shall be compensated for at one and one-half (1½) times the employee's regular hourly rate of pay. Employees in job classifications not covered by the "7K" exemption will be compensated at one and one-half (1½) times the employee's regular hourly rate of pay for hours worked (excluding holidays, and authorized leave time) in excess of the scheduled shift or forty (40) hours within the seven (7) day work period. Changes of shifts do not qualify an employee for overtime under this Article.

10.2 Overtime will be distributed as equally as practicable within job classifications.

10.3 Overtime refused by employees will, for record purposes under Article 10.2, be considered as unpaid overtime worked.

10.4 For the purpose of computing overtime compensation, overtime hours worked shall not be pyramided, compounded, or paid twice for the same hours worked.

10.5 An employee who is called to duty during their scheduled off-duty time shall receive a minimum of two (2) hours' premium pay at one and one-half (1½) times the employee's base pay rate. An extension or early report to a regularly scheduled shift for duty does not qualify the employee for the two (2) hour minimum.

10.6 Employees may receive compensatory time on a time and one-half (1 ½) base in lieu of overtime pay at the Employer's option.

The maximum number of hours of compensatory time allowed shall be 60, non-renewable in the calendar year.

All accrued compensatory time must be taken as time off prior to the last day of the last pay period of each calendar year; such time may not be carried over from year to year. Compensatory time not taken by this date shall be paid out to the employee at the wage rate in effect on the last pay period of the year.

Compensatory time may be paid out two (2) times per year following the last pay period in June and/or December. June payout must be requested in advance by the employee.

ARTICLE 11. RIGHT OF SUBCONTRACT

Nothing in this Agreement shall prohibit or restrict the right of the EMPLOYER from subcontracting work performed by employees covered by this Agreement.

ARTICLE 12. DISCIPLINE

12.1 The EMPLOYER will discipline employees for just cause only. Discipline will be in one or more of the following forms:
(a) oral reprimand;
(b) written reprimand;
(c) suspension;
(d) demotion; or
(e) discharge.

12.2 Suspensions, demotions and discharges will be in written form.

12.3 Written reprimands, notices of suspension, and notices of discharge which are to become part of an employee's personnel file shall be read and acknowledged by signature of the employee. Employees and the UNION will receive a copy of such reprimands and/or notices.

12.4 Employees may examine their own individual personnel files at reasonable times under the direct supervision of the EMPLOYER.

12.5 Employees will not be questioned concerning an investigation of disciplinary action unless the employee that is the subject of the investigation has been given an opportunity to have a Union representative present at such questioning.

12.6 Grievances related to this Article shall be initiated by the Union at Step 3 of the grievance procedure of Article.

ARTICLE 13. SENIORITY

13.1 Employee seniority is the length of continuous service with the EMPLOYER. Employee seniority is broken by a voluntary quit, retirement, or discharge for cause.

13.2 Job classification seniority is the length of service within a job classification.

13.3 Reduction of Work Force. Employees will be reduced on the basis of job classification seniority. Employees will be recalled within job classifications on the basis of job classification seniority. An employee on lay off shall have an opportunity to return to work within the job classification from which the employee was reduced or laid off for a two (2) year period from the time of reduction or lay off, before any new employee is hired or promoted. Any employee on layoff who is notified at the employee's last known address by registered mail to return to work, and who fails to return within twelve (12) work days, shall be considered to be a voluntary termination.

ARTICLE 14. PROBATIONARY PERIODS

14.1 All newly hired, rehired, or promoted employees will serve a one (1) year probationary

period.

14.2 At any time during the probationary period a newly hired or rehired employee may be terminated at the sole discretion of the EMPLOYER. Terminated employees will be given written reasons for the termination.

ARTICLE 15. JOB POSTING-PROMOTIONS

15.1 Permanent vacancies in job classifications listed in ARTICLE II of this Agreement shall be posted. Employees shall have seven (7) calendar days after posting to complete application for such vacancies. The applicant with the highest qualifications will be chosen for the vacancy.

15.2 All promoted employees shall serve a twelve-month trial period. During the trial period a promoted employee may be replaced in the employee's previous job classification, if a vacancy exists, at the sole discretion of the EMPLOYER. Terminated or demoted employees will be given written reasons for termination or demotion. An employee returned to the previous job classification will also revert to his/her anniversary.

ARTICLE 16. HOSPITAL/MEDICAL/LIFE/LTD/STD

16.1 Effective 1/1/2023 through 12/31/2025, the County will provide three insurance plans: (Appendix B)

a. $300 Deductible Plan & Dental (Plan #3)
- The County will contribute up to a maximum of $ 945.40 per month towards single health and preventative dental coverage; and $1,095.40 per month towards family health and preventative dental coverage.

b. $1,000 Deductible Plan & Dental (Plan #4)
- The County will contribute up to a maximum of $ 967.00 per month towards single health and preventative dental coverage; and $1,785.00 per month towards family health and preventative dental coverage.

c. $3,000 Deductible Plan with VEBA & Dental (Plan #5)
- The County will contribute up to a maximum of $ 905.83 per month towards single health and preventative dental coverage, and $125.00 per month into the VEBA account; and $ 1,562.00 per month towards family health and preventative dental coverage, and $250.00 per month into the VEBA account.

Effective for January 1, 2024, and January1, 2025, the County and Union agree to reopen the contract regarding the amount of Employer contribution for health insurance premiums.

16.2 Employees are eligible for health and preventive dental coverage the first day of the month following the date of hire.

16.3 In instances where spouses are employed by Wright County, both individuals shall receive an employer contribution toward one family policy covering eligible family members. Each family unit shall determine which employee shall be the policy holder. The policy holder shall be eligible to receive a county contribution equivalent to the dollar amount contributed toward family coverage. The employee who is considered a dependent of the policyholder shall be eligible for a County contribution equivalent to the dollar amount contributed toward single coverage. This single County contribution amount shall be applied towards the family policy of the policyholder.

16.4 Employees will be provided life insurance in the amount of $20,000. Employees will be provided short-term disability and long-term disability coverage in the amount of $100/month.

16.5 Affordable Care Act. In the event the health insurance provisions of this Agreement fail to meet the requirements of the Affordable Care Act and its related regulations or cause the Employer to be subject to a penalty, tax or fine, the Union and the Employer will meet immediately to bargain over alternative provisions so as to comply with the Act and avoid and/or minimize any penalties, taxes or fines for the Employer.

ARTICLE 17. HOLIDAYS

17.1 The following days will be observed as paid holidays:

New Year's Day	January 1
Martin Luther King's Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Veterans' Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Fourth Friday in November
Christmas Day	December 25

17.2 Holiday Pay. Eligible employees shall receive eight (8) hours' pay for each of the holidays listed above on which they perform no work.

17.3 Observance. Holidays will be observed on the day that the actual holiday falls.

17.4 Eligibility Requirements. To qualify for a paid holiday employees must work their last scheduled work day before the holiday and the first scheduled work day following the holiday. Employees on prior approved paid absence as provided by this Agreement shall be considered to have worked the day before or after a holiday.

17.5 If an employee works on any of the above holidays, the employee shall be paid double

time for all hours worked in addition to holiday pay.

17.6 In addition to the holidays listed in 17.1, twelve (12) hours of "floating" holiday time will be granted in each calendar year to be scheduled with the prior permission of the employee's supervisor. The "floating" holiday may be taken in two-hour increments. The "floating" holiday must be taken during the calendar year in which it is earned or it will be forfeited. Employees who use the floating holiday during the probationary period and fail to complete the probationary period for any reason, will have the hours used deducted from their final paycheck.

a. Pro-rated floating holidays for new full-time hires.

If Hired	Eligible to Receive (Hrs.)
January – October	8
November	6
December	0

b. Floating holidays which have not been used prior to an employee's termination date shall be forfeited.

c. Floating holidays are pro-rated for part-time employees.

ARTICLE 18. PAID TIME OFF

18.1 EMPLOYEES shall be eligible for paid time off (PTO), consistent with the terms outlined in Section 301 of the Wright County Personnel Policy Manual. In the event Wright County Policy 301 is modified by the County in the future, the modification will automatically apply to the bargaining unit unless it results in a reduction of benefit to the employee. In the event of a future policy modification that results in a reduction of PTO benefit, employees in the bargaining unit will continue to receive the benefits outlined in the policy immediately prior to the modification.

18.2 Holiday During PTO Period: If a holiday, as defined elsewhere in the Holiday Article, occurs during the calendar week in which PTO is taken by an employee, the employee shall not be charged PTO on the day of the holiday.

18.3 PTO Requests. Preference in scheduling shall be based on the order in which PTO requests are received. In the event a scheduling conflict occurs, seniority shall be the determining factor in granting PTO time off, when all factors are equal. The procedure in this Section will govern over any conflicting language in Section 301 of the Wright County Personnel Policy Manual solely with respect to determining preference for scheduling PTO.

When a PTO request is submitted, a copy of the Employee Time Request form that the Employee turned in will be returned to the Employee either approved or not approved

within fourteen (14) days. If there are subsequent requests for the same days off, the response will be pending for the subsequent requests until the schedule for that time period is complete.

18.4 FAMILY AND MEDICAL LEAVE ACT. Employees shall be eligible for leaves of absence in accordance with the Federal Family Medical Leave Act and applicable State statutes and County policy.

ARTICLE 19. BEREAVEMENT LEAVE

19.1 Effective upon ratification of the collective bargaining agreement, EMPLOYEES shall be eligible for bereavement leave, consistent with the terms outlined in Section 604 of the Wright County Personnel Policy Manual. In the event Wright County Policy 604 is modified by the County in the future, the modification will automatically apply to the bargaining unit unless it results in the elimination or reduction of benefit to the employee. In the event of a future policy modification that results in the elimination or a reduction of bereavement leave, employees in the bargaining unit will continue to receive the benefits outlined in the policy immediately prior to the modification.

ARTICLE 20. WORK OUT OF CLASSIFICATION

Employees assigned by the EMPLOYER to assume the full responsibilities and authority of a higher job classification shall receive the salary schedule of the higher classification (the next higher dollar step in the classification of that job above the employee's own rate of pay) after five (5) consecutive work days in the higher classification for the duration of the assignment.

ARTICLE 21. WAIVER

21.1 Any and all prior agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment, to the extent inconsistent with the provisions of this Agreement are hereby superseded.

21.2 The parties mutually acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any term or condition of employment not removed by law from bargaining. All agreements and understandings arrived at by the parties are set forth in writing in this Agreement for the stipulated duration of this Agreement. The EMPLOYER and the UNION each voluntarily and unqualifiedly waives the right to meet and negotiate regarding any and all terms and conditions of employment referred to or covered in this Agreement or with respect to any term or condition of employment not specifically referred to or covered by this Agreement, even though such terms or conditions may not have been within the knowledge or contemplation of either or both parties at the time this contract was negotiated or executed.

21.3 This Agreement may be amended by the mutual agreement of the EMPLOYER and the UNION during the life of the Agreement.

ARTICLE 22. UNIFORMS

22.1 The EMPLOYER will provide Civilian Correctional Officers, Senior Civilian Correctional Officers and Correctional Sergeants seven hundred and twenty-five dollars ($725.00) for the initial issuance of uniforms.

The Employer will provide Civilian Correctional Officers, Senior Civilian Correctional Officers, and Correctional Sergeants an allowance of seven hundred fifty dollars ($750) for 2023, seven hundred seventy-five dollars ($775) in 2024, and eight hundred dollars ($800) for 2025 for the purchase, maintenance and cleaning of uniform articles and equipment required by the EMPLOYER. The Uniform Allowance will be paid on or before January 31st of each year.

22.2 If an employee is terminated after receiving the full uniform allowance and before serving the twelve-month period (January to December), the pro-rated share of unearned uniform allowance will be deducted from the last paycheck or uniforms in value equivalent to the amount of the uniform allowance provided the employee may be turned into the Sheriff in lieu of the cash deduction.

22.3 Uniforms damaged in the line of duty through no fault of the employee shall be replaced by the Employer. This shall include eyewear and prosthetics.

ARTICLE 23. COURT TIME

An employee who is required to appear in Court during the employee's scheduled off-duty time shall receive a minimum of two (2) hours of premium pay for virtual court appearances and four (4) hours' premium pay for in-person court appearances at one and one-half (1½) times the Employee's base pay rate. Pay at one and one-half (1½) times the Employee's base pay rate shall also be paid to the employee if the court appearance is scheduled during the employee's off-duty time is canceled, and notice is not given to the employee at least 12 hours prior to the scheduled court appearance. An extension of or early report to a regularly scheduled shift for Court appearance does not qualify the Employee for the two (2) or four (4) hour minimum.

ARTICLE 24. INJURY ON DUTY

24.1 Employees injured while on duty through no fault of the Employee shall be paid the difference between the Employee's regular rate of pay and any Worker's Compensation benefits for a period not to exceed sixty (60) working days beginning with the fourth (4th) working day of such injury. Such time shall not be charged against the Employee's PTO or other accumulated benefits.

24.2 Injury on duty benefits shall be limited to injuries directly resulting from contact with jail inmates.

ARTICLE 25. GENERAL PROVISIONS

25.1 Employees below the range maximum will be eligible for range movement of **4.00 %** on the employee's anniversary date in job classification upon completion of a successful performance evaluation. In no event will an employee's wage exceed the maximum of the salary range.

Employees will be granted a **4.25%** general wage increase on January 1, 2023. On January 1, 2024, employees will be granted a **2.75%** general wage increase. On January 1, 2025, employees will be granted a **2.50%** general wage increase. The salary ranges will increase as illustrated in Appendix A pursuant to the general wage increase that is approved each year pursuant to the collective bargaining agreement at the minimum and maximum of the range.

25.2 Promotions. An employee, who is promoted to a new position at a higher-grade level, shall receive a pay adjustment that is a salary increase of 4% over the employee's base pay or the minimum of the new salary range, whichever is greater. Starting January 1, 2024, an employee, who is promoted to a new position at a higher-grade level, shall receive a pay adjustment that is a salary increase of 5% over the employee's base pay or the minimum of the new salary range, whichever is greater. At the sole discretion of the employer, the County Administrator and/or Human Resource Director may approve a pay adjustment that is a salary increase of up to and including 12% over the employee's current base pay based on the applicant's education, experience, and labor market conditions. In no event can a promotional increase exceed the maximum of the new salary range. Promotions from Civilian Communications Officer or Civilian Corrections Officer positions to Senior Civilian Communications Officer or Senior Civilian Corrections Officer positions shall be considered when necessary and appropriate for the orderly advancement of an employee and in the best interest of the Employer, upon recommendation by the County Sheriff in his/her sole discretion. The Sheriff's decision is an inherent managerial right. Unless specially noted otherwise in this agreement, references to Civilian Communications Officer or Civilian Corrections Officer positions will include Senior Civilian Communications or Senior Corrections Officer positions.

25.3 Part-time Pro-Rated Benefits. Any part-time employee who is covered by this agreement and is subject to the provisions of P.E.L.R.A., M.S. 179A.01 et seq, shall receive pro-rated holidays, PTO based on the number of hours of their job appointment. Part-time employees working 20 hours or more per week shall be eligible for insurance receiving a pro-rata Employer contribution. Range movement for part-time employees will be granted per Wright County policy.

25.4 No employee shall receive a reduction in salary as a result of acceptance of a promotion.

25.5 Employees may be granted unpaid leaves of absence by written request at the sole discretion of the EMPLOYER. An employee who has been employed for at least one (1) year and who has worked for a least 1,250 hours in the twelve (12) month period immediately preceding the commencement of leave, may be eligible for a leave of

absence pursuant to the Family Medical Leave Act (FMLA). The terms regarding such leave shall be governed by the provisions of the County's FMLA personnel policy.

25.6 The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination as to race, color, creed, sex, national origin, religion or political affiliation and other protected classes pursuant to state and federal statutes. Disputes under the terms of this Article shall be subject to the grievance procedure Steps 1, 2 and 2A, but shall not be subject to arbitration; nor shall the provisions of this Article be admissible as evidence in any forum.

25.7 Statement Concerning Harassment. The Employer and the Union believe that all employees have a right to work in an atmosphere free of harassment. To this end the Employer has adopted a specific personnel policy dealing with harassment, offensive and violent behavior. Any employee who believes that he/she has been subjected to improper harassment is urged to consult that policy. In addition, the employee is urged to contact the County Administrator, his/her supervisor and his/her Union steward or business agent if he/she is confronted with harassment while an employee of the County.

25.8 Employees specifically required by the Employer to use the employee's automobile for approved County business will be reimbursed in accordance with County policy.

25.9 Employees specifically required by the Employer to travel outside Wright County on approved County business will be reimbursed for meals by the County based on County policy.

25.10 Shift Differential Pay. Effective the first pay period following ratification of the contract, employees working in the positions of Civilian Communication Officers and Senior Civilian Communications Officer shall receive a shift differential of $1.25 per hour in addition to their regular wages for hours worked from 6:00 pm through 6:00 am. Shift differential will be included in the determination of an employee's regular rate of pay for FLSA overtime purposes to the extent required by law. Shift differential cannot otherwise be compounded with any other form of premium pay.

Effective first pay period following ratification of the contract, Employees working in the positions of Civilian Corrections Officers, Senior Civilian Corrections Officer and Corrections Sergeant shall receive a shift differential of $1.25 per hour in addition to their regular wages for hours worked from 7:00 pm through 7:00 am. Shift differential will be included in the determination of an employee's regular rate of pay for FLSA overtime purposes to the extent required by law. Shift differential cannot otherwise be compounded with any other form of premium pay.

25.11 When the current wage exceeds the salary range that position shall be frozen until such time the range exceeds the frozen wage.

25.12 Field Training Officer. The Field Training Officer (FTO) will receive one and one-half (1.5 Hrs.) hours additional compensation at the base rate of pay for each full shift that the FTO

Officer is performing field training when assigned FTO duties (i.e., when an FTO is scheduled to work a ten-hour work shift and is assigned a Civilian Corrections Officer, Senior Civilian Corrections Officer, Civilian Communications Officer, or Senior Communications Officer in field training, he/she will be compensated for eleven and one-half hours (11.5 Hrs.) of work at base rate.) This extra one and one-half hour of compensation is not representative of time actually worked. This additional one and one-half (1.5 hrs.) hours of compensation shall not be counted as hours worked for FLSA purposes.

The Employer, in its sole discretion, may create, maintain, or discontinue a field training program for the Wright County Sheriff's Office. If a field training program is created and maintained, a Civilian Communications Officer, Senior Civilian Communications Officer, Civilian Corrections Officer, and Senior Civilian Corrections Officer with the Wright County Sheriff's Office may be assigned by the Sheriff to serve as the FTO.

25.13 Union agrees to the County Drug and Alcohol Testing Policy.

25.14 Employees will be eligible for tuition reimbursement as provided in Section 505 (Training and Development) of the County's personnel policy.

ARTICLE 26. SEVERANCE PAY

26.1 An employee whose employment is terminated due to retirement, disability, permanent lay off, or other honorable conditions shall be granted severance pay as provided in Wright County Policy 301 as incorporated into this agreement in Section 18.1. Upon death the benefits are to be paid to the named survivors. An employee who is terminated for cause shall lose all severance benefits.

26.2 An employee who is terminated for cause shall lose all severance benefits.

ARTICLE 27. PAID PARENTAL LEAVE

27.1 Effective upon ratification of the 2023-2025 collective bargaining agreement, EMPLOYEES shall be eligible for paid parental leave (PPL), consistent with the terms outlined in Section 612 of the Wright County Personnel Policy Manual. In the event Wright County Policy 612 is modified by the County in the future, the modification will automatically apply to the bargaining unit unless it results in the elimination or reduction of benefit to the employee. In the event of a future policy modification that results in the elimination or a reduction of paid parental leave (PPL) benefit, employees in the bargaining unit will continue to receive the benefits outlined in the policy immediately prior to the modification.

ARTICLE 28. MATCHING 457(b) DEFERRED COMPENSATION CONTRIBUTION

28.1 Effective upon ratification of the 2023-2025 collective bargaining agreement, EMPLOYEES shall be eligible for a matching 457(b) Deferred Compensation

contribution consistent with the terms outlined in Section 306.04 of the Wright County Personnel Policy Manual. In the event Wright County Policy 306.04 is modified by the County in the future, the modification will automatically apply to the bargaining unit unless it results in an elimination or a reduction of benefit to the employee. In the event of a future policy modification that results in the elimination or a reduction of this benefit, employees in the bargaining unit will continue to receive the benefits outline in the policy immediately prior to the modification.

ARTICLE 29. DURATION

This Agreement shall be effective as of January 1, 2023, and shall remain in full force and effect until December 31, 2025.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on this _____ day of _____, 2023.

FOR WRIGHT COUNTY:

_____
Darek Vetsch, Wright County Board Chair

_____
Lee Kelly, County Administrator

FOR MINNESOTA PUBLIC EMPLOYEES ASSOCATION:

_____
Joe Ditsch, MNPEA Business Agent

_____
Union Steward

_____
Union Steward

APPENDIX A 2023-2025 Wage Scale

Salary Ranges (Hourly)

Grade	Wage Range 2023		Wage Range 2024		Wage Range 2025	
	New Min Gen Adj 4.25%	New Max Gen Adj 4.25%	New Min Gen Adj 2.75%	New Max Gen Adj 2.75%	New Min Gen Adj 2.50 %	New Max Gen Adj 2.50%
8	$25.42	$35.59	$26.12	$36.57	$26.77	$37.48
	Civilian Communications Officer		Civilian Communications Officer		Civilian Communications Officer	
9	$26.95	$37.73	$27.69	$38.77	$28.38	$39.74
	Civilian Corrections Officer		Civilian Corrections Officer		Civilian Corrections Officer	
10	$28.57	$39.99	$29.36	$41.09	$30.09	$42.12
	Senior Civilian Communications Officer (Formerly Communications Shift Lead)		Senior Civilian Communications Officer (Formerly Communications Shift Lead)		Senior Civilian Communications Officer (Formerly Communications Shift Lead)	
10	$28.57	$39.99	$29.36	$41.09	$30.09	$42.12
	Senior Civilian Corrections Officer		Senior Civilian Corrections Officer		Senior Civilian Corrections Officer	
12	$32.09	$44.93	$32.97	$46.17	$33.79	$47.32
	Corrections Sergeant		Corrections Sergeant		Corrections Sergeant	

APPENDIX B

2023 Employer and Employee Contribution for Health Insurance Premiums

2023 Plan Year: January 1 - December 31, 2023

Health Partners Plans 3, 4 and 5

Employer Contribution and Employee Cost for Family Coverage

**includes preventive dental premium*

	Total Monthly Premium	Monthly County Contribution	Monthly Employee Cost	Monthly County VEBA Contribution	Total Monthly County Contribution
Family Plan 3	$2,306.41	$1,095.40	**$1,211.01**	$0.00	**$1,095.40**
Family Plan 4	$2,088.11	$1,785.00	**$303.11**	$0.00	**$1,785.00**
Family Plan 5	$1,855.13	$1,562.00	**$293.13**	$250.00	**$1,812.00**

Employer Contribution and Employee Cost for Single Coverage

**includes preventive dental premium*

	Total Monthly Premium	Monthly County Contribution	Monthly Employee Cost	Monthly County VEBA Contribution	Total Monthly County Contribution
Single Plan 3	$1,128.89	$945.40	**$183.49**	$0.00	**$945.40**
Single Plan 4	$1,020.99	$967.00	**$53.99**	$0.00	**$967.00**
Single Plan 5	$905.83	$905.83	**$0.00**	$125.00	**$1,030.83**

APPENDIX C

MEMORANDUM OF AGREEMENT BETWEEN WRIGHT COUNTY AND MNPEA NON-LICENSED ESSENTIAL SHERIFF STAFF

This Memorandum of Agreement is entered into between the County of Wright ("County) and the Minnesota Public Employees Association (MNPEA) Non-Licensed Essential Sheriff Staff ("Union").

WHEREAS, the County and the Union are parties to a collective bargaining agreement pursuant to the Public Employment Labor Relations Act; and

WHEREAS, during negotiations for the 2023-2025 collective bargaining agreement ("CBA"), the County and the Union agreed to enter into a Memorandum of Agreement addressing the timing of promotions to new Senior Civilian Communications Officer and Senior Civilian Corrections Officer positions and promotional pay increases related to the same.

NOW, THEREFORE, the County and the Union agree as follows:

1. The County will (1) modify the Communication Shift Lead position and change its title to create a Senior Civilian Communications Officer at the same pay grade and (2) create a new Senior Civilian Corrections Officer position classified at Grade 10 on the County's salary schedule.
2. Effective January 1, 2023, the following will be implemented:
    a. Current Communications Shift Leads will be moved to the Senior Civilian Communications Officer position. This change will be considered a change in job title only and will not be considered a promotion for purposes of Section 25.2 of the CBA.

b. Current Civilian Communications Officers hired on or before December 31, 2013 without a break in service will be moved to the new Senior Civilian Communications Officer position. This will be considered a promotion and will result in a promotional pay adjustment at the 2023 percentage as provided in Section 25.2 of the CBA. The employee's anniversary date will not change following this promotion.

c. Current Civilian Corrections Officers hired on or before December 31, 2013 without a break in service will automatically move to the Senior Civilian Corrections Officer position. This will be considered a promotion and will result in a promotional pay adjustment at the 2023 percentage as provided in Section 25.2 of the CBA. The employee's anniversary date will not change following this promotion.

3. Employees must be in good standing in order to qualify for the one-time promotion set forth in Paragraphs 2b and 2c above. For purposes of this Memorandum of Agreement, "good standing" means the employee is not on a current performance improvement plan and is not the subject of pending disciplinary action. Employees who are not in good standing will remain in their current Civilian Corrections Officer or Civilian Communications Officer position, but may considered for future discretionary promotions if they return to being in good standing.

4. Effective January 1, 2024, the Sheriff will have the authority to appoint other employees to the Senior Civilian Communications Officer or Senior Civilian Corrections Officer positions at his/her sole discretion provided they meet the minimum qualifications for the positions. This discretionary appointment will result in a promotional pay increase at the

percentage established for promotions in the year 2024 or later as set forth in Section 25.2 of the CBA. An employee's anniversary date will not change after being promoted to a Senior Civilian Communications or Corrections Officer position.

5. This Memorandum of Agreement is not precedent setting and shall not be used by either party as evidence of a past practice. Nothing in this Memorandum of Agreement shall be construed to be a waiver of any of the County's inherent managerial rights, including its right to determine organizational structure and its rights with respect to the selection, direction, and number of personnel.

6. This Memorandum of Agreement represents the full and complete agreement between the parties regarding this matter. This Memorandum of Agreement will automatically sunset on December 31, 2025.

IN WITNESS WHEREOF, the parties acknowledge that they have read the foregoing agreement, by signing below, and hereby affirm that they fully understand agree to its terms and applications.

FOR THE COUNTY OF WRIGHT:

Wright County Board Chairperson	Date
Lee Kelly, County Administrator	Date

FOR MNPEA NON-LICENSED ESSENTIAL SHERIFF STAFF:

Business Agent	3/15/23 Date
Union Steward	3/16/23 Date

APPENDIX D

MEMORANDUM OF AGREEMENT BETWEEN WRIGHT COUNTY AND MNPEA-NON-LICENSED ESSENTIAL SHERIFF STAFF

This Memorandum of Agreement is entered into between the County of Wright (hereafter "County") and MNPEA (hereafter "Union") representing the non-licensed essential employees in the Wright County Sheriff's Office.

WHEREAS, the County and the Union are parties to a collective bargaining agreement ("CBA") negotiated pursuant to the Public Employment Labor Relations Act; and

WHEREAS, Minnesota Statute 352.98 authorizes the County to sponsor a Post-Retirement Health Care Savings Plan giving employees the opportunity to save money for payment of medical expenses and/or health insurance premiums after termination of public service.

NOW, THEREFORE, the County and the Union agree as follows:

1. The County will allow bargaining unit members to participate in a Post-Retirement Health Care Savings Plan through the Minnesota State Retirement System ("MSRS").

2. A bargaining unit member will have all severance pay for which the employee is eligible as defined by Article 26 of the CBA and Wright County Personnel Policy 301 deposited into the employee's Health Care Savings Plan account. The severance pay to be deposited in the employee's Health Care Savings Plan account will include any payout of accrued and unused paid time off ("PTO") and any payout of unused Extended Sick Leave Bank ("ESLB") leave at the rates and under the terms and conditions outlined in County Personnel Policy 301 as it has been incorporated into the parties' CBA. This benefit is effective upon execution of the Memorandum of Agreement to eligible employees when they separate from employment with the County.

3. The description of investment benefits contained in this Memorandum of Agreement is intended to be informational only. The management of contributed funds in the Post-Retirement Health Care Savings Plan is the responsibility of the State Board of Investment and/or the investment provider selected by the employee for the employee's Health Care Savings Plan established through the Minnesota State Retirement System. The only obligation of the County is to deposit accrued severance pay into an employee's Health Care Savings Plan account pursuant to this Memorandum of Agreement. The County has no other obligations and is not responsible for other claims made regarding the Health Care Savings Plan.

4. This Memorandum of Agreement represents the full and complete agreement between the parties regarding this matter.

IN WITNESS WHEREOF, the parties acknowledge that they have read the foregoing agreement, by signing below, hereby affirm that they fully understand and agree to its terms and applications.

FOR MNPEA NON-LICENSED ESSENTIAL SHERIFF STAFF

3/15/23

MNPEA Business Agent Date

3/16/23

MNPEA Steward Date

MNPEA Steward Date

FOR COUNTY OF WRIGHT

Board Chair Date

County Administrator Date

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Elizabeth Karels

Requestor Title
Project Administrator

Department (please use dropdown to select department) *
PROJECT ADMINISTRATION

Target Meeting Date *
3/21/2023 9:00 AM - Board of Wright County Commissioners

Agenda Item Type
(•) RFBA ( ) Minutes Submission ( ) Warrants Submission

Target Section
(•) Consent Agenda ( ) Timed Agenda
( ) Item for Consideration

Originator
EBK8604

Item Details

Board Action Requested *
Authorize staff to develop and sign an agreement to allow Riverside Church and its contractors and consultants to take and test samples of structural steel in the Human Services Center. The agreement will include the requirement to repair areas where samples were extracted.

Short Title (what will appear on Agenda outline - 250 character max.) *
Develop and sign agreement to take and test steel samples

Value Stream the request primarily aligns with:
Shepherd Economic Growth

Briefly describe how the request aligns with the selected value stream.
Supports the EDA's sale of the Human Services Center

Describe the impact on staffing resources.
None

Fiscal Impact:
None

Background/Justification:
The Wright County Economic Development Authority (EDA) signed a Purchase Agreement with Riverside Church for the sale of the Human Services Center. As part of the due diligence process, Riverside Church has retained a structural engineer to evaluate structural building conditions. Detailed as-built drawings are not available, and the engineer has requested to gather and test samples of the existing structural steel to determine steel type, carbon content, and tensile strength so that they can complete their analysis.

Although the purchase was authorized by the EDA, the Human Services Center is still owned by Wright County, and therefore permission to take and test samples is needed from the County.

Route for Review and Approval

- [ ] County Administrator
- [x] Assistant County Administrator
- [ ] Finance Review
- [ ] Legal Review
- [ ] Risk Mgmt Review
- [ ] Skip Workflow

Agenda Item Attachments (0)

Document Name	Attachment Type

- [ ] Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Virgil Hawkins

Requestor Title
Highway Engineer

Department (please use dropdown to select department) *
HIGHWAY

Target Meeting Date *
3/21/2023 9:00 AM - Board of Wright County Commissioners

Agenda Item Type
(•) RFBA ( ) Minutes Submission ( ) Warrants Submission

Target Section
(•) Consent Agenda ( ) Timed Agenda
( ) Item for Consideration

Originator
VGH7388

Item Details

Board Action Requested *
Approve Resolution of Final Acceptance for Contract No. 22-01 and authorize final payment to Knife River Corp. in the amount of $97,245.62

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Resolution of Final Acceptance for Contract No. 22-01 and authorize final payment to Knife River Corp. in the amount of $97,245.62

Value Stream the request primarily aligns with:
Develop County Infrastructure

Briefly describe how the request aligns with the selected value stream.
Fulfills the county's obligation under the contract with Knife River Corp. to make final payment for work completed, work that improved the county's highway system by adding new pavement to county highways

Describe the impact on staffing resources.
Highway contract administration tasks/duties by staff

Fiscal Impact:
Final payment in the amount of $97,245.62

Background/Justification:
Contract 22-01 included improvements to Highways 5, 7, 100, 124, 141, 142, and paving in Bertram Park (alternate bid).
The final value of work certified is $9,716,245.88
Funding sources: $7,380,890.74 State Aid Regular CSAH funds; $1,748,290.40 Local Levy Construction funds; $520,741.29 Local Option Sales Tax (LOST) funds; and $66,323.45 Parks funding

Attached: Certificate of Performance, Final Payment Voucher, and Resolution of final acceptance

Route for Review and Approval

- [ ] County Administrator
- [x] Assistant County Administrator
- [ ] Finance Review
- [ ] Legal Review
- [ ] Risk Mgmt Review
- [ ] Skip Workflow

Agenda Item Attachments (2)

Document Name	Attachment Type
03.21.2023.CP.2201.Pavement Preservation.pdf	Attachment
03.21.2023.FV.2201.pdf	Attachment

- [ ] Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes
Moved Forward

WRIGHT COUNTY
MINNESOTA

Highway Department

CERTIFICATE OF PERFORMANCE

2022 Pavement Preservation Project

COUNTY OF WRIGHT
Wright County Highway Department Contract No. 2201

Scope of Work/Project Description:
Pavement Preservation improvements on various roadways in Wright County (including segments of CSAH 5, 7, CR 100, 124, 141, 142 and Bertram Park paving alternate)

Contractor: Knife River Corporation

Total Value of Work: $ 9,716,245.88

I HEREBY CERTIFY to the Board of Commissioners of Wright County, that to the best of my knowledge, the items of work shown in the Statement of Work Certified in the Final Voucher, have been completed and performed as measured by and in accordance with the Plans and Specifications per the terms of said contract.

DATE: March 8, 2023 SIGNATURE: Virgil Hawkins cn=Virgil Hawkins, o=Wright County Highway Department, ou, email=virgil.hawkins@co.wright.mn.us, c=US 2023.03.08 15:23:45 -06'00'

Virgil Hawkins, County Highway Engineer

Wright County

3600 Braddock Ave NE
Buffalo, MN 55313

Contract Number: 2201
Final Pay Request Number: 4

Project Number	Project Description
CP 086-100-222	CR 100 Overlay
CP 086-124-222	CR 124 Overlay - LOST
CP 086-141-222	CR 141 Overlay
CP 086-142-222	CR 142 Overlay
CP 086-764-222	BERTRAM PARK
SAP 086-605-027	CSAH 5 Overlay
SAP 086-607-025	CSAH 7 Overlay

Contractor: KNIFE RIVER
4787 SHADOW WOOD DR NE
SAUK RAPIDS, MN 56379

Vendor Number: 514
Up To Date: 12/08/2022
Warrant Number:
Warrant Date:

Contract Amount		Funds Encumbered	
Original Contract	$9,408,159.58	Original	$9,408,159.58
Contract Changes	$313,765.45	Additional	N/A
Revised Contract	$9,721,925.03	Total	$9,408,159.58

Work Certified To Date	
Base Bid Items	$9,402,480.43
Contract Changes	$313,765.45
Material On Hand	$0.00
Total	$9,716,245.88

Project	Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
CP 086-100-222	$0.00	$1,450,115.97	$0.00	$1,435,614.81	$14,501.16	$1,450,115.97
CP 086-124-222	$0.00	$520,741.29	$0.00	$515,533.88	$5,207.41	$520,741.29
CP 086-141-222	$0.00	$116,566.72	$0.00	$115,401.06	$1,165.66	$116,566.72
CP 086-142-222	$0.00	$181,607.71	$0.00	$179,791.64	$1,816.07	$181,607.71
CP 086-764-222	$0.00	$66,323.45	$0.00	$65,660.21	$663.24	$66,323.45
SAP 086-605-027	$84.00	$3,444,193.10	$0.00	$3,409,668.00	$34,525.10	$3,444,193.10
SAP 086-607-025	$0.00	$3,936,697.64	$0.00	$3,897,330.66	$39,366.98	$3,936,697.64

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
$84.00	$9,716,245.88	$0.00	$9,619,000.26	$97,245.62	$9,716,245.88
	Percent Retained: 0%			Percent Complete: 99.94%	
				AMOUNT PAID THIS REQUEST: $97,245.62	

This is to certify that the items of work shown in this certificate of Pay Estimate have been furnished for the work comprising the above-mentioned projects in accordance with the plans and specifications heretofore approved.

Approved By VIRGIL HAWKINS
County/~~City/Project~~ Engineer

Date 3/8/2023

Approved By KNIFE RIVER
Contractor

Ronald A. Hall, Vice President
Date 2-21-23

Wright County
3600 Braddock Ave NE
Buffalo, MN 55313

Final Pay Request No. : 4
Contract No.: 22-01

Certificate of Final Contract Acceptance
Final Voucher Number: 4

This is to certify that to the best of my knowledge, the items of work shown in the Statement of Work Certified herein have been furnished in accordance with the Plans and Specifications. This Project has been completed in accordance with the Laws, Standards and Procedures of as they apply to projects in this category, and if applicable, approved by the Federal Highway Administration.

Dated 3/8/2023 Signature _____ County/~~City~~/~~Project~~ Engineer

The undersigned Contractor hereby certifies that the work described has been performed in accordance with the terms of the Contract and agrees that the Final Value of Work Certified on this Contract is $9,716,245.88 and agrees to the amount of $97,245.62 as Final Payment on this Contract in accordance with this Final Voucher.

Contractor: KNIFE RIVER By _____
Ron Hall, Vice President

And _____ And _____ State of ,
Mark Magnusson

On This 21st Day February, 2023, Before me appeared _____ To me known to

(Individual Acknowledgment)

be the person who executed the foregoing Acceptance and Acknowledged that he/she executed the same as _____ free to act and deed

(Corporate Acknowledgment)

Ronald A. Hall And Mark Magnuson, to me personally known, who, being each by me duly sworn each did say that they are respectively the Vice President and Vice President of the Knife River Corp.-NC Corporation named in the foregoing instrument, and that the seal affixed to said instrument is the Corporate Seal of said Corporation, and the said instrument was signed and sealed in behalf of said Corporation by authority of its

Directors and said Ronald A. Hall and Mark Magnuson

acknowledged said instrument to be the free act and deed of said Corporation.

Notarial Seal — My Commission as Notary Public in Sherburne County Expires January 31, 2028 Signature _____

JULIE K HENNESSEY
NOTARY PUBLIC-MINNESOTA
My Comm. Exp. Jan. 31, 2028

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, the terms of the Contract is as shown in this Final Voucher.

This Contract is hereby accepted in accordance with the Specification 1516. Final acceptance of the Contract will be effective upon full Execution, by the Contractor and the Department, of the "Certificate of Final Acceptance" included with the Final Voucher.

Dated _____ Signature _____ District Engineer

Wright County

3600 Braddock Ave NE
Buffalo, MN 55313

Contract Payment Summary				
Payment Number	**Up To Date**	**Work Certified Per Request**	**Amount Retained Per Request**	**Amount Paid Per Request**
1	2022-07-19	$5,320,714.86	$266,035.74	$5,054,679.12
2	2022-08-17	$4,341,911.51	$217,095.58	$4,124,815.93
3	2022-09-13	$53,535.51	($385,969.70)	$439,505.21
4	2022-12-08	$84.00	($97,161.62)	$97,245.62

Contract Funding Category Summary						
Funding Category Name	**Funding Category Number**	**Work Certified to Date**	**Less Amount Retained**	**Less Previous Payments**	**Amount Paid this Request**	**Total Amount Paid to Date**
BERTRAM PARK		$66,323.45	$0.00	$65,660.21	$663.24	$66,323.45
CR 100 LOCAL		$1,450,115.97	$0.00	$1,435,614.81	$14,501.16	$1,450,115.97
CR 124 LOST		$520,741.29	$0.00	$515,533.88	$5,207.41	$520,741.29
CR 141 LOCAL		$116,566.72	$0.00	$115,401.06	$1,165.66	$116,566.72
CR 142 LOCAL		$181,607.71	$0.00	$179,791.64	$1,816.07	$181,607.71
CSAH 5 State Aid		$3,444,193.10	$0.00	$3,409,668.00	$34,525.10	$3,444,193.10
CSAH 7 State Aid		$3,936,697.64	$0.00	$3,897,330.66	$39,366.98	$3,936,697.64

Contract Funding Source Summary					
Accounting Number	**Funding Source Name**	**Amount Paid this Request**	**Revised Contract Amount**	**Funds Encumbered to Date**	**Paid Contractor to Date**
0172	County Parks	$663.24	$56,933.50	$56,933.50	$66,323.45
2133	Local	$14,501.16	$1,439,138.29	$1,401,924.08	$1,450,115.97
2143	Wright County Sales Tax	$5,207.41	$513,677.96	$495,379.91	$520,741.29
2153	Local	$1,165.66	$114,985.19	$121,133.92	$116,566.72
2163	Local	$1,816.07	$170,321.05	$167,872.09	$181,607.71
2821	Regular (CSAH)	$34,525.10	$3,484,641.39	$3,366,819.82	$3,444,193.10
2831	Regular (CSAH)	$39,366.98	$3,942,227.65	$3,798,096.26	$3,936,697.64

Project Payment Summary					
Project	**Payment Number**	**Up To Date**	**Work Certified Per Request**	**Amount Retained Per Request**	**Amount Paid Per Request**
CP 086-100-222	1	2022-07-19	$366,717.85	$18,335.89	$348,381.96
CP 086-100-222	2	2022-08-17	$1,072,645.41	$53,632.28	$1,019,013.13
CP 086-100-222	3	2022-09-13	$10,752.71	($57,467.01)	$68,219.72
CP 086-100-222	4	2022-12-08	$0.00	($14,501.16)	$14,501.16
CP 086-124-222	1	2022-07-19			
CP 086-124-222	2	2022-08-17	$517,831.36	$25,891.56	$491,939.80
CP 086-124-222	3	2022-09-13	$2,909.93	($20,684.15)	$23,594.08
CP 086-124-222	4	2022-12-08	$0.00	($5,207.41)	$5,207.41
CP 086-141-222	1	2022-07-19	$67,055.30	$3,352.76	$63,702.54
CP 086-141-222	2	2022-08-17	$47,909.27	$2,395.46	$45,513.81
CP 086-141-222	3	2022-09-13	$1,602.15	($4,582.56)	$6,184.71
CP 086-141-222	4	2022-12-08	$0.00	($1,165.66)	$1,165.66
CP 086-142-222	1	2022-07-19	$101,440.55	$5,072.02	$96,368.53
CP 086-142-222	2	2022-08-17	$78,194.60	$3,909.73	$74,284.87
CP 086-142-222	3	2022-09-13	$1,972.56	($7,165.68)	$9,138.24
CP 086-142-222	4	2022-12-08	$0.00	($1,816.07)	$1,816.07
CP 086-764-222	1	2022-07-19			
CP 086-764-222	2	2022-08-17	$54,912.25	$2,745.62	$52,166.63
CP 086-764-222	3	2022-09-13	$11,411.20	($2,082.38)	$13,493.58
CP 086-764-222	4	2022-12-08	$0.00	($663.24)	$663.24

SAP 086-605-027	1	2022-07-19	$1,047,891.67	$52,394.59	$995,497.08
SAP 086-605-027	2	2022-08-17	$2,375,271.43	$118,763.57	$2,256,507.86
SAP 086-605-027	3	2022-09-13	$20,946.00	($136,717.06)	$157,663.06
SAP 086-605-027	4	2022-12-08	$84.00	($34,441.10)	$34,525.10
SAP 086-607-025	1	2022-07-19	$3,737,609.49	$186,880.48	$3,550,729.01
SAP 086-607-025	2	2022-08-17	$195,147.19	$9,757.36	$185,389.83
SAP 086-607-025	3	2022-09-13	$3,940.96	($157,270.86)	$161,211.82
SAP 086-607-025	4	2022-12-08	$0.00	($39,366.98)	$39,366.98

Project Funding Category Summary

Project	Funding Category Name	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
CP 086-100-222	CR 100 LOCAL	$1,450,115.97	$0.00	$1,435,614.81	$14,501.16	$1,450,115.97
CP 086-124-222	CR 124 LOST	$520,741.29	$0.00	$515,533.88	$5,207.41	$520,741.29
CP 086-141-222	CR 141 LOCAL	$116,566.72	$0.00	$115,401.06	$1,165.66	$116,566.72
CP 086-142-222	CR 142 LOCAL	$181,607.71	$0.00	$179,791.64	$1,816.07	$181,607.71
CP 086-764-222	BERTRAM PARK	$66,323.45	$0.00	$65,660.21	$663.24	$66,323.45
SAP 086-605-027	CSAH 5 State Aid	$3,444,193.10	$0.00	$3,409,668.00	$34,525.10	$3,444,193.10
SAP 086-607-025	CSAH 7 State Aid	$3,936,697.64	$0.00	$3,897,330.66	$39,366.98	$3,936,697.64

Project Funding Source Summary

Project	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
CP 086-100-222	2133	$14,501.16	$1,439,138.29	$1,401,924.08	$1,450,115.97
CP 086-124-222	2143	$5,207.41	$513,677.96	$495,379.91	$520,741.29
CP 086-141-222	2153	$1,165.66	$114,985.19	$121,133.92	$116,566.72
CP 086-142-222	2163	$1,816.07	$170,321.05	$167,872.09	$181,607.71
CP 086-764-222	0172	$663.24	$56,933.50	$56,933.50	$66,323.45
SAP 086-605-027	2821	$34,525.10	$3,484,641.39	$3,366,819.82	$3,444,193.10
SAP 086-607-025	2831	$39,366.98	$3,942,227.65	$3,798,096.26	$3,936,697.64

Contract Item Status

Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
CP 086-100-222	1	2021.501/00010	MOBILIZATION	LS	$2,500.00	1	0	$0.00	1	$2,500.00
CP 086-100-222	2	2104.504/00070	REMOVE PAVEMENT	S Y	$4.00	240	0	$0.00	233	$932.00
CP 086-100-222	3	2104.504/00120	REMOVE BITUMINOUS PAVEMENT (P)	S Y	$2.50	82508	0	$0.00	82508	$206,270.00
CP 086-100-222	4	2112.604/00010	SUBGRADE PREPARATION	S Y	$1.60	406	0	$0.00	756	$1,209.60
CP 086-100-222	5	2118.509/00050	AGGREGATE SURFACING CLASS 5	TON	$35.00	60	0	$0.00	0	$0.00
CP 086-100-222	6	2118.609/00080	AGGREGATE SURFACING SPECIAL	TON	$19.00	2116	0	$0.00	2625	$49,875.00

Wright County
3600 Braddock Ave NE
Buffalo, MN 55313

Contract Item Status

Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
CP 086-100-222	7	2232.504/00010	MILL BITUMINOUS SURFACE	S Y	$20.00	70	0	$0.00	70	$1,400.00
CP 086-100-222	8	2357.606/00020	BITUMINOUS MATERIAL FOR SHOULDER TACK	GAL	$2.80	4656	0	$0.00	4534	$12,695.20
CP 086-100-222	9	2360.509/12200	TYPE SP 9.5 WEARING COURSE MIX (2,B) (P)	TON	$58.50	9911	0	$0.00	9755.64	$570,704.94
CP 086-100-222	10	2360.509/20100	TYPE SP 12.5 BIT MIXTURE FOR PATCHING	TON	$85.00	54	0	$0.00	7	$595.00
CP 086-100-222	11	2360.509/22205	TYPE SP 12.5 NON WEAR COURSE MIX (2,B) (P)	TON	$57.25	9303	0	$0.00	9590.58	$549,060.71
CP 086-100-222	12	2563.601/00010	TRAFFIC CONTROL	LS	$6,500.00	1	0	$0.00	1	$6,500.00
CP 086-100-222	13	2580.503/00010	INTERIM PAVEMENT MARKING	L F	$0.40	5079	0	$0.00	5079	$2,031.60
CP 086-100-222	14	2582.503/10104	4" SOLID LINE PAINT	L F	$0.06	42475	0	$0.00	42643	$2,558.58
CP 086-100-222	15	2582.503/10106	6" SOLID LINE PAINT	L F	$0.09	62667	0	$0.00	62962	$5,666.58
CP 086-100-222	16	2582.503/10108	8" SOLID LINE PAINT	L F	$0.50	391	0	$0.00	158	$79.00
CP 086-100-222	17	2582.503/10124	24" SOLID LINE PAINT	L F	$3.00	69	0	$0.00	78	$234.00
CP 086-100-222	18	2582.518/01000	PAVT MSSG PAINT	S F	$3.65	192	0	$0.00	161.52	$589.55
CP 086-124-222	1	2021.501/00010	MOBILIZATION	LS	$2,500.00	1	0	$0.00	1	$2,500.00
CP 086-124-222	2	2104.504/00070	REMOVE PAVEMENT	S Y	$5.00	80	0	$0.00	89	$445.00
CP 086-124-222	3	2104.504/00120	REMOVE BITUMINOUS PAVEMENT (P)	S Y	$2.80	28503	0	$0.00	28503	$79,808.40
CP 086-124-222	4	2118.509/00050	AGGREGATE SURFACING CLASS 5	TON	$35.00	40	0	$0.00	0	$0.00
CP 086-124-222	5	2118.609/00080	AGGREGATE SURFACING SPECIAL	TON	$21.00	702	0	$0.00	754.28	$15,839.88
CP 086-124-222	6	2232.504/00010	MILL BITUMINOUS SURFACE	S Y	$20.00	19	0	$0.00	19	$380.00
CP 086-124-222	7	2357.606/00020	BITUMINOUS MATERIAL FOR SHOULDER TACK	GAL	$3.00	1544	0	$0.00	1466	$4,398.00
CP 086-124-222	8	2360.509/12200	TYPE SP 9.5 WEARING COURSE MIX (2,B) (P)	TON	$59.50	3365	0	$0.00	3495.66	$207,991.77

Wright County
3600 Braddock Ave NE
Buffalo, MN 55313

Contract Item Status

Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
CP 086-124-222	9	2360.509/20100	TYPE SP 12.5 BIT MIXTURE FOR PATCHING	TON	$85.00	18	0	$0.00	0	$0.00
CP 086-124-222	10	2360.509/22205	TYPE SP 12.5 NON WEAR COURSE MIX (2,B) (P)	TON	$56.90	3207	0	$0.00	3228.69	$183,712.46
CP 086-124-222	11	2563.601/00010	TRAFFIC CONTROL	LS	$3,700.00	1	0	$0.00	1	$3,700.00
CP 086-124-222	12	2580.503/00010	INTERIM PAVEMENT MARKING	L F	$0.45	1684	0	$0.00	1684	$757.80
CP 086-124-222	13	2582.503/10104	4" SOLID LINE PAINT	L F	$0.06	8032	0	$0.00	8160	$489.60
CP 086-124-222	14	2582.503/10106	6" SOLID LINE PAINT	L F	$0.09	20911	0	$0.00	21315	$1,918.35
CP 086-124-222	15	2582.503/10124	24" SOLID LINE PAINT	L F	$3.00	35	0	$0.00	46	$138.00
CP 086-124-222	16	2582.518/01000	PAVT MSSG PAINT	S F	$3.65	100	0	$0.00	99.72	$363.98
CP 086-141-222	1	2021.501/00010	MOBILIZATION	LS	$2,500.00	1	0	$0.00	1	$2,500.00
CP 086-141-222	2	2104.504/00070	REMOVE PAVEMENT	S Y	$10.00	18	0	$0.00	0	$0.00
CP 086-141-222	3	2104.504/00120	REMOVE BITUMINOUS PAVEMENT (P)	S Y	$2.90	6097	0	$0.00	6097	$17,681.30
CP 086-141-222	4	2118.509/00050	AGGREGATE SURFACING CLASS 5	TON	$35.00	20	0	$0.00	0	$0.00
CP 086-141-222	5	2118.609/00080	AGGREGATE SURFACING SPECIAL	TON	$25.00	161	0	$0.00	158	$3,950.00
CP 086-141-222	6	2232.504/00010	MILL BITUMINOUS SURFACE	S Y	$21.00	16	0	$0.00	16	$336.00
CP 086-141-222	7	2357.606/00020	BITUMINOUS MATERIAL FOR SHOULDER TACK	GAL	$2.80	354	0	$0.00	345	$966.00
CP 086-141-222	8	2360.509/12200	TYPE SP 9.5 WEARING COURSE MIX (2,B) (P)	TON	$64.50	722	0	$0.00	744	$47,988.00
CP 086-141-222	9	2360.509/20100	TYPE SP 12.5 BIT MIXTURE FOR PATCHING	TON	$120.00	4	0	$0.00	0	$0.00
CP 086-141-222	10	2360.509/22205	TYPE SP 12.5 NON WEAR COURSE MIX (2,B) (P)	TON	$63.00	698	0	$0.00	723	$45,549.00
CP 086-141-222	11	2563.601/00010	TRAFFIC CONTROL	LS	$2,600.00	1	0	$0.00	1	$2,600.00
CP 086-141-222	12	2580.503/00010	INTERIM PAVEMENT MARKING	L F	$0.50	386	0	$0.00	386	$193.00

Wright County
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Contract Item Status

Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
CP 086-141-222	13	2582.503/10104	4" SOLID LINE PAINT	L F	$0.06	3846	0	$0.00	3907	$234.42
CP 086-141-222	14	2582.503/10106	6" SOLID LINE PAINT	L F	$0.09	4824	0	$0.00	5086	$457.74
CP 086-141-222	15	2582.503/10124	24" SOLID LINE PAINT	L F	$3.00	19	0	$0.00	26	$78.00
CP 086-141-222	16	2582.518/01000	PAVT MSSG PAINT	S F	$3.65	50	0	$0.00	49.86	$181.99
CP 086-142-222	1	2021.501/00010	MOBILIZATION	LS	$2,500.00	1	0	$0.00	1	$2,500.00
CP 086-142-222	2	2104.504/00070	REMOVE PAVEMENT	S Y	$13.00	26	0	$0.00	404	$5,252.00
CP 086-142-222	3	2104.504/00120	REMOVE BITUMINOUS PAVEMENT (P)	S Y	$2.95	8709	0	$0.00	8709	$25,691.55
CP 086-142-222	4	2118.509/00050	AGGREGATE SURFACING CLASS 5	TON	$35.00	20	0	$0.00	0	$0.00
CP 086-142-222	5	2118.609/00080	AGGREGATE SURFACING SPECIAL	TON	$22.00	232	0	$0.00	379	$8,338.00
CP 086-142-222	6	2232.504/00010	MILL BITUMINOUS SURFACE	S Y	$24.00	14	0	$0.00	14	$336.00
CP 086-142-222	7	2357.606/00020	BITUMINOUS MATERIAL FOR SHOULDER TACK	GAL	$3.00	510	0	$0.00	497	$1,491.00
CP 086-142-222	8	2360.509/12200	TYPE SP 9.5 WEARING COURSE MIX (2,B) (P)	TON	$63.00	1023	0	$0.00	1031	$64,953.00
CP 086-142-222	9	2360.509/20100	TYPE SP 12.5 BIT MIXTURE FOR PATCHING	TON	$140.00	6	0	$0.00	11	$1,540.00
CP 086-142-222	10	2360.509/22205	TYPE SP 12.5 NON WEAR COURSE MIX (2,B) (P)	TON	$63.00	988	0	$0.00	1030	$64,890.00
CP 086-142-222	11	2563.601/00010	TRAFFIC CONTROL	LS	$2,600.00	1	0	$0.00	1	$2,600.00
CP 086-142-222	12	2580.503/00010	INTERIM PAVEMENT MARKING	L F	$0.44	556	0	$0.00	556	$244.64
CP 086-142-222	13	2582.503/10104	4" SOLID LINE PAINT	L F	$0.06	6956	0	$0.00	6928	$415.68
CP 086-142-222	14	2582.503/10106	6" SOLID LINE PAINT	L F	$0.09	6956	0	$0.00	7121	$640.89
CP 086-142-222	15	2582.503/10124	24" SOLID LINE PAINT	L F	$3.00	23	0	$0.00	28	$84.00
CP 086-142-222	16	2582.518/01000	PAVT MSSG PAINT	S F	$3.65	50	0	$0.00	49.86	$181.99

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Contract Item Status

Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
CP 086-764-222	1	2021.501/00010	MOBILIZATION	LS	$3,000.00	1	0	$0.00	1	$3,000.00
CP 086-764-222	2	2104.503/00205	SAWING BIT PAVEMENT (FULL DEPTH)	L F	$12.00	24	0	$0.00	24	$288.00
CP 086-764-222	3	2104.504/00120	REMOVE BITUMINOUS PAVEMENT	S Y	$115.00	3	0	$0.00	0	$0.00
CP 086-764-222	4	2112.604/00010	SUBGRADE PREPARATION	S Y	$1.50	3167	0	$0.00	3167	$4,750.50
CP 086-764-222	5	2118.509/00050	AGGREGATE SURFACING CLASS 5	TON	$40.00	20	0	$0.00	0	$0.00
CP 086-764-222	6	2221.509/00080	SHOULDER BASE AGGREGATE CLASS 5	TON	$60.00	45	0	$0.00	67.27	$4,036.20
CP 086-764-222	7	2360.509/12200	TYPE SP 9.5 WEARING COURSE MIX (2,B) (P)	TON	$75.00	583	0	$0.00	621.65	$46,623.75
CP 086-764-222	8	2563.601/00010	TRAFFIC CONTROL	LS	$500.00	1	0	$0.00	1	$500.00
CP 086-764-222	9	2574.507/00100	COMMON TOPSOIL BORROW	C Y	$75.00	11	0	$0.00	95	$7,125.00
SAP 086-605-027	1	2021.501/00010	MOBILIZATION	LS	$3,000.00	1	0	$0.00	1	$3,000.00
SAP 086-605-027	2	2021.601/00020	RR PROTECTIVE LIABILITY INSURANCE	LS	$3,500.00	1	0	$0.00	1	$3,500.00
SAP 086-605-027	3	2104.504/00070	REMOVE PAVEMENT	S Y	$4.00	477	0	$0.00	108	$432.00
SAP 086-605-027	4	2104.504/00120	REMOVE BITUMINOUS PAVEMENT (P)	S Y	$2.70	167315	0	$0.00	167315	$451,750.50
SAP 086-605-027	5	2118.509/00050	AGGREGATE SURFACING CLASS 5	TON	$30.00	200	0	$0.00	0	$0.00
SAP 086-605-027	6	2118.609/00080	AGGREGATE SURFACING SPECIAL	TON	$19.00	5529	0	$0.00	6273.88	$119,203.72
SAP 086-605-027	7	2232.504/00010	MILL BITUMINOUS SURFACE	S Y	$33.00	84	0	$0.00	84	$2,772.00
SAP 086-605-027	8	2357.606/00020	BITUMINOUS MATERIAL FOR SHOULDER TACK	GAL	$2.80	12165	0	$0.00	11730	$32,844.00
SAP 086-605-027	9	2360.509/12200	TYPE SP 9.5 WEARING COURSE MIX (2,B) (P)	TON	$57.00	20116	0	$0.00	19807.79	$1,129,044.03
SAP 086-605-027	10	2360.509/20100	TYPE SP 12.5 BIT MIXTURE FOR PATCHING	TON	$85.00	108	0	$0.00	0	$0.00
SAP 086-605-027	11	2360.509/22205	TYPE SP 12.5 NON WEAR COURSE MIX (2,B) (P)	TON	$55.50	28331	0	$0.00	27995.98	$1,553,776.89

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Contract Item Status

Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
SAP 086-605-027	12	2563.601/00010	TRAFFIC CONTROL	LS	$10,800.00	1	0	$0.00	1	$10,800.00
SAP 086-605-027	13	2580.503/00010	INTERIM PAVEMENT MARKING	L F	$0.40	9953	0	$0.00	9953	$3,981.20
SAP 086-605-027	14	2582.503/10104	4" SOLID LINE PAINT	L F	$0.06	55631	0	$0.00	41190	$2,471.40
SAP 086-605-027	15	2582.503/10106	6" SOLID LINE PAINT	L F	$0.09	122459	0	$0.00	125190	$11,267.10
SAP 086-605-027	16	2582.503/10124	24" SOLID LINE PAINT	L F	$3.00	159	28	$84.00	177	$531.00
SAP 086-605-027	17	2582.518/01000	PAVT MSSG PAINT	S F	$3.65	273	0	$0.00	273.34	$997.69
SAP 086-607-025	1	2021.501/00010	MOBILIZATION	LS	$6,000.00	1	0	$0.00	1	$6,000.00
SAP 086-607-025	2	2104.504/00070	REMOVE PAVEMENT	S Y	$3.50	507	0	$0.00	116	$406.00
SAP 086-607-025	3	2104.504/00120	REMOVE BITUMINOUS PAVEMENT (P)	S Y	$2.70	94743	0	$0.00	94743	$255,806.10
SAP 086-607-025	4	2118.509/00050	AGGREGATE SURFACING CLASS 5	TON	$30.00	100	0	$0.00	0	$0.00
SAP 086-607-025	5	2118.609/00080	AGGREGATE SURFACING SPECIAL	TON	$19.00	5947	0	$0.00	6918.73	$131,455.87
SAP 086-607-025	6	2215.504/00010	FULL DEPTH RECLAMATION (P)	S Y	$1.50	91097	0	$0.00	90736	$136,104.00
SAP 086-607-025	7	2232.504/00010	MILL BITUMINOUS SURFACE	S Y	$35.00	80	0	$0.00	80	$2,800.00
SAP 086-607-025	8	2232.504/00150	MILL BITUMINOUS SURFACE (4.0") (P)	S Y	$2.60	89217	0	$0.00	89217	$231,964.20
SAP 086-607-025	9	2357.606/00020	BITUMINOUS MATERIAL FOR SHOULDER TACK	GAL	$2.80	13089	0	$0.00	11535	$32,298.00
SAP 086-607-025	10	2360.509/12200	TYPE SP 9.5 WEARING COURSE MIX (2,B) (P)	TON	$58.00	21873	0	$0.00	21630.5	$1,254,569.00
SAP 086-607-025	11	2360.509/20100	TYPE SP 12.5 BIT MIXTURE FOR PATCHING	TON	$75.00	115	0	$0.00	268	$20,100.00
SAP 086-607-025	12	2360.509/22205	TYPE SP 12.5 NON WEAR COURSE MIX (2,B) (P)	TON	$54.60	31151	0	$0.00	30921.24	$1,688,299.70
SAP 086-607-025	13	2563.601/00010	TRAFFIC CONTROL	LS	$10,800.00	1	0	$0.00	1	$10,800.00
SAP 086-607-025	14	2580.503/00010	INTERIM PAVEMENT MARKING	L F	$0.40	10709	0	$0.00	10201	$4,080.40

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Contract Item Status

Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
SAP 086-607-025	15	2582.503/10104	4" SOLID LINE PAINT	L F	$0.06	69685	0	$0.00	71482	$4,288.92
SAP 086-607-025	16	2582.503/10106	6" SOLID LINE PAINT	L F	$0.09	133644	0	$0.00	137090	$12,338.10
SAP 086-607-025	17	2582.503/10108	8" SOLID LINE PAINT	L F	$0.50	39	0	$0.00	30	$15.00
SAP 086-607-025	18	2582.503/10124	24" SOLID LINE PAINT	L F	$3.00	106	0	$0.00	171	$513.00
SAP 086-607-025	19	2582.518/01000	PAVT MSSG PAINT	S F	$3.65	200	0	$0.00	199.44	$727.96
Base Bid Totals:								**$84.00**		**$9,402,480.43**

Project Category Totals

Project	Category	Amount This Request	Amount To Date
SAP 086-605-027	CSAH 5	$84.00	$3,326,371.53
SAP 086-607-025	CSAH 7	$0.00	$3,792,566.25
CP 086-100-222	CR 100	$0.00	$1,412,901.76
CP 086-764-222	BERTRAM PARK	$0.00	$66,323.45
CP 086-124-222	CR 124	$0.00	$502,443.24
CP 086-141-222	CR 141	$0.00	$122,715.45
CP 086-142-222	CR 142	$0.00	$179,158.75

Contract Change Item Status

Project	CC	CC#	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
CP 086-100-222	BK	4	19	2360.609/60801	PAVEMENT DENSITY	EA	$1.00	23029.47	0	$0.00	23029.47	$23,029.47
CP 086-100-222	BK	4	20	2360.609/66080	PAVEMENT SMOOTHNESS	EA	$1.00	14184.74	0	$0.00	14184.74	$14,184.74
CP 086-124-222	BK	8	17	2360.609/60801	PAVEMENT DENSITY	EA	$1.00	9625.84	0	$0.00	9625.84	$9,625.84
CP 086-124-222	BK	8	18	2360.609/66080	PAVEMENT SMOOTHNESS	EA	$1.00	8672.21	0	$0.00	8672.21	$8,672.21
CP 086-141-222	BK	5	17	2360.609/60801	PAVEMENT DENSITY	EA	$1.00	2009.57	0	$0.00	2009.57	$2,009.57
CP 086-141-222	BK	5	18	2360.609/66080	PAVEMENT SMOOTHNESS	EA	($1.00)	8158.3	0	$0.00	8158.3	($8,158.30)
CP 086-142-222	BK	6	17	2360.609/60801	PAVEMENT DENSITY	EA	$1.00	2455.12	0	$0.00	2455.12	$2,455.12
CP 086-142-222	BK	6	18	2360.609/66080	PAVEMENT SMOOTHNESS	EA	($1.00)	6.16	0	$0.00	6.16	($6.16)

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SAP 086-605-027	BK	7	18	2360.609 /60801	PAVEMENT DENSITY	EA	$1.00	70847.38	0	$0.00	70847.38	$70,847.38
SAP 086-605-027	BK	7	19	2360.609 /66080	PAVEMENT SMOOTHNESS	EA	$1.00	43911.38	0	$0.00	43911.38	$43,911.38
SAP 086-605-027	BK	9	20	1910.501	FUEL ESCALATION CLAUSE	EACH	$1.00	3062.81	0	$0.00	3062.81	$3,062.81
SAP 086-607-025	BK	2	20	1910.501 /00001	FUEL ESCALATION CLAUSE	EACH	$1.00	12122.25	0	$0.00	12122.25	$12,122.25
SAP 086-607-025	BK	3	21	2360.609 /66080	PAVEMENT SMOOTHNESS	EA	$1.00	47831.14	0	$0.00	47831.14	$47,831.14
SAP 086-607-025	BK	1	22	2360.609 /60801	PAVEMENT DENSITY	EA	$1.00	84178	0	$0.00	84178	$84,178.00
Contract Change Totals:										**$0.00**		**$313,765.45**

Contract Total	**$9,716,245.88**

Contract Change Totals

Number	Description	Amount This Request	Amount To Date
9	CSAH 5 Backsheet - Fuel escalation additional payment to the Contractor: Week ending July 15 - paved 10,523 tons SP 12.5 Non-Wear = $3,062.81 Distribution: 100% CSAH 5 Regular State Aid (Accounting No. 2821)	$0.00	$3,062.81
8	CR 124 Backsheet: Density Incentive: 2" lift SP 12.5 Non-Wear (SPNWB230B) = $3,678.24 for lots 86 - 92 (average density = 94.5%). 2" lift SP 9.5 Wear (SPWEA230B) = $5,947.60 for lots 104 - 108 (average density = 96.3%). Total incentive = $9,625.84 Smoothness Incentive: $3,907.55 EB lanes plus $4,764.66 WB lanes for total incentive of $8,672.21 Distribution: 100% CR 124 LOST Funds (Accounting No. 2143)	$0.00	$18,298.05
7	CSAH 5 Backsheet: Density Incentive: 3" lift SP 12.5 Non-Wear (SPNWB230B) = $41,803.77 for lots 1 - 17 & 67 - 85 (average density = 96.0%). 2" lift SP 9.5 Wear (SPWEA240B) = $29,043.61 for lots 50 - 63 & 93 - 103 (average density = 94.6%). Total incentive = $70,847.38 Smoothness Incentive: $21,015.63 NB lanes plus $22,895.75 SB lanes (includes CW deduct of -$133.75 @ 311+52 to 313+31) for total incentive of $43,911.38 Distribution: 100% CSAH 5 Regular State Aid (Accounting No. 2821)	$0.00	$114,758.76
6	CR 142 Backsheet: Density Incentive: 2" lift SP 12.5 Non-Wear (SPNWB230B) = $627.48 for lots 24 & 25 (average density = 93.8%).	$0.00	$2,448.96

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	2" lift SP 9.5 Wear (SPWEA230B) = $1,827.64 for lots 37 & 38 (average density = 95.8%). Total incentive = $2,455.12 Smoothness Disincentive: -$181.12 WB/NB; +$174.96 EB/SB for a total disincentive of -$6.16 Distribution: 100% CR 142 Local Funds (Accounting No. 2163)		
5	CR 141 Backsheet: Density Incentive: 2" lift SP 12.5 Non-Wear (SPNWB230B) = $647.33 for lots 22 & 23 (average density = 94.35%). 2" lift SP 9.5 Wear (SPWEA230B) = $1,362.24 for lots 35 & 36 (average density = 95.45%). Total incentive = $2,009.57 Smoothness Disincentive: -$2,125.22 WBL (includes CW deduct of -$432.70 @ 0+00 to 1+38); -$6,033.08 EBL for a total disincentive of -$8,158.30 Distribution: 100% CR 141 Local Funds (Accounting No. 2153)	$0.00	($6,148.73)
4	CR 100 Backsheet: Density Incentive: 2" lift SP 12.5 Non-Wear (SPNWB230B) = $10,620.57 for lots 18 - 21 & 26 - 34 (average density = 94.6%). 2" lift SP 9.5 Wear (SPWEA230B) = $12,408.90 for lots 39 - 49 (average density = 95.5%). Total incentive = $23,029.47 Smoothness Incentive: $8,557.15 NB/EB lanes plus $5,627.59 WB/SB lanes for total incentive of $14,184.74 Distribution: 100% CR 100 Local Funds (Accounting No. 2133)	$0.00	$37,214.21
3	CSAH 7 Backsheet - Smoothness Incentive: NB & EB Lanes = $27,072.34 SB & WB Lanes = $20,758.80 TOTAL AMOUNT = $47,831.14 Distribution: 100% CSAH 7 Regular State Aid (Accounting No. 2831)	$0.00	$47,831.14

2	CSAH 7 Backsheet - Fuel escalation additional payment to the Contractor:
	week ending July 1, 2022 - paved 14,214 tons SP 12.5 Non-wear = $4,408.34;
	week ending July 8 - paved 16,707 tons SP 12.5 Non-Wear = $1,418.04;
	week ending July 15 - paved 21,630 tons SP 9.5 Wear = $6,295.87
	TOTAL AMOUNT = $12,122.25
	
	Distribution: 100% CSAH 7 Regular State Aid (Accounting No. 2831)
		$0.00	$12,122.25

1	CSAH 7 Backsheet - Density Incentive: 3" lift SP 12.5 Non-Wear (SPNWB230B) = $49,012 for lots 1 - 39 (average density = 96.4%). 2" lift SP 9.5 Wear (SPWEA240B) = $35,166 for lots 40 to 66 (average density = 95.3%). TOTAL AMOUNT = $84,178 Distribution: 100% CSAH 7 Regular State Aid (Accounting No. 2831)	$0.00	$84,178.00

RESOLUTION ##
BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:
March 21, 2023

Tina Diedrick	District 1
Darek Vetsch	District 2
Jeanne Holland	District 3
Nadine Schoen	District 4
Michael Kaczmarek	District 5

RESOLUTION

Page 1 of 1 Add Page

BE IT RESOLVED that, all work having been satisfactorily completed and the Engineer's Certificate of Performance having been submitted, the Wright County Board of Commissioners does hereby accept Contract 2201 for the County-wide 2022 Pavement Preservation Contract and hereby does authorize final payment in the amount of $97,245.62 to Knife River Corporation of Sauk Rapids, MN.

Motion by Commissioner _____ **Seconded by Commissioner** _____

Roll Call Vote:

	YES	ABSENT	NO	ABSTAIN
DIEDRICK				
VETSCH				
HOLLAND				
SCHOEN				
KACZMAREK				

STATE OF MINNESOTA)
ss.
County of Wright)

I, Lee Kelly, duly appointed and qualified County Administrator of the County of Wright, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Wright County, Minnesota, at their session held on the 21st day of March, 2023, 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 21st day of March, 2023.

Lee Kelly, County Administrator

Version 2

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Virgil Hawkins

Requestor Title
Highway Engineer

Department (please use dropdown to select department) *
HIGHWAY

Target Meeting Date *
3/21/2023 9:00 AM - Board of Wright County Commissioners

Agenda Item Type
(•) RFBA ( ) Minutes Submission ( ) Warrants Submission

Target Section
( ) Consent Agenda (•) Timed Agenda
( ) Item for Consideration

Time Required:
3 minutes

Originator
VGH7388

Item Details

Board Action Requested *
Award Contract No. 2301, for the 2023 Pavement Preservation contract, to Knife River Corporation of Sauk Rapids, MN

Short Title (what will appear on Agenda outline - 250 character max.) *
Award Contract No. 2301, for the 2023 Pavement Preservation contract, to Knife River Corporation of Sauk Rapids, MN

Value Stream the request primarily aligns with:
Develop County Infrastructure

Briefly describe how the request aligns with the selected value stream.
Extends the service life of county highways

Describe the impact on staffing resources.
Engineering Division staff conducted preliminary field surveying, prepared construction plans, coordinated receiving electronic bids, and will provide survey staking, testing, inspection and construction administration throughout the construction period

Fiscal Impact:
$4,556,411.97 State Aid CSAH funds; $1,299,320.15 Local Levy Construction funds ($1,335,000 budgeted); $2,776,608.98 LOST funds; $222,693.10 Parks funds

Background/Justification:
We received bids on Tuesday, March 7, 2023 and a copy of the bid summary is attached. We recommend award of Contract 2301 to Knife River Corp. of Sauk Rapids, MN in the amount of $8,855,034.20 (which includes the alternate bid of $222,693.10 for the Otsego Park trail paving. The Parks & Recreation Director has concurs with the award of the alternate bid.

Route for Review and Approval

- ☐ County Administrator
- ☑ Assistant County Administrator
- ☐ Finance Review
- ☐ Legal Review
- ☐ Risk Mgmt Review
- ☐ Skip Workflow

Agenda Item Attachments (1)

Document Name	Attachment Type
03.21.2023.Pavement.Preserv.Split.Bid.Summary.pdf	Attachment

☐ Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes
Moved Forward

Contract 2023 Pavement Preservation - Bid Summary

Report Date	Contract Name	Contract Number	Release Date	Bid opening
3/7/2023	2023 Pavement Preservation	23-01	2/16/2023	3/7/2023, 10:00 AM

Base Bid

Bid Name	Total	% Over/Under Estimate
Engineer's Estimate	$8,711,184.48	
KNIFE RIVER	$8,632,341.10	0.91% UNDER
Duininck, Inc.	$8,763,012.54	0.59% OVER

Alternate 1

Bid Name	Total	% Over/Under Estimate
Engineer's Estimate	$224,304.80	
KNIFE RIVER	$222,693.10	0.72% UNDER
Duininck, Inc.	$267,831.75	19.41% OVER

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Virgil Hawkins

Requestor Title
Highway Engineer

Department (please use dropdown to select department) *
HIGHWAY

Target Meeting Date *
3/21/2023 9:00 AM - Board of Wright County Commissioners

Agenda Item Type
(•) RFBA ( ) Minutes Submission ( ) Warrants Submission

Target Section
( ) Consent Agenda (•) Timed Agenda
( ) Item for Consideration

Time Required:
2 minutes

Originator
VGH7388

Item Details

Board Action Requested *
Award Contract No. 23-02 for the 2023 Seal Coat contract to Pearson Brothers, Inc. of Hanover, MN

Short Title (what will appear on Agenda outline - 250 character max.) *
Award Contract No. 23-02 for the 2023 Seal Coat contract to Pearson Brothers, Inc. of Hanover, MN

Value Stream the request primarily aligns with:
Develop County Infrastructure

Briefly describe how the request aligns with the selected value stream.
This pavement maintenance treatment extends the service life of pavement on the county's highway system

Describe the impact on staffing resources.
Highway staff developed construction plans and specifications for bidding, and will perform construction staking, construction inspection, and construction administration for this work

Fiscal Impact:
$633,000 is budgeted in the Seal Coating 330 Maintenance Division operations line item in the 2023 Highway Department budget

Background/Justification:
We received bids on Tuesday, March 7, 2023 and a copy of the bid abstract is attached. We recommend award of Contract No. 23-02 to Pearson Bros., Inc. of Hanover, MN in the amount of $527,243.65

Route for Review and Approval

- ☐ County Administrator
- ☑ Assistant County Administrator
- ☐ Finance Review
- ☐ Legal Review
- ☐ Risk Mgmt Review
- ☐ Skip Workflow

Agenda Item Attachments (1)

Document Name	Attachment Type
03.21.2023.Seal.Coat.Signed Abstract.pdf	Attachment

☐ Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes
Moved Forward

Contract 2023 Seal Coating - Bid Abstract

Report Date	Contract Name	Contract Number	Release Date	Bid opening	Addendum 1
3/7/2023	2023 Seal Coating	2302	2/2/2023	3/7/2023, 9:00 AM	2/6/2023

							Pearson Bros., Inc.		Allied Blacktop Company		Asphalt Surface Technologies Corp.	
Line	Item Item Number	Item Item Description	Item Item Unit	Quantity	Est Price	Est Total	Price	Total	Price	Total	Price	Total
1	2355.506	BITUMINOUS MATERIAL FOR FOG SEAL	GAL	41,437	$2.50	$103,592.50	$1.46	$60,498.02	$3.48	$144,200.76	$2.71	$112,294.27
2	2356.504	BITUMINOUS SEAL COAT	S Y	302,947	$0.75	$227,210.25	$0.50	$151,473.50	$0.62	$187,827.14	$0.76	$230,239.72
3	2356.506	BITUMINOUS MATERIAL FOR SEAL COAT	GAL	84,825	$2.50	$212,062.50	$2.77	$234,965.25	$1.75	$148,443.75	$3.11	$263,805.75
4	2563.601	TRAFFIC CONTROL	LS	1	$60,000.00	$60,000.00	$75,000.00	$75,000.00	$50,000.00	$50,000.00	$15,000.00	$15,000.00
5	2580.503	INTERIM PAVEMENT MARKING	L F	11,056	$0.60	$6,633.60	$0.48	$5,306.88	$0.55	$6,080.80	$0.52	$5,749.12
						Total Seal Coat	609,498.85		527,243.65 13.5% UNDER		536,552.45 11.97% UNDER	627,088.86 2.89% OVER

I hereby certify that this is an exact reproduction of bids received.

License Number: 40890

Signature: CHAD HAUSMANN

Date: 3.7.2023

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Virgil Hawkins

Requestor Title
Highway Engineer

Department (please use dropdown to select department) *
HIGHWAY

Target Meeting Date *
3/21/2023 9:00 AM - Board of Wright County Commissioners

Agenda Item Type
(•) RFBA ( ) Minutes Submission ( ) Warrants Submission

Target Section
( ) Consent Agenda (•) Timed Agenda
( ) Item for Consideration

Time Required:
10 minutes

Originator
VGH7388

Item Details

Board Action Requested *
Approve Transportation Committee of the Whole (TCOTW) meeting minutes from the Tuesday, February 21, 2023 meeting and act on recommendations.

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Transportation Committee of the Whole (TCOTW) meeting minutes from the Tuesday, February 21, 2023 meeting and act on recommendations.

Value Stream the request primarily aligns with:
Develop County Infrastructure

Briefly describe how the request aligns with the selected value stream.
Items discussed at the 2/21/2023 TCOTW meeting are related to infrastructure development that will improve the safety, pavement service life, and/or capacity of the county's highway system

Describe the impact on staffing resources.
Highway Department staff are involved in all aspects of the items discussed at the TCOTW meeting

Fiscal Impact:
Updated estimated financial impacts for items discussed at the TCOTW meeting are included in the minutes of the meeting

Background/Justification:
Meeting minutes are attached. A 5-Year Plan and program sheets with additional revisions that occurred since the 2/21/2023 meeting is also attached for review/approval, as noted below:
1. TH 25/83 RAB moved to 2024 (after meeting with MnDOT, due to staging coordination with city project)
2. CR 148 (Braddock Ave) realignment & RAB at 83 moved to 2023 (to balance workload)
3. 35/83 RAB added to 2025 (HSIP Safety Grant award)
4. 2024: Added CSAH 17 Pavement Preservation; Deleted 35 Pavement Preservation (from Dague to Jamison)
5. 2025: Added CSAH 1 Pavement Preservation Project
6. 2027: Extend CSAH 30 Pavement Preservation to west county line

Route for Review and Approval

☐ County Administrator	☑ Assistant County Administrator	☐ Finance Review	☐ Legal Review	☐ Risk Mgmt Review	☐ Skip Workflow

Agenda Item Attachments (3)

Document Name	Attachment Type
03.21.2023.Combined.Rev.5yr.sheets.pdf	Attachment
03.21.2023.5 year.Map.rev.3.13.pdf	Attachment
03.21.2023.TCOTW.minutes.02.21.23meeting.pdf	Attachment

☐ Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes
Moved Forward

15-Mar-23

WRIGHT COUNTY 5 YEAR HIGHWAY CONSTRUCTION PROGRAM - YEAR 2023 (AS BID)

ROUTE	TERMINI	PROJECT LENGTH (MILES)	CONSTRUCTION TYPE	FEDERAL FUNDS	STATE AID REGULAR	STATE AID MUNICIPAL	LOCAL	MAINT PAVING LOCAL	OTHER (CITY, CIP, ETC.) (REVENUE)	Local Optioin Sales Tax	ESTIMATED PROJECT COST
8	Waverly to S. Co. Line	6.0	Pavement Preservation		$ 2,100,000	$ 500,000					$ 2,600,000
37/117	Intersection		Safety Project	$ 450,000						$ 71,000	$ 521,000
75/8	Intersection		Safety Project	$ 225,000						$ 90,000	$ 315,000
105	CSAH 6 to CSAH 7	2.0	Maint. Preservation					$ 252,000			$ 252,000
22	So. Co. Line to CSAH 18	0.9	Pavement Preservation		$ 645,000						$ 645,000
125	4 to 5	1.9	Pavement Preservation/Safety							$ 600,000	$ 600,000
38	420' E. of Maciver to Martin Farms Ave.	0.4	Pavement Pres. (Mill/Fill)				$ 265,000				$ 265,000
75	455' E. Jerry Liefert Dr. to TH 25	1.4	Pavement Preservation/Safety							$ 1,000,000	$ 1,000,000
19	635' S. of 57th to 305' N of WB 94 Ramp	0.7	Pavement Preservation		$ 660,000						$ 660,000
											$ -
	Outshop Maple Lk./Annandale		Land / Design							$ 210,000	$ 210,000
32	CSAH 14 to TH 55	3.2	Pavement Preservation				$ 1,100,000				$ 1,100,000
148	CSAH 83 to CR 113	1.6	Realignment / preservation							$ 3,000,000	$ 3,000,000
Various	FYA's Local Share		Intersection				$ 200,000				$ 200,000
35	0.5 mi. w of Jamison to 1-way pr.	2.1	Reconstruct/Expansion						$ 500,000	$ 6,000,000	$ 6,500,000
Eng/R-W	LOST Projects		LOST "Soft Costs"							$ 2,599,000	$ 2,599,000
19	S. County Line to 560' N CSAH 34	0.5	Right of Way Acquisition							$ 1,500,000	$ 1,500,000
107	CSAH 6 to CSAH 12	6.9	Pavement Preservation/Safety							$ 2,250,000	$ 2,250,000
38	740' E Quaday to CSAH 42	1.1	Pavement Preservation		$ 750,000						$ 750,000
TOTAL CONST. COST:				**$ 675,000**	**$ 4,155,000**	**$ 500,000**	**$ 1,565,000**	**$ 252,000**	**$ 500,000**	**$ 17,320,000**	**$ 24,967,000**

= Based on Low Bid Prices

15-Mar-23

WRIGHT COUNTY 5 YEAR HIGHWAY CONSTRUCTION PROGRAM - YEAR 2024

ROUTE	TERMINI	PROJECT LENGTH (MILES)	CONSTRUCTION TYPE	FEDERAL FUNDS	STATE AID REGULAR	STATE AID MUNICIPAL	LOCAL	MAINT PAVING LOCAL	OTHER (CITY, CIP, ETC) (REVENUE)	Local Optioin Sales Tax	ESTIMATED PROJECT COST
35	TH 55 to west of Dague RAB	2.3	Pavement Preservation		$ 1,000,000		$ -				$ 1,000,000
17	7th St. to County Line	4.2	Pavement Preservation		$ 1,700,000						$ 1,700,000
39	Silver Creek crossing		Box Culvert							$ 400,000	$ 400,000
2 Bridge	CSAH 2 Bridge (No. 7244)		Bridge Replacement	$ 800,000					$ 450,000	$ 350,000	$ 1,600,000
T-276	Franklin Twp. Eastwood Br. 86502		Bridge Replacement						$ 978,000		$ 978,000
75	TH 25 to CSAH 39 E. Jct	1.4	Pavement Preservation (concrete)		$ 1,300,000					$ 500,000	$ 1,800,000
128	W Cty Line to TH 24	1.4	Maint. Preservation					$ 180,000			$ 180,000
Various	Hwy. 3, 8 32, 35	59.2	HSIP Mumbles Safety Project	$ 200,000							$ 200,000
3	35 to 129 So. Junction	5.0	Pavement Preservation		$ 1,500,000						$ 1,500,000
135	CR 101 to N. Co. Line	1.5	Pavement Preservation /Safety							$ 400,000	$ 400,000
106	CSAH 11 to TH 25	5.9	Pavement Preservation				$ 1,500,000				$ 1,500,000
83	TH 25 RAB - LPP		Intersection	$ 1,000,000	$ 2,150,000		$ 150,000				$ 3,300,000
148	CSAH 83 to CR 113	1.2	Preservation/Safety							$ 400,000	$ 400,000
41	25 So. To 25 No.	0.8	Pavement Preservation				$ 300,000				$ 300,000
37	CSAH 5 to CSAH 6	2.2	Pavement Preservation				$ 580,000				$ 580,000
137	94 to E. of Marx Ave.	0.6	Reconstruction						$ 600,000	$ 3,400,000	$ 4,000,000
Eng/R-W	LOST Projects		LOST "Soft Costs"							$ 2,930,000	$ 2,930,000
19	Hanover (20 to 34)	0.6	Reconstruction						$ 400,000	$ 4,100,000	$ 4,500,000
19	19 & 39 Intersection - Otsego		Roundabout Construction	$ 400,000	$ 500,000					$ 500,000	$ 1,400,000
19	560' N. of Hwy 34 to Carissa Ln SW	2.6	Preservation/Intersection Safety						$ 500,000	$ 5,500,000	$ 6,000,000
5 Bridge	CSAH 5 Bridge (No. 7164)		Bridge Replacement	$ 1,280,000	$ 620,000						$ 1,900,000
	Outshop Maple Lk./Annandale		Building Construction						$ 1,500,000	$ 1,500,000	$ 3,000,000
TOTAL CONST. COST:				**$ 3,680,000**	**$ 8,770,000**	**$ -**	**$ 2,530,000**	**$ 180,000**	**$ 4,428,000**	**$ 19,980,000**	**$ 39,568,000**

NOTE: SUBJECT TO CHANGE BASED ON ACTUAL REVENUES APPROVED IN 2024 BUDGET, FUNDING AVAILABLE AND BID PRICES

15-Mar-23

WRIGHT COUNTY 5 YEAR HIGHWAY CONSTRUCTION PROGRAM - YEAR 2025

ROUTE	TERMINI	PROJECT LENGTH (MILES)	CONSTRUCTION TYPE	FEDERAL FUNDS	STATE AID REGULAR	STATE AID MUNICIPAL	LOCAL	MAINT PAVING LOCAL	OTHER (CITY, CIP, ETC.) (REVENUE)	Local Optioin Sales Tax	ESTIMATED PROJECT COST
39	8 to 75	9.8	Pavement Preservation		$ 2,500,000					$ 2,000,000	$ 4,500,000
TBD	TBD		Maint. Paving					$ 800,000			$ 800,000
12	US12 to 700' S. 15th St. SW	4.6	Pavement Preservation		$ 1,240,000	$ 600,000					$ 1,840,000
											$ -
6	So. Co. Line to US 12	6.2	Pavement Preservation/Safety		$ 1,000,000		$ 1,200,000			$ 1,000,000	$ 3,200,000
CSAH 8	So. of CSAH 35 (#86503)		Bridge Replacement				$ 500,000			$ 1,250,000	$ 1,750,000
Various	HSIP signal improvements			$ 436,950.00			$ 200,000				$ 636,950
35	35 & 8 Intersection RAB		HSIP Safety Grant Project	$ 750,000.00	$ 625,000					$ 625,000	$ 2,000,000
TBD	TBD		Safety							$ 1,000,000	$ 1,000,000
36	94 to Palmgren	0.8	Reconstruction	$ 2,000,000.00			$ 600,000		$ 300,000	$ 1,000,000	$ 3,900,000
36	Palmgren to 101	1.2	Reconstruct/Expansion	AC $2.2M 2027						$ 6,000,000	$ 6,000,000
											$ -
Eng/R-W	LOST Projects		LOST "Soft Costs"							$ 3,218,750	$ 3,218,750
1	S. Cty. Line to CSAH 30	3.1	Pavement Preservation		$ 1,085,000						$ 1,085,000
32	TH25 to CSAH 14	2.0	Pavement Preservation		$ 603,000						$ 603,000
5	TH55 / CSAH 5 INTERSECTION		SIGNAL - Annandale			$ 200,000					$ 200,000
21	W. Cty. Line to CSAH 2	1.7	Pavement Preservation		$ 522,000						$ 522,000
TOTAL CONST. COST:				**$ 3,186,950.00**	**$ 7,575,000**	**$ 800,000**	**$ 2,500,000**	**$ 800,000**	**$ 300,000**	**$ 16,093,750**	**$ 31,255,700**

NOTE: SUBJECT TO CHANGE BASED ON ACTUAL REVENUES APPROVED IN 2025 BUDGET, FUNDING AVAILABLE AND BID PRICES

15-Mar-23

WRIGHT COUNTY 5 YEAR HIGHWAY CONSTRUCTION PROGRAM - YEAR 2026

ROUTE	TERMINI	PROJECT LENGTH (MILES)	CONSTRUCTION TYPE	FEDERAL FUNDS	STATE AID REGULAR	STATE AID MUNICIPAL	LOCAL	MAINT PAVING LOCAL	OTHER (CITY, CIP, ETC) (REVENUE)	Local Optioin Sales Tax	ESTIMATED PROJECT COST
TBD	TBD		Maint. Paving					$ 800,000			$ 800,000
37	CSAH 18 to CR 118	3.6	Preservation/Safety							$ 4,000,000	$ 4,000,000
36	TH101 to CSAH 42	2.2	Reconstruction							$ 8,000,000	$ 8,000,000
Eng/R-W	LOST Projects		LOST "Soft Costs"							$ 2,500,000	$ 2,500,000
139	US 12 to CSAH 17	1.5	Pavement Preservation				$ 500,000				$ 500,000
											$ -
30	CSAH 17 to CR 139	0.9	Pavement Preservation		$ 500,000	$ -					$ 500,000
											$ -
37	W.County Line to CSAH 2	0.7	Pavement Preservation		$ 250,000						$ 250,000
											$ -
2	CSAH 35 to N. Cty Line	12.6	Pavement Preservation		$5,040,000						$ 5,040,000
											$ -
35	W. Co. Line to CSAH 3	3.6	Pavement Preservation		$1,440,000						$ 1,440,000
											$ -
5	TH55 to CSAH 39	1.9	Pavement Preservation		$ 400,000	$ 375,000					$ 775,000
											$ -
7 Bridge	CSAH 7 Bridge (No. 90700)		Bridge Replacement		$1,200,000					$ 500,000	$ 1,700,000
											$ -
37	TH25 Intersection RAB		MnDOT cost share				$1,000,000			$ 1,150,000	$ 2,150,000
36	Palgren to 101		Reconstruct/Expansion	AC payback					$2,200,000	$ -	$ 2,200,000
Various	TH25 Intersections		MnDOT cost share							$ 100,000	
TOTAL CONST. COST:				**$ -**	**$8,830,000**	**$ 375,000**	**$1,500,000**	**$ 800,000**	**$2,200,000**	**$ 16,250,000**	**$ 29,855,000**

NOTE: SUBJECT TO CHANGE BASED ON ACTUAL REVENUES APPROVED IN 2026 BUDGET, FUNDING AVAILABLE AND BID PRICES

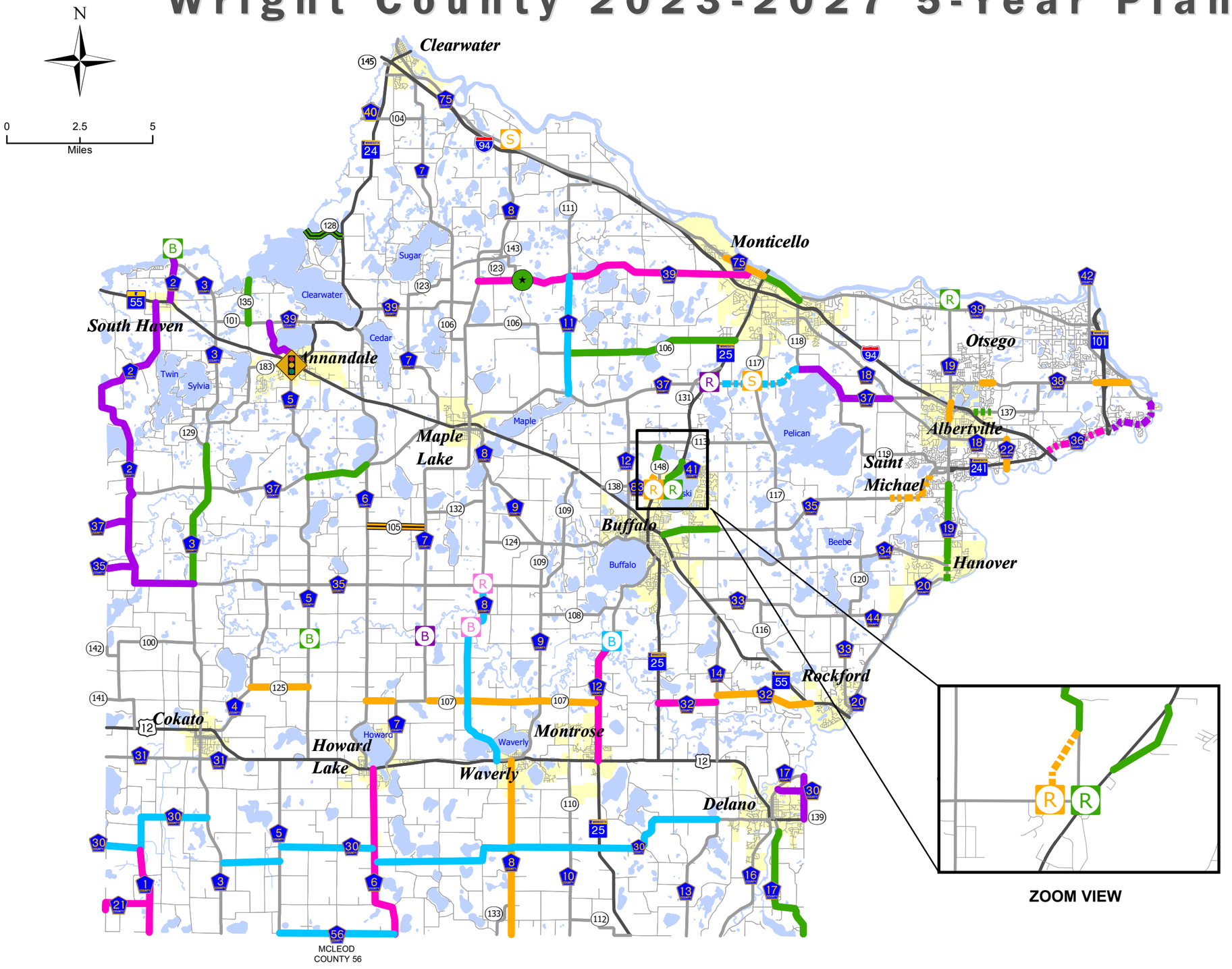
15-Mar-23

WRIGHT COUNTY 5 YEAR HIGHWAY CONSTRUCTION PROGRAM - YEAR 2027

ROUTE	TERMINI	PROJECT LENGTH (MILES)	CONSTRUCTION TYPE	FEDERAL FUNDS	STATE AID REGULAR	STATE AID MUNICIPAL	LOCAL	MAINT PAVING LOCAL	OTHER (CITY, CIP, ETC) (REVENUE)	Local Optioin Sales Tax	ESTIMATED PROJECT COST
37	CR 118 to TH 25	3.2	Reconstruction							$10,000,000	$10,000,000
Eng/R-W	LOST Projects		LOST "Soft Costs"							$ 2,000,000	$ 2,000,000
8	US12 to CSAH 35	6.9	Pavement Preservation		$ 2,460,000	$300,000					$ 2,760,000
											$ -
30	West Co. Line to CSAH 13	22.6	Pavement Preservation		$ 3,910,000					$ 4,000,000	$ 7,910,000
											$ -
11	CSAH 35 to CSAH 39	4.0	Pavement Preservation		$ 1,212,000						$ 1,212,000
											$ -
12	Bridge No. 86511		Bridge Replacement		$ 750,000					$ 750,000	$ 1,500,000
											$ -
TBD	TBD		Maint. Paving					$ 800,000			$ 800,000
											$ -
TBD	Safety		Safety				$1,000,000				$ 1,000,000
McLeod 56 (103)	CSAH 5 to CSAH 6	4.00	Pavement Preservation				$1,000,000		$1,000,000		$ 2,000,000
TOTAL CONST. COST:				**$ -**	**$ 8,332,000**	**$300,000**	**$2,000,000**	**$ 800,000**	**$1,000,000**	**$16,750,000**	**$29,182,000**

NOTE: SUBJECT TO CHANGE BASED ON ACTUAL REVENUES APPROVED IN 2027 BUDGET, FUNDING AVAILABLE AND BID PRICES

Wright County 2023-2027 5-Year Plan



Legend

2023

Pavement Preservation	22.4 Miles
Reconstruction	
Maintenance	2.0 Miles
Safety/Spot Reconstruction Traffic Control	
Roundabout	
Bridge	

2024

Pavement Preservation	27.0 Miles
Reconstruction	
Maintenance	1.4 Miles
Safety/Spot Reconstruction Traffic Control	
Roundabout	
Bridge	
Box Culvert	

2025

Pavement Preservation	25 Miles
Reconstruction	
Maintenance	TBD
Bridge	
Roundabout	
Safety	TBD
Traffic Signal	

2026

Pavement Preservation	25.0 Miles
Reconstruction	
Maintenance	TBD
Bridge	
Roundabout	

2027

Pavement Preservation	39.0 Miles
Reconstruction	
Maintenace	TBD
Safety	TBD
Roundabout	TBD
Bridge	

COMMITTEE MEETING MINUTES

TRANSPORTATION COMMITTEE OF THE WHOLE

February 21, 2023
10:30 a.m.
WRIGHT COUNTY BOARD ROOM

Tina Diedrick	District 1
Darek Vetsch	District 2
Jeanne Holland	District 3
Nadine Schoen	District 4
Michael Kaczmarek	District 5

DATE APPROVED: _____

Committee Members Present: Commissioners Diedrick, Holland, Schoen, Vetsch, Kaczmarek, Lee Kelly – County Administrator, Marc Mattice – Asst. County Administrator, Virgil Hawkins – County Engineer

Others Present: Chad Hausmann – Asst. County Engineer, Sara Buermann – Traffic Engineer, Loren Green – Administrative Assistant, Nathaniel Helgeson – Highway Maintenance Superintendent, Jeremy Carlson – Right of Way Agent, Clay Wilfahrt – Asst. County Administrator, Greg Kryzer – Civil Division Chief

Item I. Introductions

Item II. Review Local Option Sales Tax (LOST) Projects/Program

Background: The Wright County Board of Commissioners adopted the Local Option Sales Tax (LOST) for transportation in 2017 that began generating revenue the last quarter of 2017. The Wright County Board of Commissioners extended the Local Option Sales Tax in February 2022 to generate revenue through December 31, 2032.

Below is a table that shows the LOST revenue that Wright County has received each year from the Mn Department of Revenue.

Year	LOST Revenue Received from Mn DOR	Expenses
2017 (4th Q)	$971,632.05	$56,733.76
2018	$7,249,195.91	$7,495,991.90
2019	$8,436,328.23	$2,211,987.49
2020	$9,252,141.36	$6,300,000.00
2021	$11,050,627.68	$9,919,918.74
2022	$12,000,137.74	$10,783,747.23
Total	**$48,960,062.80**	**$36,768,379.12**

Construction projects that have been completed using LOST funding include:

- CSAH 9 in Waverly (2018)
- CSAH 18 in Albertville & St. Michael (2018/19)
- CSAH 30 in Delano (2020)
- CSAH 39 in Otsego (2020/21)
- CR 118 in Monticello (2021/22)
- CSAH 37 in Albertville & Otsego (2022)
- CSAH 19 in St. Michael (2022)

The following table is based upon our current updated Five-Year construction plan that includes projects that are eligible for LOST funding.

Based on the Updated Five-Year Plan (2023-2027), the LOST Account status is estimated as follows:

	Begin Yr. LOST Balance	Estimated LOST Revenue	Estimated LOST Expenses	Estimated Year End LOST Account Balance
2023	$12,200,000	$12,800,000	$14,600,000	$10,400,000
2024	$10,400,000	$13,500,000	$23,200,000	$ 700,000
2025	$ 700,000	$14,100,000	$14,400,000	$ 400,000
2026	$ 400,000	$17,000,000*	$17,000,000	$ 400,000
2027	$ 400,000	$15,600,000	$12,800,000	$ 3,200,000

* = Includes $2.2 million AC payback of FY 2027 funds for CSAH 36 reconstruction in 2025

Discussion:

- Engineer Hawkins provided background of the county's LOST funding and program and explained how the account balance changes with the 5-Year Plan (shown above), detailing that these are estimates and explaining why there is a balance in 2023 and why it drops in the succeeding years. Engineer Hausmann explained we anticipated LOST revenue to be about $6million a year when the LOST tax was adopted in 2017, however the actual LOST revenues exceeded that in revenues, which is one reason that the LOST account has a positive balance right now. Commissioner Schoen said she was involved on the city level in the past and she appreciated the commissioners in the past for helping it go through, saying it benefits all the cities. Commissioner Holland appreciates the signage that says how the projects are paid for. Commissioner Kaczmarek noted if you go around to many meetings, there are very few constituents who are aware of what LOST means, so if you have the time to explain what it is, it goes over very well once it is explained.

- Commissioner Vetsch mentioned the condition of CSAH 75 for the LOST program, noting currently is in bad disrepair. Superintendent Helgeson said there are some maintenance patching activities planned, and we are waiting on warmer weather to be able to make the patching repairs. Helgeson said the roadway is delaminating. Hausmann said it was originally planned for 2023 construction but was pushed back a year to allow for the City of Monticello to be able to design for their water main improvements and pedestrian crossings improvements.

- Commissioner Vetsch asked about the timing of the projects identified on the LOST list. Will we need to have a public hearing to make modifications to the LOST list, or have a conversation later? Hausmann said the list can be changed in the future, if the board wishes - adding projects, etc. (and this would require a public hearing per state statutes).

Highway Staff Recommendation: N/A – informational item

RESOLUTION #22-10
BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:
February 15, 2022

Christine Husom	District 1
Darek Vetsch	District 2
Mark Daleiden	District 3
Mary Wetter	District 4
Michael Kaczmarek	District 5

RESOLUTION #22-10

2022-2032 LOCAL OPTION SALES TAX FOR TRANSPORTATION RESOLUTION

WHEREAS, the quality of Wright County's transportation system has a direct impact on the safety of system users, the County's economy, and future economic development; and

WHEREAS, Wright County is one of the fastest growing counties in the State of Minnesota, and a safe, efficient and reliable transportation system is critical to the quality of life and economic vitality in the County; and

WHEREAS, the County has prepared a Long-Range Transportation Plan (LRTP) that identifies improvement projects needed to preserve, enhance safety, and improve the mobility of the county transportation system; and

WHEREAS, the LRTP shows that improvements are needed to the County Highway system which will enhance structural strength, capacity, access and mobility to and from City and Township roadways; and

WHEREAS, there is a lack of adequate transportation funding at the local and state level and the LRTP has identified an annual funding gap of over $10 million dollars (2019 dollars) for the County Highway system needs; and

WHEREAS, the County has created a list of transportation projects throughout all areas of the County that could be constructed in the next 20 to 25 years with additional revenue for transportation; and

Motion by Commissioner Daleiden **Seconded by Commissioner** Vetsch

Roll Call Vote:

	YES	ABSENT	NO
HUSOM	X		
VETSCH	X		
DALEIDEN	X		
WETTER	X		
KACZMAREK	X		

STATE OF MINNESOTA)
ss.
County of Wright)

I, Lee Kelly, duly appointed and qualified County Administrator of the County of Wright, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Wright County, Minnesota, at their session held on the 15th day of February, 2022, 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 15th day of February, 2022.

Lee Kelly, County Administrator

RESOLUTION #22-10

BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:
February 15, 2022

Christine Husom	District 1
Darek Vetsch	District 2
Mark Daleiden	District 3
Mary Wetter	District 4
Michael Kaczmarek	District 5

RESOLUTION #22-10

WHEREAS, Minnesota State Statute 297A.993, Subdivision 1, authorizes the County Board of Commissioners to adopt the county-wide sales tax for transportation of up to ½ percent (0.5%) after holding a public hearing and passing an official resolution; and

WHEREAS, 297A.993, Subdivision 2, requires proceeds of the county-wide sales tax for transportation to be dedicated exclusively to fund capital costs of specific transportation projects or improvements, both capital and operating costs of specific transit projects or improvements, payment of the capital costs of a safe routes to school program or payment of transit operating costs; and

WHEREAS, 297A.993, Subdivision 2, requires the sales tax to terminate when revenues raised are sufficient to finance the identified projects or the sunset date is reached, whichever happens first; and

WHEREAS, Wright County Board resolution 17-30 enacted a county-wide ½ percent (0.5%) sales tax for transportation beginning October 1, 2017, and ending at the sunset date of December 31, 2022; and

WHEREAS, the Wright County Board desires to update the transportation project list and extend the sunset date to December 31, 2032, in order to conduct more effective transportation and financial planning for 2022 and beyond; and

WHEREAS, proceeds of the sales tax for transportation shall be spent on transportation projects specifically identified on Attachment A1, the Wright County Local Option Sales Tax Staff Recommended Projects presented at the February 15, 2022, public hearing and as on file at the Highway Department; and

WHEREAS, the County Board will continue to study the County's long term transportation capital improvement projects and take input from local jurisdictions for future investment options. Additional projects or improvements can be presented to the County Board for consideration for funding by a county-wide sales tax for transportation at a future public hearing and included in a separate resolution passed at a future date by the County Board of Commissioners; and

WHEREAS, the Wright County Board desires to implement the county-wide sales tax for transportation and have the State Department of Revenue collect and distribute the sales tax.

NOW, THEREFORE, BE IT RESOLVED, that the Wright County Board of Commissioners authorizes and enacts a ½ percent (0.5%) county-wide sales tax for transportation as provided for in Minnesota Statute 297A.993.

BE IT FURTHER RESOLVED that this action supersedes resolution 17-30, dated June 13, 2017, and shall be effective immediately without causing interruption to current sales tax collection.

RESOLUTION #22-10

BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:
February 15, 2022

Christine Husom	District 1
Darek Vetsch	District 2
Mark Daleiden	District 3
Mary Wetter	District 4
Michael Kaczmarek	District 5

RESOLUTION #22-10

BE IT FURTHER RESOLVED, the county-wide transportation sales tax shall be collected from February 15, 2022, to December 31, 2032, for the purpose of funding Wright County transportation projects identified in Attachment A1, the Wright County Local Option Sales Tax Staff Recommended Projects presented at the February 15, 2022, public hearing.

BE IT FURTHER RESOLVED that the provisions of Minnesota State Statute 297A.99, Subdivisions 4, and 6 through 12, shall govern the imposition, administration, collection, and enforcement of the tax.

BE IT FURTHER RESOLVED that the Wright County Board of Commissioners hereby directs the County Auditor-Treasurer to immediately certify the county-wide sales tax for transportation to the Minnesota Department of Revenue.

ATTACHMENT A1 - WRIGHT COUNTY RESOLUTION 22-10

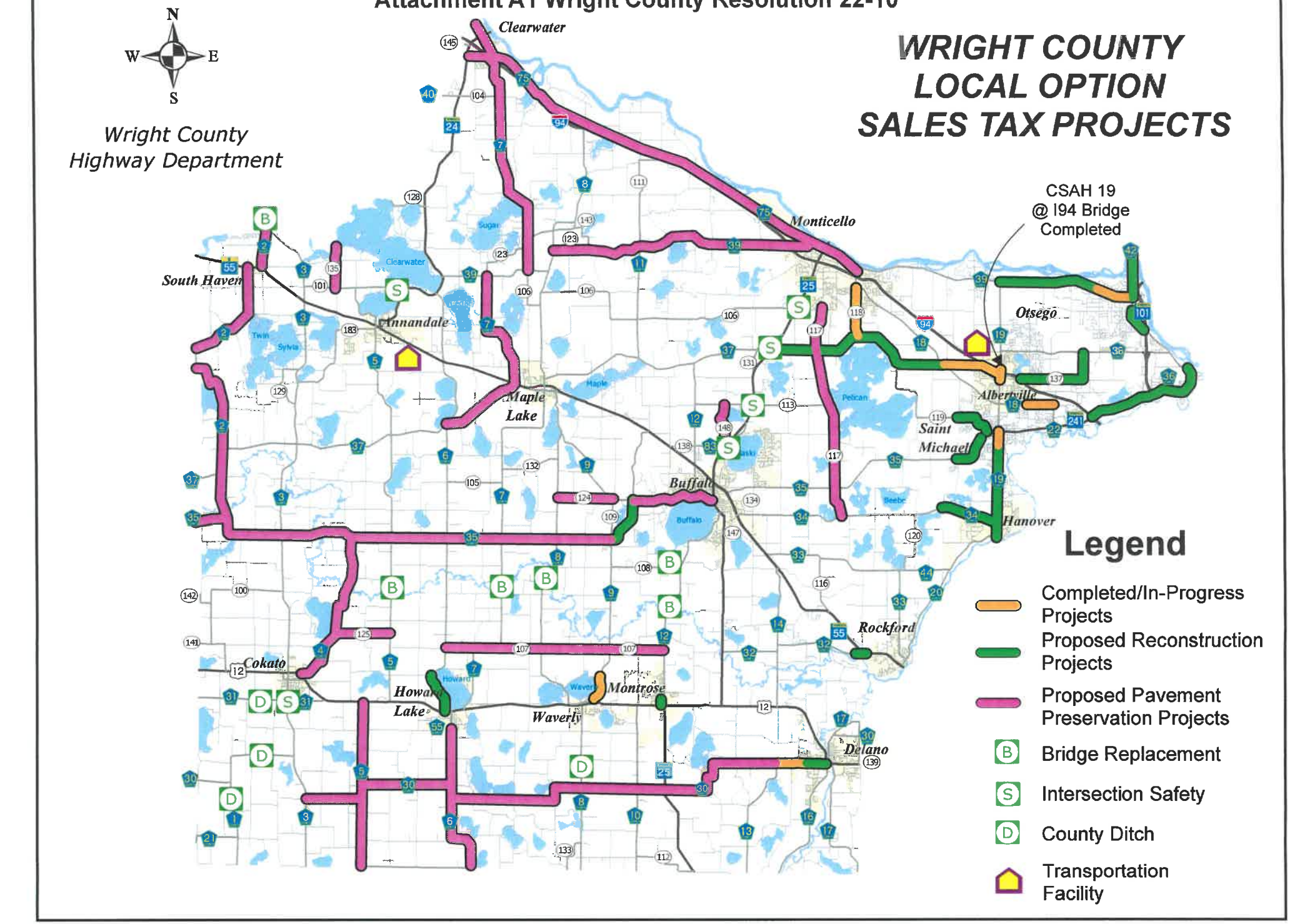
Wright County Local Option Sales Tax Projects = In-progress Projects 02/15/2022

Roadway	Termini	Type of Improvement	Length (miles)	Construction Cost Estimate [1,2]	Right of Way & Engineering Cost Estimate [3]	Project Cost Estimate
	Highway Projects					
CSAH 19	Chestnut to Ash in Saint Michael (One-way pairs area)	Right of Way	0.2	$3,000,000	$2,000,000	$5,000,000
CSAH 37	CSAH 18 to CSAH 19 in Albertville & Otsego	Reconstruction/Intersection	2.0	$6,700,000	$700,000	$7,400,000
CSAH 2	CSAH 35 to North County Line	Preservation/Safety	12.6	$6,300,000	$200,000	$6,500,000
CSAH 3	CSAH 3 at CSAH 31	Intersection/Safety	0.3	$2,000,000	$500,000	$2,500,000
CSAH 4	US 12 to CSAH 35	Preservation/Safety/Recon	5.9	$2,950,000	$200,000	$3,150,000
CSAH 5	So. Co. Line to Hwy 12	Preservation/Safety	6.0	$1,500,000	$150,000	$1,650,000
CSAH 6	U.S. Hwy. 12 to North City Limits in Howard Lake	Reconstruction	1.0	$3,000,000	$750,000	$3,750,000
CSAH 6	South County Line to Howard Lake	Preservation/Safety	5.5	$2,750,000	$200,000	$2,950,000
CSAH 7	TH 55 to TH 24	Preservation/Safety	12.7	$5,080,000	$100,000	$5,180,000
CSAH 19	South Co. Line to Chestnut St. in Hanover & St. Mich.	Expansion/Preserv./Safety	3.5	$14,000,000	$3,500,000	$17,500,000
CSAH 30	Davidson Ave to Hwy 12	Reconstruction	1.1	$2,000,000	$500,000	$2,500,000
CSAH 30	CSAH 13 to CSAH 3	Preservation/Safety	18.1	$9,050,000	$400,000	$9,450,000
CSAH 32	T.H. 55 Intersection in Rockford	Reconstruction/Intersection	0.5	$1,500,000	$375,000	$1,875,000
CSAH 34	Jamison Ave. to CSAH 19 in Hanover	Reconstruction/Expansion	2.5	$9,000,000	$2,250,000	$11,250,000
CSAH 35	Jamison Ave. to One-way Pairs in Saint Michael	Expansion	1.6	$6,000,000	$1,500,000	$7,500,000
CSAH 35	West County Line to TH 25	Preservation/Safety/Recon	20.5	$10,250,000	$200,000	$10,450,000
CSAH 36	I-94 to T.H. 101 in Saint Michael	Reconstruction/Expansion	2.3	$8,000,000	$2,000,000	$10,000,000
CSAH 36	T.H. 101 to CSAH 42 in Otsego	Reconstruction	2.4	$8,000,000	$2,000,000	$10,000,000
CSAH 37	T.H. 25 to CSAH 18	Reconstruction	7.0	$21,000,000	$5,250,000	$26,250,000
CSAH 37	CSAH 6 to TH 55	Preservation/Safety	3.0	$1,050,000	$50,000	$1,100,000
CSAH 39	CSAH 19 to O'Dean Ave.	Reconstruction/Safety	3.6	$10,800,000	$1,000,000	$11,800,000
CSAH 39	TH 24 at CSAH 39	Intersection/Safety	0.3	$2,000,000	$500,000	$2,500,000
CSAH 39	CSAH 8 to CSAH 75	Preservation/Safety	9.8	$3,000,000	$300,000	$3,300,000
CSAH 42	CSAH 39 to North County Line	Reconstruction/Expansion	1.3	$4,500,000	$1,125,000	$5,625,000
CSAH 42	85th Street in Otsego to T.H. 101	Reconstruction/Expansion	2.0	$10,000,000	$2,500,000	$12,500,000
CSAH 60	U.S. Hwy. 12 to CSAH 12 in Montrose	Reconstruction	0.4	$700,000	$80,000	$780,000
CSAH 75	Stearns Co. Line to CSAH 39/18 in Monticello	Preservation/Safety/Recon	17.0	$8,500,000	$500,000	$9,000,000
CR 107	CSAH 6 to CSAH 12	Preservation/Safety	6.9	$2,415,000	$85,000	$2,500,000
CR 117	CSAH 34 to Monticello	Preservation/Safety	7.9	$3,160,000	$500,000	$3,660,000
CR 119	CSAH 35 to Jamison Ave. in St. Michael	Reconstruction	1.4	$2,000,000	$500,000	$2,500,000
CR 124	CSAH 8 to CR 108	Preservation/Safety	2.0	$500,000	$125,000	$625,000
CR 125	CSAH 4 to CSAH 5	Preservation/Safety	2.0	$500,000	$125,000	$625,000
CR 135	CR 101 to North County Line	Preservation/Safety	1.5	$350,000	$90,000	$440,000
CR 137	I-94 to CSAH 38 (Albertville, St. Mich., Otsego)	Reconstruction	3.2	$8,000,000	$2,000,000	$10,000,000
CR 148	CSAH 83 to CR 113	Preservation/Safety/Recon	1.7	$1,200,000	$300,000	$1,500,000
	County Ditch Improvements					
CSAH 8	CD 31	Culvert improvements under Co. Hwys.		$125,000	$15,000	$140,000
Hwy 30, 31, 1	Judicial Ditch 15	Culvert improvements under Co. Hwys.		$375,000	$45,000	$420,000
	Bridge					
CSAH 2	Bridge	Bridge Replacement		$900,000	$227,500	$1,127,500
CSAH 5	Bridge	Bridge Replacement		NA	$200,000	$200,000
CSAH 7	Bridge	Bridge Replacement		$1,400,000	$350,000	$1,750,000
CSAH 8	Bridge	Bridge Replacement		$1,400,000	$350,000	$1,750,000
CSAH 12	Bridge	Bridge Replacement		$1,000,000	$250,000	$1,250,000
CR 108	Bridge	Bridge Replacement		$1,200,000	$300,000	$1,500,000
	Intersection Improvement Projects					
TH 25 Corridor	Intersections of Hwy. 83, 37, 113, 106 along TH 25	Co. Hwy. Share of State 25 projects		$3,500,000	$875,000	$4,375,000
	Transportation Facility Projects					
Otsego	Otsego shop expansion	Transportation Facility		$1,800,000	$65,000	$1,865,000
Annandale	New truck station facility	Transportation Facility		$3,350,000	$180,000	$3,530,000
		Total		**$195,805,000**	**$35,412,500**	**$231,217,500**

Notes/Assumptions:

1. Estimated county share in accordance with the county's current Funding Participation Policy for Highway Projects (actual project costs may be higher due to city share). The projects on the list may be funded with other funds and the list is not a commitment to construct these projects in any specified time frame - it is only a list showing what projects are eligible to use LOST revenue.
2. Estimated costs in 2021 dollars, Rural reconstruct cost/mile estimated at $1.5M; Suburban reconstruct cost/mile estimated at $3.5M; Urban expansion cost/mile estimated at $5M.
3. Estimated 25% construction cost for Right-of-Way and Engineering for reconstruction projects. Up to 10% for R/W & Engineering cost for Preservation/Safety.

Attachment A1 Wright County Resolution 22-10



February 15, 2022

Item III. Recommended updates to the Five-Year Construction Plan

Background: The current 2022-2026 Five-Year Plan & Map was last updated & approved by the County Board in September 2022. The Five-Year Plan is a living document that needs to be updated occasionally due to changes in funding, grant fund awards, changing timelines with partner agencies, and balancing the workload year to year.

The following updates/revisions to the Five-Year Plan are recommended:

1. CSAH 2 Bridge replacement project - move from 2023 to 2024
    a. MnDOT notified us recently that we were successful in receiving a federal STBG grant award of $800,000 for this project which brings good news (saves about $400,000 LOST funds – half project is in Stearns County). However, there are additional federal requirements that will delay the start of the project until 2024
2. Intersection HSIP Projects 37/117 and 75/8 – moved from 2022 to 2023
    a. By mutual agreement with the contractor these intersection improvement projects, bid in 2022, were delayed until 2023
        - Converting to a center left turn lane
        - Vetsch is very happy to get rid of the dotted white lines
        - Opened bids last year, but due to work loads and work on the interstate, this project was delayed to 2023.
3. Maintenance Preservation project changes
    a. CR 123 and CR 143 projects removed from 2023 – future seal coat/pavement preservation
    b. CR 105 added to 2023 (moved from 2026)
        - Doing a micro mill and overlay
4. CSAH 5 Annandale Signal improvements added to 2025
    a. MnDOT project along T.H. 55 in Annandale (county cost share for signal upgrade at Hwy. 5)
5. Updated funding source ($2.2 million federal funds) for CSAH 36, Palmgren to 101, in FY 2027 (we will "AC" Advance Construct in 2025 using LOST funds and replenish LOST account in July 2026 with Federal funds
6. Added Box Culvert on Hwy. 39 to 2024 – so replacement can be completed prior to 2025 PP project.
        - Doing a hydraulic study to the box culvert.
7. Adjustments to projects in 2026.
    a. Added CSAH 36 reconstruction (101 to 42)
    b. CSAH 37 (18 to 118) scope change from reconstruction to Pavement Preservation
8. Added county cost share for MnDOT T.H. 25 corridor improvements in 2026
    a. County cost share will be required for some county intersections along the corridor
        - They are doing a RAB
        - They were not showing any improvements at 113 currently
        - The big issue is people passing on the right. This can be easily remedied with a center left so that is what we have asked for and are pushing for
9. Added a column to the spreadsheet ("Other" revenue sources for projects) for all years
        - Because of ERP, we added the column OTHER, because we may have to be a fiscal agent for a project.
10. Deleted year 2022 and added year 2027 to Five-Year Construction Program

11. Franklin Township Bridge is a project not currently on the list. They are eligible for Town Bridge account funds. We are working with them currently on an agreement and will add them to the list shortly.

Discussion:

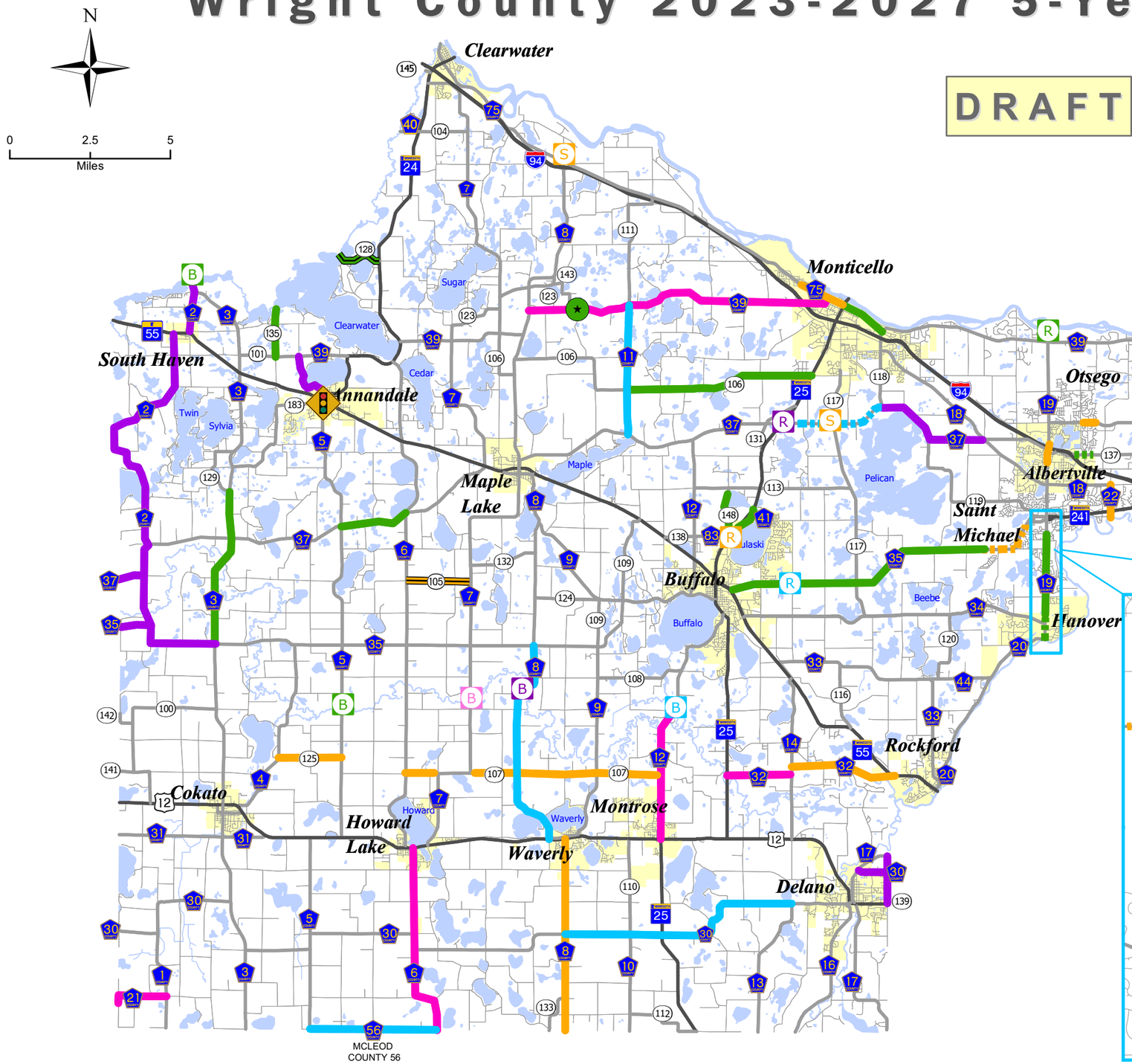
Commissioner Vetsch asks about blinking yellow lights on CSAH 75 specifically. He believes adding blinking yellow lights at the intersection will help keep traffic flowing smoothly/efficiently. Engineer Buermann said the city is taking the led on a project within the City of Monticello, with MnDOT LPP (Local Partnership Program) funds to do MnDOT signals and we will be piggybacking and doing them at the same time.

Highway Staff Recommendation: Highway staff recommends approval of the updated Five-Year Construction Plan & Map (2023-2027). Once updated, the new Five-Year Plan & Map would be published to the county website.

TCOTW Action:

The consensus of the committee is to approve the updated five-year Construction Plan and Map

Wright County 2023-2027 5-Year Plan



Legend

2023

- Pavement Preservation — 22.4 Miles
- Reconstruction
- Maintenance — 2.0 Miles
- Safety/Spot Reconstruction Traffic Control (S)
- Roundabout (R)
- Bridge (B)

2024

- Pavement Preservation — 30.0 Miles
- Reconstruction
- Maintenance — 1.4 Miles
- Safety/Spot Reconstruction Traffic Control (S)
- Roundabout (R)
- Bridge (B)
- Box Culvert (★)

2025

- Pavement Preservation — 24.0 Miles
- Reconstruction
- Maintenance — TBD
- Bridge (B)
- Safety (S) — TBD
- Traffic Signal

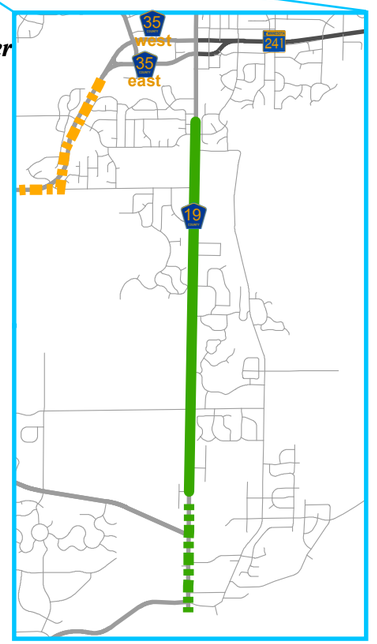
2026

- Pavement Preservation — 25.0 Miles
- Reconstruction
- Maintenance — TBD
- Bridge (B)
- Roundabout (R)

2027

- Pavement Preservation — 23.0 Miles
- Reconstruction
- Maintenace — TBD
- Safety (S) — TBD
- Roundabout (R) — TBD
- Bridge (B)

ZOOM VIEW



15-Feb-23

WRIGHT COUNTY 5 YEAR HIGHWAY CONSTRUCTION PROGRAM - YEAR 2023

ROUTE	TERMINI	PROJECT LENGTH (MILES)	CONSTRUCTION TYPE	FEDERAL FUNDS	STATE AID REGULAR	STATE AID MUNICIPAL	LOCAL	MAINT PAVING LOCAL	OTHER (CITY, CIP, ETC.) (REVENUE)	Local Optioin Sales Tax	ESTIMATED PROJECT COST
8	Waverly to S. Co. Line	6.0	Pavement Preservation		$ 2,100,000	$ 500,000					$ 2,600,000
37/117	Intersection		Safety Project	$ 450,000						$ 71,000	$ 521,000
75/8	Intersection		Safety Project	$ 225,000						$ 90,000	$ 315,000
105	CSAH 6 to CSAH 7	2.0	Maint. Preservation					$ 252,000			$ 252,000
22	So. Co. Line to CSAH 18	0.9	Pavement Preservation		$ 600,000						$ 600,000
125	4 to 5	1.9	Pavement Preservation							$ 600,000	$ 600,000
38	420' E. of Maciver to Martin Farms Ave.	0.4	Pavement Pres. (Mill/Fill)				$ 235,000				$ 235,000
75	455' E. Jerry Liefert Dr. to TH 25	1.4	Pavement Preservation							$ 1,000,000	$ 1,000,000
19	635' S. of 57th to 305' N of WB 94 Ramp	0.7	Pavement Preservation		$ 650,000						$ 650,000
											$ -
	Outshop Maple Lk./Annandale		Land / Design							$ 210,000	$ 210,000
32	CSAH 14 to TH 55	3.2	Pavement Preservation				$ 1,100,000				$ 1,100,000
83	TH 25 RAB - LPP		Intersection	$ 1,000,000	$ 2,150,000		$ 150,000				$ 3,300,000
Various	FYA's Local Share		Intersection				$ 200,000				$ 200,000
35	0.5 mi. w of Jamison to 1-way pr.	2.1	Reconstruct/Expansion						$ 500,000	$ 6,000,000	$ 6,500,000
Eng/R-W	LOST Projects		LOST "Soft Costs"							$ 2,636,500	$ 2,636,500
19	S. County Line to 560' N CSAH 34	0.5	Right of Way Acquisition							$ 1,500,000	$ 1,500,000
107	CSAH 6 to CSAH 12	6.9	Pavement Preservation							$ 2,500,000	$ 2,500,000
38	740' E Quaday to CSAH 42	1.1	Pavement Preservation		$ 700,000						$ 700,000
TOTAL CONST. COST:				**$ 1,675,000**	**$ 6,200,000**	**$ 500,000**	**$ 1,685,000**	**$ 252,000**	**$ 500,000**	**$ 14,607,500**	**$ 25,419,500**

= Based on Low Bid Prices

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15-Feb-23

WRIGHT COUNTY 5 YEAR HIGHWAY CONSTRUCTION PROGRAM - YEAR 2024

ROUTE	TERMINI	PROJECT LENGTH (MILES)	CONSTRUCTION TYPE	FEDERAL FUNDS	STATE AID REGULAR	STATE AID MUNICIPAL	LOCAL	MAINT PAVING LOCAL	OTHER (CITY, CIP, ETC) (REVENUE)	Local Optioin Sales Tax	ESTIMATED PROJECT COST
35	TH 55 to Jamison	8.5	Pavement Preservation		$ 3,520,000		$ -				$ 3,520,000
39	Silver Creek crossing		Box Culvert							$ 400,000	$ 400,000
2 Bridge	CSAH 2 Bridge (No. 7244)		Bridge Replacement	$ 800,000					$ 450,000	$ 350,000	$ 1,600,000
T-276	Franklin Twp. Eastwood Br. 86502		Bridge Replacement						$ 978,000		$ 978,000
75	TH 25 to CSAH 39 E. Jct	1.4	Pavement Preservation (concrete)		$ 1,300,000					$ 500,000	$ 1,800,000
128	W Cty Line to TH 24	1.4	Maint. Preservation					$ 180,000			$ 180,000
3	35 to 129 So. Junction	5.0	Pavement Preservation		$ 1,500,000						$ 1,500,000
135	CR 101 to N. Co. Line	1.5	Pavement Preservation							$ 400,000	$ 400,000
106	CSAH 11 to TH 25	5.9	Pavement Preservation				$ 1,500,000				$ 1,500,000
148	CSAH 83 to CR 113	1.6	Realignment / preservation							$ 3,000,000	$ 3,000,000
41	25 So. To 25 No.	0.8	Pavement Preservation				$ 300,000				$ 300,000
37	CSAH 5 to CSAH 6	2.2	Pavement Preservation				$ 580,000				$ 580,000
137	94 to E. of Marx Ave.	0.6	Reconstruction						$ 600,000	$ 3,400,000	$ 4,000,000
Eng/R-W	LOST Projects		LOST "Soft Costs"							$ 3,530,000	$ 3,530,000
19	Hanover (20 to 34)	0.6	Reconstruction						$ 400,000	$ 4,100,000	$ 4,500,000
19	19 & 39 Intersection - Otsego		Intersection Safety	$ 400,000	$ 500,000					$ 500,000	$ 1,400,000
19	560' N. of Hwy 34 to Carissa Ln SW	2.6	Preservation/Intersection Safety						$ 500,000	$ 5,500,000	$ 6,000,000
5 Bridge	CSAH 5 Bridge (No. 7164)		Bridge Replacement	$ 1,280,000	$ 620,000						$ 1,900,000
	Outshop Maple Lk./Annandale		Building Construction						$ 1,500,000	$ 1,500,000	$ 3,000,000
TOTAL CONST. COST:				**$ 2,480,000**	**$ 7,440,000**	**$ -**	**$ 2,380,000**	**$ 180,000**	**$ 4,428,000**	**$ 23,180,000**	**$ 40,088,000**

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NOTE: SUBJECT TO CHANGE BASED ON ACTUAL REVENUES APPROVED IN 2024 BUDGET, FUNDING AVAILABLE AND BID PRICES

15-Feb-23

WRIGHT COUNTY 5 YEAR HIGHWAY CONSTRUCTION PROGRAM - YEAR 2025

ROUTE	TERMINI	PROJECT LENGTH (MILES)	CONSTRUCTION TYPE	FEDERAL FUNDS	STATE AID REGULAR	STATE AID MUNICIPAL	LOCAL	MAINT PAVING LOCAL	OTHER (CITY, CIP, ETC.) (REVENUE)	Local Optioin Sales Tax	ESTIMATED PROJECT COST
39	8 to 75	9.8	Pavement Preservation		$ 2,500,000					$ 2,000,000	$ 4,500,000
TBD	TBD		Maint. Paving					$ 800,000			$ 800,000
12	US12 to 700' S. 15th St. SW	4.6	Pavement Preservation		$ 1,240,000	$ 600,000					$ 1,840,000
											$ -
6	So. Co. Line to US 12	6.2	Pavement Preservation		$ 1,000,000		$ 1,200,000			$ 1,000,000	$ 3,200,000
7 Bridge	CSAH 7 Bridge (No. 90700)		Bridge Replacement		$ 1,200,000					$ 500,000	$ 1,700,000
Various	HSIP signal improvements			$ 436,950.00			$ 200,000				$ 636,950
TBD	TBD		Safety							$ 1,000,000	$ 1,000,000
36	94 to Palmgren	0.8	Reconstruction	$ 2,000,000.00			$ 600,000		$ 300,000	$ 1,000,000	$ 3,900,000
36	Palmgren to 101	1.2	Reconstruct/Expansion	AC $2.2M 2027						$ 6,000,000	$ 6,000,000
											$ -
Eng/R-W	LOST Projects		LOST "Soft Costs"							$ 2,875,000	$ 2,875,000
											$ -
32	TH25 to CSAH 14	2.0	Pavement Preservation		$ 603,000						$ 603,000
5	TH55 / CSAH 5 INTERSECTION		SIGNAL - Annandale			$ 200,000					$ 200,000
21	W. Cty. Line to CSAH 2	1.7	Pavement Preservation		$ 522,000						$ 522,000
TOTAL CONST. COST:				**$ 2,436,950.00**	**$ 7,065,000**	**$ 800,000**	**$ 2,000,000**	**$ 800,000**	**$ 300,000**	**$ 14,375,000**	**$ 27,776,950**

NOTE: SUBJECT TO CHANGE BASED ON ACTUAL REVENUES APPROVED IN 2025 BUDGET, FUNDING AVAILABLE AND BID PRICES

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15-Feb-23

WRIGHT COUNTY 5 YEAR HIGHWAY CONSTRUCTION PROGRAM - YEAR 2026

ROUTE	TERMINI	PROJECT LENGTH (MILES)	CONSTRUCTION TYPE	FEDERAL FUNDS	STATE AID REGULAR	STATE AID MUNICIPAL	LOCAL	MAINT PAVING LOCAL	OTHER (CITY, CIP, ETC) (REVENUE)	Local Optioin Sales Tax	ESTIMATED PROJECT COST
TBD	TBD		Maint. Paving					$ 800,000			$ 800,000
37	CSAH 18 to CR 118	3.6	Preservation/Safety							$ 4,000,000	$ 4,000,000
36	TH101 to CSAH 42	2.2	Reconstruction							$ 8,000,000	$ 8,000,000
Eng/R-W	LOST Projects		LOST "Soft Costs"							$ 2,500,000	$ 2,500,000
139	US 12 to CSAH 17	1.5	Pavement Preservation				$ 500,000				$ 500,000
											$ -
30	CSAH 17 to CR 139	0.9	Pavement Preservation		$ 500,000	$ -					$ 500,000
											$ -
37	W.County Line to CSAH 2	0.7	Pavement Preservation		$ 250,000						$ 250,000
											$ -
2	CSAH 35 to N. Cty Line	12.6	Pavement Preservation		$5,040,000						$ 5,040,000
											$ -
35	W. Co. Line to CSAH 3	3.6	Pavement Preservation		$1,440,000						$ 1,440,000
											$ -
5	TH55 to CSAH 39	1.9	Pavement Preservation		$ 400,000	$ 375,000					$ 775,000
											$ -
CSAH 8	So. of CSAH 35 (#86503)		Bridge Replacement				$ 500,000			$ 1,250,000	$ 1,750,000
											$ -
37	TH25 Intersection RAB		MnDOT cost share				$1,000,000			$ 1,150,000	$ 2,150,000
Various	TH25 Intersections		MnDOT cost share							$ 100,000	
TOTAL CONST. COST:				**$ -**	**$7,630,000**	**$ 375,000**	**$2,000,000**	**$ 800,000**	**$ -**	**$ 17,000,000**	**$ 26,905,000**

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NOTE: SUBJECT TO CHANGE BASED ON ACTUAL REVENUES APPROVED IN 2026 BUDGET, FUNDING AVAILABLE AND BID PRICES

15-Feb-23

WRIGHT COUNTY 5 YEAR HIGHWAY CONSTRUCTION PROGRAM - YEAR 2027

ROUTE	TERMINI	PROJECT LENGTH (MILES)	CONSTRUCTION TYPE	FEDERAL FUNDS	STATE AID REGULAR	STATE AID MUNICIPAL	LOCAL	MAINT PAVING LOCAL	OTHER (CITY, CIP, ETC) (REVENUE)	Local Optioin Sales Tax	ESTIMATED PROJECT COST
37	CR 118 to TH 25	3.2	Reconstruction							$10,000,000	$10,000,000
Eng/R-W	LOST Projects		LOST "Soft Costs"							$ 2,000,000	$ 2,000,000
8	US12 to CSAH 35	6.9	Pavement Preservation		$2,460,000	$300,000					$ 2,760,000
											$ -
30	CSAH 8 to CSAH 13	7.9	Pavement Preservation		$2,765,000						$ 2,765,000
											$ -
11	CSAH 35 to CSAH 39	4.0	Pavement Preservation		$1,212,000						$ 1,212,000
											$ -
12	Bridge No. 86511		Bridge Replacement		$ 750,000					$ 750,000	$ 1,500,000
											$ -
TBD	TBD		Maint. Paving					$ 800,000			$ 800,000
											$ -
TBD	Safety		Safety				$1,000,000				$ 1,000,000
McLeod 56 (103)	CSAH 5 to CSAH 6	4.00	Pavement Preservation				$1,000,000		$1,000,000		$ 2,000,000
36	Palmgren to 101		Reconstruct/Expansion	AC payback					$2,200,000	$ -	$ 2,200,000
TOTAL CONST. COST:				**$ -**	**$7,187,000**	**$300,000**	**$2,000,000**	**$ 800,000**	**$3,200,000**	**$12,750,000**	**$26,237,000**

NOTE: SUBJECT TO CHANGE BASED ON ACTUAL REVENUES APPROVED IN 2027 BUDGET, FUNDING AVAILABLE AND BID PRICES

DRAFT

Item IV. Review Analysis of County Highway 39 & County Hwy. 111/11 intersection

Background:

On the morning of April 10, 1997, a gravel truck was traveling northbound on Hwy. 11 at this intersection, ran the stop sign, and crashed into a school bus – tragically causing the death of three Monticello area school students, the gravel truck driver, and leaving many more hospitalized with serious injuries.

A recent minor-injury crash occurred in December 2022 at this intersection that brought concern that this intersection has a high crash rate.

Wright County staff analyzed all of the intersections along County Highway 39 from Hwy. 75 in Monticello to Hwy. 8 in Silver Creek Township. The analysis looked at:

- Traffic volume (ADT)
- Intersection geometry
- Crash history

The results of the analysis determined that none of the intersections had a significant crash history and the crashes that did occur are not of the same type (contributing factors). No intersection had more than 3 crashes in the 10 years of data, and they were a combination of angle, rear end and single vehicle/run off the road.

Discussion:
Hawkins mentioned that the city of Monticello has expressed interest in a future RAB at the Chelsea Road/Hwy. 39 intersection and we will discuss this further with the city.

Highway Staff Recommendation: Staff recommends that the following five intersections be reconfigured from a "shared right-turn/bypass" lane to dedicated left-turn and right-turn lanes along the Highway 39 corridor (in conjunction with the Pavement Preservation project scheduled for construction in 2025).

- Chelsea Road
- Briarwood Avenue
- Aetna Avenue
- 107th Street
- CSAH 11/CR 111

TCOTW Action:
The Consensus of the committee is to follow Highway Staff recommendations and construct dedicated left/right turn lanes as part of the preservation/safety project planned for 2025.

Item V. Update on Braddock Ave/148 Realignment

Background:

What triggered all of this – we applied for local partnership (LPP) funds with MnDot, we received one million dollars in state funds to address the intersection at 25 and 83. We are converting this intersection to a RAB. With a RAB being more free flowing, it was determined that realigning Braddock to intersect with CSAH 83 further to the west would be best for traffic safety long-term. We talked with the property owner and have worked out an agreement with him. The alignment is being platted for right away acquisition. The goal is to build both projects (RAB at 25 and RAB/realignment of Braddock) in the same year. There will be a full detour of T.H. 25 when the work begins, and we are setting a time limit of six weeks for construction to be completed before T.H. 25 will be open to traffic again. A new pedestrian trail will be constructed as part of the T.H. 25 Roundabout (RAB), and it will be extended on the ~~north~~ south side of 83 and then north along the realigned Braddock (to the new GC). Trail can be added to the north side of CSAH 83 once the current business changes use.

Discussion:

Vetsch asked if all the land marked by the "XX" on the map will be county property as well? Hausmann indicated yes, which will give us future locations for material storage, future sheds or equipment.

Diedrick asked if there are accesses to the current gravel pits? Hausmann said they are for employee access and to the current offices.

Kaczmarek asked what is the overall cost that Wright County will have to pay for this RAB project at T.H. 25? Hausmann stated that the cost is whatever is above the million dollars in funding that MnDOT will contribute. We don't have a cost estimate yet but based on the cost of the CSAH 35/Dague Ave RAB, it could be about $2 million - $2.5 million. Kaczmarek went on to ask, "so the State won't take any of that on and we will have to pay all of that?" Hawkins/Hausmann both indicated we are planning to use approximately two million in county state aid funds for the local share of the project. Vetsch also clarified we would be using state aid money.

Kaczmarek, noting he was against the realignment project, asked if there are any traffic stats/volumes on CSAH 83 besides the congestion we see in the morning and evening when Wright County staff are arriving/leaving work? Vetsch went on to clarify that this project is not statistically driven, rather it is about losing the land which can be used for solving a current and future problem. If we didn't take the opportunity, we would be losing out. Traffic in the area will be increasing in the future due to future developments. Kaczmarek then asked again, do you have anything from the last discussion – what it's been like for the traffic flow? Buermann stated she has no recent data but noted she is aware it gets backed up in peak times. Hausmann, noting the current proximity of Braddock is too close to the soon to be RAB on 25, explained that the realignment will reduce congestion significantly. Hawkins expressed that there isn't current data that shows what Kaczmarek is looking for, but it will solve the long-term issues when future development occurs.

Kaczmarek asked if there was an update on the deal with the land. Jeremy Carlson clarified that we have an agreement with Davis, explaining that once the design is finalized, we can complete the acquisition with him. Kaczmarek asked if there a deadline to pay Davis before the agreement becomes void? Carlson stated that there is not a date on the agreement.

Kaczmarek expressed that he was glad he had the opportunity to get up to speed, but he still doesn't see any reason to justify the cost of two RAB's.

Diedrick asked when we would be posting the notifications for the detours? Hawkins said the 25 detours will be run through MNDOT, which we are reviewing with them. We are likely to post the notification a month before construction. We will also have message boards out along the highways which is the best form of notification to the public. We will also post the News Release on social media.

TCOTW Action: N/A – informational item only.

IV. Adjourned at 11:17 am



Date Printed: 3/15/2022
WSB Filename: K:\08686-000\Cad\Layout\SP 8605-56_Preliminary Layout.dgn

CSAH 83 at TH 25 LPP Reconstruction Project - SP 8605-56
Wright County, Minnesota

PRELIMINARY LAYOUT - June 2022

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Virgil Hawkins

Requestor Title
Highway Engineer

Department (please use dropdown to select department) *
HIGHWAY

Target Meeting Date *
3/21/2023 9:00 AM - Board of Wright County Commissioners

Agenda Item Type
(•) RFBA ( ) Minutes Submission ( ) Warrants Submission

Target Section
( ) Consent Agenda (•) Timed Agenda
( ) Item for Consideration

Time Required:
3 minutes

Originator
VGH7388

Item Details

Board Action Requested *
Reject the one (1) bid that was received for the 2023 Pavement Markings Contract (23-03) and authorize re-bidding the contract to receive bids on Tuesday, April 11, 2023 at 10:00 a.m.

Short Title (what will appear on Agenda outline - 250 character max.) *
Reject the one (1) bid that was received for the 2023 Pavement Markings Contract (23-03) and authorize re-bidding the contract to receive bids on Tuesday, April 11, 2023 at 10:00 a.m.

Value Stream the request primarily aligns with:
Develop County Infrastructure

Briefly describe how the request aligns with the selected value stream.
Annual Pavement Markings on our 512-mile county highway system provide for safety of the traveling public

Describe the impact on staffing resources.
County Highway staff develop construction plans, manages the bidding process, and provides construction administration for the work completed

Fiscal Impact:
The 2023 budget for this annual expense is $480,000 in the Pavement Markings 350 Traffic Division operations line item of the Highway Budget

Background/Justification:
We received one (1) bid for pavement markings on Tuesday, March 7, 2023 from Sir Lines-A-Lot Striping company of Edina, MN (the bid abstract is attached). The bid received was $722,240 which is $242,240 over the budget amount for pavement markings. We recommend rebidding the annual pavement markings contract (receive bids on 4/11/2023 and bring to board on 4/18/2023 with a recommendation).

Route for Review and Approval

- [ ] County Administrator
- [x] Assistant County Administrator
- [ ] Finance Review
- [ ] Legal Review
- [ ] Risk Mgmt Review
- [ ] Skip Workflow

Agenda Item Attachments (1)

Document Name	Attachment Type
03.21.2023.Bid Abstract 2023 Pavement Markings.pdf	Attachment

- [ ] Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes
Moved Forward

WRIGHT COUNTY
MINNESOTA

Wright County Contract Bid Abstract
Report Date: March 7, 2023
Contract Name: 2023 Pavement Markings
Contract Number: C23-03
Bids Received: Date/Time: March 7, 2023, 11:30 AM

					Engineer's Estimate		**Sir Lines-A-Lot**			
Line	Number	Description	Unit	Quantity	Est. price	Extended total	Bid Amount	Total Amount		
1	2582.606	YELLOW PAINT APPLIED	GALLON	10,000.00	$14.69	$146,900.00	$21.44	$214,400.00		
2	2582.606	WHITE PAINT APPLIED	GALLON	23,000.00	$14.47	$332,810.00	$22.08	$507,840.00		
		BID TOTALS for 2023 Pavement Markings Project				**$479,710.00**		**$722,240.00**		
		% of Engineer's Estimate for 2023 Pavement Markings						**151%**		

I hereby certify that this is an exact reproduction of bids received.

Certified By: _____ License No. 47081

Date: _____ Virgil Hawkins
cn=Virgil Hawkins, o=Wright County Highway Department, ou, email=virgil.hawkins@co.wright.mn.us, c=US
2023.03.08 15:23:45 -06'00'

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Steve Jobe

Requestor Title
County Surveyor

Department (please use dropdown to select department) *
SURVEYOR

Target Meeting Date *
3/21/2023 9:00 AM - Board of Wright County Commissioners

Agenda Item Type
(•) RFBA ( ) Minutes Submission ( ) Warrants Submission

Target Section
( ) Consent Agenda (•) Timed Agenda
( ) Item for Consideration

Time Required:
5 min

Originator
SAJ7690

Item Details

Board Action Requested *
Approve Resolution Proclaiming March 19-25, 2023 as National Surveyors Week in Wright County.

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Resolution Proclaiming March 19-25, 2023 as National Surveyors Week in Wright County.

Value Stream the request primarily aligns with:
Optimize Civic Engagement

Briefly describe how the request aligns with the selected value stream.
NATIONAL SURVEYORS WEEK IS AN ANNUAL CAMPAIGN TO RAISE PUBLIC AWARENESS OF THE VALUABLE WORK LAND SURVEYORS DO EVERY DAY.

Describe the impact on staffing resources.
NA

Fiscal Impact:
NA

Background/Justification:
I am requesting the Wright County Board of Commissioners recognize March 19-25, 2023 as National Surveyor Week in Wright County. We will have an open house on Tuesday, March 21, 10 AM-3 PM, for County employees who wants to stop by the Wright County Surveyor Department to check out some equipment and exhibits. Surveyor staff will be available to support this public awareness campaign.

Route for Review and Approval

- [ ] County Administrator
- [x] Assistant County Administrator
- [ ] Finance Review
- [ ] Legal Review
- [ ] Risk Mgmt Review
- [ ] Skip Workflow

Agenda Item Attachments (1)

Document Name	Attachment Type
New Resolution Template 2023_National Surveyors Week 2023.pdf	Attachment

- [ ] Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes
Moved Forward

RESOLUTION ##
BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:

Tina Diedrick	District 1
Darek Vetsch	District 2
Jeanne Holland	District 3
Nadine Schoen	District 4
Michael Kaczmarek	District 5

RESOLUTION

Page 1 of 2 Add Page

Resolution Proclaiming March 19-25, 2023 As National Surveyors Week in Wright County

WHEREAS: Land surveyors have played a vital role in shaping the boundaries of our cities, county, state, and country; and

WHEREAS: These dedicated professionals continue to survey our land and provide the framework for advancing infrastructure throughout the state of Minnesota; and

WHEREAS: There are more than 45,000 professional land surveyors in the United States who have gained accreditation through a combination of education and experience in the classroom, field, and office; and

WHEREAS: Today, surveying is utilized in engineering, aircraft navigation, and mapping; and

WHEREAS: Professional land surveyors provide important services using sophisticated equipment and techniques, including satellite-borne remote sensing devices and automated positioning, measuring, recording, and plotting equipment; and

WHEREAS: Established in 1953, the Minnesota Society of Professional Surveyors is celebrating its 70th year of promoting surveying excellence in the state of Minnesota through its education programs, scholarships, and more than 500 dedicated members of the surveying profession; and

Motion by Commissioner _____ **Seconded by Commissioner** _____

Roll Call Vote:

	YES	ABSENT	NO	ABSTAIN
DIEDRICK				
VETSCH				
HOLLAND				
SCHOEN				
KACZMAREK				

STATE OF MINNESOTA)
ss.
County of Wright)

21st day of March, 2023, 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 21st day of March, 2023.

Select Signer

Version 2

RESOLUTION ##

BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:

Tina Diedrick	District 1
Darek Vetsch	District 2
Jeanne Holland	District 3
Nadine Schoen	District 4
Michael Kaczmarek	District 5

RESOLUTION ##

 Delete Page Add Page

WHEREAS: Minnesotans are encouraged to recognize the dedicated service of professional land surveyors and the important work they do for our communities and state and to reflect on the historical contribution of surveying and the new technologies that are constantly modernizing this honored profession.

THEREFORE, BE IT RESOLVED, that we, the Wright County Board of Commissioners, do hereby acknowledge the week of March 19-25, 2023 as "National Surveyors Week" in Wright County.

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Marc Mattice

Requestor Title
Assistant County Administrator - Property Services

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
3/21/2023 9:00 AM - Board of Wright County Commissioners

Agenda Item Type
(•) RFBA ( ) Minutes Submission ( ) Warrants Submission

Target Section
( ) Consent Agenda (•) Timed Agenda
( ) Item for Consideration

Time Required:
10 Minutes

Originator
MAM7693

Item Details

Board Action Requested *
Public Hearing: Changes In Fees For Service Schedule

Short Title (what will appear on Agenda outline - 250 character max.) *
Public Hearing: Changes In Fees For Service Schedule

Value Stream the request primarily aligns with:
Optimize Civic Engagement

Briefly describe how the request aligns with the selected value stream.
A public hearing to review and approve changes to service fees provides citizens an opportunity to express concerns.

Describe the impact on staffing resources.
There will be only a slight impact on staffing resources to update and publish modifications to the fee schedule on departmental pages.

Fiscal Impact:
There should be a minimal financial impact; impacts may occur if printed materials need to be updated.

Background/Justification:
As part of the 2/21/2023 County Board Meeting, this was the date and time selected to hold the public hearing which allows citizens the opportunity to review and comment on potential changes. Notice has been published in the official newspaper.

Route for Review and Approval

- [ ] County Administrator
- [x] Assistant County Administrator
- [ ] Finance Review
- [ ] Legal Review
- [ ] Risk Mgmt Review
- [ ] Skip Workflow

Agenda Item Attachments (1)

Document Name	Attachment Type
Public Hearing 2023 Fee Schedule - Midyear.doc	Attachment

- [ ] Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

NOTICE OF PUBLIC HEARING

Published:	Delano Herald Journal
Weeks of:	March 6, 2023 March 13, 2023
Submit Invoice To:	Marc Mattice, Assistant County Administrator Wright County Administration 3650 Braddock Avenue NE, Room 3212 Buffalo MN 55313 Marc.mattice@co.wright.mn.us
	Affidavit of Publication Requested.
	Please call 763-682-7362 with any questions.

NOTICE OF INTENT TO IMPLEMENT AND MODIFY CHARGES FOR SERVICES

Pursuant to Minnesota Statutes, Chapter 373, notice is hereby given by the Wright County Board of Commissioners of the intent to implement or modify the following charges for services:

Department	Current Fee	Proposed Fee
Administration:		
Dangerous Dog Annual Registration Fee		$250.00/Annual
(Modified Fee; Move From Sheriff's Office)	$250.00/Annual	
Sheriff's Office:		
Dangerous Dog Annual Registration Fee	**$**250.00/Annual	
(Modified Fee; Moved To Administration)		$250.00/Annual
Other County Inmate Boarding Fee (Gen. Pop.)	$55.00/Day	$75.00/Day
Other County Special Housing/Boarding Fee	$100/Day	$150/Day
Compost & Recycling Facility		
Gas Refrigerator Under 4' in Height	N/A	$150.00/Unit
Finance and Taxpayer Service		
Tobacco License – Denial	N/A	$100.00 or 50% of Application Fee

The proposed charges for services will be considered at a PUBLIC HEARING conducted by the Wright County Board of Commissioners at 9:30 A.M., Tuesday, March 21, 2023, in the County Commissioners Board Room, Wright County Government Center, Buffalo, Minnesota.

The proposed fees for service can be reviewed in person in the Wright County Administration Office, located in the Wright County Government Center, or by requesting a copy by email from marc.mattice@co.wright.mn.us

At the time and place fixed for the public hearing, the Board of Commissioners will give all persons who appear at the hearing an opportunity to express their views concerning the proposed charges for service. In addition, written comments shall be submitted to Marc Mattice, Assistant County Administrator, 3650 Braddock Avenue NE, Room 3212, Buffalo, Minnesota, 55313. All written comments must be received by 4:30 p.m. March 17, 2023, to receive full consideration by the Wright County Board of Commissioners.

Interpreter Services will be provided upon written request.

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Matt Detjen

Requestor Title
Agricultural & Drainage Supervisor

Department (please use dropdown to select department) *
PARKS & RECREATION

Target Meeting Date *
3/21/2023 9:00 AM - Board of Wright County Commissioners

Agenda Item Type
(•) RFBA ( ) Minutes Submission ( ) Warrants Submission

Target Section
( ) Consent Agenda (•) Timed Agenda
( ) Item for Consideration

Time Required:
3

Originator
MJD7571

Item Details

Board Action Requested *
Schedule a Public Hearing on the Petition for Partial Abandonment on County Ditch #20

Short Title (what will appear on Agenda outline - 250 character max.) *
Schedule a Public Hearing on the Petition for Partial Abandonment on County Ditch #20

Value Stream the request primarily aligns with:
Empower Use of Land, Property, and the Evironment

Briefly describe how the request aligns with the selected value stream.

Describe the impact on staffing resources.
After partial abandonment of a drainage system, a repair petition may not be accepted for the abandoned part of the drainage system and the responsibility of the drainage authority for that part of the drainage system ends.

Fiscal Impact:

Background/Justification:
A petition for partial abandonment has been filed for County Ditch #20 per the requirements of Minn. Stat. 103E.806. The benefited landowners on County Ditch #20 are requesting to partially abandon a section of the ditch as a part of a proposed wetland bank project.

Once a petition is filed, the Drainage Authority shall set a time and location for the hearing on the petition and shall give notice of the hearing by mail to all benefited landowners. Staff suggest May 16th, 2023 at 9:30AM as the suggested date to hold this public hearing.

One of the benefited landowners on the project, Tom Segnar, is also requesting the drainage authority considers damage payments for some of his property in 2023 where flooding often occurs. Staff suggest the drainage authority also hears his proposal for damage payments at the public hearing.

Route for Review and Approval

☐ County Administrator	☑ Assistant County Administrator	☐ Finance Review	☑ Legal Review	☐ Risk Mgmt Review	☐ Skip Workflow

Agenda Item Attachments (3)

Document Name	Attachment Type
Corrina 103E_806 Petition 2021_204 _Final.pdf	Attachment
Figure 1_ Existing Conditions Map.pdf	Attachment
Figure 2 _Proposed Conditions Map.pdf	Attachment

☐ Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes
Moved forward

Legal Review

Legal Decision
Approved

Notes

Before the Wright County Board of Commissioners Acting as Drainage Authority for Wright County Ditch No. 20	Petition for Partial Abandonment of a Drainage System Pursuant to Minnesota Statutes 103E.806

1. County Ditch No. 20 (CD 20) is a drainage system located in the northwest part of Wright County, Minnesota.
2. The undersigned petitioning landowners are the owners of properties located in Sections 26 and 35 of Corrina Township, T. 121 North, R. 27 West, Wright County, Minnesota.
3. The undersigned petitioners hereby petition the Wright County Board of Commissioners, acting as the drainage authority, to partially abandon portions of CD 20 located in the Southeast ¼ of Section 26 of Corrina Township, T. 121 North, R. 27 West, Corrina County, Minnesota.
4. The petition is offered as result of perpetual conservation easements that the State of Minnesota (State) has or is about to secure on lands owned by the petitioning landowners. Said easements will located in the Southeast ¼ of Section 26 and the Northeast ¼ of Section 35 of Corrina Township, T. 121 North, R. 27 West, Wright County, Minnesota.
5. That within the secured easements, the petitioning landowners will work with the State to restore wetlands and adjoining uplands (Project).
6. That the Project's purpose is to develop wetland mitigation credits that the State will use to offset local government road wetland impacts that occur with the general region in which the Project is located.
7. That existing within the Project area are portions of the CD 20 drainage system including portions of its Main line and all its Lateral 1 tile.
8. That CD 20 within the general Project area has a long history of issues and portions of it are currently in disrepair with numerous blowouts observed in recent years.
9. To address the poor condition of the drainage system and facilitate restoration of drained wetlands within the Project, pursuant to MN Statutes 103E.806, the petition seeks to abandon the following described portions of the CD 20 drainage system:
    a. The CD 20 Main currently exists both as a 12-inch tile along with short sections of open ditch and is reported as being 16,700 feet in length. From a point approximately 788 feet upstream and to the southwest of the centerline of County Road 7, the CD 20 Main enters the northeast corner of the Project area at its approximate station 138+78. From this point, the CD 20 Main extends to the west another 2,822 feet both as tile and open ditch terminating at its approximate station 167+00. The entire reach of the CD 20 Main within the Project area is proposed to be abandoned and removed from the drainage system as it will no longer serve a benefit or purpose for the drainage system.
    b. Lateral 1 of the CD 20 Tile Main exists as a 12-inch tile and is 445 feet in length. That all 445 feet of this tile from station 0+00 to station 4+45 exists within the Project area and is proposed to be abandoned and removed from the drainage system as it will no longer serve a benefit or purpose for the drainage system.

10. That the Project will continue to utilize the remaining, downstream portion of CD 20 Tile Main as an outlet to help in managing and controlling water levels within planned, privately managed Project wetlands.

11. That no other portions of the CD 20 drainage system will be modified as part of the Project. Those portions will continue to function in their current condition and be operated and maintained by the drainage authority.

12. That attached, as:

    a. Figure 1 is a map of the existing CD 20 drainage system located within the general Project area.

    b. Figure 2 is a map of the modified CD 20 drainage system located within the general Project area resulting from the petition request to abandon and remove portions of the CD Main Tile and all the Lateral 1 Tile from the CD 20 drainage system.

13. The petition does not seek through separable repairs the use of any drainage system funds for construction of the Project. Those costs will be the responsibility of the petitioning landowners. The petitioning landowners will utilize funds provided by the State to pay for the construction costs.

14. With consideration to the condition of the CD 20 drainage system and because the proposed Project will provide significant benefits and future cost savings to the drainage system, the petitioning landowners request that they not be responsible for the costs associated with conducting the associated drainage hearing for this Project. They request these costs be paid by the drainage system as the costs of conducting separable repairs as an alternative to the Project would greatly exceed the costs of the requested hearing for partial abandonment.

Dated this 6 Day of March, 2023

Thomas Segner Kapseg Inc., Patrick J Mavencamp

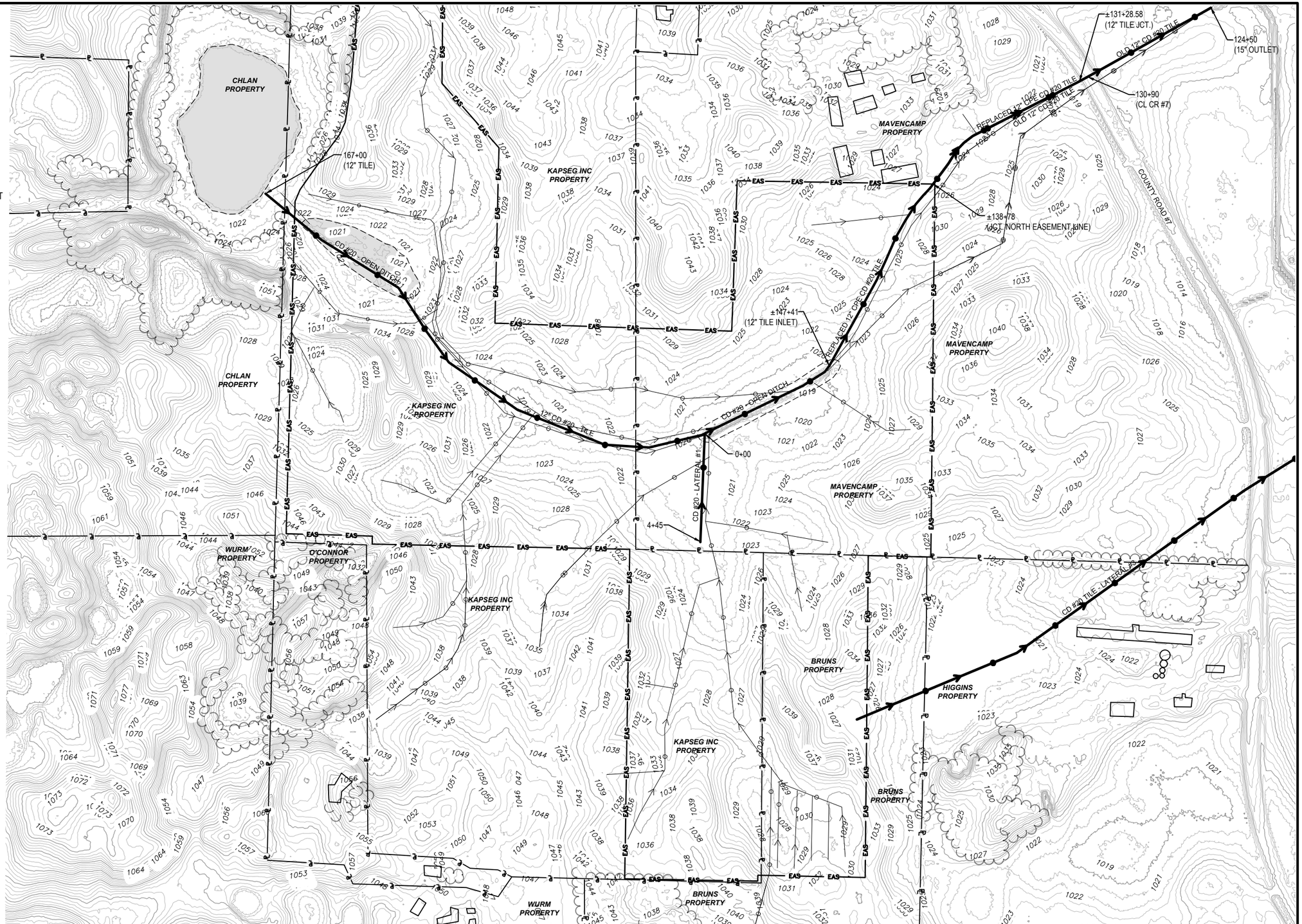
Thomas Segner (Kapseg Inc.) Patrick and Judith Mavencamp

Alan Bruns

Alan Bruns

LEGEND

- PRIVATE DITCH
- PUBLIC DITCH
- PRIVATE TILE
- PUBLIC TILE
- APPROXIMATE PROPERTY LINE (PL)
- RIGHT OF WAY (ROW)
- CONSERVATION EASEMENT (EAS)



N

0 400 800

SCALE (IN FEET)

CORRINA - WRIGHT COUNTY

EXISTING CONDITIONS MAP

BWSR

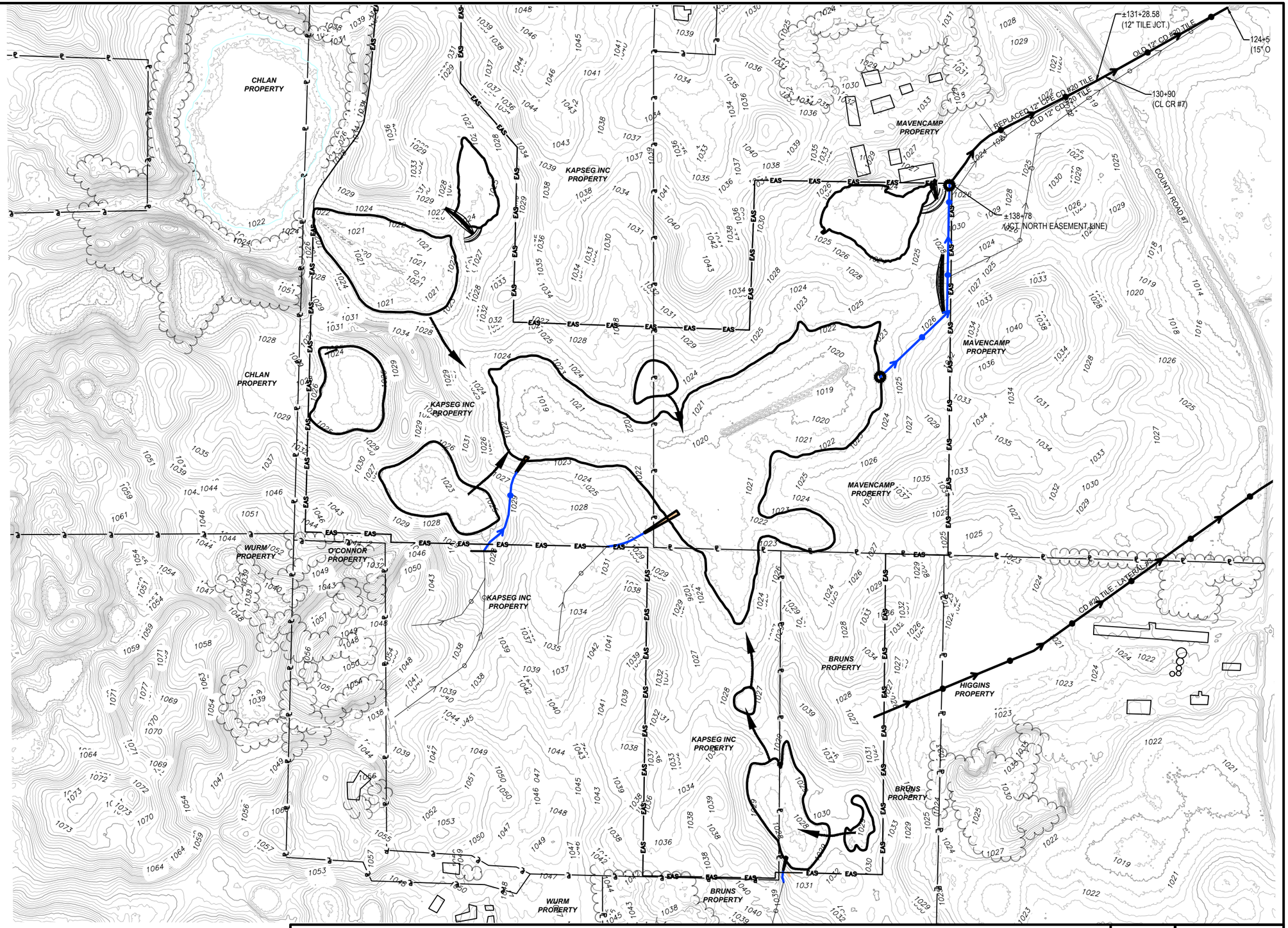
01/27/2023

FIGURE #1

PLOT DATE: 2/9/2023 10:33 AM \\edc1adminfs01\bwsr\home\jluniewski\Desktop\New Banking Projects\2021-204 - Corinna\2021-204\2021-204 Petition.dwg

LEGEND

- PRIVATE DITCH
- PUBLIC DITCH
- PRIVATE TILE
- PUBLIC TILE
- APPROXIMATE PROPERTY LINE
- RIGHT OF WAY (ROW)
- CONSERVATION EASEMENT (EAS)
- PROPOSED SPILLWAY
- PROPOSED EMBANKMENT
- PROPOSED POOL
- PROPOSED STRUCTURE
- PROPOSED PRIVATE TILE



CORRINA - WRIGHT COUNTY

PROPOSED CONDITIONS MAP

BWSR

1/27/2023

FIGURE #2

PLOT DATE: 2/9/2023 10:49 AM \\edc1adminfs01\bwsr\home\jluniewski\Desktop\New Banking Projects\2021-204 - Corinna\2021-204\2021-204 Petition.dwg

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Matt Detjen

Requestor Title
Agricultural & Drainage Supervisor

Department (please use dropdown to select department) *
PARKS & RECREATION

Target Meeting Date *
3/21/2023 9:00 AM - Board of Wright County Commissioners

Agenda Item Type
(•) RFBA ( ) Minutes Submission ( ) Warrants Submission

Target Section
( ) Consent Agenda (•) Timed Agenda
( ) Item for Consideration

Time Required:
5

Originator
MJD7571

Item Details

Board Action Requested *
Approve the Finding and Order Appointing H2Over Viewers for the Redetermination of Benefits on County Ditch #14.

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve the Finding and Order Appointing H2Over Viewers for the Redetermination of Benefits on County Ditch #14.

Value Stream the request primarily aligns with:
Empower Use of Land, Property, and the Evironment

Briefly describe how the request aligns with the selected value stream.

Describe the impact on staffing resources.

Fiscal Impact:
All cost for work on public drainage system are assessed to the benefited landowners on that system.

Background/Justification:
On September 28th, 2021 the Drainage Authority approved a petition to partially abandon sections of County Ditch #14 located in Rockford Township. The ditch system now encompasses a 61ft stretch under 10th St Se, and no longer provided the intended benefits from when it was constructed. A redetermination of benefits should be completed on this system to reflect the drastic changes to the legal ditch system. Staff has had a great experience working with Bryan Murphy and his team at H2Over Viewers on previous redeterminations, and would recommend appointing this team.

Route for Review and Approval

- [ ] County Administrator
- [x] Assistant County Administrator
- [ ] Finance Review
- [x] Legal Review
- [ ] Risk Mgmt Review
- [ ] Skip Workflow

Agenda Item Attachments (2)

Document Name	Attachment Type
County Ditch #14 Map.pdf	Attachment
Order for Redetermination of Benefits_CD 14.pdf	Attachment

- [ ] Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes
Moved Forward

Legal Review

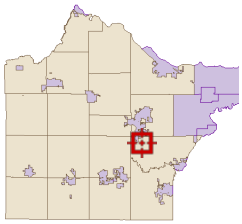
Legal Decision
Approved

Notes

Beacon™ Wright County, MN



Overview



Legend

Roads
- CSAHCL
- CTYCL
- MUNICL
- PRIVATECL
- TWPCL

Highways
- Interstate
- State Hwy
- US Hwy

City/Township Limits
- c
- t

Ditches (County)
- Open
- Tile

Torrens

Water

Date created: 3/10/2023
Last Data Uploaded: 3/10/2023 9:51:47 AM

Developed by Schneider GEOSPATIAL

BEFORE THE WRIGHT COUNTY BOARD OF
COMMISSIONERS ACTING AS DRAINAGE AUTHORITY
FOR WRIGHT COUNTY DITCH #14

Findings of Fact and Order
Regarding Redetermination of Benefits
Pursuant to Minnesota Statutes 103E.351

WHEREAS, pursuant to Minnesota Statues § 103E.351, the existing benefits and damage reports do not reflect reasonable present day values and/or the benefited or damaged areas have changed,

WHEREAS, there has been a strong support for proceeding with redeterminations of county ditches,

WHEREAS, the Drainage Authority previously approved a petition for a partial abandonment of County Ditch 14 (CD 14) and ordered the partial abandonment of CD 14,

WHEREAS, in light of the approved partial abandonment the current assessment roll for Wright County Ditch #14 appears to be unfair,

NOW, THEREFORE, the Wright County Board of Commissioners, acting as Drainage Authority for Wright County Ditch #14, makes the following Findings of Fact and Order:

1. That the Drainage Authority determines the original benefits or damages do not reflect reasonable present day land values and/or the benefitted or damaged areas have changes.

NOW, THEREFORE, it is hereby ordered that a redetermination of benefits pursuant to Minnesota Statues § 103E.351 is to be completed and Scott Henderson, Lead Viewer, Ken DeGier, Viewer, Larry Murphy ,Viewer, and Robert Conely, Alternate Viewer are appointed to complete the redetermination report.

Dated this 21st day of March, 2023

WRIGHT COUNTY BOARD OF COMMISSIONERS
AS DRAINAGE AUTHORITY FOR
WRIGHT COUNTY DITCH #14

BY: _____
It's Chairperson

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Ross Demant

Requestor Title
Parks and Recreation Director

Department (please use dropdown to select department) *
PARKS & RECREATION

Target Meeting Date *
3/21/2023 9:00 AM - Board of Wright County Commissioners

Agenda Item Type
(●) RFBA ( ) Minutes Submission ( ) Warrants Submission

Target Section
( ) Consent Agenda (●) Timed Agenda
( ) Item for Consideration

Time Required:
5 Minutes

Originator
RED4097

Item Details

Board Action Requested *
Authorize signatures on 2023 Park Caretaker Agreement With Green View Inc. (Contract Attached)

Short Title (what will appear on Agenda outline - 250 character max.) *
Authorize signatures on 2023 Park Caretaker Agreement With Green View Inc. (Contract Attached)

Value Stream the request primarily aligns with:
Empower Use of Land, Property, and the Evironment

Briefly describe how the request aligns with the selected value stream.
By protecting and maintaining our natural resources and park land, and providing supporting parks and recreation opportunities.

Describe the impact on staffing resources.
Green View recruits, manages, and supervise the participants in this program.

Fiscal Impact:
Funds have already been approved in the Parks and Recreation 2023 budget.

Background/Justification:
Green View Inc. has been under contract with Wright County for over 25 years and provides employment opportunities for older adults. The Green View Inc. manages all of recruiting, hiring and supervising all of the staff for these positions. The County does provide an orientation at the beginning of the year for all Green View staff, and is in consent contact with their employees throughout the summer. This agreement provides Wright County with contract caretakers for Beebe Lake, Otsego, Clearwater/Pleasant, Bertram Chain of Lakes, and Fairhaven Mill.

This contract allows the County to keep facilities and parks staffed and open throughout the season:
Season runs from April 28 through September 25
Operating Hours:
Otsego Park:
Monday – Thursday One Shift 10:00 a.m. – 4:00 p.m.
If there is a shelter reservation that has not arrived prior to your shift ending – please stay until the next shift arrives.
Friday – Saturday – Sunday 1st Shift 8:00 a.m. – 2:30 p.m.
2nd Shift 2:30 p.m. – Sunset
Beebe Lake and Clearwater/Pleasant
Monday – Sunday 1st Shift – 8:00 a.m. – 2:30 p.m.
2nd Shift – 2:30 p.m. – Sunset
Exception of the first two weeks (May 2 – May 12). Monday–Thursday will be 1st shift of 10:oo a.m. – 2:00 p.m. and 2nd shift will be 2:00 p.m. – 6:00 p.m. Friday, Saturday, and Sunday will work the normal shift hours.
Bertram Park:
Monday – Thursday One Shift 2:00 p.m. – Sunset
Friday, Saturday & Sunday 1st Shift 7:00 a.m. – 2:30 p.m.
2nd Shift 2:30 p.m. – Sunset

Route for Review and Approval

- ☐ County Administrator
- ☑ Assistant County Administrator
- ☐ Finance Review
- ☐ Legal Review
- ☐ Risk Mgmt Review
- ☐ Skip Workflow

Agenda Item Attachments (2)

Document Name	Attachment Type
2023 Greenview Contract.pdf	Attachment
Greenview Expectations.pdf	Attachment

☐ Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes
Moved OForward

WRIGHT COUNTY

GREEN VIEW, INC.

PARKS MAINTENANCE AGREEMENT

January 1, 2023 - December 31, 2023

THIS AGREEMENT, made by and between GREEN VIEW, INC., 305 Roselawn Ave E, Suite 150, Saint Paul, Minnesota 55117and WRIGHT COUNTY, 3500 Braddock Avenue NE 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, 2023 through December 31, 2023.

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:

Chairman, County Board
Of Commissioners

County Coordinator

Dated: _____

GREEN VIEW, INC.:

Executive Director of
Green View, Inc.

Dated: 15 FEB 2023

WRIGHT COUNTY - PARKS

GREEN VIEW, INC.

January 1, 2023 - December 31, 2023

CUSTODIAL EXPENSE:

Labor:

Beebe Lake Park	2,030 hours
Bertram Park	1,200 hours
Otsego Park	1,825 hours
Pleasant Lake Park	2,030 hours
Fairhaven Mill & Dam	625 hours
Ney Park	150 hours
Total Hours	7,860 hours

Hourly Salary for Lead Workers	$15.50
Hourly Salary for Regular Workers	$15.25
Allocation of Projected Costs: 45% to lead workers	
55% 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:	$ 2.20

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:	3.00

AVERAGE TOTAL HOURLY RATE: **$20.57**

Expectations/Prioritized Task

*LISTED BELOW ARE THE STEPS CARETAKERS SHOULD FOLLOW DURING THE **SHIFT** IN ORDER OF PRIORITY*

1. Take care of any items demanding immediate attention such as: no toilet paper, flooded floor, spattering on partitions/walls/stools/, vandalism, etc.
2. Clean and disinfect rest rooms. (Wear rubber gloves and all necessary PPE when handling cleaning supplies) **Clean restrooms at beginning of each shift and sign off them**
   - Sinks and hand dryers
   - Inside of stools and urinals
   - Outside of stools and urinals
3. Clean the floor
   - Wet mop the floor with floor cleaner
   - Dry Mop the floor with rinse water after wet mopping.
4. Miscellaneous Building Maintenance
   - Check and remove cobwebs from corners and light fixtures, inside and outside.
   - Check light fixtures for burnt out bulbs and cleanliness.
   - Check windows for cleanliness and clean if necessary.
5. Check and empty all trash receptacles with in the park. (Wear gloves while working with garbage, *DO NOT PUSH DOWN ON BAGS.*)
6. Inspect the playground for any broken parts or hazards to the public, looking in tube crawl and tube slides for hazards. Rake the wood-chips in high traffic areas, such as under slides and swings sets. If there are problems, contact the Parks & Recreation Department.
7. Clean the swimming beach. Pick up - weeds, garbage, and rake or drag the beach area. These are high traffic areas that need to look good.
8. Check and clean out grills and fire pits.
9. Clean picnic tables and shelters. Wipe down tables, sweep shelters out, pick up trash.
10. At Beebe Lake, check group camp for reservations, clean pit toilet, (if there is a reservation check the firewood box), add chemical to vault to reduce smell, rake or drag volleyball area, welcome campers as necessary.
11. Rake or drag volleyball area
12. Check parking area and other use areas for cigarette butts, litter, broken bottles, cans etc. (Wear gloves while picking up garbage and glass)

All of these items are to be completed prior to beginning any lawn mowing or yard work.

Other Daily Tasks:

1. Pick up fallen branches; notify Parks & Recreation Department of fallen trees or large branches and dead or hazard trees and branches.
2. Keep picnic tables and benches clean and painted
3. Keep trails and roadways clear.
4. Continue to keep floors in building swept.

MOWING AND MOWER MAINTENANCE:

1. Keep up with the grass cutting so you don't have to rake
2. During drought conditions please ask Parks & Recreation Staff to raise the mowing deck.
3. Please keep mower decks away from trees (about 6") and be aware of turning radius and other obstacles.
4. Keep mower blades sharp
5. Grease mower every 40 hours of mowing *(Consult provided maintenance manual for greasing instructions and zerk locations)*
6. Keep the air filters clean and check more frequently in dry, windy conditions
7. Clean out the grass clipping and leaves around the belts on the mower deck
8. We change oil every 100 hours *(Please contact the Parks & Recreation Department when the machines are 20 hours away from an oil change)*
9. Take time to read the owners manual and provided maintenance manual for mowers. This will provide instructions on all necessary issues that may arise with the mowers including regeneration.
10. Trim around trees and shrubs, be careful not to girdle (cut through the bark) trees.
11. Water grass around buildings when necessary

IF YOU HAVE ANY QUESTIONS ABOUT ANY OF THESE ITEMS CONSULT YOUR LEAD PERSON OR FIELD REPRESENTATIVE.

REPORT ANY PROBLEMS OR SUPPLY NEEDS PRIOR TO 6:00 A.M. BY CONTACTING THE PARKS DEPARTMENT AT 763-682-7694 (Shop).

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Ross Demant

Requestor Title
Parks and Recreation Director

Department (please use dropdown to select department) *
PARKS & RECREATION

Target Meeting Date *
3/21/2023 9:00 AM - Board of Wright County Commissioners

Agenda Item Type
(•) RFBA ( ) Minutes Submission ( ) Warrants Submission

Target Section
( ) Consent Agenda (•) Timed Agenda
( ) Item for Consideration

Time Required:
10 Minutes

Originator
RED4097

Item Details

Board Action Requested *
Take Action On Parks Commission Recommendations:
1. Approve recommendation: To approve the recommended changes to the Bertram Chain of Lakes Advisory Board Rules and Bylaws and

Short Title (what will appear on Agenda outline - 250 character max.) *
Take Action On Parks Commission Recommendations:
1. Approve recommendation: To approve the recommended changes to the Bertram Chain of Lakes Advisory Board Rules and Bylaws and Bertram Joint Powers Agreement

Value Stream the request primarily aligns with:
Optimize Civic Engagement

Briefly describe how the request aligns with the selected value stream.
By supporting community involvement with the management and operations of Bertram Chain of Lake Regional Park.

Describe the impact on staffing resources.
Staff provides administrative support and advisement to the advisory board.

Fiscal Impact:
Staff time for the administrative support and advisement for the advisory board.

Background/Justification:
During the Parks and Recreation Commission meeting on March 13, 2023 Commissioners discussed changes in the Bertram Chain of Lakes Advisory Board Rules and Bylaws. The Bertram Chain of Lakes Advisory Council (BCOLAC) was formed in March of 2014 by the City of Monticello and Wright County to advise both entities on development and programming of Bertram Chain of Lakes Regional Park.

With a majority of the park either being developed, or in areas that are not yet developed, plans have been approved for the future development the BCOLAC is recommending a change to their rules and bylaws that would decrease the amount of voting members from 13 down to 8. The reason for this change is due to the difficulty with the group achieving a quorum over the past several months. The other major change the Council is recommending, would be changing the meetings from every other month to 4 times per year. This change would create the most efficient use of member's and staff's time. The BCOLAC still feels that it is important to continue to meet and help advise both entities on programs, improvements, and future development.

The Parks and Recreation Commission voted unanimously to recommend that the County Board of Commissioners vote to approve the changes with Bertram Chain of Lakes Rules and Bylaws and Bertram Joint Powers Agreement.

Route for Review and Approval

☐ Finance Review ☐ Legal Review ☐ Risk Mgmt Review ☐ Skip Workflow

Agenda Item Attachments (3)

Document Name	Attachment Type
3.13.2023 PC Minutes.pdf	Attachment
BCOL Advisory Rules Bylaws Draft Changes 2-9-23.bgrev3323.pdf	Attachment
BERTRAM Joint Powers Agreement FINAL 2021.bgrev3323.pdf	Attachment

Item Properties (click to expand)

Item Created By (Real Name):
Ross E. Demant

Created By User's Email Address
Ross.Demant@co.wright.mn.us

Item Created By (User Name):
RED4097

Date Stored
03/15/2023

Document Handle
12346332

Current User's Name
UNITYSCHED

Current User's Real Name
Unity Scheduler Service Account

Current User's Email Address

Agenda Item Type: *
Agenda Item Form - RFBA

Agenda Item Type
AGENDA ITEM FORM - RFBA

Meeting View Type
0

Keywords

kw Meeting Type
Board Meeting

kw Meeting Date
03/21/2023

kw Agenda Item Caption
Take Action On Parks Commission Recommendations:
1. Approve recommendation: To approve the recommended changes to the Bertram Chain of Lakes Advisory Board Rules and Bylaws and Bertram Joint Powers Agreement

Agenda Item Key
2530

Ownership Group
AM-ADMIN

Agenda Unique ID
03/15/2023 03:36:40

Submitter Email Address
Ross.Demant@co.wright.mn.us

Agenda Item Att Order
1

Changes Requested

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Ross Demant

Requestor Title
Parks and Recreation Director

Department (please use dropdown to select department) *
PARKS & RECREATION

Target Meeting Date *
3/21/2023 9:00 AM - Board of Wright County Commissioners

Agenda Item Type
(•) RFBA ( ) Minutes Submission ( ) Warrants Submission

Target Section
( ) Consent Agenda (•) Timed Agenda
( ) Item for Consideration

Time Required:
10 Minutes

Originator
RED4097

Item Details

Board Action Requested *
Take Action On Parks Commission Recommendations:
1. Approve recommendation: To approve the recommended changes to the Bertram Chain of Lakes Advisory Board Rules and Bylaws and

Short Title (what will appear on Agenda outline - 250 character max.) *
Take Action On Parks Commission Recommendations:

Value Stream the request primarily aligns with:
Optimize Civic Engagement

Briefly describe how the request aligns with the selected value stream.
By supporting community involvement with the management and operations of Bertram Chain of Lake Regional Park.

Describe the impact on staffing resources.
Staff provides administrative support and advisement to the advisory board.

Fiscal Impact:
Staff time for the administrative support and advisement for the advisory board.

Background/Justification:
During the Parks and Recreation Commission meeting on March 13, 2023, Commissioners discussed changes in the Bertram Chain of Lakes Advisory Board Rules and Bylaws. The Bertram Chain of Lakes Advisory Council (BCOLAC) was formed in March of 2014 by the City of Monticello and Wright County to advise both entities on the development and programming of Bertram Chain of Lakes Regional Park.

With a majority of the park either being developed, or in areas that are not yet developed, plans have been approved for future development the BCOLAC is recommending a change to their rules and bylaws that would decrease the amount of voting members from 13 down to 8. The reason for this change is due to the difficulty with the group achieving a quorum over the past several months. The other major change the Council is recommending, would be changing the meetings from every other month to 4 times per year. This change would create the most efficient use of member's and staff's time. The BCOLAC still feels that it is important to continue to meet and help advise both entities on programs, improvements, and future development.

The Parks and Recreation Commission voted unanimously to recommend that the County Board of Commissioners vote to approve the changes with Bertram Chain of Lakes Rules and Bylaws and Bertram Joint Powers Agreement.

Route for Review and Approval

☐ County Administrator	☑ Assistant County Administrator	☐ Finance Review	☐ Legal Review	☐ Risk Mgmt Review	☐ Skip Workflow

Agenda Item Attachments (3)

Document Name	Attachment Type
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BCOL Advisory Rules Bylaws Draft Changes 2-9-23.bgrev3323.pdf	Attachment
BERTRAM Joint Powers Agreement FINAL 2021.bgrev3323.pdf	Attachment

☐ Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes
Moved Forward

Wright County Parks Commission Minutes
March 13, 2023
6:00 P.M.

Members in Attendance: Sarah Hansen, Brad Danielson, Mitch Klein, Commissioner Deidrick, Melanie Leckey

Staff in Attendance: Ross Demant, Brad Harrington

Guests in Attendance:

Absent: Martyn Dibben, Kevin Bergquist

Call to Order: The March 13, 2023, meeting of the Wright County Parks Commission was called to order at 6:02 p.m.

Approval of Minutes: **Brad Danielson moved to accept and approve the January 9, 2023, Parks Commission minutes as presented; seconded by Mitch Klein. The motion carried with all in favor.**

Approval of Agenda: **On a motion by Melany Leckey, and a second by Brad Danielson, all voted in favor of approving the March 13, 2023, agenda as presented.**

Bertram Chain of Lakes Rules and Bylaws Changes
The Bertram Chain of Lakes Advisory Council would like to revise their bylaws. The main changes recommended by the council include decreasing the number of voting members from 13 to 8 to make it easier to reach a quorum and decreasing the number of meetings to four per year instead of every other month. The council felt they still have a strong purpose but would like to make their meeting time more focused.

Melanie Leckey made a motion to recommend the changes made to the bylaws to the County Board. Commissioner Deidrick seconded the motion. The motion carried with all in favor.

Beebe Lake Proposed Purchase
ADA improvements to the Beebe Lake Property were discussed at previous meetings and additional assessment has since been done. As part of the improvements process there has been discussion about Wright County purchasing the property from Three Rivers Park District. Three Rivers historically owned three parks within Wright County and two of the properties were sold back to Wright County but Beebe was not, and instead was entered into a maintenance agreement which is in place through 2029. With the area developing, the committee discussed that it would be a good time to try to purchase the property, especially with the investment being put into the property. The upcoming ADA project involves $8000 that was spent for the initial assessment and $292,000 that is set aside for the project. An outdoor recreation grant could be sought for additional funds as well. A purchase agreement recommendation was presented and the committee discussed options.

Brad Danielson made a motion to purchase the park for $32,000 with the amendment of removing the third bullet point from the Purchase Agreement Recommendation. Mitch Klein seconded the motion. The motion carried with all in favor.

Project Updates (Verbal)

- Emerald Ash Borer
    - EAB was found in Otsego Park and they have been discussing options for the best way to inform the public. They would like to avoid a system where an announcement must be made each time an infestation is found in a park and would like to provide more information for people to reference. Matthew Detjen from Ag & Drainage has been working on a grant to assist with defining and implementing an EAB plan. One benefit of being more rural is that we do have the ability to do our own burning and chipping.
- Otsego Partnership
    - Staff have been working with City of Otsego and friends of the Mississippi to establish a partnership on a piece of property in Otsego as park expansion in the Northeast part of the county was a goal of the master plan. The Kolles's property (approx. 200 acres) was discussed as a potential opportunity. A thought

was that the property could be purchased in sections, similar to how Bertram was acquired. The property would be an ideal location for a trailhead for the Great River Regional Trail which could open opportunities for grant funding as well. The vision for the park would be to offer more open natural space for Otsego. Programming could eventually include a future environmental learning center considering the available amenities and population base. Paddle ports would also be a good option in this park along the river. Valuation would be done be the city of Otsego and the Kolles's indicated they would ask for fair market value. The city is also interested in potentially using the property for archery and disc golf.

- Schroeder Park Campground Redesign
  - Schroeder Park is now in the plans and specs phase with a 1.4 million cost estimate. There is also an initial approval on the plan from Corinna township.
- Nye Park Ski Lights
  - Staff are still working on the lights project planning at Ney Park. They feel they have a good model from Stearns County and likely will move forward with that.
- Potential Property Purchase at Ney Park
  - The property owner was not pleased with the offer for 30 acres for $130,000 but an official response has not been received yet.
- Trail Work
  - Otsego trails will hopefully be entirely redone this year. $200,000 was initially set aside for that project and the project cost is approx. $245,000.
  - A new trail builder is coming in to help with the Collinwood, Bertram, and Stanley Eddy North trails.
- Primitive Camping Improvements
  - We have received the primitive camping privies. Picnic tables and fire rings will also be improved.
- RFP For Bertram and Montissippi Improvements
  - A request for proposals will be discussed with the commission at the May meeting before going out.
- Year End Report
  - Year end reports will be provided at the May meeting and may have some changes with the staffing change and financial system update.

Program updates:

- Winter programing:
  - Links are available in provided report to survey responses from each program for the committee to review
  - Dog sledding was full and had good feedback.
  - Two Nature & Learn programs were designed for the homeschool co-ops and home learning youth and had 37 kids attend.
  - Little Naturalist programs have been very successful and have been expanding into ECFE.
  - Women Wine & Winter program went well and would like to continue with the summer Women, Wine and Water program.
  - Ski conditions were the best we've had in a long time and there were long lines at the Lantern Cross Country Ski with more than 400 in attendance. Close to 100 sets of ski's were rented out.
  - Woodworking for Wildlife was once again in person the first time since Covid. 15 kits were sold for the event and additional leftover kits will be sold from the office.
  - Moonlit snowshoe was at full capacity and received strong feedback.
  - The Sweetheart Showshoe/Boot Hike format was revamped with catered meal and cabin rental packages. Feedback was positive.
  - The Family Showshoe had just one family and will be re-evaluated.
  - Carson has been working with several school groups. She did animal pelts with Monticello Nature Based School, Wild Willed Homeschool Co-ops contracted for environmental topics, Northwinds Elementary did snowshoeing and lessons on snow, and Annandale Afterschool clubs did environmental education. Annandale had lower attendance this year but charged a flat fee.
  - Fire and Ice camp with Extension went well and had full attendance.
  - Dassel Cokato Sustainability Group were happy with the 1-mile snowshoe hike.

Operational Updates:

- Parks & Rec would like to look into a software vendor change for campground reservations. Perfect Mind has been the software vendor for the past three years and staff have expressed some disappointment with the customer service as well as the features that were promised, such as limited mobile device options and limitation on certain browsers. Reporting features have also been limited. Software limitations are leading to increased staff time. Perfect Mind also does not integrate into the county's new Oracle financial system. Staff would like to seek other vendor options to propose to the committee at a future meeting.

  Melanie Leckey made a motion to approve moving forward on identifying a new provider for presentation at the May meeting. Commissioner Deidrick seconded the motion. The motion carried with all in favor.

- Campground Reservation Update - Campground reservations were opened on March 6 for Bertram and Schroeder Parks and Collinwood was delayed a week to March 13. Key changes were made to the phone trees and voicemail messages to successfully alleviate call volume for reservation assistance this year. Sales in the first 24 hours of opening were $127,659 between the first two parks. With Collinwood's reservations through just prior to the meeting start time, the total was brought to $192,047.14. This total is up $28,620.95 from last year, likely with Bertram reservations having the highest impact as it is becoming more well known.

- Wayfinding/Signage Update – As part of the master plan, there will be a project to define, develop, and install new signage throughout the parks. Avenza maps are currently being used for the parks but they will also be working on implementing a google maps project.

- Winter Ski/Snowshoe Rentals – It's been one of the best ski seasons with 341 ski rentals at Bertram and 346 at Ney (includes the lantern ski rental numbers). 691 sets were rented out during regular operating hours in comparison to an average at Ney over the past few years of 250.

The next meeting is scheduled for May 8, 2023, at the Public Works Building in Buffalo.

The meeting was adjourned at 7:17 p.m.

By-Laws For
The Bertram Chain of Lakes Regional Park Advisory Council

Article I Name of the Council

The name of the organization shall be the ***Bertram Chain of Lakes Regional Park Advisory Council***.

Article II Membership

The Bertram Chain of Lakes Regional Park Advisory Council shall consist of ~~thirteen~~ 8 voting members as follows:

- ~~(2)~~1 Monticello City Council Members, as designated by the City Council
  (1) Monticello City Parks Arts and Recreation Commission Member, as designated by the Parks Arts & Recreation Commission
- ~~(2)~~1 Wright County Commissioners, as designated by the County Board
- (1) Wright County Parks Board Member, designated by the Parks Advisory Board
- (1) Monticello Township Officer or Representative, as designated by the Township
- ~~(4)~~2 Citizens at large appointed by the balance of the Advisory Council, upon approval of the Monticello City Council and the Wright County Board of Commissioners.
- (1) Monticello School District Representative, as designated by the School District

~~and:~~
~~• (1) Ex Officio Non-Voting Member from the YMCA, as designated by the YMCA~~

Article III Term of Office

The term of the regular at large members shall be for three (3) years and shall be staggered so that no more than two (2) members' terms expire in a given year.

All regular appointments shall expire at the first Bertram Chain of Lakes Regional Park Advisory Council meeting of the new calendar year.

Article IV Attendance

It is the County Board of Commissioners and Monticello City Council's intention to encourage members to attend all meetings. Should any member be absent for more than three meetings in a calendar year, that member may be subject to replacement.

Article V Vacancy

Any vacancy in the at large membership shall be filled by the recommendation of the balance of the Advisory Council, followed by approval of the Monticello City Council and the Wright County Board of Commissioners. Any vacancy in the regular members shall be filled by the appointing body, and such appointee shall serve for the term.

Article VI Officers

Section 1. Elections. The Bertram Chain of Lakes Regional Park Advisory Council shall elect at its January meeting from its membership, a Chair, and a Vice-Chair who shall serve for a term of one year and shall have such powers as may be prescribed in the rules of said Council.

Section 2. Duties of Chair. The Chair shall preside at all meetings and shall have the duties normally conferred and parliamentary usage of such officers.

Section 3. Duties of Vice-Chair The Vice-Chair shall act for the Chair in his/her absence.

Section 4. Duties of Secretary. A Secretary may be appointed who is not a member of the Bertram Chain of Lakes Regional Advisory Council, but can be employed as a member of County or City staff. The Secretary shall keep the minutes and records of the Advisory Council; and with the assistance of other staff as is available, shall prepare the agenda of the regular and special meetings for Advisory Council members, arrange proper and legal notice of hearings when necessary, attend to correspondence of the Advisory Council and other duties as are normally carried out by a secretary.

Article VII Committees

Currently there are three ~~(3)~~ 2active committees established by the Bertram Chain of Lakes Regional Park Advisory Council:

- Regional~~/Passive~~ Park Use Committee (Will be made up of the Wright County Parks and Recreation Commission)
- Athletic Complex Committee (Will be made up of the City of Monticello Parks and Recreation Commission)
- ~~Technical and Resources Committee~~

The Bertram Chain of Lakes Regional Park Advisory Council may establish committees to meet as needed.

Article VIII Meetings

Section 1. ~~Meetings shall be held on the first Friday of January, March, May, July, September, November, beginning at 8:00 a.m. In the event of a conflict with a holiday or special events, a majority at any meeting may change the date and location of the meeting.~~Meetings shall be held quarterly, the first Fridays of January, April, June and November~~March and October~~. ~~—~~The meeting shall be open to the general public. ~~Meetings will be held at the Monticello Community Center with the June meeting held on site at the Bertram Chain of Lakes Regional Park.~~

Section 2. Special meetings may be called by the Chair and Vice-Chair together or six (6) members of the Bertram Chain of Lakes Regional Park Advisory Council.

Section 3. Proper and legal notice of meetings, special meetings, and meeting cancelations shall be posted as required by the Secretary of the Bertram Chain of Lakes Regional Park Advisory Council, at and posted at the Wright County Government Center and Monticello City Hall.

Article IX Quorum

A majority of the total voting Advisory Council members shall constitute a quorum for the transaction of business. (5 members)

Article X Duties of the Advisory Council

It shall be the duty of the Advisory Council, with staff assistance, to study and provide information to determine the usage, operation, management and functions, and make recommendations to the County Board of Commissioners and the City Council in respect thereof, including general and specific development standards and criteria for evaluating specific uses, policy, to the extent and objectives of County and City participation in outdoor recreation and programs for coordination with other groups or agencies.

Article XI Amendments

These bylaws may be recommended to be amended by a majority vote of the existing membership of the Advisory Council, after full notice has been given in writing to all members, with final approval by the Wright County Board of Commissioners and the Monticello City Council.

Passed this ___~~27~~_____day of _~~April~~_____, _~~2021~~_____, by the Wright County Board of Commissioners.

Passed this _____day of _____, _____, by the Monticello City Council.

Joint Powers Agreement

JOINT POWERS AGREEMENT BETWEEN THE COUNTY OF WRIGHT, MN AND THE CITY OF MONTICELLO, MN CREATING THE BERTRAM CHAIN OF LAKES REGIONAL PARK JOINT POWERS AUTHORITY (Hereinafter referred to as "The Authority".)

THIS AGREEMENT is hereby made by and between the COUNTY OF WRIGHT, a political subdivision of the State of Minnesota, and the CITY OF MONTICELLO, a municipal corporation, both of which shall individually or collectively be referred to as "Public Agencies".

1.PURPOSE. The purpose of this agreement is to exercise those powers jointly to acquire, own, plan, design, improve, manage, operate and maintain the Bertram Chain of Lakes Regional Park,(hereinafter referred to as "The Park"), as shown on the Park Map, (Attachment A hereto). Such purposes are to be accomplished and said common power exercised in the manner hereinafter set forth. The goals of the Public Agencies are to exercise such powers in order to:

(a)Preserve land within the focused planning area of The Park as a regional open space and park that protects the cultural, historic and natural resources of the included land and water, yet provides for active and passive recreational opportunities that do no harm to the identified and preservable sensitive areas.

(b)Provide a continuous and coordinated system of preserved lands with a connecting corridor of hiking, walking, ski and bicycle trails, encompassing the four lakes within The Park.

(c) Provide active use park space, including, but not limited to, such uses as shown on Attachment A.

2.TERM. This Agreement shall become effective immediately upon approval by the last of the Public Agencies (Wright County Board of Commissioners and Monticello City Council), and shall continue in full force and effect indefinitely, with said Agreement to be re-examined every five years from its inception by the Public Agencies.

3.CREATION OF ADVISORY ENTITY. There is hereby created a public advisory entity known as the "Bertram Chain of Lakes Regional Park Joint Powers Authority" herein called "The Authority" and said Authority shall be an entity advisory only to the Public Agencies.

4.BOUNDARIES. The boundaries of the territory within which The Authority shall exercise its powers shall be those described in Attachment A. Said boundaries may be amended by the Public Agencies as additional land is acquired.

5. AUTHORITY. The Public Agencies shall be advised by the Authority through a council to be known as the "Bertram Chain of Lakes Park Advisory Council (hereinafter called "Council"). Each

member shall serve in his/her individual capacity as a member of the Council. The membership of the Council shall be as follows:

A) The Bertram Chain of Lakes Regional Park Advisory Council shall consist of thirteen members as follows:

- (~~2~~1) Monticello City Council Members, as designated by the City Council;
- (1) Monticello City Parks Commission Member, as designated by the Parks Commission;
- (~~2~~1) Wright County Commissioners, as designated by the County Board;
- (1) Wright County Parks Board Member, designated by the Parks Advisory Board;
- (1) Monticello Township Officer or Representative, as designated by the Township;
- (~~4~~2) Citizens at large, appointed by the balance of the Advisory Council, subject to approval by the Monticello City Council and the Wright County Board of Commissioners, respectively;
- (1) Monticello School District Representative, as designated by the School District;
- ~~(1) Ex Officio (Non-Voting) Member from the YMCA, as designated by the YMCA~~

6. MEETINGS OF THE COUNCIL.

(a) Regular Meeting. The Council shall conduct regular meetings at least annually and at such other times as the Council shall designate at its first meeting of each year. ~~Regular meetings shall be held at the Monticello Community Center or the Bertram Chain of Lakes Regional Park.~~

(b) Proper and legal notice of special meetings and meeting cancellations shall be posted on the door of the usual meeting room, as well as at the Wright County Government Center and Monticello City Hall.

(c) A majority of the total voting Advisory Council members shall constitute a quorum for the transaction of business.

7. RULES OF THE COUNCIL. The Council may adopt, from time to time, bylaws, rules, and regulations as may be required for the conduct of its meetings and the orderly operation of the Authority; and copies and amendments thereto shall be filed with the Public Agencies.

8. POWERS OF THE COUNCIL. The Council shall have the following powers:

(a)To recommend to the Public Agencies to acquire, hold and dispose of property by any legal method for Park purposes. All decisions by Council to acquire or dispose of real property shall be subject to prior approval of the Public Agencies. Prior to acquisition or disposal of real property within The Park by Public Agencies, they shall refer the proposed transaction to Council for review and recommendation. However, failure of the Public Agencies to so refer a transaction shall not affect its validity.

(b) To undertake overall planning for, and to plan and design the Park, and to take any and all actions necessary to accomplish these powers.

(b)To establish guidelines for and advise Public Agencies on appropriate land uses within The Park.

(c)To review and comment on development proposals submitted to Public Agencies which are within or may have an impact on The Park.

(d)To make recommendations for improving, managing, operating and maintaining The Park.

(e)To make recommendations to enter into contracts and agreements to carry out the Park activities.

9. OPERATION AND MAINTENANCE. Council shall plan for operation and maintenance of The Park, until which time the County and City jointly agree otherwise. Council shall assign the responsibility to the County of Wright through its Department of Parks and Recreation to operate, program and maintain the passive use areas of The Park, including all lands except the athletic complex, which shall be operated, programmed, and maintained by the City of Monticello. Council shall audit and evaluate County's and City's performance during and after said initial period and as necessary to determine whether and how the County or City should continue to perform these functions. Failure of the Public Agencies to refer to the Council actions regarding operation and maintenance of The Park shall not affect the validity of those actions. These statements shall not preclude the agencies from collaborating on operations, programs, maintenance and improvements that are consistent with the overall concept plan and goals of the regional park.

10. DAMAGE TO EQUIPMENT. Each party shall be responsible for damage to or loss of its own equipment used at The Park.

11. INDEPENDENT CONTRACTOR. For purposes of this Agreement, each party shall be deemed to be independent contractors, and shall be responsible for its own staff employed by the Public Agencies, any contractors hired, vendors under contract, and volunteers for all purposes, including, but not limited to, all benefits, medical coverage, liability, workers compensation and

unemployment compensation. Any employees or agents of a party, while engaged in the performance of any work or services under this Agreement shall not be considered employees of any other party for any purpose.

12. BUDGET. Council shall approve and recommend to the Public Agencies an annual budget prior to the beginning of each fiscal year. The "fiscal year" for Council shall be coterminous with that of the calendar year, and all budget recommendations will be made as part of the Council June meeting.

13. FUNDS DEPOSITED IN COUNTY TREASURY. The Treasury of County shall be the depository of the funds of the Authority and the County's Finance ~~Dicvsion~~Division shall receive and have custody of the Authority's funds. For any invoices received where costs are to be shared by the Public Agencies, the County shall pay the invoice and shall forward the same to the City to collect a one-half share.

14. AUDIT. To the extent required by Minn. Stat.§16C.05, Subd. 5 (as may be amended), the Parties agree that any Party, the State Auditor, the Legislative Auditor or any of their duly authorized representatives, at any time during normal business hours, and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the other Parties and involve transactions relating to this Agreement. Such materials shall be maintained, and such access and rights shall be in force and effect during the period of the Agreement and for six (6) years after its termination.

15. DATA. All data collected, created, received, maintained, or disseminated for any purposes because of this Agreement is governed by Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as amended, the Minnesota Rules implementing such act now in force or as adopted, as well as all other applicable state and federal law and regulations on data privacy.

16. NOTICES. Notices hereunder shall be sufficient if delivered to:

COUNTY OF WRIGHT: Wright County Parks and Recreation Department
~~1901 Highway 25 N.~~3500 Braddock Ave. NE
Buffalo, MN 55313

CITY OF MONTICELLO: City of Monticello
505 Walnut Street, Suite #1
Monticello, MN 55362

17. LEGAL COUNSEL. Each party shall rely on its own legal counsel and be responsible for paying the costs thereof.

18. LIABILITY. To the full extent permitted by law, actions by the Public Agencies pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the Public Agencies that they shall be deemed a "single governmental unit" for the purpose of liability, as set forth in Minn. Stat. §471.59, subd. 1a(a); provided further that for purposes of that statute, each party to this Agreement expressly declines responsibility for the acts or omissions of the other party.

19. CLAIMS. Any claims arising out of the activities of the public in The Park shall be handled by the party responsible for that particular area of the park or activity undertaken. For the passive use areas of the park, excluding the athletic fields, the County shall be responsible. For the athletic complex and activities thereon, the City shall be responsible.

The City shall indemnify and hold the County harmless from any and all liability for claims related to the athletic complex and activities thereon. ~~and t~~ The County shall indemnify and hold the City harmless from any and all liability related to the passive use areas of the park. The City and the County each shall provide Comprehensive General Liability insurance coverage naming the other Public Agency as an additional insured~~, if either~~ for any activities or programs using a facility or area outside their ~~particular~~ normal area of responsibility. This insurance shall provide ~~the same policy limits and~~ coverages sufficient to cover the maximum liability of the joint venture under Minnesota Statutes, Section 466.04.

Each Public Agency shall also each be responsible for any personal property, including machinery and vehicles, that it provides for operation and maintenance of the park. Each Public Agency shall schedule and obtain insurance coverage for such personal property as it shall deem appropriate.

20. TERMINATION. This Agreement may only be terminated upon the mutual agreement of the parties, Public Agencies shall provide each other with a minimum of one hundred eighty (180) days notice of intent to withdraw from the Joint Powers Authority. Termination shall not discharge any liability incurred by The Authority prior to termination of this Agreement. Upon termination of this Agreement, each party shall retain all right, title, interest and ownership in the real property, and provisions shall be made for future maintenance of The Park. The parties may agree, however, to the conveyance of the real property to one of the parties. Any termination of this Agreement must be in writing.

21. OPERATING MEMORANDA. To preserve a reasonable degree of flexibility, many parts of this agreement are stated in general terms. It is understood that there will be operating memoranda executed and amended from time to time which may further define the rights and obligations of the Public Agencies.

22. MODIFICATIONS. Any alterations, variations, modifications, or waivers of the provisions of this Contract shall only be valid when they have been reduced to writing, and signed by representatives of the Public Agencies.

24. MEDIATION and DISPUTE RESOLUTION. The parties agree that any dispute hereunder shall be submitted to mediation prior to commencement of litigation or termination of this agreement.

24. SUCCESSORS. This agreement shall be binding upon and shall inure to the benefit of the successors to the Public Agencies.

City of Monticello

By _____ By _____

Monticello Mayor Monticello City Administrator

County of Wright

By_____ By _____

Chair of County Board County ~~Coordinator~~Administrator

OPERATING MEMORANDUM (2015-1)

This Operating Agreement is intended to accommodate the development and operation of the Bertram Chain of Lakes Regional Park, by providing a framework for governance and decision making. It is expected that this operating agreement will be modified from time to time to reflect current circumstances of the Regional Park and its patrons and programming. All such modifications shall be attached hereto as amendments.

1. Guiding Principles: The Public Agencies expect that uses, development, maintenance will change to meet the needs of future populations. The operation and governance of the relationship between the Public Agencies will be guided by the following core values and principles which are intended to provide standards for decisions made by the Public Agencies relating to development and operation of the Regional Park:

- Create outdoor recreation experiences for all in a fun/safe environment. Outdoor recreation refers to leisure pursuits which are engaged in the outdoors, particularly in a natural or semi-natural environment.
- Create active recreation experiences for all in a fun/safe environment. Active recreation refers to leisure pursuits which include organized athletic leagues, including soccer, baseball, softball, tennis, football, lacrosse, and others.
- Provide activities and improvements which are responsive to changing public expectations and recreational trends which are conducive to the park mission and goals
- The design intent for the property is to locate active improvements and activities on the north side of Bertram Lake, while keeping the balance of the park more natural.
- Opportunities for collaboration and partnership between the ~~the~~ City of Monticello, and Wright County will be considered in order to improve efforts to plan, maintain, protect and restore resources, and provide support facilities.

2. Criteria for Improvements and Additional or Replacement Activities: In the consideration of the eventual requests for changes to, deletion of, or addition to the regional park or improvements, the criteria described in this Section 2 shall be applied.

2.1. **Safety for Users.** Improvements and activities shall be designed to be safe for the public.

2.2. **Staffing and Security.** Facilities, programs and activities must be adequately staffed when operating and secured when not in use.

2.3. **Noise and Operating Hours.** Noise levels and operating hours must meet levels acceptable for the types of activity and appropriate for the community and the location within the park, and consistent with park ordinances and hours.

2.4. **Traffic.** Vehicle and traffic volumes and patterns need to be considered when adding activities, offering programs, and making improvements. Traffic design standards shall be consistent with generally accepted park planning and engineering guidelines.

2.5. **Maintenance and Operations.** Provision and responsibility for maintenance of improvements and activities shall be described and included in plans. It is the understanding that facilities, improvements, and activities within the passive use area of the park are the responsibility of Wright County, and that facilities, improvements and activities within the active area of the park are the responsibility of the City of Monticello. At such time the County or City requests to program outside of their limits and such program is agreed to by the responsible party, the proposing entity shall be responsible for staffing, setup, maintenance, and cost.

2.6 **Resources.** The natural resource base will be protected and enhanced during the construction and after improvement and development. This shall include protecting native plant species, and control and removal invasive species where feasible. This shall include protection and restoration of native plant communities.

2.7 **Guiding Principles.** Planning, placement and development of the improvements and activities shall be consistent with the intent of the Guiding Principles in section 1.

3. Regional Park Development: Each party agrees to develop, operate, control and maintain their specific use area as detailed in this memorandum.

3.1. **Concept Development plan.** The Public Agencies have prepared a concept development plan, which depicts the use of the Regional Park and planned improvements. This Plan identifies areas intended for use by each Public Agency.

3.2. **Concept Development Revisions.** The Concept Development Plan may be revised from time to time. Any such revision shall be submitted for recommendation to the Joint Powers Authority. Such recommendation shall be forwarded to the respective Public Agency, as necessary. The Concept Plan shall be revised consistent with required review and approvals specific to the Public Agency.

3.3. **Building Plans-New Construction.** Each Public Agency shall provide plans and specifications for all buildings and other improvements to be constructed on the Premises to the Regional Park staff.

3.4. **Utility plans.** Each Public Agency shall provide plans and specifications to Regional Park Staff for all utilities planned to be installed within the Regional Park. Such utility plans shall also identify proposed shared use and expansion capacity.

3.5. **Inspection.** All construction shall meet all applicable building codes and be inspected as required by law. In addition, the City and County will inspect construction and will not unnecessarily delay the progress of the work.

3.6. **Remodeling or Removal of Improvements.** Any proposed alteration to constructed improvements at the Premises shall be undertaken with consultation between the Joint Powers Authority and the Public Agencies to assure it is accomplished without undue interference with use of the Regional Park.

COUNTY OF WRIGHT

By _____ By _____

Chair of the County Board County Coordinator

CITY OF MONTICELLO

By_____ By _____

Mayor of Monticello Monticello City Administrator

11

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Lee Kelly

Requestor Title
County Administrator

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
3/21/2023 9:00 AM - Board of Wright County Commissioners

Agenda Item Type
(•) RFBA ( ) Minutes Submission ( ) Warrants Submission

Target Section
( ) Consent Agenda ( ) Timed Agenda
(•) Item for Consideration

Originator
LRK7362

Item Details

Board Action Requested *
Adopt Resolution Authorizing Wright County Staff to Execute All Necessary Documents to Ensure Wright County Participation in the Multistate Settlements Relating to Opioid Supply Chain Participants, and in the Minnesota Opioids State-Subdivision Memorandum of Agreement.

Short Title (what will appear on Agenda outline - 250 character max.) *
Adopt Resolution Authorizing Wright County Staff to Execute All Necessary Documents to Ensure Wright County Participation in the Multistate Settlements Relating to Opioid Supply Chain Participants, and in the Minnesota Opioids State-Subdivision MOA

Value Stream the request primarily aligns with:
Promote Safe and Healthy Communities

Briefly describe how the request aligns with the selected value stream.
Approval will continue the County's participation in the opioid settlement, providing funds to address the related public health issues in our communities.

Describe the impact on staffing resources.
None

Fiscal Impact:

Background/Justification:
The amended Minnesota Memorandum of Agreement for the opioid settlement is ready for counties to review and sign to continue their participation in the settlement. AMC worked with the League of Minnesota Cities, Metro Cities, and the Office of Attorney General to navigate the new settlements in a way that would be most beneficial for counties.
Attached to this email is a model resolution that your county board can pass so that you can complete the federal settlement documents before April 18th, 2023.

State-subdivision agreement basics:

- Settlement dollars will continue to be split 75% to local governments and 25% to the State. Payments will be made directly to local governments.
- In continuation with the previous settlements, up to 7% of the local government share will be reserved for private attorneys' fees. Attorneys will be required to seek reimbursement through the federal settlement first. Unused funds will be returned to local governments for redistribution.
- Settlement funds can be used for a very broad set of activities that is based on allowable uses delineated in the settlement.
- Each county will be asked to approve the national settlement agreements and the Minnesota Memorandum of Agreement via docusign.
- The MOA is written to apply to all future opioid settlements so counties will hopefully not need to sign future versions of the MOA. We may need to pass future resolutions to opt-in to future settlements, but AMC is working to minimize future paperwork.

Route for Review and Approval

☐ County Administrator	☑ Assistant County Administrator	☐ Finance Review	☐ Legal Review	☐ Risk Mgmt Review	☐ Skip Workflow

Agenda Item Attachments (2)

Document Name	Attachment Type
Action_Required_Teva_Allergan_CVS_Walgree.pdf	Attachment
23-15.pdf	Attachment

☐ Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

New National Opioids Settlements: Teva, Allergan, CVS, Walgreens, and Walmart
Opioids Implementation Administrator
opioidsparticipation@rubris.com

Wright County, MN
Reference Number: CL-386997

TO LOCAL POLITICAL SUBDIVISIONS AND SPECIAL DISTRICTS:

THIS PACKAGE CONTAINS DOCUMENTATION TO PARTICIPATE IN THE NEW NATIONAL OPIOID SETTLEMENTS. YOU MUST TAKE ACTION IN ORDER TO PARTICIPATE.

If your subdivision is represented by an attorney with respect to opioid claims, please contact your attorney.

Deadline: April 18, 2023

Five new proposed national opioid settlements ("*New National Opioid Settlements*") have been reached with **Teva, Allergan, CVS, Walgreens, and Walmart** ("Settling Defendants"). This *Participation Package* is a follow-up communication to the *Notice of National Opioid Settlements* recently received electronically by your subdivision or special district ("subdivision").

You are receiving this *Participation Package* because Minnesota is participating in the following settlements:

- **Teva**
- **Allergan**
- **CVS**
- **Walgreens**
- **Walmart**

If a state does not participate in a particular Settlement, the subdivisions in that state are not eligible to participate in that Settlement.

This electronic envelope contains:

- *Participation Forms* for Teva, Allergan, CVS, Walgreens, and Walmart, including a release of any claims.
- Amended Minnesota Opioids State-Subdivision Memorandum of Agreement (Amended MOA)
    - Clean version for signature and a marked-up version showing amendments.
- Template Resolutions authorizing city or county staff to participate in the settlements and execute the Amended MOA.

The *Participation Form* for each settlement must be executed, without alteration, and submitted on or before April 18, 2023, in order for your

subdivision to be considered for initial participation calculations and payment eligibility.

The Amended MOA must also be executed and submitted as soon as possible in order for your subdivision to be considered a "Participating Local Government" under the Amended MOA.

Based upon subdivision participation forms received on or before April 18th, the subdivision participation rate will be used to determine whether participation for each deal is sufficient for the settlement to move forward and whether a state earns its maximum potential payment under the settlement. If the settlement moves forward, your release will become effective. If a settlement does not move forward, that release will not become effective.

Any subdivision that does not participate cannot directly share in the settlement funds, even if other participating subdivisions are sharing in settlement funds. Any subdivision that does not participate will reduce the amount of money for programs to remediate the opioid crisis in Minnesota. Please note, a subdivision will not necessarily directly receive settlement funds by participating. To promote efficiency in the use of abatement funds and avoid administratively burdensome disbursements that would be too small to add a meaningful abatement response, certain smaller subdivisions do not automatically receive a direct allocation. However, participation by such subdivisions will help maximize the amount of abatement funds being paid to Minnesota, including those going to counties and cities.

Pursuant to the attached Amended MOA, the following Minnesota subdivisions are eligible to directly receive settlement funds:

- All counties; and
- All cities that:
    - Have a population of more than 30,000 based on the United States Census Bureau's Vintage 2019 population totals,
    - Have funded or otherwise managed an established health care or treatment infrastructure (*e.g.*, health department or similar agency), or
    - Have initiated litigation against the previously-settling Distributors (McKesson, Cardinal Health, or AmerisourceBergen) or Janssen on or before December 3, 2021

For subdivisions that fall outside the above eligibility thresholds, you must participate if you wish to receive grants from settlement funds from the State or other subdivisions in the future. Your participation will also increase the amount of money coming to Minnesota for programs to remediate the crisis.

You are encouraged to discuss the terms and benefits of the *New National Opioid Settlements* with your counsel, the Minnesota Attorney General's Office, and other contacts within Minnesota.

Information and documents regarding the *New National Opioid Settlements* and how they are being implemented in your state and how funds will be allocated within your state allocation can be found on the national settlement website at https://nationalopioidsettlement.com/. This website will be supplemented as additional documents are created. The Minnesota Attorney General's Office has also set up a state-specific website, which may be found at http://www.ag.state.mn.us/opioids/. This website includes Minnesota-specific information regarding the opioid settlements, as well as Minnesota's opioids legislation, the Opioid Epidemic Response Advisory Council, and the Attorney General's opioid-related cases. Minnesota's website will be supplemented as additional documents are created.

How to return signed forms:

There are three methods for returning the executed *Participation Forms* and the Amended MOA to the Implementation Administrator:

(1) *Electronic Signature via DocuSign*: Executing the *Participation Forms* and Amended MOA electronically through DocuSign will return the signed forms to the Implementation Administrator and associate your forms with your subdivision's records. Electronic signature is the most efficient method for returning *Participation Forms*, allowing for more timely participation and the potential to meet higher settlement payment thresholds, and is therefore strongly encouraged.

(2) *Manual Signature returned via DocuSign*: DocuSign allows forms to be downloaded, signed manually, then uploaded to DocuSign and returned automatically to the Implementation Administrator. Please be sure to complete all fields. As with electronic signature, returning manually signed *Participation Forms* via DocuSign will associate your signed forms with your subdivision's records.

(3) *Manual Signature returned via electronic mail*: If your subdivision is unable to return executed *Participation Forms* and the Amended MOA using DocuSign, signed *Participation Forms* and the Amended MOA may be returned via electronic mail to opioidsparticipation@rubris.com. Please include the name, state, and reference ID of your subdivision in the body of the email and use the subject line "Settlement Participation Forms – [Subdivision Name, Subdivision State] – [Reference ID]."

Detailed instructions on how to sign and return the *Participation Forms*, including changing the authorized signer, can be found at https://nationalopioidsettlement.com. You may also contact opioidsparticipation@rubris.com.

The sign-on period for subdivisions ends on April 18, 2023.

If you have any questions about executing these forms, please contact your counsel or the Implementation Administrator at opioidsparticipation@rubris.com. If you have questions for the Minnesota Attorney General's Office, you can send an email

to opioids@ag.state.mn.us. You can also call the Minnesota Attorney General's Office Opioid Issues phone line at (612) 429-7126 and leave a message regarding any questions you have or any additional information you would like.

Thank you,

National Opioids Settlements Implementation Administrator

The Implementation Administrator is retained to provide the settlement notice required by the respective settlement agreements referenced above and to manage the collection of settlement participation forms for each settlement.

AMENDED MINNESOTA OPIOIDS STATE-SUBDIVISION MEMORANDUM OF AGREEMENT

WHEREAS, the State of Minnesota, Minnesota counties and cities, and their people have been harmed by misconduct committed by certain entities that engage in or have engaged in the manufacture, marketing, promotion, distribution, or dispensing of an opioid analgesic;

WHEREAS, certain Minnesota counties and cities, through their counsel, and the State, through its Attorney General, are separately engaged in ongoing investigations, litigation, and settlement discussions seeking to hold opioid manufacturers and distributors accountable for the damage caused by their misconduct;

WHEREAS, the State and Local Governments share a common desire to abate and alleviate the impacts of the misconduct described above throughout Minnesota;

WHEREAS, while the State and Local Governments recognize the sums which may be available from the aforementioned litigation will likely be insufficient to fully abate the public health crisis caused by the opioid epidemic, they share a common interest in dedicating the most resources possible to the abatement effort;

WHEREAS, the investigations and litigation with several companies have resulted in National Settlement Agreements with those companies, which the State has already committed to join;

WHEREAS, Minnesota's share of settlement funds from the National Settlement Agreements will be maximized only if all Minnesota counties, and cities of a certain size, participate in the settlements;

WHEREAS, the National Settlement Agreements will set a default allocation between each state and its political subdivisions unless they enter into a state-specific agreement regarding the distribution and use of settlement amounts;

WHEREAS, this Amended Memorandum of Agreement is intended to facilitate compliance by the State and by the Local Governments with the terms of the National Settlement Agreements and is intended to serve as a State-Subdivision Agreement under the National Settlement Agreements;

WHEREAS, this Amended Memorandum of Agreement is also intended to serve as a State-Subdivision Agreement under resolutions of claims concerning alleged misconduct in the manufacture, marketing, promotion, distribution, or dispensing of an opioid analgesic entered in bankruptcy court that provide for payments (including payments through a trust) to both the State and Minnesota counties and cities and allow for the allocation between a state and its political subdivisions to be set through a state-specific agreement; and

WHEREAS, specifically, this Amended Memorandum of Agreement is intended to serve under the Bankruptcy Resolutions concerning Purdue Pharma, Mallinckrodt, and Endo as a qualifying Statewide Abatement Agreement.

I. Definitions

As used in this MOA (including the preamble above):

"Approved Uses" shall mean forward-looking strategies, programming, and services to abate the opioid epidemic that fall within the list of uses on **Exhibit A.** Consistent with the terms of the National Settlement Agreements and Bankruptcy Resolutions, "Approved Uses" shall include the reasonable administrative expenses associated with overseeing and administering Opioid Settlement Funds. Reimbursement by the State or Local Governments for past expenses are not Approved Uses.

"Backstop Fund" is defined in Section VI.B below.

"Bankruptcy Defendants" mean any Opioid Supply Chain Participants that have filed for federal bankruptcy protection, including, but not limited to, Purdue Pharma L.P., Mallinckrodt plc, and Endo International plc.

"Bankruptcy Resolution(s)" means resolutions of claims concerning alleged misconduct in manufacture, marketing, promotion, distribution, or dispensing of an opioid analgesic by the Bankruptcy Defendants entered in bankruptcy court that provide for payments (including payments through a trust) to both the State and Minnesota counties and municipalities and allow for the allocation between the state and its political subdivisions to be set through a state-specific agreement.

"Counsel" is defined in Section VI.B below.

"County Area" shall mean a county in the State of Minnesota plus the Local Governments, or portion of any Local Government, within that county.

"Governing Body" means (1) for a county, the county commissioners of the county, and (2) for a municipality, the elected city council or the equivalent legislative body for the municipality.

"Legislative Modification" is defined in Section II.C below.

"Litigating Local Governments" mean a Local Government that filed an opioid lawsuit(s) on or before December 3, 2021, as defined in Section VI.B below.

"Local Abatement Funds" are defined in Section II.B below.

"Local Government" means all Minnesota political subdivisions within the geographic boundaries of the state of Minnesota.

"MDL Matter" means the matter captioned *In re National Prescription Opiate Litigation*, MDL 2804, pending in the United States District Court for the Northern District of Ohio.

"Memorandum of Agreement" or "MOA" means this agreement, the Amended Minnesota Opioids State-Subdivision Memorandum of Agreement.

"National Settlement Agreements" means a national opioid settlement agreement with the Parties and one or more Opioid Supply Chain Participants concerning alleged misconduct in manufacture, marketing, promotion, distribution, or dispensing of an opioid analgesic, which includes structural or payment provisions requiring or anticipating the participation of both the State and its political subdivisions in the national opioid settlement agreement and allows for the allocation of Opioid Settlement Funds between the State and its political subdivisions to be set through a state-specific agreement.

"Opioid Settlement Funds" shall mean all funds allocated by the National Settlement Agreements and any Bankruptcy Resolutions to the State and Local Governments for purposes of opioid remediation activities or restitution, as well as any repayment of those funds and any interest or investment earnings that may accrue as those funds are temporarily held before being expended on opioid remediation strategies.

"Opioid Supply Chain Participants" means entities that engage in, have engaged in, or have provided consultation services regarding the manufacture, marketing, promotion, distribution, or dispensing of an opioid analgesic, including, but not limited to, Janssen, AmerisourceBergen, Cardinal Health, McKesson, Teva Pharmaceuticals, Allergan plc, CVS Health Corporation, Walgreens Boots Alliance, Inc., and Walmart Inc. "Opioid Supply Chain Participants" also means all subsidiaries, affiliates, officers, directors, employees, or agents of such entities.

"Parties" means the State and the Participating Local Governments.

"Participating Local Government" means a political subdivision within the geographic boundaries of the State of Minnesota that has signed this Memorandum of Agreement and has executed a release of claims by signing on to the National Settlement Agreements. For the avoidance of doubt, a Local Government must sign this MOA to become a "Participating Local Government."

"Region" is defined in Section II.H below.

"State" means the State of Minnesota by and through its Attorney General, Keith Ellison.

"State Abatement Fund" is defined in Section II.B below.

II. Allocation of Settlement Proceeds

A. Method of distribution. Pursuant to the National Settlement Agreements and any Bankruptcy Resolutions, Opioid Settlement Funds shall be distributed directly to the State and directly to Participating Local Governments in such proportions and for such uses as set forth in this MOA, provided Opioid Settlement Funds shall not be considered funds of

the State or any Participating Local Government unless and until such time as each distribution is made.

B. Overall allocation of funds. Opioid Settlement Funds will be initially allocated as follows: (i) 25% directly to the State ("State Abatement Fund"), and (ii) 75% directly to abatement funds established by Participating Local Governments ("Local Abatement Funds"). This initial allocation is subject to modification by Sections II.F, II.G, and II.H, below.

C. Statutory change.

1. The Parties agree to work together in good faith to propose and lobby for legislation in the 2022 Minnesota legislative session to modify the distribution of the State's Opiate Epidemic Response Fund under Minnesota Statutes section 256.043, subd. 3(d), so that "50 percent of the remaining amount" is no longer appropriated to county social services, as related to Opioid Settlement Funds that are ultimately placed into the Minnesota Opiate Epidemic Response Fund ("Legislative Modification").[1] Such efforts include, but are not limited to, providing testimony and letters in support of the Legislative Modification.

2. It is the intent of the Parties that the Legislative Modification would affect only the county share under section 256.043, subd. 3(d), and would not impact the provision of funds to tribal social service agencies. Further, it is the intent of the Parties that the Legislative Modification would relate only to disposition of Opioid Settlement Funds and is not predicated on a change to the distribution of the Board of Pharmacy fee revenue that is deposited into the Opiate Epidemic Response Fund.

D. Bill Drafting Workgroup. The Parties will work together to convene a Bill Drafting Workgroup to recommend draft legislation to achieve this Legislative Modification. The Workgroup will meet as often as practicable in December 2021 and January 2022 until recommended language is completed. Invitations to participate in the group shall be extended to the League of Minnesota Cities, the Association of Minnesota Counties, the Coalition of Greater Minnesota Cities, state agencies, the Governor's Office, the Attorney General's Office, the Opioid Epidemic Response Advisory Council, the Revisor's Office, and Minnesota tribal representatives. The Workgroup will host meetings with Members of the Minnesota House of Representatives and Minnesota Senate who have been involved in this matter to assist in crafting a bill draft.

E. No payments until August 1, 2022. The Parties agree to take all steps necessary to ensure that any Opioid Settlement Funds ready for distribution directly to the State and Participating Local Governments under the National Settlement Agreements or

[1] It is the intent of the Parties that counties will continue to fund child protection services for children and families who are affected by addiction, in compliance with the Approved Uses in **Exhibit A**.

Bankruptcy Resolutions are not actually distributed to the Parties until on or after August 1, 2022, in order to allow the Parties to pursue legislative change that would take effect before the Opioid Settlement Funds are received by the Parties. Such steps may include, but are not limited to, the Attorney General's Office delaying its filing of Consent Judgments in Minnesota state court memorializing the National Settlement Agreements. This provision will cease to apply upon the effective date of the Legislative Modification described above, if that date is prior to August 1, 2022.

F. Effect of no statutory change by August 1, 2022. If the Legislative Modification described above does not take effect by August 1, 2022, the allocation between the Parties set forth in Section II.B shall be modified as follows: (i) 40% directly to the State Abatement Fund, and (ii) 60% to Local Abatement Funds. The Parties further agree to discuss potential amendment of this MOA if such legislation does not timely go into effect in accordance with this paragraph.

G. Effect of later statutory change. If the Legislative Modification described above takes effect after August 1, 2022, the allocation between the Parties will be modified as follows:
(i) 25% directly to the State Abatement Fund, and (ii) 75% to Local Abatement Funds.

H. Effect of partial statutory change. If any legislative action otherwise modifies or diminishes the direct allocation of Opioid Settlement Funds to Participating Local Governments so that as a result the Participating Local Governments would receive less than 75 percent of the Opioid Settlement Funds (inclusive of amounts received by counties per statutory appropriation through the Minnesota Opiate Epidemic Response Fund), then the allocation set forth in Section II.B will be modified to ensure Participating Local Governments receive 75% of the Opioid Settlement Funds.

I. Participating Local Governments receiving payments. The proportions set forth in **Exhibit B** provide for payments directly to: (i) all Minnesota counties; and (ii) all Minnesota cities that (a) have a population of more than 30,000, based on the United States Census Bureau's Vintage 2019 population totals, (b) have funded or otherwise managed an established health care or treatment infrastructure (e.g., health department or similar agency), or (c) have initiated litigation against AmerisourceBergen, Cardinal Health, McKesson, or Janssen as of December 3, 2021.

J. Allocation of funds between Participating Local Governments. The Local Abatement Funds shall be allocated to Participating Local Governments in such proportions as set forth in **Exhibit B**, attached hereto and incorporated herein by reference, which is based upon the MDL Matter's Opioid Negotiation Class Model.[2] The proportions shall not change based on population changes during the term of the MOA. However, to the extent

[2] More specifically, the proportions in Exhibit B were created based on Exhibit G to the National Settlement Agreements, which in turn was based on the MDL Matter's allocation criteria. Cities under 30,000 in population that had shares under the Exhibit G default allocation were removed and their shares were proportionally reallocated amongst the remaining subdivisions.

required by the terms of the National Settlement Agreements, the proportions set forth in **Exhibit B** must be adjusted: (i) to provide no payment from the National Settlement Agreements to any listed county or municipality that does not participate in the National Settlement Agreements; and (ii) to provide a reduced payment from the National Settlement Agreements to any listed county or city that signs on to the National Settlement Agreements after the Initial Participation Date.

K. Redistribution in certain situations. In the event a Participating Local Government merges, dissolves, or ceases to exist, the allocation percentage for that Participating Local Government shall be redistributed equitably based on the composition of the successor Local Government. In the event an allocation to a Local Government cannot be paid to the Local Government, such unpaid allocations will be allocated to Local Abatement Funds and be distributed in such proportions as set forth in Exhibit B.

L. City may direct payments to county. Any city allocated a share may elect to have its full share or a portion of its full share of current or future annual distributions of settlement funds instead directed to the county or counties in which it is located, so long as that county or counties are Participating Local Governments[s]. If a city is located in more than one county, the city's funds will be directed based on the MDL Matter's Opioid Negotiation Class Model.

III. Special Revenue Fund

A. Creation of special revenue fund. Every Participating Local Government receiving Opioid Settlement Funds through direct distribution shall create a separate special revenue fund, as described below, that is designated for the receipt and expenditure of Opioid Settlement Funds.

B. Procedures for special revenue fund. Funds in this special revenue fund shall not be commingled with any other money or funds of the Participating Local Government. The funds in the special revenue fund shall not be used for any loans or pledge of assets, unless the loan or pledge is for an Approved Use. Participating Local Governments may not assign to another entity their rights to receive payments of Opioid Settlement Funds or their responsibilities for funding decisions, except as provided in Section II.L.

C. Process for drawing from special revenue funds.

1. Opioid Settlement Funds can be used for a purpose when the Governing Body includes in its budget or passes a separate resolution authorizing the expenditure of a stated amount of Opioid Settlement Funds for that purpose or those purposes during a specified period of time.

2. The budget or resolution must (i) indicate that it is an authorization for expenditures of opioid settlement funds; (ii) state the specific strategy or strategies the county or city intends to fund, using the item letter and/or number in **Exhibit A** to identify each funded strategy, if applicable; and (iii) state the amount dedicated to each strategy for a stated period of time.

D. Local government grantmaking. Participating Local Governments may make contracts with or grants to a nonprofit, charity, or other entity with Opioid Settlement Funds.

E. Interest earned on special revenue fund. The funds in the special revenue fund may be invested, consistent with the investment limitations for local governments, and may be placed in an interest-bearing bank account. Any interest earned on the special revenue funds must be used in a way that is consistent with this MOA.

IV. Opioid Remediation Activities

A. Limitation on use of funds. This MOA requires that Opioid Settlement Funds be utilized only for future opioid remediation activities, and Parties shall expend Opioid Settlement Funds only for Approved Uses and for expenditures incurred after the effective date of this MOA, unless execution of the National Settlement Agreements requires a later date. Opioid Settlement Funds cannot be used to pay litigation costs, expenses, or attorney fees arising from the enforcement of legal claims related to the opioid epidemic, except for the portion of Opioid Settlement Funds that comprise the Backstop Fund described in Section VI. For the avoidance of doubt, counsel for Litigating Local Governments may recover litigation costs, expenses, or attorney fees from the common benefit, contingency fee, and cost funds established in the National Settlement Agreements, as well as the Backstop Fund described in Section VI.

B. Public health departments as Chief Strategists. For Participating Local Governments that have public health departments, the public health departments shall serve as the lead agency and Chief Strategist to identify, collaborate, and respond to local issues as Local Governments decide how to leverage and disburse Opioid Settlement Funds. In their role as Chief Strategist, public health departments will convene multi-sector meetings and lead efforts that build upon local efforts like Community Health Assessments and Community Health Improvement Plans, while fostering community focused and collaborative evidence-informed approaches that prevent and address addiction across the areas of public health, human services, and public safety. Chief Strategists should consult with municipalities located within their county in the development of any Community Health Assessment, and are encouraged to collaborate with law enforcement agencies in the county where appropriate.

C. Administrative expenses. Reasonable administrative costs for the State or Local Government to administer its allocation of the Opioid Settlement Funds shall not exceed actual costs, 10% of the relevant allocation of the Opioid Settlement Funds, or any administrative expense limitation imposed by the National Settlement Agreements or Bankruptcy Resolution, whichever is less.

D. Regions. Two or more Participating Local Governments may at their discretion form a new group or utilize an existing group ("Region") to pool their respective shares of settlement funds and make joint spending decisions. Participating Local Governments may

choose to create a Region or utilize an existing Region under a joint exercise of powers under Minn. Stat. § 471.59.

E. Consultation and partnerships.

1. Each county receiving Opioid Settlement Funds must consult annually with the municipalities in the county regarding future use of the settlement funds in the county, including by holding an annual meeting with all municipalities in the county in order to receive input as to proposed uses of the Opioid Settlement Funds and to encourage collaboration between Local Governments both within and beyond the county. These meetings shall be open to the public.

2. Participating Local Governments within the same County Area have a duty to regularly consult with each other to coordinate spending priorities.

3. Participating Local Governments can form partnerships at the local level whereby Participating Local Governments dedicate a portion of their Opioid Settlement Funds to support city- or community-based work with local stakeholders and partners within the Approved Uses.

F. Collaboration. The State and Participating Local Governments must collaborate to promote effective use of Opioid Settlement Funds, including through the sharing of expertise, training, and technical assistance. They will also coordinate with trusted partners, including community stakeholders, to collect and share information about successful regional and other high-impact strategies and opioid treatment programs.

V. Reporting and Compliance

A. Construction of reporting and compliance provisions. Reporting and compliance requirements will be developed and mutually agreed upon by the Parties, utilizing the recommendations provided by the Advisory Panel to the Attorney General on Distribution and Allocation of Opioid Settlement Funds.

B. Reporting Workgroup. The Parties will work together to establish a Reporting Workgroup that includes representatives of the Attorney General's Office, state stakeholders, and city and county representatives, who will meet on a regular basis to develop reporting and compliance recommendations. The Reporting Workgroup must produce a set of reporting and compliance measures by June 1, 2022. Such reporting and compliance measures will be effective once approved by representatives of the Attorney General's Office, the Governor's Office, the Association of Minnesota Counties, and the League of Minnesota Cities that are on the Workgroup.

C. Application of Reporting Addendum and State Law. The requirements of the Reporting and Compliance Addendum agreed to by the Minnesota Governor's Office, the Minnesota Attorney General's Office, the Association of Minnesota Counties, the League of Minnesota Cities, and members of the Minnesota Opioid Epidemic Response Advisory

Council, as well as the requirements of Minnesota Statutes section 256.042, subdivision 5(d), apply to Local Governments receiving Opioid Settlement Funds under National Settlement Agreements and Bankruptcy Resolutions within the scope of this MOA.

VI. Backstop Fund

A. National Attorney Fee Fund. When the National Settlement Agreements provide for the payment of all or a portion of the attorney fees and costs owed by Litigating Local Governments to private attorneys specifically retained to file suit in the opioid litigation ("National Attorney Fee Fund"), the Parties acknowledge that the National Settlement Agreements may provide for a portion of the attorney fees of Litigating Local Governments.

B. Backstop Fund and Waiver of Contingency Fee. The Parties agree that the Participating Local Governments will create a supplemental attorney fees fund (the "Backstop Fund") to be used to compensate private attorneys ("Counsel") for Local Governments that filed opioid lawsuits on or before December 3, 2021 ("Litigating Local Governments"). By order[3] dated August 6, 2021, Judge Polster capped all applicable contingent fee agreements at 15%. Judge Polster's 15% cap does not limit fees from the National Attorney Fee Fund or from any state backstop fund for attorney fees, but private attorneys for local governments must waive their contingent fee agreements to receive payment from the National Attorney Fee Fund. Judge Polster recognized that a state backstop fund can be designed to incentivize private attorneys to waive their right to enforce contingent fee agreements and instead apply to the National Attorney Fee Fund, with the goals of achieving greater subdivision participation and higher ultimate payouts to both states and local governments. Accordingly, in order to seek payment from the Backstop Fund, Counsel must agree to waive their contingency fee agreements relating to these National Settlement Agreements and first apply to the National Attorney Fee Fund.

C. Backstop Fund Source. The Backstop Fund will be funded by seven percent (7%) of the share of each payment made to the Local Abatement Funds from the National Settlement Agreements (annual or otherwise), based upon the initial allocation of 25% directly to the State Abatement Fund and 75% directly to Local Abatement Funds, and will not include payments resulting from the Purdue, Mallinckrodt, or Endo Bankruptcies. In the event that the initial allocation is modified pursuant to Section II.F. above, then the Backstop Fund will be funded by 8.75% of the share of each payment made to the Local Abatement Funds from the National Settlement Agreements (annual or otherwise), based upon the modified allocation of 40% directly to the State Abatement Fund and 60% directly to the Local Abatement Funds, and will not include payments resulting from the Purdue, Mallinckrodt, or Endo Bankruptcies. In the event that the allocation is modified pursuant to Section II.G. or Section II.H. above, back to an allocation of 25% directly to the State Abatement Fund and 75% directly to Local Abatement Funds, then the Backstop Fund will be funded by 7% of the share of each payment made to the Local Abatement

[3] Order, In re: Nat'l Prescription Opiate Litig., Case No. 17-MD-02804, Doc. No. 3814 (N.D. Ohio August 6, 2021).

Funds from the National Settlement Agreements (annual or otherwise), and will not include payments resulting from the Purdue, Mallinckrodt, or Endo Bankruptcies.

D. Backstop Fund Payment Cap. Any attorney fees paid from the Backstop Fund, together with any compensation received from the National Settlement Agreements' Contingency Fee Fund, shall not exceed 15% of the total gross recovery of the Litigating Local Governments' share of funds from the National Settlement Agreements. To avoid doubt, in no instance will Counsel receive more than 15% of the amount paid to their respective Litigating Local Government client(s) when taking into account what private attorneys receive from both the Backstop Fund and any fees received from the National Settlement Agreements' Contingency Fee Fund.

E. Requirements to Seek Payment from Backstop Fund. A private attorney may seek payment from the Backstop Fund in the event that funds received by Counsel from the National Settlement Agreements' Contingency Fee Fund are insufficient to cover the amount that would be due to Counsel under any contingency fee agreement with a Litigating Local Government based on any recovery Litigating Local Governments receive from the National Settlement Agreements. Before seeking any payment from the Backstop Fund, private attorneys must certify that they first sought fees from the National Settlement Agreements' Contingency Fee Fund, and must certify that they agreed to accept the maximum fees payments awarded to them. Nothing in this Section, or in the terms of this Agreement, shall be construed as a waiver of fees, contractual or otherwise, with respect to fees that may be recovered under a contingency fee agreement or otherwise from other past or future settlements, verdicts, or recoveries related to the opioid litigation.

F. Special Master. A special master will administer the Backstop Fund, including overseeing any distribution, evaluating the requests of Counsel for payment, and determining the appropriate amount of any payment from the Backstop Fund. The special master will be selected jointly by the Minnesota Attorney General and the Hennepin County Attorney, and will be one of the following individuals: Hon. Jeffrey Keyes, Hon. David Lillehaug; or Hon. Jack Van de North. The special master will be compensated from the Backstop Fund. In the event that a successor special master is needed, the Minnesota Attorney General and the Hennepin County Attorney will jointly select the successor special master from the above-listed individuals. If none of the above-listed individuals is available to serve as the successor special master, then the Minnesota Attorney General and the Hennepin County Attorney will jointly select a successor special master from a list of individuals that is agreed upon between the Minnesota Attorney General, the Hennepin County Attorney, and Counsel.

G. Special Master Determinations. The special master will determine the amount and timing of any payment to Counsel from the Backstop Fund. The special master shall make one determination regarding payment of attorney fees to Counsel, which will apply through the term of the recovery from the National Settlement Agreements. In making such determinations, the special master shall consider the amounts that have been or will be received by the private attorney's firm from the National Settlement Agreements' Contingency Fee Fund relating to Litigating Local Governments; the contingency fee contracts; the dollar amount of recovery for Counsel's respective clients who are

Litigating Local Governments; the Backstop Fund Payment Cap above; the complexity of the legal issues involved in the opioid litigation; work done to directly benefit the Local Governments within the State of Minnesota; and the principles set forth in the Minnesota Rules of Professional Conduct, including the reasonable and contingency fee principles of Rule 1.5. In the interest of transparency, Counsel shall provide information in their initial fee application about the total amount of fees that Counsel have received or will receive from the National Attorney Fee Fund related to the Litigating Local Governments.

H. Special Master Proceedings. Counsel seeking payment from the Backstop Fund may also provide written submissions to the special master, which may include declarations from counsel, summaries relating to the factors described above, and/or attestation regarding total payments awarded or anticipated from the National Settlement Agreements' Contingency Fee Fund. Private attorneys shall not be required to disclose work product, proprietary or confidential information, including but not limited to detailed billing or lodestar records. To the extent that counsel rely upon written submissions to support their application to the special master, the special master will incorporate said submission or summary into the record. Any proceedings before the special master and documents filed with the special master shall be public, and the special master's determinations regarding any payment from the Backstop Funds shall be transparent, public, final, and not appealable.

I. Distribution of Any Excess Funds. To the extent the special master determines that the Backstop Fund exceeds the amount necessary for payment to Counsel, the special master shall distribute any excess amount to Participating Local Governments according to the percentages set forth in **Exhibit B**.

J. Term. The Backstop Fund will be administered for (a) the length of the National Litigation Settlement Agreements' payments; or (b) until all Counsel for Litigating Local Governments have either (i) received payments equal to the Backstop Fund Payment Cap above or (ii) received the full amount determined by the special master; whichever occurs first.

K. No State Funds Toward Attorney Fees. For the avoidance of doubt, no portion of the State Abatement Fund will be used to fund the Backstop Fund or in any other way to fund any Litigating Local Government's attorney fees and expenses. Any funds that the State receives from the National Settlement Agreements as attorney fees and costs or in lieu of attorney fees and costs, including the Additional Restitution Amounts, will be treated as State Abatement Funds.

VII. General Terms

A. Scope of agreement.

1. This MOA applies to the National Settlement Agreements and the Bankruptcy Resolutions.[4]

2. This MOA will also apply to future National Settlement Agreements and Bankruptcy Resolutions with Opioid Supply Chain Participants that include structural or payment provisions requiring or anticipating the participation of both the State and its political subdivisions, and allows for the allocation between the State and its political subdivisions to be set through a state-specific agreement.

3. The Parties acknowledge that this MOA does not excuse any requirements placed upon them by the terms of the National Settlement Agreements or any Bankruptcy Resolution, except to the extent those terms allow for a State-Subdivision Agreement to do so.

B. When MOA takes effect.

1. This MOA shall become effective at the time a sufficient number of Local Governments have joined the MOA to qualify this MOA as a State-Subdivision Agreement under the National Settlement Agreements or as a Statewide Abatement Agreement under any Bankruptcy Resolution. If this MOA does not thereby qualify as a State-Subdivision Agreement or Statewide Abatement Agreement, this MOA will have no effect.

2. The Parties may conditionally agree to sign on to the MOA through a letter of intent, resolution, or similar written statement, declaration, or pronouncement declaring their intent to sign on to the MOA if the threshold for Party participation in a specific Settlement is achieved.

C. Dispute resolution.

1. If any Party believes another Party has violated the terms of this MOA, the alleging Party may seek to enforce the terms of this MOA in Ramsey County District Court, provided the alleging Party first provides notice to the alleged offending Party of the alleged violation and a reasonable opportunity to cure the alleged violation.

2. If a Party believes another Party, Region, or individual involved in the receipt,

[4] For the avoidance of doubt, this includes settlements reached with AmerisourceBergen, Cardinal Health, McKesson, Janssen, Teva Pharmaceuticals, Allergan plc, CVS Health Corporation, Walgreens Boots Alliance, Inc., and Walmart Inc., and Bankruptcy Resolutions involving Purdue Pharma L.P., Mallinckrodt plc, and Endo International plc.

distribution, or administration of Opioid Settlement Funds has violated any applicable ethics codes or rules, a complaint shall be lodged with the appropriate forum for handling such matters.

3. If a Party believes another Party, Region, or individual involved in the receipt, distribution, or administration of Opioid Settlement Funds violated any Minnesota criminal law, such conduct shall be reported to the appropriate criminal authorities.

D. Amendments. The Parties agree to make such amendments as necessary to implement the intent of this MOA.

E. Applicable law and venue. Unless otherwise required by the National Settlement Agreements or a Bankruptcy Resolution, this MOA, including any issues related to interpretation or enforcement, is governed by the laws of the State of Minnesota. Any action related to the provisions of this MOA must be adjudicated by the Ramsey County District Court. If any provision of this MOA is held invalid by any court of competent jurisdiction, this invalidity does not affect any other provision which can be given effect without the invalid provision.

F. Relationship of this MOA to other agreements and resolutions. All Parties acknowledge and agree that the National Settlement Agreements will require a Participating Local Government to release all its claims as provided in the National Settlement Agreements to receive direct allocation of Opioid Settlement Funds. All Parties further acknowledge and agree that based on the terms of the National Settlement Agreements, a Participating Local Government may receive funds through this MOA only after complying with all requirements set forth in the National Settlement Agreements to release its claims. This MOA is not a promise from any Party that any National Settlement Agreements or Bankruptcy Resolution will be finalized or executed.

G. When MOA is no longer in effect. This MOA is effective until one year after the last date on which any Opioid Settlement Funds are being spent by the Parties pursuant to the National Settlement Agreements and any Bankruptcy Resolution.

H. No waiver for failure to exercise. The failure of a Party to exercise any rights under this MOA will not be deemed to be a waiver of any right or any future rights.

I. No effect on authority of Parties. Nothing in this MOA should be construed to limit the power or authority of the State of Minnesota, the Attorney General, or the Local Governments, except as expressly set forth herein.

J. Signing and execution. This MOA may be executed in counterparts, each of which constitutes an original, and all of which constitute one and the same agreement. This MOA may be executed by facsimile or electronic copy in any image format. Each Party represents that all procedures necessary to authorize such Party's execution of this MOA have been performed and that the person signing for such Party has been authorized to execute the MOA in an official capacity that binds the Party.

This **Amended Minnesota Opioids State-Subdivision Memorandum of Agreement** is signed on by Lee Kelly:

Signature: _____

Name: _____

Title: _____

Date: _____

On behalf of: Wright County

EXHIBIT A

List of Opioid Remediation Uses

Settlement fund recipients shall choose from among abatement strategies, including but not limited to those listed in this Exhibit. The programs and strategies listed in this Exhibit are not exclusive, and fund recipients shall have flexibility to modify their abatement approach as needed and as new uses are discovered.

PART ONE: TREATMENT

A. TREAT OPIOID USE DISORDER (OUD)

Support treatment of Opioid Use Disorder ("*OUD*") and any co-occurring Substance Use Disorder or Mental Health ("*SUD/MH*") conditions through evidence-based or evidence- informed programs[5] or strategies that may include, but are not limited to, those that:[6]

1. Expand availability of treatment for OUD and any co-occurring SUD/MH conditions, including all forms of Medication for Opioid Use Disorder ("MOUD")[7] approved by the U.S. Food and Drug Administration, including by making capital expenditures to purchase, rehabilitate, or expand facilities that offer treatment.

2. Support and reimburse evidence-based services that adhere to the American Society of Addiction Medicine ("*ASAM*") continuum of care for OUD and any co- occurring SUD/MH conditions.

3. Expand telehealth to increase access to treatment for OUD and any co-occurring SUD/MH conditions, including MOUD, as well as counseling, psychiatric support, and other treatment and recovery support services.

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[5] Use of the terms "evidence-based," "evidence-informed," or "best practices" shall not limit the ability of recipients to fund innovative services or those built on culturally specific needs. Rather, recipients are encouraged to support culturally appropriate services and programs for persons with OUD and any co-occurring SUD/MH conditions.

[6] As used in this Exhibit, words like "expand," "fund," "provide" or the like shall not indicate a preference for new or existing programs.

[7] Historically, pharmacological treatment for opioid use disorder was referred to as "Medication-Assisted Treatment" ("MAT"). It has recently been determined that the better term is "Medication for Opioid Use Disorder" ("MOUD"). This Exhibit will use "MOUD" going forward. Use of the term MOUD is not intended to and shall in no way limit abatement programs or strategies now or into the future as new strategies and terminology evolve.

4. Improve oversight of Opioid Treatment Programs ("*OTPs*") to assure evidence-based or evidence-informed practices such as adequate methadone dosing and low threshold approaches to treatment.

5. Support mobile intervention, treatment, and recovery services, offered by qualified professionals and service providers, such as peer recovery coaches, for persons with OUD and any co-occurring SUD/MH conditions and for persons who have experienced an opioid overdose.

6. Provide treatment of trauma for individuals with OUD (*e.g.*, violence, sexual assault, human trafficking, or adverse childhood experiences) and family members (*e.g.*, surviving family members after an overdose or overdose fatality), and training of health care personnel to identify and address such trauma.

7. Support detoxification (detox) and withdrawal management services for people with OUD and any co-occurring SUD/MH conditions, including but not limited to medical detox, referral to treatment, or connections to other services or supports.

8. Provide training on MOUD for health care providers, first responders, students, or other supporting professionals, such as peer recovery coaches or recovery outreach specialists, including telementoring to assist community-based providers in rural or underserved areas.

9. Support workforce development for addiction professionals who work with persons with OUD and any co-occurring SUD/MH or mental health conditions.

10. Offer fellowships for addiction medicine specialists for direct patient care, instructors, and clinical research for treatments.

11. Offer scholarships and supports for certified addiction counselors, licensed alcohol and drug counselors, licensed clinical social workers, licensed mental health counselors, and other mental and behavioral health practitioners or workers, including peer recovery coaches, peer recovery supports, and treatment coordinators, involved in addressing OUD and any co-occurring SUD/MH or mental health conditions, including, but not limited to, training, scholarships, fellowships, loan repayment programs, continuing education, licensing fees, or other incentives for providers to work in rural or underserved areas.

12. Provide funding and training for clinicians to obtain a waiver under the federal Drug Addiction Treatment Act of 2000 ("*DATA 2000*") to prescribe MOUD for OUD, and provide technical assistance and professional support to clinicians who have obtained a DATA 2000 waiver.

13. Dissemination of web-based training curricula, such as the American Academy of Addiction Psychiatry's Provider Clinical Support Service–Opioids web-based training curriculum and motivational interviewing.

14. Develop and disseminate new curricula, such as the American Academy of Addiction Psychiatry's Provider Clinical Support Service for Medication–Assisted Treatment.

B. SUPPORT PEOPLE IN TREATMENT AND RECOVERY

Support people in recovery from OUD and any co-occurring SUD/MH conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the programs or strategies that:

1. Provide comprehensive wrap-around services to individuals with OUD and any co-occurring SUD/MH conditions, including housing, transportation, education, job placement, job training, or childcare.

2. Provide the full continuum of care of treatment and recovery services for OUD and any co-occurring SUD/MH conditions, including supportive housing, peer support services and counseling, community navigators, case management, and connections to community-based services.

3. Provide counseling, peer-support, recovery case management and residential treatment with access to medications for those who need it to persons with OUD and any co-occurring SUD/MH conditions.

4. Provide access to housing for people with OUD and any co-occurring SUD/MH conditions, including supportive housing, recovery housing, housing assistance programs, training for housing providers, or recovery housing programs that allow or integrate FDA-approved medication with other support services.

5. Provide community support services, including social and legal services, to assist in deinstitutionalizing persons with OUD and any co-occurring SUD/MH conditions.

6. Support or expand peer-recovery centers, which may include support groups, social events, computer access, or other services for persons with OUD and any co-occurring SUD/MH conditions.

7. Provide or support transportation to treatment or recovery programs or services for persons with OUD and any co-occurring SUD/MH conditions.

8. Provide employment training or educational services for persons in treatment for or recovery from OUD and any co-occurring SUD/MH conditions.

9. Identify successful recovery programs such as physician, pilot, and college recovery programs, and provide support and technical assistance to increase the number and capacity of high-quality programs to help those in recovery.

10. Engage non-profits, faith-based communities, and community coalitions to support people in treatment and recovery and to support family members in their efforts to support the person with OUD in the family.

11. Provide training and development of procedures for government staff to appropriately interact and provide social and other services to individuals with or in recovery from OUD, including reducing stigma.

12. Support stigma reduction efforts regarding treatment and support for persons with OUD, including reducing the stigma on effective treatment.

13. Create or support culturally appropriate services and programs for persons with OUD and any co-occurring SUD/MH conditions, including but not limited to new Americans, African Americans, and American Indians.

14. Create and/or support recovery high schools.

15. Hire or train behavioral health workers to provide or expand any of the services or supports listed above.

C. CONNECT PEOPLE WHO NEED HELP TO THE HELP THEY NEED (CONNECTIONS TO CARE)

Provide connections to care for people who have—or are at risk of developing—OUD and any co-occurring SUD/MH conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:

1. Ensure that health care providers are screening for OUD and other risk factors and know how to appropriately counsel and treat (or refer if necessary) a patient for OUD treatment.

2. Fund Screening, Brief Intervention and Referral to Treatment ("SBIRT") programs to reduce the transition from use to disorders, including SBIRT services to pregnant women who are uninsured or not eligible for Medicaid.

3. Provide training and long-term implementation of SBIRT in key systems (health, schools, colleges, criminal justice, and probation), with a focus on youth and young adults when transition from misuse to opioid disorder is common.

4. Purchase automated versions of SBIRT and support ongoing costs of the technology.

5. Expand services such as navigators and on-call teams to begin MOUD in hospital emergency departments.

6. Provide training for emergency room personnel treating opioid overdose patients on post-discharge planning, including community referrals for MOUD, recovery case management or support services.

7. Support hospital programs that transition persons with OUD and any co-occurring SUD/MH conditions, or persons who have experienced an opioid overdose, into clinically appropriate follow-up care through a bridge clinic or similar approach.

8. Support crisis stabilization centers that serve as an alternative to hospital emergency departments for persons with OUD and any co-occurring SUD/MH conditions or persons that have experienced an opioid overdose.

9. Support the work of Emergency Medical Systems, including peer support specialists, to connect individuals to treatment or other appropriate services following an opioid overdose or other opioid-related adverse event.

10. Provide funding for peer support specialists or recovery coaches in emergency departments, detox facilities, recovery centers, recovery housing, or similar settings; offer services, supports, or connections to care to persons with OUD and any co-occurring SUD/MH conditions or to persons who have experienced an opioid overdose.

11. Expand warm hand-off services to transition to recovery services.

12. Create or support school-based contacts that parents can engage with to seek immediate treatment services for their child; and support prevention, intervention, treatment, and recovery programs focused on young people.

13. Develop and support best practices on addressing OUD in the workplace.

14. Support assistance programs for health care providers with OUD.

15. Engage non-profits and the faith community as a system to support outreach for treatment.

16. Support centralized call centers that provide information and connections to appropriate services and supports for persons with OUD and any co-occurring SUD/MH conditions.

D. ADDRESS THE NEEDS OF CRIMINAL JUSTICE-INVOLVED PERSONS

Address the needs of persons with OUD and any co-occurring SUD/MH conditions who are involved in, are at risk of becoming involved in, or are transitioning out of the criminal justice system through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:

1. Support pre-arrest or pre-arraignment diversion and deflection strategies for persons with OUD and any co-occurring SUD/MH conditions, including established strategies such as:

    1. Self-referral strategies such as the Angel Programs or the Police Assisted Addiction Recovery Initiative ("*PAARI*");

2. Active outreach strategies such as the Drug Abuse Response Team ("*DART*") model;

3. "Naloxone Plus" strategies, which work to ensure that individuals who have received naloxone to reverse the effects of an overdose are then linked to treatment programs or other appropriate services;

4. Officer prevention strategies, such as the Law Enforcement Assisted Diversion ("*LEAD*") model;

5. Officer intervention strategies such as the Leon County, Florida Adult Civil Citation Network or the Chicago Westside Narcotics Diversion to Treatment Initiative; or

6. Co-responder and/or alternative responder models to address OUD-related 911 calls with greater SUD expertise.

2. Support pre-trial services that connect individuals with OUD and any co-occurring SUD/MH conditions to evidence-informed treatment, including MOUD, and related services.

3. Support treatment and recovery courts that provide evidence-based options for persons with OUD and any co-occurring SUD/MH conditions.

4. Provide evidence-informed treatment, including MOUD, recovery support, harm reduction, or other appropriate services to individuals with OUD and any co-occurring SUD/MH conditions who are incarcerated in jail or prison.

5. Provide evidence-informed treatment, including MOUD, recovery support, harm reduction, or other appropriate services to individuals with OUD and any co-occurring SUD/MH conditions who are leaving jail or prison or have recently left jail or prison, are on probation or parole, are under community corrections supervision, or are in re-entry programs or facilities.

6. Support critical time interventions ("*CTI*"), particularly for individuals living with dual-diagnosis OUD/serious mental illness, and services for individuals who face immediate risks and service needs and risks upon release from correctional settings.

7. Provide training on best practices for addressing the needs of criminal justice-involved persons with OUD and any co-occurring SUD/MH conditions to law enforcement, correctional, or judicial personnel or to providers of treatment, recovery, harm reduction, case management, or other services offered in connection with any of the strategies described in this section.

E. ADDRESS THE NEEDS OF THE PERINATAL POPULATION, CAREGIVERS, AND FAMILIES, INCLUDING BABIES WITH NEONATAL OPIOID WITHDRAWAL SYNDROME.

Address the needs of the perinatal population and caregivers with OUD and any co-occurring SUD/MH conditions, and the needs of their families, including babies with neonatal opioid withdrawal syndrome ("*NOWS*"), through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:

1. Support evidence-based or evidence-informed treatment, including MOUD, recovery services and supports, and prevention services for the perinatal population—or individuals who could become pregnant—who have OUD and any co-occurring SUD/MH conditions, and other measures to educate and provide support to caregivers and families affected by Neonatal Opioid Withdrawal Syndrome.

2. Expand comprehensive evidence-based treatment and recovery services, including MOUD, for uninsured individuals with OUD and any co-occurring SUD/MH conditions for up to 12 months postpartum.

3. Provide training for obstetricians or other healthcare personnel who work with the perinatal population and their families regarding treatment of OUD and any co-occurring SUD/MH conditions.

4. Expand comprehensive evidence-based treatment and recovery support for NOWS babies; expand services for better continuum of care with infant-caregiver dyad; and expand long-term treatment and services for medical monitoring of NOWS babies and their caregivers and families.

5. Provide training to health care providers who work with the perinatal population and caregivers on best practices for compliance with federal requirements that children born with NOWS get referred to appropriate services and receive a plan of safe care.

6. Provide child and family supports for caregivers with OUD and any co-occurring SUD/MH conditions, emphasizing the desire to keep families together.

7. Provide enhanced support for children and family members suffering trauma as a result of addiction in the family; and offer trauma-informed behavioral health treatment for adverse childhood events.

8. Offer home-based wrap-around services to persons with OUD and any co-occurring SUD/MH conditions, including, but not limited to, parent skills training.

9. Provide support for Children's Services—Fund additional positions and services, including supportive housing and other residential services, relating to children

being removed from the home and/or placed in foster care due to custodial opioid use.

PART TWO: PREVENTION

F. PREVENT OVER-PRESCRIBING AND ENSURE APPROPRIATE PRESCRIBING AND DISPENSING OF OPIOIDS

Support efforts to prevent over-prescribing and ensure appropriate prescribing and dispensing of opioids through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Funding medical provider education and outreach regarding best prescribing practices for opioids consistent with the Guidelines for Prescribing Opioids for Chronic Pain from the U.S. Centers for Disease Control and Prevention, including providers at hospitals (academic detailing).

2. Training for health care providers regarding safe and responsible opioid prescribing, dosing, and tapering patients off opioids.

3. Continuing Medical Education (CME) on appropriate prescribing of opioids.

4. Providing Support for non-opioid pain treatment alternatives, including training providers to offer or refer to multi-modal, evidence-informed treatment of pain.

5. Supporting enhancements or improvements to Prescription Drug Monitoring Programs ("*PDMPs*"), including, but not limited to, improvements that:

    1. Increase the number of prescribers using PDMPs;

    2. Improve point-of-care decision-making by increasing the quantity, quality, or format of data available to prescribers using PDMPs, by improving the interface that prescribers use to access PDMP data, or both; or

    3. Enable states to use PDMP data in support of surveillance or intervention strategies, including MOUD referrals and follow-up for individuals identified within PDMP data as likely to experience OUD in a manner that complies with all relevant privacy and security laws and rules.

6. Ensuring PDMPs incorporate available overdose/naloxone deployment data, including the United States Department of Transportation's Emergency Medical Technician overdose database in a manner that complies with all relevant privacy and security laws and rules.

7. Increasing electronic prescribing to prevent diversion or forgery.

8. Educating dispensers on appropriate opioid dispensing.

G. PREVENT MISUSE OF OPIOIDS

Support efforts to discourage or prevent misuse of opioids through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Funding media campaigns to prevent opioid misuse, including but not limited to focusing on risk factors and early interventions.

2. Corrective advertising or affirmative public education campaigns based on evidence.

3. Public education relating to drug disposal.

4. Drug take-back disposal or destruction programs.

5. Funding community anti-drug coalitions that engage in drug prevention efforts.

6. Supporting community coalitions in implementing evidence-informed prevention, such as reduced social access and physical access, stigma reduction—including staffing, educational campaigns, support for people in treatment or recovery, or training of coalitions in evidence-informed implementation, including the Strategic Prevention Framework developed by the U.S. Substance Abuse and Mental Health Services Administration ("*SAMHSA*").

7. Engaging non-profits and faith-based communities as systems to support prevention.

8. Funding evidence-based prevention programs in schools or evidence-informed school and community education programs and campaigns for students, families, school employees, school athletic programs, parent-teacher and student associations, and others.

9. School-based or youth-focused programs or strategies that have demonstrated effectiveness in preventing drug misuse and seem likely to be effective in preventing the uptake and use of opioids.

10. Create or support community-based education or intervention services for families, youth, and adolescents at risk for OUD and any co-occurring SUD/MH conditions.

11. Support evidence-informed programs or curricula to address mental health needs of young people who may be at risk of misusing opioids or other drugs, including emotional modulation and resilience skills.

12. Support greater access to mental health services and supports for young people, including services and supports provided by school nurses, behavioral health

workers or other school staff, to address mental health needs in young people that (when not properly addressed) increase the risk of opioid or another drug misuse.

H. PREVENT OVERDOSE DEATHS AND OTHER HARMS (HARM REDUCTION)

Support efforts to prevent or reduce overdose deaths or other opioid-related harms through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Increased availability and distribution of naloxone and other drugs that treat overdoses for first responders, overdose patients, individuals with OUD and their friends and family members, schools, community navigators and outreach workers, persons being released from jail or prison, or other members of the general public.

2. Public health entities providing free naloxone to anyone in the community.

3. Training and education regarding naloxone and other drugs that treat overdoses for first responders, overdose patients, patients taking opioids, families, schools, community support groups, and other members of the general public.

4. Enabling school nurses and other school staff to respond to opioid overdoses, and provide them with naloxone, training, and support.

5. Expanding, improving, or developing data tracking software and applications for overdoses/naloxone revivals.

6. Public education relating to emergency responses to overdoses.

7. Public education relating to immunity and Good Samaritan laws.

8. Educating first responders regarding the existence and operation of immunity and Good Samaritan laws.

9. Syringe service programs and other evidence-informed programs to reduce harms associated with intravenous drug use, including supplies, staffing, space, peer support services, referrals to treatment, fentanyl checking, connections to care, and the full range of harm reduction and treatment services provided by these programs.

10. Expanding access to testing and treatment for infectious diseases such as HIV and Hepatitis C resulting from intravenous opioid use.

11. Supporting mobile units that offer or provide referrals to harm reduction services, treatment, recovery supports, health care, or other appropriate services to persons that use opioids or persons with OUD and any co-occurring SUD/MH conditions.

12. Providing training in harm reduction strategies to health care providers, students, peer recovery coaches, recovery outreach specialists, or other professionals that provide care to persons who use opioids or persons with OUD and any co-occurring SUD/MH conditions.

13. Supporting screening for fentanyl in routine clinical toxicology testing.

PART THREE: OTHER STRATEGIES

I. FIRST RESPONDERS

In addition to items in section C, D and H relating to first responders, support the following:

1. Law enforcement expenditures related to the opioid epidemic.

2. Education of law enforcement or other first responders regarding appropriate practices and precautions when dealing with fentanyl or other drugs.

3. Provision of wellness and support services for first responders and others who experience secondary trauma associated with opioid-related emergency events.

J. LEADERSHIP, PLANNING AND COORDINATION

Support efforts to provide leadership, planning, coordination, facilitations, training and technical assistance to abate the opioid epidemic through activities, programs, or strategies that may include, but are not limited to, the following:

1. Statewide, regional, local or community regional planning to identify root causes of addiction and overdose, goals for reducing harms related to the opioid epidemic, and areas and populations with the greatest needs for treatment intervention services, and to support training and technical assistance and other strategies to abate the opioid epidemic described in this opioid abatement strategy list.

2. A dashboard to (a) share reports, recommendations, or plans to spend opioid settlement funds; (b) to show how opioid settlement funds have been spent; (c) to report program or strategy outcomes; or (d) to track, share or visualize key opioid- or health-related indicators and supports as identified through collaborative statewide, regional, local or community processes.

3. Invest in infrastructure or staffing at government or not-for-profit agencies to support collaborative, cross-system coordination with the purpose of preventing overprescribing, opioid misuse, or opioid overdoses, treating those with OUD and any co-occurring SUD/MH conditions, supporting them in treatment or recovery, connecting them to care, or implementing other strategies to abate the opioid epidemic described in this opioid abatement strategy list.

4. Provide resources to staff government oversight and management of opioid abatement programs.

5. Support multidisciplinary collaborative approaches consisting of, but not limited to, public health, public safety, behavioral health, harm reduction, and others at the state, regional, local, nonprofit, and community level to maximize collective impact.

K. TRAINING

In addition to the training referred to throughout this document, support training to abate the opioid epidemic through activities, programs, or strategies that may include, but are not limited to, those that:

1. Provide funding for staff training or networking programs and services to improve the capability of government, community, and not-for-profit entities to abate the opioid crisis.

2. Support infrastructure and staffing for collaborative cross-system coordination to prevent opioid misuse, prevent overdoses, and treat those with OUD and any co-occurring SUD/MH conditions, or implement other strategies to abate the opioid epidemic described in this opioid abatement strategy list (*e.g.*, health care, primary care, pharmacies, PDMPs, etc.).

L. RESEARCH

Support opioid abatement research that may include, but is not limited to, the following:

1. Monitoring, surveillance, data collection and evaluation of programs and strategies described in this opioid abatement strategy list.

2. Research non-opioid treatment of chronic pain.

3. Research on improved service delivery for modalities such as SBIRT that demonstrate promising but mixed results in populations vulnerable to opioid use disorders.

4. Research on novel harm reduction and prevention efforts such as the provision of fentanyl test strips.

5. Research on innovative supply-side enforcement efforts such as improved detection of mail-based delivery of synthetic opioids.

6. Expanded research on swift/certain/fair models to reduce and deter opioid misuse within criminal justice populations that build upon promising approaches used to address other substances (*e.g.*, Hawaii HOPE and Dakota 24/7).

7. Epidemiological surveillance of OUD-related behaviors in critical populations, including individuals entering the criminal justice system,

including, but not limited to approaches modeled on the Arrestee Drug Abuse Monitoring ("*ADAM*") system.

8. Qualitative and quantitative research regarding public health risks and harm reduction opportunities within illicit drug markets, including surveys of market participants who sell or distribute illicit opioids.

9. Geospatial analysis of access barriers to MOUD and their association with treatment engagement and treatment outcomes.

M. POST-MORTEM

1. Toxicology tests for the range of opioids, including synthetic opioids, seen in overdose deaths as well as newly evolving synthetic opioids infiltrating the drug supply.

2. Toxicology method development and method validation for the range of synthetic opioids observed now and in the future, including the cost of installation, maintenance, repairs and training of capital equipment.

3. Autopsies in cases of overdose deaths resulting from opioids and synthetic opioids.

4. Additional storage space/facilities for bodies directly related to opioid or synthetic opioid related deaths.

5. Comprehensive death investigations for individuals where a death is caused by or suspected to have been caused by an opioid or synthetic opioid overdose, whether intentional or accidental (overdose fatality reviews).

6. Indigent burial for unclaimed remains resulting from overdose deaths.

7. Navigation-to-care services for individuals with opioid use disorder who are encountered by the medical examiner's office as either family and/or social network members of decedents dying of opioid overdose.

8. Epidemiologic data management and reporting to public health and public safety stakeholders regarding opioid overdose fatalities.

EXHIBIT B

Local Abatement Funds Allocation

Subdivision	Allocation Percentage
AITKIN COUNTY	0.5760578506020%
Andover city	0.1364919450741%
ANOKA COUNTY	5.0386504680954%
Apple Valley city	0.2990817344560%
BECKER COUNTY	0.6619330684437%
BELTRAMI COUNTY	0.7640787092763%
BENTON COUNTY	0.6440948102319%
BIG STONE COUNTY	0.1194868774775%
Blaine city	0.4249516912759%
Bloomington city	0.4900195550092%
BLUE EARTH COUNTY	0.6635420704652%
Brooklyn Center city	0.1413853902225%
Brooklyn Park city	0.2804136234778%
BROWN COUNTY	0.3325325415732%
Burnsville city	0.5135361296508%
CARLTON COUNTY	0.9839591749060%
CARVER COUNTY	1.1452829659572%
CASS COUNTY	0.8895681513437%
CHIPPEWA COUNTY	0.2092611794436%
CHISAGO COUNTY	0.9950193750117%
CLAY COUNTY	0.9428475281726%
CLEARWATER COUNTY	0.1858592042741%
COOK COUNTY	0.1074594959729%
Coon Rapids city	0.5772642444915%
Cottage Grove city	0.2810994719143%
COTTONWOOD COUNTY	0.1739065270025%
CROW WING COUNTY	1.1394859174804%
DAKOTA COUNTY	4.4207140602835%
DODGE COUNTY	0.2213963257778%
DOUGLAS COUNTY	0.6021779472345%
Duluth city	1.1502115379896%
Eagan city	0.3657951576014%
Eden Prairie city	0.2552171572659%
Edina city	0.1973054822135%
FARIBAULT COUNTY	0.2169409335358%
FILLMORE COUNTY	0.2329591105316%
FREEBORN COUNTY	0.3507169823793%
GOODHUE COUNTY	0.5616542387089%

Subdivision	Allocation Percentage
GRANT COUNTY	0.0764556498477%
HENNEPIN COUNTY	19.0624622261821%
HOUSTON COUNTY	0.3099019273452%
HUBBARD COUNTY	0.4582368775192%
Inver Grove Heights city	0.2193400520297%
ISANTI COUNTY	0.7712992707537%
ITASCA COUNTY	1.1406408131328%
JACKSON COUNTY	0.1408950443531%
KANABEC COUNTY	0.3078966749987%
KANDIYOHI COUNTY	0.1581167542252%
KITTSON COUNTY	0.0812834506382%
KOOCHICHING COUNTY	0.2612581865885%
LAC QUI PARLE COUNTY	0.0985665133485%
LAKE COUNTY	0.1827750320696%
LAKE OF THE WOODS COUNTY	0.1123105027592%
Lakeville city	0.2822249627090%
LE SUEUR COUNTY	0.3225703347466%
LINCOLN COUNTY	0.1091919983965%
LYON COUNTY	0.2935118186364%
MAHNOMEN COUNTY	0.1416417687922%
Mankato city	0.3698584320930%
Maple Grove city	0.1814019046900%
Maplewood city	0.1875101678223%
MARSHALL COUNTY	0.1296352091057%
MARTIN COUNTY	0.2543064014046%
MCLEOD COUNTY	0.1247104517575%
MEEKER COUNTY	0.3744031515243%
MILLE LACS COUNTY	0.9301506695846%
Minneapolis city	4.8777618689374%
Minnetonka city	0.1967231070869%
Moorhead city	0.4337377037965%
MORRISON COUNTY	0.7178981419196%
MOWER COUNTY	0.5801769148506%
MURRAY COUNTY	0.1348775389165%
NICOLLET COUNTY	0.1572381052896%
NOBLES COUNTY	0.1562005111775%
NORMAN COUNTY	0.1087596675165%
North St. Paul city	0.0575844069340%
OLMSTED COUNTY	1.9236715094724%
OTTER TAIL COUNTY	0.8336175418789%
PENNINGTON COUNTY	0.3082576394945%
PINE COUNTY	0.5671222706703%

Subdivision	Allocation Percentage
PIPESTONE COUNTY	0.1535154503112%
Plymouth city	0.1762541472591%
POLK COUNTY	0.8654291473909%
POPE COUNTY	0.1870129873102%
Proctor city	0.0214374127881%
RAMSEY COUNTY	7.1081424150498%
RED LAKE COUNTY	0.0532649128178%
REDWOOD COUNTY	0.2809842366614%
RENVILLE COUNTY	0.2706888807449%
RICE COUNTY	0.2674764397830%
Richfield city	0.2534018444052%
Rochester city	0.7363082848763%
ROCK COUNTY	0.2043437335735%
ROSEAU COUNTY	0.2517872793025%
Roseville city	0.1721905548771%
Savage city	0.1883576635033%
SCOTT COUNTY	1.3274301645797%
Shakopee city	0.2879873611373%
SHERBURNE COUNTY	1.2543449471994%
SIBLEY COUNTY	0.2393480708456%
ST LOUIS COUNTY	4.7407767169807%
St. Cloud city	0.7330089009029%
St. Louis Park city	0.1476314588229%
St. Paul city	3.7475206797569%
STEARNS COUNTY	2.4158085321227%
STEELE COUNTY	0.3969975262520%
STEVENS COUNTY	0.1439474275223%
SWIFT COUNTY	0.1344167568499%
TODD COUNTY	0.4180909816781%
TRAVERSE COUNTY	0.0903964133868%
WABASHA COUNTY	0.3103038996965%
WADENA COUNTY	0.2644094336575%
WASECA COUNTY	0.2857912156338%
WASHINGTON COUNTY	3.0852862512586%
WATONWAN COUNTY	0.1475626355615%
WILKIN COUNTY	0.0937962507119%
WINONA COUNTY	0.7755267356126%
Woodbury city	0.4677270171716%
WRIGHT COUNTY	1.6985269385427%
YELLOW MEDICINE COUNTY	0.1742264836427%

AMENDED MINNESOTA OPIOIDS STATE-SUBDIVISION MEMORANDUM OF AGREEMENT

WHEREAS, the State of Minnesota, Minnesota counties and cities, and their people have been harmed by misconduct committed by certain entities that engage in or have engaged in the manufacture, marketing, promotion, distribution, or dispensing of an opioid analgesic;

WHEREAS, certain Minnesota counties and cities, through their counsel, and the State, through its Attorney General, are separately engaged in ongoing investigations, litigation, and settlement discussions seeking to hold opioid manufacturers and distributors accountable for the damage caused by their misconduct;

WHEREAS, the State and Local Governments share a common desire to abate and alleviate the impacts of the misconduct described above throughout Minnesota;

WHEREAS, while the State and Local Governments recognize the sums which may be available from the aforementioned litigation will likely be insufficient to fully abate the public health crisis caused by the opioid epidemic, they share a common interest in dedicating the most resources possible to the abatement effort;

WHEREAS, the investigations and litigation with ~~Johnson & Johnson, AmerisourceBergen, Cardinal Health, and McKesson~~several companies have resulted in National Settlement Agreements with those companies, which the State has already committed to join;

WHEREAS, Minnesota's share of settlement funds from the National Settlement Agreements will be maximized only if all Minnesota counties, and cities of a certain size, participate in the settlements;

WHEREAS, the National Settlement Agreements will set a default allocation between each state and its political subdivisions unless they enter into a state-specific agreement regarding the distribution and use of settlement amounts;

WHEREAS, this Amended Memorandum of Agreement is intended to facilitate compliance by the State and by the Local Governments with the terms of the National Settlement Agreements and is intended to serve as a State-Subdivision Agreement under the National Settlement Agreements;

WHEREAS, this Amended Memorandum of Agreement is also intended to serve as a State-Subdivision Agreement under resolutions of claims concerning alleged misconduct in the manufacture, marketing, promotion, distribution, or dispensing of an opioid analgesic entered in bankruptcy court that provide for payments (including payments through a trust) to both the State and Minnesota counties and cities and allow for the allocation between a state and its political subdivisions to be set through a state-specific agreement; and

WHEREAS, specifically, this Amended Memorandum of Agreement is intended to serve under the Bankruptcy Resolutions concerning Purdue Pharma ~~and~~, Mallinckrodt, and Endo as a qualifying Statewide Abatement Agreement.

I. Definitions

As used in this MOA (including the preamble above):

"Approved Uses" shall mean forward-looking strategies, programming, and services to abate the opioid epidemic that fall within the list of uses on **Exhibit A.** Consistent with the terms of the National Settlement Agreements and Bankruptcy Resolutions, "Approved Uses" shall include the reasonable administrative expenses associated with overseeing and administering Opioid Settlement Funds. Reimbursement by the State or Local Governments for past expenses are not Approved Uses.

"Backstop Fund" is defined in Section VI.B below.

"Bankruptcy Defendants" mean any Opioid Supply Chain Participants that have filed for federal bankruptcy protection, including, but not limited to, Purdue Pharma L.P. ~~and~~, Mallinckrodt plc, and Endo International plc.

"Bankruptcy Resolution(s)" means resolutions of claims concerning alleged misconduct in manufacture, marketing, promotion, distribution, or dispensing of an opioid analgesic by the Bankruptcy Defendants entered in bankruptcy court that provide for payments (including payments through a trust) to both the State and Minnesota counties and municipalities and allow for the allocation between the state and its political subdivisions to be set through a state-specific agreement.

"Counsel" is defined in Section VI.B below.

"County Area" shall mean a county in the State of Minnesota plus the Local Governments, or portion of any Local Government, within that county.

"Governing Body" means (1) for a county, the county commissioners of the county, and (2) for a municipality, the elected city council or the equivalent legislative body for the municipality.

"Legislative Modification" is defined in Section II.C below.

"Litigating Local Governments" mean a Local Government that filed an opioid lawsuit(s) on or before December 3, 2021, as defined in Section VI.B below.

"Local Abatement Funds" are defined in Section II.B below.

"Local Government" means all ~~counties and cities~~Minnesota political subdivisions within the geographic boundaries of the state of Minnesota.

"MDL Matter" means the matter captioned *In re National Prescription Opiate Litigation*, MDL 2804, pending in the United States District Court for the Northern District of Ohio.

"Memorandum of Agreement" or "MOA" means this agreement, the Amended Minnesota Opioids State-Subdivision Memorandum of Agreement.

"National Settlement Agreements" means ~~the~~ a national opioid settlement agreement~~s~~ with the Parties and one or ~~all of the Settling Defendants~~ more Opioid Supply Chain Participants concerning alleged misconduct in manufacture, marketing, promotion, distribution, or dispensing of an opioid analgesic, which includes structural or payment provisions requiring or anticipating the participation of both the State and its political subdivisions in the national opioid settlement agreement and allows for the allocation of Opioid Settlement Funds between the State and its political subdivisions to be set through a state-specific agreement.

"Opioid Settlement Funds" shall mean all funds allocated by the National Settlement Agreements and any Bankruptcy Resolutions to the State and Local Governments for purposes of opioid remediation activities or restitution, as well as any repayment of those funds and any interest or investment earnings that may accrue as those funds are temporarily held before being expended on opioid remediation strategies.

"Opioid Supply Chain Participants" means entities that engage in, ~~or~~ have engaged in, or have provided consultation services regarding the manufacture, marketing, promotion, distribution, or dispensing of an opioid analgesic, including, but not limited to, Janssen, AmerisourceBergen, Cardinal Health, McKesson, Teva Pharmaceuticals, Allergan plc, CVS Health Corporation, Walgreens Boots Alliance, Inc., and Walmart Inc. "Opioid Supply Chain Participants" also means all ~~including their~~ subsidiaries, affiliates, officers, directors, employees, or agents of such entities.~~, acting in their capacity as such.~~

"Parties" means the State and the Participating Local Governments.

"Participating Local Government" means a ~~county or city~~political subdivision within the geographic boundaries of the State of Minnesota that has signed this Memorandum of Agreement and has executed a release of claims ~~with the Settling Defendants~~ by signing on to the National Settlement Agreements. For the avoidance of doubt, a Local Government must sign this MOA to become a "Participating Local Government."

"Region" is defined in Section II.H below.

~~"Settling Defendants" means Johnson & Johnson, AmerisourceBergen, Cardinal Health, and McKesson, as well as their subsidiaries, affiliates, officers, and directors named in a National Settlement Agreement.~~

"State" means the State of Minnesota by and through its Attorney General, Keith Ellison.

"State Abatement Fund" is defined in Section II.B below.

II. Allocation of Settlement Proceeds

A. Method of distribution. Pursuant to the National Settlement Agreements and any Bankruptcy Resolutions, Opioid Settlement Funds shall be distributed directly to the State and directly to Participating Local Governments in such proportions and for such uses as set forth in this MOA, provided Opioid Settlement Funds shall not be considered funds of the State or any Participating Local Government unless and until such time as each ~~annual~~ distribution is made.

B. Overall allocation of funds. Opioid Settlement Funds will be initially allocated as follows: (i) 25% directly to the State ("State Abatement Fund"), and (ii) 75% directly to abatement funds established by Participating Local Governments ("Local Abatement Funds"). This initial allocation is subject to modification by Sections II.F, II.G, and II.H, below.

C. Statutory change.

1. The Parties agree to work together in good faith to propose and lobby for legislation in the 2022 Minnesota legislative session to modify the distribution of the State's Opiate Epidemic Response Fund under Minnesota Statutes section 256.043, subd. 3(d), so that "50 percent of the remaining amount" is no longer appropriated to county social services, as related to Opioid Settlement Funds that are ultimately placed into the Minnesota Opiate Epidemic Response Fund ("Legislative Modification").[1] Such efforts include, but are not limited to, providing testimony and letters in support of the Legislative Modification.

2. It is the intent of the Parties that the Legislative Modification would affect only the county share under section 256.043, subd. 3(d), and would not impact the provision of funds to tribal social service agencies. Further, it is the intent of the Parties that the Legislative Modification would relate only to disposition of Opioid Settlement Funds and is not predicated on a change to the distribution of the Board of Pharmacy fee revenue that is deposited into the Opiate Epidemic Response Fund.

D. Bill Drafting Workgroup. The Parties will work together to convene a Bill Drafting Workgroup to recommend draft legislation to achieve this Legislative Modification. The Workgroup will meet as often as practicable in December 2021 and January 2022 until recommended language is completed. Invitations to participate in the group shall be extended to the League of Minnesota Cities, the Association of Minnesota Counties, the Coalition of Greater Minnesota Cities, state agencies, the Governor's Office, the Attorney General's Office, the Opioid Epidemic Response Advisory Council, the Revisor's Office, and Minnesota tribal representatives. The Workgroup will host meetings with Members of

[1] It is the intent of the Parties that counties will continue to fund child protection services for children and families who are affected by addiction, in compliance with the Approved Uses in **Exhibit A**.

the Minnesota House of Representatives and Minnesota Senate who have been involved in this matter to assist in crafting a bill draft.

E. No payments until August 1, 2022. The Parties agree to take all steps necessary to ensure that any Opioid Settlement Funds ready for distribution directly to the State and Participating Local Governments under the National Settlement Agreements or Bankruptcy Resolutions are not actually distributed to the Parties until on or after August 1, 2022, in order to allow the Parties to pursue legislative change that would take effect before the Opioid Settlement Funds are received by the Parties. Such steps may include, but are not limited to, the Attorney General's Office delaying its filing of Consent Judgments in Minnesota state court memorializing the National Settlement Agreements. This provision will cease to apply upon the effective date of the Legislative Modification described above, if that date is prior to August 1, 2022.

F. Effect of no statutory change by August 1, 2022. If the Legislative Modification described above does not take effect by August 1, 2022, the allocation between the Parties set forth in Section II.B shall be modified as follows: (i) 40% directly to the State Abatement Fund, and (ii) 60% to Local Abatement Funds. The Parties further agree to discuss potential amendment of this MOA if such legislation does not timely go into effect in accordance with this paragraph.

G. Effect of later statutory change. If the Legislative Modification described above takes effect after August 1, 2022, the allocation between the Parties will be modified as follows: (i) 25% directly to the State Abatement Fund, and (ii) 75% to Local Abatement Funds.

H. Effect of partial statutory change. If any legislative action otherwise modifies or diminishes the direct allocation of Opioid Settlement Funds to Participating Local Governments so that as a result the Participating Local Governments would receive less than 75 percent of the Opioid Settlement Funds (inclusive of amounts received by counties per statutory appropriation through the Minnesota Opiate Epidemic Response Fund), then the allocation set forth in Section II.B will be modified to ensure Participating Local Governments receive 75% of the Opioid Settlement Funds.

I. Participating Local Governments receiving payments. The proportions set forth in **Exhibit B** provide for payments directly to: (i) all Minnesota counties; and (ii) all Minnesota cities that (a) have a population of more than 30,000, based on the United States Census Bureau's Vintage 2019 population totals, (b) have funded or otherwise managed an established health care or treatment infrastructure (e.g., health department or similar agency), or (c) have initiated litigation against ~~the Settling Defendants~~AmerisourceBergen, Cardinal Health, McKesson, or Janssen as of December 3, 2021.

J. Allocation of funds between Participating Local Governments. The Local Abatement Funds shall be allocated to Participating Local Governments in such proportions as set forth in **Exhibit B**, attached hereto and incorporated herein by reference, which is based

upon the MDL Matter's Opioid Negotiation Class Model.[2] The proportions shall not change based on population changes during the term of the MOA. However, to the extent required by the terms of the National Settlement Agreements, the proportions set forth in **Exhibit B** must be adjusted: (i) to provide no payment from the National Settlement Agreements to any listed county or municipality that does not participate in the National Settlement Agreements; and (ii) to provide a reduced payment from the National Settlement Agreements to any listed county or city that signs on to the National Settlement Agreements after the Initial Participation Date.

K. Redistribution in certain situations. In the event a Participating Local Government merges, dissolves, or ceases to exist, the allocation percentage for that Participating Local Government shall be redistributed equitably based on the composition of the successor Local Government. In the event an allocation to a Local Government cannot be paid to the Local Government, such unpaid allocations will be allocated to Local Abatement Funds and be distributed in such proportions as set forth in Exhibit B.

L. City may direct payments to county. Any city allocated a share may elect to have its full share or a portion of its full share of current or future annual distributions of settlement funds instead directed to the county or counties in which it is located, so long as that county or counties are Participating Local Governments[s]. ~~Such an election must be made by January 1 each year to apply to the following fiscal year.~~ If a city is located in more than one county, the city's funds will be directed based on the MDL Matter's Opioid Negotiation Class Model.

III. Special Revenue Fund

A. Creation of special revenue fund. Every Participating Local Government receiving Opioid Settlement Funds through direct distribution shall create a separate special revenue fund, as described below, that is designated for the receipt and expenditure of Opioid Settlement Funds.

B. Procedures for special revenue fund. Funds in this special revenue fund shall not be commingled with any other money or funds of the Participating Local Government. The funds in the special revenue fund shall not be used for any loans or pledge of assets, unless the loan or pledge is for an Approved Use. Participating Local Governments may not assign to another entity their rights to receive payments of Opioid Settlement Funds or their responsibilities for funding decisions, except as provided in Section II.L.

[2] More specifically, the proportions in Exhibit B were created based on Exhibit G to the National Settlement Agreements, which in turn was based on the MDL Matter's allocation criteria. Cities under 30,000 in population that had shares under the Exhibit G default allocation were removed and their shares were proportionally reallocated amongst the remaining subdivisions.

C. Process for drawing from special revenue funds.

1. Opioid Settlement Funds can be used for a purpose when the Governing Body includes in its budget or passes a separate resolution authorizing the expenditure of a stated amount of Opioid Settlement Funds for that purpose or those purposes during a specified period of time.

2. The budget or resolution must (i) indicate that it is an authorization for expenditures of opioid settlement funds; (ii) state the specific strategy or strategies the county or city intends to fund, using the item letter and/or number in **Exhibit A** to identify each funded strategy, if applicable; and (iii) state the amount dedicated to each strategy for a stated period of time.

D. Local government grantmaking. Participating Local Governments may make contracts with or grants to a nonprofit, charity, or other entity with Opioid Settlement Funds.

E. Interest earned on special revenue fund. The funds in the special revenue fund may be invested, consistent with the investment limitations for local governments, and may be placed in an interest-bearing bank account. Any interest earned on the special revenue funds must be used in a way that is consistent with this MOA.

IV. Opioid Remediation Activities

A. Limitation on use of funds. This MOA requires that Opioid Settlement Funds be utilized only for future opioid remediation activities, and Parties shall expend Opioid Settlement Funds only for Approved Uses and for expenditures incurred after the effective date of this MOA, unless execution of the National Settlement Agreements requires a later date. Opioid Settlement Funds cannot be used to pay litigation costs, expenses, or attorney fees arising from the enforcement of legal claims related to the opioid epidemic, except for the portion of Opioid Settlement Funds that comprise the Backstop Fund described in Section VI. For the avoidance of doubt, counsel for Litigating Local Governments may recover litigation costs, expenses, or attorney fees from the common benefit, contingency fee, and cost funds established in the National Settlement Agreements, as well as the Backstop Fund described in Section VI.

B. Public health departments as Chief Strategists. For Participating Local Governments that have public health departments, the public health departments shall serve as the lead agency and Chief Strategist to identify, collaborate, and respond to local issues as Local Governments decide how to leverage and disburse Opioid Settlement Funds. In their role as Chief Strategist, public health departments will convene multi-sector meetings and lead efforts that build upon local efforts like Community Health Assessments and Community Health Improvement Plans, while fostering community focused and collaborative evidence-informed approaches that prevent and address addiction across the areas of public health, human services, and public safety. Chief Strategists should consult with municipalities located within their county in the development of any Community Health

Assessment, and are encouraged to collaborate with law enforcement agencies in the county where appropriate.

C. Administrative expenses. Reasonable administrative costs for the State or Local Government to administer its allocation of the Opioid Settlement Funds shall not exceed actual costs, 10% of the relevant allocation of the Opioid Settlement Funds, or any administrative expense limitation imposed by the National Settlement Agreements or Bankruptcy Resolution, whichever is less.

D. Regions. Two or more Participating Local Governments may at their discretion form a new group or utilize an existing group ("Region") to pool their respective shares of settlement funds and make joint spending decisions. Participating Local Governments may choose to create a Region or utilize an existing Region under a joint exercise of powers under Minn. Stat. § 471.59.

E. Consultation and partnerships.

1. Each county receiving Opioid Settlement Funds must consult annually with the municipalities in the county regarding future use of the settlement funds in the county, including by holding an annual meeting with all municipalities in the county in order to receive input as to proposed uses of the Opioid Settlement Funds and to encourage collaboration between Local Governments both within and beyond the county. These meetings shall be open to the public.

2. Participating Local Governments within the same County Area have a duty to regularly consult with each other to coordinate spending priorities.

3. Participating Local Governments can form partnerships at the local level whereby Participating Local Governments dedicate a portion of their Opioid Settlement Funds to support city- or community-based work with local stakeholders and partners within the Approved Uses.

F. Collaboration. The State and Participating Local Governments must collaborate to promote effective use of Opioid Settlement Funds, including through the sharing of expertise, training, and technical assistance. They will also coordinate with trusted partners, including community stakeholders, to collect and share information about successful regional and other high-impact strategies and opioid treatment programs.

V. Reporting and Compliance

A. Construction of reporting and compliance provisions. Reporting and compliance requirements will be developed and mutually agreed upon by the Parties, utilizing the recommendations provided by the Advisory Panel to the Attorney General on Distribution and Allocation of Opioid Settlement Funds.

B. Reporting Workgroup. The Parties will work together to establish a Reporting Workgroup that includes representatives of the Attorney General's Office, state stakeholders, and city and county representatives, who will meet on a regular basis to develop reporting and compliance recommendations. The Reporting Workgroup must produce a set of reporting and compliance measures by June 1, 2022. Such reporting and compliance measures will be effective once approved by representatives of the Attorney General's Office, the Governor's Office, the Association of Minnesota Counties, and the League of Minnesota Cities that are on the Workgroup.

C. Application of Reporting Addendum and State Law. The requirements of the Reporting and Compliance Addendum agreed to by the Minnesota Governor's Office, the Minnesota Attorney General's Office, the Association of Minnesota Counties, the League of Minnesota Cities, and members of the Minnesota Opioid Epidemic Response Advisory Council, as well as the requirements of Minnesota Statutes section 256.042, subdivision 5(d), apply to Local Governments receiving Opioid Settlement Funds under National Settlement Agreements and Bankruptcy Resolutions within the scope of this MOA.

VI. Backstop Fund

A. National Attorney Fee Fund. When ~~T~~the National Settlement Agreements provide for the payment of all or a portion of the attorney fees and costs owed by Litigating Local Governments to private attorneys specifically retained to file suit in the opioid litigation ("National Attorney Fee Fund"), t~~. T~~he Parties acknowledge that the National Settlement Agreements may provide for a portion of the attorney fees of Litigating Local Governments.

B. Backstop Fund and Waiver of Contingency Fee. The Parties agree that the Participating Local Governments will create a supplemental attorney fees fund (the "Backstop Fund") to be used to compensate private attorneys ("Counsel") for Local Governments that filed opioid lawsuits on or before December 3, 2021 ("Litigating Local Governments"). By order[3] dated August 6, 2021, Judge Polster capped all applicable contingent fee agreements at 15%. Judge Polster's 15% cap does not limit fees from the National Attorney Fee Fund or from any state backstop fund for attorney fees, but private attorneys for local governments must waive their contingent fee agreements to receive payment from the National Attorney Fee Fund. Judge Polster recognized that a state backstop fund can be designed to incentivize private attorneys to waive their right to enforce contingent fee agreements and instead apply to the National Attorney Fee Fund, with the goals of achieving greater subdivision participation and higher ultimate payouts to both states and local governments. Accordingly, in order to seek payment from the Backstop Fund, Counsel must agree to waive their contingency fee agreements relating to these National Settlement Agreements and first apply to the National Attorney Fee Fund.

[3] Order, In re: Nat'l Prescription Opiate Litig., Case No. 17-MD-02804, Doc. No. 3814 (N.D. Ohio August 6, 2021).

C. Backstop Fund Source. The Backstop Fund will be funded by seven percent (7%) of the share of each payment made to the Local Abatement Funds from the National Settlement Agreements (annual or otherwise), based upon the initial allocation of 25% directly to the State Abatement Fund and 75% directly to Local Abatement Funds, and will not include payments resulting from the Purdue, ~~or~~ Mallinckrodt, or Endo Bankruptcies. In the event that the initial allocation is modified pursuant to Section II.F. above, then the Backstop Fund will be funded by 8.75% of the share of each payment made to the Local Abatement Funds from the National Settlement Agreements (annual or otherwise), based upon the modified allocation of 40% directly to the State Abatement Fund and 60% directly to the Local Abatement Funds, and will not include payments resulting from the Purdue, ~~or~~ Mallinckrodt, or Endo Bankruptcies. In the event that the allocation is modified pursuant to Section II.G. or Section II.H. above, back to an allocation of 25% directly to the State Abatement Fund and 75% directly to Local Abatement Funds, then the Backstop Fund will be funded by 7% of the share of each payment made to the Local Abatement Funds from the National Settlement Agreements (annual or otherwise), and will not include payments resulting from the Purdue, ~~or~~ Mallinckrodt, or Endo Bankruptcies.

D. Backstop Fund Payment Cap. Any attorney fees paid from the Backstop Fund, together with any compensation received from the National Settlement Agreements' Contingency Fee Fund, shall not exceed 15% of the total gross recovery of the Litigating Local Governments' share of funds from the National Settlement Agreements. To avoid doubt, in no instance will Counsel receive more than 15% of the amount paid to their respective Litigating Local Government client(s) when taking into account what private attorneys receive from both the Backstop Fund and any fees received from the National Settlement Agreements' Contingency Fee Fund.

E. Requirements to Seek Payment from Backstop Fund. A private attorney may seek payment from the Backstop Fund in the event that funds received by Counsel from the National Settlement Agreements' Contingency Fee Fund are insufficient to cover the amount that would be due to Counsel under any contingency fee agreement with a Litigating Local Government based on any recovery Litigating Local Governments receive from the National Settlement Agreements. Before seeking any payment from the Backstop Fund, private attorneys must certify that they first sought fees from the National Settlement Agreements' Contingency Fee Fund, and must certify that they agreed to accept the maximum fees payments awarded to them. Nothing in this Section, or in the terms of this Agreement, shall be construed as a waiver of fees, contractual or otherwise, with respect to fees that may be recovered under a contingency fee agreement or otherwise from other past or future settlements, verdicts, or recoveries related to the opioid litigation.

F. Special Master. A special master will administer the Backstop Fund, including overseeing any distribution, evaluating the requests of Counsel for payment, and determining the appropriate amount of any payment from the Backstop Fund. The special master will be selected jointly by the Minnesota Attorney General and the Hennepin County Attorney, and will be one of the following individuals: Hon. Jeffrey Keyes, Hon. David Lillehaug; or Hon. Jack Van de North. The special master will be compensated from the Backstop Fund. In the event that a successor special master is needed, the Minnesota Attorney General and the Hennepin County Attorney will jointly select the successor special master

from the above-listed individuals. If none of the above-listed individuals is available to serve as the successor special master, then the Minnesota Attorney General and the Hennepin County Attorney will jointly select a successor special master from a list of individuals that is agreed upon between the Minnesota Attorney General, the Hennepin County Attorney, and Counsel.

G. Special Master Determinations. The special master will determine the amount and timing of any payment to Counsel from the Backstop Fund. The special master shall make one determination regarding payment of attorney fees to Counsel, which will apply through the term of the recovery from the National Settlement Agreements. In making such determinations, the special master shall consider the amounts that have been or will be received by the private attorney's firm from the National Settlement Agreements' Contingency Fee Fund relating to Litigating Local Governments; the contingency fee contracts; the dollar amount of recovery for Counsel's respective clients who are Litigating Local Governments; the Backstop Fund Payment Cap above; the complexity of the legal issues involved in the opioid litigation; work done to directly benefit the Local Governments within the State of Minnesota; and the principles set forth in the Minnesota Rules of Professional Conduct, including the reasonable and contingency fee principles of Rule 1.5. In the interest of transparency, Counsel shall provide information in their initial fee application about the total amount of fees that Counsel have received or will receive from the National Attorney Fee Fund related to the Litigating Local Governments.

H. Special Master Proceedings. Counsel seeking payment from the Backstop Fund may also provide written submissions to the special master, which may include declarations from counsel, summaries relating to the factors described above, and/or attestation regarding total payments awarded or anticipated from the National Settlement Agreements' Contingency Fee Fund. Private attorneys shall not be required to disclose work product, proprietary or confidential information, including but not limited to detailed billing or lodestar records. To the extent that counsel rely upon written submissions to support their application to the special master, the special master will incorporate said submission or summary into the record. Any proceedings before the special master and documents filed with the special master shall be public, and the special master's determinations regarding any payment from the Backstop Funds shall be transparent, public, final, and not appealable.

I. Distribution of Any Excess Funds. To the extent the special master determines that the Backstop Fund exceeds the amount necessary for payment to Counsel, the special master shall distribute any excess amount to Participating Local Governments according to the percentages set forth in **Exhibit B**.

J. Term. The Backstop Fund will be administered for (a) the length of the National Litigation Settlement Agreements' payments; or (b) until all Counsel for Litigating Local Governments have either (i) received payments equal to the Backstop Fund Payment Cap above or (ii) received the full amount determined by the special master; whichever occurs first.

K. No State Funds Toward Attorney Fees. For the avoidance of doubt, no portion of the State Abatement Fund will be used to fund the Backstop Fund or in any other way to fund any Litigating Local Government's attorney fees and expenses. Any funds that the State receives from the National Settlement Agreements as attorney fees and costs or in lieu of attorney fees and costs, including the Additional Restitution Amounts, will be treated as State Abatement Funds.

VII. General Terms

A. Scope of agreement.

1. This MOA applies to ~~all settlements under~~ the National Settlement Agreements ~~with Settling Defendants~~ and the Bankruptcy Resolutions ~~with Bankruptcy Defendants~~.[4]

2. This MOA will also apply to future National Settlement Agreements and Bankruptcy Resolutions with Opioid Supply Chain Participants that include structural or payment provisions requiring or anticipating the participation of both the State and its political subdivisions, and allows for the allocation between the State and its political subdivisions to be set through a state-specific agreement.

~~2.~~3. ~~The Parties agree to discuss the use, as the Parties may deem appropriate in the future, of the settlement terms set out herein (after any necessary amendments) for resolutions with Opioid Supply Chain Participants not covered by the National Settlement Agreements or a Bankruptcy Resolution.~~ The Parties acknowledge that this MOA does not excuse any requirements placed upon them by the terms of the National Settlement Agreements or any Bankruptcy Resolution, except to the extent those terms allow for a State-Subdivision Agreement to do so.

B. When MOA takes effect.

1. This MOA shall become effective at the time a sufficient number of Local Governments have joined the MOA to qualify this MOA as a State-Subdivision Agreement under the National Settlement Agreements or as a Statewide Abatement Agreement under any Bankruptcy Resolution. If this MOA does not thereby qualify as a State-Subdivision Agreement or Statewide Abatement Agreement, this MOA will have no effect.

2. The Parties may conditionally agree to sign on to the MOA through a letter of intent, resolution, or similar written statement, declaration, or pronouncement declaring their intent to sign on to the MOA if the threshold for Party participation in a specific Settlement is achieved.

[4] For the avoidance of doubt, this includes settlements reached with AmerisourceBergen, Cardinal Health, ~~and~~ McKesson, ~~and~~ Janssen, Teva Pharmaceuticals, Allergan plc, CVS Health Corporation, Walgreens Boots Alliance, Inc., and Walmart Inc., ~~and~~ Bankruptcy Resolutions involving Purdue Pharma L.P., ~~and~~ Mallinckrodt plc, and Endo International plc.

C. Dispute resolution.

1. If any Party believes another Party has violated the terms of this MOA, the alleging Party may seek to enforce the terms of this MOA in Ramsey County District Court, provided the alleging Party first provides notice to the alleged offending Party of the alleged violation and a reasonable opportunity to cure the alleged violation.

2. If a Party believes another Party, Region, or individual involved in the receipt, distribution, or administration of Opioid Settlement Funds has violated any applicable ethics codes or rules, a complaint shall be lodged with the appropriate forum for handling such matters.

3. If a Party believes another Party, Region, or individual involved in the receipt, distribution, or administration of Opioid Settlement Funds violated any Minnesota criminal law, such conduct shall be reported to the appropriate criminal authorities.

D. Amendments. The Parties agree to make such amendments as necessary to implement the intent of this MOA.

E. Applicable law and venue. Unless otherwise required by the National Settlement Agreements or a Bankruptcy Resolution, this MOA, including any issues related to interpretation or enforcement, is governed by the laws of the State of Minnesota. Any action related to the provisions of this MOA must be adjudicated by the Ramsey County District Court. If any provision of this MOA is held invalid by any court of competent jurisdiction, this invalidity does not affect any other provision which can be given effect without the invalid provision.

F. Relationship of this MOA to other agreements and resolutions. All Parties acknowledge and agree that the National Settlement Agreements will require a Participating Local Government to release all its claims as provided in the National Settlement Agreements ~~against the Settling Defendants~~ to receive direct allocation of Opioid Settlement Funds. All Parties further acknowledge and agree that based on the terms of the National Settlement Agreements, a Participating Local Government may receive funds through this MOA only after complying with all requirements set forth in the National Settlement Agreements to release its claims. This MOA is not a promise from any Party that any National Settlement Agreements or Bankruptcy Resolution will be finalized or executed.

G. When MOA is no longer in effect. This MOA is effective until one year after the last date on which any Opioid Settlement Funds are being spent by the Parties pursuant to the National Settlement Agreements and any Bankruptcy Resolution.

H. No waiver for failure to exercise. The failure of a Party to exercise any rights under this MOA will not be deemed to be a waiver of any right or any future rights.

I. No effect on authority of Parties. Nothing in this MOA should be construed to limit the power or authority of the State of Minnesota, the Attorney General, or the Local Governments, except as expressly set forth herein.

J. Signing and execution. This MOA may be executed in counterparts, each of which constitutes an original, and all of which constitute one and the same agreement. This MOA may be executed by facsimile or electronic copy in any image format. Each Party represents that all procedures necessary to authorize such Party's execution of this MOA have been performed and that the person signing for such Party has been authorized to execute the MOA in an official capacity that binds the Party.

This **Amended** **Minnesota Opioids State-Subdivision Memorandum of Agreement** is signed this ___day of _____, _____ by:

_____

Name and Title: _____

On behalf of: _____

EXHIBIT A

List of Opioid Remediation Uses

Settlement fund recipients shall choose from among abatement strategies, including but not limited to those listed in this Exhibit. The programs and strategies listed in this Exhibit are not exclusive, and fund recipients shall have flexibility to modify their abatement approach as needed and as new uses are discovered.

PART ONE: TREATMENT

A. TREAT OPIOID USE DISORDER (OUD)

Support treatment of Opioid Use Disorder ("*OUD*") and any co-occurring Substance Use Disorder or Mental Health ("*SUD/MH*") conditions through evidence-based or evidence-informed programs[5] or strategies that may include, but are not limited to, those that:[6]

1. Expand availability of treatment for OUD and any co-occurring SUD/MH conditions, including all forms of Medication for Opioid Use Disorder ("MOUD")[7] approved by the U.S. Food and Drug Administration, including by making capital expenditures to purchase, rehabilitate, or expand facilities that offer treatment.

2. Support and reimburse evidence-based services that adhere to the American Society of Addiction Medicine ("*ASAM*") continuum of care for OUD and any co-occurring SUD/MH conditions.

3. Expand telehealth to increase access to treatment for OUD and any co-occurring SUD/MH conditions, including MOUD, as well as counseling, psychiatric support, and other treatment and recovery support services.

[5] Use of the terms "evidence-based," "evidence-informed," or "best practices" shall not limit the ability of recipients to fund innovative services or those built on culturally specific needs. Rather, recipients are encouraged to support culturally appropriate services and programs for persons with OUD and any co-occurring SUD/MH conditions.

[6] As used in this Exhibit, words like "expand," "fund," "provide" or the like shall not indicate a preference for new or existing programs.

[7] Historically, pharmacological treatment for opioid use disorder was referred to as "Medication-Assisted Treatment" ("MAT"). It has recently been determined that the better term is "Medication for Opioid Use Disorder" ("MOUD"). This Exhibit will use "MOUD" going forward. Use of the term MOUD is not intended to and shall in no way limit abatement programs or strategies now or into the future as new strategies and terminology evolve.

4. Improve oversight of Opioid Treatment Programs ("*OTPs*") to assure evidence-based or evidence-informed practices such as adequate methadone dosing and low threshold approaches to treatment.

5. Support mobile intervention, treatment, and recovery services, offered by qualified professionals and service providers, such as peer recovery coaches, for persons with OUD and any co-occurring SUD/MH conditions and for persons who have experienced an opioid overdose.

6. Provide treatment of trauma for individuals with OUD (*e.g.*, violence, sexual assault, human trafficking, or adverse childhood experiences) and family members (*e.g.*, surviving family members after an overdose or overdose fatality), and training of health care personnel to identify and address such trauma.

7. Support detoxification (detox) and withdrawal management services for people with OUD and any co-occurring SUD/MH conditions, including but not limited to medical detox, referral to treatment, or connections to other services or supports.

8. Provide training on MOUD for health care providers, first responders, students, or other supporting professionals, such as peer recovery coaches or recovery outreach specialists, including telementoring to assist community-based providers in rural or underserved areas.

9. Support workforce development for addiction professionals who work with persons with OUD and any co-occurring SUD/MH or mental health conditions.

10. Offer fellowships for addiction medicine specialists for direct patient care, instructors, and clinical research for treatments.

11. Offer scholarships and supports for certified addiction counselors, licensed alcohol and drug counselors, licensed clinical social workers, licensed mental health counselors, and other mental and behavioral health practitioners or workers, including peer recovery coaches, peer recovery supports, and treatment coordinators, involved in addressing OUD and any co-occurring SUD/MH or mental health conditions, including, but not limited to, training, scholarships, fellowships, loan repayment programs, continuing education, licensing fees, or other incentives for providers to work in rural or underserved areas.

12. Provide funding and training for clinicians to obtain a waiver under the federal Drug Addiction Treatment Act of 2000 ("*DATA 2000*") to prescribe MOUD for OUD, and provide technical assistance and professional support to clinicians who have obtained a DATA 2000 waiver.

13. Dissemination of web-based training curricula, such as the American Academy of Addiction Psychiatry's Provider Clinical Support Service–Opioids web-based training curriculum and motivational interviewing.

14. Develop and disseminate new curricula, such as the American Academy of Addiction Psychiatry's Provider Clinical Support Service for Medication–Assisted Treatment.

B. SUPPORT PEOPLE IN TREATMENT AND RECOVERY

Support people in recovery from OUD and any co-occurring SUD/MH conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the programs or strategies that:

1. Provide comprehensive wrap-around services to individuals with OUD and any co-occurring SUD/MH conditions, including housing, transportation, education, job placement, job training, or childcare.

2. Provide the full continuum of care of treatment and recovery services for OUD and any co-occurring SUD/MH conditions, including supportive housing, peer support services and counseling, community navigators, case management, and connections to community-based services.

3. Provide counseling, peer-support, recovery case management and residential treatment with access to medications for those who need it to persons with OUD and any co-occurring SUD/MH conditions.

4. Provide access to housing for people with OUD and any co-occurring SUD/MH conditions, including supportive housing, recovery housing, housing assistance programs, training for housing providers, or recovery housing programs that allow or integrate FDA-approved medication with other support services.

5. Provide community support services, including social and legal services, to assist in deinstitutionalizing persons with OUD and any co-occurring SUD/MH conditions.

6. Support or expand peer-recovery centers, which may include support groups, social events, computer access, or other services for persons with OUD and any co-occurring SUD/MH conditions.

7. Provide or support transportation to treatment or recovery programs or services for persons with OUD and any co-occurring SUD/MH conditions.

8. Provide employment training or educational services for persons in treatment for or recovery from OUD and any co-occurring SUD/MH conditions.

9. Identify successful recovery programs such as physician, pilot, and college recovery programs, and provide support and technical assistance to increase the number and capacity of high-quality programs to help those in recovery.

10. Engage non-profits, faith-based communities, and community coalitions to support people in treatment and recovery and to support family members in their efforts to support the person with OUD in the family.

11. Provide training and development of procedures for government staff to appropriately interact and provide social and other services to individuals with or in recovery from OUD, including reducing stigma.

12. Support stigma reduction efforts regarding treatment and support for persons with OUD, including reducing the stigma on effective treatment.

13. Create or support culturally appropriate services and programs for persons with OUD and any co-occurring SUD/MH conditions, including but not limited to new Americans, African Americans, and American Indians.

14. Create and/or support recovery high schools.

15. Hire or train behavioral health workers to provide or expand any of the services or supports listed above.

C. CONNECT PEOPLE WHO NEED HELP TO THE HELP THEY NEED (CONNECTIONS TO CARE)

Provide connections to care for people who have—or are at risk of developing—OUD and any co-occurring SUD/MH conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:

1. Ensure that health care providers are screening for OUD and other risk factors and know how to appropriately counsel and treat (or refer if necessary) a patient for OUD treatment.

2. Fund Screening, Brief Intervention and Referral to Treatment ("SBIRT") programs to reduce the transition from use to disorders, including SBIRT services to pregnant women who are uninsured or not eligible for Medicaid.

3. Provide training and long-term implementation of SBIRT in key systems (health, schools, colleges, criminal justice, and probation), with a focus on youth and young adults when transition from misuse to opioid disorder is common.

4. Purchase automated versions of SBIRT and support ongoing costs of the technology.

5. Expand services such as navigators and on-call teams to begin MOUD in hospital emergency departments.

6. Provide training for emergency room personnel treating opioid overdose patients on post-discharge planning, including community referrals for MOUD, recovery case management or support services.

7. Support hospital programs that transition persons with OUD and any co-occurring SUD/MH conditions, or persons who have experienced an opioid overdose, into clinically appropriate follow-up care through a bridge clinic or similar approach.

8. Support crisis stabilization centers that serve as an alternative to hospital emergency departments for persons with OUD and any co-occurring SUD/MH conditions or persons that have experienced an opioid overdose.

9. Support the work of Emergency Medical Systems, including peer support specialists, to connect individuals to treatment or other appropriate services following an opioid overdose or other opioid-related adverse event.

10. Provide funding for peer support specialists or recovery coaches in emergency departments, detox facilities, recovery centers, recovery housing, or similar settings; offer services, supports, or connections to care to persons with OUD and any co-occurring SUD/MH conditions or to persons who have experienced an opioid overdose.

11. Expand warm hand-off services to transition to recovery services.

12. Create or support school-based contacts that parents can engage with to seek immediate treatment services for their child; and support prevention, intervention, treatment, and recovery programs focused on young people.

13. Develop and support best practices on addressing OUD in the workplace.

14. Support assistance programs for health care providers with OUD.

15. Engage non-profits and the faith community as a system to support outreach for treatment.

16. Support centralized call centers that provide information and connections to appropriate services and supports for persons with OUD and any co-occurring SUD/MH conditions.

D. ADDRESS THE NEEDS OF CRIMINAL JUSTICE-INVOLVED PERSONS

Address the needs of persons with OUD and any co-occurring SUD/MH conditions who are involved in, are at risk of becoming involved in, or are transitioning out of the criminal justice system through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:

1. Support pre-arrest or pre-arraignment diversion and deflection strategies for persons with OUD and any co-occurring SUD/MH conditions, including established strategies such as:

    1. Self-referral strategies such as the Angel Programs or the Police Assisted Addiction Recovery Initiative ("*PAARI*");

2. Active outreach strategies such as the Drug Abuse Response Team ("*DART*") model;

3. "Naloxone Plus" strategies, which work to ensure that individuals who have received naloxone to reverse the effects of an overdose are then linked to treatment programs or other appropriate services;

4. Officer prevention strategies, such as the Law Enforcement Assisted Diversion ("*LEAD*") model;

5. Officer intervention strategies such as the Leon County, Florida Adult Civil Citation Network or the Chicago Westside Narcotics Diversion to Treatment Initiative; or

6. Co-responder and/or alternative responder models to address OUD-related 911 calls with greater SUD expertise.

2. Support pre-trial services that connect individuals with OUD and any co-occurring SUD/MH conditions to evidence-informed treatment, including MOUD, and related services.

3. Support treatment and recovery courts that provide evidence-based options for persons with OUD and any co-occurring SUD/MH conditions.

4. Provide evidence-informed treatment, including MOUD, recovery support, harm reduction, or other appropriate services to individuals with OUD and any co-occurring SUD/MH conditions who are incarcerated in jail or prison.

5. Provide evidence-informed treatment, including MOUD, recovery support, harm reduction, or other appropriate services to individuals with OUD and any co-occurring SUD/MH conditions who are leaving jail or prison or have recently left jail or prison, are on probation or parole, are under community corrections supervision, or are in re-entry programs or facilities.

6. Support critical time interventions ("*CTI*"), particularly for individuals living with dual-diagnosis OUD/serious mental illness, and services for individuals who face immediate risks and service needs and risks upon release from correctional settings.

7. Provide training on best practices for addressing the needs of criminal justice-involved persons with OUD and any co-occurring SUD/MH conditions to law enforcement, correctional, or judicial personnel or to providers of treatment, recovery, harm reduction, case management, or other services offered in connection with any of the strategies described in this section.

E. ADDRESS THE NEEDS OF THE PERINATAL POPULATION, CAREGIVERS, AND FAMILIES, INCLUDING BABIES WITH NEONATAL OPIOID WITHDRAWAL SYNDROME.

Address the needs of the perinatal population and caregivers with OUD and any co-occurring SUD/MH conditions, and the needs of their families, including babies with neonatal opioid withdrawal syndrome ("*NOWS*"), through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:

1. Support evidence-based or evidence-informed treatment, including MOUD, recovery services and supports, and prevention services for the perinatal population—or individuals who could become pregnant—who have OUD and any co-occurring SUD/MH conditions, and other measures to educate and provide support to caregivers and families affected by Neonatal Opioid Withdrawal Syndrome.

2. Expand comprehensive evidence-based treatment and recovery services, including MOUD, for uninsured individuals with OUD and any co-occurring SUD/MH conditions for up to 12 months postpartum.

3. Provide training for obstetricians or other healthcare personnel who work with the perinatal population and their families regarding treatment of OUD and any co-occurring SUD/MH conditions.

4. Expand comprehensive evidence-based treatment and recovery support for NOWS babies; expand services for better continuum of care with infant-caregiver dyad; and expand long-term treatment and services for medical monitoring of NOWS babies and their caregivers and families.

5. Provide training to health care providers who work with the perinatal population and caregivers on best practices for compliance with federal requirements that children born with NOWS get referred to appropriate services and receive a plan of safe care.

6. Provide child and family supports for caregivers with OUD and any co-occurring SUD/MH conditions, emphasizing the desire to keep families together.

7. Provide enhanced support for children and family members suffering trauma as a result of addiction in the family; and offer trauma-informed behavioral health treatment for adverse childhood events.

8. Offer home-based wrap-around services to persons with OUD and any co-occurring SUD/MH conditions, including, but not limited to, parent skills training.

9. Provide support for Children's Services—Fund additional positions and services, including supportive housing and other residential services, relating to children

being removed from the home and/or placed in foster care due to custodial opioid use.

PART TWO: PREVENTION

F. PREVENT OVER-PRESCRIBING AND ENSURE APPROPRIATE PRESCRIBING AND DISPENSING OF OPIOIDS

Support efforts to prevent over-prescribing and ensure appropriate prescribing and dispensing of opioids through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Funding medical provider education and outreach regarding best prescribing practices for opioids consistent with the Guidelines for Prescribing Opioids for Chronic Pain from the U.S. Centers for Disease Control and Prevention, including providers at hospitals (academic detailing).

2. Training for health care providers regarding safe and responsible opioid prescribing, dosing, and tapering patients off opioids.

3. Continuing Medical Education (CME) on appropriate prescribing of opioids.

4. Providing Support for non-opioid pain treatment alternatives, including training providers to offer or refer to multi-modal, evidence-informed treatment of pain.

5. Supporting enhancements or improvements to Prescription Drug Monitoring Programs ("*PDMPs*"), including, but not limited to, improvements that:

    1. Increase the number of prescribers using PDMPs;

    2. Improve point-of-care decision-making by increasing the quantity, quality, or format of data available to prescribers using PDMPs, by improving the interface that prescribers use to access PDMP data, or both; or

    3. Enable states to use PDMP data in support of surveillance or intervention strategies, including MOUD referrals and follow-up for individuals identified within PDMP data as likely to experience OUD in a manner that complies with all relevant privacy and security laws and rules.

6. Ensuring PDMPs incorporate available overdose/naloxone deployment data, including the United States Department of Transportation's Emergency Medical Technician overdose database in a manner that complies with all relevant privacy and security laws and rules.

7. Increasing electronic prescribing to prevent diversion or forgery.

8. Educating dispensers on appropriate opioid dispensing.

G. PREVENT MISUSE OF OPIOIDS

Support efforts to discourage or prevent misuse of opioids through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Funding media campaigns to prevent opioid misuse, including but not limited to focusing on risk factors and early interventions.

2. Corrective advertising or affirmative public education campaigns based on evidence.

3. Public education relating to drug disposal.

4. Drug take-back disposal or destruction programs.

5. Funding community anti-drug coalitions that engage in drug prevention efforts.

6. Supporting community coalitions in implementing evidence-informed prevention, such as reduced social access and physical access, stigma reduction—including staffing, educational campaigns, support for people in treatment or recovery, or training of coalitions in evidence-informed implementation, including the Strategic Prevention Framework developed by the U.S. Substance Abuse and Mental Health Services Administration ("*SAMHSA*").

7. Engaging non-profits and faith-based communities as systems to support prevention.

8. Funding evidence-based prevention programs in schools or evidence-informed school and community education programs and campaigns for students, families, school employees, school athletic programs, parent-teacher and student associations, and others.

9. School-based or youth-focused programs or strategies that have demonstrated effectiveness in preventing drug misuse and seem likely to be effective in preventing the uptake and use of opioids.

10. Create or support community-based education or intervention services for families, youth, and adolescents at risk for OUD and any co-occurring SUD/MH conditions.

11. Support evidence-informed programs or curricula to address mental health needs of young people who may be at risk of misusing opioids or other drugs, including emotional modulation and resilience skills.

12. Support greater access to mental health services and supports for young people, including services and supports provided by school nurses, behavioral health

workers or other school staff, to address mental health needs in young people that (when not properly addressed) increase the risk of opioid or another drug misuse.

H. PREVENT OVERDOSE DEATHS AND OTHER HARMS (HARM REDUCTION)

Support efforts to prevent or reduce overdose deaths or other opioid-related harms through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Increased availability and distribution of naloxone and other drugs that treat overdoses for first responders, overdose patients, individuals with OUD and their friends and family members, schools, community navigators and outreach workers, persons being released from jail or prison, or other members of the general public.

2. Public health entities providing free naloxone to anyone in the community.

3. Training and education regarding naloxone and other drugs that treat overdoses for first responders, overdose patients, patients taking opioids, families, schools, community support groups, and other members of the general public.

4. Enabling school nurses and other school staff to respond to opioid overdoses, and provide them with naloxone, training, and support.

5. Expanding, improving, or developing data tracking software and applications for overdoses/naloxone revivals.

6. Public education relating to emergency responses to overdoses.

7. Public education relating to immunity and Good Samaritan laws.

8. Educating first responders regarding the existence and operation of immunity and Good Samaritan laws.

9. Syringe service programs and other evidence-informed programs to reduce harms associated with intravenous drug use, including supplies, staffing, space, peer support services, referrals to treatment, fentanyl checking, connections to care, and the full range of harm reduction and treatment services provided by these programs.

10. Expanding access to testing and treatment for infectious diseases such as HIV and Hepatitis C resulting from intravenous opioid use.

11. Supporting mobile units that offer or provide referrals to harm reduction services, treatment, recovery supports, health care, or other appropriate services to persons that use opioids or persons with OUD and any co-occurring SUD/MH conditions.

12. Providing training in harm reduction strategies to health care providers, students, peer recovery coaches, recovery outreach specialists, or other professionals that provide care to persons who use opioids or persons with OUD and any co-occurring SUD/MH conditions.

13. Supporting screening for fentanyl in routine clinical toxicology testing.

PART THREE: OTHER STRATEGIES

I. FIRST RESPONDERS

In addition to items in section C, D and H relating to first responders, support the following:

1. Law enforcement expenditures related to the opioid epidemic.

2. Education of law enforcement or other first responders regarding appropriate practices and precautions when dealing with fentanyl or other drugs.

3. Provision of wellness and support services for first responders and others who experience secondary trauma associated with opioid-related emergency events.

J. LEADERSHIP, PLANNING AND COORDINATION

Support efforts to provide leadership, planning, coordination, facilitations, training and technical assistance to abate the opioid epidemic through activities, programs, or strategies that may include, but are not limited to, the following:

1. Statewide, regional, local or community regional planning to identify root causes of addiction and overdose, goals for reducing harms related to the opioid epidemic, and areas and populations with the greatest needs for treatment intervention services, and to support training and technical assistance and other strategies to abate the opioid epidemic described in this opioid abatement strategy list.

2. A dashboard to (a) share reports, recommendations, or plans to spend opioid settlement funds; (b) to show how opioid settlement funds have been spent; (c) to report program or strategy outcomes; or (d) to track, share or visualize key opioid- or health-related indicators and supports as identified through collaborative statewide, regional, local or community processes.

3. Invest in infrastructure or staffing at government or not-for-profit agencies to support collaborative, cross-system coordination with the purpose of preventing overprescribing, opioid misuse, or opioid overdoses, treating those with OUD and any co-occurring SUD/MH conditions, supporting them in treatment or recovery, connecting them to care, or implementing other strategies to abate the opioid epidemic described in this opioid abatement strategy list.

4. Provide resources to staff government oversight and management of opioid abatement programs.

5. Support multidisciplinary collaborative approaches consisting of, but not limited to, public health, public safety, behavioral health, harm reduction, and others at the state, regional, local, nonprofit, and community level to maximize collective impact.

K. TRAINING

In addition to the training referred to throughout this document, support training to abate the opioid epidemic through activities, programs, or strategies that may include, but are not limited to, those that:

1. Provide funding for staff training or networking programs and services to improve the capability of government, community, and not-for-profit entities to abate the opioid crisis.

2. Support infrastructure and staffing for collaborative cross-system coordination to prevent opioid misuse, prevent overdoses, and treat those with OUD and any co-occurring SUD/MH conditions, or implement other strategies to abate the opioid epidemic described in this opioid abatement strategy list (*e.g.*, health care, primary care, pharmacies, PDMPs, etc.).

L. RESEARCH

Support opioid abatement research that may include, but is not limited to, the following:

1. Monitoring, surveillance, data collection and evaluation of programs and strategies described in this opioid abatement strategy list.

2. Research non-opioid treatment of chronic pain.

3. Research on improved service delivery for modalities such as SBIRT that demonstrate promising but mixed results in populations vulnerable to opioid use disorders.

4. Research on novel harm reduction and prevention efforts such as the provision of fentanyl test strips.

5. Research on innovative supply-side enforcement efforts such as improved detection of mail-based delivery of synthetic opioids.

6. Expanded research on swift/certain/fair models to reduce and deter opioid misuse within criminal justice populations that build upon promising approaches used to address other substances (*e.g.*, Hawaii HOPE and Dakota 24/7).

7. Epidemiological surveillance of OUD-related behaviors in critical populations, including individuals entering the criminal justice system, including, but not limited to approaches modeled on the Arrestee Drug Abuse Monitoring ("*ADAM*") system.

8. Qualitative and quantitative research regarding public health risks and harm reduction opportunities within illicit drug markets, including surveys of market participants who sell or distribute illicit opioids.

9. Geospatial analysis of access barriers to MOUD and their association with treatment engagement and treatment outcomes.

M. POST-MORTEM

1. Toxicology tests for the range of opioids, including synthetic opioids, seen in overdose deaths as well as newly evolving synthetic opioids infiltrating the drug supply.

2. Toxicology method development and method validation for the range of synthetic opioids observed now and in the future, including the cost of installation, maintenance, repairs and training of capital equipment.

3. Autopsies in cases of overdose deaths resulting from opioids and synthetic opioids.

4. Additional storage space/facilities for bodies directly related to opioid or synthetic opioid related deaths.

5. Comprehensive death investigations for individuals where a death is caused by or suspected to have been caused by an opioid or synthetic opioid overdose, whether intentional or accidental (overdose fatality reviews).

6. Indigent burial for unclaimed remains resulting from overdose deaths.

7. Navigation-to-care services for individuals with opioid use disorder who are encountered by the medical examiner's office as either family and/or social network members of decedents dying of opioid overdose.

8. Epidemiologic data management and reporting to public health and public safety stakeholders regarding opioid overdose fatalities.

EXHIBIT B

Local Abatement Funds Allocation

Subdivision	Allocation Percentage
AITKIN COUNTY	0.5760578506020%
Andover city	0.1364919450741%
ANOKA COUNTY	5.0386504680954%
Apple Valley city	0.2990817344560%
BECKER COUNTY	0.6619330684437%
BELTRAMI COUNTY	0.7640787092763%
BENTON COUNTY	0.6440948102319%
BIG STONE COUNTY	0.1194868774775%
Blaine city	0.4249516912759%
Bloomington city	0.4900195550092%
BLUE EARTH COUNTY	0.6635420704652%
Brooklyn Center city	0.1413853902225%
Brooklyn Park city	0.2804136234778%
BROWN COUNTY	0.3325325415732%
Burnsville city	0.5135361296508%
CARLTON COUNTY	0.9839591749060%
CARVER COUNTY	1.1452829659572%
CASS COUNTY	0.8895681513437%
CHIPPEWA COUNTY	0.2092611794436%
CHISAGO COUNTY	0.9950193750117%
CLAY COUNTY	0.9428475281726%
CLEARWATER COUNTY	0.1858592042741%
COOK COUNTY	0.1074594959729%
Coon Rapids city	0.5772642444915%
Cottage Grove city	0.2810994719143%
COTTONWOOD COUNTY	0.1739065270025%
CROW WING COUNTY	1.1394859174804%
DAKOTA COUNTY	4.4207140602835%
DODGE COUNTY	0.2213963257778%
DOUGLAS COUNTY	0.6021779472345%
Duluth city	1.1502115379896%
Eagan city	0.3657951576014%
Eden Prairie city	0.2552171572659%
Edina city	0.1973054822135%
FARIBAULT COUNTY	0.2169409335358%
FILLMORE COUNTY	0.2329591105316%
FREEBORN COUNTY	0.3507169823793%
GOODHUE COUNTY	0.5616542387089%

Subdivision	Allocation Percentage
GRANT COUNTY	0.0764556498477%
HENNEPIN COUNTY	19.0624622261821%
HOUSTON COUNTY	0.3099019273452%
HUBBARD COUNTY	0.4582368775192%
Inver Grove Heights city	0.2193400520297%
ISANTI COUNTY	0.7712992707537%
ITASCA COUNTY	1.1406408131328%
JACKSON COUNTY	0.1408950443531%
KANABEC COUNTY	0.3078966749987%
KANDIYOHI COUNTY	0.1581167542252%
KITTSON COUNTY	0.0812834506382%
KOOCHICHING COUNTY	0.2612581865885%
LAC QUI PARLE COUNTY	0.0985665133485%
LAKE COUNTY	0.1827750320696%
LAKE OF THE WOODS COUNTY	0.1123105027592%
Lakeville city	0.2822249627090%
LE SUEUR COUNTY	0.3225703347466%
LINCOLN COUNTY	0.1091919983965%
LYON COUNTY	0.2935118186364%
MAHNOMEN COUNTY	0.1416417687922%
Mankato city	0.3698584320930%
Maple Grove city	0.1814019046900%
Maplewood city	0.1875101678223%
MARSHALL COUNTY	0.1296352091057%
MARTIN COUNTY	0.2543064014046%
MCLEOD COUNTY	0.1247104517575%
MEEKER COUNTY	0.3744031515243%
MILLE LACS COUNTY	0.9301506695846%
Minneapolis city	4.8777618689374%
Minnetonka city	0.1967231070869%
Moorhead city	0.4337377037965%
MORRISON COUNTY	0.7178981419196%
MOWER COUNTY	0.5801769148506%
MURRAY COUNTY	0.1348775389165%
NICOLLET COUNTY	0.1572381052896%
NOBLES COUNTY	0.1562005111775%
NORMAN COUNTY	0.1087596675165%
North St. Paul city	0.0575844069340%
OLMSTED COUNTY	1.9236715094724%
OTTER TAIL COUNTY	0.8336175418789%
PENNINGTON COUNTY	0.3082576394945%
PINE COUNTY	0.5671222706703%

Subdivision	Allocation Percentage
PIPESTONE COUNTY	0.1535154503112%
Plymouth city	0.1762541472591%
POLK COUNTY	0.8654291473909%
POPE COUNTY	0.1870129873102%
Proctor city	0.0214374127881%
RAMSEY COUNTY	7.1081424150498%
RED LAKE COUNTY	0.0532649128178%
REDWOOD COUNTY	0.2809842366614%
RENVILLE COUNTY	0.2706888807449%
RICE COUNTY	0.2674764397830%
Richfield city	0.2534018444052%
Rochester city	0.7363082848763%
ROCK COUNTY	0.2043437335735%
ROSEAU COUNTY	0.2517872793025%
Roseville city	0.1721905548771%
Savage city	0.1883576635033%
SCOTT COUNTY	1.3274301645797%
Shakopee city	0.2879873611373%
SHERBURNE COUNTY	1.2543449471994%
SIBLEY COUNTY	0.2393480708456%
ST LOUIS COUNTY	4.7407767169807%
St. Cloud city	0.7330089009029%
St. Louis Park city	0.1476314588229%
St. Paul city	3.7475206797569%
STEARNS COUNTY	2.4158085321227%
STEELE COUNTY	0.3969975262520%
STEVENS COUNTY	0.1439474275223%
SWIFT COUNTY	0.1344167568499%
TODD COUNTY	0.4180909816781%
TRAVERSE COUNTY	0.0903964133868%
WABASHA COUNTY	0.3103038996965%
WADENA COUNTY	0.2644094336575%
WASECA COUNTY	0.2857912156338%
WASHINGTON COUNTY	3.0852862512586%
WATONWAN COUNTY	0.1475626355615%
WILKIN COUNTY	0.0937962507119%
WINONA COUNTY	0.7755267356126%
Woodbury city	0.4677270171716%
WRIGHT COUNTY	1.6985269385427%
YELLOW MEDICINE COUNTY	0.1742264836427%

Item Description:
Agreeing to the Amended Minnesota Opioids State-Subdivision Memorandum of Agreement

WHEREAS, the State of Minnesota and numerous Minnesota cities and counties are engaged in nationwide civil litigation against opioid supply chain participants related to the opioid crisis; and

WHEREAS, in 2021, the State of Minnesota, Wright County, and numerous other Minnesota cities and counties previously agreed to the Minnesota Opioids State-Subdivision Memorandum of Agreement ("State-Subdivision Agreement"), which governed distribution of opioid settlement funds from multistate agreements with pharmaceutical distributors McKesson, Cardinal Health, and AmerisourceBergen, as well as opioid manufacturer Johnson & Johnson; and

WHEREAS, the State-Subdivision Agreement prioritizes flexibility for how local governments may use opioid settlement funds for opioids abatement and remediation, and which provides for 75% of the settlement funds to be distributed directly to local governments and 25% of the settlement funds to be distributed directly to the State; and

WHEREAS, the State of Minnesota and numerous Minnesota cities and counties have begun to receive distributions of settlement funds from the prior multistate settlement agreements, pursuant to the State-Subdivision Agreement; and

WHEREAS, the Minnesota Attorney General has signed on to several additional multistate settlement agreements with manufacturers Teva Pharmaceuticals and Allergan plc, as well as pharmacy companies Walmart Inc., CVS Health Corp., and Walgreens Boots Alliance Inc., but those settlement agreements are still subject to sign-on by local governments and final agreement by the companies and approval by the courts; and

WHEREAS, there is a deadline of April 18, 2023, for a sufficient threshold of Minnesota cities and counties to sign on to the new, above-referenced multistate settlement agreements, and failure to timely sign on may diminish the amount of funds received by not only that city or county but by all Minnesota cities and counties from the settlement funds; and

WHEREAS, representatives of Minnesota's local governments and of the State of Minnesota through the Office of the Attorney General have reached agreement that the distribution of funds pursuant to the new settlement agreements and any future settlement agreements should be governed by the State-Subdivision Agreement, as amended, in order to prioritize flexibility for local governments and maintain the favorable 75/25 split of funds between local governments and the State; now, therefore,

Resolution:
BE IT RESOLVED, Wright County supports and agrees to the Amended Minnesota Opioids State-Subdivision Agreement ("Amended State-Subdivision Agreement"), with amendments that include the multistate settlement agreements with

manufacturers Teva Pharmaceuticals and Allergan plc, as well as pharmacies Walmart Inc., CVS Health Corp., and Walgreens Boots Alliance Inc. as well as any future multistate settlement agreements relating to the opioids litigation; and

BE IT FURTHER RESOLVED, Wright County supports and opts in to the multistate settlements with Teva Pharmaceuticals, Allergan plc, Walmart Inc., CVS Health Corp., and Walgreens Boots Alliance Inc.; and

BE IT FURTHER RESOLVED, the Wright County Board of Commissioners authorizes the County Administrator or their authorized designee to execute all necessary documents to ensure County participation in the Teva Pharmaceuticals, Allergan plc, Walmart Inc., CVS Health Corp., and Walgreens Boots Alliance Inc. settlements, including the participation Agreement and accompanying Release and the Amended State-Subdivision Agreement.

EXHIBIT K

Subdivision and Special District Settlement Participation Form

Will your subdivision or special district be signing the settlement participation forms for the Allergan and Teva Settlements at this time?

[ ] Yes [ ] No

Governmental Entity: Wright County	State: MN
Authorized Signatory:	
Address 1:	
Address 2:	
City, State, Zip:	
Phone:	
Email:	

The governmental entity identified above ("*Governmental Entity*"), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to the Agreement dated November 22, 2022 ("*Allergan Settlement*"), and acting through the undersigned authorized official, hereby elects to participate in the Allergan Settlement, release all Released Claims against all Released Entities, and agrees as follows.

1. The Governmental Entity is aware of and has reviewed the Allergan Settlement, understands that all terms in this Election and Release have the meanings defined therein, and agrees that by this Election, the Governmental Entity elects to participate in the Allergan Settlement as provided therein.

2. Following the execution of this Settlement Participation Form, the Governmental Entity shall comply with Section III.B of the Allergan Settlement regarding Cessation of Litigation Activities.

3. The Governmental Entity shall, within fourteen (14) days of the Reference Date and prior to the filing of the Consent Judgment, file a request to dismiss with prejudice any Released Claims that it has filed. With respect to any Released Claims pending in *In re National Prescription Opiate Litigation*, MDL No. 2804, the Governmental Entity authorizes the MDL Plaintiffs' Executive Committee to execute and file on behalf of the Governmental Entity a Stipulation of Dismissal With Prejudice substantially in the form found at https://nationalopioidsettlement.com.

4. The Governmental Entity agrees to the terms of the Allergan Settlement pertaining to Subdivisions and Special Districts as defined therein.

5. By agreeing to the terms of the Allergan Settlement and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning after the Effective Date.

6. The Governmental Entity agrees to use any monies it receives through the Allergan Settlement solely for the purposes provided therein.

7. The Governmental Entity submits to the jurisdiction of the court in the Governmental Entity's state where the Consent Judgment is filed for purposes limited to that court's role as provided in, and for resolving disputes to the extent provided in, the Allergan Settlement.

8. The Governmental Entity has the right to enforce the Allergan Settlement as provided therein.

9. The Governmental Entity, as a Participating Subdivision or Participating Special District, hereby becomes a Releasor for all purposes in the Allergan Settlement, including, but not limited to, all provisions of **Section V (Release)**, and along with all departments, agencies, divisions, boards, commissions, Subdivisions, districts, instrumentalities of any kind and attorneys, and any person in their official capacity whether elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Releasor, provides for a release to the fullest extent of its authority. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist in bringing, or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Released Claims against any Released Entity in any forum whatsoever. The releases provided for in the Allergan Settlement are intended to be broad and shall be interpreted so as to give the Released Entities the broadest possible bar against any liability relating in any way to Released Claims and extend to the full extent of the power of the Governmental Entity to release claims. The Allergan Settlement shall be a complete bar to any Released Claim.

10. The Governmental Entity hereby takes on all rights and obligations of a Participating Subdivision or Participating Special District as set forth in the Allergan Settlement.

11. In connection with the releases provided for in the Allergan Settlement, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

> **General Release; extent.** A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release that, if known by him or her, would have materially affected his or her settlement with the debtor or released party.

A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Released Claims, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date, any and all Released Claims that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities' decision to participate in the Allergan Settlement.

12. Nothing herein is intended to modify in any way the terms of the Allergan Settlement, to which the Governmental Entity hereby agrees. To the extent this Settlement Participation Form is interpreted differently from the Allergan Settlement in any respect, the Allergan Settlement controls.

I have all necessary power and authorization to execute this Settlement Participation Form on behalf of the Governmental Entity.

Signature: _____

Name: _____

Title: _____

Date: _____

Exhibit K
Subdivision and Special District Settlement Participation Form

Governmental Entity: Wright County	State: MN
Authorized Signatory:	
Address 1:	
Address 2:	
City, State, Zip:	
Phone:	
Email:	

The governmental entity identified above ("*Governmental Entity*"), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to the Agreement dated November 22, 2022 ("*Teva Settlement*"), and acting through the undersigned authorized official, hereby elects to participate in the Teva Settlement, release all Released Claims against all Released Entities, and agrees as follows.

1. The Governmental Entity is aware of and has reviewed the Teva Settlement, understands that all terms in this Election and Release have the meanings defined therein, and agrees that by this Election, the Governmental Entity elects to participate in the Teva Settlement as provided therein.

2. Following the execution of this Settlement Participation Form, the Governmental Entity shall comply with Section III.B of the Teva Settlement regarding Cessation of Litigation Activities.

3. The Governmental Entity shall, within 14 days of the Reference Date and prior to the filing of the Consent Judgment, file a request to dismiss with prejudice any Released Claims that it has filed. With respect to any Released Claims pending in In re National Prescription Opiate Litigation, MDL No. 2804, the Governmental Entity authorizes the Plaintiffs' Executive Committee to execute and file on behalf of the Governmental Entity a Stipulation of Dismissal With Prejudice substantially in the form found at https://nationalopioidsettlement.com.

4. The Governmental Entity agrees to the terms of the Teva Settlement pertaining to Subdivisions as defined therein.

5. By agreeing to the terms of the Teva Settlement and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning after the Effective Date.

6. The Governmental Entity agrees to use any monies it receives through the Teva Settlement solely for the purposes provided therein.

7. The Governmental Entity submits to the jurisdiction of the court in the Governmental Entity's state where the Consent Judgment is filed for purposes limited to that court's role as provided in, and for resolving disputes to the extent provided in, the Teva Settlement.

8. The Governmental Entity has the right to enforce the Teva Settlement as provided therein.

9. The Governmental Entity, as a Participating Subdivision or Participating Special District, hereby becomes a Releasor for all purposes in the Teva Settlement, including but not limited to all provisions of Section V (Release), and along with all departments, agencies, divisions, boards, commissions, districts, instrumentalities of any kind and attorneys, and any person in their official capacity elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Releasor, provides for a release to the fullest extent of its authority. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Released Claims against any Released Entity in any forum whatsoever. The releases provided for in the Teva Settlement are intended by Released Entitles and the Governmental Entity to be broad and shall be interpreted so as to give the Released Entities the broadest possible bar against any liability relating in any way to Released Claims and extend to the full extent of the power of the Governmental Entity to release claims. The Teva Settlement shall be a complete bar to any Released Claim.

10. The Governmental Entity hereby takes on all rights and obligations of a Participating Subdivision or Participating Special District as set forth in the Teva Settlement.

11. In connection with the releases provided for in the Teva Settlement, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

> **General Release; extent.** A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release that, if known by him or her, would have materially affected his or her settlement with the debtor or released party.

A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Released Claims, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date, any and all Released Claims that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities' decision to participate in the Teva Settlement.

12. Nothing herein is intended to modify in any way the terms of the Teva Settlement, to which Governmental Entity hereby agrees. To the extent this Election and Release is interpreted differently from the Teva Settlement in any respect, the Teva Settlement controls.

I have all necessary power and authorization to execute this Election and Release on behalf of the Governmental Entity.

Signature: _____

Name: _____

Title: _____

Date: _____

EXHIBIT K

Subdivision Participation and Release Form

Will your subdivision or special district be signing the settlement participation form for the CVS Settlement at this time?

[ ] Yes [ ] No

Governmental Entity: Wright County	State: MN
Authorized Signatory:	
Address 1:	
Address 2:	
City, State, Zip:	
Phone:	
Email:	

The governmental entity identified above ("*Governmental Entity*"), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to the Settlement Agreement dated December 9, 2022 ("*CVS Settlement*"), and acting through the undersigned authorized official, hereby elects to participate in the CVS Settlement, release all Released Claims against all Released Entities, and agrees as follows.

1. The Governmental Entity is aware of and has reviewed the CVS Settlement, understands that all terms in this Participation and Release Form have the meanings defined therein, and agrees that by executing this Participation and Release Form, the Governmental Entity elects to participate in the CVS Settlement and become a Participating Subdivision as provided therein.

2. The Governmental Entity shall promptly, and in any event no later than 14 days after the Reference Date and prior to the filing of the Consent Judgment, dismiss with prejudice any Released Claims that it has filed. With respect to any Released Claims pending in *In re National Prescription Opiate Litigation*, MDL No. 2804, the Governmental Entity authorizes the Plaintiffs' Executive Committee to execute and file on behalf of the Governmental Entity a Stipulation of Dismissal with Prejudice substantially in the form found at https://nationalopioidsettlement.com.

3. The Governmental Entity agrees to the terms of the CVS Settlement pertaining to Participating Subdivisions as defined therein.

4. By agreeing to the terms of the CVS Settlement and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning after the Effective Date.

5. The Governmental Entity agrees to use any monies it receives through the CVS Settlement solely for the purposes provided therein.

6. The Governmental Entity submits to the jurisdiction of the court in the Governmental Entity's state where the Consent Judgment is filed for purposes limited to that court's role as provided in, and for resolving disputes to the extent provided in, the CVS Settlement. The Governmental Entity likewise agrees to arbitrate before the National Arbitration Panel as provided in, and for resolving disputes to the extent otherwise provided in, the CVS Settlement.

7. The Governmental Entity has the right to enforce the CVS Settlement as provided therein.

8. The Governmental Entity, as a Participating Subdivision, hereby becomes a Releasor for all purposes in the CVS Settlement, including without limitation all provisions of Section XI (Release), and along with all departments, agencies, divisions, boards, commissions, districts, instrumentalities of any kind and attorneys, and any person in their official capacity elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Releasor, provides for a release to the fullest extent of its authority. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Released Claims against any Released Entity in any forum whatsoever. The releases provided for in the CVS Settlement are intended by the Parties to be broad and shall be interpreted so as to give the Released Entities the broadest possible bar against any liability relating in any way to Released Claims and extend to the full extent of the power of the Governmental Entity to release claims. The CVS Settlement shall be a complete bar to any Released Claim.

9. The Governmental Entity hereby takes on all rights and obligations of a Participating Subdivision as set forth in the CVS Settlement.

10. In connection with the releases provided for in the CVS Settlement, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

> **General Release; extent.** A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release that, if known by him or her would have materially affected his or her settlement with the debtor or released party.

A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Released Claims, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date, any and all Released Claims that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities' decision to participate in the CVS Settlement.

11. Nothing herein is intended to modify in any way the terms of the CVS Settlement, to which Governmental Entity hereby agrees. To the extent this Participation and Release Form is interpreted differently from the CVS Settlement in any respect, the CVS Settlement controls.

I have all necessary power and authorization to execute this Participation and Release Form on behalf of the Governmental Entity.

Signature: _____

Name: _____

Title: _____

Date: _____

EXHIBIT K

Subdivision Participation and Release Form

Will your subdivision or special district be signing the settlement participation form for the Walgreens Settlement at this time?

[ ] Yes [ ] No

Governmental Entity: Wright County	State: MN
Authorized Signatory:	
Address 1:	
Address 2:	
City, State, Zip:	
Phone:	
Email:	

The governmental entity identified above ("*Governmental Entity*"), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to the Settlement Agreement dated December 9, 2022 ("*Walgreens Settlement*"), and acting through the undersigned authorized official, hereby elects to participate in the Walgreens Settlement, release all Released Claims against all Released Entities, and agrees as follows.

1. The Governmental Entity is aware of and has reviewed the Walgreens Settlement, understands that all terms in this Participation and Release Form have the meanings defined therein, and agrees that by executing this Participation and Release Form, the Governmental Entity elects to participate in the Walgreens Settlement and become a Participating Subdivision as provided therein.

2. The Governmental Entity shall promptly, and in any event no later than 14 days after the Reference Date and prior to the filing of the Consent Judgment, dismiss with prejudice any Released Claims that it has filed. With respect to any Released Claims pending in *In re National Prescription Opiate Litigation*, MDL No. 2804, the Governmental Entity authorizes the Plaintiffs' Executive Committee to execute and file on behalf of the Governmental Entity a Stipulation of Dismissal with Prejudice substantially in the form found at https://nationalopioidsettlement.com.

3. The Governmental Entity agrees to the terms of the Walgreens Settlement pertaining to Participating Subdivisions as defined therein.

4. By agreeing to the terms of the Walgreens Settlement and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning after the Effective Date.

5. The Governmental Entity agrees to use any monies it receives through the Walgreens Settlement solely for the purposes provided therein.

6. The Governmental Entity submits to the jurisdiction of the court in the Governmental Entity's state where the Consent Judgment is filed for purposes limited to that court's role as provided in, and for resolving disputes to the extent provided in, the Walgreens Settlement. The Governmental Entity likewise agrees to arbitrate before the National Arbitration Panel as provided in, and for resolving disputes to the extent otherwise provided in, the Walgreens Settlement.

7. The Governmental Entity has the right to enforce the Walgreens Settlement as provided therein.

8. The Governmental Entity, as a Participating Subdivision, hereby becomes a Releasor for all purposes in the Walgreens Settlement, including without limitation all provisions of Section XI (Release), and along with all departments, agencies, divisions, boards, commissions, districts, instrumentalities of any kind and attorneys, and any person in their official capacity elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Releasor, provides for a release to the fullest extent of its authority. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Released Claims against any Released Entity in any forum whatsoever. The releases provided for in the Walgreens Settlement are intended by the Parties to be broad and shall be interpreted so as to give the Released Entities the broadest possible bar against any liability relating in any way to Released Claims and extend to the full extent of the power of the Governmental Entity to release claims. The Walgreens Settlement shall be a complete bar to any Released Claim.

9. The Governmental Entity hereby takes on all rights and obligations of a Participating Subdivision as set forth in the Walgreens Settlement.

10. In connection with the releases provided for in the Walgreens Settlement, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

> **General Release; extent.** A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release that, if known by him or her would have materially affected his or her settlement with the debtor or released party.

A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Released Claims, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date, any and all Released Claims that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities' decision to participate in the Walgreens Settlement.

11. Nothing herein is intended to modify in any way the terms of the Walgreens Settlement, to which Governmental Entity hereby agrees. To the extent this Participation and Release Form is interpreted differently from the Walgreens Settlement in any respect, the Walgreens Settlement controls.

I have all necessary power and authorization to execute this Participation and Release Form on behalf of the Governmental Entity.

Signature: _____

Name: _____

Title: _____

Date: _____

EXHIBIT K

Subdivision Participation Form

Will your subdivision or special district be signing the settlement participation form for the Walmart Settlement at this time?

[ ] Yes [ ] No

Governmental Entity: Wright County	State: MN
Authorized Official:	
Address 1:	
Address 2:	
City, State, Zip:	
Phone:	
Email:	

The governmental entity identified above ("Governmental Entity"), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to the Settlement Agreement dated November 14, 2022 ("Walmart Settlement"), and acting through the undersigned authorized official, hereby elects to participate in the Walmart Settlement, release all Released Claims against all Released Entities, and agrees as follows.

1. The Governmental Entity is aware of and has reviewed the Walmart Settlement, understands that all terms in this Election and Release have the meanings defined therein, and agrees that by this Election, the Governmental Entity elects to participate in the Walmart Settlement and become a Participating Subdivision as provided therein.

2. The Governmental Entity shall promptly, and in any event within 14 days of the Effective Date and prior to the filing of the Consent Judgment, dismiss with prejudice any Released Claims that it has filed. With respect to any Released Claims pending in In re National Prescription Opiate Litigation, MDL No. 2804, the Governmental Entity authorizes the Plaintiffs' Executive Committee to execute and file on behalf of the Governmental Entity a Stipulation of Dismissal With Prejudice substantially in the form found at https://nationalopioidsettlement.com/.

3. The Governmental Entity agrees to the terms of the Walmart Settlement pertaining to Subdivisions as defined therein.

4. By agreeing to the terms of the Walmart Settlement and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning after the Effective Date.

5. The Governmental Entity agrees to use any monies it receives through the Walmart Settlement solely for the purposes provided therein.

6. The Governmental Entity submits to the jurisdiction of the court in the Governmental Entity's state where the Consent Judgment is filed for purposes limited to that court's role as provided in, and for resolving disputes to the extent provided in, the Walmart Settlement.

7. The Governmental Entity has the right to enforce the Walmart Settlement as provided therein.

8. The Governmental Entity, as a Participating Subdivision, hereby becomes a Releasor for all purposes in the Walmart Settlement, including but not limited to all provisions of Section X (Release), and along with all departments, agencies, divisions, boards, commissions, districts, instrumentalities of any kind and attorneys, and any person in their official capacity elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Releasor, provides for a release to the fullest extent of its authority. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Released Claims against any Released Entity in any forum whatsoever. The releases provided for in the Walmart Settlement are intended by the Parties to be broad and shall be interpreted so as to give the Released Entities the broadest possible bar against any liability relating in any way to Released Claims and extend to the full extent of the power of the Governmental Entity to release claims. The Walmart Settlement shall be a complete bar to any Released Claim.

9. In connection with the releases provided for in the Walmart Settlement, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

> **General Release; extent.** A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release that, if known by him or her, would have materially affected his or her settlement with the debtor or released party.

A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Released Claims, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date, any and all Released Claims that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities' decision to participate in the Walmart Settlement.

10. Nothing herein is intended to modify in any way the terms of the Walmart Settlement, to which Governmental Entity hereby agrees. To the extent this Election and Release is interpreted differently from the Walmart Settlement in any respect, the Walmart Settlement controls.

I have all necessary power and authorization to execute this Election and Release on behalf of the Governmental Entity.

Signature: _____

Name: _____

Title: _____

Date: _____

Resolution Authorizing Wright County Staff to Execute All Necessary Documents to Ensure Wright County Participation in the Multistate Settlements Relating to Opioid Supply Chain Participants**, and in the Minnesota Opioids State-Subdivision Memorandum of Agreement.**

WHEREAS, the State of Minnesota and numerous Minnesota cities and counties are engaged in nationwide civil litigation against opioid supply chain participants related to the opioid crisis; and

WHEREAS, the Minnesota Attorney General has signed on to multistate settlement agreements with several opioid supply chain participants, but those settlement agreements are still subject to sign-on by local governments and final agreement by the companies and approval by the courts; and

WHEREAS, there is a deadline of April, 18 2023, for a sufficient threshold of Minnesota cities and counties to sign on to the above-referenced multistate settlement agreements, and failure to timely sign on may diminish the amount of funds received by not only that city or county but by all Minnesota cities and counties from the settlement funds; and

WHEREAS, representatives of Minnesota's local governments, the Office of the Attorney General, and the State of Minnesota have reached agreement on the intrastate allocation of these settlement funds between the State, and the counties and cities, as well as the permissible uses of these funds, which will be memorialized in the Minnesota Opioids State-Subdivision Memorandum of Agreement, as amended (the "State-Subdivision Agreement"); and

WHEREAS, the State-Subdivision Agreement creates an opportunity for local governments and the State to work collaboratively on a unified vision to deliver a robust abatement and remediation plan to address the opioid crisis in Minnesota;

NOW, THEREFORE, BE IT RESOLVED, Wright County supports and agrees to the State-Subdivision Agreement; and

BE IT FURTHER RESOLVED, Wright County supports and opts in to all future multistate settlement agreements with opioid supply chain participants; and

BE IT FURTHER RESOLVED, WRIGHT COUNTY authorizes staff to execute all necessary documents to ensure Wright County participation in the multistate settlement agreements, including the Participation Agreement and accompanying Release, and in the State-Subdivision Agreement.

RESOLUTION ##
BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:
March 21, 2023

Tina Diedrick	District 1
Darek Vetsch	District 2
Jeanne Holland	District 3
Nadine Schoen	District 4
Michael Kaczmarek	District 5

RESOLUTION

Page 1 of 2 Add Page

WHEREAS the State of Minnesota and numerous Minnesota cities and counties are engaged in nationwide civil litigation against opioid supply chain participants related to the opioid crisis; and

WHEREAS the Minnesota Attorney General has signed on to multi-state settlement agreements with several opioid supply chain participants, but those settlement agreements are still subject to sign-on by local governments and final agreement by the companies and approval by the courts; and

WHEREAS there is a deadline of April, 18 2023, for a sufficient threshold of Minnesota cities and counties to sign on to the above-referenced multi-state settlement agreements, and failure to timely sign on may diminish the amount of funds received by not only that city or county but by all Minnesota cities and counties from the settlement funds; and

Motion by Commissioner _____ **Seconded by Commissioner** _____

Roll Call Vote:

	YES	ABSENT	NO	ABSTAIN
DIEDRICK				
VETSCH				
HOLLAND				
SCHOEN				
KACZMAREK				

STATE OF MINNESOTA)
ss.
County of Wright)

21st day of March, 2023, 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 21st day of March, 2023.

Select Signer

RESOLUTION ##

BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:

Tina Diedrick	District 1
Darek Vetsch	District 2
Jeanne Holland	District 3
Nadine Schoen	District 4
Michael Kaczmarek	District 5

RESOLUTION ##

 Delete Page Add Page

WHEREAS representatives of Minnesota's local governments, the Office of the Attorney General, and the State of Minnesota have reached agreement on the intrastate allocation of these settlement funds between the State, and the counties and cities, as well as the permissible uses of these funds, which will be memorialized in the Minnesota Opioids State-Subdivision Memorandum of Agreement, as amended (the "State-Subdivision Agreement"); and

WHEREAS the State-Subdivision Agreement creates an opportunity for local governments and the State to work collaboratively on a unified vision to deliver a robust abatement and remediation plan to address the opioid crisis in Minnesota;

WHEREAS Wright County supports and agrees to the State-Subdivision Agreement; and

NOW, THEREFORE, BE IT RESOLVED, Wright County supports and agrees to the State-Subdivision Agreement; and

BE IT FURTHER RESOLVED, Wright County supports and opts in to all future multi-state settlement agreements with opioid supply chain participants; and

BE IT FURTHER RESOLVED, Wright County authorizes staff to execute all necessary documents to ensure Wright County participation in the multi-state settlement agreements, including the Participation Agreement and accompanying Release, and in the State-Subdivision Agreement.

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Lee Kelly

Requestor Title
County Administrator

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
3/21/2023 9:00 AM - Board of Wright County Commissioners

Agenda Item Type
(•) RFBA ( ) Minutes Submission ( ) Warrants Submission

Target Section
( ) Consent Agenda ( ) Timed Agenda
(•) Item for Consideration

Originator
DAS4111

Item Details

Board Action Requested *
Approve the following Committee and Workshop Recommendations:
1. Ditch Committee of the Whole Recommendations (03-07-2023)
2. County Board Workshop Recommendations (03-14-2023)
3. Ways and Means Committee Recommendations (03-07-2023)

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve the following Committee and Workshop Recommendations:
1. Ditch Committee of the Whole Recommendations (03-07-2023)
2. County Board Workshop Recommendations (03-14-2023)
3. Ways and Means Committee Recommendations (03-07-2023)

Value Stream the request primarily aligns with:
Optimize Civic Engagement

Briefly describe how the request aligns with the selected value stream.
Approve Committee and Workshop Recommendations

Describe the impact on staffing resources.
No Impact.

Fiscal Impact:
No Impact.

Background/Justification:
Approve Committee and Workshop Recommendations

Route for Review and Approval

- [ ] County Administrator
- [x] Assistant County Administrator
- [ ] Finance Review
- [ ] Legal Review
- [ ] Risk Mgmt Review
- [ ] Skip Workflow

Agenda Item Attachments (3)

Document Name	Attachment Type
03-14-23 Board Workshop Recommendations.pdf	Attachment
03-07-2023 Joint Ditch Committee Recommendations.pdf	Attachment
03-15-2023 Ways & Means Committee Recommendations.docx	Attachment

- [ ] Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

COMMITTEE MEETING MINUTES

WAYS & MEANS COMMITTEE MEETING

DATE: FEBRUARY 15, 2023

Tina Diedrick	District 1
Darek Vetsch	District 2
Jeanne Holland	District 3
Nadine Schoen	District 4
Michael Kaczmarek	District 5

DATE APPROVED: [ ]

I. Discuss Changes to Personnel Policy 710: Acceptable Use of Technology

RECOMMENDATION: To strike "elected officials" from the definitions of users in 710.02 of the revised policy and accept the remainder of the changed language.

II. Discuss Changes to Personnel Policy 711: Social Media Policy

RECOMMENDATION: To accept new wording in Policy 711 that excludes Wright County Commissioners and Elected Officials from the definition of user under 711.02.

Assign a designee as backup for the Communications Specialist responsible for social media content responsible for all social media content associated with or originating from the Countywide social media sites when the Communications Specialist is unavailable. Departments or offices are responsible for the content on their social media sites.

III. Discuss the Wright County Reasonable Accommodation Policy

RECOMMENDATION: To accept the Reasonable Accommodation Policy as presented with the addition of a reference to Ordinance 155.999.

IV. Review and Recommended Approving Modifications To Recycling Center Operations

RECOMMENDATION: To move forward with a third-party recycling service to sort recycling brought in at the Recycling Center.

V. Poll Pad Purchase Discussion

RECOMMENDATION: To purchase 162 iPads to replace the current fleet and remain up to date with security and certification standards.

DITCH COMMITTEE OF THE WHOLE RECOMMENDATIONS
BOARD OF WRIGHT COUNTY COMMISSIONERS ACTING AS THE DRAINAGE AUTHORITY

DATE: FEBRUARY 15, 2023

Christine Husom	District 1
Darek Vetsch	District 2
Mark Daleiden	District 3
Mary Wetter	District 4
Michael Kaczmarek	District 5

DATE APPROVED: FEBRUARY 21, 2023

I. PUBLIC HEARING FOR FINAL CONTRACT ACCEPTANCE FOR WORK ON COUNTY DITCH 10

RECOMMENDATION: Direct staff to prepare an Order of Acceptance of the final contract with Blackstone Construction for the public drainage system repair report with a 1 percent retainage (approximately $10,500) from the contract and continue the matter for the purpose of consideration and adoption at the March 7 meeting of the Wright County Board of Commissioners.

BOARD OF WRIGHT COUNTY COMMISSIONERS

COUNTY BOARD WORKSHOP

RECOMMENDATIONS

MARCH 14, 2023

Tina Diedrick District 1
Darek Vetsch District 2
Jeanne Holland District 3
Nadine Schoen District 4
Michael Kaczmarek District 5

I. **Schedule Meetings As Needed**

RECOMMENDATION: Schedule the Commissioners Retreat between May 1 and May 4.

I. Legislative Update

RECOMMENDATION: Authorize signatures on the I-94 Coalition letter of support for the I-94 expansion.

II. American Rescue Plan (ARP) Update

RECOMMENDATION: Informational Only.

III. Fiscal Policies Overview Of The County Board

RECOMMENDATION: Bring forward fiscal policy recommendations to a future board meeting for changes.

IV. ERP Analysis Approach

RECOMMENDATION: Complete ERP analysis as proposed.

V. Commissioner Mileage Reimbursement Discussion

RECOMMENDATION: Table discussion until Commissioner's budget discussion. Address changes during annual elected officials salary process.

VI. Expectations For Determining Fees

RECOMMENDATION: Administration to create a fee schedule review process including a timeline to review over upcoming budget years with analysis of justification, citizen impacts and cost recovery.

VII. HHS PRESENTATION: 2023 WRIGHT COUNTY HOMELESSNESS REPORT

RECOMMENDATION: To Oppose the Senate bill and work out a solution to get people sheltered in Wright County.

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Heather Lemieux

Requestor Title
Assistant Finance Director

Department (please use dropdown to select department) *
FINANCE & TAXPAYER SERVICES

Target Meeting Date *
3/21/2023 9:00 AM - Board of Wright County Commissioners

Agenda Item Type
○ RFBA ○ Minutes Submission ◉ Warrants Submission

Target Section
○ Consent Agenda ○ Timed Agenda
○ Item for Consideration

Originator
HML7582

Item Details

Board Action Requested *
Warrants Issued

Short Title (what will appear on Agenda outline - 250 character max.) *
Warrants Issued

Agenda Item Attachments (1)

Document Name	Attachment Type
02-27-2023 THRU 03-08-2023 WARRANTS ISSUED 2823089.41.pdf	Attachment

☐ Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

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*** WRIGHT COUNTY ***

DISBURSEMENTS BY WARRANT NUMBER REPORT

Warrant #	Warrant Date	Vendor Name / Account Number	Amount	Description	Invoice Number	1099	Rpt	Acc
2510	1483	TRUEMAN WELTERS INC.						
	02/27/2023	01-521-000-0000-6452	234.77-	VOID Warrant Number 2510	IE27136	N		
2510	**1483**	**TRUEMAN WELTERS INC.**	**234.77-**					
2842	4817	HERALD JOURNAL PUBLISHING INC						
	02/27/2023	01-091-000-0000-6261	27.16-	VOID Warrant Number 2842	1/31/23	N		
2842	**4817**	**HERALD JOURNAL PUBLISHING INC**	**27.16-**					
2849	7321	BUFFALO PLUMBING & HEATING						
	02/27/2023	01-521-000-0000-6301	533.50-	VOID Warrant Number 2849	41984	N		
2849	**7321**	**BUFFALO PLUMBING & HEATING**	**533.50-**					
2853	6784	DEFENSIVE EDGE TRAINING & CON						
	03/07/2023	01-201-000-0000-6480	1,748.00-	VOID Warrant Number 2853	392	N		
2853	**6784**	**DEFENSIVE EDGE TRAINING & CON**	**1,748.00-**					
3165	97	KLATT TRUE VALUE ELECTRIC						
	02/27/2023	01-521-000-0000-6301	1.49	Shower Repair Bertram	72548	N		
3165	**97**	**KLATT TRUE VALUE ELECTRIC**	**1.49**					
3166	323	RYAN AUTOMOTIVE						
	02/27/2023	01-521-000-0000-6480	110.70	Valve	254023	N		
3166	**323**	**RYAN AUTOMOTIVE**	**110.70**					
3167	526	VANDER KOOI/STAN						
	02/27/2023	01-603-000-0000-6114	50.00	CEC Per Diem 02/07/23	20230216SV	Y		
3167	**526**	**VANDER KOOI/STAN**	**50.00**					
3168	542	DEPARTMENT OF NATURAL RESOU						
	02/27/2023	01-521-000-0000-6411	90.00	Natural Heritage Review	232521	N		
3168	**542**	**DEPARTMENT OF NATURAL RESOU**	**90.00**					
3169	1535	WRIGHT HENNEPIN ELECTRIC						
	02/27/2023	01-521-000-0000-6251	45.24	126-1120-0800 Electric	35030246953	N		
	02/27/2023	01-521-000-0000-6251	10.91	128-1127-0100 Electric	35030246953	N		
	02/27/2023	01-521-000-0000-6251	19.90	150-1687-5719 Electric	35030246953	N		
	02/27/2023	01-521-000-0000-6251	21.37	150-1693-8310 Electric	35030246953	N		
	02/27/2023	01-521-000-0000-6251	375.34	150-1695-4148 Electric 1/1-2/1	35030257024	N		
	02/27/2023	01-521-000-0000-6251	10.18	124-1113-2100 Electric	35030246953	N		
	02/27/2023	01-521-000-0000-6251	10.18	124-1113-2200 Electric	35030246953	N		
	02/27/2023	01-521-000-0000-6251	10.18	125-1117-2100 Electric	35030246953	N		
	02/27/2023	01-521-000-0000-6251	164.84	126-1117-9900 Electric	35030246953	N		

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*** WRIGHT COUNTY ***

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	02/27/2023	01-521-000-0000-6251	10.91	103-1015-5800 Electric	35030246953	N		
	02/27/2023	01-521-000-0000-6251	10.91	108-1031-1100 Electric	35030246953	N		
	02/27/2023	01-521-000-0000-6251	115.65	108-1031-1200 Electric	35030246953	N		
	02/27/2023	01-521-000-0000-6251	10.18	122-1102-7300 Electric	35030246953	N		
	02/27/2023	01-521-000-0000-6251	10.91	122-1102-7400 Electric	35030246953	N		
	02/27/2023	01-521-000-0000-6251	10.18	123-1108-5100 Electric	35030246953	N		
3169	**1535**	**WRIGHT HENNEPIN ELECTRIC**	**836.88**					
3170	2001	HILLYARD INC - MINNEAPOLIS						
	02/27/2023	01-521-000-0000-6411	1,872.03	Paper Products	605018960	N		
	02/27/2023	01-521-000-0000-6411	15.15	GLOVES	605026122	N		
	02/27/2023	01-111-000-0000-6419	2.24	BOB33043 DOOR KEY CAT 74	605024818	N		
	02/27/2023	01-111-000-0000-6419	2.36	BOB352112 KEY FOR COIN BOX 2	605024818	N		
	02/27/2023	01-111-000-0000-6419	44.00	SHIPPING FOR KEYS	605024818	N		
3170	**2001**	**HILLYARD INC - MINNEAPOLIS**	**1,935.78**					
3171	2487	WINDSTREAM						
	02/27/2023	01-521-000-0000-6203	0.78	320 274 8870 Phone at Schroede	091133123 2/3/	N		
	02/27/2023	01-521-000-0000-6203	78.17	320-963-3881 Phone/internet at	091134470 2/3/	N		
3171	**2487**	**WINDSTREAM**	**78.95**					
3172	3741	WM CORPORATE SERVICES, INC.						
	02/27/2023	01-521-000-0000-6301	274.21	24-75712-43003 BERTRAM GARBA	7745894-1593-4	N		
3172	**3741**	**WM CORPORATE SERVICES, INC.**	**274.21**					
3173	4364	MARCO TECHNOLOGIES LLC						
	02/27/2023	01-201-000-0000-6343	1,004.47	500-0679254-000 2/1-3/1/23 COP	493901383	N		
	02/27/2023	01-250-000-0000-6343	1,105.78	500-0679254-000 2/1-3/1/23 COP	493901383	N		
	02/27/2023	02-211-000-0000-6343	276.89	500-0679254-000 2/1-3/1/23 COP	493901383	N		
3173	**4364**	**MARCO TECHNOLOGIES LLC**	**2,387.14**					
3174	4858	BUFFALO AUTO VALUE						
	02/27/2023	01-521-000-0000-6480	179.99	Battery	82238548	N		
3174	**4858**	**BUFFALO AUTO VALUE**	**179.99**					
3175	5121	LANO EQUIPMENT INC						
	02/27/2023	01-521-000-0000-6452	91.92	KPA-Arm Wiper	03-974913	N		
3175	**5121**	**LANO EQUIPMENT INC**	**91.92**					
3176	5912	BRYANT/BONITA						
	02/27/2023	11-450-430-0010-6336	50.00	Public Health Task Force 01-09	PHTF 2023-02	Y		
	02/27/2023	11-450-430-0010-6336	50.00	Public Health Task Force 10/10	PHTF 2023-02	Y	P	AP

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DISBURSEMENTS BY WARRANT NUMBER REPORT

Warrant #	Warrant Date	Vendor Name / Account Number	Amount	Description	Invoice Number	1099	Rpt	Acc
	02/27/2023	11-450-430-0010-6336	50.00	Public Health Task Force 11/21	PHTF 2023-02	Y	P	AP
3176	**5912**	**BRYANT/BONITA**	**150.00**					
3177	6066	LOFFLER COMPANIES INC						
	02/27/2023	11-480-895-0020-6260	3,225.00	Annual UniFlow Software Suppor	4273756	N		
3177	**6066**	**LOFFLER COMPANIES INC**	**3,225.00**					
3178	6586	TDS METROCOM						
	02/27/2023	01-521-000-0000-6203	110.41	Phone at Bertram	763-295-0409 2	N		
3178	**6586**	**TDS METROCOM**	**110.41**					
3179	5486	MARCO						
	02/27/2023	01-603-000-0000-6233	622.08	500-0569576-000 Copier overage	494506058	N	P	AP
	02/27/2023	01-603-000-0000-6343	492.74	500-0569576-000 Copier contrac	494506058	N		
3179	**5486**	**MARCO**	**1,114.82**					
3180	200079	CENTURY-LINK						
	02/27/2023	01-201-281-0000-6203	81.00	763 684 0543 030 PHONE 2/4-3/3	763 684 0543 0	N		
3180	**200079**	**CENTURY-LINK**	**81.00**					
3181	3149	LIBERTY TIRE SERVICES LLC						
	02/27/2023	20-393-000-0000-6840	2,899.15	Tire Recycling on Tractor Tire	2434804	N		
3181	**3149**	**LIBERTY TIRE SERVICES LLC**	**2,899.15**					
3186	46450	MN CHILD SUPPORT PAYMENT CEN						
	02/28/2023	84-420-640-0000-6801	1,700.00	CHILD SPRT PYMNT-J.GALINDO-(	MCI# 00157209	N		
3186	**46450**	**MN CHILD SUPPORT PAYMENT CEN**	**1,700.00**					
3187	999999998	ROCIO DELGAO-ORTIZ						
	02/28/2023	11-450-472-0010-6035	56.39	FPSP PRODUCT REIMBURSEMEN	20230222HS	N		
3187	**999999998**	**ROCIO DELGAO-ORTIZ**	**56.39**					
3188	845	INSIDE OUTSIDE ARCHITECTURE, II						
	02/28/2023	34-150-521-8064-6602	1,862.50	Beebe Lake Regional Park Maste	23.01 BB MP	N		
3188	**845**	**INSIDE OUTSIDE ARCHITECTURE, II**	**1,862.50**					
3189	2379	HARRIS COMPUTER SYSTEMS						
	02/28/2023	01-107-000-0000-6260	30,881.33	SOFTWARE SYSTEMS SUPPORT	MUNMN0001310	N		
3189	**2379**	**HARRIS COMPUTER SYSTEMS**	**30,881.33**					
3190	2766	DUSKE/KEITH						
	02/28/2023	01-603-000-0000-6114	50.00	CEC Per Diem 02/07/23	20230227KD	Y		
	02/28/2023	01-603-000-0000-6114	15.72	CEC Mileage 02/07/23	20230227KD	Y		

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*** WRIGHT COUNTY ***

DISBURSEMENTS BY WARRANT NUMBER REPORT

Warrant #	Warrant Date	Vendor Name / Account Number	Amount	Description	Invoice Number	1099	Rpt	Acc
3190	**2766**	**DUSKE/KEITH**	**65.72**					
3191	4516	VERIZON WIRELESS VSAT NORTH						
	02/28/2023	01-201-000-0000-6261	50.00	SMS 1/19-1/21/23	9022315219	Y		
3191	**4516**	**VERIZON WIRELESS VSAT NORTH**	**50.00**					
3192	6018	NEUTZ/SARAH						
	02/28/2023	01-603-000-0000-6114	13.10	CEC Mileage 02/07/23	20230227SN	Y		
	02/28/2023	01-603-000-0000-6114	50.00	CEC Per Diem 02/07/23	20230227SN	Y		
3192	**6018**	**NEUTZ/SARAH**	**63.10**					
3193	6346	HEIZELMAN/MICHELLE						
	02/28/2023	12-450-000-0000-6336	50.00	OPIOID SETTLEMENT ADVISORY	20230214HS	Y		
3193	**6346**	**HEIZELMAN/MICHELLE**	**50.00**					
3194	6915	OFFICE OF MN IT SERVICES						
	02/28/2023	11-450-430-0010-6035	1,026.90	INTERPRETER SERVICES-PH ADI	W22120520	N		
	02/28/2023	11-420-650-4401-6040	478.80	INTERPRETER SERVICES-MA SEI	W22120520	N		
	02/28/2023	11-450-472-0010-6035	58.80	INTERPRETER SERVICES-PH FPS	W22120520	N		
3194	**6915**	**OFFICE OF MN IT SERVICES**	**1,564.50**					
3195	45637	METRO LEGAL SERVICES INC						
	02/28/2023	11-420-640-0010-6267	53.00	SERVICE FEE - RLBERT E. ADAMS	3421135	N		
3195	**45637**	**METRO LEGAL SERVICES INC**	**53.00**					
3196	46465	MINNESOTA REVENUE						
	02/28/2023	01-025-000-0000-5501	50.00	Overpayment refund 86CR21779	L0642138784	N		
3196	**46465**	**MINNESOTA REVENUE**	**50.00**					
3197	200079	CENTURY-LINK						
	02/28/2023	02-226-000-0000-6203	406.79	763 682-1162 914 2/4-3/3/23 PH	763 682-1162 9	N		
3197	**200079**	**CENTURY-LINK**	**406.79**					
3198	4153	SLR15 RIFLES INC						
	02/28/2023	01-201-000-0000-6480	1,748.00	SLR15 ENTRY RIFLE-ERT	392 1/7/23	N		
3198	**4153**	**SLR15 RIFLES INC**	**1,748.00**					
3199	200223	BERNING/ISABELLE						
	02/28/2023	01-603-000-0000-6114	13.76	CEC Mileage 02/07/23	20230227IB	N		
	02/28/2023	01-603-000-0000-6114	50.00	CEC Per Diem 02/07/23	20230227IB	N		
3199	**200223**	**BERNING/ISABELLE**	**63.76**					
3200	200231	SROA - STORAGE RENTALS OF AMI						

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*** WRIGHT COUNTY ***

INTEGRATED FINANCIAL SYSTEMS

DISBURSEMENTS BY WARRANT NUMBER REPORT

Warrant #	Warrant Date	Vendor Name / Account Number	Amount	Description	Invoice Number	1099	Rpt	Acc
	02/28/2023	73-847-000-0000-6353	14.00	March 2023 Unit #B255 Mink So	631	N		
	02/28/2023	73-847-000-0000-6342	102.00	March 2023 Unit #B255 Mink Som	631	N		
3200	**200231**	**SROA - STORAGE RENTALS OF AM**	**116.00**					
3201	200233	DESIGNKW LLC						
	02/28/2023	01-521-000-0000-6605	950.00	Ski Trail Signage Design	20230215-1	N		
3201	**200233**	**DESIGNKW LLC**	**950.00**					
3202	46450	MN CHILD SUPPORT PAYMENT CEN						
	03/01/2023	84-420-640-0000-6801	240.00	CHILD SPRT PYMNT-P.ROBERTS	MCI# 00140962	N		
3202	**46450**	**MN CHILD SUPPORT PAYMENT CEN**	**240.00**					
3204	1813	COLLINS BROTHERS TOWING						
	03/01/2023	01-201-000-0000-6261	168.00	VEHICLE TOW	107451	N		
3204	**1813**	**COLLINS BROTHERS TOWING**	**168.00**					
3205	2078	FIDELITY SECURITY LIFE/EYEMED \						
	03/01/2023	01-100-000-0000-6859	4.90	FEB EYE MED CAROL BARNAAL	20230301-1	N		
	03/01/2023	01-100-000-0000-6859	9.23	FEB EYE MED JOSEPH KIRSCHT	20230301-1	N		
	03/01/2023	01-100-000-0000-6859	4.90	JAN EYE MED CAROL BARNAAL	20230301-1	N		
	03/01/2023	01-100-000-0000-6859	9.23	JAN EYE MED JOSEPH KIRSCHT	20230301-1	N		
3205	**2078**	**FIDELITY SECURITY LIFE/EYEMED **	**28.26**					
3206	2490	UNITED PARCEL SERVICE						
	03/01/2023	01-201-000-0000-6203	38.32	2 Package Delivery	0000R6172Y053	N		
3206	**2490**	**UNITED PARCEL SERVICE**	**38.32**					
3207	3549	PERSONNEL EVALUATION INC						
	03/01/2023	01-201-000-0000-6261	300.00	Hiring Exams	46877	N		
3207	**3549**	**PERSONNEL EVALUATION INC**	**300.00**					
3208	5041	TRANS UNION LLC						
	03/01/2023	01-201-000-0000-6261	52.80	HIRING REPORTS	01305404	N		
3208	**5041**	**TRANS UNION LLC**	**52.80**					
3209	6915	OFFICE OF MN IT SERVICES						
	03/01/2023	01-250-000-0000-6261	76.65	Voice Services	W23010518	N		
	03/01/2023	01-201-281-0000-6261	71.63	VOICE SERVICES	W23010516	N		
3209	**6915**	**OFFICE OF MN IT SERVICES**	**148.28**					
3210	46450	MN CHILD SUPPORT PAYMENT CEN						
	03/01/2023	84-420-640-0000-6801	60.00	CHILD SPRT PYMNT-M.HIGGINS	MCI# 00150600	N		
3210	**46450**	**MN CHILD SUPPORT PAYMENT CEN**	**60.00**					

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*** WRIGHT COUNTY ***

DISBURSEMENTS BY WARRANT NUMBER REPORT

Warrant #	Warrant Date	Vendor Name / Account Number	Amount	Description	Invoice Number	1099	Rpt	Acc
3211	200079	CENTURY-LINK						
	03/01/2023	01-111-000-0000-6251	88.70	763 682 4213 302 GC PHONE SVC	763 682 4213 3	N		
	03/01/2023	01-111-000-0000-6251	43.04	763 682-6301 951 HWY DEPT PHO	763 682-6301 9	N		
	03/01/2023	01-111-000-0000-6251	43.42	763 682-6301 951 HWY DEPT PHO	763 682-6301 9	N		
	03/01/2023	01-111-000-0000-6251	139.44	763 682-6303 556 GC PHONE SVC	763 682-6303 5	N		
	03/01/2023	01-111-000-0000-6251	93.29	763 682-6880 173 GC PHONE SVC	763 682-6880 1	N		
	03/01/2023	01-111-000-0000-6251	43.31	763 682-9707 099 HWY DEPT PHO	763 682-9707 0	N		
3211	**200079**	**CENTURY-LINK**	**451.20**					
3212	1054	J.R.'S ADVANCED RECYCLERS						
	03/02/2023	20-393-000-0000-6841	350.00	Gas Refrigerator Over 4'	108925	N		
	03/02/2023	20-393-000-0000-6841	115.00	Microwaves	108925	N	P	
	03/02/2023	20-393-000-0000-6841	95.00	Refrigerators	108925	N	P	
	03/02/2023	20-393-000-0000-6841	25.00	Stoves	108925	N	P	
	03/02/2023	20-393-000-0000-6841	5.00	Washer	108925	N	P	
	03/02/2023	20-393-000-0000-6841	50.00	Water Heaters	108925	N	P	
	03/02/2023	20-393-000-0000-6841	50.00	Air Conditioners	108925	N	P	
	03/02/2023	20-393-000-0000-6841	25.00	Compost & Recycling Equipment	108925	N	P	
	03/02/2023	20-393-000-0000-6841	45.00	Dehumidifiers	108925	N	P	
	03/02/2023	20-393-000-0000-6841	40.00	Dishwashers	108925	N	P	
	03/02/2023	20-393-000-0000-6841	10.00	Dryers	108925	N	P	
	03/02/2023	20-393-000-0000-6841	25.00	Freezers	108925	N	P	
	03/02/2023	20-393-000-0000-6841	35.00	Water Softeners	108925	N	P	
3212	**1054**	**J.R.'S ADVANCED RECYCLERS**	**870.00**					
3213	2487	WINDSTREAM						
	03/02/2023	01-201-000-0000-6203	392.13	320 963 1997 PHONE 2/10-3/9/23	092015059 2/13	N		
3213	**2487**	**WINDSTREAM**	**392.13**					
3214	4257	CANON FINANCIAL SERVICES, INC						
	03/02/2023	11-480-895-0020-6343	631.90	Canon Printer Contract Charge	29978131	N		
	03/02/2023	11-480-895-0020-6343	1,717.13	Canon Printer Contract Charge	29978142	N		
	03/02/2023	11-480-895-0020-6343	211.06	Canon Printer Contract Charge;	29978153	N		
	03/02/2023	11-480-895-0020-6343	154.12	Canon Printer Contract Charge;	29978165	N		
3214	**4257**	**CANON FINANCIAL SERVICES, INC**	**2,714.21**					
3215	5882	KARTTA GROUP LLC						
	03/02/2023	01-091-000-0000-6261	1,600.00	Pre-Petition Review and Report	2251977	Y		
3215	**5882**	**KARTTA GROUP LLC**	**1,600.00**					

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Warrant #	Warrant Date	Vendor Name / Account Number	Amount	Description	Invoice Number	1099	Rpt	Acc
3216	5952	TRAKA USA, LLC						
	03/02/2023	01-250-000-0000-6411	48.00	TRAKA Keys *2	2030718	N		
	03/02/2023	01-250-000-0000-6411	2,768.00	10 iFobs CAN Locking	2030718	N		
	03/02/2023	01-250-000-0000-6411	9.80	Number Strips - per strip	2030718	N		
	03/02/2023	01-250-000-0000-6411	70.40	Self Locking Green Cable Seal	2030718	N		
3216	**5952**	**TRAKA USA, LLC**	**2,896.20**					
3217	6076	ABILITY NETWORK, INC						
	03/02/2023	11-450-430-0010-6260	374.92	PH ABILITY RCM SOFTWARE SUF	23M-0027645	N		
3217	**6076**	**ABILITY NETWORK, INC**	**374.92**					
3218	6934	RELIANCE TELEPHONE SYSTEMS II						
	03/02/2023	02-230-000-0000-6203	122.00	County Funded General Booking	12096	N		
3218	**6934**	**RELIANCE TELEPHONE SYSTEMS II**	**122.00**					
3219	18431	ASL INTERPRETING SERVICES INC						
	03/02/2023	11-420-650-4401-6040	135.00	INTERPRETER SERIVCES-SS-CHI	23.02595	N		
	03/02/2023	11-420-650-4401-6040	160.00	INTERPRETER SERVICES-SS-CHI	23.02628	N		
	03/02/2023	11-420-650-4401-6040	135.00	INTERPRETER SERVICES-SS-CHI	23.01682	N		
3219	**18431**	**ASL INTERPRETING SERVICES INC**	**430.00**					
3220	31299	HOLIDAY COMPANIES CORPORATE						
	03/02/2023	11-420-000-0000-1461	2,175.00	FUEL ONLY CLIENT GAS CARDS I	20230302CARDS	N		
3220	**31299**	**HOLIDAY COMPANIES CORPORATE**	**2,175.00**					
3221	39767	LEXIS NEXIS RISK SOLUTIONS						
	03/02/2023	02-021-000-0000-6411	275.10	MN Family Law Practice Manual	36002690	N		
3221	**39767**	**LEXIS NEXIS RISK SOLUTIONS**	**275.10**					
3222	46450	MN CHILD SUPPORT PAYMENT CEN						
	03/02/2023	84-420-640-0000-6801	300.00	CHILD SPRT PYMNT-C.COOLEN	MCI# 00142836	N		
3222	**46450**	**MN CHILD SUPPORT PAYMENT CEN**	**300.00**					
3224	200079	CENTURY-LINK						
	03/02/2023	01-100-000-0000-6203	49.41	PHONE BILL MONTHLY ALLOCAT	763 682-3995 5	N		
	03/02/2023	01-100-000-0000-6203	325.00	PHONE BILL MONTHLY ALLOCAT	612 E60-0138 4	N		
	03/02/2023	01-100-000-0000-6203	202.73	PHONE BILL MONTHLY ALLOCAT	763 682-3700 4	N		
3224	**200079**	**CENTURY-LINK**	**577.14**					
3229	363	CONSUMER SAFETY TECHNOLOGY						
	03/03/2023	01-025-000-0000-6261	1,538.97	January 2023 Ignition Interloc	20230131	N		
3229	**363**	**CONSUMER SAFETY TECHNOLOGY**	**1,538.97**					

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Warrant #	Warrant Date	Vendor Name / Account Number	Amount	Description	Invoice Number	1099	Rpt	Acc
3230	764	SCHLUENDER CONSTRUCTION INC						
	03/03/2023	01-250-000-0000-6301	350.00	Pump Grease Tank in kitchen -	23281	N		
3230	**764**	**SCHLUENDER CONSTRUCTION INC**	**350.00**					
3231	1663	COMMISSIONER OF TRANSPORTAT						
	03/03/2023	03-320-000-0000-6505	1,848.34	CP 037-171 TESTINGSAP 600-009	P00016507	N		
	03/03/2023	03-326-000-0000-6261	382.23	CP 037-171 TESTING	P00016507	N		
3231	**1663**	**COMMISSIONER OF TRANSPORTAT**	**2,230.57**					
3232	1793	MN SECRETARY OF STATE						
	03/03/2023	01-101-000-0000-6338	120.00	NOTARY COMMISSION	20230302NOT	N		
3232	**1793**	**MN SECRETARY OF STATE**	**120.00**					
3233	3175	POPE DOUGLAS SOLID WASTE MAI						
	03/03/2023	20-393-000-0000-6801	198.90	Confiscated Drugs Shipment to	10583	N		
	03/03/2023	20-393-000-0000-6801	468.00	Household Pharmaceuticals drop	10579	N		
3233	**3175**	**POPE DOUGLAS SOLID WASTE MA**	**666.90**					
3234	3614	MURPHY/JILL						
	03/03/2023	73-845-000-0000-6411	248.00	REIMB USPS PLID PO BOX	20230301LID	N		
3234	**3614**	**MURPHY/JILL**	**248.00**					
3235	3844	NET TRANSCRIPTS INC						
	03/03/2023	01-201-000-0000-6261	523.37	Transcription	NT14547	N		
3235	**3844**	**NET TRANSCRIPTS INC**	**523.37**					
3236	6066	LOFFLER COMPANIES INC						
	03/03/2023	11-430-700-0010-6232	154.18	HHS Printer Contract Charge 01	4262793	N		
	03/03/2023	11-450-472-0010-6232	4.55	HHS Printer Contract Charge 01	4262793	N		
	03/03/2023	11-450-473-0010-6232	74.07	HHS Printer Contract Charge 01	4262793	N		
	03/03/2023	11-420-640-0010-6232	20.28	HHS Printer Contract Charge 01	4262793	N		
	03/03/2023	11-420-600-0010-6232	112.45	HHS Printer Contract Charge 01	4262793	N		
	03/03/2023	11-450-430-0010-6232	103.85	HHS Printer Contract Charge 01	4262793	N		
	03/03/2023	11-480-895-0020-6232	152.77	HHS Printer Contract Charge 01	4262793	N		
3236	**6066**	**LOFFLER COMPANIES INC**	**622.15**					
3238	63329	SPIKE/KATHLEEN						
	03/03/2023	11-430-700-0010-6339	50.00	ADMINISTRATIVE REVIEW -ALICI/	2023.02.09 KS	Y		
3238	**63329**	**SPIKE/KATHLEEN**	**50.00**					
3239	200079	CENTURY-LINK						
	03/03/2023	01-100-000-0000-6203	1,120.00	PHONE BILL MONTHLY ALLOCAT	612 E60-0050 8	N		

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	03/03/2023	01-100-000-0000-6203	4,282.18	PHONE BILL MONTHLY ALLOCAT	763 682-3900 4	N		
3239	**200079**	**CENTURY-LINK**	**5,402.18**					
3241	207	ASSOCIATION OF MINNESOTA COU						
	03/06/2023	01-005-021-0000-6338	350.00	2023 CTY GOVT 101 Tina Diedric	20230125AMC	N		
	03/06/2023	01-005-021-0000-6338	350.00	2023 CTY GOVT 101 Jeanne Holla	20230125AMC	N		
	03/06/2023	01-005-021-0000-6338	350.00	2023 CTY GOVT 101 Nadine Schoe	20230125AMC	N		
3241	**207**	**ASSOCIATION OF MINNESOTA COU**	**1,050.00**					
3242	1946	LEAGUE OF MN CITIES						
	03/06/2023	01-031-000-0000-6245	50.00	IPMA-HR MN Chapter Dues - Non-	376266	N		
3242	**1946**	**LEAGUE OF MN CITIES**	**50.00**					
3243	3654	C & C EMBROIDERY						
	03/06/2023	01-100-000-0000-6808	181.00	EMPLOYEE RECOGNITION CLOTI	5787	Y		
	03/06/2023	01-100-000-0000-6808	210.00	Qty 15 County T-Shirts	5806	Y		
3243	**3654**	**C & C EMBROIDERY**	**391.00**					
3244	4364	MARCO TECHNOLOGIES LLC						
	03/06/2023	01-100-000-0000-6343	7,296.82	500-0679599-000 ACCT #740188 C	494506918	N		
	03/06/2023	01-100-000-0000-6343	75.00-	CREDIT 500-0679599-000 ACCT #7	494506918	N		
3244	**4364**	**MARCO TECHNOLOGIES LLC**	**7,221.82**					
3245	6158	ARAMARK SERVICES INC						
	03/06/2023	01-250-000-0000-6458	2,483.02	WRIGHT CO MEALS 161-170 998 €	200723300-0008	N		
	03/06/2023	01-250-000-0000-6458	3,416.71	WRIGHT CO MEALS 171-180 1,398	200723300-0008	N		
	03/06/2023	01-250-000-0000-6458	2,190.52	WRIGHT CO MEALS 181-190 920 €	200723300-0008	N		
	03/06/2023	01-250-000-0000-6458	446.98	WRIGHT CO MEALS 191-200 192 €	200723300-0008	N		
	03/06/2023	01-250-000-0000-6458	390.64	WRIGHT CO MEALS 151-160 151 €	200723300-0008	N		
3245	**6158**	**ARAMARK SERVICES INC**	**8,927.87**					
3246	45637	METRO LEGAL SERVICES INC						
	03/06/2023	11-420-640-0010-6267	88.00	SERVICE FEE-G.G.CARTER	3420826	N		
3246	**45637**	**METRO LEGAL SERVICES INC**	**88.00**					
3248	200087	AAA COURIER EXPRESS						
	03/06/2023	01-250-000-0000-6458	41.08	01/13/2023 INV #713-8345. Due	20230214	N		
	03/06/2023	01-250-000-0000-6458	41.08	01/17/2023 INV #1001-7816. Due	20230214	N		
	03/06/2023	01-250-000-0000-6458	74.18	01/24/2023 INV #1120-8697. Due	20230214	N		
	03/06/2023	01-250-000-0000-6458	41.08	01/25/2023 INV #1001-7837. Due	20230214	N		
	03/06/2023	01-250-000-0000-6458	41.08	01/27/2023 INV #713-8352. Due	20230214	N		
	03/06/2023	01-250-000-0000-6458	41.08	01/28/2023 INV #1001-7847. Due	20230214	N		

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	03/06/2023	01-250-000-0000-6458	74.18	02/01/2023 INV #129-5331. Due	20230214	N		
	03/06/2023	01-250-000-0000-6458	74.18	02/02/2023 INV #503-1328. Due	20230214	N		
	03/06/2023	01-250-000-0000-6458	74.18	02/08/2023 INV #1281025. Due 0	20230214	N		
	03/06/2023	01-250-000-0000-6458	41.08	02/10/2023 INV #1001-7873. Due	20230214	N		
	03/06/2023	01-250-000-0000-6458	41.08	02/10/2023 INV #713-8869. Due	20230214	N		
3248	**200087**	**AAA COURIER EXPRESS**	**584.28**					
3250	999999998	SCRIBEOPCO						
	03/06/2023	11-420-600-0010-6266	15.00	GARNISHMENT 86-CV-14-6396 VA	20230302VS	N		
3250	**999999998**	**SCRIBEOPCO**	**15.00**					
3251	999999998	HS FLOORCOVERING LLC						
	03/06/2023	11-420-600-0010-6266	15.00	GARNISHMENT 86-CV-22-4039 JE	20230302JW	N		
3251	**999999998**	**HS FLOORCOVERING LLC**	**15.00**					
3252	999999998	LOUISIANA VITAL RECORDS						
	03/06/2023	11-420-640-0010-6268	15.50	BIRTH CERTIFICATE REQUEST F(	20230227VR	N		
	03/06/2023	11-420-640-0010-6268	15.50	BIRTH CERTIFICATE REQUEST F(	20230227VR	N		
3252	**999999998**	**LOUISIANA VITAL RECORDS**	**31.00**					
3253	461	AT&T MOBILITY						
	03/06/2023	01-005-000-0000-6203	45.16	PHONE SVC FOR COMMISSIONEI	287315224199X0	Y		
3253	**461**	**AT&T MOBILITY**	**45.16**					
3254	1885	SEROSHEK/TONI						
	03/06/2023	11-450-430-0010-6336	50.00	Public Health Task Force meeti	PHTF20230213	Y		
3254	**1885**	**SEROSHEK/TONI**	**50.00**					
3255	1902	KEEFE SUPPLY LLC						
	03/06/2023	02-230-000-0000-6801	360.00	Coffee Supplies	1667636	N	P	
3255	**1902**	**KEEFE SUPPLY LLC**	**360.00**					
3268	999999998	SCHMIDT BROS LLC						
	03/07/2023	01-107-000-0000-6359	10.00	FULL STATE SURCHARGE REFUI	2023018725	N		
	03/07/2023	01-107-000-0000-5501	371.05	PARTIAL PERMIT REFUND FOR P	2023018725	N		
3268	**999999998**	**SCHMIDT BROS LLC**	**381.05**					
3269	207	ASSOCIATION OF MINNESOTA COU						
	03/07/2023	01-522-000-0000-6338	195.00	Drainage Conference Training F	20230208AMC	N		
3269	**207**	**ASSOCIATION OF MINNESOTA COU**	**195.00**					
3270	327	HENKEMEYER COATINGS INC						
	03/07/2023	34-163-100-8143-6602	5,779.50	ADMIN BUILD	FINAL	N		

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3270	**327**	**HENKEMEYER COATINGS INC**	**5,779.50**					
3272	487	ADVANCE TERRAZZO & TILE CO INC						
	03/07/2023	34-163-100-8134-6602	23,868.50	ADMIN BUILD	FINAL 1/24/23	N		
3272	**487**	**ADVANCE TERRAZZO & TILE CO IN**	**23,868.50**					
3273	788	QUADIENT LEASING USA, INC.						
	03/07/2023	01-025-000-0000-6205	228.75	POSTAGE MACHINE LEASE PMT	N9797418	N		
3273	**788**	**QUADIENT LEASING USA, INC.**	**228.75**					
3274	1637	ARAMARK UNIFORM & CAREER APP						
	03/07/2023	01-521-000-0000-6261	21.57	Rugs and Rages Shop SERVICE CH	2530110768	N		
	03/07/2023	01-521-000-0000-6261	27.92	MAT NYLON/RUBBER	2530100570	N		
	03/07/2023	01-521-000-0000-6261	6.85	DISPENSER HAND PUMP	2530107914	N		
	03/07/2023	01-521-000-0000-6261	30.71	MAT NYLON/RUBBER	2530107914	N		
	03/07/2023	01-521-000-0000-6261	19.61	Rugs and Rages Shop SERVICE CH	2530100570	N		
	03/07/2023	01-521-000-0000-6261	6.85	DISPENSER HAND PUMP	2530110768	N		
	03/07/2023	01-521-000-0000-6261	21.57	Rugs and Rages Shop SERVICE CH	2530107914	N		
	03/07/2023	01-521-000-0000-6261	30.71	MAT NYLON/RUBBER	2530110768	N		
	03/07/2023	01-521-000-0000-6261	6.23	DISPENSER HAND PUMP	2530100570	N		
	03/07/2023	01-521-000-0000-6261	223.25	Rugs and Rages Shop	2530103088	N		
	03/07/2023	01-521-000-0000-6261	24.71	SHOP TOWEL PLAIN	2530107914	N		
3274	**1637**	**ARAMARK UNIFORM & CAREER AP**	**419.98**					
3275	1817	COMPASS MINERALS AMERICA INC						
	03/07/2023	03-330-000-0000-6533	19,446.54	Buffalo Salt	1125035	N		
	03/07/2023	03-330-000-0000-6533	9,896.41	Waverly Salt	1123980	N		
3275	**1817**	**COMPASS MINERALS AMERICA INC**	**29,342.95**					
3276	4433	XCEL ENERGY						
	03/07/2023	01-521-000-0000-6251	16.70	51 4402453 Beebe 1/9-2/8/23	51-4402453-3 2	N		
3276	**4433**	**XCEL ENERGY**	**16.70**					
3277	4858	BUFFALO AUTO VALUE						
	03/07/2023	01-521-000-0000-6452	420.99	Radiator Shutter	82238557	N		
3277	**4858**	**BUFFALO AUTO VALUE**	**420.99**					
3278	4985	CHOSEN VALLEY TESTING INC						
	03/07/2023	34-163-100-8174-6602	200.00	ADMIN BUILD	47024	N		
3278	**4985**	**CHOSEN VALLEY TESTING INC**	**200.00**					
3279	5085	CONTEGRITY GROUP						

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	03/07/2023	34-163-100-8163-6602	28.00	REIMBURSABLES	2023291	N		
	03/07/2023	34-163-100-8163-6602	353.46	ONSITE SUPERVISION &REIMBUI	2023291	N		
3279	**5085**	**CONTEGRITY GROUP**	**381.46**					
3280	5110	SHRED-N-GO, INC						
	03/07/2023	11-480-895-0020-6411	296.00	CONF DOC SHREDDING	147125	N		
3280	**5110**	**SHRED-N-GO, INC**	**296.00**					
3281	5423	MASTERS PLUMBING HEATING & C(						
	03/07/2023	34-163-100-8145-6602	2,058.32	ADMIN BUILD	5773	N		
3281	**5423**	**MASTERS PLUMBING HEATING & C**	**2,058.32**					
3282	5424	HUMERA TECH						
	03/07/2023	34-163-100-8147-6602	15,022.20	ADMIN BUILD	20 FINAL	N		
3282	**5424**	**HUMERA TECH**	**15,022.20**					
3283	5650	NORTHLAND CONCRETE & MASONI						
	03/07/2023	34-163-100-8121-6602	20,000.00	ADMIN BUILD	FINAL 1/31/23	N		
3283	**5650**	**NORTHLAND CONCRETE & MASON**	**20,000.00**					
3284	6027	ENVIROTECH SERVICES INC						
	03/07/2023	03-330-000-0000-6533	7,297.08	Apex C	202310529	N		
	03/07/2023	03-330-000-0000-6533	7,302.92	Apex C	202310738	N		
3284	**6027**	**ENVIROTECH SERVICES INC**	**14,600.00**					
3286	45637	METRO LEGAL SERVICES INC						
	03/07/2023	11-420-600-0010-6266	93.00	SERVICE FEE-A.MANTE	3421582	N		
3286	**45637**	**METRO LEGAL SERVICES INC**	**93.00**					
3287	69620	WALGREENS COMPANY						
	03/07/2023	11-450-472-0010-6035	296.36	FPSP-CLIENT PRESCRIPTIONS	500086229	N		
3287	**69620**	**WALGREENS COMPANY**	**296.36**					
3289	200154	SNAP-ON INDUSTRIAL, A DIVISION (						
	03/07/2023	01-521-000-0000-6480	654.71	Shop tool replacements and upd	ARV/56201474	N		
	03/07/2023	01-521-000-0000-6480	57.10	SHOP TOOLS	ARV/56197105	N		
3289	**200154**	**SNAP-ON INDUSTRIAL, A DIVISION**	**711.81**					
3290	1344	MARCO						
	03/07/2023	01-250-000-0000-6343	658.35	MARCO Final Usage Billing 01/1	INV10558252 11	N		
3290	**1344**	**MARCO**	**658.35**					
3292	5652	CONSTRUCTION SYSTEMS INC						

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Warrant #	Warrant Date	Vendor Name / Account Number	Amount	Description	Invoice Number	1099	Rpt	Acc
	03/07/2023	34-163-100-8152-6602	5,336.00	ADMIN BUILD	FW0 59	N		
3292	**5652**	**CONSTRUCTION SYSTEMS INC**	**5,336.00**					
3293	5652	CONSTRUCTION SYSTEMS INC						
	03/07/2023	34-163-100-8152-6602	5,289.00	ADMIN BUILD	FWO 26	N		
3293	**5652**	**CONSTRUCTION SYSTEMS INC**	**5,289.00**					
3294	3021	MCLEOD COUNTY AUDITOR TREAS						
	03/08/2023	20-393-000-0000-6840	73.80	Styrofoam Shipment	3002532	N		
3294	**3021**	**MCLEOD COUNTY AUDITOR TREAS**	**73.80**					
3295	5085	CONTEGRITY GROUP						
	03/08/2023	34-163-100-8163-6602	51,737.50	WARRANTY PHASE	2023290	N		
3295	**5085**	**CONTEGRITY GROUP**	**51,737.50**					
3296	5611	REPUBLIC SERVICES 891						
	03/08/2023	01-091-000-0000-6261	38.11	SHREDDING SRV	0894-006104417	N		
3296	**5611**	**REPUBLIC SERVICES 891**	**38.11**					
3297	6132	GROUP HEALTH PLAN, INC						
	03/08/2023	01-100-000-0000-6261	1,040.61	MED RX ORDERED12/22	W852121	N		
	03/08/2023	01-100-000-0000-6261	5,482.79-	CLAIMS CREDIT	W852121	N		
	03/08/2023	01-100-000-0000-6261	1,722.85-	MED CREDIT	W852121	N		
	03/08/2023	01-100-000-0000-6261	8,333.33	CLINICADMIN FEE 1/23	W852121	N		
	03/08/2023	01-100-000-0000-6261	150.00	SUBSCRIPTION FEE 12/22	W852121	N		
	03/08/2023	01-100-000-0000-6261	1,266.02	SUPPLIES ORDERED 12/22	W852121	N		
	03/08/2023	01-100-000-0000-6261	1,833.20	LAB SVC 12/22	W852121	N		
	03/08/2023	01-100-000-0000-6261	16.52	OXYGEN & GAS SVC 12/22	W852121	N		
	03/08/2023	01-100-000-0000-6261	18,454.17	PROVIDER & MGMT FEE1/23	W852121	N		
3297	**6132**	**GROUP HEALTH PLAN, INC**	**23,888.21**					
3298	45637	METRO LEGAL SERVICES INC						
	03/08/2023	01-091-000-0000-6261	5.00	86-CR-21-6031	3409155	N		
3298	**45637**	**METRO LEGAL SERVICES INC**	**5.00**					
3299	67002	TIERNEY BROTHERS INC						
	03/08/2023	34-163-100-8149-6602	59,159.53	ADMIN BUILD	4 FINAL	N		
3299	**67002**	**TIERNEY BROTHERS INC**	**59,159.53**					
3300	5652	CONSTRUCTION SYSTEMS INC						
	03/08/2023	34-163-100-8152-6602	135,981.77	ADMIN BUILD	917-13 FINAL	N		
3300	**5652**	**CONSTRUCTION SYSTEMS INC**	**135,981.77**					

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Warrant #	Warrant Date	Vendor Name / Account Number	Amount	Description	Invoice Number	1099	Rpt	Acc
100932	5912	BRYANT/BONITA						
	03/07/2023	11-450-430-0010-6336	50.00-	VOID Warrant Number 100932	PHTF 2023-02	Y		
	03/07/2023	11-450-430-0010-6336	50.00-	VOID Warrant Number 100932	PHTF 2023-02	Y		
	03/07/2023	11-450-430-0010-6336	50.00-	VOID Warrant Number 100932	PHTF 2023-02	Y		
100932	**5912**	**BRYANT/BONITA**	**150.00-**					
101138	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	01-201-268-0000-6411	480.00	6 x 9 strip-n-grip evidence ba	EX000011692788	N		
	02/27/2023	01-201-268-0000-6411	348.21	Evidence bags, gun boxes, evid	EX000011828539	N		
	02/27/2023	01-201-268-0000-6411	502.10	Sato - Barcode labels for evid	EX000011625245	N		
	02/27/2023	01-000-000-0000-6801	348.21-	Corporate card transaction rev	EX000011828539	N		
	02/27/2023	01-000-000-0000-6801	502.10-	Corporate card transaction rev	EX000011625245	N		
	02/27/2023	01-000-000-0000-6801	480.00-	Corporate card transaction rev	EX000011692788	N		
101138	**4341**	**US BANK-PROCUREMENT CARDS**	**0.00**					
101139	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	01-603-000-0000-6410	16.37	Adapters, rcvd 1/30/23, order#	EX000011486227	N		
	02/27/2023	01-603-000-0000-6410	90.84	Office Supplies, rcvd 1/19/23,	EX000011486227	N		
	02/27/2023	01-603-000-0000-6410	19.47	Presentation Covers, rcvd 1/20	EX000011486227	N		
	02/27/2023	01-603-000-0000-6410	16.90	Presentation covers, rcvd 1/19	EX000011486227	N		
	02/27/2023	01-603-000-0000-6410	84.14	Totes, rcvd 1/30/23, order# 11	EX000011486227	N		
	02/27/2023	01-000-000-0000-6801	227.72-	Corporate card transaction rev	EX000011486227	N		
101139	**4341**	**US BANK-PROCUREMENT CARDS**	**0.00**					
101140	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	01-000-000-0000-6801	38.00-	Corporate card transaction rev	EX000011337716	N		
	02/27/2023	01-000-000-0000-6801	38.00-	Corporate card transaction rev	EX000011845117	N		
101140	**4341**	**US BANK-PROCUREMENT CARDS**	**76.00-**					
101141	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	01-000-000-0000-6801	411.00-	Corporate card transaction rev	EX000011844803	N		
	02/27/2023	01-201-000-0000-6480	411.00	Hobbles	EX000011844803	N		
101141	**4341**	**US BANK-PROCUREMENT CARDS**	**0.00**					
101142	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	01-000-000-0000-6801	766.46-	Corporate card transaction rev	EX000011624963	N		
101142	**4341**	**US BANK-PROCUREMENT CARDS**	**766.46-**					
101143	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	01-000-000-0000-6801	50.59-	Corporate card transaction rev	EX000011587814	N		
	02/27/2023	01-000-000-0000-6801	280.00-	Corporate card transaction rev	EX000011794292	N		

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Warrant #	Warrant Date	Vendor Name / Account Number	Amount	Description	Invoice Number	1099	Rpt	Acc
	02/27/2023	01-201-000-0000-6801	50.59	Frames For Training Center	EX000011587814	N		
	02/27/2023	01-201-000-0000-6801	280.00	Miscellaneous-Miscellaneous	EX000011794292	N		
101143	**4341**	**US BANK-PROCUREMENT CARDS**	**0.00**					
101144	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	01-107-000-0000-6245	60.00	Ryan Building License	EX000011793267	N		
	02/27/2023	01-107-000-0000-6410	5.84	General Office Supplies	EX000011793267	N		
	02/27/2023	01-107-000-0000-6410	74.97	Paper and PC/BOA meeting tote.	EX000012097686	N		
	02/27/2023	01-000-000-0000-6801	187.51-	Corporate card transaction rev	EX000011793267	N		
	02/27/2023	01-107-000-0000-6333	117.04	2nd night of hotel for Troy Jo	EX000011793267	N		
	02/27/2023	01-000-000-0000-6801	98.80-	Corporate card transaction rev	EX000012097686	N		
	02/27/2023	20-393-000-0000-6452	23.83	HHW - headlight bulbs	EX000012097686	N		
	02/27/2023	20-393-000-0000-6801	4.63	2 springs for the baler	EX000011793267	N		
101144	**4341**	**US BANK-PROCUREMENT CARDS**	**0.00**					
101145	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	01-105-000-0000-6480	45.98	Two wireless mice for laptops	EX000011651700	N		
	02/27/2023	01-105-000-0000-6411	16.99	Dry erase Markers	EX000012097564	N		
	02/27/2023	01-105-000-0000-6411	118.93	Office Supplies; Paper; Folder	EX000011752874	N		
	02/27/2023	01-105-000-0000-6411	239.04	Office/Operating Supplies - Pa	EX000011651700	N		
	02/27/2023	01-105-000-0000-6411	19.72	Sharpie Markers	EX000012097564	N		
	02/27/2023	01-105-000-0000-6411	12.99	calculator	EX000011752874	N		
	02/27/2023	01-105-000-0000-6245	105.00	Conrad Anderson MAAO dues	EX000011482580	N		
	02/27/2023	01-105-000-0000-6245	105.00	MAAO Dues Corey Czycalla	EX000011482580	N		
	02/27/2023	01-105-000-0000-6245	105.00	MAAO Dues Jaimee Jensen	EX000011482580	N		
	02/27/2023	01-105-000-0000-6245	105.00	MAAO Dues Keith Triplett	EX000011482580	N		
	02/27/2023	01-105-000-0000-6245	105.00	MAAO Dues Kirsten Olsen	EX000011482580	N		
	02/27/2023	01-105-000-0000-6245	105.00	MAAO dues Mitch Douglas	EX000011482580	N		
	02/27/2023	01-105-000-0000-6245	105.00	MAAO dues Tammy Anderson	EX000011482580	N		
	02/27/2023	01-105-000-0000-6245	105.00	MAAO membership dues Chase Phi	EX000011337639	N		
	02/27/2023	01-105-000-0000-6245	105.00	MAAO membership dues Tony Rasr	EX000011337639	N		
	02/27/2023	01-105-000-0000-6245	105.00	Membership Dues Adam Bloomquis	EX000011608715	N		
	02/27/2023	01-105-000-0000-6245	105.00	MAAO Dues Lori Thingvold	EX000011482580	N		
	02/27/2023	01-105-000-0000-6245	105.00	MAAO Dues Missy Manke	EX000011482580	N		
	02/27/2023	01-105-000-0000-6245	105.00	MAAO Dues Wally Peterson	EX000011482580	N		
	02/27/2023	01-105-000-0000-6245	105.00	MAAO Membership Michael Lund	EX000011608715	N		
	02/27/2023	01-105-000-0000-6245	105.00	MAAO dues Alex Bersie	EX000011482580	N		
	02/27/2023	01-105-000-0000-6245	105.00	MAAO dues Dan Mattson	EX000011482580	N		
	02/27/2023	01-105-000-0000-6338	470.00	Assessment Laws and Procedures	EX000012097544	N		
	02/27/2023	01-105-000-0000-6338	470.00	Assessment Laws and Procedures	EX000012097544	N		

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	02/27/2023	01-105-000-0000-6338	400.00	PRE AMA License Education	EX000012097544	N		
	02/27/2023	01-105-000-0000-6338	400.00-	Refund for LEAD course - Melis	EX000011623405	N		
	02/27/2023	01-000-000-0000-6801	210.00-	Corporate card transaction rev	EX000011337639	N		
	02/27/2023	01-000-000-0000-6801	1,260.00-	Corporate card transaction rev	EX000011482580	N		
	02/27/2023	01-000-000-0000-6801	210.00-	Corporate card transaction rev	EX000011608715	N		
	02/27/2023	01-000-000-0000-6801	400.00	Corporate card transaction rev	EX000011623405	N		
	02/27/2023	01-000-000-0000-6801	285.02-	Corporate card transaction rev	EX000011651700	N		
	02/27/2023	01-000-000-0000-6801	131.92-	Corporate card transaction rev	EX000011752874	N		
	02/27/2023	01-000-000-0000-6801	1,340.00-	Corporate card transaction rev	EX000012097544	N		
	02/27/2023	01-000-000-0000-6801	36.71-	Corporate card transaction rev	EX000012097564	N		
101145	**4341**	**US BANK-PROCUREMENT CARDS**	**0.00**					
101146	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	01-000-000-0000-6801	290.42-	Corporate card transaction rev	EX000011532422	N		
	02/27/2023	01-000-000-0000-6801	256.60-	Corporate card transaction rev	EX000012098074	N		
	02/27/2023	01-111-000-0000-6301	21.47	Replacement parts for oscillat	EX000011532422	N		
	02/27/2023	01-111-000-0000-6301	229.96	RGB lighting for Justice Cente	EX000012098074	N		
	02/27/2023	01-111-000-0000-6301	26.64	Items for ballistics product r	EX000012098074	N		
	02/27/2023	01-111-000-0000-6301	39.00	Dewalt battery adapter	EX000011532422	N		
	02/27/2023	01-111-000-0000-6301	84.86	Tool organization & storage it	EX000011532422	N		
	02/27/2023	01-111-000-0000-6301	145.09	Water filters for ice machines	EX000011532422	N		
101146	**4341**	**US BANK-PROCUREMENT CARDS**	**0.00**					
101147	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	01-522-000-0000-6410	29.62	3 ringed binder dividers/pocke	EX000010556724	N		
	02/27/2023	01-000-000-0000-6801	66.96-	Corporate card transaction rev	EX000011063788	N		
	02/27/2023	01-522-000-0000-6205	66.96	Certified Mailings for buffer	EX000011063788	N		
	02/27/2023	01-522-000-0000-6301	23.82	Reflective Stickers for Markin	EX000010556724	N		
	02/27/2023	01-000-000-0000-6801	323.41-	Corporate card transaction rev	EX000010556724	N		
	02/27/2023	01-522-000-0000-6301	269.97	wireless backup camera for var	EX000010556724	N		
101147	**4341**	**US BANK-PROCUREMENT CARDS**	**0.00**					
101148	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	01-000-000-0000-6801	84.52-	Corporate card transaction rev	EX000011520065	N		
	02/27/2023	01-201-280-0000-6338	84.52	beverages and utensils for Qua	EX000011520065	N		
101148	**4341**	**US BANK-PROCUREMENT CARDS**	**0.00**					
101149	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	01-000-000-0000-6801	831.50-	Corporate card transaction rev	EX000011535319	N		
101149	**4341**	**US BANK-PROCUREMENT CARDS**	**831.50-**					

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101150	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	01-000-000-0000-6801	398.79-	Corporate card transaction rev	EX000011547107	N		
	02/27/2023	01-103-000-0000-6411	398.79	REBAR	EX000011547107	N		
101150	**4341**	**US BANK-PROCUREMENT CARDS**	**0.00**					
101151	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	03-310-000-0000-6485	49.95	Miscellaneous-SOFTWARE AND SY	EX000011519808	N		
	02/27/2023	01-000-000-0000-6801	49.95-	Corporate card transaction rev	EX000011519808	N		
101151	**4341**	**US BANK-PROCUREMENT CARDS**	**0.00**					
101152	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	01-000-000-0000-6801	795.00-	Corporate card transaction rev	EX000011829792	N		
	02/27/2023	11-450-475-0010-6338	795.00	Drug-Free Communities National	EX000011829792	N		
101152	**4341**	**US BANK-PROCUREMENT CARDS**	**0.00**					
101153	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	03-310-000-0000-6410	129.99	office supplies	EX000011624770	N		
	02/27/2023	03-320-000-0000-6338	693.34	MNDOT SURVEY TECH CONF AL	EX000011519673	N		
	02/27/2023	03-320-000-0000-6338	693.34	MNDOT SURVEY TECH CONF BS	EX000011519673	N		
	02/27/2023	03-320-000-0000-6338	693.34	MNDOT SURVEY TECH CONF NC	EX000011519673	N		
	02/27/2023	03-320-000-0000-6338	127.69	MNDOT TRNG COURSE REG AL	EX000011519673	N		
	02/27/2023	03-320-000-0000-6338	127.69	MNDOT TRNG COURSE REG BS	EX000011519673	N		
	02/27/2023	03-320-000-0000-6338	127.69	MNDOT TRNG COURSE REG NC	EX000011519673	N		
	02/27/2023	03-320-000-0000-6503	9.98	engineering field supplies	EX000011624770	N		
	02/27/2023	03-310-000-0000-6235	56.00	DELANO SUBSCRIPTION	EX000011519673	N		
	02/27/2023	01-000-000-0000-6801	2,519.09-	Corporate card transaction rev	EX000011519673	N		
	02/27/2023	01-000-000-0000-6801	139.97-	Corporate card transaction rev	EX000011624770	N		
101153	**4341**	**US BANK-PROCUREMENT CARDS**	**0.00**					
101154	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	01-000-000-0000-6801	27.44-	Corporate card transaction rev	EX000011757293	N		
	02/27/2023	11-430-700-0010-6801	27.44	Miscellaneous-Miscellaneous	EX000011757293	N		
101154	**4341**	**US BANK-PROCUREMENT CARDS**	**0.00**					
101155	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	01-000-000-0000-6801	327.00-	Corporate card transaction rev	EX000011587755	N		
101155	**4341**	**US BANK-PROCUREMENT CARDS**	**327.00-**					
101156	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	01-000-000-0000-6801	348.00-	Corporate card transaction rev	EX000011547207	N		
	02/27/2023	01-000-000-0000-6801	75.00-	Corporate card transaction rev	EX000011547237	N		

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	02/27/2023	01-000-000-0000-6801	497.00-	Corporate card transaction rev	EX000011639001	N		
	02/27/2023	01-000-000-0000-6801	25.00-	Corporate card transaction rev	EX000011757211	N		
	02/27/2023	01-000-000-0000-6801	75.00-	Corporate card transaction rev	EX000011757222	N		
	02/27/2023	01-201-000-0000-6338	165.00	Heather Pomeroy PSAP 911 confe	EX000011757248	N		
	02/27/2023	01-201-000-0000-6338	75.00	Jon bosshart DMT Recert	EX000011547237	N		
	02/27/2023	01-201-000-0000-6338	25.00	Kevin Triplett SOTA renewal	EX000011757211	N		
	02/27/2023	01-201-000-0000-6338	165.00	Patty Hare PSAP 911 conference	EX000011757237	N		
	02/27/2023	01-201-000-0000-6338	75.00	Tyson Chase DMT Recert	EX000011757222	N		
	02/27/2023	01-201-000-0000-6411	348.00	TV for dispatch	EX000011547207	N		
	02/27/2023	01-201-000-0000-6411	497.00	Training Firearm	EX000011639001	N		
	02/27/2023	01-000-000-0000-6801	165.00-	Corporate card transaction rev	EX000011757237	N		
	02/27/2023	01-000-000-0000-6801	165.00-	Corporate card transaction rev	EX000011757248	N		
101156	**4341**	**US BANK-PROCUREMENT CARDS**	**0.00**					
101157	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	01-000-000-0000-6801	161.07-	Corporate card transaction rev	EX000011467208	N		
	02/27/2023	01-000-000-0000-6801	1,342.32-	Corporate card transaction rev	EX000011808604	N		
	02/27/2023	01-111-000-0000-6301	649.20	controller JC	EX000011808604	N		
	02/27/2023	01-111-000-0000-6301	256.90	softner repair cokato	EX000011808604	N		
	02/27/2023	01-111-000-0000-6301	104.99	softner repair-cokato	EX000011808604	N		
	02/27/2023	01-111-000-0000-6301	25.47	truck stock	EX000011808604	N		
	02/27/2023	01-111-000-0000-6301	305.76	heat repair-LEC	EX000011808604	N		
	02/27/2023	01-111-000-0000-6301	12.51	fan blade PWB	EX000011467208	N		
	02/27/2023	01-111-000-0000-6301	148.56	fan motor for PWB	EX000011467208	N		
101157	**4341**	**US BANK-PROCUREMENT CARDS**	**0.00**					
101158	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	01-000-000-0000-6801	38.50-	Corporate card transaction rev	EX000011515247	N		
	02/27/2023	11-430-700-0010-6333	38.50	BMK 4485Copy of Gas for county	EX000011515247	N		
101158	**4341**	**US BANK-PROCUREMENT CARDS**	**0.00**					
101159	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	03-340-000-0000-6574	6.33	repair parts	EX000011547079	N		
	02/27/2023	03-340-000-0000-6574	33.47	repair parts	EX000011547079	N		
	02/27/2023	01-000-000-0000-6801	39.80-	Corporate card transaction rev	EX000011547079	N		
101159	**4341**	**US BANK-PROCUREMENT CARDS**	**0.00**					
101160	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	01-000-000-0000-6801	89.85-	Corporate card transaction rev	EX000011515438	N		
	02/27/2023	01-091-093-0000-6338	89.85	Elimination of Bias CLE for Je	EX000011515438	N		
101160	**4341**	**US BANK-PROCUREMENT CARDS**	**0.00**					

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101161	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	01-111-000-0000-6301	3,133.20	replacement drivers for Hwy bu	EX000011338024	N		
	02/27/2023	01-111-000-0000-6301	17.83	truck stock	EX000011338024	N		
	02/27/2023	01-111-000-0000-6301	29.97	dispatch project	EX000011338024	N		
	02/27/2023	01-111-000-0000-6301	52.07	Dispatch project	EX000011338024	N		
	02/27/2023	01-111-000-0000-6301	104.97	HWY vehicle storage replacemen	EX000011338024	N		
	02/27/2023	01-000-000-0000-6801	3,798.22-	Corporate card transaction rev	EX000011338024	N		
	02/27/2023	01-111-000-0000-6338	380.00	Continuing education for upkee	EX000011338024	N		
	02/27/2023	01-111-000-0000-6301	62.82	Parts needed for dispatch proj	EX000011338024	N		
	02/27/2023	01-111-000-0000-6301	17.36	Replacement Photo Eye at old H	EX000011338024	N		
101161	**4341**	**US BANK-PROCUREMENT CARDS**	**0.00**					
101162	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	01-000-000-0000-6801	325.00-	Corporate card transaction rev	EX000011638964	N		
	02/27/2023	01-041-000-0000-6338	325.00	Fee for AMCO State Meeting	EX000011638964	N		
101162	**4341**	**US BANK-PROCUREMENT CARDS**	**0.00**					
101163	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	01-000-000-0000-6801	58.59-	Corporate card transaction rev	EX000011338500	N		
	02/27/2023	01-000-000-0000-6801	60.47-	Corporate card transaction rev	EX000011588200	N		
	02/27/2023	01-000-000-0000-6801	155.00-	Corporate card transaction rev	EX000011728133	N		
	02/27/2023	11-450-430-0010-6338	45.00	Miscellaneous-Miscellaneous	EX000011588200	N		
	02/27/2023	11-450-430-0010-6411	58.59	Miscellaneous-Operating Suppli	EX000011338500	N		
	02/27/2023	11-450-472-0010-6411	15.47	Condoms	EX000011588200	N		
	02/27/2023	11-450-430-0040-6338	155.00	Miscellaneous-Conferences, Mee	EX000011728133	N		
101163	**4341**	**US BANK-PROCUREMENT CARDS**	**0.00**					
101164	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	01-000-000-0000-6801	1,749.24-	Corporate card transaction rev	EX000011625010	N		
	02/27/2023	01-111-000-0000-6411	133.12	maintenance supplies for LEC &	EX000011625010	N		
	02/27/2023	01-111-000-0000-6411	270.34	maintenance supplies for LEC&J	EX000011625010	N		
	02/27/2023	01-111-000-0000-6411	169.53	paint supplies for dispatch 91	EX000011625010	N		
	02/27/2023	01-111-000-0000-6301	161.64	maintenance supplies for PW &	EX000011625010	N		
	02/27/2023	01-111-000-0000-6301	745.70	plumbing supplies for LEC	EX000011625010	N		
	02/27/2023	01-111-000-0000-6301	268.91	maintenance supplies dispatch	EX000011625010	N		
101164	**4341**	**US BANK-PROCUREMENT CARDS**	**0.00**					
101165	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	01-000-000-0000-6801	3,994.37-	Corporate card transaction rev	EX000012084749	N		
101165	**4341**	**US BANK-PROCUREMENT CARDS**	**3,994.37-**					

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101166	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	01-111-000-0000-6301	123.42	6 - 10-Gallon Trash Cans for C	EX000011496259	N		
	02/27/2023	01-111-000-0000-6301	640.54	LEC - Replacement Batteries	EX000011496259	N		
	02/27/2023	01-111-000-0000-6301	236.88	Lumber for Racking, Soldering	EX000011496259	N		
	02/27/2023	01-111-000-0000-6301	26.64	Shear pins for the John Deere	EX000011496259	N		
	02/27/2023	01-111-000-0000-6301	73.91	Tools - Set of Large Size Wren	EX000011496259	N		
	02/27/2023	01-000-000-0000-6801	1,101.39-	Corporate card transaction rev	EX000011496259	N		
101166	**4341**	**US BANK-PROCUREMENT CARDS**	**0.00**					
101167	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	01-000-000-0000-6801	308.32-	Corporate card transaction rev	EX000011486350	N		
101167	**4341**	**US BANK-PROCUREMENT CARDS**	**308.32-**					
101168	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	01-000-000-0000-6801	2,283.38-	Corporate card transaction rev	EX000011531641	N		
	02/27/2023	01-521-000-0000-6452	418.84	Trailer Parts Transaction # 18	EX000011531641	N		
	02/27/2023	01-521-000-0000-6452	300.64	Wiper Motor for #727 Invoice #	EX000011531641	N		
	02/27/2023	01-521-000-0000-6452	72.21	Timing Belt Invoice #62724	EX000011531641	N		
	02/27/2023	01-521-000-0000-6452	313.40	Tow Straps for Plow Trucks Ama	EX000011531641	N		
	02/27/2023	01-521-000-0000-6452	95.17	Chain Saw Parts and Files, 3 s	EX000011531641	N		
	02/27/2023	01-521-000-0000-6452	212.70	Chain saw Repair for Parts/Lab	EX000011531641	N		
	02/27/2023	01-521-000-0000-6452	608.06	Snowplow Cutting Edge Invoice	EX000011531641	N		
	02/27/2023	01-521-000-0000-6451	262.36	Chainsaw bar oil/ felling wedg	EX000011531641	N		
101168	**4341**	**US BANK-PROCUREMENT CARDS**	**0.00**					
101169	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	03-340-000-0000-6411	154.50	2023 DOT Stickers For Chuck Sc	EX000011531660	N		
	02/27/2023	01-000-000-0000-6801	154.50-	Corporate card transaction rev	EX000011531660	N		
101169	**4341**	**US BANK-PROCUREMENT CARDS**	**0.00**					
101170	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	01-000-000-0000-6801	101.78-	Corporate card transaction rev	EX000011153520	N		
	02/27/2023	11-450-453-0010-6411	131.33	Dental flyer translation for G	EX000011515431	N		
	02/27/2023	11-450-473-0010-6411	101.78	Translation of Consent for Rel	EX000011153520	N		
	02/27/2023	01-000-000-0000-6801	131.33-	Corporate card transaction rev	EX000011515431	N		
101170	**4341**	**US BANK-PROCUREMENT CARDS**	**0.00**					
101171	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	01-250-000-0000-6338	194.25	Miscellaneous-Travel	EX000011548066	N		
	02/27/2023	01-250-000-0000-6338	194.25	ripley ert stay	EX000011721826	N		

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	02/27/2023	01-250-000-0000-6411	27.07	Miscellaneous-Operating Suppli	EX000011844901	N		
	02/27/2023	01-250-000-0000-6458	15.00	Miscellaneous-Medical Supplies	EX000011548066	N		
	02/27/2023	01-250-000-0000-6458	35.34	Miscellaneous-Medical Supplies	EX000011844901	N		
	02/27/2023	01-250-000-0000-6480	15.96	Miscellaneous-Equipment <5000	EX000011548066	N		
	02/27/2023	01-000-000-0000-6801	225.21-	Corporate card transaction rev	EX000011548066	N		
	02/27/2023	01-000-000-0000-6801	194.25-	Corporate card transaction rev	EX000011721826	N		
	02/27/2023	01-000-000-0000-6801	62.41-	Corporate card transaction rev	EX000011844901	N		
101171	**4341**	**US BANK-PROCUREMENT CARDS**	**0.00**					
101172	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	01-000-000-0000-6801	275.99-	Corporate card transaction rev	EX000011006449	N		
	02/27/2023	01-000-000-0000-6801	213.08	Corporate card transaction rev	EX000011754516	N		
	02/27/2023	01-000-000-0000-6801	49.98-	Corporate card transaction rev	EX000011756528	N		
	02/27/2023	01-101-000-0000-6410	275.99	OFFICE SUPPLIES - PANASONIC	EX000011006449	N		
	02/27/2023	01-101-000-0000-6410	49.98	OFFICE SUPPLIEs	EX000011756528	N		
	02/27/2023	02-101-000-0000-6480	213.08-	Refund wrong model printer	EX000011754516	N		
101172	**4341**	**US BANK-PROCUREMENT CARDS**	**0.00**					
101173	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	01-000-000-0000-6801	388.15-	Corporate card transaction rev	EX000010629248	N		
	02/27/2023	01-000-000-0000-6801	1,609.16-	Corporate card transaction rev	EX000011021193	N		
	02/27/2023	01-000-000-0000-6801	136.09-	Corporate card transaction rev	EX000011515295	N		
	02/27/2023	01-521-524-0000-6411	75.51	Replacement screens for Camper	EX000011021193	N		
	02/27/2023	01-521-524-0000-6411	384.08	Chair cart to be used for snow	EX000011021193	N		
	02/27/2023	01-521-524-0000-6411	17.94	Deodorizer/disinfectant spray	EX000011515295	N		
	02/27/2023	01-521-524-0000-6411	79.96	Fiskars loppers for Bertram st	EX000010629248	N		
	02/27/2023	01-521-524-0000-6411	50.27	Floor scraper and extra blades	EX000011515295	N		
	02/27/2023	01-521-524-0000-6411	509.18	Garbage container and garbage	EX000011021193	N		
	02/27/2023	01-521-524-0000-6411	5.36	Bottled water for resale at Be	EX000010629248	N		
	02/27/2023	01-521-524-0000-6411	33.88	Iron fighter softener salt	EX000010629248	N		
	02/27/2023	01-521-524-0000-6411	37.47	Plow markers for campground. R	EX000010629248	N		
	02/27/2023	01-521-524-0000-6411	45.95	Polyurethane for cabin repairs	EX000010629248	N		
	02/27/2023	01-521-524-0000-6411	34.62	Rubber mat for snowblower at N	EX000011021193	N		
	02/27/2023	01-521-524-0000-6411	5.29	Screw driver to replace a brok	EX000011021193	N		
	02/27/2023	01-521-524-0000-6411	459.52	Shelving to be used for cross	EX000011021193	N		
	02/27/2023	01-521-000-0000-6301	50.43	Polyurethane, replacement shel	EX000010629248	N		
	02/27/2023	01-521-000-0000-6301	53.67	Replacement door handle for ch	EX000011021193	N		
	02/27/2023	01-521-000-0000-6301	8.99	Replacement rubber caps for fl	EX000010629248	N		
	02/27/2023	01-521-000-0000-6451	87.29	Fuel for 632 bulk tank	EX000011021193	N		
	02/27/2023	01-521-000-0000-6451	126.11	Fuel for 632 bulk tank.	EX000010629248	N		

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	02/27/2023	01-521-000-0000-6411	37.98	Ice scraper for Bertram and Sc	EX000011515295	N		
	02/27/2023	01-521-524-0000-6450	29.90	Pine cones for nature crafts a	EX000011515295	N		
101173	**4341**	**US BANK-PROCUREMENT CARDS**	**0.00**					
101174	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	01-521-524-0000-6451	161.87	632 Bulk tank fuel	EX000011532102	N		
	02/27/2023	01-521-524-0000-6451	195.98	Fuel for 632 bulk tank	EX000010631651	N		
	02/27/2023	01-000-000-0000-6801	195.98-	Corporate card transaction rev	EX000010631651	N		
	02/27/2023	01-000-000-0000-6801	161.87-	Corporate card transaction rev	EX000011532102	N		
101174	**4341**	**US BANK-PROCUREMENT CARDS**	**0.00**					
101175	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	01-000-000-0000-6801	1,409.41-	Corporate card transaction rev	EX000011638876	N		
	02/27/2023	01-103-000-0000-6480	486.82	HAND AUGERS	EX000011638876	N		
	02/27/2023	01-103-000-0000-6480	922.59	MAGNETIC LOCATOR	EX000011638876	N		
101175	**4341**	**US BANK-PROCUREMENT CARDS**	**0.00**					
101176	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	11-480-895-0020-6338	790.00	10 DISC assessment slots with	EX000011793276	N		
	02/27/2023	11-480-895-0020-6338	132.27	St Paul stay for MACSSA confer	EX000011793276	N		
	02/27/2023	01-000-000-0000-6801	922.27-	Corporate card transaction rev	EX000011793276	N		
101176	**4341**	**US BANK-PROCUREMENT CARDS**	**0.00**					
101177	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	01-000-000-0000-6801	30.49-	Corporate card transaction rev	EX000011140062	N		
	02/27/2023	01-201-000-0000-6452	30.49	wiper blade	EX000011140062	N		
101177	**4341**	**US BANK-PROCUREMENT CARDS**	**0.00**					
101178	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	01-201-000-0000-6411	82.99	K9 Fish Oil	EX000011532239	N		
	02/27/2023	01-201-000-0000-6480	69.29	Monitor Stand	EX000011532239	N		
	02/27/2023	01-000-000-0000-6801	728.16-	Corporate card transaction rev	EX000011532239	N		
	02/27/2023	01-000-000-0000-6801	1,029.56-	Corporate card transaction rev	EX000011608695	N		
	02/27/2023	01-201-000-0000-6480	1,029.56	Hard Drives - Forensics	EX000011608695	N		
	02/27/2023	01-201-000-0000-6480	499.92	4 Monitors	EX000011532239	N		
	02/27/2023	01-201-000-0000-6480	75.96	Apple HDMI Adaptors	EX000011532239	N		
101178	**4341**	**US BANK-PROCUREMENT CARDS**	**0.00**					
101179	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	11-450-470-0010-6411	375.66	Car seats, taxable	EX000010109222	N		
	02/27/2023	01-000-000-0000-6801	4,484.86-	Corporate card transaction rev	EX000010109222	N		

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	02/27/2023	01-000-000-0000-6801	12.18-	Corporate card transaction rev	EX000011355666	N		
	02/27/2023	11-450-475-0010-6338	1,439.60	Hotel for conference (national	EX000010109222	N		
	02/27/2023	11-450-475-0010-6338	1,230.00	Registration for 2 people to a	EX000010109222	N		
	02/27/2023	11-450-485-0010-6411	12.18	Water and snacks for children	EX000011355666	N		
	02/27/2023	11-450-430-0010-6801	1,439.60	Hotel for conference (national	EX000010109222	N		
101179	**4341**	**US BANK-PROCUREMENT CARDS**	**0.00**					
101180	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	01-521-000-0000-6411	14.97	Salt Scoops - Invoice 3244471	EX000011588212	N		
	02/27/2023	01-521-000-0000-6411	227.60	Shop supplies Auth Code 064191	EX000011588212	N		
	02/27/2023	01-000-000-0000-6801	242.57-	Corporate card transaction rev	EX000011588212	N		
101180	**4341**	**US BANK-PROCUREMENT CARDS**	**0.00**					
101181	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	01-000-000-0000-6801	1,363.28-	Corporate card transaction rev	EX000011008582	N		
	02/27/2023	01-250-000-0000-6801	653.10	AAA batteries	EX000011008582	N		
	02/27/2023	01-250-000-0000-6801	29.94	BROWN PAPER LIBRARY material	EX000011008582	N		
	02/27/2023	01-250-000-0000-6801	15.49	Membership	EX000011008582	N		
	02/27/2023	01-250-000-0000-6801	10.48	WATER/Lutterman	EX000011008582	N		
	02/27/2023	01-250-000-0000-6801	82.56	WATER/LuttermanBathroom scale	EX000011008582	N		
	02/27/2023	01-250-000-0000-6333	556.22	Library Project	EX000011008582	N		
	02/27/2023	01-250-000-0000-6245	15.49	Membership	EX000011008582	N		
101181	**4341**	**US BANK-PROCUREMENT CARDS**	**0.00**					
101182	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	01-250-000-0000-6411	340.84	signature pad for booking	EX000011625358	N		
	02/27/2023	01-250-000-0000-6801	114.99	Narcan medical boxes	EX000012084948	N		
	02/27/2023	01-000-000-0000-6801	340.84-	Corporate card transaction rev	EX000011625358	N		
	02/27/2023	01-000-000-0000-6801	114.99-	Corporate card transaction rev	EX000012084948	N		
101182	**4341**	**US BANK-PROCUREMENT CARDS**	**0.00**					
101183	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	01-521-000-0000-6410	31.56	2 Desk Staplers - Order# 112-0	EX000010875897	N		
	02/27/2023	01-000-000-0000-6801	2,683.23-	Corporate card transaction rev	EX000010875897	N		
	02/27/2023	01-521-000-0000-6451	142.68	Fuel - 93 octane - Invoice# 43	EX000010875897	N		
	02/27/2023	01-521-000-0000-6411	20.29	Label Tape - Order# 112-358085	EX000010875897	N		
	02/27/2023	01-521-000-0000-6411	24.99	Label Tape - Order#113-0428602	EX000010875897	N		
	02/27/2023	01-521-000-0000-6411	463.97	Safety Fuel Cans - Collinwood	EX000010875897	N		
	02/27/2023	01-521-000-0000-6338	480.00	3 Pesticide Applicator Recerts	EX000010875897	N		
	02/27/2023	01-521-000-0000-6338	675.00	3 Tree Inspector Recert. Works	EX000010875897	N		

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	02/27/2023	01-521-000-0000-6338	640.00	4 Tree Inspector Recert worksh	EX000010875897	N		
	02/27/2023	01-521-000-0000-6411	27.63	Hanging File Folders - order#	EX000010875897	N		
	02/27/2023	01-521-000-0000-6301	137.70	Appliance parts - Schroeder Wa	EX000010875897	N		
	02/27/2023	01-521-000-0000-6301	39.41	Dish washer - Collinwood - Aut	EX000010875897	N		
101183	**4341**	**US BANK-PROCUREMENT CARDS**	**0.00**					
101184	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	01-522-000-0000-6301	90.76	Tools for Truax Native Seed Dr	EX000011592972	N		
	02/27/2023	01-000-000-0000-6801	90.76-	Corporate card transaction rev	EX000011592972	N		
101184	**4341**	**US BANK-PROCUREMENT CARDS**	**0.00**					
101185	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	01-000-000-0000-6801	81.99-	Corporate card transaction rev	EX000011592758	N		
	02/27/2023	01-521-000-0000-6335	50.00	Tree Inspector Certification -	EX000011592758	N		
	02/27/2023	01-521-000-0000-6806	31.99	Glove Allowance - Invoice # 32	EX000011592758	N		
101185	**4341**	**US BANK-PROCUREMENT CARDS**	**0.00**					
101186	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	01-000-000-0000-6801	200.00-	Corporate card transaction rev	EX000011503381	N		
	02/27/2023	11-430-700-0010-6338	200.00	Basic Forensic interview train	EX000011503381	N		
101186	**4341**	**US BANK-PROCUREMENT CARDS**	**0.00**					
101187	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	01-100-000-0000-6912	32.50	Online CPR Training for Public	EX000011466934	N		
	02/27/2023	01-100-000-0000-6912	97.50	Online CRP Training for the Pu	EX000011466920	N		
	02/27/2023	01-100-000-0000-6912	899.00	Respirator Medical Evaluations	EX000011535119	N		
	02/27/2023	01-000-000-0000-6801	97.50-	Corporate card transaction rev	EX000011466920	N		
	02/27/2023	01-000-000-0000-6801	32.50-	Corporate card transaction rev	EX000011466934	N		
	02/27/2023	01-000-000-0000-6801	899.00-	Corporate card transaction rev	EX000011535119	N		
	02/27/2023	01-000-000-0000-6801	730.00-	Corporate card transaction rev	EX000011624946	N		
	02/27/2023	01-000-000-0000-6801	235.00-	Corporate card transaction rev	EX000011757115	N		
	02/27/2023	01-000-000-0000-6801	70.00-	Corporate card transaction rev	EX000012098285	N		
	02/27/2023	01-041-000-0000-6410	730.00	New Check Scanner for Finance	EX000011624946	N		
	02/27/2023	01-041-000-0000-6245	70.00	Heather Lemieux - MN Governmen	EX000012098285	N		
	02/27/2023	01-031-000-0000-6245	235.00	Insurance Training for Tim Dah	EX000011757115	N		
101187	**4341**	**US BANK-PROCUREMENT CARDS**	**0.00**					
101188	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	01-000-000-0000-6801	352.00-	Corporate card transaction rev	EX000011728147	N		
	02/27/2023	01-000-000-0000-6801	1,029.68-	Corporate card transaction rev	EX000011793166	N		
	02/27/2023	01-103-000-0000-6411	705.00	SURVEY PROTECT SIGNS	EX000012127646	N		

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	02/27/2023	01-103-000-0000-6411	352.00	SURVEY WASHERS	EX000011728147	N		
	02/27/2023	01-103-000-0000-6411	25.60	CEMENT MIXING CONTAINER	EX000011793210	N		
	02/27/2023	01-103-000-0000-6411	171.97	FIELD SUPPLIES	EX000011793166	N		
	02/27/2023	01-103-000-0000-6480	38.14	12' TAPE MEASURES	EX000011793210	N		
	02/27/2023	01-103-000-0000-6480	137.00	DEWALT HAMMER DRILL	EX000011793210	N		
	02/27/2023	01-103-000-0000-6480	857.71	FIELD SUPPLIES	EX000011793166	N		
	02/27/2023	01-103-000-0000-6480	186.14	ROBOTIC/ GPS TRIPOD LEGS	EX000011793210	N		
	02/27/2023	01-000-000-0000-6801	386.88-	Corporate card transaction rev	EX000011793210	N		
	02/27/2023	01-000-000-0000-6801	705.00-	Corporate card transaction rev	EX000012127646	N		
101188	**4341**	**US BANK-PROCUREMENT CARDS**	**0.00**					
101189	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	01-201-000-0000-6245	25.00	2023 SOTA DUES (TJ)	EX000011756300	N		
	02/27/2023	01-000-000-0000-6801	6,833.99-	Corporate card transaction rev	EX000011756300	N		
	02/27/2023	01-201-000-0000-6480	746.64	CAMERA TRIPOD (MCIU)	EX000011756300	N		
	02/27/2023	01-201-000-0000-6480	170.85	CANON BATTERY (MCIU)	EX000011756300	N		
	02/27/2023	01-201-000-0000-6480	1,520.00	CANON CAMERA W/KIT (MCIU)	EX000011756300	N		
	02/27/2023	02-228-000-0000-6859	30.00	DEC 2022 CAMERA X3	EX000011756300	N		
	02/27/2023	01-201-000-0000-6480	4,341.50	Miscellaneous-Miscellaneous	EX000011756300	N		
101189	**4341**	**US BANK-PROCUREMENT CARDS**	**0.00**					
101190	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	11-480-895-0020-6260	29.49	CANVA 12/26/2022-01/25/2023	EX000011547530	N		
	02/27/2023	11-480-895-0020-6260	12.95	CANVA PRO 12/28/2022-01/27/202	EX000011547530	N		
	02/27/2023	11-480-895-0020-6359	32.80	Miscellaneous-Surcharge	EX000011547530	N		
	02/27/2023	01-000-000-0000-6801	75.24-	Corporate card transaction rev	EX000011547530	N		
101190	**4341**	**US BANK-PROCUREMENT CARDS**	**0.00**					
101191	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	01-000-000-0000-6801	29.84-	Corporate card transaction rev	EX000011337541	N		
	02/27/2023	01-521-000-0000-6452	29.84	Spray paint for snow groomers.	EX000011337541	N		
101191	**4341**	**US BANK-PROCUREMENT CARDS**	**0.00**					
101192	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	01-000-000-0000-6801	200.00-	Corporate card transaction rev	EX000011514999	N		
	02/27/2023	11-430-700-0030-6338	200.00	SEY conference and education f	EX000011514999	N		
101192	**4341**	**US BANK-PROCUREMENT CARDS**	**0.00**					
101193	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	02-226-000-0000-6480	497.99	Miscellaneous-Miscellaneous	EX000011320852	N		
	02/27/2023	02-226-000-0000-6480	497.99-	refund for tv montior	EX000011689426	N		

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INTEGRATED FINANCIAL SYSTEMS

DISBURSEMENTS BY WARRANT NUMBER REPORT

Warrant #	Warrant Date	Vendor Name / Account Number	Amount	Description	Invoice Number	1099	Rpt	Acc
	02/27/2023	01-250-000-0000-6411	185.00	CIT Training	EX000010557698	N		
	02/27/2023	01-250-000-0000-6411	195.00	Medical Training for Officer H	EX000010557698	N		
	02/27/2023	01-250-000-0000-6411	375.00-	Refund from BCA	EX000010557698	N		
	02/27/2023	01-250-000-0000-6411	128.00	phone charger plus tools	EX000011689426	N		
	02/27/2023	01-250-000-0000-6411	36.98	Printer Cart for Sgt Office	EX000010557698	N		
	02/27/2023	01-250-000-0000-6338	2,700.00	officer training	EX000011689426	N		
	02/27/2023	01-000-000-0000-6801	41.98-	Corporate card transaction rev	EX000010557698	N		
	02/27/2023	01-000-000-0000-6801	497.99-	Corporate card transaction rev	EX000011320852	N		
	02/27/2023	01-000-000-0000-6801	2,330.01-	Corporate card transaction rev	EX000011689426	N		
101193	**4341**	**US BANK-PROCUREMENT CARDS**	**0.00**					
101194	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	01-000-000-0000-6801	369.58-	Corporate card transaction rev	EX000011654784	N		
101194	**4341**	**US BANK-PROCUREMENT CARDS**	**369.58-**					
101195	1343	MONTICELLO/CITY OF						
	02/27/2023	20-393-000-0000-6840	4,865.40	Quarter 4 Recycling	RCYLQTR42022MC	N	O	DTG
101195	**1343**	**MONTICELLO/CITY OF**	**4,865.40**					
101196	1568	TERMINAL SUPPLY CO						
	02/27/2023	01-521-000-0000-6452	826.97	Shop Supplies	18326-00	N		
101196	**1568**	**TERMINAL SUPPLY CO**	**826.97**					
101197	4957	WESTSIDE WHOLESALE TIRE						
	02/27/2023	01-521-000-0000-6480	1,598.04	Transforce Tires	920953	N		
101197	**4957**	**WESTSIDE WHOLESALE TIRE**	**1,598.04**					
101198	6097	ODP BUSINESS SOLUTIONS, LLC						
	02/27/2023	11-480-895-0020-6411	350.19	HHS OPERATING SUPPLIES	286107481001	N		
	02/27/2023	11-480-895-0020-6411	16.50	HHS OPERATING SUPPLIES	293195268001	N		
101198	**6097**	**ODP BUSINESS SOLUTIONS, LLC**	**366.69**					
101199	4341	US BANK-PROCUREMENT CARDS						
	02/27/2023	01-000-000-0000-6801	852.65	Paid on behalf of Steen, Brand	59056-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	25.00	Paid on behalf of Mattice, Mar	59057-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	875.00	Paid on behalf of Cotten, Dani	59058-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	50.00	Paid on behalf of Rasset, Jenn	59063-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	32.80	Paid on behalf of O'Dell, Jame	59066-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	32.50	Online CPR Training for Public	59046-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	97.50	Online CRP Training for the Pu	59046-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	54.40	Owl carry case	59005-2023-02-	N		

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DISBURSEMENTS BY WARRANT NUMBER REPORT

Warrant #	Warrant Date	Vendor Name / Account Number	Amount	Description	Invoice Number	1099	Rpt	Acc
	02/27/2023	01-000-000-0000-6801	25.00	PRIA webinar for eNotary	59021-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	432.47	PSOP funds used for new brakes	59020-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	1,191.00	Paid insurance for client HK	59044-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	17.58	Colored Paper	59005-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	15.47	Condoms	59023-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	105.00	Conrad Anderson MAAO dues	59061-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	212.70	Chain saw Repair for Parts/Lab	59015-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	262.36	Chainsaw bar oil/ felling wedg	59015-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	6,269.14	Client vehicle repairs utilizi	59030-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	470.48	Client: Sara VaughnFund: Famil	59026-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	42.15	Coffee and utility hooks for t	59027-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	61.98	Coffee for Going Away party fo	59063-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	9.50	CFC fingerprints- Lisa Sienkie	59003-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	9.50	CFC fingerprints- Susanna Ells	59003-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	119.80	CLE for Jenny Buske	59004-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	325.00	CLE for John Bowen (Property T	59004-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	22.87	COMPUTER STAND RISER LG	59019-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	52.89	Canned Air for License Center	59007-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	121.10	Business Cards Vitals - Parent	59052-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	29.49	CANVA 12/26/2022-01/25/2023	59066-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	12.95	CANVA PRO 12/28/2022-01/27/202	59066-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	9.50	CFC fingerprints Colleen Smith	59003-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	9.50	CFC fingerprints- Amy Williams	59003-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	9.50	CFC fingerprints- BILLIE JO MU	59003-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	138.56	Bird houses	59065-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	339.50	Books for College J. Neft The	59005-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	53.14	Breaker for dishwasher Collinw	59038-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	700.00	Building Inspector - Robert Br	59014-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	660.00	Building Inspector Training -	59014-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	43.16	Business Cards C. Martin	59005-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	161.87	632 Bulk tank fuel	59028-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	28.63	AFCI?GFCI tamper resistant rec	59038-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	55.00	AVAILITY 01/01/2023-01/31/2023	59022-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	29.99	B.D Special Needs funds - clot	59049-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	693.14	Paid on behalf of Hansen, Seth	59033-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	458.22	Paid on behalf of Flesher, Noe	59034-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	431.71	Paid on behalf of Pregler, Joh	59038-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	95.37	Paid on behalf of Kellogg, Mar	59039-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	75.45	Paid on behalf of Johnson, Mer	59048-2023-02-	N		

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DISBURSEMENTS BY WARRANT NUMBER REPORT

Warrant # / Warrant Date	Vendor Name / Account Number	Amount	Description	Invoice Number	1099	Rpt	Acc
02/27/2023	01-000-000-0000-6801	50.00	Paid on behalf of Ellison, Tyl	59050-2023-02-	N		
02/27/2023	01-000-000-0000-6801	497.99	Paid on behalf of DuBois, Robe	59018-2023-02-	N		
02/27/2023	01-000-000-0000-6801	216.58	Paid on behalf of Larson, Patr	59023-2023-02-	N		
02/27/2023	01-000-000-0000-6801	50.00	Paid on behalf of Loomis, Mich	59024-2023-02-	N		
02/27/2023	01-000-000-0000-6801	630.00	Paid on behalf of Hinton, Josh	59027-2023-02-	N		
02/27/2023	01-000-000-0000-6801	140.50	Paid on behalf of Norgren, Col	59031-2023-02-	N		
02/27/2023	01-000-000-0000-6801	31.40	Paid on behalf of Rositas, Lyn	59032-2023-02-	N		
02/27/2023	01-000-000-0000-6801	250.00	schaap trainining	59027-2023-02-	N		
02/27/2023	01-000-000-0000-6801	15.99	ski pole rack	59065-2023-02-	N		
02/27/2023	01-000-000-0000-6801	17.83	truck stock	59038-2023-02-	N		
02/27/2023	01-000-000-0000-6801	30.49	wiper blade	59043-2023-02-	N		
02/27/2023	01-000-000-0000-6801	49.95	Paid on behalf of Buermann, Sa	59006-2023-02-	N		
02/27/2023	01-000-000-0000-6801	109.98	Paid on behalf of Kile, Peter	59008-2023-02-	N		
02/27/2023	01-000-000-0000-6801	480.00	Stamps, rcvd 1/3/23, receipt #	59025-2023-02-	N		
02/27/2023	01-000-000-0000-6801	17.99	Subscription monthly payment f	59025-2023-02-	N		
02/27/2023	01-000-000-0000-6801	49.34	Suet for Bird Feeders & pineco	59048-2023-02-	N		
02/27/2023	01-000-000-0000-6801	41.41	Suet for nature center & Natur	59048-2023-02-	N		
02/27/2023	01-000-000-0000-6801	91.00	Schroeder House Locksets - Inv	59062-2023-02-	N		
02/27/2023	01-000-000-0000-6801	295.98	Second Half of Ortho PaymentFu	59026-2023-02-	N		
02/27/2023	01-000-000-0000-6801	26.64	Shear pins for the John Deere	59067-2023-02-	N		
02/27/2023	01-000-000-0000-6801	227.60	Shop supplies Auth Code 064191	59040-2023-02-	N		
02/27/2023	01-000-000-0000-6801	107.89	SignUpGenius pro yearly subscr	59025-2023-02-	N		
02/27/2023	01-000-000-0000-6801	608.06	Snowplow Cutting Edge Invoice	59015-2023-02-	N		
02/27/2023	01-000-000-0000-6801	207.93	Paint for Trash Cans - Order#	59062-2023-02-	N		
02/27/2023	01-000-000-0000-6801	176.26	Paint supplies for Schroeder O	59048-2023-02-	N		
02/27/2023	01-000-000-0000-6801	130.40	Paper	59005-2023-02-	N		
02/27/2023	01-000-000-0000-6801	151.96	Paper for License Center	59007-2023-02-	N		
02/27/2023	01-000-000-0000-6801	281.69	Sander Sand - Auth. Code 00185	59062-2023-02-	N		
02/27/2023	01-000-000-0000-6801	29.97	Sanding paper supplies for pro	59008-2023-02-	N		
02/27/2023	01-000-000-0000-6801	200.00	Basic Forensic interview train	59041-2023-02-	N		
02/27/2023	01-000-000-0000-6801	899.00	Respirator Medical Evaluations	59046-2023-02-	N		
02/27/2023	01-000-000-0000-6801	29.19	Batteries and Wipes, rcvd 12/2	59025-2023-02-	N		
02/27/2023	01-000-000-0000-6801	5.12	Office Supplies - red pens	59014-2023-02-	N		
02/27/2023	01-000-000-0000-6801	90.84	Office Supplies, rcvd 1/19/23,	59025-2023-02-	N		
02/27/2023	01-000-000-0000-6801	239.04	Office/Operating Supplies - Pa	59061-2023-02-	N		
02/27/2023	01-000-000-0000-6801	3,300.00	OnBase Training for Kolija	59063-2023-02-	N		
02/27/2023	01-000-000-0000-6801	154.50	2023 DOT Stickers For Chuck Sc	59064-2023-02-	N		
02/27/2023	01-000-000-0000-6801	123.42	6 - 10-Gallon Trash Cans for C	59067-2023-02-	N		
02/27/2023	01-000-000-0000-6801	39.51	OFFICE SUPPLIES	59019-2023-02-	N		

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DISBURSEMENTS BY WARRANT NUMBER REPORT

Warrant #	Warrant Date	Vendor Name / Account Number	Amount	Description	Invoice Number	1099	Rpt	Acc
	02/27/2023	01-000-000-0000-6801	99.36	OFFICE SUPPLIES	59052-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	49.98	OFFICE SUPPLIEs	59052-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	80.29	Office Supplies - blue folder	59014-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	16.95	Office Supplies - dividers	59014-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	40.52	Office Supplies - envelopes an	59014-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	1,049.00	Meeting Owl - Conference Camer	59005-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	15.49	Membership	59034-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	105.00	Membership Dues Adam Bloomquis	59061-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	198.75	N RAMEY College Books - The Tu	59005-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	27.00	N Ramey College Books - The Tu	59005-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	85.02	Nature Center bird seed / Natu	59048-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	127.69	MNDOT TRNG COURSE REG NC	59019-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	325.00	MOWA Conference - Troy Johnson	59014-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	117.04	MOWA conference stay - Troy Jo	59014-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	12.54	Mailing of TAP application	59029-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	18.78	Markers for license center	59007-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	28.58	Marriage Paper	59052-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	693.34	MNDOT SURVEY TECH WORKSH(	59045-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	693.34	MNDOT SURVEY TECH WORKSH(	59051-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	693.34	MNDOT SURVEY TECH WORKSH(	59053-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	693.34	MNDOT SURVEY TECH WORKSH(	59054-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	127.69	MNDOT TRNG COURSE REG AL	59019-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	127.69	MNDOT TRNG COURSE REG BS	59019-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	105.00	MAAO membership dues Chase Phi	59061-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	105.00	MAAO membership dues Tony Rasr	59061-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	342.00	MN Lawyer Registration for Aar	59004-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	693.34	MNDOT SURVEY TECH CONF AL	59019-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	693.34	MNDOT SURVEY TECH CONF BS	59019-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	693.34	MNDOT SURVEY TECH CONF NC	59019-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	105.00	MAAO dues Alex Bersie	59061-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	151.41	Paper, binders, post its, clip	59005-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	300.00	Partial rent payment for clien	59020-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	62.82	Parts needed for dispatch proj	59038-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	14.97	Salt Scoops - Invoice 3244471	59040-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	105.00	MAAO dues Dan Mattson	59061-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	105.00	MAAO dues Mitch Douglas	59061-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	105.00	MAAO dues Tammy Anderson	59061-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	105.00	MAAO Dues Keith Triplett	59061-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	105.00	MAAO Dues Kirsten Olsen	59061-2023-02-	N		

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DISBURSEMENTS BY WARRANT NUMBER REPORT

Warrant #	Warrant Date	Vendor Name / Account Number	Amount	Description	Invoice Number	1099	Rpt	Acc
	02/27/2023	01-000-000-0000-6801	105.00	MAAO Dues Lori Thingvold	59061-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	53.14-	Return breaker.	59038-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	34.97-	Return of some small misc. ite	59008-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	4,950.00	SCSU classes for Professional	59036-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	7.17	repair parts	59059-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	3,133.20	replacement drivers for Hwy bu	59038-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	400.00-	Refund for LEAD course - Melis	59061-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	1,066.67	Reimbursed by ATI Funds	59005-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	1,660.60	Reimbursed by ATI funding	59005-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	437.00	Replacement Batteries for the	59067-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	65.11	Replacement fixtures for conta	59038-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	21.47	Replacement parts for oscillat	59008-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	19.47	Presentation Covers, rcvd 1/20	59025-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	16.90	Presentation covers, rcvd 1/19	59025-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	34.99	Print Cartridge	59014-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	16.35	Purchase of Ceiling Tile Clips	59067-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	31.90	Purchase of sealant for around	59067-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	27.38	Receipt tape for printer FTPS	59007-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	410.28	Past due CenterPoint bill paid	59020-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	61.14	Pens for License Center	59007-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	36.00	Permit for nye park	59038-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	55.00	Phone for Schroeder Park Offic	59048-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	29.90	Pine cones for nature crafts a	59037-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	20.99	PrescriptionClient: Alexa Toml	59026-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	105.00	MAAO Dues Missy Manke	59061-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	300.64	Wiper Motor for #727 Invoice #	59015-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	174.00	Women,wine,winter	59017-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	250.00	barto training	59027-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	223.90	Some parts for truck stock and	59038-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	181.42	Cups/Pens/Highlighters/Tape/Po	59004-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	56.00	DELANO SUBSCRIPTION	59019-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	36.00	permit	59038-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	745.70	plumbing supplies for LEC	59016-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	7.94	program supplies	59029-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	6.33	repair parts	59059-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	133.12	maintenance supplies for LEC &	59016-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	270.34	maintenance supplies for LEC&J	59016-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	161.64	maintenance supplies for PW &	59016-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	33.58	nature center program material	59017-2023-02-	N		

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DISBURSEMENTS BY WARRANT NUMBER REPORT

Warrant #	Warrant Date	Vendor Name / Account Number	Amount	Description	Invoice Number	1099	Rpt	Acc
	02/27/2023	01-000-000-0000-6801	24.77	nature packs	59017-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	169.53	paint supplies for dispatch 91	59016-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	44.98	beverages and utensils for Qua	59033-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	16.48	calendar	59005-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	12.51	fan blade PWB	59035-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	148.56	fan motor for PWB	59035-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	57.25	had to add Breaker for inspect	59038-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	268.91	maintenance supplies dispatch	59016-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	105.00	MAAO Dues Wally Peterson	59061-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	105.00	MAAO Membership Michael Lund	59061-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	89.59	Lantern Ski	59017-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	55.78	Little Naturalist	59017-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	83.20	Little Naturalist - Clover Pla	59048-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	236.88	Lumber for Racking, Soldering	59067-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	105.00	MAAO Dues Corey Czycalla	59061-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	105.00	MAAO Dues Jaimee Jensen	59061-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	27.00	J. NEFT College books - The Tu	59005-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	400.00	Jail Medical Training	59018-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	75.00	Jon bosshart DMT Recert	59027-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	22.05	Kleenex for License Center	59007-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	640.54	LEC - Replacement Batteries	59067-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	31.36	Labels for FTPS mailings	59007-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	27.96	Gym Clothes for student	59005-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	104.97	HWY vehicle storage replacemen	59038-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	60.00	How to give an apology - A lea	59005-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	37.98	Ice scraper for Bertram and Sc	59037-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	381.90	Ink for Mail Machine	59007-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	60.67	Internet Service at Collinwood	59029-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	175.95	FIELD SUPPLIES	59053-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	142.27	Fire Exting, Smoke Alarms, Was	59062-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	16.49	First Aid Kit	59017-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	29.34	Floor Mat, rcvd 1/13/23, Inv #	59025-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	50.27	Floor scraper and extra blades	59037-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	164.76	General office supplies	59014-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	795.00	Drug-Free Communities National	59060-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	89.85	Elimination of Bias CLE for Je	59004-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	24.02	Envelopes	59005-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	99.99	Ethernet HDMI extender/audio/i	59034-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	121.22	Excel bill paid for client: Tr	59020-2023-02-	N		

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Warrant #	Warrant Date	Vendor Name / Account Number	Amount	Description	Invoice Number	1099	Rpt	Acc
	02/27/2023	01-000-000-0000-6801	267.09	FA funds; energy bill - late f	59049-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	213.08	DYMO PRINTER	59052-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	17.94	Deodorizer/disinfectant spray	59037-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	39.00	Dewalt battery adapter	59008-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	54.84	Dish soap, laptop stand, wash	59004-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	776.99	Display for Ney Park	59029-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	255.64	Dog Sledding	59017-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	24.74	Webcam, rcvd 1/9/23, Inv#11292	59025-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	230.00	Winter Safety Boots - Invoice	59062-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	230.00	Winter Safety Boots for Ross D	59047-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	68.80	UA Confirmations	59005-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	82.56	WATER/LuttermanBathroom scale	59034-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	85.84	Water Filters for Reverse Osmo	59004-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	12.18	Water and snacks for children	59055-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	145.09	Water filters for ice machines	59008-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	38.46	Water/LUTTERMANAir pump and ba	59034-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	73.91	Tools - Set of Large Size Wren	59067-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	313.40	Tow Straps for Plow Trucks Ama	59015-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	418.84	Trailer Parts Transaction # 18	59015-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	43.20	Training material for leadersh	59047-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	50.00	Tree Inspector Certification -	59042-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	45.98	Two wireless mice for laptops	59061-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	40.60	Supplies for Going Away party	59063-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	60.32	Supplies for training	59005-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	590.00	Survey Software for programs a	59029-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	100.00	The Turn Random UA Program. Re	59005-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	72.21	Timing Belt Invoice #62724	59015-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	84.86	Tool organization & storage it	59008-2023-02-	N		
	02/27/2023	01-000-000-0000-6801	33.88	Softener Salt for Schroeder	59048-2023-02-	N		
101199	**4341**	**US BANK-PROCUREMENT CARDS**	**59,213.42**					
101200	1347	AMAZON BUSINESS						
	02/27/2023	11-480-895-0020-6411	166.99	Wireless Bluetooth Headset	1164-CPYC-CC4G	N		
101200	**1347**	**AMAZON BUSINESS**	**166.99**					
101201	1504	PETERSON/DONWIN(SCOTT)						
	02/27/2023	01-603-000-0000-6114	50.00	CEC Per Diem 02/07/23	20230216DP	Y		
101201	**1504**	**PETERSON/DONWIN(SCOTT)**	**50.00**					
101202	46433	MN DEPT OF PUBLIC SAFETY						

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INTEGRATED FINANCIAL SYSTEMS

DISBURSEMENTS BY WARRANT NUMBER REPORT

Warrant #	Warrant Date	Vendor Name / Account Number	Amount	Description	Invoice Number	1099	Rpt	Acc
	02/27/2023	84-041-000-0000-6820	24,652.30	MNDRIVE	20230227MV	N		
101202	**46433**	**MN DEPT OF PUBLIC SAFETY**	**24,652.30**					
101215	46433	MN DEPT OF PUBLIC SAFETY						
	02/28/2023	84-041-000-0000-6820	44,526.56	MNDRIVE	20230228MV	N		
101215	**46433**	**MN DEPT OF PUBLIC SAFETY**	**44,526.56**					
101216	46433	MN DEPT OF PUBLIC SAFETY						
	03/01/2023	84-041-000-0000-6820	40,695.23	MNDRIVE	20230301MV	N		
101216	**46433**	**MN DEPT OF PUBLIC SAFETY**	**40,695.23**					
101219	893	IDENTISYS INC						
	03/01/2023	02-211-000-0000-6411	626.60	COLOR RIBBON KIT X4	602682	N		
101219	**893**	**IDENTISYS INC**	**626.60**					
101220	929	TW VENDING INC						
	03/01/2023	02-230-000-0000-6801	3,062.16	CANTEEN SALES	10041840	N		
	03/01/2023	02-230-000-0000-6801	5,121.47-	COMMISSION DUE WRIGHT COUI	10041840	N		
	03/01/2023	02-230-000-0000-6801	245.11-	SMART CARD DEPOSIT/RELEASE	10041840	N		
	03/01/2023	02-230-000-0000-6801	62.80	STANDARD CANTEEN SALES TAX	10041840	N		
	03/01/2023	02-230-000-0000-6801	15,241.43	VENDING SALES 2/1-2/15	10041840	N		
101220	**929**	**TW VENDING INC**	**12,999.81**					
101221	1075	BUFFALO/CITY OF						
	03/01/2023	73-845-000-0000-6411	15.57	11-070060-02 LAKE PULASKI LID	11-070060-02 2	N		
101221	**1075**	**BUFFALO/CITY OF**	**15.57**					
101223	1436	STREICHERS						
	03/01/2023	01-201-000-0000-6411	14.99	CAB SLIDE HOLDERS: HI-GLO,	I1614218	N		
	03/01/2023	01-201-000-0000-6411	114.95	COMMENDATION BAR: GOLDPLA	I1614218	N		
	03/01/2023	01-201-000-0000-6411	12.99	SHIPPING HANDLING INS	I1614218	N		
101223	**1436**	**STREICHERS**	**142.93**					
101224	2812	GRAINGER						
	03/01/2023	01-111-000-0000-6301	26.68	BLDG MAINTENANCE PARTS TTC	9610133143	N		
	03/01/2023	01-111-000-0000-6301	12.80	BLDG MAINTENANCE PARTS TTC	9610133143	N		
	03/01/2023	01-111-000-0000-6301	70.92	BLDG MAINTENANCE PARTS TTC	9610133143	N		
101224	**2812**	**GRAINGER**	**110.40**					
101225	2820	FEDERATED CO-OPS INC						
	03/01/2023	01-521-000-0000-6251	341.25	Propane at Bertram	1574724	N		
	03/01/2023	01-521-000-0000-6251	286.37	Propane at Collinwood	1528552	N		

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Warrant #	Warrant Date	Vendor Name / Account Number	Amount	Description	Invoice Number	1099	Rpt	Acc
	03/01/2023	01-521-000-0000-6251	541.59	Propane at Bertram	1574708	N		
	03/01/2023	01-521-000-0000-6251	385.12	Propane at Bertram	1574721	N		
101225	**2820**	**FEDERATED CO-OPS INC**	**1,554.33**					
101227	3868	COBUS/GARY						
	03/01/2023	01-603-000-0000-6114	22.27	CEC Mileage 02/07/23	20230227CB	Y		
	03/01/2023	01-603-000-0000-6114	50.00	CEC Per Diem 02/07/23	20230227CB	Y		
101227	**3868**	**COBUS/GARY**	**72.27**					
101229	4263	DATAWORKS PLUS LLC						
	03/01/2023	01-250-000-0000-6301	350.00	Cleaning Kit for Fingerprint M	23-345	N		
101229	**4263**	**DATAWORKS PLUS LLC**	**350.00**					
101234	6056	SENIOR COMMUNITY SERVICES						
	03/01/2023	01-099-493-8419-6261	5,500.00	ARP 4TH QTR 2022 SENIOR TECH	20224Q	N	P	
101234	**6056**	**SENIOR COMMUNITY SERVICES**	**5,500.00**					
101235	6097	ODP BUSINESS SOLUTIONS, LLC						
	03/01/2023	01-201-000-0000-6410	107.38	BAGS,ZIP POLY,4ML6X9,1000/BOX	293373069001	N		
	03/01/2023	01-201-000-0000-6410	38.39	LAMINATE,POUCH,LTR,5ML 8974	290251264001	N		
	03/01/2023	01-201-000-0000-6410	38.39	LAMINATE,POUCH,LTR.5ML 8974	290251264001	N		
101235	**6097**	**ODP BUSINESS SOLUTIONS, LLC**	**184.16**					
101237	7328	CORINNA TOWNSHIP						
	03/01/2023	73-847-000-0000-6342	30.00	MSLID TWP RENTAL 3/18	20230227MSLID	N		
101237	**7328**	**CORINNA TOWNSHIP**	**30.00**					
101240	60936	SEVEN COUNTY PROCESS SERVEF						
	03/01/2023	11-420-640-0010-6267	75.00	SERVICE FEE-ESTRELLA CHAVEZ	20230114	N		
101240	**60936**	**SEVEN COUNTY PROCESS SERVER**	**75.00**					
101245	46433	MN DEPT OF PUBLIC SAFETY						
	03/02/2023	84-041-000-0000-6820	20,046.97	MNDRIVE	20230302MV	N		
101245	**46433**	**MN DEPT OF PUBLIC SAFETY**	**20,046.97**					
101247	1004	RINKE-NOONAN						
	03/02/2023	01-091-000-0000-6261	2,400.00	2023 Drainage Retainer	10496-0005	N		
101247	**1004**	**RINKE-NOONAN**	**2,400.00**					
101248	1075	BUFFALO/CITY OF						
	03/02/2023	01-201-000-0000-6859	5,558.08	BPD PORTION TZD GRANT	20230210TZD	N		
101248	**1075**	**BUFFALO/CITY OF**	**5,558.08**					

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DISBURSEMENTS BY WARRANT NUMBER REPORT

Warrant #	Warrant Date	Vendor Name / Account Number	Amount	Description	Invoice Number	1099	Rpt	Acc
101249	1939	IMPACT PROVEN SOLUTIONS						
	03/02/2023	01-041-046-0000-6261	192.20	Shipping costs for envelopes p	205015	N		
101249	**1939**	**IMPACT PROVEN SOLUTIONS**	**192.20**					
101252	5234	DLT SOLUTIONS LLC						
	03/02/2023	01-103-000-0000-6260	6,118.25	Autodesk Civil 3D Annual Subsc	5138220A	N		
101252	**5234**	**DLT SOLUTIONS LLC**	**6,118.25**					
101255	6097	ODP BUSINESS SOLUTIONS, LLC						
	03/02/2023	11-480-895-0020-6411	57.16	HHS OPERATING SUPPLIES	288865055001	N		
101255	**6097**	**ODP BUSINESS SOLUTIONS, LLC**	**57.16**					
101257	6641	THOMSON REUTERS WEST PUBLIS						
	03/02/2023	02-021-000-0000-6411	1,322.72	Library plan charges 2/1/23-2/	0847847641	N		
101257	**6641**	**THOMSON REUTERS WEST PUBLIS**	**1,322.72**					
101258	13590	INTEGRIPRINT INC						
	03/02/2023	11-480-895-0020-6411	41.57	HHS EMPLOYEE BUSINESS CARI	57777	N		
	03/02/2023	11-480-895-0020-6411	35.64	HHS EMPLOYEE BUSINESS CARI	57811	N		
	03/02/2023	11-480-895-0020-6411	249.48	HHS Employee Business Cards	57873	N		
	03/02/2023	11-450-491-7030-6411	198.70	SHIP-TOBACCO FUND-WINDOW (	57820	N		
101258	**13590**	**INTEGRIPRINT INC**	**525.39**					
101262	200148	PROPIO LS LLC						
	03/02/2023	11-450-430-0010-6411	75.00	TRANLSATION SERVICES-PH-HE/	2023-01774-1F	N		
	03/02/2023	11-450-485-0010-6261	75.00	TRANSLATION SERVICES-AUTHC	2023-01632-1F	N		
101262	**200148**	**PROPIO LS LLC**	**150.00**					
101263	46433	MN DEPT OF PUBLIC SAFETY						
	03/03/2023	84-041-000-0000-6820	33,997.73	MNDRIVE	20230303MV	N		
101263	**46433**	**MN DEPT OF PUBLIC SAFETY**	**33,997.73**					
101264	266	BNSF RAILWAY COMPANY						
	03/03/2023	01-100-000-0000-6261	1,697.90	BF10017995	90248670	N		
101264	**266**	**BNSF RAILWAY COMPANY**	**1,697.90**					
101267	1203	GABRIEL/CATHLEEN						
	03/03/2023	01-013-000-0000-6270	950.00	PR 21 4734 HRLY 8/8/22-2/10/23	PR 21 4734 2/1	Y		
	03/03/2023	01-013-000-0000-6270	400.00	PR 22 4011 HRLY 1/25-2/9/23	PR 22 4011 2/1	Y		
	03/03/2023	01-013-000-0000-6270	220.00	PR 10 5681 CONTRACT DEC 22	PR 10 5681 2/7	Y		
	03/03/2023	01-013-000-0000-6270	100.00	PR 22 4459 APPEARANCE 1/30/23	PR 22 4459 2/1	Y		
	03/03/2023	01-013-000-0000-6270	100.00	PR 22 5128 APPEARANCE 1/30/23	PR 22 5128 2/1	Y		

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	03/03/2023	01-013-000-0000-6270	100.00	PR 22 5789 APPEARANCE 1/30/23	PR 22 5789 2/1	Y		
101267	**1203**	**GABRIEL/CATHLEEN**	**1,870.00**					
101268	1264	DELL MARKETING LP						
	03/03/2023	01-025-021-0000-6480	329.73	BASE,DS,WD22TB4 US 180W;Dell	10653812834	N		
	03/03/2023	01-025-021-0000-6480	1,336.56	Base;Dell Latitude 5330 XCTO B	10653812834	N		
	03/03/2023	01-025-021-0000-6480	2,404.48	Dell 24 Monitor - E2423H, 60.4	10638915113	N		
	03/03/2023	03-310-000-0000-6480	4,616.22	BASE,DS,WD22TB4 US 180W;Dell	10653687172	N		
	03/03/2023	03-310-000-0000-6480	16,038.72	Base;Dell Latitude 5330 XCTO B	10653687172	N		
	03/03/2023	03-310-000-0000-6480	2,596.92	Base;Dell Latitude 5530 XCTO B	10653687172	N		
	03/03/2023	01-031-000-0000-6480	262.54	Base;Dell Performance Dock- WD	10655032802	N		
	03/03/2023	01-031-000-0000-6480	3,080.87	Base;Dell Mobile Precision Wor	10655032802	N		
	03/03/2023	01-103-000-0000-6480	262.54	Base;Dell Performance Dock- WD	10653078347	N		
	03/03/2023	01-201-281-0000-6480	2,613.54	Base;Dell Latitude 5530 XCTO B	10653734651	N		
	03/03/2023	01-521-000-0000-6480	659.46	BASE,DS,WD22TB4 US 180W;Dell	10653804347	N		
	03/03/2023	01-521-000-0000-6480	2,638.70	Base;Dell Latitude 7330 XCTO B	10653804347	N		
	03/03/2023	01-521-000-0000-6480	857.97	Dell 27 Monitor - P2722H, 68.6	10653804347	N		
	03/03/2023	01-201-000-0000-6621	14,374.47	Base;Dell Latitude 5530 XCTO B	10654637352	N		
	03/03/2023	01-201-000-0000-6621	6,151.32	OptiPlex 5000 Small Form Facto	10654637352	N		
101268	**1264**	**DELL MARKETING LP**	**58,224.04**					
101269	1436	STREICHERS						
	03/03/2023	01-201-000-0000-6411	84.99	UNIFORM	I1615069	N		
	03/03/2023	01-201-000-0000-6411	114.95	COMMENDATION BAR: HI-GLO .4	I1615641	N		
	03/03/2023	01-201-000-0000-6411	114.95	COMMENDATION BAR: HI-GLO 6 S	I1615641	N		
	03/03/2023	01-201-000-0000-6411	229.90	COMMENDATION BAR: HI-GLO, 5	I1615641	N		
101269	**1436**	**STREICHERS**	**544.79**					
101270	3588	QUADIENT LEASING USA, INC.						
	03/03/2023	01-100-000-0000-6343	458.64	MAIL MACHINE LEASE 12/14/22-3/	N9804447	N		
101270	**3588**	**QUADIENT LEASING USA, INC.**	**458.64**					
101275	5204	CENTRAL MN GUARDIANSHIP & CO						
	03/03/2023	01-013-000-0000-6270	220.00	PR 10 5681 CONTRACT JAN 23	PR 10 5681 2/8	N		
	03/03/2023	01-013-000-0000-6270	220.00	PR 11 3185 CONTRACT JAN 23	PR 11 3185 2/7	N		
	03/03/2023	01-013-000-0000-6270	220.00	PR 11 4280 CONTRACT JAN 23	PR 11 4280 2/7	N		
	03/03/2023	01-013-000-0000-6270	220.00	PR 13 1066 CONTRACT JAN 23	PR 13 1066 2/8	N		
	03/03/2023	01-013-000-0000-6270	220.00	PR 22 4145 CONTRACT JAN 23	PR 22 4145 2/7	N		
	03/03/2023	01-013-000-0000-6270	220.00	PR 15 1308 CONTRACT JAN 23	PR 15 1308 2/8	N		
	03/03/2023	01-013-000-0000-6270	220.00	PR 15 2376 CONTRACT JAN 23	PR 15 2376 2/7	N		

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	03/03/2023	01-013-000-0000-6270	220.00	PR 17 6433 CONTRACT JAN 23	PR 17 6433 2/7	N		
	03/03/2023	01-013-000-0000-6270	220.00	PR 18 2752 CONTRACT JAN 23	PR 18 2752 2/8	N		
	03/03/2023	01-013-000-0000-6270	220.00	PR 08 9041 CONTRACT JAN 23	PR 08 9041 2/8	N		
101275	**5204**	**CENTRAL MN GUARDIANSHIP & CO**	**2,200.00**					
101278	43808	MCKESSON MEDICAL-SURGICAL						
	03/03/2023	01-250-000-0000-6458	278.34	GENERAL MEDICAL SUPPLIES	20287732	6		
	03/03/2023	01-250-000-0000-6458	265.94	GENERAL MEDICAL SUPPLIES	20296184	6		
	03/03/2023	01-250-000-0000-6458	45.51	GENERAL MEDICAL SUPPLIES	20296609	6		
101278	**43808**	**MCKESSON MEDICAL-SURGICAL**	**589.79**					
101283	200200	ELISE BROWN						
	03/03/2023	01-025-000-0000-6365	190.00	N Ramey Daycare 2-20 to 2-24	20230224	Y		
101283	**200200**	**ELISE BROWN**	**190.00**					
101284	46433	MN DEPT OF PUBLIC SAFETY						
	03/06/2023	84-041-000-0000-6820	30,206.18	MNDRIVE	20230306MV	N		
101284	**46433**	**MN DEPT OF PUBLIC SAFETY**	**30,206.18**					
101286	1646	BOYER TRUCK PARTS						
	03/06/2023	03-340-000-0000-6574	107.38	HWY REPAIR PARTS	3P30811	N		
101286	**1646**	**BOYER TRUCK PARTS**	**107.38**					
101287	1785	WAVERLY/CITY OF						
	03/06/2023	01-111-000-0000-6251	297.55	HWY DEPT WAVERLY SHOP WAT	02-00000260-00	N		
101287	**1785**	**WAVERLY/CITY OF**	**297.55**					
101288	3685	AMERICAN DATABANK LLC						
	03/06/2023	01-100-000-0000-6261	44.10	See attached spreadsheet for d	2301259	Y		
101288	**3685**	**AMERICAN DATABANK LLC**	**44.10**					
101289	4396	RETROFIT COMPANIES INC						
	03/06/2023	20-393-000-0000-6840	1,179.51	Bulb Recycling	0119379-IN	N		
101289	**4396**	**RETROFIT COMPANIES INC**	**1,179.51**					
101292	13590	INTEGRIPRINT INC						
	03/06/2023	01-041-071-0000-6411	33.10	BUSINESS CARDS FOR TYLER W	57776	N		
101292	**13590**	**INTEGRIPRINT INC**	**33.10**					
101332	200135	EDI-DOLEJS, INC.						
	03/07/2023	34-150-111-8230-6261	1,125.00	PROFESSIONAL SVCS JAN 2023	22-066.00-3	N		
	03/07/2023	34-150-111-8230-6261	15,187.50	LEC Boiler Design 2022-10-01 /	22-066.00-1	N	P	
	03/07/2023	34-150-111-8230-6261	15,187.50-	LEC BOILER DESIGN 2022-10-01/	22-066.00-1	N		

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	03/07/2023	34-150-111-8230-6261	1,125.00-	PROFESSIONAL SVCS JAN 2023	22-066.00-3	N		
	03/07/2023	34-150-111-8235-6602	1,125.00	PROFESSIONAL SVCS JAN 2023	22-066.00-3	N		
	03/07/2023	34-150-111-8235-6602	15,187.50	LEC BOILER DESIGN 2022-10-01/	22-066.00-1	N		
101332	**200135**	**EDI-DOLEJS, INC.**	**16,312.50**					
101333	609	DESIGN ELECTRICAL INC-COLD SPI						
	03/07/2023	03-350-000-0000-6543	5,250.35	9-40 Light Pole	18544	N		
	03/07/2023	03-350-000-0000-6543	11,250.00	2023 Traffic signal yearly ins	18400	N		
101333	**609**	**DESIGN ELECTRICAL INC-COLD SP**	**16,500.35**					
101334	46433	MN DEPT OF PUBLIC SAFETY						
	03/07/2023	84-041-000-0000-6820	28,861.53	MNDRIVE	20230307MV	N		
101334	**46433**	**MN DEPT OF PUBLIC SAFETY**	**28,861.53**					
101335	194	ELK RIVER MUNICIPAL UTILITIES						
	03/07/2023	01-521-000-0000-6251	79.95	Electrical Service Otsego Park	3179 2/15/23	N		
101335	**194**	**ELK RIVER MUNICIPAL UTILITIES**	**79.95**					
101336	910	FLAHERTY & HOOD P.A.						
	03/07/2023	01-100-000-0000-6261	3,001.50	PROF LEGISLATIVE SVCS	18821	N		
	03/07/2023	01-100-000-0000-6261	262.50	COMMUNITY DENTAL LEGAL SVC	18833	N		
101336	**910**	**FLAHERTY & HOOD P.A.**	**3,264.00**					
101338	5067	BEAUDRY PROPANE INC						
	03/07/2023	20-393-000-0000-6251	3,616.10	PROPANE Delivered on 02/21/202	2278631	N		
101338	**5067**	**BEAUDRY PROPANE INC**	**3,616.10**					
101341	5946	AVTEX SOLUTIONS LLC						
	03/07/2023	11-480-895-0020-6260	2,575.29	NOV 2022 SOFT PHONE SOFTWA	BILL0163412	N		
101341	**5946**	**AVTEX SOLUTIONS LLC**	**2,575.29**					
101345	200157	THE MASTERS TOUCH						
	03/07/2023	01-041-046-0000-6205	33,075.00	Postage For Master Touch Print	E85701	N		
101345	**200157**	**THE MASTERS TOUCH**	**33,075.00**					
101347	46433	MN DEPT OF PUBLIC SAFETY						
	03/08/2023	84-041-000-0000-6820	24,922.00	MNDRIVE	20230308MV	N		
101347	**46433**	**MN DEPT OF PUBLIC SAFETY**	**24,922.00**					
101348	5940	LUDWIG/SCOTT F						
	03/08/2023	03-340-000-0000-6806	250.00	Steel Toe work boots	EX000012197048	N		
101348	**5940**	**LUDWIG/SCOTT F**	**250.00**					

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101350	1203	GABRIEL/CATHLEEN						
	03/08/2023	01-013-000-0000-6270	960.00	JAN 2023 APPROPRIATION ADJ	20230307 MAR	Y		
	03/08/2023	01-013-000-0000-6270	8,240.00	MARCH 2023 APPROPRIATION	20230307 MAR	Y		
	03/08/2023	01-013-000-0000-6270	960.00	FEB 2023 APPROPRIATION ADJ	20230307 MAR	Y		
101350	**1203**	**GABRIEL/CATHLEEN**	**10,160.00**					
101351	6099	GREINER CONSTRUCTION INC.						
	03/08/2023	34-150-000-8216-6602	103,629.48	DENTAL CLINIC CONST SVCS	55553	N		
101351	**6099**	**GREINER CONSTRUCTION INC.**	**103,629.48**					
707232	1538	WRIGHT COUNTY HIGHWAY DEPT						
	02/27/2023	11-480-895-0020-6452	1,020.19	FUEL	2336	N		
	02/27/2023	03-340-000-0000-5528	1,020.19-	FUEL	2336	N		
	02/27/2023	03-340-000-0000-5528	799.63-	PLANNING & ZONING	2332	N		
	02/27/2023	03-340-000-0000-5528	126.87-	ASSESSOR	2339	N		
	02/27/2023	01-105-000-0000-6451	126.87	FUEL	2339	N		
	02/27/2023	01-107-000-0000-6451	499.55	FUEL	2332	N		
	02/27/2023	01-107-000-0000-6452	300.08	PARSL AND LABOR	2332	N		
707232	**1538**	**WRIGHT COUNTY HIGHWAY DEPT**	**0.00**					
707233	1513	MN DEPARTMENT OF NATURAL RES						
	02/27/2023	84-000-000-0000-6821	3,575.87	DNR		N		
	02/27/2023	84-000-000-0000-6821	84.00	G & F		N		
707233	**1513**	**MN DEPARTMENT OF NATURAL RE**	**3,659.87**					
707234	5993	MN DEPARTMENT OF REVENUE						
	02/27/2023	01-201-000-0000-2234	29,176.95	STATE W/H		N		
	02/27/2023	03-350-000-0000-2234	488.97	STATE W/H		N		
	02/27/2023	03-340-000-0000-2234	832.56	STATE W/H		N		
	02/27/2023	11-480-000-0000-2234	1,899.75	STATE W/H		N		
	02/27/2023	01-005-000-0000-2234	435.73	STATE W/H		N		
	02/27/2023	01-025-000-0000-2234	5,740.94	STATE W/H		N		
	02/27/2023	01-105-000-0000-2234	2,918.99	STATE W/H		N		
	02/27/2023	01-107-000-0000-2234	1,745.32	STATE W/H		N		
	02/27/2023	01-111-000-0000-2234	1,181.24	STATE W/H		N		
	02/27/2023	01-121-000-0000-2234	442.48	STATE W/H		N		
	02/27/2023	01-031-000-0000-2234	3,073.34	STATE W/H		N		
	02/27/2023	71-505-000-0000-2234	901.27	STATE W/H		N		
	02/27/2023	11-450-000-0000-2234	4,704.83	STATE W/H		N		
	02/27/2023	11-420-000-0000-2234	4,863.83	STATE W/H		N		

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	02/27/2023	11-430-000-0000-2234	13,785.68	STATE W/H		N		
	02/27/2023	72-605-000-0000-2234	235.88	STATE W/H		N		
	02/27/2023	01-603-000-0000-2234	86.28	STATE W/H		N		
	02/27/2023	01-521-000-0000-2234	1,546.75	STATE W/H		N		
	02/27/2023	01-522-000-0000-2234	216.24	STATE W/H		N		
	02/27/2023	01-091-000-0000-2234	5,180.14	STATE W/H		N		
	02/27/2023	02-021-000-0000-2234	143.39	STATE W/H		N		
	02/27/2023	03-310-000-0000-2234	830.31	STATE W/H		N		
	02/27/2023	03-320-000-0000-2234	1,076.53	STATE W/H		N		
	02/27/2023	03-330-000-0000-2234	3,066.39	STATE W/H		N		
	02/27/2023	01-101-000-0000-2234	1,602.16	STATE W/H		N		
	02/27/2023	01-103-000-0000-2234	998.45	STATE W/H		N		
	02/27/2023	01-041-000-0000-2234	3,949.39	STATE W/H		N		
	02/27/2023	01-043-000-0000-2234	229.38	STATE W/H		N		
	02/27/2023	01-063-000-0000-2234	3,397.72	STATE W/H		N		
	02/27/2023	01-063-000-0000-2239	466.92	GARNISHMENT		N		
	02/27/2023	01-250-000-0000-2234	6,762.17	STATE W/H		N		
707234	**5993**	**MN DEPARTMENT OF REVENUE**	**101,979.98**					
707235	2210	INTERNAL REVENUE SERVICE (IRS)						
	02/28/2023	01-250-000-0000-2235	2,300.32	MEDICARE W/H EMPLOYEE		N		
	02/28/2023	01-101-000-0000-2233	3,549.02	FEDERAL W/H		N		
	02/28/2023	01-250-000-0000-2233	13,872.05	FEDERAL W/H		N		
	02/28/2023	01-063-000-0000-2235	5,483.68	SOCIAL SECURITY W/H EMPLOYE		N		
	02/28/2023	01-063-000-0000-2235	5,483.68	SOCIAL SECURITY CO SHARE		N		
	02/28/2023	01-063-000-0000-2235	1,282.47	MEDICARE W/H EMPLOYEE		N		
	02/28/2023	01-063-000-0000-2235	1,282.47	MEDICARE CO SHARE		N		
	02/28/2023	01-063-000-0000-2233	7,073.07	FEDERAL W/H		N		
	02/28/2023	01-043-000-0000-2235	313.91	SOCIAL SECURITY W/H EMPLOYE		N		
	02/28/2023	01-043-000-0000-2235	313.91	SOCIAL SECURITY CO SHARE		N		
	02/28/2023	01-043-000-0000-2235	73.42	MEDICARE W/H EMPLOYEE		N		
	02/28/2023	01-043-000-0000-2235	73.42	MEDICARE CO SHARE		N		
	02/28/2023	01-103-000-0000-2233	2,264.01	FEDERAL W/H		N		
	02/28/2023	01-101-000-0000-2235	2,472.34	SOCIAL SECURITY W/H EMPLOYE		N		
	02/28/2023	01-101-000-0000-2235	2,472.34	SOCIAL SECURITY CO SHARE		N		
	02/28/2023	01-101-000-0000-2235	578.18	MEDICARE W/H EMPLOYEE		N		
	02/28/2023	01-101-000-0000-2235	578.18	MEDICARE CO SHARE		N		
	02/28/2023	03-330-000-0000-2233	6,414.03	FEDERAL W/H		N		
	02/28/2023	01-091-000-0000-2235	6,814.86	SOCIAL SECURITY W/H EMPLOYE		N		

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02/28/2023	01-091-000-0000-2235	6,814.86	SOCIAL SECURITY CO SHARE		N		
02/28/2023	01-091-000-0000-2235	1,593.81	MEDICARE W/H EMPLOYEE		N		
02/28/2023	01-091-000-0000-2235	1,593.81	MEDICARE CO SHARE		N		
02/28/2023	01-105-000-0000-2233	6,384.45	FEDERAL W/H		N		
02/28/2023	01-103-000-0000-2235	1,270.24	SOCIAL SECURITY W/H EMPLOYE		N		
02/28/2023	01-103-000-0000-2235	1,270.24	SOCIAL SECURITY CO SHARE		N		
02/28/2023	01-103-000-0000-2235	297.06	MEDICARE W/H EMPLOYEE		N		
02/28/2023	01-103-000-0000-2235	297.06	MEDICARE CO SHARE		N		
02/28/2023	01-105-000-0000-2235	1,065.58	MEDICARE W/H EMPLOYEE		N		
02/28/2023	01-105-000-0000-2235	1,065.58	MEDICARE CO SHARE		N		
02/28/2023	01-105-000-0000-2235	4,556.19	SOCIAL SECURITY W/H EMPLOYE		N		
02/28/2023	01-105-000-0000-2235	4,556.19	SOCIAL SECURITY CO SHARE		N		
02/28/2023	01-107-000-0000-2235	2,880.69	SOCIAL SECURITY W/H EMPLOYE		N		
02/28/2023	01-107-000-0000-2235	2,880.69	SOCIAL SECURITY CO SHARE		N		
02/28/2023	01-107-000-0000-2235	673.71	MEDICARE W/H EMPLOYEE		N		
02/28/2023	01-107-000-0000-2235	673.71	MEDICARE CO SHARE		N		
02/28/2023	03-310-000-0000-2233	1,917.46	FEDERAL W/H		N		
02/28/2023	03-320-000-0000-2233	2,456.83	FEDERAL W/H		N		
02/28/2023	03-310-000-0000-2235	1,180.98	SOCIAL SECURITY W/H EMPLOYE		N		
02/28/2023	03-310-000-0000-2235	1,180.98	SOCIAL SECURITY CO SHARE		N		
02/28/2023	03-310-000-0000-2235	276.18	MEDICARE W/H EMPLOYEE		N		
02/28/2023	03-310-000-0000-2235	276.18	MEDICARE CO SHARE		N		
02/28/2023	11-480-000-0000-2233	3,854.62	FEDERAL W/H		N		
02/28/2023	03-320-000-0000-2235	1,390.84	SOCIAL SECURITY W/H EMPLOYE		N		
02/28/2023	03-320-000-0000-2235	1,390.84	SOCIAL SECURITY CO SHARE		N		
02/28/2023	03-320-000-0000-2235	325.27	MEDICARE W/H EMPLOYEE		N		
02/28/2023	03-320-000-0000-2235	325.27	MEDICARE CO SHARE		N		
02/28/2023	03-330-000-0000-2235	1,053.73	MEDICARE W/H EMPLOYEE		N		
02/28/2023	03-330-000-0000-2235	1,053.73	MEDICARE CO SHARE		N		
02/28/2023	03-330-000-0000-2235	4,505.52	SOCIAL SECURITY W/H EMPLOYE		N		
02/28/2023	03-330-000-0000-2235	4,505.52	SOCIAL SECURITY CO SHARE		N		
02/28/2023	02-021-000-0000-2233	270.92	FEDERAL W/H		N		
02/28/2023	02-021-000-0000-2235	175.27	SOCIAL SECURITY W/H EMPLOYE		N		
02/28/2023	02-021-000-0000-2235	175.27	SOCIAL SECURITY CO SHARE		N		
02/28/2023	02-021-000-0000-2235	40.99	MEDICARE W/H EMPLOYEE		N		
02/28/2023	02-021-000-0000-2235	40.99	MEDICARE CO SHARE		N		
02/28/2023	01-091-000-0000-2233	11,746.51	FEDERAL W/H		N		
02/28/2023	01-522-000-0000-2233	492.32	FEDERAL W/H		N		
02/28/2023	01-522-000-0000-2235	302.57	SOCIAL SECURITY W/H EMPLOYE		N		

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02/28/2023	01-522-000-0000-2235	302.57	SOCIAL SECURITY CO SHARE		N		
02/28/2023	01-522-000-0000-2235	70.76	MEDICARE W/H EMPLOYEE		N		
02/28/2023	01-522-000-0000-2235	70.76	MEDICARE CO SHARE		N		
02/28/2023	01-603-000-0000-2233	175.58	FEDERAL W/H		N		
02/28/2023	01-521-000-0000-2235	2,439.09	SOCIAL SECURITY W/H EMPLOYE		N		
02/28/2023	01-521-000-0000-2235	2,439.09	SOCIAL SECURITY CO SHARE		N		
02/28/2023	01-521-000-0000-2235	570.41	MEDICARE W/H EMPLOYEE		N		
02/28/2023	01-521-000-0000-2235	570.41	MEDICARE CO SHARE		N		
02/28/2023	01-603-000-0000-2235	157.08	SOCIAL SECURITY W/H EMPLOYE		N		
02/28/2023	01-603-000-0000-2235	157.08	SOCIAL SECURITY CO SHARE		N		
02/28/2023	01-603-000-0000-2235	36.73	MEDICARE W/H EMPLOYEE		N		
02/28/2023	01-603-000-0000-2235	36.73	MEDICARE CO SHARE		N		
02/28/2023	01-521-000-0000-2233	3,207.88	FEDERAL W/H		N		
02/28/2023	72-605-000-0000-2235	95.41	MEDICARE W/H EMPLOYEE		N		
02/28/2023	72-605-000-0000-2235	95.41	MEDICARE CO SHARE		N		
02/28/2023	72-605-000-0000-2235	407.97	SOCIAL SECURITY W/H EMPLOYE		N		
02/28/2023	72-605-000-0000-2235	407.97	SOCIAL SECURITY CO SHARE		N		
02/28/2023	11-420-000-0000-2233	9,371.46	FEDERAL W/H		N		
02/28/2023	11-430-000-0000-2233	30,225.93	FEDERAL W/H		N		
02/28/2023	11-420-000-0000-2235	7,950.59	SOCIAL SECURITY W/H EMPLOYE		N		
02/28/2023	11-420-000-0000-2235	7,950.59	SOCIAL SECURITY CO SHARE		N		
02/28/2023	11-420-000-0000-2235	1,859.46	MEDICARE W/H EMPLOYEE		N		
02/28/2023	11-420-000-0000-2235	1,859.46	MEDICARE CO SHARE		N		
02/28/2023	11-450-000-0000-2233	9,953.57	FEDERAL W/H		N		
02/28/2023	01-250-000-0000-2235	2,300.32	MEDICARE CO SHARE		N		
02/28/2023	01-250-000-0000-2235	9,652.02	SOCIAL SECURITY W/H EMPLOYE		N		
02/28/2023	01-250-000-0000-2235	9,652.02	SOCIAL SECURITY CO SHARE		N		
02/28/2023	11-430-000-0000-2235	20,244.56	SOCIAL SECURITY W/H EMPLOYE		N		
02/28/2023	11-430-000-0000-2235	20,244.56	SOCIAL SECURITY CO SHARE		N		
02/28/2023	11-430-000-0000-2235	4,734.58	MEDICARE W/H EMPLOYEE		N		
02/28/2023	11-430-000-0000-2235	4,734.58	MEDICARE CO SHARE		N		
02/28/2023	11-450-000-0000-2235	6,905.25	SOCIAL SECURITY W/H EMPLOYE		N		
02/28/2023	11-450-000-0000-2235	6,905.25	SOCIAL SECURITY CO SHARE		N		
02/28/2023	11-450-000-0000-2235	1,614.94	MEDICARE W/H EMPLOYEE		N		
02/28/2023	11-450-000-0000-2235	1,614.94	MEDICARE CO SHARE		N		
02/28/2023	72-605-000-0000-2233	468.43	FEDERAL W/H		N		
02/28/2023	71-505-000-0000-2233	1,939.49	FEDERAL W/H		N		
02/28/2023	71-505-000-0000-2235	1,251.94	SOCIAL SECURITY W/H EMPLOYE		N		
02/28/2023	71-505-000-0000-2235	1,251.94	SOCIAL SECURITY CO SHARE		N		

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02/28/2023	71-505-000-0000-2235	292.80	MEDICARE W/H EMPLOYEE		N		
02/28/2023	71-505-000-0000-2235	292.80	MEDICARE CO SHARE		N		
02/28/2023	01-041-000-0000-2233	8,443.93	FEDERAL W/H		N		
02/28/2023	01-031-000-0000-2235	4,619.04	SOCIAL SECURITY W/H EMPLOYE		N		
02/28/2023	01-031-000-0000-2235	4,619.04	SOCIAL SECURITY CO SHARE		N		
02/28/2023	01-031-000-0000-2235	1,080.24	MEDICARE W/H EMPLOYEE		N		
02/28/2023	01-031-000-0000-2235	1,080.24	MEDICARE CO SHARE		N		
02/28/2023	01-041-000-0000-2235	1,410.79	MEDICARE CO SHARE		N		
02/28/2023	01-041-000-0000-2235	6,032.38	SOCIAL SECURITY W/H EMPLOYE		N		
02/28/2023	01-041-000-0000-2235	6,032.38	SOCIAL SECURITY CO SHARE		N		
02/28/2023	01-041-000-0000-2235	1,410.79	MEDICARE W/H EMPLOYEE		N		
02/28/2023	01-043-000-0000-2233	419.04	FEDERAL W/H		N		
02/28/2023	01-025-000-0000-2233	12,152.76	FEDERAL W/H		N		
02/28/2023	01-031-000-0000-2233	5,890.68	FEDERAL W/H		N		
02/28/2023	01-121-000-0000-2235	678.16	SOCIAL SECURITY W/H EMPLOYE		N		
02/28/2023	01-121-000-0000-2235	678.16	SOCIAL SECURITY CO SHARE		N		
02/28/2023	01-121-000-0000-2235	158.61	MEDICARE W/H EMPLOYEE		N		
02/28/2023	01-121-000-0000-2233	1,000.76	FEDERAL W/H		N		
02/28/2023	11-480-000-0000-2235	2,927.53	SOCIAL SECURITY W/H EMPLOYE		N		
02/28/2023	11-480-000-0000-2235	2,927.53	SOCIAL SECURITY CO SHARE		N		
02/28/2023	11-480-000-0000-2235	684.68	MEDICARE W/H EMPLOYEE		N		
02/28/2023	11-480-000-0000-2235	684.68	MEDICARE CO SHARE		N		
02/28/2023	01-111-000-0000-2233	1,988.92	FEDERAL W/H		N		
02/28/2023	01-107-000-0000-2233	3,882.35	FEDERAL W/H		N		
02/28/2023	01-111-000-0000-2235	1,941.76	SOCIAL SECURITY W/H EMPLOYE		N		
02/28/2023	01-111-000-0000-2235	1,941.76	SOCIAL SECURITY CO SHARE		N		
02/28/2023	01-111-000-0000-2235	454.11	MEDICARE W/H EMPLOYEE		N		
02/28/2023	01-111-000-0000-2235	454.11	MEDICARE CO SHARE		N		
02/28/2023	01-005-000-0000-2235	697.85	SOCIAL SECURITY W/H EMPLOYE		N		
02/28/2023	01-005-000-0000-2235	697.85	SOCIAL SECURITY CO SHARE		N		
02/28/2023	01-005-000-0000-2235	163.22	MEDICARE W/H EMPLOYEE		N		
02/28/2023	01-005-000-0000-2235	163.22	MEDICARE CO SHARE		N		
02/28/2023	01-025-000-0000-2235	7,774.99	SOCIAL SECURITY W/H EMPLOYE		N		
02/28/2023	01-025-000-0000-2235	7,774.99	SOCIAL SECURITY CO SHARE		N		
02/28/2023	01-025-000-0000-2235	1,818.30	MEDICARE W/H EMPLOYEE		N		
02/28/2023	01-025-000-0000-2235	1,818.30	MEDICARE CO SHARE		N		
02/28/2023	01-005-000-0000-2233	856.22	FEDERAL W/H		N		
02/28/2023	03-340-000-0000-2233	1,859.24	FEDERAL W/H		N		
02/28/2023	03-350-000-0000-2233	1,012.24	FEDERAL W/H		N		

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	02/28/2023	03-340-000-0000-2235	1,312.92	SOCIAL SECURITY W/H EMPLOYE		N		
	02/28/2023	03-340-000-0000-2235	1,312.92	SOCIAL SECURITY CO SHARE		N		
	02/28/2023	03-340-000-0000-2235	307.05	MEDICARE W/H EMPLOYEE		N		
	02/28/2023	03-340-000-0000-2235	307.05	MEDICARE CO SHARE		N		
	02/28/2023	03-350-000-0000-2235	669.79	SOCIAL SECURITY W/H EMPLOYE		N		
	02/28/2023	03-350-000-0000-2235	669.79	SOCIAL SECURITY CO SHARE		N		
	02/28/2023	03-350-000-0000-2235	156.65	MEDICARE W/H EMPLOYEE		N		
	02/28/2023	03-350-000-0000-2235	156.65	MEDICARE CO SHARE		N		
	02/28/2023	01-201-000-0000-2233	65,033.77	FEDERAL W/H		N		
	02/28/2023	01-201-000-0000-2235	9,677.27	MEDICARE W/H EMPLOYEE		N		
	02/28/2023	01-201-000-0000-2235	9,677.27	MEDICARE CO SHARE		N		
	02/28/2023	01-201-000-0000-2235	8,613.09	SOCIAL SECURITY W/H EMPLOYE		N		
	02/28/2023	01-201-000-0000-2235	8,613.09	SOCIAL SECURITY CO SHARE		N		
	02/28/2023	01-121-000-0000-2235	158.61	MEDICARE CO SHARE		N		
707235	**2210**	**INTERNAL REVENUE SERVICE (IRS)**	**518,917.20**					
707236	6222	DAVID R. CANTU						
	02/28/2023	71-505-000-0000-6261	4.50	FEBURARY FEE 2023		N		
	02/28/2023	72-605-000-0000-6261	27.00	FEBURARY FEE 2023		N		
	02/28/2023	03-310-000-0000-6261	151.32	FEBURARY FEE 2023		N		
	02/28/2023	01-100-000-0000-6261	1,890.66	FEBURARY FEE 2023		N		
	02/28/2023	11-480-895-0020-6153	806.52	FEBURARY FEE 2023		N		
707236	**6222**	**DAVID R. CANTU**	**2,880.00**					
707236	5993	MN DEPARTMENT OF REVENUE						
	02/28/2023	84-000-000-0000-6355	1,491.00	SALES TAX		N		
	02/28/2023	84-000-000-0000-6902	259,722.27	DEED TAX		N		
	02/28/2023	84-000-000-0000-6902	218,627.97	MTGE TAX		N		
	02/28/2023	03-330-000-0000-2121	26.00	USE TAX		N		
707236	**5993**	**MN DEPARTMENT OF REVENUE**	**479,867.24**					
707237	1513	MN DEPARTMENT OF NATURAL RES						
	02/28/2023	84-000-000-0000-6821	4,160.95	DNR		N		
	02/28/2023	84-000-000-0000-6821	20.00	G & F		N		
707237	**1513**	**MN DEPARTMENT OF NATURAL RE**	**4,180.95**					
707238	2210	INTERNAL REVENUE SERVICE (IRS)						
	02/28/2023	03-340-000-0000-2233	1,813.33	FEDERAL W/H		N		
	02/28/2023	01-201-000-0000-2233	63,827.81	FEDERAL W/H		N		
	02/28/2023	01-201-000-0000-2235	9,521.63	MEDICARE W/H EMPLOYEE		N		

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02/28/2023	01-201-000-0000-2235	9,521.63	MEDICARE CO SHARE		N		
02/28/2023	01-201-000-0000-2235	7,496.57	SOCIAL SECURITY W/H EMPLOYE		N		
02/28/2023	01-201-000-0000-2235	7,496.57	SOCIAL SECURITY CO SHARE		N		
02/28/2023	01-121-000-0000-2235	149.02	MEDICARE W/H EMPLOYEE		N		
02/28/2023	01-121-000-0000-2235	149.02	MEDICARE CO SHARE		N		
02/28/2023	01-121-000-0000-2235	637.21	SOCIAL SECURITY W/H EMPLOYE		N		
02/28/2023	01-121-000-0000-2235	637.21	SOCIAL SECURITY CO SHARE		N		
02/28/2023	03-350-000-0000-2233	979.68	FEDERAL W/H		N		
02/28/2023	03-340-000-0000-2235	303.28	MEDICARE W/H EMPLOYEE		N		
02/28/2023	03-340-000-0000-2235	303.28	MEDICARE CO SHARE		N		
02/28/2023	03-340-000-0000-2235	1,296.78	SOCIAL SECURITY W/H EMPLOYE		N		
02/28/2023	03-340-000-0000-2235	1,296.78	SOCIAL SECURITY CO SHARE		N		
02/28/2023	03-350-000-0000-2235	155.49	MEDICARE W/H EMPLOYEE		N		
02/28/2023	03-350-000-0000-2235	155.49	MEDICARE CO SHARE		N		
02/28/2023	03-350-000-0000-2235	664.83	SOCIAL SECURITY W/H EMPLOYE		N		
02/28/2023	03-350-000-0000-2235	664.83	SOCIAL SECURITY CO SHARE		N		
02/28/2023	01-005-000-0000-2235	165.09	MEDICARE W/H EMPLOYEE		N		
02/28/2023	01-005-000-0000-2235	165.09	MEDICARE CO SHARE		N		
02/28/2023	01-005-000-0000-2235	705.86	SOCIAL SECURITY W/H EMPLOYE		N		
02/28/2023	01-005-000-0000-2235	705.86	SOCIAL SECURITY CO SHARE		N		
02/28/2023	01-005-000-0000-2233	871.72	FEDERAL W/H		N		
02/28/2023	01-031-000-0000-2233	5,895.38	FEDERAL W/H		N		
02/28/2023	01-025-000-0000-2235	1,802.77	MEDICARE W/H EMPLOYEE		N		
02/28/2023	01-025-000-0000-2235	1,802.77	MEDICARE CO SHARE		N		
02/28/2023	01-025-000-0000-2235	7,708.52	SOCIAL SECURITY W/H EMPLOYE		N		
02/28/2023	01-025-000-0000-2235	7,708.52	SOCIAL SECURITY CO SHARE		N		
02/28/2023	01-025-000-0000-2233	12,166.06	FEDERAL W/H		N		
02/28/2023	01-111-000-0000-2235	455.44	MEDICARE W/H EMPLOYEE		N		
02/28/2023	01-111-000-0000-2235	455.44	MEDICARE CO SHARE		N		
02/28/2023	01-111-000-0000-2235	1,947.42	SOCIAL SECURITY W/H EMPLOYE		N		
02/28/2023	01-111-000-0000-2235	1,947.42	SOCIAL SECURITY CO SHARE		N		
02/28/2023	01-107-000-0000-2233	3,708.81	FEDERAL W/H		N		
02/28/2023	01-111-000-0000-2233	2,128.13	FEDERAL W/H		N		
02/28/2023	11-480-000-0000-2235	777.61	MEDICARE W/H EMPLOYEE		N		
02/28/2023	11-480-000-0000-2235	777.61	MEDICARE CO SHARE		N		
02/28/2023	11-480-000-0000-2235	3,324.85	SOCIAL SECURITY W/H EMPLOYE		N		
02/28/2023	11-480-000-0000-2235	3,324.85	SOCIAL SECURITY CO SHARE		N		
02/28/2023	01-121-000-0000-2233	965.30	FEDERAL W/H		N		
02/28/2023	01-031-000-0000-2235	1,078.26	MEDICARE W/H EMPLOYEE		N		

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02/28/2023	01-043-000-0000-2233	419.04	FEDERAL W/H		N		
02/28/2023	01-041-000-0000-2235	1,277.38	MEDICARE W/H EMPLOYEE		N		
02/28/2023	01-041-000-0000-2235	1,277.38	MEDICARE CO SHARE		N		
02/28/2023	01-041-000-0000-2235	5,461.86	SOCIAL SECURITY W/H EMPLOYE		N		
02/28/2023	01-041-000-0000-2235	5,461.86	SOCIAL SECURITY CO SHARE		N		
02/28/2023	01-041-000-0000-2233	8,001.64	FEDERAL W/H		N		
02/28/2023	01-031-000-0000-2235	1,078.26	MEDICARE CO SHARE		N		
02/28/2023	01-031-000-0000-2235	4,610.46	SOCIAL SECURITY W/H EMPLOYE		N		
02/28/2023	01-031-000-0000-2235	4,610.46	SOCIAL SECURITY CO SHARE		N		
02/28/2023	71-505-000-0000-2235	95.94	MEDICARE W/H EMPLOYEE		N		
02/28/2023	71-505-000-0000-2235	95.94	MEDICARE CO SHARE		N		
02/28/2023	71-505-000-0000-2235	410.24	SOCIAL SECURITY W/H EMPLOYE		N		
02/28/2023	71-505-000-0000-2235	410.24	SOCIAL SECURITY CO SHARE		N		
02/28/2023	71-505-000-0000-2233	492.58	FEDERAL W/H		N		
02/28/2023	72-605-000-0000-2233	1,757.69	FEDERAL W/H		N		
02/28/2023	01-091-000-0000-2235	1,611.12	MEDICARE W/H EMPLOYEE		N		
02/28/2023	01-091-000-0000-2235	1,611.12	MEDICARE CO SHARE		N		
02/28/2023	01-091-000-0000-2235	6,889.06	SOCIAL SECURITY W/H EMPLOYE		N		
02/28/2023	01-091-000-0000-2235	6,889.06	SOCIAL SECURITY CO SHARE		N		
02/28/2023	01-101-000-0000-2235	541.41	MEDICARE W/H EMPLOYEE		N		
02/28/2023	01-101-000-0000-2235	541.41	MEDICARE CO SHARE		N		
02/28/2023	01-101-000-0000-2235	2,315.03	SOCIAL SECURITY W/H EMPLOYE		N		
02/28/2023	01-101-000-0000-2235	2,315.03	SOCIAL SECURITY CO SHARE		N		
02/28/2023	01-103-000-0000-2233	2,806.77	FEDERAL W/H		N		
02/28/2023	01-107-000-0000-2235	629.25	MEDICARE W/H EMPLOYEE		N		
02/28/2023	01-107-000-0000-2235	629.25	MEDICARE CO SHARE		N		
02/28/2023	01-107-000-0000-2235	2,690.65	SOCIAL SECURITY W/H EMPLOYE		N		
02/28/2023	01-107-000-0000-2235	2,690.65	SOCIAL SECURITY CO SHARE		N		
02/28/2023	01-105-000-0000-2235	1,002.70	MEDICARE W/H EMPLOYEE		N		
02/28/2023	01-105-000-0000-2235	1,002.70	MEDICARE CO SHARE		N		
02/28/2023	01-105-000-0000-2235	4,287.28	SOCIAL SECURITY W/H EMPLOYE		N		
02/28/2023	01-105-000-0000-2235	4,287.28	SOCIAL SECURITY CO SHARE		N		
02/28/2023	01-103-000-0000-2235	354.42	MEDICARE W/H EMPLOYEE		N		
02/28/2023	01-103-000-0000-2235	354.42	MEDICARE CO SHARE		N		
02/28/2023	01-103-000-0000-2235	1,515.49	SOCIAL SECURITY W/H EMPLOYE		N		
02/28/2023	01-103-000-0000-2235	1,515.49	SOCIAL SECURITY CO SHARE		N		
02/28/2023	01-105-000-0000-2233	6,357.94	FEDERAL W/H		N		
02/28/2023	11-480-000-0000-2233	4,749.81	FEDERAL W/H		N		
02/28/2023	03-330-000-0000-2235	1,052.89	MEDICARE W/H EMPLOYEE		N		

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02/28/2023	03-330-000-0000-2235	1,052.89	MEDICARE CO SHARE		N		
02/28/2023	03-330-000-0000-2235	4,502.03	SOCIAL SECURITY W/H EMPLOYE		N		
02/28/2023	03-330-000-0000-2235	4,502.03	SOCIAL SECURITY CO SHARE		N		
02/28/2023	03-330-000-0000-2233	6,346.44	FEDERAL W/H		N		
02/28/2023	03-320-000-0000-2235	326.08	MEDICARE W/H EMPLOYEE		N		
02/28/2023	03-320-000-0000-2235	326.08	MEDICARE CO SHARE		N		
02/28/2023	03-320-000-0000-2235	1,394.32	SOCIAL SECURITY W/H EMPLOYE		N		
02/28/2023	03-320-000-0000-2235	1,394.32	SOCIAL SECURITY CO SHARE		N		
02/28/2023	03-310-000-0000-2235	275.30	MEDICARE W/H EMPLOYEE		N		
02/28/2023	03-310-000-0000-2235	275.30	MEDICARE CO SHARE		N		
02/28/2023	03-310-000-0000-2235	1,177.18	SOCIAL SECURITY W/H EMPLOYE		N		
02/28/2023	03-310-000-0000-2235	1,177.18	SOCIAL SECURITY CO SHARE		N		
02/28/2023	03-320-000-0000-2233	2,337.35	FEDERAL W/H		N		
02/28/2023	01-603-000-0000-2235	139.07	SOCIAL SECURITY W/H EMPLOYE		N		
02/28/2023	01-603-000-0000-2235	139.07	SOCIAL SECURITY CO SHARE		N		
02/28/2023	03-310-000-0000-2233	1,927.43	FEDERAL W/H		N		
02/28/2023	02-021-000-0000-2235	39.98	MEDICARE W/H EMPLOYEE		N		
02/28/2023	02-021-000-0000-2235	39.98	MEDICARE CO SHARE		N		
02/28/2023	02-021-000-0000-2235	170.94	SOCIAL SECURITY W/H EMPLOYE		N		
02/28/2023	02-021-000-0000-2235	170.94	SOCIAL SECURITY CO SHARE		N		
02/28/2023	02-021-000-0000-2233	270.92	FEDERAL W/H		N		
02/28/2023	01-091-000-0000-2233	11,943.07	FEDERAL W/H		N		
02/28/2023	01-603-000-0000-2235	32.52	MEDICARE CO SHARE		N		
02/28/2023	01-603-000-0000-2235	32.52	MEDICARE W/H EMPLOYEE		N		
02/28/2023	01-521-000-0000-2235	579.92	MEDICARE W/H EMPLOYEE		N		
02/28/2023	01-521-000-0000-2235	579.92	MEDICARE CO SHARE		N		
02/28/2023	01-521-000-0000-2235	2,479.65	SOCIAL SECURITY W/H EMPLOYE		N		
02/28/2023	01-521-000-0000-2235	2,479.65	SOCIAL SECURITY CO SHARE		N		
02/28/2023	01-603-000-0000-2233	158.30	FEDERAL W/H		N		
02/28/2023	01-522-000-0000-2235	70.83	MEDICARE W/H EMPLOYEE		N		
02/28/2023	01-522-000-0000-2235	70.83	MEDICARE CO SHARE		N		
02/28/2023	01-522-000-0000-2235	302.87	SOCIAL SECURITY W/H EMPLOYE		N		
02/28/2023	01-522-000-0000-2235	302.87	SOCIAL SECURITY CO SHARE		N		
02/28/2023	01-522-000-0000-2233	493.40	FEDERAL W/H		N		
02/28/2023	01-521-000-0000-2233	3,301.29	FEDERAL W/H		N		
02/28/2023	11-450-000-0000-2235	1,627.14	MEDICARE W/H EMPLOYEE		N		
02/28/2023	11-450-000-0000-2235	1,627.14	MEDICARE CO SHARE		N		
02/28/2023	11-450-000-0000-2235	6,957.43	SOCIAL SECURITY W/H EMPLOYE		N		
02/28/2023	11-450-000-0000-2235	6,957.43	SOCIAL SECURITY CO SHARE		N		

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INTEGRATED FINANCIAL SYSTEMS

DISBURSEMENTS BY WARRANT NUMBER REPORT

Warrant #	Warrant Date	Vendor Name / Account Number	Amount	Description	Invoice Number	1099	Rpt	Acc
	02/28/2023	11-450-000-0000-2233	10,046.99	FEDERAL W/H		N		
	02/28/2023	11-430-000-0000-2235	4,760.60	MEDICARE W/H EMPLOYEE		N		
	02/28/2023	11-430-000-0000-2235	4,760.60	MEDICARE CO SHARE		N		
	02/28/2023	11-430-000-0000-2235	20,355.64	SOCIAL SECURITY W/H EMPLOYE		N		
	02/28/2023	11-430-000-0000-2235	20,355.64	SOCIAL SECURITY CO SHARE		N		
	02/28/2023	01-250-000-0000-2235	2,320.35	MEDICARE W/H EMPLOYEE		N		
	02/28/2023	01-250-000-0000-2235	2,320.35	MEDICARE CO SHARE		N		
	02/28/2023	01-250-000-0000-2235	9,749.91	SOCIAL SECURITY W/H EMPLOYE		N		
	02/28/2023	01-250-000-0000-2235	9,749.91	SOCIAL SECURITY CO SHARE		N		
	02/28/2023	11-430-000-0000-2233	30,543.06	FEDERAL W/H		N		
	02/28/2023	11-420-000-0000-2235	1,853.83	MEDICARE W/H EMPLOYEE		N		
	02/28/2023	11-420-000-0000-2235	1,853.83	MEDICARE CO SHARE		N		
	02/28/2023	11-420-000-0000-2235	7,926.63	SOCIAL SECURITY W/H EMPLOYE		N		
	02/28/2023	11-420-000-0000-2235	7,926.63	SOCIAL SECURITY CO SHARE		N		
	02/28/2023	11-420-000-0000-2233	9,338.38	FEDERAL W/H		N		
	02/28/2023	72-605-000-0000-2235	271.69	MEDICARE W/H EMPLOYEE		N		
	02/28/2023	72-605-000-0000-2235	271.69	MEDICARE CO SHARE		N		
	02/28/2023	72-605-000-0000-2235	1,161.72	SOCIAL SECURITY W/H EMPLOYE		N		
	02/28/2023	72-605-000-0000-2235	1,161.72	SOCIAL SECURITY CO SHARE		N		
	02/28/2023	01-043-000-0000-2235	73.42	MEDICARE W/H EMPLOYEE		N		
	02/28/2023	01-043-000-0000-2235	73.42	MEDICARE CO SHARE		N		
	02/28/2023	01-043-000-0000-2235	313.91	SOCIAL SECURITY W/H EMPLOYE		N		
	02/28/2023	01-043-000-0000-2235	313.91	SOCIAL SECURITY CO SHARE		N		
	02/28/2023	01-063-000-0000-2233	7,228.70	FEDERAL W/H		N		
	02/28/2023	01-063-000-0000-2235	1,236.71	MEDICARE W/H EMPLOYEE		N		
	02/28/2023	01-063-000-0000-2235	1,236.71	MEDICARE CO SHARE		N		
	02/28/2023	01-063-000-0000-2235	5,287.94	SOCIAL SECURITY W/H EMPLOYE		N		
	02/28/2023	01-063-000-0000-2235	5,287.94	SOCIAL SECURITY CO SHARE		N		
	02/28/2023	01-250-000-0000-2233	14,007.12	FEDERAL W/H		N		
	02/28/2023	01-101-000-0000-2233	3,438.50	FEDERAL W/H		N		
707238	**2210**	**INTERNAL REVENUE SERVICE (IRS)**	**514,969.48**					
707239	5993	MN DEPARTMENT OF REVENUE						
	02/28/2023	01-250-000-0000-2234	6,846.49	STATE W/H		N		
	02/28/2023	01-063-000-0000-2234	3,445.51	STATE W/H		N		
	02/28/2023	01-043-000-0000-2234	229.38	STATE W/H		N		
	02/28/2023	01-041-000-0000-2234	3,713.60	STATE W/H		N		
	02/28/2023	72-605-000-0000-2234	813.36	STATE W/H		N		
	02/28/2023	11-420-000-0000-2234	4,891.17	STATE W/H		N		

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INTEGRATED FINANCIAL SYSTEMS

DISBURSEMENTS BY WARRANT NUMBER REPORT

Warrant #	Warrant Date	Vendor Name / Account Number	Amount	Description	Invoice Number	1099	Rpt	Acc
	02/28/2023	11-430-000-0000-2234	13,925.15	STATE W/H		N		
	02/28/2023	11-450-000-0000-2234	4,740.12	STATE W/H		N		
	02/28/2023	01-522-000-0000-2234	216.58	STATE W/H		N		
	02/28/2023	01-521-000-0000-2234	1,586.51	STATE W/H		N		
	02/28/2023	01-603-000-0000-2234	76.48	STATE W/H		N		
	02/28/2023	02-021-000-0000-2234	143.39	STATE W/H		N		
	02/28/2023	03-320-000-0000-2234	1,021.89	STATE W/H		N		
	02/28/2023	03-310-000-0000-2234	834.54	STATE W/H		N		
	02/28/2023	01-103-000-0000-2234	1,225.68	STATE W/H		N		
	02/28/2023	01-091-000-0000-2234	5,253.10	STATE W/H		N		
	02/28/2023	01-101-000-0000-2234	1,552.24	STATE W/H		N		
	02/28/2023	03-330-000-0000-2234	3,082.63	STATE W/H		N		
	02/28/2023	71-505-000-0000-2234	248.82	STATE W/H		N		
	02/28/2023	01-031-000-0000-2234	3,066.97	STATE W/H		N		
	02/28/2023	01-111-000-0000-2234	1,256.92	STATE W/H		N		
	02/28/2023	01-121-000-0000-2234	429.40	STATE W/H		N		
	02/28/2023	01-107-000-0000-2234	1,673.36	STATE W/H		N		
	02/28/2023	01-105-000-0000-2234	2,858.66	STATE W/H		N		
	02/28/2023	01-025-000-0000-2234	5,742.67	STATE W/H		N		
	02/28/2023	01-005-000-0000-2234	442.65	STATE W/H		N		
	02/28/2023	11-480-000-0000-2234	2,272.75	STATE W/H		N		
	02/28/2023	03-340-000-0000-2234	810.74	STATE W/H		N		
	02/28/2023	03-350-000-0000-2234	476.82	STATE W/H		N		
	02/28/2023	01-201-000-0000-2234	28,670.22	STATE W/H		N		
707239	**5993**	**MN DEPARTMENT OF REVENUE**	**101,547.80**					

Range Selected from Warrant # 0 thru Warrant # 999999

234 Warrants Printed

2,823,089.41 **Final Total**

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