BOARD AGENDA
BOARD OF WRIGHT COUNTY COMMISSIONERS
Tuesday, November 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 Minutes from the Committee of the Whole (10-16-2023)

B. Approve Minutes from the County Board Meeting (11-07-2023)

C. Approve Minutes from the Committee of the Whole- Legislative Review (11-07-2023)

D. Approve Minutes from the County Board Workshop (11-14-2023)

E. Approve Minutes from the Broadband Committee (11-14-2023)

F. Approve Minutes from the Ways & Means Committee (11-15-2023)

III. REVIEW & APPROVAL OF AGENDA

IV. CONSENT AGENDA

A. ADMINISTRATION

1. Approve Signatures from Chair and County Administrator on a Software License With Woolpert Company For CAMA-Field Mobile

2. Authorize Signatures on City Law Enforcement Contract with Albertville

B. ATTORNEY

1. Approve Amendments to Wright County Data Practices Policy for Data Subjects and Wright County Data Practices Policy for Members of the Public. Amendments are Being Made to the Named Data Practices Designees and Data Practices Compliance Officials Based on Changes in Staff and Positions.

C. EXTENSION

1. Confirm Youth Member - County Extension Committee Appointment Elliot Sala, Effective January 2, 2024 Term Ends On December 31, 2025 (Two Year Term).

D. FINANCE & TAXPAYER SERVICES

1. Motion to Approve the Reimbursement of the American Rescue Plan (ARP) Act Funds as Follows:
   County ARP Funds:
   Approval of County Reimbursement of $1,660.24 from 01-099-493.6910 Transfer Out into 01-100-493.5910 Transfer In as Follows:
   $1,660.24 for Administrative Expenses-Staff Costs

2. Approval of New Tobacco License for Flippin Bills LLC 8045 County Line Road SE, Delano MN 55328

3. Approve Renewal of 2024 Tobacco Licenses For:

   Holiday Station Store # 2746546
   Speedway # 4554
   Speedway # 4479
   Speedway # 4267
   Speedway # 7016
   Jack's of French Lake Inc.
   Speedway # 4849
   Speedway # 4834
   Fleet Farm
   Buddha Glass
   Broadway Kwik Stop
   Trails End Pub

4. Motion to Approve Attached Budget Amendments for October 2023.

5. Acknowledge Warrants Issued Between November 1 thru November 14, 2023.

E. HIGHWAY

1. Authorize Final Acceptance and Final Payment in the Amount of $87,864.87 to Sir Lines-A-Lot for the 2023 Pavement Markings Contract Work.

F. HUMAN RESOURCES

1. Approval of Revisions to Section 301 (Paid Time Off and Sick and Safe Time) of the Wright County Personnel Handbook.

2. Request Approval and Authorization of Memorandum of Agreement (MOA) for the County Contributions for the 2024 Health Insurance Plans with Assistant Wright County Attorney's Association.

3. Request Approval and Authorization of Memorandum of Agreement (MOA) for the County Contributions for the 2024 Health Insurance Plans with MNPEA (Non-Licensed Essential Sheriff Staff).

4. Approval of the 2024 Non-Union Salary Ranges, Effective January 1, 2024.

G. PARKS & RECREATION

1. Confirm Parks and Recreation Commissioners for District 3 and District 5. Parks and Recreation Commission Appointment Holly Fanning of Otsego MN, Effective January 1, 2024 Term Ends on December 31, 2026; Parks and Recreation Commission Appointment Mitch Klien of Cokato MN, Effective January 1, 2024 Ends on December 31, 2026.

H. PLANNING & ZONING

1. Acknowledge County Feedlot Program Delegation Work Plan. (Grant Funding For This Work Plan Was Authorized By Commissioner Mark Daleiden on September 28, 2021. This Authorization Expires December 31, 2025.)

I. PROJECT ADMINISTRATION

1. Approve the Following Grant Applications:

   WSFB-001 Economic Assistance for Wright County Fair ($40,000)
   TOWN-001 Corinna Township Surface Transportation Grant ($81,233)

   The Next Step Will be Execution of the Grant Agreements.

   Approve an $70,000 Increase to Grant BB-002-01 Broadband Improvements for the City of South Haven, from $67,443 to $137,443.

V. TIMED AGENDA ITEMS

A. 9:05 AM- MARC MATTICE, ADMINISTRATION

1. Approve Signature of County Board Chair on US Fish and Wildlife Certification of Wetland Easement

B. 9:10 AM- GREG KRYZER, ATTORNEY

1. Staff is Requesting that the Board of Commissioners Schedule a Date and Time for a Public Hearing to Consider Adopting a Moratorium on Cannabis. Staff is Recommending a Hearing on December 12 or December 19 at 9:30 a.m. During the Regularly Scheduled Board Meeting.

C. 9:15 AM- LINDSEY MEYER, FINANCE & TAXPAYER SERVICES

1. Overall License Center Update

2. Approve a Resolution Denying Tobacco License for AA Vape and Tobacco Shope, 242 West Broadway Street, Monticello, MN 55362

3. Approve a Resolution Denying Tobacco License for Anna Tobacco Albertville, LLC Located at 5600 La Center Avenue Suite 111

D. 9:30 AM- PUBLIC HEARING, FEES FOR SERVICE SCHEDULE

1. Public Hearing- Fees for Service Schedule

E. 9:45 AM- VIRGIL HAWKINS, HIGHWAY

1. Approve a Resolution of Sponsorship for Each of the Seven (7) Local Agency Local Road Improvement Program (LRIP) Applications.
   1. Buffalo Township (12th Street NE)
   2. Clearwater Township (Grover Avenue & 150th Street NW)
   3. Corinna & Maple Lake Townships (Gowan Avenue NW)
   4. Monticello Township (Briarwood Avenue, 90th Street, & Cahill Avenue)
   5. City of Montrose (Clementa Avenue SW)
   6. City of Cokato (Industrial Park Turn Lanes)
   7. Silver Creek Township (91st, Bishop, and Armitage Avenue)

2. Approve Two (2) Resolutions in Support of the Following Two County Applications for Local Road Improvement Program (LRIP) Grant Funds.
   1. CSAH 6 in Howard Lake (to Increase Clearance Under the BNSF RR Bridge)
   2. CR 137 in Albertville/Otsego (to Provide Safety, Pedestrian and Congestion Improvements Along the Corridor)

3. Approve a Resolution Requesting that the Minnesota Department of Transportation (MnDOT) Conduct a Speed Study to Determine the Reasonable and Safe Speed Limit for County Road 148 (Braddock Avenue NE), from CSAH 83 to CR 113, About 1 mile in Length.

F. 9:56 AM- ROSS DEMANT, PARKS & RECREATION

1. 1. Take Action On The Parks And Recreation Commission Recommendation From the July 10, 2023 Meeting Requesting the Wright County Board Of Commissioners Proceed With Authorizing The Parks And Recreation Department To Develop A Value For A Property Bordering Humphrey-Arends Park.

   2. Take Action On The Parks And Recreation Commission Recommendation From the September 11, 2023 Meeting Requesting the Wright County Board Of Commissioners Proceed With Authorizing The Parks And Recreation Department To Develop A Value For A Property Bordering Stanley Eddy Park.

G. 10:01 AM- MATT DETJEN, PARKS & RECREATION

1. Accept the Shade Tree Program Bonding Grant from the Department of Natural Resources for $426,250 and Authorize Contract Signatures.

2. Approve Assessments to be Levied Against Benefited Landowners for County Ditch Systems in 2023.

   Approval of the Assessment Tiers and Interest Rates for 2024 Assessments.

3. Approval to Apply for the Multipurpose Drainage Management Grant for County Ditch #19

H. 10:12 AM- ELIZABETH KARELS, PROJECT ADMINISTRATION

1. Adopt 3 Separate Resolutions Offering Support for Border to Border Broadband Grant Applications:
   -Charter
   -Frontier
   -Midco

VI. ITEMS FOR CONSIDERATION

A. COMMITTEE RECOMMENDATIONS

1. Approve and Adopt Recommendations from the October 16, 2023 Committee of the Whole

2. Approve and Adopt Recommendations from the November 14, 2023 County Board Workshop

3. Approve and Adopt Recommendations from the November 14, 2023, Broadband Committee

4. Approve and Adopt Recommendations from the November 15, 2023 Ways and Means Committee

B. ADMINISTRATION

1. Approve Resolution Setting Commissioner Compensation

VII. ADJOURNMENT

VIII. WARRANTS ISSUED

A. Warrants Issued

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 *
11/21/2023 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
CEC4226

Item Details

Board Action Requested *
Approve Minutes from the Committee of the Whole (10-16-2023)

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Minutes from the Committee of the Whole (10-16-2023)

Value Stream the request primarily aligns with:

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

Describe the impact on staffing resources.

Fiscal Impact:

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 (1)

Document Name	Attachment Type
10-16-2023 Committee of the Whole Minutes - Budget DRAFT.docx	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

COMMITTEE MEETING MINUTES

COMMITTEE OF THE WHOLE

OCTOBER 16, 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: **Tina Diedrick, Jeanne Holland, Michael Kaczmarek, Nadine Schoen, Darek Vetsch**

Others Present: **Caitlin Chovan, Elizabeth Karels, Lee Kelly, Greg Kryzer, Heather Lemieux, Lindsey Meyer, Clay Wilfahrt**

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

I. COUNTY BOARD BUDGET AND COMPENSATION

Commissioner Darek Vetsch stated a resolution is required setting commissioners' salaries is needed before the end of the 2023 calendar year. In addition, the terms of authorized expenditures for mileage, travel, registrations, lodging, and other annual commissioner expenses must be reviewed. The 2024 preliminarily approved budget included $30,000 for commissioner authorized expenditures.

Finance Director Lindsey Meyer and Assistant Finance Director Heather Lemieux presented a spreadsheet to the commissioners and explained four options for the board to consider that would meet Internal Revenue Services (IRS) requirements and work with Oracle to account for commissioner expenses in 2024. Meyer and Lemieux fielded questions from the board and provided clarity on each of the options.

The board agreed that the approved 2024 County Board budget for commissioner expenses of $30,000 would be allocated to each commissioner having a $2,400 expense budget for all expenses (meals, lodging, registrations, etc.) except mileage. The board also agreed that $3,600 per commissioner for mileage expenses be added to each commissioner's 2024 salary. The addition of the $3,600 per commissioner for mileage eliminates the need to submit mileage reimbursement throughout the year when commissioners use their own vehicles for travel within the state effective January 1, 2024. Wright County Government Center will be the commissioner's official worksite address starting January 1, 2024, to meet IRS reporting requirements related to mileage instead of current and past practice of having a home office listed as the official worksite. Should a commissioner use their $2,400 budget for expenses before the end of the calendar year, Meyer and Lemieux stated there are options should that scenario arise to cover additional expenses, but the coordination and adjustment would require commissioners to work with Meyer or Lemieux to ensure accuracy in Oracle.

County Administrator Lee Kelly presented a spreadsheet from other counties in Minnesota and their commissioner salaries. Kelly noted that the data was general in nature and variables across counties including geographic region, meetings attended, committee assignments, mileage, and number of commissioners in each county were not detailed in data. Commissioner Michael Kaczmarek stated the time and effort Kelly put into gathering the data was appreciated but not helpful for comparison or needed in the future to make Wright County Board compensation decisions.

The board agreed on a 2024 commissioner compensation with the 2023 commissioner base salary of $63,900; plus, mileage of $3,600; plus, $4,313 general wage adjustment consistent with staff at 6.75 percent; totaling, $71,813.00. An additional $2,400 per commissioner may be reimbursed for 2024 expenses except mileage.

Commissioner Jeanne Holland proposed an additional $2,000 in annual salary for the commissioner that serves as Board Chair due to additional responsibilities. Lemieux stated a different salary for County Board Chair from the commissioners is not possible for the 2024 Wright County Board as it requires special legislation from the state

specific to Wright County. Diedrick, Holland, Kaczmarek, and Commissioner Nadine Schoen stated that the board should consider legislative actions in 2024 to get approval to pay additional salary to the County Board Chair as an option when the board establishes a 2025 County Board budget and compensation.

RECOMMENDATION: It was the consensus of the board to bring to the November 21, 2023 County Board meeting the following recommendations to be effective January 1, 2024:

- **Each commissioner will be allocated a $2,400 expense budget for all expenses (meals, lodging, registrations, etc.) except mileage.**
- **The Wright County Government Center will be designated as Commissioner's principal place of business and official worksite address.**
- **Each commissioner will be allocated $3,600 as compensation for the use of a personal automobile in the performance of official duties within the State of Minnesota.**

RECOMMENDATION: It was the consensus of the board to bring to the November 21, 2023 County Board meeting for approval a 2024 commissioner salary of $71,813.00.

II. FACILITY LEASE RATES

Vetsch confirmed that commissioners had the opportunity to view the previous contract with Community Dental Care (CDC). Kelly cited 4.3C of the agreement and explained that if the square footage rent cost increases more than $2 per square foot, then CDC has the right to renegotiate. The county sent CDC a 2024 rate increase of more than $4 per square foot. CDC, invoking its right to negotiate under 4.3C of the agreement counter offered the county's 2024 rate with a $2 per square foot increase totaling $17.17 per square foot. CDC's 2023 lease rate was $15.15 per square foot. 2024 Wright County lease rates increased more than $4 per square foot and is set at $19.59 per square foot.

If the board denied the $2 increase proposed by CDC, CDC then has a right to discontinue its agreement with the county and seek locations elsewhere which would put the county in jeopardy of being noncompliant with the building bond requirements and lose funding. Vetsch stated a $2 per square foot annual increase for CDC would guarantee compliance with the building bond funding requirements. Vetsch noted that subsequent annual increases of $2 per square foot with CDC's lease rate may take a few years to get to market value and in line with other lease agreements the county currently has; however, it would guarantee compliance with building bond funding requirements and eliminate the negotiation process under 4.3C of the lease agreement.

Kaczmarek wanted to be on record stating that Community Dental's lease should be treated like all other lease agreements with Wright County and if by chance it was to leave it takes care of future spacing issues. Kaczmarek went on to say that before Community Dental moved in, a past board member asked, what would the board propose to do with the 6,000 square foot space if Community Dental didn't move in; in which case Kaczmarek responded with wait and see what else comes along because now we are arguing about space. Kaczmarek wished that Community Dental was present for the meeting to discuss its promotional video referencing funding Wright County received which is not accurate as well as latest letter stating Wright County received funding which was not accurate also. Kaczmarek opposed a $17.15 per square foot rate and preferred CDC be offered the same lease rate as all other entities renting space in 2024 with the county.

Diedrick followed Kaczmarek's statements regarding space by pointing out that the Government Center does have existing space to build out. Vetsch confirmed that present space for existing services through the 2024 calendar year and then some with options.

Holland asked when the funding for CDC would be coming to Wright County that Kaczmarek was referencing as inaccurate in the promotional video and most recent letter. Project Administrator Elizabeth Karels responded that because CDC is within the Government Center, Wright County must legally separate the clinic into a separate parcel

from the Government Center. The county has a certificate of title, and the next step is a registered land survey (RLS) currently going through the process of approval. Karels stated it took two months to get a response from the City of Buffalo and the Wright County Project Administration is on track to go to the City of Buffalo's Planning Commission in November. Following the planning commission meeting, it will then come back to the county surveyor and back to the board to have the Government Center and dental clinic separated. Karels noted the process has been very time consuming and may look as though nothing is getting accomplished when there has been a significant amount of work and time committed in getting the process completed in order to receive the grant funding. Karels noted that once the RLS is approved, it then becomes an appendix to the use agreement which the Department of the State will approve then the county can give to another state department that will issue the grant agreement which will result in receiving the grant funding. Assistant County Attorney Greg Kryzer pointed out that a significant delay in the process has been the title examiner and a meeting with two judges October 16, 2023. Diedrick asked if the county understood what the process would entail before building the space and entering into an agreement with CDC. Karels stated she was not here in 2020 but doesn't believe the process was truly understood until after the bonding bill passed. The earliest communication regarding the process Karels could find was January 2021 so the county had already committed.

Kelly confirmed with board that he is permitted communicate with CDC the 2024 lease rate of $17.15 prior to approval of October 15, 2023 Committee of the Whole minutes at the November 7, 2024 board meeting.

RECOMMENDATION: It was the consensus of the board to bring to the November 21, 2023 County Board meeting for approval of the 2024 Community Dental Care Lease rate of $17.15 per square foot.

The meeting adjourned at 11:10 a.m.
Minutes submitted by Kelly Kosloski, Administrative Specialist

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 *
11/21/2023 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
CEC4226

Item Details

Board Action Requested *
Approve Minutes from the County Board Meeting (11-07-2023)

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Minutes from the County Board Meeting (11-07-2023)

Value Stream the request primarily aligns with:

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

Describe the impact on staffing resources.

Fiscal Impact:

Background/Justification:

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
11-07-2023 Wright County Board Meeting Minutes DRAFT.docx	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

BOARD MINUTES

BOARD OF WRIGHT COUNTY COMMISSIONERS

Tuesday, November 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 Schoen present.

Present and responding to roll call were the following:

Board of Commissioners: Tina Diedrick
Jeanne Holland
Darek Vetsch
Nadine Schoen

Absent

Board of Commissioners: Michael Kaczmarek

I. PLEDGE OF ALLEGIANCE

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

A. Approve Minutes from the County Board Meeting (10-17-2023)

B. Approve Minutes from the Personnel Committee (10-17-2023)

C. Approve Minutes from the Personnel Committee (10-24-2023)

Commissioner Tina Diedrick moved to collectively approve the County Board and Personnel Committee meeting minutes. The motion was seconded by Commissioner Nadine Schoen. The motion passed 4-0 with Commissioner Mike Kaczmarek absent.

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

III. REVIEW & APPROVAL OF AGENDA

Chief of Civil Greg Kryzer said that the Attorney's Office would like to petition a timed item regarding approval to hire a temporary employee. Commissioner Darek Vetsch said this item would be added as timed Item F at 9:28 a.m.

Diedrick moved to approve the agenda with the listed additional item. The motion was seconded by Commissioner Jeanne Holland. The motion passed 4-0.

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

IV. CONSENT AGENDA

Schoen moved to approve the consent agenda. The motion was seconded by Holland. The motion passed 4-0.

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

A. ADMINISTRATION

1. Authorize Staff to Sign a Letter Declining the Use of County Tax Abatement for the Larson Building Project in Buffalo.
2. Authorize Signatures on City Law Enforcement Contracts with Otsego

B. FINANCE & TAXPAYER SERVICES

1. Motion to Approve the Reimbursement of the American Rescue Plan (ARP) Act Funds as Follows:
   Approval of Use of ARP Funds From 01-099-493-8467
   $3,205.25 5.11 Drinking Water Transmission & Distribution- City of Buffalo
   $6,745.78 5.19 Last Mile Projects-Broadband- City of Buffalo
   $5,500.00 2.26 Education Assistance-Senior Community
2. Approve the Seasonal Use (November 1, to April 1) of County Vehicle for the Highway Maintenance Supervisors.
3. Approve Renewal of 2024 Tobacco Licenses For:
   Emma's Express
   The Original Tom Thumb
   Casey's General Store # 3601
   Casey's General Store # 2412
   Casey's General Store # 2156
   Casey's General Store # 1647
   Walmart # 3624
   Coborn's Marketplace # 2047
   Coborn's Marketplace # 2029
   Coborn's Marketplace # 2008
   Coborn's # 2028
   Coborn's Express # 2047
   Coborn's Liquor # 6034
   Coborn's Liquor # 6038
   Little Dukes- Albertville
   Little Dukes- Clearwater
   Cash Wise Liquor # 7043
   Riverview Liquorette
   Lake Region Coop Oil Assoc.- Cokato
   Lake Region Coop Oil Assoc.- Maple Lake

DRAFT

4-Way Liquors
Hi-Way Liquors
Don's Auto Service & Repair, Inc.
BP Gas Station
Jack's of Cokato Inc.
Albertville Tobacco and Vapor Inc.

4. Motion to Approve Attached Budget Amendments for September 2023 (BA58 - BA67)
5. Approve New Tobacco Licenses For:
   Holiday Stationstore # 2746546
6. Acknowledge Warrants Issued Between October 11 Through October 31, 2023.

C. HIGHWAY

1. Approve Memo of Understanding (MOUs) with the Cities of Albertville, Cokato, Waverly, and Cokato Township for the Storage and/or Purchase of Salt for the 2023/2024 Snow and Ice Control Season.
2. Approve Agreement No. 23-54 Between the City of Monticello and Wright County for the Improvements to County Highway 75 (East Broadway Street) Planned for 2024 Construction.
3. Approve MOU/Amendment to Agreement 22-53 between the City of Monticello and Wright County for the 2023 Improvements to County Highway 75 (Broadway Street West).
4. Authorize County Administrator and County Board Chair to Sign Professional Engineering Services Agreement with WSB & Associates, Inc for Design of Reconstruction of CR 137 from I-94 to Marx Avenue in Cities of Albertville and Otsego.

D. HUMAN RESOURCES

1. Request Approval and Authorization of Signature of Memorandum of Agreement (MOA) for the County Contributions for the 2024 Health Insurance Plans with Teamsters, Local 320 (Courthouse Unit).
2. Request Approval of a Memorandum of Agreement (MOA) for the County Contributions for the 2024 Health Insurance Plans with the Wright County Deputies Association (WCDA).
3. Request Approval and Authorization of Signature of a Memorandum of Agreement (MOA) for the County Contributions for the 2024 Health Insurance Plans with the International Union of Operating Engineers, Local No. 49.
4. Request Approval and Authorization of Signature of a Memorandum of Agreement (MOA) for the County Contributions for the 2024 Health Insurance Plans with AFSCME Employee Council No. 65.

E. RECORDER

1. Township Plat Approval for the Plat of Betzler Addition Located in Silver Creek Township

F. SHERIFF

1. Requesting Board Approval and Board Chair Signature on the 2024-2025 Radiological Emergency Preparedness (REP) Grant

DRAFT

V. TIMED AGENDA ITEMS

A. 9:05 AM- SEAN DERINGER, SHERIFF

1. Sheriff Deringer Would Like to Recognize Six Citizens for Their Life-Saving Actions in Several Events That Took Place in Wright County in 2023.

Sheriff Sean Deringer said that he would like to recognize six citizens for their life-saving actions in several events that took place in Wright County in 2023. Deringer recognized Josh Reed, Adam Bumgarner, Alex Johnson, Todd Walock, Joshua Walock, Clayton Laney, and Paul Nolden, all of whom played a direct role in saving another person's life in Wright County this year.

B. 9:20 AM- MATT TREICHLER, SHERIFF

1. Resolution to Approve the 2024 MN Department of Public Safety Traffic Enforcement Grant ($47,300)

Chief Deputy Matt Treichler said that Wright County has been awarded this grant for more than 10 years. The grant provides reimbursement for the specific enforcement of DWI, distracted driving, speed, seatbelt, and move-over laws.

Holland moved to adopt a resolution to approve the 2024 Minnesota Department of Public Safety traffic enforcement grant. The motion was seconded by Schoen. The motion passed 4-0.

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

C. 9:23 AM- CHAD HAUSMANN, HIGHWAY

1. Approve Resolution Requesting Variance from Standard State Aid Operation for Franklin Township Bridge Replacement Project (Eastwood Avenue) Replaces Previous Resolution. Minnesota Department of Transportation (MnDOT) Needs a Small Edit to Ensure Variance Approval.

Highway Engineer Virgil Hawkins presented for Assistant Highway Engineer Chad Hausmann and said that this resolution was previously approved and MnDOT is looking for a small edit to ensure variance approval.

Holland moved to adopt a resolution requesting variance from standard state aid operation for the Franklin Township bridge replacement project. The motion was seconded by Schoen. The motion passed 4-0.

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

DRAFT

D. 9:24 AM- VIRGIL HAWKINS, HIGHWAY

1. Approve Cooperative Maintenance Agreement No. PW 48-73-23 with Hennepin County and Pass Accompanying Resolution Regarding Bridge Maintenance Responsibilities for Three (3) Bridges Located on the Wright/Hennepin County Line.

Hawkins said that this request is replacing a previous five-year agreement and will be in effect from January 2024 to December 2028.

Holland moved to adopt a resolution approving a cooperative maintenance agreement with Hennepin County regarding bridge maintenance responsibilities located on the Wright/Hennepin County Line. The motion was seconded by Diedrick. The motion passed 4-0.

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

E. 9:27 AM- ELIZABETH KARELS, PROJECT ADMINISTRATION

1. Approve Resolution Claiming November 15, 2023, as National GIS Day in Wright County

Project Administrator Elizabeth Karels said that Geographical Information System (GIS) Day was first celebrated in 1999, but this is the first year that Wright County is looking to officially recognize a dedicated day for GIS.

Diedrick moved to adopt a resolution claiming November 15, 2023, as National GIS Day in Wright County. The motion was seconded by Holland. The motion passed 4-0.

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

F. 9:28 AM- BRIAN LUTES, ATTORNEY

1. Approval to Hire a Temporary Employee

County Attorney Brian Lutes said that the Attorney's Office is seeking approval to hire a temporary employee as an interim replacement to supplement the office. A current employee is going to be on leave for up to 12 weeks and this position provides a service that is statutorily mandated. A person with extensive experience providing the mandated service reached out to the Attorney's Office about a part-time opportunity and this person would be an ideal, experienced fit to fulfill the temporary need. The request will have a neutral impact on the personnel budget.

Diedrick moved to approve the hiring of a temporary employee. The motion was seconded by Holland. The motion passed 4-0.

DRAFT

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

G. 9:30 HEALTH & HUMAN SERVICES

1. HEALTH & HUMAN SERVICES CONSENT AGENDA

Diedrick moved to approve the consent agenda. The motion was seconded by Holland. The motion passed 4-0.

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

i. Approve HHS Advisory Committee (HHSAC) Two-Year Term Reappointment:
1. Linda Antl, District 1 - Second Term Ends 01-13-2024

ii. Approve Opioid Settlement Advisory Council Appointment:
1. Chad Miller, Outreach Social Worker II, Represents HHS; Chad Miller Replaces Kaylyn Sayen
2. Remove Kaylyn Sayen, Social Worker II, HHS
With the removal of Kaylyn Sayen and addition of Chad Miller, OSAC has 23 members

iii. Approve $118,853 Children's Mental Health Screening Grant for Period 01-01-2024 Through 12-31-2024.

2. HEALTH & HUMAN SERVICES TIMED AGENDA

i. <u>Adopt Resolution HHS 23-10 - Accept September Donation</u>

Diedrick moved to adopt a resolution accepting the September donation. The motion was seconded by Holland. The motion passed 4-0.

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

ii. <u>Recognize the HHS Employee of the Month for November</u>

MnCHOICES Assessment Social Worker Amanda Wilson was recognized as the Health & Human Services (HHS) Employee of the Month for November.

iii. <u>Overview of HHS Debt Collection Process</u>

Business Manager Jim O'Dell gave an overview of the HHS collections activities process. O'Dell said that the collections process in HHS involves the systematic effort to recover outstanding debts related to healthcare services, social assistance programs, or other HHS-administered services. A summary of the collections process steps includes identification of debts, notification, payment arrangements, legal action, garnishment/liens, and repayment/resolution. HHS collects debts for both Wright County and the State of Minnesota, acting as the state's

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fiduciary agent. O'Dell said that there is a delicate balance of what is best for a family that owes a debt. For instance, if the debt was a result of out-of-home placement and the family has been reunited, the debt may be forgiven as the family tries to get back on its feet.

O'Dell said that Wright County's debt revolves around fees assessed for county services and that county policy is followed for collecting those debts. The collections revenue year-to-date is $1.8 million, which does not include child support, and a majority of that goes back to the state. Approximately $270,000 has been collected for Wright County-specific debts so far in 2023.

iv. Presentation: Adoption Update

Social Services Manager Michelle Miller gave an update on adoption in Wright County. Miller said that recently the subject of child protection has been in the media. There is criticism in all aspects of child protection and the lack of information shared makes it appear that child protection is not working to do what is in the children's best interest.

Miller said that using year-to-date numbers, the estimated number of child protection reports received for 2023 is estimated to be 2,400, the investigations completed is estimated to be 728 and the open child protection management cases is estimated to be 117. Miller said that while the number of reports and open cases remain relatively stable, child protection is serving more children and families in its assessment area and keeping more children with their families. The percentage of protection cases that result in adoption for 2023 is estimated to be 4 percent, which is the same as 2022, and down from 6 percent in 2019-2021.

v. HHS Director Comments

HHS Director Jami Goodrum said that the Department of Human Services has split and created a Department of Children, Youth and Families that will be established July 1, 2024.

Wright County received an additional $29,746 from the National Opioid Abatement Trust.

Funding that Public Health received for emergency response during the COVID pandemic has been offered an extension through 2025. Wright County has approximately $840,000 in unspent funds of the original $1.4 million.

The waitlist for MnCHOICE assessments has been diminished. Currently, there are approximately 75 people on the waiting list. Face-to-face home visits will be required as of November 1, 2023, increasing travel time. Goodrum said that HHS's goal will be to have less than a couple dozen cases on a waitlist at any given time going forward. HHS

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has five assessors and five reassessors using the new 2.0 tool and the remaining staff will begin using the tool in January 2024. There are currently still concerns with the 2.0 tool and the concerns are being relayed to the state office.

H. 9:50 AM- LINDSEY MEYER, FINANCE & TAXPAYER SERVICES

1. Denial of Tobacco License for Monti Tobacco LLC (213 Pine Street, Monticello, MN 55362)

Kryzer said that in review of the application, the distance calculated to the Monticello Community Center is 942 feet, which does not meet the ordinance requirement of being at least 1,000 feet from a youth-oriented facility.

Holland moved to adopt a resolution denying the tobacco license for Monti Tobacco. The motion was seconded by Schoen. The motion passed 4-0.

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

I. 9:55 AM-MARC MATTICE, ADMINISTRATION

1. Schedule a Committee Of The Whole for December 12, 2023, Following The Meeting of The County Board of Commissioners With MPCA.

A Committee of the Whole- Minnesota Pollution Control Agency (MPCA) has been scheduled for 10:30 a.m. Tuesday, December 12.

Schoen moved to schedule a Committee of the Whole- MPCA. The motion was seconded by Holland. The motion passed 4-0.

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

2. Schedule a Committee Of The Whole for December 14, 2023, at 10:00 a.m. to Review Household Hazardous Waste Programming for Problem Materials

A Committee of the Whole- Household Hazardous Waste (HHW) has been scheduled for 10:00 a.m. Thursday, December 14.

Schoen moved to schedule a Committee of the Whole- HHW. The motion was seconded by Holland. The motion passed 4-0.

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

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3. Appoint Two Commissioners to Assist With the Design of the Household Hazardous Waste Facility

Kaczmarek and Holland have been appointed to the HHW Design Committee.

Diedrick moved to appoint Kaczmarek and Holland to the HHW Design Committee. The motion was seconded by Schoen. The motion passed 4-0.

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

VI. ITEMS FOR CONSIDERATION

A. ADMINISTRATION

1. Schedule a Committee of the Whole to Discuss 2024 Salary for County Sheriff and County Attorney

A Committee of the Whole to discuss the 2024 salary for the County Sheriff and the County Attorney was set for 10:00 a.m. Monday, November 20.

Schoen moved to schedule a Committee of the Whole-County Sheriff and County Attorney salary. The motion was seconded by Holland. The motion passed 4-0.

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

2. Schedule Meeting with Legislators- Suggested Date December 7, 2023.

A Committee of the Whole- Legislative Priorities was set for 3:00 p.m. Thursday, December 7.

Holland moved to schedule a Committee of the Whole- Legislative Priorities. The motion was seconded by Schoen. The motion passed 4-0.

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

3. Refer Items to the November 14 Workshop

Vetsch said that he would like to give an update on the Central Mississippi Regional Partnership. County Administrator Lee Kelly said that he would like to discuss the advisory board committees.

DRAFT

B. COMMITTEE RECOMMENDATIONS

1. Approve and Adopt Recommendations from the October 17, 2023 Personnel Committee of the Whole

Vetsch said that recommendation four regarding adding a position should be removed.

Schoen moved to approve and adopt the recommendations from the October 17 Personnel Committee with the above-listed modification. The motion was seconded by Holland. The motion passed 4-0.

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

2. Approve and Adopt Recommendations from the October 24, 2023 Personnel Committee

Holland moved to approve and adopt the recommendations from the October 24 Personnel Committee. The motion was seconded by Holland. The motion passed 4-0.

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

VII. ADJOURNMENT

The meeting was adjourned at 10:10 a.m.

VIII. WARRANTS ISSUED

A. Warrants Issued

County Board Minutes submitted by Caitlin Chovan, Administration Office Manager

DRAFT

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 *
11/21/2023 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
CEC4226

Item Details

Board Action Requested *
Approve Minutes from the Committee of the Whole- Legislative Review (11-07-2023)

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Minutes from the Committee of the Whole- Legislative Review (11-07-2023)

Value Stream the request primarily aligns with:

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

Describe the impact on staffing resources.

Fiscal Impact:

Background/Justification:

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
11-07-2023 Committee of the Whole- Legislative Review.docx	Attachment

☐ Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Notes

COMMITTEE MEETING MINUTES

COMMITTEE OF THE WHOLE

NOVEMBER 7, 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, Nadine Schoen, Jeanne Holland, and Mike Kaczmarek

Others Present: Caitlin Chovan, Lindsey Meyer, Clay Wilfahrt, Sean Deringer, Lee Kelly, Jami Goodrum, Brian Lutes, Greg Kryzer, Marc Mattice, Gregory Pickard, Sarah Grosshuesch,

I. Legislative Review

County Attorney's Office

- **Amendment to Section 138.17 related to Destruction Report for Electronic Documents**
  - Records were primarily in paper format in the past. It was easy to destroy boxes of records on an annual basis based on the retention periods. Lists could then be created of the records that were destroyed during this annual records purge.
  - Currently, records are increasingly changing from paper to electronic format. Some systems containing electronic b records can be programmed to automatically destroy records after the applicable retention period has lapsed.

Assistant County Attorney Greg Kryzer said that the Association of Minnesota Counties (AMC) is not currently working on this topic, and it is not a priority with the Minnesota County Attorney's Association (MCAA). Commissioner Darek Vetsch suggested connecting with Flaherty & Hood before the legislative priorities Committee of the Whole (COTW) meeting that is scheduled for December.

- **Amendments to Chapter 429 for SSTS (Substance Sewage Treatment System) Abatement and Assessment**
  - A draft of proposed amendments to allow the County (and cities and townships that have SSTS ordinances) to abate non-compliant SSTS and to assess for the abatement costs.

Kryzer said this amendment would allow the county to fix non-compliant septic systems and assess the homeowner for the work done. This would shorten the abatement period from years to months.

Health and Human Services

- **Wright County supports system modernizations to improve efficiency, effectiveness and reduce the cost-of-service delivery while expanding county decision-making authority and leveraging multi-county, State, and Federal funding streams.**

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Health and Human Services (HHS) Director Jami Goodrum said that the biggest impact is staff time spent on outdated systems. Goodrum said that funding has been received to update the systems, but there has not been a push to begin the process.

- **Wright Count advocates a change to statue that would identify educational neglect from being a mandatory Child Protection response to a Child Welfare response.**

Goodrum said this is high level and there are some gaps and needs at the local level. Currently educational neglect automatically opens a Child in Need of Protection or Services (CHIPS) case, and that isn't necessary in many educational neglect situations. County Attorney Brian Lutes agreed and said there are several reasons for educational neglect to be reported and the resolution doesn't necessarily need to involve court.

Finance and Taxpayer Services / License Center

- **Driver Vehicle Services Testing and Availability of in-person on-the-road testing.**
    - The county would like third-party proctoring ability for the Motorcycle and Commercial Driver's License written tests.
    - On-the-road testing availability has not returned to acceptable levels post-COVID.

Vetsch said that written test for motorcycle and commercial vehicles is approximately sixty days out and appointments are very limited. Finance Director Lindsey Meyer said that the State of Minnesota is struggling to hire and retain staff and she does not believe that Wright County would have the same staffing issues as the state.

Highway

- **Adequate Funding for Highways**

Additional Items to Monitor

- Data Practice Changes
- Right-to-Shelter Mandated Housing
- Veterans Property Tax Exemptions
- Drainage Ditch Registry
- Central Minnesota Emergency Medical Services (CMEMS)
- Cannabis Regulation
- School Resource Officers (SRO)

Vetsch said that Wright Technical Center continues to appreciate the County's support in allowing them to utilize Flaherty & Hood's services. Vetsch wanted to reaffirm with the board that Wright Tech can continue to work with Flaherty & Hood. Consensus was received from the board.

The Meeting Adjourned at 2:01 p.m.
Committee of the Whole minutes submitted by Jenn Eggersgluss, 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 *
11/21/2023 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
CEC4226

Item Details

Board Action Requested *
Approve Minutes from the County Board Workshop (11-14-2023)

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Minutes from the County Board Workshop (11-14-2023)

Value Stream the request primarily aligns with:

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

Describe the impact on staffing resources.

Fiscal Impact:

Background/Justification:

Route for Review and Approval

☐ County Administrator
☐ 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

Notes

BOARD WORKSHOP MINUTES

BOARD OF WRIGHT COUNTY COMMISSIONERS

November 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: Darek Vetsch, Jeanne Holland, Nadine Schoen, Michael Kaczmarek

Others Present: Alan Wilczek, Clay Wilfahrt, Jim O'Dell, Lee Martie, Lindsey Meyer, Elizabeth Karels, Matt Detjen, Ross Demant, Greg Kryzer, Matt Fomby, Lee Kelly, Marc Mattice, Caitlin Chovan, Jami Goodrum, Sarah Grosshuesch, Tyler Webster, Barry Rhineberger, Schawn Johnson, Jolene Foss, Steve Jobe, Josh Kwolik, City of Buffalo Administrator Taylor Gronau, City of Buffalo Clerk Susan Johnson

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

I. Schedule Meetings as Needed

No meetings to schedule.

II. Commissioner Updates

Darek Vetsch

Vetsch stated that the City of Cokato did not approve the contract with the Wright County Sheriff's Office it failed on a 2-2 vote. Cokato is asking to renegotiate the contract and Vetsch has no interest. As of right now, policing will cease effective January 1, 2024. Assistant County Attorney Greg Kryzer stated that Administration should direct Cokato to start contingency plans for alternative law enforcement.

Central Mississippi Regional Partnership (CMRP)

Vetsch said CMRP is transitioning from a Joint Powers Agreement (JPA) to a non-profit. The reason for the transition is CMRP is looking to move toward lobbying efforts instead of planning. Vetsch said that it will be brought forward to the Wright County Board at a later date for its participation.

III. Reasonable Accommodation Policy

Vetsch said this is a policy that was adopted in response to the American Disability Act (ADA). The policy was drafted to get better direction on how to deal with situations and parameters to comply with state and federal regulations. Commissioner Mike Kaczmarek asked about the Land Use Plan and how an establishment is exempt. Kryzer said that exemption is given due to disability and federal law states that a requestor must be provided with reasonable accommodations to the zoning regulations. Kaczmarek asked if there was any legal reason why county staff couldn't ask what an applicant's screening process is regarding criminal history. Kryzer said there is no reason the question can't be asked on an application, but the answer will not make an impact on whether an application is approved or denied. Kaczmarek asked if there was interest from other board members to add a background screening question to the application and consensus was to add a question relating to background screening.

Kaczmarek referred to a current property that was approved by the Board of Adjustment. He gave details on the home, stating that approval was given for nine unrelated people to occupy the home. The home is a four-bedroom, 1,400-square-foot home with two occupants per room. Kaczmarek asked if there was any interest in language change to lessen the number of people allowed in a house. Kryzer said the application was received and the Planning and Zoning Office checked all of the boxes, including the septic system accommodations and room requirements. Kaczmarek asked about the requirements regarding staffing at the home, and Kryzer said that a staff member is required to be at the home anytime

there is an occupant present. Director of Public Health Sarah Grosshuesch said that the staff is licensed by the Department of Human Services (DHS). Planning and Zoning Administrator Barry Rhineberger said that staff is not there 24 hours, but they do have to be there when the residents are there. Kaczmarek asked who does the follow-up to make sure that someone is there with the residents. Grosshuesch stated that DHS carried the licensing and would be the ones to follow through.

RECOMMENDATION: Direct staff to add a reference related to background screening to the Planning and Zoning application.

IV. Election Precinct In County Government Center

Election Manager Tyler Webster stated that the City of Buffalo is looking to designate the Wright County Government Center as one of its precincts. The Elections Office has worked with county staff to develop a logistic plan for parking areas, signage, etc. There was discussion of possibly charging a fee for facility use. Kryzer asked if the City of Buffalo was expanding or if this a proposed new precinct. Buffalo City Clerk Susan Johnson stated that the city will split a current precinct. Webster said that Wright County typically has larger precincts and by splitting the precincts Wright County would be able to service the voters better. Webster said that this precinct would be the most secure facility within the county. Commissioner Mike Kaczmarek asked what the rental agreement would look like for square feet or specific dates. Webster stated that it would be left to the discretion of the board. Assistant County Administrator Marc Mattice stated that the county policy for room guidelines and discussion was had regarding the county policy for room use and the consensus was to allow Buffalo to use the Government Center as a precinct without charge.

RECOMMENDATION: Allow the City of Buffalo to use the Government Center as a precinct without charge.

V. Discuss License Application Packet Process

Webster said that there were questions about how the tobacco license applications are being presented at board meetings and there have been some requests to provide more information. There were data practice issues with redaction of more information. During the renewal period, redaction can be challenging. Webster asked what information is needed from the board to make decisions on tobacco licenses. Webster presented a spreadsheet that was created for renewals that includes information that will identify the applicants, location, and violations within the last couple of years. Kaczmarek said the information provided on the spreadsheet gives enough detail. Consensus was to allow the spreadsheet to be submitted to the board instead of the full redacted application.

RECOMMENDATION: Utilize the summarized spreadsheet in place of the full applications for tobacco license renewal requests going forward.

VI. Emerald Ash Borer Presentation (EAB) – Matt Detjen

Agriculture and Drainage Coordinator Matt Detjen gave a brief presentation about Emerald Ash Borer (EAB). Detjen said that Wright County currently does not have a plan in place regarding EAB. EAB is an insect that attacks ash trees, but the larva form is the most destructive and EAB has almost a 100 percent mortality rate for ash trees. Wright County has a high volume of ash trees, especially in boulevard areas. There have not been a lot of ash tree surveys except for the parks systems. When ash trees die, they become harder to cut, are brittle and potentially hazardous.

There are more than 50,000 ash trees estimated in urban areas of Wright County. The Parks & Recreation Department currently surveys and checks the health of 651 ash trees in high-use areas. Parks had applied for a grant in the amount of $488,750 and did not receive the full amount but did receive $423,250 to cut and replace ash trees in parks. Parks surveyed 651 trees in high-use areas and would like to cut and replace about 250 trees. Vetsch asked about what the average cost is to cut and remove and Detjen said the estimated cost is about $1,500 per tree depending on size and location. There is no way to eliminate EAB but there are measures to take to slow the spread, proactively cutting ash trees and tree injections. Treatments are needed every one to two years and can cost up to $200.

Detjen said that he would like to see what potential steps can be taken as a county. The county is not involved in going onto residential property, but the county does have a lot of rights-of-way (ROW), parks, and land that contains ash trees. Detjen summarized the potential steps that Wright County could take to be proactive with EAB.

Detjen said that there are a good number of cities in Wright County that have already taken steps to combat EAB. Kaczmarek asked what is done about private property or ROW that has a tree that died from oak wilt or Dutch elm disease. Detjen said he is not sure what The Highway Department does currently for ROW. Ash is different as there are trees that die and fall every day and is just high density that will need to be proactive with EAB because the trees die rapidly. Vetsch asked how quickly EAB spreads and how fast it progresses. Detjen said trees will start dying within three years and it will spread exponentially once EAB is introduced into an area.

Commissioner Jeanne Holland asked how ashwood is disposed. Detjen said that it is suggested to chip it twice or transport is allowed within a quarantine county, in which Wright County is. If transported to another site, there is potential to spread EAB to other areas that do not have EAB yet. There is conversation of a central disposal site to send people if the cities do not provide a disposal site. Mattice said that ash can be burned or chipped in one-by-one-inch squares. Mattice said that it is not recommended to stock and should be burned right way.

Commissioner Nadine Schoen said that instead of using resources to take down healthy trees is there the ability to help constituents with trees that are already infected and causing issues in ROW. Vetsch suggested contacting residents who have trees that need attention in public ROW and doing a 50/50 match with the grant funds. Mattice said that the affected trees that have been monitored since 2018 are in mowed areas of parks and high-use areas. Director of Parks and Recreation Ross Demant said that Parks is looking to be proactive for public safety and the grant can't be applied to ROW or private property.

Kaczmarek asked what the expiration date is for spending the grant money. Detjen said 2027 is when the money needs to be spent. Vetsch said that he would like to hold onto the money and use it as part of a large-scale bid and hopefully get the price down per tree. Detjen said that the Highway Department does not have a tree-cutting budget and there is not current staffing to survey the ROW.

RECOMMENDATION: Accept grant award for Shade Tree Grant and research other granting opportunities, potential budget impact, draft language for countywide EAB plan and potential ordinance.

VII. Ditch Assessment Update

Detjen said there is an assessment for one ditch and that will be brought to the board at the next meeting for approval and asked if the board would like to have a discussion on this before it is voted on. Discussion was had regarding the benefits of different interest rates and consensus was to set the interest rate at 3.75 for 2024. Finance Director Lindsey Meyer asked for confirmation from the board if the ditch assessments could be sent out and give proper notice. The board approved the ditch assessment notice to be sent out. Kaczmarek said that he would like to see a quicker turnaround for assessment notices and Meyer said it is challenging with the board meeting schedule, but it is possible to have them sent out by the first week in November.

RECOMMENDATION: For future years, send ditch assessments out during the first week of November when possible. Approve 2024 interest rate of 3.75 percent for ditch loans.

VIII. Strategic Plan

I. Leadership Philosophy

Mattice said there was a platform that was developed to get training and growth opportunities for potential leaders in Wright County in all positions. There was input from commissioners to add courtesy as one of the core values. Mattice said with the board's approval, Leadership would like to move forward with starting to develop some programs based on the platform. The consensus was to accept the Leadership philosophy.

RECOMMENDATION: Accept the Leadership platform.

II. Good Governance Strategic Initiative

Assistant County Administrator Clay Wilfahrt said there was an initiative brought up and Leadership discussed how the county operates in comparison to other counties operate. In working with the projects team, a survey was sent to other counties throughout Minnesota and asking specific questions on how they operate. The surveys were reviewed and Wilfahrt summarized the similarities and differences between Wright County and similar counties. Discussion topics included how the budget is set, how committee meetings are scheduled, and how items are added to a board meeting.

RECOMMENDATION: Formalize a policy on how citizens request an item to be placed on the board agenda.

III. Engagement Survey

Wilfahrt presented a draft survey and discussion was had regarding the survey's effectiveness and if it is appropriate for the cost. There is concern from the board about what action would be taken with the information collected. A suggestion was made to internally process data using lower-cost software and manually process data using current staff time.

RECOMMENDATION: Revisit the survey strategy and bring back to the board.

IX. Review Committee List

The committee list was reviewed, and the following changes were made:

Vetsch joining Extension replacing Schoen.

Schoen joining Economic Development Partnership replacing Vetsch.

Holland and Kaczmarek joining the Revisors Committee.

RECOMMENDATION: Update committee assignments as listed above, keep the remaining committee appointments the same as 2023.

The meeting adjourned at 12:25 p.m.

County Board Workshop minutes submitted by Jenn Eggersgluss, Administrative Specialist

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 *
11/21/2023 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
KAK4327

Item Details

Board Action Requested *
Approve Minutes from the Broadband Committee (11-14-2023)

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Minutes from the Broadband Committee (11-14-2023)

Value Stream the request primarily aligns with:

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

Describe the impact on staffing resources.

Fiscal Impact:

Background/Justification:

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
11-14-2023 Broadband Committee Minutes DRAFT.docx	Attachment

☐ Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

BROADBAND COMMITTEE MINUTES

BROADBAND COMMITTEE

NOVEMBER 14, 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: **Nadine Schoen, Darek Vetsch, Matthew Fomby, Elizabeth Karels, Heather Lemieux, Lindsey Meyer, Clay Wilfahrt**

Others Present: **Caitlin Chovan**

I. LOCAL CONTRIBUTIONS FOR BORDER-TO-BORDER GRANTS

Project Administrator Elizabeth Karels presented an overview of the Border-to-Border Grant program, scoring criteria, requested local contribution of the county by provider, options to address funding gaps if all projects were to be recommended, provider funding to date, and a NetWave Broadband Proposal. The scoring criteria presented included a link to Minnesota Employment and Economic Development's Scoring and Award Process. The requested local contribution by provider included a breakdown of total passings, total project cost, Internet Service Provider (ISP) contribution, requested county contribution, and locations. Karels also brought to the committee's attention that Frontier Communications requested non-financial support from the county and a resolution to offer support of Frontier's Border-to-Border Grant will be brought to the next county board meeting for action. The committee discussed and compared county contribution and total passings of each provider's request.

RECOMMENDATION: *The consensus of the committee was to make the following recommendations:*

- *Approve contribution of $60,000 to Charter/Spectrum for the Border-to-Border Grant.*
- *Approve contribution of $50,000 to Midco for the Border-to-Border Grant.*
- *Approve non-financial support to Frontier Communications for the Border-to-Border Grant.*

The meeting adjourned at 1:36pm
Minutes submitted by Kelly Kosloski, Administration Specialist

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 *
11/21/2023 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
KAK4327

Item Details

Board Action Requested *
Approve Minutes from the Ways & Means Committee (11-15-2023)

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Minutes from the Ways & Means Committee (11-15-2023)

Value Stream the request primarily aligns with:

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

Describe the impact on staffing resources.

Fiscal Impact:

Background/Justification:

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
11-15-2023 Ways & Means Committee Minutes DRAFT.docx	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

COMMITTEE MINUTES

WAYS & MEANS COMMITTEE

DATE: NOVEMBER 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 Lee Kelly, Lindsey Meyer, Heather Lemieux, Marc Mattice, Clay Wilfahrt
Others Present:	

I. 2023 Financial Policy Updates

Assistant Finance Director Heather Lemieux presented a summary of changes to the Wright County Financial Policies & Procedures. New policies discussed were a County Auction Policy, County Rebate Policy, and Gift Cards Policy. Updates to the Investment Policy, Employee Expenses Policy, Procurement Policy, Grant Procurement Policy, and the Capital Improvement Policy (CIP) were also discussed.

The committee reviewed Personnel Policy 506 Business-Related Expense Reimbursement and agreed that a change of wording from "unplanned" to "unbudgeted" would add clarity to the policy. The committee discussed and agreed to an update to travel in excess of 14 days requiring county board approval be updated in the policy. Finance Director Lindsey Meyer stated the updates in the Employee Expenses Policy would then mirror the Wright County Financial Policies and Procedures if approved. The consensus of the board was to bring forward the changes for board approval at the next scheduled county board meeting.

RECOMMENDATION: *The consensus of the committee was to make the following recommendations to the Wright County Financial Policies and Procedures:*

- *Approve addition of a new County Auction Policy*
- *Approve addition of a new County Rebate Policy*
- *Approve addition of a new Gift Cards Policy*
- *Approve updates to Investment Policy*
- *Approve updates to Employee Expenses Policy*
- *Approve updates to Grant Procurement Policy*
- *Approve updates to Capital Improvement Policy (CIP)*

The meeting adjourned at 1:33 p.m.
Minutes submitted by Kelly Kosloski, Administrative Specialist

Wright County
Summary of Changes
2023

Policy:		Update:
County Auction		New Policy
County Rebate		New Policy
Gift Cards		New Policy
Investment Policy		Removed wording for Internal Review Committee, as that was not actually occurring. Added World Bank (IBRD) as they are now allowed by statute.
Employee Expenses		Travel agent use for out of state travel was added. Added the public purpose ruling, clarified commuter rules, allow long term parking at the airport. This updates policy 506 in the personnel manual. Procurement card receipts are due to finance no later than 30 days instead of 60 days.
Procurement Policy		Removed the ability to execute oral contracts. Increased the threshold for approval.
Grant Procurement Policy		Created a separate policy for procurement with federal grants to avoid the confusion and updates by the federal agencies.
Capital Improvement Policy (CIP)		Updated the wording for the CIP Staff Committee. Added criteria for projects with no activity.

Wright County – Financial Policy Manual

County Auctions/Disposals

SECTION:	Purpose of Policies and General Provisions	**EFFECTIVE:**	
AUTHORITY:	Res. XX-XX	**REVISED:**	

Purpose
To provide a fair and standardized way to dispose of surplus/retired goods.

Policy
Wright County will dispose of surplus/retired goods, with a monetary value, through the means of a public auction.

All surplus/retired items should be clean and in the best working shape as possible to retrieve the most money possible at auction. Vehicles should clean, have at least 5 gallons of gas, and should be able to start and run on its own power (whenever possible).

Generally speaking, items with no monetary value will be disposed of.

If there is a surplus/retired good that a Division or Department desires to be disposed of by other means than auction, trade-in or given to another department, this must be approved by the County Board.

The Administration/Finance Office will be responsible to organize the final disposition of assets when any method of disposition other than abandonment is sought. Departments are responsible to communicate, to the Administration/Finance Office, the intent of disposal of any surplus equipment, including when trade-in is determined to be the most advantageous method.

Proceeds from the sale of surplus property and equipment shall be credited to the County's General Fund, except for the sale, trade-in and disposal of vehicles and heavy equipment, which will be credited to the County Wide or Sheriff's Office Fleet Programs be used to reduce the cost of the new, replacement or used acquisitions.

Abandonment:
Wright County staff is accountable to the citizens of Wright County, therefore, any county property disposed of thru abandonment means that there is no monetary value. This includes cooper wiring, recycle materials, appliances.

If there is a monetary value, the value must be realized by the County. No employee or contractor shall receive benefit from the disposal of such inventory/assets. Any benefit gained by an individual and not turned over to the county shall lead to discipline.

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County Rebates

SECTION:	Purpose of Policies and General Provisions	**EFFECTIVE:**	
AUTHORITY:	Res. XX-XX	**REVISED:**	

Purpose

To provide a fair and standardized way to receive rebates.

Policy

Travel:

When County funds are used to pay for airline travel, any frequent flyer miles, or any other benefit (including cash back programs, preference points for car, hotel or airline upgrades, free hotel stays) issued by an airline or the lodging facility, must accrue to the benefit of the County. Elected officials and/or County employees may not use these benefits for their personal travel.

Good Purchased:

When County funds are used to pay for goods, any rebates must accrue to the benefit of the County. Examples include Menards, Home Depot, Walmart, Kohl's Cash, etc.

All rebates received or applications for rebates must be submitted to the Finance Department, (Procurement Analyst). Finance will maintain the records of the rebate dollars and receipts to account for the rebate purchases and balances.

Administration/Finance is responsible for ensuring compliance with this policy. Any misuse or theft of rebates is prohibited.

Wright County – Financial Policy Manual

Gift Cards

SECTION:	Purpose of Policies and General Provisions	**EFFECTIVE:**	
AUTHORITY:	Res. XX-XX	**REVISED:**	

Purpose

Wright County's use of gift cards. Wright County both receives and disburses gift cards. This policy creates the guidelines for when gift cards are authorized under Minnesota Statute.

Policy

Minnesota Statutes authorize cities, counties, school districts and towns to disburse public funds using specific, limited methods. Since gift cards are cash equivalents over which the public entity maintains control after purchase, the actual disbursement of the government entity's funds can be seen to occur not when the gift card is purchased but when the gift card is transferred to a third party. Minnesota law authorizes disbursement of public funds by the following methods:

Negotiable instruments including checks, warrants, orders (Minn. Stat. §§ 412.271, subd. 1, 384.13, 385.31, 367.18 and 123B.96)

• Imprest funds (Minn. Stat. §§ 412.271, subd. 5, 375.162, 366.01, Subd. 12, and 123B.11), and
• Electronic or wire funds transfer (Minn. Stat. §§ 471.38 and 471.381).2

Wright County is not statutorily authorized to disburse public funds using gift cards, except when the federal/state grant permits the use of gift cards.

The use of the gift cards, even when expressly permitted by a grant program, for example, would have to follow all the requirements of the grant program and be itemized. If, in the absence of specific Minnesota law authorizing use of gift cards, a local government relied on a grant program for authority, it would need to be able to show that using a gift card was allowed by the grant program and that the gift card was used for an allowable cost of the grant program. In the absence of either, showing the use of gift cards could constitute misuse of public funds.

Custody

The Finance Department must be in custody of any gift cards as authorized in statute.

For cities, counties, school districts and towns only the treasurer is authorized to receive, have custody of and disburse the entity's funds. Minnesota Statutes §§ 412.141 (Statutory cities), 385.05, 385.07, 384.13 (Counties), 367.16 (Towns), and 123B.14, 123B.96 (School districts).

Donations

Wright County shall no longer receive gift cards unless allowed by a grant. Wright County doesn't have authority to disburse the gift cards.

Certain local government units have reported receiving donations in the form of gift cards from individuals. In these situations, the local government must ensure that it complies with the statutory requirements for the acceptance of gifts. Once received by the local government, gift cards become public funds and, accordingly, may only be held and expended as authorized by law. This presents a challenging situation for local government units. Without obvious authority in Minnesota Law to use gift cards to disburse public funds, it is unclear how the local government unit could use the gift cards.

Wright County – Financial Policy Manual

Investment Policy

SECTION:	General Policies-Finance	**EFFECTIVE:**	
AUTHORITY:	County Board	**REVISED:**	

Purpose
To provide clear guidelines as it pertains to investments in order to maximize returns while minimizing risk.

Policy
Wright County is responsible for receiving and disbursing public funds for many programs and taxing districts within the County's jurisdiction. It is the Policy of the County to invest public funds in a manner which will provide the highest investment return with minimum risk while meeting the daily cash flow demands of the County and conforming to all federal, state and local regulations governing the investment of public funds.

While the funds are in the custody of the County, pending disbursement, it is the Finance's responsibility to invest the monies as prescribed by Minnesota Statues, Chapters 118,471 and 475.

Investment portfolio risk will be minimized to ensure that liquidity and marketability are maintained. The County will not invest in instruments that it cannot hold until maturity, this excludes emergency situations. Although investments are subject to short-term volatility, it is critical that a long-term investment focus be maintained. The County will invest in securities that match the County's cash flow needs and debt service requirements.

Investment Program Objectives:

Governing Authority

Legality: The investment program shall be operated in conformance with federal, state, and other legal requirements, and according to Minnesota State statutes.

1. Scope

   This Investment Policy applies to all financial assets of the County. These funds are accounted for within the County's Annual Comprehensive Financial Report and include the General Fund, Special Revenue Funds, Capital Project Funds, Debt Service Funds, Trust and Agency Funds, and any new fund created by the County, unless specifically exempted by the County Board.

2. Prudence

The standard of prudence to be used by investment officials shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived, and shall be applied in the context of managing the overall portfolio. Investment officers acting in accordance with written procedures and the Investment Policy and exercising due diligence shall be relieved of personal liability for an individual security' s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse situations. Investment procedures must be complied with by those with access to and management responsibilities for County investments.

3. Objective

The primary objective of Wright County investment activities shall be:

a. Safety

Safety of principal is of critical importance to the investment program. Investments of the County shall be undertaken in a manner that seeks to ensure the preservation of principal in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

i. Credit Risk
The risk of loss, due to failure of the security issuer or credit enhancement, will be minimized by:

1. limiting investments to the type of securities listed in Section 8 of this Investment Policy.

2. diversifying the investment portfolio so that the impact of potential losses from any type of security or from any one individual issuer will be minimized.

ii. Interest Rate Risk
The risk that the market value of securities in the portfolio will fall due to change in market interest rates will be minimized by:

1. structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity unless an emergency arises.

2. investing operating funds primarily in short-term securities, money market mutual funds, or similar investment pools with an average maturity of 5 years or less.

b. Liquidity

The County investment portfolio will remain sufficiently liquid to enable the County to meet all operating requirements that might reasonably be anticipated. The portfolio will be structured so

that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets.

Alternatively, a portion of the portfolio may be placed in money market mutual funds, commercial paper accounts, or local government investment pools which offer same-day liquidity for short-term funds.

c. Yield (Return on Investment)

The County's investment portfolio shall be designed with the objective of attaining a market rate return. The core of investments is limited to low-risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity, except for the following exceptions:

i. A security with declining credit may be sold early to minimize loss of principal.

ii. A security swap that would improve the quality, yield, or target duration in the portfolio.

iii. Liquidity needs of the portfolio require that the security be sold.

d. Trading

Portfolio purchases will focus on holding investments until maturity to maintain securities at amortized cost. Excessive investment portfolio turnover commonly referred to as "trading" or "overtrading" to obtain short-term gains is not consistent with the stated investment objectives of the County and will be prohibited.

4. Delegation of Authority

The investment program shall be operated in conformance with federal, state, and other legal requirements. Authority to manage the County investment program is derived from Municipal Funds, Minn. Stat. 118A and the designations within this Policy as adopted.

Management responsibility for the investment program is hereby delegated to the Finance Department, who shall establish written procedures for the operations of the Investment Program consistent with this Investment Policy. The finance staff will monitor performance of the investment portfolio; and ensure that proper internal controls are developed to safeguard investments assets. Procedures should include reference to: safekeeping, delivery versus payment (DVP), investment accounting, Public Securities Association (PSA) repurchase agreements, wire transfer agreements, collateral/depository agreements, and banking service contracts. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions.

No person may engage in an investment transaction except as provided under the terms of this Policy and the procedures established by the Finance Department. The Finance Department shall be responsible for all investment transactions and shall establish a system of controls to regulate the activities of subordinate staff.

The selection of banking Services shall be made by the Finance Department. The Finance Department shall disclose all bank depositories annually to County Board. ln selecting depositories, the credit worthiness, experience, and past performance shall all be considered.

5. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from conducting personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Investment officials shall annually disclose to the Finance Department any material financial interests as required by State statute on an annual Statement of Economic Interest form. Employees and officers shall subordinate their personal investment transactions to those of the County, particularly with regard to the time of purchases and sales and shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the County.

6. Authorized Broker/Dealers

Wright County will conduct investment transactions only with authorized broker/dealers that:

a. act as primary or regional dealers that qualify under Securities & Exchange Commission Rule 15C3- l (Uniform Net Capital Rule).

b. submit annually to the Finance Director/Auditor-Treasurer a Minnesota State Auditor Broker Certification Form.

All broker/dealer relationships, providing they meet the above requirements, will be approved. The County will maintain no less than three broker/dealers in order to seek to diversify and allow for comparable quotes on investment transactions.

7. External Investment Managers

Wright County may enter into contracts with third-party investment advisory firms when their services are deemed to be beneficial to the County's Investment Program. The contract must be reviewed and approved by the County Board. The advisor must comply with this Investment Policy.

8. Authorized and Suitable Investments

Based on the investment objectives as defined in section 3 of this Policy, the County will limit investments to:

a. United States Securities including bonds, notes, bills, mortgages or other securities which are direct obligations or are guaranteed or insured issues of the United States, its agencies, its instrumentalities, or organizations created by an act of Congress. This includes World Bank (IBRD). Mortgage-backed securities that are defined as high risk or in certificates of deposit secured by letters of credit issued by federal home loan banks are not permissible investments.

b. General Obligation Bonds of state or local governments rated A or better by a national bond rating service.

c. Revenue obligations of state or local governments rated AA or better by a national bond rating agency.

d. General Obligation Bonds of the Minnesota Housing Finance Agency rated A or better by a national bond rating service.

e. General obligations of the Housing Finance Agency of any state rated AA or better and if it includes the moral obligation of the state.

f. Certificates of Deposits (Time Deposits) that are fully insured by the Federal Deposit Insurance Corporation (FDIC). This also includes Certificates of Deposits from credit unions, which are insured by the National Credit Union Association (NCUA).

g. Bankers acceptances of United States banks, eligible for purchase by the Federal Reserve System, that mature in 270 days or less. Evaluation of the financial strength of the accepting bank is necessary through purchasing acceptances only from banks with a minimum A (very strong bank) rating by a nationally recognized rating agency.

h. Commercial paper issued by United States corporations or their Canadian subsidiaries that is rated A-1, P-1, or F-1 or better by at least two nationally recognized rating agencies and matures in 270 days or less.

i. Money Market Mutual Funds which are rated AA or higher, by at least one nationally recognized statistical rating organization, invests in securities with a final maturity no longer than 13 months, and are generally government backed.

j. The Minnesota Association of Governments Investing for Counties (MAGIC) is a local government investment pool that is a joint powers entity for the purpose of allowing Minnesota Counties and instrumentalities of Counties to pool their investment funds to seek the highest possible investment yield, while maintaining liquidity and preserving capital.

k. Repurchase agreements consisting of collateral allowable in Minn. Stat. 118A.04, and reverse repurchase agreements may be entered into with:

   i. a financial institution qualified as a depository of public funds of the government entity.

   ii. any other financial institution which is a member of the Federal Reserve System and whose combined capital and surplus equals or exceeds $10,000,000.

iii. a primary reporting dealer in the United States government securities to the Federal Reserve Bank of New York.

iv. a securities broker-dealer licensed pursuant to Chapter 80A, or an affiliate of it, regulated by the Securities and Exchange Commission and maintaining a combined capital and surplus of $40 million or more, exclusive of subordinated debt.

v. reverse agreements only for a period of 90 days or less, and only to meet short-term cash flow needs. In no event may reverse repurchase agreements be entered into for the purpose of generating cash for investments, except as stated in State and Local Securities, Minn. Stat. 118.04, Subd. 3.

l. Guaranteed investment contracts.

Agreements or contracts for guaranteed investment contracts may be entered into if they are issued or guaranteed by United States commercial banks, domestic branches of foreign banks, United States insurance companies, or their Canadian subsidiaries, or the domestic affiliates of any of the foregoing. The credit quality of the issuer's or guarantor's short and long-term unsecured debt must be rated in one of the two highest categories by a nationally recognized rating agency. Should the issuer's or guarantor's credit quality be downgraded below "A", the government entity must have withdrawal rights.

m. Mortgage-backed securities, which include any collateralized mortgage obligations (CMOs) or real estate mortgage investment conduits (REMICs) that pass a three tier Federal Financial Institution Examination Council (FFEIC) stress test:

i. no average life greater than 10 years

ii. the security may not be shorter than 6 years in a down 300 basis points parallel shift in interest rates, nor lengthen more than 4 years in an up 300 basis point shift in rates.

iii. the price cannot change more than 17% in a +/- 300 basis point shift.

9. Concentration of Credit Risk

The County will substantially reduce the risk of loss resulting from the over-concentration of assets in a specific maturity, issuer, institution, or class of securities. No more than 5% of the overall portfolio may be invested in the securities of a single issuer, except for securities of the U.S Government and its agencies or an external investment pool.

10. Collateralizations

Collateralization will be required on the following types of investments:

a. Certificates of Deposits (Time Deposits) / Demand Deposits > $250,000

b. Repurchase agreements for investments held beyond seven days.

c. Bank Deposits held over $250,000 in each institution.

In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 110% of market value of principal and accrued interest. The underlying securities will be subject to monthly market valuations to ensure there is no market exposure.

The County chooses to limit collateral to the following U.S. Government securities:

a. Treasury Bills

b. Treasury Notes

c. Treasury Bonds

d. Federal National Mortgage Associations (FNMA)

e. Federal Home Loan Bank (FHLB)

f. Student Loan Marketing Association (SLMA)

g. Federal Farm Credit Bank (FIRCB)

h. Government National Mortgage Association (GNMA)

i. Federal Home Loan Mortgage Corporation (FHLMC)

For cash deposits on hand, collateral will always be held by an independent third party with whom the entity has a current custodial agreement. Clearly marked evidence of ownership (safekeeping receipt) must be supplied by the entity and retained. Collateralization shall be in the form of specific securities held for the County. The only exceptions are Federal Depository Insurance Corporation (FDIC), Securities Investor Protection Corporation (SIPC) and pre-approved insurance coverage. The County may collateralize its repurchase agreements using longer-dated investments not to exceed 5 years to maturity. The right of collateral substitution is granted, subject to approval from the Finance Director/Auditor-Treasurer or their designee.

11. Safekeeping and Custody

Investments, contracts, and agreements may be held in safekeeping with:

a. any Federal Reserve Bank.

b. any bank authorized under the laws of the United States or any state to exercise corporate trust powers including, but not limited to, the bank from which the investment is purchased.

c. primary reporting dealer in the United States government securities to the Federal Reserve Bank of New York.

d. a securities broker/dealer licensed under Chapter 80A, or an affiliate of it, and regulated by the Securities and Exchange Commission, provided that the government entity's ownership of all securities is evidenced by written acknowledgements identifying the securities by the names of the issuers, maturity dates, interest rates, CUSIP number, or other distinguishing marks.

e. County ownership of all securities in which the fund is invested should be evidenced by written acknowledgements identifying the securities by:

   i. the names of the issuers.

   ii. the maturity dates.

   iii. the interest rates.

   iv. any serial numbers or CUSIP number.

   The County may not invest in securities that are both uninsured and not registered in the name of the County and are held by either the counterparty or the counterparty's trust department or agent, but not in the name of the County.

12. Maximum Maturities

To the extent possible, the County will attempt to match investment maturities with anticipated cash flow liquidity demands. A majority of County reserve funds will be invested in securities maturing in 10 years or less, with no more than 5% of the County' s reserve funds being invested in securities maturing 15 years or more. Portfolio maturities shall be staggered to provide for reasonable liquidity.

Because of the inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as local government investment pools, money market funds, bank checking and savings to ensure that appropriate liquidity is maintained to meet ongoing obligations.

13. Internal Control

The Finance Department is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the County are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of the costs and benefits requires estimates and judgments by management.

Accordingly, the Finance Department shall establish a process for an annual review of the procedures by and an annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

a. Control of collusion

   Collusion is a situation where two or more employees are working in conjunction to defraud the employer.

b. Separation of transaction authority from accounting and recordkeeping

   By separating the person who authorizes the recording of the journal transaction from the person who performs the purchase of the transaction, a separation of duties is achieved.

c. Custodial safekeeping

   Securities purchased from any bank or dealer including appropriate collateral, as defined by State law, may be placed with an independent third party for custodial safekeeping.

d. Clear delegation of authority to subordinate staff members

   Subordinate staff members must have a clear understanding of their authority and responsibilities to avoid improper actions. Clear delegation of authority also preserves the internal control structure that is contingent on the various staff positions and their respective responsibilities.

e. Development of a wire or electronic transfer agreement with the lead bank or third-party custodian

   This agreement should outline the various controls, security provisions, and delineate responsibilities of each party making and receiving wire or electronic transfers.

14. Performance Standards

The investment portfolio will be designed to obtain a market average rate of return during budgetary and economic cycles, taking into account the County's investment risk constraints and cash flow needs. The County will strive to have at least 96% of its cash funds earning interest, or an earnings credit. The reporting method chosen to report interest rate sensitivity in a manner consistent with the portfolio's risk guidelines is segmented time quarterly distributions. The County accounting system will provide quarterly information concerning cash position, investment performance, and percentage that is invested short term for less than one year; medium term for one to five years; or long term for greater than five years.

15. Reporting

The Finance Department is charged with the responsibility of preparing a quarterly investment report that includes a management summary providing an analysis of the current investment portfolio and including return analysis and investment income with all gains and losses reported year to date.

16. Investment Policy Adoption

The County's Investment Policy shall be approved by the County Board. The Policy shall be reviewed annually by the County Board.

17. Local considerations

Where possible, funds may be invested for the betterment of the local economy that of local entities within the State. Wright County may accept a proposal from an eligible institution which provides for a reduced rate of interest provided that such institution documents the use of the deposited funds for community development projects.

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Employee Expenses Reimbursement

SECTION:	Accounting and Finance	**EFFECTIVE:**	
AUTHORITY:	County Board Approved	**REVISED:**	

Purpose

To be consistent with Minnesota Statutes and IRS guidelines for claims against the County incurred by employees in the conduct of official Wright County business. Furthermore, this policy is designed to provide the basis to determine that there is authority for County expenditures and a public purpose to that expenditure is directly related to the betterment of the functions of Wright County Government.

Wright County officials and employees may attend conferences and/or travel for county business purposes in accordance with this Policy. The County Administrator shall implement and administer this Policy and may impose restrictions on department travel.

To ensure ongoing policy and decision-making capacity on the part of the county board and administrators in the event of an accident, no more than two commissioners and one administrator and one assistant administrator may travel together outside of Wright County using the same scheduled mode of transportation.

Policy

Authority: Generally, to spend money a public entity must have authority to do so. Authority for an expenditure may be specifically stated in statute or charter, or it may be implied as necessary to do what an express power authorizes. In addition, the expenditure must be necessary and for a "public purpose".

Definition of Public Purpose-An activity that will serve as a benefit to the community as a body and which, at the same time, is directly related to the functions of government. The activity does not have as its primary objective the benefit of private interest. Generally, the main point is that a county's expenditure must ultimately benefit the county's citizens, although various citizens may benefit more or less directly.

Other Information

Public Purpose and Donations: According to the interpretation and understanding of state law described as the "public purpose doctrine", public funds may be spent only if the purpose is a public one for which tax money (and all funds) may be used, there is authority to make the expenditure, and the use is genuine.

There is not a precise definition of what constitutes a "public purpose". However, the courts have interpreted it to mean "such an activity as will serve as a benefit to the community as a body and, at the same time, is directly related to the functions of government."

In order to comply with Federal and State reporting requirements, some departments may have more stringent policies and may be required to use forms specified to those needs.

Many of the specific questions we receive involve requests for donations by individuals, non-profit entities, charities, etc. Such donations are not permitted unless they are based on express statutory authority. The assumption is that a gift of public funds to an individual or private entity necessarily serves a private, rather than a public purpose. Attorney General opinions have stated that public entities have no authority to donate funds, even to groups like 4-H clubs, the Red Cross, and the Boy Scouts. If a group is going to perform a function that the county has authority to perform, the county should set out the arrangement in a properly executed contract.

Counties, unlike private employers, must remember that public funds cannot be given away to public employees or officials as gifts. Public funds should not be used to purchase plants, flowers, birthday cakes, etc. for officers, employees, or others. Likewise, unless express authority provides otherwise, employee social functions may not be paid for with public funds. Of course, employees can informally pool their own money to purchase such things for each other. The Attorney General has stated that municipal corporations may not imply authority to appropriate public revenue for celebrations, entertainments, etc., or fund a Christmas party for employees. However, counties are expressly authorized to establish and expend funds for preventive health and employee recognition services. Minn. Stat. § 15.46 (2002).

Reimbursement of Travel and Related Expenses

County personnel traveling within or outside the County may be reimbursed for reasonable and necessary travel, meals and lodging expense, incurred by employees as part of official Wright County business. It shall be the responsibility of the respective Department Head or designee to review the expense report to assure the following:

1. The expense is not a substitute for expenses normally incurred as day-to-day personal expenses.
2. There is authority for County expenditure.
3. The expenditure serves a public purpose.
4. The expenditure is necessary and directly related to the betterment of the function of Wright County Government**.**

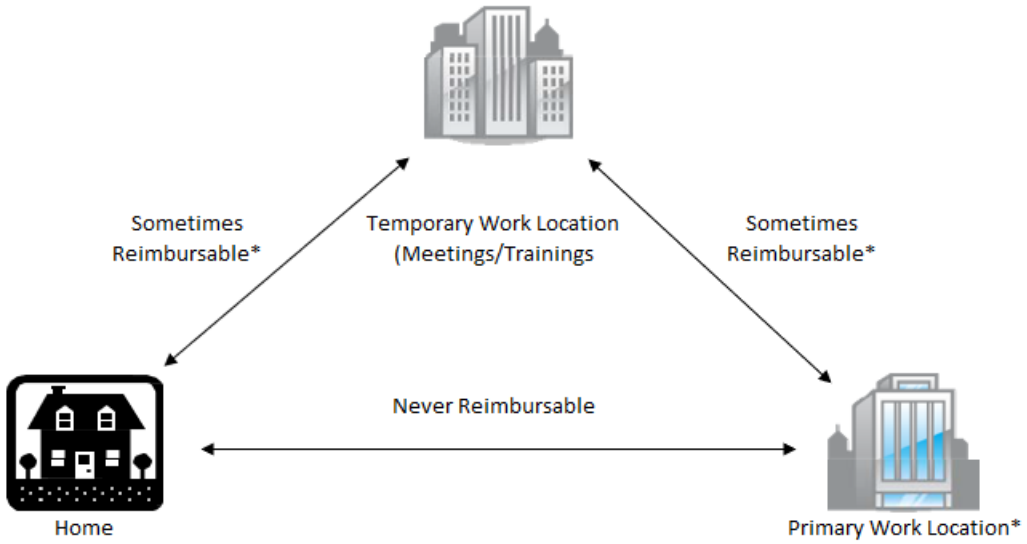
This policy shall apply to all employees and elected officials of Wright County. In the event that there should be any conflict between this policy and any current collective bargaining agreement between a recognized bargaining unity and Wright County, the bargaining agreement shall control. This policy shall be administered and interpreted by the County Administrator/County Auditor/Treasurer-Finance Director under the supervision of the County Board. In the event that there are recurring unique circumstances which exist in a particular department and may post a conflict or inconsistency with this policy, that Department Head may establish special policies and rules of procedure to these circumstances. Said special policies and rules shall not be applicable until such time that they have been reviewed and approved by the Finance or the County Administrator.

County personnel traveling in the conduct of authorized County business shall adhere to the following:

1. Fleet vehicles shall be used whenever possible. The fleet vehicles are checked out in the Administration Department. Only Departments with grants will be charged a percentage based on their prior years use (percentage will be examined annually). This percentage will be applied to actual expenses for fuel and maintenance. An invoice will be sent to each department quarterly and a journal entry will transfer the money from each department to the fleet account.

2. Mileage/Use of Automobile for Travel – Any County official or employee may be reimbursed for traveling on official County business with a private automobile at the prevailing rate as set by the Internal Revenue Service. Proof that no county fleet vehicle is available or approval from the department head is required to be reimbursed for mileage. Reimbursement may be denied if not submitted with the milage reimbursement form. This reimbursement is provided to cover costs associated with operating the private automobile including, but not limited to, gasoline, wear and tear, and automobile insurance. Employees are responsible for any automobile insurance costs or coverage related to their operation of private automobile for travel on County business. In the event more than one employee shares the use of an automobile for such travel, the employee sharing shall not receive more than their share of actual expenses. If the Employee decides to drive to their destination instead of flying the employee will be reimbursed for the lesser amount of the two costs.

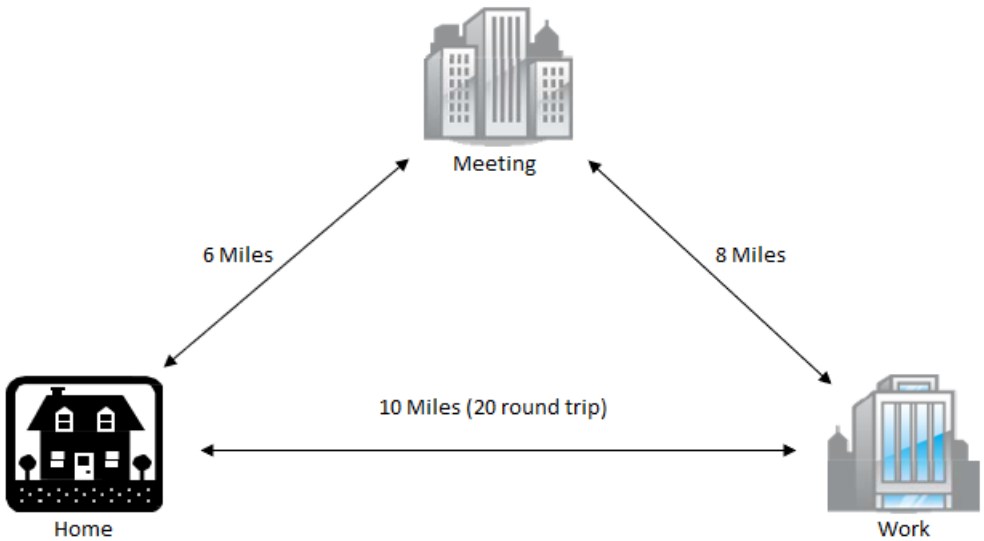
3. Commute miles are not reimbursed. Commute miles are the distance you travel from your home to your usual workplace.



*If the employee leaves their home or telework location and travels on County business by personal auto, the distance between the employee's temporary work location and their home must be more than the employee's regular commuting distance to be reimbursable. The number of miles claimed should be the total amount of miles that are in excess of an employee's normal commute.

Example of how to calculate mileage reimbursement:

1. If an employee normally commutes 20 miles round trip and during the day, they drive from home to work (10 miles); work to meeting (8 miles) and from meeting to home (6 miles) the employee would be reimbursed for 4 miles (normal commute of 20 miles minus total miles driven of 24).



For mileage reimbursement, teleworkers are to consider their telework location as their home if:

1. a teleworker is working from home, and they need to go to a meeting that is 15 miles round trip from their home and their normal commute to their primary work location is 10 miles round trip, they would be reimbursed for 5 miles.

2. a teleworker is working from home, and they need to go to a meeting at their primary work location, the mileage is considered their commute and is not reimbursable.

** If an employee has more than one primary work location (i.e., works from "Location A" three days a week and "Location B" two days a week) the location that the employee is expected to report to on that day is considered their primary location.

If an employee is required to attend a meeting that is not part of their normal schedule, miles from home to work location are reimbursable. For example:

1. If an employee normally works until 4:30 pm and travels home after work but must return to work at 7pm for a night meeting. The distance from home to the night meeting is reimbursable.
2. If an employee does not regularly work on Saturday but is required to come in for a meeting or to staff an event, the distance from home to the meeting or event is reimbursable.

Gratuities
Gratuities incurred, during travel shall be reimbursable. Gratuities shall not exceed 15% of the main billing amount, except when the gratuity is imposed by the facility.

Lodging
Lodging for County officials or employees will be reimbursed for county approved travel.

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

Meal Reimbursement
Meal reimbursement will be reimbursed when in Travel Status (defined as performing work more than fifty (50) miles from his/her temporary or permanent workstation) or with Department Head approval. Employees are reimbursed for the actual cost of a meal. The costs of the meal include taxes and gratuities, as defined in the gratuities section above and does not include alcoholic beverages. Authorized meal expense shall be reimbursed at a rate not to exceed the GSA approved rates. The purchase of meals should be made on the county officials or employees' personal card then submitted for reimbursement through the expense module and should not be made with a County PCard.

If traveling with multiple county officials or employees, each employee is responsible to purchase their own meals with their personal card. Employees should not purchase meals for other employees.

An employee may claim reimbursement for breakfast only if he/she was required to leave home for a travel status assignment before 6:00 a.m. or to be away from home overnight. An employee may not claim reimbursement for breakfast if the hotel offers a free continental breakfast as part of the stay, unless travel arrangements require travel during that time.

An employee may claim reimbursement for lunch when an event is hosted by an organization other than the County, when attendance at the event is necessarily beneficial to the County, and when such benefits cannot be derived other than at the event itself, and employee may claim reimbursement for a meal. On the other hand, the following are not considered necessary expenditure so they cannot be claim for reimbursement:

-Luncheon meetings among County employees and/or elected officials
-A spouse of a county employee or elected official

An employee may claim reimbursement for dinner only if county business caused him/her to return home from travel status after 7:00 p.m. or to be away from home overnight.

1. Sometimes the cost of the conference registration fee, or hotel lodging includes a meal. When reimbursed by the county, the employee is not eligible for additional reimbursement for the meal. Exception for the need for special diets which were not available.

2. Meals while traveling away from home on business are deductible. Employees are considered to be traveling away from home if their duties require them to be away from the general area of their tax home substantially longer than a normal business day and the employee needs to get sleep or rest to meet the demands of their work while away from home per Revenue Rulings 75-168 and 75-170.

3. Employee or officials taking non-County persons to breakfast, lunch, or dinner will not be reimbursed. The only exception to this Policy is when a county employee is involved with children or vulnerable adults in court activities that must extend through the lunch hour.

4. Costs over the authorized meal maximum shall be the responsibility of the employee.

Entertainment Expenses

Employees may not claim reimbursement for entertainment expenses since they are not considered necessary expenditures and thus do not serve a public purpose.

Other Authorized Expenses

1. Parking-Employees using private automobiles and County vehicles shall be reimbursed on an actual expense's basis for parking.

2. Car Rental-Employees may only use a rental vehicle at County expense when authorized or in an emergency. When using rental vehicles, the lowest rate available shall be used.

3. Taxi/Bus/Train/Light Rail-Payment reimbursement will be authorized for taxi or bus service when on County business and no private vehicle is available. Employees may be reimbursed actual costs plus a maximum 15% gratuity for taxi or limousine service when on County business and where no private vehicle is available.

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

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

Expenses Not Eligible for Reimbursement
Examples of expenses that shall not be reimbursed include, but are not limited to, those listed below.
o Alcoholic Beverages o Entertainment expenses
o Insurance expenses such as travel and car rental insurance
o Fines for traffic and parking violations or Expenses related to the loss, damage, or theft of employee property.
o Personal expenses incurred during travel which are primarily for the benefit of the traveler and not directly related to the official business purpose of the travel. Examples include the purchase of personal hygiene items, magazines, snacks, movie rentals and other miscellaneous items.

Approval and Notification of Travel

1. It shall be the responsibility of the respective Department Head or designee to review the employee's expense report to assure that the expense: is not a substitute for expenses normally incurred as day-to-day personal expenses; there is authority for County expenditure; the expenditure serves a public purpose; and the expenditure is necessary and directly related to the betterment of the function of Wright County
2. Government. Department Heads or designee within that department must sign all travel claims for their personnel and assure that the proper documentation is attached to the claim for reimbursement.
3. It is the responsibility of the Department Head to adequately budget for travel related expenses.
4. The County Board shall approve all unanticipated travel requests that are unbudgeted.

5. All out of state travel must be booked through the State of Minnesota Contract for Travel. The coordination with the Travel Agent to Wright County happens with a main point of contact being the Procurement Analysis.

6. The County Board approves out of state travel under the following conditions:

    a. For all unbudgeted travel
    b. International Travel

Funds Available

1. The Department Head is responsible to see that funds are available to pay for the attendance of all conferences they approve.
2. The County Administrator may approve travel advances when deemed necessary.

Travel Expenses for Spouse, Other Members of the Family or Non-County Employees
If an employee's spouse, family member or any non-County employee accompanies a County employee on a county business trip, any portion of the expenses attributable to the spouse, family member or non-County employee's travel, meals, lodging, etc. are in no circumstances reimbursable. If a spouse, family member or non-County employee accompanies an employee on a business trip, the reimbursable business expense for transportation and lodging is the single rate cost of accommodations for the employee.

Non-Employees

1. Member of various boards who have been appointed by Wright County and who travel on behalf of and at the expense of the county must have prior authorization from the respective board and the appropriate department director. The cost of such travel shall be charged to the appropriation of the specific board or to the budget of the authorizing department director.
2. The travel expenses of others are not normally paid by the county. However, persons other than officials and employees who incur travel expenses on behalf of the county while conducting essential, bona fide county business may be totally or partially reimbursed when:
    - Such expenses and obligations are in the public interest and benefit Wright County, or the County board or elected department head has given authorization in advance and has determined the county's share of reimbursement, and
    - The travel adheres to the county's travel policies and procedures.

3. The county's share of the costs shall be charged to the appropriate department travel budget. Travel expense reports must be approved by the department director and submitted in accordance with county procedures.

Violations

Any violation of this section shall subject the employee to disciplinary action, up to and including termination, as set forth in these regulations.

Billings
Whenever possible, employees shall make travel and accommodation arrangements in advance and request that Wright County be billed. If advanced direct billing cannot be arranged, all authorized travel expenses that are not billed directly to Wright County are to be paid by the employee, subject to reimbursement upon approval of a Travel Expense Claim

Travel and Miscellaneous Expense Claim
To be considered for reimbursement, an expense claim shall be prepared after return from travel and presented to the Finance Unit with Department Head or designee signature. The Finance Unit shall present such claims in accordance with the County's established policy for paying claims. All expenses are to be listed on a County expense claim form. Expenses listed on the claim form, but not accompanied by a receipt will not be reimbursed. Handwritten receipts made out by the employee are not acceptable. The claim form, with all receipts and documents attached, shall be submitted to the Department head for approval. Upon approval by the Department head, the claim form shall be forwarded to the Departments designated authority for reimbursement Reports shall be accompanied by the following:

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

Original bills and receipts shall be attached itemizing expenses, names of attendees, nature of the business conducted, time and place of the meeting and any other pertinent information necessary for the establishment of the validity of the claim. Failure to submit such a claim in accordance with MN. Statute 471.38 Subd. 1 or violation of any portion of this policy shall subject the employee to disciplinary action and to the penalties prescribed by law in MN. Statute 471 .392.

In accordance with IRS policy, claims for reimbursement of business-related expenses must be submitted within 120 days. If a claim is not submitted within 120 days of the incurred expense, it will be treated as personal income and is subject to withholdings. If an employee submits the reimbursement to their supervisor within 120 days and the supervisor does not submit the claim to Finance in time, the employee will not be penalized. This does not apply to the P-card which has a 30 day limit.

Cancelled Trips
If an employee has paid for expenses related to business travel and is unable to complete the travel in full or in part due to reasons of illness or unavoidable or emergency circumstances,

the department may support the expense reimbursement provided that the employee has made reasonable efforts to recover monies paid in advance and that a letter of explanation is submitted to department management for approval and is attached to the expense report.

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

Other Contracts
Other policies, contracts, or employment agreements with mileage allowances or other reimbursement language supersedes this policy.

Travel Related to Vendor/Contractor Activities
Travel related to vendor/contractor activities is subject to the following conditions:

1. Participation in vendor/contractor paid activities requires advanced approval by the County Administrator. Any commitment in excess of 14 days requires County Board approval.
2. Any official or employee involved in the evaluation, recommendation or approval of county purchases shall not accept free transportation or lodging from any person, firm, or corporation where such transportation or lodging is related to participation in vendor/contractor marketing activities. Where such activities require the use of vendor/contractor corporate transportation or lodging facilities, fair value reimbursement by the county is required.
3. Any county employee or elected official traveling at the expense of a contractor who either bills related costs back to the county under a reimbursable expense clause or assumes such costs shall submit to the County Administrator within 14 days after returning from the trip an accounting of such travel in the same manner as a travel claim against a county would be reported.
4. The restrictions in this section are not meant to limit participation, where appropriate, in vendor/contractor-sponsored seminars and education-related activities or in product-marketing activities where automobile travel or a meal is provided.

Wright County – Financial Policy Manual

Procurement Policy

SECTION:	General Policies-Finance	**EFFECTIVE:**	
AUTHORITY:	County Board	**REVISED:**	

Purpose

The goal of a sound and responsive public contracting system should include:

- Establish clear contracting standards and be responsive marketplace and industry standards.
- Enhance public confidence through ethical and fair dealings, honesty and good faith between the County, the business community, and other governmental jurisdictions.
- Promote efficient use of local government resources.
- Allow impartial and open competition protecting the integrity of the public contracting process and competitive nature of public procurement.
- Promoting affirmative steps to assure that minority business, women business enterprise, and labor surplus firms are used; and,
- Provide a public contracting structure that can take full advantage of evolving procurement methods as they emerge while preserving competitive bidding as the standard for public contracting.
- Is consistent with federal, state, and local laws, statutes and rules that pertain to public entity procurement and contracting.
- The Wright County Board expects full compliance with this Policy to avoid disciplinary action or personal financial liability of its employees and officials.

Policy

This Policy has been developed to ensure proper accountability of the public funds entrusted to Wright County and to maintain controls necessary for the County to operate efficiently. Wright County requires the practice of ethical, responsible, and reasonable procedures related to purchasing, agreements and contracts, and related forms of commitment. The policies in this section describe the principles and procedures that all staff shall adhere to in the completion of their designated responsibilities. The goal of these policies is to ensure that materials and services are obtained in an effective manner and in compliance with the provisions of applicable federal statutes and grant requirements. Failure to comply with the policies and guidelines could result in disciplinary action and/or personal financial liability.

These Contract Administration Policies and Procedures shall be overseen by County Administration and the Finance Department who shall develop and provide the necessary forms, procedures, and instruction for the implementation of these Policies and Procedures in conjunction with the County Attorney's Office.

The ultimate responsibility for an audit trail is with the Department Head. The Finance Department is responsible to ensure that a complete audit trail and proof of purchase (i.e. purchase orders, invoices, payments vouchers, etc.)

is maintained, in compliance with the Minnesota Record Retention Schedule, with the appropriate authorized signatures.

All Department heads or their designees shall have the authority to initiate purchases on behalf of their Department, within the guidelines described here.

County staff is responsible for developing all contracts in accordance with this Policy and to ensure a full awareness and understanding by affected employees. Each Department will designate an employee as the Contract Monitor for each individual contract, who will be responsible for ensuring all requirements are being complied with from the negotiation phase through contract completion, 2 CFR § 200.318. This individual will ensure that an original or copy of all contracts and subsequent amendments are supplied to the Centralized Contract repository or email the Procurement Analyst on a timely basis.

If there is a discrepancy between this Policy and state/federal law or rule, the latter governs.

Approval of New Orders
New or amended policies/procedures may be submitted to the County Administrator and then, if appropriate, to the Board of County Commissioners for approval.

Application
Unless otherwise stated in a specific policy, Wright County Contract Administration Policies and Procedures shall apply to all County Departments.

Responsibility
County staff is responsible for developing all contracts in accordance with this policy and to ensure a full awareness and understanding by affected employees.

References for the Administrative Policy Manual - Contracts
Minn. Stat. § 373.01 - Delineates powers and duties of a county, including requirements for bidding on contracts for the sale, lease, or conveyance of real and personal property owned by the county
Minn. Stat. § 373.02 - Delegates authority to execute written documents to Board Chair and Board Clerk (County Administrator)
Minn. Stat. § 375.21 - Addresses bid and bond requirements for work or labor purchase of furniture, fixtures, other property; construction or repair of roads, bridges, or buildings
Minn. Stat. § 471.345 - Uniform Municipal Contracting Law
Minn. Stat. § 471.59 - Provides basic statutory framework for joint operations between units of government
Minn. Stat. § 160.17 - Road construction requirements
Minn. Stat. § 162.04 - Final payment on applicable highway projects
Minn. Stat. § 290.92 – Tax withheld on wages
Minn. Stat. § 574.26 - Performance and payment bonds requirements for contracts in excess of $100,000 for the doing of any public work

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A. Contract Development

The purpose of a written contractual agreement is to protect the County from adverse legal and financial exposure among other things. In most cases a formal written agreement shall be required. Depending on the scope of work,

the amount to be expended and the associated risk, the contract originator may follow one of several processes as outlined below.

1) Contract Approval Authority:

a. Signature Delegation: Unless otherwise stated in this policy, the following parties have signature authority based on the value of the contact including but not limited to professional service agreements, general contracts, grants, joint power agreements, etc.:

i. Under $50,000: Department Head or designee
ii. $50,000.01 - $200,000: County Administrator or designee
iii. Over $200,000.01: County Board

b. Conflict of Interest and Best Practices: Conflict of Interest
This significant delegation of contracting authority carries with it the equally significant responsibility of exercising sound judgment and discretion. In particular, authorized officials must exercise sound discretion to recognize circumstances in which a proposed contract should be brought to the specific attention of the County Board through the use of a Board Action.

No Department head, elected official, County employee, or agent shall participate in the selection or administration of a contractor if a real or apparent conflict of interest would be involved per 2 CFR § 200.318 (c)(1).

No Department head, elected official, or County employee shall have a financial interest in the procurement of goods and services for the County unless allowed by law per Minn. Stat. 421.88. No County official, elected or appointed, should accept or receive from a vendor any promise, obligation, or contract for future reward or compensation. Staff shall discourage the offer of, and decline, individual gifts or gratuities of value in any way that might influence the purchase of supplies, equipment, and/or services. Any violation of this provision may be a gross misdemeanor (MS 471.87)

c. Annual Contract Renewals: Contracts renewed annually where there is substantially no change in the provisions of the contract except the contract is updated to reflect the current rate and financial terms, are delegated to the County Administrator or his/her designee.

d. No Dollar Value: Contracts with no dollar value can use the Letter of Agreement (LOA) process as listed in 2.f.

e. Sheriff Off Duty Contracts:
If no substantive changes are made with the exception of date, parties, location, etc., these contracts do not have to go through the normal contract review process and can be approved by the Sheriff or the Sheriff's designee. The contract form will be reviewed on an annual basis by the County Attorney's Office and Risk Management.

f. Vehicle Titles: The County Administrator is delegated the authority to sign vehicle titles for County owned vehicles. The titles and MSOs do not have to go through the contract review process if purchased off the state bid list or other cooperative ventures the County has authorized. All titles and MSOs shall be kept in the License Bureau Office, this excludes public safety.

g. On-Call Services Work Orders: If the County enters into an on-call services agreement (see types of agreements in section 2b), the Department Head is delegated the ability to sign the work orders.

h. Contract Amendments: Individual amendments to a contract which are less than 5% of the existing contract amount or $50,000, whichever is greater are delegated to the County Administrator.

i. Grants: A Department Head is delegated the authority to sign grant applications if allowed by the grant agreement. The delegation of grant contracts follows the signature delegation outlined in section "a" above.

j. Request for Proposal/Bid: A Department Head is delegated the authority to authorize the RFP/B process after reviewing the solicitation document with the County Attorney's Office. The contract that results from the process must follow the contract authority outlined in this policy.

k. Misappropriation: Misappropriation of county funds by any department head, elected or appointed, or a County employee is a criminal offense. A department head or an employee who participates in a violation is individually responsible for restitution and personally subject to legal action.

If a Department head, elected or appointed, or a County employee purchases or contracts for goods and services contrary to County Policy, the purchase may be void in accordance with Minn. Stat. 375.76 and the person who orders the goods or services may be held personally liable for the purchases.

l. Expert Witnesses: These services are exempt from the contract policy and subject to Minnesota Statutes and the Minnesota Rules of Civil and Criminal for payment.

2) Types of Agreements: Contact the County Attorney's Office for assistance in determining the most appropriate contractual course of action to take. It is expected that standard contracts will be developed as the need arises. Further, there will be periodic contractual language updates to the standard professional services contract. These standard contracts will be developed by Administration with guidance from the County Attorney's Office.

a. Professional Services Agreement: This is the most common contract type and can be used for a variety of professional services.

b. On-call Services: On-call services are driven by a professional services contract which is written in such a way that allows for work orders to be performed within the scope of the contract.

Examples of On-call for Professional Services contracts are:
- Engineering Consultants
- Plumbers
- Electricians
- Small Architectural Service Contracts
- Fencing Contractors

Typically a minimum of three vendors should be selected to be on-call for each area. This creates competition amongst consultants, allows for flexibility in scheduling and the appropriate consultant can be chosen based on expertise.

The County and each vendor shall enter into a standard general professional service agreement. Once these documents pass through the normal internal contract review process, then the terms of the contract shall govern the work orders issued. For example, the County would enter into a broad professional services agreement with an electrician. Then as the County needs the service of an electrician a work order, instead of a contract, can be agreed upon and work can commence.

A work order should include the scope of work to be performed, including the timeline, and the agreed cost to perform such work.

On-call consultants should be chosen based on pre-qualifying criteria such as similar work performed, technical expertise, availability, references, etc. Further, a not-to-exceed dollar amount should be established in the contract per year. The contracts will be reviewed annually for the calendar year beginning January 1 of each year to ensure open competition.

c. Contract Amendment: All contract amendments shall be reviewed by the County Attorney's Office for form and legality. The intent of a contract amendment is to add similar work that is not covered in the original contract and/or extend the duration of the contract not to exceed one year.

When routing the amendment through the approval process, a copy of the original contract and an up-to-date certificate of insurance should be attached.

In order to amend a contract, the original contract must be current and have a similar scope.

d. Joint Powers Agreement (JPA): Joint Powers Agreements are intended to be used when two or more governmental units enter into an agreement. This authority is granted under Minn. Stat. § 471.59.

The Statute defines a government unit to include every city, county, town, school district, or other political subdivision of this state or another state, as well as another state, University of Minnesota, nonprofit hospital, an agency of the State of Minnesota or of the United States of America, and any instrumentality of a government unit. Instrumentality of a government unit means an instrumentality having independent policy making and appropriating authority.

Examples of different types of Joint Powers Agreements are:

- Joint powers entity: The joint operation is governed by a joint board, which has the power to receive and expend funds, enter contracts, etc.
- Service contract: One governmental unit purchases a service from another.
- Mutual aid: Two or more governmental units agree to assist each other when needed.
- Shared resources: Two or more governmental units share the use of facilities.

Departments are encouraged to contact the County Attorney's Office early in the JPA development process.

At a minimum a JPA should include the contractual elements as found in statute. (Minn. Stat. § 471.59).

e. Grants: The County recognizes that grant funding provides significant resources to enhance the County's ability to provide services and activities not otherwise available. The County will seek grant funding for activities that are determined to further core County functions or that provide for activities, which are in the best interest of our citizens.

Prior to acceptance of any funding or expenditure of funds on any grant activity, a written contract is required.

County officials are responsible for compliance with all aspects of grant requirements including monitoring to ensure that grant activities are properly accomplished, grant accounting and tracking, reporting requirements and ensuring that requests for reimbursement are accurate and submitted on schedule or as soon as possible after completion of grant activities.

Typically, a project administrator should be designated to manage all grant activities, ensuring compliance with all grants terms and requirements, including compliance by sub-grantees.

A Department Head is delegated the authority to sign grant applications if allowed by the grant agreement. The delegation of grant contracts/awards follows the signature delegation outlined in the Procurement and Contracting Policy. The grant award value includes commitments of in-kind contributions of staff time and/or materials. County Board approval is required for any increase in staffing levels.

f. Letter of Agreement ($3,000 and under): If a contracted effort is below the $3,000 threshold, budget is available and there is limited risk to the County, a Letter of Agreement (LOA) may be utilized. Signature authority will be with the Department Head.

Further, the LOA:

i. May not be used for contract amounts exceeding $3,000;
ii. May not be used for services where the vendor will have direct access to private, confidential, non-public and protected non-public data;
iii. May only be used where the department has determined after consultation with County Administration that the risk is minimal;
iv. May be used for a limited duration, not in excess of one (1) year;
v. May not be used for services for which the contractor is required to be licensed;
vi. No access to County computer system is allowed.

If the above conditions are not met, a professional services agreement should be utilized.

Examples of potential Letters of Agreement include:

- Renting conference rooms
- Guest speakers
- Renting equipment
- Sheriff's Office off duty contracts

If any language, other than as outlined on the LOA, is changed then the County Attorney's Office will need to review. Assuming there are no language changes to the LOA, the County Attorney's Office does not need to review the document. However, County Administration will need to review the LOA and associated scope of work.

A letter of agreement developed by a party other than the County must be reviewed by the County Attorney's Office and County Administration.

3) Bidding Process/Request For Proposal

The Uniform Municipal Contract (UMC) Law governs contracts entered into by a municipality for the sale or purchase of supplies, materials, equipment or the rental thereof, or the construction, alteration, repair, or maintenance of real or personal property. The Uniform Municipal Contract Law requirements are according to the following:

a. Contracts over $175,000: Sealed bids must be solicited by public notice.
b. Contracts from $25,000 to $175,000: The contract may be made either upon sealed bids or by direct negotiation by obtaining two or more quotations.
c. Contracts less than from $25,000: The contract may be made either upon quotation or in the open market.
d. Micro-purchase (a purchase less than $10,000 or the amount listed for micro-purchase in the Federal Acquisition Regulation at 48 CFR Subpart 2.1) does not require quotations. The County encourages the use of multiple vendors on small contracts to enhance the competitive environment.

Wright County follows the dollar requirements as established under the Uniform Municipal Contracting Law (Minnesota State Statute 471.345). Therefore, if the dollar amounts are different between this policy and the Municipal Contract Law, the amounts and requirements of the law should be followed.

Wright County Departments can make purchases using cooperative purchasing contracts, including state and other county contracts, if they meet the requirements established under the Uniform Municipal Contracting Law. Departments must document these purchases and ensure that the terms of the cooperative purchasing agreement are included in the County's purchase. Departments should ensure membership in contractual cooperative prior to procurement.

Wright County provides for the use of best value as outlined in the Uniform Municipal Contracting Law (Minnesota State Statute 471.345) and described in Minnesota State Statute section 16C.28, subdivision 1, paragraph (a), clause (2), and paragraph (c). As an alternative to the procurement method, Wright County may award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals. Taking into account the specifications for request for proposals and the price and performance criteria as described in the solicitation document. Performance criteria, may include, but are not limited to: (1) the quality of the vendor's or contractor's performance on previous projects; (2) the timeliness of the vendor's or contractor's performance on previous projects; (3) the level of customer satisfaction with the vendor's or contractor's performance on previous projects; (4) the vendor's or contractor's record of performing previous projects on budget and ability to minimize cost overruns; (5) the vendor's or contractor's ability to minimize change orders; (6) the vendor's or contractor's ability to prepare appropriate project plans; (7) the vendor's or contractor's technical capacities; (8) the individual qualifications of the contractor's key personnel; or (9) the vendor's or contractor's ability to assess and minimize risks.

Please note that professional services do not fall under the Minn. Stat. 471.345 and therefore technically do not have to follow those requirements, however it is a good policy to follow regardless of what is purchased. If a Department has any questions about the requirements under the Minn. Stat. 471.345 they should contact the County Attorney's Office.

4) Develop the Contract:

Wright County has standard contract language that is preferred for all agreements. The initiating department shall develop the scope of services and include all pertinent information and attachments. Contracts received from the vendor/provider shall be substituted using the County's format whenever possible. An insurance certificate (information regarding the type of coverage a vendor/provider carries) is required for all agreements except for select Letters of Agreements.

Request the insurance certificate at an early stage in the contract process to avoid delays. The standard Wright County contracts will be available from the Wright County Attorney's Office.

5) Contract Review Process:
   a. County Attorney's Office reviews the contract.
   b. Contract Information to be submitted to the Procurement Analyst.
   c. Department Head or designee reviews the contract. In those rare instances that agreement cannot be reached between the County Attorney's Office and the vendor, the County Administrator will ultimately decide the next course of action after consulting with the County Attorney's Office and Risk Management. The County Administrator cannot choose to enter into an agreement that is illegal but may choose to enter into an imperfect agreement if there is a strong business case for doing so. Final approvals are obtained per section 1. Contract Approval Authority.
   d. Vendor reviews and signs contract.

B. Competitive Bidding Requirements

1) Statutory Requirements

Three statutes identify which County contracts are subject to competitive bidding:

a. Minn. Stat. § 373.01, delineating the powers and duties of a county, including requirements for bidding on contracts for the sale, lease or conveyance of personal property over $15,000 and real property owned by the County;

b. Minn. Stat. § 375.21, addressing bid requirements for county contracts for work or labor, or to purchase furniture, fixtures or other property, or to construct or repair roads, bridges or buildings; and

c. Minn. Stat. § 471.345, Uniform Municipal Contracting Law.

These statutes identify purchases or conveyances for which competitive bids must be sought, and establish the basic procedural framework for the bidding process.

2) Situations Generally Requiring Bid Solicitations

a. If the amount of a contract is estimated to be over $175,000, competitive bidding must be solicited for:

- Work or labor, or to purchase furniture, fixtures or other property, or to construct or repair roads, bridges or buildings (Minn. Stat. § 375.21), or

- The sale or purchase of supplies, materials, equipment, or the rental thereof (except see 3. below), or the construction, alteration, repair, or maintenance of real or personal property. (Minn. Stat. § 471.345, subd. 2)

b. Competitive bidding must generally be solicited for the sale, lease, or conveyance of real estate owned by the county. (Minn. Stat. § 373.01, subd. 1(4)) Exceptions are provided in certain circumstances.

c. Competitive bidding must be solicited for rental of equipment to be more than $60,000. (Minn. Stat. § 471.345, subd. 5a). "Rental" includes lease, lease-purchase agreements or any other arrangement whereby actual title to the property does not automatically pass to the County upon payment of all sums due.

3) Minimum Requirement

The above are legal minimums. Competitive bids may be solicited even though not legally required; however, once competitive bids are solicited, the County must follow the bid specifications in the selection process.

4) Estimating the Contract Price

The estimated contract price is determined to be over the dollar limitations set forth above if the individual contract price to be paid or received is over the amount. In multi-year contracts the estimated contract price is determined to be over the dollar limitations set forth above if the total contract amount is over the limitations, i.e., do not divide into a per year amount. The contract may not be divided into phases to avoid the competitive bidding process.

5) Estimating the Contract Price for Emergency Contracts

A per unit cost (or per hour cost) should be negotiated with the vendor. While a not-to-exceed dollar amount is typically identified regarding contractual efforts, this is not the case in an emergency contract because the costs will vary depending on the type of event and may limit a critical service during an emergency. The costs will be contained through the discretion of the Incident Management Team which includes the County Administrator.

C. Advertising Requirements in Non-Emergency Situations

All advertising for bids must be coordinated by the Department originating the contract.

a. Two weeks published notice in a "qualified legal newspaper" of the County must be given for the purchase of personal property or for work and labor if the amount of the contract is estimated to exceed $100,000. Notice must state the time and place where proposals will be received. Minn. Stat. § 375.21 or in accordance with MS 331A.03.

b. Three weeks published notice in a qualified legal newspaper of the County must be given for construction or repair of roads, bridges, or buildings if the amount of the contract is estimated to exceed

$100,000. Notice must state the time and place of awarding the contract and contain a brief description of the work. Minn. Stat. § 375.21 or may be done pursuant to MS 331A.12.

c. Three consecutive weeks published notice in the official newspaper of the county and once in a newspaper of general circulation in the area where the property is located must be given for the sale, lease, or conveyance of real estate owned by the County. Notice must state the time and place of considering the proposals, contain a legal description of any real estate and a brief description of any personal property. (Minn. Stat. § 373.01, subd. 1(4)). Leases for less than $15,000.00 are not subject to competitive bid.

d. Two consecutive weeks published notice in the official newspaper of the County, on the County's website or in a recognized industry trade journal. If done with the latter two, a parallel notice is required in the paper under MS 373.01(1)(c) in the area where the property is located. The notice must be given for the sale of personal property if the value is estimated to be $15,000 or more. Notice must state the time and place of considering the proposals and contain a brief description of any personal property. (Minn. Stat. § 373.01, subd. 1(4)); 375.21 (1)

e. Published notice in a qualified legal newspaper of the County must be given for contracts for the rental of equipment if the amount of the contract is estimated to exceed $60,000. Notice must state the time and place where proposals will be received. (Minn. Stat. § 471.345) or (Minn. Stat. § 331A.03)

f. There are exceptions to the foregoing: i.e., rental purchase agreements Minn. Stat. § 373.01 subd 2; road equipment on exchanges of land for road for right of way acquisition 373.01 subd 1(e); electronic solicitation of road projects 331A.12.

Publication of Request for Bids

a. Newspaper. "Official County Newspaper" and "qualified legal newspaper" are defined by Minn. Stat. § 331A.01, subd. 8. Each year the County Board designates an official County newspaper.

b. Successive Weeks. Publication for "successive" or "consecutive" weeks means publication on any day of a calendar week for the number of weeks specified. There must be at least five days between each weekly publication. At least the number of weeks specified in successive weeks must lapse between the first publication and the day of the event for which publication is made Minn. Stat. § 645.13.

c. Timing. Unless otherwise specified by statute the last publication must occur not more than 30 days or less than 7 days before the event. (Minn. Stat. § 331A.05, subd. 2(b)). Nothing in the statutes prohibits exceeding the weeks for publication outlined above.

Emergencies

a. Contracts for purchase or repairs may be made without advertising for bids in case of an emergency arising from the destruction or impassability of roads or bridges by floods, rain or snow, or other casualty or from the breaking or damaging of any property in the County if the public health, safety, or welfare would suffer by delay. (Minn. Stat. § 375.21 (1)).
b. Contracts for repairs may be made without advertising for bids in case of an emergency arising from breakage, damage or decay in county property that cannot be allowed to wait for the time required to

advertise for bids, if the work is authorized by a majority of the County Board of Commissioners and the action is ratified and recorded in the official proceeding of the Board at its next meeting. (Minn. Stat. § 375.22)

D. Exceptions to Competitive Bidding

Contracts Awarded Other than By Bid (Exceptions to the Competitive Bidding Requirement)

a. Contracts for the sale or purchase of supplies, materials, equipment or rental thereof or of the construction, alteration, repair or maintenance of real or personal property.

   1. If the contract amount is estimated to be between $25,000 and $175,000, it may be competitively bid or handled by direct negotiation by obtaining, where possible, two or more price quotations. (Minn. Stat. § 471.345, subd. 4) (Note exceptions 373.01, subd 2).

   2. If the contract amount is estimated to be $25,000 or less, the governing body has discretion to either base the contract award on two or more quotations, where practical, or purchase in the open marketplace. For contracts less than $10,000 equitable distribution is also a factor to consider. (Micro-Purchase) (Minn. Stat. § 471.345, subd. 5).

b. Contracts for the rental of equipment estimated to be $60,000 or less may be made by direct negotiation by obtaining two or more quotations when possible. (Minn. Stat. § 471.345, subd. 5a).

c. Real Property. The County does not have to seek competitive bids for sale, lease or conveyance of real property owned by the County in the following circumstances (Minn. Stat. § 373.01, subd. 1(4)):

   1. The lease of a residence acquired for the furtherance of an approved capital improvement project.

   2. Leases which do not exceed $15,000 per year.

   3. The County may, when acquiring real property for county highway right-of-way, exchange parcels of real property of substantially similar or equal value.

d. Cooperative Purchases. Wright County is a member of the Joint Purchasing Cooperative with the State of Minnesota and US Communities Government Purchasing Alliance and purchases from State Contracts are excluded from bid process procedures but are still required to obtain County Board approval when over the applicable dollar value. This amount is $200,000 for commodities and biddable services. (US Communities Government Purchasing Alliance)

e. A Single Source Supplier. A competitive bidding process might not be feasible in the event that a supplier is the only acceptable vendor who is able to furnish a certain item of service. (Minn. Stat. § 471.36). The Department Head is responsible for making single source contract determinations based on the consideration of the following factors:

   1. Is there a lack of responsible competition?

2. Does the vendor possess exclusive and/or predominant capabilities?

3. Is the product or service unique and easily established as one of a kind?

4. Can the program requirements be modified so that competitive products or service may be used?

Please provide the Finance Department with the documentation for a Single Source Supplier.

f. Non-competitive/Professional. This type of contract is one where there is a service contract of a confidential artistic, technical or professional in nature. For example, the services of an architect, attorney, computer programmer, counselor, or psychiatrist would be considered to be of a professional nature and therefore would not require competitive bidding.

When appropriate, Wright County may participate in additional agreements.
For contracts greater than $175,000, a performance bond and a payment bond are required from the contractor. This requirement, with a few exceptions, applies to all contracts for the doing of any public work. The performance bond helps ensure that the work will be completed according to the terms of the contract. The payment bond helps ensure that subcontractors, and people who provide labor and materials are paid. The bonds must be equal to or greater than the contract price. If the contract price increases after the bonds are provided, bonds for the amount equal to or greater than the dollar value of remaining work should be in place.

E. Insurance and Indemnification Requirements

Any and all claims that arise or may arise against the Contractor, its agents, servants or employees as a consequence of any act or omission on the part of the Contractor or its agents' servants or employees while engaged in the performance of the Contract shall remain the obligation or responsibility of the Contractor. The Contractor agrees it will defend, indemnify and hold harmless the County, its officers and employees against any and all liability, loss, costs, damages, consequential damages, expenses, claims or action including attorney fees which the County, its officers or employees may hereafter sustain, incur, or be required to pay arising out of the Contractor's acts, omission, performance or failure to adequately perform its obligations pursuant to this contract.

A professional services independent contractor should provide the following insurance requirements (with the exception of select LOAs):

It is understood and agreed that the County's liability shall be limited by the provisions of Minnesota Statute § 466 and/or other applicable law.

The County will use as its standards the MCIT recommended insurance requirements (see attached recommendations).

The County Administrator may approve insurance requirements based upon the level of specific risk as established.

F. Waiver of Insurance and Indemnification

When an agreement is submitted for approval and there is a reasonable basis to believe that the standard insurance requirements may not be able to be met by the entity the County is contracting with, specific reasons as to why standard contract insurance requirements cannot be met should be included with the agreement submitted to the County Attorney's Office for approval. The County Attorney will then determine whether or not a waiver of some part or all of the insurance requirements may be appropriate in any particular instance. If a third party is unable to meet the insurance standards set by County policy, it is up to the department seeking waiver of those requirements to obtain such authorization. When an entity is providing a valuable service, yet cannot meet the insurance requirements, the County Attorney shall advise the initiating department of such risk. The County's Risk Manager shall determine when it is in the best interest of the County to waive any or all components of standard insurance requirements.

G. Bonds

For contracts greater than $75,000, a performance bond and a payment bond are required from the contractor. This requirement, with a few exceptions, applies to all contracts for "the doing of any public work." The performance bond helps ensure that the work will be completed according to the terms of the contract. The payment bond helps ensure that subcontractors, and people who provide labor and materials, are paid.

The bonds must be equal to or greater than the contract price. If the contract price increases after the bonds are provided, bonds for the amount equal to or greater than the dollar value of remaining work should be in place.

H. Miscellaneous

All documentation referred to shall be retained pursuant to the Wright County Documents retention schedule.

If there is a discrepancy between this policy and state/federal law or rule, the latter governs.

Suspension and Debarment
The County will review all grant purchases to verify that purchases will not be made against contractors that are on the Debarment or Suspension list supplied by the Government. The Procurement Analyst will review all requisition requests submitted for all grant accounts to make sure the contractor is not on the debarment list. This list is available at https://www.sam.gov/. If a match is found, the program manager will be notified directly that the will requisition shall not be processed. All results of searches will be attached to the filed paperwork for verification of search.

The Contractor/Vendor shall be vetted for debarment/suspension status or affirm they are not subject to such proceedings or determination.

Quote/Bid/Proposal Protest

Wright County recognizes the need to review and resolve complaints about its purchasing practices and procedure and has adopted this Policy to provide for any complaints. Any actual or prospective vendor or contractor who is aggrieved in connection with the solicitation or award of contract may protest to the County Administrator.

a. Bid Protest

Each protest must be in writing and delivered by a certified letter to the County Administrator within

five (5) business days of the County's notice of award and must include:

i. a notice of protest
ii. a statement of facts and the reasons for the protest
iii. all supporting documentation

Address all correspondence to:

Bid Protest
County Administrator
Wright County Government Center
3650 Braddock Ave NE, Ste 3200
Buffalo, MN 55313

b. Notification of Bid Protest

As soon as a bid protest is received, all award activity will be suspended. The Department Head and Contract Monitor will gather all relevant information about the solicitation, evaluation, and award of the bid and provide it to the County Administrator within five (5) business days of being notified of the Bid Protest by the County Administrator.

c. Decision

The County Administrator will review the information relevant to the solicitation and will decide on the merits of the protest, in a prompt manner but not longer than ten (10) days after the bid protest was received. The decision will be mailed to the protestor at the address set forth in the bid protest. A copy of the decision will be posted on the County Website. All documentation concerning the bid protest and the decision will be retained in Finance Office.

d. Appeal Process. An appeal of the County Administrator decision may be in writing and delivered by a certified letter by the protestor to the County Administrator within five (5) business days of the release of the County Administrator decision and must include:

i. a notice of an appeal to the County Administrator.

ii. a statement of the nature and the reasons for the appeal, including claimed errors.

iii. all supporting documents.

iv. A fee to cover the County's cost for determining a bid protest will be made in the form of a certified check payable to the Wright County Treasurer, in the amount of $1,000. All fees will be returned if the protest is upheld, otherwise the fee is non-refundable.

e. The County Administrator will deliver the protest and all relevant information about the solicitation, evaluation, and award of the bid to the County Attorney or designee.

f. Hearing date will be set by the Wright County Attorney or designee for the appeal to commence, which date should not be later than thirty (30) days from the notice of appeal. The complainant will

be presented with an opportunity to present their case to the County Attorney or designee.

g. Appeal Decision

Upon the conclusion of the appeal, the County Attorney or designee will issue a decision within thirty (30) days of the conclusion of the appeal. Wright County personnel will track all costs including wages, expenses, etc. spent in the appeals process. The total cost will be subtracted from the $1,000 deposit. Any remaining balance will be returned to the vendor. If the appeal is upheld, the total deposit will be returned.

Attachment:



100 Empire Drive, Suite 100, St. Paul, MN 55103-1885 • Ph: 651-209-6400 • 866-574-6516 • Fax: 651-209-6495 • www.mcit.org

MINIMUM RECOMMENDATIONS FOR INDEPENDENT CONTRACTORS, VENDORS AND SERVICE PROVIDERS

Members should determine appropriate insurance requirements for independent contractors, vendors and service providers on a case-by-case basis dependent upon various factors, such as the scope of work and the potential risks involved. The following are MCIT's recommended *minimum* coverages and liability limits for independent contractors. The recommendations are not all inclusive and are not mandates by nor requirements of MCIT.

The limits shown are not to be construed as adequate coverage. The information is intended to be used as an aid for members in establishing their requirements and does not constitute legal or coverage advice on any specific matter.

A member can discuss concerns with its MCIT risk management consultant for specific situations. Consultants can be reached toll-free at **1.866.547.6516**.

General Requirements

- Any insurance required to be carried by the contractor should be primary and not excess to any other coverage carried by the member.
- Coverage must be in force for the complete term of the contract. If insurance expires during the term of the contract, the member should receive a new certificate of

insurance at least 10 days prior to the expiration date. This new insurance must meet the terms of the original contract.

- The member should be included as an additional insured on all liability policies. Professional liability and workers' compensation are the exception. The member should obtain a copy of the additional insured endorsement. The endorsement either lists the member as additional insured or adds all those as required by the contract.

- In the event the contractor fails to keep in effect at all times the specified insurance coverage, the member may terminate the contract upon the occurrence of such event, subject to the provisions of the contract, in addition to any other remedies the member may have.

Certificate of Insurance

- The contractor should furnish an original certificate of insurance as evidence of required coverage to the appropriate member representative with the contractor's bid and/or with the executed contract and before work commences.

- The certificate of insurance should identify the member as an additional insured for relevant coverages.

- The member should obtain a copy of the additional insured endorsement.

General Aggregate Limit

A contractor's insurance policy has both a per occurrence limit and a general aggregate limit. The per occurrence limit applies to one event. This is the most the insurance company will pay for that one incident. The general aggregate limit is an annual aggregate limit, meaning the most the insurance company will pay in claims for the policy year.

Once the general aggregate limit is met, the insurance coverage is exhausted. MCIT recommends members require a general aggregate limit that is at least twice the required per occurrence limit.

The required per occurrence limit cannot be met by the general aggregate limit. They are distinct limits, serving different purposes and are not interchangeable.

MCIT members have no general aggregate limit. MCIT does not limit the number of liability claims or the total claim dollars paid annually on a member's behalf. This provides members better coverage than if they had a general aggregate.

Insurance Requirements and Liability Limits for Independent Contractors

The contractor should procure and maintain the following coverages for the duration of the agreement. This is insurance against claims for injuries to persons or damage to property that may arise from or in connection with the performance of the work detailed in the contract that is done by the contractor, its agents, representatives or employees.

Commercial General Liability Coverage

The minimum limits of liability should be:

- $1.5 million each occurrence
- $3 million general aggregate
- $3 million products and completed operations aggregate

Other recommended liability insurance provisions:

- The policy should be written on an occurrence basis, not a claims-made, basis.
- The member should be included as an additional insured.
- An excess or umbrella liability policy may be used in conjunction with primary coverage limits to meet the minimum limit requirements.

Auto Liability Coverage

- The minimum limits of liability should be $1.5 million on a combined single limit basis.
- Auto liability coverage should include any auto, including hired and nonowned.
- The member should be included as an additional insured.
- The policy should be written on an occurrence, not a claims-made, basis.
- The member should be listed as an additional insured.
- An excess or umbrella liability policy may be used in conjunction with primary coverage limits to meet the minimum limit requirement.[1]

Note: Auto coverage should be waived only when the contractor's work under the agreement clearly does not involve the use of a vehicle on the member's behalf.

Workers' Compensation and Employer's Liability Coverage

- Workers' compensation limits should follow statutory limits per applicable state and federal laws.
- Employer's liability coverage with minimum limits of:
    - Bodily injury by accident: $500,000 each employee
    - Bodily injury by accident: $1.5 million each accident
    - Bodily injury by disease: $500,000 each employee
    - Bodily injury by disease: $1.5 million policy limit

Professional Liability Coverage

- Professional liability coverage should be required for individuals who perform professional or semi-professional services. Some examples of professionals who should obtain this type of coverage include but are not limited to individuals who are information technology consultants, medical service providers, architects, engineers, attorneys and other consultants.
- Minimum liability limits for independent contractors should be:
    - $2 million per wrongful act or occurrence
    - $4 million annual aggregate

Cyber-liability Coverage

- For contracts with individuals or companies that are accessing, collecting, maintaining, manipulating or storing member data in any format, cyber-liability coverage should be required.
- Some examples of service providers who should obtain this type of coverage are IT consultants, social services providers and partners, public health vendors and payroll service companies.
- Cyber-coverage varies greatly from policy to policy; therefore, this language is recommended: *Contractor shall procure and maintain for the duration of the contract insurance covering claims arising out of its services and including, but not limited to, loss, damage, theft or other misuse of data, infringement of intellectual property, invasion of privacy and breach of data.*
- Minimum liability limits:
    - $2 million per occurrence or claim

        - $4 million aggregate

    - Coverage must be sufficiently broad to respond to the duties and obligations undertaken by the contractor in the agreement and should include but not be limited to claims involving infringement of intellectual property, including infringement of copyright, trademark or trade dress; invasion of privacy violations; information theft; damage to or destruction of electronic information; release of private information; alteration of electronic information; extortion and network security.

    - The policy should provide coverage for breach response costs, as well as regulatory fines and penalties, and credit monitoring expenses. Limits should be sufficient to respond to these obligations.

    - The policy must include the member, its officers, agents and employees as additional insureds.

Hold Harmless and Indemnification Agreement

- A hold harmless and indemnification provision favorable to the member should be included in the contract.

- Following is sample language that will need to be modified or tailored to fit each individual situation:

The vendor agrees to defend, indemnify, and hold (Member name), its employees and officials harmless from any claims, demands, actions or causes of action, including reasonable attorney's fees and expenses arising out of any act or omission on the part of the vendor, or its subcontractors, partners or independent contractors or any of their agents or employees in the performance of or with relation to any of the work or services to be performed or furnished by the vendor or the subcontractors, partners, or independent contractors or any of their agents or employees under the agreement.

incurred, avoiding potential liens against the property or project.

Minnesota Counties Intergovernmental Trust Resources—
The information contained in this document is intended for general information purposes only and does not constitute legal or coverage advice on any specific matter.

Wright County – Financial Policy Manual

Grants Procurement Policy

SECTION:	General Policies-Finance	**EFFECTIVE:**	
AUTHORITY:	County Board	**REVISED:**	

Purpose

The purpose of this policy is to outline procurement standards if Federal awards/funding are involved.

Policy

Administration

County employees should also review the Contracts and Purchasing Policy (section VI in the Accounting Policy Manual). If language conflicts between the two policies and federal funding is involved in the procurement, employees shall follow the language set forth in this policy. This policy establishes requirements and guidelines for Wright County management and employees to acquire necessary good for County-specific operations and to ensure procurement procedures comply with State, Local and Federal laws and regulations. Wright County will maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

Conflicts of Interest

No employee, officer, or agent of Wright County will participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of Wright County must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, unless the financial interest is not substantial or the gift is an unsolicited item of nominal value. Disciplinary actions will be applied for violations of such standards by officers, employees, or agents of Wright County.

Because of relationships with a parent company, affiliate, or subsidiary organization, Wright County is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization and will not procure with those organizations.

Procurement Under Federal Awards

Procurement of goods and services whose costs are charged to federal awards received by the Wright County are subject to all of the specific purchasing policies of the organization. In addition, procurements associated with Federal awards are subject to the following supplemental policies:

1. Wright County will avoid acquisition of unnecessary or duplicative items. Consideration will be given to consolidating or breaking out procurements to obtain a more economical purchase.

2. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

3. Wright County will consider entering into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services, and using Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

4. Wright County will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

5. Wright County will maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

6. All procurement transactions will be conducted in a manner providing full and open competition. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specification, requirements, statements of work, and invitations for bids or requests for proposals must be excluded from competing for such procurements. No statutory or administratively imposed state or local geographic preferences are allowed, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preferences. All prequalified lists of persons, firms, or products which are used in acquiring goods and services will be current and include enough qualified sources to ensure maximum open and free competition. Potential bidders will not be precluded from qualifying during the solicitation period. Situations that might be considered restrictive of competition includes, but are not limited to, the following:

    i. Placing unreasonable requirements on contractors in order for them to qualify to do business with the County,
    ii. Requiring unnecessary experience or excessive bonding,
    iii. Noncompetitive pricing practices between contractors or between affiliated contractors,
    iv. Noncompetitive contracts to consultants that are on retainer contracts,
    v. Organizational conflicts of interest,
    vi. Specifying only a ‘brand name’ product instead of allowing an equally equivalent product to be offered and describing the performance or other relevant requirements of the procurement to the exclusion of all others, and
    vii. Arbitrary actions in the procurement process.

7. All solicitations will incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a

means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated. All solicitations will also identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

8. All necessary affirmative steps will be taken to assure that minority business, women's business enterprises, and labor surplus area firms are used when possible.

9. A cost or price analysis will be performed in connection with every procurement action in excess of the Simplified Acquisition Threshold ($250,000) including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, Wright County will make independent estimates before receiving bids or proposals.

10. All procurement files will be made available for inspection upon request by a Federal awarding agency.

11. All contracts will require the contractor to certify in writing that it has not been suspended or disbarred from doing business with any federal agency.

12. An independent cost estimate is required for every procurement action, including contract modifications, and the estimate must be done before receiving bids or proposals. The independent estimate is developed based on product knowledge, experience, and market status, and is used in performing price and cost analysis.

13. All contracts will require a cost or price analysis.

    A cost or price analysis must be performed for every procurement action, including contract modifications. If the cost or price of a procurement is within 10% of the Independent Cost Estimate, the Independent Cost Estimate will serve as the Cost or Price analysis.
    A cost analysis must be performed when the offeror is required to submit the elements (i.e., Labor Hours, Overhead, Materials, etc.) of the estimated cost, e.g., under professional consulting and architectural and engineering services contracts. A cost analysis will be necessary when adequate price competition is lacking and for sole source procurements, including contract modifications or change orders, unless price reasonableness can be established on the basis of a catalog or market price of a commercial product sold in substantial quantities to the general public or on the basis of prices set by law or regulation. A price analysis may be used in all other instances to determine the reasonableness of the proposed contract price. The cost or price analysis document must be retained in the official contract file.

14. Where appropriate, value engineering analysis may be utilized for construction projects of sufficient size to determine reasonable opportunities for cost reductions.

15. Wright County shall not use the "cost plus a percentage of cost" and "percentage of construction cost" methods of contracting.

    Wright County permits the use of time and materials contracts only after determining that no other contract type is suitable and only if the contract specifies a ceiling price that the contractor may not exceed except at its own risk.

16. Arbitrary action in selecting vendors is prohibited. Consistency in the procurement process is the best method of prohibiting arbitrary action. In addition, concerns regarding arbitrary action can be eliminated with proper file documentation, such bid opening records, bid comparison sheets, award decision documentation, and negotiation memoranda. With the exceptions of Micro Purchases, Sole Source Purchases, purchases defined as

non-competitive and purchases made to rectify a declared emergency, Wright County procurement transactions will be conducted in a manner providing full and open competition.

17. Wright County will resolve all contractual and administrative issues arising out of procurements in accordance with good administrative practice and the County's sound business judgment.

Methods of Procurement
Wright County will use one of the following methods of procurement.

1. Procurement by micro-purchases. Procurement by micro-purchases is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed $10,000 or the amount listed for micro-purchase in the Federal Acquisition Regulation at 48 CFR Subpart 2.1, whichever is higher (or $2,000 in the case of acquisitions for construction subject to the Davis-Bacon Act). To the extent practicable, the non-Federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable.

2. Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

3. Procurement by sealed bids (formal advertising). Bids are publicly solicited, and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.

   All purchases in excess of $5,000 shall be made by obtaining written quotations from at least three responsible contractors. All purchases of at least $25,000, but less than $100,000, shall be made by obtaining written quotations from at least three responsible vendors. All purchases of $100,000 or more shall be made by obtaining competitive proposals from at least four responsible vendors. Sealed bids shall be utilized when required by the Federal awarding agency.

   In order for sealed bidding to be feasible, the following conditions will be present:
   a. A complete, adequate, and realistic specification or purchase description is available;
   b. Two or more responsible bidders are willing and able to compete effectively for the business;
   c. The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

   If sealed bids are used, the following requirements apply:
   a. The invitation for bids will be publicly advertised and bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids;
   b. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
   c. All bids will be publicly opened at the time and place prescribed in the invitation for bids;
   d. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
   e. Any or all bids may be rejected if there is a sound documented reason.

4. Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:
    a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
    b. Proposals must be solicited from an adequate number of qualified sources;
    c. The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
    d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
    e. Competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
    a. The item is available only from a single source;
    b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
    c. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
    d. After solicitation of a number of sources, competition is determined inadequate.

Suspension and Debarment

Wright County will review all grant purchases to verify that purchases will not be made against contractors that are on the debarment or suspension list supplied by the Government. The County's Finance Unit will review all requisition requests submitted for all grant accounts to make sure the contractor is not on the debarment list. This list is available at - https://www.sam.gov/. If a match is found, the department manager will be notified directly and Finance will not process the requisition. All results of searches will be attached to the filed paperwork for verification of search.

Provisions Included in all Contracts

It is the policy of Wright County to include all of the following provisions, as applicable, in all contracts (including small purchases) with contractors and sub-awards:

1. **Remedies:** All contracts in excess of the small purchase threshold fixed at 41 U.S.C. 403(11) (currently $175,000) shall contain contractual provisions or conditions that allow for administrative, contractual, or legal remedies in instances in which a contractor violates or breaches the contract terms.

2. **Termination:** All contracts in excess of $10,000 shall contain suitable provisions for termination by Wright County, including the manner by which termination shall be affected and the basis for settlement. In addition, such contracts shall describe the conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated due to circumstances beyond the control of the contractor.

3. **Equal Employment Opportunity:** All contracts shall contain a provision requiring compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

4. **Davis-Bacon Act, as amended (40 U.S.C. 3141-3148):** If included in the federal agency's grant program legislation, all construction contracts of more than $2,000 awarded by Wright County and its subrecipients shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) and as supplemented by Department of Labor regulations (29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction"). Under this Act, contractors are required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. It is the policy of Wright County to place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. Wright County shall also obtain reports from contractors on a weekly basis in order to monitor compliance with the Davis-Bacon Act. Wright County shall report all suspected or reported violations to the federal awarding agency.

   The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-federal entity must report all suspected or reported violations to the federal awarding agency.

5. **Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333):** [Where applicable] All contracts awarded by Wright County in excess of $100,000 for contracts that involve the employment of mechanics or laborers shall include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence

6. **Rights to Inventions Made Under a Contract or Agreement:** Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and Wright County in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

7. **Clean Air Act (42 U.S.C. 7401-7671q and the Federal Water Pollution Control Act (33 U.S.C. 1251 - 1387), as amended:** Contracts and subawards of amounts in excess of $150,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant

to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

8. **Debarment and Suspension (E.O.s 12549 and 12689):** For all contracts, Wright County shall obtain from the contractor a certification that neither the contractor nor any of its principal employees are listed on the Excluded Parties List System in SAM.

9. **Byrd Anti-Lobbying Amendment (31 U.S.C. 1352):** For all contracts or subgrants of $100,000 or more, Wright County shall obtain from the contractor or sub-grantee a certification that it will not and has not used federal appropriated funds to pay any person or organization for influencing **or** attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant or any other award covered by 31 U.S.C. 1352. Likewise, since each tier provides such certifications to the tier above it, Wright County shall provide such certifications in all situations in which it acts as a sub-recipient of a sub-grant of $100,000 or more.

10. Procurement of Environmentally Preferable Products and Services

- Wright County shall comply with the environmentally preferable procurement and paper use provisions of Minn. Stat. §16C.073.
- Wright County supports the procurement of goods and services that have a lesser or reduced impact on human health and the environment when compared with competing products and services serving the same purpose.
- Wright County will encourage suppliers and vendors to offer environmentally preferable products, supplies and equipment at competitive prices.
- When procuring goods and services, Wright County will apply and promote the preferred waste management practices listed in Minn. Stat. §115A.02 that, in priority order, result in:
  i. Waste and toxicity reduction,
  ii. Reuse, and
  iii. Recycled materials.
- Environmental factors to be considered when selecting products and services include: pollutant releases, waste generation, environmental cost of entire product or service life cycle, recyclability, recycled content, energy consumption, depletion of natural resources and potential impact on human health and the environment. The County shall apply procurement practices in employee operations and vendor contracts for goods and services that result in:
  i. Reduction of Waste
    - Wright County shall implement practices that result in reducing the amount of waste generated that do not reduce safety or quality, including those that:
      - Support extending the useful life of products and supplies,
      - Reduce materials used in production and packaging, and

- Reduce waste at County-sponsored meetings and functions and result in the procurement of fewer products whenever practicable, but without reducing safety or workplace quality, including use of electronic communications instead of printing, and use of reusable, recyclable and/or compostable products.

ii. Reduction or Elimination of Toxins and Pollution
   - Wright County shall implement practices that reduce toxins and pollution through the use of products and supplies whose production, use, and disposal involve fewer hazardous wastes or compounds that have an adverse impact on human health and the environment.

iii. Reuse
   - Wright County shall implement practices that support the longevity of products and supplies or service life cycle, including those that:
     - Use durable, reusable items over disposable items, and
     - Reuse items and assets in good condition rather than dispose of them.

iv. Strong Recycling Markets

   - The County shall implement practices to minimize the use of virgin materials in products and supplies or service life cycle, including:
     - Whenever practicable, products and supplies with a specific minimum amount or percent of recycled content based on criteria established by governmental or widely respected third party authorities will be specified and procured, and
     - Products and supplies that can be recycled at the end of their useful life.

v. Reward Manufacturer Responsibility
   - The County shall support companies or manufacturer product responsibility through the procurement of products and services from companies that take financial and/or physical responsibility for collecting, recycling, reusing, or otherwise safely disposing of their products at the end of their useful life.

vi. Reduce water and energy use
   - As practicable, energy-efficient and water-saving products and supplies will be procured.

- The County Administrator/Procurement Analyst shall establish and disseminate Environmentally Preferable Procurement procedures that identify standards for priority products and services based on performance, price and availability.

Wright County – Financial Policy Manual

Capital Improvement Policy

SECTION:	General Policies-Finance	**EFFECTIVE:**	
AUTHORITY:	County Board	**REVISED:**	

Purpose

The Wright County Capital Improvement Plan (CIP) is a tool to assist in long range planning and communicating the priorities and future needs of the County. The CIP promotes the County Board's Mission, Vision, Strategic Objectives and Value Streams. It allows the County Board to balance its investments and assists with long-term fiscal stability and efficient use of resources. It provides the level of services necessary to meet mandates and citizen expectations. Furthermore, it assists in stabilizing costs and avoiding significant fluctuations in the annual property tax levy, minimizing impacts to County residents.

Policy

1. Utilizing the Capital Improvement Plan (CIP) will, in coordination with the budgetary process, provide the following benefits to the County:

   a. Focus attention on County-wide goals and needs.

      A CIP ensures that the projects that are being funded are the highest priorities that will best serve the needs of the County. Departments are ensured that their projects will be reviewed and considered prior to a recommendation to the Budget Committee of the Whole

   b. Improve inter- and intra-governmental cooperation and communication.

      A CIP enhances coordination of capital projects between Departments and perhaps even other governmental agencies. If all Departments are aware of the proposed schedule of capital projects, opportunities may exist to schedule projects from different Departments in such a manner as to ensure an effective use of resources. If a unit of local government communicates its long-range plans to another unit of government, the opportunity may exist to reduce duplication of programs and share in joint efforts that could reduce the costs to all residents and improve the services to the residents in the common jurisdiction.

   c. Enable the County to maintain updated fund balances by identifying project expenses that have been approved and scheduled, but not yet incurred.

      Prior to the start of the upcoming budget year, the County will have established the capital improvement

projects to be funded. This will allow staff to keep a running balance of funds that are committed to capital improvement projects in the CIP. Staff will be able to update the CIP and fund balances as project costs change, allowing the County to minimize reliance on other funds. The CIP incorporates strategy and long-range planning into the funding process, however, when necessary, it can be modified and updated to allow the County to take advantage of opportunities that are not known in advance. Changes to scope, schedule or budget are sent to the CIP Staff Committee and board for approval.

d. The Board, at its discretion, may set specific annual budget funding for specific Departments, in efforts to meet the needs of the County overall.

   If it is determined that another Department's priority is of higher value to the County, or a project appears to be stalled due to various circumstances, a review will be done by the CIP Staff Committee and a recommendation will be made to the Finance Director/Administrator which will examine and make the final recommendation to the Board. The Board may reassign funds from one Department to another, or the Board may allow a department to borrow ahead to complete a project, and then restrict their funding level in future years. This practice is strongly discouraged. In a situation where emergency funding is needed mid-year, per the CIP Staff Committee, the board may also move funds from other previously approved projects.

e. Encourage decision makers to establish annual funding goals aimed at achieving long-range plans.

   By having a multi-year focus on projects, leaders can schedule multiple projects over the course of several years that will move the organization towards achievement of its overall goals. The reality is that not every project can be funded in the year that funding is requested. Projects will not be jeopardized by having to wait until a subsequent year for funding, but priorities may change. Identifying timelines and costs helps leaders stay on track when scheduling multi-phased projects.

f. Serve as a tool for Departments to effectively communicate priorities and funding needs with the Board.

   Departments that embrace use of the CIP will be able to demonstrate to the Board their rationale for funding various projects at certain times and over time will demonstrate their due diligence by analyzing alternative options and funding sources. Commissioners will be more informed when making funding decisions.

2. A capital improvement shall be defined as a project (with a start and end date), including lease–purchase agreements, and single purchase items that are valued at $5,000 or more and have a useful life of five years or more or $25,000 or more for software.

   a. The Plan excludes general operating expenses, as these items will be funded through the annual general operating budget. Highway Road and Bridge projects are also excluded from this Plan.

   b. Capital Projects Funds account for construction, and acquisition of capital assets, such as buildings, equipment, and roads. Governments are not required to account for all capital expenditures in this fund type, however, and therefore it may also appear in the general fund or even special revenue funds.

3. When a project is completed, any unspent budgeted dollars will be moved to the "Unallocated CIP Funds" account. Funds shall not be shifted to another project unless authorized by County Board action after review

in the CIP Staff Committee. The CIP Budget as a whole is required to have a minimum contingency fund of 10%. All projects funded by the CIP are also required to have a contingency percentage decided on by the Department coming from an informed, defensible analysis for future cost increases. The CIP Committee will review and monitor projects stalled or no activity during a particular time frame and will recommend keeping the project open or close the project so the funds can be utilized for other active projects or be unallocated fund other projects within the CIP plan.

4. The CIP procedures are established by the Finance and Project Administration Departments and provided to Departments annually prior to the development of the CIP budget.

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 *
11/21/2023 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 *
Approve Signatures from Chair and County Administrator on a Software License With Woolpert Company For CAMA-Field Mobile

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Signatures Form Chair and County Administrator on a Software License With Woolpert Company For CAMA-Field Mobile

Value Stream the request primarily aligns with:
Empower Use of Land, Property, and the Environment

Briefly describe how the request aligns with the selected value stream.
The Software Will Allow Our Property Appraisers To Compile Property Data and Upload This Data While In the Field, Creating Efficiencies For Staff and Processes.

Describe the impact on staffing resources.
IT Staff, with Hardware Sett-up, Training on Software Systems and Use

Fiscal Impact:
$153,500 - Included in the CIP and Funded through the Recorders Compliance and Technology Funds.

Background/Justification:
CAMA- Field Mobile (Computer Aided Mass Appraisals), is a cloud-based software allowing appraisers to input data and photos while out in the field when performing property inspections. Workflow management tools allow access to data when out in the field and eliminate manual processes. The benefits include improved appraiser accuracy per parcel via physical inspection tools (sketch tool auto close and review on-site and iPad auto-attaching photos via property record); improved appraiser efficiency and productivity per parcel via preparation tools (paperless field card, virtual pre-inspection review, routes automatically determined) and reduction in input inspection result costs (no camera export/upload with labeling and eliminates the need for scanning and filing). Funding for the project was identified in the CIP with $50,000 from the Recorder's Technology Fund and $1000,000 from the Recorder's Compliance Fund.

Route for Review and Approval

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

Agenda Item Attachments (0)

Document Name	Attachment Type

- [ ] Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Notes

SOFTWARE LICENSE and RELATED PROFESSIONAL SERVICES AGREEMENT

APPRAISAL TECHNOLOGY INTEGRATION TO FACILITATE WRIGHT COUNTY MN'S DISCOVERY & APPRAISAL OF REAL ESTATE AND EQUALIZATION OF VALUES

This Software License and Professional Services Agreement ("Agreement") is made as of the effective date specified in this agreement by and between Woolpert, Inc. d/b/a Data Cloud Solutions, a Woolpert Company ("Woolpert" or "Supplier") an Ohio corporation having a principal place of business at 1730 N. Limestone St., Springfield, OH 45503 and Wright County MN, 3650 Braddock Ave NE, Suite 1700 Buffalo, MN 55313 ("Customer"). Collectively, Supplier and Customer shall be known as the Parties.

RECITALS

WHEREAS Customer, pursuant to Minnesota state law, is responsible for uniform and accurate real estate assessments according to fair market value, and

WHEREAS Customer has the desire to acquire and implement a number of technology-based resources for improved and more cost-efficient performance of assessment demands and responsibilities, and

WHEREAS Customer has instituted a performance plan for the discovery and valuation of new construction, scheduled appraisal updates, and on-going equalization based upon the approach of empowering in-house resources in conjunction with its already implemented technologies (e.g., GIS) and CAMA databases without requiring a time-consuming rollout period, and

WHEREAS Customer wishes to now bring those technologies and databases into an integrated and synchronized mobile environment for onsite property data verification and correction, new construction data collection, Board of Equalization and appeal related property reviews, and values equalization including scheduled appraisal updates and on-the-fly uniformity assurance efforts, and

WHEREAS Supplier is engaged in the business of developing and selling **CAMACloud™ software**; including MobileAssessor™, and its desktop Administrative & Quality Control modules (hereinafter referred to as "Software"), and providing services with respect to same;

WHEREAS Supplier possess the expertise and the resources to perform the professional services as required to meet the herein stated goals and requirements of Customer.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL AGREEMENTS HEREIN CONTAINED, THE PARTIES HERETO MUTUALLY AGREE AS FOLLOWS:

1) **Term.** This Agreement, including the End User License Agreement ("EULA") attached hereto and incorporated herein by reference, and in which Customer shall be referred to as "Licensee", shall **commence on the Effective Date of this Agreement (page 7)** and **end on December 31, 2029** then automatically renew each subsequent year with annual maintenance and support running from January 1 through December 31 of the subsequent year until Customer provides written notice to terminate no less than 60 days prior to an upcoming renewal term. The services hereunder shall be provided by Supplier in accordance with the following schedule:

   a) **Estimated Project Start:** beginning the later of 95 days after Supplier receives a fully executed copy of this Agreement; or, 65 days after Supplier receives the initial payment as referenced in Section 3)a)i).

   b) **Implementation:** beginning the later of 85 days after Supplier receives the initial payment as referenced in Section 3)a)i); or, within 85 days after Supplier receives remote access to test or development instance of Customer's CAMA system (EnterpriseAssessment/iasWorld + Apex sketching).

   c) **Delivery of Production Software and Training:** unless a later date is approved by Customer, training shall begin the later of 145 days after Supplier receives remote access to the production instance of Customer's CAMA system; or, within 100 days after Customer completes user acceptance testing of mobilized CAMA data and Apex sketching; and, approves of Software screen layouts presented by Supplier during the above referenced implementation period.

      i) Provided that Customer has provided Supplier with remote access to install Software on a server or virtual machine with **ODBC access to the CAMA databases (non-production/test, and production) and read/write privileges to the photo storage directories within 21 days of Supplier's request**.

         (a) Each day after the above referenced remote access isn't provided to Supplier; then, Supplier may shift all delivery dates by one or more days, at Supplier's sole discretion.

   d) **Software Subscription, Hosting, Maintenance and Support:** beginning within 60 days after Supplier received remote access to Customer's CAMA system and ending at 11:59PM December 31, 2029, then automatically renew each January 1 through December 31 of each subsequent year until Customer provides written notice to terminate no less than 60 days prior to an upcoming renewal term.

2) **Scope of Services.** Supplier shall provide to Customer professional services regarding the provision, set-up, and implementation of Software for up to:

- **71,500 real property accounts/parcels** (including all real property types; i.e., residential, commercial, exempt, industrial, mixed use, etc.), and
- **32 Named User Devices** (CAMACloud™ licensed devices not to exceed **19 iPads** + **13 desktop PC's**), and
  - **30-87 Floating Users,** broken down as follows;
    - MobileAssessor = 29,
    - Administrative Console (58):
      - Appraisal Task Control = 1-13,
      - Quality Control = 1-13,
      - Reports = 1-13,
      - Field Tracking = 1-13,
      - Basic Settings = 1-6;
- and, training of Software on Customer hardware, including:

a) Field appraiser mobile devices (see section 2)c) for supported devices) loaded with Customer's technology-based resources including CAMA data, GIS data, and up to one street level photograph of each parcel.

Each of the CAMACloud™ licensed devices can be operated in at least one or more combinations of the following functions (depending on final configurations, role settings, and mobile field appraisal versus office quality control):

- Automated/Dynamic parcel visitation routing
- New construction field listing
- Updated street level photography
- Sales and market data validation
- Desktop review of properties via the admin console with streaming dashboards, Quality Control, Tracking, and Reporting modules
- Reappraisal data verification / collection
- Market areas statistical review and delineation notation
- Land and building values equalization review
- Reappraisal valuations final field review
- Administrative monitoring of work performance with real-time management QC review, management of field operations, live mobile application tracking, and audit trails.
- Appeals' field checks

b) **Upgrades included as part of this Agreement for MobileAssessor:** AdvancedMaps.

c) Configuration assistance of up to **nineteen (19) Customer provided iPads** (supported models = 4G-5G cellular, "Air" or "Pro", with an A13 processor, or better; e.g., A14, M1, M2, etc.). Hardware maintenance is not provided by Supplier and not covered by this Agreement.

d) Onsite, hands-on training of Customer in the use of Software, including the field appraisal functions and administrative management functions; not to exceed 3 days in total. Training shall be in conducted in the following allotment(s):

i) no more than one session containing 3 consecutive business days; and

ii) no more than 37 Customer participants/trainees.

Additional days of training can be purchased on an as-needed basis.

e) Software as a Service (SaaS) hosting and implementation, covering all pertinent residential real property CAMA data-field mapping (see ii below), by Supplier for the duration of licensed use by Customer.

i) Customer must provide CAMA data, GIS shapefiles, and subject matter experts related to Customer data, workflow, and business processes in a format and manner deemed acceptable by Supplier (e.g., Microsoft Access database, csv's, and/or SQL export; parcel boundaries shapefile, etc.). All such data provided by Customer shall remain the property of Customer, notwithstanding anything in this Agreement, including Exhibit "A", to the contrary.

ii) Up to 200 read-only fields and 200 editable fields, across 20 CAMA tables or less (excluding lookup/reference tables). Each extra read-only field would require an

additional $100 one-time fee plus $25/field/year in additional annual maintenance and support. Each extra editable field would require an additional $500 one-time fee plus $150/field/year in additional annual maintenance and support. Each extra CAMA table would require an additional $1,500 one-time fee plus $500 per CAMA table above 20, per year, in additional annual maintenance and support. If additional data or tables above and beyond the included quantities listed above are requested by Customer, then Supplier may shift all delivery dates by one or more days, at Supplier's sole discretion.

f) Standard Maintenance and Support as described in this Agreement & the attached EULA. In the event of any conflict between the provisions of this Agreement and the EULA, the terms of this Agreement shall control.

- *Premium Support and Professional Services are available for an additional time and materials fee, or a discounted rate for longer term commitments. Some examples of premium services include analyses of Customer specific use cases by Supplier staff with executive authority with regard to software enhancements, change orders, and project management decisions; including, (a) mobile device mass appraisal and integrated field review best practices, (b) business process/requirements analysis, change management, and workflow optimization, and (c) appraisal analytics, consultation, and rates development. Onsite observations and findings shall be applied to Software training as applicable to the proper collection and incorporation of market data.*

Any professional services in excess of the amounts described in this Agreement shall be billable by Supplier to Customer on a time and materials basis, as may be needed and only as preapproved by Customer.

3) License and Professional Fees for Software and/or Hardware and Initial Subscription Services. All licensing and implementation services set forth in this Agreement shall be completed for a sum not to exceed **$58,280** (including SaaS fees through December 31, 2024) **plus $3,450 per mobile license (includes AdvancedMaps) granted in this Agreement** (reference Sections 2).

a) All bills properly rendered shall be due within thirty-five (35) days of the date of the invoice. Any bill unpaid after thirty-five (35) days shall be subject to a one and half percent (1.5%) per month interest rate for each month or part thereof that the bill remains unpaid.

i) The following shall be invoiced upon the due execution of this Agreement:

(1) 75% of Software License and Professional Fees = $76,035.00 ($101,380 * 0.75)

(2) 100% of Initial Subscription Services Fees = $22,450 (pro-rated SaaS fees through 12/31/2024)

(3) Hardware Services = $0

First installment of one-time fees not to exceed $98,485.00.

ii) The following shall be invoiced upon the CAMACloud Synchronization Service being installed on Customer's server:

(1) 25% of Software License and Professional Fees = $25,345.00 ($101,380 * 0.25)

Final installment of one-time fees not to exceed $25,345.00.

b) Customer may add additional licenses after the execution of this Agreement under the following conditions:

(1) Customer requests a Purchase Order estimate/quote from Supplier,

(2) Customer provides purchase authorization via Purchase Order provided to Supplier,

(3) 100% of additional license fees are paid within 35 days of activation,

(a) additional mobile licenses can be purchased set at then current rates, each, and

(b) additional desktop administrative console licenses are $1,000 each.

c) Customer may add additional CAMACloud™ modules after the execution of this Agreement under the following conditions:

(1) Customer requests a Purchase Order estimate/quote from Supplier,

(2) Customer provides purchase authorization via Purchase Order provided to Supplier,

(3) 100% of additional upgrades fees are paid within 35 days of activation.

d) If Customer determines that Supplier is not in compliance with the terms of this Agreement, Customer may suspend payments until Supplier is in compliance with the terms and conditions of this Agreement.

i) Full payment by Customer to Supplier shall be immediately due if the parties agree that Supplier was not able to fulfill the requirements of this Agreement due to any inability of Customer to rectify any unreasonable working environment issues, for which Customer is accountable for, that interferes with Supplier's ability to successfully complete agreed upon services.

4) Annual SaaS Fees: Hosting, Maintenance and Support for Software. Customer shall pay Supplier annual SaaS Fees not to exceed **$13,227.50 plus $862.50 per mobile license.** In exchange for such fees, the Supplier shall provide the annual hosting, maintenance, and support of Software during the term of this Agreement; for which Customer will be entitled to all product updates that prevent or correct identified errors in Software (including revisions required due to third-party operating system or browser updates).

a) Annual SaaS fees (yearly hosting, maintenance and support fees) may increase to then current rates if Customer adds additional modules, switches CAMA systems, or upgrades after the execution of this Agreement as referenced in Sections 3)b) and 3)c).

b) There is no credit or refund in the one-time license fees if the quantity of mobile licenses or upgrades is decreased at any point in the future, but the annual maintenance and support fees shall decrease by the then applicable and respective maintenance rate(s) per removed license or upgrade, per year.

c) **Full (non-discounted and not pro-rated) annual maintenance begins January 1st of each year.**

i) Example: The 1/1/2024 – 12/31/2024 pro-rated and discounted SaaS Fees ("Initial Subscription Services") in the amount of $22,450 will be due as stipulated in Section 3 of this Agreement; then **$29,615 for the first full year shall be due by 1/31/2025** (for services running 1/1/2025 – 12/31/2025); then ~$29,615 for the second full year shall be due by 1/31/2026; then ~$29,615 for the third full year shall be due by 1/31/2027; then ~$29,615 for the fourth full year shall be due by 1/31/2028; then ~$29,615 for the fifth full year shall be due by 1/31/2029 for which maintenance and support (and all access to Software) shall terminate at the end of 12/31/2029 if Customer provided a sixty (60) day notice to cancel,

else Software hosting, maintenance, support, and applicable fees shall continue for any extension of the Term.

(a) The tilde symbol (~) above is to represent an approximation of future annual amounts due while considering the following: the above amounts can increase or decrease based upon the then current, applicable, and respective number of licenses or upgrades added or removed after the execution of this Agreement, in accordance with Sections 3 and 4; or, if in the event of no upgrades then the annual maintenance amounts may increase by an amount not to exceed 3.99% from one year to the next.

d) Supplier will provide standard support services on Software products in use by Customer and will use reasonable efforts to respond to all service inquiries within three (3) business days. However, Supplier cannot guarantee response times for those inquiries requiring substantial research or if Customer does not provide sufficient details or reproduction steps.

e) For each software product for which Customer has purchased, they will be provided with installation, basic set-up, problem analysis, problem resolution, and preventative or corrective service information and efforts to reproduce and correct errors identified by Customer or determine that errors are not reproducible.

5) Reimbursement of Expenses. Supplier shall be responsible for all direct expenses of Supplier with regard to its performance of its services under this Agreement, including travel, lodging and per diem expenses; with exception for any support or professional services in excess of any of the above-described hours/days/licenses shall be billable by Supplier to Customer on a time and materials basis, as may be needed and only as preapproved by Customer.

6) Insurance: Supplier agrees that in order to protect itself, as well as Customer, under the indemnity provisions set forth above, it will at all times during the term of this Agreement, keep in force the following insurance protection in the limits specified as marked with an ☒:

☐ General Liability with contractual liability coverage in the amount of the Customer's tort liability limits set forth in Minnesota Statute 466.04. The minimum limits should be

1. $1.5 million each occurrence
2. $3 million general aggregate
3. $3 million products and completed operations aggregate

☐ Supplier shall name Age as an additional insured.

Worker's Compensation in the statutory amount. The minimum limits should be:

1. Bodily injury by accident $500,000 each incident
2. Bodily injury by disease $500,000 each employee
3. Bodily injury by disease $500,000 policy limit

☒ Cyber-Coverage

1. $2 Million per occurrence or claim
2. $4 Million aggregate

☒ Professional Liability (errors and omissions) insurance coverage of

1. $2,000,000 per wrongful act or occurrence
2. $4,000,000 annual aggregate

☐ Automobile liability coverage when transportation of eligible recipients is provided by the Supplier. The minimum limits should be $1,500,000 per occurrence and

aggregate.

☐ Supplier shall name Customer as an additional insured.

☐ Supplier will be required to maintain at all times, during the term of this Contract, a fidelity bond or insurance policy covering theft or embezzlement by the organization's officers or employees. The minimum bonded amount must be enough to cover the average amount of money you handle for Social Security beneficiaries each month plus any conserved Social Security or SSI funds you are holding. A copy of the Supplier's bond or insurance certificate shall be delivered to this County at the beginning of this Contract term and on an annual basis thereafter.

An excess or umbrella policy may be used in conjunction with primary coverage limits to meet the minimum limit requirements for each line of coverage.

The Supplier agrees as a condition subsequent to increase the required insurance coverage as the liability limits in section 466.04 increase. Failure to abide by this provision shall be deemed a substantial breach of contract. Nothing in this Agreement shall constitute a waiver by Customer of any statutory limits upon liability.

"Wright County, a body politic and corporate of the State of Minnesota, its Board members, officers, employees, agents, and other officials" shall be listed as the certificate holder. If room does not permit, this verbiage can be entered into the description of operations. However, if the latter method is used, the certificate holder shall be listed only as Wright County, Minnesota, Attn: Risk Management, 3650 Braddock Ave NE, Suite 3200, Buffalo, MN 55313.

7) **Mutual Mediation Clause.** Upon demand by either party, the parties agree to mediate any dispute, claim or controversy arising out of or relating to this Agreement or the breach, termination, enforcement, interpretation or validity thereof, including but not limited to the determination of the scope or applicability of this agreement to mediate. This clause shall not prevent either party from initiating any claim or suit, but if exercised by a party, both parties agree to stay any litigation for a reasonable time pending the mediation. If either party chooses to exercise this right to demand mediation, then, by doing so, that party shall also consent and agree to toll any limitations periods applicable to any claims that the other party may have against the party demanding mediation, such that all applicable limitations periods shall be extended by the same number of days as the period of time from when the demand for mediation was first placed into the mail or otherwise actually communicated to the other party, until the day on which mediation is completed ("Mediation Delay"); and the party demanding mediation shall waive all defenses based on statutes of limitations where litigation is actually commenced within an amount of time from the date that the statute of limitations would have otherwise run equal to the length of the Mediation Delay.

8) **Non-Waiver by Parties.** No act or omission of any party shall be construed as constituting or implying a waiver by such party of any default hereunder or of any breach or non-observance of the provisions hereof on the part or the other party or as a surrender of any of the rights of such party resulting therefrom, unless expressly consented to in writing by the party waiving such right.

9) **Confidentiality.** The parties agree to hold each party's confidential information in strict confidence and to take reasonable precautions to protect such confidential information (including, without limitation, all precautions each party employs with respect to its own confidential information); unless disclosing-party of confidential information authorizes disclosure in writing. Customer shall not be in breach of this Agreement, including Exhibit "A", in the event Customer is required by law, court order or enforceable subpoena to turn over any information, software or other data that is otherwise

confidential hereunder. Provided however Customer will give Supplier written notice within twenty-four hours of Customer's receipt of any request, order or subpoena to allow Supplier to seek whatever protections it deems advisable against such disclosure.

10) **Severability.** In the event that any one or more of the provisions contained in this Agreement shall for any reason be held to be unenforceable, illegal or otherwise invalid in any respect under the laws governing this Agreement or its performance, such unenforceability, illegality or invalidity shall not affect any other provisions of this Agreement and this Agreement shall then be construed as if such unenforceable, illegal or invalid provisions had never been contained herein.

11) **Amendments.** This Agreement may not be modified or changed in any respect whatsoever except by written amendment signed by each party.

12) **Designated Representative.** Any notice that must be given under the present Agreement must be communicated in writing at the following addresses:

Person in charge of this project who will be available, knowledgeable, and authorized to execute binding agreements on behalf of Supplier or Customer:

Woolpert: Daniel T. Anderson *
E-mail: daniel.anderson@woolpert.com *
**or then current Data Cloud Solutions' Practice Leader,*
Copy to: jon.downey@woolpert.com

Customer: Tony Rasmuson **
Email: tony.rasmuson@co.wright.mn.us**
***or then current Assessor*

13) **Entire Agreement.** The present Agreement, attached Schedules, and/or Purchase Orders constitutes the full and complete understanding and agreement of Supplier and Customer (and Software Licensee) and supersedes all prior negotiations, understandings and agreements pertaining to the subject matter of this Agreement. This Agreement may be supplemented by one or more Purchase Orders, which will be deemed to be part of this Agreement when signed by each party.

THE PARTIES HEREBY AGREE TO ALL OF THE ABOVE TERMS AND HAVE EXECUTED THIS AGREEMENT BY A DULY AUTHORIZED REPRESENTATIVE.

EFFECTIVE DATE: __**[**_____**]**_____

ACCEPTED BY:	ACCEPTED BY:
Woolpert, Inc.	Wright County, MN
Authorized Signature	Name
Vice President, Practice Leader (DCS)	
Title	Title

The undersigned secretary and/or custodian of records hereby certifies that the above and foregoing SOFTWARE LICENSE AND RELATED PROFESSIONAL SERVICES AGREEMENT was approved.

Authorized Signature

EXHIBIT “A”
End User License Agreement

1 DEFINITIONS.

1.1 “Purchase Order” has the meaning set forth in Section 2.

1.2 “Floating User” means the number of undesignated concurrent users specified in this Agreement (or any subsequent and mutually agreeable Purchase Order or amendment related thereto), who may simultaneously access and use the Licensed Software via Named User-Devices, subject to the license granted herein.

1.3 “Named User-Device” means the number of users specified in this Agreement (or any subsequent and mutually agreeable Purchase Order or amendment related thereto), who are employees or authorized contractors of Licensee and specifically designated to use the Licensed Software, subject to the license granted herein.

1.4 “Licensed Software” means the proprietary software of Data Cloud Solutions, a Woolpert Company ("Woolpert", “Woolpert, Inc.”), in object-code (end-user interface) format only; for such Software that is identified in the recitals of this Agreement (or any subsequent and mutually agreeable Purchase Order or amendment related thereto).

1.5 “Business Unit” means the specific municipal division (e.g., real estate assessment) or operations unit identified in a Purchase Order for which Licensee is authorized to use the Licensed Software.

1.6 “Intellectual Property Rights” means any and all rights, whether or not registered, that may exist from time to time in this or any other jurisdiction under patent law, copyright law, moral rights law, publicity rights law, trade secret law, trademark law, unfair competition law or other similar protections.

2 PURCHASE ORDERS.

2.1 Licensee may issue to Data Cloud Solutions, a Woolpert Company ("Woolpert", “Woolpert, Inc.”) written Purchase Orders identifying the Licensed Software and services Licensee desires to obtain from Woolpert (the “Purchase Order(s)”). Such Purchase Orders shall be consistent with the terms and conditions of this Agreement. It is the parties’ intent that a quote/estimate be generated by Woolpert for each Purchase Order Licensee intends to issue to Woolpert. Woolpert shall accept any mutually agreeable Purchase Orders or alterations thereto which do not establish new or conflicting terms and conditions from those set forth in this Agreement and the exhibit(s) attached hereto or entered into pursuant to the terms of this Agreement. In the event of a conflict between the terms of this Agreement and a Purchase Order, the applicable terms of this Agreement shall prevail over the conflicting terms of such Purchase Order. Woolpert may reject a Purchase Order that does not meet the conditions described above by promptly providing to Licensee a written explanation of the reasons for such rejection. Each executed Purchase Order shall be attached hereto and incorporated herein as Purchase Order 1, 2, et seq.

3 LICENSE.

3.1 Grant of License. Subject to the terms of this Agreement and any applicable Purchase Order, Woolpert hereby grants to Licensee a non-exclusive, non-transferable, non-sublicensable, restricted license to use the Licensed Software for internal purposes only, for the specific business purposes and Business Unit (if applicable), and during the license term specified in a Purchase Order (the “License”). The License permits employees and authorized users of Licensee to use the Licensed Software, subject to the number of Floating Users and/or Named User-Devices specified in the Purchase Order.

3.2 Prohibited Uses. Licensee may not (i) transfer all or any portion of the Licensed Software to a different computer configuration or permit use by third parties or other functionally independent business units affiliated with Licensee or affiliates of Licensee, (ii) reinstall or use the Licensed Software or documentation following the expiration or termination of this Agreement unless it enters into an additional license agreement with Woolpert, (iii) attempt to circumvent any technical devices of the License Software that are directed at, or have the effect of, enforcing the terms of this Agreement, (iv) make copies of the Licensed Software other than for

backup, training, testing or other internal support reasons, or (v) modify, create derivative works, translate, decompile or create or attempt to create, by reverse engineering or otherwise, the source code from the object code supplied to Licensee. Licensee may not remove, modify or obscure any copyright, trade secret, confidentiality, trademark, service mark or other proprietary rights, notice or legend on any copy of the Licensed Software, the media on which it is contained, or related data, documentation or other materials. Licensee may not market, sell, lend, rent, lease, or otherwise distribute the Licensed Software. Except as otherwise expressly provided herein, Licensee may not assign, sublicense or otherwise transfer any rights in or to the Licensed Software. The Licensed Software shall not be used under any circumstance whatsoever directly or indirectly in a computer service business or service bureau or in a rental or commercial timesharing arrangement.

3.3 Designated Hardware. Licensee agrees to operate the Licensed Software on hardware meeting or exceeding the requirements as specified in a Purchase Order or this Agreement or otherwise recommended by Woolpert. Licensee acknowledges and agrees that the License is restricted to official Customer operations only, and that the Licensed Software may not be installed on hardware not owned and operated by Licensee.

3.4 Database Objects of Licenses Software. Licensee agrees that the database objects created by Woolpert and its architecture are key components of Licensed Software that is also being licensed concurrently with this Agreement. The database objects may be subject to copyright protection by Woolpert. Licensee acknowledges that any alteration of the database objects – even in the case of changing data that may be owned by Licensee – that is performed by software that is not the Licensed Software and/or by an agent that is not associated with Woolpert is inconsistent with the License granted under this Agreement and may cause the Licensed Software to malfunction or affect the integrity of the data in the License Software database and/or Customer's CAMA database, and that Woolpert can no longer warrant the accuracy of the data or the above referenced databases. Licensee shall not permit any third party or third-party software product to access the Licenses Software database objects except with the prior written consent of Woolpert.

4 SERVICES.

4.1 Professional Services. Woolpert shall provide professional services ("Services") as described in Purchase Orders to assist with data conversion, system implementation and configuration, customization, and installation, or in connection with other activities as may be described in Purchase Orders. Subject to the mutual agreement of the parties in a Purchase Order or this Agreement, Woolpert personnel will perform these Services at the rate and charges set forth in such Purchase Order; plus applicable travel, meal and lodging expenses if preapproved by Customer.

4.2 Maintenance and Support Services. Woolpert shall provide maintenance and support services ("Maintenance") as described in Purchase Orders or this Agreement to maintain the Licensed Software and to provide technical support, Licensed Software updates, and other services as described in Purchase Orders or this Agreement. Unless otherwise set forth in an applicable Purchase Order, support calls for service will be provided during normal business hours, and will be responded to within 3 business days for standard inquiries and 10 business hours for emergency inquiries from the time the call was placed or 5 business hours for premium support services (if purchased); or otherwise resolved as soon as reasonably possible as defined within this Agreement. Licensee understands and agrees that if Licensee discontinues and then resumes the use of Maintenance, Licensee will be required to pay Woolpert the entire Annual Maintenance and Support Services Fees for the period of discontinuance, plus any Maintenance Services then commencing.

5 SUSPENSION OF SaaS DUE TO NON-PAYMENT.

5.1 In consideration for the License and the Services and Maintenance to be provided by Woolpert, Licensee shall pay the Annual SaaS Fees as indicated in Section 4 of the Agreement. Licensee shall pay these fees within thirty-five (35) days of the date of the invoice, unless otherwise stipulated in this Agreement. Licensee agrees that the SaaS CAMACloudTM applications are available only through a rental time-based subscription basis and the failure to pay any fees related thereto greater than seventy (70) days shall permit Woolpert to deny Licensee access to those aspects of the Software until full payment for all amounts owing are paid in full.

6 PROPRIETARY RIGHTS AND CONFIDENTIALITY.

6.1 Licensee understands and agrees that the Licensed Software, related data, documentation, and all other information and materials provided by Woolpert to Licensee (the "Proprietary Information") are confidential and that Woolpert has and will have exclusive Intellectual Property Rights in such Proprietary Information. Notwithstanding the foregoing, Woolpert understands and agrees that Licensee is subject to its state's Open Records Act. Woolpert further understands that information which Woolpert considers or treats as confidential may be made public or disclosed to members of the public, if such disclosure is required by law.

6.2 Licensee acknowledges and agrees that no title or ownership of the Licensed Software or any of Woolpert's Intellectual Property Rights is transferred to Licensee by this Agreement and that the Licensed Software and all Intellectual Property Rights are and will remain the exclusive property of Woolpert. Except as otherwise expressly set forth in any Purchase Order or this Agreement, Woolpert shall own all right, title, and interest in and to all Deliverables that are written or created by Woolpert personnel alone or jointly with Licensee or third parties in connection with this Agreement. "Deliverable" shall mean any work product, software, co-development, analysis, or other deliverable(s) produced for or delivered to Licensee under this Agreement in connection with a Purchase Order.

6.3 Licensee agrees not to make any claim or representation of ownership of any of the Licensed Software and all related data, documentation and other materials, including any Deliverables. Subject only to the rights expressly granted to Licensee under this Agreement according to the non-exclusive License herein, all rights, title and interest in and to the Licensed Software including without limitation the Proprietary Rights will remain with and belong exclusively to Woolpert. This is a software license agreement and not an agreement for the sale of the Licensed Software.

6.4 Except as required or prohibited by law, Licensee agrees to keep all Licensed Software (including all related data, documentation and other materials) and other confidential information of Woolpert confidential and agrees not to sell, assign, distribute or disclose any Licensed Software or any portion of the Licensed Software to any other person or entity. Licensee agrees to advise its employees, agents and consultants of the confidential and proprietary nature of the Licensed Software (including all related data, documentation and other materials) and of the restrictions imposed by this Agreement, and agrees to confine access to Licensee's employees, agents and consultants solely on a need-to-know basis, subject to all restrictions imposed by this Agreement. Except as required or prohibited by law, demonstrating the capability of the system to competing property assessment jurisdictions, competing vendors, and/or competing agents/consultants shall be a disclosure of the Licensed Software that constitutes a material breach of this Agreement.

6.5 Woolpert agrees to keep confidential all of Licensee's confidential information, and agrees not to sell, assign, distribute or disclose any such confidential information to any other person or entity. Woolpert agrees to advise its employees, agents, and consultants of the confidential and proprietary nature of such confidential information and of the restrictions imposed by this Agreement, and agrees to confine access to Woolpert's employees, agents and consultants solely on a need-to-know basis, subject to all restrictions imposed by this Agreement and by law.

6.6 The provisions of this Section 6 apply to the Licensed Software as originally delivered by Woolpert and as modified or otherwise enhanced and to any data, documentation, other materials and information regarding the Licensed Software that has been given to Licensee prior to the Effective Date, and apply to Licensee and to all employees, agents, consultants and affiliates of Licensee.

6.7 To the extent that Licensee is authorized by law to do so, Licensee agrees to assist Woolpert in stopping and preventing any possession or use of the Licensed Software (including all related data, documentation and other materials) by any person or entity not authorized by this Agreement to have such possession or use, and will cooperate with Woolpert in any litigation that Woolpert determines is reasonably necessary to protect the Proprietary Rights.

6.8 The parties agree that any breach of the provisions of this Section 6 will cause substantial damages, that the amount of such damages is difficult to determine with precision, and that any remedies at law for such a breach will entitle the owner of the confidential information or Proprietary Information as the case may be, in addition to any other remedies it may have, to temporary and permanent injunctive and other relief, without the necessity of posting bond or proving actual damages. Woolpert further agrees that, to the extent that any disclosure of information is required by law, or the concealing of information is prohibited by law, including information of any type considered under this Agreement to be confidential, Woolpert shall not be entitled to any damages or other legal or equitable relief whatsoever.

7 INDEMNITY.

7.1 Woolpert will indemnify and defend Licensee, at Woolpert's expense, against any claim or any action brought, and will pay any and all costs, liabilities, expenses, settlements, or judgments finally awarded in favor of a third party against Licensee, based upon any claim that the Licensed Software infringes any valid U.S. patent, copyright or trade secret, provided that Licensee: (i) promptly notifies Woolpert in writing of any such claim; (ii) gives Woolpert full authority and control of the settlement and defense of the claim; (iv) has not made any admission or offer to settle and (iv) fully cooperates with Woolpert in the defense of such claims, including providing adequate assistance and information. Woolpert shall keep Licensee informed of, and consult with Licensee in connection with the progress of such litigation or settlement. Woolpert may not settle any Claim unless it unconditionally releases

Licensee of all liability. The indemnity provided hereunder shall not apply to amounts paid in settlement of any claim if such settlement is made without Woolpert's prior written consent.

7.2 This indemnity does not apply to, and Woolpert will have no obligation to Licensee for, any infringement claim that arises from: (i) any modification to the Licensed Software by anyone other than Woolpert unless approved in writing by Woolpert; (ii) modifications made by Woolpert at Licensee's request in compliance with Licensee's design, specifications or instructions; (iii) use of the Licensed Software other than as specified in this Agreement or in the applicable documentation; (iv) use of the Licensed Software in conjunction with third-party software, hardware or data other than that with which the Licensed Software is specifically designed to be used, solely as expressly specified in the documentation or this Agreement, or (v) use of a prior version of the Licensed Software, if the infringement claim could have been avoided by the use of the current version of the Licensed Software.

7.3 If an infringement claim arises, or in Woolpert's reasonable opinion is likely to arise, Woolpert may at its own expense and in its own discretion obtain for Licensee the right to continue using the Licensed Software, modify the Licensed Software to make it non-infringing, or substitute other Licensed Software of substantially similar capability and functionality. If none of these options are reasonably available to Woolpert, Woolpert may terminate the License for the infringing Licensed Software and refund to Licensee the License fee paid for the infringing Licensed Software, less a reasonable charge for Licensee's use of the Licensed Software prior to such termination. THIS SECTION 7 STATES THE ENTIRE OBLIGATION OF WOOLPERT AND THE EXCLUSIVE REMEDIES OF LICENSEE WITH RESPECT TO ANY CLAIMS OF INFRINGEMENT OR INTELECTUAL PROPERTY RIGHTS VIOLATIONS.

8 WARRANTY AND LIMITATION OF LIABILITY.

8.1 Woolpert warrants that as of the Effective Date of this Agreement, (i) it has the authority to grant the License under this Agreement to Licensee; (ii) any Services provided under this Agreement and any Purchase Orders will be performed in a professional and workmanlike manner; and (iii) the Licensed Software will conform substantially to its documentation for thirty (30) days from go-live delivery. Licensee's sole remedy for a breach of the express warranties in this section shall be repair or replacement of the Licensed Software or reperformance of any applicable Services within a reasonable time.

8.2. WOOLPERT MAKES NO WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE. WOOLPERT DOES NOT WARRANT THAT THE PRODUCT WILL OPERATE WITHOUT INTERRUPTION OR BE ERROR FREE. EXCEPT AS EXPRESSLY PROVIDED IN THIS AGREEMENT OR ANY APPLICABLE PURCHASE ORDER, WOOLPERT HAS NO DUTY TO UPDATE, MAINTAIN OR PROVIDE ANY ENHANCEMENTS FOR THE LICENSED SOFTWARE.

9 TERM AND TERMINATION.

9.1. The term of this Agreement shall begin on the Effective Date and continue in effect until terminated as provided herein or otherwise stipulated in the Agreement. In the event that either party fails at any time to comply with any of its obligations under this Agreement and fails to cure such breach within thirty (30) calendar days after the giving of a written notice of breach that describes in reasonable detail the alleged breach, the other party may terminate this Agreement effective on the 31st day after the original written notice of breach unless some interim arrangement has been reached between the parties during the 30-day cure period. If Licensee breaches any provision of Section 3 or Section 6, Woolpert may terminate this Agreement immediately upon written notice to Licensee. Upon termination, Licensee shall immediately destroy all copies of the Licensed Software, and certify to Woolpert that it has retained no copies of the Licensed Software. Upon termination, regardless of the reason for termination, Licensee shall pay Woolpert all undisputed Fees or expenses then due or incurred up to the time of termination. The rights and responsibilities of the parties pursuant to paragraphs 3.2, 5, 6, 8.2, and paragraph 10 shall survive the expiration or termination of this Agreement.

9.2 NON-APPROPRIATION. Woolpert acknowledges that Licensee is a governmental entity and the contract validity is based upon the availability of public funding under the authority of its statutory mandate. In the event that public funds are not appropriated for the performance of Licensee's obligations under this Agreement, then this Agreement shall automatically expire without penalty to Licensee thirty (30) days after written notice to Woolpert of the non-appropriation of public funds. It is expressly agreed that Licensee shall not activate this non-appropriation provision for its convenience or to circumvent the requirements of this Agreement, but only as an emergency fiscal measure during a substantial fiscal crisis, which affects generally its governmental operations. Any services performed by Woolpert prior to its receipt of notice of the Licensee's intent to terminate this Agreement in accordance with this paragraph shall nonetheless be paid to Woolpert, including all non-refundable amounts.

10 MISCELLANEOUS.

10.1 Except for Customer's obligation to pay Woolpert, Neither party will be liable for any failure to comply with or delay in performance of this Agreement where failure or delay is caused by or results from any events beyond its control, including but not limited to, fire, flood, earthquake, accident, civil disturbances, acts of any governmental entity, war, shortages, embargoes, strikes (other than those occurring in the workforce of the party claiming relief, or the workforces of its ~~subcontractor~~Ssuppliers), transportation delays, or acts of God.

10.2 This Agreement will inure to the benefit of and be binding upon the parties and their respective successors and permitted assigns; provided however, that (i) Licensee may not assign or otherwise transfer this Agreement or any of its rights and/or obligations hereunder without the prior written consent of Woolpert, and (ii) Woolpert may only transfer or assign its rights and obligations under this Agreement to an affiliate, in connection with a merger or acquisition or in connection with a corporate reorganization.

10.3 No delay, omission or failure to exercise any right or remedy under this Agreement will be deemed to be a waiver of such right or remedy or acquiescence to the event giving rise to such right or remedy, but every such right and remedy may be exercised from time to time and so often as may be deemed expedient by the party exercising such right or remedy.

10.4 Woolpert and Licensee are independent contractors with respect to one another under this Agreement, and neither one is a partner, joint venture, employee, agent or legal representative of the other for any purpose.

10.5 This Agreement will be governed by and construed in accordance with the laws of the United States and the state of Customer's address as entered prior to the Recitals of this Agreement, without respect to conflict of laws principles. The parties agree that the United Nations Convention on Contracts for the International Sale of Goods (1980) is specifically excluded from application to this Agreement.

10.6 If any provision of this Agreement or compliance by any of the parties with any provision of this Agreement constitutes a violation of any law, or is or becomes unenforceable or void, then such provision, to the extent only that it is in violation of law, unenforceable or void, shall be deemed modified as necessary so that it is no longer in violation of law, unenforceable or void, and such provision will be enforced to the fullest extent permitted by law. If such modification is not possible, such provision, to the extent that it is in violation of law, unenforceable or void, shall be deemed severed from the remaining provisions of this Agreement, which provisions will remain in full force and effect.

10.7 In the event that any provision of this Agreement is held to be illegal, invalid or unenforceable, under present or future laws, then (i) such provision will be fully severable and this Agreement will be construed and enforced as if such illegal, invalid or unenforceable provision were not a part hereof, (ii) the remaining provisions of this Agreement will remain in full force and effect and will not be affected by such illegal, invalid or unenforceable provision or by its severance from this Agreement, and (iii) there will be added automatically as a part of this Agreement a provision similar in terms to such illegal, invalid or unenforceable provision as may be possible and still be legal, valid and enforceable.

10.8 This Agreement will be a public document and will be subject to disclosure under the Open Records Act. Subject to the confidentiality restrictions set forth in Section 6 above and applicable law, the parties may create and distribute media releases, public announcements, or make public disclosures regarding the existence of the Agreement and such releases, announcements and disclosures may include the name trademark or logo of either of the parties, and be posted on the parties respective web sites. Any media release or public announcement by Licensee regarding this Agreement shall be subject to prior approval by Woolpert. Woolpert may disclose Licensee's name on a list of customers.

10.9 This Agreement will become effective only upon execution of this Agreement by an authorized officer of Woolpert and Licensee.

10.10 Any notice or communication required or permitted to be given hereunder may be delivered by hand, deposited with an overnight courier, sent by confirmed facsimile, or mailed by registered or certified mail, return receipt requested, postage prepaid, in each case to the address of the receiving party indicated below, or at such other address as may hereafter by furnished in writing by either party hereto to the other. Such notice will be deemed to have been given as of (i) the date it is delivered in the case of delivery by hand or overnight delivery, (ii) on the date of facsimile if sent by confirmed facsimile, and (iii) three (3) days after deposit in the mail in the case of certified mail delivery. Copies of all notices to Woolpert shall be sent to: Data Cloud Solutions, a Woolpert Company, 1730 N. Limestone St., Springfield, OH 45503.

10.11 The Uniform Computer Information Transactions Act does not apply to this Agreement.

10.12 This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument. Such counterparts may be sent via facsimile or in PDF format via email.

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 *
11/21/2023 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
CEC4226

Item Details

Board Action Requested *
Authorize Signatures on City Law Enforcement Contract with Albertville

Short Title (what will appear on Agenda outline - 250 character max.) *
Authorize Signatures on City Law Enforcement Contract with Albertville

Value Stream the request primarily aligns with:

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

Describe the impact on staffing resources.

Fiscal Impact:

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 (1)

Document Name	Attachment Type
scan_cec4226_2023-11-16-10-24-06.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

LAW ENFORCEMENT CONTRACT

THIS AGREEMENT made and entered on this 6th day of November, 2023, by and between the COUNTY OF WRIGHT and the WRIGHT COUNTY SHERIFF, hereinafter referred to as "County" and the City of Albertville hereinafter referred to as the "Municipality".

WITNESSETH:

WHEREAS, the COUNTY has a statutory obligation to provide police services within Wright County; and

WHEREAS, the MUNICIPALITY has determined that it is in the best interests of the MUNICIPALITY to continue to contract with the COUNTY for law enforcement services, thereby allowing for the allocation of overhead and other administrative costs over a larger population; and

WHEREAS, the parties to this Agreement intend to contract for law enforcement services within the political boundaries of the MUNICIPALITY through the Wright County Sheriff; and

WHEREAS, the COUNTY is agreeable to rendering such services on the terms and conditions hereinafter set forth; and

WHEREAS, such contracts are authorized and provided for by the provision of Minnesota Statutes § 471.59 and Minnesota Statutes § 436.05;

NOW THEREFORE, pursuant to the terms of the aforesaid statutes, and in consideration of the mutual covenants herein contained, it is agreed as follows:

1. That the County by way of the Sheriff agrees to provide law enforcement services within the corporate limits of the Municipality to the extent and in the manner as hereinafter set forth:

   a. Except as otherwise hereinafter specifically set forth, such services shall encompass only duties and functions of the type coming within the jurisdiction of the Wright County Sheriff pursuant to Minnesota Laws and Statutes.

   b. Services purchased pursuant to this contract shall include enforcement of Minnesota State Statutes, including but not limited to the Traffic Code and the Criminal Code, as well as all local ordinances enacted in conformance therewith. Statutes and ordinances which prescribe enforcement by a different authority (i.e., the State Electrical Code, the Uniform Building Code) shall be excluded from this agreement. Ordinances pertaining exclusively to purely local city management matters shall be excluded from this agreement. Enforcement and prosecution of municipal ordinances are excluded from this agreement and the Municipality shall be responsible for enforcement and prosecution for any Municipal Ordinance Violations, except that the Sheriff may, when requested by a Municipality, issue a citation for an ordinance violation. Notwithstanding the aforementioned, the Sheriff in consultation with the County Attorney, may enforce and refer for prosecution to the County Attorney cannabis offenses, parking violations and petty offenses as outlined in paragraph 8.

2. The manner and standards of performance, the discipline of peace officers and employees, and other matters incident to the provision of services under this Agreement, and the control of personnel so employed, shall be subject solely to the control of the COUNTY. In the

event of a dispute between the parties as to the extent of the duties and functions to be rendered hereunder, or the level or manner of performance of such service, the determination thereof made by the Sheriff of the COUNTY shall be final and conclusive as between the parties hereto.

3. The COUNTY shall have full cooperation and assistance from the MUNICIPALITY, its officers, agents, and employees so as to facilitate the performance of this agreement. In order to facilitate a local presence of Sheriff's Deputies, the MUNICIPALITY shall, if requested by the COUNTY, provide a secure office for the Sheriff's Office Employees by having adequate space for two desks with chairs, limited public visibility, a local telephone line and an adequate internet connection with support as requested by the COUNTY. The MUNICIPALITY agrees to allow the COUNTY to install equipment or hardware necessary for the implementation and usage of squad or body worn cameras. The MUNICIPALITY shall allow a sign indicating the location of its Sheriff's substation with appropriate telephone numbers to be displayed on the exterior of the building.

4. That the COUNTY shall furnish and supply all necessary labor, supervision, equipment, communication facilities for dispatching, cost of jail detention, and all supplies necessary to maintain the level of service to be rendered herein.

5. All deputy sheriffs, clerks, and all other COUNTY personnel performing duties pursuant to this Agreement shall at all times be considered employees of the COUNTY for all purposes.

6. TERM

   a. The COUNTY shall commence the provision of Law Enforcement Services on January 1, 2024, and this Agreement shall remain in effect for a period of one (1) year, unless earlier terminated by operation of law or pursuant to the terms of this Agreement.

   b. This Agreement shall automatically renew for a period of one (1) year following the expiration of the initial one (1) year term and/or any renewal term.

   c. Any Party may terminate this Agreement during or prior to the renewal term by providing notice by September 15th of each year. Notice of termination that is timely delivered shall be effective at the end of the initial or renewal term on December 31st. The Parties may voluntarily terminate this Agreement at any time by mutual agreement.

7 CONTRACTED HOURS AND COMPENSATION.

   a. The minimum number of annual hours of service to be invoiced for licensed peace officers pursuant to this contract are 10,980 hours. The annual hours of service shall provide for 24-hour call and general service. The number of hours each month may vary due to special events, seasonal adjustments and the availability of the County's employees. The COUNTY shall notify the MUNICIPALITY in writing eighteen months prior any change in the minimum number of hours for any subsequent renewal term. In determining the minimum number of hours, the County Sheriff may consider the following factors of population, traffic, commercial districts, calls for service or input from the MUNICIPALITY.

b. The Municipality agrees to pay to the County the sum of $105.00 per hour for law enforcement services during the calendar year 2024. The hourly rate for the Law Enforcement Services in future years will be established by the COUNTY. Any increase in the hourly rate must be provided to the MUNICIPALITY no later than August 1st of each year.

c. The MUNICIPALITY agrees to pay to the COUNTY a lump sum of law enforcement assessment of $63,346.15 for law enforcement services and retention during the 2024 calendar year. The lump sum law enforcement assessment shall be payable in two payments on January 1, 2024 and July 1, 2024. Upon the request of the County Sheriff, the parties agree to renegotiate in good faith any further lump sum law enforcement assessments in the event economic conditions for law enforcement hinder the effective hiring and retention of Deputy Sheriff employees.

d. The COUNTY shall bill the MUNICIPALITY on a monthly basis for the provision of Law Enforcement Services under this Agreement. The MUNICIPALITY shall pay the amount required in accordance with the Prompt Payment of Local Government Bills statute, Minnesota Statutes § 471.425, as amended.

8. The County shall provide for all costs and prosecution efforts with the respect to violations of Minnesota State Statutes charged by the Sheriff in the performance of this agreement. County prosecution services do not include building code, electrical code, or any municipal ordinance violations. All fines arising from such prosecutions shall accrue to the COUNTY. Violations of building codes, electrical codes, and municipal ordinances excluded from enforcement by this agreement shall be prosecuted by the MUNICIPALITY at its expense. All fines arising from the city directed prosecutions shall accrue to the MUNICIPALITY unless otherwise provided by law. Notwithstanding the aforementioned, the County Attorney has the sole discretion to elect to prosecute cannabis offenses, parking violations or petty violations of a municipality's ordinances.

9. Pursuant to law, the Wright County Finance Director shall remit to the MUNICIPALITY its share of all fines collected. The Municipality shall return to the County within 30 days all fine money attributable to prosecutions initiated by the Sheriff in accord with Paragraph 8 of this contract. The MUNICIPALITY shall keep and retain any fine money submitted by the Wright County Finance Director attributable to prosecutions initiated by the MUNICIPALITY.

10. LIABILITY

A. During the initial and any renewal terms of this Agreement the COUNTY shall maintain general, automotive, and workers compensation coverage through the Minnesota Counties Intergovernmental Trust at the coverage limits provided.

B. The MUNICIPALITY shall not assume any liability for the direct payment of any salaries, wages, or other compensation to any of the COUNTY'S employees providing Law Enforcement Services to the MUNICIPALITY under this Agreement and the COUNTY hereby assumes said liabilities.

C. The MUNICIPALITY shall not be liable for compensation or indemnity to any of the COUNTY'S employees for injury or sickness arising out of their employment with the COUNTY and/or provision of the Law Enforcement Services to the MUNICIPALITY,

and the COUNTY agrees to defend, indemnify and hold the MUNICIPALITY harmless against any such claims.

D. To the fullest extent permitted by law, the COUNTY agrees to defend, indemnify and hold harmless the MUNICIPALITY, and its employees, officials and agents from and against all claims, actions, damages, losses and expenses, including reasonable attorney fees, arising out of the COUNTY'S performance or failure to perform its obligations under this Agreement, except as set forth below. The parties agree this indemnity obligation shall survive the completion or termination of this Agreement.

E. To the fullest extent permitted by law, the MUNICIPALITY agrees to defend, indemnify and hold harmless the COUNTY, and its employees, officials and agents from and against all claims, actions, damages, losses and expenses, including reasonable attorney fees, arising out of the MUNICIPALITY'S negligence or the MUNICIPALITY'S performance or failure to perform its obligations under this Agreement. The parties agree this indemnity obligation shall survive the completion or termination of this Agreement.

F. The MUNICIPALITY agrees to defend, indemnify and hold harmless the COUNTY, and its employees, officials and agents, for any claims related to the interpretation of or challenges to the validity of the MUNICIPALITY'S ordinances and building code enforcement.

G. Nothing in this Agreement shall constitute a waiver of the statutory limits on liability set forth in Minnesota Statutes, Chapter 466 or a waiver of any available immunities or defenses. Nothing herein shall be construed to provide insurance coverage or indemnification to an employee, official or agent of any Party for any act or omission for which the employee, official or agent is guilty of malfeasance in office, willful neglect of duty or bad faith. It is further understood that Minnesota Statutes, section 471.59, subd. 1a applies to this Agreement. To the full extent permitted by law, actions by the parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the parties that they shall be deemed a "single governmental unit" for the purposes of liability, all as set forth in Minnesota Statutes, section 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. For purposes of determining total liability damages, the parties are considered a single governmental unit and the total liability shall not exceed the limits on governmental liability for a single governmental unit as specified in Minnesota Statutes, section 3.736 or section 466.04.

11. GENERAL PROVISIONS.

A. Entire Agreement. This Agreement supersedes any prior or contemporaneous representations or agreements, whether written or oral, between the Parties and contains the entire agreement.

B. Assignment. The COUNTY may not assign this Agreement to any other person unless written consent is obtained from the MUNICIPALITY.

C. Amendments. Except as to the provisions for contracted hours and compensation under paragraph 7, any modification or amendment to this Agreement shall require a written agreement signed by both Parties.

D. Nondiscrimination. In the hiring of employees to perform work under this Agreement, the COUNTY shall not discriminate against any person by reason of any characteristic or classification protected by state or federal law.

E. Governing Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota. All proceedings related to this Agreement shall be venued in Wright County, Minnesota.

F. Waiver. The waiver by either party of any breach or failure to comply with any provision of this Agreement by the other Party shall not be construed as, or constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this Agreement.

G. Notices. All notices and other communications pursuant to this Agreement must be in writing and must be given by registered or certified mail, postage prepaid, or delivered by hand at the addresses set forth below:

Notice to County:

Wright County Sheriff
Wright County Law Enforcement Center
3800 Braddock Avenue N.E.
Buffalo, MN 55313

and

Wright County Administrator
Wright County Government Center
3650 Braddock Avenue N.E.
Buffalo, MN 55313

Notice to City:

City of Albertville
5959 main Ave. N.
Albertville, MN 55301

H. Savings Clause. If a court finds any portion of this Agreement to be contrary to law, invalid, or unenforceable, the remainder of the Agreement will remain in full force and effect.

I. Counterparts. This Agreement may be signed in counterparts, each of which shall be deemed an original, and which taken together shall be deemed to be one and the same document.

[THIS SPACE WAS INTENTIONALLY LEFT BLANK – SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, The MUNICIPALITY, by resolution duly adopted by it governing body, caused this agreement to be signed by its Mayor and attested by its Clerk; and the County of Wright, by the County Board of Commissioners, has caused this agreement to be signed by the Chairman, County Administrator, and by the Wright County Sheriff, effective on the day and year first above written.

Dated: _____

COUNTY OF _____, MINNESOTA

By: _____
Its Board Chair

By: _____
Its County Administrator

and

By: _____
Its County Sheriff

IN WITNESS WHEREOF, the MUNICIPALITY has caused this Agreement to be signed by its Mayor and City Clerk.

Dated: November 6, 2023

CITY OF Albertville **, MINNESOTA**

By: Jessica Hendrickson
Its Mayor

and

By: Kristin Altmann
Its City Clerk

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Caroline Bachun

Requestor Title
Assistant County Attorney

Department (please use dropdown to select department) *
ATTORNEY

Target Meeting Date *
11/21/2023 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
CMB4160

Item Details

Board Action Requested *
Approve Amendments to Wright County Data Practices Policy for Data Subjects and Wright County Data Practices Policy for Members of the Public. Amendments are Being Made to the Named Data Practices Designees and Data Practices Compliance Officials Based on Changes in Staff and Positions.

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve amendments to Wright County Data Practices Policy for Data Subjects and Wright County Data Practices Policy for Members of the Public.

Value Stream the request primarily aligns with:
Optimize Civic Engagement

Briefly describe how the request aligns with the selected value stream.
These policies are being updated to provide the public with accurate staff contact information for public data requests. The Minnesota Government Data Practices Act requires the roles of Data Practices Designee and Data Practices Compliance Official to be assigned to staff.

Describe the impact on staffing resources.
There is no impact, other than to assign the correct individuals to the roles of Data Practices Designee and Data Practices Compliance Official.

Fiscal Impact:
None.

Background/Justification:
The Minnesota Government Data Practices Act ("DPA") requires the County to have policies related to the rights of data subjects and members of the public. The DPA also requires the County to assign staff to the roles of Data Practices Designee and Data Practices Compliance Official. Because of changes in staff and positions, the following amendments are being made to the policies: (1) James O'Dell, Business Manager, will become the Data Practices Compliance Official and Lisa Spencer, Office Manager, will become the Data Practices Designee in Health & Human Services; (2) James O'Dell's current job contact information is being updated; (3) John Bowen, who left the County Attorney's Office to become a Wright County Judge, is being removed from his prior roles listed in the policies; (4) Amanda Johnson, Office Manager, will become to the Data Practices Designee and Caroline Bachun, Assistant County Attorney, will become the Data Practices Compliance Official in the County Attorney's Office; and (5) Caroline Bachun's current job contact information is being updated.

Route for Review and Approval

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

Agenda Item Attachments (4)

Document Name	Attachment Type
Data Practices Policy for Public Tracked Changed.docx	Attachment
Data Practices Policy for Data Subjects tracked changed.docx	Attachment
Data Practices Policy for Data Subjects clean copy.pdf	Attachment
Data Practices Policy for Public Clean.pdf	Attachment

☐ Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes



WRIGHT COUNTY
DATA PRACTICES POLICY
FOR MEMBERS OF THE PUBLIC

Adopted this 13th day of May 2014
Revised this ~~21st~~ 7th day of ~~March~~ November 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
Name: Caroline Bachun, Assistant County Attorney
Address: Wright County Justice Center
3700 Braddock Ave NE
Buffalo, MN 55313
Phone number: 763 682-7644
Fax number: 763 682-7700
Email address: Caroline.Bachun@co.wright.mn.us

~~**Data Practices Compliance Official and**~~
Data Practices Designee
Name: ~~John Bowen, Attorney~~Amanda Johnson, Office Manager
Address: Wright County Justice Center
3700 Braddock Ave NE
Buffalo, MN 55313
Phone number: 763 682-~~7350~~7346
Fax number: 763 682-7700
Email address: ~~John.Bowen@co.wright.mn.us~~amanda.johnson@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 ~~Designee(s)~~Compliance Official
Name: James O'Dell, ~~Technology Supervisor~~Business Manager
Address: Wright County Government Center
3650 Braddock Ave NE
Buffalo, MN 55313
Phone number: 763 ~~684-8459~~682-7409
Fax number: 763 682-7701
Email address: James.Odell@co.wright.mn.us

Data Practices ~~Compliance Official~~Designee
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~~

WRIGHT COUNTY
MINNESOTA

~~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

WRIGHT COUNTY
MINNESOTA

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~~Assistant County Attorney
Address: Wright County ~~Government~~ Justice Center
~~3650~~ 3700 Braddock Ave NE
Buffalo, MN 55313
Phone number: 763 682-7644
Fax number: 763 682-~~61787~~7700
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

WRIGHT COUNTY
MINNESOTA

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~~Assistant County Attorney
Address: Wright County ~~Government~~ Justice Center
~~3650~~ 3700 Braddock Ave NE
Buffalo, MN 55313
Phone number: 763 682-7644
Fax number: 763 682-~~6178~~7700
Email address: Caroline.Bachun@co.wright.mn.us

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 DATA SUBJECTS

Adopted this 13th day of May 2014
Revised this ~~21st~~ 7th day of ~~March~~ November 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
Name: Caroline Bachun, Assistant County Attorney
Address: Wright County Justice Center
3700 Braddock Ave NE
Buffalo, MN 55313
Phone number: 763 682-7644
Fax number: 763 682-7700
Email address: caroline.bachun@co.wright.mn.us

~~**Data Practices Compliance Official and**~~
Data Practices Designee
Name: ~~John Bowen, Attorney~~Amanda Johnson, Office Manager
Address: Wright County Justice Center
3700 Braddock Ave NE
Buffalo, MN 55313
Phone number: 763 682-~~7350~~7346
Fax number: 763 682-7700
Email address: ~~John.Bowen@co.wright.mn.us~~amanda.johnson@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 ~~Designee~~Compliance Official
Name: James O'Dell, ~~Technology Supervisor~~Business Manager
Address: Wright County Government Center
3650 Braddock Ave NE
Buffalo, MN 55313
Phone number: 763 ~~684-8459~~682-7409
Fax number: 763 682-7701
Email address: James.Odell@co.wright.mn.us

Data Practices ~~Compliance Official~~Designee
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~~Assistant County Attorney
Address: ~~Wright County Government Center~~Wright County Justice Center
~~3650~~ 3700 Braddock Ave NE

Buffalo, MN 55313
Phone number: 763 682-7644
Fax number: 763 682-~~61787~~7700
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~~Assistant County Attorney
Address: ~~Wright County Government Center~~Wright County Justice Center
~~3650~~ 3700 Braddock Ave NE
Buffalo, MN 55313
Phone number: 763 682-7644
Fax number: 763 682-~~6178~~7700
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

Adopted this 13th day of May 2014
Revised this 7th day of November 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

Name: Caroline Bachun, Assistant County Attorney
Address: Wright County Justice Center
3700 Braddock Ave NE
Buffalo, MN 55313
Phone number: 763 682-7644
Fax number: 763 682-7700
Email address: caroline.bachun@co.wright.mn.us

Data Practices Designee

Name: Amanda Johnson, Office Manager
Address: Wright County Justice Center
3700 Braddock Ave NE
Buffalo, MN 55313
Phone number: 763 682-7346
Fax number: 763 682-7700
Email address: amanda.johnson@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: James O'Dell, Business Manager
Address: Wright County Government Center
3650 Braddock Ave NE
Buffalo, MN 55313
Phone number: 763 682-7409
Fax number: 763 682-7701
Email address: James.Odell@co.wright.mn.us

Data Practices Designee
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

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, Assistant County Attorney
Address: Wright County Justice Center
3700 Braddock Ave NE
Buffalo, MN 55313
Phone number: 763 682-7644
Fax number: 763 682-7700
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, Assistant County Attorney
Address: Wright County Justice Center
3700 Braddock Ave NE
Buffalo, MN 55313
Phone number: 763 682-7644
Fax number: 763 682-7700
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 MEMBERS OF THE PUBLIC

Adopted this 13th day of May 2014
Revised this 7th day of November 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.

WRIGHT COUNTY
MINNESOTA

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
Name: Caroline Bachun, Assistant County Attorney
Address: Wright County Justice Center
3700 Braddock Ave NE
Buffalo, MN 55313
Phone number: 763 682-7644
Fax number: 763 682-7700
Email address: Caroline.Bachun@co.wright.mn.us

WRIGHT COUNTY
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Data Practices Designee
Name: Amanda Johnson, Office Manager
Address: Wright County Justice Center
3700 Braddock Ave NE
Buffalo, MN 55313
Phone number: 763 682-7346
Fax number: 763 682-7700
Email address: amanda.johnson@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: James O'Dell, Business Manager
Address: Wright County Government Center
3650 Braddock Ave NE
Buffalo, MN 55313
Phone number: 763 682-7409
Fax number: 763 682-7701
Email address: James.Odell@co.wright.mn.us

Data Practices Designee
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

WRIGHT COUNTY
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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

WRIGHT COUNTY
MINNESOTA

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, Assistant County Attorney
Address: Wright County Justice Center
3700 Braddock Ave NE
Buffalo, MN 55313
Phone number: 763 682-7644
Fax number: 763 682-7700
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

WRIGHT COUNTY
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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, Assistant County Attorney
Address: Wright County Justice Center
3700 Braddock Ave NE
Buffalo, MN 55313
Phone number: 763 682-7644
Fax number: 763 682-7700
Email address: Caroline.Bachun@co.wright.mn.us

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
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Tarah Huston

Requestor Title
Administrative Assistant

Department (please use dropdown to select department) *
EXTENSION

Target Meeting Date *
11/21/2023 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
TJH7394

Item Details

Board Action Requested *
Confirm Youth Member - County Extension Committee Appointment Elliot Sala, Effective January 2, 2024 Term Ends On December 31, 2025 (Two Year Term).

Short Title (what will appear on Agenda outline - 250 character max.) *
Confirm Youth Member - County Extension Committee Appointment Elliot Sala, Effective January 1, 2024 Term Ends On December 31, 2025 (Two Year Term).

Value Stream the request primarily aligns with:
Optimize Civic Engagement

Briefly describe how the request aligns with the selected value stream.
The County Extension Committee gives members of the public a forum to direct where Extension Educators focus efforts in the community.

Describe the impact on staffing resources.
none

Fiscal Impact:
Members are paid a per diem of $50 + mileage for attending meetings.

Background/Justification:
The Wright County Extension Committee is made up of five members from each district, as well as one at-large member and two youth members.

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
Moved to agenda

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 *
11/21/2023 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 (ARP) Act Funds as Follows:
County ARP Funds:
Approval of County Reimbursement of $1,660.24 from 01-099-493.6910 Transfer Out into 01-100-493.5910 Transfer In as Follows:
$1,660.24 for Administrative Expenses-Staff Costs

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 $1,660.24 from 01-099-493.6910 Transfer Out into 01-100-493.5910 Transfer In as follows:
$1,660.24 for Adm

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 November 14, 2023, for eligibility. The ARP Committee is recommending the request for reimbursement as listed above.

Route for Review and Approval

- [ ] County Administrator
- [ ] Assistant County Administrator
- [ ] Finance Review
- [ ] Legal Review
- [ ] Risk Mgmt Review
- [x] 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
Lindsey Meyer

Requestor Title
Finance Director

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

Target Meeting Date *
11/21/2023 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
TGW2392

Item Details

Board Action Requested *
Approval of New Tobacco License for Flippin Bills LLC 8045 County Line Road SE, Delano MN 55328

Short Title (what will appear on Agenda outline - 250 character max.) *
Approval of new Tobacco License for Flippin Bills LLC 8045 County Line Road SE, Delano MN 55328

Value Stream the request primarily aligns with:
Shepherd Economic Growth

Briefly describe how the request aligns with the selected value stream.
Allows this retailer to legally conduct business within Wright County

Describe the impact on staffing resources.
Collection of License Fee, Review of Application

Fiscal Impact:
Collection of License Fee

Background/Justification:
7% total revenue derived from tobacco sales

New Ownership, location has no previous compliance check violations

Route for Review and Approval

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

Agenda Item Attachments (1)

Document Name	Attachment Type
11-21 RFBA NEW REDACTED.pdf	Attachment

☐ Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

WRIGHT COUNTY
MINNESOTA

Tobacco, Tobacco Products & Tobacco-Related Devices License Application

Application Type (select one): ☒ New ☐ Renewal

MN Tax ID Number: [redacted]	Federal Tax ID Number: [redacted]		
Applicant's Full Name: Niel Sunil Patel			
Business Legal Name: Flippin Bills LLC			
Business DBA Name:			
Business Address: 8045 County Line Rd SE	City: Delano	State: MN	Zip Code: 55328
Business Mailing Address: 8045 County Line Rd SE	City: Delano	State: MN	Zip Code: 55328
Residential Address: 7240 1st Ave S	City: Richfield	State: MN	Zip Code: 55428
Business Phone: 6609092200	Residential Phone:	Email Address: nielpatel118@gmail.com	
Type of business to be licensed (convenience store, bar, grocery store, etc.): Convenience Store			
Number of months per year establishment will be open: 12	Name of Manager: Niel Patel		
New licensees - State the percentage of estimated gross revenue to be derived from the sale of tobacco and tobacco related products: 7 %			
Renewal licensees - State the actual percentage of gross revenue from the sale of tobacco and tobacco related products: ____ %			

As a licensed tobacco products or cigarette retailer, I understand that:

1. I can purchase cigarettes only from a Minnesota distributor or sub jobber who holds a license with the Minnesota Department of Revenue.
2. I must obtain a Tobacco Products Distributor license if I purchase untaxed tobacco products from an out-of-state company.
3. I may not sell cigarettes affixed with Minnesota Native American stamps unless my retail business is located on a reservation that has a tax

WRIGHT COUNTY
MINNESOTA

Tobacco, Tobacco Products & Tobacco-Related Devices License Application

agreement with the State of Minnesota.

4. I may not purchase from or exchange cigarettes or tobacco products with another retailer.
5. I must keep complete and legible cigarette and tobacco products invoices on the licensed premises, or make invoices available within one hour of request, for at least one year after the date of purchase.
6. I know that the Minnesota Department of Revenue and/or law enforcement may conduct cigarette and tobacco inspections of the premises, including inspections of inventory, invoices, and licenses, and I understand that a refusal to allow an inspection is grounds for revocation of my license.
7. I know that failure to comply with all requirements can result in criminal and/or civil penalties, including fines or loss of cigarettes and tobacco products
8. I have reviewed and understand the requirements set forth in the Wright County Tobacco Ordinance and affirm that my application meets those requirements.

I certify that I have read the above questions and that the answers are true and correct to the best of my knowledge.

Applicant's Full Name (print): Niel Sunil Patel	Applicant's Signature: Niel Patel	Date: 10/25/23

Annual Fee: $200.00. Make check payable to: Wright County Finance & Taxpayer Services

Return completed application, CT102, workers compensation form and fee to:
Wright County Finance & Taxpayer Services
Attn: Licensing
3650 Braddock Ave NE, Suite 1400
Buffalo, MN 55313

FOR WRIGHT COUNTY USE ONLY			
Date received: 10/30/2023		Check#: 3002	
Application: ☒	CT102: ☒	WC form: ☒	Fee: ☒
Number of compliance check violations in the past five years:		N/A	

DEPARTMENT OF REVENUE

CT102

License Application to Make Retail Sales of Cigarette and Other Tobacco Products

To be completed by applicant when applying for a license with a city or county.

FOR MUNICIPAL USE ONLY

License Authority	
License Number	
Period Covered	
Date of Issuance	

Print or Type

Applicant's Minnesota Tax ID Number [redacted]

The Minnesota Tax ID must be issued in the same legal name of the licensee below.

Cigarettes/tobacco products will be sold *(a separate license is required for each location or vending machine)*:

☒ Over Counter ☐ Through Vending Machine ☐ Both

Licensee's Legal Name: Niel Sunil Patel

Federal Employer ID Number (FEIN): [redacted]

Business Trade Name (doing business as): Flippin Bills LLC

Daytime Phone: 6609092200

Complete Address of Business Location *(permit location)*: 8045 County Line Rd SE

County: Wright

Other Phone Number:

City: Delano

State: MN ZIP Code: 55328

Fax Number:

Mailing Address *(if different than business address)*: City: State: ZIP Code:

Email Address:

Business Information

Type of legal organization *(check one)*:

☐ Sole proprietor

☐ Partnership

☒ Other *(describe)* Single Member Limited Liability Company

☒ Minnesota corporation: Enter date of incorporation 10/11/2023

☐ Out-of-state corporation: State of incorporation

Are you registered to do business in Minnesota? ☒ Yes ☐ No

Corporate officers or partners *(attach a list if necessary)*

Name	Title		
Niel Sunil Patel	Owner		
Address	**City**	**State**	**ZIP Code**
7240 1st Ave S	Richfield	MN	55423
Name	**Title**		
Address	**City**	**State**	**ZIP Code**

Statement of Understanding

As a licensed tobacco products or cigarette retailer, I understand that:

1. I can purchase cigarettes and tobacco from a Minnesota distributor or subjobber who holds a license with the Minnesota Department of Revenue. The Cigarette and Tobacco Distributor List is on our website. Go to www.revenue.state.mn.us and type Distributor List in the Search box.
2. I must obtain a tobacco products distributor license if I purchase untaxed tobacco products from an out-of-state company.
3. I may not sell cigarettes affixed with Minnesota Native American stamps unless my retail business is located on a reservation that has a tax agreement with the State of Minnesota.
4. I may not purchase from or exchange cigarettes or tobacco products with another retailer.
5. I must keep complete and legible cigarette and tobacco products invoices on the licensed premises, or make invoices available within one hour of request, for at least one year after the date of the purchase.
6. I know that the Minnesota Department of Revenue and/or law enforcement may conduct cigarette and tobacco inspections of the premises, including inspections of inventory, invoices and licenses, and I understand that a refusal to allow an inspection is grounds for revocation of my license.
7. I know that failure to comply with all requirements can result in criminal penalties, including the loss of cigarettes and tobacco products.

Sign Here

Licensee Signature	Title	Print Name	Date	Daytime Phone
Niel Patel	Owner	Niel Patel	10/25/23	6609092200
Licensing Agent's Signature	**Title**	**Print Name**	**Date**	**Daytime Phone**

License applicant: Submit this form to the licensing authority along with the license application.
Licensing authority: Mail, email or fax to:
Minnesota Revenue, Mail Station 3331, St. Paul, MN 55146-3331.
Fax: 651-556-5236. Email: cigarette.tobacco@state.mn.us

(Rev. 7/19)

CERTIFICATE OF COMPLIANCE
MINNESOTA WORKERS' COMPENSATION LAW

Minnesota Statutes §176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in an activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of M.S. Chapter 176. The information required is: the name of the insurance company, the policy number, and dates of coverage or the permit to self-insure. This information will be collected by the licensing agency and retained in their files.

This information is required by law. Licenses and permits to operate a business may not be issued or renewed if it is not provided and/or is falsely reported. Furthermore, if this information is not provided or is falsely stated, it may result in a $1,000 penalty assessed against the applicant by the Commissioner of the Department of Labor and Industry.

Insurance Company: AmTrust
(**NOT** the insurance agent)

Policy Number: SWC1464399

Dates of Coverage: 12/13/23 to 12/13/24

-- or --

- ☐ I have no employees
- ☐ I am self-insured (include permit to self-insure)
- ☐ I have no employees who are covered by the workers' compensation law (these include: spouse, parent, children and certain farm employees)

I certify that the information provided above is accurate and complete and that a valid workers' compensation policy will be kept in effect at all times as required by law.

Name: _____
Last, First Middle -- Please type or print.

Doing Business As (dba): _____
Business name if different than your name – please type or print.

Business Address: _____
Street Address

_____
City, State, ZIP

Phone: _____
Please include area code.

Signature: Niel Patel Date: 10/25/23

WRIGHT COUNTY
3650 BRADDOCK AVE NE
BUFFALO, MN 55313

WRIGHT COUNTY

10/30/2023
Transaction Number: 90753
Cashier: AT COUNTER
Department: AT COUNTER
Drawer Number: 75

Payer Number:
Name: FLIPPIN BILLS LLC
Address:

Receipt Types			Amount	Tax	Total
TOBACCO	TOBACCO LICENSE	Rec#:15834			$200.00
01-041-000-0000-5117	TOBACCO LICENSE		$66.70		
01-201-000-0000-5117	TOBACCO LICENSE		$66.70		
11-450-482-0000-5117	TOBACCO LICENSE		$66.60		
				Tax Included	
					$200.00
		3002		2024 RENEWAL	$200.00
				Check Total:	$200.00
				E-Check:	
				Cash:	
				ACH Payment:	
				Credit Card:	
				No Fee:	
					$200.00
				Change:	$0.00
					$200.00

FLIPPIN BILLS LLC.
8045 COUNTY LIND RD. SE
DELANO, MN 55328

75-544/919 3002

DATE 10/26/23

PAY TO THE ORDER OF Wright County Finance & Taxpayer Services $ 200.00

Two hundred dollars and 00 DOLLARS

Heat Reactive Ink

SPECIALTY BLUE HIGH SECURITY

MINNESOTA LAKES BANK
www.mnlakesbank.com
Telephone Banking 1-866-891-6384
Delano 763-972-3385 Mound 952-472-5556

MEMO Tobacco License

MP

002

ARE AND HEAT-REACTIVE INK. DETAILS ON BACK.

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Lindsey Meyer

Requestor Title
Finance Director

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

Target Meeting Date *
11/21/2023 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
TGW2392

Item Details

Board Action Requested *

Approve Renewal of 2024 Tobacco Licenses For:

Holiday Station Store # 2746546
Speedway # 4554
Speedway # 4479
Speedway # 4267
Speedway # 7016
Jack's of French Lake Inc.
Speedway # 4849
Speedway # 4834
Fleet Farm
Buddha Glass
Broadway Kwik Stop
Trails End Pub

Short Title (what will appear on Agenda outline – 250 character max.) *

Approve Renewal of 2024 Tobacco Licenses For:

Holiday Station Store # 2746546
Speedway # 4554
Speedway # 4479
Speedway # 4267
Speedway # 7016
Jack's of French Lake Inc.
Speedway # 4849
Speedway # 4834
Fleet Farm
Buddha Glass
Broadway Kwik St

Value Stream the request primarily aligns with:
Shepherd Economic Growth

Briefly describe how the request aligns with the selected value stream.
Allows these retailers to continue conducting business within Wright County

Describe the impact on staffing resources.
Review of Applications

Fiscal Impact:
Collection of $200 renewal fees

Background/Justification:
VIOLATIONs IN LAST 5 YEARS

08/01/23- SPEEDWAY # 7016
08/15/23 & 07/16/21 - JACK'S OF FRENCH LAKE INC.
08/04/22- SPEEDWAY # 4849
03/10/21- BUDDHA GLASS
08/13/19- BROADWAY KWIK STOP

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
11-21 RBFA LIST.xlsx	Attachment

☐ Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

DBA Name	Address	City	State	Zipcode	Violations last 5 Yrs
Buddha Glass	9371 Cedar St, Unit 2	Monticello	MN	55328	3/10/2021
Trails End Pub	10480 State Hwy 24 NW	Annandale	MN	55302	N/A
Fleet Farm Fuel	310 Chelsea Road	Monticello	MN	55362	N/A
Broadway Kwik Stop	318 West Broadway	Monticello	MN	55362	8/21/2018 & 8/13/2019
Jack's of French Lake, Inc.	3210 County Road 3 NW	Annandale	MN	55302	7/16/2021, 8/15/2023
Speedway #4849	5952 Large Avenue NE	Albertville	MN	55301	8/4/2022
Speedway #4834	5820 Tower Street	Rockford	MN	55373	N/A
Speedway #7016	11044 61st Street NE	Albertville	MN	55301	8/1/2023
Speedway #4479	109 Oakwood Drive East	Monticello	MN	55362	N/A
Speedway #4267	370 Central Avenue East	St. Michael	MN	55376	N/A
Speedway #4554	4375 O'Day Avenue NE	St. Michael	MN	55376	N/A
Holiday Station Store # 2746546	1472 Babcock Blvd E	Delano	MN	55328	N/A
Flippin Bill's *New Owner*	8045 County Line Rd SE	Delano	MN	55328	N/A

DBA Name	Date Mailed	App	CT102	Workers Comp	PAID?	Date Received	Violations last 5 Yrs	Board Approvaled	
4-Way Liquors	10/7/2022	X	X	X	CK# 4529	10/31/2022	N/A	X	
Hi-Way Liquors	10/7/2022	X	X	X	CK # 126498	12/16/2022	7/15/2021	12/27/2022	
Monti Smoke Shop	10/7/2022	X	X	X	CK #2907	12/1/2022	7/16/2021	X	
O'Brothers Wine & Spirits	10/7/2022	X	X	X	CK #8426	12/22/2022	N/A	X	
AR Vapes LLC	10/7/2022	X	X	X	CASH	12/20/2022	7/15/2021	X	
Olson's Truck Stop	10/7/2022	X	X	X	CK #50271	12/1/2022	8/21/2018	X	
Buddha Glass	10/7/2022	X	X	X	CK # 1307	12/20/2022	3/10/2021	12/27/2022	
Westside Liquor	10/7/2022	X	X	X	CK #13943	12/2/2022	6/9/16 & 8/24/16	12/20/2022	
Napa Valley Liquors	10/7/2022	X	X	X	CK #6179	11/16/2022	N/A	X	
Madigan's Pub & Grill	10/7/2022								Missing rei
Mini Mart #13	10/7/2022	X	X	X	CK # 90911	12/1/2022	N/A	X	
H&H Sports Shop Inc.	10/7/2022	X	X	X	CK #10338	11/28/2022	7/13/2020	X	
Delano Tobacco	10/7/2022	X	X	X	CK # 1543	12/1/2022	7/13/21, 3/23/21	X	
Trails End Pub	10/7/2022	X	X	X	CK #5053	11/1/2022	N/A	X	
Emma's Express LLC	10/7/2022	X	X	X	CK # 183413	11/28/2022	8/4/22,7/15/20,8/13/19,8/24/16 & 6/9/16	X	
Fleet Farm	10/7/2022	NO LONGER SELLING TOBACCO AS OF 01/01/2023							
Fleet Farm Fuel	10/7/2022	X	X	X	CK# 94824	11/28/2022	N/A	X	
Mid-County Holiday of Waverly	10/7/2022	X	X	X	CK# 3069	11/14/2022	N/A	X	
The Ugly Bar	10/7/2022	X	X	X	CK # 3245	11/29/2022	N/A	X	
Backyard Liquor, Inc.	10/7/2022	X	X	X	CK# 7591	10/24/2022	N/A	X	
Dollar General Store #10460	10/7/2022	X	X	X	CK # 7395740 & 7439077	12/22/2022	N/A	X	
Dollar General Store #15392	10/7/2022	X	X	X	CK # 7395741 & 7439078	12/22/2022	8/20/2018	X	
Dollar General Store #16105	10/7/2022	X	X	X	CK # 7439079 & 7395742	12/22/2022	N/A	X	
Dollar General Store #18158	10/7/2022	X	X	X	CK # 7395743 & 7439080	12/22/2022	N/A	X	
Dollar General Store #22351	10/7/2022	X	X	X	CK # 7439081 & 7395744	12/22/2022	N/A	X	
Albertville Tobacco and Vapor	10/7/2022	X	X	X	CK #1173	11/10/2022	8/24/2016	X	
Riverview Liquorette	10/7/2022	X	X	X	CK # 7326	12/7/2022	8/16/2022	12/20/2022	
Delano Wine & Spirits	10/7/2022	X	X	X	CK# 076271	11/28/2002	N/A	X	
Clearwater Travel Plaza	10/7/2022	X	X	X	CK # 33510	10/17/2022	7/13/2020	11/1/2022	
Clearwater Travel Plaza - Fuel Ctr	10/7/2022	X	X	X	CK # 33510	10/17/2022	7/13/2020	11/1/2022	
Holiday Stationstore #254	10/7/2022	X	X	X	CK # 10599612	12/2/2022		X	
Holiday Stationstore #214	10/7/2022	X	X	X	CK # 10599612	12/2/2022	8/11/2022	X	
Holiday Stationstore #196	10/7/2022	X	X	X	CK # 10599612	12/2/2022		X	
Holiday Stationstore #344	10/7/2022	X	X	X	CK # 10599612	12/2/2022		X	
Holiday Stationstore #378	10/7/2022	X	X	X	CK # 10599612	12/2/2022		X	
Holiday Stationstore #394	10/7/2022	X	X	X	CK # 10599612	12/2/2022		X	
Cub Foods - St. Michael	10/7/2022	X	X	X	CK#25824	11/10/2022	N/A	X	
Cub Foods #1632	10/7/2022	X	X	X	CK # 06935989	10/27/2022	8/13/2019	X	
Walgreens #13842	10/7/2022	X	X	X	CK # 3000050770	12/19/2022	N/A	12/27/2022	
Walgreens #13938	10/7/2022	X	X	X	CK # 3000050769	12/19/2022	N/A	12/27/2022	

Walmart #3624	10/7/2022	X	X	X	CK # 1553092	10/28/2022	N/A	X
Broadway Kwik Stop	10/7/2022	X	X	X	CK #2409	11/14/2022	8/21/2018 & 8/13/2019	X
Cash Wise Liquor #7043	10/7/2022	X	X	X	CK # 968077	11/30/2022	10/19/2017	X
Coborn's #2047 gas station	10/7/2022	X	X	X	CK # 968077	11/30/2022	N/A	X
Coborn's Marketplace #2029	10/7/2022	X	X	X	CK # 968077	11/30/2022	N/A	X
Coborn's Liquor #6038	10/7/2022	X	X	X	CK # 968077	11/30/2022	N/A	X
Little Duke's #2029	10/7/2022	X	X	X	CK # 968077	11/30/2022	N/A	X
Coborn's Marketplace #2008	10/7/2022	X	X	X	CK # 968077	11/30/2022	N/A	X
Coborn's Liquor #6034	10/7/2022	X	X	X	CK # 968077	11/30/2022	N/A	X
Little Duke's	10/7/2022	X	X	X	CK # 968077	11/30/2022	N/A	X
Holiday Stationstore #4073	10/7/2022	X	X	X	CK # 968077	11/30/2022	N/A	X
Coborn's #2028	10/7/2022	X	X	X	CK # 968077	11/30/2022	N/A	X
Coborn's Marketplace #2047	10/7/2022	X	X	X	CK # 968077	11/30/2022	N/A	X
Coborn's Liquor #2047	10/7/2022	X	X	X	CK # 968077	11/30/2022	7/15/2021	X
Jack's of Cokato, Inc.	10/7/2022	X	X	X	CK # 14093	10/18/2022	10/19/2017	11/1/2022
Jack's of French Lake, Inc.	10/7/2022	X	X	X	CK # 10919	10/18/2022	7/16/2021	11/1/2022
The Original Tom Thumb	10/7/2022	X	X	X	CK # 42895	10/14/2022	7/13/2020	11/1/2022
Marohn's Cokato Marketplace, Inc.	10/7/2022	X	X	X	CK#25823	11/10/2022	8/11/2022	X
South Haven Sports	10/7/2022	X	X	X	CK # 1630	10/14/2022	7/16/2021	X
Speedway #4849	10/7/2022	X	X	X	CK # 9042	11/14/2022	8/4/2022	X
Speedway #4834	10/7/2022	X	X	X	CK # 9042	11/14/2022	N/A	X
Casey's General Store #2156	10/7/2022	X	X	X	CK# 360879	10/26/2022	N/A	11/1/2022
Casey's General Store #2412	10/7/2022	X	X	X	CK# 360879	10/26/2022	7/15/2020	11/1/2022
Casey's General Store #3601	10/7/2022	X	X	X	CK# 360879	10/26/2022	N/A	11/1/2022
Casey's General Store #1647	10/7/2022	X	X	X	CK# 360879	10/26/2022	N/A	11/1/2022
Don's Auto Service & Repair, Inc.	10/7/2022	X	X	X	CK# 018958	11/10/2022	N/A	X
Flippin Bill's	10/7/2022	X	X	X	CK # 28522	10/17/2022	N/A	11/1/2022
Kwik Trip #1188	10/7/2022	X	X	X	CK # 11245	9/28/2022	N/A	11/1/2022
Kwik Trip #1020	10/7/2022	X	X	X	CK # 1300593	10/18/2022	N/A	11/1/2022
Kwik Trip #104	10/7/2022	X	X	X	CK # 1300593	10/19/2022	N/A	11/1/2022
Kwik Trip #1031	10/7/2022	X	X	X	CK # 1300593	10/20/2022	N/A	11/1/2022
Kwik Trip #177	10/7/2022	X	X	X	CK # 1300593	10/21/2022	10/20/2017	11/1/2022
Kwik Trip #345	10/7/2022	X	X	X	CK # 1300593	10/22/2022	N/A	11/1/2022
Kwik Trip #162	10/7/2022	X	X	X	CK # 1300593	10/23/2022	N/A	11/1/2022
Kwik Trip #681	10/7/2022	X	X	X	CK # 1300593	10/24/2022	N/A	11/1/2022
Lake Region Coop Oil Assoc - ML	10/7/2022	X	X	X	CK # 048912	10/21/2022	8/20/2018	11/1/2022
Lake Region Coop Oil Assoc - COKATO	10/7/2022	X	X	X	CK # 048913	10/21/2022	8/20/2018	11/1/2022
Brothers Smoke & More	10/7/2022	X	X	X	CK # 6130	11/28/2022	N/A	X
152 Club	10/7/2022	X	X	X	CK # 8642	12/22/2022	N/A	
Speedway #7016	10/7/2022	X	X	X	CK # 113652	11/23/2022	N/A	
Speedway #4479	10/7/2022	X	X	X	CK # 113649	11/23/2022	N/A	
Speedway #4267	10/7/2022	X	X	X	CK # 113651	11/23/2022	N/A	

Speedway #4554	10/7/2022	X	X	X	CK # 113650	11/23/2022	N/A	
One Stop Smoke Shop, LLC	10/7/2022	X	X	X	CASH	11/21/2022	N/A	X
VIP Tobacco	10/7/2022	X	X	X	CK # 1126	10/19/2022	N/A	11/1/2022

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 *
11/21/2023 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 Attached Budget Amendments for October 2023.

Short Title (what will appear on Agenda outline - 250 character max.) *
Motion to approve attached budget amendments for October 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:
Budget adjustments within funds and departments would be re-allocations between line items that would result in no change to the Department's overall levy requests. Some of the departments required the use of fund balance to balance their increase in expenditure line items.

Background/Justification:
These budget amendments were required to pay bills that we are statutorily ordered to pay with the time period because we were obligated to pay for those invoices. In the future departments will be utilizing more purchase orders which will require them to identify the expenditure source before issuing the purchase order number.

Route for Review and Approval

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

Agenda Item Attachments (2)

Document Name	Attachment Type
October 2023 List of Budget Amendments.xlsx	Attachment
October 2023 documents_BA 68_80.pdf	Attachment

☐ Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

October 2023 Budget Amendments:				
BA #	**Date**	**Department**	**Amount**	**Explanation**
BA68	10/2/2023	Sheriff Office	$ 200,000.00	Received additional Police Aide-increases the amount remitted to other municipalities
BA69	10/3/2023	Highway Department	$ 165,000.00	Move funds from Bituminous Mix (6531) to Deicing Materials (6533)
BA70	10/4/2023	Attorney's Office	$ 3,000.00	Move funds from Office Supplies (6410) to Software Systems Support (6260)
BA71	10/4/2023	Health & Human Services	$ 200,000.00	Move funds from 11-430-710-1811 (child support) to 11-430-710-1830 Rule 8 Child Group
BA72	10/6/2023	Health & Human Services	$ 121,238.00	2023 SHIP budget reset to match Expenses to Revenues
BA73	10/6/2023	Taxpayer Services	$ 41,600.00	Move funds to cover TNT mailings and printing costs
BA74	10/12/2023	Attorney's Office	$ 1,000.00	Transfer funds from Office Supplies to System Software Support account
BA75	10/17/2023	Highway Department	$ 7,500,000.00	Transfer funds from LOST fund balance to Infrastructure (03-326-6650)
BA76	10/23/2023	Highway Department	$ 1,300,000.00	Revenue received in 5416 Payment to the City of Annadale move funds to 6650
BA77	10/27/2023	Health & Human Services	$ 15,000.00	Move funds to cover expense reports (travel) from Conferences & Meetings budget
BA78	10/30/2023	Health & Human Services	$ 30,692.86	Move funds from 480-6343 Machinery & Equip to departments 420,430,450
BA79	10/30/2023	Court Services	$ 106,000.00	Move funds from dept. 100 to 6859-Kolb order for restitution file #86-CR-22-5466
BA80	10 27 2023	Health & Human Services	$ 20,000.00	Move funds to cover SHIP invoice payment from Professional Services budget

Budget Import Parameters	
Request Id	2193048
Budget Usage	Budgetary Control validation and General Ledger reporting
Budget Entry Classification	Budget revision
Source Budget Type	Other
Source Budget Name	WC Source Budgets
Budget Scenario	AMENDED BUDGET
Budget Entry Name	2023 Revision Police State Aid
Enter Budget Amount as	Addition to or subtraction from current budget
Budget Currency	USD

This Budget amendment because we received more police AID and this will increase the amount we are remitting out to the other municipalities.

Source Budget Segment Amount by Period

	1	FY2023	10	23-Oct	Total
01	200,000	200,000	200,000	200,000	400,000
201	200,000	200,000	200,000	200,000	400,000
000	200,000	200,000	200,000	200,000	400,000

Source Budget Data Impact on Control Budgets

Concatenated Source Segments	Source Line	Segment1	Segment2	Segment3	Source Amount	Source Period	Control Budget	Control Budget Account	Control Budget Period	Control Budget Amount Changed	Budget Amount Before Import
01-201-000-0000-5230-000000	1	01	201	000	100,000.00	23-Oct	WC Control Budgets	01-201-WCM-TREV	FY2023	100,000.00	3.030098634E7
	1	01	201	000	100,000.00	23-Oct	WC Source Budgets	01-201-000-0000-5230-000000	23-Oct	100,000.00	0
										200,000.00	
01-201-000-0000-6810-000000	2	01	201	000	100,000.00	23-Oct	WC Control Budgets	01-201-WCM-TMIS	FY2023	100,000.00	1473004.6
	2	01	201	000	100,000.00	23-Oct	WC Source Budgets	01-201-000-0000-6810-	23-Oct	100,000.00	0

Concatenated Source Segments	Source Line	Segment1	Segment2	Segment3	Source Amount	Source Period	Control Budget	Control Budget Account	Control Budget Period	Control Budget Amount Changed	Budget Amount Before Import
01-201-000-0000-6810-000000								000000			
										200,000.00	

Source Account	Source Account Description	Source Line	Source Amount	Source Period	Control Budget	Control Budget Account	Control Budget Period	Control Budget Amount Changed	Budget Amount Before Import

Source budget data that does not map to control budget account

Concatenated Source Segments	Line	Segment1	Segment2	Segment3	Source Amount	Source Period	Control Budget	Control Budget Period

Budget Import Parameters	
Request Id	2192161
Budget Usage	Budgetary Control validation and General Ledger reporting
Budget Entry Classification	Budget revision
Source Budget Type	Other
Source Budget Name	WC Source Budgets
Budget Scenario	AMENDED BUDGET
Budget Entry Name	2023 Revision 02-10-23 Hwy Dept
Enter Budget Amount as	Addition to or subtraction from current budget
Budget Currency	USD

Control Budget Balance by Period

	1	FY2023	10	23-Oct	Total
WC Control Budgets	0	0	0	0	0
WC Source Budgets	0	0	0	0	0

Source Budget Data

Control Budget	Control Budget Account	Control Budget Period	Control Budget Amount Changed	Budget Amount Before Import	Source Line	Source Project Name	Source Resource Name	Source Amount	Source Period
WC Control Budgets	03-330-WCM-HIGH	FY2023	-165,000.00	3355186.53	1			-165,000.00	23-Oct
	03-330-WCM-HIGH	FY2023	165,000.00	3355186.53	2			165,000.00	23-Oct
WC Source Budgets	03-330-000-0000-6531-000000	23-Oct	-165,000.00	0	1			-165,000.00	23-Oct
	03-330-000-0000-6533-000000	23-Oct	165,000.00	0	2			165,000.00	23-Oct

Budget Import Parameters	
Request Id	2197156
Budget Usage	Budgetary Control validation and General Ledger reporting
Budget Entry Classification	Budget revision
Source Budget Type	Other
Source Budget Name	WC Source Budgets
Budget Scenario	AMENDED BUDGET
Budget Entry Name	2023 Revision 04-10-23 Attorney Office
Enter Budget Amount as	Addition to or subtraction from current budget
Budget Currency	USD

Control Budget Balance by Period

	1	FY2023	10	23-Oct	Total
WC Control Budgets	0	0	0	0	0
WC Source Budgets	0	0	0	0	0

Source Budget Data

Control Budget	Control Budget Account	Control Budget Period	Control Budget Amount Changed	Budget Amount Before Import	Source Line	Source Project Name	Source Resource Name	Source Amount	Source Period
WC Control Budgets	01-091-WCM-SACH	FY2023	3,000.00	123419	1			3,000.00	23-Oct
	01-091-WCM-SUPP	FY2023	-3,000.00	48641.44	2			-3,000.00	23-Oct
WC Source Budgets	01-091-000-0000-6260-000000	23-Oct	3,000.00	0	1			3,000.00	23-Oct
	01-091-000-0000-6410-000000	23-Oct	-3,000.00	0	2			-3,000.00	23-Oct

Budget Import Parameters	
Request Id	2198127
Budget Usage	Budgetary Control validation and General Ledger reporting
Budget Entry Classification	Budget revision
Source Budget Type	Other
Source Budget Name	WC Source Budgets
Budget Scenario	AMENDED BUDGET
Budget Entry Name	2023 Revision 04-10-23 HHS BA
Enter Budget Amount as	Addition to or subtraction from current budget
Budget Currency	USD

Control Budget Balance by Period

	1	FY2023	10	23-Oct	Total
WC Control Budgets	0	0	0	0	0
WC Source Budgets	0	0	0	0	0

Source Budget Data

Control Budget	Control Budget Account	Control Budget Period	Control Budget Amount Changed	Budget Amount Before Import	Source Line	Source Project Name	Source Resource Name	Source Amount	Source Period
WC Control Budgets	11-430-WCM-PURS	FY2023	-200,000.00	5601192	1			-200,000.00	23-Oct
	11-430-WCM-PURS	FY2023	200,000.00	5601192	2			200,000.00	23-Oct
WC Source Budgets	11-430-710-1811-6030-000000	23-Oct	-200,000.00	0	1			-200,000.00	23-Oct
	11-430-710-1830-6030-000000	23-Oct	200,000.00	0	2			200,000.00	23-Oct

Budget Import Parameters	
Request Id	2202286
Budget Usage	Budgetary Control validation and General Ledger reporting
Budget Entry Classification	Budget revision
Source Budget Type	Other
Source Budget Name	WC Source Budgets
Budget Scenario	AMENDED BUDGET
Budget Entry Name	2023 Revision 06-10-23 HHS BA
Enter Budget Amount as	Addition to or subtraction from current budget
Budget Currency	USD

Control Budget Balance by Period

	1	FY2023	9	23-Sep	Total
WC Control Budgets	121,238	121,238	0	0	121,238
WC Source Budgets	0	0	121,238	121,238	121,238

Source Budget Data

Control Budget	Control Budget Account	Control Budget Period	Control Budget Amount Changed	Budget Amount Before Import	Source Line	Source Project Name	Source Resource Name	Source Amount	Source Period
WC Control Budgets	11-450-WCM-PERS	FY2023	62,956.09	4221320	2			62,956.09	23-Sep
	11-450-WCM-PERS	FY2023	-60,000.00	4221320	3			-60,000.00	23-Sep
	11-450-WCM-PERS	FY2023	10,400.00	4221320	4			10,400.00	23-Sep
	11-450-WCM-PERS	FY2023	100.00	4221320	5			100.00	23-Sep
	11-450-WCM-PERS	FY2023	5,500.00	4221320	6			5,500.00	23-Sep
	11-450-WCM-PERS	FY2023	4,800.00	4221320	7			4,800.00	23-Sep
	11-450-WCM-PERS	FY2023	-3,358.89	4221320	13			-3,358.89	23-Sep
	11-450-WCM-PURS	FY2023	17,346.10	74700	1			17,346.10	23-Sep

Control Budget	Control Budget Account	Control Budget Period	Control Budget Amount Changed	Budget Amount Before Import	Source Line	Source Project Name	Source Resource Name	Source Amount	Source Period
WC Control Budgets	11-450-WCM-RMAT	FY2023	1,265.26	76300	10			1,265.26	23-Sep
	11-450-WCM-RMAT	FY2023	9,500.00	76300	11			9,500.00	23-Sep
	11-450-WCM-SACH	FY2023	4,000.00	882120	8			4,000.00	23-Sep
	11-450-WCM-SACH	FY2023	1,135.63	882120	9			1,135.63	23-Sep
	11-450-WCM-TREV	FY2023	67,594.20	5326940	12			67,594.20	23-Sep
WC Source Budgets	11-450-491-0000-5363-000000	23-Sep	67,594.20	-15500	12			67,594.20	23-Sep
	11-450-491-0000-6111-000000	23-Sep	-3,358.89	0	13			-3,358.89	23-Sep
	11-450-491-0010-6101-000000	23-Sep	62,956.09	0	2			62,956.09	23-Sep
	11-450-491-0010-6103-000000	23-Sep	-60,000.00	0	3			-60,000.00	23-Sep
	11-450-491-0010-6153-000000	23-Sep	10,400.00	0	4			10,400.00	23-Sep
	11-450-491-0010-6162-000000	23-Sep	100.00	0	5			100.00	23-Sep
	11-450-491-0010-6163-000000	23-Sep	5,500.00	0	6			5,500.00	23-Sep
	11-450-491-0010-6175-000000	23-Sep	4,800.00	0	7			4,800.00	23-Sep
	11-450-491-0010-6203-000000	23-Sep	4,000.00	0	8			4,000.00	23-Sep
	11-450-491-7000-6232-000000	23-Sep	1,135.63	0	9			1,135.63	23-Sep
	11-450-491-7000-6333-000000	23-Sep	1,265.26	0	10			1,265.26	23-Sep
	11-450-491-7000-6338-000000	23-Sep	9,500.00	0	11			9,500.00	23-Sep
	11-450-491-7020-6035-000000	23-Sep	17,346.10	15500	1			17,346.10	23-Sep

Budget Import Parameters	
Request Id	2202381
Budget Usage	Budgetary Control validation and General Ledger reporting
Budget Entry Classification	Budget revision
Source Budget Type	Other
Source Budget Name	WC Source Budgets
Budget Scenario	AMENDED BUDGET
Budget Entry Name	2023 Revision 06-10-23 TPS Ba
Enter Budget Amount as	Addition to or subtraction from current budget
Budget Currency	USD

Control Budget Balance by Period

	1	FY2023	9	23-Sep	Total
WC Control Budgets	0	0	0	0	0
WC Source Budgets	0	0	0	0	0

Source Budget Data

Control Budget	Control Budget Account	Control Budget Period	Control Budget Amount Changed	Budget Amount Before Import	Source Line	Source Project Name	Source Resource Name	Source Amount	Source Period
WC Control Budgets	01-041-WCM-SACH	FY2023	28,600.00	373542.33	1			28,600.00	23-Sep
	01-041-WCM-SACH	FY2023	13,000.00	373542.33	2			13,000.00	23-Sep
	01-100-WCM-SACH	FY2023	-41,600.00	6034670.52	3			-41,600.00	23-Sep
WC Source Budgets	01-041-046-0000-6205-000000	23-Sep	28,600.00	0	1			28,600.00	23-Sep
	01-041-046-0000-6261-000000	23-Sep	13,000.00	0	2			13,000.00	23-Sep
	01-100-000-0000-6261-000000	23-Sep	-41,600.00	0	3			-41,600.00	23-Sep

Budget Import Parameters	
Request Id	2217721
Budget Usage	Budgetary Control validation and General Ledger reporting
Budget Entry Classification	Budget revision
Source Budget Type	Other
Source Budget Name	WC Source Budgets
Budget Scenario	AMENDED BUDGET
Budget Entry Name	2023 Revision 12-10-23 Attorney Office
Enter Budget Amount as	Addition to or subtraction from current budget
Budget Currency	USD

Control Budget Balance by Period

	1	FY2023	10	23-Oct	Total
WC Control Budgets	0	0	0	0	0
WC Source Budgets	0	0	0	0	0

Source Budget Data

Control Budget	Control Budget Account	Control Budget Period	Control Budget Amount Changed	Budget Amount Before Import	Source Line	Source Project Name	Source Resource Name	Source Amount	Source Period
WC Control Budgets	01-091-WCM-SACH	FY2023	1,000.00	126419	1			1,000.00	23-Oct
	01-091-WCM-SUPP	FY2023	-1,000.00	45641.44	2			-1,000.00	23-Oct
WC Source Budgets	01-091-000-0000-6260-000000	23-Oct	1,000.00	3000	1			1,000.00	23-Oct
	01-091-000-0000-6410-000000	23-Oct	-1,000.00	-3000	2			-1,000.00	23-Oct

Budget Import Parameters	
Request Id	2230515
Budget Usage	Budgetary Control validation and General Ledger reporting
Budget Entry Classification	Budget revision
Source Budget Type	Other
Source Budget Name	WC Source Budgets
Budget Scenario	AMENDED BUDGET
Budget Entry Name	2023 Revision 17-10-23 15:20:43 PM
Enter Budget Amount as	Addition to or subtraction from current budget
Budget Currency	USD

Control Budget Balance by Period

	1	FY2023	10	23-Oct	Total
WC Control Budgets	7,500,000	7,500,000	0	0	7,500,000
WC Source Budgets	0	0	7,500,000	7,500,000	7,500,000

Source Budget Data

Control Budget	Control Budget Account	Control Budget Period	Control Budget Amount Changed	Budget Amount Before Import	Source Line	Source Project Name	Source Resource Name	Source Amount	Source Period
WC Control Budgets	03-326-WCM-CAPO	FY2023	7,500,000.00	1.205E7	1			7,500,000.00	23-Oct
WC Source Budgets	03-326-000-0000-6650-000000	23-Oct	7,500,000.00	0	1			7,500,000.00	23-Oct

Budget Import Parameters	
Request Id	2246411
Budget Usage	Budgetary Control validation and General Ledger reporting
Budget Entry Classification	Budget revision
Source Budget Type	Other
Source Budget Name	WC Source Budgets
Budget Scenario	AMENDED BUDGET
Budget Entry Name	2023 Revision 23-10-23 HIGHWAY
Enter Budget Amount as	Addition to or subtraction from current budget
Budget Currency	USD

Control Budget Balance by Period

	1	FY2023	10	23-Oct	Total
WC Control Budgets	2,600,000	2,600,000	0	0	2,600,000
WC Source Budgets	0	0	2,600,000	2,600,000	2,600,000

Source Budget Data

Control Budget	Control Budget Account	Control Budget Period	Control Budget Amount Changed	Budget Amount Before Import	Source Line	Source Project Name	Source Resource Name	Source Amount	Source Period
WC Control Budgets	03-325-WCM-CAPO	FY2023	1,300,000.00	9370000	2			1,300,000.00	23-Oct
	03-325-WCM-TREV	FY2023	1,300,000.00	9457511	1			1,300,000.00	23-Oct
WC Source Budgets	03-325-000-0000-5416-000000	23-Oct	1,300,000.00	0	1			1,300,000.00	23-Oct
	03-325-000-0000-6650-000000	23-Oct	1,300,000.00	0	2			1,300,000.00	23-Oct

Budget Import Parameters	
Request Id	2263394
Budget Usage	Budgetary Control validation and General Ledger reporting
Budget Entry Classification	Budget revision
Source Budget Type	Other
Source Budget Name	WC Source Budgets
Budget Scenario	AMENDED BUDGET
Budget Entry Name	2023 Revision 30-10-23 HHS Travel Budget
Enter Budget Amount as	Addition to or subtraction from current budget
Budget Currency	USD

Control Budget Balance by Period

	1	FY2023	10	23-Oct	Total
WC Control Budgets	30,000	30,000	0	0	30,000
WC Source Budgets	0	0	30,000	30,000	30,000

Source Budget Data

Control Budget	Control Budget Account	Control Budget Period	Control Budget Amount Changed	Budget Amount Before Import	Source Line	Source Project Name	Source Resource Name	Source Amount	Source Period
WC Control Budgets	11-430-WCM-RMAT	FY2023	15,000.00	112300	1			15,000.00	23-Oct
	11-480-WCM-RMAT	FY2023	15,000.00	1377900	2			15,000.00	23-Oct
WC Source Budgets	11-430-700-0010-6333-000000	23-Oct	15,000.00	0	1			15,000.00	23-Oct
	11-480-895-0020-6338-000000	23-Oct	15,000.00	0	2			15,000.00	23-Oct

Budget Import Parameters	
Request Id	2263411
Budget Usage	Budgetary Control validation and General Ledger reporting
Budget Entry Classification	Budget revision
Source Budget Type	Other
Source Budget Name	WC Source Budgets
Budget Scenario	AMENDED BUDGET
Budget Entry Name	2023 Revision 30-10-23 HHS Travel BA
Enter Budget Amount as	Addition to or subtraction from current budget
Budget Currency	USD

Control Budget Balance by Period

	1	FY2023	11	23-Nov	Total
WC Control Budgets	-30,000	-30,000	0	0	-30,000
WC Source Budgets	0	0	-30,000	-30,000	-30,000

Source Budget Data

Control Budget	Control Budget Account	Control Budget Period	Control Budget Amount Changed	Budget Amount Before Import	Source Line	Source Project Name	Source Resource Name	Source Amount	Source Period
WC Control Budgets	11-480-WCM-RMAT	FY2023	-15,000.00	1392900	1			-15,000.00	23-Nov
	11-480-WCM-RMAT	FY2023	-15,000.00	1392900	2			-15,000.00	23-Nov
WC Source Budgets	11-480-895-0020-6338-000000	23-Nov	-15,000.00	0	1			-15,000.00	23-Nov
	11-480-895-0020-6338-000000	23-Nov	-15,000.00	0	2			-15,000.00	23-Nov

Budget Import Parameters	
Request Id	2263462
Budget Usage	Budgetary Control validation and General Ledger reporting
Budget Entry Classification	Budget revision
Source Budget Type	Other
Source Budget Name	WC Source Budgets
Budget Scenario	AMENDED BUDGET
Budget Entry Name	2023 Revision 30-10-23 HHS Travel BA
Enter Budget Amount as	Addition to or subtraction from current budget
Budget Currency	USD

Control Budget Balance by Period

	1	FY2023	11	23-Nov	Total
WC Control Budgets	0	0	0	0	0
WC Source Budgets	0	0	0	0	0

Source Budget Data

Control Budget	Control Budget Account	Control Budget Period	Control Budget Amount Changed	Budget Amount Before Import	Source Line	Source Project Name	Source Resource Name	Source Amount	Source Period
WC Control Budgets	11-420-WCM-RMAT	FY2023	7,857.37	168033	1			7,857.37	23-Nov
	11-430-WCM-RMAT	FY2023	17,188.00	127300	2			17,188.00	23-Nov
	11-450-WCM-RMAT	FY2023	5,647.49	87065.26	3			5,647.49	23-Nov
	11-480-WCM-RMAT	FY2023	-30,692.86	1362900	4			-30,692.86	23-Nov
WC Source Budgets	11-420-600-0020-6343-000000	23-Nov	7,857.37	0	1			7,857.37	23-Nov
	11-430-700-0020-6343-000000	23-Nov	17,188.00	0	2			17,188.00	23-Nov
	11-450-430-0020-6343-	23-Nov	5,647.49	0	3			5,647.49	23-Nov

Control Budget	Control Budget Account	Control Budget Period	Control Budget Amount Changed	Budget Amount Before Import	Source Line	Source Project Name	Source Resource Name	Source Amount	Source Period
WC Source Budgets	000000								
	11-480-895-0020-6343-000000	23-Nov	-30,692.86	0	4			-30,692.86	23-Nov

Budget Import Parameters	
Request Id	2263741
Budget Usage	Budgetary Control validation and General Ledger reporting
Budget Entry Classification	Budget revision
Source Budget Type	Other
Source Budget Name	WC Source Budgets
Budget Scenario	AMENDED BUDGET
Budget Entry Name	2023 Revision 30-10-23 Court Serv Dept 100 Fund Bal
Enter Budget Amount as	Addition to or subtraction from current budget
Budget Currency	USD

Control Budget Balance by Period

	1	FY2023	11	23-Nov	Total
WC Control Budgets	212,000	212,000	0	0	212,000
WC Source Budgets	0	0	212,000	212,000	212,000

Source Budget Data

Control Budget	Control Budget Account	Control Budget Period	Control Budget Amount Changed	Budget Amount Before Import	Source Line	Source Project Name	Source Resource Name	Source Amount	Source Period
WC Control Budgets	01-100-WCM-TMIS	FY2023	106,000.00	373500	1			106,000.00	23-Nov
	01-100-WCM-TREV	FY2023	106,000.00	1.65671431E7	2			106,000.00	23-Nov
WC Source Budgets	01-100-000-0000-5911-000000	23-Nov	106,000.00	0	2			106,000.00	23-Nov
	01-100-000-0000-6859-000000	23-Nov	106,000.00	0	1			106,000.00	23-Nov

ORACLE

Budget Usage	Budgetary Control validation and General Le
Budget Entry Classification	Budget revision
Enter Budget Amounts As	Addition to or subtraction from current bud
Control Budget	WC Source Budgets
Budget Entry Name	2023 Revision 30-10-23 HHS transfer
Budget Scenario	AMENDED BUDGET
Worksheet Status	

Changed	Row Status	*Fund[..]	*Dept[..]	*Program[..]	*Service[..]	*Object[..]	*Future[..]	23-Nov
	Row inserted successfully	11	450	430	0010	6035	000000	20,000
	Row inserted successfully	11	450	430	0010	6261	000000	-20,000

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 *
11/21/2023 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 November 1 thru November 14, 2023.

Short Title (what will appear on Agenda outline - 250 character max.) *
Acknowledge warrants issued between November 1 thru November 14, 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:
Acknowledgement 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
- [ ] Assistant County Administrator
- [ ] Finance Review
- [ ] Legal Review
- [ ] Risk Mgmt Review
- [x] 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 *
11/21/2023 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 *
Authorize Final Acceptance and Final Payment in the Amount of $87,864.87 to Sir Lines-A-Lot for the 2023 Pavement Markings Contract Work.

Short Title (what will appear on Agenda outline - 250 character max.) *
Authorize final acceptance and final payment in the amount of $87,864.87 to Sir Lines-A-Lot for the 2023 Pavement Markings contract work.

Value Stream the request primarily aligns with:
Develop County Infrastructure

Briefly describe how the request aligns with the selected value stream.
Provides for annual pavement markings on our county highway system which are a critical component of highway safety.

Describe the impact on staffing resources.
Highway Engineering Division staff coordinating the work, processing partial payments, and ensuring it meets specifications.

Fiscal Impact:
Final payment in the amount of $87,864.87

Background/Justification:
The 2023 Pavement Marking Contract (No. 23-03) scope of work included yellow and white latex pavement marking lines along our county highway system.

The Certificate of Performance and Final Invoice are attached.

Route for Review and Approval

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

Agenda Item Attachments (2)

Document Name	Attachment Type
11.21.2023.Final.Invoice.2023.Pavement.Markings.pdf	Attachment
11.21.2023.CP.2303.Pavement Markings.pdf	Attachment

- [ ] Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes
Moved To Agenda

SIR LINES-A-LOT

INVOICE - Application for Payment

Project: Wright County 2023 Pavement Markings
Project No.: SAP #

Remit To: Sir Lines-A-Lot LLC
7175 CAHILL RD
EDINA MN 55439

To: Wright County
3600 Braddock Ave NE
Buffalo MN 55313

Invoice No.: H23-0158-006
Invoice Date: 10/25/23
Period Thru: 10/31/23
Customer Project No.: PRIM #

				---------- TO DATE ----------		-------- THIS PERIOD --------	
ITEM NO.	ITEM	UM	$ PRICE	UNITS	$ AMOUNTS	UNITS	$ AMOUNT
1	PAINT - LATEX - YELLOW	GAL	21.44	8,035.90	172,289.70	1,245.90	26,712.10
2	PAINT - LATEX - WHITE	GAL	22.08	17,913.70	395,534.50	2,769.60	61,152.77

Billing Totals:	**$567,824.20**	**$87,864.87**

WRIGHT COUNTY
MINNESOTA

Highway Department

CERTIFICATE OF PERFORMANCE

2023 Pavement Marking Contract

COUNTY OF WRIGHT
Wright County Highway Department Contract No. 23-03

Scope of Work/Project Description:

Contractor: Sir Lines-A-Lot

Total Value of Work: $ 567,824.20

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: _____ SIGNATURE: Sara C. Buermann Digitally signed by Sara C. Buermann Date: 2023.11.15 11:13:03 -06'00'

Sara Buermann, Assistant County Engineer

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 *
11/21/2023 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 *
Approval of Revisions to Section 301 (Paid Time Off and Sick and Safe Time) of the Wright County Personnel Handbook.

Short Title (what will appear on Agenda outline - 250 character max.) *
Approval of Revisions to Section 301 (Paid Time Off and Sick and Safe Time) of the Wright County Personnel Handbook.

Value Stream the request primarily aligns with:
Develop County Infrastructure

Briefly describe how the request aligns with the selected value stream.
Effective January 1, 2024, the State of Minnesota will enact the Earned Sick and Safe Time (ESST) law. The proposed changes to the County's Section 301 of the Wright County Personnel Handbook will bring the County into compliance with the new ESST law.

Describe the impact on staffing resources.
The proposed changes to Section 301(Paid Time Off and Sick and Safe Time) will have no impact on the County's staffing resources. Pursuant to MN Statutes 181.9445 to 181.9448, the County's existing Paid Time Off (PTO) policy meets or exceeds the standards set forth in the State of Minnesota Earned Sick and Safe Time law for permanent full-time and part-time employees that will be enacted on January 1, 2024. The new law does require employers to provide ESST to non-benefit eligible temporary and seasonal employees that is addressed in Section 301.09 of the County's revised PTO and Sick and Safe Time policy.

Fiscal Impact:
The new ESST law will have no financial impact on the County's permanent full-time and part-time employees. The new law will have minimal to no financial impact on temporary and seasonal employees being that the respective departments budget for these employees for a short duration of time throughout the calendar year.

Background/Justification:
The proposed language changes to Section 301 (Paid Time Off and Sick and Safe Time) have been reviewed and vetted by the County's labor attorney, Civil Division Chief, and County Administrator to bring the County into compliance with the State of Minnesota Earned Sick and Safe Time (MN Stat 181.9445-181.9448) that goes into effect on January 1, 2024. The County will designate the first 48 hours of PTO leave used each calendar year by all full-time and permanent part-time employees that are eligible to accrue PTO as Earned Sick and Safe Time (ESST). If an employee chooses to use the employee's first 48 hours of PTO in a calendar year for reasons other than the ESST-qualifying reasons outlined by statute, Wright County will not provide additional ESST-designated PTO hours. The statutory reasons for which ESST are set forth in Minn. Stat. § 181.944 and are outlined in Section 301.09 below. While an employee may use any available PTO hours the employee has for an ESST purpose, the employee will not be provided with additional ESST-designated PTO hours once the employee's available 48 hours have been exhausted each calendar year. Employees who do not use all of their 48 hours of ESST-designated PTO in a calendar year will be allowed to carry over their unused ESST-designated PTO into the next calendar year, up to a maximum accumulation of 80 hours of ESST-designated PTO.
Also Pursuant to the Minnesota Earned Sick and Safe Time and Section 301.09 (Earned Sick and Safe Time for Temporary and Seasonal Employees), the County will be required to provide temporary and seasonal (non-benefit eligible) employees one (1) hour of Sick and Safe Time for every 30 hours worked during a 12-month calendar year. An employee must work at least 80 hours in a calendar year for the County to be eligible for this benefit. Employees can earn up to a maximum of 48 hours of Sick and Safe Time each calendar year. When Sick and Safe Time is being utilized, the employee will be compensated at the employee's hourly rate of pay. The leave may be used as it is accrued in the smallest increment of time tracked by the County's payroll system.

Route for Review and Approval

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

Agenda Item Attachments (1)

Document Name	Attachment Type
301 PAID TIME OFF AND SICK AND SAFE TIME.pdf	Attachment

☐ Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

301 PAID TIME OFF (PTO) AND SICK AND SAFE TIME

Policy Adopted: 12-16-16 **Policy Effective: 01-01-17**

Amended: 08-15-17
Amended: 10-19-21
Amended: 06-28-22
Amended: 12-25-22
Amended: 04-18-23
Amended: Pending

301.01 PTO Policy

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

301.02 PTO Eligibility and Availability

PTO with pay shall be granted to all full and part-time regular Wright County employees. PTO is earned on a pay period by pay period basis and may be taken in full up through the last pay period worked. PTO cannot be used on an employee's last day of employment.

Employees can carry over any PTO that does not exceed the stated cap. No additional accrual will occur above the cap.

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

301.03 Accrual Rates and Maximums

PTO benefits shall be accrued at the following rate for full-time staff. Part-time staff are awarded PTO at the same rate of accrual as full-time staff, except that their accrual and maximum carry-over is prorated based on hours worked. PTO hours do not count towards computing an employee's eligible overtime hours.

Accrual Rates and Maximums for non-union and union full-time staff are based on an 80-hour work week for each pay period (2080 Work Hours Per the Calendar Year).

Non-exempt, part-time staff accrual and carry-over is prorated based on hours worked **per pay period (up to maximum of 80 hours).**

Years of Service	Annual Accrual Rate Prorated (hours)	Maximum Accrual Per Pay Period	Accrual Rate Formula (hours earned per hour compensated)	Max Carry-Over Prorated (hours)	*Max Payout Prorated upon separation in good standing (hours)
0-3	192	7.38 Hours	0.0923	840	384
4-6	208	8.00 Hours	0.1000	840	416
7-10	232	8.92 Hours	0.1115	840	464
11-15	248	9.54 Hours	0.1192	840	496
16-20	272	10.46 Hours	0.1308	840	544
21-24	288	11.08 Hours	0.1385	840	576
25+	296	11.38 Hours	0.1423	840	592

Employees shall not accrue more than 296 hours prorated of PTO annually. PTO will be forfeited when an employee reaches the maximum carry-over unless eligible to contribute 3.69 hours per pay period into catastrophic sick time as outlined in subsection 301.08 Catastrophic Sick Time.

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

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

When the employee's length of service reaches the next higher rate of accrual, accrual at the new rate shall begin the first day of the pay period following the date of eligibility. PTO shall not accrue during a period of unpaid leave of absence.

PTO balances are paid out at 100%, up to the maximum payout, upon separation in good standing from employment. PTO payout will be placed into a Post-Employment Retirement Health Care Savings Plan account or paid out as taxable earnings based upon the plan documents. The Plan documents for the Post Employment Retirement Health Care Savings Plan are on file in the Administration Department.

This policy and the County's other policies, procedures, and other written documents, no matter how detailed, do not create a contractual right or equitable right to paid time off (PTO) or similar

forms of compensation (Time off accrual). The County specifically retains the right to change the terms of the described time off accruals and related terms at any time without notice to employees. There is no contractual right to time off accrual as described herein, and related documents and this paragraph shall be understood as an effective disclaimer of any claim for time off accruals.

Effective January 1, 2024, the State of Minnesota enacted the Earned Sick and Safe Time (ESST) law (Minn. Stat. §§ 181.9445-181.9448). The County will designate the first 48 hours of PTO leave used each calendar year by an employee eligible to accrue PTO as Earned Sick and Safe Time (ESST). If an employee chooses to use the employee's first 48 hours of PTO in a calendar year for reasons other than the ESST-qualifying reasons outlined by statute, Wright County will not provide additional ESST-designated PTO hours. Employees who wish to preserve their ESST-designated PTO specifically for the ESST purposes outlined by law are responsible for managing their own PTO usage to ensure their 48 hours of ESST-designated PTO are available to be used for ESST purposes throughout the course of the calendar year when requested by the employee. The statutory reasons for which ESST may be used are set forth in Minn. Stat. § 181.944 and are outlined in Section 301.09 below. While an employee may use any available PTO hours the employee has for an ESST purpose, the employee will not be provided with additional ESST-designated PTO hours once the employee's available 48 hours have been exhausted each calendar year. Employees who do not use all of their 48 hours of ESST-designated PTO in a calendar year will be allowed to carry over their unused ESST-designated PTO into the next calendar year, up to a maximum accumulation of 80 hours of ESST-designated PTO.

301.04 PTO Credit for Applicable Experience within Field

Persons newly hired or promoted who have been employed on a full-time basis in their respective fields, with less than one (1) year break in employment prior to entering Wright County service, and upon proper verification, may receive added PTO credit for this employment at the County's discretion. This credit shall not exceed four (4) years. This additional credit for applicable experience within the field will be applied to the employees PTO accrual effective date of hire.

301.05 Notice and Scheduling

Notice to use ESST-designated PTO hours (as described in Section 301.03) for an ESST-qualifying reason must be provided in accordance with the notice requirements described below in Section 301.09, which governs ESST for temporary and seasonal employees (see Advance Notice for Use of Earned Sick and Safe Leave provisions of Section 301.09).

Other non-emergency use must be requested in advance. PTO requests should be submitted to the supervisor as far in advance as practical. While every effort will be made to give employees the time off of their preference, time off will be scheduled so as not to cause an interruption in

the normal operation of the department and in service to the public. Should a conflict in scheduling occur, it will be resolved on the basis of the timing of the request and/or the employee's prior utilization of PTO pertaining to department/unit approval of employee requests for PTO (specifically around holidays). If an employee seeks to use ESST-designated PTO for an ESST-qualifying reason as outlined by law, the County will approve the use of ESST-designated PTO on the days requested by the employee to the extent required by law.

Emergency and/or unplanned use of PTO requires immediate notification to the supervisor. Notification of absence should be made in accordance with department procedure, and subject to the notice requirements outlined in Section 301.09 below for ESST-designated PTO to be used for ESST-qualifying reasons. If a specific department procedure does not exist, notification should be made on the first day of absence or as soon as possible, but no later than one hour after the normal reporting time unless there is an emergency situation requiring an employee to provide later notice specifically due to the nature of the emergency. Inappropriate use of the PTO plan may subject the employee to disciplinary action.

301.06 Medical Certification

Family Medical Leave Act (FMLA) may apply to PTO requests for medical reasons. Minimally, absences for medical reasons of more than three (3) working days may require a physician's statement stating the cause of use. This will be used to determine if a leave of absence should be initiated and if FMLA applies. To the extent permitted by law, physician's notes may be required as early as the first day of absence in some situations and/or in accordance with department procedures.

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

301.07 Extended Sick Leave Bank (ESLB)

Non-union Employees hired before December 31, 2016, or union employees that have switched over to the County's PTO plan on or after January 1, 2023, may have hours converted to the Extended Sick Leave Bank (ESLB) according to the conversion polices of Wright County's PTO Plan approved by the Wright County Board on December 20, 2016. Hours converted to ESLB may be used for illness or disability for an FMLA qualifying event for the employee or to care for an immediate family member as defined by FMLA and pursuant to the policies in effect (Section 301-Paid Time Off) for the use of ESLB leave.

For non-qualifying FMLA events, employees that have absence due to illness, disability, or injury may use ESLB hours after all PTO has been exhausted down to 240 hours or 240 hours prorated based upon the employee's FTE status. Human Resources may require acceptable medical verification that the absence qualifies under FMLA before approving use of ESLB time.

ESLB may also be used due to an illness or injury for an adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, and stepparent under the same terms upon which the employee is able to use ESLB benefits for their own illness or injury. The limit to the amount of ESLB leave used for an adult child, sibling, parent, grandparent, or stepparent is 160 hours in a 12-month calendar year.

Employees eligible to participate in the ESLB will be allowed to access their ESLB, without depleting any PTO, for treatment of a serious health condition that qualifies as an FMLA event.

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

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

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

This policy and the County's other policies, procedures, and other written documents, no matter how detailed, do not create a contractual right or equitable right to paid time off, vacation time, or similar forms of compensation ("Time Off Accrual"). The County specifically retains the right to change the terms of the described time off accruals and related terms at any time without notice to employees. There is no contractual right to time off accrual as described herein, and related documents and this paragraph shall be understood as an effective disclaimer of any claim for time off accrual.

301.08 Catastrophic Sick Leave

An employee may accrue catastrophic sick time upon attainment of 840 hours of regular PTO. Catastrophic sick time accrues in a separate account at the rate of 3.69 hours per pay period

(one-half the minimum PTO accrual rate of 7.38 hours per pay period) for each pay period that an employee maintains a balance of 840 hours and does not use PTO in said pay period.

In the event of catastrophic illness or injury, an employee may use time available in their catastrophic sick bank for the employee or an immediate family member as defined in MN Statute 181.9413 after exhausting all PTO hours down to 120 hours prorated based upon FTE status and all ESLB hours.

Catastrophic Sick Time may also be used due to an illness or injury for an adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, and stepparent up to a maximum of 160 hours (or any combination of ESLB and Catastrophic Sick Leave) within a 12-month calendar year under the same terms upon which the employee is able to use Catastrophic Sick Time benefits for their own illness or injury.

Catastrophic sick time is not compensable upon separation of employment in good standing or otherwise.

301.09 Earned Sick and Safe Time for Temporary and Seasonal Employees (Proposed New Language)

Effective January 1, 2024, the State of Minnesota enacted the Earned Sick and Safe Time (ESST) law (Minn. Stat. §§ 181.9445-181.9448) that requires the County to provide temporary and seasonal (non-benefit eligible) employees one (1) hour of Sick and Safe Time for every 30 hours worked during a 12-month calendar year.

An employee must work at least 80 hours in a calendar year for the County to be eligible for this benefit. Employees can earn up to a maximum of 48 hours of Sick and Safe Time each calendar year. When Sick and Safe Time is being utilized, the employee will be compensated at the employee's hourly rate of pay. The leave may be used as it is accrued in the smallest increment of time tracked by the County's payroll system.

Permissible Uses of Sick and Safe Time

Sick and Safe Time may be used for the following purposes as set forth in Minn. Stat. § 181.9447, subd. 1:

- The employee's (1) mental or physical illness, injury, or other health condition, (2) need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or other health condition, or (3) need for preventive medical or health care.
- The employee's care of a family member (1) with a mental or physical illness, injury, or other health condition, (2) who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or other health condition, or (3) who needs preventive medical or health care.
- Absence due to domestic violence, sexual assault, or stalking of the employee or a family member if the absence is to:
    - Seek medical attention related to physical or psychological injury or disability

caused by domestic abuse, sexual assault, or stalking.
    - Obtain services from a victim service organization.
    - Obtain psychological or other counseling.
    - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking; and
    - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking.
- Closure of the employee's workplace due to weather or public emergency or closure of family member's school or care facility due to weather or public emergency.
- The employee's inability to work or telework because the employee is: (i) prohibited from working by the County due to health concerns related to the potential transmission of a communicable illness related to a public emergency; or (ii) seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and such employee has been exposed to a communicable disease or the County has requested a test or diagnosis.
- When it has been determined by the health authorities having jurisdiction or by a health care professional that the presence of the employee or family member of the employee in the community would jeopardize the health of others because of the exposure of the employee or family member of the employee to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

Employees may use earned sick and safe time for the following family members:

- Child, including foster child, adult child, legal ward, child for whom the employee is legal guardian or child for whom the employee is legal guardian or child to whom the employee stands or stood in loco parentis (in place of a parent).
- Spouse or registered domestic partner.
- Sibling, stepsibling, or foster sibling.
- Biological, adoptive, or foster parent, stepparent or a person who stood in loco parentis (in place of a parent) when the employee was a minor child.
- Grandchild, foster grandchild, or step grandchild.
- Grandparents or step-grandparent.
- A child of a sibling of the employee.
- A sibling of the parents of the employee.
- A child-in-law or sibling-in-law.
- Any of the family members listed above an employee's spouse or registered domestic partner.
- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and
- Up to one individual annually designated by the employee.

Tracking, Annual Carryover, and No Payout Upon Separation from Employment

Temporary, seasonal, and part-time employees that earn Sick and Safe Time will have their accrued time tracked by the County on their bi-weekly paycheck stub. Accrued Sick and Safe Time will not be paid out to an employee upon separation from employment with the County.

When there is a separation from employment with the County and the employee is rehired within 180 days of separation, previously accrued Sick and Safe Time that had not been used will be reinstated. A rehired employee will be entitled to use and accrue Sick and Safe Time at the commencement of reemployment.

An employee will be able to carry over any unused Sick and Safe Time hours (not to exceed 80 hours) to the following calendar year. An employee may use Sick and Safe Time as it is accrued. Sick and Safe Time begins to accrue at the commencement of employment, subject to the requirement that an employee work at least 80 hours in a calendar year in order to be eligible for Sick and Safe Time. Once a temporary or seasonal employee has worked for the County for at least 80 hours in a calendar year, the County will retroactively credit Sick and Safe Time hours based on the number of hours worked by the employee back to the employee's start date. The employee would then be eligible to request approval to use up to two hours of Sick and Safe Time to be paid for a previous qualifying absence.

Advance Notice for use of Earned Sick and Safe Leave:
If the need for Sick and Safe Time is foreseeable, an employee must provide at least seven days' advance notice of a request to use it. Notice must be provided to the employee's direct supervisor or in any other manner communicated by the County in writing. However, if the need is unforeseeable, employees must provide notice of the need for Sick and Safe Time as soon as practicable. When an employee uses Sick and Safe Time for more than three consecutive days, the County may require appropriate and reasonable supporting documentation (such as medical documentation supporting medical leave, court records or related documentation to support the reasons for the requested leave). However, if the employee or employee's family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable time or without added expense, then reasonable documentation for absences due to an employee's or family member's illness, injury, or other condition, preventative care, or need to quarantine due to concerns related to exposure or suspected exposure to a communicable disease may include a written statement from the employee indicating that the employee is using, or used, Sick and Safe Time for a qualifying purpose. The County will not require an employee to disclose details related to domestic abuse, sexual assault, or stalking or the details of the employee's or the employee's family member's medical condition for purposes of reviewing and approving requests to use Sick and Safe Time. In accordance with state law, the County will not require an employee using Sick and Safe Time to find a replacement worker to cover the hours the employee will be absent.

An employee returning from time off using accrued Sick and Safe Time is entitled to return to their employment at the same rate of pay received when their leave began, plus any automatic pay adjustments that may have occurred during the employee's time off. Seniority during Sick and Safe Time absences will continue to accrue as if the employee has been continually employed.

301 PAID TIME OFF (PTO) AND SICK AND SAFE TIME

Policy Adopted: 12-16-16 **Policy Effective: 01-01-17**
Amended: 08-15-17
Amended: 10-19-21
Amended: 06-28-22
Amended: 12-25-22
Amended: 04-18-23
Amended: 01-01-24

301.01 PTO Policy

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

301.02 PTO Eligibility and Availability

PTO with pay shall be granted to all full and part-time regular Wright County employees. PTO is earned on a pay period by pay period basis and may be taken in full up through the last pay period worked. PTO cannot be used on an employee's last day of employment.

Employees can carry over any PTO that does not exceed the stated cap. No additional accrual will occur above the cap.

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

301.03 Accrual Rates and Maximums

PTO benefits shall be accrued at the following rate for full-time staff. Part-time staff are awarded PTO at the same rate of accrual as full-time staff, except that their accrual and maximum carry-over is prorated based on hours worked. PTO hours do not count towards computing an employee's eligible overtime hours.

Accrual Rates and Maximums for non-union and union full-time staff are based on an 80-hour work week for each pay period (2080 Work Hours Per the Calendar Year).

Non-exempt, part-time staff accrual and carry-over is prorated based on hours worked **per pay period (up to maximum of 80 hours).**

Years of Service	Annual Accrual Rate Prorated (hours)	Maximum Accrual Per Pay Period	Accrual Rate Formula (hours earned per hour compensated)	Max Carry-Over Prorated (hours)	*Max Payout Prorated upon separation in good standing (hours)
0-3	192	7.38 Hours	0.0923	840	384
4-6	208	8.00 Hours	0.1000	840	416
7-10	232	8.92 Hours	0.1115	840	464
11-15	248	9.54 Hours	0.1192	840	496
16-20	272	10.46 Hours	0.1308	840	544
21-24	288	11.08 Hours	0.1385	840	576
25+	296	11.38 Hours	0.1423	840	592

Employees shall not accrue more than 296 hours prorated of PTO annually. PTO will be forfeited when an employee reaches the maximum carry-over unless eligible to contribute 3.69 hours per pay period into catastrophic sick time as outlined in subsection 301.08 Catastrophic Sick Time.

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

PTO is accrued per hour compensated each pay period and may be used subsequent to being earned in increments of .25 hours at a time.
When the employee's length of service reaches the next higher rate of accrual, accrual at the new rate shall begin the first day of the pay period following the date of eligibility. PTO shall not accrue during a period of unpaid leave of absence.

PTO balances are paid out at 100%, up to the maximum payout, upon separation in good standing from employment. PTO payout will be placed into a Post-Employment Retirement Health Care Savings Plan account or paid out as taxable earnings based upon the plan documents. The Plan documents for the Post Employment Retirement Health Care Savings Plan are on file in the Administration Department.

This policy and the County's other policies, procedures, and other written documents, no matter how detailed, do not create a contractual right or equitable right to paid time off (PTO) or similar

forms of compensation (Time off accrual). The County specifically retains the right to change the terms of the described time off accruals and related terms at any time without notice to employees. There is no contractual right to time off accrual as described herein, and related documents and this paragraph shall be understood as an effective disclaimer of any claim for time off accruals.

Effective January 1, 2024, the State of Minnesota enacted the Earned Sick and Safe Time (ESST) law (Minn. Stat. §§ 181.9445-181.9448). The County will designate the first 48 hours of PTO leave used each calendar year by an employee eligible to accrue PTO as Earned Sick and Safe Time (ESST). If an employee chooses to use the employee's first 48 hours of PTO in a calendar year for reasons other than the ESST-qualifying reasons outlined by statute, Wright County will not provide additional ESST-designated PTO hours. Employees who wish to preserve their ESST-designated PTO specifically for the ESST purposes outlined by law are responsible for managing their own PTO usage to ensure their 48 hours of ESST-designated PTO are available to be used for ESST purposes throughout the course of the calendar year when requested by the employee. The statutory reasons for which ESST may be used are set forth in Minn. Stat. § 181.944 and are outlined in Section 301.09 below. While an employee may use any available PTO hours the employee has for an ESST purpose, the employee will not be provided with additional ESST-designated PTO hours once the employee's available 48 hours have been exhausted each calendar year. Employees who do not use all of their 48 hours of ESST-designated PTO in a calendar year will be allowed to carry over their unused ESST-designated PTO into the next calendar year, up to a maximum accumulation of 80 hours of ESST-designated PTO.

301.04 PTO Credit for Applicable Experience within Field

Persons newly hired or promoted who have been employed on a full-time basis in their respective fields, with less than one (1) year break in employment prior to entering Wright County service, and upon proper verification, may receive added PTO credit for this employment at the County's discretion. This credit shall not exceed four (4) years. This additional credit for applicable experience within the field will be applied to the employees PTO accrual effective date of hire.

301.05 Notice and Scheduling

Notice to use ESST-designated PTO hours (as described in Section 301.03) for an ESST-qualifying reason must be provided in accordance with the notice requirements described below in Section 301.09, which governs ESST for temporary and seasonal employees (see Advance Notice for Use of Earned Sick and Safe Leave provisions of Section 301.09).

Other non-emergency use must be requested in advance. PTO requests should be submitted to the supervisor as far in advance as practical. While every effort will be made to give employees the time off of their preference, time off will be scheduled so as not to cause an interruption in

the normal operation of the department and in service to the public. Should a conflict in scheduling occur, it will be resolved on the basis of the timing of the request and/or the employee's prior utilization of PTO pertaining to department/unit approval of employee requests for PTO (specifically around holidays). If an employee seeks to use ESST-designated PTO for an ESST-qualifying reason as outlined by law, the County will approve the use of ESST-designated PTO on the days requested by the employee to the extent required by law.

Emergency and/or unplanned use of PTO requires immediate notification to the supervisor. Notification of absence should be made in accordance with department procedure, and subject to the notice requirements outlined in Section 301.09 below for ESST-designated PTO to be used for ESST-qualifying reasons. If a specific department procedure does not exist, notification should be made on the first day of absence or as soon as possible, but no later than one hour after the normal reporting time unless there is an emergency situation requiring an employee to provide later notice specifically due to the nature of the emergency. Inappropriate use of the PTO plan may subject the employee to disciplinary action.

301.06 Medical Certification

Family Medical Leave Act (FMLA) may apply to PTO requests for medical reasons. Minimally, absences for medical reasons of more than three (3) working days may require a physician's statement stating the cause of use. This will be used to determine if a leave of absence should be initiated and if FMLA applies. To the extent permitted by law, physician's notes may be required as early as the first day of absence in some situations and/or in accordance with department procedures.

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

301.07 Extended Sick Leave Bank (ESLB)

Non-union Employees hired before December 31, 2016, or union employees that have switched over to the County's PTO plan on or after January 1, 2023, may have hours converted to the Extended Sick Leave Bank (ESLB) according to the conversion polices of Wright County's PTO Plan approved by the Wright County Board on December 20, 2016. Hours converted to ESLB may be used for illness or disability for an FMLA qualifying event for the employee or to care for an immediate family member as defined by FMLA and pursuant to the policies in effect (Section 301-Paid Time Off) for the use of ESLB leave.

For non-qualifying FMLA events, employees that have absence due to illness, disability, or injury may use ESLB hours after all PTO has been exhausted down to 240 hours or 240 hours prorated based upon the employee's FTE status. Human Resources may require acceptable medical verification that the absence qualifies under FMLA before approving use of ESLB time.

ESLB may also be used due to an illness or injury for an adult child, spouse, sibling, parent, mother-

in-law, father-in-law, grandchild, grandparent, and stepparent under the same terms upon which the employee is able to use ESLB benefits for their own illness or injury. The limit to the amount of ESLB leave used for an adult child, sibling, parent, grandparent, or stepparent is 160 hours in a 12-month calendar year.

Employees eligible to participate in the ESLB will be allowed to access their ESLB, without depleting any PTO, for treatment of a serious health condition that qualifies as an FMLA event.

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

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

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

This policy and the County's other policies, procedures, and other written documents, no matter how detailed, do not create a contractual right or equitable right to paid time off, vacation time, or similar forms of compensation ("Time Off Accrual"). The County specifically retains the right to change the terms of the described time off accruals and related terms at any time without notice to employees. There is no contractual right to time off accrual as described herein, and related documents and this paragraph shall be understood as an effective disclaimer of any claim for time off accrual.

301.08 Catastrophic Sick Time

An employee may accrue catastrophic sick time upon attainment of 840 hours of regular PTO. Catastrophic sick time accrues in a separate account at the rate of 3.69 hours per pay period (one-half the minimum PTO accrual rate of 7.38 hours per pay period) for each pay period that

an employee maintains a balance of 840 hours and does not use PTO in said pay period.

In the event of catastrophic illness or injury, an employee may use time available in their catastrophic sick bank for the employee or an immediate family member as defined in MN Statute 181.9413 after exhausting all PTO hours down to 120 hours prorated based upon FTE status and all ESLB hours.

Catastrophic Sick Time may also be used due to an illness or injury for an adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, and stepparent up to a maximum of 160 hours (or any combination of ESLB and Catastrophic Sick Leave) within a 12-month calendar year under the same terms upon which the employee is able to use Catastrophic Sick Time benefits for their own illness or injury.

Catastrophic sick time is not compensable upon separation of employment in good standing or otherwise.

301.09 Earned Sick and Safe Time for Temporary and Seasonal Employees

Effective January 1, 2024, the State of Minnesota enacted the Earned Sick and Safe Time (ESST) law (Minn. Stat. §§ 181.9445-181.9448) that requires the County to provide temporary and seasonal (non-benefit eligible) employees one (1) hour of Sick and Safe Time for every 30 hours worked during a 12-month calendar year.

An employee must work at least 80 hours in a calendar year for the County to be eligible for this benefit. Employees can earn up to a maximum of 48 hours of Sick and Safe Time each calendar year. When Sick and Safe Time is being utilized, the employee will be compensated at the employee's hourly rate of pay. The leave may be used as it is accrued in the smallest increment of time tracked by the County's payroll system.

Permissible Uses of Sick and Safe Time

Sick and Safe Time may be used for the following purposes as set forth in Minn. Stat. § 181.9447, subd. 1:

- The employee's (1) mental or physical illness, injury, or other health condition, (2) need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or other health condition, or (3) need for preventive medical or health care.
- The employee's care of a family member (1) with a mental or physical illness, injury, or other health condition, (2) who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or other health condition, or (3) who needs preventive medical or health care.
- Absence due to domestic violence, sexual assault, or stalking of the employee or a family member if the absence is to:
    - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking.
    - Obtain services from a victim service organization.

    - Obtain psychological or other counseling.
    - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking; and
    - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking.
- Closure of the employee's workplace due to weather or public emergency or closure of family member's school or care facility due to weather or public emergency.
- The employee's inability to work or telework because the employee is: (i) prohibited from working by the County due to health concerns related to the potential transmission of a communicable illness related to a public emergency; or (ii) seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and such employee has been exposed to a communicable disease or the County has requested a test or diagnosis.
- When it has been determined by the health authorities having jurisdiction or by a health care professional that the presence of the employee or family member of the employee in the community would jeopardize the health of others because of the exposure of the employee or family member of the employee to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

Employees may use earned sick and safe time for the following family members:

- Child, including foster child, adult child, legal ward, child for whom the employee is legal guardian or child for whom the employee is legal guardian or child to whom the employee stands or stood in loco parentis (in place of a parent).
- Spouse or registered domestic partner.
- Sibling, stepsibling, or foster sibling.
- Biological, adoptive, or foster parent, stepparent or a person who stood in loco parentis (in place of a parent) when the employee was a minor child.
- Grandchild, foster grandchild, or step grandchild.
- Grandparents or step-grandparent.
- A child of a sibling of the employee.
- A sibling of the parents of the employee.
- A child-in-law or sibling-in-law.
- Any of the family members listed above an employee's spouse or registered domestic partner.
- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and
- Up to one individual annually designated by the employee.

Tracking, Annual Carryover, and No Payout Upon Separation from Employment

Temporary, seasonal, and part-time employees that earn Sick and Safe Time will have their accrued time tracked by the County on their bi-weekly paycheck stub. Accrued Sick and Safe Time will not be paid out to an employee upon separation from employment with the County.

When there is a separation from employment with the County and the employee is rehired within 180 days of separation, previously accrued Sick and Safe Time that had not been used will be reinstated. A rehired employee will be entitled to use and accrue Sick and Safe Time at the commencement of reemployment.

An employee will be able to carry over any unused Sick and Safe Time hours (not to exceed 80 hours) to the following calendar year. An employee may use Sick and Safe Time as it is accrued. Sick and Safe Time begins to accrue at the commencement of employment, subject to the requirement that an employee work at least 80 hours in a calendar year in order to be eligible for Sick and Safe Time. Once a temporary or seasonal employee has worked for the County for at least 80 hours in a calendar year, the County will retroactively credit Sick and Safe Time hours based on the number of hours worked by the employee back to the employee's start date. The employee would then be eligible to request approval to use up to two hours of Sick and Safe Time to be paid for a previous qualifying absence.

Advance Notice for use of Earned Sick and Safe Leave:
If the need for Sick and Safe Time is foreseeable, an employee must provide at least seven days' advance notice of a request to use it. Notice must be provided to the employee's direct supervisor or in any other manner communicated by the County in writing. However, if the need is unforeseeable, employees must provide notice of the need for Sick and Safe Time as soon as practicable. When an employee uses Sick and Safe Time for more than three consecutive days, the County may require appropriate and reasonable supporting documentation (such as medical documentation supporting medical leave, court records or related documentation to support the reasons for the requested leave). However, if the employee or employee's family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable time or without added expense, then reasonable documentation for absences due to an employee's or family member's illness, injury, or other condition, preventative care, or need to quarantine due to concerns related to exposure or suspected exposure to a communicable disease may include a written statement from the employee indicating that the employee is using, or used, Sick and Safe Time for a qualifying purpose. The County will not require an employee to disclose details related to domestic abuse, sexual assault, or stalking or the details of the employee's or the employee's family member's medical condition for purposes of reviewing and approving requests to use Sick and Safe Time. In accordance with state law, the County will not require an employee using Sick and Safe Time to find a replacement worker to cover the hours the employee will be absent.

An employee returning from time off using accrued Sick and Safe Time is entitled to return to their employment at the same rate of pay received when their leave began, plus any automatic pay adjustments that may have occurred during the employee's time off. Seniority during Sick and Safe Time absences will continue to accrue as if the employee has been continually employed.

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 *
11/21/2023 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 *
Request Approval and Authorization of Memorandum of Agreement (MOA) for the County Contributions for the 2024 Health Insurance Plans with Assistant Wright County Attorney's Association.

Short Title (what will appear on Agenda outline - 250 character max.) *
Request Approval and Authorization of Memorandum of Agreement (MOA) for the County Contributions for the 2024 Health Insurance Plans with Assistant Wright County Attorney's Association.

Value Stream the request primarily aligns with:
Develop County Infrastructure

Briefly describe how the request aligns with the selected value stream.
County Board has directed the Administration Department to implement insurance benefit contributions for union employees in 2024.

Describe the impact on staffing resources.
The proposed insurance benefit contributions have been included in the County's proposed 2024 budget.

Fiscal Impact:
The proposed insurance benefit contributions have been included in the County's proposed 2024 budget.

Background/Justification:
The attached MOA complies with Article 12.1 (Insurance) of the collective bargaining agreement that requires both parties to negotiate employer contribution rates for health insurance premiums in 2024. Both parties met on October 9, 2023, and the Wright County Attorney's Association accepted the County's proposal regarding employer contribution rates for health insurance premiums in 2024.
The following is an overview of the agreed upon benefit contributions levels for the 2024 calendar year:
1. Plan 3-$300 Deductible Plan & Preventive Dental: County contribution for single coverage is $945.40 per month and family coverage is $1,095.40 per month.
2. Plan 4-$1,000 Deductible Plan & Preventive Dental: County contribution for Single Coverage will be $1,045.00 per month; County contribution for Family Coverage will be $1,938.00 per month.
3. Plan 5-$3,000 Deductible Plan & Preventive Dental (with VEBA): County contribution for Single Coverage will be $987.68 per month; County contribution for Family Coverage will be $1,728.29 per month.
4. In 2024, the VEBA contribution for Plan 5 will be $125.00 per month ($1,500 per year) for single coverage; The County VEBA contribution for family coverage will be $250.00 per month ($3,000 per year).

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
2024 MOA-Health Insurance Attorneys Assoc (Nov 7, 2023).pdf	Attachment

☐ Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

Finance Review

Finance Decision
Approved

Notes

Legal Review

Legal Decision
Approved

Notes

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is entered into between Wright County (hereinafter "County") and the Assistant Wright County Attorney Association (hereafter "Union").

WHEREAS, the County and the Union are parties to a collective bargaining agreement in effect from January 1, 2023 through December 31, 2025 (2023-2025 CBA); and

WHEREAS, the County and Union agreed in Article 12.1 to reopen the Agreement regarding the amount of Employer contribution for group health insurance premiums effective January 1, 2024; and

WHEREAS, upon the County receiving and accepting the proposals by Health Partners for group health insurance for 2024, this information has been shared during the reopener with the Union; and

WHEREAS, the County will be requesting proposals with group health and dental insurance carriers in 2024 for implementation in 2025; and

WHEREAS, due to ongoing cost concerns and to ensure compliance with the Affordable Care Act, the County and Union agree that the existing Group Health Insurance Plan 3 will no longer be offered as a single or family plan option to Wright County employees represented by the Union effective January 1, 2025.

NOW, THEREFORE, the County and the Union agree to the following group Health Insurance Contributions for 2024: (Exhibit A attached identifies both the Employee Cost and County Contribution)

1. The County's Group Health Insurance Plans for 2024 shall consist of Plan 3, Plan 4, and Plan 5.
2. Plan 3-$300 Deductible Plan & Dental: No change in monthly County contribution for Single or Family coverage; The total monthly County contribution for single coverage is $945.40 and family coverage is $1,095.40.
3. Plan 4-$1,000 Deductible Plan & Dental: County contribution for Single Coverage will increase by $78.00 per month for a total monthly contribution of $1,045.00; County contribution for Family Coverage will increase by $153.00 per month for a total monthly contribution of $1,938.00.
4. Plan 5-$3,000 Deductible Plan & Dental (with VEBA): County contribution for Single Coverage will increase by $81.85 per month for a total monthly contribution of $987.68; County contribution for Family Coverage will increase by $166.29 per month for a total monthly contribution of $1,978.29.
5. The VEBA contribution for Plan 5 will be $125.00 per month for single coverage and $250.00 per month for Family coverage.
6. Pursuant to Minn. Stat. § 471.6161 Subd. 5 (2022), the Union agrees to the removal of the Wright County Group Health Insurance Plan 3 from the list of group health plans provided to employees represented by the Union effective January 1, 2025. The discontinuation of Plan 3 will apply to both single and family coverage. The County will provide three plan options for the year 2025.
7. Except as specifically set forth in this Memorandum of Agreement, the 2023-2025 CBA will remain in full force and effect.

IN WITNESS WHEREOF, the parties have caused Memorandum of Agreement to be executed this _____ day of _____, 2023.

WRIGHT COUNTY

Darek Vetsch
Commission Chair

Lee Kelly
County Administrator

ASSISTANT WRIGHT COUNTY
ATTORNEYS ASSOCIATION

Bargaining Committee Member

Bargaining Committee Member

Bargaining Committee Member

Exhibit A

2024 Employer and Employee Contribution for Health Insurance Premiums

2024 Plan year: January 1-December 31, 2024

Health Partners Plans 3, 4, and 5

Employer Contributions and Employee Cost for Family Coverage
***Includes preventive dental premium**

	Total Monthly Premium	Total Monthly County Contribution	Monthly Employee Cost	Total Monthly County VEBA Contribution
Family Plan 3	$2,497.57	$1,095.40	**$1,402.17**	**NA**
Family Plan 4	$2,268.63	$1,938.00	**$330.63**	**NA**
Family Plan 5	$2,021.42	$1,728.29	**$293.13**	**$250.00**

Employer Contributions and Employee Cost for Single Coverage
***Includes preventive dental premium**

	Total Monthly Premium	Total Monthly County Contribution	Monthly Employee Cost	Total Monthly County VEBA Contribution
Single Plan 3	$1,223.04	$945.40	**$277.64**	**NA**
Single Plan 4	$1,109.87	$1045.00	**$64.87**	**NA**
Single Plan 5	$987.68	$987.68	**$0.00**	**$125.00**

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 *
11/21/2023 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 *
Request Approval and Authorization of Memorandum of Agreement (MOA) for the County Contributions for the 2024 Health Insurance Plans with MNPEA (Non-Licensed Essential Sheriff Staff).

Short Title (what will appear on Agenda outline - 250 character max.) *
Request Approval and Authorization of Memorandum of Agreement (MOA) for the County Contributions for the 2024 Health Insurance Plans with MNPEA (Non-Licensed Essential Sheriff Staff).

Value Stream the request primarily aligns with:
Develop County Infrastructure

Briefly describe how the request aligns with the selected value stream.
County Board has directed the Administration Department to implement insurance benefit contributions for union employees in 2024.

Describe the impact on staffing resources.
The proposed insurance benefit contributions have been included in the County's proposed 2024 budget.

Fiscal Impact:
The proposed insurance benefit contributions have been included in the County's proposed 2024 budget.

Background/Justification:
The attached MOA complies with Article 16.1 (Insurance) of the collective bargaining agreement that both parties agree to negotiate employer contribution rates for health insurance premiums in 2024. Both parties met on October 9, 2023, and MNPEA (Non-Licensed Essential Sheriff Staff) accepted the County's proposal regarding employer contribution rates for health insurance premiums in 2024.
The following is an overview of the agreed upon benefit contributions levels for the 2024 calendar year:
1. Plan 3-$300 Deductible Plan & Preventive Dental: County contribution for single coverage is $945.40 per month and family coverage is $1,095.40 per month.
2. Plan 4-$1,000 Deductible Plan & Preventive Dental: County contribution for Single Coverage will be $1,045.00 per month; County contribution for Family Coverage will be $1,938.00 per month.
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4. In 2024, the VEBA contribution for Plan 5 will be $125.00 per month ($1,500 per year) for single coverage; The County VEBA contribution for family coverage will be $250.00 per month ($3,000 per year).

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
MOA-MNPEA Health Insurance Reopener (November 8, 2023).pdf	Attachment

☐ Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

Finance Review

Finance Decision
Approved

Notes

Legal Review

Legal Decision
Approved

Notes

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is entered into between Wright County (hereinafter "County") and MNPEA (Non-Licensed Essential Sheriff Staff) (hereafter "Union").

WHEREAS, the County and the Union are parties to a collective bargaining agreement in effect from January 1, 2023 through December 31, 2025 (2023-2025 CBA); and

WHEREAS, the County and Union agreed in Article 16.1 to reopen the Agreement regarding the amount of Employer contribution for group health insurance premiums effective January 1, 2024; and

WHEREAS, upon the County receiving and accepting the proposals by Health Partners for group health insurance for 2024, this information has been shared during the reopener with the Union; and

WHEREAS, the County will be requesting proposals with group health and dental insurance carriers in 2024 for implementation in 2025; and

WHEREAS, due to ongoing cost concerns and to ensure compliance with the Affordable Care Act, the County and Union agree that the existing Group Health Insurance Plan 3 will no longer be offered as a single or family plan option to Wright County employees represented by the Union effective January 1, 2025.

NOW, THEREFORE, the County and the Union agree to the following group Health Insurance Contributions for 2024: (Exhibit A attached identifies both the Employee Cost and County Contribution)

1. The County's Group Health Insurance Plans for 2024 shall consist of Plan 3, Plan 4, and Plan 5.
2. Plan 3-$300 Deductible Plan & Dental: No change in monthly County contribution for Single or Family coverage; The total monthly County contribution for single coverage is $945.40 and family coverage is $1,095.40.
3. Plan 4-$1,000 Deductible Plan & Dental: County contribution for Single Coverage will increase by $78.00 per month for a total monthly contribution of $1,045.00; County contribution for Family Coverage will increase by $153.00 per month for a total monthly contribution of $1,938.00.
4. Plan 5-$3,000 Deductible Plan & Dental (with VEBA): County contribution for Single Coverage will increase by $81.85 per month for a total monthly contribution of $987.68; County contribution for Family Coverage will increase by $166.29 per month for a total monthly contribution of $1,978.29.
5. The VEBA contribution for Plan 5 will be $125.00 per month for single coverage and $250.00 per month for Family coverage.
6. Pursuant to Minn. Stat. § 471.6161 Subd. 5 (2022), the Union agrees to the removal of the Wright County Group Health Insurance Plan 3 from the list of group health plans provided to employees represented by the Union effective January 1, 2025. The discontinuation of Plan 3 will apply to both single and family coverage.
7. Except as specifically set forth in this Memorandum of Agreement, the 2023-2025 CBA will remain in full force and effect.

IN WITNESS WHEREOF, the parties have caused Memorandum of Agreement to be executed this _____ day of _____, 2023.

WRIGHT COUNTY

Darek Vetsch
Commission Chair

Lee Kelly
County Administrator

MNPEA NON-LICENSED SHERIFF STAFF

Bargaining Committee Member

Bargaining Committee Member

Bargaining Committee Member

Bargaining Committee Member

Exhibit A

2024 Employer and Employee Contribution for Health Insurance Premiums

2024 Plan year: January 1-December 31, 2024

Health Partners Plans 3, 4, and 5

Employer Contributions and Employee Cost for Family Coverage
***Includes preventive dental premium**

	Total Monthly Premium	Total Monthly County Contribution	Monthly Employee Cost	Total Monthly County VEBA Contribution
Family Plan 3	$2,497.57	$1,095.40	**$1,402.17**	**NA**
Family Plan 4	$2,268.63	$1,938.00	**$330.63**	**NA**
Family Plan 5	$2,021.42	$1,728.29	**$293.13**	**$250.00**

Employer Contributions and Employee Cost for Single Coverage
***Includes preventive dental premium**

	Total Monthly Premium	Total Monthly County Contribution	Monthly Employee Cost	Total Monthly County VEBA Contribution
Single Plan 3	$1,223.04	$945.40	**$277.64**	**NA**
Single Plan 4	$1,109.87	$1045.00	**$64.87**	**NA**
Single Plan 5	$987.68	$987.68	**$0.00**	**$125.00**

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 *
11/21/2023 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 *
Approval of the 2024 Non-Union Salary Ranges, Effective January 1, 2024.

Short Title (what will appear on Agenda outline - 250 character max.) *
Approval of the 2024 Non-Union Salary Ranges, effective January 1, 2024.

Value Stream the request primarily aligns with:
Develop County Infrastructure

Briefly describe how the request aligns with the selected value stream.
Non-union employees are scheduled to receive a general adjustment of 2.75% on January 1, 2024. The range movement for 2024 is scheduled to be 4.0% for all eligible employees on their anniversary date. These are the same 2024 general adjustment and range movements that are in the collective bargaining agreements for all union personnel.

Describe the impact on staffing resources.
The proposed general adjustment and range movements have been included in the County's proposed 2024 budget.

Fiscal Impact:
The proposed general adjustment and range movements have been included in the County's proposed 2024 budget.

Background/Justification:
Non-union employees are scheduled to receive a general adjustment of 2.75% on January 1, 2024. The range movement for 2024 is scheduled to be 4.0% for all eligible employees on their anniversary date. These are the same 2024 general adjustment and range movements that have been adopted in the County's seven collective bargaining agreements. The projected personnel costs have been included in the proposed 2024 County budget.

Route for Review and Approval

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

Agenda Item Attachments (1)

Document Name	Attachment Type
2024 Wage Scale-Non-Union General Adjustments.pdf	Attachment

- [ ] Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

Wright County 2.75% General Adjustment for 2024-
Non-Union Employees

Grades	January 1, 2024-2.75% General Adjustment (Wage Minimum)	January 1, 2024-2.75% General Adjustment (Wage Maximum)
	Min	Max
1	$17.36	$24.31
2	$18.41	$25.77
3	$19.52	$27.32
4	$20.69	$28.97
5	$21.94	$30.69
6	$23.25	$32.54
7	$24.63	$34.49
8	$26.12	$36.57
9	$27.69	$38.77
10	$29.36	$41.09
11	$31.10	$43.55
12	$32.97	$46.17
13	$34.96	$48.92
14	$37.06	$51.87
15	$39.28	$54.97
16	$41.62	$58.29
17	$44.13	$61.77
18	$46.78	$65.48
19	$49.58	$69.41
20	$52.56	$73.58
21	$55.70	$78.00
22	$59.05	$82.67
23	$62.59	$87.49
24	$66.35	$92.90
25	$70.33	$98.48

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 *
11/21/2023 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
RED4097

Item Details

Board Action Requested *
Confirm Parks and Recreation Commissioners for District 3 and District 5. Parks and Recreation Commission Appointment Holly Fanning of Otsego MN, Effective January 1, 2024 Term Ends on December 31, 2026; Parks and Recreation Commission Appointment Mitch Klien of Cokato MN, Effective January 1, 2024 Ends on December 31, 2026.

Short Title (what will appear on Agenda outline - 250 character max.) *
Confirm Parks and Recreation Commissioners for District 3 and District 5- Parks and Recreation Commission Appointment Holly Fanning, of Otsego MN, Effective

Value Stream the request primarily aligns with:
Optimize Civic Engagement

Briefly describe how the request aligns with the selected value stream.
Engaging the Community in the civic process.

Describe the impact on staffing resources.
N/A

Fiscal Impact:
Monthly stipend for meetings.

Background/Justification:
Both of these positions were advertised with only one person expressing interest for District 3 and two expressing interest for District 5. Both applicants for District 5 filled out applications, and from those applications, Mitch Klien was chosen to continue serving has District 5 Parks and Recreation Commissioner.

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
Move to agenda

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Tracy Janikula

Requestor Title
Feedlot Program Administrator

Department (please use dropdown to select department) *
PLANNING & ZONING

Target Meeting Date *
11/21/2023 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
SLD7338

Item Details

Board Action Requested *
Acknowledge County Feedlot Program Delegation Work Plan. (Grant Funding For This Work Plan Was Authorized By Commissioner Mark Daleiden on September 28, 2021. This Authorization Expires December 31, 2025.)

Short Title (what will appear on Agenda outline - 250 character max.) *
Review of County Feedlot Program Delegation Work Plan.

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

Briefly describe how the request aligns with the selected value stream.
A work plan is required as part of the Feedlot Program Delegation Agreement and includes requirements for inspections of livestock farms to address water quality concerns.

Describe the impact on staffing resources.
Grant funds pay for roughly half the cost of the Feedlot Program Administrator position.

Fiscal Impact:
Grant funds received bring down total cost of position.

Background/Justification:
The Minnesota Pollution Control Agency requires the County Feedlot Program Delegation Work Plan to be acknowledged annually by the County Board.

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
2024 - 2025 Delegation Agreement Work Plan.pdf	Attachment

☐ Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes
Moved to agenda

Minnesota Pollution Control Agency County Feedlot Program Delegation Agreement Work Plan

(When completing this document, make sure to fill in the grey boxes and Xs with the specified information.)

Delegation Agreement Years: 2024 – 2025

County: Wright

County Feedlot Officer (CFO): Tracy Janikula

If CFO is employed solely by SWCD, list designated County employee who will sign permits/Grant Agreement: [Signatory Name if applicable]

Telephone number(s): 763-682-7334

Email address(es): Tracy.janikula@co.wright.mn.us

A. Strategies

Minn. R. ch. 7020.1600, subp. 3a. states a County must develop annual plans and goals in accordance with registration, inspection, compliance and owner assistance responsibilities as well as permit goals, complaint response and staffing levels.

Registration Strategy

See Appendix A for additional clarifying information regarding Registration of feedlots.

1. **Please indicate the method(s) the County will use to provide a feedlot owner, who does not have an email address, with a registration receipt within 30 days of the county entering the registration information into the online registration service:** *(Double-click on checkbox and select "checked." Select all that apply.)*

   ☒ A registration receipt letter or postcard.

   ☒ An inspection letter that contains confirmation about registration/re-registration.

   ☒ A permit and/or a permit cover letter that contains confirmation of registration/re-registration.

   ☒ The County will document the dated 30-day registration receipts, as described below:

   The dated email receipt sent to me, as the person entering in the online system, will be mailed to any producer, along with the Copy of Record (COR) that doesn't have an email. These will be mailed the same day as the data entry. A note will be written on the County's copy of the receipt stating that the receipt and a Copy of Record were mailed to the producer.

2. **Please indicate how the County will register sites using the online registration service. Select all that apply or provide a narrative if the County is planning to conduct registrations in another manner then those provided below:**

   ☐ The County will advise feedlot owners to use the online registration service to register new feedlots or update existing feedlot registration information.

   ☒ The County will request feedlot owners complete and submit a registration data collection sheet. Upon receiving completed registration data collection sheets the County will enter registration information into the online registration service for feedlot owners.

☒ The County will collect registration information during site inspections and will enter registration information into the online registration service for feedlot owners.

☒ The County will use information provided by feedlot owners on permit application forms and/or Notices of Construction forms and will enter registration information into the online registration service for feedlot owners.

Click or tap here to enter text.

3. **Please describe how the County will address facilities that upon re-registration show an increase in animal units, a change or addition to animal types, or a change or addition to manure storage (i.e., liquid storage not previously included).**

An inspection will be conducted to determine if a permit is warranted.

4. **Please describe the strategy and timeline the County shall follow to address facilities that are not registered/re-registered in the current and/or prior four-year registration cycle.** *(Select all that apply.)*

☒ Register/re-register sites throughout the four-year registration cycle.

☒ Register/re-register sites early in the fourth year of the registration cycle.

☒ Sites required to be registered that do not have a current registration (registered prior to January 1, 2018) will be inspected or contacted to verify animal numbers so registration can be updated.

☒ Other (Example: How the county will address multiple AIs/sites that have the same address. Describe below.)

Wright County has only one instance of two sites with the same address. One of those sites was closed using the online system, which doesn't allow for a change in the site address. The CFO will work with the MPCA Master File staff to clean up that site address.

Inspection Strategy

For assistance with completing this part of the Delegation Agreement Work Plan please see **Appendix A**. A County must have an inspection strategy for the purpose of identifying pollution hazards and determining compliance with discharge standards, rules and permit conditions.

Note: *At least half of the required seven percent inspections need to be "Compliance" inspections. However, stockpile and manure storage area closure inspections conducted on their own do not count towards the County's minimum seven percent inspection rate.*

Required Inspection Strategies

Strategy	Year 1	Year 2
Conduct compliance inspections at existing sites that have not had an inspection within the last year and have submitted permit applications proposing construction or expansion to ensure that the appropriate permit is issued.	Yes ☒ No ☐	Yes ☒ No☐

The County's inspection strategy shall include goals for conducting a **majority** of inspections at high risk/ high priority sites. The strategy may also include goals for low risk/low priority sites. The County may

choose from the provided examples and/or write an alternative strategy in the space provided in the below sections.

HIGH RISK/HIGH PRIORITY SITES *(check all that apply):*

- ☒ Sites within shoreland, a Drinking Water Supply Management Area (DWSMA), Watershed Restoration and Protection Strategy (WRAPS), BWSR One Watershed One Plan (1W1P), or other prioritized impaired waters (see Appendix A for 1W1P link). If the whole county is in a 1W1P/WRAP, perhaps prioritize by sub watersheds.
- ☒ Sites that have open lot area(s) without runoff controls.
- ☒ Sites that have never been inspected that fall into the first two checkboxes.
- ☒ Sites that, according to previous inspections, have not been maintaining adequate land application records and/or manure management plans.
- ☒ Sites constructing Manure Storage Areas (MSA) and open lot runoff controls.
- ☐ Conduct phosphorus inspections within a formally designated area such as WRAPS or BWSR 1W1P. *(See Appendix A for BWSR 1W1P link.)*
- ☐ Conduct in-field land application inspections within a formally designated area such as WRAPS or BWSR 1W1P. *(See Appendix A for BWSR 1W1P link.)*
- ☐ Alternative Strategy *(explain alternative strategies below):*

  Click or tap here to enter text.

LOW RISK/LOW PRIORITY SITES *(check all that apply):*

- ☐ Sites within a specified size category (i.e., 300-499 AU). *Please explain/describe your inspection strategies in the text box below.*
- ☐ Sites within a watershed, township or other formally designated area.
- ☐ Conduct phosphorus inspections within a specific watershed, township or other formally designated area.
- ☐ Conduct in-field land application inspections within a specific watershed, township or other formally designated area.
- ☐ Conduct phosphorus inspections as part of a compliance inspection.
- ☐ Conduct in-field land application inspections as part of a compliance inspection or at non-NPDES sites >300 AU.
- ☐ Conduct inspections at all sites in the County on a five year or less rotating basis.
- ☒ Conduct inspections at sites required to be registered that have never been inspected.
- ☒ Alternative Strategy *(explain alternative strategies below):*

  Sites doing construction and/or expansion. Sites inspected over 5 years ago.

Inspection Strategies

Inspection Strategy	Inspection Goal Year 1*	Inspection Goal Year 2*
Sites within shoreland	7	7
Open lots without runoff control	7	7
Sites construction LMSA or runoff controls	1	1
Sites never inspected or inspected over 5 years ago	2	2
Total:	**17**	**17**

**Enter the number of inspections the County predicts will be completed for each category.*

***Note:** Numbers entered for in-field land application goals must be quantified by feedlot sites and not individual farm fields.*

At least seventy five percent (75%) of inspection data shall be entered into Tempo within 120 days of the inspection. Minimally funded counties may enter data less frequently.

☒ Yes, I agree ☐ No I do not agree (*discuss with MPCA staff*)

Note:

- Counties need to enter data from all feedlot inspections at feedlots required to be registered into Tempo by no later than ***February 1*** of the year following the end of the program year.
- Counties that enter ninety percent (90%) of inspection data within 60 days of the inspection date will receive four (4) Performance Credits.

Be sure to read and understand Appendix A for required inspection documentation.

Compliance Strategy

1. Please state the various initial method(s) and practice(s) the County will use in response to **compliance inspections** that result in non-compliance: (Blatant violations will be referred to MPCA as soon as possible in accordance with Appendix C.)

   ☐ Include corrective actions with completion deadlines in the inspection results notification letter.

   ☐ Issue a Letter of Warning (LOW) or a Notice of Violation (NOV) that will include corrective actions and deadlines.

   ☒ Issue an interim permit that includes timelines for corrective actions.

   ☐ Other (describe below):

   Completion deadlines for simple fixes within the growing season. Deadline may include extra time to allow for them to apply for cost-share. Interim permit if fix will take a long time and/or cost-share is being used.

2. Please indicate the various initial method(s) and practice(s) the County will use in response to **land application inspections** that result in non-compliance: (Blatant violations will be referred to MPCA as soon as possible in accordance with Appendix C.)

   ☐ Address non-compliance at the same time the facility non-compliance is addressed. See above.

☐ Include corrective actions with completion deadlines in the inspection results notification letter.

☐ Issue an LOW or NOV that will include corrective actions and deadlines.

☒ Other (describe below):

Will be addressed as part of the facility non-compliance letter if done concurrently. If inspected as land application only, a letter will be sent with the inspection results and a deadline given to complete corrective actions.

3. Notification of inspection results, including corrective action(s) and completion deadlines, shall be sent to feedlot owners. For compliance inspections and/or desktop N & P record reviews the notification of results will be sent to feedlot owners within 30 days of a compliance determination. County intends to follow-up with feedlot owners to evaluate progress.

☒ Yes, I agree ☐ No I do not agree (*discuss with MPCA staff*)

4. Explain how the County will escalate enforcement action when progress is not being made on corrective actions. (***Note:*** *See Appendix C – MPCA memorandum on CFO referral to MPCA.)*

A follow-up letter with reminders and to see if they've applied for cost-share. Then an LOW or NOV, usually sequentially as warranted.

Owner Assistance Strategy

1. Please describe the type and number of activities you plan to conduct during the term of this DAWP and how you will track the number of producers reached. (Example: group education events, newsletters, newspaper articles, producer surveys, distribution of manure sample containers, help with MMP writing, social media posts.)

Manure application and manure storage handout given with inspections, MMP assistance or written when permit applied for, triplicate book given to producers that transfer manure. 16 or more producers will be reached based on the number of inspections.

Counties are pre-approved to conduct publicity based on their Owner Assistance Strategy. Counties need to add "Paid for by a grant from the State of Minnesota" to any originally created Minn. R. ch. 7020 information intended for distribution.

B. Delegated County Minimum Program Requirements (MPRs)

Minn. Stat. § 116.0711, subd. 2. (c) states that 25% of the total appropriation must be awarded according to the terms and conditions of the following MPRs.

Inspection MPRs

A County must inspect seven percent (7%) or more of their State required registered feedlots annually, as determined by the table in Appendix B, to be eligible for the Inspection MPR award. A full compliance inspection, a construction inspection, a desk-top nitrogen and phosphorus record inspection (desktop N & P) or an in-field land application inspection may only count once towards the minimum seven percent inspection rate. A second inspection done at the same site in the same year would be counted towards performance credits. At least half of the seven percent (7%) inspections need to be compliance inspections. The remaining half can be a combination of construction inspections, desk-top nitrogen and phosphorus record inspections or in-field land application inspections. Note that stockpile and manure

storage area closure inspections, on their own, do not count towards the minimum seven percent inspection requirement.

Inspection MPRs	Year 1	Year 2
1. Agency-approved number of feedlots required to be registered by the State. *(For Year 1, enter the "Feedlots Eligible for Funding" number for your county found in Appendix B. For Year 2, the Agency-approved number of feedlots for each county will be determined by the MPCA around April 1, 2024. Counties will need to determine the number of inspections that need to be conducted to meet their 7% inspection rate based on the number of Agency-approved feedlots at that time.)*	222	TBD The 2025 MPCA approved number of feedlots is to be added by the county in 2024.
2. County–Agency agreed upon inspection rate. *(Enter "7%" unless a different inspection rate percentage was negotiated.)*	7%	7%
3. County–Agency agreed upon inspection number for the identified time period. *(Calculate 7% of the number from item 1. If not a whole number, round up to the nearest 0.5 and enter it here. Example: 12.0 =12.0, 12.1 thru 12.5 = 12.5, 12.6 thru 12.9 = 13.0)*	16	TBD To be added by the county in 2024.

Non-Inspection MPRs

Registration MPRs	YES	NO
1. The County will register and maintain registration data in the Tempo database (Minn. R. ch. 7020.0350, subp. 1 and 7020.1600, subp. 2. C). *Instructions for entering registration information into the online registration system are available in Tempo HELP/Feedlot folder/Registration Information folder/ "Online Registration FAQs.docx"*	☒	☐
2. The County issues a registration receipt to the feedlot owner within 30 days of entering registration information into the online registration service if the site owner does not have an email address (Minn. R. ch. 7020.0350, subp. 5). *A file review should indicate the County has fulfilled the registration receipt requirement as stated in their Delegation Agreement Work Plan Registration Strategy.*	☒	☐
The County acknowledges the following: a. The MPCA will run a report on or about January 30, 2024 to determine the number of feedlots the County will receive funding for during 2025 and 2026. b. In order for feedlot sites to count for funding purposes for 2025 and 2026 they must: • Have a locked registration in Tempo, • Have a registration Effective Start Date of January 1, 2018 or later; and • Be required to register: 10 or more AU in shoreland areas or 50 or more AU outside shoreland areas.	☒	☐

Inspection MPRs	YES	NO
3. The County maintains a record of all compliance inspection results, including land application inspections, conducted at feedlots required to be registered. At a minimum, counties must maintain on file (electronic or paper) inspection documentation as outlined in Appendix A (Minn. R. ch. 7020.1600, subp. 2.H.). *A file review should indicate that the County uses and maintains on file inspection documentation as stated in their Delegation Agreement Work Plan Inspection Strategy.*	☒	☐
4. The County enters data from all feedlot inspections at feedlots required to be registered into Tempo no later than **February 1** of the year following the end of the program year (Minn. R. ch. 7020.1600, subp. 2.H) **and** at least seventy five percent (75%) of inspection data shall be entered into Tempo within 120 days of the inspection. Minimally funded counties may enter data less frequently. *A Tempo database query should indicate that inspection checklist data was entered into Tempo within required parameters.* *Instructions for entering an inspection into Tempo are available in Tempo HELP/Feedlot folder/ Inspection Information folder.*	☒	☐
The County acknowledges the following: a. For inspections to count toward the required seven percent (7%) inspection rate they must*: • Be at sites that are required to register: 10 or more AU in shoreland areas or 50 or more AU outside shoreland areas; • Have a locked inspection in Tempo; and • Have occurred during the CFO Annual Report reporting year. *If at the time of inspection a site has a current (January 1, 2018 or later) locked registration with animal numbers that require registration (10 or more AU in shoreland or 50 or more AU outside of shoreland), and as a result of the inspection the registration information is updated to animal numbers that no longer require registration, the inspection shall count toward the seven percent (7%) inspection rate. b. Inspections at feedlot sites will **not** count toward the required seven percent (7%) inspection rate if: • Inspection information is not entered into Tempo, or • Inspections entered into Tempo are not locked.	☒	☐
5. The County's Inspection Strategy has been approved by the agency (Minn. R. ch. 7020.1600, subp. 3a.B(1-2)). *The County's CFO Annual Report should indicate the County initiated inspection plans and goals as stated in their Delegation Agreement Work Plan Inspection Strategy.*	☒	☐

Compliance MPRs	YES	NO
6. The County will notify the producer, in writing or via email, of the results of any inspection. The notification must include a completed copy of the Minnesota Feedlot Inspection Checklist (wq-f3-45e). (Minn. R. ch. 7020.1600, subp. 3a.B(5)(a)). For compliance and desktop N & P inspections the written or emailed inspection notification shall be within 30 days of a compliance determination. *A file review should indicate the County has notified the producer(s) of compliance inspection results. Notification must be in writing or via email.*	☒	☐
7. The County will bring feedlot operations into compliance through the implementation of scheduled compliance goals as stated in the County's Delegation Agreement Work Plan Compliance Strategy (Minn. R. ch. 7020.1600, subp. 3a.B(5)). *A file review should indicate that the County brought non-compliant feedlots into compliance as stated in their Delegation Agreement Work Plan Compliance Strategy.*	☒	☐
8. The County maintains documentation and correspondence for any return to compliance from a documented non-compliance status (Minn. R. ch. 7020.1600, subp. 2.H). *When a County records a corrective action in Tempo, the file should contain documentation verifying the corrective action. Tempo should indicate that the audit data screen is correctly filled out for partial or complete upgrades and the Violations screen in Tempo has been updated to reflect the return to compliance.*	☒	☐

Permitting MPRs	YES	NO
9. The County will issue permits within the 60/120-day time period according to Minn. Stat. § 15.99 (Minn. R. ch. 7020.0505, subp. 5.C). *A file review should indicate that the County date stamps all application components and, if applicable, uses letters to notify producers of incomplete applications. An application component received by the County electronically (via email) does not need a date stamp provided the dated email is saved with the document.*	☒	☐
10. The County will make sure all permit applications are complete (Minn. R. ch. 7020.1600, subp. 2.C). *A file review should indicate that the County uses the most recent agency-approved permit application checklist and that application information is complete and accurate as verified through the use of the permit application checklist.*	☒	☐

Permitting MPRs	YES	NO
11. The County will ensure producer compliance with required notifications (Minn. R. ch. 7020.2000, subp. 4 and subp. 5). *Public notifications for new or existing feedlots with a capacity of ≥500 AU proposing to construct or expand must include the following information:* *a. Owner(s) name(s) or legal name of the facility;* *b. Location of facility - county, township, section, quarter section;* *c. Species of livestock and total animal units;* *d. Types of confinement buildings, lots, and areas at the animal feedlot; and* *e. Types of manure storage areas.* *Public notification is completed by equal or greater notification of one of the following:* *a. Newspaper (affidavit in file);* *b. Delivery by mail or in person; or* *c. As part of a county/township permitting process (Conditional Use Permit);* *d. A copy of the newspaper including date of publication;* e. *A printed copy of the notification from the newspaper website including date of publication.*	☒	☐
12. The County will issue the appropriate permit after completion of required notifications (Minn. R. ch. 7020.2000, subp. 4, 5). *A file review should indicate that permits have been issued more than twenty (20) business days after public notifications.*	☒	☐
13. The County will ensure that manure management plan (MMP) conditions have been met according to Minn. R. ch. 7020.2225, subp. 4.D prior to permit issuance (Minn. R. ch. 7001.0140). *A file should contain either a permit with a deadline for MMP submittal or an MMP and a completed MMP review checklist for any interim permit issued for a site >100 AU; an MMP and a completed MMP review checklist for any CSF (construction short form) permit issued for a feedlot where manure is non-transferred over 300 AU; and a completed copy of the document "MMP When Ownership of Manure is Transferred" for a feedlot ≥300 AU where manure is transferred. A file review will confirm that a copy of the most recent Agency-approved MMP review checklist is in the permit file and verify that the MMP is complete, accurate and meets feedlot rule requirements as verified through the use of the MMP review checklist.*	☒	☐
14. The County will ensure that a producer who submits a permit application that includes a liquid manure storage area (LMSA) meets the requirements in Minn. R. ch. 7020.2100. *A file review should indicate that the County uses the most recent Agency-approved LMSA checklist and that LMSA plans and specifications are complete, accurate and meet feedlot rule requirements as verified through the use of the LMSA checklist.*	☒	☐
15. The County will ensure that any pollution problem existing at a producer's site will be resolved before the permit is issued or will be addressed by the permit (Minn. R. ch. 7020.0535, subp. 7 and 7001.0140). *A file review should indicate the County issues interim permits in appropriate situations and conducts an inspection at existing sites within one year prior to permit issuance.*	☒	☐

Complaint Response MPR	YES	NO
16. The County maintains a record of all complaint correspondence. (Minn. R. ch. 7020.1600, subp. 2.H. and subp. 2.J.(6)) *The County maintains a complaint log and promptly reports to the MPCA any complaints that represent a possible health threat, a significant environmental impact or indicate a flagrant violation.* *The complaint log should include:* *a. Type of complaint;* *b. Location of complaint;* *c. Date and time complaint was made;* *d. Facts and circumstances related to the complaint; and* *e. A statement describing the resolution of the complaint.*	☒	☐

Owner Assistance MPR	YES	NO
17. The County's Owner Assistance Strategy has been approved by the agency. (Minn. R. ch. 7020.1600, subp, 2.J.(5) and subp. 3a.B.(7)) *A review should indicate the County initiated their plan as stated in their Delegation Agreement Work Plan Owner Assistance Strategy.*	☒	☐

Staffing Level and Training MPR	YES	NO
18. The CFO (and other feedlot staff) attend training necessary to perform the duties of the feedlot program and is consistent with the agency training recommendations. (Minn. R. ch. 7020.1600, subp. 2.K.) *The County should complete a minimum of 18 continuing education units (CEUs). Each unit consists of one hour of training related to Minn. R .ch. 7020 competency areas: regulating new construction, conducting inspections and evaluating compliance, handling complaints and reported spills, responding to air quality complaints, resolving identified pollution problems, communicating with farmers and the agricultural community.*	☒	☐

Air Quality MPR	YES	NO
19. The County maintains a record of all notifications received from feedlot owners claiming air quality exemptions including the days exempted and the cumulative days used. (Minn. R. ch. 7020.1600, subp. 2.I.) *The County should maintain a pumping notification log. The log should include:* *a. Names of the owners/legal facility name;* *b. Location of the facility (county, township, section, quarter);* *c. Facility permit number; and* *d. Start date and number of days to removal.*	☒	☐

Web Reporting Requirement	YES	NO
20. The County maintains an active website listing detailed information on the expenditure of County program grant funds and measurable outcomes as a result of the expenditure of funds. (86th Legislature, MN Session Laws 2009, Chapter 37 – H. F No. 2123, article 1, section 3, subdivision 1) *As of July 1 of the current program year, the CFO Annual Report and MPCA Financial Report from the previous program year should be posted on the County's website:* *https://www.revisor.mn.gov/laws/?year=2009&type=0&doctype=Chapter&id=37*	☒	☐

Appendix A

2024-25 Delegation Agreement Work Plan Guidance

This Delegation Agreement Work Plan applies to feedlots that are required to be registered under Minn. R. ch. 7020.

If a Delegated County (County) will not be able to meet their registration, inspection, compliance and/or owner assistance strategies during the year the County needs to communicate this with the MPCA in a timely manner and work with MPCA to determine an acceptable alternative. If a County is unable to achieve the strategies of the Delegation Agreement Work Plan, they risk losing funding. A County that does not meet the minimum seven percent inspection rate may be at risk for losing funding.

1. **DATA PRACTICES:**
   Any data requested that is part of the Tempo warehouse data dump, MPCA's "What's in my Neighborhood" and a submitted permit application and Manure Management Plan is public information. As such the county is not required to immediately notify the MPCA and is does not need to await direction on whether the county can disseminate this data to the public. The county can release this public data because this statement is a blanket approval for the county to do so.

2. **REGISTRATION:**
   a) Producer contact information
      - If a feedlot owner provides contact information (phone / email) it needs to be entered. Counties should not enter their own contact information if a feedlot owner has provided contact information.

      - If a feedlot owner does not provide contact information an effort should be made by the CFO to gather/obtain feedlot owner contact information (phone/email) before entering registration information so, if possible, the feedlot owner's contact information is entered rather than the contact information of the CFO.

      - Entering CFO contact information (phone/email) as part of a feedlot's contact information should only be done as a last resort... meaning that either:
        - The feedlot owner does not have phone/email contact information.
        - The feedlot owner is unwilling to provide contact information.

   b) Collected registration information
      - If a feedlot owner submits registration information to the county (i.e., Registration Data Collection sheet or permit application) so that the county can enter the registration information into the on-line registration service, the submitted information needs to be retained (attached in Tempo or in county file).

   c) Registration receipt
      - If a feedlot owner does not provide email contact information and CFO email contact information is entered as contact information for the feedlot, the CFO needs to clearly document receipt of registration back to the feedlot owner. Acceptable forms of documentation include:
        - Dated registration receipt letter;

- Dated inspection letter that indicates registration was updated;
- Dated permit cover letter that indicates registration was updated; or
- The County will document the dated 30-day registration receipts as described in the Registration Strategy above.

d) Register / Update feedlot registration information when permits are issued
   - When a feedlot owner submits an application for a feedlot permit or Notice of Construction, the CFO needs to ensure that:
     - New feedlot sites are registered based on the information submitted; and
     - Registration information is updated for existing feedlot sites based on the information submitted.

6. TYPES OF INSPECTIONS

Please refer to the Minnesota Feedlot Inspection Checklist (Checklist) to learn more about a feedlot inspection. All inspections must be documented.

Compliance Inspection is an onsite, full facility inspection during which all parts of the feedlot are inspected. When inspecting a site registered for ≥100 AU, the nitrogen section of the Checklist must be filled out for the inspection to be complete. When entering an inspection of this type into Tempo, select *FE Compliance Inspection* as the Compliance Evaluation Type and load applicable checklist.

Construction Inspection is an onsite inspection completed at a feedlot site that is constructing. A construction inspection typically involves just inspecting the construction activity that is taking place and does not require inspection of other parts of the feedlot. When entering an inspection of this type into Tempo, select *FE Construction Inspection* as the Compliance Evaluation Type and load applicable checklist.

Complaint Inspection is an inspection conducted in response to a complaint. A complaint inspection typically involves just inspecting the portion of the feedlot, land application site, manure stockpile or other areas relating to the complaint and does not require inspection of any other area not directly related to the complaint. When entering an inspection of this type into Tempo, select *FE Complaint Inspection* as the Compliance Evaluation Type.

Stockpile Inspection is an onsite inspection conducted to inspect one or more stockpiles. A stockpile inspection typically involves just inspecting the portion of the feedlot relating to the stockpile(s) and does not require inspection of other parts of the feedlot. The stockpile section(s) of the Checklist must be filled out for the inspection to be complete. When entering an inspection of this type into Tempo, select *FE Stockpile Inspection* as the Compliance Evaluation Type and load the applicable checklist portions.

Manure Storage Area Closure is an inspection that has been conducted at a facility and the inspector has evaluated the site's compliance with manure storage area closure requirements. If you have received a notification of manure storage area closure and did not inspect the facility, follow the procedure for "How to enter Notification of Manure Storage Area Closure" located here (file://pca.state.mn.us/xdrive/Tempo/Feedlot/).

Note that stockpile and manure storage area closure inspections, on their own, do not count towards the minimum seven percent inspection requirement.

Land Application Inspections

- **Phosphorus Inspection** is an inspection of the phosphorus portion of land application records that is conducted in conjunction with a compliance inspection of a site registered for ≥300 AU. The phosphorus section of the Checklist must be filled out for the inspection to be complete. Feedlot owners are required to maintain three (3) years of field records when fields do not have sensitive features and six (6) years when fields do contain sensitive features. **Please see phosphorus inspection guidance found on the MPCA County Feedlot Officers webpage for more information.**

- **Desktop Nitrogen & Phosphorus Record Review** is an inspection of both nitrogen and phosphorus land application records of a site registered for ≥300 AU. This is an independent inspection conducted without inspecting other parts of the feedlot. The nitrogen and phosphorus sections of the Checklist must be filled out for the inspection to be complete. This inspection typically would be conducted in the office after requesting and receiving application records but it could also be conducted onsite. When entering an inspection of this type into Tempo, select *FE Desk-top Nitrogen & Phosphorus Record Inspection* as the Compliance Evaluation Type and load the applicable checklist. **NOTE:** When a Desk-top Nitrogen & Phosphorus Record Inspection is conducted, review of the phosphorus portion of the records must be completed in the same manner as described in the Phosphorus inspection above.
  - **In-field Land Application Inspection** is an onsite/in-field inspection that focuses on land application practices including but not limited to discharges and setback requirements. The inspection should include a review of the MMP as applicable. The in-field land application inspection section of the Checklist must be filled out for the inspection to be complete. When entering an inspection of this type into Tempo, select *FE In-field Land Application Inspection* as the Compliance Evaluation Type and load the applicable checklist. In-field land application inspections should focus on fields that have sensitive features present.

A Special Note about Inspections at Facilities Designated as a Large CAFO or Operating Under an NPDES or SDS Permit

County inspections conducted at NPDES/SDS/CAFO sites DO NOT count towards the minimum seven percent (7%) inspection rate. If the inspection was requested of the County by MPCA feedlot program staff the County can add that inspection to the CFO Annual Report to obtain performance credits.

7. INSPECTION DOCUMENTATION

Required

Each compliance inspection must be documented. A Checklist must be used for all compliance inspections as applicable (MPR #3). The results of compliance and land application inspections are to be documented and communicated in writing or via email to the feedlot owner. For compliance inspections and desktop N & P record reviews results are to be communicated to the feedlot owner within 30 days of a compliance determination (MPR #6).

Both the Checklist and the written communication of inspection results to the feedlot owner need to be either in the County's file or uploaded into Tempo.

It is not necessary to document and communicate results to the feedlot owner for a construction or complaint inspection unless compliance issues are discovered as a result of the inspection.

For **Compliance** inspections at feedlot sites with ≥300 AU where **manure application records are kept**, documentation in the file must include:

- The Checklist;
- Written communication of the inspection results;
- A copy or photo of a representative sample of manure application records that were evaluated. Examples include manure and soil sample results, field maps with application rates, MPCA Manure Planner; (This is not tied to an MPR.)
- The County's evaluation of nitrogen rates (i.e., nitrogen rate worksheet). Include documentation used to make a nitrogen determination; and
- The County's evaluation of phosphorus rates (i.e., phosphorus rate worksheet), if an optional phosphorus inspection is conducted in conjunction with a compliance inspection.

The County can also include additional items (photos, site map, etc.) as part of the inspection file if they determine it is applicable or necessary to document the inspection.

For **Compliance** inspections at feedlot sites with 100-299 AU where **manure application records are required to be kept**, documentation in the file must include:

- The Checklist;
- Written communication of the inspection results;
- The County's evaluation of nitrogen rates (i.e., nitrogen rate worksheet). Include documentation used to make a nitrogen determination; and
- The County's evaluation of phosphorus rates (i.e., phosphorus rate worksheet), if an optional phosphorus inspection is conducted in conjunction with a compliance inspection.

The County can also include additional items (photos, site map, etc.) as part of the inspection file if they determine it is applicable or necessary to document the inspection.

For **Desk-Top N & P** inspections documentation in the file must include:

- The Checklist;
- Written communication of the inspection results;
- A copy or photo of a representative sample of manure application records that were evaluated; (This is not tied to an MPR.)
- The County's evaluation of the nitrogen rates (i.e., nitrogen rate worksheet); and
- The County's evaluation of phosphorus rates (i.e., phosphorus rate worksheet).

The County can also include additional items as part of the inspection file if they determine it is applicable or necessary to document the inspection.

For **Compliance inspections** at feedlot sites where manure application records are **not** required to be kept (sites with less than 100 AU) and other types of inspections, documentation in the file must include the Checklist, written communication of inspection results to the feedlot owner and at least one of the following suggested pieces of documentation.

Suggested

The following are suggestions for documenting an inspection. This documentation should be either in the County's file or uploaded into Tempo.

- **Compliance Inspection** - aerial photos, maps, camera photos, notes (on non-compliance),

- **Construction Inspection** - aerial photos, maps, camera photos, notes, copies or photos of contents of the owner's feedlot files or records, as-built documentation
- **Complaint Inspection** - aerial photos, maps, camera photos, notes, copies or photos of contents of the owner's feedlot files or records, land ownership records, nitrogen and phosphorus record review worksheets, manure and/or soil test results
- **Stockpile Inspection** - aerial photos, maps, camera photos, notes, locations of nearby sensitive features requiring setbacks, soil information (slope/depth to seasonal water table/texture).
- **Land Application Inspections** - aerial photos, maps, camera photos, notes, copies or photos of contents of the owner's feedlot files or records, land ownership records, nitrogen and phosphorus record review worksheets, manure and/or soil test results
- **Manure Storage Area (MSA) Closure** – either a letter stating that the MSA was closed in accordance with rule requirements and/or photo documenting the closure

For all inspection types except Construction and Complaint:

- Checklist must be used.
- Results must be entered in Tempo.
- A follow-up letter needs to be sent to the feedlot owner. The letter should include Checklist section(s) where non-compliance was identified (or a copy of the entire Checklist) and corrective actions/time frames for addressing non-compliance if applicable. For Compliance and Desk-Top N & P inspections the follow-up letter is to be sent to the producer within 30 days of compliance determination.
- Inspection documentation needs to be in County files or uploaded into Tempo.

For Construction and Complaint inspections:

- Inspection checklist can be used.
- Results must be entered in Tempo.
- Inspection documentation should be in County files or uploaded into Tempo.

HOW THE MINIMUM 7% INSPECTION RATE IS DETERMINED AND CALCULATED

1. A minimum of 7% of sites required to be registered must be inspected before any PCs are earned.
    - Only sites that received a Compliance, Construction, Desktop N&P, or In-field Land Application inspection can be used to satisfy the 7% minimum.
2. The following multipliers are used when using site inspections to satisfy the 7% minimum:
    - Sites that received a Compliance Inspection are counted as one (1.0) inspection.
    - Sites that received a Construction inspection are counted as one (1.0) inspection.
    - Sites that received a Desk-top Nitrogen & Phosphorus Record inspection are counted as one (1.0) inspection.
    - Sites that received an In-field Land Application inspection are counted as one half (0.5) of an inspection.

HOW PERFORMANCE CREDITS (PCs) ARE CALCULATED

3. Counties must meet or exceed 85% of the Minimum Program Requirements (MPRs) **and** the 7% minimum site inspection rate to be eligible to receive PCs.
4. At **least half** of the site inspections used to satisfy the 7% minimum need to be **Compliance** inspections. The remaining half can be a combination of inspection types including Compliance, Construction, Desktop Nitrogen & Phosphorus Record Inspection, or In-field Land Application.

5. PCs are not earned for inspections that satisfy the 7% minimum.
6. Inspections are applied to the 7% minimum in the following order:
    1. Compliance
    2. Construction
    3. Desktop Nitrogen & Phosphorus
    4. In-field Land Application
7. PCs are awarded for any inspection(s) not used to satisfy the 7% minimum based on the PC multipliers in the CFO Annual Report.

EXAMPLES

A county has 100 feedlots required to be registered. A minimum 7% inspection rate means a minimum of seven (7) feedlot sites need to be inspected and at least three and a half (3.5) of these inspections need to be Compliance inspections.

1. If the county inspects eight feedlot sites (8 Compliance inspections), they would receive 3 PCs for the extra Compliance inspection.
2. If the county inspects eight feedlot sites (7 Compliance and 1 Construction), they would receive 2 PCs for the extra Construction inspection.
3. If the county inspects nine feedlot sites (3 Compliance and 6 Construction), they would receive 0 PC. Only three Compliance inspections were done and that is not at least half (3.5) of the required 7% (7).
4. If the county inspects 13 feedlot sites (4 Compliance, 2 Construction, 1 Desk-top Nitrogen & Phosphorus and 6 In-field Land Application), they would receive 6 PCs.
    - 4 Compliance, 2 Construction, and 1 Desktop N&P inspections satisfy the 7%.
    - What's left goes towards PCs: 6 In-field Land Application x 1 = 6 PCs.
5. If the county inspects 18 feedlot sites (8 Compliance, 2 Construction, 1 Desk-top Nitrogen & Phosphorus and 7 In-field Land Application), they would receive 17 PCs.
    - The first 7 Compliance inspections go towards the 7%.
    - What's left goes towards PCs: one Compliance x 3 = 3 + two Construction x 2 = 4 + one Desktop N&P x 3 = 3 + seven In-field Land Application x 1 = 7 for a total of 17 PCs (3 + 4 + 3 + 7).
6. If the county inspects 15 feedlot sites (4 Compliance, 1 Construction, and 10 In-field Land Application), they would receive 6 PCs.
    - Four Compliance, one Construction, and four In-field Land Application inspections go towards the 7% (4 + 1 + {4 x 0.5=2} = 7).
    - What's left goes towards PCs: six In-field Land Application x 1 = 6 PCs.

HOW INSPECTIONS COUNT TOWARDS THE MINIMUM SEVEN PERCENT (7%) INSPECTION RATE

Compliance and construction Inspections count toward the minimum 7% inspection rate, each as one (1) inspection.

Desktop Nitrogen & Phosphorus Record Review (conducted independent of a compliance inspection) at a feedlot site ≥300 AU counts as one (1) inspection. Credit will be given only if there are records available and if those records are sufficient to meet the nitrogen record requirement first and then the phosphorus record requirement second. Therefore, looking at both nitrogen and phosphorus records during a desk-top nitrogen and phosphorus inspection counts as one (1) inspection.

In-field Land Application Inspection at a feedlot site that is required to be registered or at a feedlot site that receives manure from a site required to be registered counts as one half (0.5) an inspection.

In order for the in-field land application inspection to count towards the minimum 7% inspection rate, the feedlot that is the source of the manure should not be considered a large CAFO or operating under an NPDES or SDS permit.

It is important to note that only one inspection can be counted toward the minimum 7% inspection rate for any given feedlot site during the program year. For example, if a County completes a compliance inspection and an in-field land application inspection at the same feedlot site during the same program year, the in-field land application inspection cannot be counted towards the minimum 7% inspection rate. However, any additional inspections completed for the same feedlot site during the same program year may count towards performance credits.

If **at the time of inspection,** a site has a current (January 1, 2022 or later) locked registration with animal numbers that require registration (10 or more AU in shoreland or 50 or more AU outside of shoreland) and as a result of the inspection the registration information is updated to animal numbers that no longer require registration, the inspection shall count toward the 7% inspection rate.

8. INSPECTION STRATEGY

As part of developing a realistic inspection strategy the County needs to consider all of their strategies (compliance and land application) and the time commitment required. The County should not design their inspection goals to simply meet the minimum 7% inspection rate. Rather, the County is urged to set inspection goals according to their inspection needs such as feedlots that have never been inspected. The County needs to be realistic with their inspection strategy because they will be required to initiate and work towards these strategy goals (MPR #5).

Recommended Approach for Developing an Inspection Strategy

Step 1. The first step is to calculate the number of feedlots the County intends to inspect annually. The County needs to set a goal of inspecting at least 7% of the total number of feedlots required to be registered in the County. Given this formula, a County with 300 feedlots would need to conduct 21 compliance inspections or a combination of 21 compliance/construction/desk-top nitrogen and phosphorus record/in-field land application inspections annually. One in-field land application inspection counts as one half (0.5) inspection towards the minimum 7% inspection rate.

Step 2. The second step is to decide how many inspections the County can conduct in each of the high risk/low risk categories over the next two years. Counties are encouraged to inspect sites in the BWSR One Watershed One Plan (see link below). Remember that inspections require follow-up and possible enforcement for non-compliant sites. Follow-up calls, letters, assistance and enforcement do not count towards the minimum 7% inspection rate.

9. BWSR ONE WATERSHED ONE PLAN (1W1P): http://bwsr.state.mn.us/planning/1W1P/index.html

APPENDIX B

2024 County Program Base Grant Award Feedlot Number

Delegated County	Feedlots Eligible for Funding	Part B. Base Grant Award	County Match Requirement	Part C. MPR Award	Total Award
Big Stone	49	$6,385.48	$6,385.48	$2,718.03	$9,103.51
Blue Earth	342	$44,568.07	$44,568.07	$18,970.74	$63,538.81
Brown	304	$39,616.06	$39,616.06	$16,862.88	$56,478.94
Carver	174	$22,674.98	$22,674.98	$9,651.78	$32,326.76
Clay	77	$10,034.33	$10,034.33	$4,271.19	$14,305.52
Cottonwood	170	$22,153.72	$22,153.72	$9,429.90	$31,583.62
Douglas	247	$32,188.05	$32,188.05	$13,701.09	$45,889.14
Faribault	266	$34,664.06	$34,664.06	$14,755.02	$49,419.08
Fillmore	568	$74,019.49	$74,019.49	$31,506.96	$105,526.45
Freeborn	225	$29,321.10	$29,321.10	$12,480.75	$41,801.85
Goodhue	428	$55,775.25	$55,775.25	$23,741.16	$79,516.41
Houston	295	$38,443.22	$38,443.22	$16,363.65	$54,806.87
Jackson	284	$37,009.74	$37,009.74	$15,753.48	$52,763.22
Kandiyohi	308	$40,137.33	$40,137.33	$17,084.76	$57,222.09
Kittson	15	$7,500.00	$7,500.00		$7,500.00
Lac qui Parle	168	$21,893.09	$21,893.09	$9,318.96	$31,212.05
Lake of the Woods	20	$7,500.00	$7,500.00		$7,500.00
Le Sueur	147	$19,156.45	$19,156.45	$8,154.09	$27,310.54
Lincoln	384	$50,041.34	$50,041.34	$21,300.48	$71,341.82
Lyon	286	$37,270.38	$37,270.38	$15,864.42	$53,134.80
Marshall	48	$6,255.17	$6,255.17	$2,662.56	$8,917.73
Martin	502	$65,418.63	$65,418.63	$27,845.94	$93,264.57
McLeod	233	$30,363.63	$30,363.63	$12,924.51	$43,288.14
Meeker	271	$35,315.64	$35,315.64	$15,032.37	$50,348.01
Morrison	531	$69,197.80	$69,197.80	$29,454.57	$98,652.37
Mower	291	$37,921.96	$37,921.96	$16,141.77	$54,063.73
Murray	435	$56,687.46	$56,687.46	$24,129.45	$80,816.91
Nicollet	281	$36,618.80	$36,618.80	$15,587.07	$52,205.87
Nobles	457	$59,554.41	$59,554.41	$25,349.79	$84,904.20
Norman	45	$5,864.22	$5,864.22	$2,496.15	$8,360.37
Pennington	32	$7,500.00	$7,500.00		$7,500.00
Pipestone	420	$54,732.72	$54,732.72	$23,297.40	$78,030.12
Polk	47	$6,124.85	$6,124.85	$2,607.09	$8,731.94
Pope	119	$15,507.60	$15,507.60	$6,600.93	$22,108.53
Red Lake	31	$7,500.00	$7,500.00		$7,500.00
Renville	271	$35,315.64	$35,315.64	$15,032.37	$50,348.01
Rice	221	$28,799.84	$28,799.84	$12,258.87	$41,058.71
Rock	539	$70,240.32	$70,240.32	$29,898.33	$100,138.65
Stearns	1370	$178,532.92	$178,532.92	$75,993.90	$254,526.82
Steele	191	$24,890.36	$24,890.36	$10,594.77	$35,485.13
Stevens	108	$14,074.13	$14,074.13	$5,990.76	$20,064.89
Swift	137	$17,853.29	$17,853.29	$7,599.39	$25,452.68
Todd	702	$91,481.83	$91,481.83	$38,939.94	$130,421.77
Traverse	35	$7,500.00	$7,500.00		$7,500.00
Wadena	71	$9,252.44	$9,252.44	$3,938.37	$13,190.81
Waseca	232	$30,233.31	$30,233.31	$12,869.04	$43,102.35
Watonwan	170	$22,153.72	$22,153.72	$9,429.90	$31,583.62
Winona	477	$62,160.73	$62,160.73	$26,459.19	$88,619.92
Wright	222	$28,930.15	$28,930.15	$12,314.34	$41,244.49
Yellow Medicine	223	$29,060.47	$29,060.47	$12,369.81	$41,430.28
Total	**13,469**	$1,775,394.18	$1,775,394.18	$739,747.92	$2,515,142.10

APPENDIX C

CFO referral of enforcement to MPCA

MINNESOTA POLLUTION CONTROL AGENCY | www.pca.state.mn.us

Policy memo: Referral of enforcement cases from delegated counties to MPCA

DATE : June 21, 2006 (updated June 1, 2021)

TO : MPCA and County Feedlot Staff

FROM : Randall G. Hukriede, Feedlot Program Manager

PHONE : 320-295-2227

Goal: To provide criteria to promote statewide consistency regarding acceptance of feedlot enforcement referrals from delegated counties to the Minnesota Pollution Control Agency (MPCA) where there is a persistent failure by a feedlot owner to correct pollution hazards. Referral of cases from the delegated counties to the MPCA should be done infrequently and only for very serious cases. This memo does not apply to situations where a county feedlot officer (CFO) discovers a blatant violation (e.g., acute discharging, pumping, piping, dumping manure to waters of the state). These situations should be referred to the MPCA immediately.

Situations where referrals may be accepted:

- Conflict of interest between producer and county/CFO;
- Serious environmental harm/potential for harm;
- Pollution problems and/or investigations involving multiple counties; and
- Other cases as determined appropriate by the MPCA.

Requirements for the county before cases are referred:

- County must have issued a Notice of Violation (NOV);
- County must have tried to refer the case to its county attorney if its previous enforcement action was not successful in resolving the case;
- County must send a letter to the MPCA describing what it has done to resolve the case and why it wants to refer the case to the MPCA; and
- County must agree to continue to work with the MPCA as needed to resolve the case.

Requirements for the MPCA:

- Incorporate enforcement requirements by reference into county workplans and delegation agreements.
- Staff meet with supervisor and compliance coordinator to approve acceptance of the referral.
- Continue to conduct enforcement training for CFOs and/or county attorney as needed.
- Maintain a NOV and Letter of Warning to be used by counties.

Minnesota Pollution Control Agency
651-296-6300 | 800-657-3864 or use your preferred relay service | info.pca@state.mn.us
June 2021 | wq-f6-78
Available in alternative formats

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 *
11/21/2023 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 *
Approve the Following Grant Applications:

WSFB-001 Economic Assistance for Wright County Fair ($40,000)
TOWN-001 Corinna Township Surface Transportation Grant ($81,233)

The Next Step Will be Execution of the Grant Agreements.

Approve an $70,000 Increase to Grant BB-002-01 Broadband Improvements for the City of South Haven, from $67,443 to $137,443.

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve ARP grant applications.

WSFB-001 Economic Assistance for Wright County Fair ($40,000)
TOWN-001 Corinna Township Surface Transportation Grant ($81,233)

The Next Step Will be Execution of the Grant Agreements.

Approve an increase to gr

Value Stream the request primarily aligns with:
Develop County Infrastructure

Briefly describe how the request aligns with the selected value stream.
These projects will address roads, broadband and fair ground structures within Wright County.

Describe the impact on staffing resources.
None.

Fiscal Impact:
This action will grant $191,233 of ARP funds.

Background/Justification:
The ARP committee recommends the approval of the grant applications and grant changes listed above.

The board previously approved the high level program request related to the grant applications:

Economic Assistance for Wright County Fair approved 10/17/2023
Township Surface Transportation Grant Program approved 10/17/2023

The board previously approved additional funds for South Haven on 10/03/2023. Original contract was signed June 7, 2022.

Route for Review and Approval

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

Agenda Item Attachments (3)

Document Name	Attachment Type
WCFB-001 Grant Application.pdf	Attachment
TOWN-001 Grant Application.pdf	Attachment
BB-002-01 Original Grant Agreement.pdf	Attachment

- [ ] Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

WRIGHT COUNTY
MINNESOTA

ADMIN Only - Program Administration

ARP Status
BOARD INITIAL REVIEW

ARP Adopted Program Name
ECONOMIC ASSISTANCE FOR WRIGHT COUNTY AG SOCIETY

ARP Project Name (if applicable)
WCFB-001 ECONOMIC ASSISTANCE FOR WC AG SOCIETY

ARP Award#
WCFB-001

ARP Funding
ARP Established

Expenditure Catagory
2.29

ARP Program Managing Agency/Department
WRIGHT COUNTY FAIR BOARD

ARP Grant Managing Agency/Department
WRIGHT COUNTY FAIR BOARD

ARP Tier Rating

ARP Risk Score

ARP Term or End Date
6/30/2026

Grant Amount Requested
$40000.00

Grant Amount Awarded
$40000.00

Grant Amount Dispursed

American Rescue Plan Program Request

Program Name
ECONOMIC ASSISTANCE FOR WRIGHT COUNTY AG SOCIETY

Program Category *
BUSINESS AND ECONOMIC RELIEF

Program Type *
WRIGHT CTY - ONE TIME EXPENSE

Description *
This grant will provide economic assistance to the Wright County Agricultural Society (Wright County Fair). The Ag Society will use the funds to complete projects at the fairgrounds.

Eligibility and Requested Funding

American Rescue Plan – Fiscal Recovery Funds – Expenditure Category
2.29 Loans or Grants to Mitigate Financial Hardship^

American Rescue Plan – Expenditure Category OLD *

* Evidence-based Interventions

Goals and Evidence Base
N/A

Total Funds to Evidence-Based Intervention(s)
N/A

^ Serving Disadvantaged Communities

Is the program serving an economically disadvantaged community?
(●) Yes ( ) No

Which of the following indentify where the project funds will be spent?

( ) A program or service is provided at a physical location in a Qualified Census Tract (for multi-site projects comply if a majority of sites are within Qualified Census Tracts).
( ) A program or service where the primary intended beneficiaries live within a Qualified Census Tract.
( ) A program or service for which the eligibility criteria are such that the primary intended beneficiaries earn less than 60% of the median income for the relevant jurisdiction.
( ) A program or service for which the eligibility criteria are such that over 25% of intended beneficiaries are below the federal poverty line.
(●) Other (explain)

Details Supporting Selection:
N/A

Grant Contact Information

Legal Name of Business / Agency *
Wright County Fair

Type of Business
Nonprofit

Federal Tax ID
41-6052400

MN State Tax ID
7103-788

Complete Mailing Address
155 3rd Street S
Montrose, MN 55363

[ ] Location same as mailing address?

Location Address
1010 1st Street
Howard Lake, MN 55349

Contact Name
Jeff Wheeler, Treasurer

Contact Business Phone *
763-286-3774

Contact Cell Phone

Contact Email Address *
jwheeler@wrightcountyfair.org

Additional Information Based On Program Type

ARP Program Type
WRIGHT CTY - ONE TIME EXPENSE

Program / Project Information

Explain how the proposed program will work. The narrative should answer the follwing questions as appropriate.

- What is the purpose of the program?
- Why is the program needed?
- What is included in the program?
- How will the program be structured?
- Who will oversee the program?
- Who will participate in the program?
- If the managing agency will be administering grants, how will the grant awad and management process function?
- How long the program will last or what is the overall schedule?

Detailed narrative answering the above:
The purpose of the program is to complete projects at the Wright County Fairgrounds. Projects, both in progress and upcoming, include installation of a new grandstand announcer's booth and associated electrical work to compliment the "New to Us" bleachers installed in 2021 (We already have the booth). Replacing ageing wooden steps and decking for safer access to seating on the west end (Infield Side), as well as additional permanent seating, lighting and sound in the grandstand performance area along with maintenance and upkeep of the original grandstand structure built in 1922. Additional short-term plans are to install air hand dryers in our 4 restrooms to reduce both cost and paper waste. Mid-range plans include remodeling or replacement of the 4-H food stand which is operated by 4-H'ers and their families to help support 4-H youth programs in Wright County. A fundraising campaign would be launched by Wright County 4-H to assist with this project once a formal plan is in place, with the support and involvement of the Fairboard.

How will you measure success of the program?
Completion of the proposed projects.

Provide a narrative explaining why this funding is being requested.
The Wright County Agricultural Society is tasked with the maintenance and upkeep of the Wright County Fairgrounds as well as the management and operation of the Wright County Fair. The Ag Society suffered financial hardship during the Covid pandemic while still maintaining and improving the fairgrounds. The mission of the Wright County Fair is to hold an annual family friendly event, providing education, entertainment and competition for all, while maintaining, improving and building for future generations to enjoy.

Breakdown of Requested Funding

Itemize for multiple allocations, enter one line for One Time allocations (click Add for each line item)

Type	Description	Funding Requested
Grant Awards	Hand Dryers w/Electrical Hook Up for Restrooms	$8000.00
Grant Awards	Grandstand Announcer's Booth Installation w/Electrical	$7500.00
Grant Awards	Replace West End Steps and Decking for Safer Seating Access	$7500.00
Grant Awards	Ongoing Grandstand Structure Maintenance & Security Fence Repairs	$10000.00
Grant Awards	Future 4-H Foodstand Upgrades	$7000.00

Total of Funding Requested
40000.00

Is the detailed program or project eligible for funding under the American Rescue Plan – Fiscal Recovery Fund guidelines?
(●) Yes ( ) No

Narrative:
See response from Baker Tilly dated 11/7/2023

Based on the Project Description, it appears that the proposed use of Fiscal Recovery Funds could be eligible under the following Expenditure Category (2.29) as identified in Appendix 1 of the U.S. Treasury's Compliance and Reporting Guidance, Version 5.1, dated June 6, 2023.

Is the detailed program or project eligible for funding under other parts of the American Rescue Plan?
( ) Yes (●) No

Narrative:

American Rescue Plan – Fiscal Recovery Funds – Expenditure Category
2.29 Loans or Grants to Mitigate Financial Hardship^

Expenditure Category VALIDATED
(●) Yes ( ) No

Reviewed by:

Member	Date
Lee Kelly	11/15/2023
Lindsey Meyer	11/15/2023
Greg Kryzer	11/15/2023
Heather Lemeuix	11/15/2023
Elizabeth Karels	11/15/2023
John Holler	11/15/2023

Review Dates and Forum

Distributions

Date of Distribution	Warrant #	Acct Code	Distribution Amount	Description/Comment	Date Committee Apr	Committee Members present	Date Board Apr	Board Members present

WRIGHT COUNTY
MINNESOTA

ADMIN Only - Program Administration

ARP Status
BOARD INITIAL REVIEW

ARP Adopted Program Name
TOWNSHIP SURFACE TRANSPORTATION GRANTS

ARP Project Name (if applicable)
TOWN-001 CORINNA TOWNSHIP

ARP Award#
TOWN-001

ARP Funding
ARP Established

Expenditure Catagory
9.2

ARP Program Managing Agency/Department
WRIGHT COUNTY

ARP Grant Managing Agency/Department
CORINNA TOWNSHIP

ARP Tier Rating

ARP Risk Score

ARP Term or End Date
11/1/2024

Grant Amount Requested
$1100000.00

Grant Amount Awarded
$81233.00

Grant Amount Dispursed

American Rescue Plan Program Request

Program Name
TOWNSHIP SURFACE TRANSPORTATION GRANTS

Program Category *
INFRASTRUCTURE

Program Type *
WRIGHT CTY - GRANT PROGRAM

Description *
Hemlock & 80th Streets, NW

Eligibility and Requested Funding

American Rescue Plan – Fiscal Recovery Funds – Expenditure Category
9.2 Surface Transportation Projects not receiving funding from DOT: Steamlined Framework

American Rescue Plan – Expenditure Category OLD *

* Evidence-based Interventions

Goals and Evidence Base
N/A

Total Funds to Evidence-Based Intervention(s)
N/A

^ Serving Disadvantaged Communities

Is the program serving an economically disadvantaged community?
(●) Yes ( ) No

Which of the following indentify where the project funds will be spent?

( ) A program or service is provided at a physical location in a Qualified Census Tract (for multi-site projects comply if a majority of sites are within Qualified Census Tracts).
( ) A program or service where the primary intended beneficiaries live within a Qualified Census Tract.
( ) A program or service for which the eligibility criteria are such that the primary intended beneficiaries earn less than 60% of the median income for the relevant jurisdiction.
( ) A program or service for which the eligibility criteria are such that over 25% of intended beneficiaries are below the federal poverty line.
(●) Other (explain)

Details Supporting Selection:
N/A

Grant Contact Information

Legal Name of Business / Agency *
Corinna Township

Type of Business
Nonprofit

Federal Tax ID
41-0848512

MN State Tax ID
7714672

Complete Mailing Address
9801 Ireland Ave NW
Annandale, MN 55302

[ ] Location same as mailing address?

Location Address

Contact Name
Mary Barkley Brown

Contact Business Phone *
3202748049

Contact Cell Phone

Contact Email Address *
clerk@corinnatownship.com

Additional Information Based On Program Type

ARP Program Type
WRIGHT CTY - GRANT PROGRAM

Program / Project Information

Explain how the proposed program will work. The narrative should answer the follwing questions as appropriate.

- What is the purpose of the program?
- Why is the program needed?
- What is included in the program?
- How will the program be structured?
- Who will oversee the program?
- Who will participate in the program?
- If the managing agency will be administering grants, how will the grant awad and management process function?
- How long the program will last or what is the overall schedule?

Detailed narrative answering the above: *
Hemlock & 80th Streets, NW - Full depth reclamation project between State Highway 24 NW and County Road 6 NW. Entire surface was ground up and reclaimed. Finished road now have a total of 4" of tar. Striping is done. Shoulders are done. Corinna has paid $488,438.84 to City of Annandale (Project Partner) for 90% completed work. $54,270.98 remains to be paid upon final road completion. Project Engineer Bolton-Menk. Landwehr Construction was paving contractor awarded job. See attached application for additional information.

How will you measure success of the program? *
See attached application for additional information.

Provide a narrative explaining why this funding is being requested.
See attached application for additional information.

Breakdown of Requested Funding

Itemize for multiple allocations, enter one line for One Time allocations (click Add for each line item)

Type	Description	Funding Requested
Grant Awards	Construction	$81233.00

Total of Funding Requested
81233.00

Is the detailed program or project eligible for funding under the American Rescue Plan – Fiscal Recovery Fund guidelines?
(●) Yes ( ) No

Narrative:
See email from Baker Tilly dated 11/2/2023.

I don't see any eligibility concerns with the application. This application does appear to fit with the ARPA eligibility criteria. Generally, the requirements of titles 23, 40, and 49 apply to recipients' use of SLFRF funds under Pathway Two (both to projects under the streamlined framework and projects outside the streamlined framework). Furthermore, restrictions that apply to projects regardless of the source of funds of the project apply as they would to any other project carried out by a recipient. For all of the applicable requirements under titles 23, 40, and 49 described below, the associated DOT regulations also apply, unless Treasury states otherwise. Applicable portions of Titles 23, 40, and 49 generally include:

- Title 23: All parts of title 23
- Title 40: Chapters 141 and 145
- Title 49: Chapters 53, 55, 67, 471, and subtitle V

Is the detailed program or project eligible for funding under other parts of the American Rescue Plan?
( ) Yes (●) No

Narrative:

American Rescue Plan – Fiscal Recovery Funds – Expenditure Category
9.2 Surface Transportation Projects not receiving funding from DOT: Steamlined Framework

Expenditure Category VALIDATED
(●) Yes ( ) No

Reviewed by:

Member	Date
Lee Kelly	11/15/2023
Lindsey Meyer	11/15/2023
Greg Kryzer	11/15/2023
Heather Lemeiux	11/15/2023
John Holler	11/15/2023
Elizabeth Karels	11/15/2023

Review Dates and Forum

Distributions

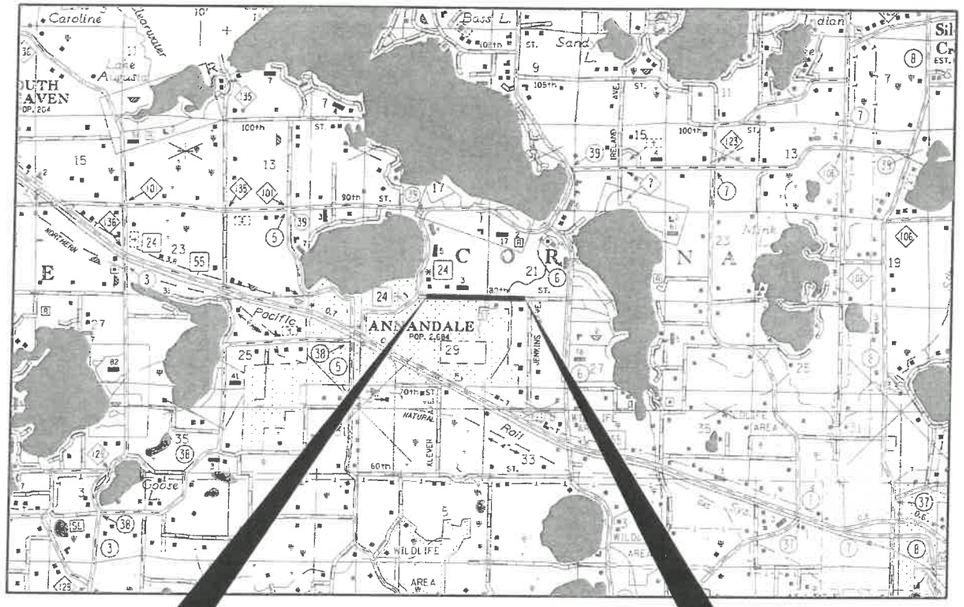
Date of Distribution	Warrant #	Acct Code	Distribution Amount	Description/Comment	Date Committee Apr	Committee Members present	Date Board Apr	Board Members present

CITY OF ANNADALE
HEMLOCK STREET FULL DEPTH RECLAMATION (FDR) PROJECT

CONSTRUCTION PLAN FOR BITUMINOUS PAVEMENT, RECLAMATION

LOCATED ON HEMLOCK ST FROM 0.07 MILES E OF T.H. 24 TO COUNTY RD 6

NOTE: LENGTH AND DESCRIPTION BASED ON HEMLOCK ST ALIGNMENT.
PROJECT LOCATION: TOWNSHIP T121N, RANGE R27W, SECTIONS 20 & 29.



N

BEGIN
HEMLOCK ST
STA. 15+75.44

END
HEMLOCK ST
STA. 101+54.82

GOVERNING SPECIFICATIONS

THE 2018 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION 'STANDARD SPECIFICATIONS FOR CONSTRUCTION' SHALL GOVERN.

ALL TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE 'MINNESOTA MANUAL ON URBAN TRAFFIC CONTROL DEVICES' (MN MUTCD), INCLUDING THE FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

INDEX

SHEET NO.	INDEX
1	TITLE SHEET
2	GENERAL LAYOUT
3	STATEMENT OF ESTIMATED QUANTITIES
4	TYPICAL SECTIONS
5-11	EXISTING CONDITIONS AND REMOVAL PLAN
12-17	CONSTRUCTION PLAN
18-24	PERMANENT PAVING MARKING PLAN

THIS PLAN CONTAINS 24 SHEETS

BOLTON & MENK
12224 NICOLLET AVENUE
BURNSVILLE, MINNESOTA 55337
Phone: (952) 890-0509
Email: Burnsville@bolton-menk.com
www.bolton-menk.com

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

PRINT NAME: DEREK J ARENS LICENSE # 52673

DATE: 06-04-2021 SIGNATURE: Derek J. Arens

RECOMMENDED FOR APPROVAL ..... 20.
CITY OF ANNADALE CITY ENGINEER

RECOMMENDED FOR APPROVAL ..... 20.
CORINNA TOWNSHIP ENGINEER

SHEET NO. 1 OF 24

INDEX MAP	0'	2000'
GENERAL LAYOUT	0'	150'
PLAN	0'	25'
PROFILE	0' HORIZ.	25'
	0' VERT.	5'
CROSS-SECTION	0' HORIZ.	10'
	0' VERT.	10'

HEMLOCK ST DESIGN DESIGNATION
S.P. 8611-30

DEREK, WHAT ABOUT THIS S.P. NUMBER SHOULD IT NOT BE REMOVED OR CHANGED TO SOMETHING ELSE.

ADT (Current Year)	2019 =	3000
ADT (Future Year)	40 =	3300
FUNCTIONAL CLASSIFICATION:		LOCAL
NO. OF TRAFFIC LANES:		2
NO. OF PARKING LANES:		0
SHOULDER WIDTH:		1'-6'
R VALUE: 30	ESALS:	293,400
DESIGN SPEED:		30 MPH
BASED ON: STOPPING SIGHT DISTANCE		
HEIGHT OF EYE: 3.5'	HEIGHT OF OBJECT:	2.0'

STOP CONDITIONS: (stop sign in place)



PROJECT LOCATION
WRIGHT COUNTY
DISTRICT 3

shermanpe 6/4/2021 11:47:18 AM pdf-B and W.pltcfg bmi.tbl H:\ANNA\DW1123025\CAD\WS\plans\Misc\Mand0 Plan\cd123025_tsh.dgn

WRIGHT COUNTY
MINNESOTA

TOWNSHIP SURFACE TRANSPORTATION GRANT APPLICATION

APPLICANT INFORMATION

Applicant Name	Corinna Township
Mailing Address	9801 Ireland Ave NW, Annandale, MN 55302
Federal Tax ID	41-0848512
MN State Tax ID	7714672

CONTACT INFORMATION

Contact Name	Mary Barkley Brown
Phone	320 274-8049
Email	clerk@corinnatownship.com

PROJECT INFORMATION

Project Name	Hemlock / 80th Street Improvement
Name of Road	Hemlock & 80th streets, NW
Project Location	City of Annandale / Corinna Township

Project Description

Hemlock & 80th streets, NW - Full depth reclamation project, between state Highway 24 NW and County Road 6 NW. Entire surface was ground up & reclaimed. Finished road now has a total of 4" of tar. Striping is done. Shoulders are done. Corinna has paid $488,438.84 to City of Annandale. (Project partner), for 90% completed work. $54,270.98 remains to be paid upon final road completion. Project Engineer - Bolton-Menk. Landwehr Construction was paving contractor awarded job.

Please attach a map of the project area.

CITY OF ANNANDALE
INVOICE

TO

Corinna Township
9801 Ireland Avenue NW
Annandale, MN 5302

REMIT PAYMENT TO:
City of Annandale
PO Box K
Annandale, MN 55302

Phone 320-274-3055 Fax 320-274-5728
city@annandale.mn.us

INVOICE NUMBER	INVOICE DATE	PAYMENT TERMS	DUE DATE
23-042	08/30/2023	Net 30	09/30/2023

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	Hemlock/80th Street Improvements Cost Share per Cooperative Agreement	$542,709.82	
	Completed Work to date- 90%		$488,438.84
	Please include invoice number with your payment.		
		SUBTOTAL	$488,438.84
		SALES TAX	$
		TOTAL	$488,438.84

Make all checks payable to City of Annandale

THANK YOU FOR YOUR BUSINESS!

Project Cost and Grant Breakdown

Overal Project Amounts:	Total Estimated Cost	% of Total	State Grant	Federal Grant (% of Total)	Remaining to Fund
Roundabout Expense	$ 2,171,212.91	58%	$ 400,000.00	$ 1,160,378.59	$ 610,834.32
Hemlock/80th Street Expense	$ 1,571,036.27	42%		$ 839,621.41	$ 731,414.86
	$ 3,742,249.18	100%	$ 400,000.00	$ 2,000,000.00	$ 1,342,249.18

Project Funding	Total	Roundabout	Hemlock/80th Street
Total Project Expense:	$ 3,742,249.18	$ 2,171,212.91	$ 1,571,036.27
State TED Grant	$ 400,000.00	$ 400,000.00	0
Federal Award	$ 2,000,000.00	$ 1,160,378.59	$ 839,621.41
	$ 1,342,249.18	$ 610,834.32	$ 731,414.86

Shared Cost Breakdown

	Roundabout	Hemlock/80th Stree	Total Contributions
School (42%)	$ 256,550.42	$ -	$ 256,550.42
Care Center (42%)	$ 256,550.42	$ -	$ 256,550.42
City (16%)/(25.8%)	$ 97,733.49	$ 188,705.03	$ 286,438.52
Township (74.2%)	$ -	$ 542,709.82	$ 542,709.82
	$ 610,834.32	$ 731,414.86	$ 1,342,249.18

WRIGHT COUNTY
MINNESOTA

TOWNSHIP SURFACE TRANSPORTATION GRANT APPLICATION

PROJECT COSTS

Activity	Total Cost of Activity	Grant Amount Requested
Planning	$	$
Engineering	$	$
Construction	$ 488,438.84	$ 81,233.00
Other	$	$
Project Total	$ 488,438.84	$ 81,233.00

Townships are expected to provide at least 50% of the project's funds as a matching requirement.

PROJECT SCHEDULE

Project Bid Date	July 8, 2023 Bids opened
Planned Project Start Date	July 19, 2023
Planned Project End Date	Sept. 7, 2023

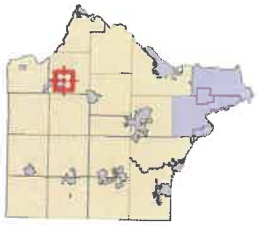
Key dates:

- Project costs must be incurred after December 29, 2022.
- Applications must be submitted by: May 1, 2024
- Projects must be completed, and reimbursement requests submitted to County: November 1, 2024

Beacon™ Wright County, MN



Overview



Legend

Roads
- CSAHCL
- CTYCL
- MUNICL
- PRIVATECL
- TWPCL

Highways
- Interstate
- State Hwy
- US Hwy

City/Township Limits
- c
- t

Parcels

Parcel ID	206000203402	**Alternate ID**	n/a	**Owner Address**	[redacted]
Sec/Twp/Rng	[redacted]				
Property Address	[redacted] NW ANNANDALE	**Class**	201 - 1A/1B/4BB RESIDENTIAL SINGLE UNIT		
		Acreage	1.25 Acres		

District (2202) TOWN OF CORINNA-0876

Brief Tax Description SECT-20 TWP-121 RANGE-027 UNPLATTED LAND CORINNA TWP TH PRT SE1/4 OF SW1/4 DES COM SE COR TH N1D13'44"E ALG E LN 16.50FT TH N88D50'17"W PAR/W S LN 865FT TO W LN OF E865FT& POB TH CONT N88D50'17"W 190FT TH N1D9'43"E 303.27FT(18.38RDS TH S88D50'17"E PAR/W S LN 190.35FT TO W LN E865FT TH S1D 13'44"W 303.27FT(18.38RDS) TO POB

(Note: Not to be used on legal documents)

Date created: 10/17/2023
Last Data Uploaded: 10/17/2023 11:26:37 AM

Developed by Schneider GEOSPATIAL

Maximum Funding for Township Grants

Township	2023 Township Road Distribution	Maximum Funding Amount
Albion Township	4.98%	$ 54,729.00
Buffalo Township	4.49%	$ 49,339.00
Chatham Township	3.47%	$ 38,217.00
Clearwater Township	4.13%	$ 45,449.00
Cokato Township	4.87%	$ 53,614.00
Corinna Township	7.38%	$ 81,233.00
Franklin Township	8.26%	$ 90,854.00
French Lake Township	4.74%	$ 52,112.00
Maple Lake Township	6.27%	$ 68,928.00
Marysville Township	5.55%	$ 61,072.00
Middleville Township	4.42%	$ 48,623.00
Monticello Township	7.98%	$ 87,734.00
Rockford Township	8.28%	$ 91,118.00
Silver Creek Township	7.64%	$ 83,996.00
Southside Township	4.47%	$ 49,118.00
Stockholm Township	4.33%	$ 47,584.00
Victor Township	4.62%	$ 50,869.00
Woodland Township	4.13%	$ 45,411.00
Total	**100%**	**$ 1,100,000**

Updated September 19, 2023

WRIGHT COUNTY
MINNESOTA

American Rescue Plan
State and Local Fiscal Recovery Funds
Broadband Grant Agreement

This agreement is regarding the application submitted 4/20/2022 10:43 AM for American Rescue Plan – State and Local Fiscal Recovery Funds (ARP-SLFRF) disbursed by Wright County Minnesota. The application is attached to this agreement as Attachment F.

This agreement is between Wright County Minnesota, Recipient and City of South Haven, Subrecipient.

Wright County MN

CFDA Number:	Federal Ward ID Num (FAIN):
21.027 Coronavirus State and Local Fiscal Recovery Funds	SLFRP0426

Subrecipient

Managing Agency (Subrecipient):	Grant Amount Awarded:	Federal Tax ID:
City of South Haven	$67,443	41-6005548
Program Name:	Term or End Date:	MN State ID:
Broadband Improvements	December 31, 2024	8025308
Project Name:	Award Number:	
City of South Haven	BB-002-01	

Project Information

Project Description: The entire community has DLS service, which is engineered for 10 Mbps download speeds. In perfect conditions, if a property is extremely close to a DSLAM, available speeds increase but fall short of the state's 2026 broadband speed goals. Often ISPs report what is technically possible in the zip code or census block, not what probable or actually taking place in the community. The state broadband maps that show the area has service available that meets the state's 2026 goal of 100/20 are incorrect. Windstream reported to the Minnesota Office of Broadband speeds of 200 symmetrical. Our technical broadband field study did not uncover any technology that would support that speed. We provide proof of the current technology in the attachments. Fiber optics in the community goes through the town but does not serve any residents or businesses.	
Construction Start: May 26, 2022	Construction End: December 31, 2023

1. Grant Agreement

Subrecipients must adhere to the Grant Agreement as detailed below including all attachments as listed. This Agreement may be amended only as stated in writing and signed by both the Subrecipient and the County.

Attachment A – Grant Terms and Conditions

2. Procurement Requirements

Wright County is required to ensure that procurement and payments are consistent with the procurement standards set forth in the Uniform Guidance at 2 CFR 200.317 through 2 CFR 200.327.

Attachment B – Procurement Requirements for Subrecipients

3. Payment

Instructions for submitting for payment are outlined as follows:

1. The County will make reimbursement payments to the Subrecipient for eligible expenses incurred as part of the approved program/project.

2. The Subrecipient must submit all requests for reimbursements to ARPCommittee@co.wright.mn.us.

3. Subrecipients shall submit expenses for reimbursement by the County. Submittals should include detailed, itemized requests including:

    a. Date(s) of expense
    b. Amount
    c. Description of expense, including copies of any invoices
    d. Category of expense
    e. W9 (if the subrecipient has not previously received funds from Wright County)

4. The County will review all expenses for eligibility prior to making reimbursements. Any ineligible expenses will not be reimbursed.

5. The County may request additional documentation or request site visits to confirm requested reimbursements reflect actual work completed. The Subrecipient should cooperate with the County on all requests. Failure to cooperate may result in the delay or denial of reimbursement requests.

6. The Subrecipient will only receive reimbursement payments up to the approved grant amount.

4. Reporting

The Subrecipient is required to provide quarterly project and expenditure reports to the County. Multi-year grants also require annual reporting. Reporting requirements are outlined in attachment C.

Attachment C – Reporting Requirements

5. Schedule

Wright County is required to obligate all ARP-SLFRF funds by December 31, 2024 and expend all funds by December 31, 2024. To ensure compliance with these dates, the County will monitor progress of ARP-SLFRF projects closely, including requesting for status reports or schedule updates. The Subrecipient shall comply with these requests.

The County expects that the Subrecipient will take all action to meet the Construction Start and End dates identified in this Agreement. The Subrecipient shall notify the County immediately if the

dates extend 60 calendar days or more from the dates listed. The Subrecipient shall identify the cause(s) for the delay. The Subrecipient agrees the County shall retain the ability to immediately terminate this agreement in the event the Subrecipient changes the schedule, fails to comply with the schedule, or fails to meet a construction start or end date. The subrecipient agrees that they will hold the County harmless from all civil actions whether based in equity or law in the event of an immediate termination under this paragraph.

6. Tennessen Warning – Data Practices Advisory

Attachment D – Tennessen Warning/Data Practices Advisory

This Agreement, together its attachments represent the final, complete, and exclusive agreement between the Subrecipient and Wright County ("County") and supersedes any and all prior written and oral agreements, communications, or course of dealing between the Subrecipient and the County relating to its subject matter.

7. Data Practices

The Subrecipient agrees to comply with the Minnesota Government Data Practices Act (the "Act") and all other applicable state and federal laws relating to government data. The requirements of Minnesota Statutes, Section 13.05, subdivision 11, apply to companies or individuals who perform a government function. The Subrecipient and any of Subrecipient's sub-contractors retained to provide services under this Contract shall comply with the Act and be subject to penalty for non-compliance as though they were a governmental entity. Subrecipient will immediately report to the County any requests from third parties for information relating to this Contract. The County agrees to promptly respond to inquiries from Subrecipient concerning data requests. Subrecipient agree to hold the County, its officers, and employees harmless from any claims resulting from Subrecipient's unlawful disclosure or use of data protected under state and federal laws, regardless of the limits of insurance coverage.

8. Insurance

Subrecipient shall comply with the insurance requirements set forth in Attachment E, attached to this Agreement and incorporated herein by reference and shall list Wright County as an additional insured on all insurance policies required herein.

9. Indemnification

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

10. Compliance with the law

A. Subrecipient agrees to abide by the requirements and regulations of The Americans with Disabilities Act of 1990 (42 U.S.C. Sections 12101-12213) (ADA), the Minnesota Human Rights Act (Minn. Stat. Ch. 363A) and Title VII of the Civil Rights Act of 1964 (42 U.S.C. Section 2000e).

B. Subrecipient will comply with the provisions of Minnesota Statutes §181.59 which require:

i. Every contract for or on behalf of the State of Minnesota, or any county, city, town, township, school, school district, or any other district in the state, for materials, supplies, or construction shall contain provisions by which Subrecipient agrees: (1) that, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no contractor, material supplier, or vendor, shall, by reason or race, creed, or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; (2) that no contractor, material supplier, or vendor, shall, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause (1) of this section, or on being hired, prevent, or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed, or color; (3) that a violation of this section is a misdemeanor; and (4) that this contract may be canceled or terminated by the state, county, city, town, school board, or any other person authorized to grant the contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this contract.

These laws deal with discrimination based on race, gender, disability, religion and with sexual harassment. In the event Subrecipient has questions concerning these requirements, it should request necessary clarifications from the County. Violation of any of the above laws can lead to termination of this Agreement.

11. Legal Proceeding

Any lawsuit or legal proceeding arising out of or relating to this Agreement in any way whatsoever shall be exclusively brought and litigated in the Wright County District Court, Tenth Judicial District, Minnesota. Each Party expressly consents and submits to this exclusive jurisdiction and exclusive venue. Each Party expressly waives the right to challenge this jurisdiction and/or venue as improper or inconvenient. Each Party consents to the dismissal of any lawsuit that they bring in any other jurisdiction or venue. Neither party shall have the right to collect from the other party any costs, disbursements or attorneys' fees incurred in enforcing or litigating this agreement. Each party shall be responsible for paying their own costs and attorney fees.

I as applicant have read and understand:

- I am a subrecipient of Wright County's ARP-SLFRF and am subject to the requirements of 31 CFR Part 35 Coronavirus State and Local Fiscal Recovery Funds
- The invoicing, procurement and reporting requirements outlined in this Agreement.
- My grant agreement may be subject to cancellation if any of these requirements are not met.
- No funds will be released until I submit expenses to the County for reimbursement.

I declare that the information provided in the online application and in the submitted exhibits attachments are true and complete to the best of my knowledge. For two years from the date of this application, Wright County has the right to verify any information contained in the submitted

application and may contact any individuals and institutions involved with the proposed project. I understand that data provided in the form may be classified as public data under the Minnesota Data Practice Act.

I DECLARE UNDER PENALTY OF PERJURY THAT EVERYTHING I HAVE STATED IN THIS DOCUMENT IS TRUE AND CORRECT.

Signature/Title of Applicant: Maria Stetson Clerk-Treasurer Date: 6-7-22

Disclosure statement: The recipient is responsible for paying back funds to the county if they have been found to have misrepresented themselves on the application.

For questions, call 763.684.8604 or email ARPCommittee@co.wright.mn.us

Attachment A – Grant Terms and Conditions

1. Subrecipient may not assign, or otherwise transfer, its rights or delegate any of its obligations under this Agreement without prior written approval from the County.

2. Subrecipient is required to provide the County with immediate written notification of:
   a. Any changes in the organization's size or structure that would affect eligibility of the organization's participation in the program;
   b. Its inability to expend the grant for the purposes described in this Agreement

3. Subrecipient will maintain its books and records in a manner that will provide the County with sufficient detail to review the Subrecipient's receipts and expenditures relating to the Agreement. The County, its departments, divisions, and agencies thereof, reserves the right to request supporting documentation such as receipts, payroll records, and other documentation sufficient to support reported expenditures to the satisfaction of the requestor.

4. The County reserves the right to discontinue, modify or withhold any payments to be made under this Agreement or to require a total or partial refund of any grant funds if, in the County's sole discretion, such action is necessary:
   a. Because the Subrecipient has not fully complied with the terms and conditions of this Agreement;
   b. To protect the purpose and objectives of the Agreement or any other activities of the County in their compliance with section 601(d) of the Social Security Act; or
   c. To comply with the requirements of any law or regulation applicable to the Subrecipient, or the County.

5. The Subrecipient agrees that it is subject to the requirements of 31 CFR Part 35 Coronavirus State and Local Fiscal Recovery Funds.

6. The Subrecipient agrees that it is responsible for ensuring compliance with the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.

7. Subrecipient agrees to indemnify and hold harmless the County, its directors, officers and employees, for payment it receives under this Agreement that the federal government, the State, or the County determines was not used for eligible expenditures and, therefore, must be repaid. Within 60 days of receipt of written notice and demand from the County for any such funds, Recipient shall repay such funds to the County.

8. Subrecipient agrees to fully cooperate with the County and State in any investigation or audit of any payment provided under this Agreement.

9. The Subrecipient agrees that its proposed project meets the following requirements:

   a. The maximum requested contribution cannot exceed 50% of the total project cost

   b. The maximum requested contribution cannot exceed $400,000

   c. County contributions can only include eligible expenses:

      i. Project planning and pre-engineering

      ii. Permitting costs

iii. Construction labor and materials

iv. Installation and testing

d. Projects must use prevailing wage rates

e. Proposed technology must be designed to:

i. Reliably meet or exceed symmetrical 100 Mbps download speed and upload speeds; or

ii. In cases where it is not practicable, because of the excessive cost of the project or geography or topography of the area to be served by the project, to provide service reliably meeting or exceeding symmetrical 100 Mbps download speed and upload speeds:

1. Reliably meet or exceed 100 Mbps download speed and between at least 20 Mbps and 100 Mbps upload speed; and

2. Be scalable to a minimum of 100 Mbps download speed and 100 Mbps upload speed; and

f. The project cannot include areas that have been identified as "winning areas" in the FCC's Rural Digital Opportunity Fund (RDOF) Phase I

g. Providers receiving funds through this program must agree to enroll in a low-income subsidy program

h. Subrecipients must demonstrate that their workforce meets high safety and training standards

i. Subrecipients must provide a certified document listing violation of federal and state employment laws

j. Subrecipients must be eligible to receive federal funds

Initials and date MS 6-7-22

Attachment B – Procurement Requirements for Subrecipients

Wright County is required to ensure that procurement and payments are consistent with the procurement standards set forth in the Uniform Guidance at 2 CFR 200.317 through 2 CFR 200.327.

The Code of Federal Regulations relating to the Procurement Standards can be found: https://ecfr.federalregister.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D

The subrecipient must meet the requirements outlined below.

1. **General Procurement Standards (200.318)**

   a. The Subrecipient MUST document the procurement policies that follow proper laws and regulation.

   b. The Subrecipient MUST maintain oversight to ensure that the contractors perform in accordance with terms, conditions and specifications of their contracts or purchase orders.

   c. The Subrecipient MUST maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. If Subrecipient has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the Subrecipient MUST also maintain written standards of conduct covering organizational conflicts of interest.

   d. The Subrecipient procedures MUST avoid unnecessary or duplicate items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase.

   e. The Subrecipient SHOULD enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.

   f. The Subrecipient SHOULD use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

   g. The Subrecipient SHOULD use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions.

   h. The Subrecipient MUST only award contracts to those with the ability to perform. The Subrecipient MUST award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

   i. The Subrecipient MUST maintain records sufficient to detail the history of procurement. These records will include but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

   j. The Subrecipient MAY use a time and material type of contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type of contract means a contract whose cost to the Subrecipient is the sum of the actual cost of materials and the direct labor charged at a

fixed hourly rate. This rate should reflect wages, general and administrative expenses and profit. Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency, there MUST be a ceiling price.

k. The Subrecipient alone MUST be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the Subrecipient of any contractual responsibilities under its contracts.

l. The Subrecipient MUST ensure that the organization for which it is contracting with is not suspended or debarred from doing business with the U.S. Federal Government prior to entering into a covered transaction. This must be documented and retained in the procurement file. The Subrecipient may utilize www.sam.gov to perform this search.

2. Competition (200.319)

a. All procurement transactions MUST be conducted in a manner providing full and open competition consistent with the standards of this section. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals MUST be excluded from competing for such procurements. See embedded document for some situations considered to be restrictive of competition.

b. The Subrecipient MUST conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

c. The Subrecipient MUST have written procedures for procurement transactions. These procedures MUST ensure that all solicitations:

    1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured.

    2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

d. The Subrecipient MUST ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition.

3. Methods of Procurement to be Followed (200.320) – Levels of Procurement

The Subrecipient MUST use one of the following methods of procurement depending on the level of procurement.

a. Procurement by micro-purchase - Not to exceed threshold of $10,000. Does not require a bid or quote. If practical, then distribute equitably among a range of vendors.

b. Procurement by small purchase procedures - Threshold is from $10,001 to $250,000. Requires that you receive at least 2 quotes. Quotes can be informal, however should be documented and records maintained. Price does not need to be the deciding factor however all quotes must be kept in the procurement records.

c. Procurement by sealed bids (formal advertising) - Threshold is $250,001 and greater.

   1. In order for sealed bidding to be feasible, the following conditions SHOULD be present:

      i. A complete, adequate, and realistic specification or purchase description is available;

      ii. Two or more responsible bidders are willing and able to compete effectively for the business; and

      iii. The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

   2. If sealed bids are used, the following requirements MUST apply:

      i. The invitation for bids, MUST define the items or services in order for bidders to properly respond

      ii. All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids MUST be opened publicly;

      iii. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder.

      iv. Any or all bids may be rejected if there is a sound documented reason.

d. Procurement by competitive proposals - Threshold is $250,001 and greater. MUST be publicized and identify all evaluation factors and their relative importance. MUST be solicited from an adequate number of qualified sources. MUST have a written method for conducting technical evaluations of the proposals and selecting recipients. Contracts MUST be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

e. Procurement by noncompetitive proposals (sole provider) - Threshold is $10,001 and greater

   1. May be used only when the item is available only from a single source.

   2. The public exigency or emergency will not permit a delay resulting from competitive solicitation.
   3. The County expressly authorizes its use in response to a written request.

4. After solicitation of a number of sources competition is determined inadequate.

5. Justification of the use of noncompetitive proposal must be documented.

6. Any research on availability from multiple sources must be documented.

7. Documentation of authorization must be retained.

8. Any initial solicitations from multiple sources which are concluded to be inadequate, and such reasoning, must be documented.

4. Contracting with Small and Minority Businesses, Women's Business Enterprises and Labor Surplus Area Firms (200.321)

a. The Subrecipient MUST take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps include:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;

4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;

5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in 1-5 above.

5. Contract Cost and Price (200.323)

a. The Subrecipient MUST perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the Subrecipient must make independent estimates before receiving bids or proposals.

b. The Subrecipient MUST negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

c. Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices

d. The cost plus a percentage of cost and percentage of construction cost methods of contracting MUST not be used.

6. County Review (200.324)

a. The Subrecipient MUST make available, upon request of the County, technical specifications on proposed procurements

b. The Subrecipient MUST make available upon request, for the County pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates.

7. Bonding Requirements (200.325)

For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the County may accept the bonding policy and requirements of the Subrecipient provided that the County has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements MUST be as follows:

a. A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" MUST consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

b. A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

c. A payment bond on the part of the contractor for 100 percent of the contract price. - A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

8. Contract Provisions

a. The Subrecipient's contracts MUST contain the applicable provisions described in Appendix II to Part 200 - Contract Provisions for Subrecipient Contracts under Federal Awards.

Initials and date MS 6.7.22

Attachment C – Reporting Requirements

1. Quarterly Reports

The Subrecipient is required to provide quarterly project and expenditure reports to the County, including the following:

- A narrative outlining the project activity during the reporting period
- All applicable required data outlined in Part 2, Section B, 3a through 3i of the Compliance and Reporting Guidance: https://home.treasury.gov/system/files/136/SLFRF-Compliance-and-Reporting-Guidance.pdf

The Subrecipient must provide reporting for all reporting periods where project activities and/or payments took place.

The County will provide the Subrecipient with a link to submit all required reports.

Report Dates

The Subrecipient shall submit quarterly reports per the schedule below.

Period Covered (Reporting Period)	Due Date
Award Date – September 30, 2021	October 15, 2021
October 1 – December 31, 2021	January 15, 2022
January 1 – March 31, 2022	April 15, 2022
April 1 – June 30, 2022	July 15, 2022
July 1 – September 30, 2022	October 15, 2022
October 1 – December 31, 2022	January 15, 2023
January 1 – March 31, 2023	April 15, 2023
April 1 – June 30, 2023	July 15, 2023
July 1 – September 30, 2023	October 15, 2023
October 1 – December 31, 2023	January 15, 2024
January 1 – March 31, 2024	April 15, 2024
April 1 – June 30, 2024	July 15, 2024
July 1 – September 30, 2024	October 15, 2024
October 1 – December 31, 2024	January 15, 2025
January 1 – March 31, 2025	April 15, 2025
April 1 – June 30, 2025	July 15, 2025
July 1 – September 30, 2025	October 15, 2025
October 1 – December 31, 2025	January 15, 2026
January 1 – March 31, 2026	April 15, 2026
April 1 – June 30, 2026	July 15, 2026
July 1 – September 30, 2026	October 15, 2026
October 1 – December 31, 2026	January 31, 2027

2. Annual Reports

Subrecipients receiving funding over multiple years may be required to submit annual reports to the County. The Board of Commissioners will review the program/project performance and determine if the funding will continue.

The County will provide the Subrecipient with a link to submit all required reports.

3. Reporting Requirements

The Subrecipient must provide data and an accompanying narrative demonstrating how the program is performing as intended. In the grant application, grant recipients were asked to identify how they would measure success of their program and should consider this in their response.

Subrecipients external to the County must also submit their annual financial statement and other audit reports on an annual basis.

4. Report Dates

The Subrecipient shall submit annual reports within 30 days of the annual anniversary of the Agreement award date.

Initials and date MS 6-7-22

Attachment D – Tennessen Warning/Data Practices Advisory

WRIGHT COUNTY BROADBAND GRANT
TENNESSEN WARNING - DATA PRACTICES ADVISORY

This advisory is being given to you pursuant to Minnesota Statutes 13.04, subd. 2. You are being asked to provide Wright County and/or its agents and representatives information that may be classified as private or confidential data. This information is requested as part of the COVID-19 Business Relief Grant Application. You are required to provide this information.

Any information that you provide may be made accessible to the following persons or entities:

1. The subject(s) of the data, which may include someone other than yourself.

2. Individuals within Wright County whose work assignments reasonably require access to the information you provide to fulfill the responsibilities of their positions. Those individuals include, but are not necessarily limited to, the Wright County Board of Commissioners, Administration, Finance Department, Auditor/Treasurer Office, and the County Attorney's Office.

3. Any persons, entities or agencies authorized by state or federal law to have access to the information. These include, but are not necessarily limited to, the following:

    a. Contracting Parties. Where a contract between Wright County and a contracting party requires that such party have access, the information you provide will be shared with that contracting party. The contracting party may not disclose the information except as authorized by state or federal law.

    b. Attorneys. The information you provide may be shared with Wright County's attorneys if the information is related to a matter upon which Wright County has requested legal advice.

    c. Auditors and State Agencies. The information you provide may be shared with Wright County's auditors, the Minnesota State Auditor, the Minnesota Department of Revenue and other Minnesota State agencies.

    d. Federal Agencies. The information you provide may be shared with the United States Federal Government. The United States is requiring periodic reports as to how the funds under this program are allocated.

    e. Open Meetings. As required by the Open Meeting Law, Minn. Stat. § 13D.01 et seq.

    f. Documentation Supporting Criminal Action. If you provide false information, it may be used and referred to criminal justice organizations for actions relating to a criminal investigation the information you provide will become available to the public as part of any potential criminal prosecution.

    g. Change in Classification. The information you provide may be made available to other persons or entities if state or federal law subsequently authorizes such access or if the State Commissioner of Administration approves a new or different use for the information pursuant to Minn. Stat. § 13.05.

h. Court Order. The information you provide will be made available to any persons or entities authorized by court order to have access to the information.

i. Benefits. The information you provide would be available to the Unemployment Division of the Minnesota Department of Employment and Economic Development in any claim for or appeal of reemployment benefit.

j. Other. The information you provide may be available to other persons or entities authorized by federal or state law.

4. Persons or entities who have the express written consent of the data subject, who may be someone other than yourself.

I have read and understand the above advisory.

Signature/Title of Applicant: Date Melissa Stenson 6.7.22

Attachment E – Insurance Provisions

A. COVERAGE

COVERAGE AFFORDED	MINIMUM LIMITS OF LIABILITY
Workers' Compensation	Employer's Liability Coverage with minimum limits of Bodily injury by Accident: $500,000 each accident Bodily Injury by Disease $500,000 each employee Bodily Injury by Disease $500,000 policy limit
Commercial General Liability	$1,500,000 each occurrence $3,000,000 general aggregate $3,000,000 Products and completed operations general aggregate
Automobile Liability Insurance combined single limit to include any vehicle	$1,500,000
Professional Liability	$2,000,000 each occurrence $4,000,000 aggregate

B. INSURANCE CONDITIONS

1. **GENERAL CONDITIONS:** The Subrecipient agrees to, at its own expense, purchase and maintain at all times during the life of this contract the herein stipulated minimum insurance with companies duly licensed, possessing a minimum current A.M. Best, Inc. Rating of A- FSC VIII, or approved unlicensed companies in the State of Minnesota with policies and forms satisfactory to Wright County. All policies will contain an endorsement providing that written notice be given to the County at least ten (10) calendar days prior to termination, cancellation or reduction in coverage in any policy.
2. **WAIVER OF SUBROGATION OR TRANSFER OF RIGHTS OF RECOVERY:** The policies required herein, except Professional Liability, shall contain a waiver of subrogation or in the alternative, a waiver of transfer of rights of recovery against Wright County, its agents, representatives, officers, directors, officials and employees for any claims arising out of the Subrecipient's work or service.
3. **ADDITIONAL INSUREDS:** The insurance policies required by this Contract, except Workers' Compensation and Professional Liability, shall name Wright County, its agents, representatives, officers, directors, officials and employees as Additional Insured with a CG 20 10 or similar endorsement. The Subrecipient agrees that the insurance required herein will be primary and that any insurance carried by the County will be excess and not contributing. All insurance policies of the Subrecipient shall be primary in relation to the Additional Insured.
4. **ENDORSEMENTS AND CERTIFICATE:** The following provisions are also required for the insurance(s), and evidence of such shall be satisfied by Certificate(s) and Endorsements. An insurance company authorized to transact business in the State of Minnesota shall issue the Certificates. The Subrecipient shall, within ten (10) days after award of bid, furnish the County with Certificates of Insurance for the required insurance coverage. Endorsements for the Waiver of Transfer of Rights and Additional Insured shall be provided as indicated above, unless contained within the basic policy(ies) and then confirmed by written statement signed by the insurance agent, broker and/or underwriter in a form acceptable to the County.

   "Wright County, a body politic and corporate of the State of Minnesota, its Board members, officers, employees, agents, and other officials" shall be listed as the certificate holder. If room does not permit, this verbiage can be entered into the description of operations. However, if the latter

method is used, **the certificate holder shall be listed only as Wright County, Minnesota, Attn: Risk Management, 3650 Braddock Ave NE Buffalo MN.**

5. **SUBCONTRACTORS:** In the event any of the Work is subcontracted, the Subrecipient shall require the subcontractor to provide Workers' Compensation insurance for all of the subcontractor's employees engaged in the Work, unless such employees are covered by the protection afforded by the Subrecipient's Workers' Compensation insurance. In case any class of employees engaged in hazardous work under the Contract is not protected under the Workers' Compensation statute, the Subrecipient shall provide, and shall cause each subcontractor to provide, adequate employer's general liability insurance for the protection of such of their employees as are not otherwise protected.

6. **PROFESSIONAL LIABILITY (Errors & Omissions):** Professional liability insurance carried by the Subrecipient must cover all elements of the project including professional services performed by subcontractors. If the Subrecipient's professional liability insurance does not provided coverage for work performed by subcontractors, separate project insurance will be required to comply with the professional liability insurance requirement. The County may require a copy of the professional liability insurance policy to verify coverage.

   The vendor agrees to defend, indemnify and hold Wright County, its employees and officials harmless from any claims, demands, actions or causes of action, including reasonable attorney's fees and expenses arising out of any act or omission on the part of the vendor, or its subcontractors, partners or independent contractors or any of their agents or employees in the performance of or with relation to any of the work or services to be performed or furnished by the vendor or the subcontractors, partners, or independent contractors or any of their agents or employees under the agreement.

   When a self-insured retention (SIR) or deductible exceeds **$25,000**, Wright County reserves the right, but not the obligation, to review and request a copy of Subrecipient's most recent annual report or audited financial statement. For policies written on a "Claims-Made" basis, Subrecipient agrees to maintain a Retroactive Date prior to or equal to the effective date of this contract. In the event the policy is canceled, non- renewed, switched to an Occurrence Form, retroactive date advanced; or any other event triggering the right to purchase a Supplemental Extended Reporting Period (SERP) during the life of this contract, Subrecipient agrees to purchase a SERP with a minimum reporting period not less than two (2) years. The requirement to purchase a SERP shall not relieve Subrecipient of the obligation to provide replacement coverage.

Initials and date MS 6.7.22

Attachment F – Grant Application

Broadband Grant Application

Applicant Name	City of South Haven	Contact Name	Melissa Stenson
Federal Tax ID	41-6005548	Phone Number	+1 (320) 236-2424
MN State Tax ID	8025308	Email Address	sohavenc@windstream.net
		Mailing Address	521 Oak Ave, PO Box 97, South Haven

Project Location
City of South Haven

Project Description

Describe the current level of service in the area.
The entire community has DLS service, which is engineered for 10 Mbps download speeds. In perfect conditions, if a property is extremely close to a DSLAM, available speeds increase but fall short of the state's 2026 broadband speed goals. Often ISPs report what is technically possible in the zip code or census block, not what probable or actually taking place in the community. The state broadband maps that show the area has service available that meets the state's 2026 goal of 100/20 are incorrect. Windstream reported to the Minnesota Office of Broadband speeds of 200 symmetrical. Our technical broadband field study did not uncover any technology that would support that speed. We provide proof of the current technology in the attachments. Fiber optics in the community goes through the town but does not serve any residents or businesses.

Decribe the technology, including the level of speed to be delivered.
The City of South Haven is working with Hometown Fiber to build a directly connected fiber optic network. Every property (except property owners who may decline) will have its own fiber optic service that connects directly to Hometown Fiber's central office. The service will provide reliable, high-speed internet service for decades to come. The network has capacity provide symmetrical service to meet demand at every speed. Today a single fiber optic strand has the capacity to provide speeds of more than 10 billion Mbps. Of course, today no one needs 10 billion Mbps. But it won't be long before 1 Gbps feels like yesterday's dial-up.
This network will be built as critical infrastructure. Like other critical infrastructure, this one-time investment will serve the community for at least 30 years.

Demonstration of project need.

- How many underserved and unserved homes could be served?

- How many businesses could be served?

- What is the estimated take rate?

105 underserved and unserved homes WILL be served.

5 businesses will be served.

80% estimated take rate.

Unless an owner declines, all eligible properties will be connected, not passed. This is the most economical strategy and ensures the entire community has access to reliable, high-speed broadband for decades to come.

Identify who will own and operate the proposed broadband network.

The City of South Haven will own the infrastructure. Hometown Fiber will operate it.

Project Cost Information

Total Cost of the Project	$449,619.00
Grant Amount Requested	$67,443
Township/City Contribution	At this time, the city's contribution is $202,239 or 45%. We are seeking additional grant support. Cos
ISP Contribution	Hometown Fiber and participating ISPs will contribute $44,962 or 10% of the cost. Multiple ISPs will

Why is this project best suited for the ARP Funding Source?

The City of South Haven is a perfect community for ARP funding. Our network infrastructure plans align with ARP priority funding guidelines.

South Haven's size and tax base make it practically impossible for our community to fund this project on our own, yet the service is vital to our community's existence. After this broadband project, our community will go from having some of the worst internet service in the county to some of the best in the world.

If a quality high-speed fiber optic system becomes ubiquitous in South Haven, both household income and population growth are expected to climb over the next decade. Many people will continue to commute to work, but more should be able to work from home. Because of its location, some targeted retail growth is expected along the major routes, and it is ideal location for the expansion or relocation of small entrepreneurial businesses such as welding and machine shops, farm-to-home retail establishments, service businesses, supper clubs, and convenience stores. In addition, city services such as water and sewer will be improved and safeguarded.

On average, South Haven's residents are older and poorer by all measures, as the facts below demonstrate.

South Haven's Median Age is 42.
Wright County's Median Age is37.
South Haven's Poverty Rate is 9.5%
Wright County's Poverty Rate 4.6%
South Haven's Median Property Value is $121,300.
Wright County's Median Property Value is $250,800.
South Haven's Median Household Income is $51,875.
Wright County's Median Household Income is $87,772.

ARP Priorities
--- Prioritize investment in high-quality broadband infrastructure. South Haven's infrastructure will the highest quality available today and will be built to last a lifetime.

---Exceeds 100 Mbps symmetrical. South Haven's network capacity is 10 billion Mbps, far exceeding today's requirements. The network is nearly future-proof.

---Prioritize last-mile. The project is last-mile and connects every property.

---Invests in fiber-optic infrastructure. Network is individual, directly connected fiber optics. No splitting fiber, which decreases its capacity.

---Prioritize broadband infrastructure owned, operated, or affiliated with local governments. The infrastructure is owned by South Haven and operated in partnership with Hometown Fiber.

---Participate in federal low-income subsidy programs. Any ISP that leases space on the network is required to participate in all available subsidy programs.

---Provide at least one low-cost option for service. South Haven's network design ensures competition. Residents will choose service that meets their needs.

---Prioritize communities currently lacking reliable 100/20 Mbps wireline service. Current service is not reliable, and speeds are below 25/3.

---Addresses a critical need made exacerbated by the COVID-19 health emergency. People could neither work from home nor could students attend school, with the service available today.

---Addresses a critical need in the community to be served by it. The work is being done at the same time as city-wide water projects. This grant will help save 31% off overall project costs if we can do the water and broadband projects simultaneously. Not only will the project get the community reliable, affordable and fast internet service, but also secure and improve municipal operations.

---Substantially complete and funds expended by December 31, 2026. The project will be complete and service operational in 2023.

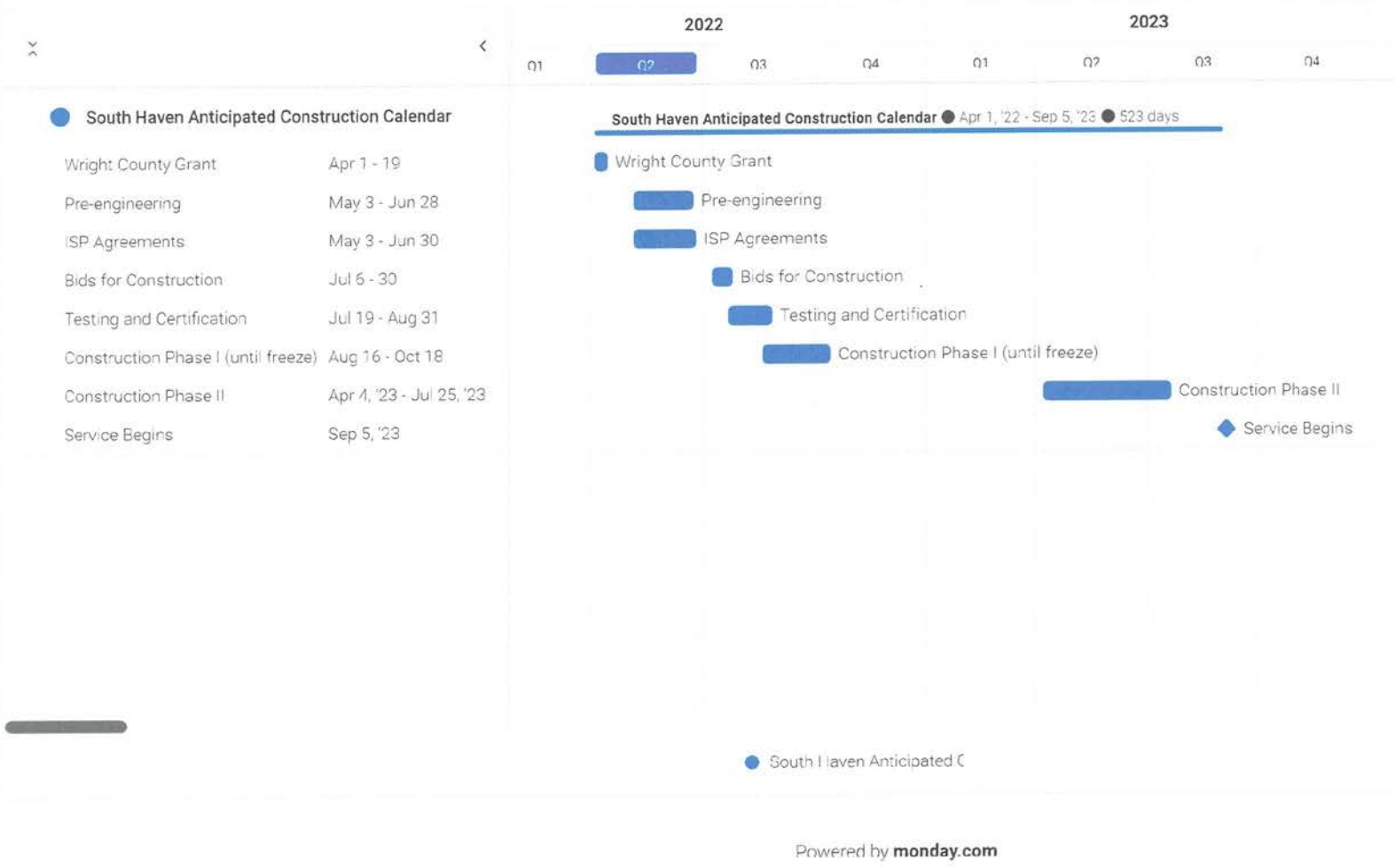
It's important to note that this project ends the need for future government subsidies. This is a one-time request from South Haven and prepares our community for whatever technology brings in the future. We won't be coming back in 10 to 15 years when other systems do not meet demand.

Project Eligibility Questions

1) The requested contribution is less than 50% of the total project cost.	Yes
2) The requested contribution is less than $400,000.	Yes
3) The request only includes eligible expenses.	Yes
4) The project will use prevailing wage rates.	Yes
5) The proposed technology meets design requirements.	Yes
6) The project does not include areas that have been identified as "winning areas" in the FCC's Rural Digital Opportunity Fund (RDFO) Phase I.	Yes
7) Providers receiving funds through this program will enroll in a low-income subsidy program.	Yes
8) The applicant can demonstrate that their workforce meets high safety and training standards (e.g., 206 professional certification, licensure, and/or robust in-house training)	Yes
9) The applicant has included a certified document listing violation of federal and state employemnt laws.	Yes
10) The applicant is eligible to receive federal funds.	Yes

South Haven Broadband Infrastructure Project

Gantt



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Overview of Files

City of South Haven

Broadband Infrastructure Project

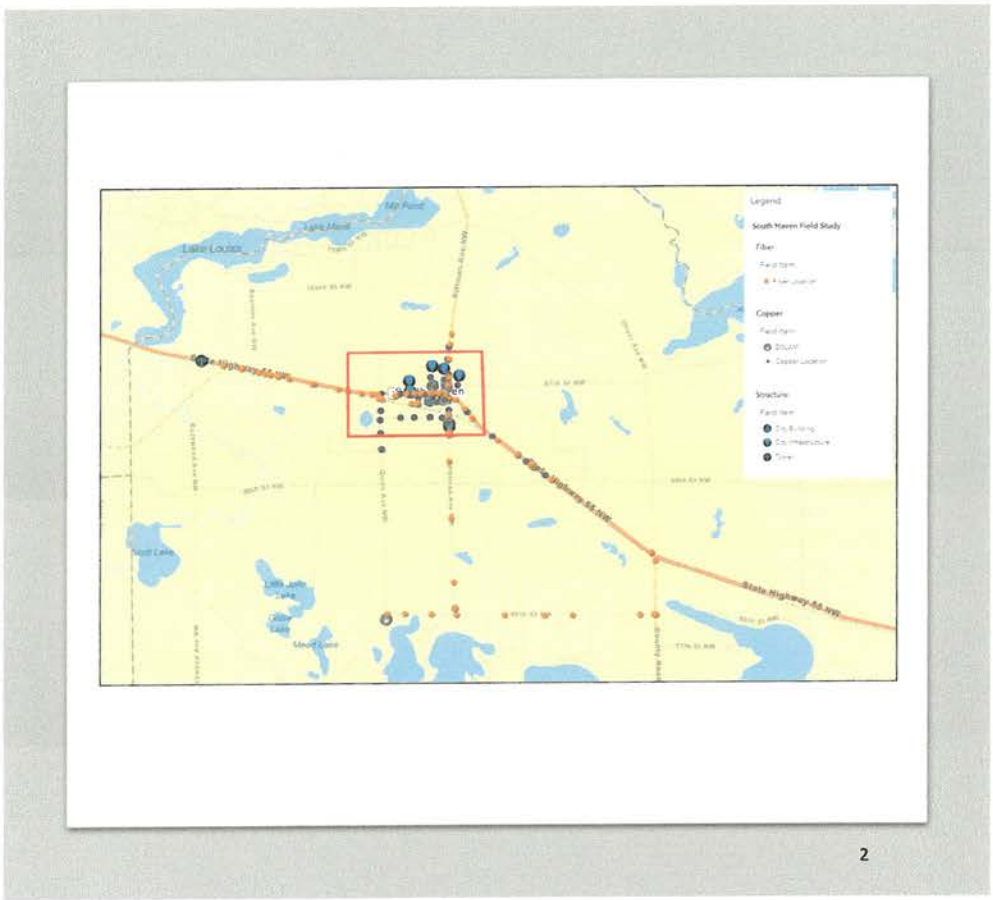
Wright County Grant Application

Infrastructure Serving South Haven

Fiber optics (orange) is found throughout South Haven. It's unfortunate it goes along roads and highways but doesn't serve residents.

Fiber along Highway 55 and Fairhaven Avenue, shown in orange at right, serves cities north and south, east and west of South Haven.

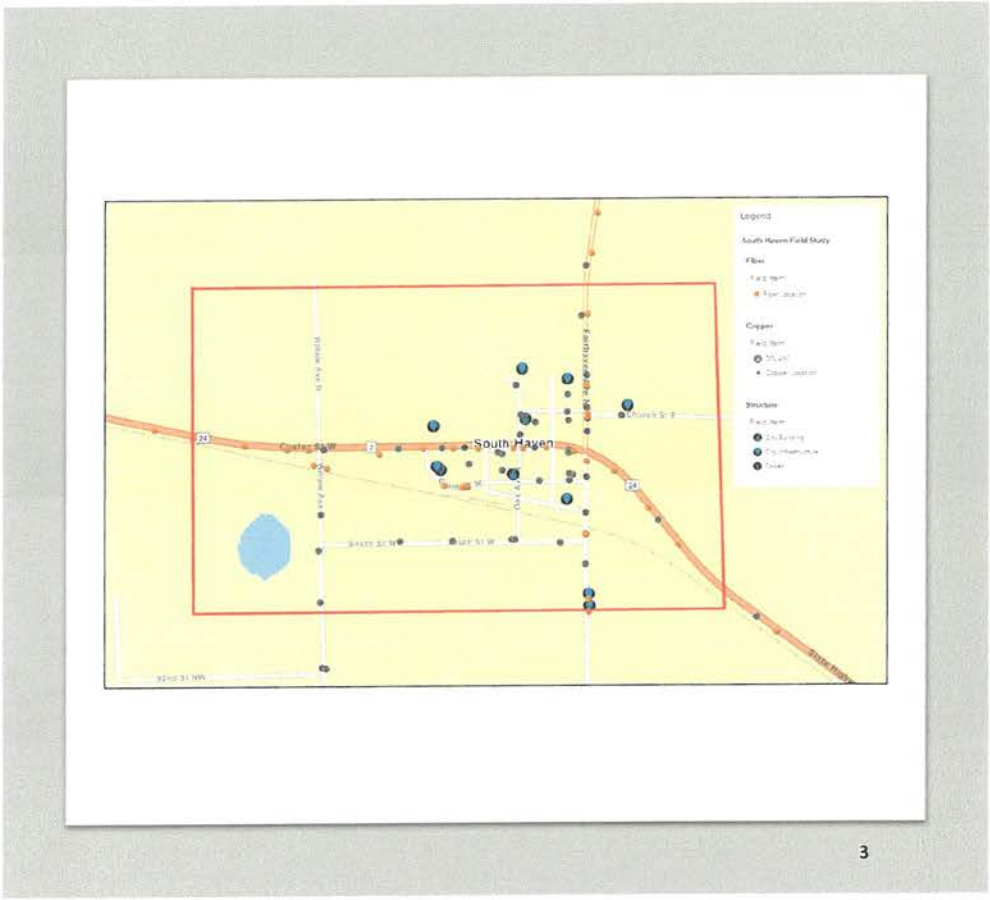
Medium mile service is through Arvig, which purchased Windstream's fiber. No loops or rings were found that would indicate redundancy



Infrastructure within City Limits

Residents throughout South Haven have DSL internet service through twisted pair telephone lines. Current service does not meet customer demand.

The gray dots indicate DSL technology.



Infrastructure Photographic Evidence

The Esri file contains photographic documentation of the broadband infrastructure. All technology serving residents and businesses is DSL.

Although the state's broadband map shows the city has infrastructure with the capacity for 200 Mbps symmetrical service, no technology observed in the community supports that claim.

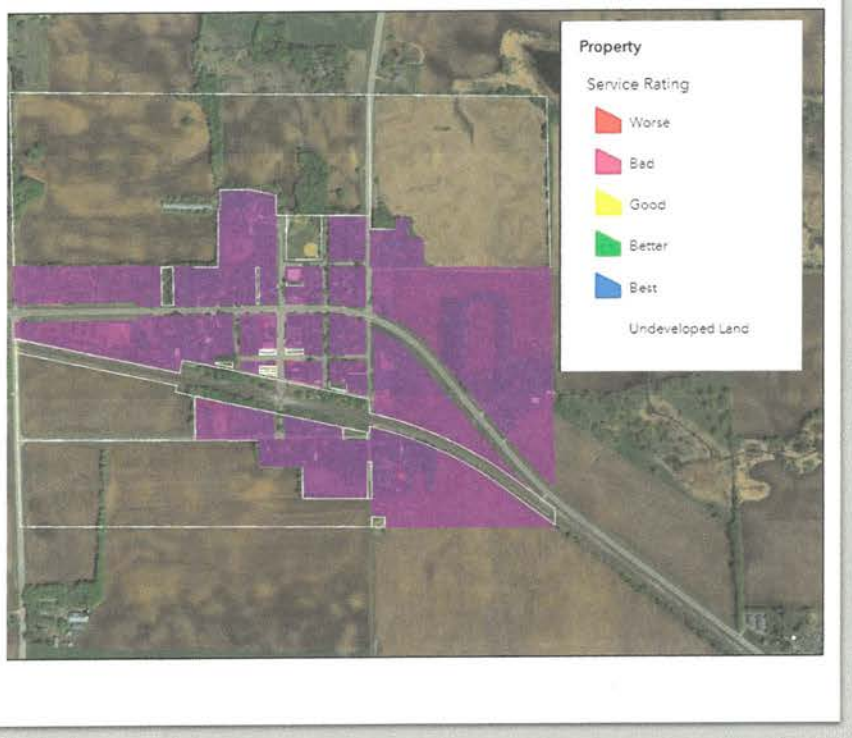


4

Analysis of Findings

	Technical Assessment Map Color Code	
Code	Assessment	Technology
Red	Worst	Twisted Pair (DSL) only, No Coax, No Fiber, greater than 1.25 miles from a DSLAM
Purple	Bad	Twisted Pair (DSL) only, No Coax, No Fiber, within 1.25 miles of a DSLAM
Yellow	Good	Coax (Cable Modem) with or without Twisted Pair, No Fiber
Green	Better	Shared Fiber (PON), with or without Coax, with or without Twisted Pair, No Direct Fiber
Blue	Best	Direct Fiber or Private Fiber, with or without Coax, with or without Twisted Pair

All properties within city limits have access to DSL service only.

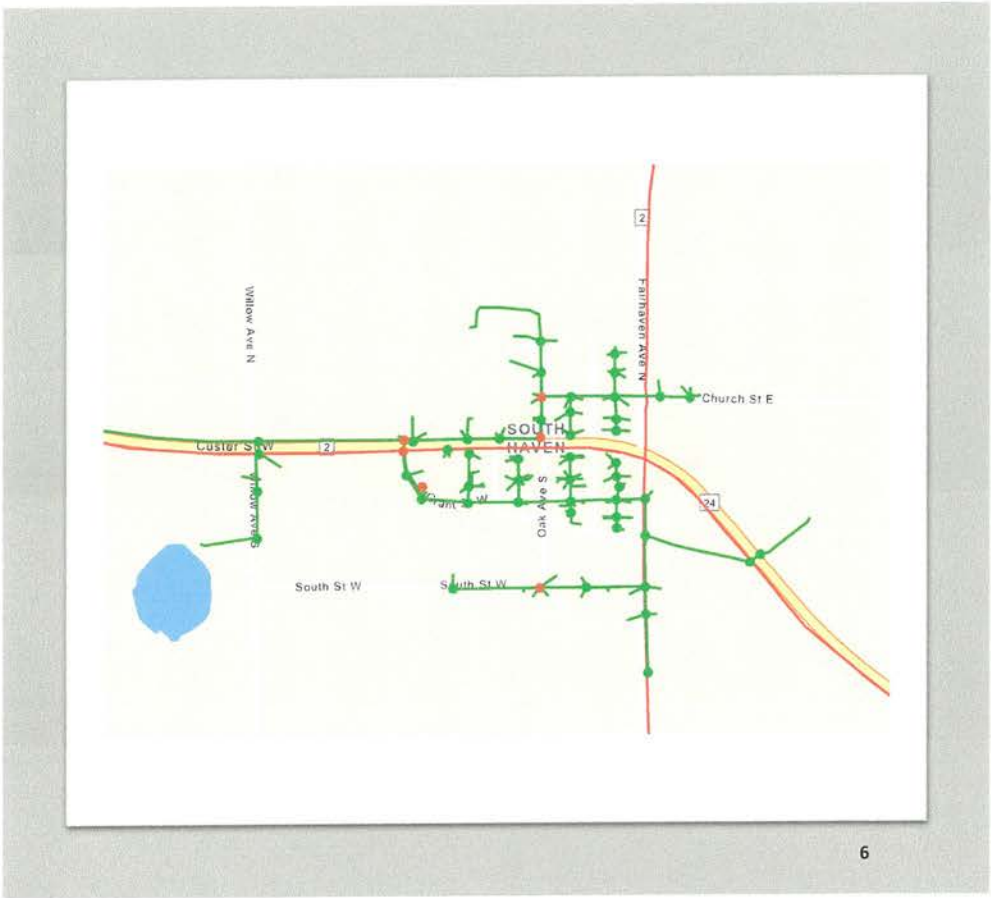


5

Overview — Fiber Optic Infrastructure Build

Dedicated, directly connected fiber optics connecting 110 properties

- Solves Internet problems for good
- Ends ongoing government subsidy
- Choose service from multiple ISPs
- ISPs compete on price, service
- Reliable (99.99% uptime in 10 years)
- No bottlenecks
- Easy, low-cost upgrades (No digging)
- Ongoing City revenue
- Easy locates
- Addresses municipal needs
- No ongoing City operating expense
- Designed, built based on City's goal



South Haven Properties

PARCEL	PropHouse	PROPSTFL	PropCity	PropZip
115010001010	641	FAIRHAVEN AVE N	SOUTH HAVEN	55382
115010001030	621	FAIRHAVEN AVE N	SOUTH HAVEN	55382
115010001050	601	FAIRHAVEN AVE N	SOUTH HAVEN	55382
115010001070	600	LINCOLN AVE N	SOUTH HAVEN	55382
115010001090	620	LINCOLN AVE N	SOUTH HAVEN	55382
115010001110	640	LINCOLN AVE N	SOUTH HAVEN	55382
115010001130	641	LINCOLN AVE N	SOUTH HAVEN	55382
115010001150	621	LINCOLN AVE N	SOUTH HAVEN	55382
115010001160	611	LINCOLN AVE N	SOUTH HAVEN	55382
115010001190	441	CUSTER ST E	SOUTH HAVEN	55382
115010001200	620	OAK AVE N	SOUTH HAVEN	55382
115010001210	611	CUSTER ST W	SOUTH HAVEN	55382
115010001220	551	CUSTER ST W	SOUTH HAVEN	55382
115010001230	601	CUSTER ST W	SOUTH HAVEN	55382
115010001240	621	OAK AVE N	SOUTH HAVEN	55382
115010001241	630	OAK AVE N	SOUTH HAVEN	55382
115010001250	640	OAK AVE N	SOUTH HAVEN	55382
115010001260	641	OAK AVE N	SOUTH HAVEN	55382
115010001270	541	CUSTER ST W	SOUTH HAVEN	55382
115010001280	631	OAK AVE N	SOUTH HAVEN	55382
115010002010	640	CUSTER ST W	SOUTH HAVEN	55382
115010002020	630	CUSTER ST W	SOUTH HAVEN	55382
115010002030	621	GRANT ST W	SOUTH HAVEN	55382
115010003010				
115010004010	521	ELLSWORTH AVE S	SOUTH HAVEN	55382
115010004030				
115010004040	511	ELLSWORTH AVE S	SOUTH HAVEN	55382
115010004060	501	ELLSWORTH AVE S	SOUTH HAVEN	55382
115010005010	500	CUSTER ST W	SOUTH HAVEN	55382
115010005060	541	OAK AVE S	SOUTH HAVEN	55382
115010005061	531	OAK AVE S	SOUTH HAVEN	55382

1

South Haven Properties

115010005090	521 OAK AVE S	SOUTH HAVEN	55382
115010005120	521 OAK AVE S	SOUTH HAVEN	55382
115010005130	541 GRANT ST W	SOUTH HAVEN	55382
115010005140	520 ELLSWORTH AVE S	SOUTH HAVEN	55382
115010005160	530 ELLSWORTH AVE S	SOUTH HAVEN	55382
115010005180	510 CUSTER ST W	SOUTH HAVEN	55382
115010006010	431 OAK AVE S	SOUTH HAVEN	55382
115010006020	421 OAK AVE S	SOUTH HAVEN	55382
115010006030	401 OAK AVE S	SOUTH HAVEN	55382
115010006031	411 OAK AVE S	SOUTH HAVEN	55382
115010006040	540 GRANT ST W	SOUTH HAVEN	55382
115010007010			
115010007011	451 LINCOLN AVE S	SOUTH HAVEN	55382
115010007030	401 LINCOLN AVE S	SOUTH HAVEN	55382
115010007070	410 OAK AVE S	SOUTH HAVEN	55382
115010007090	420 OAK AVE N	SOUTH HAVEN	55382
115010007110	430 OAK AVE S	SOUTH HAVEN	55382
115010008010	551 LINCOLN AVE S	SOUTH HAVEN	55382
115010008020	541 LINCOLN AVE S	SOUTH HAVEN	55382
115010008030	521 LINCOLN AVE S	SOUTH HAVEN	55382
115010008050	511 LINCOLN AVE S	SOUTH HAVEN	55382
115010008060	401 GRANT ST E	SOUTH HAVEN	55382
115010008070	510 OAK AVE S	SOUTH HAVEN	55382
115010008090	520 OAK AVE S	SOUTH HAVEN	55382
115010008091	530 OAK AVE S	SOUTH HAVEN	55382
115010008092	524 OAK AVE S	SOUTH HAVEN	55382
115010008130	540 OAK AVE S	SOUTH HAVEN	55382
115010008140	550 OAK AVE S	SOUTH HAVEN	55382
115010008160	440 CUSTER ST E	SOUTH HAVEN	55382
115010009010	541 FAIRHAVEN AVE S	SOUTH HAVEN	55382
115010009040	521 FAIRHAVEN AVE S	SOUTH HAVEN	55382

South Haven Properties

115010009050	511 FAIRHAVEN AVE S	SOUTH HAVEN	55382
115010009060	301 GRANT ST E	SOUTH HAVEN	55382
115010009070	510 LINCOLN AVE S	SOUTH HAVEN	55382
115010009101	520 LINCOLN AVE S	SOUTH HAVEN	55382
115010009120	550 LINCOLN AVE S	SOUTH HAVEN	55382
115010010010	431 FAIRHAVEN AVE S	SOUTH HAVEN	55382
115010010020	411 FAIRHAVEN AVE S	SOUTH HAVEN	55382
115010010030	411 FAIRHAVEN AVE S	SOUTH HAVEN	55382
115010010050	401 FAIRHAVEN AVE S	SOUTH HAVEN	55382
115010010060	400 LINCOLN AVE S	SOUTH HAVEN	55382
115010010070	410 LINCOLN AVE S	SOUTH HAVEN	55382
115010010100	420 LINCOLN AVE S	SOUTH HAVEN	55382
115010010110	430 LINCOLN AVE S	SOUTH HAVEN	55382
115010011010	551 SOUTH ST W	SOUTH HAVEN	55382
115010011011	521 SOUTH ST W	SOUTH HAVEN	55382
115010011020	441 SOUTH ST E	SOUTH HAVEN	55382
115010011021	421 SOUTH ST E	SOUTH HAVEN	55382
115010011022	401 SOUTH ST E	SOUTH HAVEN	55382
115010011040	611 SOUTH ST W	SOUTH HAVEN	55382
115010011041	631 SOUTH ST W	SOUTH HAVEN	55382
115011000010	241 FAIRHAVEN AVE S	SOUTH HAVEN	55382
115011001010	261 FAIRHAVEN AVE S	SOUTH HAVEN	55382
115500161200	271 CHURCH ST E	SOUTH HAVEN	55382
115500161201	247 CHURCH ST E	SOUTH HAVEN	55382
115500161202	251 CHURCH ST E	SOUTH HAVEN	55382
115500161203	261 CHURCH ST E	SOUTH HAVEN	55382
115500161300	301 CUSTER ST E	SOUTH HAVEN	55382
115500161301	260 CHURCH ST E	SOUTH HAVEN	55382
115500161302	350 FAIRHAVEN AVE S	SOUTH HAVEN	55382
115500161303	620 FAIRHAVEN AVE N	SOUTH HAVEN	55382
115500161304	450 FAIRHAVEN AVE S	SOUTH HAVEN	55382

South Haven Properties

115500161305	300 CUSTER ST E	SOUTH HAVEN	55382
115500162100	341 CHURCH ST E	SOUTH HAVEN	55382
115500162101	710 LINCOLN AVE N	SOUTH HAVEN	55382
115500162102			
115500162103	701 OAK AVE N	SOUTH HAVEN	55382
115500162104	721 OAK AVE N	SOUTH HAVEN	55382
115500162105	715 FAIRHAVEN AVE N	SOUTH HAVEN	55382
115500162106	717 FAIRHAVEN AVE N	SOUTH HAVEN	55382
115500162107	720 LINCOLN AVE N	SOUTH HAVEN	55382
115500162108	711 FAIRHAVEN AVE N	SOUTH HAVEN	55382
115500162109	703 LINCOLN AVE N	SOUTH HAVEN	55382
115500162110			
115500162111	751 OAK AVE N	SOUTH HAVEN	55382
115500162300	721 CUSTER ST W	SOUTH HAVEN	55382
115500162301	950 CUSTER ST W	SOUTH HAVEN	55382
115500162302	701 CUSTER ST W	SOUTH HAVEN	55382
115500162303	731 SOUTH ST W	SOUTH HAVEN	55382
115500162304	650 CUSTER ST W	SOUTH HAVEN	55382
115500162305	711 CUSTER ST W	SOUTH HAVEN	55382
115500162306	720 CUSTER ST W	SOUTH HAVEN	55382
115500162307	710 CUSTER ST W	SOUTH HAVEN	55382
115500163100	630 SOUTH ST W	SOUTH HAVEN	55382
115500163102	281 FAIRHAVEN AVE S	SOUTH HAVEN	55382
115500163103	510 SOUTH ST W	SOUTH HAVEN	55382
115500163104	450 SOUTH ST E	SOUTH HAVEN	55382
115500163105	416 SOUTH ST E	SOUTH HAVEN	55382
115500163106	420 SOUTH ST E	SOUTH HAVEN	55382
115500163107	410 SOUTH ST E	SOUTH HAVEN	55382
115500164200	260 FAIRHAVEN AVE S	SOUTH HAVEN	55382
115500164201	230 FAIRHAVEN AVE S	SOUTH HAVEN	55382
115500171101	731 WILLOW AVE N	SOUTH HAVEN	55382

South Haven Properties

115500171400	293 WILLOW AVE S	SOUTH HAVEN	55382
115500171401	393 WILLOW AVE S	SOUTH HAVEN	55382
115500171402	631 WILLOW AVE N	SOUTH HAVEN	55382
115500171403	551 WILLOW AVE S	SOUTH HAVEN	55382
115999444100	511 WILLOW AVE S	SOUTH HAVEN	55382
115999444200	310 OAK AVE S	SOUTH HAVEN	55382
217000164200			

5

South Haven Project Costs

Total Project Cost Breakdown	Budget	Percentage
Planning & Pre-Engineering	$45,782	10.18%
Permitting	$14,521	3.23%
Construction Labor	$185,325	41.22%
Construction Goods	$175,777	39.09%
Installation and Testing	$28,214	6.28%
Totals	**$449,619**	**100.00%**

Grant Request Breakdown	Estimate	Percentage
Wright County Grant	$67,443	15%
MN Broadband Grant (applying)	$134,886	30%
South Haven Bond	$202,329	45%
Hometown Fiber & ISPs	$44,962	10%
Totals:	**$449,619**	**100%**

CITY OF SOUTH HAVEN, MINNESOTA
RESOLUTION NO. 0104-22

RESOLUTION REGARDING BROADBAND CAPABILITIES

WHEREAS, the City of South Haven, desires to improve broadband capabilities of the community, and;

WHEREAS, the City of South Haven initiated a study by Hometown Fiber, and;

WHEREAS, Hometown Fiber delivered the completed study September 7, 2021 and the City of South Haven accepts it, and;

WHEREAS, the City of South Haven has found that they could benefit from a dedicated fiber optic system designed, built, operated and maintained by Hometown Fiber, and;

WHEREAS, the City of South Haven wishes to work jointly with Hometown Fiber to construct this dedicated fiber optic network.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOUTH HAVEN, MINNESOTA, that, after careful consideration, the City of South Haven authorizes Hometown Fiber to move forward with construction of a dedicated fiber optic system, and further agrees to obtain $200,000 in city-sponsored "Taxable" Tax Abatement Bonds or other similar financing, and;

WHEREAS, the City of South Haven will work together with Hometown Fiber to obtain the additional grants, loans, or financing needed to complete the estimated $400,000 project cost, and;

WHEREAS, the City of South Haven will immediately assume up to $30,000 in expenses as required for environmental impact reviews, preliminary engineering, and financial/legal services as required to begin the project.

LASTLY, BE IT ALSO FURTHER RESOLVED THAT, The Mayor and City Clerk are authorized to proceed forward with reviewing, approving and signing all necessary documents, agreements and contracts needed to complete the project as outlined in this Resolution, and further have the authority to work with Hometown Fiber and Ehlers and Associates, and others as may become necessary, to complete this system to benefit the community.

Adopted by the City Council, City of South Haven, Minnesota this 4th day of January 2022.

Signed by: _____

Norm Brodeker
Mayor

Attest: _____

Melissa Stenson
City Clerk

CITY OF SOUTH HAVEN

521 Oak Ave. - P.O. Box 97
SOUTH HAVEN, MN 55382-0097

City Office Telephone: (320) 236-2424 Fax: (320) 236-2624
Email: Sohavenc@Windstream.net Website: www.CityofSouth HavenMN.com
Equal Opportunity Employer

Elizabeth Karels
Wright County Project Administrator
3650 Braddock Ave NE, Buffalo, MN 55313

Re: Context and Background for the City of South Haven's Broadband Grant Application

The City of South Haven's Wright County Broadband Grant Application is ready to submit. This letter is to certify and document the eligibility questions 1-10.

In addition, we provide critical context as to how the broadband project is integrated into our city's water project. If this coordination is successful, project costs could be reduced by as much as 31%. The broadband planning must take place in 2022 to be ready for construction and service in 2023.

Project Description

***Describe the current level of service in the area.** **

The entire community has DLS service, which is engineered for 10 Mbps download speeds. In perfect conditions if a property is extremely close to a DSLAM, available speeds increase but fall short of the state's 2026 broadband speed goals. Often ISPs report what is technically possible, not what probable or actually taking place in the community. **The state broadband maps** that show the area has service available that meets the state's 2026 goal of 100/20 **are incorrect**. Windstream reported to the Minnesota Office of Broadband speeds of 200 symmetrical. Our technical broadband field study did not uncover any technology that would support that speed. We provide proof of the current technology in the attachments. The community does not have cable modem service. Fiber optics in the community go through town but does not serve any residents or businesses.

***Describe the technology, including the level of speed to be delivered.** **

The City of South Haven is working with Hometown Fiber to build a directly connected fiber optic network. Every property (except property owners who may decline) will have its own fiber optic service that connects directly to Hometown Fiber's central office. The service will provide reliable, high-speed internet service for decades to come. **The network has the capacity provide symmetrical service to meet demand at every speed.** Today a single fiber optic strand has the capacity to provide speeds of more than 10 billion Mbps. Of course, today no one needs 10 billion Mbps. But it won't be long before 1 Gbps feels like yesterday's dial-up.

This network will be built as critical infrastructure. Like other critical infrastructure, this one-time investment will serve the community for at least 30 years.

Demonstration of project need.*

- How many underserved and unserved homes could be served? 105
- How many businesses could be served? 5
- What is the estimated take rate? 80%

Unless an owner declines, all eligible properties will be connected, not passed. This is the most economical strategy and ensures the entire community has access to reliable, high-speed broadband for decades to come.

Identify who will own and operate the proposed broadband network. *

The City of South Haven will own the infrastructure. Hometown Fiber will operate it.

Project Cost Information

What is the total cost of the project? * $449,619

What is the Grant amount being requested? * 15% $67,443

What is the Township/City contribution? * 45%, $202,329

At this time, the city's contribution is $202,239. We are seeking additional grant support. Costs not covered by grant funding will be funded through the sale of bonds. The City will make bond payments with revenue from the network.

What is the ISP contribution? * 10%, $44,962

Hometown Fiber and participating ISPs will contribute 10% of the cost. Multiple ISPs will provide service to the community. ISPs will pay a lease fee to use the network and are responsible for the technology they need inside the central office to serve their customers.

Why is this project best suited for the ARP Funding Source? *

The City of South Haven is a perfect community for ARP funding. Our network infrastructure plans align with ARP priority funding guidelines. South Haven's size and tax base make it practically impossible for our community to fund this project on our own, yet the service is vital to our community's existence. Now that COVID-19 has taught employers that many jobs can be done from home, communities like South Haven become attractive to homebuyers. At the completion this broadband project, our community will go from having some of the worst internet service in the county to some of the best in the world.

If a quality high speed fiber optic system becomes ubiquitous in South Haven, both household income and population growth are expected to climb over the next decade. Many people will continue to commute to work, but more should be able to work from home. Because of its location, some targeted retail growth is expected along the major routes, and it is ideal location for expansion or relocation of small entrepreneurial businesses such as welding and machine shops, farm to home retail establishments, service businesses, supper clubs, and convenience stores. In addition, city services such as water and sewer will be improved and safe guarded.

Demographic comparison demonstrates need for additional county support

On average, South Haven's residents are older and poorer by all measures, as the table below demonstrates.

	South Haven	Wright County
Median Age	42	37
Poverty Rate	9.5%	4.6%
Median Property Value	$121,300	$250,800
Median Household Income	$51,875	$87,772

ARP Priorities

- Prioritize investment in high-quality broadband infrastructure. South Haven's infrastructure will the **highest quality available today and will be built to last a lifetime**.
- Exceeds 100 Mbps symmetrical. South Haven's **network capacity is 10 billion Mbps**, far exceeding today's requirements. **It is nearly future proof**.
- Prioritize last-mile. The project is **last-mile and connects every property**.
- Invests in fiber-optic infrastructure. Network is individual, **directly connected fiber optics**. No splitting fiber, which decreases its capacity.
- Prioritize broadband infrastructure owned, operated, or affiliated with local governments. The **infrastructure is owned by South Haven** and operated in partnership with Hometown Fiber.
- Participate in federal low-income subsidy programs. All **ISPs that lease space on the network are required to participate** in subsidy programs.
- Provide at least one low-cost option for service. South Haven's network design ensures competition residents will choose service that meets there needs.
- Prioritize communities currently lacking reliable 100/20 Mbps wireline service. **Current service is not reliable, and speeds are below 25/3.**
- Addresses a critical need made exacerbated by the COVID-19 health emergency. **People could neither work from home, nor could students attend school,** with the service available today.
- Addresses a critical need in the community to be served by it. The work is being done at the same time as city-wide water projects. This grant will **help save 31% off overall project costs if we can do the water and broadband projects simultaneously**.
- Substantially complete and funds expended by December 31, 2026. Project will be **complete and service operational in 2023.**

It's important to note that **this project ends the need for future government subsidy**. This is a one-time request from South Haven and prepares our community for whatever technology brings in the future. We won't be coming back in 10 to 15 years when other systems do not meet demand.

Project Eligibility

The requested contribution is less than 50% of the total cost?

The City is requesting a grant that funds 15% for our broadband project that has a total project cost of $449,619

The requested contribution is less than $400,000?

The city is requesting $67,443.

The request only includes eligible expenses.

All costs included in the grant request meet the eligibility requirements outlined in the grant application information.

The project will use prevailing wage rates.

The City intends to work with network designer Hometown Fiber select a qualified Contractor via competitive selection bidding. The contract documents will include State and Federal wage rate requirements.

The proposed technology meets design requirements.

The City has worked with Hometown Fiber to develop this project. The project not only meets—it exceeds—the technology standards outlined in the grant application information. This design and technology used for the project will:

- Solve our community's internet problems for good. Unlike other network designs, South Haven's network will individually connect.
- Provide nearly unlimited upload and download speeds.
- Be reliable. Similarly built fiber optic networks have been operating for 11 years with almost zero downtime,

The project does not include areas that have been identified as "winning areas" in the FCC's Rural Digital Opportunity Fund (RDOF) Phase I?

No, the project is not located in an area identified as a winning area under the FCC's RDOF Phase I.

LTD Broadband LLC's initial bid was accepted by the FCC for an area outside the City of South Haven and a small location inside city limits. The location inside the city limits will not be paid for with grant funds. However, it is important to note that LTD Broadband has not successfully completed the FCC process and has not been awarded the RDOF grant and therefore qualifies for subsidy.

Providers receiving funds through this program will enroll in a low-income subsidy program.

Yes, any ISP that provides service on the City of South Haven's network will participate in the federal Affordable Connectivity Program and in any other available programs to support people with low incomes.

The applicant can demonstrate that their workforce meets high safety and training standards.

City Staff are trained comparable to their work tasks. Documentation of that training is available upon request. The City does not have staff who complete the type of work proposed in this grant application. Instead, the City intends to select a Contractor via competitive bidding for the work covered by this grant. The Bidding Documents for the work will include the safety, training, licensure requirements of the grant. The City will select a Responsible Contractor for the work. The selected Contractor will be required to provide documentation of their ability to meet the requirements before the contract is awarded. In addition to the Grant requirements the Contractor selected for the work will be required to certify their compliance with MN Statute requirements for Responsible Contractor.

The applicant has included a certified document listing violation of federal and state employment laws.

The City of South Haven hereby certifies that we have not violated federal or state employment laws. We will require all organizations working with the City on the broadband project to provide the certified documents.

The applicant is eligible to receive federal funds.

The City of South Haven is eligible to receive federal funds.

Signed,

City of South Haven

Mayor 4.20.22

Mayor Dated

Certified

Melissa Henson 4.20.22

Clerk/Treasurer Dated

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 *
11/21/2023 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
MAM7693

Item Details

Board Action Requested *
Approve Signature of County Board Chair on US Fish and Wildlife Certification of Wetland Easement

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Signature of County Board Chair on US Fish and Wildlife Certification of Wetland Easement

Value Stream the request primarily aligns with:
Empower Use of Land, Property, and the Environment

Briefly describe how the request aligns with the selected value stream.
The wetland easement certification is between the US Fish and Wildlife and a private citizen of Wright County. The Wetland Easement will protect important wetland habitat on private lands adjacent to an existing Waterfowl Production Area.

Describe the impact on staffing resources.
None

Fiscal Impact:
None

Background/Justification:
The US Fish and Wildlife Easement request is being made by Blair Mace from the US Fish and Wildlife Service. The easement will be purchased from a private willing landowner with the use of Federal Duck Stamp funds. Under an agreement between the MN DNR and US Fish and Wildlife, county certification is required for any purchase using Duck Stamp Act funds. Attached is the Certification document, letter requesting meeting and signature, and associated maps.

Route for Review and Approval

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

Agenda Item Attachments (2)

Document Name	Attachment Type
Hesse, Daniel_County_Cert_Wet_Eas.docx	Attachment
Hesse, Daniel_CountyComm_Letter.pdf	Attachment

- [ ] Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Notes

County Administrator Review

County Administrator Decision

Notes

RE-Minnesota W.A.
Wright County
Hesse, Daniel

CERTIFICATION OF THE COUNTY BOARD OF COMMISSIONERS

In accordance with a Procedural Agreement between the Minnesota Department of Natural Resources and the U.S. Fish and Wildlife Service, dated May 23, 1962, and subsequently amended, certification by the County Board of Commissioners for acquisition of lands by the U.S. Fish and Wildlife Service is requested.

Representatives of the U.S. Fish and Wildlife Service met with the Board of Commissioners of Wright County, Minnesota, on November 21, 2023, and informed the Commissioners that a Conveyance of Easement for Waterfowl Management Rights has been secured from Daniel Hesse and Amanda Hesse, husband and wife, on the following described lands:

T. 120 N., R. 28 W., 5th P.M.
Section 10, The North 415.84 feet of the South 811.96 feet of the East½ of the NW¼ , West of the centerline of Wright County Hwy. #3

The County Board of Commissioners considered the above request for acquisition by the U.S. Fish and Wildlife Service and the Board's decision is as follows:

CERTIFIED FOR ACQUISITION:

_____ Date:_____
Chair
County Board of Commissioners

NOT CERTIFIED FOR ACQUISITION:

_____ Date:_____
Chair
County Board of Commissioners

Reasons:

United States Department of the Interior

FISH AND WILDLIFE SERVICE

18965 County Highway 82
Fergus Falls, Minnesota 56537
218-736-0669

IN REPLY REFER TO:

November 6, 2023

RE – Minnesota W.A.
Wright County
Hesse, Daniel

Mr. Lee R. Kelly
Wright County Administrator
3650 Braddock Ave NE Rm 3231
Buffalo, Minnesota 55313

Dear Mr. Kelly:

The Fish and Wildlife Service recently secured a wetland easement from Daniel and Amanda Hesse, husband and wife, of Annadale, Minnesota. This is a wetland easement protecting approximately 1.7 wetland acres on his property. The easement covers the property as shown on the enclosed photo and platbook map. The landowner will continue to be responsible for the payment of property taxes.

This letter confirms my intention to meet with the Board of Commissioners on November 21, 2023, to request certification of this easement.

Please print out and attach a copy of this letter with the attachments for each of the County Commissioners. The information has been sent to the French Lake Township Clerk. If you have any questions, please contact me at 218-736-0669.

Sincerely,

Blair Mace
Realty Specialist

CC: , Clerk, French Lake Township

Northstar Surveying
W E

Larry Huhn
P.L.S.

Doug Huhn
P.L.S.

• Land Surveying
• Topography Surveys
• Subdivision Design

320-693-3710

310 E. Depot St.
Litchfield

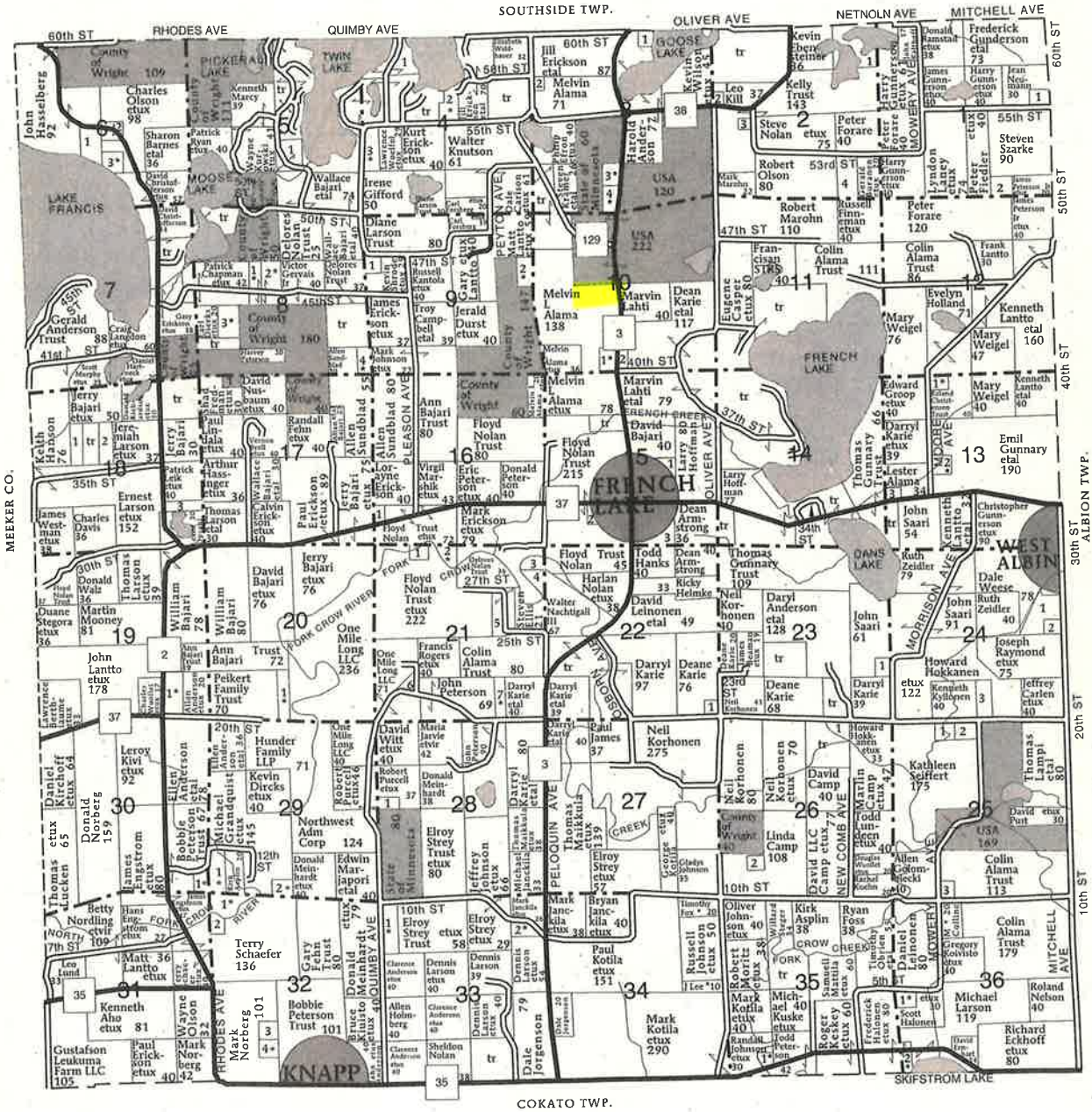
T-120-N

FRENCH LAKE PLAT

(Landowners)



R-28-W



See Pages 138-140 For Additional Names.

© Farm & Home Publishers, Ltd.

Fee/Easement Field Form

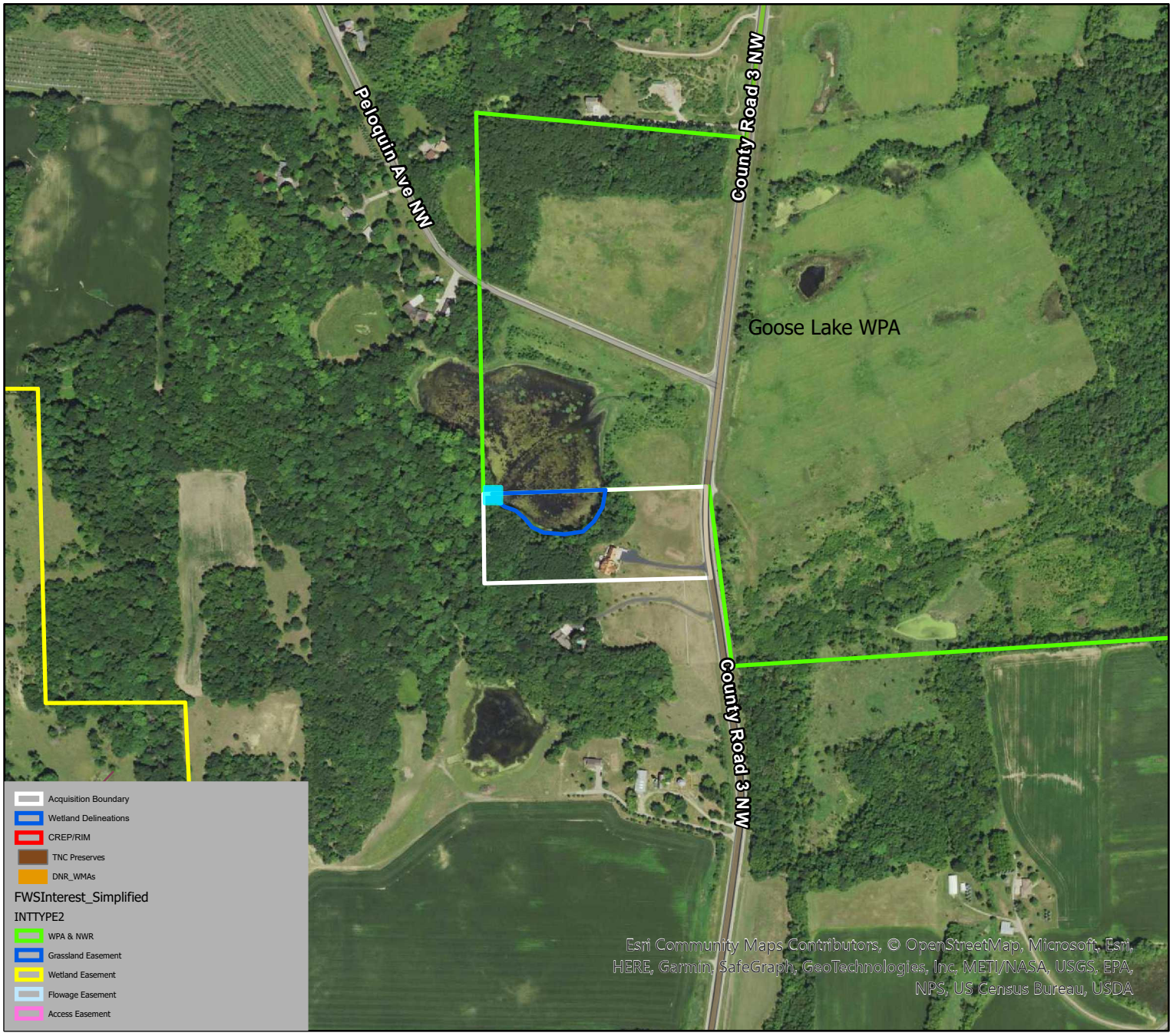
County: Wright

Date: 7/5/2023

Owner's Name: Daniel & Amanda Hesse

Legal Description of Sale

French Lake Twp. (T-120-N, R-28-W)
Section 10 - N415.84FT OF S811.96FT OF E1/2 OF NW1/4 LY W OF CTRLN OF CTY HWY 3



U.S. Fish & Wildlife Service
Litchfield WMD
Mapped by Todd Boonstra
7/5/2023

8"= 1 Mile

0 0.07 0.15 0.3 Miles

N W E S

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Greg T. Kryzer

Requestor Title
Civil Division Chief

Department (please use dropdown to select department) *
ATTORNEY

Target Meeting Date *
11/21/2023 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
GTK7344

Item Details

Board Action Requested *
Staff is Requesting that the Board of Commissioners Schedule a Date and Time for a Public Hearing to Consider Adopting a Moratorium on Cannabis. Staff is Recommending a Hearing on December 12 or December 19 at 9:30 a.m. During the Regularly Scheduled Board Meeting.

Short Title (what will appear on Agenda outline - 250 character max.) *
Schedule Hearing for Moratorium on Cannabis

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

Briefly describe how the request aligns with the selected value stream.
Regulating Cannabis

Describe the impact on staffing resources.
If the Board adopts a moratorium staff and the Board will be required to study Cannabis and its impact on the community

Fiscal Impact:
At this time the impact will be minimal.

Background/Justification:
With the recent legalization of cannabis staff is looking to establish a moratorium to further study how cannabis will be regulated in Wright County.

Route for Review and Approval

- [ ] County Administrator
- [ ] Assistant County Administrator
- [ ] Finance Review
- [ ] Legal Review
- [ ] Risk Mgmt Review
- [x] 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
Lindsey Meyer

Requestor Title
Finance Director

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

Target Meeting Date *
11/21/2023 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

Originator
TGW2392

Item Details

Board Action Requested *
Overall License Center Update

Short Title (what will appear on Agenda outline - 250 character max.) *
Overall License Center update

Value Stream the request primarily aligns with:
Optimize Civic Engagement

Briefly describe how the request aligns with the selected value stream.
Discussing our services provided to our constituents

Describe the impact on staffing resources.
n/a

Fiscal Impact:
n/a

Background/Justification:
n/a

Route for Review and Approval

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

Agenda Item Attachments (1)

Document Name	Attachment Type
License Center Update 2023.pdf	Attachment

☐ Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

License Center Update 2023

Brief Three Year Comparison of totals and monthly averages: (2023 is January-October)

Total Transactions by type	2021	2022	2023
Driver's License	25,936	29,574	28,523
Motor Vehicle	31,129	29,081	27,646
DNR Title and Registration	3,604	3,801	3,224
Exams Administered	-	2,007	3,361

Monthly Transaction Averages by type	2021	2022	2023
Driver's License	2,161	2,465	2,852
Motor Vehicle	2,594	2,423	2,765
DNR Title and Registration	300	317	322
Exams Administered	-	251	336

Notes:

- Motor Vehicle decrease from 2021 to 2022 can be attributed to post-COVID operations returning to normal for most offices around the state. We attracted customers from all over the State because our walk-up window was installed and primarily geared towards motor vehicle transactions.
- DNR totals for 2023 may appear low. However, December is when all boat and ATV renewals open for the upcoming season as well as the expected increase in snowmobile renewals for winter.
- The increase in Driver's License applications can be partially attributed to offering exams as we process an application for successful testers.

New Building comparisons:

Kiosk Check Ins	April 2022-December 2022	January 2023-October 2023
Total	47,200	57,554
Average per month	5,244	5,755

Drive Thru Transactions	2022	2023
Total	2,943	5,758

Customer Service Highlights:

- We continue to offer an average of 30 general License Center appointments per day.
- We continue to offer an average of 35 Written Test appointments on exams days.
- We can now offer the written exam in 8 languages with audio.
- Staff have been able to manage incoming phone calls while working the Driver Thru and typically return messages within the same day. Any messages unable to be returned same day are returned the next business day.
- Staff can now assist customers in printing residency documents for Real and Enhanced applications using our public print station to eliminate an additional trip back to our office.
- We have accepted property tax payments for Taxpayer Services in our Drive Thru as an additional service option for our constituents.

Legislative Impacts:

Current

- Fee increases for both State and County
- Motor Vehicle Sales Tax increase
- Removing knowledge test requirement for most new to state residents
- DL for All initiative

Upcoming

- $1 surcharge added to motor vehicle transactions
- New service offering: Driver and Vehicle record requests and crash reports
- New service offering: Free Driver's License/ID card and vehicle registration for Veterans with 100% service-connected disability
- New specialty plates: MN Sports teams and Black Out plate

New Buffalo Exam Station

- Located on Commercial Drive in Buffalo
- Proposed opening is December 2023
- New location will expand to five days a week, currently they only operate 2 days a week
- New location will also process driver's license and permit applications
- All skills tests will be by appointment only (state standard)
- Class D Written tests will be by appointment only (state standard)
- CDL and motorcycle written tests should be offered on a walk in basis
- We will have to assess the impact to License Center staffing after a few months of operation

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Lindsey Meyer

Requestor Title
Finance Director

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

Target Meeting Date *
11/21/2023 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

Originator
TGW2392

Item Details

Board Action Requested *
Denial of Tobacco License for AA Vape and Tobacco Shope, 242 West Broadway Street, Monticello, MN 55362

Short Title (what will appear on Agenda outline - 250 character max.) *
Denial of Tobacco License for AA Vape and Tobacco Shope, 242 West Broadway Street, Monticello, MN 55362

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

Briefly describe how the request aligns with the selected value stream.
This corresponds with Wright County policies related to tobacco retailers and proximity to youth oriented facilities

Describe the impact on staffing resources.
Review of application, site visit verification, correspondence with applicant

Fiscal Impact:
Collection of License Fee, Cost associated with site verification

Background/Justification:
The Application of AA Vape and Tobacco Shope, LLC is located within 1000 feet of two youth-orientated facilities the closest being 624 feet from the West Bridge Park located at 107 East River Street, Monticello, MN 55362

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
AA VAPE DENIAL RESOLUTION.pdf	Attachment
242 Broadway Street Monticello.docx	Attachment
AA Vape and Tobacco Application_Redacted.pdf	Attachment

☐ Hide RFBA Review

RFBA Review

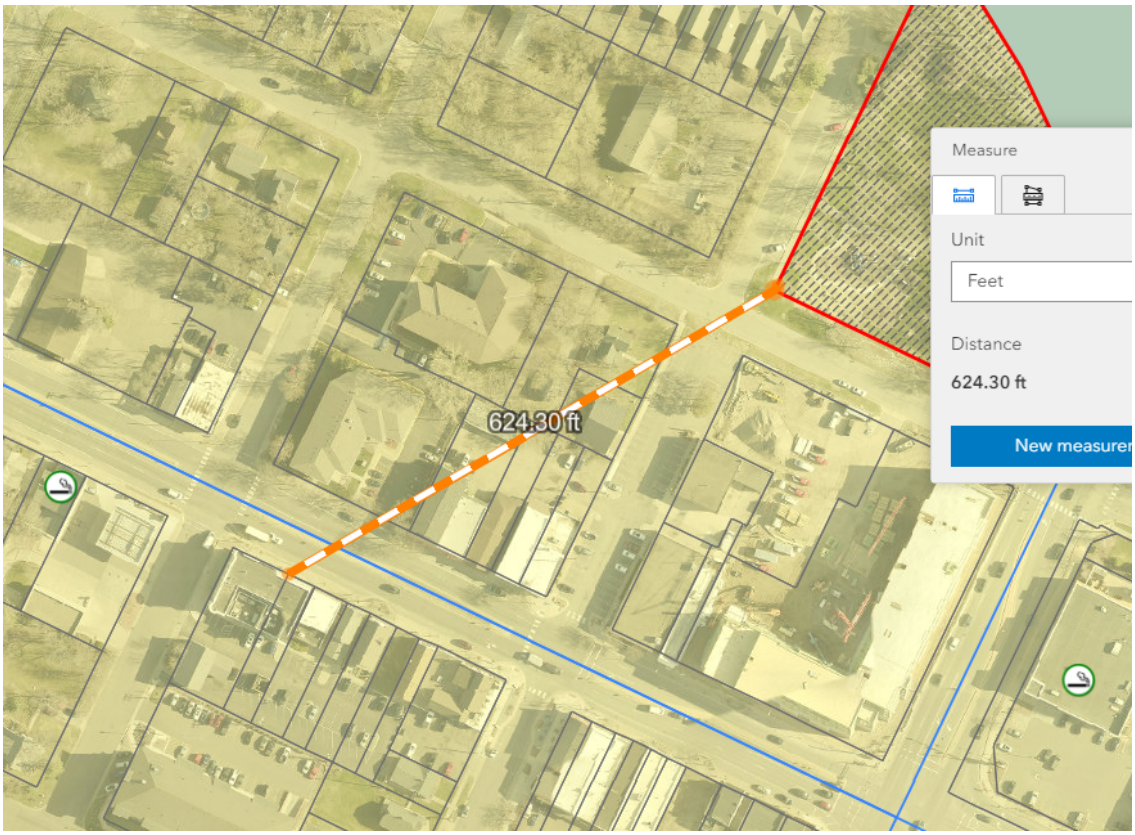
Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

242 Broadway Street – Monticello, MN





RECEIVED OCT 31 2023

WRIGHT COUNTY MINNESOTA

Tobacco, Tobacco Products & Tobacco Related Devices License Application

Application Type (select one): ☒ New ☐ Renewal

MN Tax ID Number: [redacted]	Federal Tax ID Number: [redacted]		
Applicant's Full Name: ANis AYANI			
Business Legal Name: AA VAPE and Tobacco ~~Outlet~~ Shope LLC			
Business DBA Name: New Hope Tobacco outLet			
Business Address: 242 West BRoadway St	City: Monticello	State: MN	Zip Code: 55362
Business Mailing Address: 9430 36th Ave N	City: New Hope	State: MN	Zip Code: 55427
Residential Address:	City:	State:	Zip Code:

Business Phone:	Residential Phone:	Email Address:
612-232-3852		NewHopeTobaccooutLet@Gmail.com

Type of business to be licensed (convenience store, bar, grocery store, etc.): To Bacco Shop

Number of months per year establishment will be open: 12 months	Name of Manager: ANis AYANI

New licensees - State the percentage of estimated gross revenue to be derived from the sale of tobacco and tobacco related products: 100 %

Renewal licensees - State the actual percentage of gross revenue from the sale of tobacco and tobacco related products: 100 %

As a licensed tobacco products or cigarette retailer, I understand that:

1. I understand the County of Wright uses the information on this application to determine qualifications for a license. I am not legally required to provide this information. If I refuse, Wright County cannot approve my application. MN Statute 270C.72 requires my Minnesota Tax ID and either a Social Security Number or Individual Tax ID Number. These may be given to the Commissioner of Revenue if requested. After Wright County approves by license, all information except my Social Security Number is public (Minn. Statutes, Chapter 13).
2. I can purchase cigarettes only from a Minnesota distributor or sub jobber who holds a license with the Minnesota Department of Revenue.

WRIGHT COUNTY
MINNESOTA

Tobacco, Tobacco Products & Tobacco Related Devices License Application

3. I must obtain a Tobacco Products Distributor license if I purchase untaxed tobacco products from an out-of-state company.
4. I may not sell cigarettes affixed with Minnesota Native American stamps unless my retail business is located on a reservation that has a tax agreement with the State of Minnesota.
5. I may not purchase from or exchange cigarettes or tobacco products with another retailer.
6. I must keep complete and legible cigarette and tobacco products invoices on the licensed premises, or make invoices available within one hour of request, for at least one year after the date of purchase.
7. I know that the Minnesota Department of Revenue and/or law enforcement may conduct cigarette and tobacco inspections of the premises, including inspections of inventory, invoices, and licenses, and I understand that a refusal to allow an inspection is grounds for revocation of my license.
8. I know that failure to comply with all requirements can result in criminal and/or civil penalties, including fines or loss of cigarettes and tobacco products. I further acknowledge that Wright County Staff cannot provide any guarantees or assurances as to the validity or setbacks required for my application and that a license is only valid when approved by the Wright County Board of Commissioners.
9. I, (print name) ANIS AYANI, certify or declare under penalty of perjury under the laws of the State of Minnesota that the information on this application and attached documents is true and correct. All information is subject to verification by the State of Minnesota. I understand that false information may result in the denial, suspension or revocation of my business license.

I certify that I have read the above questions and that the answers are true and correct to the best of my knowledge.

Applicant's Signature:	Date:
Ayani	10/26/23

Annual Fee: $200.00. Make check payable to: Wright County Finance & Taxpayer Services. Cash is only accepted if the application is filed in person.

Return completed application, CT102, workers compensation form and fee to:
Wright County Finance & Taxpayer Services
Attn: Licensing
3650 Braddock Ave NE, Suite 1400
Buffalo, MN 55313

CERTIFICATE OF COMPLIANCE
MINNESOTA WORKERS' COMPENSATION LAW

Minnesota Statutes §176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in an activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of M.S. Chapter 176. The information required is: the name of the insurance company, the policy number, and dates of coverage or the permit to self-insure. This information will be collected by the licensing agency and retained in their files.

This information is required by law. Licenses and permits to operate a business may not be issued or renewed if it is not provided and/or is falsely reported. Furthermore, if this information is not provided or is falsely stated, it may result in a $1,000 penalty assessed against the applicant by the Commissioner of the Department of Labor and Industry.

Insurance Company: Berkshire Hathaway Guard Insurance Company
(**NOT** the insurance agent)

Policy Number: AAWC 463250

Dates of Coverage: 09/01/23 to 09/01/24

-- or --

- ☐ I have no employees
- ☐ I am self-insured (include permit to self-insure)
- ☐ I have no employees who are covered by the workers' compensation law (these include: spouse, parent, children and certain farm employees)

I certify that the information provided above is accurate and complete and that a valid workers' compensation policy will be kept in effect at all times as required by law.

Name: AYANI ANIS
Last, First Middle -- Please type or print.

Doing Business As (dba): NEW HOPE Tobacco outlet
Business name if different than your name – please type or print.

Business Address: 242 West Broadway Street
Street Address
Monticello MN 55362
City, State, ZIP

Phone: 612-232-3852
Please include area code.

Signature: [signature] Date: 10/26/23

DEPARTMENT OF REVENUE

CT102

License Application to Make Retail Sales of Cigarette and Other Tobacco Products

To be completed by applicant when applying for a license with a city or county.

Print or Type

Applicant's Minnesota Tax ID Number [redacted]

The Minnesota Tax ID must be issued in the same legal name of the licensee below.

FOR MUNICIPAL USE ONLY

License Authority
License Number
Period Covered
Date of Issuance

Cigarettes/tobacco products will be sold *(a separate license is required for each location or vending machine)*:

☒ Over Counter ☐ Through Vending Machine ☐ Both

AA VAPE and Tobacco Shope LLC
Licensee's Legal Name

New HOPE Tobacco outlet
Business Trade Name (doing business as)

[redacted]
Daytime Phone

242 W BRoadway St [redacted] wright 612-232-3852
Complete Address of Business Location *(permit location)* County Other Phone Number

Monticello MN 55362 763-208-0359
City State ZIP Code Fax Number

9430 36th Ave N New HOPE MN 55427 763-208-0357
Mailing Address *(if different than business address)* City State ZIP Code Email Address

[redacted]
NewHOPE Tobacco outlet @ Gmail. C

Business Information

Type of legal organization *(check one)*:

☒ Sole proprietor
☐ Partnership
☐ Other *(describe)* _____

☐ Minnesota corporation: Enter date of incorporation _____
☐ Out-of-state corporation: State of incorporation _____
Are you registered to do business in Minnesota? ☒ Yes ☐ No

Corporate officers or partners *(attach a list if necessary)*

Name | Title
Address | City | State | ZIP Code

Name | Title
Address | City | State | ZIP Code

Statement of Understanding

As a licensed tobacco products or cigarette retailer, I understand that:

1. I can purchase cigarettes and tobacco from a Minnesota distributor or subjobber who holds a license with the Minnesota Department of Revenue. The Cigarette and Tobacco Distributor List is on our website. Go to www.revenue.state.mn.us and type Distributor List in the Search box.
2. I must obtain a tobacco products distributor license if I purchase untaxed tobacco products from an out-of-state company.
3. I may not sell cigarettes affixed with Minnesota Native American stamps unless my retail business is located on a reservation that has a tax agreement with the State of Minnesota.
4. I may not purchase from or exchange cigarettes or tobacco products with another retailer.
5. I must keep complete and legible cigarette and tobacco products invoices on the licensed premises, or make invoices available within one hour of request, for at least one year after the date of the purchase.
6. I know that the Minnesota Department of Revenue and/or law enforcement may conduct cigarette and tobacco inspections of the premises, including inspections of inventory, invoices and licenses, and I understand that a refusal to allow an inspection is grounds for revocation of my license.
7. I know that failure to comply with all requirements can result in criminal penalties, including the loss of cigarettes and tobacco products.

Sign Here

Licensee Signature	Title	Print Name	Date	Daytime Phone
[signature]	CEO	ANIS AYANI	10/26/23	612-232-3852
Licensing Agent's Signature	Title	Print Name	Date	Daytime Phone

License applicant: Submit this form to the licensing authority along with the license application.
Licensing authority: Mail, email or fax to:
Minnesota Revenue, Mail Station 3331, St. Paul, MN 55146-3331.
Fax: 651-556-5236. Email: cigarette.tobacco@state.mn.us

(Rev. 7/19)

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

FINDINGS AND ORDER DENYING THE TOBACCO LICENSE FOR AA VAPE and TOBACCO SHOPE L.L.C AT 242 WEST BROADWAY STREET, MONTICELLO, MN 55362

FINDINGS

1. The Wright County Board of Commissioners is the tobacco licensing authority for the City of Monticello, Minnesota pursuant to Minn. Stat. § 461.12 (2022).
2. The Board has reviewed the application materials of AA Vape and Tobacco Shope, LLC as well as the setback map prepared by County Staff.
3. The Applicant AA Vape and Tobacco Shope, LLC applied for a tobacco license to establish a tobacco products shop at 242 West Broadway Street, Monticello, MN 55362. The Application was received on October 31, 2023. The Application stated the proposed business at this location would only be selling tobacco and tobacco related products.
4. Wright County Ordinance § 110.035 states in relevant part that "no license shall be issued to a tobacco products shop that is located within 1,000 feet of a youth-oriented facility".
5. The Application of AA Vape and Tobacco Shope, LLC is located within 1000 feet of two youth-orientated facilities the closest being 624 feet from the West Bridge Park located at 107 East River Street, Monticello, MN 55362.

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)

Witness my hand and official seal at Buffalo, Minnesota, this

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 ##

6. The West Bridge Park is classified under Wright County Ordinance Chapter 110 as a youth oriented facility.
7. The Application of AA Vape and Tobacco Shope, LLC is located within 1,000 feet of a youth oriented facility. The setback line is not bisected by a County State Aid Highway, State Highway or Federal Highway.

Therefore, the Wright County Board of Commissioners makes the following:

ORDER
A. The Application of AA Vape and Tobacco Shope, LLC to operate a tobacco products shop at 242 West Broadway Street, Monticello, MN 55362 is, and the same shall be, DENIED.
B. Pursuant to Wright County Ordinance § 110.027 the Applicant is advised that the Applicant may file an appeal of this Order with the District Court.
C. The Wright County Finance Director shall refund half of the filing fee to the Applicant.
D. The Wright County Finance Director shall mail a copy of this Order to the Applicant. Such mailing of this Order shall constitute full and complete notice.

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Lindsey Meyer

Requestor Title
Finance Director

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

Target Meeting Date *
11/21/2023 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

Originator
TGW2392

Item Details

Board Action Requested *
Approve a Resolution Denying Tobacco License for Anna Tobacco Albertville, LLC Located at 5600 La Center Avenue Suite 111

Short Title (what will appear on Agenda outline - 250 character max.) *
Denial of Tobacco License for Anna Tobacco Albertville, LLC located at 5600 La center Avenue suite 111

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

Briefly describe how the request aligns with the selected value stream.
This corresponds to the counties policies related to tobacco retailers and their proximity to youth orientated facilities

Describe the impact on staffing resources.
Review of Application, site verification, correspondence with applicant

Fiscal Impact:
Collection of Application fee, Application Review

Background/Justification:
The Application of Anna Tobacco Albertville, LLC is located 680 feet from the Albertville Lions Park at 5801 Main Avenue NE, Albertville, MN 55301.

Route for Review and Approval

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

Agenda Item Attachments (3)

Document Name	Attachment Type
Anna Tobacco Denial Resolution.docx	Attachment
Anna tobacco Albertville _Redacted.pdf	Attachment
Anna Tobacco Map.docx	Attachment

☐ Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

REQUIRED DOCUMENTS FOR TOBACCO RENEWALS AND NEW APPLICANTS

- ☐ Two - Page Application
- ☐ CT102 Form
- ☐ Workers Comp
- ☐ Payment - $200.00

WRIGHT COUNTY
MINNESOTA

Tobacco, Tobacco Products & Tobacco-Related Devices License Application

Application Type (select one): ☐ New ☐ Renewal

MN Tax ID Number:	Federal Tax ID Number:		
Applicant's Full Name:			
Business Legal Name:			
Business DBA Name:			
Business Address:	City:	State:	Zip Code:
Business Mailing Address:	City:	State:	Zip Code:
Residential Address:	City:	State:	Zip Code:
Business Phone:	Residential Phone:	Email Address:	
Type of business to be licensed (convenience store, bar, grocery store, etc.):			
Number of months per year establishment will be open:	Name of Manager:		
New licensees - State the percentage of estimated gross revenue to be derived from the sale of tobacco and tobacco related products: _____%			
Renewal licensees - State the actual percentage of gross revenue from the sale of tobacco and tobacco related products: _____%			

As a licensed tobacco products or cigarette retailer, I understand that:

1. I can purchase cigarettes only from a Minnesota distributor or sub jobber who holds a license with the Minnesota Department of Revenue.
2. I must obtain a Tobacco Products Distributor license if I purchase untaxed tobacco products from an out-of-state company.
3. I may not sell cigarettes affixed with Minnesota Native American stamps unless my retail business is located on a reservation that has a tax

WRIGHT COUNTY
MINNESOTA

Tobacco, Tobacco Products & Tobacco-Related Devices License Application

agreement with the State of Minnesota.

4. I may not purchase from or exchange cigarettes or tobacco products with another retailer.
5. I must keep complete and legible cigarette and tobacco products invoices on the licensed premises, or make invoices available within one hour of request, for at least one year after the date of purchase.
6. I know that the Minnesota Department of Revenue and/or law enforcement may conduct cigarette and tobacco inspections of the premises, including inspections of inventory, invoices, and licenses, and I understand that a refusal to allow an inspection is grounds for revocation of my license.
7. I know that failure to comply with all requirements can result in criminal and/or civil penalties, including fines or loss of cigarettes and tobacco products
8. I have reviewed and understand the requirements set forth in the Wright County Tobacco Ordinance and affirm that my application meets those requirements.

I certify that I have read the above questions and that the answers are true and correct to the best of my knowledge.

Applicant's Full Name (print):	Applicant's Signature:	Date:
	YH	

Annual Fee: $200.00. Make check payable to: Wright County Finance & Taxpayer Services

Return completed application, CT102, workers compensation form and fee to:
Wright County Finance & Taxpayer Services
Attn: Licensing
3650 Braddock Ave NE, Suite 1400
Buffalo, MN 55313

FOR WRIGHT COUNTY USE ONLY					
Date received:		Check#:			
Application: ☐	CT102: ☐	WC form: ☐	Fee: ☐		
Number of compliance check violations in the past five years:					

DEPARTMENT OF REVENUE

CT102

[redacted]

[redacted]

[redacted]

CERTIFICATE OF COMPLIANCE
MINNESOTA WORKERS' COMPENSATION LAW

Minnesota Statutes §176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in an activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of M.S. Chapter 176. The information required is: the name of the insurance company, the policy number, and dates of coverage or the permit to self-insure. This information will be collected by the licensing agency and retained in their files.

This information is required by law. Licenses and permits to operate a business may not be issued or renewed if it is not provided and/or is falsely reported. Furthermore, if this information is not provided or is falsely stated, it may result in a $1,000 penalty assessed against the applicant by the Commissioner of the Department of Labor and Industry.

Insurance Company: _____
(**NOT** the insurance agent)

Policy Number: _____

Dates of Coverage: _____ to _____

-- or --

☐ I have no employees
☐ I am self-insured (include permit to self-insure)
☐ I have no employees who are covered by the workers' compensation law (these include: spouse, parent, children and certain farm employees)

I certify that the information provided above is accurate and complete and that a valid workers' compensation policy will be kept in effect at all times as required by law.

Name: Zahed Mohibullah
Last, First Middle -- Please type or print.

Doing Business As (dba): Anna Tobacco Albertville
Business name if different than your name – please type or print.

Business Address: 5600 La Centre Ave, Suite 111
Street Address
Albertville, MN, 55301
City, State, ZIP

Phone: 7867276420
Please include area code.

Signature: _____ Date: 09/25/2(


681.26 ft
Measure
Unit
Feet
Distance
681.26 ft
New measurement

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

FINDINGS AND ORDER DENYING THE TOBACCO LICENSE FOR ANNA TOBACCO ALBERTVILLE L.L.C., ALBERTVILLE, MN 55301

FINDINGS

1. The Wright County Board of Commissioners is the tobacco licensing authority for the City of Albertville, Minnesota pursuant to Minn. Stat. § 461.12 (2022).

2. The Board has reviewed the application materials of Anna Tobacco Albertville, LLC as well as the setback map prepared by County Staff.

3. The Applicant Anna Tobacco Albertville, LLC applied for a tobacco license to establish a tobacco products shop at 5600 La Center Avenue Suite 111, Albertville, MN 55301. The Application was received on September 25, 2023. The Application stated the proposed business at this location would only be selling tobacco and tobacco related products.

4. Wright County Ordinance § 110.035 states in relevant part that "no license shall be issued to a tobacco products shop that is located within 1,000 feet of a youth-oriented facility".

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)

Witness my hand and official seal at Buffalo, Minnesota, this

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 ##

5. The Application of Anna Tobacco Albertville, LLC is located 680 feet from the Albertville Lions Park at 5801 Main Avenue NE, Albertville, MN 55301.

6. The Albertville Lions Park is classified under Wright County Ordinance Chapter 110 as a youth-oriented facility.

7. The Application of Anna Tobacco Albertville, LLC is located within 1,000 feet of a youth-oriented facility. The setback line is not bisected by a County State Aid Highway, State Highway or Federal Highway.

Therefore, the Wright County Board of Commissioners makes the following:

ORDER

A. The Application of Anna Tobacco Albertville, LLC to operate a tobacco products shop at 5600 La Center Avenue Suite 111, Albertville, MN 55301 is, and the same shall be, **DENIED**.

B. Pursuant to Wright County Ordinance § 110.027 the Applicant is advised that the Applicant may file an appeal of this Order with the District Court.

C. The Wright County Finance Director shall mail a copy of this Order to the Applicant. Such mailing of this Order shall constitute full and complete notice.

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 *
11/21/2023 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:
15

Originator
CEC4226

Item Details

Board Action Requested *
Public Hearing- Fees for Service Schedule

Short Title (what will appear on Agenda outline - 250 character max.) *
Public Hearing- 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.

Describe the impact on staffing resources.

Fiscal Impact:

Background/Justification:

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
2024 Fee Schedules_Updated 11.01.2023.pdf	Attachment

☐ Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Notes

The Wright County Fee Schedule Schedule was reviewed as part of the May 2023 County Board Workshop

Year	Department	Status
2024	Attorney's Office	Completed
2024	Parks and Recreation	Completed
2024	Sheriff's Office	Completed
2025	Road and Bridge	
2025	Planning and Zoning/HHW Compost Facility	
2025	Surveyor	
2026	Health and Human Services	
2027	Assessor	
2027	Recorder	
2028	Administration	
2028	Finance and Taxpayer Servies	
Continuous	Court Services	

Legend

	Removed From 2023 to 2024
	Changed from 2023 to 2024
	New to 2024

	Removed From 2023 to 2024
	Changed from 2023 to 2024
	New to 2024

Administration 2024

Items	Cost	Description
Data Costs		
Paper Copies - Single Sided Letter or Legal and up to 100 pages	$0.25	per sheet
Paper Copies - Double Sided Letter or Legal and up to 100 pages	$0.50	per sheet
Other copies - Not Subject of the Data	cost	actual costs of making copies. Includes cost to search for and retrieve data, actual cost of copy, cost of thumb drive, mailing and postage costs, and if applicable, certification costs
Other copies - Subject of the Data	cost	actual costs of making copies, but not cost to search for and retrieve data. Includes actual cost of copy, cost of thumb drive, mailing and postage costs, and if applicable, certification costs
Copies for Government Entities	cost	may provide at no cost, depending on the government entity and the extent of data requested
Summary Data	cost	actual cost. Requires Prepayment.
Cost to Search for and Retrieve Data	cost	actual cost of staff time, including salary and benefits
Actual Cost of Copy	cost	actual cost of staff time to make copies, including salary and benefits, and materials (e.g., paper, ink)
Thumb Drive	$25.00	
Mailing and Postage	cost	actual cost
Certification	$5.00	per instance
Hard Copy Highway Map	$3.00	
Miscellaneous Costs		
Dangerous Dog Fee	$250.00	Annually Registration Fee
GIS Data (Custom)		
Staff Time	$50.00	per hour. Custom jobs will be performed only as time permits and at discretion of the department.
PDF of any Map	$5.00	
Beacon - Interactive GIS Map Subscription	$300.00	per year
	$25.00	per month
	$10.00	per day (24 hour period)
Setup Fee	$50.00	per hour plus print / PDF fee
Mass Storage for Digital Data	cost	actual cost
Mailing and Postage	cost	actual cost
~~**GIS Data (Parcel Data)**~~ **Moved to Finance and Asessor**		
~~Standard Dataset~~	~~$0.03~~	~~per parcel, $50 minimum~~
	~~$50.00~~	~~minimum~~
~~Standard Dataset~~	~~$0.06~~	~~per parcel, $50 minimum~~
	~~$50.00~~	~~minimum~~

	Removed From 2023 to 2024
	Changed from 2023 to 2024
	New to 2024

Assessor 2024

Items	Cost Recovery	Current Cost	Proposed Cost	Description	Statute/Justification
Archival Search		$75.00		minimum up to 1 hr.	
		$40.00		per hr. thereafter	
Parcel Data				data available at no charge to government entities	
~~Standard Dataset~~		~~$.03~~		~~per parcel~~	
		~~$75.00~~		~~minimum~~	
		~~$75.00~~		~~additional to run extract~~	
~~Non-Standard Data Set~~ Parcel Data Files	100%	$.06	$.06	per parcel	Implementation cost recoupment allowed per MN Statute Section 13.03, subd. 3(d). $570,818.37 implementation costs of iasWorld, 20 year system life expectancy 540,000 records requested/retrieved annually $570,818.37 / 20 / 540,000 = $.06 per record cost Assessor and Taxation have charged different rates in the past due to differing systems. This is an increase for Taxation and stagnant for Assessor.
	100%	$75.00	$75.00	set up per extract	Average hourly rate of staff with technical ability to research, set-up, and run data extracts from the system. Assessor and Taxation have charged different rates in the past due to differing systems. This is an increase for Taxation and stagnant for Assessor.
		~~$75.00~~		~~additional to run extract~~	
Tax Increment Financing Districts		$200.00		minimum up to 2 hrs.	
		$75.00		per hr. thereafter	
Local Assessor Fees					
Local Assessor Setup Fee		$200.00		per district	
				security set up- one time/new user	
Local Assessor VDI Fee		$200.00		one time/new user	
Local Assessor CAMA Setup Fee		$200.00			
Local Assessor CAMA Training Fee		$75.00		per hour	
Valuation Estimates		$75.00		per hour	
				1 hr. minimum	
County Assessor Certificate		$10.00			
Site Inspection Review Fee		$75.00		per hour	
				non-contract jurisdictions	
Miscellaneous Services/Research		$75.00		per hour (1 hr. minimum)	
Special Project Assistance		$75.00		per hour	
				non-contract jurisdictions	

	Removed From 2023 to 2024
	Changed from 2023 to 2024
	New to 2024

Attorney 2024

Items	Cost Recovery	Current Cost	Proposed Cost	Description	Statute/Justification
Photocopies	0 -100%	$0.25	$.25 Single Side or $.50 Double Sided	per page	Sherburne: .25/page; Stearns: .25/page; Meeker: .25/page
Reprints of Photos	Unknown	$10.00	$0.00	Remove From Schedule	Eliminate this fee- fee is covered under Photocopies- Data Subject, Photocopies- Not Data Subject and Other Costs
		$0.50	$0.00	Remove From Schedule	Eliminate this fee- fee is covered under Photocopies- Data Subject, Photocopies- Not Data Subject and Other Costs
Scanned Photos	100%	$1.50	$0.00	Remove From Schedule	Eliminate this fee- fee is covered under Photocopies- Data Subject, Photocopies- Not Data Subject and Other Costs
Flash drive/Thumb Drive (8GB & 16GB/Drive)	80 - 81%	$0.00	$2.00	each	Actual cost permitted by MN State Statutes 13.03 and 13.04; MN Rule 1205.0300; 8GB costs $2.50/drive, 16GB costs $2.45/drive and 32GB costs $2.48/drive. It will be simpler to collect $2.00 for each of these sizes.
Flash drives/Thumb Drive (32GB/Drive)	81%	$2.60	$2.00	each	Actual cost permitted by MN State Statutes 13.03 and 13.04; MN Rule 1205.0300 8GB costs $2.50/drive, 16GB costs $2.45/drive and 32GB costs $2.48/drive. It will be simpler to collect $2.00 for each of these sizes.
Flash drive/Thumb Drive (64GB/Drive)	80 -81%	$0.00	$3.00	each	Actual cost permitted by MN State Statutes 13.03 and 13.04; MN Rule 1205.0300; 64GB costs $3.60/drive. It will be simpler to collect $3.00/drive.
Flash drive/Thumb Drive (128GB/Drive)	92%	$0.00	$9.00	each	Actual cost permitted by MN State Statutes 13.03 and 13.04; MN Rule 1205.0300; 128GB costs $9.73/drive. It will be simpler to collect $9.00/drive.
CD's/DVD's		$25.00	$0.00	Remove From Schedule	

	Removed From 2023 to 2024
	Changed from 2023 to 2024
	New to 2024

Court Services 2024

Fees are Set by State Statute

Court Service….Program	Current FEE	PROPOSED FEE	EFFECTIVE DATE
Adult Probation Fees: (One time fee per sentence date)			
Misdemeanor	$240.00	$300.00	7/1/2023
Gross Misdemeanor (non ISP cases)	$280.00	$330.00	7/1/2023
Felony (non ISP cases)	$520.00	$620.00	7/1/2023
Transfer Out - Misd/Gross Misd (non ISP cases)	$120.00	$145.00	7/1/2023
Transfer Out – Felony (non ISP cases)	$250.00	$300.00	7/1/2023
Transfer In - Misdemeanor	$220.00	$275.00	7/1/2023
Transfer In - Gross Misdemeanor (non ISP cases)	$280.00	$330.00	7/1/2023
Transfer In – Felony (non ISP cases)	$520.00	$620.00	7/1/2023
Program Only	$115.00	$140.00	7/1/2023
Intensive DWI Supervision (all)	$620.00	$740.00	7/1/2023
Intensive DV Supervision……..	$370.00	$440.00	7/1/2023
The Turn Supervision…….	$700.00	$820.00	7/1/2023
Juvenile Probation Fees: (One time fee per sentence date)			
Juvenile Petty Offenders	$80.00	$100.00	7/1/2023
Misdemeanor	$90.00	$110.00	7/1/2023
Gross Misdemeanor	$135.00	$175.00	7/1/2023
Felony	$165.00	$200.00	7/1/2023
Chemical Use Assessment Fee	$125.00	$150.00	7/1/2023
Pre-Trial Fee (EHM, Random Testing)	$100.00	$125.00	7/1/2023
Home Detention/House Arrest	$25.00/day	$30.00/day	7/1/2023
Pre-Trial Electronic Home Monitoring	$10.00/day	$15.00/day	7/1/2023
GPS Monitoring	$25.00/day	$30.00/day	7/1/2023
BCA Swab Tests	$25.00	$30.00	1/1/2018
Instant/Rapid Urine Tests	$20.00	$25.00	7/1/2023
Preliminary Breath Test (PBT) Pre-Trial Cases Only	$15.00	$20.00	7/1/2023

	Removed From 2023 to 2024
	Changed from 2023 to 2024
	New to 2024

COURT SERVICES 2024 *continued*

Court Service….Program	Current FEE	PROPOSED FEE	EFFECTIVE DATE
Urine Confirmation Tests:			
1 drug	$25.00	$30.00	7/1/2023
2 drugs	$50.00	$60.00	7/1/2023
3 drugs	$75.00	$90.00	7/1/2023
4 drugs	$100.00	$120.00	7/1/2023
5 drugs	$125.00	$145.00	7/1/2023
6 drugs	$150.00	$175.00	7/1/2023
7 drugs	$175.00	$200.00	7/1/2023
8 drugs	$200.00	$220.00	7/1/2023
9 drugs	$225.00	$260.00	7/1/2023
Juvenile/Adult Diversion (Community Conf./Straight Div.)	$80.00	$95.00	7/1/2023
Adult Diversion (Felony Controlled Substance Only)…….....	$150.00	$180.00	7/1/2023
Juvenile/Adult Choices Program	$75.00	$90.00	7/1/2023
Juvenile – Payable Diversion	1st Offense $65	1st Offense $80	7/1/2023
	2nd Offense $85	2nd Offense $105	
	3rd Offense $100	3rd Offense $120	
Juvenile – Truancy Fees	AIM Class $15	AIM Class $20	7/1/2023
	Diversion $80	Diversion $95	
	CHIPS $100	CHIPS $120	
Decision Points	$100.00	$120.00	7/1/2023

	Removed From 2023 to 2024
	Changed from 2023 to 2024
	New to 2024

Finance & Taxpayer Services 2024

Items	Cost Recovery	Current Cost	Proposed Cost	Description	Statute/Justification
General Finance and Taxpayer Services					
Atlas		$15.00			
Copy-Miscellaneous		$0.25			
Copy-Print Screen		$0.25			
Copy-Tax Statement		$1.00		plus postage	
All County Credit Card Processing Fee		2.40%		fee, with a minimum of $1.80. (exceptions property tax credit card and license center transactions)	
Credit Card Convenience Fee, License Center	100%	2.49%	2.15%	fee, with a minimum of $1.75 for License Center debit and credit card transactions	To recover 100% of credit card fees associated with the transaction
Credit Card Convenience Fee, Property Tax Payments	100%	2.40%		fee, with a minimum of $1.80, for property tax credit card transactions	
		$4.00	$4.00	flat fee for property tax debit card transactions	To recover 100% of credit card fees associated with the transaction
		$1.80		flat fee for property tax ECheck transactions	
Notary Services		$1.00			MN Statute 357.17
Maps		$3.00			
Business Licensing					
Auctioneer License		$20.00		cash	MN Statute 330.01
		$1,000.00		bond	MN Statute 330.01
Beer License On Sale 12 mos.		$100.00			
Beer License Off Sale 12 mos.		$50.00			
Beer License On Sale 6 mos.		$50.00			
Beer License Off Sale 6 mos.		$25.00			
Consumption & Display (Set-up) Fee		$250.00			
Fireworks Display Permit		$25.00		per parcel	
Fireworks Retailer Permit		$350.00			
Fireworks "Other" Retailer Permit		$100.00			
Large Group Assembly Fee, First time Application	100%		$950.00	First time large group assembly license fee	
Large Group Assembly Fee	100%	$500.00		Annual event held within 24 months of prior event	
Liquor License On Sale (including Sunday)		$2,500.00			
Liquor License On/Off Sale (including Sunday)		$3,000.00			
Liquor License Off Sale		$500.00			
Liquor License Temporary		$75.00			
Liquor License Compliance Check Violation 1st Violation		$200.00			
Liquor License Compliance Check Violation 2nd Violation within 2 years		$500.00			
Liquor License Compliance Check Violation 3rd Violation within 3 years		$1,000.00		plus one week suspension of license	
Precious Metal Dealer Permit		$20.00			
Tobacco License		$200.00		~~If denied $100.00 or 50% of Application Fee~~	
Tobacco License Late Renewal Fee		$300.00			
Transient Merchant License		$150.00			
Elections					
Accepted Absentee/Mail Ballot List Request	100%		$30		The state charges $30 per requested jurisdiction and $45 for statewide list
Registered Voter Certificate		$5.00			

Voter Certificate from SVRS		$5.00			
Finance					
All County Collection Charges		$85.00			
All County NSF Fee		$30.00			
Fiscal Agent Administrative Fee - Accounting Services		$25.00		per month	

Removed From 2023 to 2024
Changed from 2023 to 2024
New to 2024

Finance & Taxpayer Services 2024 *continued*

Fiscal Agent Administrative Fee - Payroll Services		$25.00		per month	
Items	**Cost Recovery**	**Current Cost**	**Proposed Cost**	**Description**	**Statute/Justification**
Property Taxation					
Audit Reports		$150.00			
Auditor Certificate-Bond		$150.00			
Auditor's Certificate of Compliance		$75.00			
Confession of Judgment		$100.00		each	
~~Data File Requests~~		~~$0.03~~		~~per record per file, $50 minimum~~	
Parcel Data Files	100%		$.06	per parcel	Implementation cost recoupment allowed per MN Statute Section 13.03, subd. 3(d). $570,818.37 implementation costs of iasWorld, 20 year system life expectancy 540,000 records requested/retrieved annually $570,818.37 / 20 / 540,000 = $.06 per record cost. Assessor and Taxation have charged different rates in the past due to differing systems. This is an increase for Taxation and stagnant for Assessor.
	100%		$75.00	set up per extract	Average hourly rate of staff with technical ability to research, set-up, and run data extracts from the system. Assessor and Taxation have charged different rates in the past due to differing systems. This is an increase for Taxation and stagnant for Assessor.
Delinquent Manufactured Home Tax Lien Fees		$30.00		per parcel	
Delinquent Manufactured Home Tax Administrative Fee		$20.00		per parcel	
Delinquent Real Estate Tax Administrative Fee		$20.00		per parcel	
Escrow Setup, Maintenance, Electronic Processing		$3.00		per parcel	
Green Acre Payback Calculation		$50.00		per parcel	
Green Acre Payback Calculation Expedited (within 3 business days)		$100.00		per parcel	
Notice of Expiration of Redemption		$100.00			
Research Fee	100%	$30.00	$40.00	per hour	To recover 100% of staffing costs associated with the research request.
School District Map		$3.00			
Septic Loan Processing Fee		$50.00			
Special Assessment Search/Certification		$5.00			
Special Assessment Setup Fee and Maintenance Fee		$0.50		per parcel COMBINE SETUP FEE AND MAINTENACE FEE @ $.50 /PARCEL/YEAR/ASSESSEMENT	
Tax Forfeit Repurchase		$100.00			
Tax Search/Certify/Delinquent		$5.00		per parcel	
TIF Setup		$400.00			

Passport Fees					
Passport Book (under 15 years)		$100.00		+ $35.00 application fee	US Dept of State
Passport Book (16 years & over)		$130.00		+ $35.00 application fee	US Dept of State
Passport Book Expedited (under 15 years)		$160.00		+ $35.00 application fee	US Dept of State
Passport Book Expedited (16 years & over)		$190.00		+ $35.00 application fee	US Dept of State
Passport Card (under 15 years)		$15.00		+ $35.00 application fee	US Dept of State
Passport Card (16 years & over)		$30.00		+ $35.00 application fee	US Dept of State
Passport Card Expedited (under 15 years)		$75.00		+ $35.00 application fee	US Dept of State

	Removed From 2023 to 2024
	Changed from 2023 to 2024
	New to 2024

Finance & Taxpayer Services 2024 *continued*

Items	Cost Recovery	Current Cost	Proposed Cost	Description	Statute/Justification
Passport Card Expedited (16 years & over)		$90.00		+ $35.00 application fee	US Dept of State
Passport Photo		$15.00			
License Center					
Class D Manual		$5.00			
Motorcycle Manual		$5.00			
CDL Manual		$10.00			
Class D Exam		$10.00			
Other Statutory Fees Charged by the License Center					
Motor Vehicle Registration Fees					MN Statute 168.013
Motor Vehicle Fees (Title, Plate, Excise Tax, Filing Fees, etc.)					MN Statute 168.001-168.846
Driver License Fees					MN Statute 171.06
Game and Fish Fees					MN Statute 97A.475
DNR Fees (Boat, Snowmobile, ATV, OHM, OHV Transfer and Registration					MN Statute 84.82

	Removed From 2023 to 2024
	Changed from 2023 to 2024
	New to 2024

Health & Human Services 2024

Item	Cost Recovery	Current Cost	Proposed Cost	Description	Justification
Administrative Fees					
Mobile Home Assessments		$200.00*			
Mobile Home Reassessments		$100.00*			
Representative Payment Program		% of income or court ordered			
Miscellaneous Fees (EHM, Drug Test, etc.)		Fee Determination		fee determination	
Collection Charge		$85.00		see Finance & Taxpayer Services	
Minimum Subpoena Rate		$600.00		or per contract	
Employee Costs					
Social Services	100%	$73.00/hr.	$77/hr	Department of Health & Human Services per hour rate for billed Social Services time.	Amount calculated by Finance. Based on total expenditures and total staff hours
Financial Services	100%	$64.00/hr.	$63/hr	Department of Health & Human Services per hour rate for billed Social Services time.	Amount calculated by Finance. Based on total expenditures and total staff hours
Public Health Services	100%	$61.00/hr.	$62/hr	Department of Health & Human Services per hour rate for billed Social Services time.	Amount calculated by Finance. Based on total expenditures and total staff hours
Office Support	100%	$36.00/hr.	$39/hr	Department of Health & Human Services per hour rate for billed Social Services time	Amount calculated by Finance. Based on total expenditures and total staff hours
Public Health Services					
Hemoglobin Screening		$5.00			
Tetanus Shot (Tdap Immunization)		$45.00			
Influenza Immunization – Mist		$35.00			
Influenza Immunization		$30.00			
Influenza Immunization – High Dose		$60.00			
Hepatitis B Immunization		$65.00			
Mantoux Test		$40.00			
Cholesterol Screening		$35.00			
Cholesterol Screening (Non-Fasting)		$25.00			
Radon Test Kit		$5.00			
Car Seat Checks		$10.00			
Child & Teen Checkup		$250.00*			
Lead Blood Testing		$20.00			
Dental Fluoride Varnish (Adults and Children)		$5.00			
Vaccine Administration Fee		$10.00			
Diabetes A1C Test		$15.00			
Blood Glucose Test		$5.00			
Alcohol Sales Training Courses		$20.00		per individual	
Alcohol Sales Training Course - Special Events		$100.00		per training	
Private Well Water Testing - Bacteria (Foster Care Provider Fees Are Waived)	50%	$25.00	$30.00	Increase in Revenue Estimated at $4500	To be competitive with other Counties & to recoup increased costs with accreditation. The water testing fee we inherited with the program was one flat rate of $25 for what actually was two tests- nitrates and bacteria. We have changed it with our request to two fees- 1 for nitrates and 1 for bacteria. That's in line with how other labs both private and public break down fees, and allows us to repeat test jut for bacteria and charge an appropriate rate when needed. Thus this does increase our fees from $25 for 2 tests to $60 for 2 ($30 per each) tests so we can recover our total costs.

Removed From 2023 to 2024
Changed from 2023 to 2024
New to 2024

Health & Human Services 2024 *Continued*

Item	Cost Recovery	Current Cost	Proposed Cost	Description	Justification
Private Well Water Testing - Nitrate (Foster Care Provider Fees Are Waived)	50%	$25.00	$30.00		To be competitive with other Counties & to recoup increased costs with accreditation. The water testing fee we inherited with the program was one flat rate of $25 for what actually was two tests- nitrates and bacteria. We have changed it with our request to two fees- 1 for nitrates and 1 for bacteria. That's in line with how other labs both private and public break down fees, and allows us to repeat test jut for bacteria and charge an appropriate rate when needed. Thus this does increase our fees from $25 for 2 tests to $60 for 2 ($30 per each) tests so we can recover our total costs.
Public Health 60+ and Healthy Clinic (County Residents)	100%	NA	$25.00	per individual	Staff time equal to 32 hrs. per week. 6000 client visits per year
Public Health 60+ and Healthy Clinic (Non- County Residents)	100%	NA	$50.00	per individual	Staff time equal to 32 hrs. per week. 6000 client visits per year
Social Service Fees					
Detoxification Services		*			
Out-of-Home Placements (DD/SED)		State Fee Schedule		State Fee Schedule (DHS 2977)	
Out-of-Home Placements		*			
Step parent adoption		$325.00			
Step parent adoption (waived home visit fees)		$175.00			
Child Care Licensing / Renewals 1 year license		$50.00			
Child Care Licensing / Renewals 2 year license		$100.00			
Corporate Foster Care Licenses		$500.00			
SSDI Records Request		$35.00			
* These fees are eligible for the sliding fee scale below					

Household Size	No Fee Paid	20% Fee Paid	40% Fee Paid	60% Fee Paid	80% Fee Paid	100% Fee Paid
Federal Poverty Level	100% FPL or less	101% - 130% of FPL	131% - 165% of FPL	166% - 200% of FPL	201% - 250% of FPL	250% or higher
1	$0 - $13,590	$13,591 - $17,667	$17,668 - $22,424	$22,425 - $27,180	$27,181 - $33,975	$33,976 or more
2	$0 - $18,310	$18,311 - $23,803	$23,804 - $30,212	$30,213 - $36,620	$36,621 - $45,775	$45,776 or more
3	$0 - $23,030	$23,031 - $29,939	$29,940 - $38,000	$38,001 - $46,060	$46,061 - $57,575	$57,576 or more
4	$0 - $27,750	$27,751 - $36,075	$36,076 - $45,788	$45,789 - $55,500	$55,501 - $69,375	$69,376 or more
5	$0 - $32,470	$32,471 - $42,211	$42,212 - $53,576	$53,577 - $64,940	$64,941 - $81,175	$81,176 or more
6	$0 - $37,190	$37,191 - $48,347	$48,348 - $61,364	$61,365 - $74,380	$74,381 - $92,975	$92,976 or more
7	$0 - $41,910	$41,911 - $54,483	$54,484 - $69,152	$69,153 - $83,820	$83,821 - $104,775	$104,776 or more
8	$0 - $46,630	$46,631 - $60,619	$60,620 - $76,940	$76,941 - $93,260	$93,261 - $116,575	$116,576 or more

For families/households with more than 8 persons, add $4,720 for each additional person

	Removed From 2023 to 2024
	Changed from 2023 to 2024
	New to 2024

Highway 2024

Item	Cost	Description
Culvert Delivery for New Entrances	$50.00	
Entrance Permit/Inspection Fee	$50.00	Single/Resident/Non-Commercial
Commercial/Access Permits	$250.00	Commercial
Mailbox Supports (Installed on Co. Highways)	$110.00	*Supports are furnished and installed at no cost to property owners as part of any County overlay or grading project.
New mailbox furnished & installed as part of the County's installation	$15.00	Optional Service
Moving Permit: Overweight & Oversized	$25.00	Single Trip and Weight Fee for over 80,000 lbs
Moving Permit: Overweight & Oversized	$200.00	Annual & Weight Fee
Plat Review	$250.00	Pending Public Hearing and County Board Approval at County Board Meeting November 7, 2023; Remove Plat Review Flat Fee of $250 and update to New Plat Review 3 Tier Fee
Plat Review: Large	$570.00	Pending Nov. 7, 2023 Public Hearing & Board Approval Large Residential Development: 1,000 units or greater; 10+ Acre Comm/Ind; Large Traffic Study, Required EIS
Plat Review: Average	$290.00	Pending Nov. 7, 2023 Public Hearing & Board Approval 10-999 units; less than 10 Acre Commercial/Industrial; small traffic study; possible EAW
Plat Review: Small	$110.00	Pending Nov. 7, 2023 Public Hearing & Board Approval Less than 10 units; No Roadway Improvements
Registration Fee	$40.00	Initial Registration, then annual registration
Right Of Way Permit	$100.00	Excavation/obstruction and/or up to 1st mile lateral installation,
		$50 each additional mile. (Working without a permit, fee automatically
		increases to 4 times the regular permit fee, example: regular permit fee is $150.00, penalty permit fee = $600.00)
Blanket Bond for maintenance of existing facilities within right-of-way	$10,000.00	Includes service line hookups
Open Trench Construction - Project Bond	$25,000.00	In favor of Wright County for up to 1/2 mile or work
Open Trench Construction - Project Bond	$50,000.00	In favor of Wright County for over 1/2 mile up to 1 mile of work
Open Trench Construction - Project Bond	$50,000.00	Additional for each mile over the 1st or a portion there of
Minor crossing under road bed	$5,000.00	per crossing
	$50,000.00	per permit
		Directional boring, jack boring, depths of 10' or less under road bed
Major crossing under road bed	$50,000.00	per crossing
		Directional boring, jack boring, depths of over 10' under road bed
Entire width of roadbed	$10,000.00	For each 10 foot width of cut.
Open cut of bituminous roadbed	$50,000.00	Maximum per open cut.
(When allowed)		
Partial cut into roadbed	$5,000.00	Up to the centerline for a water hookup.
Open cut of bituminous roadbed		
(When allowed)		
No Bond required for direct bury(trenching machine) for 1st mile	$1,000.00	For every mile over the 1st.

	Removed From 2023 to 2024
	Changed from 2023 to 2024
	New to 2024

Parks & Recreation 2024

Item	Cost Recovery	Current Cost	Proposed Cost	Description	Justification
Camp Site - Electrical	90%	Resident: $29.00 Non-Resident: $33.00	Resident: $32.00 Non-Resident: $35.00	per night	Fee is in-line with what other public entities are charging. Last fee adjustment for campgrounds was made in 2020
Camp Site - Non-Electric	90%	Resident: $19.00 Non-Resident: $22.00	Resident: $22.00 Non-Resident: $25.00	per night	Fee is in-line with what other public entities are charging. Last fee adjustment for campgrounds was made in 2020. DNR $25/night/Carver $22 per night/3 Rivers $20 per night/McLeod $23 per night
Camp Site - Full Service	90%	Resident $32.00 Non-Resident $36.00	Resident $35.00 Non-Resident $39.00	per night	Fee is in-line with what other public entities are charging. Last fee adjustment for campgrounds was made in 2020. DNR $43/night.
Campsite Tandem (Bertram Only) - Water/Sewer/50 amp.	90%	Resident: $48.00 Non-resident $52.00	Resident: $51.00 Non-resident $55.00	per night	Fee is in-line with what other public entities are charging. Last fee adjustment for campgrounds was made in 2020
Camper Cabins (Bertram Park)	90%	Small Sleeps 5.00 Resident $55.00 Non-resident $59.00		per night	DNR $90/ Three Rivers $80. Fee is in-line with what other public entities are charging. No proposed fee increase due to how new to the system the cabins are, this will continued to be monitored annually.
	90%	Large Sleeps 6 (includes small refrigerator) Resident $65.00 Non-resident $69.00		per night	Fee is in line with what other public entities are charging. No proposed fee increase due to how new to the system the cabins are. This will continued to be monitored annually. DNR $90/ Three Rivers $80
Camping Reservation Fee	100%	$5.00		per reservation	This fee is charged per transaction and covers staff time for initial and future transactions. This fee is charged per transaction and covers staff time for initial and future transactions.
Group Camp Site	90%	$60.00	$63.00	per night	Fee is in-line with what other public entities are charging. Last fee adjustment for campgrounds was made in 2020. Weekend occupancy rate increasing to over 90%
Seasonal Camp Site	90%	Resident $2,000.00 Non-resident $2300.00	Resident $2,100.00 Non-resident $2,400.00	per season	Fee is in-line with what other public entities are charging. Last fee adjustment for campgrounds was made in 2020. The last year for Seasoanl site will be 2025.
Boat Launch Fee (Non-Campers, Schroeder and Collinwood)		$3.00		per day	
Dump Station - Non Campers	100%	$5.00		per time	Staff is recommended that this fee not change due to the infrequency that non-campers dump their tanks at our campgrounds.
Dump Station - Non Campers - All season	100%	$75.00		per season	Staff is recommended that this fee not change due to the infrequency that non-campers dump their tanks at our campgrounds.
Bertram Chalet	80%	$200.00		per day	This is was set to capture the 2 hour of staff time for set up and clean up, and the wear and tear of the facility. Staff is not recommending a cost adjustment at this time.
Park Shelter Small - Weekday	100%	$35.00		per day	Carver $40 per day plus $50 refundable deposit/ Three Rivers $140-$275 per day/ $50 per day
Park Shelter Small - Weekend	100%	$60.00		per day	
Park Shelter Large - Weekday	100%	$35.00		per day	

Park Shelter Large - Weekend	100%	$85.00		per day	
~~Bertram Pool Side Shelter (Weekends Only)~~		$50.00	REMOVE	per day	Simplify the shelter fees Small VS Large

Removed From 2023 to 2024
Changed from 2023 to 2024
New to 2024

Parks & Recreation 2024 *continued*

Bertram Amphitheater	80%	$75.00		per day	This is was set to capture the 2 hour of staff time for set up and clean up, and the wear and tear of the facility. Staff is not recommending a cost adjustment at this time. All outdoor facilities are available for free when not reserved. The rental fee is per day.
~~Bertram Lake Side Shelter (Weekends)~~		$85.00	REMOVE	per day	Simplify the shelter fees Small VS Large
~~Bertram Lake Side Shelter (Weekday)~~		$35.00	REMOVE	per day	Simplify the shelter fees Small VS Large
~~Beebe Lake Park Shelter (Weekday)~~		$25.00	REMOVE	per day	Simplify the shelter fees Small VS Large
~~Beebe Lake Park Shelter (Weekend)~~		$60.00	REMOVE	per day	Simplify the shelter fees Small VS Large
~~Otsego Park Shelter #1 and #2 (Weekday)~~		$25.00	REMOVE	per day	Simplify the shelter fees Small VS Large
~~Otsego Park Shelter #1 and #2 (Weekend)~~		$60.00	REMOVE	per day	Simplify the shelter fees Small VS Large
~~Otsego Park Gazebo~~		$10.00	REMOVE	per day	Simplify the shelter fees Small VS Large
~~Schroeder Park Shelter (Weekend)~~		$85.00	REMOVE	per day	Simplify the shelter fees Small VS Large
~~Schroeder Park Shelter (Weekday)~~		$35.00	REMOVE	per day	Simplify the shelter fees Small VS Large
~~Collinwood Regional Park - Trailhead Shelter (Weekday)~~		$25.00	REMOVE	per day	Simplify the shelter fees Small VS Large
~~Collinwood Regional Park - Trailhead Shelter (Weekend)~~		$60.00	REMOVE	per day	Simplify the shelter fees Small VS Large
~~Collinwood Regional Park - Beach Shelter (Weekday)~~		$35.00	REMOVE	per day	Simplify the shelter fees Small VS Large
~~Collinwood Regional Park - Beach Shelter (Weekend)~~		$85.00	REMOVE	per day	Simplify the shelter fees Small VS Large
~~Clearwater/Pleasant Park Shelter (Weekday)~~		$35.00	REMOVE	per day	Simplify the shelter fees Small VS Large
~~Clearwater/Pleasant Park Shelter (Weekend)~~		$85.00	REMOVE	per day	Simplify the shelter fees Small VS Large
Mobile Food Vending Permit		$100.00		annual fee	Mobile food vending is allowed under permit in the following areas: 1.Bertram Chain of Lakes Regional Park – North End Parking and South Trailhead Parking Area – It is not allowed outside of designated parking areas. 2.Beebe Lake County Park – Main Parking Area 3.Clearwater/Pleasant Regional Park – Main Parking Area and Disc Golf Parking Area 4.Montisippi County Park – Upper Parking Area 5.Otsego County park – Main Parking Area. $50 City of Crystal Minneapolis Parks and Recreation Board $100 Sat-Sun and Holidays, and $35 Mon-Fri
Ney Park Nature Center	80%	$35.00 first four hours $10.00 each additional hour			This fee was set up to allow the public reduced barriers to outdoor educational opportunities. This fee also partially covers the cost of staff time to clean and prep the facility. All rentals at Ney need to be educational based. When not being used for rentals Ney is the main hub our the Department's educational programs and also County staff retreats.
Snowshoe and Ski Rental	80%	$5.00		per day	The equipment was fully funded through a grant, the fee was set at $5 for the first two years to help encourage the public to use the equipment. The rental fee is per day.

GPS Unit Rental	100%		$15.00	per day	The equipment was fully funded through a grant, the fee was set at $15 for the first two years to help encourage the public to use the equipment. The rental fee is per day.
Camping Kit Rental	80%		$65.00	per day	The equipment was fully funded through a grant, the recommended fee is $65 to encourage participants to use the equipment. $65 covers the cost for staff time to check in and out the equipment. The rental fee is per day.

Removed From 2023 to 2024
Changed from 2023 to 2024
New to 2024

Parks & Recreation 2024 *continued*

Custom Programming for Environmental Education Programs		$35.00 - regular hours		per hour, per staff person regular hours, plus supplies and materials	
		$60.00 - after hours		per hour, per staff person after hours, plus supplies and materials	
Department Lead/ Sponsored or Hosted Programs				fees based on expenses and set by Department	
Wood Cutting Permits	100%	$15.00		per cord - bases on Special Permit	The fee is charged to cover staff time to draft and send permits.
Campground Cancellation / Refund Policy	100%	$15.00 per site ($5 reservation fee plus $10)		cancellation 14 days in advance	This fee is charged to cover staff time and to discourage people from reserving multiple campsites at one time. Carver Cunty $8.00 Mc McLeod $10. MN DNR $10 plus first night of Comping, Three Rivers 50% Refund.
	100%	$20.00 per site ($5 reservation fee plus $15)		cancellation 7-13 days in advance	
	100%	$25.00 per site ($5 reservation fee plus $20)		cancellation 0-6 days in advance	
Shelter Cancellation / Refund Policy		$10.00		Cancellation of shelter reservation 48 hours in advance	Same as above
		no refund		Cancellation of shelter reservation less than 48 hours	same as above

	Removed From 2023 to 2024
	Changed from 2023 to 2024
	New to 2024

Planning & Zoning 2024

Item	Cost Recovery	Current Cost	Proposed Cost	Description	Justification
Building Permits					
Residential Construction					
Dwellings, additions, decks, storage structures, etc.				Fee schedule extracted from 1997 UBC and MN Rule 1301	
Plan review fee		65%		of building permit fee	
Commercial Construction					
Commercial building/construction				Fee schedule extracted from 1997 UBC and MN Rule 1301	
Plan review fee		65%		of building permit fee	
Fixed Fees					
Temporary mobile home		$400.00			
Fire repair		$400.00			
Mechanical (new or replacement)		$70.00			
Fireplace (new or replacement)		$70.00			
New plumbing in existing building		$70.00			
Basement finish on existing house		$100.00			
Building remodel		$100.00			
Re-roof	94%	$71.00	$100.00	Fee is associated with a Reroof building permit, includes a $1 State surcharge	Sherburne $100 Carver $80 City of Monticello $150 City of Buffalo $75.
Re-siding	94%	$71.00	$100.00	Fee is associated with a Reside building permit, includes a $1 State surcharge	This fee amount was established in 2009. The current inspection and administrative costs are not being recovered using the existing fee. In 2022, the costs associated with the 456 reroofing and residing permits issued was roughly $48,089, while on amounting to $30,545 in fees collected. The increase would improve the percentage of cost recovery.
Window/Door replacement		$70.00			
Foundation Repair		$70.00			
State Surcharge					
Fixed fees		$1.00			
All other residential/commercial construction				Per state building code Sect. 326B.149	
Agricultural Buildings					
Grain bins		$25.00			
All other agricultural buildings		$100.00			
Land Alteration					
Over 500 cubic yards (Hearing required)		$500.00			
50 to 500 cubic yards (Shoreland - Hearing required)		$500.00			
10 to 50 cubic yards in Shoreland		$300.00			
Accessory Structures					
Building Permit				Fee schedule extracted from 1997 UBC and MN Rule 1301	
Plan review fee		65%		of building permit fee	
Fixed Fees					
Retaining wall over 4 ft. in height		$50.00			
Fences over 7 ft. in height		$50.00			
Pools over 5,000 gal. capacity		$100.00			
Non-commercial sign		$50.00			

Non-Commercial Solar/Cell Towers/Windmills		$100.00			

	Removed From 2023 to 2024
	Changed from 2023 to 2024
	New to 2024

Planning & Zoning 2024 *continued*

Item	Cost Recovery	Current Cost	Proposed Cost	Description	Justification
Septic Systems					
Holding tanks		$200.00			
Standard system		$400.00			
Performance system		$600.00			
System repair		$300.00			
Public Hearings					
Planning Commission					
Mineral extraction/mining		$750.00			
Rezoning/Text Amendment		$500.00			
Unplatted subdivision		$500.00			
Simple plats		$500.00		up to 3 lots and do no include a road	
PUD and Standard Plats		$750.00			
1 per 40 Cluster		$400.00			
Homestead Business		$400.00			
Home Occupation		$300.00			
Non-Commercial Contractor's Yard		$400.00			
Farm Accessory Mobile		$350.00			
Solar Farm		$750.00			
All Other Planning Commission Hearings		$400.00			
Other/Miscellaneous hearing		$400.00			
Move-in Structure		$400.00			
Existing CUP Amendment/Renewal		$300.00			
Final plat approval		$400.00		plus $75 per lot	
Board of Adjustment					
Lot Line Adjustment		$300.00			
Temporary Mobile Home		$250.00			
Variance		$500.00			
Appeal/Interpretation		$750.00			
Other Fees and Services					
911 Addressing					
New structure				No charge with building permit	
Other addressing		$25.00			
Other Fees/Services					
Deed restriction/administrative order		$100.00			
Miscellaneous site inspection		$50.00			
Miscellaneous permit		$100.00			
Miscellaneous services/research		$50.00		per hour (1 hour minimum)	
Land use/zoning review		$50.00		per hour (1 hour minimum)	
Land use permit		$50.00			
Water test		$25.00			
Land use plan or zoning ordinance		$30.00		each	
Septic Loan Application Fee		$30.00			

Copies/Audio/Maps/Data				Per State, County, and Administration Policies	
EAW/EIS review		$500.00		plus $50 per hour over 10 hours	
Point of sale document review		N/C			
Removed From 2023 to 2024 Changed from 2023 to 2024 New to 2024		**Planning & Zoning 2024 *continued***			
Solid Waste Hauler License Fees		$250.00		per business	
		$25.00		per truck (in addition to Business Hauler License Fee)	
Reasonable Accommodations Determination	95%	N/C	$400	Fee charged in relation to the Determination for Reasonable Accommodation, as established by the Reasonable Accommodations Policy.	Wright County adopted a Reasonable Accommodation policy related to allow for reasonable and necessary accommodation in a residential building for unrelated persons with a handicap. This fee accounts for the administrative costs associated with determining reasonable accommodation.

	Removed From 2023 to 2024
	Changed from 2023 to 2024
	New to 2024

HHW - Compost & Recycling 2024

Items	Cost Recovery	Current Cost	Proposed Cost	Description	Justification
Appointment Needed					
Flat Screen Television 32" & Tube Television 19"		$20.00		per unit	
Flat Screen Television 30" & Tube Television 18" Smaller		$10.00		per unit	
Computers (CPU, Monitor, Keyboard, Mouse)		$20.00		per unit	
Residential Computer Monitor Any size	100%	N/C	$5.00	per unit	Starting to charge to match surrounding Private Business, as well as costs us to get rid of, not overcharging.
Residential Computer Printer	100%	N/C	$5.00	per unit	Charging all printers instead of printers with Scanner. Again takes up space in box we ship and trying to recoup costs while not over charging.
Residential appliances		$20.00		per unit	
Ammonia Refrigerator 4' smaller	100%	$150		per unit	Just changing the wording on this in the item description to include 4' Larger.
Ammonia Refrigerator 4' Larger	100%	Not accepted	$300.00	per unit	Just adding this item to provide residents with the option to drop off at facility
Countertop Ice Maker	100%	Not accepted	$10.00	Per Unit	We are planning an uptick in countertop ice makers that are no longer usable. We have to treat them like appliances due to the refridgerant and the componets.
Residential Dehumidifier		$10.00		per unit	
Countertop Microwaves		$10.00		per unit	
Residential air conditioner		$20.00		per unit	
Tires: Car, Truck, SUV	100%	$3.00 per tire up to 10, $6.00/ per tire over qty. 10.	$5.00	per tire	Changing the wording to make it easier to read, got rid of quantity restrictions. Also raised the price to match surrounding private business's what they charge. (Disposal fee for county to get rid of $2.40/tire, $3.40/tire with Rim)
Tires: Larger Trucks 22" or Larger	100%	$10.00 per tire up to 10, $15 per tire over qty. 10	$15.00	per tire	Changing the wording to make it easier to read, got rid of quantity restrictions. Raised the price on this to charge appropiately to what the disposal cost is - ($12.00)
Tires: tractor	100%	$30.00 per tire up to 2, $40 per tire over qty. 2	$50.00	per tire	Changing the wording to make it easier to read, got rid of quantity restrictions. Raised the price on this to charge appropiately to what the disposal cost is - ($45)
~~Rims still on Tire~~			~~$1.00~~	~~extra per unit~~	~~Getting rid of to make fees universal with Tires.~~
Ballasts (PCB only)		$2.00		per pound	
Fluorescent lamps	100%	$1.00 each (under 10 Units)	$1.00	per lamp (under 4 units)	Reducing the first 10 to first 4 free. After 4 now we are wanting to charge $1 each. Reason is the trying to deter people who are lying that is not from business. Costs of barrel, dispose of trying to recoup costs without overcharging.
Antifreeze	100%	$2.50 Over 5 gallons	N/C	free	We no longer get charged to dispose of with new oil vendor
Oil filters	100%	$.50 over 10	N/C	free	We no longer get charged to dispose of with new oil vendor
Used oil		N/C		free	
Aerosols		N/C		free	
Paint: oil based, latex, varnish, stain	100%	$2.00 over 30 gallons	N/C	free	Eliminating qty, because latex is 100% reimbursed. Rest is accounted for through SCORE funding. Shouldn't charge for HHW drop off.
Solvent, flammable liquids		N/C		free	

	Removed From 2023 to 2024
	Changed from 2023 to 2024
	New to 2024

HHW - Compost & Recycling 2024 *continued*

Items	Cost Recovery	Current Cost	Proposed Cost	Description	Justification
Paint related items/blacktop		N/C		free	
Sealers/glues/adhesives		N/C		free	
Pesticides/herbicides: liquid or solid		N/C		free	
Acids/caustics		N/C		free	
Batteries: C/T, RV, rechargable, etc.		N/C		free	
Sharps/lancets		N/C		free	
Propane cylinders: 1 lb		N/C		free	
		$6.00		all others (propane cylinders other than 1 lb.)	
Drain Fee for small engines/Lawnmowers if not drained	100%	N/C	$10.00	per engine	We have to drain oil or gas and it takes staff time. This way we can recoup some time that it takes to do so.
Used cooking oil/Grease	Free	New Service,	N/C	free	Service we provide but want to list to advertise it more.
No Appointment Needed					
Aluminum/tin (cans)/scrap metal		N/C		free	
Plastics/glass: clear, brown, green		N/C		free	
Corrugated/newspaper/magazines		N/C		free	
Child car seats		N/C		free	
Christmas string lights		N/C		free	
Clean white rigid foam		N/C		free	
Yard waste/brush		N/C		free	
Items Not Accepted					
Stumps, Root balls, Stumps with Root balls					Want to add it here. We stopped accepting due to potential costs with disposal.
Business or commercial wastes					
Mattresses, box springs, or furniture					
Carpet or padding					
Construction lumber of any type					
Railroad ties or landscaping material					
#6 or unmarked plastics					
Foam packing peanuts					
Dirty, greasy or soiled corrugated cardboard					

	Removed From 2023 to 2024
	Changed from 2023 to 2024
	New to 2024

Recorder 2024

Items	Cost Recovery	Current Cost	Proposed Cost	Description	Statute/Justification
Abstract Fees (MS 357.18)					
Record any deed or other document		$46.00		(no page limitation) (no non-standard fee)	
Documents (Sats., Asgts. & Par. Releases) containing multiple references		$46.00		with 4 document references or less	
		$10.00		additional each reference over 4 (abstract dept. only)	
Well Disclosure Statement		$50.00			
Plat filing		$56.00		unlimited number of lots	
Amended: Floor Plan (515), Condominium (515A), CIC Plat or amend (515B)		$56.00		minimum	
		addl. $0.50		per apt./unit beyond 28 apt./units	
State Tax Lien/Release (Empl./Econ. Sec.)		$46.00		$47.00	
State Tax Lien (Dept. Revenue)		N/C		N/C	
Federal Tax Lien / Release		$46.00		$46.00	
Copy of official plat		$10.00		Plat size	
Certified copy official plat		$15.00			
Attested copy of recorded document		$2.00		mark duplicate or copy	
Certified copy of recorded document		$10.00		unlimited pages	
Copy of Floor Plan (515), Condominium (515A), or CIC Plat (515B)		$10.00		minimum	
Torrens Fees (MS 508.82)					
Original First Certificate of Title (First order for Registration)		$46.00			
Transfer of fee simple title (deed, etc.)		$46.00		1st certificate	
		$40.00		each addl. certificate	
Entry of each memorial per certificate of title		$46.00			
		$20.00		each additional certificate	
Issuance of a CECT		$40.00			
Issuing each residue certificate		$40.00			
Exchange Certificates		$20.00		per certificate cancelled	
		$20.00		per new certificate issued	
Plat / CIC / Registered Land Survey		$56.00		1st certificate	
		$40.00		each addl. certificate	
Well disclosure certificate (forwarded to MN. Dept. of Health)		$50.00			
Amendment to Declaration		$46.00			
		$20.00		each additional certificate	
Amended Floor Plan		$56.00			
Amendment to CIC declaration & plat		$46.00			
		$20.00		each additional certificate	
Condominium/CIC plat or amendment		$56.00		per certificate	
Document affecting 2 or more units (Section 515B CIC)		$46.00		first 10 certificates	
		$10.00		each additional certificate	
Certified copy of Survey filing		$46.00		per certificate	
		$20.00		each additional certificate	
Copy of Official Plat		$10.00		plat size	
Certified copy of Official Plat / RLS		$15.00			
Copy of Torrens Certificate		$1.00		per side	
Attested copy of recorded instrument		$2.00		mark duplicate or copy	
Certified copy of recorded instrument		$10.00		unlimited pages	
Recorder Fees (Approved by Wright County Board of Commissioners)					
Marriage Reissue Fee		$25.00			

	Removed From 2023 to 2024
	Changed from 2023 to 2024
	New to 2024

Recorder 2024 *continued*

Items	Cost Recovery	Current Cost	Proposed Cost	Description	Statute/Justification
Certified Mail/Priority Mail				Based on current USPS rates	
Priority Processing		$20.00			
Credit Card Convenience Fee		2.35% fee		fee, with a minimum of $1.75 per transaction	
Photo copies of recorded Document (any size)		$1.00		per page	
Non-recorded copies		$1.00		per page	
Bulk Images		$0.15		per image	
Bulk Images Processing Fee		$2.50		per CD	
Notary Services		$5.00		per notarization	
Postage/Handling charge		$5.00			
Remote access fee (Landshark)		$50.00		setup	
		$50.00		per month	
		$0.25		per downloaded image	
- View Tract Page		$2.50		1st page	
		$1.00		per addl. page (may include blank pages)	
Occasional Remote access fee (Landshark)		$10.00		per session up to $50.00	
- View Recorded Documents		$1.00		per downloaded image	
- View Torrens Certificates of Title		$3.00		per certificate	
- View Tract Page		$2.50		1st page	
		$1.00		per addl. page (may include blank pages)	
Federal Tax Lien search		$6.00		per name	
State Tax Lien search		$6.00		per name	
Limited Tract index search		$15.00			
Lot size search (each lot)		$6.00		per lot	
Fax/Email Convenience Fee		$5.00		plus $1.00 per copied page	
Filing of Credentials	100%	$30.00	$65.00		Legislative change allowing anyone to perform marriages. Counties are looking to increase fee because there is no expiration date for anyone to perform a marriage. Individuals no longer have to pay for a course online to become an ordained minister. Ordained ministers are required to file every time their license expires. Staff time and anticipated increase in requests. Counties currently charge from $5.00 - $50.00 - most are requesting an increase with legislative change up to $100
Mortgage Registration Tax		$0.0023		x amount of mortgage	
State Deed Tax - Minimum		$1.65			
State Deed Tax - Over $3,000		$0.00		x purchase price	
Agricultural Fee		$5.00		per document	MN Statute 40A.153
Notary Registration Fee		$20.00			
Research/Report Fee		$35.00		per hour	
Vital Statistics Statutory Fees (MS 144.226)					
Birth Certificate		$26.00			
		$19.00		each additional copy at the same time	
Uncertified Birth Record		$13.00			
Death Certificate		$13.00			
		$6.00		each additional copy at the same time	
Uncertified Death Record		$13.00			
Marriage Certificate		$9.00			

	Removed From 2023 to 2024
	Changed from 2023 to 2024
	New to 2024

Recorder 2024 *continued*

Items	Cost Recovery	Current Cost	Proposed Cost	Description	Statute/Justification

Marriage Amendment		$40.00			
Expedite Fee		$20.00		per record	MN RULE 4601.0401
Marriage Penalty Fee (Failure To File Certificate)	100%		up to $100	MN State Statute 517.13	MN State Statute 517.13 Penalty for failure to file certificate. Every person solemnizing a civil marriage who neglects to file a certificate with the local registrar within the time set forth in section 517.10 shall forfeit a sum not exceeding $100. Credential filing open to ANYONE - expect an increase in uneducated marriage officiants resulting in an increase of the amount of certificates NOT being filed.
Genealogy Search Fee		$20.00		per hour	
Statement of No Record Found (Marriage)		$9.00			
Statement of No Record Found (Birth)		$16.00			
Statement of No Record Found (Death)		$13.00			
Marriage Applications (MS 517.08)					
Marriage Application (w/o class)		$115.00			
Marriage Application (w/class)		$40.00			

	Removed From 2023 to 2024
	Changed from 2023 to 2024
	New to 2024

Sheriff 2024

Item	Cost Recovery	Current Cost	Proposed Cost	Description	Statute/Justification
Incident/Report copies-100 or fewer paper copies		$ 0.25		Per page, black and white, letter or legal, .25 cents for one-sided and .50 cents for two-sided. Prepayment may be required.	Minnesota statute 13.03
Most other types of copies				Actual Cost	Minnesota statute 13.03
Data Subject Requests				Actual Cost	Minnesota statute 13.03
Liquor License application background fee	100%	$100.00			
Temp Liquor License application background fee	100%	$50.00			
Credit Card Convenience Fee, Non-Property	100%	2.35%		fee, with a minimum of $1.75 per transaction	
Transcription Copies	100%	$25.00		per transcript flat fee, plus $25.00/hour after first hour	
Audio/Video/Digital Photos/Shared Link		$25.00			Minnesota statute 13.03
Photographs (From Negatives)		$10.00		flat fee +$.50 per photo (may require additional time)	Minnesota statute 13.03
Electronic Data Recovery	100%	$100.00		per hour, minimum 2 hours: citizen provides hard drive	
Impound Lot Storage Fee		$10.00		per day, begins 15th day after citizen signs for certified notice to retrieve vehicle	Case law and forfeiture statutes 609.531 and 169A.63
Forfeiture/Administrative Fee		$100.00		$50 for innocent owners	Case law and forfeiture statutes 609.531 and 169A.63
				DUI Forfeiture Storage $50 with additional $50 if not picked up within 2 weeks of court order.	Case law and forfeiture statutes 609.531 and 169A.63
Raft Permits	0%	$0.00			Benefit to county outweighs any cost
Explosive Permits	100%	$5.00	$25.00	Each	Competitive- St Cloud is at $29 and Benton at $25
Permit to Carry Handgun (PTC)	100%	$100.00			Minnesota Statute 624.714 & Cost Recovery
Wright County Sheriffs Office Employee/Retired	100%	$10.00		In Good Standing (PTC), Renewals, Same Fee	Minnesota Statute 624.714 & Cost Recovery
WC Sheriffs Office Spouse of Employee (PTC)	100%	$25.00		Renewals, Same Fee	Minnesota Statute 624.714 & Cost Recovery
Any Active/Retired Peace Officer (PTC)	100%	$25.00		Renewals, Same Fee	Minnesota Statute 624.714 & Cost Recovery
U.S. Military Veteran (PTC)	100%	$25.00		Renewals, Same Fee	Minnesota Statute 624.714 & Cost Recovery
Spouse of U.S.Military Veteran (PTC)	100%	$25.00		Renewals, Same Fee	Minnesota Statute 624.714 & Cost Recovery
PTC Renewals	100%	$75.00		if made within 90 days prior to expiration	Minnesota Statute 624.714 & Cost Recovery
" "	100%	$85.00		if made within 30 days after expiration	Minnesota Statute 624.714 & Cost Recovery
" "	100%	$100.00		if made over 30 days after expiration	Minnesota Statute 624.714 & Cost Recovery
PTC Replacement Cards	100%	$10.00			Minnesota Statute 624.714 & Cost Recovery
Court Ordered Transfer of Firearm Fee					
Per incident/Order Fee	100%	$65.00		initial fee	Minnesota Statute 609.2242 & Cost Recovery; Cannot charge for storing guns related to extreme risk protection orders
Per Gun Fee	100%	$30.00		Initial & annually (until released)	Minnesota Statute 609.2242 & Cost Recovery; Cannot charge for storing guns related to extreme risk protection orders
Special Detail Fee	100%	$75.00	$95.00	per hour - 3 Hour Minimum	Cost Recovery
Ignition Interlock Install on Property	100%	$200.00			
Collection Fee		$85.00		Per Account (see Finance and Taxpayer Services)	
Deputy Time on Seizure	100%	$75.00	$100.00	per hour	Per hour rate - Cost Recovery
Executions	100%	$75.00	$95.00	plus 5% commission on money collected	$95 plus 5% commission on money collected
Executions Unsatisfied		$50.00		each	
Filing Fees		$20.00		each	
Foreclosure Sales	100%	$60.00	$90.00		
Legal Not Found		$30.00			
Mileage (round trip)	100%	Federal Rate			
Notice of Intent to Redeem		$100.00			
Posting Notices		$30.00			
Redemption of Foreclosure		$250.00			
Sales Other (all)		$100.00		each	
Service of Summons					
Service Fee- initial attempt*		$75.00	$95.00		Cost Recovery/Sharing
Each additional attempt		$25.00	$30.00		Cost Recovery/Sharing
Additional papers at same address (additional named person)		$30.00			
Return of unserved process		$70.00	$95.00		Cost Recovery/Sharing
*Service fee includes up to three attempts at same address, mileage					
Booking Fee		$25.00			Minnesota Statute 641.12 & Competitive Pricing

Fingerprinting		$15.00		Wright County residents & non-resident and business	Minnesota Statute 641.12 & Competitive Pricing
DOC 3/4 Housing Boarding Fee		$65.00		per day	Minnesota Statute 641.12 & Competitive Pricing

Removed From 2023 to 2024
Changed from 2023 to 2024
New to 2024

Sheriff 2024 *continued*

Item	Cost Recovery	Current Cost	Proposed Cost	Description	Statute/Justification
DOC Work Release/Release Violators Boarding Fee		$57.50	$58.00	per day	Minnesota Statute 641.12 & Competitive Pricing; approved mid-2023
Drug Screening Fee		$20.00			Minnesota Statute 641.12 & Competitive Pricing
Other County Inmate Boarding Fee (General Population)		$55.00	$75.00	per day	Minnesota Statute 641.12 & Competitive Pricing; approved mid-2023
Other County Special Housing Boarding Fee		$100.00	$150.00	per day	Minnesota Statute 641.12 & Competitive Pricing; approved mid-2023
Out-of-County Boarding Fee		$80.00		per day	Minnesota Statute 641.12 & Competitive Pricing
Pay-For-Stay		$20.00		per day	Minnesota Statute 641.12 & Competitive Pricing
Collection Fee		$85.00			see Finance and Taxpayer Services' Fee Schedule
Pay-For-Stay other Counties		$55.00		per day	Minnesota Statute 641.12 & Competitive Pricing
Work Release GPS Fee		$10.00		per day	Minnesota Statute 641.12 & Competitive Pricing
Photo Fee		$5.00		Free if electronically sent	Minnesota Statute 641.12 & Competitive Pricing
Jail Video Fee		$25.00		Per camera view when request does not endanger jail security	Minnesota Statute 641.12 & Competitive Pricing
Training Center Fees (For Approved LE Partners Only)	**Cost Recovery**	**Cost**	**Proposed**	**Description**	**Justification**
Classroom A	90%		$75.00	per day	Cost is figured using the county rent allocation formula, for sq Ft of GC Operations
Classroom B	90%		$75.00	per day	Cost is figured using the county rent allocation formula, for sq Ft of GC Operations
Both Classrooms	90%		$150.00	per day	Cost is figured using the county rent allocation formula, for sq Ft of GC Operations
Conference Room	90%		$25.00	per day	Cost is figured using the county rent allocation formula, for sq Ft of GC Operations
Indoor Range with Targets	90%		$120.00	per hour, plus SO staff required at an additional $75.00 per hour	Cost is figured using the county rent allocation formula, for sq Ft of GC Operations
Mat Room	90%		$100.00	per day	Cost is figured using the county rent allocation formula, for sq Ft of GC Operations
20 Shooter Automated Range	90%		$110.00	per hour, plus SO staff required at an additional $75.00 per hour	Cost is figured using the county rent allocation formula, for sq Ft of GC Operations
25 Shooter Automated Range	90%		$120.00	per hour, plus SO staff required at an additional $75.00 per hour	Cost is figured using the county rent allocation formula, for sq Ft of GC Operations
Primitive Range with targets	90%		$20.00	per hour	Cost is figured using the county rent allocation formula, for sq Ft of GC Operations
200-yard Rifle Range	90%		$75.00	per hour	Cost is figured using the county rent allocation formula, for sq Ft of GC Operations
Critical Incident Training Room- Upstairs	90%		$40.00	per hour	Cost is figured using the county rent allocation formula, for sq Ft of GC Operations

	Removed From 2023 to 2024
	Changed from 2023 to 2024
	New to 2024

SURVEYOR 2024

Item	Price	Description
Plat Checking - Subdivision and CIC Plat, or Registered Land Survey (RLS)	$350.00	per plat
	$50.00	plus per lot
Plat Recheck Fee	$75.00	
Half Section Map - Tabloid (11"x17")	$5.00	
Half Section Map - D size (22"x34")	$20.00	
Custom Map - Letter (8.5"x11") or Legal (8.5"x14") or Tabloid (11"x17")	$5.00	
Custom Map - D size (22"x34") or 36"x36"	$20.00	
Letter or Legal size copies (per County Policy)	$0.25	per page
Recorded Plats and Registered Land Surveys (RLS)	$10.00	per copy
Certified Copy of Official Plat or RLS	$15.00	per certified copy
PDF of any map	$5.00	
Plat Book	$30.00	per book
Digital Aerial Photography (Previous Flights Free)	$40.00	section
	$2,000.00	county
Postage and Handling for Prints	$5.00	
Postage and Handling for Plat Book	$7.00	each
Mass Storage for Digital Data	At Cost	
Setup Fee - Custom jobs will be performed only as time permits and at the descretion of the department	$50.00	per hour + print / PDF fee

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 *
11/21/2023 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
VGH7388

Item Details

Board Action Requested *
Approve a Resolution of Sponsorship for Each of the Seven (7) Local Agency Local Road Improvement Program (LRIP) Applications.
1. Buffalo Township (12th Street NE)
2. Clearwater Township (Grover Avenue & 150th Street NW)
3. Corinna & Maple Lake Townships (Gowan Avenue NW)
4. Monticello Township (Briarwood Avenue, 90th Street, & Cahill Avenue)
5. City of Montrose (Clementa Avenue SW)
6. City of Cokato (Industrial Park Turn Lanes)
7. Silver Creek Township (91st, Bishop, and Armitage Avenue)

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve a resolution of sponsorship for each of the seven (7) local agency Local Road Improvement Program (LRIP) applications.

Value Stream the request primarily aligns with:
Develop County Infrastructure

Briefly describe how the request aligns with the selected value stream.
Develops local agency infrastructure within Wright County.

Describe the impact on staffing resources.
Highway Engineering Division staff time in reviewing applications, coordinating grant awards, preparing agreements (for agencies that receive grant funds).

Fiscal Impact:
None.

Background/Justification:
MnDOT's LRIP solicitation is due on December 8, 2023. $102,967,000 in LRIP funding is available, with a cap of $1.5 million for each project. Local agencies (townships and cities under 5,000 population) must have a county sponsor to apply for these grant funds.

Seven (7) resolutions, one for each local agency, are attached. Resolutions will need to be voted on individually.

Route for Review and Approval

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

Agenda Item Attachments (7)

Document Name	Attachment Type
11.21.2023.Buffalo.Twp.Resolution.Sponsor.LRIP.pdf	Attachment
11.21.2023.City.Cokato.Resolution.Sponsor.LRIP.pdf	Attachment
11.21.2023.Clearwater.Twp.Resolution.Sponsor.LRIP.pdf	Attachment
11.21.2023.Corinna.Twp.Resolution.Sponsor.LRIP.pdf	Attachment
11.21.2023.Monti.Twp.Resolution.Sponsor.LRIP.pdf	Attachment
11.21.2023.Montrose.Resolution.Sponsor.LRIP.pdf	Attachment
11.21.2023.Silver.Crk.Twp.Resolution.Sponsor.LRIP.pdf	Attachment

- [ ] Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes
Moved To Agenda

RESOLUTION ##
BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:
November 21, 2023

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

RESOLUTION

WHEREAS, The Township of Buffalo is submitting an application for LRIP Funding and is requesting county sponsorship (because non-state aid cities and townships must have a county sponsor); and

WHEREAS, $102,967,000 in LRIP funding is available, with a cap of $1.5 million for each project and applications must be submitted to MnDOT by December 8, 2023; and

WHEREAS, The proposed improvements to 12th Street NE meet eligibility requirements for LRIP funding; and

WHEREAS, The township has requested $1,048,000 in LRIP Grant Funds (in addition to $210,000 in township funds); and are planning on construction in 2025; and

WHEREAS, the Township understands that it will be responsible for all costs not covered by LRIP funding, including but not limited to consultant engineering, right of way acquisition, construction administration and inspection, utility construction, as well as construction costs above the LRIP award; 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 November, 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 November, 2023.

Lee Kelly, County Administrator

RESOLUTION ##

BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:
November 21, 2023

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

RESOLUTION ##

WHEREAS, the Township has agreed to maintain such improvements for the lifetime of the improvements; and

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Wright hereby supports this project and agrees to act as project sponsor for the project should the Township be awarded LRIP funds, and that such sponsorship shall include the following responsibilities:

- Be the fiscal agent on behalf of the township and have LRIP funds flow from MnDOT to the county to the contractor.
- Assist the township in the execution of a grant agreement with MnDOT.
- Develop an agreement between the county and township outlining the responsibilities for each agency.
- Advertise, Let, and Award the project.
- Submit pay requests to MnDOT State Aid.
- Request SAP number for the project
- Ensure the projects meet milestones and dates.
- Review the plan (that is prepared by the township's engineer).
- Submit the Plan, Engineer's Estimate, and Proposal to the District 3 State Aid Engineer (DSAE) on behalf of the township.
- Communicate progress and updates with DSAEs and State Program Engineer.
- Ensure that the project receives adequate supervision and inspection.
- Assist with project close out.

RESOLUTION ##
BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:
November 21, 2023

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

RESOLUTION

WHEREAS, The City of Cokato is submitting an application for LRIP Funding and is requesting county sponsorship (because non-state aid cities and townships must have a county sponsor); and

WHEREAS, $102,967,000 in LRIP funding is available, with a cap of $1.5 million for each project and applications must be submitted to MnDOT by December 8, 2023; and

WHEREAS, The proposed improvements to County Highway 3 meet eligibility requirements for LRIP funding; and

WHEREAS, The City has requested $355,840 in LRIP Grant Funds (in addition to $71,170 in city funds); and are planning on construction in 2024; and

WHEREAS, the City understand that it will be responsible for all costs not covered by LRIP funding, including but not limited to consultant engineering, right of way acquisition, construction administration and inspection, utility construction, as well as construction costs above the LRIP award; and

WHEREAS, the City has agreed to maintain such improvements for the lifetime of the improvements; 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 November, 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 November, 2023.

Lee Kelly, County Administrator

RESOLUTION ##

BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:
November 21, 2023

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

RESOLUTION ##

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Wright hereby supports this project and agrees to act as project sponsor for the project should the City be awarded LRIP funds, and that such sponsorship shall include the following responsibilities:

- Be the fiscal agent on behalf of the City and have LRIP funds flow from MnDOT to the county to the contractor.
- Assist the City in the execution of a grant agreement with MnDOT.
- Develop an agreement between the county and City outlining the responsibilities for each agency.
- Advertise, Let, and Award the project.
- Submit pay requests to MnDOT State Aid.
- Request SAP number for the project
- Ensure the projects meet milestones and dates.
- Review the plan (that is prepared by the City's engineer).
- Submit the Plan, Engineer's Estimate, and Proposal to the District 3 State Aid Engineer (DSAE) on behalf of the City.
- Communicate progress and updates with DSAEs and State Program Engineer.
- Ensure that the project receives adequate supervision and inspection.
- Assist with project close out.

RESOLUTION ##
BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:
November 21, 2023

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

RESOLUTION

WHEREAS, The Township of Clearwater is submitting an application for LRIP Funding and is requesting county sponsorship (because non-state aid cities and townships must have a county sponsor); and

WHEREAS, $102,967,000 in LRIP funding is available, with a cap of $1.5 million for each project and applications must be submitted to MnDOT by December 8, 2023; and

WHEREAS, The proposed improvements to Grover Ave NW & 150th St NW meet eligibility requirements for LRIP funding; and

WHEREAS, The township has requested $979,410 in LRIP Grant Funds (in addition to $20,000 in township funds); and are planning on construction in 2025; and

WHEREAS, the Township understands that it will be responsible for all costs not covered by LRIP funding, including but not limited to consultant engineering, right of way acquisition, construction administration and inspection, utility construction, as well as construction costs above the LRIP award; 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 November, 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 November, 2023.

Lee Kelly, County Administrator

Version 2

RESOLUTION ##

BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:
November 21, 2023

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

RESOLUTION ##

WHEREAS, the Township has agreed to maintain such improvements for the lifetime of the improvements; and

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Wright hereby supports this project and agrees to act as project sponsor for the project should the Township be awarded LRIP funds, and that such sponsorship shall include the following responsibilities:

- Be the fiscal agent on behalf of the township and have LRIP funds flow from MnDOT to the county to the contractor.
- Assist the township in the execution of a grant agreement with MnDOT.
- Develop an agreement between the county and township outlining the responsibilities for each agency.
- Advertise, Let, and Award the project.
- Submit pay requests to MnDOT State Aid.
- Request SAP number for the project
- Ensure the projects meet milestones and dates.
- Review the plan (that is prepared by the township's engineer).
- Submit the Plan, Engineer's Estimate, and Proposal to the District 3 State Aid Engineer (DSAE) on behalf of the township.
- Communicate progress and updates with DSAEs and State Program Engineer.
- Ensure that the project receives adequate supervision and inspection.
- Assist with project close out.

RESOLUTION ##
BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:
November 21, 2023

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

RESOLUTION

WHEREAS, The Townships of Corinna and Maple Lake are submitting a joint application for LRIP Funding and is requesting county sponsorship (because non-state aid cities and townships must have a county sponsor); and

WHEREAS, $102,967,000 in LRIP funding is available, with a cap of $1.5 million for each project and applications must be submitted to MnDOT by December 8, 2023; and

WHEREAS, The proposed improvements to Gowan Ave NW meet eligibility requirements for LRIP funding; and

WHEREAS, The townships have requested $1,415,360 in LRIP Grant Funds (in addition to $157,260 in township funds); and are planning on construction in 2025; and

WHEREAS, the Townships understand that they will be responsible for all costs not covered by LRIP funding, including but not limited to consultant engineering, right of way acquisition, construction administration and inspection, utility construction, as well as construction costs above the LRIP award; and

WHEREAS, the Townships have agreed to maintain such improvements for the lifetime of the improvements; 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 November, 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 November, 2023.

Lee Kelly, County Administrator

Version 2

RESOLUTION ##

BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:
November 21, 2023

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

RESOLUTION ##

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Wright hereby supports this project and agrees to act as project sponsor for the project should the Township be awarded LRIP funds, and that such sponsorship shall include the following responsibilities:

- Be the fiscal agent on behalf of the township and have LRIP funds flow from MnDOT to the county to the contractor.
- Assist the township in the execution of a grant agreement with MnDOT.
- Develop an agreement between the county and township outlining the responsibilities for each agency.
- Advertise, Let, and Award the project.
- Submit pay requests to MnDOT State Aid.
- Request SAP number for the project
- Ensure the projects meet milestones and dates.
- Review the plan (that is prepared by the township's engineer).
- Submit the Plan, Engineer's Estimate, and Proposal to the District 3 State Aid Engineer (DSAE) on behalf of the township.
- Communicate progress and updates with DSAEs and State Program Engineer.
- Ensure that the project receives adequate supervision and inspection.
- Assist with project close out.

RESOLUTION ##
BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:
November 21, 2023

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

RESOLUTION

WHEREAS, The Township of Monticello is submitting an application for LRIP Funding and is requesting county sponsorship (because non-state aid cities and townships must have a county sponsor); and

WHEREAS, $102,967,000 in LRIP funding is available, with a cap of $1.5 million for each project and applications must be submitted to MnDOT by December 8, 2023; and

WHEREAS, The proposed improvements to Briarwood Ave., 90th St., and Cahill Ave. meet eligibility requirements for LRIP funding; and

WHEREAS, The township has requested $1,409,500 in LRIP Grant Funds (in addition to $253,700 in township funds); and are planning on construction in 2024; and

WHEREAS, the Township understands that it will be responsible for all costs not covered by LRIP funding, including but not limited to consultant engineering, right of way acquisition, construction administration and inspection, utility construction, as well as construction costs above the LRIP award; 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 November, 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 November, 2023.

Lee Kelly, County Administrator

Version 2

RESOLUTION ##

BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:
November 21, 2023

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

RESOLUTION ##

WHEREAS, the Township has agreed to maintain such improvements for the lifetime of the improvements; and

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Wright hereby supports this project and agrees to act as project sponsor for the project should the Township be awarded LRIP funds, and that such sponsorship shall include the following responsibilities:

- Be the fiscal agent on behalf of the township and have LRIP funds flow from MnDOT to the county to the contractor.
- Assist the township in the execution of a grant agreement with MnDOT.
- Develop an agreement between the county and township outlining the responsibilities for each agency.
- Advertise, Let, and Award the project.
- Submit pay requests to MnDOT State Aid.
- Request SAP number for the project
- Ensure the projects meet milestones and dates.
- Review the plan (that is prepared by the township's engineer).
- Submit the Plan, Engineer's Estimate, and Proposal to the District 3 State Aid Engineer (DSAE) on behalf of the township.
- Communicate progress and updates with DSAEs and State Program Engineer.
- Ensure that the project receives adequate supervision and inspection.
- Assist with project close out.

RESOLUTION ##
BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:
November 21, 2023

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

RESOLUTION

WHEREAS, The City of Montrose is submitting an application for LRIP Funding and is requesting county sponsorship (because non-state aid cities and townships must have a county sponsor); and

WHEREAS, $102,967,000 in LRIP funding is available, with a cap of $1.5 million for each project and applications must be submitted to MnDOT by December 8, 2023; and

WHEREAS, The proposed improvements to Clementa Ave. SW meet eligibility requirements for LRIP funding; and

WHEREAS, The City has requested $1,500,00 in LRIP Grant Funds (in addition to $778,900 in city funds); and are planning on construction in 2024; and

WHEREAS, the City understand that it will be responsible for all costs not covered by LRIP funding, including but not limited to consultant engineering, right of way acquisition, construction administration and inspection, utility construction, as well as construction costs above the LRIP award; and

WHEREAS, the City has agreed to maintain such improvements for the lifetime of the improvements; 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 November, 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 November, 2023.

Lee Kelly, County Administrator

Version 2

RESOLUTION ##

BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:
November 21, 2023

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

RESOLUTION ##

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Wright hereby supports this project and agrees to act as project sponsor for the project should the City be awarded LRIP funds, and that such sponsorship shall include the following responsibilities:

- Be the fiscal agent on behalf of the City and have LRIP funds flow from MnDOT to the county to the contractor.
- Assist the City in the execution of a grant agreement with MnDOT.
- Develop an agreement between the county and City outlining the responsibilities for each agency.
- Advertise, Let, and Award the project.
- Submit pay requests to MnDOT State Aid.
- Request SAP number for the project
- Ensure the projects meet milestones and dates.
- Review the plan (that is prepared by the City's engineer).
- Submit the Plan, Engineer's Estimate, and Proposal to the District 3 State Aid Engineer (DSAE) on behalf of the City.
- Communicate progress and updates with DSAEs and State Program Engineer.
- Ensure that the project receives adequate supervision and inspection.
- Assist with project close out.

RESOLUTION ##
BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:
November 21, 2023

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

RESOLUTION

WHEREAS, The Township of Silver Creek is submitting an application for LRIP Funding and is requesting county sponsorship (because non-state aid cities and townships must have a county sponsor); and

WHEREAS, $102,967,000 in LRIP funding is available, with a cap of $1.5 million for each project and applications must be submitted to MnDOT by December 8, 2023; and

WHEREAS, The proposed improvements to 91st St., Bishop Ave NW, and Armitage Ave NW meet eligibility requirements for LRIP funding; and

WHEREAS, The township has requested $1,500,000 in LRIP Grant Funds (in addition to $433,000 in township funds); and are planning on construction in 2025; and

WHEREAS, the Township understands that it will be responsible for all costs not covered by LRIP funding, including but not limited to consultant engineering, right of way acquisition, construction administration and inspection, utility construction, as well as construction costs above the LRIP award; 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 November, 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 November, 2023.

Lee Kelly, County Administrator

RESOLUTION ##

BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:
November 21, 2023

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

RESOLUTION ##

WHEREAS, the Township has agreed to maintain such improvements for the lifetime of the improvements; and

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Wright hereby supports this project and agrees to act as project sponsor for the project should the Township be awarded LRIP funds, and that such sponsorship shall include the following responsibilities:

- Be the fiscal agent on behalf of the township and have LRIP funds flow from MnDOT to the county to the contractor.
- Assist the township in the execution of a grant agreement with MnDOT.
- Develop an agreement between the county and township outlining the responsibilities for each agency.
- Advertise, Let, and Award the project.
- Submit pay requests to MnDOT State Aid.
- Request SAP number for the project
- Ensure the projects meet milestones and dates.
- Review the plan (that is prepared by the township's engineer).
- Submit the Plan, Engineer's Estimate, and Proposal to the District 3 State Aid Engineer (DSAE) on behalf of the township.
- Communicate progress and updates with DSAEs and State Program Engineer.
- Ensure that the project receives adequate supervision and inspection.
- Assist with project close out.

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 *
11/21/2023 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 *
Approve Two (2) Resolutions in Support of the Following Two County Applications for Local Road Improvement Program (LRIP) Grant Funds.
1. CSAH 6 in Howard Lake (to Increase Clearance Under the BNSF RR Bridge)
2. CR 137 in Albertville/Otsego (to Provide Safety, Pedestrian and Congestion Improvements Along the Corridor)

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve two (2) resolutions in support of two county applications for Local Road Improvement Program (LRIP) grant funds.

Value Stream the request primarily aligns with:
Develop County Infrastructure

Briefly describe how the request aligns with the selected value stream.
Provides for improvement to highways that are on the county highway system.

Describe the impact on staffing resources.
Highway Engineering Division staff time.

Fiscal Impact:
Local share of the two proposed projects (identified in our 5-Year Construction Plan).

Background/Justification:
MnDOT's Local Road Improvement Program (LRIP) solicitation is now open with applications due by December 8, 2023. There are $102,967,000 in LRIP grant funds available, with a cap of $1.5 million for each project. The two (2) Wright County LRIP applications are requesting $1.5 million in grant funds for each of the two projects (CSAH 6 and CR 137). Resolutions for each project are attached.

Resolutions will need to be voted on individually.

Route for Review and Approval

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

Agenda Item Attachments (2)

Document Name	Attachment Type
11.21.2023.Resolution.CR.137.LRIP.pdf	Attachment
11.21.2023.Resolution.CSAH.6.LRIP.pdf	Attachment

- [ ] Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes
Moved To Agenda

RESOLUTION ##
BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:
November 21, 2023

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

RESOLUTION

WHEREAS, The County of Wright is submitting an application for MnDOT Local Road Improvement Program (LRIP) grant funding; and

WHEREAS, $102,967,000 in LRIP funding is available, with a cap of $1.5 million for each project and applications must be submitted to MnDOT by December 8, 2023; and

WHEREAS, CR 137 is a route of regional significant importance to the State, County, and Cities in the region. CR 137 is classified as a Major Collector and has a average daily traffic volume of 11,200 ADT; and

WHEREAS, County Road 137 (from the eastbound I94 ramp to Marx Avenue NE) has deficiencies in intersection safety, ADA facilities, congestion, and access management; and

WHEREAS, the improvements to CR 137 is proposed to include converting three (3) intersections to roundabouts, access management for current and future land use, multi-use trails, bridge deck modifications to accommodate non-motorized transportation, and updating pedestrian facilities to current ADA standards; 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 November, 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 November, 2023.

Lee Kelly, County Administrator

Version 2

RESOLUTION ##

BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:
November 21, 2023

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

RESOLUTION ##

WHEREAS, The County has requested $1,500,000 in LRIP Grant Funds (in addition to $4,500,000 in county funds); and are planning on construction in 2025; and

WHEREAS, the County understand that it will be responsible for all costs not covered by LRIP funding, including but not limited to consultant engineering, right of way acquisition, construction administration and inspection, utility construction, as well as construction costs above the LRIP award; and

WHEREAS, the County has agreed to maintain such improvements for the lifetime of the improvements; and

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The County Board of Commissioners of the County of Wright hereby supports the reconstruction of CR 137, and agrees to maintain such improvements.

2. The County Board of Commissioners of the County of Wright supports the submittal of the LRIP application.

3. The County Board of Commissioners of the County of Wright will pay all costs associated with the project beyond the LRIP grant award.

RESOLUTION ##
BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:
November 21, 2023

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

RESOLUTION

WHEREAS, The County of Wright is submitting an application for MnDOT Local Road Improvement Program (LRIP) grant funding; and

WHEREAS, $102,967,000 in LRIP funding is available, with a cap of $1.5 million for each project and applications must be submitted to MnDOT by December 8, 2023; and

WHEREAS, CSAH 6 is a route of regional significant importance to the State, County, and Cities in the region. CSAH 6 is classified as a Minor Arterial and has a average daily traffic volume of 1300 ADT; and

WHEREAS, CSAH 6 in Howard Lake has deficiencies in vehicular clearance under the BNSF RR bridge that cause the bridge to be hit many times each year and cause property damage; and

WHEREAS, the improvements to CSAH 6 will provide additional clearance under the low clearance RR bridge by reconstructing CSAH 6 under the bridge using a combination of design elements including modifying the storm sewer and using a concrete pavement design to decrease the pavement section thickness; and

WHEREAS, the city of Howard Lake has written a letter of support for this project; 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 November, 2023, now on file in my office, and have found the same to be a true and correct copy thereof.

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Lee Kelly, County Administrator

Version 2

RESOLUTION ##

BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:
November 21, 2023

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

RESOLUTION ##

WHEREAS, The County has requested $1,500,00 in LRIP Grant Funds (in addition to $250,000 in local funds); and are planning on construction in 2025; and

WHEREAS, the County understand that it will be responsible for all costs not covered by LRIP funding, including but not limited to consultant engineering, right of way acquisition, construction administration and inspection, utility construction, as well as construction costs above the LRIP award; and

WHEREAS, the County has agreed to maintain such improvements for the lifetime of the improvements; and

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The County Board of Commissioners of the County of Wright hereby supports the reconstruction of CSAH 6, and agrees to maintain such improvements.

2. The County Board of Commissioners of the County of Wright supports the submittal of the LRIP application.

3. The County Board of Commissioners of the County of Wright will pay all costs associated with the project beyond the LRIP grant award.

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 *
11/21/2023 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 *
Approve a Resolution Requesting that the Minnesota Department of Transportation (MnDOT) Conduct a Speed Study to Determine the Reasonable and Safe Speed Limit for County Road 148 (Braddock Avenue NE), from CSAH 83 to CR 113, About 1 mile in Length.

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve a resolution requesting that MnDOT conduct a speed study to determine the reasonable and safe speed limit for County Road 148 (Braddock Ave. NE), from CSAH 83 to CR 113, about 1-mile in length.

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

Briefly describe how the request aligns with the selected value stream.
Provides for establishing the reasonable and safe speed limit along County Road 148.

Describe the impact on staffing resources.
Highway Engineering Division staff coordinating communications with MnDOT, posting speed limits signs after receiving MnDOT's speed study authorization.

Fiscal Impact:
N/A.

Background/Justification:
This segment of CR 148 (Braddock Avenue NE) was recently reconstructed/realigned with
1. A roundabout at CR 148 & CSAH 83
2. Realignment of CR 148 from CSAH 83 to the Wright County Government Center campus (over 1/4 mile)
3. Construction of a 3-lane urban roadway with curb & gutter and an off-road multi-use trail from CSAH 83 to the G.C.
4. CR 148 from the GC to CR 113 has never had a speed study completed to determine the reasonable and safe speed (it is currently statutory, 55 mph).

The resolution and map are attached.

Route for Review and Approval

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

Agenda Item Attachments (2)

Document Name	Attachment Type
11.21.2023.CR 148 SPEED STUDY.Map.pdf	Attachment
11.21.2023.Resolution.148.MnDOT.Speed.Study.pdf	Attachment

- [ ] Hide RFBA Review

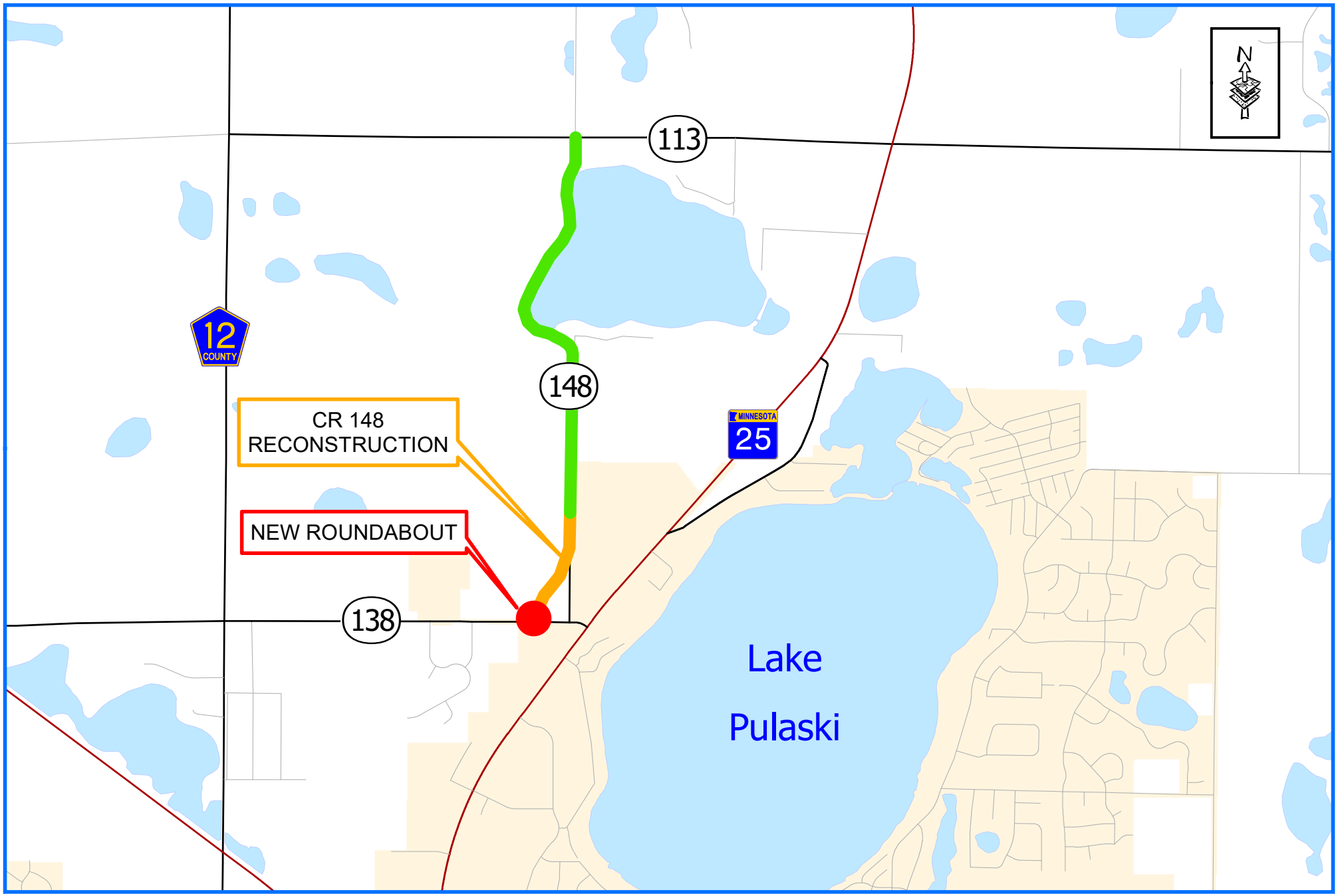
RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes
Moved To Agenda

CR 148 Speed Zone Request



RESOLUTION ##
BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:
November 21, 2023

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

RESOLUTION

The County Board of Commissioners for Wright County does hereby request the Commissioner of Transportation to make the necessary investigation to determine the reasonable and safe speed as provided in Section 169.14, Subdivision 5 of the Minnesota Statutes on the following Wright County Highway:

County Road 148 (Braddock Ave NE) - from CSAH 83 to CR 113, approximately 1 mile in length.

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 November, 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 November, 2023.

Lee Kelly, County Administrator

Version 2

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Ross Demant

Requestor Title
Parks and Recreation Department

Department (please use dropdown to select department) *
PARKS & RECREATION

Target Meeting Date *
11/21/2023 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 *
1. Take Action On The Parks And Recreation Commission Recommendation From the July 10, 2023 Meeting Requesting the Wright County Board Of Commissioners Proceed With Authorizing The Parks And Recreation Department To Develop A Value For A Property Bordering Humphrey-Arends Park.

2. Take Action On The Parks And Recreation Commission Recommendation From the September 11, 2023 Meeting Requesting the Wright County Board Of Commissioners Proceed With Authorizing The Parks And Recreation Department To Develop A Value For A Property Bordering Stanley Eddy Park.

Short Title (what will appear on Agenda outline - 250 character max.) *
Take Action On The Parks And Recreation Commission Recommendations

Value Stream the request primarily aligns with:
Develop County Infrastructure

Briefly describe how the request aligns with the selected value stream.
By Adding To Park System Infrastructure

Describe the impact on staffing resources.
If Approved, Staff Would Be Working With The Contractor To Provide an Independent Appraisal of The 2 Properties.

Fiscal Impact:
Expenses For The Appraisal Of The Two Properties Is Estimated To Be Approximately $1,400.

Background/Justification:
A property owner has approached the County inquiring about the potential acquisition of their 10-acre property which is located on the south end Humphrey-Arends County Park.
The purchase of this property would fulfill a short-term recommendation of acquiring land adjacent to existing parks as opportunities arise. This property is currently being farmed and is fairly level with sandy soils. There are no building entitlements and currently no legal access to the 10 acres without going through private property or through the park.

A property owner has approached the County inquiring about the potential acquisition of their 18-acre property which is located on northwest corner of the South Unit of Stanley Eddy. This property is highlighted in the Stanley Eddy Masterplan as a medium priority for acquisition and also highlighted for habitat protection. This property has approximately 14 acres of a medium to dense wooded area and have one building entitlement. It is currently zoned rural residential, and in speaking with our Planning and Zoning department, this parcel could be split with 5 acres and the building entitlement on one parcel and approximately 13 acres on the other parcel.

Route for Review and Approval

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

Agenda Item Attachments (4)

Document Name	Attachment Type
Humphrey-Arend Land.pdf	Attachment
Stanley Eddy Land.pdf	Attachment
7.10.2023 PC Minutes.pdf	Attachment
9.11.2023 PC Minutes.pdf	Attachment

☐ Hide RFBA Review

RFBA Review

Assistant County Administrator Review

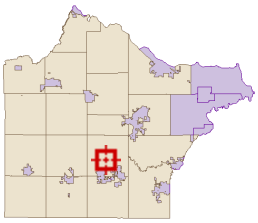
Assistant County Administrator Decision
Approved

Notes
Moved To Agenda

Beacon™ Wright County, MN



Overview



Legend

Roads
- CSAHCL
- CTYCL
- MUNICL
- PRIVATECL
- TWPCL

Highways
- Interstate
- State Hwy
- US Hwy

City/Township Limits
- c
- t

Parcels

Parks (County)

Torrens

Parcel ID	211000214106	**Alternate ID**	n/a	**Owner Address**	BARTHOLOMEW D DURAND
Sec/Twp/Rng	21-119-026	**Class**	101 - 2A/1B/4BB AGRICULTURAL		1625 U ST SE
Property Address		**Acreage**	11.43 Acres		WASHINGTON, DC 20020
District	(2702) TOWN OF MARYSVILLE-2687				

Brief Tax Description SECT-21 TWP-119 RANGE-026 UNPLATTED LAND MARYSVILLE TWP 11.46 AC PRT OF S1/2OF NE1/4OF SE1/4DES AS COM SE COR OF SE1/4TH N ALG E LN1296FT TO SE COR OF SD S1/2OF NE1/4OF SE1/4&POB TH CONT N ALG E LN32.8FT TH W PAR/W S LN920.79FT TH N PAR/W E LN629.4FT TO N LN TH W ALG N LN 371.92FT TO NW COR TH S ALG W LN654FT TO SW COR TH E ALG S LN1304FT TO POB ALSO TH PRT OF S1/2OF NW1/4OF SE1/4DES BEG NE COR OF S1/2OF NW1/4OF SE1/4TH S ALG E LN654FT TH W ALG S LN428FT TH N PAR/W E LN544.4FT TH NELY442.62FT TO POB EX A STRP N ALG E LN32.80FT IN WDTH TH W PAR/W S LN920.79FT& TERM EX TR DES ON DOC889434(214102)

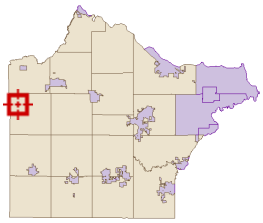
(Note: Not to be used on legal documents)

Date created: 11/15/2023
Last Data Uploaded: 11/15/2023 7:29:59 AM

Developed by Schneider GEOSPATIAL

Beacon™ Wright County, MN





Legend

- **Roads**
  - CSAHCL
  - CTYCL
  - MUNICL
  - PRIVATECL
  - TWPCL
- **Highways**
  - Interstate
  - State Hwy
  - US Hwy
- **City/Township Limits**
  - c
  - t
- **Parcels**
- **Parks (County)**

Parcel ID	209000083201	**Alternate ID**	n/a	**Owner Address**	RANDY S & NANCY G HALVERSON 16771 45TH ST NW ANNANDALE, MN 55302
Sec/Twp/Rng	08-120-028				
Property Address	16771 45TH ST NW ANNANDALE	**Class**	201 - 1A/1B/4BB RESIDENTIAL SINGLE UNIT		
		Acreage	18.63 Acres		

District (2502) TOWN OF FRENCH LAKE-0876

Brief Tax Description SECT-08 TWP-120 RANGE-028 UNPLATTED LAND FRENCH LK TWP 18.63 AC E 1-2 OF NW OF SW
(Note: Not to be used on legal documents)

Date created: 11/15/2023
Last Data Uploaded: 11/15/2023 7:29:59 AM

Developed by Schneider GEOSPATIAL

Wright County Parks Commission Minutes
July 10, 2023
6:00 P.M.

Members in Attendance: Brad Danielson, Mitch Klein, Melanie Leckey, Martyn Dibben, Kevin Bergquist, Holly Fanning

Staff in Attendance: Ross Demant, Brad Harrington, Carson Law

Guests in Attendance:

Absent: Commissioner Deidrick

Call to Order: The July 10, 2023, meeting of the Wright County Parks Commission was called to order at 6:15 p.m.

Approval of Minutes:
Mitch Klein moved to accept and approve the May 8, 2023, Parks Commission minutes with the adjustments of the date and attendance; seconded by Martyn Dibben. The motion carried with all in favor.

Approval of Agenda: **Kevin Bergquist moved to approve the July 10, 2023; agenda as presented; seconded by Martyn Dibben. The motion carried with all in favor.**

Recreation Program
Recreation Specialist Carson Law shared that she had 34 summer programs set up for June, July, and August of 2023. This year she had two summer assistants that were both part time, Sydney, and Jefferey. Sydney was helping with Emerald Ash Boer (EAB) & categorizing trees while also making a tree book that would be housed at the nature center but could be a traveling book for other parks if needed. Jeffery, the other part time summer staff member has been working on the Geocaching course at Schroeder Park and Collinwood Park. This is available on the geocaching website. This is used to engage people visiting the parks and campers at the parks. There are lots of day camps planned, some of these are Nature Detectives, Outdoor survival, Trees and mammals. There are also family nights at the campgrounds the Parks Department has nature packs available to check out at the parks.

Some of the new summer programs planned are Lunch with a Naturalist, Family nature nights, Ney nature days, and overnight camping. The Ney Nature days is in August for ages 4-13. There are four families participating this year Bebe Lake Park. On the agenda is dinner, an amazing race game and kayaking. The max for this event was six families due to there being six camping kits. Brianna, one of the park rangers will be participating these summer activities and as the activities they take off and develop Carson will reach out to other groups to participate and teach to get more people into the nature building.

Carson has 28 programs scheduled for the winter. One of the new programs is called “Fire and Ice”. This will be at Bertram Chain of Lakes with the Wright County 4-H program. The 4Hers are grades 5-8 and will be using the camper cabins. This year there are 12 kids who will be partaking in skiing, night snowshoe and animal pellet activities.

Spring update! Carson organized a Goat Yoga that was such a hit! Also, the Environmental Days had been put on over the last 40 years by Soil and Water, but this year Carson and the Parks Department were fully responsible for this event and it went wonderfully. There were about 640 kids who participated from Wright County Schools. There will be another Environmental Days in the Fall for more 5th graders.

The Bertram Boo-tacular which is a “trunk or treat” type event was a very successful event last year with about 2,000 in attendance. This year there the event will be October 28 from 4-7 p.m. with food trucks and other activities. Also, a grant was awarded to Carson for archery equipment this year. This must be used with Montrose schools and community ed for the first year and then after the first year this equipment can be used anywhere so she hopes to expand the programming at that point.

In 2022 Carson has brought program numbers up to 68 and this year with fall numbers projected it is looking as though there will be about 72 programs. The revenue for programs in 2022 was $10,452 and as of right now the revenue of 2023 is about $14,353. Carson is hoping that there will be growth in the programs in the near future to hopefully have more adult opportunities in nature classes, expand school programs within the parks, have nature kits for teachers to rent, more archery classes and have regular hours from Thurs-Sunday at Ney Park.

Wayfinding Branding

There was discussion about the new branding and signage for Wright County Parks. It was suggested that the flat white background color was more of an off white or light gray. It was important that the signage was uniform for all parks with the Wright County Logo.

Martyn Dibben made a motion to approve the design but modify the background color. The motion was seconded by Kevin Bergquist. The motion carried with all in favor.

Humphrey Arends Park Property Acquisition

There was discussion about this property acquisition, all the members had read through these details thoroughly before the meeting and agreed to move forward. This scored an 8 under the decision-making principals. Decisions making principals are laid out like so: 1 -3 - Stop or Re-develop Plan; 4 -6 - Further Review Required; 7-10 - Move Forward. The information below was used in this decision process.

Does this project:

1. Fulfill the vision, mission, and goals of the department?

a. Vision

i. Property would add more natural space to Humphrey Arends County Park

b. Mission

i. The purchase of the property would preserve natural space for restoration and enhancement

c. Goals

i. Preserve the area for grassland/ prairie restoration

ii. Area is sufficient in size to add approximately .3 miles of trail (.3 miles of trail currently exist.)

iii. Would show that the County is invested in the continuation of converting farmed areas to natural spaces to increase recreational opportunities.

2. Protect a key natural resource or scenic view?

a. With the proximity to the park, this project would help protect an additional 10 aces of natural space.

3. **Protect a geographic or programming need?**

i. N/A

An Equal Opportunity Employer

4. **Serve an unmet park or trail use for the area?**

i. Adds additional trail length and provides a trail “loop” to the park.

5. Provide a new outdoor recreational opportunity?

i. New trail segment

6. Enhance existing parks or improve service efficiency?

i. Add additional natural space and trail length to Humphrey Arends Park

7. **Building community awareness or advocacy for parks?**

i. More trail length could potentially have a positive impact on park usage

8. Provide environmental sustainability in the short or long term?

i. The purchase of the property would preserve natural space for restoration and enhancement

9. Provide economic sustainability in the short or long term?

i. N/A

10. Have installation, maintenance & operation costs been addressed?

i. There are items in the operating and repair budget that address maintaining additional areas.

Brad Danielson made a motion to move forward with the appraisal. The motion was seconded by Holly Fanning. The motion carried with all in favor

Montissippi Concept Review

Improvements to Montissippi County Park that include a new parking area, permanent toilets, picnic shelter, and a new playground are identified in the Parks and Recreation Capital Improvement Plan for 2023.

Staff have been working with a consultant to put together a concept design for the Parks and Recreation Commission to review. Some notable items that have been included in the plan are:

- A combined parking lot for both the playground and disc golf
- The County does not have a dedicated fully ADA accessible playground,
- staff is recommending that the playground funds be used to install one at
- Montissippi.
- A trail connection that would tie into the existing trail system.
- Gravel overflow parking areas that could be paved during future phases.
- The budget for this project is approximately $725,000 which includes design,
- engineering, and amenities.

Kevin Bergquist made a motion to continue to move forward with the Montissippi utilizing the current concept design, the motion was seconded Mitch Klein. The motion carried with all in favor

Other

- Nye Lighting est $245,000 and is opening on July 11
- Schroeder Park bid opening next week July 20
- Bill Anderson is doing a reclamation tax out of the gravel pits
- Otsego Trail reclaimed this week and is repaving on the 24th
- Three River's Park District did not want to sell Beebe Lake, they want to do a 99 year lease

The next meeting is scheduled for September 11, 2023, at Bertram Contact Station, this can be held indoor or outdoor.

The meeting was adjourned at 7:22 p.m.

Wright County Parks and Recreation Commission Minutes
September 11, 2023
6:00 P.M.

Members in Attendance: Brad Danielson, Mitch Klein, Melanie Leckey, Martyn Dibben, Holly Fanning, Commissioner Deidrick

Staff in Attendance: Ross Demant, Brad Harrington, Josh Thompson

Guests in Attendance:

Absent:

Call to Order: The September 11, 2023, meeting of the Wright County Parks and Recreation Commission was called to order at 6:02 p.m.

Approval of Minutes:
Martyn Dibben moved to accept and approve the July 10, 2023, Parks Commission minutes; seconded by Mitch Klein. The motion carried with all in favor.

Approval of Agenda: **Mitch Klein moved to approve the September 11, 2023, agenda with the addition of Montissippi Park Improvement information added under the other section and a spelling correction; seconded by Brad Danielson. The motion carried with all in favor.**

Wayfinding/ Branding Review
Concepts of the new signage were talked about, the Parks Commission Members agreed that not having a white background on the signage would be the best practice. Everyone agreed that the interchangeable kiosk would make updating the signage easier and more efficient. This plan will be brought back in November. Once the signage is approved it will be implemented throughout the next few years working from the West side of the county to the East. These replacement signs should last over 15 years.

2024 Camping Season Dates
Staff is requesting for approval of campground operational dates as follows:
-Collinwood/Schroeder: Opening, Friday, May 3, 2024; Closing, October 6, 2024
-Bertram: Opening, Friday, May 3, 2024; Closing, October 20, 2024
Staff is requesting that we be allowed to close operations of the Bertram Camper Cabins during the following dates:
-Thanksgiving: Wednesday, November 22-Sunday, November 28, 2023
-Christmas: Friday, December 22-Monday, December 25, 2023
-New Years: Friday, December 29, 2023-Monday, January 1, 2024

Martyn Dibben made a motion to approve the 2024 camping season dates. The motion was seconded by Holly Fanning. The motion carried with all in favor.

Modification to Seasonal Camper Policy
After discussion it was recommended by the Parks Commission that the policy be revised to reflect that the Department will be phasing out seasonal campsites in 2026. The Commission requested the revised Campground Policy be brought back from review in November. The Parks and Recreation Commission noted that they are recommending this change because they feel each campsite should be open to everyone through out the year.

Stanley Eddy Property Acquisition
This acquisition was noted in the Stanley Eddy Masterplan as a medium priority and to have significance in relation to habitat preservation. The property is approx. 18 acres of land that has a building entitlement. Planning and Zoning has noted that this parcel could be subdivided.

Brad Danielson made a motion to continue to move forward with the Stanley Eddy Property Accusation. The motion was seconded Martyn Dibben. The motion carried with all in favor.

Fee Schedule Review

This year a new process was put into place by ERP and the Parks and Recreation Department was tasked to review its fee schedules and is currently still in the process of adjusting this. The Parks and Recreation Commission reviewed the fee schedule, it was stated the the largest change was simplifying rental to streamline them. The ERP new software will give the county a better idea of what things are costing and used most once the program is fully in place. With the implementation of ERP and RecTrac the department is hoping to better breakdown campground revenue and expenses.

Martyn Dibben made a motion to continue to move forward with the fee schedule review, the motion was seconded Holly Fanning. The motion carried with all in favor.

Other

Montissippi Improvements

The whole Montissippi Park playground will be ADA accessible. The Parks Department expressed that they would like to move forward with this soon because the grant was due by the end of February and there are ARP funds set aside for this. If this is approved the Parks and Recreation Department would like to purchase the playground immediately due to the lead time of the playground Staff are hoping to apply for an Outdoor Recreation grant through the DNR, if successful the project will include poured in place (PIP) for the playground base and a shelter. If staff are not successful getting the grant, these two items will be phased in over time.

Brad Danielson made a motion to move forward with developing cost estimates for the Montissippi Park improvements, the motion was seconded by Mitch Klein. The motion carried with all in favor.

H Eagle Roost

The City of Buffalo contacted the County to let them know they will not be moving forward with the archery range at this time. The Parks and Recreation Commission recommended that staff included park improvements to include a parking area and trails in the 2024 or 2025 budget.

Martyn Dibben made a motion to recommend that staff include park updates that include a parking area and trails in the 2024 or 2025 budget, the motion was seconded by Brad Danielson.

- Program updates were shared from Carson.
- The pre-construction meeting, which was held on Monday, September 11 for Schroeder went well.
- There is work being done on Beaver Pond area at Bertram which is over 120 acres.

The next meeting is scheduled for November 13, 2023, at Public Works Building, this can be held indoor or outdoor.

The meeting was adjourned at 7:18 p.m.

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Matt Detjen

Requestor Title
Ag & Drainage Supervisor

Department (please use dropdown to select department) *
PARKS & RECREATION

Target Meeting Date *
11/21/2023 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:
4

Originator
MJD7571

Item Details

Board Action Requested *
Accept the Shade Tree Program Bonding Grant from the Department of Natural Resources for $426,250 and Authorize Contract Signatures.

Short Title (what will appear on Agenda outline - 250 character max.) *
Accept the Shade Tree Program Bonding Grant from the Department of Natural Resources for $426,250 and Authorize Contract Signatures.

Value Stream the request primarily aligns with:
Empower Use of Land, Property, and the Environment

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

Describe the impact on staffing resources.

Fiscal Impact:
This grant requires no match

Background/Justification:
Staff applied for the Shade Tree Bonding Grant through the DNR to help remove and replace ash trees in county parks. On November 8th, 2023 we received notification that we were funded up to $426,250. Contracts for these grants are normally brought to the board for acceptance/signatures as part of a timed item like this. We were informed that we will instead have to provide the contact information for anyone required to sign the contract (both the County Administrator and board chair) and the DNR will send the contract to those people directly. We will thus be accepting the grant as a part of this timed item and approving signatures for a TBD date on the final contract documents. A copy of the grant budget has been included as a part of this item for review.

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
Shade Tree Grant_Budget Form_Wright County_ FINAL.pdf	Attachment

- [ ] Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes
Moved to agenda

Shade Tree Program Bonding Grants

Attachment A. Budget Form

DEPARTMENT OF NATURAL RESOURCES

Local Unit of Government	Wright County
Project Coordinator	Matt Detjen

Directions: *Complete this form in detail. Common line items are indicated for eligible expenses. Add or change categories and add rows as necessary. Be specific about expenses. A successful budget form will be detailed, financially realistic, and cost effective. Match is not required. This form has formulas; double check to be sure totals are accurate. Direct questions about the budget form to the DNR Urban and Community Forestry Team at ucf.dnr@state.mn.us.*

Expense	Description	Hourly Rate/ Cost per Item	Number Hours or Items	Funds Requested	Cash Match	In Kind Match
1. Contractor costs (ex. labor, services, supplies, and equipment)	Tree and Stump Removal	$ 1,200.00	250	$ 300,000.00	N/A	N/A
	Tree Planting - Contractor	$ 500.00	200	$ 100,000.00	N/A	N/A
	Tree Planting Event - Tree Trust & Volunteers	$ 350.00	50	$ 17,500.00	N/A	N/A
2. Trees						
3. Planting supplies (ex. water bags, grow tubes, bark protection, compost, etc.)	Water Bags, Diapers, Staking material, Tree guards	$ 35.00	250	$ 8,750.00	N/A	N/A
4. Site preparation						
5. Equipment (up to $5,000 in total that are necessary to complete the project)						
6. Hired Staff or Consultant time						
				$ 426,250.00	$ -	$ -

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Matt Detjen

Requestor Title
Ag & Drainage Supervisor

Department (please use dropdown to select department) *
PARKS & RECREATION

Target Meeting Date *
11/21/2023 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 Assessments to be Levied Against Benefited Landowners for County Ditch Systems in 2023.

Approval of the Assessment Tiers and Interest Rates for 2024 Assessments.

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Assessments to be Levied Against Benefited Landowners for County Ditch Systems in 2023.

Approval of the Assessment Tiers and Interest Rates for 2024 Assessments.

Value Stream the request primarily aligns with:
Empower Use of Land, Property, and the Environment

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

Describe the impact on staffing resources.

Fiscal Impact:
Assessments for ditch repairs are paid for by the benefited landowners of that ditch systems. n

Background/Justification:
he county must set the interest rate and approve ditch assessments every year pursuant to Minn. Stat. 103E. Staff Recommends one assessment in 2023 for work done on County Ditch #10. This assessment amount would be $486,486.39 and this cost would be spread to all benefited landowners on County Ditch #10. An interest rate of 3.25% was set last year for 2023 assessments, as well as the assessment tier for paying thee off over 1, 5, and 20 years depending on this size of the assessment for each landowner. At the workshop on 11/14/2023 the board recommended a 3.75% interest rate for 2024, and staff has left the existing assessment tiers for approval for 2024.

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
2023 Ditch Assessments approval to Board_2024 Tax statements.pdf	Attachment

☐ Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes
Moved To Agenda

Matthew Detjen
Wright County Ag & Drainage Coordinator

Wright County Government Center
3600 Braddock Ave NE
Buffalo, MN 55313-1195
Phone: (763) 682-7571

November 15, 2023

To: County Board of Commissioners

From: Jan Edmonson, Finance Department
Matt Detjen, Agriculture & Drainage Coordinator

RE: 2023 Ditch Assessments

I recommend the following assessments be levied against the benefited landowners on the following ditch systems for expenses incurred.

County Ditch #10: **$486,486.39**

Total assessments for 2023 = ***$486,486.39***

Interest rate approved for 2023 = **3.25%**

Tiers of assessments approved by the Drainage Authority:

Recommendation by staff to consider:
1 year: $500 or less (by landowner)
5 years: $500.01 to $10,000.00 (by landowner)
20 years: Over $10,000.00 (by landowner

Interest rate for 2024: 3.75%

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Matt Detjen

Requestor Title
Ag & Drainage Supervisor

Department (please use dropdown to select department) *
PARKS & RECREATION

Target Meeting Date *
11/21/2023 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

Originator
MJD7571

Item Details

Board Action Requested *
Approval to Apply for the Multipurpose Drainage Management Grant for County Ditch #19

Short Title (what will appear on Agenda outline - 250 character max.) *
Approval to Apply for the Multipurpose Drainage Management Grant for County Ditch #19

Value Stream the request primarily aligns with:
Empower Use of Land, Property, and the Environment

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

Describe the impact on staffing resources.
Time spend writing the grant

Fiscal Impact:
The grant has a 10% match requirement

Background/Justification:
Staff in the Division of Ag & Drainage as well as the Wright SWCD have applied for the Multipurpose Drainage Management Grant (MDM) through the Minnesota Board of Water and Soil Resources. We have successfully funded numerous ditch projects in the past with this money. We are looking to write for County Ditch #19 in French Lake township to address erosion issues. This grant has a 10% match requirement that can be federal or local match, but not another state grant. The Wright SWCD has offered to help write this grant provide technical expertise.

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
FINAL 24_25 MDM RFP.pdf	Attachment

- [ ] Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes
Moved to agenda

BOARD OF WATER AND SOIL RESOURCES

Multipurpose Drainage Management Grants

Request for Proposal (RFP)

CLEAN WATER LAND & LEGACY AMENDMENT

MINNESOTA POLLUTION CONTROL AGENCY

DEPARTMENT OF AGRICULTURE

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PURPOSE

The purpose of this program is to facilitate multipurpose drainage management practices to reduce erosion and sedimentation, reduce peak flows and flooding, and improve water quality, while protecting drainage system efficiency and reducing drainage system maintenance for priority Chapter 103E drainage systems[1].

These grants can be used as an "external source of funding" for water quality improvements in accordance with:

1. Section 103E.011, Subd. 5. Use of external sources of funding.
2. The multipurpose water management provisions in MN Statute Section 103E.015 *Considerations before drainage work is done*; and/or
3. Other applicable provisions of Chapter 103E (See BWSR Multipurpose Drainage Management Fact Sheet)

WHAT IS NEW FOR 2024

1. This RFP will remain open as long as funds are available and will include quarterly "Batching periods" until funding is expended (See Deadlines and Timeline section below for details)
2. Proposal responses and scoring criteria will include minimum requirements. If a proposal does not meet all the minimum requirements in the scoring criteria, then it will not be eligible for funding.
3. This RFP and the Grants Administration Manual provide the framework for this program and there is no additional program policy.

TIMELINE

No late submissions or incomplete proposals will be considered for funding. Applications must be submitted by 4:30 PM. Late responses will not be considered. The grant applicant is responsible for proving timely submittal.

Grant Cycle	Grant Cycle Dates
Application period open	November 1, 2023 and will remain open continuously
Application batching period dates	First Business day of March, June, September and December
BWSR authorizes grant awards	Approximately 30 days of application period closes
BWSR sends grant agreements to recipients	Approximately 30-45 days of grant award
Work plan submittal deadline and Grant execution deadlines will be provided promptly after awards announcements	

[1] A priority Chapter 103E drainage system is an established system that has priority sediment and/or water quality concerns documented in an analysis, study, strategy, plan, a repair report, or in an engineer's preliminary survey report for a drainage project.

GRANT ELIGIBILITY AND REQUIREMENTS

ELIGIBLE APPLICANTS

This grant program strongly encourages a Chapter 103E drainage authority (County, Joint County Board, or Watershed District) and Soil and Water Conservation District(s) to establish or define a partnership to apply for and use these grant funds. One SWCD or drainage authority partner is eligible to apply on behalf of a partnership, but must verify in the proposal that all the partner(s) are committed to the project. The following entities are eligible:

- Drainage authorities as defined by Minn. Stat. Chapter 103E
- Local governments (counties, watershed districts, watershed management organizations, and soil and water conservation districts or local government joint power boards) working under a current State approved and locally adopted local water management plan, comprehensive watershed management plan or soil and water conservation district comprehensive plan.
- Municipalities are eligible if they: 1) have a water plan that has been approved by a watershed district or a watershed management organization as provided under Minn. Stat. 103B.235; or 2) adopted an approved comprehensive watershed management plan developed under Minn. Stat. 103B.801
- Counties in the seven-county metropolitan area are eligible if they have adopted a county groundwater plan under Minn Stat. 103B.255 or county comprehensive plan that has been approved by the Metropolitan Council under Minn. Stat. Chapter 473. Applicants who have previously received a grant from BWSR must be in compliance with BWSR requirements for grantee website and eLINK reporting before grant execution and payment.

Applicable plans must be current when the Board approves awards to be eligible to receive grant funds as defined under the Board's Local Water Plan Status and Grant Eligibility Policy. Applicants must also be in compliance with all applicable federal, State, and local laws, policies, ordinances, rules, and regulations.

FUNDING AVAILABLE AND MATCH

The appropriation language governing the use of these funds is in Laws of Minnesota 2023, Regular Session, Chapter 40, Article 2, Section 6(J). Table 1 lists the Clean Water Fund (CWF) available for this proposal process. Final funding decisions will be dependent on the actual funds available.

All BWSR CWF competitive grants require a minimum non-state match. All BWSR grant programs have a match requirement that is up to 10% of the amount of Clean Water Funds requested or received. The match must be cash or inkind cash value of goods, materials, and services directly attributed to project accomplishments.

Table 1: FY 2024 Competitive Clean Water Grant Funding Available[1]

Agency Fund	Funding Amount	Governmental Units Eligible for Funding	Required Match
BWSR Multipurpose Drainage Management	Up to $950,000 Each for FY 24 & 25	Partnership of a Chapter 103E Drainage Authority and Soil and Water Conservation District(s)	10%

The Clean Water Fund was established in Minnesota Statute 114D.50 to implement part of Article XI, Section 15, of the Minnesota Constitution, with the purpose of protecting, enhancing, and restoring water quality in lakes, rivers, and streams in addition to protecting ground water and drinking water sources from degradation. These funds must supplement traditional sources of funding and may not be used as a substitute to fund activities or programs.

ELIGIBLE ACTIVITIES

Eligible activities can consist of structural practices and projects; non-structural practices and measures, project support, grant management and reporting. Technical and engineering assistance necessary to implement these activities are considered essential and are to be included in the total project or practice cost.

TECHNICAL AND ADMINISTRATIVE ACTIVITIES

Clean Water Funds may be used for actual technical and administrative expenses to advance project implementation. Eligible expenses include the following activities: grant administration, site investigations and assessments, design and cost estimates, construction supervision, and construction inspections.

PROJECT SUPPORT

Eligible activities include public participation and engagement, equipment, and other activities necessary for the implementation of water quality practices consistent with the purposes of these funds. Refer to the Grants Administration Manual for Capital Equipment Purchases.

GRANT MANAGEMENT AND REPORTING

All grant recipients are required to report on the outcomes, activities, and accomplishments of Clean Water Fund grants. The grant funds may be used for local grant management and reporting that are directly related to and necessary for implementing the project or activity. Applicants who have previously received a grant from BWSR must be in compliance with BWSR requirements for grantee website and eLINK reporting before grant execution and payment.

PRACTICES

Practices must have a primary purpose of water quality improvement and be conducted on, adjacent to, or within the contributing watershed of, a Priority Chapter 103E Drainage System(s). Structural projects and practices must be of long-lasting public benefit. LGUs must provide assurances that the landowner or land occupier will keep the project in place for the effective life of the project. The following is a list of the only eligible conservation practices and activities for this program.

1. NRCS Conservation Practice Standard (CPS) Code 410 Grade Stabilization Structure: Adjacent to a Chapter 103E drainage ditch or within the watershed of the drainage system to reduce erosion and provide temporary detention to trap sediment and nutrients, reduce peak flows, improve water quality and maintain the efficiency of the drainage system. When proposing side inlet structures, drop inlet type structures with temporary detention are preferred. When proposing side inlet structures in combination with a continuous berm along a Chapter 103E drainage ditch, eligibility is limited to the side inlet pipes and construction of an average 3 ft. high (above existing ground) berm.

2. CPS Code 412 Grassed Waterway: To convey concentrated runoff without causing erosion or flooding, prevent or reduce gully erosion, and improve water quality.

3. CPS Code 638 Water and Sediment Control Basin: To prevent or reduce gully erosion, trap sediment and nutrients, reduce and manage onsite and downstream runoff, improve downstream water quality, and improve farmability of sloping land.

4. Open tile inlet replacement: Replacement of existing open tile inlets with water quality improvement inlets (e.g. perforated riser, dense pattern tile, or gravel inlet) in accordance with NRCS CPS Code 606 Subsurface Drain, as applicable, to reduce sediment entering a Chapter 103E drainage system via subsurface drainage tile.

5. CPS Code 656 Constructed Wetland or CPS Code 658 Wetland Restorations

   a) CPS Code 656 Constructed Wetland: To improve water quality of storm water runoff or other water flows. The constructed wetland shall be designed to reduce nutrient and sediment loading and provide other water quality benefits. Project location must be identified at time of proposal.

   b) CPS Code 658 Wetland Restoration: To provide storage and treatment of surface and subsurface drainage water to reduce peak flows, erosion, and nutrient and sediment transport to receiving waters. To be an eligible wetland restoration under this program the applicant must demonstrate that the proposed activity includes an area which was historically a wetland. The design shall be consistent with the BWSR MN Wetland Restoration Guide or the USDA-NRCS Field Office Technical Guide. Project location must be identified at time of proposal.

   Constructed Wetlands or Wetland Restorations require a perpetual easement to be held by the Chapter 103E drainage authority. Easements held by any other entity are not eligible for this program**.** The perpetual easement must be approved by the Board of Water and Soil Resources (BWSR) for locations within the watershed of a Chapter 103E drainage system. Total state contribution to easement payment rates shall not exceed current standard Reinvest in Minnesota (RIM) rates. Lands eligible for the RIM crop rate must have annually planted crop 2 of the last 5 years or meet other requirements as listed in MN Rules Section 8400.3030. The perpetual easement must include an upland buffer of perennial native vegetation around the wetland area having a minimum width of 30 feet and average width of 50 feet, except where the wetland boundary is adjacent to a road right-of-way or property boundary. Design and construction cost components necessary for wetland and upland buffer restoration are eligible.

6. NRCS Conservation Activity Plan (CAP) 130 Drainage Water Management Plan: To reduce and treat nutrient loss and improve downstream water quality. The CAP 130 can include controlled subsurface drainage, denitrifying bioreactor, and saturated buffer components. The plan must be developed by a Technical Service Provider (TSP) certified in the NRCS Tech Reg for CAP 130.

7. CPS Code 587 Structure for Water Control: For use on existing or new tile drainage systems to improve downstream water quality by managing soil profile water levels using controlled subsurface drainage to reduce tile flow and nutrient transport, in accordance with an associated CAP 130.

8. CPS 554 Drainage Water Management, Implementation/Operation: A CAP 130 is required. For areas where controlled subsurface drainage structures have been installed to manage soil profile water levels, payments must follow EQIP rate schedule.

9. CPS Code 604 Saturated Buffer: For existing or new tile drainage systems to improve downstream water quality primarily by reducing the nitrate content of subsurface drainage water treated by the saturated buffer.

10. CPS Code 605 Denitrifying Bioreactor: For existing or new tile drainage systems to improve downstream water quality primarily by reducing the nitrate content of subsurface drainage water treated by the denitrifying bioreactor.

INELIGIBLE ACTIVITIES

The following activities are ineligible for these funds:

- Tile not needed to support establishment of a conservation practice listed in the eligible practice list above;
- Ditching not associated with a wetland restoration or construction, including two-stage ditches;
- Grade stabilization structure(s) on the centerline of a Chapter 103E drainage system;
- Flap gates that prevent back-flow into side inlet structure pipes;
- Bridges or culverts through roads;
- Water quality monitoring;
- Buffers that are required by law (including Drainage Law and Buffer Law), incremental buffer strips under Section 103E.021, Subd. 6, or buffer establishment for a saturated buffer.
- Components required by 103E Drainage Law.

MDM APPLICATION CRITERIA AND RESPONSES

To be eligible, the submitted application must meet the minimum on all of the following applicable criteria. If more funding is requested than is available proposals will be ranked based on the associated scores for each question. If multiple proposals have equal scores, funds will be awarded on a first come first serve basis.

Answers to each question are limited to 2000 characters. The following questions need to be answered in eLINK. The character limit in eLINK is NOT the same as Microsoft Word.

1. Describe the proposed grant-funded activities eligible under this RFP.
2. Have you uploaded the map (under Attachments) with the drainage system clearly identified?
3. Identify the entity who will be responsible for holding the easement or responsible for operation and maintenance (O&M) of the proposed grant-funded activities.
4. Identify the priority 103E drainage system for this proposal and rationale for its selection including the water quality resource concern.
5. Describe efforts to coordinate with partnering organizations including reference to applicable agreements or resolutions supporting the proposal.
6. Please describe the expected water quality outcomes proposed.
7. Please describe any multipurpose drainage management benefits beyond water quality proposed.
8. What steps and actions have been taken to ensure that project implementation can begin soon after grant award, such as partner coordination, preliminary identification of potential conservation practice/activity locations, coordination with landowners, preliminary discussions with permitting authorities (if applicable), alignment with requests for external sources of funding per Section 103E.015, Subd 1a., etc.?
9. Please describe how the proposed project goes above and beyond the requirements of 103E if applicable for the following;
    a) Please describe how the proposed project goes above and beyond the requirements of 103E if applicable for the following: the proposed CWF $ is not needed to meet a cost benefit consideration for a “drainage project” as defined in 103E.
    b) Please demonstrate CWF Activities are not needed to provide for an adequate outlet as defined prescribed in 103E.261.
    c) Please provide written confirmation that the proposed Clean Water Funded activities are not being used to mitigate environmental or regulatory impacts of this or other projects.

***You will need to submit an MDM Project Budget Worksheet (required). The worksheet can be found on the Apply for BWSR Grants webpage (http://www.bwsr.state.mn.us/grants/apply/index.html). Applications submitted without this worksheet will not be considered. Have you uploaded the budget worksheet (under Attachments)?**

Multipurpose Drainage Management Grant Program		
Scoring Criteria	**Minimum Eligibility Criteria (if any one of these criteria is not met, the application will be considered ineligible)**	**Maximum Points Possible**
Activity Eligibility: The proposed grant-funded activities are eligible under this RFP.	All requested activities are eligible	YES
Project Map: Map provided by the applicant clearly identifies the drainage system.	Map included that shows the drainage system where activities are proposed	10
Operations and Maintenance(O&M): Applicants have identified who will be responsible for holding the easement or responsible for operations and maintenance of the proposed grant funded activities.	Landowners identified as the party responsible for O&M	10
Priority System: Applicants have identified the priority 103E system for the proposed activities and the rationale for its selection including the water resource of concern.	A single system is identified in a repair report or engineers preliminary survey report	20
Partnering Efforts: Clear description of efforts to coordinate with partnering organizations including reference to applicable agreements or resolutions supporting the proposal.	Written documentation of coordination from the respective organizations of intent to partner	10
Landowner Coordination: Clear description of efforts to coordinate with participating landowners.	Written documentation of coordination with participating landowners	10
Water Quality Outcomes: Clear demonstration of water quality outcomes proposed by the activity.	Outcomes provided	20
Multipurpose Benefits: Clear demonstration of the multipurpose benefits proposed by the activity.	Description of different benefits provided	20
Cost Benefits: If the activity is associated with a MS 103E.005 defined Drainage Project, a clear description of how the proposed activities are supplemental and not needed to ensure the Cost Benefits considerations.	The proposed activities are NOT associated with a 103E Drainage Project OR The applicant has documented that the 103E Drainage Project stands on its own merits and the proposed grant activities are supplemental.	YES
Outlet Adequacy: If the activity is associated with a MS 103E.005 defined Drainage Project, a clear description of how the proposed activities are not needed to ensure the proposed project outlet is adequate.	The proposed activities are NOT associated with a 103E Drainage Project OR The applicant has documented that the 103E Drainage Project stands on its own	YES

	merits and the proposed grant activities are supplemental.	
Environmental or regulatory impacts: The proposed grant funded activities are not being used to offset other environmental or regulatory impacts for this or another project.	Written confirmation provided by the applicant.	N/A
	TOTAL	**100**

APPLYING FOR A GRANT

HOW TO SUBMIT A QUESTION

Questions regarding grant applications should be directed to your area Board Conservationist; a map of work areas and contact information is available at BWSR Maps and Apps Gallery. Questions may also be submitted by email to cwfquestions@state.mn.us. Responses may be posted on the BWSR website as a "Frequently Asked Questions" (FAQ) document and updated weekly throughout the RFP.

HOW TO APPLY USING ELINK

1. Set up your eLINK user account.

Proposals need to be submitted via eLINK. Eligible applicants without a current eLINK user account must register for an account at https://elink.bwsr.state.mn.us no later than seven days prior to the proposal deadline. For eLINK related questions, first visit the eLINK section of the Frequently Asked Questions (FAQ) page. If your question is not addressed here, please contact elinksupport@state.mn.us.

2. Complete your funding request (proposal)

See the "Completing a Funding Request in eLINK" under the "eLINK Training Videos" tab on the eLINK webpage to view a 11-minute online module describing how to complete a Funding Request within eLINK.

- As part of the proposal, eLINK will require applicants to map the location of the proposed project area.
- Answers to each question is limited to 2,000 characters. Due to differences in how programs are encoded, be aware that the character limit in eLINK is not the same as Microsoft Word or other text editors.
- Proposals may include only one image to be submitted within their eLINK application. Only .jpg, .tiff, or .png file types are allowed.

Applicants must provide answers to the following questions as part of their proposal submitted in eLINK. The questions are related to the ranking criteria categories, which determine how proposals are scored by reviewers. The ranking criteria can be found in the "Application Review" section of this RFP.

APPLICATION GUIDELINES

- Proposals submitted under the BWSR Clean Water Fund Grant categories must request state funds that equal or exceed $30,000. Proposals submitted that do not fall within this dollar range will not be accepted.
- Proposals may receive partial funding based on eligibility or availability of funds. Prior to final selection, the Board may engage applicants to resolve questions or to discuss modifications to the project or funding request. Actual awards may be less than this minimum if proposals receive partial funding. Applications may receive partial funding for the following reasons: 1) an absence of or limited identification of specific project locations, 2) budgeted items that were not discussed in the application or have no connection to the central purpose of the application were included by an applicant; 3) to address budget categories out of balance with the project scope; 4) application contains ineligible components; and 5) insufficient funds remaining in a grant category to fully fund a project. Prior to final selection, the Board may engage applicants to resolve questions or to discuss modifications to the project or funding request.
- Proposals that do not comply with all proposal requirements will not be considered for funding, as provided below:
    - Components of the proposal are incomplete or missing;
    - The match amount does not meet grant requirements; or
    - The minimum grant dollar amount is not met, or the maximum amount is exceeded.
- Proposals should clearly articulate what water resource is being targeted in the application. Proposals should demonstrate significant, measurable project outputs and outcomes targeted to critical pollution source areas that will help achieve water quality objectives for the water resource of concern; be consistent with a watershed management plan that has been state approved and locally adopted or an approved total maximum daily load study (TMDL), Watershed Restoration and Protection Strategy (WRAPS), Groundwater Restoration and Protection Strategy (GRAPS), surface water intake plan, or well head protection plan.
- Proposals should ensure they are citing the current, state approved and locally adopted plan for the project area. For example, once a Comprehensive Watershed Management Plan is adopted for an area, the County Water Plan or SWCD Comprehensive Plan can no longer be referenced since it is no longer the applicable plan in the project area, even if it continues to be used elsewhere in the county where a CWMP has not yet been developed and adopted. Improper plan references will negatively affect the prioritization score.
- As appropriate, outputs should include scientifically credible estimates of pollutant reductions expected as a result of the project, as well as other measures such as acres of wetlands/forest, miles of riparian buffer or stream bank restored, acres treated by stormwater BMPs, or acres of specific agricultural conservation practices implemented including acres treated by the installation of the practice. ***Applications with unrealistic pollution reduction estimates will not be considered.***
- Proposals must have plans for long-term maintenance and inspection monitoring for the duration of the life of a project as part of their project files. Work plans developed for funded applications will rely on this information for operation, maintenance and inspection requirements after the project is completed.
- Applicants should evaluate the impacts that climate change (such as fluctuating precipitation patterns and drought) may have on the ability of the proposed project to meet objectives and whether the proposed project increases landscape resiliency.
- Proposals from applicants that were previously awarded Clean Water Funds will be considered during the review process for applications submitted in response to this RFP. However, applicants that have expended less than 50% of previous award(s) at the time of this application will need to demonstrate organizational capacity to finalize current projects and to complete new projects concurrently.

APPLICATION REVIEW

BWSR staff initially review all applications for eligibility. Eligible applications will be reviewed and ranked based on the criteria by the Program Manager, Chief Engineer and Clean Water Specialist or their assignees.

CONFLICT OF INTEREST

State Grant Policy 08-01, (see https://mn.gov/admin/government/grants/policies-statutes-forms/) Conflict of Interest for State Grant-Making, also applies to BWSR grantees. Grantees' conflicts of interest are generally considered organizational conflicts of interest. Organizational conflicts of interest occur when:

- A grantee is unable or potentially unable to render impartial assistance or advice due to competing duties or loyalties,
- A grantee's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties, or
- A grantee or potential grantee has an unfair competitive advantage through being furnished unauthorized proprietary information or source selection information that is not available to all competitors.

PRIVACY NOTICE

Under Minnesota Statutes Section 13.599, responses to an RFP are nonpublic until the application deadline is reached. At that time, the name and address of the grantee, and the amount requested becomes public. All other data is nonpublic until the negotiation of the grant agreement with the selected grantee is completed. After the application evaluation process is completed, all data (except trade secret data) becomes public. Data created during the evaluation process is nonpublic until the negotiation of the grant agreement with the selected grantee(s) is completed.

GRANT RECIPIENT INFORMATION

PROJECT PERIOD

Notification of grant award will be in the form of an automated notification from the BWSR eLINK system or an email from BWSR Grants staff to the grantee. Notifications are sent to the Day-to-Day Contact(s) identified by the organization within the eLINK system. This notification includes instructions for further processing of the grant agreement and may also contain grant-specific information such as requirements for completing work plans, disbursement terms, or additional required documentation for processing the grant. Read these instructions carefully as requirements can vary by grant and fiscal year.

BWSR will use grant agreements, and an associated work plan, as contracts for assurance of deliverables and compliance with appropriate statutes, rules, and established policies. BWSR reserves the right to require a work plan revision or grant agreement amendment for changes in scope. Willful or negligent disregard of relevant statutes, rules and policies may lead to imposition of financial penalties on the grant recipient. Upon receiving the notification of grant award, which indicates approval of an application, and prior to beginning work on the grant project(s) and receiving grant funds, the applicant is required to do the following:

1. Complete an IRS W-9 form or register as a vendor in SWIFT, the state's accounting system, and submit other required documentation within 30 days of award notification.
2. Sign a grant contract agreement indicating their intention to complete the project(s) contained in the application. The agreement also authorizes BWSR to monitor progress of the grant. The grant contract agreement must be signed within 30 days of being sent to the grantee.

The project period starts when the grant agreement is executed, meaning all required signatures have been obtained. Work that occurs before this date is not eligible for reimbursement with grant funds and cannot be used as match.

Grant contract agreement templates can be reviewed on the Office of Grants Management Forms and FAQs website.

All grants must be completed by December 31, 2026 for grants awarded in FY 24 and by December 31, 2027 for grants awarded in FY 25. If a project receives federal funds, the period of the grant agreement may be extended to equal the length of time that the federal funds are available, subject to limitation. Applicants using federal funds are encouraged to contact BWSR soon after the award of funds to ensure the grant agreement can be developed appropriately.

If a project receives federal funds, the period of the grant agreement may be extended to equal the length of time that the federal funds are available subject to limitation. Applicants using federal funds are encouraged to contact BWSR soon after the award of funds to ensure the grant agreement can be developed appropriately.

PAYMENT SCHEDULE

Grant payments will be distributed in three installments to the grantee. The first payment of 50% of the grant amount will be paid after work plan approval and execution of the grant agreement provided the grant applicant is in compliance with eLINK reporting requirements for previously awarded BWSR grants. The second payment of 40% of the grant amount will be paid once the grantee has provided BWSR with notification and BWSR has reconciled expenditures of the initial payment. The last 10% of reimbursement grants will be paid after the grant project is finished, all final reporting requirements are met, and the grantee has provided BWSR with a documentation of final expenditures.

REPORTING AND ADMINISTRATION REQUIREMENTS

- All grantees receiving funds for BWSR programs must follow the BWSR Grants Administration Manual, which can be found at https://bwsr.state.mn.us/grants/manual/
- All grant recipients are required to report on the outcomes, activities, and accomplishments of Clean Water Fund grants. Outputs will serve as surrogates for outcomes and will be reported as estimated pollutant reductions and progress towards goals based on the best available information.
- All BWSR funded grants are managed through eLINK. All proposals will be submitted electronically through eLINK. Successful applicants will be required to complete a work plan in eLINK. All required reporting will be completed through eLINK. For more information go to https://bwsr.state.mn.us/elink.
- BWSR will use grant agreements as contracts for assurance of deliverables and compliance with appropriate statutes, rules and established policies.
- In the event there is a violation of the terms of the grant agreement, BWSR will enforce the grant agreement and evaluate appropriate actions, up to and including repayment of grant funds at a rate up to 100% of the grant agreement.
- When practicable, grant recipients shall prominently display on their website the legacy logo. Grant recipients must display on their website either a link to their project from the Legislative Coordinating Commission Legacy Site (http://legacy.leg.mn) or a clean water project summary that includes a description of the grant activities, including expenditure of grant funds and measurable outcomes.
- When practicable, grant recipients must display a sign with the Legacy Logo at the project site or other public location identifying the project was built with assistance from Clean Water, Land and Legacy Amendment. When practicable, grant recipients must display the Legacy Logo on printed and other media funded with money from the Clean Water Fund. The logo and specifications can be found at http://www.legacy.leg.mn/legacy-logo.

- Funds repaid to a grantee from a landowner or other land occupier who has failed to maintain a practice for its effective life, but outside of the grant agreement, must be reallocated to a local cost share program or project account consistent with MN Statutes Chapter 114D.50, less the administrative cost of the grantee.
- The grantee board is the authority and has the responsibility to approve the expenditure of funds within their own organization. The approval or denial of expenditures of funds must be documented in the Grantee Board's meeting minutes.
- Grant reporting, fiscal management, and administration requirements are the responsibility of the grant recipient.
- BWSR recommends all contracts be reviewed by the grant recipient's legal counsel.

RESTORATION EVALUATION PROGRAM

All restoration projects with restoration benefits funded via the Clean Water Fund may be subject to an evaluation in accordance with Minn. Stat. 114D.50 Subd. 6. Primary goals of the restoration evaluation program are to evaluate the projects relative to the law, current science, and the stated goals and standards in the restoration plan and to improve future habitat restorations by creating a feedback loop from lessons learned in the field.

Key recommendations that applicants should follow are:

1. Improved Project Planning - Thorough project planning will enable project managers to make informed decisions and improve capacity to achieve desired outcomes
2. Improved Vegetation for Stream Projects - Well established vegetation is critical for the long-term success of stream projects. Establishing native vegetation takes planning and diligent maintenance.
3. Improved Project Teams - Bringing more sets of expertise to the table will ideally: minimize instances of non-native plant use, identify plan components with high risk of limited success, help plan contingencies for potential challenges, and broaden project goals.
4. Improved Documentation - Documentation is critical for understanding, tracking, and achieving successful restorations.

For more information regarding the Restoration Evaluation Program visit the follow website: https://www.dnr.state.mn.us/legacy/restoration-evaluation.html

Questions about the Restoration Evaluation Program can be directed to: Wade Johnson, MN DNR, wade.a.johnson@state.mn.us or 651-259-5057.

PERMITTING

The applicant is responsible for obtaining and complying with all permits necessary to execute the project. If applicable, successful applicants will be required to provide sufficient documentation prior to work plan approval that the project expects to receive or has received all necessary federal, state and local permits and meets all water quality rules, including those that apply to the utilization of an existing water body as a water quality treatment device. Applicants are strongly encouraged to contact the appropriate regulatory agencies early in the grant proposal development process to ensure potential projects can meet all applicable regulatory requirements.

NATIVE VEGETATION

All projects that involve vegetation restoration or establishment are subject to BWSR's Native Vegetation Establishment and Enhancement Guidelines found at: https://bwsr.state.mn.us/sites/default/files/2019-

07/Updated%20guidelines%20Final%2007-01-19.pdf. Key requirements within the Guidelines include the use of native vegetation, providing pollinator habitat, and incorporating high diversity levels.

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 *
11/21/2023 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 min

Originator
EBK8604

Item Details

Board Action Requested *
Adopt 3 Separate Resolutions Offering Support for Border to Border Broadband Grant Applications:
-Charter
-Frontier
-Midco

Short Title (what will appear on Agenda outline - 250 character max.) *
Adopt resolutions offering support for Border to Border Broadband Grant applications

Value Stream the request primarily aligns with:
Shepherd Economic Growth

Briefly describe how the request aligns with the selected value stream.
These resolutions support the installation of high-quality broadband within Wright County.

Describe the impact on staffing resources.
None.

Fiscal Impact:
The resolution for Charter offers financial support of $60,000, if the grant is awarded by the state. The resolution for Midco offers financial support of $50,000, if the grant is awarded by the state. ARP-SLFRF funds will be used for these contributions.

Background/Justification:
Border to Border grant applications are strengthened with local government support, and local financial contributions. Wright County, through its broadband committee, has set a mission to serve as a sponsoring agency for internet service providers.

Route for Review and Approval

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

Agenda Item Attachments (3)

Document Name	Attachment Type
County Board Resolution - Frontier.pdf	Attachment
County Board Resolution - Charter.pdf	Attachment
County Board Resolution - Midco.pdf	Attachment

- [ ] Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

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 1

WHEREAS, Frontier is applying to the 2023 State of Minnesota Border to Border Broadband Development Grant Program; and

WHEREAS, Frontier is a retail provider of communications services including the provision of broadband services to portions of Wright County; and

WHEREAS the Wright County Board of Commissioners believes Frontier has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capability to ensure adequate project administration; and

WHEREAS the Wright County Board of Commissioners believes the broadband project, as developed by Frontier will benefit the citizens, businesses, and institutions of our community; and

WHEREAS the Wright County Board of Commissioners believes the broadband project, as developed by Frontier, aligns with the broadband deployment goals established in Section 237.012 of the Minnesota Statutes; and

NOW, THEREFORE BE IT FINALLY RESOLVED BY Wright County Board of Commissioners to fully support the application submitted to the State of Minnesota Border to Border Broadband Development Grant Program by Frontier.

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)

Witness my hand and official seal at Buffalo, Minnesota, this

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

WHEREAS Spectrum Mid-America, LLC managed by Charter Communications Inc (Charter) is applying to the 2023 State of Minnesota Border to Border Broadband Development Grant Program; and

WHEREAS, The American Rescue Plan - State and Local Fiscal Recovery Funds (ARP-SLFRF) provided funding to Wright County, which can be used to promote broadband services; and

WHEREAS, the Wright County Board of Commissioners has allocated a total ARP-SLFRF contribution not to exceed $4,736,887 for promotion of broadband services for any and all potential broadband partnerships; and,

WHEREAS, Charter is a retail provider of communications services including the provision of broadband services to portions of Wright County; and

WHEREAS the Wright County Board of Commissioners believes Charter has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capability to ensure adequate project administration; and

WHEREAS the Wright County Board of Commissioners believes the broadband project, as developed by Charter will benefit the citizens, businesses, and institutions of our community; 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)

Witness my hand and official seal at Buffalo, Minnesota, this

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

NOW THEREFORE BE IT RESOLVED by the Wright County Board of Commissioners that:

1. Wright County offers a partnership agreement to Charter for the expressed purpose of supporting Charter's Border to Border grant application to bring broadband services for up to 1,057 underserved and unserved locations in the Buffalo Township, Monticello Township, Rockford Township, Marysville Township, Maple Lake Township, and the city of St. Michael, Wright County, Minnesota.

2. Should the Border to Border grant application be successfully awarded to Charter, Wright County shall contribute their match portion, up to $60,000, from the County's ARP-SLFRF funds to the projects; and

3. Should the Border to Border grant application be successfully awarded to Charter, Wright County and Charter will enter into a cost-reimbursement grant agreement.

4. The broadband services and infrastructure related thereto shall be owned and operated by Charter.

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

WHEREAS, Midco is applying to the 2023 State of Minnesota Border to Border Broadband Development Grant Program; and

WHEREAS, The American Rescue Plan - State and Local Fiscal Recovery Funds (ARP-SLFRF) provided funding to Wright County, which can be used to promote broadband services; and

WHEREAS, the Wright County Board of Commissioners has allocated a total ARP-SLFRF contribution of $4,736,887 for promotion of broadband services for any and all potential broadband partnerships; and,

WHEREAS, Midco is a retail provider of communications services including the provision of broadband services to portions of Wright County; and

WHEREAS the Wright County Board of Commissioners believes Midco has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capability to ensure adequate project administration; and

WHEREAS the Wright County Board of Commissioners believes the broadband project, as developed by Midco will benefit the citizens, businesses, and institutions of our community; 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)

Witness my hand and official seal at Buffalo, Minnesota, this

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 ##

NOW THEREFORE BE IT RESOLVED by the Wright County Board of Commissioners that:

1. Wright County offers a partnership agreement to Midco for the expressed purpose of supporting Midco's Border to Border grant application to bring broadband services for up to 484 underserved and unserved locations in Silver Creek Township, Maple Lake Township, Monticello Township, and Buffalo Township, Wright County, Minnesota.

2. Should the Border to Border grant application be successfully awarded to Midco, Wright County shall contribute their match portion, up to $50,000 from the County's ARP-SLFRF funds to the projects; and

3. Should the Border to Border grant application be successfully awarded to Midco, Wright County and Midco will enter into a cost-reimbursement grant agreement.

4. The broadband services and infrastructure related thereto shall be owned and operated by Midco.

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 *
11/21/2023 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
CEC4226

Item Details

Board Action Requested *
Approve and Adopt Recommendations from the October 16, 2023 Committee of the Whole

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve and Adopt Recommendations from the October 16, 2023 Committee of the Whole

Value Stream the request primarily aligns with:

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

Describe the impact on staffing resources.

Fiscal Impact:

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 (1)

Document Name	Attachment Type
10-16-2023 COTW Recommendations.docx	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

COMMITTEE RECOMMENDATIONS

COMMITTEE OF THE WHOLE

OCTOBER 16, 2023

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

I. COUNTY BOARD BUDGET AND COMPENSATION

RECOMMENDATION: It was the consensus of the board to bring to the November 21, 2023 County Board meeting the following recommendations to be effective January 1, 2024:

- Each commissioner will be allocated a $2,400 expense budget for all expenses (meals, lodging, registrations, etc.) except mileage.
- The Wright County Government Center will be designated as Commissioner's principal place of business and official worksite address.
- Each commissioner will be allocated $3,600 as compensation for the use of a personal automobile in the performance of official duties within the State of Minnesota.

RECOMMENDATION: It was the consensus of the board to bring to the November 21, 2023 County Board meeting for approval a 2024 commissioner salary of $71,813.00.

II. FACILITY LEASE RATES

RECOMMENDATION: It was the consensus of the board to bring to the November 21, 2023 County Board meeting for approval of the 2024 Community Dental Care Lease rate of $17.15 per square foot.

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 *
11/21/2023 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
CEC4226

Item Details

Board Action Requested *
Approve and Adopt Recommendations from the November 14, 2023 County Board Workshop

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve and Adopt Recommendations from the November 14, 2023 County Board Workshop

Value Stream the request primarily aligns with:

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

Describe the impact on staffing resources.

Fiscal Impact:

Background/Justification:

Route for Review and Approval

☐ County Administrator ☐ 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

Notes

BOARD WORKSHOP RECOMMENDATIONS

BOARD OF WRIGHT COUNTY COMMISSIONERS

November 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: Informational Only

II. Commissioner Updates

RECOMMENDATION: Informational Only

III. Commissioner Updates

RECOMMENDATION: Informational Only

IV. Reasonable Accommodation Policy

RECOMMENDATION: Direct staff to add a reference related to background screening to the Planning and Zoning application.

V. Election Precinct In County Government Center

RECOMMENDATION: Allow the City of Buffalo to use the Government Center as a precinct without charge.

VI. Discuss License Application Packet Process

RECOMMENDATION: Utilize the summarized spreadsheet in place of the full applications for tobacco license renewal requests going forward.

VII. Emerald Ash Borer Presentation (EAB) – Matt Detjen

RECOMMENDATION: Accept grant award for Shade Tree Grant and research other granting opportunities, potential budget impact, draft language for countywide EAB plan and potential ordinance.

VIII. Ditch Assessment Update

RECOMMENDATION: For future years, send ditch assessments out during the first week of November when possible. Approve 2024 interest rate of 3.75 percent for ditch loans.

IX. Strategic Plan

I. Leadership Philosophy

RECOMMENDATION: Accept the Leadership platform.

II. Good Governance Strategic Initiative

RECOMMENDATION: Formalize a policy on how citizens request an item to be placed on the board agenda.

III. Engagement Survey

RECOMMENDATION: Revisit the survey strategy and bring back to the board.

X. Review Committee List

RECOMMENDATION: Update committee assignments as listed above, keep the remaining committee appointments the same as 2023.

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 *
11/21/2023 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
KAK4327

Item Details

Board Action Requested *
Approve and Adopt Recommendations from the November 14, 2023, Broadband Committee

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve and Adopt Recommendations from the November 14, 2023, Broadband Committee

Value Stream the request primarily aligns with:

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

Describe the impact on staffing resources.

Fiscal Impact:

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 (1)

Document Name	Attachment Type
11-14-23 Broadband Recommendations.docx	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

BROADBAND COMMITTEE MINUTES

BROADBAND COMMITTEE

NOVEMBER 14, 2023

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

DATE APPROVED:

I. LOCAL CONTRIBUTIONS FOR BORDER-TO-BORDER GRANTS

RECOMMENDATION: *The consensus of the committee was to make the following recommendations:*

- *Approve contribution of $60,000 to Charter/Spectrum for the Border-to-Border Grant.*
- *Approve contribution of $50,000 to Midco for the Border-to-Border Grant.*
- *Approve non-financial support to Frontier Communications for the Border-to-Border Grant.*

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 *
11/21/2023 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
KAK4327

Item Details

Board Action Requested *
Approve and Adopt Recommendations from the November 15, 2023 Ways and Means Committee

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve and Adopt Recommendations from the November 15, 2023 Ways and Means Committee

Value Stream the request primarily aligns with:

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

Describe the impact on staffing resources.

Fiscal Impact:

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 (1)

Document Name	Attachment Type
11-15-2023 Ways & Means Committee Recommendations.docx	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

COMMITTEE RECOMMENDATIONS

WAYS & MEANS COMMITTEE

WEDNESDAY, NOVEMBER 15, 2023

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

I. 2023 Financial Policy Updates

RECOMMENDATION: *The consensus of the committee was to make the following recommendations to the Wright County Financial Policies and Procedures:*

- *Approve addition of a new County Auction Policy*
- *Approve addition of a new County Rebate Policy*
- *Approve addition of a new Gift Cards Policy*
- *Approve updates to Investment Policy*
- *Approve updates to Employee Expenses Policy*
- *Approve updates to Grant Procurement Policy*
- *Approve updates to Capital Improvement Policy (CIP)*

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 *
11/21/2023 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
CEC4226

Item Details

Board Action Requested *
Approve Resolution Setting the County Board's Salary for 2024

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Resolution Setting the County Board's Salary for 2024

Value Stream the request primarily aligns with:

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

Describe the impact on staffing resources.

Fiscal Impact:

Background/Justification:

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
Commissioner Salary Flat.pdf	Attachment

☐ Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Notes

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

WHEREAS, Minnesota Statutes, Section 375.055, provides the procedures for fixing the County Board Compensations for the next year:
WHEREAS, The County Board of Commissioners has discontinued the practice of per diem payments;
WHEREAS, the County Board of Commissioners discontinued the practice of mileage within the State of Minnesota;
WHEREAS, Wright County has established a consistent general adjustment for all employees compensation increases for the 2024 budget year and intends to adjust Commissioner salaries in a manner consistent within these parameters;

NOW THEREFORE, BE IT RESOLVED, that as of January 1, 2024 members of the Wright County Board of Commissioners shall have an annual salary of 71,813. Said salary shall continue in effect until such time as this Resolution is amended or otherwise modified.

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)

Witness my hand and official seal at Buffalo, Minnesota, this

Select Signer

Version 2

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 *
11/21/2023 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
11.01.23-11.14.23 Disbursements- $23283264.34.pdf	Attachment

☐ Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

WRIGHT COUNTY
MINNESOTA

Disbursements by Warrant Number Report

Report Date GMT 11/15/23 2:04 PM

Warrant #	Warrant Date	Vendor Name Account Number	Amount	Description	Invoice Number	1099

Date Range: 11/1/2023 to 11/14/2023

PII: NO **Business Unit:** 300000006871689

WRIGHT COUNTY MINNESOTA

Disbursements by Warrant Number Report

Report Date GMT 11/15/23 2:04 PM

Warrant #	Warrant Date	Vendor Name Account Number	Amount	Description	Invoice Number	1099
106384	46433	MN DEPT OF PUBLIC SAFETY				
	2023-11-01	84-041-000-0000-6820-000000	$24,097.49	MNDRIVE	20231101MV	N
106384	**46433**	**MN DEPT OF PUBLIC SAFETY**	**$24,097.49**			
106385	99	TRANSLANGUAGES LLC				
	2023-11-01	01-201-000-0000-6261-000000	$745.15	Interpreting Services	231007	N
	2023-11-01	01-201-000-0000-6261-000000	$230.00	Interpreting Services	231010	N
106385	**99**	**TRANSLANGUAGES LLC**	**$975.15**			
106386	1075	BUFFALO/CITY OF				
	2023-11-01	73-845-000-0000-6411-000000	$878.72	11-070060-02 8/31-9/30/23 ELEC LAKE PULASKI LID	11-070060-02 0923	N
106386	**1075**	**BUFFALO/CITY OF**	**$878.72**			
106387	1343	MONTICELLO/CITY OF				
	2023-11-01	11-450-491-7020-6035-000000	$10,000.00	SHIP - COMPREHENSIVE PARK AND TRAIL PLANS	0t6.130352	N
106387	**1343**	**MONTICELLO/CITY OF**	**$10,000.00**			
106388	1436	STREICHERS				
	2023-11-01	01-201-000-0000-6806-000000	$722.99	BADGE: HI-GLO FINISH	I1662073	N
106388	**1436**	**STREICHERS**	**$722.99**			
106389	1785	WAVERLY/CITY OF				
	2023-11-01	20-393-000-0000-6840-000000	$1,013.80	Recycling Q3	20231023	N
106389	**1785**	**WAVERLY/CITY OF**	**$1,013.80**			
106390	1849	ALBERTVILLE/CITY OF				
	2023-11-01	20-393-000-0000-6840-000000	$2,444.00	Recycling Q3	20231030	N
106390	**1849**	**ALBERTVILLE/CITY OF**	**$2,444.00**			
106391	2812	GRAINGER				
	2023-11-01	01-100-000-0000-6912-000000	$294.24	SHARPS PROGRAM	9885555186	N
	2023-11-01	01-100-000-0000-6912-000000	$54.89	SAFETY PPE RAIN JACKET,CLASS 3, TYPE R,YLW/GRN,L	9886601369	N
	2023-11-01	01-100-000-0000-6912-000000	$54.89	SAFETY PPE RAIN JACKET,CLASS 3, TYPE R,YLW/G	9886601369	N
106391	**2812**	**GRAINGER**	**$404.02**			
106392	3365	WSB & ASSOCIATES INC				
	2023-11-01	01-105-000-0000-6260-000000	$2,500.00	DATALINK Maintenance (CIP)	R-023799-000	N
106392	**3365**	**WSB & ASSOCIATES INC**	**$2,500.00**			
106393	3417	DATABANK IMX LLC				
	2023-11-01	11-430-700-8208-6261-000000	$112.50	HHS PROVIDER LICENSE REWRITE: Professional Service Hours 10/11/23	6112018204	Y
106393	**3417**	**DATABANK IMX LLC**	**$112.50**			
106394	3491	CIVICPLUS				
	2023-11-01	01-063-021-0000-6260-000000	$4,499.99	Civic Plus (County website) ADA Compliance module (Audio Eye)	280417	N
106394	**3491**	**CIVICPLUS**	**$4,499.99**			
106395	3741	WM CORPORATE SERVICES, INC.				
	2023-11-01	01-521-000-0000-6301-000000	$212.39	Reissue W 6488 24-75758-83009 Fairhaven Sept 2023	7251757-1767-9-1	N
	2023-11-01	01-521-000-0000-6301-000000	$32.56	Reissue W 6488 24-75697-23006 Albrights Mill Sept 2023	7827014-1593-0-1	N
	2023-11-01	01-521-000-0000-6301-000000	$367.02	Reissue W 6488 24-75715-63005 Clearwater Pleasant Sept 2023	7827015-1593-7-1	N
	2023-11-01	01-521-000-0000-6301-000000	$32.56	Reissue W 6488 24-75726-83008 Clearwater Wayside Sept 2023	7827016-1593-5-1	N
	2023-11-01	01-521-000-0000-6301-000000	$32.56	Reissue W 6488 24-75752-93003 Co. Crawford Lake Sept 2023	7827017-1593-3-1	N
	2023-11-01	01-521-000-0000-6301-000000	$32.56	Reissue W 6488 2475759-93006 Crow Springs Sept 2023	7827018-1593-1-1	N
	2023-11-01	01-521-000-0000-6301-000000	$235.51	Reissue W 6488 24-75762-83003 Otsego County Park Sept 2023	7827019-1593-9-1	N
	2023-11-01	01-521-000-0000-6301-000000	$32.56	Reissue W 6488 24-75763-33003 Humphery Arends Sept 2023	7827020-1593-7-1	N
	2023-11-01	01-521-000-0000-6301-000000	$717.08	Reissue W 6488 24-75766-33000 Montissippi Sept 2023	7827021-1593-5-1	N

WRIGHT COUNTY MINNESOTA

Disbursements by Warrant Number Report

Report Date GMT 11/15/23 2:04 PM

Warrant #	Warrant Date	Vendor Name Account Number	Amount	Description	Invoice Number	1099
	2023-11-01	01-521-000-0000-6301-000000	$32.56	Reissue W 6488 24-75768-73009 Mud Lake Sept 2023	7827022-1593-3-1	N
	2023-11-01	01-521-000-0000-6301-000000	$302.82	Reissue W 6488 24-75777-73008 Beebe Lake	7827023-1593-1-1	N
	2023-11-01	01-521-000-0000-6301-000000	$65.11	Reissue W 6488 24-75789-13007 Riverside Sept 2023	7827024-1593-9-1	N
	2023-11-01	01-521-000-0000-6301-000000	$32.56	Reissue W 6488 24-75790-73001 Oscar & Anna Johnson Sept 2023	7827025-1593-6-1	N
	2023-11-01	01-521-000-0000-6301-000000	$32.56	Reissue W 6488 28-36883-73002 Stanley Eddy North Sept 2023	7828014-1593-9-1	N
	2023-11-01	01-521-000-0000-6301-000000	$42.51	Reissue W 6488 28-36896-13000 Stanley Eddy South Sept 2023	7828015-1593-6-1	N
106395	**3741**	**WM CORPORATE SERVICES, INC.**	**$2,202.92**			
106396	5642	TRUST IN US LLC				
	2023-11-01	01-100-000-0000-6261-000000	$350.00	CDL-DOT TESTING PROGRAM	99457	N
106396	**5642**	**TRUST IN US LLC**	**$350.00**			
106397	5748	CORRECTEK, INC.				
	2023-11-01	01-250-000-0000-6260-000000	$600.00	Monthly MAR Technical Support & Upgrade Fee- NOV 2023	6855	N
106397	**5748**	**CORRECTEK, INC.**	**$600.00**			
106398	6171	EXPEDITIONARY SERVICES LLC				
	2023-11-01	01-201-000-0000-6261-000000	$7,015.00	TRAINING OCT 2023; 198 Total Hours	16	Y
106398	**6171**	**EXPEDITIONARY SERVICES LLC**	**$7,015.00**			
106399	46433	MN DEPT OF PUBLIC SAFETY				
	2023-11-02	84-041-000-0000-6820-000000	$14,814.36	MNDRIVE	20231102MV	N
106399	**46433**	**MN DEPT OF PUBLIC SAFETY**	**$14,814.36**			
106400	6221	SUBURBAN TIRE WHOLESALE INC				
	2023-11-02	03-340-000-0000-6570-000000	$2,628.00	HWY TIRES	10197106	N
	2023-11-02	03-340-000-0000-6570-000000	$1,917.36	HWY TIRES	10197107	N
106400	**6221**	**SUBURBAN TIRE WHOLESALE INC**	**$4,545.36**			
106401	6231	CINTAS CORPORATION NO. 2				
	2023-11-02	01-111-000-0000-6301-000000	$2.96	JEAN/CARHARTT CARPENTER/DENIM-03628	4171489418	N
	2023-11-02	01-111-000-0000-6301-000000	$2.96	JEAN/CARHARTT CARPENTER/DENIM-03830	4171489418	N
	2023-11-02	01-111-000-0000-6301-000000	$3.80	UNIF SHRT NY/BL SLATE/SS - SZ PREM-LJ0XL	4171489418	N
	2023-11-02	01-111-000-0000-6301-000000	$2.96	JEAN/CARHARTT CARPENTER/DENIM-04228	4171489418	N
	2023-11-02	01-111-000-0000-6301-000000	$1.10	UNIF SHRT NY/BL SLATE/SS-RG2XL	4171489418	N
	2023-11-02	01-111-000-0000-6301-000000	$0.92	UNIF SHRT NY/BL SLATE/LS-2XLLS	4171489418	N
	2023-11-02	01-111-000-0000-6301-000000	$2.96	JEAN/CARHARTT CARPENTER/DENIM-03232	4171489418	N
	2023-11-02	01-111-000-0000-6301-000000	$2.01	UNIF SHRT NY/BL SLATE/SS-RG00L	4171489418	N
	2023-11-02	01-111-000-0000-6301-000000	$5.34	JEAN/FR/CARPNTR/RLX FIT/ DENIM-03432	4171489418	N
	2023-11-02	01-111-000-0000-6301-000000	$6.51	FRSHRT/CRHRT5.3INHRNT/GRY/LS-0XLLS	4171489418	N
	2023-11-02	01-111-000-0000-6301-000000	$4.74	JEAN/CARHART/RELX FIT/DK DENIM - SZ PREM-03834	4171489418	N
	2023-11-02	01-111-000-0000-6301-000000	$2.01	UNIF SHRT NY/BL SLATE/SS-RG2XL	4171489418	N
	2023-11-02	01-111-000-0000-6301-000000	$2.01	UNIF SHRT NY/BL SLATE/SS-RG0XL	4171489418	N
	2023-11-02	01-111-000-0000-6301-000000	$4.74	JEAN/CARHART/RELX FIT/DK DENIM - SZ PREM-04630	4171489418	N
	2023-11-02	01-111-000-0000-6301-000000	$1.75	JEAN/CARHART/RELX FIT/DK DENIM-04630	4171489418	N
	2023-11-02	01-111-000-0000-6301-000000	$3.80	UNIF SHRT NY/BL SLATE/LS - SZ PREM-3XLLS	4171489418	N
	2023-11-02	01-111-000-0000-6301-000000	$2.96	JEAN/CARHART/RELX FIT/DK DENIM-03628	4171489418	N
	2023-11-02	01-111-000-0000-6301-000000	$1.10	UNIF SHRT NY/BL SLATE/SS-RG00L	4171489418	N
	2023-11-02	01-111-000-0000-6301-000000	$0.92	UNIF SHRT NY/BL SLATE/LS-00LLS	4171489418	N
	2023-11-02	01-111-000-0000-6301-000000	$2.96	JEAN/CARHART/RELX FIT/DK DENIM-03430	4171489418	N
	2023-11-02	01-111-000-0000-6301-000000	$2.01	UNIF SHRT NY/BL SLATE/SS-RG00L	4171489418	N
	2023-11-02	01-111-000-0000-6301-000000	$2.96	JEAN/CARHART/RELX FIT/DK DENIM-03632	4171489418	N
	2023-11-02	01-111-000-0000-6301-000000	$17.54	UNIF SHRT NY/BL SLATE/SS-RG2XL	4171489418	N
	2023-11-02	01-111-000-0000-6301-000000	$2.01	UNIF SHRT NY/BL SLATE/SS-RG0XL	4171489418	N
	2023-11-02	01-111-000-0000-6301-000000	$2.96	JEAN/CARHART/RELX FIT/DK DENIM-03632	4171489418	N
	2023-11-02	01-111-000-0000-6301-000000	$2.01	UNIF SHRT NY/BL SLATE/SS-RG0XL	4171489418	N

WRIGHT COUNTY MINNESOTA

Disbursements by Warrant Number Report

Report Date GMT 11/15/23 2:04 PM

Warrant #	Warrant Date	Vendor Name Account Number	Amount	Description	Invoice Number	1099
	2023-11-02	01-111-000-0000-6301-000000	$2.96	JEAN/CARHARTT CARPENTER/DENIM-03832	4171489418	N
	2023-11-02	01-111-000-0000-6301-000000	$2.01	UNIF SHRT NY/BL SLATE/SS-RG2XL	4171489418	N
	2023-11-02	01-111-000-0000-6301-000000	$4.74	JEAN/CARHARTT CARPENTER/DENIM - SZ PREM-03434	4171489418	N
	2023-11-02	01-111-000-0000-6301-000000	$2.01	UNIF SHRT NY/BL SLATE/SS-RG0XL	4171489418	N
	2023-11-02	01-111-000-0000-6301-000000	$2.96	JEAN/CARHARTT CARPENTER/DENIM-03232	4171489418	N
	2023-11-02	01-111-000-0000-6301-000000	$2.01	UNIF SHRT NY/BL SLATE/SS-RG00L	4171489418	N
	2023-11-02	01-111-000-0000-6301-000000	$2.96	JEAN/CARHART/RELX FIT/DK DENIM-03628	4171489418	N
	2023-11-02	01-111-000-0000-6301-000000	$2.01	UNIF SHRT NY/BL SLATE/SS-RG0XL	4171489418	N
	2023-11-02	01-111-000-0000-6301-000000	$4.74	JEAN/CARHARTT CARPENTER/DENIM - SZ PREM-03434	4171489418	N
	2023-11-02	01-111-000-0000-6301-000000	$3.80	UNIF SHRT NY/BL SLATE/SS - SZ PREM-LJ2XL	4171489418	N
	2023-11-02	01-111-000-0000-6301-000000	$2.96	JEAN/CARHARTT CARPENTER/DENIM-03628	4172210293	N
	2023-11-02	01-111-000-0000-6301-000000	$3.80	UNIF SHRT NY/BL SLATE/SS - SZ PREM-LJ0XL	4172210293	N
	2023-11-02	01-111-000-0000-6301-000000	$2.96	JEAN/CARHARTT CARPENTER/DENIM-04228	4172210293	N
	2023-11-02	01-111-000-0000-6301-000000	$1.10	UNIF SHRT NY/BL SLATE/SS-RG2XL	4172210293	N
	2023-11-02	01-111-000-0000-6301-000000	$0.92	UNIF SHRT NY/BL SLATE/LS-2XLLS	4172210293	N
	2023-11-02	01-111-000-0000-6301-000000	$2.96	JEAN/CARHARTT CARPENTER/DENIM-03232	4172210293	N
	2023-11-02	01-111-000-0000-6301-000000	$2.01	UNIF SHRT NY/BL SLATE/SS-RG00L	4172210293	N
	2023-11-02	01-111-000-0000-6301-000000	$5.34	JEAN/FR/CARPNTR/RLX FIT/ DENIM-03432	4172210293	N
	2023-11-02	01-111-000-0000-6301-000000	$6.51	FRSHRT/CRHRT5.3INHRNT/GRY/LS-0XLLS	4172210293	N
	2023-11-02	01-111-000-0000-6301-000000	$4.74	JEAN/CARHART/RELX FIT/DK DENIM - SZ PREM-03834	4172210293	N
	2023-11-02	01-111-000-0000-6301-000000	$2.01	UNIF SHRT NY/BL SLATE/SS-RG0XL	4172210293	N
	2023-11-02	01-111-000-0000-6301-000000	$2.01	UNIF SHRT NY/BL SLATE/SS-RG2XL	4172210293	N
	2023-11-02	01-111-000-0000-6301-000000	$4.74	JEAN/CARHART/RELX FIT/DK DENIM - SZ	4172210293	N
	2023-11-02	01-111-000-0000-6301-000000	$3.80	UNIF SHRT NY/BL SLATE/LS - SZ PREM-3XLLS	4172210293	N
	2023-11-02	01-111-000-0000-6301-000000	$2.96	JEAN/CARHART/RELX FIT/DK DENIM-03628	4172210293	N
	2023-11-02	01-111-000-0000-6301-000000	$1.10	UNIF SHRT NY/BL SLATE/SS-RG00L	4172210293	N
	2023-11-02	01-111-000-0000-6301-000000	$0.92	UNIF SHRT NY/BL SLATE/LS-00LLS	4172210293	N
	2023-11-02	01-111-000-0000-6301-000000	$2.96	JEAN/CARHART/RELX FIT/DK DENIM-03430	4172210293	N
	2023-11-02	01-111-000-0000-6301-000000	$2.01	UNIF SHRT NY/BL SLATE/SS-RG00L	4172210293	N
	2023-11-02	01-111-000-0000-6301-000000	$2.96	JEAN/CARHART/RELX FIT/DK DENIM-03632	4172210293	N
	2023-11-02	01-111-000-0000-6301-000000	$2.01	UNIF SHRT NY/BL SLATE/SS-RG0XL	4172210293	N
	2023-11-02	01-111-000-0000-6301-000000	$2.96	JEAN/CARHART/RELX FIT/DK DENIM-03632	4172210293	N
	2023-11-02	01-111-000-0000-6301-000000	$2.96	JEAN/CARHARTT CARPENTER/DENIM-03232	4172210293	N
	2023-11-02	01-111-000-0000-6301-000000	$2.01	UNIF SHRT NY/BL SLATE/SS-RG0XL	4172210293	N
	2023-11-02	01-111-000-0000-6301-000000	$2.96	JEAN/CARHARTT CARPENTER/DENIM-03832	4172210293	N
	2023-11-02	01-111-000-0000-6301-000000	$2.01	UNIF SHRT NY/BL SLATE/SS-RG2XL	4172210293	N
	2023-11-02	01-111-000-0000-6301-000000	$4.74	JEAN/CARHARTT CARPENTER/DENIM - SZ PREM-03434	4172210293	N
	2023-11-02	01-111-000-0000-6301-000000	$2.01	UNIF SHRT NY/BL SLATE/SS-RG0XL	4172210293	N
	2023-11-02	01-111-000-0000-6301-000000	$2.01	UNIF SHRT NY/BL SLATE/SS-RG00L	4172210293	N
	2023-11-02	01-111-000-0000-6301-000000	$2.96	JEAN/CARHART/RELX FIT/DK DENIM-03628	4172210293	N
	2023-11-02	01-111-000-0000-6301-000000	$2.01	UNIF SHRT NY/BL SLATE/SS-RG0XL	4172210293	N
	2023-11-02	01-111-000-0000-6301-000000	$4.74	JEAN/CARHARTT CARPENTER/DENIM - SZ PREM-03434	4172210293	N
	2023-11-02	01-111-000-0000-6301-000000	$3.80	UNIF SHRT NY/BL SLATE/SS - SZ PREM-LJ2XL	4172210293	N
	2023-11-02	01-111-000-0000-6301-000000	$2.96	JEAN/CARHARTT CARPENTER/DENIM-03830	4172210293	N
106401	**6231**	**CINTAS CORPORATION NO. 2**	**$217.11**			
106402	7059	NATIONWIDE RETIREMENT SOLUTIONS				
	2023-11-02	11-430-000-0000-2232-000000	$10.00	DEFERRED COMP	20231101DED-17	Y
	2023-11-02	01-025-000-0000-2239-000000	$200.00	ROTH	20231101DED-17	Y
	2023-11-02	01-201-000-0000-2239-000000	$350.00	ROTH	20231101DED-17	Y
	2023-11-02	01-091-000-0000-2239-000000	$500.00	ROTH	20231101DED-17	Y
	2023-11-02	01-031-000-0000-2239-000000	$800.00	ROTH	20231101DED-17	Y
	2023-11-02	01-250-000-0000-2232-000000	$100.00	DEFERRED COMP	20231101DED-17	Y
	2023-11-02	01-025-000-0000-2232-000000	$140.00	DEFERRED COMP	20231101DED-17	Y

WRIGHT COUNTY MINNESOTA

Disbursements by Warrant Number Report

Report Date GMT 11/15/23 2:04 PM

Warrant #	Warrant Date	Vendor Name Account Number	Amount	Description	Invoice Number	1099
	2023-11-02	01-031-000-0000-2232-000000	$200.00	DEFERRED COMP	20231101DED-17	Y
	2023-11-02	01-041-000-0000-2232-000000	$210.00	DEFERRED COMP	20231101DED-17	Y
	2023-11-02	01-091-000-0000-2232-000000	$225.00	DEFERRED COMP	20231101DED-17	Y
	2023-11-02	01-201-000-0000-2232-000000	$632.00	DEFERRED COMP	20231101DED-17	Y
	2023-11-02	03-340-000-0000-2232-000000	$923.31	DEFERRED COMP	20231101DED-17	Y
	2023-11-02	01-521-000-0000-2239-000000	$50.00	ROTH	20231101DED-17	Y
106402	**7059**	**NATIONWIDE RETIREMENT SOLUTIONS**	**$4,340.31**			
106403	7062	ING				
	2023-11-02	01-005-000-0000-2232-000000	$100.00	DEFERRED COMP	20231101DED-18	Y
	2023-11-02	03-330-000-0000-2232-000000	$480.00	DEFERRED COMP	20231101DED-18	Y
	2023-11-02	01-250-000-0000-2232-000000	$500.00	DEFERRED COMP	20231101DED-18	Y
	2023-11-02	03-320-000-0000-2232-000000	$500.00	DEFERRED COMP	20231101DED-18	Y
	2023-11-02	01-031-000-0000-2232-000000	$568.00	DEFERRED COMP	20231101DED-18	Y
	2023-11-02	01-041-000-0000-2232-000000	$620.00	DEFERRED COMP	20231101DED-18	Y
	2023-11-02	11-420-000-0000-2232-000000	$700.40	DEFERRED COMP	20231101DED-18	Y
	2023-11-02	01-521-000-0000-2232-000000	$810.00	DEFERRED COMP	20231101DED-18	Y
	2023-11-02	01-107-000-0000-2232-000000	$952.00	DEFERRED COMP	20231101DED-18	Y
	2023-11-02	11-450-000-0000-2232-000000	$1,235.60	DEFERRED COMP	20231101DED-18	Y
	2023-11-02	01-091-000-0000-2232-000000	$2,147.00	DEFERRED COMP	20231101DED-18	Y
	2023-11-02	03-340-000-0000-2232-000000	$100.00	DEFERRED COMP	20231101DED-18	Y
	2023-11-02	01-025-000-0000-2232-000000	$2,387.50	DEFERRED COMP	20231101DED-18	Y
	2023-11-02	11-430-000-0000-2232-000000	$4,569.00	DEFERRED COMP	20231101DED-18	Y
	2023-11-02	01-201-000-0000-2232-000000	$10,936.00	DEFERRED COMP	20231101DED-18	Y
	2023-11-02	01-100-000-0000-6153-000000	$65.00	MSRS COUNT PORTION	20231101DED-18	Y
	2023-11-02	01-100-000-0000-6153-000000	$502.21	MSRS COUNT PORTION	20231101DED-18	Y
	2023-11-02	01-100-000-0000-6153-000000	$1,780.52	MSRS COUNT PORTION	20231101DED-18	Y
	2023-11-02	01-101-000-0000-2239-000000	$50.00	ROTH	20231101DED-18	Y
	2023-11-02	03-310-000-0000-2238-000000	$60.00	ROTH	20231101DED-18	Y
	2023-11-02	03-330-000-0000-2239-000000	$145.00	ROTH	20231101DED-18	Y
	2023-11-02	01-103-000-0000-2239-000000	$200.00	ROTH	20231101DED-18	Y
	2023-11-02	03-350-000-0000-2232-000000	$130.00	DEFERRED COMP	20231101DED-18	Y
	2023-11-02	72-605-000-0000-2239-000000	$200.00	ROTH	20231101DED-18	Y
	2023-11-02	01-522-000-0000-2239-000000	$210.00	ROTH	20231101DED-18	Y
	2023-11-02	01-063-000-0000-2239-000000	$226.00	ROTH	20231101DED-18	Y
	2023-11-02	01-521-000-0000-2239-000000	$235.00	ROTH	20231101DED-18	Y
	2023-11-02	01-250-000-0000-2239-000000	$469.00	ROTH	20231101DED-18	Y
	2023-11-02	01-031-000-0000-2239-000000	$525.00	ROTH	20231101DED-18	Y
	2023-11-02	01-025-000-0000-2239-000000	$585.00	ROTH	20231101DED-18	Y
	2023-11-02	03-320-000-0000-2239-000000	$635.00	ROTH	20231101DED-18	Y
	2023-11-02	01-107-000-0000-2239-000000	$675.00	ROTH	20231101DED-18	Y
	2023-11-02	01-105-000-0000-2239-000000	$725.00	ROTH	20231101DED-18	Y
	2023-11-02	01-103-000-0000-2232-000000	$200.00	DEFERRED COMP	20231101DED-18	Y
	2023-11-02	01-111-000-0000-2238-000000	$726.00	ROTH	20231101DED-18	Y
	2023-11-02	11-420-000-0000-2239-000000	$862.00	ROTH	20231101DED-18	Y
	2023-11-02	11-450-000-0000-2239-000000	$923.00	ROTH	20231101DED-18	Y
	2023-11-02	01-041-000-0000-2239-000000	$1,390.00	ROTH	20231101DED-18	Y
	2023-11-02	01-201-000-0000-2239-000000	$1,425.00	ROTH	20231101DED-18	Y
	2023-11-02	01-091-000-0000-2239-000000	$1,682.00	ROTH	20231101DED-18	Y
	2023-11-02	11-430-000-0000-2239-000000	$2,625.00	ROTH	20231101DED-18	Y
	2023-11-02	01-101-000-0000-2232-000000	$325.00	DEFERRED COMP	20231101DED-18	Y
	2023-11-02	03-310-000-0000-2232-000000	$325.00	DEFERRED COMP	20231101DED-18	Y
	2023-11-02	72-605-000-0000-2232-000000	$335.00	DEFERRED COMP	20231101DED-18	Y
	2023-11-02	01-063-000-0000-2232-000000	$434.00	DEFERRED COMP	20231101DED-18	Y

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	2023-11-02	01-105-000-0000-2232-000000	$475.00	DEFERRED COMP	20231101DED-18	Y
106403	**7062**	**ING**	**$45,750.23**			
106404	10751	CENTRAL MN MENTAL HEALTH CENTER INC				
	2023-11-02	02-025-000-0000-6261-000000	$175.00	CD Assessment, J. Jonas, Account 733520	733520 0723	N
	2023-11-02	02-025-000-0000-6261-000000	$615.00	BIP Fees, J. Sipprell, Account 826760	826760 1023	N
106404	**10751**	**CENTRAL MN MENTAL HEALTH CENTER INC**	**$790.00**			
106411	200065	ASSISTANT WRIGHT COUNTY ATTORNEY				
	2023-11-02	01-091-000-0000-2238-000000	$70.00	UNON DUES	20231101DED-19	N
106411	**200065**	**ASSISTANT WRIGHT COUNTY ATTORNEY**	**$70.00**			
106413	200250	POMP'S TIRE SERVICE INC				
	2023-11-02	03-340-000-0000-6575-000000	$144.00	TIRES - LABOR TO REFURBISH	2390007444	N
	2023-11-02	03-340-000-0000-6575-000000	$171.20	OUTSIDE LABOR	2390007463	N
	2023-11-02	03-340-000-0000-6574-000000	$50.40	HWY REPAIR PARTS	2390007463	N
106413	**200250**	**POMP'S TIRE SERVICE INC**	**$365.60**			
106416		Pamela RAE Johnson				
	2023-11-02	11-430-700-0010-6333-000000	$21.55	RS & CS Delano; WJ HL	EX000016087782	
	2023-11-02	11-430-700-0010-6333-000000	$5.24	DK new Waverly	EX000016087782	
	2023-11-02	11-430-700-0010-6333-000000	$23.38	BL new Monti	EX000016087782	
	2023-11-02	11-430-700-0010-6333-000000	$10.48	MK Park View Buffalo MA app	EX000016087782	
	2023-11-02	11-430-700-0010-6333-000000	$42.71	TW; office; SD New Clearwater; office; TW	EX000016088170	
	2023-11-02	11-430-700-0010-6333-000000	$36.75	TW; office; WJ Buff Hosp; HL; Buff Hosp; TW	EX000016088170	
106416		**Pamela RAE Johnson**	**$140.11**			
106417		Ther NMN Yang				
	2023-11-02	11-430-700-0010-6333-000000	$8.71	Client Visit: PL. gc>st. micheal	EX000014734334	
	2023-11-02	11-430-700-0010-6333-000000	$14.93	Client Visit: LM & BS gc>st.micheal>gc>buffalo>gc	EX000014734334	
	2023-11-02	11-430-700-0010-6333-000000	$2.23	Client Visit: BS.gc>buffalo>gc	EX000015989052	
	2023-11-02	11-430-700-0010-6333-000000	$12.84	Client Visit: BS & CF gc>buffalo>gc>st.micheal>gc	EX000015989052	
	2023-11-02	11-430-700-0010-6333-000000	$12.84	Client visit: ML. gc>otsego	EX000015989052	
106417		**Ther NMN Yang**	**$51.55**			
106418		Michelle Porras Richer				
	2023-11-02	11-430-700-0010-6333-000000	$5.17	GC-BF-GC HV PH	EX000015666493	
	2023-11-02	11-430-700-0010-6333-000000	$12.84	GC-MT-BF-GC HV, TJ, HV AR	EX000015666493	
	2023-11-02	11-430-700-0010-6333-000000	$11.00	GC-MT-GC HV KH	EX000015666493	
	2023-11-02	11-430-700-0010-6333-000000	$12.12	GC-MT-GC HV PK	EX000015666493	
	2023-11-02	11-430-700-0010-6333-000000	$15.52	GC-RK GC HV TH	EX000015666493	
	2023-11-02	11-430-700-0010-6333-000000	$10.41	GC-BF-GC-BF-GC Hv SA, HV PH	EX000015666493	
	2023-11-02	11-430-700-0010-6333-000000	$17.03	GC-CK-HM HV JH	EX000015666493	
	2023-11-02	11-430-700-0010-6333-000000	$12.45	GC-MT-GC HV MP	EX000015666493	
	2023-11-02	11-430-700-0010-6333-000000	$28.17	HM-AN-SC-Sartell-SC-HM HV KR, HV Kj, HV DK, HV NY	EX000015666493	
	2023-11-02	11-430-700-0010-6333-000000	$13.82	GC -MT x3-GC HV RB, HV JS, HV TJ	EX000015666493	
	2023-11-02	11-430-700-0010-6333-000000	$11.00	GC-MT-Gc HV KH	EX000015666493	
	2023-11-02	11-430-700-0010-6333-000000	$10.41	GC-BF, GC-BF-GC HV SA, HV PH	EX000015666493	
	2023-11-02	11-430-700-0010-6333-000000	$30.65	GC-Waite Park-HM Meeting HB	EX000015666493	
	2023-11-02	11-430-700-0010-6333-000000	$10.94	GC-MT-GC HV LR	EX000015666493	
	2023-11-02	11-430-700-0010-6333-000000	$20.63	GC-BF-GC-RK-GC HV PH, HV TS	EX000015666493	
	2023-11-02	11-430-700-0010-6333-000000	$3.86	GC-BF-GC HV CF, HV RK	EX000015666493	
	2023-11-02	11-430-700-0010-6333-000000	$15.52	GC-RK-GC HV TH	EX000015666493	
	2023-11-02	11-430-700-0010-6333-000000	$17.03	GC-CK-HM HV JH	EX000015666493	
	2023-11-02	11-430-700-0010-6333-000000	$27.97	HM-AN-SC-Sartell x2-HM HV KR, HV KJ, HV DK, HV HB	EX000015666493	
	2023-11-02	11-430-700-0010-6333-000000	$15.52	GC-MTx4-GC HV RB, MP, HV JS, HV TJ, HV KP	EX000015666493	

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106418		**Michelle Porras Richer**	**$302.06**			
106419		Cynthia Rose Weiland				
	2023-11-02	01-025-023-0000-6333-000000	$209.40	MCA Work Conference	EX000016079165	
	2023-11-02	01-025-023-0000-6333-000000	$10.00	Conference Parking	EX000016079165	
	2023-11-02	01-025-023-0000-6334-000000	$11.31	Breakfast	EX000016079165	
	2023-11-02	01-025-023-0000-6333-000000	$10.00	Event Parking	EX000016079165	
	2023-11-02	01-025-023-0000-6334-000000	$11.53	Breakfast	EX000016079165	
106419		**Cynthia Rose Weiland**	**$252.24**			
106420		Krista Ann Zachmann				
	2023-11-02	11-430-700-0010-6333-000000	$7.99	HM-GC-BF-GC-HM (JB)	EX000015973003	
	2023-11-02	11-430-700-0010-6333-000000	$7.99	HM-GC-BF-GC-HM (JB)	EX000015973003	
106420		**Krista Ann Zachmann**	**$15.98**			
106421		Daniel Jason Heikkinen				
	2023-11-02	01-025-024-0000-6333-000000	$25.55	Received urgent call from Rogers High School Regarding a client. Had to meet with the client and Rogers High School staff immediately following an incident. Used my car to drive from Court Services to Rogers High School and back.	EX000015972881	
	2023-11-02	01-025-024-0000-6333-000000	$30.20	Had an incident at Village Ranch that required an immediate response. Drove from WCCS to Village Ranch and then back to WCCS.	EX000015972898	
106421		**Daniel Jason Heikkinen**	**$55.75**			
106422		Marina Anne Eggink				
	2023-11-02	11-450-430-0010-6333-000000	$28.62	BM Client visit	EX000016087563	
	2023-11-02	11-450-430-0010-6333-000000	$16.83	CN- Client visit	EX000016087563	
	2023-11-02	11-450-430-0010-6333-000000	$16.83	Client Visit CN	EX000016087563	
	2023-11-02	11-450-430-0010-6333-000000	$5.17	Foot Clinic	EX000016087563	
	2023-11-02	11-450-430-0010-6333-000000	$14.48	Client Visit CN	EX000016087563	
	2023-11-02	11-450-430-0010-6333-000000	$16.83	Client visit CN	EX000016087563	
106422		**Marina Anne Eggink**	**$98.76**			
106423		Michael John MacMillan				
	2023-11-02	01-025-021-0000-6333-000000	$168.99	MACPO Directors Meeting - Breezy Point - Left From Home	EX000015937293	
106423		**Michael John MacMillan**	**$168.99**			
106424		Brandon Michael Steen				
	2023-11-02	01-250-000-0000-6334-000000	$15.00	Mongo Bay Lunch for training Out of County for Radiology Officer Training	EX000016078999	
	2023-11-02	01-250-000-0000-6334-000000	$18.67	Dinner for training Out of County for Radiology Officer Training	EX000016078999	
	2023-11-02	01-250-000-0000-6334-000000	$13.00	Breakfast for training Out of County for Radiology Officer Training	EX000016078999	
	2023-11-02	01-250-000-0000-6334-000000	$15.00	Lunch for training Out of County for Radiology Officer Training	EX000016078999	
106424		**Brandon Michael Steen**	**$61.67**			
106425		Blake Lindsay Schaaf				
	2023-11-02	11-430-700-0010-6333-000000	$5.83	TW to AME to TW	EX000016005283	
	2023-11-02	11-430-700-0010-6333-000000	$16.38	TW to Independent Have to TW	EX000016005283	
	2023-11-02	11-430-700-0010-6333-000000	$6.75	TW to REM tours to TW	EX000016005283	
	2023-11-02	11-430-700-0010-6333-000000	$6.16	TW to LC home to TW	EX000016005283	
106425		**Blake Lindsay Schaaf**	**$35.12**			
106426		Jami KAY Goodrum				
	2023-11-02	01-000-000-0000-6801-000000	($144.32)	Corporate card transaction reversal.	EX000015972962	
	2023-11-02	11-430-700-0020-6333-000000	$10.38	2023-10-05 Delano Safe Schools	EX000015972962	
	2023-11-02	11-420-600-0020-6333-000000	$4.82	2023-10-05 Delano Safe Schools	EX000015972962	
	2023-11-02	11-450-430-0020-6333-000000	$3.34	2023-10-05 Delano Safe Schools	EX000015972962	
	2023-11-02	11-430-700-0020-6333-000000	$12.87	2023-10-06 Rogers Safe Schools	EX000015972962	
	2023-11-02	11-450-430-0020-6333-000000	$4.14	2023-10-06 Rogers Safe Schools	EX000015972962	

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	2023-11-02	11-420-600-0020-6333-000000	$5.98	2023-10-06 Rogers Safe Schools	EX000015972962	
	2023-11-02	11-420-600-0020-6333-000000	$5.21	2023-10-09 Howard Lake Safe Schools	EX000015972962	
	2023-11-02	11-430-700-0020-6333-000000	$11.22	2023-10-09 Howard Lake Safe Schools	EX000015972962	
	2023-11-02	11-450-430-0020-6333-000000	$3.61	2023-10-09 Howard Lake Safe Schools	EX000015972962	
	2023-11-02	11-420-600-0020-6333-000000	$4.17	2023-10-12 St Michael Albertville Safe Schools	EX000015972962	
	2023-11-02	11-430-700-0020-6333-000000	$8.99	2023-10-12 St Michael Albertville Safe Schools	EX000015972962	
	2023-11-02	11-450-430-0020-6333-000000	$2.89	2023-10-12 St Michael Albertville Safe Schools	EX000015972962	
	2023-11-02	11-420-600-0020-6338-000000	$1.40	2023-10-16 AMC District 5 Meeting - Lunch	EX000015972962	
	2023-11-02	11-430-700-0020-6338-000000	$3.01	2023-10-16 AMC District 5 Meeting - Lunch	EX000015972962	
	2023-11-02	11-450-430-0020-6338-000000	$0.96	2023-10-16 AMC District 5 Meeting - Lunch	EX000015972962	
	2023-11-02	11-420-600-0020-6333-000000	$12.57	2023-10-16 AMC Conference	EX000015972962	
	2023-11-02	11-450-430-0020-6333-000000	$8.70	2023-10-16 AMC Conference	EX000015972962	
	2023-11-02	11-430-700-0020-6333-000000	$27.07	2023-10-16 AMC Conference	EX000015972962	
	2023-11-02	11-450-430-0020-6338-000000	$25.98	Jami - 2023-10-01 to 10/02 MFSRC Fall Conference	EX000015972962	
	2023-11-02	11-430-700-0020-6338-000000	$80.82	Jami - 2023-10-01 to 10/02 MFSRC Fall Conference	EX000015972962	
	2023-11-02	11-420-600-0020-6338-000000	$37.52	Jami - 2023-10-01 to 10/02 MFSRC Fall Conference	EX000015972962	
106426		**Jami KAY Goodrum**	**$131.33**			
106427		Alicia Jean Anderson				
	2023-11-02	11-430-700-0010-6333-000000	$29.08	HM - Delano for client visit (S.W., rescheduled) - Montrose for client visit (H.J.) - Delano for client visit (S.W.) - HM	EX000015832487	
	2023-11-02	11-430-700-0010-6333-000000	$15.85	HM - Montrose for client visits (S.S. and H.J.) - GC	EX000015832487	
	2023-11-02	11-430-700-0010-6333-000000	$15.65	GC - St. Michael for client visit (Z.Z.) - GC	EX000015832487	
	2023-11-02	11-430-700-0010-6333-000000	$3.41	HM - Buffalo for client meeting (N.O.) - GC	EX000015832487	
	2023-11-02	11-430-700-0010-6333-000000	$24.50	HM - Montrose for client visit (H.J.) - GC - St. Michael for client visit (C.C.) - GC	EX000015832487	
	2023-11-02	11-430-700-0010-6333-000000	$15.33	HM - Rockford for client visit (A.H.) - GC	EX000015832487	
	2023-11-02	11-430-700-0010-6333-000000	$15.72	HM - Rockford for client visit (A.H.) - GC	EX000015832487	
	2023-11-02	11-430-700-0010-6333-000000	$24.30	GC - Otsego for client visit - Sauk Rapids for client visit (C.C.) - HM	EX000015832487	
106427		**Alicia Jean Anderson**	**$143.84**			
106428		Tamara LUJEAN Chiglo				
	2023-11-02	11-430-700-0010-6333-000000	$25.41	HM-GC-HL-Buffalo High-GC-HM- M.N.	EX000015896771	
	2023-11-02	11-430-700-0010-6333-000000	$14.67	HM-GC-MR-GC-HM- Home visit-E.L.	EX000015896771	
	2023-11-02	11-430-700-0010-6333-000000	$26.07	HM-GC-OT-GC-HM- visit- K.S.	EX000015896771	
	2023-11-02	11-430-700-0010-6333-000000	$29.61	HM-GC-HL-BF-HM- Home visits-B.N, A.J.	EX000015896771	
	2023-11-02	11-430-700-0010-6333-000000	$14.93	HM-GC-MR-GC-HM- Home visit-S.J.	EX000015896771	
	2023-11-02	11-430-700-0010-6333-000000	$30.20	HM-GC-CK-GC-HM- Visit- A.H.	EX000015896771	
	2023-11-02	11-430-700-0010-6333-000000	$15.85	HM-GC-RF-GC-HM- Home visit- E.G.	EX000015896771	
	2023-11-02	11-430-700-0010-6333-000000	$30.20	HM-GC-CK-GC-HM- Visit- W.S.	EX000015896771	
	2023-11-02	11-430-700-0010-6333-000000	$15.39	HM-GC-RF-GC-HM- Home visit- A.F, C.F.	EX000015896771	
106428		**Tamara LUJEAN Chiglo**	**$202.33**			
106430	213	MN PUBLIC EMPLOYEES ASSOCIATION				
	2023-11-02	01-201-000-0000-2238-000000	$816.00	UNION	20231101DED-1	N
	2023-11-02	01-250-000-0000-2238-000000	$2,064.00	UNION	20231101DED-1	N
106430	**213**	**MN PUBLIC EMPLOYEES ASSOCIATION**	**$2,880.00**			
106432	404	MSRS HEALTH CARE SAVINGS PLAN				
	2023-11-02	11-450-000-0000-2232-000000	$10.80	HEALTH SAVINGS	20231101DED-2	N
	2023-11-02	01-025-000-0000-2232-000000	$61.81	HEALTH SAVINGS	20231101DED-2	N
	2023-11-02	03-310-000-0000-2232-000000	$66.94	HEALTH SAVINGS	20231101DED-2	N
	2023-11-02	01-031-000-0000-2232-000000	$224.76	HEALTH SAVINGS	20231101DED-2	N
	2023-11-02	11-420-000-0000-2232-000000	$15.03	HEALTH SAVINGS	20231101DED-2	N
	2023-11-02	01-091-000-0000-2232-000000	$25.00	HEALTH SAVINGS	20231101DED-2	N
	2023-11-02	01-201-000-0000-2232-000000	$25.00	HEALTH SAVINGS	20231101DED-2	N

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Warrant #	Warrant Date	Vendor Name Account Number	Amount	Description	Invoice Number	1099
	2023-11-02	11-430-000-0000-2232-000000	$32.87	HEALTH SAVINGS	20231101DED-2	N
	2023-11-02	01-107-000-0000-2232-000000	$39.85	HEALTH SAVINGS	20231101DED-2	N
	2023-11-02	01-103-000-0000-2232-000000	$50.70	HEALTH SAVINGS	20231101DED-2	N
	2023-11-02	01-101-000-0000-2232-000000	$51.26	HEALTH SAVINGS	20231101DED-2	N
	2023-11-02	01-105-000-0000-2232-000000	$55.07	HEALTH SAVINGS	20231101DED-2	N
106432	**404**	**MSRS HEALTH CARE SAVINGS PLAN**	**$659.09**			
106433	412	NORTH CENTRAL INTERNATIONAL OF ST. CLOU				
	2023-11-02	03-340-000-0000-6574-000000	$140.70	HWY REPAIR PARTS	22007761001	Y
106433	**412**	**NORTH CENTRAL INTERNATIONAL OF ST. CLOU**	**$140.70**			
106434	609	DESIGN ELECTRICAL INC-COLD SPRING ELEC.				
	2023-11-02	03-350-000-0000-6543-000000	$656.57	CSAH 39/TH 24 INSTALL KNOCKED	20770	N
106434	**609**	**DESIGN ELECTRICAL INC-COLD SPRING ELEC.**	**$656.57**			
106436	1468	WRIGHT COUNTY DEPUTIES ASSOCIATION				
	2023-11-02	01-201-000-0000-2238-000000	$7,850.00	UNION	20231101DED-4	N
106436	**1468**	**WRIGHT COUNTY DEPUTIES ASSOCIATION**	**$7,850.00**			
106437	1721	M-R SIGN COMPANY INC				
	2023-11-02	03-350-000-0000-6539-000000	$320.71	SIGNS	222129	N
106437	**1721**	**M-R SIGN COMPANY INC**	**$320.71**			
106438	1878	WRIGHT COUNTY - CAFETERIA				
	2023-11-02	03-350-000-0000-2232-000000	$250.00	VEBA SINGLE/FAMILY	20231101DED-5	N
	2023-11-02	01-103-000-0000-2232-000000	$1,125.00	VEBA SINGLE/FAMILY	20231101DED-5	N
	2023-11-02	72-605-000-0000-2232-000000	$1,500.00	VEBA SINGLE/FAMILY	20231101DED-5	N
	2023-11-02	03-310-000-0000-2232-000000	$1,625.00	VEBA SINGLE/FAMILY	20231101DED-5	N
	2023-11-02	01-107-000-0000-2232-000000	$1,875.00	VEBA SINGLE/FAMILY	20231101DED-5	N
	2023-11-02	01-031-000-0000-2232-000000	$2,875.00	VEBA SINGLE/FAMILY	20231101DED-5	N
	2023-11-02	01-063-000-0000-2232-000000	$3,000.00	VEBA SINGLE/FAMILY	20231101DED-5	N
	2023-11-02	01-521-000-0000-2232-000000	$3,125.00	VEBA SINGLE/FAMILY	20231101DED-5	N
	2023-11-02	03-330-000-0000-2232-000000	$3,125.00	VEBA SINGLE/FAMILY	20231101DED-5	N
	2023-11-02	01-105-000-0000-2232-000000	$3,250.00	VEBA SINGLE/FAMILY	20231101DED-5	N
	2023-11-02	01-041-000-0000-2232-000000	$3,375.00	VEBA SINGLE/FAMILY	20231101DED-5	N
	2023-11-02	01-121-000-0000-2232-000000	$375.00	VEBA SINGLE/FAMILY	20231101DED-5	N
	2023-11-02	11-450-000-0000-2232-000000	$3,614.00	VEBA SINGLE/FAMILY	20231101DED-5	N
	2023-11-02	01-025-000-0000-2232-000000	$4,250.00	VEBA SINGLE/FAMILY	20231101DED-5	N
	2023-11-02	01-091-000-0000-2232-000000	$4,250.00	VEBA SINGLE/FAMILY	20231101DED-5	N
	2023-11-02	11-420-000-0000-2232-000000	$6,951.00	VEBA SINGLE/FAMILY	20231101DED-5	N
	2023-11-02	01-250-000-0000-2232-000000	$9,375.00	VEBA SINGLE/FAMILY	20231101DED-5	N
	2023-11-02	11-430-000-0000-2232-000000	$15,885.00	VEBA SINGLE/FAMILY	20231101DED-5	N
	2023-11-02	01-201-000-0000-2232-000000	$28,750.00	VEBA SINGLE/FAMILY	20231101DED-5	N
	2023-11-02	01-522-000-0000-2232-000000	$375.00	VEBA SINGLE/FAMILY	20231101DED-5	N
	2023-11-02	01-603-000-0000-2232-000000	$500.00	VEBA SINGLE/FAMILY	20231101DED-5	N
	2023-11-02	01-005-000-0000-2232-000000	$875.00	VEBA SINGLE/FAMILY	20231101DED-5	N
	2023-11-02	03-340-000-0000-2232-000000	$875.00	VEBA SINGLE/FAMILY	20231101DED-5	N
	2023-11-02	01-101-000-0000-2232-000000	$1,000.00	VEBA SINGLE/FAMILY	20231101DED-5	N
	2023-11-02	01-111-000-0000-2232-000000	$1,000.00	VEBA SINGLE/FAMILY	20231101DED-5	N
	2023-11-02	03-320-000-0000-2232-000000	$1,000.00	VEBA SINGLE/FAMILY	20231101DED-5	N
106438	**1878**	**WRIGHT COUNTY - CAFETERIA**	**$104,200.00**			
106439	1925	CHAMBERLAIN OIL CO				

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	2023-11-02	03-340-000-0000-6568-000000	$3,494.80	MOTOR OILS	45017600	N
106439	**1925**	**CHAMBERLAIN OIL CO**	**$3,494.80**			
106440	1979	WRIGHT CO CAFETERIA PLAN				
	2023-11-02	11-420-000-0000-2232-000000	$56.54	DAY CARE CAFETERIA	20231101DED-8	N
	2023-11-02	01-025-000-0000-2232-000000	$891.67	DAY CARE CAFETERIA	20231101DED-8	N
	2023-11-02	11-450-000-0000-2232-000000	$969.78	DAY CARE CAFETERIA	20231101DED-8	N
	2023-11-02	72-605-000-0000-2232-000000	$1,145.82	DAY CARE CAFETERIA	20231101DED-8	N
	2023-11-02	01-091-000-0000-2232-000000	$1,736.08	DAY CARE CAFETERIA	20231101DED-8	N
	2023-11-02	01-201-000-0000-2232-000000	$2,209.94	DAY CARE CAFETERIA	20231101DED-8	N
	2023-11-02	11-430-000-0000-2232-000000	$2,323.24	DAY CARE CAFETERIA	20231101DED-8	N
	2023-11-02	01-522-000-0000-2232-000000	$12.50	MEDICAL EXP CAFETERIA	20231101DED-8	N
	2023-11-02	03-320-000-0000-2232-000000	$41.67	MEDICAL EXP CAFETERIA	20231101DED-8	N
	2023-11-02	71-505-000-0000-2232-000000	$83.33	MEDICAL EXP CAFETERIA	20231101DED-8	N
	2023-11-02	01-043-000-0000-2232-000000	$125.00	MEDICAL EXP CAFETERIA	20231101DED-8	N
	2023-11-02	01-063-000-0000-2232-000000	$208.33	DAY CARE CAFETERIA	20231101DED-8	N
	2023-11-02	01-103-000-0000-2232-000000	$125.00	MEDICAL EXP CAFETERIA	20231101DED-8	N
	2023-11-02	01-005-000-0000-2232-000000	$270.83	MEDICAL EXP CAFETERIA	20231101DED-8	N
	2023-11-02	01-111-000-0000-2232-000000	$370.84	MEDICAL EXP CAFETERIA	20231101DED-8	N
	2023-11-02	01-063-000-0000-2232-000000	$375.00	MEDICAL EXP CAFETERIA	20231101DED-8	N
	2023-11-02	01-101-000-0000-2232-000000	$375.01	MEDICAL EXP CAFETERIA	20231101DED-8	N
	2023-11-02	01-107-000-0000-2232-000000	$381.24	MEDICAL EXP CAFETERIA	20231101DED-8	N
	2023-11-02	03-310-000-0000-2232-000000	$391.66	MEDICAL EXP CAFETERIA	20231101DED-8	N
	2023-11-02	03-330-000-0000-2232-000000	$428.76	MEDICAL EXP CAFETERIA	20231101DED-8	N
	2023-11-02	01-521-000-0000-2232-000000	$437.50	MEDICAL EXP CAFETERIA	20231101DED-8	N
	2023-11-02	01-105-000-0000-2232-000000	$587.51	MEDICAL EXP CAFETERIA	20231101DED-8	N
	2023-11-02	01-105-000-0000-2232-000000	$208.33	DAY CARE CAFETERIA	20231101DED-8	N
	2023-11-02	72-605-000-0000-2232-000000	$645.83	MEDICAL EXP CAFETERIA	20231101DED-8	N
	2023-11-02	01-031-000-0000-2232-000000	$768.76	MEDICAL EXP CAFETERIA	20231101DED-8	N
	2023-11-02	11-450-000-0000-2232-000000	$806.11	MEDICAL EXP CAFETERIA	20231101DED-8	N
	2023-11-02	01-041-000-0000-2232-000000	$1,044.59	MEDICAL EXP CAFETERIA	20231101DED-8	N
	2023-11-02	01-091-000-0000-2232-000000	$1,162.49	MEDICAL EXP CAFETERIA	20231101DED-8	N
	2023-11-02	01-025-000-0000-2232-000000	$1,258.96	MEDICAL EXP CAFETERIA	20231101DED-8	N
	2023-11-02	11-420-000-0000-2232-000000	$1,284.58	MEDICAL EXP CAFETERIA	20231101DED-8	N
	2023-11-02	01-250-000-0000-2232-000000	$1,799.15	MEDICAL EXP CAFETERIA	20231101DED-8	N
	2023-11-02	11-430-000-0000-2232-000000	$3,726.40	MEDICAL EXP CAFETERIA	20231101DED-8	N
	2023-11-02	01-201-000-0000-2232-000000	$5,316.14	MEDICAL EXP CAFETERIA	20231101DED-8	N
	2023-11-02	01-521-000-0000-2232-000000	$208.33	DAY CARE CAFETERIA	20231101DED-8	N
	2023-11-02	01-603-000-0000-2232-000000	$208.33	DAY CARE CAFETERIA	20231101DED-8	N
	2023-11-02	03-330-000-0000-2232-000000	$208.33	DAY CARE CAFETERIA	20231101DED-8	N
	2023-11-02	01-031-000-0000-2232-000000	$312.50	DAY CARE CAFETERIA	20231101DED-8	N
	2023-11-02	01-041-000-0000-2232-000000	$416.66	DAY CARE CAFETERIA	20231101DED-8	N
	2023-11-02	01-250-000-0000-2232-000000	$487.17	DAY CARE CAFETERIA	20231101DED-8	N
106440	**1979**	**WRIGHT CO CAFETERIA PLAN**	**$33,409.91**			
106441	2276	PEARSON BROS. INC				
	2023-11-02	03-330-000-0000-6536-000000	$2,362.50	FOG SEAL	5989	N
106441	**2276**	**PEARSON BROS. INC**	**$2,362.50**			
106442	2330	AIG RETIREMENT COMPANY				
	2023-11-02	01-005-000-0000-2232-000000	$50.00	DEFERRED COMP	20231101DED-11	N
	2023-11-02	01-201-000-0000-2232-000000	$725.00	DEFERRED COMP	20231101DED-11	N
	2023-11-02	01-105-000-0000-2232-000000	$1,144.93	DEFERRED COMP	20231101DED-11	N
	2023-11-02	01-063-000-0000-2232-000000	$1,756.96	DEFERRED COMP	20231101DED-11	N

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	2023-11-02	01-201-000-0000-2239-000000	$25.00	ROTH	20231101DED-11	N
	2023-11-02	01-521-000-0000-2239-000000	$50.00	ROTH	20231101DED-11	N
	2023-11-02	01-041-000-0000-2239-000000	$85.00	ROTH	20231101DED-11	N
	2023-11-02	01-091-000-0000-2239-000000	$100.00	ROTH	20231101DED-11	N
	2023-11-02	03-330-000-0000-2239-000000	$100.00	ROTH	20231101DED-11	N
	2023-11-02	01-250-000-0000-2239-000000	$150.00	ROTH	20231101DED-11	N
	2023-11-02	01-025-000-0000-2239-000000	$200.00	ROTH	20231101DED-11	N
	2023-11-02	01-091-000-0000-2232-000000	$50.00	DEFERRED COMP	20231101DED-11	N
	2023-11-02	01-031-000-0000-2239-000000	$200.00	ROTH	20231101DED-11	N
	2023-11-02	11-430-000-0000-2239-000000	$225.00	ROTH	20231101DED-11	N
	2023-11-02	11-450-000-0000-2239-000000	$250.00	ROTH	20231101DED-11	N
	2023-11-02	01-101-000-0000-2232-000000	$50.00	DEFERRED COMP	20231101DED-11	N
	2023-11-02	01-521-000-0000-2232-000000	$50.00	DEFERRED COMP	20231101DED-11	N
	2023-11-02	03-340-000-0000-2232-000000	$60.00	DEFERRED COMP	20231101DED-11	N
	2023-11-02	01-043-000-0000-2232-000000	$100.00	DEFERRED COMP	20231101DED-11	N
	2023-11-02	01-031-000-0000-2232-000000	$500.00	DEFERRED COMP	20231101DED-11	N
	2023-11-02	11-430-000-0000-2232-000000	$510.00	DEFERRED COMP	20231101DED-11	N
	2023-11-02	01-041-000-0000-2232-000000	$640.00	DEFERRED COMP	20231101DED-11	N
106442	**2330**	**AIG RETIREMENT COMPANY**	**$7,021.89**			
106443	2546	CST DISTRIBUTION LLC				
	2023-11-02	01-111-000-0000-6411-000000	$2,275.56	Morton Pure & Natural Crystals - 40lb. / 63 bags per pallet	54167	N
106443	**2546**	**CST DISTRIBUTION LLC**	**$2,275.56**			
106444	3938	TAPCO				
	2023-11-02	03-350-000-0000-6543-000000	$655.00	REPLACEMENT BATTERY	I764683	N
106444	**3938**	**TAPCO**	**$655.00**			
106445	4429	USIC HOLDINGS INC				
	2023-11-02	01-063-000-0000-6261-000000	$186.00	LOCATING TICKETS 9/1/23-9/30/23	615551	N
	2023-11-02	01-063-000-0000-6261-000000	$69.76	LOCATING TICKETS 9/1/23-9/30/23	615551	N
106445	**4429**	**USIC HOLDINGS INC**	**$255.76**			
106446	4628	VERIZON WIRELESS SERVICES LLC				
	2023-11-02	01-005-000-0000-6203-000000	$123.69	442492531 9/02-10/01/23	9945735898	N
	2023-11-02	01-603-000-0000-6203-000000	$208.71	442492531 9/02-10/01/23	9945735898	N
	2023-11-02	03-310-000-0000-6203-000000	$879.00	442492531 9/02-10/01/23	9945735898	N
	2023-11-02	01-063-000-0000-6203-000000	$652.62	442492531 9/02-10/01/23	9945735898	N
	2023-11-02	02-230-000-0000-6801-000000	$40.01	442492531 9/02-10/01/23	9945735898	N
	2023-11-02	01-521-000-0000-6203-000000	$106.60	442492531 9/02-10/01/23	9945735898	N
	2023-11-02	01-522-000-0000-6203-000000	$87.46	442492531 9/02-10/01/23	9945735898	N
	2023-11-02	01-201-000-0000-6203-000000	$828.37	442492531 9/02-10/01/23	9945735898	N
	2023-11-02	01-250-000-0000-6203-000000	$41.23	763 258 3138	9945735898	N
	2023-11-02	02-226-000-0000-6203-000000	$82.46	763 242 3324 & 763 242 6516	9945735898	N
	2023-11-02	01-103-000-0000-6203-000000	$347.41	442492531 9/02-10/01/23	9945735898	N
	2023-11-02	01-031-021-0000-6203-000000	$123.69	442492531 9/02-10/01/23	9945735898	N
	2023-11-02	01-121-000-0000-6203-000000	$40.01	442492531 9/02-10/01/23	9945735898	N
	2023-11-02	01-031-033-0000-6203-000000	$123.69	442492531 9/02-10/01/23	9945735898	N
	2023-11-02	01-031-120-0000-6203-000000	$46.23	442492531 9/02-10/01/23	9945735898	N
	2023-11-02	01-091-000-0000-6203-000000	$329.84	442492531 9/02-10/01/23	9945735898	N
	2023-11-02	01-111-000-0000-6203-000000	$7.72	442492531 9/02-10/01/23	9945735898	N
	2023-11-02	01-111-000-0000-6480-000000	$29.99	EQUIP 612 760 0957	9945735898	N
	2023-11-02	01-025-000-0000-6203-000000	$1,910.82	442492531 9/02-10/01/23	9945735898	N
	2023-11-02	01-201-281-0000-6203-000000	$80.02	442492531 9/02-10/01/23	9945735898	N
106446	**4628**	**VERIZON WIRELESS SERVICES LLC**	**$6,089.57**			

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106449	46433	MN DEPT OF PUBLIC SAFETY				
	2023-11-03	84-041-000-0000-6820-000000	$23,107.93	MNDRIVE	20231103MV	N
106449	**46433**	**MN DEPT OF PUBLIC SAFETY**	**$23,107.93**			
106450		Megan Elizabeth Ward				
	2023-11-03	11-450-430-0010-6338-000000	$21.01	Dinner Reimbursement - New Ulm, MN	EX000015936873	
	2023-11-03	11-450-430-0010-6338-000000	$22.00	Dinner at Prevention Sharing Conference - Brainerd, MN	EX000015936873	
106450		**Megan Elizabeth Ward**	**$43.01**			
106451		Mark Richard Kellogg				
	2023-11-03	01-000-000-0000-6801-000000	($673.90)	Corporate card transaction reversal.	EX000016043232	
	2023-11-03	01-063-065-0000-6333-000000	$51.50	Gas, County Car	EX000016043232	
	2023-11-03	01-063-065-0000-6333-000000	$597.40	Strength Finders Training	EX000016043232	
	2023-11-03	01-063-065-0000-6333-000000	$20.00	Fuel for County Car	EX000016043232	
	2023-11-03	01-063-065-0000-6334-000000	$20.90	Dinner Omaha, NE rate of 29.00Strength Finders Training	EX000016043232	
	2023-11-03	01-063-065-0000-6334-000000	$3.49	Food	EX000016043232	
	2023-11-03	01-063-065-0000-6334-000000	$5.38	Food	EX000016043232	
	2023-11-03	01-063-065-0000-6334-000000	$24.55	Training - Omaha NE rate for dinner is $29.00	EX000016043232	
	2023-11-03	01-063-065-0000-6334-000000	$20.29	Training - Dinner not included in training	EX000016043232	
	2023-11-03	01-063-065-0000-6334-000000	$13.42	Food - Training	EX000016043232	
	2023-11-03	01-063-065-0000-6333-000000	$25.00	Fuel	EX000016043232	
106451		**Mark Richard Kellogg**	**$108.03**			
106452		Sean ALVIN Deringer				
	2023-11-03	01-201-000-0000-6806-000000	$412.91	Reimbursement for Sheriff's clothing purchases	EX000016167735	
106452		**Sean ALVIN Deringer**	**$412.91**			
106453		Kai Ta Sin				
	2023-11-03	11-450-491-7000-6333-000000	$10.61	SHIP retreat	EX000015732447	
	2023-11-03	11-450-491-7000-6333-000000	$16.83	St. Michael open house	EX000015732447	
	2023-11-03	11-450-491-7000-6333-000000	$27.31	HLWW safe school	EX000015732447	
	2023-11-03	11-450-491-7000-6333-000000	$11.79	Monticello back to school	EX000015732447	
	2023-11-03	11-450-491-7000-6333-000000	$7.07	KRWC	EX000015732447	
	2023-11-03	11-450-491-7000-6333-000000	$10.55	Moni open house	EX000015732447	
	2023-11-03	11-450-491-7033-6338-000000	$13.96	Meals	EX000015732447	
	2023-11-03	11-450-430-0010-6334-000000	$12.92	SHIP conference meal	EX000015732447	
	2023-11-03	11-450-491-7000-6333-000000	$3.14	City of Buffalo-Moni school and Buffalo Hospital	EX000015732447	
	2023-11-03	11-450-491-7000-6333-000000	$28.62	Delano Safe school	EX000015732447	
	2023-11-03	11-450-491-7033-6333-000000	$27.31	WCCA-Delano Comm-Delano Lib	EX000015732447	
	2023-11-03	11-450-491-7000-6338-000000	$21.86	21.86 + 15% tip=25.14	EX000016059426	
	2023-11-03	11-450-491-7000-6338-000000	$8.89	conference meal	EX000016059426	
	2023-11-03	11-450-491-7033-6338-000000	$16.31	STMA SS	EX000016075581	
	2023-11-03	11-450-491-7033-6338-000000	$28.69	HLWW P&T	EX000016075585	
	2023-11-03	11-450-491-7033-6338-000000	$3.14	buffalo community center	EX000016075589	
	2023-11-03	11-450-491-7033-6338-000000	$7.73	Buffalo Parent-Teen Presentation	EX000016149792	
106453		**Kai Ta Sin**	**$256.73**			
106454		Madison Ann Langrehr				
	2023-11-03	11-430-700-0010-6333-000000	$31.57	BM Client Meeting	EX000015938668	
	2023-11-03	11-430-700-0010-6333-000000	$45.85	BM Client Meeting-supervisor approved going over 50 miles	EX000015938668	
	2023-11-03	11-430-700-0010-6333-000000	$121.76	WK Client Meeting-county car denied-supervisor approved going over 50 miles	EX000015938668	
	2023-11-03	11-430-700-0010-6334-000000	$8.94	Meal due to client meeting in Raymond- WK	EX000015938668	
106454		**Madison Ann Langrehr**	**$208.12**			
106455		Anna Morris Radloff				

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	2023-11-03	11-430-700-0010-6333-000000	$21.42	TW-Maple Grove- TW (LN CPP session)	EX000015618950	
	2023-11-03	11-430-700-0010-6333-000000	$19.45	GC-Buffalo-St. Michael-CG (AS and KD sessions)	EX000015618950	
	2023-11-03	11-430-700-0010-6333-000000	$25.87	TW-Montrose-TW (IR session)	EX000015618950	
	2023-11-03	11-430-700-0010-6333-000000	$32.23	TW- Clearwater-Maple Lake-Tw (JM session, CR session)	EX000015618950	
	2023-11-03	11-430-700-0010-6333-000000	$31.83	TW-Buffalo-Maple Grove-TW (AS session, LN session)	EX000015618950	
	2023-11-03	11-430-700-0010-6333-000000	$32.03	TW-Clearwater-TW (JM session)	EX000015618950	
	2023-11-03	11-430-700-0010-6333-000000	$19.52	GC-Buffalo-St. Michael-GC (AS and KD session)	EX000015618950	
	2023-11-03	11-430-700-0010-6333-000000	$25.87	TW-Montrose-TW (IR session)	EX000015618950	
	2023-11-03	11-430-700-0010-6333-000000	$16.11	TW-Buffalo-TW (AS session)	EX000015618950	
	2023-11-03	11-430-700-0010-6333-000000	$24.04	TW-Maple Lake-TW (CR session)	EX000015618950	
	2023-11-03	11-430-700-0010-6333-000000	$32.75	TW-Clearwater-TW (JM session)	EX000015618950	
	2023-11-03	11-430-700-0010-6333-000000	$68.97	TW-Hutchinson- Maple Grove-TW (NA session, LN session- requested county car)	EX000015618950	
	2023-11-03	11-430-700-0010-6333-000000	$23.97	TW-Maple lake-TW (CR session)	EX000015618950	
106455		**Anna Morris Radloff**	**$374.06**			
106456		Alison Elizabeth Dudek				
	2023-11-03	11-450-430-0010-6333-000000	$30.98	Flu Vaccine Clinic at the Cokato 60+ and Healthy Clinic	EX000016079266	
106456		**Alison Elizabeth Dudek**	**$30.98**			
106457		Andrea Beth Jennings Dyreson				
	2023-11-03	11-430-700-0010-6333-000000	$17.36	Client contact, ST	EX000016106546	
	2023-11-03	11-430-700-0010-6333-000000	$32.03	Client contact, FD and CE	EX000016106546	
	2023-11-03	11-430-700-0010-6333-000000	$32.16	Client contact, RS and AK	EX000016106546	
	2023-11-03	11-430-700-0010-6333-000000	$18.34	Client contact, EC	EX000016106546	
	2023-11-03	11-430-700-0010-6333-000000	$12.45	Client contact, KN	EX000016106546	
	2023-11-03	11-430-700-0010-6333-000000	$17.36	Client contact, ST	EX000016106546	
	2023-11-03	11-430-700-0010-6333-000000	$32.10	Client contact, AK and RS	EX000016106546	
	2023-11-03	11-430-700-0010-6333-000000	$31.18	Client contact, FD, CE	EX000016106546	
	2023-11-03	11-430-700-0010-6333-000000	$16.70	Client contact, JP	EX000016106546	
	2023-11-03	11-430-700-0010-6333-000000	$31.44	Client contact, AK	EX000016106546	
106457		**Andrea Beth Jennings Dyreson**	**$241.12**			
106458		Trinity Nicole Nathe				
	2023-11-03	01-101-044-0000-6333-000000	$9.77	Hennepin County visit parking ramp	EX000016109958	
	2023-11-03	01-101-044-0000-6334-000000	$14.96	Lunch during Hennepin County visit to observe recording process	EX000016109958	
106458		**Trinity Nicole Nathe**	**$24.73**			
106459		Bobbie Renee Farnum				
	2023-11-03	11-450-430-0010-6333-000000	$13.82	DOT - Monticello	EX000015933204	
	2023-11-03	11-450-430-0010-6333-000000	$11.00	Parking - Mayo Clinic TB Intensive	EX000015933204	
	2023-11-03	11-450-430-0010-6333-000000	$13.82	DOT	EX000015933204	
	2023-11-03	11-450-430-0010-6333-000000	$13.82	DOT	EX000015933204	
	2023-11-03	11-450-430-0010-6333-000000	$58.75	DOT, Trip to Hennepin Healthcare - Car was missing from lot, unable to wait for location	EX000015933204	
	2023-11-03	11-450-430-0010-6333-000000	$33.14	DOT, Trip to Hennepin Healthcare	EX000015933204	
	2023-11-03	11-450-430-0010-6333-000000	$25.09	DOT	EX000015933204	
	2023-11-03	11-450-430-0010-6333-000000	$11.00	Parking for Mayo TB Clinical Intensive	EX000015933204	
	2023-11-03	11-450-430-0010-6333-000000	$33.93	Mayo Clinic TB Intensive	EX000015933204	
	2023-11-03	11-450-430-0010-6333-000000	$33.93	Mayo TB Intensive	EX000015933204	
106459		**Bobbie Renee Farnum**	**$248.30**			
106460	929	TW VENDING INC				
	2023-11-03	02-230-000-0000-6411-000000	$162.95	Jail Operating Supplies	10050374	N
	2023-11-03	02-230-000-0000-6411-000000	$1,880.00	PHONE CARDS 10/16/23-10/31/23	10050651	N
106460	**929**	**TW VENDING INC**	**$2,042.95**			

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106461	1203	CATHLEEN GABRIEL				
	2023-11-03	01-013-000-0000-6270-000000	$8,240.00	NOVEMBER 2023 APPROPRIATION	20231102	Y
106461	**1203**	**CATHLEEN GABRIEL**	**$8,240.00**			
106462	1264	DELL MARKETING LP				
	2023-11-03	01-063-062-0000-6480-000000	$1,895.40	Dell 34 Curved USB-C Hub Monitor - P3424WE, 86.5cm;Dell 34 Curved USB-C Hub Monitor - P3424WE, 86.5cm (34"), USB-C, RJ45	10707687784	N
106462	**1264**	**DELL MARKETING LP**	**$1,895.40**			
106463	1347	AMAZON BUSINESS				
	2023-11-03	01-031-021-0000-6411-000000	$231.92	Original Replacement 90W New Slim Dell USB C Laptop Charger for Latitude 3400,3500,5289,5300 2in1,7400 2in1,7300, 7390 2in1, 7200 2in1,5400, Dell XPS 13, Precision 3540,0TDK33 R2M8K 0R2M8K AC Adapter	11KJ-1WY1-GFMG	N
	2023-11-03	01-031-021-0000-6411-000000	$227.88	65W USB C Laptop Charger - for Dell Latitude 5420 5520 5530 5430 5320 7420 7330 7430 7530 7320 7410 9420 9510, XPS/Chromebook, Lenovo/HP/Acer/Asus/Samsung/MacBook Universal Type C Power Cord Adapter	11KJ-1WY1-GFMG	N
	2023-11-03	01-031-021-0000-6411-000000	($5.80)	Promotions & Discounts	11KJ-1WY1-GFMG	N
	2023-11-03	01-041-042-0000-6411-000000	$18.65	Tylenol Extra Strength Acetaminophen Rapid Release Gels, Pain Reliever & Fever Reducer Medicine, Gelcaps with Laser-Drilled Holes, 500 mg Acetaminophen, 225 ct	1K7N-9C7L-6KPW	N
	2023-11-03	01-041-042-0000-6411-000000	$8.75	HealthA2Z Aspirin 325mg, 300 Count, Uncoated,Compare to Bayer® Active Ingredients	1K7N-9C7L-6KPW	N
	2023-11-03	01-041-042-0000-6411-000000	$18.35	First Aid Only 91248 OSHA-Compliant All-Purpose 50-Person Emergency First Aid Kit for Home, Work, and Travel, 260 Pieces	1K7N-9C7L-6KPW	N
	2023-11-03	01-041-042-0000-6411-000000	$23.55	Perixx PERIMICE-719 Right-Handed Wireless Mini Vertical Mouse, 3 Level DPI	1QN9-HKLR-T1KX	N
	2023-11-03	01-031-021-0000-6411-000000	$99.00	Logitech Wireless Combo MK270, Pack of 4,Black	1TYP-6DWD-6QJ4	N
106463	**1347**	**AMAZON BUSINESS**	**$622.30**			
106464	1487	MN DEPARTMENT OF LABOR & IND				
	2023-11-03	01-107-000-0000-6359-000000	$1,886.95	OCTOBER 2023 BUILDING PERMIT SURCHARGE	OCTOBER1710002023	N
106464	**1487**	**MN DEPARTMENT OF LABOR & IND**	**$1,886.95**			
106465	1563	HOUSTON ENGINEERING INC				
	2023-11-03	41-681-000-0000-6261-000000	$215.00	PROFESSIONAL SERVICES-ENGINEERING WORK AND WETLAND ANAYSIS FOR CD-38	67740	N
	2023-11-03	01-100-493-8401-6261-000000	$53.75	PROFESSIONAL SERVICES WORK ON CD-33 WITH MNDOT	67743	N
106465	**1563**	**HOUSTON ENGINEERING INC**	**$268.75**			
106466	1833	ISD 111 WATERTOWN-MAYER				
	2023-11-03	81-830-000-0000-6902-000000	$84,048.76	NOVEMBER 2023 SECOND HALF 2ND ADVANCEMENT P TAX	20231102DIST-1	N
106466	**1833**	**ISD 111 WATERTOWN-MAYER**	**$84,048.76**			
106467	1838	ISD 742 - ST. CLOUD				
	2023-11-03	81-830-000-0000-6902-000000	$203,744.42	NOVEMBER 2023 SECOND HALF 2ND ADVANCEMENT P TAX	20231102DIST-4	N
106467	**1838**	**ISD 742 - ST. CLOUD**	**$203,744.42**			
106468	1839	ISD 876 - ANNANDALE				
	2023-11-03	81-830-000-0000-6902-000000	$952,124.06	NOVEMBER 2023 SECOND HALF 2ND ADVANCEMENT P TAX	20231102DIST-5	N
106468	**1839**	**ISD 876 - ANNANDALE**	**$952,124.06**			
106469	1840	ISD 877 - BUFFALO				
	2023-11-03	81-830-000-0000-6902-000000	$3,274,213.24	NOVEMBER 2023 SECOND HALF 2ND ADVANCEMENT P TAX	20231102DIST-6	N
106469	**1840**	**ISD 877 - BUFFALO**	**$3,274,213.24**			
106470	1841	ISD 879 - DELANO				
	2023-11-03	81-830-000-0000-6902-000000	$1,345,753.06	NOVEMBER 2023 SECOND HALF 2ND ADVANCEMENT P TAX	20231102DIST-7	N
106470	**1841**	**ISD 879 - DELANO**	**$1,345,753.06**			

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106471	1843	ISD 881 - MAPLE LAKE				
	2023-11-03	81-830-000-0000-6902-000000	$536,439.85	NOVEMBER 2023 SECOND HALF 2ND ADVANCEMENT P TAX	20231102DIST-8	N
106471	**1843**	**ISD 881 - MAPLE LAKE**	**$536,439.85**			
106472	1844	ISD 882 - MONTICELLO				
	2023-11-03	81-830-000-0000-6902-000000	$2,534,382.88	NOVEMBER 2023 SECOND HALF 2ND ADVANCEMENT P TAX	20231102DIST-9	N
106472	**1844**	**ISD 882 - MONTICELLO**	**$2,534,382.88**			
106473	1845	ISD 883 - ROCKFORD				
	2023-11-03	81-830-000-0000-6902-000000	$561,343.98	NOVEMBER 2023 SECOND HALF 2ND ADVANCEMENT P TAX	20231102DIST-10	N
106473	**1845**	**ISD 883 - ROCKFORD**	**$561,343.98**			
106474	2715	SHI INTERNATIONAL CORP				
	2023-11-03	01-063-065-0000-6485-000000	$5,568.00	BLACKBERRY PROTECT CYLANCE LICENSES	B17262367	N
106474	**2715**	**SHI INTERNATIONAL CORP**	**$5,568.00**			
106475	2812	GRAINGER				
	2023-11-03	01-100-000-0000-6912-000000	$6.38	ADH BANDAGE,WOVEN,1 IN. W,50/BOX,PK50	9889371408	N
	2023-11-03	01-100-000-0000-6912-000000	$4.09	BANDAGE,BEIGE,GAUZE,BULK,5 YD.	9889371408	N
106475	**2812**	**GRAINGER**	**$10.47**			
106476	3346	STANTEC CONSULTING SERVICES INC				
	2023-11-03	01-100-493-8409-6261-000000	$8,160.00	SEDIMENT CORES FOR IN-LAKES STUDIES	2145546	N
	2023-11-03	01-100-493-8409-6261-000000	$140.25	PROFESSIONAL SERVICES 10/13/23	2145546	N
106476	**3346**	**STANTEC CONSULTING SERVICES INC**	**$8,300.25**			
106477	3688	ISD 2687 - HOWARD LAKE-WAVERLY-WINSTED				
	2023-11-03	81-830-000-0000-6902-000000	$610,011.96	NOVEMBER 2023 SECOND HALF 2ND ADVANCEMENT P TAX	20231102DIST-12	N
106477	**3688**	**ISD 2687 - HOWARD LAKE-WAVERLY-WINSTED**	**$610,011.96**			
106478	6759	RTVISION INC				
	2023-11-03	01-100-000-0000-6261-000000	$6,730.57	Annual Timecard-Basic support/maintenance (709 licenses) covering: 01/01/2024 to 12/31/2024.	INV531	N
	2023-11-03	01-100-000-0000-6261-000000	$1,024.83	Annual ePaystub support/maintenance, covering: 01/01/2024 to 12/31/2024.	INV531	N
106478	**6759**	**RTVISION INC**	**$7,755.40**			
106479	7338	GOPHER STATE ONE CALL				
	2023-11-03	01-063-000-0000-6261-000000	$9.45	WTCITF01 Email Tickets: 7 at $1.35 WTCITF01 total billable tickets 7	3101602	N
106479	**7338**	**GOPHER STATE ONE CALL**	**$9.45**			
106480	15459	ISD 466 - DASSEL COKATO				
	2023-11-03	81-830-000-0000-6902-000000	$462,695.83	NOVEMBER 2023 SECOND HALF 2ND ADVANCEMENT P TAX	20231102DIST-2	N
106480	**15459**	**ISD 466 - DASSEL COKATO**	**$462,695.83**			
106481	19585	ISD 728 - ELK RIVER				
	2023-11-03	81-830-000-0000-6902-000000	$3,645,156.02	NOVEMBER 2023 SECOND HALF 2ND ADVANCEMENT P TAX	20231102DIST-3	N
106481	**19585**	**ISD 728 - ELK RIVER**	**$3,645,156.02**			
106482	58277	ISD 885 - ST MICHAEL ALBERTVILLE				
	2023-11-03	81-830-000-0000-6902-000000	$3,520,035.52	NOVEMBER 2023 SECOND HALF 2ND ADVANCEMENT P TAX	20231102DIST-11	N
106482	**58277**	**ISD 885 - ST MICHAEL ALBERTVILLE**	**$3,520,035.52**			
106483	200148	PROPIO LS, LLC				
	2023-11-03	11-430-760-6150-6030-000000	$55.00	Document Translation Layout Fee	2023-12525-1F	N
	2023-11-03	11-430-760-6150-6030-000000	$75.00	Document Translation for 1 DHS Form	2023-12525-1F	N
106483	**200148**	**PROPIO LS, LLC**	**$130.00**			

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106484	46433	MN DEPT OF PUBLIC SAFETY				
	2023-11-06	84-041-000-0000-6820-000000	$30,004.58	MNDRIVE	20231106	N
106484	**46433**	**MN DEPT OF PUBLIC SAFETY**	**$30,004.58**			
106485		Jessica Anne Nelson				
	2023-11-06	11-430-700-0030-6333-000000	$73.23	Olmsted County Visit-FGDM	EX000015959544	
106485		**Jessica Anne Nelson**	**$73.23**			
106488	893	IDENTISYS INC				
	2023-11-06	02-211-000-0000-6410-000000	$927.43	Card Printer Supplies	643418	N
106488	**893**	**IDENTISYS INC**	**$927.43**			
106489	929	TW VENDING INC				
	2023-11-06	02-230-000-0000-6411-000000	$12,568.89	CANTEEN SALES 10/16/23-10/31/23	10050299	N
106489	**929**	**TW VENDING INC**	**$12,568.89**			
106491	1075	BUFFALO/CITY OF				
	2023-11-06	01-111-000-0000-6251-000000	$123.42	106 2nd St NW Park Lot Light 8/31/23-9/30/23	01-147020-03 0923	N
	2023-11-06	01-111-000-0000-6251-000000	$2,905.60	GC 10 2nd St NW Utilities 8/31/23-9/30/23	02-068000-00 0923	N
	2023-11-06	01-111-000-0000-6251-000000	$1,600.00	GC 10 2nd St NW Fiber 8/31/23-9/30/23	02-068010-00 0923	N
	2023-11-06	01-111-000-0000-6251-000000	$401.18	GC 10 2nd St NW Utilities 8/31/23-9/30/23	02-069000-00 0923	N
	2023-11-06	01-111-000-0000-6251-000000	$3,996.81	Public Works Utilities 8/31/23-9/30/23	11-059850-00 0923	N
	2023-11-06	01-111-000-0000-6251-000000	$77.83	Public Works Electric 8/31/23-9/30/23	11-059855-00 0923	N
	2023-11-06	01-111-000-0000-6251-000000	$7,578.39	HWY Dept Utilities 8/31/23-9/30/23	27-009020-00 0923	N
	2023-11-06	01-111-000-0000-6251-000000	$23,573.87	GC Utilities 8/31/23-9/30/23	27-009025-00 0923	N
	2023-11-06	01-111-000-0000-6251-000000	$23,910.80	JC Utilities 8/31/23-9/30/23	27-009030-00 0923	N
	2023-11-06	01-201-000-0000-6850-000000	$516.32	TZD 2nd Q Jan-Mar 2023	TZD2Q2023	N
106491	**1075**	**BUFFALO/CITY OF**	**$64,684.22**			
106492	1203	CATHLEEN GABRIEL				
	2023-11-06	01-013-000-0000-6270-000000	$100.00	PR-23-4724 APPEARANCE FEE OCTOBER 2023	20231101	Y
	2023-11-06	01-013-000-0000-6270-000000	$100.00	PR-23-4763 APPEARANCE FEE OCTOBER 2023	20231101	Y
	2023-11-06	01-013-000-0000-6270-000000	$100.00	PR-23-2932 ATTY FEE CLAIMS	20231101CG	Y
	2023-11-06	01-013-000-0000-6270-000000	$75.00	PR-23-2035ATTY FEE CLAIMS	20231101CG	Y
	2023-11-06	01-013-000-0000-6270-000000	$75.00	PR-22-745 ATTY FEE CLAIMS	20231101CG	Y
106492	**1203**	**CATHLEEN GABRIEL**	**$450.00**			
106493	1280	RICHARD HERMES				
	2023-11-06	01-013-000-0000-6261-000000	$128.93	PR-23-4724 VISITOR CLAIM OCTOBER 23	20231101	Y
106493	**1280**	**RICHARD HERMES**	**$128.93**			
106494	1298	JONES LAW OFFICE				
	2023-11-06	01-013-000-0000-6270-000000	$380.00	PR-10-5804 ATTY FEE CLAIM	1997823	N
	2023-11-06	01-013-000-0000-6270-000000	$30.00	PR-18-1340 ATTY FEE CLAIM	1997824	N
	2023-11-06	01-013-000-0000-6270-000000	$10.00	P3-05-807 ATTY FEE CLAIM	1997825	N
	2023-11-06	01-013-000-0000-6270-000000	$20.00	PR-10-2872 ATTY FEE CLAIM	1997826	N
	2023-11-06	01-013-000-0000-6270-000000	$50.00	PR-15-3471 ATTY FEE CLAIM	1997827	N
106494	**1298**	**JONES LAW OFFICE**	**$490.00**			
106495	1343	MONTICELLO/CITY OF				
	2023-11-06	01-521-021-0000-6261-000000	$500.00	CREATIVE SERVICES-MURAL & PAINTING BERTRAM CHALET BASEMENT	0000011	N
106495	**1343**	**MONTICELLO/CITY OF**	**$500.00**			
106496	1347	AMAZON BUSINESS				
	2023-11-06	01-031-021-0000-6411-000000	$6.92	SHARPIE Tank Style Highlighters, Chisel Tip, Fluorescent Yellow, Box of 12	116X-RM74-KNXR	N
	2023-11-06	01-031-021-0000-6411-000000	$12.61	SHARPIE Permanent Markers, Ultra Fine Point, Black, 12 Count - 1 Pack	116X-RM74-KNXR	N

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	2023-11-06	01-031-021-0000-6411-000000	$7.99	Jakayla Ergonomic Mouse Pad Wrist Support with Non-Slip Rubber Base, Mouse Pad with Wrist Rest, Waterproof Foldable Smooth Gaming Mousepad for Women Working Computers 62A(Coconut Tree Beach)	116X-RM74-KNXR	N
	2023-11-06	01-063-000-0000-6411-000000	$16.96	Kensington Duo Gel Mouse Pad with Wrist Rest - Red (K62402AM)	16HQ-6N99-HNXK	N
	2023-11-06	01-031-021-0000-6411-000000	$75.99	LEVN Wireless Headset, Bluetooth Headset with Noise Canceling Microphone & Charging Base, 65 Hrs Working Time 2.4G Wireless Headset with Microphone for PC/Laptop/Computer/Remote Work/Call Center/Zoom	16HQ-6N99-HNXK	N
	2023-11-06	01-041-042-0000-6411-000000	$91.99	Plantronics - Voyager 5200 UC (Poly) - Bluetooth Single-Ear (Monaural) Headset - USB-A Compatible to connect to your PC and/or Mac - Works with Teams, Zoom & more - Noise Canceling	1DVN-G9QC-7GLW	N
	2023-11-06	01-041-042-0000-6411-000000	$9.99	Silent Wireless Mouse, 2.4G Slim Travel Mouse with USB Receiver, Quiet Click Protable Computer Mice for Laptop PC Mac, Comfortable Texture, Black	1LKW-P6JT-J1HM	N
106496	**1347**	**AMAZON BUSINESS**	**$222.45**			
106497	1563	HOUSTON ENGINEERING INC				
	2023-11-06	41-677-000-0000-6261-000000	$15,339.47	PROFESSIONAL SERVICES-ENGINEERING WORK FOR CD-31 PHASE 2 REPAIRS	67741	N
106497	**1563**	**HOUSTON ENGINEERING INC**	**$15,339.47**			
106498	1850	ANNANDALE/CITY OF				
	2023-11-06	01-201-000-0000-6850-000000	$382.72	TZD 2ND Q JAN-MAR 2023	TZD2Q2023	N
106498	**1850**	**ANNANDALE/CITY OF**	**$382.72**			
106499	1856	ROCKFORD/CITY OF				
	2023-11-06	20-393-000-0000-6840-000000	$1,223.16	Recycling Q3	20231024	N
106499	**1856**	**ROCKFORD/CITY OF**	**$1,223.16**			
106500	2098	CONTINENTAL RESEARCH CORPORATION				
	2023-11-06	01-521-021-0000-6411-000000	$684.41	Surge 100X (4x1 gal) or our vault toilets at Beebe, Albrights, Harry, North & South Eddy, Riverside & Crow Spring	0048395	N
106500	**2098**	**CONTINENTAL RESEARCH CORPORATION**	**$684.41**			
106501	3236	RMB ENVIRONMENTAL LABORATORIES INC				
	2023-11-06	01-100-493-8409-6261-000000	$125.00	CHLOROPHYLL_A_PHEOPHYTIN_CORRECTED_(DL) Water	D052397	N
	2023-11-06	01-100-493-8409-6261-000000	$105.00	IRON_200.7_(DL) Water	D052397	N
	2023-11-06	01-100-493-8409-6261-000000	$160.00	N+N_353.2_(DL) Water	D052397	N
	2023-11-06	01-100-493-8409-6261-000000	$240.00	ORTHOPHOSPHATEAS_P_LFJDL) Water	D052397	N
	2023-11-06	01-100-493-8409-6261-000000	$17.00	Ship EZR_(DL) Water	D052397	N
	2023-11-06	01-100-493-8409-6261-000000	$240.00	TKNI_Timb_(DL) Water	D052397	N
	2023-11-06	01-100-493-8409-6261-000000	$200.00	TP_365.3JDL) Water	D052397	N
106501	**3236**	**RMB ENVIRONMENTAL LABORATORIES INC**	**$1,087.00**			
106502	3741	WM CORPORATE SERVICES, INC.				
	2023-11-06	01-111-000-0000-6251-000000	$300.44	15 YD COMPACTOR	7848939-1593-3	N
	2023-11-06	01-111-000-0000-6251-000000	$182.33	DISPOSAL PER TON	7848939-1593-3	N
	2023-11-06	01-111-000-0000-6251-000000	$300.44	15 YD COMPACTOR	7848939-1593-3	N
	2023-11-06	01-111-000-0000-6251-000000	$176.65	DISPOSAL PER TON	7848939-1593-3	N
	2023-11-06	01-111-000-0000-6251-000000	$330.48	15YD COMPACTOR LEASE WITH SVC	7848939-1593-3	N
	2023-11-06	01-111-000-0000-6251-000000	$219.35	MN STATE SOLID WASTE TAX 17%	7848939-1593-3	N
106502	**3741**	**WM CORPORATE SERVICES, INC.**	**$1,509.69**			
106503	3896	RHONDA J MAGNUSSEN LLC				
	2023-11-06	01-013-000-0000-6270-000000	$530.00	PR-13-953 ATTY CLAIM AUGUST 2023	6305	Y
106503	**3896**	**RHONDA J MAGNUSSEN LLC**	**$530.00**			
106504	4376	MIDWEST WASH SYSTEMS LLC				
	2023-11-06	01-111-000-0000-6301-000000	$569.87	CAR WASH BULK SOAP	18938	N
	2023-11-06	01-111-000-0000-6301-000000	$4.00	SHOP SUPPLY EXPENSE	18938	N

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106504	**4376**	**MIDWEST WASH SYSTEMS LLC**	**$573.87**			
106505	4439	ON-DEMAND SERVICES GROUP INC				
	2023-11-06	01-063-000-0000-6261-000000	$21,120.00	OCTOBER 2023 PROFESSIONAL SERVICES ERP	38181	N
106505	**4439**	**ON-DEMAND SERVICES GROUP INC**	**$21,120.00**			
106507	4957	WESTSIDE WHOLESALE TIRE				
	2023-11-06	01-522-021-0000-6452-000000	$555.19	REPLACEMENT RIM/TIRE FOR #647	934419	N
106507	**4957**	**WESTSIDE WHOLESALE TIRE**	**$555.19**			
106510	5642	TRUST IN US LLC				
	2023-11-06	01-100-000-0000-6912-000000	$225.00	TIU Onsite Collections-5	99505	N
	2023-11-06	01-100-000-0000-6912-000000	$30.00	TIU Onsite Collections:BAT Onsite	99505	N
	2023-11-06	01-100-000-0000-6912-000000	$24.18	Mileage fees	99505	N
	2023-11-06	01-100-000-0000-6912-000000	$175.00	Lab & MRO Fees	99505	N
106510	**5642**	**TRUST IN US LLC**	**$454.18**			
106511	5673	SIERRA-CEDAR, LLC				
	2023-11-06	01-100-493-8003-6261-000000	$2,700.00	DIRECT LABOR 10/18/23-10/31/23	PC-000222990	Y
106511	**5673**	**SIERRA-CEDAR, LLC**	**$2,700.00**			
106512	5719	ABDO LLP				
	2023-11-06	01-100-000-0000-6261-000000	$2,889.60	FLSA & ORACLE IMPLEMENTATION CONSULTING	479066	Y
106512	**5719**	**ABDO LLP**	**$2,889.60**			
106513	5779	LINDA CARLSON				
	2023-11-06	11-450-430-0010-6336-000000	$50.00	Public Health Task Force Meeting	20231009 01	Y
106513	**5779**	**LINDA CARLSON**	**$50.00**			
106514	5844	PHOENIX SUPPLY LLC				
	2023-11-06	01-250-000-0000-6411-000000	$9,147.50	JAIL CLOTHING AND SUPPLIES	31692	Y
	2023-11-06	01-250-000-0000-6411-000000	$2,200.00	CLEAR STORAGE BAGS	31729	Y
106514	**5844**	**PHOENIX SUPPLY LLC**	**$11,347.50**			
106518	6140	RUSSELL SECURITY RESOURCE LLC				
	2023-11-06	01-111-000-0000-6301-000000	$25.00	Rekey Customer Core to ADB1	A46750	N
106518	**6140**	**RUSSELL SECURITY RESOURCE LLC**	**$25.00**			
106519	6231	CINTAS CORPORATION NO. 2				
	2023-11-06	01-111-000-0000-6301-000000	$2.96	JEAN/CARHARTT CARPENTER/DENIM-03628	4172915892	N
	2023-11-06	01-111-000-0000-6301-000000	$3.80	UNIF SHRT NY/BL SLATE/SS - SZ PREM-LJ0XL	4172915892	N
	2023-11-06	01-111-000-0000-6301-000000	$2.96	JEAN/CARHARTT CARPENTER/DENIM-04228	4172915892	N
	2023-11-06	01-111-000-0000-6301-000000	$1.10	UNIF SHRT NY/BL SLATE/SS-RG2XL	4172915892	N
	2023-11-06	01-111-000-0000-6301-000000	$0.92	UNIF SHRT NY/BL SLATE/LS-2XLLS	4172915892	N
	2023-11-06	01-111-000-0000-6301-000000	$2.96	JEAN/CARHARTT CARPENTER/DENIM-03232	4172915892	N
	2023-11-06	01-111-000-0000-6301-000000	$2.01	UNIF SHRT NY/BL SLATE/SS-RG00L	4172915892	N
	2023-11-06	01-111-000-0000-6301-000000	$5.34	JEAN/FR/CARPNTR/RLX FIT/ DENIM-03432	4172915892	N
	2023-11-06	01-111-000-0000-6301-000000	$6.51	FRSHRT/CRHRT5.3INHRNT/GRY/LS-0XLLS	4172915892	N
	2023-11-06	01-111-000-0000-6301-000000	$4.74	JEAN/CARHART/RELX FIT/DK DENIM - SZ PREM-03834	4172915892	N
	2023-11-06	01-111-000-0000-6301-000000	$2.01	UNIF SHRT NY/BL SLATE/SS-RG0XL	4172915892	N
	2023-11-06	01-111-000-0000-6301-000000	$2.01	UNIF SHRT NY/BL SLATE/SS-RG2XL	4172915892	N
	2023-11-06	01-111-000-0000-6301-000000	$4.74	JEAN/CARHART/RELX FIT/DK DENIM - SZ	4172915892	N
	2023-11-06	01-111-000-0000-6301-000000	$3.80	UNIF SHRT NY/BL SLATE/LS - SZ PREM-3XLLS	4172915892	N
	2023-11-06	01-111-000-0000-6301-000000	$2.96	JEAN/CARHART/RELX FIT/DK DENIM-03628	4172915892	N
	2023-11-06	01-111-000-0000-6301-000000	$1.10	UNIF SHRT NY/BL SLATE/SS-RG00L	4172915892	N
	2023-11-06	01-111-000-0000-6301-000000	$0.92	UNIF SHRT NY/BL SLATE/LS-00LLS	4172915892	N
	2023-11-06	01-111-000-0000-6301-000000	$2.96	JEAN/CARHART/RELX FIT/DK DENIM-03430	4172915892	N

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	2023-11-06	01-111-000-0000-6301-000000	$2.01	UNIF SHRT NY/BL SLATE/SS-RG00L	4172915892	N
	2023-11-06	01-111-000-0000-6301-000000	$2.96	JEAN/CARHART/RELX FIT/DK DENIM-03632	4172915892	N
	2023-11-06	01-111-000-0000-6301-000000	$2.01	UNIF SHRT NY/BL SLATE/SS-RG0XL	4172915892	N
	2023-11-06	01-111-000-0000-6301-000000	$2.96	JEAN/CARHARTT CARPENTER/DENIM-03832	4172915892	N
	2023-11-06	01-111-000-0000-6301-000000	$2.96	JEAN/CARHARTT CARPENTER/DENIM-03232	4172915892	N
	2023-11-06	01-111-000-0000-6301-000000	$2.01	UNIF SHRT NY/BL SLATE/SS-RG2XL	4172915892	N
	2023-11-06	01-111-000-0000-6301-000000	$4.74	JEAN/CARHARTT CARPENTER/DENIM - SZ PREM-03434	4172915892	N
	2023-11-06	01-111-000-0000-6301-000000	$2.01	UNIF SHRT NY/BL SLATE/SS-RG0XL	4172915892	N
	2023-11-06	01-111-000-0000-6301-000000	$2.15	JEAN/CARHART/RELX FIT/DK DENIM-03632	4172915892	N
	2023-11-06	01-111-000-0000-6301-000000	$1.65	UNIF SHRT NY/BL SLATE/SS-RG0XL	4172915892	N
	2023-11-06	01-111-000-0000-6301-000000	$2.01	UNIF SHRT NY/BL SLATE/SS-RG00L	4172915892	N
	2023-11-06	01-111-000-0000-6301-000000	$2.96	JEAN/CARHART/RELX FIT/DK DENIM-03628	4172915892	N
	2023-11-06	01-111-000-0000-6301-000000	$2.01	UNIF SHRT NY/BL SLATE/SS-RG0XL	4172915892	N
	2023-11-06	01-111-000-0000-6301-000000	$4.74	JEAN/CARHARTT CARPENTER/DENIM - SZ PREM-03434	4172915892	N
	2023-11-06	01-111-000-0000-6301-000000	$3.80	UNIF SHRT NY/BL SLATE/SS - SZ PREM-LJ2XL	4172915892	N
	2023-11-06	01-111-000-0000-6301-000000	$2.96	JEAN/CARHARTT CARPENTER/DENIM-03830	4172915892	N
106519	**6231**	**CINTAS CORPORATION NO. 2**	**$97.74**			
106520	6641	THOMSON REUTERS WEST PUBLISHING CORP				
	2023-11-06	01-091-000-0000-6260-000000	$1,688.19	OCTOBER ONLINE/SOFTWARE SUBSCRIPTION CHARGES	849198211	N
	2023-11-06	02-228-000-0000-6261-000000	$223.68	CLEAR LAW ENFORCEMENT PLUS ENTERPRISE	849219478	N
	2023-11-06	01-091-000-0000-6235-000000	$464.80	NOVEMBER LIBRARY PLAN CHARGES	849273508	N
106520	**6641**	**THOMSON REUTERS WEST PUBLISHING CORP**	**$2,376.67**			
106521	13590	INTEGRIPRINT INC				
	2023-11-06	01-521-021-0000-6480-000000	$147.18	YARD SIGNS & STAKES	59958	N
106521	**13590**	**INTEGRIPRINT INC**	**$147.18**			
106522	33194	INTERPROSE CORPORATION/THE				
	2023-11-06	11-450-430-0020-6260-000000	$640.32	SOFTWARE OR SYSTEMS SUPPORT	22156	N
	2023-11-06	11-430-700-0020-6260-000000	$1,948.80	SOFTWARE OR SYSTEMS SUPPORT	22156	N
	2023-11-06	11-420-600-0020-6260-000000	$890.88	SOFTWARE OR SYSTEMS SUPPORT	22156	N
106522	**33194**	**INTERPROSE CORPORATION/THE**	**$3,480.00**			
106524	70075	WASECA COUNTY SHERIFF				
	2023-11-06	01-013-000-0000-6261-000000	$75.00	SERVICE FEE-CHIPS JV-23-5257	JV-23-5257	N
106524	**70075**	**WASECA COUNTY SHERIFF**	**$75.00**			
106525	200075	VERIZON CONNECT FLEET USA LLC				
	2023-11-06	01-201-000-0000-6260-000000	$994.65	Verizon Connect - Recurring Services 11/01/23	314000048722	N
106525	**200075**	**VERIZON CONNECT FLEET USA LLC**	**$994.65**			
106565	60936	SEVEN COUNTY PROCESS SERVERS LLC				
	2023-11-07	11-420-640-0010-6267-000000	$75.00	TIMOTHY W. JOHNSON	20230796	N
	2023-11-07	11-420-640-0010-6267-000000	$10.00	OUT OF AREA	20230796	N
106565	**60936**	**SEVEN COUNTY PROCESS SERVERS LLC**	**$85.00**			
106568	200148	PROPIO LS, LLC				
	2023-11-07	11-420-650-4401-6040-000000	$110.00	DTP Layout	2023-12524-1F	N
	2023-11-07	11-420-650-4401-6040-000000	$563.05	Translation Community Support Plan for {E Ventura}.docx	2023-12524-1F	N
	2023-11-07	11-420-650-4401-6040-000000	$141.03	Translation MnCHOICES Planning Summary for {E Ventura}.docx	2023-12524-1F	N
106568	**200148**	**PROPIO LS, LLC**	**$814.08**			
106570	4702	STERICYCLE INC				
	2023-11-07	01-250-000-0000-6458-000000	$127.67	STERI-SAFE OSHA COMPLIANCE SUBSCRIPTION NOV 23	8005050988	N

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106570	**4702**	**STERICYCLE INC**	**$127.67**			
106574	5844	PHOENIX SUPPLY LLC				
	2023-11-07	01-250-000-0000-6411-000000	$1,526.40	JAIL CLOTHES	31762	Y
	2023-11-07	01-250-000-0000-6411-000000	$130.40	Jail Supplies	31763	Y
106574	**5844**	**PHOENIX SUPPLY LLC**	**$1,656.80**			
106576	6097	ODP BUSINESS SOLUTIONS, LLC				
	2023-11-07	01-250-000-0000-6410-000000	$59.92	JAIL ADMIN SUPPLIES-PENS,TISSUES,RULERS	337837791001	N
	2023-11-07	01-201-000-0000-6411-000000	$59.14	TISSUES	337871595001	N
	2023-11-07	01-201-000-0000-6410-000000	$88.85	PAPER AND TAPE	338490413001	N
	2023-11-07	01-250-000-0000-6480-000000	$1,176.36	3 CHAIRS,9000 SERIES,MIDBK,BLACK 510830	338514347001	N
	2023-11-07	01-201-000-0000-6410-000000	$52.57	OFFICE SUPPLIES-PENCILS, COPY PAPER, PENS	339022716001	N
	2023-11-07	01-201-000-0000-6410-000000	$54.96	OFFICE SUPPLIES-COPY PAPER, PENS, NOTE PADS	340605029001	N
106576	**6097**	**ODP BUSINESS SOLUTIONS, LLC**	**$1,491.80**			
106577		Karmen KAY Christenson				
	2023-11-07	11-450-430-0010-6333-000000	$28.49	tw-cokato-tw, hv bp	EX000016144963	
	2023-11-07	11-450-430-0010-6333-000000	$7.07	tw-buffalo-tw, hv, hn	EX000016144963	
	2023-11-07	11-450-430-0010-6333-000000	$6.16	tw-montrose-tw, hv bc	EX000016144963	
	2023-11-07	11-450-430-0010-6333-000000	$23.84	tw-albertville, tw, hv ab	EX000016144963	
	2023-11-07	11-450-430-0010-6333-000000	$24.17	tw-buffalo-waverly-tw, hv ae,kj	EX000016144963	
	2023-11-07	11-450-430-0010-6333-000000	$28.49	tw-cokato-tw, hm bp	EX000016144963	
	2023-11-07	11-450-430-0010-6333-000000	$14.15	tw-buffalo-tw, hv, hn	EX000016144963	
106577		**Karmen KAY Christenson**	**$132.37**			
106578		Rebecca Mae Langaard				
	2023-11-07	11-430-700-0010-6333-000000	$59.61	Home office-Cokato (client visit)-Home office	EX000016182849	
	2023-11-07	11-430-700-0010-6333-000000	$23.32	Home office-client visit (B.T.)-home office	EX000016182902	
	2023-11-07	11-430-700-0010-6333-000000	$27.05	Home office-client visit (B.G.)-home office	EX000016182902	
	2023-11-07	11-430-700-0010-6333-000000	$27.05	Home office-client visit (K.S.)-home office	EX000016182902	
	2023-11-07	11-430-700-0010-6333-000000	$28.43	Home office-client visit (W.H.)-home office	EX000016182902	
106578		**Rebecca Mae Langaard**	**$165.46**			
106579		Erin Melissa Krawcza Baker				
	2023-11-07	11-430-700-0010-6333-000000	$10.87	BB / Client Visit: GC - Rockford - Home	EX000016167704	
	2023-11-07	11-430-700-0010-6333-000000	$17.16	KK / Client Visit: GC - Albertville - GC	EX000016167704	
	2023-11-07	11-430-700-0010-6333-000000	$10.09	DE / Client Visit: GC - Maple Lake GC	EX000016167704	
	2023-11-07	11-430-700-0010-6333-000000	$3.01	MS / Client Visit: GC - Buffalo - GC	EX000016167704	
	2023-11-07	11-430-700-0010-6333-000000	$10.09	JR / Client Visit: GC - Monticello - GC	EX000016167704	
	2023-11-07	11-430-700-0010-6333-000000	$12.90	KN / Client Visit: GC - Monticello - GC	EX000016167704	
	2023-11-07	11-430-700-0010-6333-000000	$19.32	CS / Client Visit: GC - Otsego - GC	EX000016167704	
	2023-11-07	11-430-700-0010-6333-000000	$3.01	AM / Client Visit: GC - Buffalo - GC	EX000016167704	
	2023-11-07	11-430-700-0010-6333-000000	$18.34	MAu & DE / Client Visit: GC - Annandale - Maple Lake - GC	EX000016167791	
	2023-11-07	11-430-700-0010-6333-000000	$3.01	MS / Client Visit: GC - Buffalo - GC	EX000016167791	
	2023-11-07	11-430-700-0010-6333-000000	$31.37	EF / Client Visit: GC - Maple Grove - GC	EX000016167791	
	2023-11-07	11-430-700-0010-6333-000000	$12.90	KN / Client Visit: GC - Monticello - GC	EX000016167791	
	2023-11-07	11-430-700-0010-6333-000000	$3.28	AM / Client Visit: GC - Buffalo - GC	EX000016167791	
	2023-11-07	11-430-700-0010-6333-000000	$4.13	AL / Client Visit: GC - Buffalo - GC	EX000016167791	
	2023-11-07	11-430-700-0010-6333-000000	$18.60	KN & KK Client Visits: GC - Monticello - Albertville - GC	EX000016167791	
	2023-11-07	11-430-700-0010-6333-000000	$5.11	AW / Client Visit: GC - Buffalo - GC	EX000016167791	
	2023-11-07	11-430-700-0010-6333-000000	$12.90	KN / Client Visit: GC - Monticello - GC	EX000016167791	
106579		**Erin Melissa Krawcza Baker**	**$196.09**			
106580		Lori ANN Thingvold				
	2023-11-07	01-105-027-0000-6842-000000	$204.00	safety gear	EX000016220294	

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106580		**Lori ANN Thingvold**	**$204.00**			
106581		Maddie Laine Splichal				
	2023-11-07	11-430-700-0010-6333-000000	$18.73	KM and CM Annual - GC - Otsego - Home	EX000015442016	
	2023-11-07	11-430-700-0010-6333-000000	$4.06	IA - VRS meeting - GC - Buffalo - GC	EX000015442016	
	2023-11-07	11-430-700-0010-6333-000000	$26.33	ST Semi Annual & JL VRS Meeting - GC - Annandale - Monticello - Home	EX000015442016	
	2023-11-07	11-430-700-0010-6333-000000	$10.41	ML/BA Meetings; GC-Monticello-Buffalo-Home	EX000015442016	
	2023-11-07	11-430-700-0010-6333-000000	$15.20	ML/SP Annual - GC-Monticello-GC-Buffalo-Home	EX000015442016	
	2023-11-07	11-430-700-0010-6333-000000	$23.38	PK Semi Annual - GC-Otsego-Home	EX000015442016	
	2023-11-07	11-430-700-0010-6333-000000	$30.06	SH - GC-Maple Grove - Home	EX000015442016	
	2023-11-07	11-430-700-0010-6333-000000	$7.34	PG Semi Annual - GC- Buffalo - GC	EX000015442016	
	2023-11-07	11-430-700-0010-6333-000000	$7.53	AC Annual Meeting - GC-Buffalo-gc	EX000015442016	
106581		**Maddie Laine Splichal**	**$143.04**			
106582		Melissa Anne Muehring-Paulson				
	2023-11-07	01-100-000-0000-6808-000000	$39.96	Cookie trays for Employee Recognition	EX000015553168	
106582		**Melissa Anne Muehring-Paulson**	**$39.96**			
106583		Joseph John Adams				
	2023-11-07	01-201-269-0000-6805-000000	$1,527.00	Vest, 2- carriers & trauma plates	EX000016204959	
106583		**Joseph John Adams**	**$1,527.00**			
106584		Ellen Ann Tschimperle				
	2023-11-07	11-430-700-0010-6333-000000	$21.03	Initial license F.C.	EX000015960125	
	2023-11-07	11-430-700-0010-6333-000000	$13.82	Initial license Job's	EX000015960125	
	2023-11-07	11-430-700-0010-6333-000000	$21.03	Initial visit B.E.	EX000015960125	
	2023-11-07	11-430-700-0010-6333-000000	$19.00	Relicensing E.K.	EX000015960125	
	2023-11-07	11-430-700-0010-6333-000000	$12.97	Relicensing LGFH	EX000015960125	
	2023-11-07	11-430-700-0010-6333-000000	$26.33	Relicense F.D.	EX000015960125	
106584		**Ellen Ann Tschimperle**	**$114.18**			
106585		Troy Jeffery Johnson				
	2023-11-07	01-107-111-0000-6842-000000	$64.98	work boot	EX000016183028	
106585		**Troy Jeffery Johnson**	**$64.98**			
106586		Robert Brian DuBois				
	2023-11-07	01-250-000-0000-6334-000000	$15.43	Nuclear Training down in Red WingDinner at Red Wing Barrel House, requested 2.01 for tip	EX000016104618	
	2023-11-07	01-250-000-0000-6334-000000	$15.00	Lunch at Treasure IslandNuclear training	EX000016104618	
	2023-11-07	01-250-000-0000-6334-000000	$13.00	Nuclear Training Down in Red Wing MN, left wright county before 6am	EX000016104618	
	2023-11-07	01-250-000-0000-6334-000000	$15.00	Nuclear Training down in Red Wing Mn	EX000016104618	
106586		**Robert Brian DuBois**	**$58.43**			
106588	7325	CLEARWATER TOWNSHIP				
	2023-11-07	20-393-000-0000-6840-000000	$630.40	RECYCLING Q1	20230710	N
106588	**7325**	**CLEARWATER TOWNSHIP**	**$630.40**			
106593	13590	INTEGRIPRINT INC				
	2023-11-07	11-430-700-0020-6411-000000	$116.52	ADM OPERATING SUPPLIES	60016	N
	2023-11-07	11-420-600-0020-6411-000000	$53.27	ADM OPERATING SUPPLIES	60016	N
	2023-11-07	11-450-430-0020-6411-000000	$38.28	ADM OPERATING SUPPLIES	60016	N
106593	**13590**	**INTEGRIPRINT INC**	**$208.07**			
106605	43808	MCKESSON MEDICAL-SURGICAL				
	2023-11-07	01-250-000-0000-6458-000000	$362.15	JAIL MEDICAL SUPPLIES	21301563	Y
106605	**43808**	**MCKESSON MEDICAL-SURGICAL**	**$362.15**			

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106610		Chad Jeffrey Miller				
	2023-11-07	11-430-700-0030-6333-000000	$18.14	HV - DMGC-Annandale-GC	EX000016163792	
	2023-11-07	11-430-700-0030-6338-000000	$12.41	Meal while at Training	EX000016214199	
	2023-11-07	11-430-700-0030-6338-000000	$11.88	Meal while at Training	EX000016214199	
106610		**Chad Jeffrey Miller**	**$42.43**			
106613	533	GLOVER CONSULTING LLC				
	2023-11-07	01-063-062-0000-6261-000000	($29,250.00)	ONBASE KTLO-UPDATES, ENHANCEMENTS,TICKETS	20478	N
	2023-11-07	01-063-062-0000-6261-000000	$34,785.00	ONBASE KTLO-UPDATES, ENHANCEMENTS,TICKETS	20478	N
	2023-11-07	11-420-600-8246-6261-000000	$810.00	Financial Services EDMS Modernization Project Work	20479	N
106613	**533**	**GLOVER CONSULTING LLC**	**$6,345.00**			
106617	1048	MARTIN-MCALLISTER CONSULTING				
	2023-11-07	01-250-000-0000-6261-000000	$625.00	Public Safety Assessment	15746	N
	2023-11-07	01-250-000-0000-6261-000000	$625.00	Public Safety Assessment	15746	N
	2023-11-07	01-250-000-0000-6261-000000	$625.00	Public Safety Assessment	15746	N
	2023-11-07	01-250-000-0000-6261-000000	$625.00	Public Safety Assessment	15746	N
	2023-11-07	01-250-000-0000-6261-000000	$625.00	Public Safety Assessment	15746	N
	2023-11-07	01-250-000-0000-6261-000000	$625.00	Public Safety Assessment	15746	N
106617	**1048**	**MARTIN-MCALLISTER CONSULTING**	**$3,750.00**			
106619	1280	RICHARD HERMES				
	2023-11-07	01-013-000-0000-6261-000000	$128.93	PR-23-4724 VISITOR CLAIM OCTOBER	20231101RH	Y
106619	**1280**	**RICHARD HERMES**	**$128.93**			
106620	1436	STREICHERS				
	2023-11-07	01-250-000-0000-6806-000000	$39.99	CUSTOM CUTOUT	I1662884	N
	2023-11-07	01-201-000-0000-6411-000000	$1,539.40	MARKING ROUNDS	I1663019	N
	2023-11-07	01-201-000-0000-6411-000000	$196.93	COMMENDATION BARS	I1663468	N
106620	**1436**	**STREICHERS**	**$1,776.32**			
106621	1530	WOODLAND TOWNSHIP				
	2023-11-07	20-393-000-0000-6840-000000	$574.20	Recycling Q3	20231028	N
106621	**1530**	**WOODLAND TOWNSHIP**	**$574.20**			
106623	2820	FEDERATED CO-OPS				
	2023-11-07	01-521-523-0000-6251-000000	$337.57	Fuel tank at Bertram Contact Station	1970675	N
	2023-11-07	01-521-523-0000-6251-000000	$450.15	1966795 PROPANE FUEL TANK COMFORT STATION BERTRAM	1970676	N
106623	**2820**	**FEDERATED CO-OPS**	**$787.72**			
106627	4628	VERIZON WIRELESS SERVICES LLC				
	2023-11-07	01-201-000-0000-6204-000000	$3,619.04	Verizon Monthly Charges 9/28-10/27/23	9947914688	N
106627	**4628**	**VERIZON WIRELESS SERVICES LLC**	**$3,619.04**			
106633	46433	MN DEPT OF PUBLIC SAFETY				
	2023-11-07	84-041-000-0000-6820-000000	$39,771.73	MNDRIVE	20231107MV	N
106633	**46433**	**MN DEPT OF PUBLIC SAFETY**	**$39,771.73**			
106634	46433	MN DEPT OF PUBLIC SAFETY				
	2023-11-08	84-041-000-0000-6820-000000	$17,635.71	MNDRIVE	20231108MV	N
106634	**46433**	**MN DEPT OF PUBLIC SAFETY**	**$17,635.71**			
106635	159	INTEGRATED FIRE & SECURITY				
	2023-11-08	01-111-000-0000-6301-000000	$195.00	Initial Dispatch	93669	N
	2023-11-08	01-111-000-0000-6301-000000	$75.00	Labor - 10/13/2023	93669	N
	2023-11-08	01-111-000-0000-6301-000000	$85.00	Truck/Service Charge	93669	N

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106635	**159**	**INTEGRATED FIRE & SECURITY**	**$355.00**			
106636	565	CAPTIVATED, LLC				
	2023-11-08	11-450-430-0010-6260-000000	$509.00	October 2023 Software Support	035835	Y
106636	**565**	**CAPTIVATED, LLC**	**$509.00**			
106637	707	QUADIENT FINANCE USA, INC.				
	2023-11-08	01-091-000-0000-6205-000000	$500.00	POSTAGE 10/20/23	7900 0440 8084 8223 1023	N
106637	**707**	**QUADIENT FINANCE USA, INC.**	**$500.00**			
106638	1075	BUFFALO/CITY OF				
	2023-11-08	01-111-000-0000-6251-000000	$58,255.59	LEC Utilities 8/31/23-9/30/23	27-009010-01 0923	N
106638	**1075**	**BUFFALO/CITY OF**	**$58,255.59**			
106639	1347	AMAZON BUSINESS				
	2023-11-08	11-450-475-0010-6411-000000	$26.95	1 Made in USA White Kraft Paper Wide Jumbo Roll 30" x 1200" (100ft) Ideal for Gift Wrapping, Art &Craft, Postal, Packing Shipping, Floor Protection, Dun ASIN: Sold by: Buraq usa llc B09QXQFCM3 Order # 113-7442044-8893061	16VQ-CJ46-GYVT	N
	2023-11-08	01-111-000-0000-6301-000000	$160.08	6 Satco S39390 Hi-Pro Omni-Directional High-Lumen LED Corncob Lamps, HID-Replacement, Industrial and Commercial Application, 100-277V, 5000K, 18 Watts	1DTH-GKYK-7JRN	N
	2023-11-08	11-420-600-0020-6411-000000	$49.92	ADM OPERATING SUPPLIES	1TYP-6DWD-9GVJ	N
	2023-11-08	11-450-430-0020-6411-000000	$35.88	ADM OPERATING SUPPLIES	1TYP-6DWD-9GVJ	N
	2023-11-08	11-430-700-0020-6411-000000	$109.20	ADM OPERATING SUPPLIES	1TYP-6DWD-9GVJ	N
	2023-11-08	11-450-430-0010-6411-000000	$42.98	1 KKTONER Round Rolling Stool PU Leather Height Adjustable Swivel Drafting Work SPA Medical Salon Stools Chair with Wheels (Grey) ASIN: B07XB5G46J Sold by: Ningbo Dreamer Trading Co Ltd Order # 114-7287586-2489822	1X9K-GGFF-6GDV	N
106639	**1347**	**AMAZON BUSINESS**	**$425.01**			
106640	1840	ISD 877 - BUFFALO				
	2023-11-08	12-450-000-0000-6261-000000	$8.72	FRINGE BENEFITS DOBOSZENSKI, DONNA L 9/1/23-9/30/23	20230930	N
	2023-11-08	12-450-000-0000-6261-000000	$8.72	FRINGE BENEFITS GATZ, HANNAH J 9/1/23-9/30/23	20230930	N
	2023-11-08	12-450-000-0000-6261-000000	$1.69	FRINGE BENEFITS DOBOSZENSKI, DONNA L 9/1/23-9/30/23	20230930	N
	2023-11-08	12-450-000-0000-6261-000000	$7.21	FRINGE BENEFITS DOBOSZENSKI, DONNA L 9/1/23-9/30/23	20230930	N
	2023-11-08	12-450-000-0000-6261-000000	$1.69	FRINGE BENEFITS GATZ, HANNAH J 9/1/23-9/30/23	20230930	N
	2023-11-08	12-450-000-0000-6261-000000	$7.21	FRINGE BENEFITS GATZ, HANNAH J 9/1/23-9/30/23	20230930	N
	2023-11-08	12-450-000-0000-6261-000000	$116.28	SALARY DOBOSZENSKI, DONNA L 9/1/23-9/30/23	20230930	N
	2023-11-08	12-450-000-0000-6261-000000	$116.28	SALARY GATZ, HANNAH J 9/1/23-9/30/23	20230930	N
106640	**1840**	**ISD 877 - BUFFALO**	**$267.80**			
106641	2753	BUFFALO DRY CLEANERS & LAUNDERERS INC				
	2023-11-08	01-201-000-0000-6261-000000	$16.40	DRY CLEANING-TABLE CLOTH	39777	N
106641	**2753**	**BUFFALO DRY CLEANERS & LAUNDERERS INC**	**$16.40**			
106642	2812	GRAINGER				
	2023-11-08	01-100-000-0000-6301-000000	$21.28	TK91220175T Pre-Moistened Cleaning Tissues Holder Mount Location Wall Includes Foil Packed Pre-Moistened Heavy Duty Tissue Lens Treatment Properties Anti-Fog Anti-Static Lockable No Solution Type Non-Silicone Station Depth 4 in Station Heig	9860703850	N
	2023-11-08	01-100-000-0000-6301-000000	$1.98	TK91220174T Envelope Moisteners Size 2 oz Squeeze Bottle Blue Plastic/Polyurethane Sponge Height 3 9/10 in	9861987270	N
	2023-11-08	01-111-000-0000-6301-000000	$56.34	DEFINIT PRPOSE CNTCTR,120VAC,20A,2P,OPEN MANUFACTURER # 6GNZ2 Delivery #6610576287 Date Shipped:11/06/2023 Carrier: ZDC WILL CALL No:of Pkgs: 1 Wt: 1.300 PICKED UP FROM: PLYMOUTH BRANCH 495 2450 ANNAPOLIS LANE N.,PLYMOUTH,MN 55441-3600	9894454371	N
106642	**2812**	**GRAINGER**	**$79.60**			
106643	3188	LVC COMPANIES				

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	2023-11-08	01-111-000-0000-6301-000000	$1,320.00	ENGINEERED SYSTEM SRV INSPECT 7/1 - 6/30/24	125400	N
106643	**3188**	**LVC COMPANIES**	**$1,320.00**			
106644	3741	WM CORPORATE SERVICES, INC.				
	2023-11-08	01-111-000-0000-6251-000000	$353.02	6 Yard Compactor Service	7849222-1593-3	N
	2023-11-08	01-111-000-0000-6251-000000	$381.69	8 Yard Dumpster Service - Recycle Materials	7849222-1593-3	N
	2023-11-08	01-111-000-0000-6251-000000	$71.18	Energy Surcharge	7849222-1593-3	N
	2023-11-08	01-111-000-0000-6251-000000	$8.50	Administrative Charge	7849222-1593-3	N
	2023-11-08	01-111-000-0000-6251-000000	$61.46	MN Solid Waste Tax 17%	7849222-1593-3	N
	2023-11-08	01-111-000-0000-6251-000000	$336.19	8-26807-23009 TRASH SVC LEC NOV 23	7849816-1593-2	N
	2023-11-08	01-111-000-0000-6251-000000	$312.50	17-19867-53005 TRASH SVC HWY DEPT NOV 23	7850193-1593-2	N
	2023-11-08	01-111-000-0000-6251-000000	$403.35	23-66216-33007 TRASH SVC TTC NOV 23	7850696-1593-4	N
	2023-11-08	01-111-000-0000-6251-000000	$419.35	24-17920-83004 TRASH SVC JC MONTH NOV 23	7850844-1593-0	N
106644	**3741**	**WM CORPORATE SERVICES, INC.**	**$2,347.24**			
106645	3961	DUININCK INC				
	2023-11-08	03-325-000-0000-6650-000000	$417,515.23	CONT 2306 - CP 148-221, CR 148 REALIGNMENT WITH RAB @ CSAH 83	PAYMENT 3	N
	2023-11-08	03-325-000-0000-6650-000000	($417,515.23)	CONT 2306 - CP 148-221, CR 148 REALIGNMENT WITH RAB @ CSAH 83	PAYMENT 3	N
	2023-11-08	03-326-000-0000-6650-000000	$417,515.23	CONT 2306 - CP 148-221, CR 148 REALIGNMENT WITH RAB @ CSAH 83	PAYMENT 3	N
106645	**3961**	**DUININCK INC**	**$417,515.23**			
106646	4376	MIDWEST WASH SYSTEMS LLC				
	2023-11-08	01-111-000-0000-6301-000000	$473.47	CAR WASH BULK SOAP	18912	N
	2023-11-08	01-111-000-0000-6301-000000	$0.00		18912	N
106646	**4376**	**MIDWEST WASH SYSTEMS LLC**	**$473.47**			
106647	4713	GUARDIAN FLEET SAFETY LLC				
	2023-11-08	01-201-000-0000-6452-000000	($133.28)	Move to 01-201-000-0000-6480-000000	231234	N
	2023-11-08	01-201-000-0000-6452-000000	$133.28	3 mPOWER 4" Stud Red/White-Hood by Part #: EMPS2STS4D Note: mPOWER Silicone 12 LED Warning Light, Stud Mount, Dual Color Red/White.	231234	N
	2023-11-08	01-201-000-0000-6480-000000	$133.28	3 mPOWER 4" Stud Red/White-Hood by Part #: EMPS2STS4D Note: mPOWER Silicone 12 LED Warning Light, Stud Mount, Dual Color Red/White.	231234	N
	2023-11-08	01-201-000-0000-6452-000000	($178.85)	Move to 01-201-000-0000-6480-000000	231234	N
	2023-11-08	01-201-000-0000-6480-000000	$178.85	13 Intersector - Red/White Part #: ENT2B3D Note: Intersector Under-mirror Warning Light, Dual Color - Red/White	231234	N
	2023-11-08	01-201-000-0000-6452-000000	$178.85	13 Intersector - Red/White Part #: ENT2B3D Note: Intersector Under-mirror Warning Light, Dual Color - Red/White	231234	N
	2023-11-08	01-201-000-0000-6452-000000	$14.00	14 Intersector Wedge - Charger Part #: PNT1CRVO3 Note: Curved Surface Adaptors for Intersector - 1-Driver & 1- Passenger w/ Mounting Hardware - Dodge Charger 2011 - 2023	231234	N
	2023-11-08	01-201-000-0000-6452-000000	($134.10)	Move to 01-201-000-0000-6480-000000	231234	N
	2023-11-08	01-201-000-0000-6480-000000	$134.10	15 6" mPOWER Module B/W-install on Window Bars Part #: PMPLBLLD212EC Note: mPOWER 6" Module DUO Color B/W	231234	N
	2023-11-08	01-201-000-0000-6452-000000	$134.10	15 6" mPOWER Module B/W-install on Window Bars Part #: PMPLBLLD212EC Note: mPOWER 6" Module DUO Color B/W	231234	N
	2023-11-08	01-201-000-0000-6452-000000	($134.10)	Move to 01-201-000-0000-6480-000000	231234	N
	2023-11-08	01-201-000-0000-6480-000000	$134.10	16 6" mPOWER Module R/W-install on Window Bars Part it: PMPLBLLD212DC Note: mPOWER 6"Module DUO Color R/W	231234	N
	2023-11-08	01-201-000-0000-6452-000000	$134.10	16 6" mPOWER Module R/W-install on Window Bars Part it: PMPLBLLD212DC Note: mPOWER 6"Module DUO Color R/W	231234	N
	2023-11-08	01-201-000-0000-6452-000000	($178.08)	Move to 01-201-000-0000-6480-000000	231234	N
	2023-11-08	01-201-000-0000-6480-000000	$178.08	17 Window Bar-Charger-Defender Side Window Guards - Westin Part #: 35-16015 Note: Dodge Charger 2011-2022	231234	N
	2023-11-08	01-201-000-0000-6452-000000	$178.08	17 Window Bar-Charger-Defender Side Window Guards - Westin Part #: 35-16015 Note: Dodge Charger 2011-2022	231234	N
	2023-11-08	01-201-000-0000-6452-000000	($843.20)	Move to 01-201-000-0000-6480-000000	231234	N

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	2023-11-08	01-201-000-0000-6480-000000	$843.20	18 SL Running Light - Red/White - Sound Off Part #: ESLRL6105D Note: SL Running Light, 61" - 5 Module, Dual Color Red/White	231234	N
	2023-11-08	01-201-000-0000-6452-000000	$843.20	18 SL Running Light - Red/White - Sound Off Part #: ESLRL6105D Note: SL Running Light, 61" - 5 Module, Dual Color Red/White	231234	N
	2023-11-08	01-201-000-0000-6452-000000	$266.00	21 mPOWER 4" R/B Quick Mount for 3rd brake light Part #: EMPS2QMS4J Note: mPOWER 4" R/B Quick Mount	231234	N
	2023-11-08	01-201-000-0000-6452-000000	($1,124.10)	Move to 01-201-000-0000-6480-000000	231234	N
	2023-11-08	01-201-000-0000-6480-000000	$1,124.10	22 nFORCE Rear - Charger Part #: ENFWBOOUQ9 Note: SoundOff Signal nFORCE Rear Window Lightbar. Dual Color. R/ A Driver, B/A Passenger. Fits 2018+ Dodge Charger	231234	N
	2023-11-08	01-201-000-0000-6452-000000	$1,124.10	22 nFORCE Rear - Charger Part #: ENFWBOOUQ9 Note: SoundOff Signal nFORCE Rear Window Lightbar. Dual Color. R/ A Driver, B/A Passenger. Fits 2018+ Dodge Charger	231234	N
	2023-11-08	01-201-000-0000-6452-000000	($191.09)	Move to 01-201-000-0000-6411-000000	231234	N
	2023-11-08	01-201-000-0000-6452-000000	$191.09	23 mPOWER 4X2 R/W Quick Mount-rear plate Part #: EMPSA058T-D	231234	N
	2023-11-08	01-201-000-0000-6411-000000	$191.09	23 mPOWER 4X2 R/W Quick Mount-rear plate Part #: EMPSA058T-D	231234	N
	2023-11-08	01-201-000-0000-6452-000000	($14.29)	Move to 01-201-000-0000-6411-000000	231234	N
	2023-11-08	01-201-000-0000-6411-000000	$14.29	44 3 Hole Outlet - No USB Part #: PSZACCEPS152S Note: 3 hole outlet- 12v -No USB 15 Amp	231234	N
	2023-11-08	01-201-000-0000-6452-000000	$14.29	44 3 Hole Outlet - No USB Part #: PSZACCEPS152S Note: 3 hole outlet- 12v -No USB 15 Amp	231234	N
	2023-11-08	01-201-000-0000-6452-000000	$133.28	4 mPOWER 4" Stud Blue/White-Hood by Part #: EMPS2STS4E Note: mPOWER Silicone 12 LED Warning Light, Stud Mount, Dual Color Blue/White.	231234	N
	2023-11-08	01-201-000-0000-6452-000000	($133.28)	Move to 01-201-000-0000-6480-000000	231234	N
	2023-11-08	01-201-000-0000-6480-000000	$133.28	4 mPOWER 4" Stud Blue/White-Hood by Part #: EMPS2STS4E Note: mPOWER Silicone 12 LED Warning Light, Stud Mount, Dual Color Blue/White.	231234	N
	2023-11-08	01-201-000-0000-6452-000000	($336.60)	Move to 01-201-000-0000-6480-000000	231234	N
	2023-11-08	01-201-000-0000-6480-000000	$336.60	45 Electronics Tray - Charger - Gamber Part #: 7160-0336 Note: Upper Trunk Shelf for Dodge Charger Police Vehicle (2011+)	231234	N
	2023-11-08	01-201-000-0000-6452-000000	$336.60	45 Electronics Tray - Charger - Gamber Part #: 7160-0336 Note: Upper Trunk Shelf for Dodge Charger Police Vehicle (2011+)	231234	N
	2023-11-08	01-201-000-0000-6452-000000	($35.10)	Move to 01-201-000-0000-6411-000000	231234	N
	2023-11-08	01-201-000-0000-6411-000000	$35.10	46 NMO Cable Kit UHF Male Part #: NM058U-NC & RFU-505 Note: Laird Solid Copper Core NMO Cable Kit with UHF-Male Connector	231234	N
	2023-11-08	01-201-000-0000-6452-000000	$35.10	46 NMO Cable Kit UHF Male Part #: NM058U-NC & RFU-505 Note: Laird Solid Copper Core NMO Cable Kit with UHF-Male Connector	231234	N
	2023-11-08	01-201-000-0000-6452-000000	($39.16)	Move to 01-201-000-0000-6411-000000	231234	N
	2023-11-08	01-201-000-0000-6411-000000	$39.16	47 800Mhz Antenna Part #: TRAB7603 Note: Black 760-870 MHz Shot-glass Style Antenna	231234	N
	2023-11-08	01-201-000-0000-6452-000000	$39.16	47 800Mhz Antenna Part #: TRAB7603 Note: Black 760-870 MHz Shot-glass Style Antenna	231234	N
	2023-11-08	01-201-000-0000-6452-000000	$150.00	49 Shop Supplies - Full Note: Misc. Shop Supplies for Full Build, Includes Wire-Loom, Connectors, Fuses, Terminals, ABS Backer Plates, Nuts/Bolts, Screws, Switches, etc...	231234	N
	2023-11-08	01-201-000-0000-6452-000000	$486.90	50 Harness - Full Part #: Harness - Full Note: Guardian Fleet Safety Custom Engineered Vehicle Specific Wiring Harness for Full Patrol Builds. Includes Harness, Power Distribution Block, Battery Management Timer, and Circuit Breaker.	231234	N
	2023-11-08	01-201-000-0000-6452-000000	$3,230.00	52 Hourly Shop Labor Rate to install new and customer provided equipment	231234	N
	2023-11-08	01-201-000-0000-6452-000000	$325.00	53 Tint-35% Tint Professional Installed onto Vehicle - Rear and Rear Side Windows as they are see through now. 50% flat cut brow to hide visor bar. Note: Window Tint Professionally Applied to Vehicle During Upfitting. Customer to Specify Wi	231234	N
	2023-11-08	01-201-000-0000-6452-000000	($540.16)	Move to 01-201-000-0000-6480-000000	231234	N
	2023-11-08	01-201-000-0000-6480-000000	$540.16	58 R1900 Antenna Part #: GP-1N2680 Note: Panorama 7-in-1 advanced 4G/5G, and GPS/GNSS antenna with a dual sharkfin style housing. For use with the CradlePoint R1900 Modem (Sold Separately)	231234	N
	2023-11-08	01-201-000-0000-6452-000000	$540.16	58 R1900 Antenna Part #: GP-1N2680 Note: Panorama 7-in-1 advanced 4G/5G, and	231234	N

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				GPS/GNSS antenna with a dual sharkfin style housing. For use with the CradlePoint R1900 Modem (Sold Separately)		
	2023-11-08	01-201-000-0000-6452-000000	$236.00	51 Shipping Cages/Consoles	231234	N
	2023-11-08	01-201-000-0000-6452-000000	$21.72	5 4"Fascia Edge Clip Black - Sound Off Part #: PMP2BKEDGE Note: 90 Degree Edge Clip Bracket Kit for mpower0 4" Fascia Light w/ Stud Mount - Black	231234	N
	2023-11-08	01-201-000-0000-6411-000000	$191.09	24 mPower 4x2 B/W Quick Mount-rear plate	231234	N
	2023-11-08	01-201-000-0000-6452-000000	$191.09	24 mPower 4x2 B/W Quick Mount-rear plate	231234	N
	2023-11-08	01-201-000-0000-6452-000000	($191.09)	Move to 01-201-000-0000-6411-000000	231234	N
	2023-11-08	01-201-000-0000-6452-000000	$14.12	54 mPower 4" Wedge 15 Black	231234	N
	2023-11-08	01-201-000-0000-6452-000000	($1,144.34)	Move to 01-201-000-0000-6480-000000	231234	N
	2023-11-08	01-201-000-0000-6480-000000	$1,144.34	27 nForce Front Charger	231234	N
	2023-11-08	01-201-000-0000-6452-000000	$1,144.34	27 nForce Front Charger	231234	N
	2023-11-08	01-201-000-0000-6452-000000	($87.10)	Move to 01-201-000-0000-6411-000000	231234	N
	2023-11-08	01-201-000-0000-6411-000000	$87.10	28 Opticom Strobe Lightbar-mounted inside visor bar	231234	N
	2023-11-08	01-201-000-0000-6452-000000	$87.10	28 Opticom Strobe Lightbar-mounted inside visor bar	231234	N
	2023-11-08	01-201-000-0000-6452-000000	($458.57)	Move to 01-201-000-0000-6480-000000	231234	N
	2023-11-08	01-201-000-0000-6480-000000	$458.57	29 Opticom Power Supply	231234	N
	2023-11-08	01-201-000-0000-6452-000000	$458.57	29 Opticom Power Supply	231234	N
	2023-11-08	01-201-000-0000-6452-000000	($78.44)	Move to 01-201-000-0000-6411-000000	231234	N
	2023-11-08	01-201-000-0000-6411-000000	$78.44	30 Red/White Dome Light Soundoff	231234	N
	2023-11-08	01-201-000-0000-6452-000000	$78.44	30 Red/White Dome Light Soundoff	231234	N
	2023-11-08	01-201-000-0000-6452-000000	($425.17)	Move to 01-201-000-0000-6480-000000	231234	N
	2023-11-08	01-201-000-0000-6480-000000	$425.17	31 Gunlock-Dual Gun Rack Setina	231234	N
	2023-11-08	01-201-000-0000-6452-000000	$425.17	31 Gunlock-Dual Gun Rack Setina	231234	N
	2023-11-08	01-201-000-0000-6452-000000	($758.89)	Move to 01-201-000-0000-6480-000000	231234	N
	2023-11-08	01-201-000-0000-6480-000000	$758.89	32 Hint Mount PIU Universal	231234	N
	2023-11-08	01-201-000-0000-6452-000000	$758.89	32 Hint Mount PIU Universal	231234	N
	2023-11-08	01-201-000-0000-6452-000000	($26.45)	Move to 01-201-000-0000-6411-000000	231234	N
	2023-11-08	01-201-000-0000-6411-000000	$26.45	34 12v marine grade dual USB charger	231234	N
	2023-11-08	01-201-000-0000-6452-000000	$26.45	34 12v marine grade dual USB charger	231234	N
	2023-11-08	01-201-000-0000-6452-000000	($1,659.97)	Move to 01-201-000-0000-6480-000000	231234	N
	2023-11-08	01-201-000-0000-6480-000000	$1,659.97	36 Soundoff Signal	231234	N
	2023-11-08	01-201-000-0000-6452-000000	$1,659.97	36 Soundoff Signal	231234	N
	2023-11-08	01-201-000-0000-6452-000000	$133.28	6 mPOWER 4" R/W Quick Mount-Install Location: 45 Degrees on Front Plate Part #: EMPS2001B-D Note: mPOWER Silicone 12 LED Warning Light, Dual Color Red/White, Quick Mount	231234	N
	2023-11-08	01-201-000-0000-6452-000000	($133.28)	Move to 01-201-000-0000-6480-000000	231234	N
	2023-11-08	01-201-000-0000-6480-000000	$133.28	6 mPOWER 4" R/W Quick Mount-Install Location: 45 Degrees on Front Plate Part #: EMPS2001B-D Note: mPOWER Silicone 12 LED Warning Light, Dual Color Red/White, Quick Mount	231234	N
	2023-11-08	01-201-000-0000-6452-000000	($609.95)	Move to 01-201-000-0000-6480-000000	231234	N
	2023-11-08	01-201-000-0000-6480-000000	$609.95	40 Console Charger	231234	N
	2023-11-08	01-201-000-0000-6452-000000	$609.95	40 Console Charger	231234	N
	2023-11-08	01-201-000-0000-6452-000000	($1,663.50)	Move to 01-201-000-0000-6480-000000	231234	N
	2023-11-08	01-201-000-0000-6480-000000	$1,663.50	55 Charger #6	231234	N
	2023-11-08	01-201-000-0000-6452-000000	$1,663.50	55 Charger #6	231234	N
	2023-11-08	01-201-000-0000-6411-000000	$162.30	57 Red/White Whelen 3# Dome Interior Dome Light	231234	N
	2023-11-08	01-201-000-0000-6452-000000	($162.30)	Move to 01-201-000-0000-6411-000000	231234	N
	2023-11-08	01-201-000-0000-6452-000000	$162.30	57 Red/White Whelen 3# Dome Interior Dome Light	231234	N
	2023-11-08	01-201-000-0000-6452-000000	$133.28	7 mPOWER 4" B/W Quick Mount-Install Location: 45 Degrees on Front Plate Part #: EMPS2001B-E Note: mPOWER Silicone 12 LED Warning Light, Dual Color Blue/White, Quick Mount	231234	N
	2023-11-08	01-201-000-0000-6452-000000	$19.00	8 mPOWER 4" Wedge 15 Black Part #: PMP2WDG158 Note: 15 Degree Wedge for mPOWER Light to Achieve Correct Angle.	231234	N

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	2023-11-08	01-201-000-0000-6411-000000	$228.60	9 ION Red-grille Part #: IONR Note: Whelen ION Single Color Red	231234	N
	2023-11-08	01-201-000-0000-6452-000000	$228.60	9 ION Red-grille Part #: IONR Note: Whelen ION Single Color Red	231234	N
	2023-11-08	01-201-000-0000-6452-000000	($228.60)	Move to 01-201-000-0000-6411-000000	231234	N
	2023-11-08	01-201-000-0000-6452-000000	($228.60)	Move to 01-201-000-0000-6411-000000	231234	N
	2023-11-08	01-201-000-0000-6411-000000	$228.60	10 ION Blue-grille Part #: IONB Note: Whelen ION Single Color Blue	231234	N
	2023-11-08	01-201-000-0000-6452-000000	$228.60	10 ION Blue-grille Part #: IONB Note: Whelen ION Single Color Blue	231234	N
	2023-11-08	01-201-000-0000-6452-000000	($178.85)	Move to 01-201-000-0000-6480-000000	231234	N
	2023-11-08	01-201-000-0000-6480-000000	$178.85	12 Intersector - Blue/White Part #: ENT2B3E Note: Intersector Under-mirror Warning Light, Dual Color - Blue/White	231234	N
	2023-11-08	01-201-000-0000-6452-000000	$178.85	12 Intersector - Blue/White Part #: ENT2B3E Note: Intersector Under-mirror Warning Light, Dual Color - Blue/White	231234	N
106647	**4713**	**GUARDIAN FLEET SAFETY LLC**	**$16,946.51**			
106648	4902	BURDAS TOWING				
	2023-11-08	01-201-000-0000-6261-000000	$218.51	TOWING 23028922	23-164434	Y
106648	**4902**	**BURDAS TOWING**	**$218.51**			
106649	5485	AUROMIRA ARCHITECTS LLC				
	2023-11-08	34-150-000-8480-6602-000000	$1,665.00	PHASE 3 CONSTRUCTION DRAWINGS-SHERIFF'S OFFICE REMODEL	563	N
106649	**5485**	**AUROMIRA ARCHITECTS LLC**	**$1,665.00**			
106650	5581	ANN BAJARI				
	2023-11-08	11-450-430-0010-6336-000000	$50.00	PH TASK FORCE	20231009	Y
106650	**5581**	**ANN BAJARI**	**$50.00**			
106651	5721	CDW GOVERNMENT INC				
	2023-11-08	01-041-042-0000-6480-000000	$714.00	Epson DS 530 II Color Duplex Document Scanner	#MF08266	N
106651	**5721**	**CDW GOVERNMENT INC**	**$714.00**			
106652	6097	ODP BUSINESS SOLUTIONS, LLC				
	2023-11-08	11-420-600-0020-6411-000000	$69.10	ADM OPERATING SUPPLIES	339387062001	N
	2023-11-08	11-430-700-0020-6411-000000	$151.17	ADM OPERATING SUPPLIES	339387062001	N
	2023-11-08	11-450-430-0020-6411-000000	$49.67	ADM OPERATING SUPPLIES	339387062001	N
	2023-11-08	11-430-700-0020-6411-000000	$15.65	ADM OPERATING SUPPLIES	339387062001	N
	2023-11-08	11-420-600-0020-6411-000000	$7.15	ADM OPERATING SUPPLIES	339387062001	N
	2023-11-08	11-450-430-0020-6411-000000	$5.14	ADM OPERATING SUPPLIES	339387062001	N
	2023-11-08	11-420-600-0020-6411-000000	$4.52	ADM OPERATING SUPPLIES	339387062001	N
	2023-11-08	11-430-700-0020-6411-000000	$9.89	ADM OPERATING SUPPLIES	339387062001	N
	2023-11-08	11-450-430-0020-6411-000000	$3.25	ADM OPERATING SUPPLIES	339387062001	N
	2023-11-08	11-420-600-0020-6411-000000	$2.09	ADM OPERATING SUPPLIES	339387062001	N
	2023-11-08	11-430-700-0020-6411-000000	$4.58	ADM OPERATING SUPPLIES	339387062001	N
	2023-11-08	11-450-430-0020-6411-000000	$1.51	ADM OPERATING SUPPLIES	339387062001	N
	2023-11-08	11-420-600-0020-6411-000000	$1.76	ADM OPERATING SUPPLIES	339387062001	N
	2023-11-08	11-430-700-0020-6411-000000	$3.84	ADM OPERATING SUPPLIES	339387062001	N
	2023-11-08	11-450-430-0020-6411-000000	$1.26	ADM OPERATING SUPPLIES	339387062001	N
	2023-11-08	11-420-600-0020-6411-000000	$1.40	ADM OPERATING SUPPLIES	339387062001	N
	2023-11-08	11-430-700-0020-6411-000000	$3.06	ADM OPERATING SUPPLIES	339387062001	N
	2023-11-08	11-450-430-0020-6411-000000	$1.00	ADM OPERATING SUPPLIES	339387062001	N
	2023-11-08	11-420-600-0020-6411-000000	$4.72	ADM OPERATING SUPPLIES	339387062001	N
	2023-11-08	11-430-700-0020-6411-000000	$10.33	ADM OPERATING SUPPLIES	339387062001	N
	2023-11-08	11-450-430-0020-6411-000000	$3.39	ADM OPERATING SUPPLIES	339387062001	N
	2023-11-08	11-420-600-0020-6411-000000	$6.45	ADM OPERATING SUPPLIES	339387062001	N
	2023-11-08	11-430-700-0020-6411-000000	$14.10	ADM OPERATING SUPPLIES	339387062001	N
	2023-11-08	11-450-430-0020-6411-000000	$4.63	ADM OPERATING SUPPLIES	339387062001	N
	2023-11-08	11-430-700-0020-6411-000000	$8.39	ADM OPERATING SUPPLIES	339387062001	N

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	2023-11-08	11-420-600-0020-6411-000000	$3.84	ADM OPERATING SUPPLIES	339387062001	N
	2023-11-08	11-450-430-0020-6411-000000	$2.76	ADM OPERATING SUPPLIES	339387062001	N
	2023-11-08	11-420-600-0020-6411-000000	$3.46	ADM OPERATING SUPPLIES	339387062001	N
	2023-11-08	11-430-700-0020-6411-000000	$7.58	ADM OPERATING SUPPLIES	339387062001	N
	2023-11-08	11-450-430-0020-6411-000000	$2.49	ADM OPERATING SUPPLIES	339387062001	N
	2023-11-08	11-420-600-0020-6411-000000	$3.34	ADM OPERATING SUPPLIES	339387062001	N
	2023-11-08	11-430-700-0020-6411-000000	$7.31	ADM OPERATING SUPPLIES	339387062001	N
	2023-11-08	11-450-430-0020-6411-000000	$2.40	ADM OPERATING SUPPLIES	339387062001	N
	2023-11-08	11-450-430-0020-6411-000000	$15.54	ADM OPERATING SUPPLIES	339388324001	N
	2023-11-08	11-420-600-0020-6411-000000	$21.62	ADM OPERATING SUPPLIES	339388324001	N
	2023-11-08	11-430-700-0020-6411-000000	$47.29	ADM OPERATING SUPPLIES	339388324001	N
	2023-11-08	01-250-000-0000-6410-000000	$60.79	JAIL OFFICE SUPPLIES-COPY PAPER, LAMINATING POUCH	340602719001	N
106652	**6097**	**ODP BUSINESS SOLUTIONS, LLC**	**$566.47**			
106653	7052	WRIGHT SWCD				
	2023-11-08	01-522-000-0000-6909-000000	$22,100.00	2024-25 WATER MGMT COUNTY NRBG	20231030	N
	2023-11-08	01-522-000-0000-6274-000000	$115,810.00	2024-25 WETLANDS COUNTY NRBG	20231030	N
106653	**7052**	**WRIGHT SWCD**	**$137,910.00**			
106654	7325	CLEARWATER TOWNSHIP				
	2023-11-08	20-393-000-0000-6840-000000	$630.20	Recycling Quarter 2	20230726	N
	2023-11-08	20-393-000-0000-6840-000000	$657.60	Recycling Q3	20231106	N
106654	**7325**	**CLEARWATER TOWNSHIP**	**$1,287.80**			
106655	43808	MCKESSON MEDICAL-SURGICAL				
	2023-11-08	01-250-000-0000-6458-000000	$142.17	COLLECTION SET, BLD SAFETY LUE	21301571	Y
	2023-11-08	01-250-000-0000-6458-000000	$659.64	CUP, SOUFFLE TREATED 4OZ WHT	21301956	Y
	2023-11-08	01-250-000-0000-6458-000000	$36.24	GLUCOSE, TAB CHEW SM ORG	21302664	Y
106655	**43808**	**MCKESSON MEDICAL-SURGICAL**	**$838.05**			
106656	46433	MN DEPT OF PUBLIC SAFETY				
	2023-11-09	84-041-000-0000-6820-000000	$24,753.14	MNDRIVE	20231109MV	N
106656	**46433**	**MN DEPT OF PUBLIC SAFETY**	**$24,753.14**			
106657		Kristin Kay Otto				
	2023-11-09	11-430-700-0030-6333-000000	$7.60	HM-BF-BF-GC	EX000016185978	
	2023-11-09	11-430-700-0030-6333-000000	$10.02	HM-Monticello-GC	EX000016185978	
106657		**Kristin Kay Otto**	**$17.62**			
106658		Morganne Olivia Anderson				
	2023-11-09	11-430-700-0010-6333-000000	$10.61	Client visit KPHM-Monti-HM	EX000016204973	
	2023-11-09	11-430-700-0010-6333-000000	$8.19	Client visit TCHM-Big Lake-HM	EX000016204973	
	2023-11-09	11-430-700-0010-6333-000000	$30.92	Client visit LAHM-St. Cloud-HM	EX000016204973	
106658		**Morganne Olivia Anderson**	**$49.72**			
106659		Valerie Ann Stoll				
	2023-11-09	11-450-474-7101-6333-000000	$8.38	OFFICE DAY; HV HS	EX000016185637	
	2023-11-09	11-450-430-0010-6333-000000	$6.75	TW: HV LG	EX000016185637	
	2023-11-09	11-450-474-7101-6333-000000	$10.87	TW: HV KJF & MF	EX000016185637	
	2023-11-09	11-450-474-7101-6333-000000	$3.60	OFFICE: HV SG	EX000016185637	
	2023-11-09	11-450-474-7101-6333-000000	$17.36	TW: HV DF	EX000016185637	
	2023-11-09	11-450-474-7101-6333-000000	$19.91	TW: HV AE & AS	EX000016185637	
	2023-11-09	11-450-474-7101-6333-000000	$10.87	TW: HV JK	EX000016185637	
	2023-11-09	11-450-474-7101-6333-000000	$12.51	TW: HV BW	EX000016185637	
	2023-11-09	11-450-474-7101-6333-000000	$12.51	TW: HV BW	EX000016185637	
	2023-11-09	11-450-474-7101-6333-000000	$17.36	TW: HV DF	EX000016185637	

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	2023-11-09	11-450-474-7101-6333-000000	$22.73	TW: HV LG & GN	EX000016185637	
	2023-11-09	11-450-474-7101-6333-000000	$14.67	TW: HV ET	EX000016185637	
	2023-11-09	11-450-474-7101-6333-000000	$23.06	TW: HV PN & SB	EX000016185637	
	2023-11-09	11-450-474-7101-6333-000000	$6.62	TW: HV AS	EX000016185637	
	2023-11-09	11-450-474-7101-6333-000000	$14.02	OFFICE: HV AS	EX000016185637	
	2023-11-09	11-450-474-7101-6333-000000	$29.15	TW: HV ME	EX000016185637	
106659		**Valerie Ann Stoll**	**$230.37**			
106660		Joshua Rolland Fox				
	2023-11-09	01-063-065-0000-6333-000000	$53.06	81 miles x .655 Drop off to airport and back.	EX000016186264	
	2023-11-09	01-063-065-0000-6338-000000	$37.39	Meals - 10/22 MGM Grand: $37.39	EX000016186264	
	2023-11-09	01-063-065-0000-6338-000000	$30.03	Uber Travel from Airport to Hotel.	EX000016186264	
	2023-11-09	01-063-065-0000-6338-000000	$52.81	Meals - 10/24 Starbucks: $19.18 Planet Hollywood: 33.63	EX000016186264	
	2023-11-09	01-063-065-0000-6338-000000	$33.65	Meals 10/25 MGM Grand: 33.65	EX000016186264	
	2023-11-09	01-063-065-0000-6333-000000	$55.35	84.5 miles x .655 Pickup from airport and back.	EX000016186264	
	2023-11-09	01-063-065-0000-6338-000000	$14.58	Uber from Hotel to Airport	EX000016186264	
	2023-11-09	01-063-065-0000-6338-000000	$14.89	Meals - 10/26 Starbucks: $14.89	EX000016186264	
	2023-11-09	01-063-065-0000-6338-000000	$30.00	Delta Baggage Check: $30	EX000016186264	
106660		**Joshua Rolland Fox**	**$321.76**			
106661		Ariel Lynn Johnson				
	2023-11-09	11-430-700-0010-6333-000000	$9.89	Unit Retreat	EX000015954946	
	2023-11-09	11-430-700-0010-6333-000000	$7.34	Home Visit- RB	EX000015954946	
	2023-11-09	11-430-700-0010-6333-000000	$12.12	Child Interview- AN/AN	EX000015954946	
	2023-11-09	11-430-700-0010-6333-000000	$42.77	CC Placement- Vehicle request denied	EX000015954946	
	2023-11-09	11-430-700-0010-6333-000000	$32.03	Child Interview- KCHome Visit- CW	EX000015954946	
	2023-11-09	11-430-700-0010-6333-000000	$12.90	Child Interviews- PL/CR	EX000015954946	
	2023-11-09	11-430-700-0010-6333-000000	$19.98	Home Visit- SN	EX000015954946	
	2023-11-09	11-430-700-0010-6333-000000	$32.49	Home Visit- SL, JC/HC	EX000015954946	
106661		**Ariel Lynn Johnson**	**$169.52**			
106662		Theresa Marie Novacek				
	2023-11-09	11-430-700-0010-6333-000000	$5.44	client skills visit Buffalo/ZD	EX000015619524	
	2023-11-09	11-430-700-0010-6333-000000	$59.02	client skills visit-Waverly AS, GC then Monticello/AN and Brooklyn Park/ED	EX000015619524	
	2023-11-09	11-430-700-0010-6333-000000	$14.15	client skills visits Monticello/JH and St. Michael/CG	EX000015619524	
	2023-11-09	11-430-700-0010-6333-000000	$24.17	client skills visit Waverly/AS	EX000015619524	
	2023-11-09	11-430-700-0010-6333-000000	$28.43	Client skills visit Monticello/BH, Elk River/CA and Delano/AD	EX000015619524	
	2023-11-09	11-430-700-0010-6333-000000	$8.19	client skills visits Monticello/BW then Buffalo/ZD	EX000015619524	
	2023-11-09	11-430-700-0010-6333-000000	$3.41	client skills visit Monticello/AN	EX000015619524	
	2023-11-09	11-430-700-0010-6333-000000	$12.97	client skills visit Otsego/AL then Monticello/AN	EX000015619524	
	2023-11-09	11-430-700-0010-6333-000000	$32.42	Training Waite Park	EX000015619524	
	2023-11-09	11-430-700-0010-6333-000000	$29.48	Client Skills visit Roger/KR, GC then Monticello/JH and St. Michael/CG Got to Albertville and client canceled, map reflects this as it is where I stopped and turned around.	EX000015619524	
	2023-11-09	11-430-700-0010-6333-000000	$11.99	Client skills visit Otsego/AL	EX000015619524	
	2023-11-09	11-430-700-0010-6333-000000	$26.86	client skills visit	EX000015619524	
	2023-11-09	11-430-700-0010-6333-000000	$20.44	client skills visit Delano/AD	EX000015619524	
	2023-11-09	11-430-700-0010-6333-000000	$15.92	client skills visit Elk River/CA	EX000015619524	
	2023-11-09	11-430-700-0010-6333-000000	$9.96	client skills-CA Monticello	EX000015619524	
106662		**Theresa Marie Novacek**	**$302.85**			
106663		Daisy Ann Blanchette				
	2023-11-09	11-430-700-0010-6333-000000	$21.48	Client Visit (AT) and Client Visit (IS)	EX000016048330	
	2023-11-09	11-430-700-0010-6333-000000	$19.00	Client Visit (CP) and Client Visit (PH&LH)	EX000016048330	
	2023-11-09	11-430-700-0010-6333-000000	$28.89	Dassel-Cokato Safe Schools Meeting in Cokato, MN.	EX000016048330	

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	2023-11-09	11-430-700-0010-6333-000000	$29.80	Client Visit (GVDB)	EX000016048330	
	2023-11-09	11-430-700-0010-6333-000000	$27.71	Client Visit (WB)	EX000016048330	
	2023-11-09	11-430-700-0010-6333-000000	$4.59	Client Visit (AD)	EX000016048330	
	2023-11-09	11-430-700-0010-6333-000000	$26.66	HLWW Safe Schools Meeting in Howard Lake, MN.	EX000016048330	
	2023-11-09	11-430-700-0010-6333-000000	$10.94	Client Visit (MJ)	EX000016048330	
	2023-11-09	11-430-700-0010-6333-000000	$27.64	Client School Meeting (IS) and Client Visit (BG)	EX000016048330	
	2023-11-09	11-430-700-0010-6333-000000	$18.54	Client Visit (AD)	EX000016048330	
	2023-11-09	11-430-700-0010-6333-000000	$6.48	Client Visit (RH)	EX000016048330	
	2023-11-09	11-430-700-0010-6333-000000	$2.62	Client Visit (CA)	EX000016048330	
106663		**Daisy Ann Blanchette**	**$224.35**			
106664		Mary Frances Lee				
	2023-11-09	11-450-430-0010-6333-000000	$19.06	TW-BF-TW home visit SY Buffalo	EX000016204628	
	2023-11-09	11-450-430-0010-6333-000000	$25.09	TW-SM-TW home visit LG St Michael	EX000016204628	
	2023-11-09	11-450-430-0010-6333-000000	$10.48	GC-ML-GC home visit RB Maple Lake	EX000016204628	
	2023-11-09	11-450-430-0010-6333-000000	$19.65	TW-BF-TW baby cafe	EX000016204628	
	2023-11-09	11-450-430-0010-6333-000000	$17.42	GC-OT-GC home visit PDM Otsego	EX000016204628	
	2023-11-09	11-450-430-0010-6333-000000	$16.18	TW-GC-WV-TW meeting at GC, then home visit RZC Waverly then TW	EX000016204628	
	2023-11-09	11-450-430-0010-6333-000000	$29.80	GC-CK-TW start day with meetings at GC, then home visit CH Cokato then TW	EX000016204628	
	2023-11-09	11-450-430-0010-6333-000000	$17.82	GC-AN-GC home visit EP Annandale	EX000016204628	
	2023-11-09	11-450-430-0010-6333-000000	$30.39	TW-MT-TW home visit IRF Monticello	EX000016204628	
106664		**Mary Frances Lee**	**$185.89**			
106665		Michael John MacMillan				
	2023-11-09	01-025-021-0000-6338-000000	$1,166.49	Hotel Expense For All RISE - National Drug Court Conference - Full Reimbursement Federal Grant	EX000015936711	
	2023-11-09	01-025-021-0000-6334-000000	$6.11	All RISE Drug Court Conf.Federal Reimbursement	EX000015936711	
	2023-11-09	01-025-021-0000-6334-000000	$13.10	All RISE Drug Court ConferenceReimbursed by Fed. Grant	EX000015936711	
	2023-11-09	01-025-021-0000-6333-000000	$25.99	All RISE Drug Court Confernce	EX000015936711	
	2023-11-09	01-025-021-0000-6334-000000	$35.16	All RISE Drug Court ConferenceReimbursed by Federal Grant	EX000015936711	
	2023-11-09	01-025-021-0000-6333-000000	$28.99	All RISE Drug Court Lyft from Airport to Hotel	EX000015936711	
	2023-11-09	01-025-021-0000-6333-000000	$557.80	All RISE Drug Court Conference Air Travel - Reimbursement by Federal Grant	EX000015936711	
	2023-11-09	01-025-021-0000-6333-000000	$37.77	All RISE Drug Court Conf.Federal Reimbursed	EX000015936711	
	2023-11-09	01-025-021-0000-6334-000000	$15.59	All RISE Drug Court Conference - Meals Reimbursed By Federal Grant	EX000015936711	
	2023-11-09	01-025-021-0000-6334-000000	$17.00	All RISE Drug Court ConferenceFederal Reimbursement	EX000015936711	
	2023-11-09	01-025-021-0000-6334-000000	$16.88	All RISE Drug Court Conf.Federal Reimbursement	EX000015936711	
	2023-11-09	01-025-021-0000-6334-000000	$7.04	All RISE Drug Court Conf.Federal Reimbursement	EX000015936711	
	2023-11-09	01-025-021-0000-6333-000000	$231.67	Minnesota Corrections Association Annual Conference Duluth, MN. Left from home and used personal car.Would have been 4 hours out of way to come to get car and would have had extra days.	EX000016104930	
106665		**Michael John MacMillan**	**$2,159.59**			
106666		Lori LYNN Achman				
	2023-11-09	11-430-700-0010-6333-000000	$9.24	HM HS MT HS HMHV: MJ/ PJ	EX000016150328	
	2023-11-09	11-430-700-0010-6333-000000	$30.92	HM HS BF BF HL HS HMVisits BO, ZD, ME	EX000016150328	
	2023-11-09	11-430-700-0010-6333-000000	$27.31	HM HS ML HS SM HS HMVisits: AH, JRB and AB	EX000016150328	
	2023-11-09	11-430-700-0010-6333-000000	$20.31	HM HS OT HS HMVisit MS	EX000016150328	
	2023-11-09	11-430-700-0010-6333-000000	$28.30	HM HS CW HS HMVisit AH	EX000016150328	
	2023-11-09	11-430-700-0010-6333-000000	$11.40	HM HS MT HS HMVisit EE	EX000016150328	
	2023-11-09	11-430-700-0010-6333-000000	$24.89	HM HS MT MT MT HS HMVisit LD, MD and TH	EX000016150328	
	2023-11-09	11-430-700-0010-6333-000000	$17.95	HM HS SM HS HMVisit JRB and AB	EX000016150328	
	2023-11-09	11-430-700-0010-6333-000000	$17.10	HM HS MT HS MT HS HMVisit MA and MP	EX000016150328	
	2023-11-09	11-430-700-0010-6334-000000	$15.00	Lunch out of county Visit for MR	EX000016150328	
106666		**Lori LYNN Achman**	**$202.42**			

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106667		Elizabeth Joy Uecker				
	2023-11-09	11-430-700-0010-6333-000000	$20.24	GC-Annandale-GC HA Case	EX000015732430	
	2023-11-09	11-430-700-0010-6333-000000	$6.88	GC-Buffalo-GC VS Case	EX000015732430	
106667		**Elizabeth Joy Uecker**	**$27.12**			
106668	893	IDENTISYS INC				
	2023-11-09	02-211-000-0000-6410-000000	$189.43	Ribbon Kit	643753	N
106668	**893**	**IDENTISYS INC**	**$189.43**			
106669	1075	BUFFALO/CITY OF				
	2023-11-09	03-350-000-0000-6543-000000	$15.54	09-190000-00 STREET LIGHT	10230919000000	N
	2023-11-09	03-350-000-0000-6543-000000	$15.54	16-090100-00 STREET LIGHT	10231609010000	N
106669	**1075**	**BUFFALO/CITY OF**	**$31.08**			
106670	1264	DELL MARKETING LP				
	2023-11-09	11-430-700-0010-6480-000000	$1,281.85	Base;Dell Latitude 5340 XCTO Base	10706364890	N
	2023-11-09	11-430-700-0010-6480-000000	$253.12	BASE,DS,WD22TB4 US 180W;Dell Thunderbolt 4 Dock - WD22TB4	10706364890	N
	2023-11-09	01-250-000-0000-6480-000000	$1,747.80	OptiPlex Small Form Factor (7010);OptiPlex Small Form Factor (7010)	10709217022	N
106670	**1264**	**DELL MARKETING LP**	**$3,282.77**			
106671	1281	TOWMASTER				
	2023-11-09	01-522-021-0000-6452-000000	$3,831.65	AXLE 10K TORFLEX OIL 92.5"HF	464503	N
106671	**1281**	**TOWMASTER**	**$3,831.65**			
106672	1347	AMAZON BUSINESS				
	2023-11-09	11-450-430-0020-6411-000000	$24.89	ADM OPERATING SUPPLIES	1QGN-FRKJ-139L	N
	2023-11-09	11-430-700-0020-6411-000000	$75.76	ADM OPERATING SUPPLIES	1QGN-FRKJ-139L	N
	2023-11-09	11-420-600-0020-6411-000000	$34.63	ADM OPERATING SUPPLIES	1QGN-FRKJ-139L	N
	2023-11-09	11-450-430-0020-6411-000000	$11.84	ADM OPERATING SUPPLIES	1QGN-FRKJ-139L	N
	2023-11-09	11-420-600-0020-6411-000000	$16.47	ADM OPERATING SUPPLIES	1QGN-FRKJ-139L	N
	2023-11-09	11-430-700-0020-6411-000000	$36.04	ADM OPERATING SUPPLIES	1QGN-FRKJ-139L	N
	2023-11-09	11-450-430-0020-6411-000000	$28.73	ADM OPERATING SUPPLIES	1QGN-FRKJ-139L	N
	2023-11-09	11-420-600-0020-6411-000000	$39.97	ADM OPERATING SUPPLIES	1QGN-FRKJ-139L	N
	2023-11-09	11-430-700-0020-6411-000000	$87.45	ADM OPERATING SUPPLIES	1QGN-FRKJ-139L	N
106672	**1347**	**AMAZON BUSINESS**	**$355.78**			
106674	3741	WM CORPORATE SERVICES, INC.				
	2023-11-09	20-393-000-0000-6801-000000	$225.54	25-18707-63002 Ag Bag Disposal Oct 23	0481684-1766-4	N
	2023-11-09	20-393-000-0000-6801-000000	$197.76	25-18707-63002 Ag Bag Disposal Oct 23	0481684-1766-4	N
106674	**3741**	**WM CORPORATE SERVICES, INC.**	**$423.30**			
106675	5078	KNOW iNK LLC				
	2023-11-09	01-041-071-0000-6410-000000	$52.50	Poll Pad Sled	14246	N
106675	**5078**	**KNOW iNK LLC**	**$52.50**			
106676	6097	ODP BUSINESS SOLUTIONS, LLC				
	2023-11-09	11-450-430-0020-6411-000000	$11.09	ADM OPERATING SUPPLIES	339388322001	N
	2023-11-09	11-430-700-0020-6411-000000	$33.76	ADM OPERATING SUPPLIES	339388322001	N
	2023-11-09	11-420-600-0020-6411-000000	$15.43	ADM OPERATING SUPPLIES	339388322001	N
	2023-11-09	11-420-600-0020-6411-000000	$20.35	ADM OPERATING SUPPLIES	341267825001	N
	2023-11-09	11-450-430-0020-6411-000000	$14.63	ADM OPERATING SUPPLIES	341267825001	N
	2023-11-09	11-430-700-0020-6411-000000	$44.52	ADM OPERATING SUPPLIES	341267825001	N
106676	**6097**	**ODP BUSINESS SOLUTIONS, LLC**	**$139.78**			
106677	6221	SUBURBAN TIRE WHOLESALE INC				
	2023-11-09	03-340-000-0000-6570-000000	$399.20	HWY TIRES	10197678	N

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106677	**6221**	**SUBURBAN TIRE WHOLESALE INC**	**$399.20**			
106678	7338	GOPHER STATE ONE CALL				
	2023-11-09	03-350-000-0000-6543-000000	$233.55	HWY LOCATES - OCTOBER 173 TICK	3101601	N
106678	**7338**	**GOPHER STATE ONE CALL**	**$233.55**			
106679	7418	ROCKFORD TOWNSHIP				
	2023-11-09	03-330-000-0000-6539-000000	$25.00	911 ADDRESS SIGN	2023-6	N
106679	**7418**	**ROCKFORD TOWNSHIP**	**$25.00**			
106680	7544	CENTRA SOTA COOPERATIVE - BUFFALO				
	2023-11-09	03-340-000-0000-6563-000000	$2,832.79	DIESEL FUEL - FRENCH LAKE	1205106	N
106680	**7544**	**CENTRA SOTA COOPERATIVE - BUFFALO**	**$2,832.79**			
106681	13590	INTEGRIPRINT INC				
	2023-11-09	11-420-600-0020-6411-000000	$14.05	ADM OPERATING SUPPLIES	60049	N
	2023-11-09	11-450-430-0020-6411-000000	$10.10	ADM OPERATING SUPPLIES	60049	N
	2023-11-09	11-430-700-0020-6411-000000	$30.75	ADM OPERATING SUPPLIES	60049	N
	2023-11-09	11-420-600-0020-6411-000000	$21.08	ADM OPERATING SUPPLIES	60077	N
	2023-11-09	11-450-430-0020-6411-000000	$15.15	ADM OPERATING SUPPLIES	60077	N
	2023-11-09	11-430-700-0020-6411-000000	$46.12	ADM OPERATING SUPPLIES	60077	N
106681	**13590**	**INTEGRIPRINT INC**	**$137.25**			
106682	33159	DM STAMPS & SPECIALTIES				
	2023-11-09	01-201-000-0000-6410-000000	$143.95	NAMEPLATES SHERIFF	IV00550106	N
	2023-11-09	01-201-000-0000-6410-000000	$0.00		IV00550106	N
106682	**33159**	**DM STAMPS & SPECIALTIES**	**$143.95**			
106684	46490	MINNESOTA MONITORING INC				
	2023-11-09	02-230-000-0000-6261-000000	$18.00	Wright Jail Loc 8	14328	N
	2023-11-09	02-230-000-0000-6261-000000	$117.00	Wright Jail Loc 8	14328	N
	2023-11-09	02-230-000-0000-6261-000000	$171.00	Wright Jail Loc 8	14328	N
	2023-11-09	02-230-000-0000-6261-000000	$99.00	Wright Jail Loc 8	14328	N
	2023-11-09	02-230-000-0000-6261-000000	$279.00	Wright Jail Loc 8	14328	N
	2023-11-09	02-230-000-0000-6261-000000	$135.00	Wright Jail Loc 8	14328	N
	2023-11-09	02-230-000-0000-6261-000000	$279.00	Wright Jail Loc 8	14328	N
	2023-11-09	02-230-000-0000-6261-000000	$90.00	Wright Jail Loc 8	14328	N
	2023-11-09	02-230-000-0000-6261-000000	$99.00	Wright Jail Loc 8	14328	N
	2023-11-09	02-230-000-0000-6261-000000	$144.00	Wright Jail Loc 8	14328	N
106684	**46490**	**MINNESOTA MONITORING INC**	**$1,431.00**			
106687	200080	CENTURY_LINK				
	2023-11-09	01-100-000-0000-6203-000000	$32.38	ACCT 63276699 PHONE BILL MONTHLY ALLOCATION	664307725	N
106687	**200080**	**CENTURY_LINK**	**$32.38**			
106689	200148	PROPIO LS, LLC				
	2023-11-09	11-420-650-4401-6040-000000	$21.00	Interpreter Services- Form# 7063, FS, Adult Active MA.	0058601023-1	N
	2023-11-09	11-420-650-4401-6040-000000	$24.00	Interpreter Services- Form# 7063, FS, Adult Active MA.	0058601023-1	N
	2023-11-09	11-420-650-4401-6040-000000	$13.50	Interpreter Services- Form# 7063, FS, Adult Active MA.	0058601023-1	N
106689	**200148**	**PROPIO LS, LLC**	**$58.50**			
106691	46433	MN DEPT OF PUBLIC SAFETY				
	2023-11-13	84-041-000-0000-6820-000000	$15,796.33	MNDRIVE	20231113MV	N
106691	**46433**	**MN DEPT OF PUBLIC SAFETY**	**$15,796.33**			
106692		Jensen Blake Skelton				
	2023-11-13	01-201-271-0000-6805-000000	$1,527.00	Vest Reimbursement	EX000016058804	

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106692		**Jensen Blake Skelton**	**$1,527.00**			
106693	1264	DELL MARKETING LP				
	2023-11-13	11-420-600-0010-6480-000000	$2,563.70	Base;Dell Latitude 5340 XCTO Base	10704227280	N
	2023-11-13	11-420-600-0010-6480-000000	$506.24	BASE,DS,WD22TB4 US 180W;Dell Thunderbolt 4 Dock - WD22TB4	10704227280	N
	2023-11-13	11-430-700-0060-6480-000000	$2,024.96	BASE,DS,WD22TB4 US 180W;Dell Thunderbolt 4 Dock - WD22TB4	10704227299	N
	2023-11-13	11-430-700-0060-6480-000000	$10,254.80	Base;Dell Latitude 5340 XCTO Base	10704227299	N
106693	**1264**	**DELL MARKETING LP**	**$15,349.70**			
106694	1347	AMAZON BUSINESS				
	2023-11-13	01-031-021-0000-6411-000000	$40.92	Endust for Electronics; Screen & Surface Cleaning Wipes, Great LCD and Plasma Wipes, 70 Wipes (11506)	1QXW-DDKW-CX1F	N
	2023-11-13	01-031-021-0000-6411-000000	$11.10	Paper Mate InkJoy 300RT Retractable Ballpoint Pens, Medium Point (1.0mm), Black, 36 Count	1QXW-DDKW-CX1F	N
	2023-11-13	01-031-021-0000-6411-000000	$34.09	Dust-Off Disposable Compressed Gas Duster, 10 oz Cans, 6 Pack	1QXW-DDKW-CX1F	N
	2023-11-13	01-031-021-0000-6411-000000	$11.29	Post-it Mini Notes, 1.5x2 in, 24 Pads, America's #1 Favorite Sticky Notes, Poptimistic Collection, Bright Colors (Magenta, Pink, Blue, Green), Clean Removal, Recyclable (653-24ANVAD)	1QXW-DDKW-CX1F	N
	2023-11-13	01-031-021-0000-6411-000000	$6.49	ABRONDA Gel Keyboard & Mouse Wrist Rest Set - Keyboard Wrist Rest Pad & Mouse Support for Office Gaming Pad Computer Laptop Ergonomic Comfortable Pain Relief-Pad Set (Mouse Support Only)	1QXW-DDKW-CX1F	N
	2023-11-13	01-031-021-0000-6411-000000	$12.99	YSAGi Leather Desk Pad Protector, Office Desk Mat, Large Mouse Pad, Non-Slip PU Leather Desk Blotter, Laptop Desk Pad, Waterproof Desk Writing Pad for Office and Home (31.5" x 15.8", Pink)	1QXW-DDKW-CX1F	N
106694	**1347**	**AMAZON BUSINESS**	**$116.88**			
106695	1436	STREICHERS				
	2023-11-13	01-201-000-0000-6806-000000	$39.99	CUSTOM CUTOUT	I1663680	N
	2023-11-13	01-250-000-0000-6806-000000	$484.76	CUT OUT LETTERS	I1663756	N
	2023-11-13	01-201-000-0000-6411-000000	$115.96	COMMENDATION BARS	I1664180	N
106695	**1436**	**STREICHERS**	**$640.71**			
106696	1463	SILVER CREEK TOWNSHIP				
	2023-11-13	20-393-000-0000-6840-000000	$1,670.60	RECYCLING Q3	20231106	N
106696	**1463**	**SILVER CREEK TOWNSHIP**	**$1,670.60**			
106697	1721	M-R SIGN COMPANY INC				
	2023-11-13	01-521-021-0000-6605-000000	$1,054.05	Road signs for Otsego & Stanley Eddy	221976	N
106697	**1721**	**M-R SIGN COMPANY INC**	**$1,054.05**			
106698	2812	GRAINGER				
	2023-11-13	01-100-000-0000-6912-000000	$164.67	PPE SAFETY PROGRAM	9897208741	N
106698	**2812**	**GRAINGER**	**$164.67**			
106699	3741	WM CORPORATE SERVICES, INC.				
	2023-11-13	01-111-000-0000-6251-000000	$257.74	13248-63002 TRASH SVC HWY BUFFALO SHOP NOV 23	7849441-1593-9	N
	2023-11-13	01-111-000-0000-6251-000000	$175.09	7-04004-83006 TRASH SVC HWY DEPT OTSEGO SHOP NOV 23	7849696-1593-8	N
106699	**3741**	**WM CORPORATE SERVICES, INC.**	**$432.83**			
106700	4902	BURDAS TOWING				
	2023-11-13	01-201-000-0000-6261-000000	$385.25	TOWING	23-164678	Y
106700	**4902**	**BURDAS TOWING**	**$385.25**			
106701	5721	CDW GOVERNMENT INC				
	2023-11-13	01-063-021-0000-6260-000000	($2,092.40)	MICROSOFT SUBSCRIPT LICENTERPRISE MOBILITYE5 STEP UP, MS EA DEFENDER	MN41456	N
	2023-11-13	01-063-021-0000-6260-000000	$2,092.40	MICROSOFT SUBSCRIPT LICENTERPRISE MOBILITYE5 STEP UP, MS EA	MN41456	N

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				DEFENDER		
	2023-11-13	01-063-021-0000-6260-000000	($863.90)	Microsoft M365 G3 Unified FUSL GCC Subscription License Per User	MN41456	N
	2023-11-13	01-063-021-0000-6260-000000	$2,250.00	Microsoft M365 G3 Unified FUSL GCC Subscription License Per User	MN41456	N
	2023-11-13	01-063-021-0000-6260-000000	($163.70)	Microsoft Enterprise Mobility Security E5 Full step up subscription lic	MN41456	N
	2023-11-13	01-063-021-0000-6260-000000	$500.00	Microsoft Enterprise Mobility Security E5 Full step up subscription lic	MN41456	N
	2023-11-13	01-063-021-0000-6260-000000	($100.00)	Windows Enterprise E5 step up subscription license 1 user	MN41456	N
	2023-11-13	01-063-021-0000-6260-000000	$400.00	Windows Enterprise E5 step up subscription license 1 user	MN41456	N
	2023-11-13	01-063-021-0000-6260-000000	($60.00)	MS EA DEFENDER O365 P1 GCC P U	MN41456	N
	2023-11-13	01-063-021-0000-6260-000000	$130.00	MS EA DEFENDER O365 P1 GCC P U	MN41456	N
	2023-11-13	01-063-021-0000-6260-000000	$0.00	Microsoft Azure Advanced Threat Protection subscription license 1 user	MN41456	N
	2023-11-13	01-063-021-0000-6260-000000	$0.00	Microsoft Cloud App Security subscription license 1 user	MN41456	N
	2023-11-13	01-063-021-0000-6260-000000	($1,295.85)	Microsoft M365 G3 Unified FUSL GCC Subscription License Per User	MN41462	N
	2023-11-13	01-063-021-0000-6260-000000	$3,375.00	Microsoft M365 G3 Unified FUSL GCC Subscription License Per User	MN41462	N
	2023-11-13	01-063-021-0000-6260-000000	($245.55)	Microsoft Enterprise Mobility Security E5 Full step up subscription lic	MN41462	N
	2023-11-13	01-063-021-0000-6260-000000	$750.00	Microsoft Enterprise Mobility Security E5 Full step up subscription lic	MN41462	N
	2023-11-13	01-063-021-0000-6260-000000	$600.00	Windows Enterprise E5 step up subscription license 1 user	MN41462	N
	2023-11-13	01-063-021-0000-6260-000000	($150.00)	Windows Enterprise E5 step up subscription license 1 user	MN41462	N
	2023-11-13	01-063-021-0000-6260-000000	$195.00	MS EA DEFENDER O365 P1 GCC P U	MN41462	N
	2023-11-13	01-063-021-0000-6260-000000	($90.00)	MS EA DEFENDER O365 P1 GCC P U	MN41462	N
106701	**5721**	**CDW GOVERNMENT INC**	**$5,231.00**			
106702	6097	ODP BUSINESS SOLUTIONS, LLC				
	2023-11-13	01-250-000-0000-6410-000000	$88.50	JAIL OFFICE SUPPLIES	339485632001	N
	2023-11-13	01-201-000-0000-6410-000000	$68.70	Sheriff Office Supplies	33949142001	N
106702	**6097**	**ODP BUSINESS SOLUTIONS, LLC**	**$157.20**			
106703	6140	RUSSELL SECURITY RESOURCE LLC				
	2023-11-13	01-521-523-0000-6301-000000	$454.50	COLLINWOOD PARK BATHROOM LOCK	A46156	N
106703	**6140**	**RUSSELL SECURITY RESOURCE LLC**	**$454.50**			
106704	58277	ISD 885 - ST MICHAEL ALBERTVILLE				
	2023-11-13	78-413-855-7564-6007-000000	$8,890.80	LCTS PHASE III PMT#98	PMT#98	N
106704	**58277**	**ISD 885 - ST MICHAEL ALBERTVILLE**	**$8,890.80**			
106705	200041	ORACLE AMERICA, INC.				
	2023-11-13	34-170-041-8003-6260-000000	$6,934.68	Oracle License Renewal 16-Oct-2022 to 15-Oct-2025. ORACLE CPQ-2628004-1	100888710	N
	2023-11-13	01-063-000-0000-6260-000000	$0.01	Oracle License Renewal 16-Oct-2022 to 15-Oct-2025. ORACLE CPQ-2628004-1	100888710	N
	2023-11-13	01-063-000-0000-6260-000000	$76,281.46	Oracle License Renewal 16-Oct-2022 to 15-Oct-2025. ORACLE CPQ-2628004-1	100888710	N
106705	**200041**	**ORACLE AMERICA, INC.**	**$83,216.15**			
106726	46433	MN DEPT OF PUBLIC SAFETY				
	2023-11-14	84-041-000-0000-6820-000000	$29,569.98	MNDRIVE	20231114MV	N
106726	**46433**	**MN DEPT OF PUBLIC SAFETY**	**$29,569.98**			
106727		Peter Judson Kile				
	2023-11-14	01-111-012-0000-6333-000000	$13.03	emergency call back for water heater leak	EX000017589050	
106727		**Peter Judson Kile**	**$13.03**			
106728		Eleanor Marie Vanasse				
	2023-11-14	11-450-430-0010-6333-000000	$18.08	Mileage to and from Waverly to set up signs for Take Back Day	EX000017589836	
106728		**Eleanor Marie Vanasse**	**$18.08**			
106729		Rebecca Kristine Graham				
	2023-11-14	11-450-491-0010-6333-000000	$26.00	Prevention Program Sharing Conference, dinner	EX000016004953	
106729		**Rebecca Kristine Graham**	**$26.00**			
106730		Tamara LUJEAN Chiglo				

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	2023-11-14	11-430-700-0010-6333-000000	$30.33	RW-GC-AL-OT-GC-RW- home visits- K.S., K.M.	EX000016220058	
	2023-11-14	11-430-700-0010-6333-000000	$27.44	RW-GC-OT-AL-GC-RW- visits-K.S., K.S.	EX000016220058	
	2023-11-14	11-430-700-0010-6333-000000	$14.67	RW-GC-MR-GC-RW-visit-E.L.	EX000016220058	
	2023-11-14	11-430-700-0010-6333-000000	$14.54	RW-GC-BF-GC-RW- visit- A.J.	EX000016220058	
	2023-11-14	11-430-700-0010-6333-000000	$32.49	RW-GC-AN-GC-RW- visit- J.S.	EX000016220058	
	2023-11-14	11-430-700-0010-6333-000000	$13.95	RW-GC-MR-GC-RW- visit- L.N.	EX000016220058	
	2023-11-14	11-430-700-0010-6333-000000	$14.93	RW-GC-MR-GC-RW- visit- S.J.	EX000016220058	
	2023-11-14	11-430-700-0010-6333-000000	$14.93	RW-GC-MR-GC-RW- visit- S.J.	EX000016220058	
	2023-11-14	11-430-700-0010-6333-000000	$30.20	RW-GC-CK-GC-RW- staffing- W.S.	EX000016220058	
	2023-11-14	11-430-700-0010-6333-000000	$22.34	RW-GC-HL-GC-RW- visit- B.N.	EX000016220058	
	2023-11-14	11-430-700-0010-6333-000000	$16.57	RW-GC-RF-GC-RW- Safe schools meeting	EX000016220058	
106730		**Tamara LUJEAN Chiglo**	**$232.39**			
106731		Cassandra Lee Martin				
	2023-11-14	01-025-024-0000-6333-000000	$26.00	SAFE Schools meeting and then MACPO meeting. Supervisor approval to use own car.	EX000017640862	
106731		**Cassandra Lee Martin**	**$26.00**			
106732		Choua NMN Xiong				
	2023-11-14	11-430-700-0010-6333-000000	$22.86	D. K -Client meeting	EX000015992210	
	2023-11-14	11-430-700-0010-6333-000000	$3.86	L. E-client meeting	EX000015992210	
	2023-11-14	11-430-700-0010-6333-000000	$23.58	H.C-client meeting	EX000015992210	
	2023-11-14	11-430-700-0010-6333-000000	$29.21	R.R-client meeting	EX000015992210	
	2023-11-14	11-430-700-0010-6333-000000	$17.42	J.L-client meeting	EX000015992210	
	2023-11-14	11-430-700-0010-6333-000000	$15.00	SX-client meeting	EX000015992210	
106732		**Choua NMN Xiong**	**$111.93**			
106733	631	CENTRAL FIRE PROTECTION				
	2023-11-14	01-201-000-0000-6301-000000	$232.95	Fire Extinguishers	47582	N
106733	**631**	**CENTRAL FIRE PROTECTION**	**$232.95**			
106734	1345	MIDDLEVILLE TOWNSHIP				
	2023-11-14	20-393-000-0000-6840-000000	$587.20	Recycling Q3	20231113	N
106734	**1345**	**MIDDLEVILLE TOWNSHIP**	**$587.20**			
106735	1436	STREICHERS				
	2023-11-14	01-250-000-0000-6806-000000	$59.99	Under Vest Shirt & Embroidery	I1664594	N
106735	**1436**	**STREICHERS**	**$59.99**			
106737	1851	CLEARWATER/CITY OF				
	2023-11-14	20-393-000-0000-6840-000000	$683.40	Recycling Q3	20231108	N
106737	**1851**	**CLEARWATER/CITY OF**	**$683.40**			
106740	6097	ODP BUSINESS SOLUTIONS, LLC				
	2023-11-14	11-450-430-0020-6411-000000	$4.90	ADM OPERATING SUPPLIES	341263815001	N
	2023-11-14	11-430-700-0020-6411-000000	$14.92	ADM OPERATING SUPPLIES	341263815001	N
	2023-11-14	11-420-600-0020-6411-000000	$6.82	ADM OPERATING SUPPLIES	341263815001	N
	2023-11-14	11-420-600-0020-6411-000000	$19.78	ADM OPERATING SUPPLIES	341263815001	N
	2023-11-14	11-450-430-0020-6411-000000	$14.21	ADM OPERATING SUPPLIES	341263815001	N
	2023-11-14	11-430-700-0020-6411-000000	$43.26	ADM OPERATING SUPPLIES	341263815001	N
	2023-11-14	11-450-430-0020-6411-000000	$3.20	ADM OPERATING SUPPLIES	341267828002	N
	2023-11-14	11-420-600-0020-6411-000000	$4.45	ADM OPERATING SUPPLIES	341267828002	N
	2023-11-14	11-430-700-0020-6411-000000	$9.73	ADM OPERATING SUPPLIES	341267828002	N
106740	**6097**	**ODP BUSINESS SOLUTIONS, LLC**	**$121.27**			
106741	6101	MICHELE MULLER				

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	2023-11-14	01-013-000-0000-6270-000000	$220.00	CONTRACT 2023 OCTOBER PR-09-5275	6962	Y
106741	**6101**	**MICHELE MULLER**	**$220.00**			
106742	13590	INTEGRIPRINT INC				
	2023-11-14	01-521-021-0000-6605-000000	$201.67	Signs - Bertram Ski Trail (12 x 18)	60047	N
106742	**13590**	**INTEGRIPRINT INC**	**$201.67**			
106744	55652	RESOURCE TRAINING & SOLUTIONS				
	2023-11-14	01-013-000-0000-6270-000000	$220.00	CONTRACT 2023-OCTOBER PR-22-2718	20231106	N
	2023-11-14	01-013-000-0000-6270-000000	$220.00	CONTRACT 2023-OCTOBER PR-22-5201	20231106	N
	2023-11-14	01-013-000-0000-6270-000000	$220.00	CONTRACT 2023-OCTOBER PR-21-5203	20231106	N
	2023-11-14	01-013-000-0000-6270-000000	$220.00	CONTRACT 2023-OCTOBER PR-21-1139	20231106	N
	2023-11-14	01-013-000-0000-6270-000000	$220.00	CONTRACT 2023-OCTOBER PR-23-237	20231106	N
	2023-11-14	01-013-000-0000-6270-000000	($1,100.00)	CONTRACT 2023 MARCH-DUPLICATE PYMT	20231106	N
	2023-11-14	01-013-000-0000-6270-000000	$220.00	CONTRACT 2022 FEB-INV 36286	20231106	N
106744	**55652**	**RESOURCE TRAINING & SOLUTIONS**	**$220.00**			
106745	200148	PROPIO LS, LLC				
	2023-11-14	11-450-430-0010-6261-000000	$27.50	DTP Layout	2023-11937-1F	N
	2023-11-14	11-450-430-0010-6261-000000	$75.00	Translation Applicable minimum charge English (United States) (en-US) to Spanish (United States) (es-US)	2023-11937-1F	N
106745	**200148**	**PROPIO LS, LLC**	**$102.50**			
106748	200324	RECOVERY UNLEASHED				
	2023-11-14	01-025-000-0000-6365-000000	$8,883.28	Peer Services by hour	1004	N
	2023-11-14	01-025-000-0000-6365-000000	$525.41	Overhead Admin costs	1004	N
	2023-11-14	01-025-000-0000-6365-000000	$1,625.00	Peer Supervision hours	1004	N
106748	**200324**	**RECOVERY UNLEASHED**	**$11,033.69**			
106749	707	QUADIENT FINANCE USA, INC.				
	2023-11-14	02-211-000-0000-6205-000000	$1,000.00	POSTAGE	7900 0448 9206 9232 1123	N
	2023-11-14	02-211-000-0000-6205-000000	$3.00	POSTAGE FEE	7900 0448 9206 9232 1123	N
106749	**707**	**QUADIENT FINANCE USA, INC.**	**$1,003.00**			
106750	200080	CENTURY_LINK				
	2023-11-14	01-100-000-0000-6305-000000	$996.62	ACCT 90020998 ARMER PAGING LEC CIRCUIT	664473334	N
106750	**200080**	**CENTURY_LINK**	**$996.62**			
106751	200080	CENTURY_LINK				
	2023-11-14	01-100-000-0000-6305-000000	$888.98	ACCT 89878331 ARMER TOWER ST MICHAEL	664467420	N
106751	**200080**	**CENTURY_LINK**	**$888.98**			
6985	925	HANCOCK CONCRETE PRODUCTS LLC				
	2023-11-01	03-330-000-0000-6540-000000	($5,633.40)	CULVERT MATERIALS FOR CSAH 128	1816332	N
	2023-11-01	03-330-000-0000-6540-000000	$5,633.40	CULVERT MATERIALS FOR CSAH 128	1816332	N
	2023-11-01	03-330-000-0000-6540-000000	$5,633.40	CULVERT MATERIALS FOR CSAH 128	1816332	N
6985	**925**	**HANCOCK CONCRETE PRODUCTS LLC**	**$5,633.40**			
6986	1289	STAR TRIBUNE				
	2023-11-01	02-230-000-0000-6411-000000	$4,147.00	2023-24 NIE SUBSCRIPTION 29 M-F COPIES 7/3/2023 - 6/28/2024	AF4KBN01	N
6986	**1289**	**STAR TRIBUNE**	**$4,147.00**			
6987	1817	COMPASS MINERALS AMERICA INC				
	2023-11-01	03-330-000-0000-6533-000000	($42,550.15)	HWY SALT - MAPLE LAKE SHOP	1234969	N
	2023-11-01	03-330-000-0000-6533-000000	$42,550.15	HWY SALT - MAPLE LAKE SHOP	1234969	N
	2023-11-01	03-330-000-0000-6533-000000	$42,550.15	HWY SALT - MAPLE LAKE SHOP	1234969	N
	2023-11-01	03-330-000-0000-6533-000000	($7,325.75)	HWY SALT - MAPLE LAKE SHOP	1235757	N

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	2023-11-01	03-330-000-0000-6533-000000	$7,325.75	HWY SALT - MAPLE LAKE SHOP	1235757	N
	2023-11-01	03-330-000-0000-6533-000000	$7,325.75	HWY SALT - MAPLE LAKE SHOP	1235757	N
	2023-11-01	03-330-000-0000-6533-000000	($36,389.82)	HWY SALT - OTSEGO SHOP	1235759	N
	2023-11-01	03-330-000-0000-6533-000000	$36,389.82	HWY SALT - OTSEGO SHOP	1235759	N
	2023-11-01	03-330-000-0000-6533-000000	$36,389.82	HWY SALT - OTSEGO SHOP	1235759	N
	2023-11-01	03-330-000-0000-6533-000000	($14,636.90)	HWY SALT - OTSEGO SHOP	1236411	N
	2023-11-01	03-330-000-0000-6533-000000	$14,636.90	HWY SALT - OTSEGO SHOP	1236411	N
	2023-11-01	03-330-000-0000-6533-000000	$14,636.90	HWY SALT - OTSEGO SHOP	1236411	N
	2023-11-01	03-330-000-0000-6533-000000	$20,241.70	HWY SALT - COKATO SHOP	1237755	N
	2023-11-01	03-330-000-0000-6533-000000	($20,241.70)	HWY SALT - COKATO SHOP	1237755	N
	2023-11-01	03-330-000-0000-6533-000000	$20,241.70	HWY SALT - COKATO SHOP	1237755	N
	2023-11-01	03-330-000-0000-6533-000000	($22,922.08)	HWY SALT - COKATO SHOP	1238532	N
	2023-11-01	03-330-000-0000-6533-000000	$22,922.08	HWY SALT - COKATO SHOP	1238532	N
	2023-11-01	03-330-000-0000-6533-000000	$22,922.08	HWY SALT - COKATO SHOP	1238532	N
	2023-11-01	03-330-000-0000-6533-000000	($7,538.88)	HWY SALT - COKATO SHOP	1238535	N
	2023-11-01	03-330-000-0000-6533-000000	$7,538.88	HWY SALT - COKATO SHOP	1238535	N
	2023-11-01	03-330-000-0000-6533-000000	$7,538.88	HWY SALT - COKATO SHOP	1238535	N
6987	**1817**	**COMPASS MINERALS AMERICA INC**	**$151,605.28**			
6988	4505	TACTICAL SOLUTIONS				
	2023-11-01	01-201-000-0000-6301-000000	$4,236.00	Certification of Radar/Laser Unit and Tuning Forks	9922	N
6988	**4505**	**TACTICAL SOLUTIONS**	**$4,236.00**			
6989	4516	VERIZON WIRELESS VSAT NORTH				
	2023-11-01	01-201-000-0000-6261-000000	$50.00	Administration Fee Verizon Tracking Case#23022462	9022338934	Y
	2023-11-01	01-201-000-0000-6261-000000	$25.00	MARS - Tower Dump Verizon Tracking Case#23022462	9022338934	Y
6989	**4516**	**VERIZON WIRELESS VSAT NORTH**	**$75.00**			
6990	5611	REPUBLIC SERVICES 891				
	2023-11-01	20-393-000-0000-6801-000000	$3,148.66	AG BAGS	0891-001310005	N
	2023-11-01	20-393-000-0000-6840-000000	$263.97	RECYCLING AG BAGS	0894-006428401	N
6990	**5611**	**REPUBLIC SERVICES 891**	**$3,412.63**			
6991		KYLE TRUAX				
	2023-11-02	01-025-000-0000-5501-000000	$150.00	86-CR-23-2205 REFUND OVERPAYMENT	20231031	
6991		**KYLE TRUAX**	**$150.00**			
6992	179	CENTURYLINK				
	2023-11-02	03-310-000-0000-6203-000000	$108.07	INTERNET SHOP 7	1023430864594	N
6992	**179**	**CENTURYLINK**	**$108.07**			
6993	438	COTTENS INC				
	2023-11-02	03-340-000-0000-6574-000000	($66.00)	HWY REPAIR PART - CORE	876172	N
	2023-11-02	03-340-000-0000-6574-000000	$66.00	HWY REPAIR PART - CORE	876172	N
	2023-11-02	03-340-000-0000-6574-000000	($66.00)	HWY REPAIR PART - CORE	876172	N
	2023-11-02	03-340-000-0000-6574-000000	$19.20	HWY REPAIR PARTS	876233	N
	2023-11-02	03-340-000-0000-6574-000000	$46.90	HWY REPAIR PARTS	876268	N
	2023-11-02	03-340-000-0000-6574-000000	$38.40	HWY REPAIR PARTS	876482	N
	2023-11-02	03-340-000-0000-6574-000000	$421.29	HWY REPAIR PARTS	876809	N
	2023-11-02	03-340-000-0000-6480-000000	$64.99	SMALL TOOLS	876840	N
	2023-11-02	03-340-000-0000-6574-000000	$1,121.28	HWY REPAIR PARTS	876874	N
	2023-11-02	03-340-000-0000-6571-000000	$188.99	HWY REPAIR PARTS	876891	N
	2023-11-02	03-340-000-0000-6574-000000	$179.39	HWY REPAIR PARTS	876987	N
	2023-11-02	03-340-000-0000-6574-000000	$48.59	HWY REPAIR PARTS	877116	N
	2023-11-02	03-340-000-0000-6574-000000	$7.18	HWY REPAIR PARTS	877198	N

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6993	**438**	**COTTENS INC**	**$2,070.21**			
6994	600	MORRIES PARTS & SERVICE GROUP				
	2023-11-02	03-340-000-0000-6574-000000	$34.84	HWY REPAIR PARTS	20132	N
	2023-11-02	03-340-000-0000-6574-000000	$126.00	HWY REPAIR PARTS	20143	N
	2023-11-02	03-340-000-0000-6574-000000	$82.10	HWY REPAIR PARTS	20163	N
	2023-11-02	03-340-000-0000-6574-000000	$40.95	HWY REPAIR PARTS	20264	N
	2023-11-02	03-340-000-0000-6574-000000	$64.22	HWY REPAIR PARTS	20340	N
6994	**600**	**MORRIES PARTS & SERVICE GROUP**	**$348.11**			
6995	1285	PUBLIC EMP RETIREMENT ASSN				
	2023-11-02	01-005-000-0000-2236-000000	$614.40	DEFINED PERA CO SHARE	20231101DED-3	N
	2023-11-02	03-320-000-0000-2236-000000	$1,530.37	PERA CO SHARE	20231101DED-3	N
	2023-11-02	01-103-000-0000-2236-000000	$1,540.74	PERA CO SHARE	20231101DED-3	N
	2023-11-02	03-340-000-0000-2236-000000	$1,573.47	PERA CO SHARE	20231101DED-3	N
	2023-11-02	72-605-000-0000-2236-000000	$1,710.30	PERA CO SHARE	20231101DED-3	N
	2023-11-02	03-310-000-0000-2236-000000	$2,007.36	PERA CO SHARE	20231101DED-3	N
	2023-11-02	01-111-000-0000-2236-000000	$2,368.78	PERA CO SHARE	20231101DED-3	N
	2023-11-02	01-101-000-0000-2236-000000	$2,827.80	PERA CO SHARE	20231101DED-3	N
	2023-11-02	01-521-000-0000-2236-000000	$3,381.42	PERA CO SHARE	20231101DED-3	N
	2023-11-02	01-107-000-0000-2236-000000	$3,446.63	PERA CO SHARE	20231101DED-3	N
	2023-11-02	01-105-000-0000-2236-000000	$4,935.51	PERA CO SHARE	20231101DED-3	N
	2023-11-02	01-005-000-0000-2236-000000	$614.40	DEFINED PERA W/H EMPLOYEE	20231101DED-3	N
	2023-11-02	03-330-000-0000-2236-000000	$5,430.25	PERA CO SHARE	20231101DED-3	N
	2023-11-02	01-031-000-0000-2236-000000	$6,591.56	PERA CO SHARE	20231101DED-3	N
	2023-11-02	01-063-000-0000-2236-000000	$6,610.95	PERA CO SHARE	20231101DED-3	N
	2023-11-02	01-041-000-0000-2236-000000	$7,371.37	PERA CO SHARE	20231101DED-3	N
	2023-11-02	01-091-000-0000-2236-000000	$8,991.57	PERA CO SHARE	20231101DED-3	N
	2023-11-02	11-450-000-0000-2236-000000	$9,242.48	PERA CO SHARE	20231101DED-3	N
	2023-11-02	01-025-000-0000-2236-000000	$9,933.72	PERA CO SHARE	20231101DED-3	N
	2023-11-02	11-420-000-0000-2236-000000	$10,971.76	PERA CO SHARE	20231101DED-3	N
	2023-11-02	01-250-000-0000-2236-000000	$19,206.98	PERA CO SHARE	20231101DED-3	N
	2023-11-02	11-430-000-0000-2236-000000	$29,880.07	PERA CO SHARE	20231101DED-3	N
	2023-11-02	02-021-000-0000-2236-000000	$220.33	PERA CO SHARE	20231101DED-3	N
	2023-11-02	01-201-000-0000-2236-000000	$124,510.62	PERA CO SHARE	20231101DED-3	N
	2023-11-02	02-021-000-0000-2236-000000	$190.95	PERA W/H EMPLOYEE	20231101DED-3	N
	2023-11-02	01-043-000-0000-2236-000000	$222.51	PERA W/H EMPLOYEE	20231101DED-3	N
	2023-11-02	01-603-000-0000-2236-000000	$284.56	PERA W/H EMPLOYEE	20231101DED-3	N
	2023-11-02	01-522-000-0000-2236-000000	$333.17	PERA W/H EMPLOYEE	20231101DED-3	N
	2023-11-02	03-350-000-0000-2236-000000	$480.05	PERA W/H EMPLOYEE	20231101DED-3	N
	2023-11-02	71-505-000-0000-2236-000000	$541.69	PERA W/H EMPLOYEE	20231101DED-3	N
	2023-11-02	01-121-000-0000-2236-000000	$721.14	PERA W/H EMPLOYEE	20231101DED-3	N
	2023-11-02	03-320-000-0000-2236-000000	$1,326.32	PERA W/H EMPLOYEE	20231101DED-3	N
	2023-11-02	01-103-000-0000-2236-000000	$1,335.31	PERA W/H EMPLOYEE	20231101DED-3	N
	2023-11-02	01-043-000-0000-2236-000000	$256.74	PERA CO SHARE	20231101DED-3	N
	2023-11-02	03-340-000-0000-2236-000000	$1,363.68	PERA W/H EMPLOYEE	20231101DED-3	N
	2023-11-02	72-605-000-0000-2236-000000	$1,482.26	PERA W/H EMPLOYEE	20231101DED-3	N
	2023-11-02	03-310-000-0000-2236-000000	$1,739.71	PERA W/H EMPLOYEE	20231101DED-3	N
	2023-11-02	01-111-000-0000-2236-000000	$2,052.94	PERA W/H EMPLOYEE	20231101DED-3	N
	2023-11-02	01-101-000-0000-2236-000000	$2,450.76	PERA W/H EMPLOYEE	20231101DED-3	N
	2023-11-02	01-521-000-0000-2236-000000	$2,930.58	PERA W/H EMPLOYEE	20231101DED-3	N
	2023-11-02	01-107-000-0000-2236-000000	$2,987.08	PERA W/H EMPLOYEE	20231101DED-3	N
	2023-11-02	01-105-000-0000-2236-000000	$4,277.43	PERA W/H EMPLOYEE	20231101DED-3	N
	2023-11-02	03-330-000-0000-2236-000000	$4,706.25	PERA W/H EMPLOYEE	20231101DED-3	N

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	2023-11-02	01-031-000-0000-2236-000000	$5,712.68	PERA W/H EMPLOYEE	20231101DED-3	N
	2023-11-02	01-603-000-0000-2236-000000	$328.34	PERA CO SHARE	20231101DED-3	N
	2023-11-02	01-063-000-0000-2236-000000	$5,729.47	PERA W/H EMPLOYEE	20231101DED-3	N
	2023-11-02	01-041-000-0000-2236-000000	$6,388.50	PERA W/H EMPLOYEE	20231101DED-3	N
	2023-11-02	01-091-000-0000-2236-000000	$7,792.67	PERA W/H EMPLOYEE	20231101DED-3	N
	2023-11-02	11-450-000-0000-2236-000000	$8,010.14	PERA W/H EMPLOYEE	20231101DED-3	N
	2023-11-02	01-025-000-0000-2236-000000	$8,609.23	PERA W/H EMPLOYEE	20231101DED-3	N
	2023-11-02	11-420-000-0000-2236-000000	$9,508.84	PERA W/H EMPLOYEE	20231101DED-3	N
	2023-11-02	01-250-000-0000-2236-000000	$12,797.30	PERA W/H EMPLOYEE	20231101DED-3	N
	2023-11-02	11-430-000-0000-2236-000000	$25,896.16	PERA W/H EMPLOYEE	20231101DED-3	N
	2023-11-02	01-201-000-0000-2236-000000	$84,920.35	PERA W/H EMPLOYEE	20231101DED-3	N
	2023-11-02	01-522-000-0000-2236-000000	$384.42	PERA CO SHARE	20231101DED-3	N
	2023-11-02	03-350-000-0000-2236-000000	$553.91	PERA CO SHARE	20231101DED-3	N
	2023-11-02	71-505-000-0000-2236-000000	$625.03	PERA CO SHARE	20231101DED-3	N
	2023-11-02	01-121-000-0000-2236-000000	$832.08	PERA CO SHARE	20231101DED-3	N
6995	**1285**	**PUBLIC EMP RETIREMENT ASSN**	**$473,285.09**			
6996	1665	FARM-RITE EQUIPMENT INC				
	2023-11-02	03-330-000-0000-6343-000000	$1,150.00	RENT BOBCAT CULVERT WORK	R12659	N
6996	**1665**	**FARM-RITE EQUIPMENT INC**	**$1,150.00**			
6997	1919	MG TRUST COMPANY				
	2023-11-02	01-091-000-0000-2239-000000	$15.00	ROTH	20231101DED-6	N
	2023-11-02	03-330-000-0000-2239-000000	$25.00	ROTH	20231101DED-6	N
	2023-11-02	03-330-000-0000-2232-000000	$75.00	DEFERRED COMP	20231101DED-6	N
	2023-11-02	01-250-000-0000-2239-000000	$100.00	ROTH	20231101DED-6	N
	2023-11-02	01-005-000-0000-2239-000000	$125.00	ROTH	20231101DED-6	N
	2023-11-02	01-201-000-0000-2232-000000	$250.00	DEFERRED COMP	20231101DED-6	N
	2023-11-02	11-430-000-0000-2232-000000	$615.00	DEFERRED COMP	20231101DED-6	N
	2023-11-02	01-201-000-0000-2239-000000	$750.00	ROTH	20231101DED-6	N
	2023-11-02	01-025-000-0000-2232-000000	$850.00	DEFERRED COMP	20231101DED-6	N
6997	**1919**	**MG TRUST COMPANY**	**$2,805.00**			
6998	1921	LOCAL 320				
	2023-11-02	01-250-000-0000-2238-000000	$180.00	UNION DUES CLERICAL	20231101DED-7	N
	2023-11-02	01-201-000-0000-2238-000000	$480.00	UNION DUES CLERICAL	20231101DED-7	N
6998	**1921**	**LOCAL 320**	**$660.00**			
6999	2232	AFSCME LOCAL 2685				
	2023-11-02	11-450-000-0000-2238-000000	$4.20	UNION PEOPLE	20231101DED-10	N
	2023-11-02	11-430-000-0000-2238-000000	$8.40	UNION PEOPLE	20231101DED-10	N
	2023-11-02	11-450-000-0000-2238-000000	$870.08	UNION	20231101DED-10	N
	2023-11-02	11-420-000-0000-2238-000000	$1,041.44	UNION	20231101DED-10	N
	2023-11-02	11-430-000-0000-2238-000000	$2,214.66	UNION	20231101DED-10	N
6999	**2232**	**AFSCME LOCAL 2685**	**$4,138.78**			
7000	2487	WINDSTREAM				
	2023-11-02	03-310-000-0000-6203-000000	$136.77	INTERNET TO SHOPS 1	1023091562156	N
	2023-11-02	03-310-000-0000-6203-000000	$136.77	INTERNET TO SHOPS 1	1023091562156	N
	2023-11-02	03-310-000-0000-6203-000000	$136.78	INTERNET TO SHOPS 1	1023091562156	N
7000	**2487**	**WINDSTREAM**	**$410.32**			
7001	2494	HEALTH PARTNERS				
	2023-11-02	03-350-000-0000-2232-000000	$91.74	HEALTH INS	20231101DED-12	N
	2023-11-02	71-505-000-0000-2232-000000	$659.48	HEALTH INS	20231101DED-12	N
	2023-11-02	03-310-000-0000-2232-000000	$879.36	HEALTH INS	20231101DED-12	N

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	2023-11-02	01-101-000-0000-2232-000000	$887.66	HEALTH INS	20231101DED-12	N
	2023-11-02	72-605-000-0000-2232-000000	$1,030.91	HEALTH INS	20231101DED-12	N
	2023-11-02	01-107-000-0000-2232-000000	$1,279.19	HEALTH INS	20231101DED-12	N
	2023-11-02	01-111-000-0000-2232-000000	$1,434.26	HEALTH INS	20231101DED-12	N
	2023-11-02	01-105-000-0000-2232-000000	$1,497.58	HEALTH INS	20231101DED-12	N
	2023-11-02	01-521-000-0000-2232-000000	$1,763.71	HEALTH INS	20231101DED-12	N
	2023-11-02	03-330-000-0000-2232-000000	$1,831.77	HEALTH INS	20231101DED-12	N
	2023-11-02	01-031-000-0000-2232-000000	$2,097.95	HEALTH INS	20231101DED-12	N
	2023-11-02	01-522-000-0000-2232-000000	$146.56	HEALTH INS	20231101DED-12	N
	2023-11-02	01-063-000-0000-2232-000000	$2,438.16	HEALTH INS	20231101DED-12	N
	2023-11-02	01-091-000-0000-2232-000000	$2,575.39	HEALTH INS	20231101DED-12	N
	2023-11-02	01-025-000-0000-2232-000000	$2,616.51	HEALTH INS	20231101DED-12	N
	2023-11-02	01-041-000-0000-2232-000000	$2,640.19	HEALTH INS	20231101DED-12	N
	2023-11-02	11-450-000-0000-2232-000000	$2,974.96	HEALTH INS	20231101DED-12	N
	2023-11-02	11-420-000-0000-2232-000000	$4,417.66	HEALTH INS	20231101DED-12	N
	2023-11-02	01-250-000-0000-2232-000000	$4,897.88	HEALTH INS	20231101DED-12	N
	2023-11-02	11-430-000-0000-2232-000000	$9,419.85	HEALTH INS	20231101DED-12	N
	2023-11-02	01-201-000-0000-2232-000000	$15,173.63	HEALTH INS	20231101DED-12	N
	2023-11-02	01-043-000-0000-2232-000000	$151.55	HEALTH INS	20231101DED-12	N
	2023-11-02	01-603-000-0000-2232-000000	$293.12	HEALTH INS	20231101DED-12	N
	2023-11-02	03-320-000-0000-2232-000000	$384.86	HEALTH INS	20231101DED-12	N
	2023-11-02	01-005-000-0000-2232-000000	$531.42	HEALTH INS	20231101DED-12	N
	2023-11-02	01-121-000-0000-2232-000000	$605.50	HEALTH INS	20231101DED-12	N
	2023-11-02	01-103-000-0000-2232-000000	$613.23	HEALTH INS	20231101DED-12	N
	2023-11-02	03-340-000-0000-2232-000000	$645.21	HEALTH INS	20231101DED-12	N
7001	**2494**	**HEALTH PARTNERS**	**$63,979.29**			
7002	3162	GRANITE ELECTRONICS				
	2023-11-02	03-340-000-0000-6575-000000	$135.00	RADIO REPAIRS UNIT #156	2234636	N
	2023-11-02	03-340-000-0000-6575-000000	$202.50	RADIO REPAIRS UNIT #155	2234637	N
7002	**3162**	**GRANITE ELECTRONICS**	**$337.50**			
7003	3766	MID-MINNESOTA HOT MIX INC				
	2023-11-02	03-330-000-0000-6540-000000	$2,158.78	CULVERT REPLACEMENT	2469	N
7003	**3766**	**MID-MINNESOTA HOT MIX INC**	**$2,158.78**			
7004	4257	CANON FINANCIAL SERVICES, INC				
	2023-11-02	11-420-600-0020-6343-000000	$439.59	MACHINERY OR EQUIPMENT LEASE	31409718	N
	2023-11-02	11-430-700-0020-6343-000000	$961.59	MACHINERY OR EQUIPMENT LEASE	31409718	N
	2023-11-02	11-450-430-0020-6343-000000	$315.95	MACHINERY OR EQUIPMENT LEASE	31409718	N
7004	**4257**	**CANON FINANCIAL SERVICES, INC**	**$1,717.13**			
7005	4433	XCEL ENERGY				
	2023-11-02	03-350-000-0000-6543-000000	$24.04	STREET LIGHT	848610785	N
	2023-11-02	03-350-000-0000-6543-000000	$24.12	STREET LIGHT	848644929	N
7005	**4433**	**XCEL ENERGY**	**$48.16**			
7006	4808	POWERPLAN OIB				
	2023-11-02	03-340-000-0000-6574-000000	$470.52	HWY REPAIR PARTS	P7723914	N
7006	**4808**	**POWERPLAN OIB**	**$470.52**			
7007	4858	BUFFALO AUTO VALUE				
	2023-11-02	03-340-000-0000-6574-000000	$102.85	HWY REPAIR PARTS	82251773	N
	2023-11-02	03-340-000-0000-6574-000000	$313.40	HWY REPAIR PARTS	82251774	N
	2023-11-02	03-340-000-0000-6571-000000	$146.99	HWY - BATTERIES	82252207	N

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7007	**4858**	**BUFFALO AUTO VALUE**	**$563.24**			
7008	4881	CARLSON CHAPTER 13 BANKRUPTCY OFFICE				
	2023-11-02	11-420-000-0000-2239-000000	$70.00	GARNISHMENT	20231101DED-13	N
7008	**4881**	**CARLSON CHAPTER 13 BANKRUPTCY OFFICE**	**$70.00**			
7010	5649	HEALTH PARTNERS - DENTAL				
	2023-11-02	03-350-000-0000-2232-000000	$19.29	BUY UP DENTAL	20231101DED-14	N
	2023-11-02	01-091-000-0000-2232-000000	$231.35	BUY UP DENTAL	20231101DED-14	N
	2023-11-02	01-105-000-0000-2232-000000	$269.80	BUY UP DENTAL	20231101DED-14	N
	2023-11-02	01-111-000-0000-2232-000000	$308.38	BUY UP DENTAL	20231101DED-14	N
	2023-11-02	01-041-000-0000-2232-000000	$385.54	BUY UP DENTAL	20231101DED-14	N
	2023-11-02	01-031-000-0000-2232-000000	$501.15	BUY UP DENTAL	20231101DED-14	N
	2023-11-02	11-450-000-0000-2232-000000	$505.14	BUY UP DENTAL	20231101DED-14	N
	2023-11-02	01-025-000-0000-2232-000000	$925.27	BUY UP DENTAL	20231101DED-14	N
	2023-11-02	01-063-000-0000-2232-000000	$963.46	BUY UP DENTAL	20231101DED-14	N
	2023-11-02	11-420-000-0000-2232-000000	$1,292.75	BUY UP DENTAL	20231101DED-14	N
	2023-11-02	01-250-000-0000-2232-000000	$1,426.29	BUY UP DENTAL	20231101DED-14	N
	2023-11-02	01-121-000-0000-2232-000000	$38.58	BUY UP DENTAL	20231101DED-14	N
	2023-11-02	11-430-000-0000-2232-000000	$2,817.94	BUY UP DENTAL	20231101DED-14	N
	2023-11-02	01-201-000-0000-2232-000000	$4,895.76	BUY UP DENTAL	20231101DED-14	N
	2023-11-02	01-005-000-0000-2232-000000	$115.61	BUY UP DENTAL	20231101DED-14	N
	2023-11-02	03-310-000-0000-2232-000000	$115.61	BUY UP DENTAL	20231101DED-14	N
	2023-11-02	72-605-000-0000-2232-000000	$115.61	BUY UP DENTAL	20231101DED-14	N
	2023-11-02	01-107-000-0000-2232-000000	$154.19	BUY UP DENTAL	20231101DED-14	N
	2023-11-02	03-330-000-0000-2232-000000	$173.48	BUY UP DENTAL	20231101DED-14	N
	2023-11-02	01-101-000-0000-2232-000000	$192.77	BUY UP DENTAL	20231101DED-14	N
	2023-11-02	01-521-000-0000-2232-000000	$231.22	BUY UP DENTAL	20231101DED-14	N
7010	**5649**	**HEALTH PARTNERS - DENTAL**	**$15,679.19**			
7011	5792	CORRECTION DENTISTRY LLC				
	2023-11-02	01-250-000-0000-6458-000000	$117.00	DENTISTRY-MI	2383	Y
7011	**5792**	**CORRECTION DENTISTRY LLC**	**$117.00**			
7012	5863	T&M GAGNON PROPERTIES LLC				
	2023-11-02	01-025-000-0000-6365-000000	$1,025.00	October Rent N. Ramey	704	N
7012	**5863**	**T&M GAGNON PROPERTIES LLC**	**$1,025.00**			
7013	5871	LIFE INSURANCE COMPANY OF NORTH AMERICA				
	2023-11-02	03-330-000-0000-2237-000000	$19.40	ACCIDENT DETA	20231101DED-15	N
	2023-11-02	01-521-000-0000-2237-000000	$26.65	ACCIDENT DET	20231101DED-15	N
	2023-11-02	01-031-000-0000-2237-000000	$45.60	ACCIDENT DET	20231101DED-15	N
	2023-11-02	72-605-000-0000-2237-000000	$45.60	ACCIDENT DET	20231101DED-15	N
	2023-11-02	01-101-000-0000-2237-000000	$48.15	ACCIDENT DET	20231101DED-15	N
	2023-11-02	11-450-000-0000-2237-000000	$53.01	ACCIDENT DET	20231101DED-15	N
	2023-11-02	11-420-000-0000-2237-000000	$53.11	ACCIDENT DET	20231101DED-15	N
	2023-11-02	01-025-000-0000-2237-000000	$115.30	ACCIDENT DET	20231101DED-15	N
	2023-11-02	11-430-000-0000-2237-000000	$257.68	ACCIDENT DET	20231101DED-15	N
	2023-11-02	01-250-000-0000-2237-000000	$292.95	ACCIDENT DET	20231101DED-15	N
	2023-11-02	01-201-000-0000-2237-000000	$802.75	ACCIDENT DET	20231101DED-15	N
	2023-11-02	03-350-000-0000-2237-000000	$28.75	ACCIDENT DETA	20231101DED-15	N
	2023-11-02	01-522-000-0000-2237-000000	$14.30	CRITICAL CARE	20231101DED-15	N
	2023-11-02	01-063-000-0000-2237-000000	$14.68	CRITICAL CARE	20231101DED-15	N

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	2023-11-02	01-031-000-0000-2237-000000	$29.49	CRITICAL CARE	20231101DED-15	N
	2023-11-02	01-105-000-0000-2237-000000	$29.87	CRITICAL CARE	20231101DED-15	N
	2023-11-02	11-420-000-0000-2237-000000	$38.16	CRITICAL CARE	20231101DED-15	N
	2023-11-02	01-025-000-0000-2237-000000	$44.60	CRITICAL CARE	20231101DED-15	N
	2023-11-02	01-041-000-0000-2237-000000	$46.38	CRITICAL CARE	20231101DED-15	N
	2023-11-02	01-091-000-0000-2237-000000	$48.73	CRITICAL CARE	20231101DED-15	N
	2023-11-02	11-450-000-0000-2237-000000	$54.00	CRITICAL CARE	20231101DED-15	N
	2023-11-02	01-250-000-0000-2237-000000	$150.12	CRITICAL CARE	20231101DED-15	N
	2023-11-02	01-107-000-0000-2237-000000	$9.70	ACCIDENT DET	20231101DED-15	N
	2023-11-02	11-430-000-0000-2237-000000	$191.31	CRITICAL CARE	20231101DED-15	N
	2023-11-02	01-201-000-0000-2237-000000	$450.22	CRITICAL CARE	20231101DED-15	N
	2023-11-02	01-041-000-0000-2237-000000	$19.78	HOSPITAL DET	20231101DED-15	N
	2023-11-02	01-063-000-0000-2237-000000	$19.78	HOSPITAL DET	20231101DED-15	N
	2023-11-02	01-091-000-0000-2237-000000	$19.78	HOSPITAL DET	20231101DED-15	N
	2023-11-02	01-025-000-0000-2237-000000	$40.87	HOSPITAL DET	20231101DED-15	N
	2023-11-02	11-450-000-0000-2237-000000	$56.39	HOSPITAL DET	20231101DED-15	N
	2023-11-02	01-250-000-0000-2237-000000	$246.98	HOSPITAL DET	20231101DED-15	N
	2023-11-02	11-430-000-0000-2237-000000	$326.10	HOSPITAL DET	20231101DED-15	N
	2023-11-02	01-201-000-0000-2237-000000	$470.65	HOSPITAL DET	20231101DED-15	N
	2023-11-02	01-522-000-0000-2237-000000	$9.70	ACCIDENT DET	20231101DED-15	N
	2023-11-02	71-505-000-0000-2237-000000	$9.70	ACCIDENT DET	20231101DED-15	N
	2023-11-02	01-005-000-0000-2237-000000	$22.80	ACCIDENT DET	20231101DED-15	N
	2023-11-02	01-041-000-0000-2237-000000	$22.80	ACCIDENT DET	20231101DED-15	N
	2023-11-02	01-063-000-0000-2237-000000	$22.80	ACCIDENT DET	20231101DED-15	N
	2023-11-02	01-111-000-0000-2237-000000	$26.65	ACCIDENT DET	20231101DED-15	N
7013	**5871**	**LIFE INSURANCE COMPANY OF NORTH AMERICA**	**$4,225.29**			
7014	5974	CENTERPOINT ENERGY				
	2023-11-02	01-111-000-0000-6251-000000	$712.49	Gas svc Hwy Dept 9/14/23-10/13/23	10557862-9 1023	N
	2023-11-02	01-111-000-0000-6251-000000	$1,621.65	Gas Svc JC 09/14-10/13/23	11185827-0 1023	N
	2023-11-02	01-111-000-0000-6251-000000	$2,157.80	Gas Svc GC 09/14-10/13/23	11335209-0 1023	N
7014	**5974**	**CENTERPOINT ENERGY**	**$4,491.94**			
7015	6224	MSC INDUSTRIAL SUPPLY CO				
	2023-11-02	03-340-000-0000-6411-000000	$22.50	SHOP SUPPLIES	87815267	N
7015	**6224**	**MSC INDUSTRIAL SUPPLY CO**	**$22.50**			
7016	6712	HENNEPIN COUNTY TREASURER				
	2023-11-02	11-420-650-4400-6261-000000	$36.20	MED TRANSPORT ADMIN FEES CTY	1000214157	N
	2023-11-02	11-420-650-4400-6261-000000	$636.87	MED TRANSPORT ADMIN FEES CTY	1000214158	N
	2023-11-02	11-420-650-4400-6261-000000	$1,601.41	MED TRANSPORT ADMIN FEES CTY	1000214159	N
7016	**6712**	**HENNEPIN COUNTY TREASURER**	**$2,274.48**			
7017	7058	AMERITAS VARIABLE LIFE INSURANCE CO				
	2023-11-02	01-201-000-0000-2232-000000	$125.00	DEFERRED COMP	20231101DED-16	Y
	2023-11-02	11-430-000-0000-2232-000000	$700.00	DEFERRED COMP	20231101DED-16	Y
7017	**7058**	**AMERITAS VARIABLE LIFE INSURANCE CO**	**$825.00**			
7018	7406	OMANN BROTHERS INC				
	2023-11-02	03-330-000-0000-6540-000000	$6,986.28	CULVERT REPAIR	17604	N
	2023-11-02	03-330-000-0000-6531-000000	$653.37	AC FINES MIX INV	17619	N
	2023-11-02	03-330-000-0000-6531-000000	$261.00	AC FINES MIX INV	17630	N
7018	**7406**	**OMANN BROTHERS INC**	**$7,900.65**			
7019	31299	HOLIDAY COMPANIES CORPORATE OFFICE				

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	2023-11-02	11-420-000-0000-1461-000000	$2,350.00	FUEL ONLY CLIENT GAS CARDS	20231101	N
7019	**31299**	**HOLIDAY COMPANIES CORPORATE OFFICE**	**$2,350.00**			
7020	200323	DANIELSON REAL ESTATE LLC				
	2023-11-02	11-420-620-4408-6020-000000	$1,650.00	LHPA GRANT-NOVEMBER RENT	11.01.23LHPA	N
	2023-11-02	11-420-620-4408-6020-000000	$75.00	LHPA GRANT-LATE FEE	11.01.23LHPA	N
7020	**200323**	**DANIELSON REAL ESTATE LLC**	**$1,725.00**			
7021	200503	WESTMORE INDUSTRIES, LLC				
	2023-11-02	03-310-000-0000-6485-000000	$2,100.00	GASBOY UPDATE, REMAINING BALANCE	1918752RI	N
7021	**200503**	**WESTMORE INDUSTRIES, LLC**	**$2,100.00**			
7022	525	CENTURY LINK				
	2023-11-02	01-100-000-0000-6203-000000	$394.45	PHONE BILL MONTHLY ALLOCATION 10/25-11/24/23	333412686 1123	N
7022	**525**	**CENTURY LINK**	**$394.45**			
7023	508	EAST CENTRAL REGIONAL JUVENILE CTR				
	2023-11-03	01-025-000-0000-6265-000000	$26,919.00	October 2023 juvenile contracted bed space	20231031	N
7023	**508**	**EAST CENTRAL REGIONAL JUVENILE CTR**	**$26,919.00**			
7024	1691	DEPARTMENT OF HUMAN SERVICES				
	2023-11-03	01-041-071-0000-6262-000000	$1,438.19	Sep2023 Rate Based Services Sep2023 Paper & Envelopes Sep2023 Mailing Srvcs Postage	A300IC86248I	N
7024	**1691**	**DEPARTMENT OF HUMAN SERVICES**	**$1,438.19**			
7025	2078	FIDELITY SECURITY LIFE/EYEMED VISION CA				
	2023-11-03	03-350-000-0000-2232-000000	$2.45	VISON CARE	20231101DED-9	N
	2023-11-03	01-103-000-0000-2232-000000	$27.79	VISON CARE	20231101DED-9	N
	2023-11-03	01-111-000-0000-2232-000000	$46.80	VISON CARE	20231101DED-9	N
	2023-11-03	01-091-000-0000-2232-000000	$56.03	VISON CARE	20231101DED-9	N
	2023-11-03	01-105-000-0000-2232-000000	$69.63	VISON CARE	20231101DED-9	N
	2023-11-03	01-521-000-0000-2232-000000	$82.66	VISON CARE	20231101DED-9	N
	2023-11-03	03-330-000-0000-2232-000000	$86.78	VISON CARE	20231101DED-9	N
	2023-11-03	01-031-000-0000-2232-000000	$93.03	VISON CARE	20231101DED-9	N
	2023-11-03	01-041-000-0000-2232-000000	$116.39	VISON CARE	20231101DED-9	N
	2023-11-03	01-025-000-0000-2232-000000	$116.96	VISON CARE	20231101DED-9	N
	2023-11-03	01-063-000-0000-2232-000000	$123.46	VISON CARE	20231101DED-9	N
	2023-11-03	01-107-000-0000-2232-000000	$4.90	VISON CARE	20231101DED-9	N
	2023-11-03	11-450-000-0000-2232-000000	$131.16	VISON CARE	20231101DED-9	N
	2023-11-03	11-420-000-0000-2232-000000	$186.63	VISON CARE	20231101DED-9	N
	2023-11-03	01-250-000-0000-2232-000000	$269.21	VISON CARE	20231101DED-9	N
	2023-11-03	11-430-000-0000-2232-000000	$539.94	VISON CARE	20231101DED-9	N
	2023-11-03	01-201-000-0000-2232-000000	$819.30	VISON CARE	20231101DED-9	N
	2023-11-03	71-505-000-0000-2232-000000	$4.90	VISON CARE	20231101DED-9	N
	2023-11-03	01-522-000-0000-2232-000000	$9.23	VISON CARE	20231101DED-9	N
	2023-11-03	72-605-000-0000-2232-000000	$9.23	VISON CARE	20231101DED-9	N
	2023-11-03	01-005-000-0000-2232-000000	$13.60	VISON CARE	20231101DED-9	N
	2023-11-03	03-310-000-0000-2232-000000	$13.60	VISON CARE	20231101DED-9	N
	2023-11-03	01-101-000-0000-2232-000000	$19.03	VISON CARE	20231101DED-9	N
	2023-11-03	01-121-000-0000-2232-000000	$19.60	VISON CARE	20231101DED-9	N
7025	**2078**	**FIDELITY SECURITY LIFE/EYEMED VISION CA**	**$2,862.31**			
7026	4817	HERALD JOURNAL PUBLISHING INC				
	2023-11-03	01-041-042-0000-6235-000000	$80.03	County Board Minutes Sept 19	20231031 FINANCE	N
	2023-11-03	01-041-042-0000-6235-000000	$16.49	County Board Minutes Sept 26	20231031 FINANCE	N
	2023-11-03	01-041-071-0000-6235-000000	$4.37	Public Accuracy Test for ISD 2687 Election	20231031 FINANCE	N

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	2023-11-03	01-041-042-0000-6235-000000	$124.16	County Board Minutes October 3	20231031 FINANCE	N
	2023-11-03	01-107-000-0000-6235-000000	$62.57	Oct 2023 public notices for PC/BOA	20231031 P & Z	N
7026	**4817**	**HERALD JOURNAL PUBLISHING INC**	**$287.62**			
7027	5110	SHRED-N-GO, INC				
	2023-11-03	01-063-000-0000-6261-000000	$35.00	IT Shredding Services	158559	N
	2023-11-03	01-100-000-0000-6261-000000	$35.00	30 lbs Electronic Media	158560	N
	2023-11-03	01-100-000-0000-6261-000000	$165.00	11 95 Gallon Carts	158560	N
	2023-11-03	01-100-000-0000-6261-000000	$98.00	14 Consoles	158560	N
	2023-11-03	01-100-000-0000-6261-000000	$63.75	850 Carts by the Pound	158560	N
	2023-11-03	01-100-000-0000-6261-000000	$30.00	2 95 Gallon Carts	158560	N
	2023-11-03	01-100-000-0000-6261-000000	$14.00	2 Consoles	158560	N
7027	**5110**	**SHRED-N-GO, INC**	**$440.75**			
7028	6132	GROUP HEALTH PLAN, INC NON-PATIENT A/R				
	2023-11-03	01-100-000-0000-6261-000000	$26,787.50	Admin, Clinic Staff, & Mgmt Fee - September 2023	7017018 30180101	N
	2023-11-03	01-100-000-0000-6261-000000	$1,173.60	Lab Services	7017018 30180101	N
	2023-11-03	01-100-000-0000-6261-000000	$749.28	Pharmacy Service	7017018 30180101	N
	2023-11-03	01-100-000-0000-6261-000000	$150.00	Pharmacy Subscription Fee	7017018 30180101	N
	2023-11-03	01-100-000-0000-6261-000000	$66.00	Supplies Ordered	7017018 30180101	N
	2023-11-03	01-100-000-0000-6261-000000	($10,809.54)	Claims Credit	7017018 30180101	N
7028	**6132**	**GROUP HEALTH PLAN, INC NON-PATIENT A/R**	**$18,116.84**			
7029	200563	MINNESOTA BOARD AND WATER AND SOIL RESO				
	2023-11-03	03-326-000-0000-6261-000000	$1,009.36	CP 035-211, CSAH 35 BWSR PAYMENT	110223	N
7029	**200563**	**MINNESOTA BOARD AND WATER AND SOIL RESO**	**$1,009.36**			
7031	1118	CULLIGAN OF BUFFALO				
	2023-11-06	01-111-000-0000-6411-000000	$9.80	BOTTLED WATER EQUIPMENT RENTAL SERVICE	173X03627009	N
	2023-11-06	01-111-000-0000-6411-000000	$14.95	5 GALLON PREMIUM WATER NT	173X03629807	N
	2023-11-06	01-111-000-0000-6411-000000	$6.00	BOTTLE DEPOSIT	173X03629807	N
	2023-11-06	01-111-000-0000-6411-000000	($6.00)	BOTTLES RETURNED	173X03629807	N
	2023-11-06	01-111-000-0000-6411-000000	$9.80	BOTTLED WATER EQUIPMENT RENTAL SERVICE	173X03629807	N
	2023-11-06	01-111-000-0000-6411-000000	$15.00	SEASONAL BOTTLED WATER EQUIPMENT RENTAL SERVICE	173X03629807	N
	2023-11-06	01-111-000-0000-6411-000000	$56.25	40# SOLAR SALT	173X03631407	N
7031	**1118**	**CULLIGAN OF BUFFALO**	**$105.80**			
7032	1125	MIDWEST LANDSCAPES INC				
	2023-11-06	01-521-021-0000-6605-000000	$282.00	Fall Fiesta Maple 2"	8081	N
	2023-11-06	01-521-021-0000-6605-000000	$282.00	Green Mountain Maple 2"	8081	N
	2023-11-06	01-521-021-0000-6605-000000	$309.70	Northern PM Oak 2"	8081	N
	2023-11-06	01-521-021-0000-6605-000000	$267.30	St. Croix Elm 2" 10/18/23 Midwest Landscapes, Inc Wholesale Inv# 8081 01-521-021-0000-6605 $1,141.00 Shade Tree Replacements	8081	N
7032	**1125**	**MIDWEST LANDSCAPES INC**	**$1,141.00**			
7033	1535	WRIGHT HENNEPIN ELECTRIC				
	2023-11-06	01-111-000-0000-6251-000000	$47.95	LEC Elevator/Fire Panel Monitoring 11/30/23	15016834363 1123	N
	2023-11-06	01-111-000-0000-6251-000000	$37.45	Sheriff Support Cell/AC Interactive Monitoring 11/30/23	15016834363 1123	N
	2023-11-06	01-111-000-0000-6251-000000	$42.95	Sheriff Support Fire Panel Monitoring/Testing 11/30/23	15016834363 1123	N
	2023-11-06	01-111-000-0000-6251-000000	$27.95	150-1695-4544 TTC FIRE PANEL MONITORING 10/31/23	15016954544 1023	N
	2023-11-06	01-111-000-0000-6251-000000	$27.95	150-1695-4544 TTC FIRE PANEL MONITORING 11/30/23	15016954544 1123	N
	2023-11-06	01-111-000-0000-6251-000000	$27.95	150-1695-4770 JC FIRE PANEL MONITORING 10/31/23	15016954770 1023	N
	2023-11-06	01-111-000-0000-6251-000000	$27.95	150-1695-4770 JC FIRE PANEL MONITORING 11/30/23	15016954770 1123	N
	2023-11-06	01-111-000-0000-6251-000000	$27.95	150-1697-2541 GC FIRE PANEL MONITORING 10/31/23	15016972541 1023	N

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	2023-11-06	01-111-000-0000-6251-000000	$27.95	150-1697-2541 GC FIRE PANEL MONITORING 11/30/23	15016972541 1123	N
	2023-11-06	01-111-000-0000-6251-000000	$57.93	150-1698-4027 OTSEGO SHOP FIRE MONITORING 10/31/23	15016984027 10/31	N
	2023-11-06	01-111-000-0000-6251-000000	$53.95	150-1698-4027 OTSEGO SHOP FIRE MONITORING 11/30/23	15016984027 1123	N
7033	**1535**	**WRIGHT HENNEPIN ELECTRIC**	**$407.93**			
7034	32129	HOWARD LAKE-WAVERLY-WINSTED ISD 2687				
	2023-11-06	01-041-071-0000-5801-000000	$2,531.92	Election Related Expenses	20231104	N
7034	**32129**	**HOWARD LAKE-WAVERLY-WINSTED ISD 2687**	**$2,531.92**			
7037	200263	DAVID MARQUARDT				
	2023-11-06	03-326-000-0000-6261-000000	$39,249.44	CP 035-211 CSAH 35 DAVID MARQU	1123 - FINAL	Y
7037	**200263**	**DAVID MARQUARDT**	**$39,249.44**			
7038	200477	JACQUELYN BERGO				
	2023-11-06	11-450-430-0010-6336-000000	$50.00	Public Health Task Force Meeting	20231009	Y
7038	**200477**	**JACQUELYN BERGO**	**$50.00**			
7039	3651	SUMMIT COMPANIES				
	2023-11-06	01-111-000-0000-6301-000000	$60.00	Semi-annual testing for IT room @ Highway Dept	150035812	N
	2023-11-06	01-111-000-0000-6301-000000	$690.00	Semi-annual testing for IT room @ Highway Dept	150035812	N
7039	**3651**	**SUMMIT COMPANIES**	**$750.00**			
7040	200558	VERICOR, LLC				
	2023-11-06	11-450-485-0010-6431-000000	$359.00	VeriCor Temp Shield insulation system of cool cube 08 (Full Set)	014493	N
	2023-11-06	11-450-485-0010-6431-000000	$559.00	VeriCor Temp Shield Insulation systems of cool cube 28 (Full Set)	014493	N
	2023-11-06	11-450-485-0010-6431-000000	$53.46	VeriCorTemp Shield Insulation systems of cool cube Freight charges	014493	N
7040	**200558**	**VERICOR, LLC**	**$971.46**			
7042	200565	PUMP AND METER SERVICE				
	2023-11-06	01-521-021-0000-6301-000000	$456.00	HYDRASEAL KIT	1003276	N
	2023-11-06	01-521-021-0000-6301-000000	$864.00	LABOR	1003276	N
	2023-11-06	01-521-021-0000-6301-000000	$0.00		1003276	N
	2023-11-06	01-521-021-0000-6301-000000	$0.00		1003276	N
7042	**200565**	**PUMP AND METER SERVICE**	**$1,320.00**			
7043	253	CENTRACARE CLINIC				
	2023-11-06	01-250-000-0000-6458-000000	$56.29	JAIL MEDICAL- NA	MC489327751	Y
7043	**253**	**CENTRACARE CLINIC**	**$56.29**			
7044	270	RYAN CHEVROLET				
	2023-11-06	01-103-121-0000-6452-000000	$413.04	UNIT 610 REPLACE FOG LAMP, ALIGNMENT, AND MOUNT/BALANCE TIRES	1208999	N
7044	**270**	**RYAN CHEVROLET**	**$413.04**			
7045	461	AT&T MOBILITY				
	2023-11-06	01-201-000-0000-6203-000000	$1.25	AT&T Cell Boosters	287308959123X09252023	Y
7045	**461**	**AT&T MOBILITY**	**$1.25**			
7046	638	MATTSON WELL COMPANY				
	2023-11-06	01-100-493-8424-6602-000000	$34.00	2" Brass-insert-Coupling	31455	N
	2023-11-06	01-100-493-8424-6602-000000	$385.00	Labor	31455	N
	2023-11-06	01-100-493-8424-6602-000000	$40.00	2" Brass-insert-Hose Adapter	31455	N
	2023-11-06	01-100-493-8424-6602-000000	$49.00	2" Brass Tee	31455	N
	2023-11-06	01-100-493-8424-6602-000000	$23.50	2" Brass Bushing	31455	N
	2023-11-06	01-100-493-8424-6602-000000	$18.00	1" Brass Street Elbow	31455	N
	2023-11-06	01-100-493-8424-6602-000000	$10.90	1" Brass x 3" Nipple	31455	N

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	2023-11-06	01-100-493-8424-6602-000000	$300.00	1" Hydrant	31455	N
	2023-11-06	01-100-493-8424-6602-000000	$15.00	2" Large Hose Clamp	31455	N
	2023-11-06	01-100-493-8424-6602-000000	$20.00	2" Plastic Pipe per foot	31455	N
7046	**638**	**MATTSON WELL COMPANY**	**$895.40**			
7047	2001	HILLYARD INC - MINNEAPOLIS				
	2023-11-06	01-111-000-0000-6419-000000	$1,063.80	TOWEL ENMOTION HI CAP 8IN WH 700FT 6CS V 2001	605285696	N
	2023-11-06	01-111-000-0000-6419-000000	$443.88	HIL99422 WISCONSIN TEE	605297181	N
7047	**2001**	**HILLYARD INC - MINNEAPOLIS**	**$1,507.68**			
7048	2439	SANOFI PASTEUR INC				
	2023-11-06	11-450-430-0010-6431-000000	$1,099.88	FLU VACCINES	921434081-1	Y
7048	**2439**	**SANOFI PASTEUR INC**	**$1,099.88**			
7049	2740	FOURTH DIMENSION SIGNS				
	2023-11-06	01-111-000-0000-6301-000000	$1,530.00	STAFF NAMEPLATES	6045	N
7049	**2740**	**FOURTH DIMENSION SIGNS**	**$1,530.00**			
7050	3393	MARY CONLIN				
	2023-11-06	01-013-000-0000-6261-000000	$148.58	PR-23-4455 VISITOR CLAIM OCTOBER 23	20231101	Y
7050	**3393**	**MARY CONLIN**	**$148.58**			
7051	4419	APCO INTERNATIONAL INC				
	2023-11-06	02-226-000-0000-6235-000000	$104.00	APCO SUBSCRIPTION	1035515 1023	N
7051	**4419**	**APCO INTERNATIONAL INC**	**$104.00**			
7052	4817	HERALD JOURNAL PUBLISHING INC				
	2023-11-06	01-201-000-0000-6261-000000	$8.25	Abandoned Property	20231031	N
7052	**4817**	**HERALD JOURNAL PUBLISHING INC**	**$8.25**			
7053	4858	BUFFALO AUTO VALUE				
	2023-11-06	01-521-632-0390-6452-000000	$59.99	2013 Chevy Silverado Drive Axle Shaft	82251761	N
	2023-11-06	01-521-000-0000-6542-000000	$27.99	2017 Ram 3500 Windshield Washer	82252128	N
7053	**4858**	**BUFFALO AUTO VALUE**	**$87.98**			
7055	5792	CORRECTION DENTISTRY LLC				
	2023-11-06	01-250-000-0000-6458-000000	$893.00	Dentistry - AH	2543 1023	Y
7055	**5792**	**CORRECTION DENTISTRY LLC**	**$893.00**			
7056	5974	CENTERPOINT ENERGY				
	2023-11-06	01-521-021-0000-6251-000000	$16.11	SCHROEDER OFFICE ELECTRIC 9/20-10/19/23	5856795-9 1023	N
	2023-11-06	01-111-000-0000-6251-000000	$476.54	Gas Svc Public Works 8/16-9/14/23	8000017219-9 1023	N
	2023-11-06	01-111-000-0000-6251-000000	$74.17	Gas Svc Cokato Hwy Shop 9/8-10/16/23	8000017219-9 1023	N
	2023-11-06	01-111-000-0000-6251-000000	$15.00	5811649-2 Gas Svc Sheriff's Storage at HWY 9/14-10/13/23	8000065366-9 1023	N
	2023-11-06	01-111-000-0000-6251-000000	$1,474.15	7915763-2 Gas Svc LEC 9/14-10/13/23	8000065366-9 1023	N
7056	**5974**	**CENTERPOINT ENERGY**	**$2,055.97**			
7057	6158	ARAMARK SERVICES INC				
	2023-11-06	01-201-000-0000-6261-000000	$50.00	SWEARING IN CEREMONY	200723300-000903	N
7057	**6158**	**ARAMARK SERVICES INC**	**$50.00**			
7058	31299	HOLIDAY COMPANIES CORPORATE OFFICE				
	2023-11-06	01-201-000-0000-6452-000000	$1,094.50	CAR WASHES	025001112300	N
7058	**31299**	**HOLIDAY COMPANIES CORPORATE OFFICE**	**$1,094.50**			
7078	200178	PROFESSIONAL PORTABLE RADIOLOGIC SERVIC				
	2023-11-07	01-250-000-0000-6458-000000	$692.59	JAIL MEDICAL	INV031716	N

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7078	**200178**	**PROFESSIONAL PORTABLE RADIOLOGIC SERVIC**	**$692.59**			
7079	200272	MN PREVENTION AND RECOVERY ALLIANCE				
	2023-11-07	12-450-000-0000-6261-000000	$650.00	RFP awardee MnPRA Professional Services	10.2023	N
	2023-11-07	12-450-000-0000-6261-000000	$120.00	RFP awardee MnPRA Professional Services	10.2023	N
	2023-11-07	12-450-000-0000-6261-000000	$75.00	RFP awardee MnPRA Professional Services	10.2023	N
	2023-11-07	12-450-000-0000-6261-000000	$50.00	RFP awardee MnPRA Professional Services	10.2023	N
	2023-11-07	01-025-000-0000-6365-000000	$3,409.82	October 2023	20231101	N
7079	**200272**	**MN PREVENTION AND RECOVERY ALLIANCE**	**$4,304.82**			
7081	6158	ARAMARK SERVICES INC				
	2023-11-07	01-201-000-0000-6261-000000	$44.00	OPEN HOUSE - LEMONADE & COOKIES	200723300-000902	N
	2023-11-07	01-250-000-0000-6459-000000	$8,832.26	INMATE MEALS OCTOBER 26-NOVEMBER 1	200723300-000904	N
7081	**6158**	**ARAMARK SERVICES INC**	**$8,876.26**			
7087	461	AT&T MOBILITY				
	2023-11-07	01-201-000-0000-6203-000000	$1.25	AT&T Cell Boosters	287308959123X10252023	Y
7087	**461**	**AT&T MOBILITY**	**$1.25**			
7088		FIFTH THIRD BANK				
	2023-11-07	01-201-000-0000-6261-000000	$25.00	SUBPOENA RESEARCH #23028150	20231031620014	
7088		**FIFTH THIRD BANK**	**$25.00**			
7089	63	AUSCO DESIGN & MARKETING				
	2023-11-07	01-201-000-0000-6806-000000	$42.00	Apparel-Embroidery	8332	N
7089	**63**	**AUSCO DESIGN & MARKETING**	**$42.00**			
7096	2490	UNITED PARCEL SERVICE				
	2023-11-07	01-201-000-0000-6205-000000	$14.39	SHIPPING OCTOBER	0000R6172Y433	N
7096	**2490**	**UNITED PARCEL SERVICE**	**$14.39**			
7100	5041	TRANS UNION LLC				
	2023-11-07	01-250-000-0000-6261-000000	$60.00	PROFESSIONAL SERVICES-EMPLOYMENT REPORTS	10304921	N
	2023-11-07	01-250-000-0000-6261-000000	$2.30	PROFESSIONAL SERVICES-CREDIT SUMMARY	10304921	N
	2023-11-07	01-250-000-0000-6261-000000	$0.66	PROFESSIONAL SERVICES-LEGISLATIVE RECOVERY	10304921	N
	2023-11-07	01-250-000-0000-6261-000000	($0.06)	PROFESSIONAL SERVICES-REBATE	10304921	N
7100	**5041**	**TRANS UNION LLC**	**$62.90**			
7103	5611	REPUBLIC SERVICES 891				
	2023-11-07	01-521-523-0000-6301-000000	$416.36	3-0899-0120396 BERTRAM CAMPGROUND GARBAGE SEPT 23	0899-004296423	N
	2023-11-07	01-521-523-0000-6301-000000	$0.00		0899-004296423	N
	2023-11-07	01-521-523-0000-6301-000000	$416.41	3-0899-0120396 BERTRAM CAMPGROUND GARBAGE OCT 23	0899-004316528	N
	2023-11-07	01-521-523-0000-6301-000000	$0.00		0899-004316528	N
7103	**5611**	**REPUBLIC SERVICES 891**	**$832.77**			
7104	5795	KENNETH THIES				
	2023-11-07	01-521-021-0000-6450-000000	$1,100.00	12/2/23 BERTRAM HORSE DRAWN WAGON RIDES 9:30-1:30	825672	Y
7104	**5795**	**KENNETH THIES**	**$1,100.00**			
7107	6148	SANDRA WORTMAN				
	2023-11-07	02-230-000-0000-6261-000000	$48.00	Hair Cuts for Inmates	110623	Y
	2023-11-07	02-230-000-0000-6261-000000	$68.00	Hair Cuts and Beard Trims for Inmates	110623	Y
7107	**6148**	**SANDRA WORTMAN**	**$116.00**			
7109	6897	T MOBILE USA INC				
	2023-11-07	01-201-000-0000-6261-000000	$100.00	GPS LOCATE	9539550004	N
	2023-11-07	01-201-000-0000-6261-000000	$25.00	TIMING ADVANCE	9539550004	N

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7109	**6897**	**T MOBILE USA INC**	**$125.00**			
7124	207	ASSOCIATION OF MINNESOTA COUNTIES				
	2023-11-08	01-031-021-0000-6338-000000	$35.00	2023 DISTRICT 5 FALL MTG 10/16/23 MM	66633.00	N
7124	**207**	**ASSOCIATION OF MINNESOTA COUNTIES**	**$35.00**			
7125	363	CONSUMER SAFETY TECHNOLOGY LLC				
	2023-11-08	01-025-000-0000-6261-000000	$1,405.17	October 2023 Ignition Interlock 10th Judicial District Minnesota	20231107	N
7125	**363**	**CONSUMER SAFETY TECHNOLOGY LLC**	**$1,405.17**			
7126	878	AMERIGAS PROPANE LP				
	2023-11-08	01-111-000-0000-6251-000000	$826.00	203745509 PROPANE, HAZ MAT, FUEL RECOVERY FEE	805798898	Y
	2023-11-08	01-111-000-0000-6251-000000	$983.34	203745509 PROPANE DELIVERY/HAZ MAT FEE/FUEL RECOVEY FEE	805823864	Y
7126	**878**	**AMERIGAS PROPANE LP**	**$1,809.34**			
7127	1535	WRIGHT HENNEPIN ELECTRIC				
	2023-11-08	01-111-000-0000-6251-000000	$2,637.68	150-1694-8797 TTC ELECTRIC SVC 9/1-10/1/23	35030830321	N
7127	**1535**	**WRIGHT HENNEPIN ELECTRIC**	**$2,637.68**			
7128	1885	TONI SEROSHEK				
	2023-11-08	11-450-430-0010-6336-000000	$50.00	PH TASK FORCE	20231009	Y
7128	**1885**	**TONI SEROSHEK**	**$50.00**			
7129	2487	WINDSTREAM				
	2023-11-08	01-111-000-0000-6251-000000	$240.42	320-963-1933 TRNG CTR PHONE SVC 10/25/23-11/24/23	091987002 1123	N
7129	**2487**	**WINDSTREAM**	**$240.42**			
7130	3531	GRANITE PEST CONTROL SERVICES				
	2023-11-08	01-111-000-0000-6301-000000	$239.00	GC Pest Control Nov-Jan	131711	N
	2023-11-08	01-111-000-0000-6301-000000	$169.00	TTC Pest Control Nov-Jan	131714	N
7130	**3531**	**GRANITE PEST CONTROL SERVICES**	**$408.00**			
7131	5445	ABM BUILDING VALUE				
	2023-11-08	01-111-000-0000-6261-000000	$54,950.42	JANITORIAL SERVICES NOV 2023	18639857	N
7131	**5445**	**ABM BUILDING VALUE**	**$54,950.42**			
7132	5611	REPUBLIC SERVICES 891				
	2023-11-08	01-201-000-0000-6261-000000	$254.40	3-0894-3470371 SHERIFF DOC DESTROY/SHRED	0894-006444303	N
7132	**5611**	**REPUBLIC SERVICES 891**	**$254.40**			
7133	5818	MN DEPARTMENT OF LABOR & INDUSTRY				
	2023-11-08	01-111-000-0000-6245-000000	$100.00	ELV-00789 Elevator Annual Oper	ALR0153747X	N
	2023-11-08	01-111-000-0000-6245-000000	$100.00	ELV-00790 Elevator Annual Oper	ALR0153747X	N
	2023-11-08	01-111-000-0000-6245-000000	$100.00	ELV-18456 Elevator Annual Oper	ALR0153747X	N
	2023-11-08	01-111-000-0000-6245-000000	$100.00	ELV-11291 Elevator Annual Oper	ALR0153747X	N
7133	**5818**	**MN DEPARTMENT OF LABOR & INDUSTRY**	**$400.00**			
7134	5974	CENTERPOINT ENERGY				
	2023-11-08	01-111-000-0000-6251-000000	$132.89	Gas svc Albertville Hwy Dept 9/27/23-10/26/23	6708158-8 1023	N
	2023-11-08	01-111-000-0000-6251-000000	$1.99	Late fee	6708158-8 1023	N
7134	**5974**	**CENTERPOINT ENERGY**	**$134.88**			
7135	5984	ACF TECHNOLOGIES, INC.				
	2023-11-08	01-041-043-0000-6260-000000	$0.00	EXT0400: SMS Text Block	#INV4584	N
	2023-11-08	11-420-600-0020-6260-000000	$20.77	EXT0400: SMS Text Block	#INV4584	N
	2023-11-08	11-450-430-0020-6260-000000	$14.93	EXT0400: SMS Text Block	#INV4584	N
	2023-11-08	11-430-700-0020-6260-000000	$45.44	EXT0400: SMS Text Block	#INV4584	N
	2023-11-08	11-480-895-0020-6260-000000	$0.00	EXT0400: SMS Text Block	#INV4584	N

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7135	**5984**	**ACF TECHNOLOGIES, INC.**	**$81.14**			
7136	6390	DAVID NELSON				
	2023-11-08	11-450-430-0010-6336-000000	$50.00	Public Health Task Force Meeting	20231009	Y
7136	**6390**	**DAVID NELSON**	**$50.00**			
7137	18431	ASL INTERPRETING SERVICES INC				
	2023-11-08	11-420-650-4401-6040-000000	$138.00	Interpreter services - Form 7123 - Child Active MA	23.14684	N
	2023-11-08	11-420-650-4401-6040-000000	$70.00	Interpreter services - Form 7123 - Child Active MA	23.14684	N
7137	**18431**	**ASL INTERPRETING SERVICES INC**	**$208.00**			
7138	22712	4IMPRINT, INC				
	2023-11-08	11-450-474-7101-6411-000000	$585.27	Malibu Mug w/Straw	11777749	N
	2023-11-08	11-450-474-7101-6411-000000	$123.59	Set-up charge/Freight	11777749	N
	2023-11-08	11-450-474-7101-6411-000000	$0.00		11777749	N
	2023-11-08	11-450-474-7101-6411-000000	$0.00		11777749	N
7138	**22712**	**4IMPRINT, INC**	**$708.86**			
7139	200079	CENTURY-LINK				
	2023-11-09	01-100-000-0000-6203-000000	$300.00	612 E60-0150 172 PHONE BILL MONTHLY ALLOCATION 11/1/23-11/30/23	612 E60-0150 172 11/23	N
7139	**200079**	**CENTURY-LINK**	**$300.00**			
7141	200272	MN PREVENTION AND RECOVERY ALLIANCE				
	2023-11-09	12-450-000-0000-6261-000000	$500.00	Administrative Time	09.23	N
	2023-11-09	12-450-000-0000-6261-000000	$25.52	Mileage - Buffalo Middle School Meeting (0.58/mi) *see below mileage form	09.23	N
	2023-11-09	12-450-000-0000-6261-000000	$50.00	Partner Meeting; Buffalo Middle School (1 hour)	09.23	N
	2023-11-09	12-450-000-0000-6261-000000	$120.00	Support Services; wRight Choice Program (1 hour)	09.23	N
	2023-11-09	12-450-000-0000-6261-000000	$120.00	Support Services; wRight Choice Program (1 hour)	09.23	N
	2023-11-09	12-450-000-0000-6261-000000	$750.00	Peer Support Training & Curriculum Development (30 hours)	09.23	N
7141	**200272**	**MN PREVENTION AND RECOVERY ALLIANCE**	**$1,565.52**			
7142	5974	CENTERPOINT ENERGY				
	2023-11-09	85-830-000-0000-6882-000000	$274,326.03	2019 TAX REFUND	20231107	N
	2023-11-09	01-100-000-0000-5070-000000	$61,817.30	2019 INTEREST	20231107	N
	2023-11-09	85-830-000-0000-6882-000000	$352,922.00	2020 TAX REFUND	20231107	N
	2023-11-09	01-100-000-0000-5070-000000	$62,268.98	2020 INTEREST	20231107	N
7142	**5974**	**CENTERPOINT ENERGY**	**$751,334.31**			
7143	369	GALLS LLC				
	2023-11-09	01-201-000-0000-6806-000000	$25.50	DISTRICT SLOUCH BEANIE	026133565	Y
	2023-11-09	01-201-000-0000-6806-000000	$24.00	WRIGHT COUNTY DEPUTY SHERIFF STAR HA	026133565	Y
	2023-11-09	01-201-000-0000-6806-000000	$0.00		026133565	Y
	2023-11-09	01-201-000-0000-6806-000000	$0.00		026133565	Y
	2023-11-09	01-201-000-0000-6806-000000	$0.00		026133565	Y
	2023-11-09	01-201-000-0000-6806-000000	$5.00	SHIPPING	026133565	Y
7143	**369**	**GALLS LLC**	**$54.50**			
7144	438	COTTENS INC				
	2023-11-09	03-340-000-0000-6574-000000	$199.00	HWY REPAIR PARTS	877209	N
	2023-11-09	03-340-000-0000-6574-000000	$97.18	HWY REPAIR PARTS	877227	N
	2023-11-09	03-340-000-0000-6574-000000	$4.80	HWY REPAIR PARTS	877257	N
	2023-11-09	03-340-000-0000-6411-000000	$2.87	SHOP SUPPLIES	877499	N
	2023-11-09	03-340-000-0000-6574-000000	$37.49	SHOP SUPPLIES	877499	N
	2023-11-09	03-340-000-0000-6574-000000	$31.26	HWY REPAIR PARTS	877508	N
	2023-11-09	03-340-000-0000-6574-000000	$11.69	HWY REPAIR PARTS	877585	N
	2023-11-09	03-340-000-0000-6574-000000	$30.84	HWY REPAIR PARTS	877631	N

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	2023-11-09	03-340-000-0000-6574-000000	$6.49	HWY REPAIR PARTS	877681	N
	2023-11-09	03-340-000-0000-6574-000000	$16.80	HWY REPAIR PARTS	877686	N
	2023-11-09	03-340-000-0000-6574-000000	$168.76	HWY REPAIR PARTS	877809	N
	2023-11-09	03-340-000-0000-6574-000000	$75.00	HWY REPAIR PARTS	877849	N
	2023-11-09	03-340-000-0000-6574-000000	$19.47	HWY REPAIR PARTS	877852	N
	2023-11-09	03-340-000-0000-6411-000000	$7.00	SHOP SUPPLIES	877855	N
	2023-11-09	03-340-000-0000-6574-000000	$61.68	HWY REPAIR PARTS	877856	N
	2023-11-09	03-340-000-0000-6574-000000	$91.50	HWY REPAIR PARTS	877903	N
	2023-11-09	03-340-000-0000-6574-000000	$20.96	HWY REPAIR PARTS	878109	N
	2023-11-09	03-340-000-0000-6574-000000	($21.20)	HWY REPAIR PARTS	878138	N
	2023-11-09	03-340-000-0000-6574-000000	$21.20	HWY REPAIR PARTS	878138	N
	2023-11-09	03-340-000-0000-6571-000000	($21.20)	HWY REPAIR PARTS	878138	N
	2023-11-09	03-340-000-0000-6574-000000	$51.03	HWY REPAIR PARTS	878145	N
	2023-11-09	03-340-000-0000-6574-000000	$124.50	HWY REPAIR PARTS	878214	N
	2023-11-09	03-340-000-0000-6574-000000	$6.40	HWY REPAIR PARTS	878239	N
	2023-11-09	03-340-000-0000-6574-000000	$9.06	HWY REPAIR PARTS	878327	N
	2023-11-09	03-340-000-0000-6574-000000	$18.12	HWY REPAIR PARTS	878328	N
7144	**438**	**COTTENS INC**	**$1,070.70**			
7145	600	MORRIES PARTS & SERVICE GROUP				
	2023-11-09	03-340-000-0000-6574-000000	$370.72	HWY REPAIR PARTS	20110	N
7145	**600**	**MORRIES PARTS & SERVICE GROUP**	**$370.72**			
7146	786	FLEETPRIDE				
	2023-11-09	03-340-000-0000-6574-000000	$732.01	HWY REPAIR PARTS	112269902	N
	2023-11-09	03-340-000-0000-6574-000000	$57.57	HWY REPAIR PARTS	112398768	N
	2023-11-09	03-340-000-0000-6574-000000	$4.60	HWY REPAIR PARTS	112488203	N
7146	**786**	**FLEETPRIDE**	**$794.18**			
7147	1691	DEPARTMENT OF HUMAN SERVICES				
	2023-11-09	84-420-660-0000-6801-000000	$5.00	MSA RECV JUNE23	A300MX86244I	N
	2023-11-09	84-420-660-0000-6801-000000	$427.00	GRH RECV JUNE23	A300MX86244I	N
	2023-11-09	11-420-650-4101-6020-000000	$1,423.97	GRH IMD CNTY SHR JUNE23	A300MX86244I	N
	2023-11-09	84-420-610-0000-6801-000000	$75.00	MFIP POST TANF RECV JUNE23	A300MX86244I	N
	2023-11-09	84-420-630-0000-6801-000000	$183.70	SNAP RECV JUNE23	A300MX86244I	N
	2023-11-09	11-420-650-4101-6020-000000	$1,442.77	GRH IMD CNTY SHR JULY23	A300MX86245J	N
	2023-11-09	84-420-660-0000-6801-000000	$899.00	GRH RECV JULY23	A300MX86245J	N
	2023-11-09	84-420-610-0000-6801-000000	$75.00	MFIP POST TANF RECV JULY23	A300MX86245J	N
	2023-11-09	84-420-630-0000-6801-000000	$468.65	SNAP RECV JULY23	A300MX86245J	N
	2023-11-09	84-420-660-0000-6801-000000	$5.00	MSA RECV JULY23	A300MX86245J	N
7147	**1691**	**DEPARTMENT OF HUMAN SERVICES**	**$5,005.09**			
7148	1796	ZACKS INC				
	2023-11-09	03-340-000-0000-6574-000000	$1,020.97	HWY REPAIR PARTS	36472	N
7148	**1796**	**ZACKS INC**	**$1,020.97**			
7149	1959	ERICKSON ENGINEERING COMPANY				
	2023-11-09	03-326-000-0000-6261-000000	$280.00	SP 602-012 CSAH 2 BRIDGE #8653	16114	N
	2023-11-09	03-326-000-0000-6261-000000	$1,604.00	SAP 607-023 CSAH 7 BRIDGE #865	16115	N
	2023-11-09	03-326-000-0000-6261-000000	$247.00	SP 605-026 CSAH 5 BRIDGE #8653	16116	N
7149	**1959**	**ERICKSON ENGINEERING COMPANY**	**$2,131.00**			
7150	2487	WINDSTREAM				
	2023-11-09	20-393-000-0000-6203-000000	$246.81	320-963-3784 INTERNET NOV 2023	091134395 1123	N
	2023-11-09	20-393-000-0000-6203-000000	$126.64	320-963-5797 TELEPHONE NOV 2023	091135146 1123	N

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7150	**2487**	**WINDSTREAM**	**$373.45**			
7151	2697	EBSCO				
	2023-11-09	02-230-000-0000-6235-000000	$99.99	MAGAZINE SUBSCRIPTIONS-BETTER HOMES & GARDENS	1706475	N
	2023-11-09	02-230-000-0000-6235-000000	$1,378.28	MAGAZINE SUBSCRIPTIONS-SPORTS ILLUSTRATED	1706475	N
	2023-11-09	02-230-000-0000-6235-000000	$1,297.59	MAGAZINE SUBSCRIPTIONS-TIME	1706475	N
	2023-11-09	02-230-000-0000-6235-000000	$8.36	MAGAZINE SUBSCRIPTIONS-CREDIT BALANCE	1706475	N
	2023-11-09	02-230-000-0000-6235-000000	$22.68	MAGAZINE SUBSCRIPTIONS-GAME & FISH MIDWEST	1706475	N
	2023-11-09	02-230-000-0000-6235-000000	$81.81	MAGAZINE SUBSCRIPTIONS-GOOD HOUSEKEEPING	1706475	N
	2023-11-09	02-230-000-0000-6235-000000	$284.08	MAGAZINE SUBSCRIPTIONS-MOTOR TREND	1706475	N
	2023-11-09	02-230-000-0000-6235-000000	$835.18	MAGAZINE SUBSCRIPTIONS-NATIONAL GEOGRAPHIC	1706475	N
	2023-11-09	02-230-000-0000-6235-000000	$666.29	MAGAZINE SUBSCRIPTIONS-OUTDOOR NEWS	1706475	N
	2023-11-09	02-230-000-0000-6235-000000	$187.49	MAGAZINE SUBSCRIPTIONS-POPULAR MECHANICS	1706475	N
	2023-11-09	02-230-000-0000-6235-000000	$425.77	MAGAZINE SUBSCRIPTIONS-READERS DIGEST	1706475	N
	2023-11-09	02-230-000-0000-6235-000000	$108.54	MAGAZINE SUBSCRIPTIONS-REAL SIMPLE	1706475	N
7151	**2697**	**EBSCO**	**$5,396.06**			
7152	2768	MN ASSN OF ASSESSMENT PERSONNEL				
	2023-11-09	01-105-000-0000-6338-000000	$25.00	MAAP WINTER BUSINESS MEETING 2023-KOHN	20231201	N
	2023-11-09	01-105-000-0000-6338-000000	$25.00	MAAP WINTER BUSINESS MEETING 2023-NOLTE	20231201	N
	2023-11-09	01-105-000-0000-6338-000000	$25.00	MAAP WINTER BUSINESS MEETING 2023-KLEMZ	20231201	N
	2023-11-09	01-105-000-0000-6338-000000	$25.00	MAAP WINTER BUSINESS MEETING 2023-HAAS	20231201	N
7152	**2768**	**MN ASSN OF ASSESSMENT PERSONNEL**	**$100.00**			
7153	2904	NEXTERA HOLDINGS LLC				
	2023-11-09	03-310-000-0000-6203-000000	$102.50	INTENET SHOP #2	1123 118642	Y
7153	**2904**	**NEXTERA HOLDINGS LLC**	**$102.50**			
7154	3017	MSB EXCAVATING & TILING LLC				
	2023-11-09	41-658-000-0000-6261-000000	$275.00	Beaver Dam Removal on County Ditch 10	112-23	N
7154	**3017**	**MSB EXCAVATING & TILING LLC**	**$275.00**			
7155	3844	NET TRANSCRIPTS INC				
	2023-11-09	01-201-000-0000-6261-000000	$819.88	TRANSCRIPTION OCT 23	NT17387	N
7155	**3844**	**NET TRANSCRIPTS INC**	**$819.88**			
7156	4257	CANON FINANCIAL SERVICES, INC				
	2023-11-09	11-430-700-0020-6343-000000	$10.34	MACHINERY OR EQUIPMENT LEASE	31357841	N
	2023-11-09	11-420-600-0020-6343-000000	$4.72	MACHINERY OR EQUIPMENT LEASE	31357841	N
	2023-11-09	11-450-430-0020-6343-000000	$3.39	MACHINERY OR EQUIPMENT LEASE	31357841	N
	2023-11-09	11-430-700-0020-6343-000000	$14.00	MACHINERY OR EQUIPMENT LEASE	31357841	N
	2023-11-09	11-420-600-0020-6343-000000	$6.40	MACHINERY OR EQUIPMENT LEASE	31357841	N
	2023-11-09	11-450-430-0020-6343-000000	$4.60	MACHINERY OR EQUIPMENT LEASE	31357841	N
	2023-11-09	11-450-430-0020-6343-000000	$30.84	MACHINERY OR EQUIPMENT LEASE	31357841	N
	2023-11-09	11-420-600-0020-6343-000000	$42.91	MACHINERY OR EQUIPMENT LEASE	31357841	N
	2023-11-09	11-430-700-0020-6343-000000	$93.86	MACHINERY OR EQUIPMENT LEASE	31357841	N
7156	**4257**	**CANON FINANCIAL SERVICES, INC**	**$211.06**			
7157	4433	XCEL ENERGY				
	2023-11-09	03-350-000-0000-6543-000000	$14.46	STREET LIGHT	850695643	N
	2023-11-09	03-350-000-0000-6543-000000	$16.00	STREET LIGHT	851055946	N
	2023-11-09	03-350-000-0000-6543-000000	$52.42	STREET LIGHT	851075485	N
	2023-11-09	03-350-000-0000-6543-000000	$21.43	STREET LIGHT	851284860	N
	2023-11-09	03-350-000-0000-6543-000000	$10.73	STREET LIGHT	851289853	N
7157	**4433**	**XCEL ENERGY**	**$115.04**			

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7159	4858	BUFFALO AUTO VALUE				
	2023-11-09	03-340-000-0000-6571-000000	$214.88	HWY - BATTERIES	82253174	N
7159	**4858**	**BUFFALO AUTO VALUE**	**$214.88**			
7160	5912	BONITA BRYANT				
	2023-11-09	11-450-430-0010-6336-000000	$50.00	PH TASK FORCE MEETING PER DIEM	10.09.23	Y
7160	**5912**	**BONITA BRYANT**	**$50.00**			
7161	5984	ACF TECHNOLOGIES, INC.				
	2023-11-09	11-430-700-0020-6260-000000	$51.41	EXT0400: SMS Text Block	INV4686	N
	2023-11-09	11-450-430-0020-6260-000000	$16.89	EXT0400: SMS Text Block	INV4686	N
	2023-11-09	01-041-043-0000-6260-000000	$0.00	EXT0400: SMS Text Block	INV4686	N
	2023-11-09	11-480-895-0020-6260-000000	$0.00	EXT0400: SMS Text Block	INV4686	N
	2023-11-09	11-420-600-0020-6260-000000	$23.50	EXT0400: SMS Text Block	INV4686	N
7161	**5984**	**ACF TECHNOLOGIES, INC.**	**$91.80**			
7162	6066	LOFFLER COMPANIES INC				
	2023-11-09	11-450-473-0010-6232-000000	$83.08	OCTOBER 2023 COPIER OVERAGE CHARGE	4516731	Y
	2023-11-09	11-450-472-0010-6232-000000	$2.90	OCTOBER 2023 COPIER OVERAGE CHARGE	4516731	Y
	2023-11-09	11-420-640-0010-6232-000000	$16.43	OCTOBER 2023 COPIER OVERAGE CHARGE	4516731	Y
	2023-11-09	11-450-430-0010-6232-000000	$224.94	OCTOBER 2023 COPIER OVERAGE CHARGE	4516731	Y
	2023-11-09	11-420-600-0020-6232-000000	$73.53	ADM POSTAGE	4516731	Y
	2023-11-09	11-430-700-0020-6232-000000	$160.83	ADM POSTAGE	4516731	Y
	2023-11-09	11-450-430-0020-6232-000000	$52.85	ADM POSTAGE	4516731	Y
	2023-11-09	11-430-700-0010-6232-000000	$198.28	OCTOBER 2023 COPIER OVERAGE CHARGE	4516731	Y
	2023-11-09	11-420-600-0010-6232-000000	$131.62	OCTOBER 2023 COPIER OVERAGE CHARGE	4516731	Y
	2023-11-09	01-100-000-0000-6343-000000	$0.50	OCTOBER 2023 COPIER OVERAGE CHARGE	4516731	Y
7162	**6066**	**LOFFLER COMPANIES INC**	**$944.96**			
7163	6712	HENNEPIN COUNTY TREASURER				
	2023-11-09	11-420-650-4400-6261-000000	$18.10	Med Transport Admin Fees Cty	1000210332	N
	2023-11-09	11-420-650-4400-6261-000000	$793.78	Med Transport Admin Fees Cty	1000210333	N
7163	**6712**	**HENNEPIN COUNTY TREASURER**	**$811.88**			
7164	18431	ASL INTERPRETING SERVICES INC				
	2023-11-09	11-430-760-6150-6030-000000	$138.00	Interpreter Services - Form 6235 - Adult Non-MA	23.11329	N
7164	**18431**	**ASL INTERPRETING SERVICES INC**	**$138.00**			
7165	39767	LEXIS NEXIS RISK SOLUTIONS				
	2023-11-09	11-450-430-0020-6260-000000	$22.59	SOFTWARE OR SYSTEMS SUPPORT	1598141-20231031	N
	2023-11-09	11-420-600-0020-6260-000000	$31.43	SOFTWARE OR SYSTEMS SUPPORT	1598141-20231031	N
	2023-11-09	11-430-700-0020-6260-000000	$68.77	SOFTWARE OR SYSTEMS SUPPORT	1598141-20231031	N
	2023-11-09	11-430-700-0010-6260-000000	$348.00	OCTOBER 2023 SOFTWARE SYSTEM SUPPORT-SS	1598141-20231031	N
7165	**39767**	**LEXIS NEXIS RISK SOLUTIONS**	**$470.79**			
7166	64031	DHS- SWIFT				
	2023-11-09	11-420-650-4101-6020-000000	$1,442.77	GRH IMD CNTY SHR JULY23	A300MX86245J	N
	2023-11-09	84-420-660-0000-6801-000000	$899.00	GRH RECV JULY23	A300MX86245J	N
	2023-11-09	84-420-610-0000-6801-000000	$75.00	MFIP POST TANF RECV JULY23	A300MX86245J	N
	2023-11-09	84-420-630-0000-6801-000000	$468.65	SNAP RECV JULY23	A300MX86245J	N
	2023-11-09	84-420-660-0000-6801-000000	$5.00	MSA RECV JULY23	A300MX86245J	N
7166	**64031**	**DHS- SWIFT**	**$2,890.42**			
7167		BRIAN NIENABER				
	2023-11-13	01-025-000-0000-5501-000000	$240.00	86-CR-22-5212 REFUND OVERPAYMENT	20231109	
7167		**BRIAN NIENABER**	**$240.00**			

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7168	1706	MARTIN MARIETTA MATERIALS				
	2023-11-13	01-521-021-0000-6551-000000	$190.31	Class 2 Granite 799, 774, 786, 766	40877468	N
	2023-11-13	01-521-021-0000-6551-000000	$187.98	Class 2 Granite 799, 774, 786, 766	40877468	N
	2023-11-13	01-521-021-0000-6551-000000	$193.31	Class 2 Granite 799, 774, 786, 766	40877468	N
	2023-11-13	01-521-021-0000-6551-000000	$191.64	Class 2 Granite 799, 774, 786, 766	40877468	N
	2023-11-13	01-521-021-0000-6551-000000	$187.15	Class 2 Granite 799, 774, 786, 766	40877468	N
	2023-11-13	01-521-021-0000-6551-000000	$199.63	Class 2 Granite 799, 774, 786, 766	40877468	N
	2023-11-13	01-521-021-0000-6551-000000	$179.15	Class 2 Granite 799, 774, 786, 766	40877468	N
	2023-11-13	01-521-021-0000-6551-000000	$193.64	Class 2 Granite 799, 774, 786, 766	40877468	N
	2023-11-13	01-521-021-0000-6551-000000	$180.15	Class 2 Granite 799, 774, 786, 766	40877468	N
	2023-11-13	01-521-021-0000-6551-000000	$187.65	Class 2 Granite 799, 774, 786, 766	40877468	N
7168	**1706**	**MARTIN MARIETTA MATERIALS**	**$1,890.61**			
7169	1793	MN SECRETARY OF STATE				
	2023-11-13	01-201-000-0000-6261-000000	$120.00	Notary Commission Application	11082023	N
7169	**1793**	**MN SECRETARY OF STATE**	**$120.00**			
7170	2001	HILLYARD INC - MINNEAPOLIS				
	2023-11-13	01-521-021-0000-6411-000000	$448.69	LRI3860200K LINER 60GAL 38X58 2MIL BLK 50CS PAYLOAD	605226355	N
	2023-11-13	01-111-000-0000-6419-000000	$1,418.40	GEO89420 TOWEL ENMOTION HI CAP 8IN WH 700FT 6CS	605300495	N
	2023-11-13	01-111-000-0000-6419-000000	$1,029.77	HIL0081025 ARSENAL 1 TOP CLEAN	605300495	N
	2023-11-13	01-111-000-0000-6419-000000	$96.87	LLI2433100K LINER 12-16GAL 24X33 .98MIL BLK 250CS D	605300495	N
	2023-11-13	01-111-000-0000-6419-000000	$159.42	LRI3860150K LINER 60GAL 38X58 1.5MIL BLK 100CS	605300495	N
	2023-11-13	01-111-000-0000-6419-000000	$257.75	HIL0021906 NUTRA-RINSE	605300495	N
	2023-11-13	01-111-000-0000-6419-000000	$1,373.76	GEO19378 TISSUE CORELESS COMPACT 2PLY 1500RL 18CS	605300495	N
	2023-11-13	01-111-000-0000-6419-000000	$975.20	GEO42714 SOAP FM ENMOTION GENTLE NG FF 1200ML 2CS	605300495	N
	2023-11-13	01-111-000-0000-6419-000000	$68.18	HIL30411 GLOVE NITRILE PF 3.7MIL MD BL 100BX	605300495	N
	2023-11-13	01-111-000-0000-6419-000000	$34.09	HIL30412 GLOVE NITRILE PF 3.7MIL LG BL 100BX	605300495	N
	2023-11-13	01-111-000-0000-6419-000000	$24.90	HOS260 LINER KRAFT WAXED PAPER FOR WALL 500 CS	605300495	N
	2023-11-13	01-111-000-0000-6419-000000	$60.39	HIL0011204 MILD BOWL AND PORCELAIN CLEANER QTS	605300495	N
	2023-11-13	01-111-000-0000-6419-000000	$82.11	HIL0101804 SPRAY CLEAN HD	605300495	N
	2023-11-13	01-111-000-0000-6419-000000	$161.16	HIL0080225 ARSENAL 1 WINDO-CLEAN+	605300495	N
	2023-11-13	01-111-000-0000-6419-000000	$457.92	GEO19378 TISSUE CORELESS COMPACT 2PLY 1500RL 18CS	605300496	N
	2023-11-13	01-111-000-0000-6419-000000	$567.36	GEO89420 TOWEL ENMOTION HI CAP 8IN WH 700FT 6CS	605300496	N
	2023-11-13	01-111-000-0000-6419-000000	$34.09	HIL30413 GLOVE NITRILE PF 3.7MIL XL BL 100BX	605300496	N
	2023-11-13	01-111-000-0000-6419-000000	$34.09	HIL30411 GLOVE NITRILE PF 3.7MIL MD BL 100BX	605300496	N
	2023-11-13	01-111-000-0000-6419-000000	$154.12	LR3037125K LINER 20-30GAL 30X37 1.25MIL BLK 250/CS	605300496	N
	2023-11-13	01-111-000-0000-6419-000000	$365.70	GEO42714 SOAP FM ENMOTION GENTLE NG FF 1200ML 2CS	605300496	N
	2023-11-13	01-111-000-0000-6419-000000	$246.35	LH24338N LINER 12-16GAL 24X33 8MIC NAT 1M/CS STEL	605300497	N
	2023-11-13	01-111-000-0000-6419-000000	$709.20	GEO89420 TOWEL ENMOTION HI CAP 8IN WH 700FT 6CS	605300497	N
	2023-11-13	01-111-000-0000-6419-000000	$44.73	HIL30432 GLOVE NITRILE PF EXAM 5.3MIL LG BK 100BX	605300497	N
	2023-11-13	01-111-000-0000-6419-000000	$24.90	HOS260 LINER KRAFT WAXED PAPER FOR WALL 500 CS	605300497	N
	2023-11-13	01-111-000-0000-6419-000000	$188.01	LH386022N LINER 60GAL 38X60 22MIC NAT 150/CS STELL Delivery note 844241795 from 11/07/2023	605300497	N
7170	**2001**	**HILLYARD INC - MINNEAPOLIS**	**$9,017.16**			
7171	2487	WINDSTREAM				
	2023-11-13	02-226-000-0000-6203-000000	$344.48	TELEPHONE	092171554 1123	N
	2023-11-13	01-521-021-0000-6203-000000	$144.58	320-274-6441 Internet at Schroeder 10/28-11/27/23	092179589 1123	N
7171	**2487**	**WINDSTREAM**	**$489.06**			
7172	3531	GRANITE PEST CONTROL SERVICES				
	2023-11-13	01-111-000-0000-6301-000000	$107.00	PW Pest Control Nov-Jan	131709	N
	2023-11-13	01-111-000-0000-6301-000000	$133.00	HWY Pest Control Nov-Jan	131710	N
	2023-11-13	01-111-000-0000-6301-000000	$138.00	LEC Pest Control Nov-Jan	131712	N

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	2023-11-13	01-111-000-0000-6301-000000	$199.00	JC Pest Control Nov-Jan	131713	N
7172	**3531**	**GRANITE PEST CONTROL SERVICES**	**$577.00**			
7173	4433	XCEL ENERGY				
	2023-11-13	01-521-523-0000-6251-000000	$52.67	51-0012135939-4 Energy Bill for Schroeder Campground 9/21-10/23/23	850334922	N
7173	**4433**	**XCEL ENERGY**	**$52.67**			
7174	4516	VERIZON WIRELESS VSAT NORTH				
	2023-11-13	01-201-000-0000-6260-000000	$50.00	Phone Trace #23028028	9022339824	Y
7174	**4516**	**VERIZON WIRELESS VSAT NORTH**	**$50.00**			
7175	5818	MN DEPARTMENT OF LABOR & INDUSTRY				
	2023-11-13	01-111-000-0000-6245-000000	$10.00	732856 Pressure Vessel	ABR0314972X	N
	2023-11-13	01-111-000-0000-6245-000000	$10.00	376492 Pressure Vessel	ABR0314972X	N
	2023-11-13	01-111-000-0000-6245-000000	$10.00	580214 Pressure Vessel	ABR0314972X	N
	2023-11-13	01-111-000-0000-6245-000000	$100.00	ELV-15595 Elevator Annual Oper	ALR0153334X	N
	2023-11-13	01-111-000-0000-6245-000000	$100.00	ELV-15808 Elevator Annual Oper	ALR0153334X	N
7175	**5818**	**MN DEPARTMENT OF LABOR & INDUSTRY**	**$230.00**			
7176	6934	RELIANCE TELEPHONE SYSTEMS INC				
	2023-11-13	02-230-000-0000-6203-000000	$161.50	Booking Phone	12557	N
7176	**6934**	**RELIANCE TELEPHONE SYSTEMS INC**	**$161.50**			
7177	10756	CENTRACARE HEALTH				
	2023-11-13	01-250-000-0000-6458-000000	$1,172.41	JAIL MEDICAL	2500004687-11042023	Y
7177	**10756**	**CENTRACARE HEALTH**	**$1,172.41**			
7178	31299	HOLIDAY COMPANIES CORPORATE OFFICE				
	2023-11-13	01-201-000-0000-6452-000000	$242.00	CAR WASHES APRIL	025001052300 04/23	N
	2023-11-13	01-201-000-0000-6452-000000	$1,578.50	CAR WASHES MAY	025001062300	N
	2023-11-13	01-201-000-0000-6452-000000	$1,391.50	CAR WASHES SEPT	025001102300	N
7178	**31299**	**HOLIDAY COMPANIES CORPORATE OFFICE**	**$3,212.00**			
7179	45637	METRO LEGAL SERVICES INC				
	2023-11-13	11-430-700-0010-6266-000000	$125.00	performance	3466669	N
	2023-11-13	01-091-000-0000-6261-000000	$50.00	Process Service 86-CR-21-5339 Gotvaslee	3468059	N
	2023-11-13	01-091-000-0000-6261-000000	$60.00	Process Service 86-VB-23-5217 Robinson	3468060	N
	2023-11-13	01-091-000-0000-6261-000000	$60.00	Process Service Rico Amos	3468061	N
7179	**45637**	**METRO LEGAL SERVICES INC**	**$295.00**			
7180	200336	SCHMITZ EXCAVATING				
	2023-11-13	41-671-000-0000-6261-000000	$525.00	306 Cat Excavator removing trees and brush along Silver Creek ditch 24 culverts, at Duffield Ave, 127th , 134th, 150th, Curtis Ave, and 155th. This is half the bill the, Silver Creek Township is paying the other half.	2109	N
7180	**200336**	**SCHMITZ EXCAVATING**	**$525.00**			
7181	6158	ARAMARK SERVICES INC				
	2023-11-13	02-230-000-0000-6459-000000	$165.00	15 FF MEALS @ S11.00 EACH	200723300-000907	N
	2023-11-13	02-230-000-0000-6459-000000	$64.00	8 FF MEALS @ $8.00 EACH	200723300-000907	N
7181	**6158**	**ARAMARK SERVICES INC**	**$229.00**			
7182	200464	STONEBROOKE ENGINEERING, INC.				
	2023-11-13	01-100-000-0000-6261-000000	$0.00		01124.4	N
	2023-11-13	01-100-000-0000-6261-000000	$2,076.13	PROFESSIONAL SERVICES ADA PARKS & FACILITIES TRANSITION PLAN	01124.4	N
7182	**200464**	**STONEBROOKE ENGINEERING, INC.**	**$2,076.13**			
7183	461	AT&T MOBILITY				
	2023-11-13	01-005-000-0000-6203-000000	$44.73	Commissioner Phone SVC 9/26-10/25/23	287315224199X11032023	Y

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7183	**461**	**AT&T MOBILITY**	**$44.73**			
7201		CERONA CREATIVE INC				
	2023-11-14	01-041-000-0000-5501-000000	$241.93	OVERPAYMENT 2018 ISU	20231006	
7201		**CERONA CREATIVE INC**	**$241.93**			
7202	343	MN POLLUTION CONTROL AGENCY				
	2023-11-14	02-392-000-0000-6704-000000	$18,312.82	TARGETING BMP'S IN THE CROW RIVER WATERSHED	SRF0264 1123	N
	2023-11-14	02-392-000-0000-6704-000000	$27,150.98	CROW RIVER SSTS RESTORATION PROJECT	SRF0309 1123	N
7202	**343**	**MN POLLUTION CONTROL AGENCY**	**$45,463.80**			
7203	1944	MN DEPARTMENT OF HEALTH				
	2023-11-14	01-521-523-0000-6245-000000	$271.00	BERTRAM CABIN PERMIT	FBL-36808-55177	N
7203	**1944**	**MN DEPARTMENT OF HEALTH**	**$271.00**			
7204	2078	FIDELITY SECURITY LIFE/EYEMED VISION CA				
	2023-11-14	01-100-000-0000-6859-000000	$13.60	NOVEMBER EYE MED ANDREW FASHANT	20231112	N
	2023-11-14	01-100-000-0000-6859-000000	$4.90	NOVEMBER EYE MED DELLA SICKELS	20231112	N
7204	**2078**	**FIDELITY SECURITY LIFE/EYEMED VISION CA**	**$18.50**			
7205	2494	HEALTH PARTNERS				
	2023-11-14	01-005-000-0000-6153-000000	$6,314.49	NOVEMBER 2023 HEALTH INSURANCE	20231114DED1	N
	2023-11-14	01-103-000-0000-6153-000000	$6,608.72	NOVEMBER 2023 HEALTH INSURANCE	20231114DED1	N
	2023-11-14	01-105-000-0000-6153-000000	$22,995.32	NOVEMBER 2023 HEALTH INSURANCE	20231114DED1	N
	2023-11-14	01-107-000-0000-6153-000000	$18,325.87	NOVEMBER 2023 HEALTH INSURANCE	20231114DED1	N
	2023-11-14	01-111-000-0000-6153-000000	$17,059.39	NOVEMBER 2023 HEALTH INSURANCE	20231114DED1	N
	2023-11-14	01-121-000-0000-6153-000000	$3,693.77	NOVEMBER 2023 HEALTH INSURANCE	20231114DED1	N
	2023-11-14	01-201-000-0000-6153-000000	$246,685.11	NOVEMBER 2023 HEALTH INSURANCE	20231114DED1	N
	2023-11-14	01-201-281-0000-6153-000000	$1,589.77	NOVEMBER 2023 HEALTH INSURANCE	20231114DED1	N
	2023-11-14	01-201-280-0000-6153-000000	$1,634.37	NOVEMBER 2023 HEALTH INSURANCE	20231114DED1	N
	2023-11-14	01-250-000-0000-6153-000000	$85,662.51	NOVEMBER 2023 HEALTH INSURANCE	20231114DED1	N
	2023-11-14	01-521-000-0000-6153-000000	$24,134.26	NOVEMBER 2023 HEALTH INSURANCE	20231114DED1	N
	2023-11-14	01-025-000-0000-6153-000000	$44,283.73	NOVEMBER 2023 HEALTH INSURANCE	20231114DED1	N
	2023-11-14	01-522-000-0000-6153-000000	$2,387.17	NOVEMBER 2023 HEALTH INSURANCE	20231114DED1	N
	2023-11-14	01-603-000-0000-6153-000000	$3,001.14	NOVEMBER 2023 HEALTH INSURANCE	20231114DED1	N
	2023-11-14	71-505-000-0000-6153-000000	$2,929.53	NOVEMBER 2023 HEALTH INSURANCE	20231114DED1	N
	2023-11-14	72-605-000-0000-6153-000000	$12,450.56	NOVEMBER 2023 HEALTH INSURANCE	20231114DED1	N
	2023-11-14	03-310-000-0000-6153-000000	$8,389.45	NOVEMBER 2023 HEALTH INSURANCE	20231114DED1	N
	2023-11-14	03-320-000-0000-6153-000000	$7,473.72	NOVEMBER 2023 HEALTH INSURANCE	20231114DED1	N
	2023-11-14	03-330-000-0000-6153-000000	$32,793.24	NOVEMBER 2023 HEALTH INSURANCE	20231114DED1	N
	2023-11-14	03-340-000-0000-6153-000000	$9,007.44	NOVEMBER 2023 HEALTH INSURANCE	20231114DED1	N
	2023-11-14	03-350-000-0000-6153-000000	$4,199.95	NOVEMBER 2023 HEALTH INSURANCE	20231114DED1	N
	2023-11-14	11-450-430-0020-6153-000000	$4,188.88	NOVEMBER 2023 HEALTH INSURANCE	20231114DED1	N
	2023-11-14	11-430-700-0020-6153-000000	$12,748.75	NOVEMBER 2023 HEALTH INSURANCE	20231114DED1	N
	2023-11-14	11-420-600-0020-6153-000000	$5,828.00	NOVEMBER 2023 HEALTH INSURANCE	20231114DED1	N
	2023-11-14	01-031-000-0000-6153-000000	$34,778.99	NOVEMBER 2023 HEALTH INSURANCE	20231114DED1	N
	2023-11-14	11-420-600-0010-6153-000000	$38,441.85	NOVEMBER 2023 HEALTH INSURANCE	20231114DED1	N
	2023-11-14	11-420-600-0030-6153-000000	$13,079.06	NOVEMBER 2023 HEALTH INSURANCE	20231114DED1	N
	2023-11-14	11-420-605-0010-6153-000000	$947.78	NOVEMBER 2023 HEALTH INSURANCE	20231114DED1	N
	2023-11-14	11-420-640-0010-6153-000000	$12,522.18	NOVEMBER 2023 HEALTH INSURANCE	20231114DED1	N
	2023-11-14	11-430-700-0010-6153-000000	$125,035.84	NOVEMBER 2023 HEALTH INSURANCE	20231114DED1	N
	2023-11-14	11-430-700-0030-6153-000000	$17,205.08	NOVEMBER 2023 HEALTH INSURANCE	20231114DED1	N
	2023-11-14	11-450-430-0010-6153-000000	$41,888.00	NOVEMBER 2023 HEALTH INSURANCE	20231114DED1	N
	2023-11-14	11-450-475-0010-6153-000000	$886.60	NOVEMBER 2023 HEALTH INSURANCE	20231114DED1	N
	2023-11-14	01-100-000-0000-6859-000000	$1,824.16	NOVEMBER 2023 HEALTH INSURANCE	20231114DED1	N

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	2023-11-14	01-041-000-0000-6153-000000	$45,696.99	NOVEMBER 2023 HEALTH INSURANCE	20231114DED1	N
	2023-11-14	01-043-000-0000-6153-000000	$1,723.57	NOVEMBER 2023 HEALTH INSURANCE	20231114DED1	N
	2023-11-14	01-063-000-0000-6153-000000	$33,597.58	NOVEMBER 2023 HEALTH INSURANCE	20231114DED1	N
	2023-11-14	01-091-000-0000-6153-000000	$37,365.99	NOVEMBER 2023 HEALTH INSURANCE	20231114DED1	N
	2023-11-14	01-101-000-0000-6153-000000	$11,527.42	NOVEMBER 2023 HEALTH INSURANCE	20231114DED1	N
	2023-11-14	01-101-044-0000-6153-000000	$4,110.74	NOVEMBER 2023 HEALTH INSURANCE	20231114DED1	N
7205	**2494**	**HEALTH PARTNERS**	**$1,005,016.97**			
7206	2725	COUNTRY INN & SUITES -ALBERTVILLE				
	2023-11-14	85-830-000-0000-6882-000000	$10,724.00	2022 TAX REFUND	20231113	Y
	2023-11-14	01-100-000-0000-5070-000000	$605.24	2022 TAX REFUND INTEREST	20231113	Y
	2023-11-14	85-830-000-0000-6882-000000	$4,968.00	2023 TAX REFUND	20231113	Y
	2023-11-14	01-100-000-0000-5070-000000	$24.50	2023 TAX REFUND NTEREST	20231113	Y
7206	**2725**	**COUNTRY INN & SUITES -ALBERTVILLE**	**$16,321.74**			
7207	4211	NORTHWOODS ENTERTAINMENT, LLC				
	2023-11-14	85-830-000-0000-6882-000000	$18,910.00	2022 TAX REFUND	20231114	Y
	2023-11-14	01-100-000-0000-5070-000000	$1,082.79	2022 TAX REFUND INTEREST	20231114	Y
	2023-11-14	85-830-000-0000-6882-000000	$10,796.00	2023 TAX REFUND	20231114	Y
	2023-11-14	01-100-000-0000-5070-000000	$60.64	2023 TAX REFUND INTEREST	20231114	Y
7207	**4211**	**NORTHWOODS ENTERTAINMENT, LLC**	**$30,849.43**			
7208	4364	MARCO TECHNOLOGIES LLC				
	2023-11-14	01-100-000-0000-6343-000000	$7,296.82	500-0679599-000 PRINTER CONTRACT 11/1-12/1/23	515191096	N
	2023-11-14	01-100-000-0000-6233-000000	$2,043.47	OVERAGE 5/1/23-11/1/23	515191096	N
7208	**4364**	**MARCO TECHNOLOGIES LLC**	**$9,340.29**			
7209	4573	POINT EMBLEM LLC				
	2023-11-14	01-201-000-0000-6411-000000	$920.00	1.5" Recessed 3D/ lip° \y Coating coins	15472	N
7209	**4573**	**POINT EMBLEM LLC**	**$920.00**			
7210	5649	HEALTH PARTNERS - DENTAL				
	2023-11-14	01-005-000-0000-6153-000000	$222.78	NOVEMBER 2023 DENTAL INSURANCE	20231114DED2	N
	2023-11-14	01-103-000-0000-6153-000000	$199.80	NOVEMBER 2023 DENTAL INSURANCE	20231114DED2	N
	2023-11-14	01-105-000-0000-6153-000000	$625.90	NOVEMBER 2023 DENTAL INSURANCE	20231114DED2	N
	2023-11-14	01-107-000-0000-6153-000000	$626.13	NOVEMBER 2023 DENTAL INSURANCE	20231114DED2	N
	2023-11-14	01-111-000-0000-6153-000000	$503.25	NOVEMBER 2023 DENTAL INSURANCE	20231114DED2	N
	2023-11-14	01-121-000-0000-6153-000000	$119.13	NOVEMBER 2023 DENTAL INSURANCE	20231114DED2	N
	2023-11-14	01-201-000-0000-6153-000000	$7,602.81	NOVEMBER 2023 DENTAL INSURANCE	20231114DED2	N
	2023-11-14	01-201-281-0000-6153-000000	$61.44	NOVEMBER 2023 DENTAL INSURANCE	20231114DED2	N
	2023-11-14	01-201-280-0000-6153-000000	$61.44	NOVEMBER 2023 DENTAL INSURANCE	20231114DED2	N
	2023-11-14	01-250-000-0000-6153-000000	$3,012.23	NOVEMBER 2023 DENTAL INSURANCE	20231114DED2	N
	2023-11-14	01-521-000-0000-6153-000000	$921.60	NOVEMBER 2023 DENTAL INSURANCE	20231114DED2	N
	2023-11-14	01-025-000-0000-6153-000000	$1,421.58	NOVEMBER 2023 DENTAL INSURANCE	20231114DED2	N
	2023-11-14	01-522-000-0000-6153-000000	$80.67	NOVEMBER 2023 DENTAL INSURANCE	20231114DED2	N
	2023-11-14	01-603-000-0000-6153-000000	$122.88	NOVEMBER 2023 DENTAL INSURANCE	20231114DED2	N
	2023-11-14	71-505-000-0000-6153-000000	$99.90	NOVEMBER 2023 DENTAL INSURANCE	20231114DED2	N
	2023-11-14	72-605-000-0000-6153-000000	$491.52	NOVEMBER 2023 DENTAL INSURANCE	20231114DED2	N
	2023-11-14	03-310-000-0000-6153-000000	$326.43	NOVEMBER 2023 DENTAL INSURANCE	20231114DED2	N
	2023-11-14	03-320-000-0000-6153-000000	$219.03	NOVEMBER 2023 DENTAL INSURANCE	20231114DED2	N
	2023-11-14	03-330-000-0000-6153-000000	$1,006.51	NOVEMBER 2023 DENTAL INSURANCE	20231114DED2	N
	2023-11-14	03-340-000-0000-6153-000000	$303.45	NOVEMBER 2023 DENTAL INSURANCE	20231114DED2	N
	2023-11-14	03-350-000-0000-6153-000000	$119.12	NOVEMBER 2023 DENTAL INSURANCE	20231114DED2	N
	2023-11-14	11-420-600-0020-6153-000000	$184.47	NOVEMBER 2023 DENTAL INSURANCE	20231114DED2	N
	2023-11-14	11-430-700-0020-6153-000000	$403.54	NOVEMBER 2023 DENTAL INSURANCE	20231114DED2	N

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	2023-11-14	11-450-430-0020-6153-000000	$132.59	NOVEMBER 2023 DENTAL INSURANCE	20231114DED2	N
	2023-11-14	01-031-000-0000-6153-000000	$1,090.92	NOVEMBER 2023 DENTAL INSURANCE	20231114DED2	N
	2023-11-14	11-420-600-0010-6153-000000	$1,167.84	NOVEMBER 2023 DENTAL INSURANCE	20231114DED2	N
	2023-11-14	11-420-600-0030-6153-000000	$412.68	NOVEMBER 2023 DENTAL INSURANCE	20231114DED2	N
	2023-11-14	11-420-605-0010-6153-000000	$4.20	NOVEMBER 2023 DENTAL INSURANCE	20231114DED2	N
	2023-11-14	11-420-640-0010-6153-000000	$403.35	NOVEMBER 2023 DENTAL INSURANCE	20231114DED2	N
	2023-11-14	11-430-700-0010-6153-000000	$3,983.79	NOVEMBER 2023 DENTAL INSURANCE	20231114DED2	N
	2023-11-14	11-430-700-0030-6153-000000	$518.73	NOVEMBER 2023 DENTAL INSURANCE	20231114DED2	N
	2023-11-14	11-450-430-0010-6153-000000	$1,375.14	NOVEMBER 2023 DENTAL INSURANCE	20231114DED2	N
	2023-11-14	11-450-475-0010-6153-000000	$19.23	NOVEMBER 2023 DENTAL INSURANCE	20231114DED2	N
	2023-11-14	01-100-000-0000-6859-000000	$280.35	NOVEMBER 2023 DENTAL INSURANCE	20231114DED2	N
	2023-11-14	01-041-000-0000-6153-000000	$1,160.11	NOVEMBER 2023 DENTAL INSURANCE	20231114DED2	N
	2023-11-14	01-043-000-0000-6153-000000	$61.44	NOVEMBER 2023 DENTAL INSURANCE	20231114DED2	N
	2023-11-14	01-063-000-0000-6153-000000	$1,113.90	NOVEMBER 2023 DENTAL INSURANCE	20231114DED2	N
	2023-11-14	01-091-000-0000-6153-000000	$1,210.05	NOVEMBER 2023 DENTAL INSURANCE	20231114DED2	N
	2023-11-14	01-101-000-0000-6153-000000	$295.95	NOVEMBER 2023 DENTAL INSURANCE	20231114DED2	N
	2023-11-14	01-101-044-0000-6153-000000	$142.11	NOVEMBER 2023 DENTAL INSURANCE	20231114DED2	N
7210	**5649**	**HEALTH PARTNERS - DENTAL**	**$32,107.99**			
7211	6401	COMM OF MMB, TREAS DIV				
	2023-11-14	84-041-000-0000-6902-000000	$1,752.00	CHILDRENS SURCHARGE	20231113MMB	N
	2023-11-14	84-041-000-0000-6902-000000	$37,800.00	RE SURCHARGE	20231113MMB	N
	2023-11-14	84-041-000-0000-6902-000000	$177.00	RE ASSURANCE	20231113MMB	N
	2023-11-14	84-041-000-0000-6902-000000	$3,960.00	ML SURCHARGE	20231113MMB	N
	2023-11-14	84-041-000-0000-6902-000000	$480.00	ML VISITATION	20231113MMB	N
	2023-11-14	84-041-000-0000-6902-000000	$320.00	ML ENABLE	20231113MMB	N
	2023-11-14	84-041-000-0000-6902-000000	$6,000.00	BIRTH/DEATH	20231113MMB	N
	2023-11-14	84-041-000-0000-6902-000000	$1,800.00	ML DISP HOME	20231113MMB	N
	2023-11-14	84-041-000-0000-6902-000000	$360.00	ML DISP HOME	20231113MMB	N
	2023-11-14	84-041-000-0000-6902-000000	$880.00	PREMARITAL ED	20231113MMB	N
	2023-11-14	84-041-000-0000-6902-000000	$5,840.00	BIRTH ADD	20231113MMB	N
7211	**6401**	**COMM OF MMB, TREAS DIV**	**$59,369.00**			
7213	200043	SAND PROPERTY MANAGEMENT LLC				
	2023-11-14	11-420-620-4408-6020-000000	$1,500.00	Nov 2023 Rent Assist-WC	1111811	N
7213	**200043**	**SAND PROPERTY MANAGEMENT LLC**	**$1,500.00**			
7214	200079	CENTURY-LINK				
	2023-11-14	01-201-000-0000-6203-000000	$416.73	TELEPHONE 11/4-12/3/23	763 682-1162-914 1223	N
7214	**200079**	**CENTURY-LINK**	**$416.73**			
7217	5974	CENTERPOINT ENERGY				
	2023-11-14	85-830-000-0000-6882-000000	$1,027,853.00	2021-2023 TAX REFUND	20231113	N
	2023-11-14	01-100-000-0000-5070-000000	$82,251.87	2021-2023 TAX REFUND INTEREST	20231113	N
7217	**5974**	**CENTERPOINT ENERGY**	**$1,110,104.87**			
8000647		Tarah Jo Huston				
	2023-11-03	01-000-000-0000-6801-000000	($540.83)	Corporate card transaction reversal.	EX000015883334	
	2023-11-03	01-603-021-0000-6244-000000	$200.00	Postage, rcvd 10/10/23	EX000015883334	
	2023-11-03	01-603-021-0000-6205-000000	$19.99	Stamps.com Monthly Subscription	EX000015883334	
	2023-11-03	01-603-021-0000-6410-000000	$59.73	Office Supplies, rcvd 10/10/23, Order #336577165	EX000015883334	
	2023-11-03	01-603-021-0000-6411-000000	$68.62	Storage Totes, rcvd 10/18/23, Order #114-6295515-2205848	EX000015883334	
	2023-11-03	01-603-021-0000-6411-000000	$72.82	Storage Totes, rcvd 10/28/23, Order #114-4107111-5889850	EX000015883334	
	2023-11-03	01-603-021-0000-6410-000000	$119.67	Copier Paper, rcvd 10/23/23, Order # 338082661-001	EX000015883334	
8000647		**Tarah Jo Huston**	**$0.00**			

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8000648		Kristin Kay Otto				
	2023-11-03	01-000-000-0000-6801-000000	($21.00)	Corporate card transaction reversal.	EX000016005272	
	2023-11-03	11-430-710-1980-6030-000000	$10.50	CFC fingerprints- Cody Deboer	EX000016005272	
	2023-11-03	11-430-710-1980-6030-000000	$10.50	CFC Fingerprints- Samantha Anderson	EX000016005272	
8000648		**Kristin Kay Otto**	**$0.00**			
8000649		Matthew James Detjen				
	2023-11-03	01-000-000-0000-6801-000000	($624.64)	Corporate card transaction reversal.	EX000016076505	
	2023-11-03	01-522-021-0000-6480-000000	$300.64	Milwaulkee Pruning Saw with a free M18 battery included	EX000016076505	
	2023-11-03	01-100-493-8411-6261-000000	$324.00	Seed for Public Works Praire and signs for others	EX000016076505	
8000649		**Matthew James Detjen**	**$0.00**			
8000650		Nesa COLLEEN Black				
	2023-11-03	01-000-000-0000-6801-000000	($1,571.52)	Corporate card transaction reversal.	EX000016059289	
	2023-11-03	11-430-760-6040-6338-000000	$523.84	St. Louis County Conference 10/11/23-10/13/23 hotel for Tiffany McAlpine & Jessa Topeff; check in on 10/11/23, lodging for 2 nights for a shared room ($130.96 per person per night)	EX000016059289	
	2023-11-03	11-430-760-6040-6338-000000	$523.84	St. Louis County Conference 10/11/23-10/13/23 hotel for Lisa Wilson & Jennifer Haller; check in on 10/11/23, lodging for 2 nights for a shared room ($130.96 per person per night)	EX000016059289	
	2023-11-03	11-430-760-6040-6338-000000	$523.84	St. Louis County Conference 10/11/23-10/13/23 hotel for Brandy Vollbrecht & Rhonda Heshiser; check in on 10/11/23, lodging for 2 nights for a shared room ($130.96 per person per night)	EX000016059289	
8000650		**Nesa COLLEEN Black**	**$0.00**			
8000651		Loren Louise Green				
	2023-11-03	01-000-000-0000-6801-000000	($105.12)	Corporate card transaction reversal.	EX000015972858	
	2023-11-03	01-100-000-0000-6912-000000	$47.76	SAFETY DAY MORNING BREAK	EX000015972858	
	2023-11-03	03-310-000-0000-6410-000000	$57.36	OFFICE SUPPLIES	EX000015972858	
8000651		**Loren Louise Green**	**$0.00**			
8000652		Elizabeth Baldwin Karels				
	2023-11-03	01-000-000-0000-6801-000000	($4,255.00)	Corporate card transaction reversal.	EX000016109963	
	2023-11-03	01-031-120-0000-6338-000000	$630.00	Lodging for LIS/GIS Conference - Alex Murray, 2nd payment	EX000016109963	
	2023-11-03	01-031-120-0000-6338-000000	$630.00	Lodging for LIS/GIS Conference - Larkin Walter, 2nd payment	EX000016109963	
	2023-11-03	01-031-033-0000-6338-000000	$2,995.00	Project Management training for Zack Breyen.	EX000016109963	
8000652		**Elizabeth Baldwin Karels**	**$0.00**			
8000653		Brandi JO Kirkpatrick				
	2023-11-03	01-000-000-0000-6801-000000	($81.95)	Corporate card transaction reversal.	EX000016079324	
	2023-11-03	11-430-700-0010-6338-000000	$49.22	gas for county car for travel to training in Duluth. County gas pump broken	EX000016079324	
	2023-11-03	11-430-700-0010-6338-000000	$10.00	parking for county car at training	EX000016079324	
	2023-11-03	11-430-700-0010-6338-000000	$22.73	gas for county car for travel to training in Duluth. County pump broken	EX000016079324	
8000653		**Brandi JO Kirkpatrick**	**$0.00**			
8000654		Joshua Allan Thompson				
	2023-11-03	01-000-000-0000-6801-000000	($306.82)	Corporate card transaction reversal.	EX000016110049	
	2023-11-03	01-521-021-0000-6411-000000	$69.97	Tarp to cover Kayaks in winter storage. Cable ties for snow fence.	EX000016110049	
	2023-11-03	01-521-021-0000-6411-000000	$5.99	Replacement batteries for remote at Bertram.	EX000016110049	
	2023-11-03	01-521-021-0000-6411-000000	$79.92	Furnace filters for Schroder Park rental house and for Bertram Chalet	EX000016110049	
	2023-11-03	01-521-523-0000-6451-000000	$150.94	Fuel for 632 bulk tank	EX000016110049	
8000654		**Joshua Allan Thompson**	**$0.00**			
8000655		Ashlee Marie Weiers				
	2023-11-03	01-000-000-0000-6801-000000	($4,072.10)	Corporate card transaction reversal.	EX000016076283	
	2023-11-03	01-201-000-0000-6480-000000	$79.10	Fitness Equipment	EX000016076283	

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	2023-11-03	01-201-000-0000-6480-000000	$95.99	Fitness Equipment	EX000016076283	
	2023-11-03	01-201-000-0000-6480-000000	$3,251.22	Fitness Equipment	EX000016076283	
	2023-11-03	01-201-000-0000-6410-000000	$62.55	Toner for MCIU	EX000016076283	
	2023-11-03	01-201-000-0000-6480-000000	$446.84	4 PC Monitors	EX000016076283	
	2023-11-03	01-201-000-0000-6410-000000	$53.71	Office Toner	EX000016076283	
	2023-11-03	01-250-000-0000-6410-000000	$82.69	Rule 5 Ink Toner	EX000016076283	
8000655		**Ashlee Marie Weiers**	**$0.00**			
8000656		Teresa DIANNE Burkhart				
	2023-11-03	01-000-000-0000-6801-000000	($1,951.32)	Corporate card transaction reversal.	EX000016079114	
	2023-11-03	11-450-430-0010-6338-000000	($125.00)	refund for TZD, received scholarship	EX000016079114	
	2023-11-03	11-450-430-0010-6338-000000	($125.00)	refund for TZD, received scholarship	EX000016079114	
	2023-11-03	11-450-430-0010-6338-000000	($125.00)	refund for TZD, received scholarship	EX000016079114	
	2023-11-03	11-430-700-0010-6333-000000	($125.00)	refund for TZD, received scholarship	EX000016079114	
	2023-11-03	11-450-485-0010-6261-000000	$225.00	4 copies of "The Pink Book"	EX000016079114	
	2023-11-03	11-450-430-0010-6411-000000	$3.42	Pudding for TB clients	EX000016079114	
	2023-11-03	11-450-475-0010-6338-000000	$224.41	Hotel for conference	EX000016079114	
	2023-11-03	11-450-453-0010-6411-000000	$55.00	Dental Varnish	EX000016079114	
	2023-11-03	11-450-430-0010-6338-000000	$750.00	Toward Zero Deaths Conference	EX000016079114	
	2023-11-03	11-450-472-0010-6411-000000	$271.00	Condoms	EX000016079114	
	2023-11-03	11-450-470-0010-6411-000000	$110.00	Be Safe! Buckle Up Tattoos for children	EX000016079114	
	2023-11-03	11-450-470-0010-6411-000000	$85.00	Car seat child tattoos	EX000016079114	
	2023-11-03	11-450-485-0010-6338-000000	$141.35	Hotel for immunization workshop	EX000016079114	
	2023-11-03	11-450-485-0010-6338-000000	$141.35	hotel for immunization workshop	EX000016079114	
	2023-11-03	11-450-474-7101-6338-000000	$15.99	TZD Hotel for Jenna J & Val SService Charges	EX000016079114	
	2023-11-03	11-450-474-7101-6338-000000	$428.80	TZD Hotel for Jenna J & Val SRoom $319.71& Tax/Service Fees $109.09	EX000016079114	
8000656		**Teresa DIANNE Burkhart**	**$0.00**			
8000657		Donald Maxwell Baron				
	2023-11-03	01-000-000-0000-6801-000000	($210.00)	Corporate card transaction reversal.	EX000016167920	
	2023-11-03	01-041-042-0000-6338-000000	$210.00	Asset Management for Finance Officers for Sara Hamann - Virtual Training	EX000016167920	
8000657		**Donald Maxwell Baron**	**$0.00**			
8000658		Cheryl Renee Sinn				
	2023-11-03	01-000-000-0000-6801-000000	($48.85)	Corporate card transaction reversal.	EX000016183229	
	2023-11-03	01-201-000-0000-6411-000000	$48.85	Career Fair Recruitment Retention supplies	EX000016183229	
8000658		**Cheryl Renee Sinn**	**$0.00**			
8000659		Cecilia Frances Webb				
	2023-11-03	01-000-000-0000-6801-000000	($443.78)	Corporate card transaction reversal.	EX000016105329	
	2023-11-03	11-450-491-7033-6338-000000	$221.89	For Kai Sin. Lodging for MN Society for Public Health Education - Healing Communities: A MN Summit on Wellbeing on 10-19-2023 in Duluth.	EX000016105329	
	2023-11-03	11-450-491-7033-6338-000000	$221.89	For Keith Bennett. Lodging for MN Society for Public Health Education - Healing Communities: A MN Summit on Wellbeing on 10-19-2023 in Duluth.	EX000016105329	
8000659		**Cecilia Frances Webb**	**$0.00**			
8000660		Trinity Nicole Nathe				
	2023-11-03	01-000-000-0000-6801-000000	($20.90)	Corporate card transaction reversal.	EX000016168040	
	2023-11-03	01-101-044-0000-6410-000000	$20.90	Mouse for Kathy Albers	EX000016168040	
8000660		**Trinity Nicole Nathe**	**$0.00**			
8000661		Max Christopher Welter				
	2023-11-03	01-000-000-0000-6801-000000	($509.95)	Corporate card transaction reversal.	EX000016185671	
	2023-11-03	01-521-021-0000-6452-000000	$24.95	Glass Polish, #683, $24.95, Order ID 114-4260202-3224212	EX000016185671	
	2023-11-03	01-521-021-0000-6452-000000	$485.00	Tilt assist cylinder, #644, $485.00, Invoice # SO2329967036291	EX000016185671	

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8000661		**Max Christopher Welter**	**$0.00**			
8000662		Kelsey Elizabeth Brandt				
	2023-11-03	01-000-000-0000-6801-000000	($12.00)	Corporate card transaction reversal.	EX000016004384	
	2023-11-03	11-430-710-1040-6030-000000	$12.00	Fee for a certified copy of Birth Certificate for CMH Adoption of W.B. from State of VA.	EX000016004384	
8000662		**Kelsey Elizabeth Brandt**	**$0.00**			
8000663		Kristin Kay Otto				
	2023-11-09	01-000-000-0000-6801-000000	($10.50)	Corporate card transaction reversal.	EX000016220216	
	2023-11-09	11-430-710-1980-6030-000000	$10.50	CFC fingerprints-Cruz Garcia	EX000016220216	
8000663		**Kristin Kay Otto**	**$0.00**			
8000664		Judy Marie Voigt				
	2023-11-09	01-000-000-0000-6801-000000	($36.95)	Corporate card transaction reversal.	EX000017605846	
	2023-11-09	01-201-272-0000-6411-000000	$36.95	Tool and parts for squad cables	EX000017605846	
8000664		**Judy Marie Voigt**	**$0.00**			
8000665		Mark Richard Kellogg				
	2023-11-09	01-000-000-0000-6801-000000	($740.35)	Corporate card transaction reversal.	EX000017589061	
	2023-11-09	01-063-065-0000-6333-000000	$702.96	NetApp Conference	EX000017589061	
	2023-11-09	01-063-065-0000-6333-000000	$221.09	To be refunded on another receipt	EX000017589061	
	2023-11-09	01-063-065-0000-6334-000000	$37.39	Meal - Las Vegas Dinner allowance $31.00 and Incidentals of $5.00	EX000017589061	
	2023-11-09	01-063-065-0000-6333-000000	($221.09)	refund	EX000017589061	
8000665		**Mark Richard Kellogg**	**$0.00**			
8000666		Sheryl Lynn Daniels				
	2023-11-09	01-000-000-0000-6801-000000	($184.45)	Corporate card transaction reversal.	EX000017590216	
	2023-11-09	01-107-113-0000-6410-000000	$11.74	General office supplies	EX000017590216	
	2023-11-09	01-107-113-0000-6410-000000	$163.33	general supplies	EX000017590216	
	2023-11-09	01-107-113-0000-6410-000000	$9.38	general office supplies	EX000017590216	
8000666		**Sheryl Lynn Daniels**	**$0.00**			
8000667		Anthony Paul Rasmuson				
	2023-11-09	01-000-000-0000-6801-000000	($25.00)	Corporate card transaction reversal.	EX000017589491	
	2023-11-09	01-105-027-0000-6245-000000	$25.00	Clerical MLS membership Mel H.	EX000017589491	
	2023-11-09	01-105-027-0000-6480-000000	$1,717.94	two stools for collaboration area. There will be a refund as this order was cancelled.	EX000017589512	
	2023-11-09	01-105-027-0000-6480-000000	($1,717.94)	Credit for stools	EX000017589512	
8000667		**Anthony Paul Rasmuson**	**$0.00**			
8000668		Peter Judson Kile				
	2023-11-09	01-000-000-0000-6801-000000	($167.92)	Corporate card transaction reversal.	EX000016078963	
	2023-11-09	01-111-012-0000-6301-000000	$144.95	Supplies for tree transplant and nameplate signage	EX000016078963	
	2023-11-09	01-111-012-0000-6301-000000	$22.97	small tool purchase	EX000016078963	
8000668		**Peter Judson Kile**	**$0.00**			
8000669		Jessica Lynn Miller				
	2023-11-09	01-000-000-0000-6801-000000	($13,910.95)	Corporate card transaction reversal.	EX000015671338	
	2023-11-09	01-025-000-0000-6410-000000	$105.16	Copy Paper	EX000015671338	
	2023-11-09	02-025-000-0000-6261-000000	$3,484.66	Reimbursed by ATI Funding	EX000015671338	
	2023-11-09	01-025-000-0000-6365-000000	$650.00	G Gerads Rent - The Turn reimbursed by Federal Grant	EX000015671338	
	2023-11-09	01-025-000-0000-6410-000000	$29.87	Post it notes and notebooks	EX000015671338	
	2023-11-09	02-025-000-0000-6261-000000	$272.21	Reimbursed by ATI funding	EX000015671338	
	2023-11-09	01-025-000-0000-6365-000000	$650.00	O Galla Rent - The Turn Reimbursed by Federal Grant	EX000015671338	
	2023-11-09	01-025-000-0000-6410-000000	$98.54	Office Supplies- Cleaning, Phone Case, Sharpies, Memo pads	EX000015671338	
	2023-11-09	02-025-000-0000-6261-000000	$425.20	R. Polittе - Reimbursed by ATI funding	EX000015671338	
	2023-11-09	01-025-000-0000-6263-000000	$100.00	Random UA program - The Turn Reimbursed by Federal Grant	EX000015671338	

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	2023-11-09	01-025-000-0000-6365-000000	$296.82	N Ramey Child Care - The Turn - Reimbursed by Federal Grant	EX000015671338	
	2023-11-09	01-025-000-0000-6203-000000	$43.30	This was disputed - Court Services did not make the purchase - waited to process until we received credit	EX000015671338	
	2023-11-09	01-025-000-0000-6410-000000	$41.82	Signs, Notebooks, Labels, Aluminum foil	EX000015671338	
	2023-11-09	01-025-000-0000-6410-000000	$11.73	Kleenex	EX000015671338	
	2023-11-09	01-025-000-0000-6410-000000	$43.16	BUSINESS CARDS	EX000015671338	
	2023-11-09	02-025-000-0000-6261-000000	$1,086.64	Reimbursed by ATI funding	EX000015671338	
	2023-11-09	01-025-000-0000-6365-000000	$296.82	N RAMEY DAYCARE THE TURN - REIMBURSED BY FEDERAL GRANT	EX000015671338	
	2023-11-09	01-025-000-0000-6365-000000	$149.50	Crystal Sohrs The Turn - Reimbursed by Federal Grant	EX000015671338	
	2023-11-09	02-025-000-0000-6261-000000	$49.94	Reimbursed by ATI funding	EX000015671338	
	2023-11-09	01-025-000-0000-6263-000000	$77.25	Confirmation UA's	EX000015671338	
	2023-11-09	01-025-000-0000-6410-000000	$43.16	Business Cards	EX000015671338	
	2023-11-09	02-025-000-0000-6261-000000	$97.06	Reimbursed by ATI funding	EX000015671338	
	2023-11-09	01-025-000-0000-6338-000000	($990.00)	Training that staff cannot attend - received full refund	EX000015671338	
	2023-11-09	02-025-000-0000-6261-000000	$3,290.00	Reimbursed by ATI funding	EX000015671338	
	2023-11-09	01-025-000-0000-6365-000000	$296.82	N Ramey Child Care - Reimbursed by Federal Grant The Turn	EX000015671338	
	2023-11-09	01-025-000-0000-6365-000000	$75.00	M Steiger Metro Bus - The Turn Reimbursed by Federal Grant	EX000015671338	
	2023-11-09	02-025-000-0000-6261-000000	$500.00	Reimbursed by ATI funding	EX000015671338	
	2023-11-09	01-025-000-0000-6410-000000	$134.20	file folders, stapler, labels, wrist rest, document holder, calendar, super glue, foot rest	EX000015671338	
	2023-11-09	01-025-000-0000-6410-000000	$178.02	Paper	EX000015671338	
	2023-11-09	01-025-000-0000-6365-000000	$60.05	The Turn Incentives	EX000015671338	
	2023-11-09	01-025-000-0000-6203-000000	($43.30)	Was not a purchase made by Court Services finally received credit from US Bank . Processed credit with the fraud purchase	EX000015671338	
	2023-11-09	02-025-000-0000-6261-000000	$160.90	Reimbursed by ATI funding	EX000015671338	
	2023-11-09	01-025-000-0000-6261-000000	$10.19	Book for staff about trauma	EX000015671338	
	2023-11-09	02-025-000-0000-6261-000000	$159.48	Reimbursed by ATI funding	EX000015671338	
	2023-11-09	01-025-000-0000-6410-000000	$121.61	sticky notes, pens, wireless keyboard and mouse	EX000015671338	
	2023-11-09	01-025-000-0000-6480-000000	$596.69	Digital Fireproof Security Safe	EX000015671338	
	2023-11-09	01-025-000-0000-6338-000000	$89.00	DISC Assessment for New Hire K Rawerts	EX000015671338	
	2023-11-09	01-025-000-0000-6410-000000	$6.31	WD40	EX000015671338	
	2023-11-09	01-025-000-0000-6410-000000	$145.90	Dish soap, UA Collector pans, Laptop stand, batteries, Packaging tape	EX000015671338	
	2023-11-09	01-025-000-0000-6365-000000	$296.82	N Ramey Daycare - The Turn reimbursed by Federal Grant	EX000015671338	
	2023-11-09	01-025-000-0000-6410-000000	$8.82	Scrub Sponges	EX000015671338	
	2023-11-09	02-025-000-0000-6261-000000	$761.60	Reimbursed by ATI Funding	EX000015671338	
8000669		**Jessica Lynn Miller**	**$0.00**			
8000670		Kimberly S Johnson				
	2023-11-09	01-000-000-0000-6801-000000	($83.64)	Corporate card transaction reversal.	EX000017589393	
	2023-11-09	11-420-600-0010-6245-000000	$20.91	MFWCAA membership for LeighAnn Bethke	EX000017589393	
	2023-11-09	11-420-600-0010-6245-000000	$20.91	MFWCAA membership for Kristine Hamm	EX000017589393	
	2023-11-09	11-420-600-0010-6245-000000	$20.91	MFWCAA membership for Sarah Gregerson	EX000017589393	
	2023-11-09	11-420-600-0030-6245-000000	$20.91	MFWCAA membership for Shalon Cozzi	EX000017589393	
	2023-11-09	01-000-000-0000-6801-000000	($687.10)	Corporate card transaction reversal.	EX000017606007	
	2023-11-09	11-420-600-0030-6338-000000	$343.55	MFWCA conference hotel stay, LeighAnn Bethke and Sarah Gregerson. 1 night	EX000017606007	
	2023-11-09	11-420-600-0030-6338-000000	$343.55	MFWCA conference stay for LeighAnn Bethke and Sarah Gregerson. 1 night	EX000017606007	
	2023-11-09	01-000-000-0000-6801-000000	($120.00)	Corporate card transaction reversal.	EX000017609432	
	2023-11-09	11-420-600-0030-6801-000000	$120.00	Notary expense for Christina Klaphake	EX000017609432	
8000670		**Kimberly S Johnson**	**$0.00**			
8000671		John Michale Pregler				
	2023-11-09	01-000-000-0000-6801-000000	($1,229.48)	Corporate card transaction reversal.	EX000016071880	
	2023-11-09	01-111-012-0000-6301-000000	$41.75	Photo Eye stock	EX000016071880	
	2023-11-09	01-111-012-0000-6301-000000	$31.83	see work order 82152901	EX000016071880	
	2023-11-09	01-111-012-0000-6301-000000	$66.47	Sockets for 2x2 lights in evidence area	EX000016071880	

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	2023-11-09	01-111-012-0000-6301-000000	$96.80	Assessors office project.	EX000016071880	
	2023-11-09	01-111-012-0000-6301-000000	$313.00	See work order 81806364	EX000016071880	
	2023-11-09	01-111-012-0000-6301-000000	$53.29	Assessors' furniture move.	EX000016071880	
	2023-11-09	01-111-012-0000-6301-000000	$283.27	see work order 81993126 power restored.	EX000016071880	
	2023-11-09	01-111-012-0000-6301-000000	$19.00	Renewal of Jim licenses.	EX000016071880	
	2023-11-09	01-111-012-0000-6301-000000	$10.67	see work order. 81554788	EX000016071880	
	2023-11-09	01-111-012-0000-6301-000000	$272.41	new Key for truck	EX000016071880	
	2023-11-09	01-111-012-0000-6301-000000	$40.99	see work order. 82152901	EX000016071880	
8000671		**John Michale Pregler**	**$0.00**			
8000672		Delia Adare Scepaniak				
	2023-11-09	01-000-000-0000-6801-000000	($586.19)	Corporate card transaction reversal.	EX000016182998	
	2023-11-09	01-521-021-0000-6450-000000	$36.21	Walmart, Batteries for lanterns, 10/24/23, $36.21	EX000016182998	
	2023-11-09	01-521-021-0000-6450-000000	$60.02	Walmart, trunk or treat decor for parks bertram boo-taular, 10/26/23, $60.02	EX000016182998	
	2023-11-09	01-521-021-0000-6450-000000	$291.99	Amazon, Go Pro, 10/25/23, $291.99, For Parks media	EX000016182998	
	2023-11-09	01-521-021-0000-6450-000000	$79.92	Menards, Safety Vests for Bertram Boo-tacular, $79.92, 10/24/23	EX000016182998	
	2023-11-09	01-521-021-0000-6450-000000	$118.05	Pizza Ranch, food for volunteers at Bertram Boo-tacular, 10/28/23, $118.05	EX000016182998	
8000672		**Delia Adare Scepaniak**	**$0.00**			
8000673		Tyler Gregory Webster				
	2023-11-09	01-000-000-0000-6801-000000	($547.09)	Corporate card transaction reversal.	EX000017606261	
	2023-11-09	01-041-071-0000-6410-000000	$21.75	Poll Pad Receipt Tape Test	EX000017606261	
	2023-11-09	01-041-071-0000-6410-000000	$525.34	Receipt Tape for Poll Pads	EX000017606261	
8000673		**Tyler Gregory Webster**	**$0.00**			
8000674		Matthew Paul Arant				
	2023-11-09	01-000-000-0000-6801-000000	($305.99)	Corporate card transaction reversal.	EX000016105209	
	2023-11-09	01-111-011-0000-6301-000000	($20.22)	product return	EX000016105209	
	2023-11-09	01-111-011-0000-6301-000000	$20.16	general maintenance LEC	EX000016105209	
	2023-11-09	01-111-011-0000-6301-000000	$46.54	maintenance supplies for LEC	EX000016105209	
	2023-11-09	01-111-011-0000-6301-000000	$207.77	general maintenance supplies for LEC and Otsego shop	EX000016105209	
	2023-11-09	01-111-011-0000-6301-000000	$51.74	plumbing for Justice center	EX000016105209	
8000674		**Matthew Paul Arant**	**$0.00**			
8000675		Kevin Charles Worcester				
	2023-11-09	01-000-000-0000-6801-000000	($1,343.40)	Corporate card transaction reversal.	EX000016047535	
	2023-11-09	01-111-010-0000-6301-000000	$15.83	Purchase of phone case for new work phone.	EX000016047535	
	2023-11-09	01-111-010-0000-6301-000000	$159.47	Purchase of cord connectors, Grass seed, materials to repair conference room tables and shop supplies.	EX000016047535	
	2023-11-09	01-111-010-0000-6301-000000	($14.99)	Return of defective handheld seed spreader.	EX000016047535	
	2023-11-09	01-111-010-0000-6301-000000	$587.23	Purchase of cubicle pieces that will be needed for the Assessor space move.	EX000016047535	
	2023-11-09	01-111-010-0000-6301-000000	$89.77	Purchase of grass seed, starter fertilizer for along both sides of the new sidewalk and hand spreader to spread the fertilizer.	EX000016047535	
	2023-11-09	01-111-010-0000-6301-000000	$146.35	Purchase of grass seed to slit seed areas of the grounds, snap bolts to repair flagpole at Parks and a handheld spreader to replace previous one that was defective.	EX000016047535	
	2023-11-09	01-111-010-0000-6301-000000	$359.74	Purchase of tune up parts for John Deere Tractors at the GC and TTC. Purchase of replacement tire chains for the JD Tractor at the TTC	EX000016047535	
8000675		**Kevin Charles Worcester**	**$0.00**			
8000676		Tanya Lyn West				
	2023-11-09	01-000-000-0000-6801-000000	($218.44)	Corporate card transaction reversal.	EX000016186522	
	2023-11-09	01-101-021-0000-6410-000000	$18.99	OFFICE SUPPLIES	EX000016186522	
	2023-11-09	01-101-021-0000-6410-000000	$199.45	OFFICE SUPPLIES - PAPER	EX000016186522	
8000676		**Tanya Lyn West**	**$0.00**			
8000677		Kristen MARIE Hoyne				

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	2023-11-09	01-000-000-0000-6801-000000	($129.98)	Corporate card transaction reversal.	EX000017608748	
	2023-11-09	01-201-000-0000-6801-000000	$129.98	Swearing in Ceremony	EX000017608748	
	2023-11-09	01-000-000-0000-6801-000000	($28.34)	Corporate card transaction reversal.	EX000017608756	
	2023-11-09	01-201-000-0000-6801-000000	$28.34	Swearing in Ceremony	EX000017608756	
	2023-11-09	01-000-000-0000-6801-000000	($177.62)	Corporate card transaction reversal.	EX000017608775	
	2023-11-09	01-201-000-0000-6801-000000	$177.62	Trunk or Treat	EX000017608775	
8000677		**Kristen MARIE Hoyne**	**$0.00**			
8000678		Donald Maxwell Baron				
	2023-11-09	01-000-000-0000-6801-000000	($14.99)	Corporate card transaction reversal.	EX000016144674	
	2023-11-09	01-031-021-0000-6235-000000	$14.99	Online SC Times Subscription for Admin - Lee Kelly	EX000016144674	
	2023-11-09	01-000-000-0000-6801-000000	($199.00)	Corporate card transaction reversal.	EX000017606299	
	2023-11-09	01-041-042-0000-6338-000000	$199.00	1099-MISC & 1099-NEC Updates: Ensure Accurate Filing Training for Kris E	EX000017606299	
8000678		**Donald Maxwell Baron**	**$0.00**			
8000679		Kari Michelle Hartman				
	2023-11-09	01-000-000-0000-6801-000000	($38.42)	Corporate card transaction reversal.	EX000016213780	
	2023-11-09	11-430-710-1460-6030-000000	$38.42	Phone card for client Alexander B. out of STAY funds.	EX000016213780	
	2023-11-09	01-000-000-0000-6801-000000	($8.00)	Corporate card transaction reversal.	EX000016213788	
	2023-11-09	11-430-710-1586-6030-000000	$8.00	Community Center pass for client, Jamie H., from Opiod Funds	EX000016213788	
8000679		**Kari Michelle Hartman**	**$0.00**			
8000680		Robert Brian DuBois				
	2023-11-09	01-000-000-0000-6801-000000	($75.00)	Corporate card transaction reversal.	EX000016220475	
	2023-11-09	01-250-000-0000-6338-000000	$75.00	DMT re-cert for Officer training	EX000016220475	
8000680		**Robert Brian DuBois**	**$0.00**			
8000681		Caitlin Elizabeth Chovan				
	2023-11-09	01-000-000-0000-6801-000000	($5,826.55)	Corporate card transaction reversal.	EX000016167951	
	2023-11-09	01-031-021-0000-6411-000000	$17.95	Admin Lobby Music Subscription- Monthly	EX000016167951	
	2023-11-09	01-031-021-0000-6410-000000	$343.60	Badge Holders	EX000016167951	
	2023-11-09	01-063-000-0000-6338-000000	$2,420.00	IT- Kuphal VMWare Training	EX000016167951	
	2023-11-09	01-063-000-0000-6260-000000	$50.00	IT- Countywide Scheduling Software, Monthly recurring	EX000016167951	
	2023-11-09	01-063-000-0000-6338-000000	$2,995.00	IT- Mize training	EX000016167951	
8000681		**Caitlin Elizabeth Chovan**	**$0.00**			
				418	**Warrants Printed**	
			$23,283,264.34	**Final Total**		

WRIGHT COUNTY MINNESOTA

Disbursements by Warrant Number Report

Report Date GMT 11/15/23 2:04 PM

Warrant #	Warrant Date	Vendor Name Account Number	Amount	Description	Invoice Number	1099