BOARD AGENDA
BOARD OF WRIGHT COUNTY COMMISSIONERS
Tuesday, January 2, 2024

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. 2024 BOARD REORGINIZATION

A. 2024 Board Reorganization and Committee Appointments.

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

A. Approve Minutes from the Committee of the Whole- Household Hazardous Waste (12-14-2023)

B. Approve Minutes from the Drainage Authority Public Hearing (12-18-2023)

C. Approve Minutes from the County Board Meeting (12-19-2023)

D. Approve Minutes from the Personnel Committee (12-27-2023)

IV. REVIEW & APPROVAL OF AGENDA

V. CONSENT AGENDA

A. ADMINISTRATION

1. Appoint Teresa Dahl to Fill the Vacant Three-Year Term on the Great River Regional Library Board of Trustees.

B. ATTORNEY

1. Authorize Sewer Hookup for PIDs: 215-011-003060 & 215-011-003070

C. 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 $785.50 from 01-099-493.6910 Transfer Out into 01-100-493.5910 Transfer In as Follows:
$785.50 for Administrative Expenses-Staff Costs

   Approval of Use of ARP Funds From 01-099-493-000
$42,738.75 5.9 Clean Water: Nonpoint Source- Indian Lake Lake Improvement District
$70,164.00 5.11 Drinking Water Transmission and Distribution-City of Waverly

2. Motion to Approve the Reimbursement of the American Rescue Plan (ARP) Act Funds as Follows:
County ARP Funds:
Approval of Use of ARP Funds From 01-099-493-000
$34,625.10 1.1 Community Violence Interventions-Sheriff's Radios

3. Motion to Approve:
1. Authorize Signatures Designating Depositories of Public Funds for 2024 for Wells Fargo and Old National Bank of Buffalo.

   2. As Required by Minnesota Statute 385.05-Requesting 2024 Chairman of the Board Signature on Form for Check Signature Image for 2024 Warrants.

   3. Authorization for Annual Delegation of Wire Transfers as Required by Minnesota Statute 471.38.

4. Acknowledge Warrants Issued Between December 13, 2023 and December 26, 2023.

D. HIGHWAY

1. Approve the Maintenance Agreement with the City of Maple Lake.

E. HUMAN RESOURCES

1. Adoption of Revisions to Section 101 (Position Classification and Reclassification) of the Wright County Personnel Manual.

2. Request Approval of a Memorandum of Agreement (MOA) Between Wright County and Teamsters Local 320 (Courthouse) to Re-Open the Collective Bargaining Agreement (CBA) to Implement a Position Reclassification for Bargaining Unit Employees Under the Classification of Facilities Maintenance Technicians in Order to Respond to Current Market Conditions.

F. PROJECT ADMINISTRATION

1. Approve and Authorize Board Chair to Sign ARP Grant Agreements for the Following Projects:

   BB-003-01 2022 Border to Border Broadband - Local Contribution Charter Project 3 (Chatham, Buffalo, Rockford, Marysville and Franklin Townships) - $106,700
   BB-003-02 2022 Border to Border Broadband - Local Contribution Charter Project 4 (Rockford Township) - $65,000

2. Approve $4,560.84 Increase to SHF-001 Sheriff's Office Radio Compliance Project and Grant. The Project was Originally Estimated / Approved $1.8M but Actual Costs Were Higher. The ARP Committee Recommends Reallocating Funds From WC-001 Administration Time to Cover This Increase.

VI. TIMED AGENDA ITEMS

A. 9:05 AM- CLAY WILFAHRT, ADMINISTRATION

1. Receive Report from Wright County Economic Development Partnership

B. 9:20 AM- VIRGIL HAWKINS, HIGHWAY

1. Approve a Resolution of Sponsorship for the City of Clearwater's Transportation Alternative Program Federal Grant Application.

C. 9:23 AM- MATT DETJEN, PARKS & RECREATION

1. Review a Petition Submitted by Landowners on the Abandonment of County Ditch #16 and #19

D. 9:27 AM- ROSS DEMANT, PARKS & RECREATION

1. Accept Donation by Resolution: A Donation from Mike and Mary Walberg in the Amount of $1,600 to be Set Aside in the Robert Ney Regional Park Fund for the Purchase and Installation of a Memorial Bench at Stanely Eddy Regional Park.

E. 9:30 AM- HEALTH & HUMAN SERVICES

1. HEALTH & HUMAN SERVICES CONSENT AGENDA

i. Approve Annual HHS Policies & Procedures.

2. HEALTH & HUMAN SERVICES TIMED AGENDA

i. Recognize Karen Bautch's January 5, 2024 Retirement

ii. Adopt Resolution HHS 24-01 - December 2023 Donation Acceptance

iii. HHS Director Comments

VII. ITEMS FOR CONSIDERATION

A. ADMINISTRATION

1. Schedule a Committee of the Whole to Discuss the Law Enforcement Training Facility and Usage Agreement

2. Schedule a Closed Session to Conduct the Annual Performance Review of the County Administrator.

3. Refer Items to the January 9th Workshop

B. COMMITTEE RECOMMENDATIONS

1. Approve and Adopt Recommendations from the December 14, 2023 Committee of the Whole

2. Approve and Adopt Recommendations from the December 27, 2023 Personnel Committee

VIII. ADJOURNMENT

IX. 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 *
1/2/2024 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 *
Discuss and Approve 2024 Board Reorganization and Committee Appointments.

Short Title (what will appear on Agenda outline - 250 character max.) *
Discuss and Approve 2024 Board Reorganization and Committee Appointments.

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 (2)

Document Name	Attachment Type
Board Reorganization_2024.docx	Attachment
2024 Committee Appointments_1.9.2024 Board Meeting .pdf	Attachment

☐ Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

WRIGHT COUNTY 2024 BOARD REORGANIZATION

Lee Kelly, County Administrator, called the meeting to order and asked for an election of the Chairperson for the coming year. On a motion by _____, second by _____, all voted to elect _____ as Chairperson for 2024; and then Commissioner _____ presided at the meeting.

On a motion by _____, second by _____, all voted to elect _____ as Vice Chairperson for 2024.

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

On a motion by _____, second by _____, all voted to recall all unused clerk hire and unused budgets for 2023.

_____ made a motion to set the 2024 County Board sessions as listed below. The motion was second by _____ and carried 5-0.

County Board Regular Sessions:	The first and third Tuesdays of the month. The meetings shall be called to order at 9:00 AM.
County Board Workshops:	The second Tuesday of the month. The meetings shall start at 9:00 AM.

The Chairperson presented the existing list of committee memberships and asked the members of the County Board to convey their preferences and suggestions regarding committee designations for 2024.

On a motion by _____, second by _____, all voted that the appointments of committees for 2024 be made by the Chairperson with the approval of the Board and that the first member named act as chairperson of the committee and the County Administrator act as secretary. Alternates are designated on the committee by ( ).

The following is a list of members of 2023 committees and the 2024 appointments (see next page):

COMMITTEE MEETING / ADVISORY BOARD APPOINTMENTS SCHEDULE
2024

COMMITTEE / ADVISORY BOARD	2024 BOARD MEMBER APPOINTMENT	County Staff/Department	Appointed By	SCHEDULED DAY/TIME	MEETING LOCATION	CONTACT INFORMATION / WEBSITE	PURPOSE	PER DIEM	RESIDENTS APPOINTED BY BOARD
COMMITTEES									
Aggregate Tax Committee	Kaczmarek, Diedrick	Finance Director or Designee , Planning and Zoning Director or Designee	County Board	Minimum Once Per Year, or Meet As Needed	Wright County Government Center Commissioners' Conference Room	Finance Department	Review and recommend funding requests from applicants for restoration of abandoned pits, reclamation needs, or conservation projects from the Aggregate Material Removal; Production Tax Special Reserve Fund	$50.00 For Township and City Representatives, if requested. Funds Finance Dept.	YES - 2 Township and 1 City Representative As Selected By County Board
Broadband Committee	Vetsch, Diedrick	Projects Administrator, IT Director, Attorney's Office, Finance Director, Administrator, Assistant Finace Director, Communications Specialist, IT Manager, Business Anlayst	County Board	Meet as Needed	Wright County Government Center	Projects Administration Department	Our mission is to identify broadband needs in Wright County, identify delivery options within the county, oversee disbursement of state and federal American Rescue Plan funds, sreve as a broadband granting organization and serve as a sponsoring agency for internet service providers.	$0.00	NO
Budget Committee of the Whole	All Commissioners	County Administrator, Assistant County Administrator, Finance Director, Assitant Finace Director,	County Board	Meet as Needed	Wright County Government Center Commissioners' Conference Room	Administration Department	Reviews the status of county budgets during the year, hears and reviews budget requests from department heads, reviews year-end budgets, and makes recommendations regarding any budget surplus.	$0.00	NO
Revisor Workgroup	Holland, Kaczmarek (Planning and Zoning CB Appointee) and one other board member	Attorney's Office, Planning and Zoning, Administration.	County Board	Quarterly - Jan., Apr., Jul., Oct.	Wright County Government Center	Planning and Zoning	Review and recommend ordinance changes and revisions to appropriate rule-making authority	$0.00	NO
Ditch Committee (Combined Committee to Inspect & Joint Ditch Committee)	Kaczmarek plus Commissioner from District being addressed shall attend if not part of Committee. Joint Ditch meetings will require 3 commissioners.	Agriculture and Drainage Supervisor	County Board	Meet as Needed	Generally on location / TBD	Division of Agriculture and Drainage	Oversees the condition of county ditches as the ditch authority. Commissioners on this committee are authorized to spend up to $15,000 for ditch maintenance and repairs without having to come to the full board for authorization. Meets as needed. Joint Ditch Committee – Oversees condition of ditches that are located within two or more counties. This requires 3 commissioners in attendance for these meetings. The Commissioner from the District from where the ditch is located shall attend if not part of the Ditch Committee.	$0.00	NO
Finance/CIP Commitee	Vetsch, Schoen	Administrator, Assistant Administrator, Finance Director, Assistant Finance Director, Projects Administrator & IT Director	County Board	Meet as Needed	Wright County Government Center Commissioners' Conference Room,	Administration Department	Reviews monthly Revenue/Expenditure budget reports, overall financial activites of the county, and oversees the County's CIP and projects within.	$0.00	NO
Noxious Weed Appeal Committee	Kaczmarek, Holland	Agriculture and Drainage Supervisor	County Board	Meet as Needed	On location and/or Commissioners' Conference Room	Adminstration Department	Reviews appeals to Notice to Eradicate Weeds. A field inspection is required within five business days of an appeal being filed. Meets as needed.	$0.00	NO
Nuclear	None	Administrator, Emergency Management Director, and Emergency Management Deputy	County Board	Meets in Odd-Numbered Years Second or Fourth Tuesday in Jul. or Aug. or Meet as Needed	Commissioners' Conference Room, Government Center/EOC	Administration Department - Assistant Administrator Clay Wilfhart and John Hollar Sheriff - Seth Hansen or Richard Ward	Conducts bi-annual exercises and drills for the Monticello Nuclear Power Plant. Meets in odd-numbered years on the second and/or fourth Tuesday in July or August.	$0.00	NO
Personnel /Employee Relations	Vetsch, Schoen, (Kaczmarek)	HR Director. Administrator & Assistant Administrator for Union Negotiations. Finance Director and Civil Division Chief Attorney	County Board	Meet as Needed	Commissioners' Conference Room, Government Center	Administration Department	Reviews position openings, reviews and recommends county policies/procedures, conducts negotiations with all employee unions, reviews and makes recommendations for the county's Deferred Compensation Plan, and reviews requests from emergency withdrawals from employee accounts.	$0.00	NO
Security	Holland, Kaczmarek	Two Judges, Administrator, Risk Manager, Court Administrator, and representatives from the following Departments: Sheriff, Court Services, County Attorney, and Facilities	County Board	Meet as Needed	Board Room, Government Center	Administration Department	Oversees the safety of the Tenth Judicial District Court, as well as county departments that work with the courts, including safety and loss control managements.	$0.00	NO
Tax Forfeit Committee	Kaczmarek, Schoen,	Finance Director, Taxpayer Services , Assistant Administrator	County Board	Meet as Needed	Administration - Conference Room	Finance Department	Reviews properties that have gone into tax forfeiture and oversees the sale of those properties.	$0.00	NO
Transportation Committee of the Whole	All Commissioners	Highway Engineer, Administrator, Assistant Administrator	County Board	Meet as Needed	Conference Room - Highway Department	Highway Department	Discusses and reviews transportation issues and highway projects in process and those identified in the Highway Department 5-Year Plan.	$0.00	NO
Ways & Means	Vetsch, Holland,	Administrator, others as requested	County Board	Meet as Needed	Commissioners' Conference Room, Government Center	Administration Department	Reviews and makes recommendation on various contracts and reviews and makes recommendations on administrative policy issues.	$0.00	NO
911 Planning Committee	Diedrick, Kaczmarek	Assistant Administrator Central Services, IT Rep., P&Z Admin., Sheriff Rep., Emergency Management Deputy Director, GIS Coordinator, Communication 911 PSAP Mgr., Bus. Mgr.-Sheriff, Facilities Services Director, Risk Manager, PH Emergency Planner	County Board	Minimum Once Per Year, Meet as Needed	Conference Room as scheduled-Government Center	Sheriff's Office	Discusses and reviews the county's 911 Plan, the Text-to-911 initiative and 911 backup.	$0.00	NO
ADVISORY BOARDS									
AIS (Aquatic Invasive Species) Advisory Board	Diedrick, Vetsch	Wright Soil and Water Conservation District	County Board	Quarterly on First Thursday of the Month 2:00 P.M.	Wright Soil & Water Conservation District (SWCD) 311 Brighton Avenue S, Suite C Buffalo MN 55313	Alicia O'Hare, Water Resource Specialist, P: 763-614-2919 E: alicia.ohare@mn.nacdnet.net *Agendas are posted on the website prior to the meeting http://www.wrightswcd.org/Water_Management/aquatic_invasive_species.html	Reviews and discusses protocols for identifying and eradicating AIS is county lakes and rivers.	$0.00	Appointed to a 3 year term Members: -- Commissioner Diedrick (Annual Appointment) - Mike Zeiska (Term ends 12/31/2025) - Vacant Elected Official (Term ends 12/31/2025) ~~- Curt Forst (Term ends 12/31/2023)~~ ~~- Bill DeLuge (Term ends 12/31/2023)~~ - Paul Zabinski (Alternate) (Term ends 12/31/2024) - Vacant-Sportsman (Alternate (Term ends 12/31/2024) - Commissioner Vetsch (Term ends 12/31/2024) - Vacant-Sportsman (Term ends 12/31/2024)
Area Transportation Planning (ATP) (Region 7 W)	As Appointed By Region 7W ATP Currently, Stearns County Represents 7W	Highway Engineer	County Board	First Friday of Each Month 8:00 A.M. - 10:00 A.M.	Baxter or St. Cloud	MnDOT https://www.dot.state.mn.us/area-transportation-partnerships/central.html	A meeting is typically held in Baxter or St. Cloud hosted by the Minnesota Department of Transportation. Meets from 8 a.m. to 10 a.m. the first Friday of each month.	$0.00	No
Bertram Chain Of Lakes Advisory Council	Vetsch	Parks and Recreation Director	County Board	Minimum Once Per Year, or Meet as Needed	Bertram Chain of Lakes Regional Park	Parks and Recreation	A joint advisory board between Wright County and the City of Monticello discussing shared responsibilities, development, and programing for Bertram Chain of Lakes Park.	$0.00	
Central MN Council On Aging	Holland		Human Services Board	(3-Year Term) First Thursday of the Month 10:00 A.M. - 12:00 P.M.	250 Riverside Ave. N. Suite 300 Sartell MN	Health & Human Services http://www.cmcoa.org/ brenda.eldred@cmcoa.org (Administrative Assistant)	Helps older adults age successfully by building community capacity, advocating for aging issues, maximizing service effectiveness, and linking people with information.	$50.00	No
Central MN Emergency Services Board (Regional Radio Board)	Kaczmarek, Holland		County Board	1:00 P.M.			Serves 19 counties and provides regional administration of emergency service-related functions.	$0.00	No

COMMITTEE MEETING / ADVISORY BOARD APPOINTMENTS SCHEDULE
2024

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Central MN EMS Region Joint Powers Board	Diedrick (Kaczmarek)	Seth Hanson, Sheriff	County Board	Meets Four Times Per Year Fifth Friday of Month in Months with Five Fridays 10:00 A.M. - 12:00 P.M.	Stearns County Service Center Waite Park or Remote	https://www.centralmnems.com/162/Joint-Powers-Board Marion Larson, Regional EMS Coordinator P: 320-259-3948 E: Marion.Larson@co.stearns.mn.us	The Joint Powers Board for the Central Minnesota Emergency Medical Service (CMEMS) Region consists of one commissioner and an alternate from each of the eleven counties. The purpose of the Board is to improve the planning, coordination, and implementation of emergency medical services (EMS). The EMS Regions receive funds from the State of Minnesota and revenue generated from seatbelt citations. The CMEMS Board provides fiscal oversight of these pubic dollars.	00000	Board Members: - Steve Heinen (Brenton) - Neal Gaalswyk (Cass) - Steve Barrows (Crow Wing) - Les Nielsen (Kanabec) - Genny Reynolds (Mille Lacs) - Jeffrey Jelinski (Morrision) - Matt Ludwig (Pine) - Tarryl Clark (Stearns) - Barb Becker (Todd) -Sheldon Monson (Wadena) - Commissioner Diedrick (Wright) Wright County Advisory Members: Seth Hanson Steve Berg, Alternate
Central MN Home Visiting Coalition	Holland		Human Services Board	Minum Two Times per Year per the Joint Powers Agreement	Within the 4-County Area (Wright, Benton, Stearns, Sherburne). Proposed is the Sherburne County History Center in Becker.	Sarah Grosshuesch, Public Health Director	Provide the governing board for the Joint Powers Agreement to implement evidence-based home visiting grant funds and related programming in the four-County region.	$0.00	No
Central MN Jobs and Training Services (CMJTS) Joint Powers Board	Holland		County Board	Quarterly, Second Friday of the Month Mar., Jun., Sep., Dec. 12:15 P.M. - 2:00 P.M.	Monticello Workforce Center or Remote	Victoria Hosch P: 763-767-4817 E: vhosch@cmjts.org https://www.cmjts.org/	Working on the success and viability of the Workforce Center in the service area, provide Workforce Investment Board oversight, preserve local control efforts, and support the Central MN WSA 5 Joint Powers Agreements	00000	No
Central Mississippi River Regional Planning Partnership (CMRP)	Holland, Vetsch	Highway Engineer	County Board	Last Thursday of Each Month 7:30 A.M. - 9:30 A.M.	Sherburne County Government Center 13880 Business Center Drive NW Elk River, MN 55330	Anne Carroll, Facilitator, carrfran@gmail.com; Darek <>, Chair of the CMRP https://regionalplanningpartnership.org/	Broad regional vision and priorities, economic development and growth, land use, environment and recreation, infrastructure, and other critical topics. Includes the cities of Becker & Big Lake, Townships of Monticello, Silver Creek, Becker & Big Lake; and Counties of Sherburne and Wright.	$0.00	No
County Extension Service	Diedrick, Vetsch	Lori Vicich - Regional Director, and Tarah Huston Support Staf	County Board	First Thursday of the Month	Public Work Building	U of M Extension	A cooperative effort between the county and the University of Minnesota's Extension Office to discuss issues and hear from educators on projects being planned.	$50.00	No
Delegates to AMC	All Commissioners, Vetsch = General Government, Schoen = Transportation Holland = HHS Diedrick = Environment Kaczmarek = Security	Finance Director, Administrator, Highway Engineer	County Board	Meet as Needed			Members serve as voting members for AMC in shaping policy and platform issues it wants to pursue from the State Legislature	$0.00	No
East Central Joint Powers Board	Vetsch	Court Services Director	County Board	Quarterly	East Central Juvenile Detention Center Lino Lakes	Mike MacMillan - Mike.MacMillan@co.wright.mn.us	The East Central Joint Powers Board oversees the East Central Juvenile Detention Center in Lino Lakes.	$0.00	No
Wright County Economic Development Authority (EDA)	All Commissioners	Lee Kelly, Administrator Clay Wilfahrt, Assistant Administrator Elizabeth Karels, Project Administrator	County Board	Third Monday of Each Month 8:30 A.M.	Board Room and Microsoft Teams	Administration Department https://www.co.wright.mn.us/1012/Economic-Development-Authority	The Wright County Economic Development Authority (EDA) is a local authority, a subdivision of Wright County with the primary objective of shepherding economic growth within Wright County. The EDA operates under the authority of Minnesota Statute, Sections 469.090 through 469.1082.	$0.00	Phil Kern, Wright County Economic Development Partnership Chair Josh Gehlen
Wright County Economic Development Partnership (WCEDP) Board	Schoen	Public Health Director	County Board	Quarterly 10:00 A.M. to 12:00 P.M.	Location Varies	https://www.wrightpartnership.org/	Oversees the operation of the Wright County Economic Development Partnership, which promotes the growth of business in the county by attracting and recruiting businesses to locate in the county.	$0.00	No
Emergency Management/Public Health Emergency Preparedness (EM/PHEP) Workgroup Advisory Council	Vetsch		Human Services Board	Quarterly 1:00 P.M. - 3:00 P.M.	Government Center, GC 1103	Public Heath Director	Ensure coordinated planning and preparedness measures to respond to emergencies and disasters in WC; co-chaired by WC Director of Emergency Management and Public Health Emergency Preparedness Coordinator; Representatives: County Board, PH, Public Works, Sheriff's, Clinics/Hospitals, Mental Health Service Providers, EMS agencies, Fire Dept, local law enforcements, school districts, public workers dep't, utilities	$50.00	No
Great River Regional Library Board	Diedrick (Vetsch)		County Board	Third Tuesday of Every other Month, Jan., Mar., May, Jul., Sep., Nov. 6:00 P.M.	St. Cloud Public Library	https://griver.org/board-of-trustees https://griver.org/policies/bylaws	The purpose of the Great River Regional Library Board of Trustees is to represent the Library to the people and to the governing officials. It is the trustee's obligation to see that adequate funds are obtained for good library service, to promote the best possible use of all library resources in the area, to improve existing services and extend library service to those not previously served.	$75.00 GRRL Pays the Per Diems	Members: 3 yr terms, max of 3 terms (9 yrs) Melissa Fee, (Term ends 12/31/2025) Jacey Wallace (Term ends12/31/2025) Wayne Bauernschmitt (Term ends 12/31/2024)
Highway 12 Safety Coalition	Kaczmarek	Highway Engineer or Appointee	County Board	First Thursday of Each Month 3:00 P.M.	Delano City Hall	https://westhennepin.com/hwy-12	The coalition was formed to build partnerships and collaborate with stakeholders to address the growing number of tragic traffic deaths occurring on Hwy 12.	$0.00	No
Highway 55 Coalition	Schoen, Diedrick	Highway Engineer	County Board	Three Times per Year Third Friday of the Month 9:30 A.M.	Hennepin County Public Works (Training Room) 1600 Prairie Drive Medina, MN 55340	https://www.highway55.org/ amielke@srfconsulting.com	To secure right-of-way and related infrastructure improvements on the 40 mile segment of Highway 55 between I-494 in Plymouth to the western city limits of Annandale to increase safety, add capacity, add additional lanes, manage access control and add transit service where appropriate	$0.00	No
Historical Society	Holland	NONE	County Board	Third Wednesday of Each Month 1:30 P.M.	Historical Society 2001 Highway 25 N Buffalo, MN 55313	wrighthistory.org 763-682-8945 - Sally Stevens manager@wrighthistory.org info@wrighthistory.org	Ex-officio member of Historical Society Board of Directors. The Wright County Historical Society serves to collect, preserve, and share our history.	$0.00	No

COMMITTEE MEETING / ADVISORY BOARD APPOINTMENTS SCHEDULE
2024

COMMITTEE / ADVISORY BOARD	2024 BOARD MEMBER APPOINTMENT	County Staff/Department	Appointed By	SCHEDULED DAY/TIME	MEETING LOCATION	CONTACT INFORMATION / WEBSITE	PURPOSE	PER DIEM	RESIDENTS APPOINTED BY BOARD
Health and Human Services Advisory	Holland	Health and Human Services	Human Services Board	Scheduled as Required Fourth Wed. (Nov. on Third Wed.) Bi-Monthly on Odd Months 2:30 P.M. - 4:00 P.M.	Government Center GC2127/Zoom	Jami Goodrum, HHS Director Noami Blomberg, HHS Administrative Specialist	Established by HHS the Board per MN Statute Section 402.03 provision – review and make recommendations on strategic plan, annual budget, community input regarding HHS, its services, performance, etc.	$50.00	Members: -Toni Seroshek, Chair (Term Ends 11/09/2024) -Bonita Bryant, Vice-Chair (Term Ends 12/13/2025) - Commissioner Holland (Term N/A) - Angela Deotis (Term Ends 11/23/2024) -Linda Carlson, (Term Ends 08/09/2025) - Ann Najari (Term Ends 02/08/2025) - Marlene Kittock (Term Ends 1/1/2025) -Brandkey Gangnon (Term Ends 05/09/2024) -Dave Nelson (Term Ends 02/02/2025) -Melissa Pribyl (12/28/2025) -Jacquelyn Bergo (Term Ends 08/01/2025) -James Schnackenberg (Term Ends 06/06/2025) -Mona Volden (Term Ends 01/11/2025) -Emmanuel Ngabire (Term Ends 08/01/2025)
I-94 Coalition	Schoen	Highway Engineer (Ex-officio)	County Board	Meet as Needed	Rogers	Noami Blomberg, HHS Administrative Specialist	Seeks out funding for improvements and expansion of Interstate 94 in the portions that run through Wright County.	$0.00	No
Law Library Board	Diedrick		County Board	Meet as Needed			Reviews and signs financial reports and approves the budget for the Law Library of the 10th Judicial District.	$0.00	No
Legislative Matters	All Commissioners	Administrator	County Board	Meet as Needed			Meets with legislators that represent Wright County at the Minnesota Legislature and U.S. Congress to express the most pressing needs of the county.	$0.00	No
Local Emergency Medical Systems Council	Kaczmarek		Human Services Board	Third Wednesday of the Month Feb. May, Aug., Nov. 7:00 P.M.	Location varies. Meets before Fire Chiefs Meeting, at the Fire Hall designated for that meeting.	Terri Burkhart, Public Health Case Aide	An arm of the Human Services Board, the council discusses emergency preparedness, training and certification and receives updates on the status of local agencies.	$50.00	No
Mentorship Education and Drug Awareness Coalition of Wright County (MEADA)	Diedrick		County Board	Bi-monthly Third Wednesday of the Month	Wright County Law Enforcement Center	https://meada.net/about-us/	MEADA focuses on educating children on the dangers of drug use and approves grants for school programs.	$0.00	No
Mental Health Advisory Council	Holland	Health and Human Services	Human Services Board	Bi-monthly Second Tuesday 2:30 P.M. - 4:30 P.M.	Justice Center, JC86/87	Diane Erkens - Mental & Chemical Health Social Services Supervisor (763) 682-7402 Diane.Erkens@co.wright.mn.us Gretchen Backer, Social Services Case Aide	An arm of the Human Services Board, it provides guidance of the mental health issues that arise in the county and how to combine county and advocacy groups to improve the delivery of mental health resources and services.	$50.00	Members: - Commissioner Holland (Term N/A) - Tammi Dahlman (Term Ends 07/8/2025) - Cathy Elfstand (Term Ends 08/08/2024) - Bradley Gangnon (Term Ends 05/09/2024) -Sandra Greninger, Vice Chair (Term Ends 07/11/2024) -Breanna Heintzelman (Term Ends 02/14/2026) Caroline Malone (Term Ends 09/13/2025) -Shauntel Fett (Term Ends 01/09/2025) -Mark Daleiden (Term Ends 01/09/2025) -Karl Harju, Chair (Term Ends 07/11/2024) -Christine Morris (Term Ends 02/13/2025) -Kaylee Knight (Term Ends 05/02/2025)
Minnesota Rural Counties (MRC)	Kaczmarek (Diedrick)		County Board	Meet as Needed	TBD, Zoom, Telephone	Dan Larson, Executive Director 5077 144th Street West, St. Paul, MN 55124 P: 612-210-2493 E: dan27@frontiernet.net https://www.mnruralcounties.org/	Minnesota Rural Counties is dedicated to promoting and protecting rural jobs, culture and concerns and is the only membership organization advocating specifically for rural county interests. Through the MRC, rural counties have established an effective communications and leadership network within the Association of Minnesota Counties, where they can develop, promote and quickly respond to developing issues that are important to rural counties.	00000	No
Monticello Joint Planning Board	Vetsch		County Board	Meet as Needed Second Wednesday of the Month 7:00 P.M.	Monticello Township Hall	Barry Rhineberger, Planning & Zoning Administrator	A planning board for the transition area of Monticello Township that is being incorporated into the City of Monticello.	$0.00	No
One Watershed, One Plan Policy Committee (North Fork Crow)	Diedrick (Kaczmarek)	Wright Soil and Water Conservation District	County Board	.	Litchfield Courthouse	Alicia O'Hare, Water Resource Specialist, alicia.ohare@mn.nacdnet.net, 763-614-2919	Helps to implement the statewide plan to have identical watershed plans, which involve the North Fork of the Crow River.	$0.00	No
One Watershed, One Plan Policy Committee (South Fork Crow)	Diedrick (Kaczmarek)	Wright Soil and Water Conservation District	County Board			Alicia O'Hare, Water Resource Specialist, alicia.ohare@mn.nacdnet.net, 763-614-2919	Helps to implement the statewide plan to have identical watershed plans, which involve the South Fork of the Crow River.	$0.00	No
One Watershed, One Plan Policy Committee (Mississippi-Saint Cloud)	Diedrick	Wright Soil and Water Conservation District	County Board			Alicia O'Hare, Water Resource Specialist, alicia.ohare@mn.nacdnet.net, 763-614-2919	Helps to implement the statewide plan to have identical watershed plans.	$0.00	TAC - Barry Rhinberger (P&Z), Alicia O'Hare (SWCD) CAC - Mary Wetter, Kathy Jonsrud
Opiod Settlement Advisory Committee		Health and Human Services - Chad Miller	County Board	Second Tuesday of Each Month 4:00 PM - 5:30 P.M.	Wright County Government Center first floor	Ellie Vanasse (763) 684-2319 Eleanor.Vanasse@co.wright.mn.us - Chad Miller	The Council serves to advise the Wright County Board of Commissioners as to how to most effectively, efficiently, and equitably spend the Opioid Settlement funds awarded. Informed by the MOA, the Council will both recommend the standards by which funds are spent as well as specific projects to be funded via a Request for Proposals (RFP) process.	$50.00	Applications are approved by the board.
Parks Advisory Board	Diedrick	Parks and Recreation	County Board	Second Monday of Every Other Month 6:00 P.M	Public Works Building	Director of Parks and Recreation	Helps advise the Parks and Recreation Department and makes recommendations to the county board on pressing issues that impact the county parks system.	$50.00 Citizen Appointees	3-year term Members: District #1 - Martyn Dibben (Term Ends 12/31/2024) District #2 - Melanie Leckey (Term Ends 12/31/2024) District #3 - TBD District # 4 Brad Danielson (Term Ends 12/31/2025) District #5 - TBD At Large - Kevin Bergquist
Planning Commission	Holland	Planning and Zoning	County Board	Second or Third Thursday of Each Month 7:00 P.M.	County Board Room, Government Center	Wright County Zoning Administrator https://www.co.wright.mn.us/333/Planning-Commission	Approves or denies requests for Conditional Use Permits and makes recommendations to the County Board concerning zoning requests.	$120 - Citizen Appointees	A 7-member committee appointed by the Board (3-year terms) Members: District #1 - Jan Thompson - (Term Ends 12-31-2024) District #2 - TBD District #3 - TBD District #4 - Ken Felger, Vice Chairman - (Term Ends 12-31-2025) District #5 - Dan Bravinder - 5th District (Term Ends 12-31-2025) At Large - Dan Mol, Chairman - (Term Ends 12-31-2024)
Public Health Task Force	Holland	Health and Human Services	Human Services Board	Second Monday of Each Month Except Jul., Sept. Dec. 9:00 A.M. - 1:00 P.M.	Government Center, GC3103/Zoom	Sarah Grosshuesch - PH Director Patricia Larson, Public Health Case Aide	Promote healthy communities, prepare and respond to disasters, coordinate services to WC residents, i.e. continuity of care and appropriate use of personnel and financial resources	$50.00 For Citizen Appointments	Members: Toni Seroshek, Chair (Term Ends 11/09/2024) Bonita Bryant, Vice-Chair (Term Ends 12/13/2025) Commissioner Holland (Term N/A) Angela Deotis (Term Ends 11/23/2024) Linda Carlson, (Term Ends 08/09/2025) Ann Najari (Term Ends 02/08/2025) Marlene Kittock (Term Ends 1/1/2025) Brandkey Gangnon (Term Ends 05/09/2024) Dave Nelson (Term Ends 02/02/2025) Melissa Pribyl (Term Ends 12/28/2025) Jacquelyn Bergo (Term Ends 08/01/2025) James Schnackenberg (Term Ends 06/06/2025) Mona Volden (Term Ends 01/11/2025) Emmanuel Ngabire (Term Ends 08/01/2025)

COMMITTEE MEETING / ADVISORY BOARD APPOINTMENTS SCHEDULE
2024

COMMITTEE / ADVISORY BOARD	2024 BOARD MEMBER APPOINTMENT	County Staff/Department	Appointed By	SCHEDULED DAY/TIME	MEETING LOCATION	CONTACT INFORMATION / WEBSITE	PURPOSE	PER DIEM	RESIDENTS APPOINTED BY BOARD
Public Works Labor/Management	Schoen, (Vetsch),	Assistant Administrator Property Service, HR Director,members for 49er's union, 49er's BA, Highway Engineer	County Board	Quarterly on Second Thursday of Month Mar., Jun. Sep., Dec. 8:15 A.M.	Highway Department - Conference Room	Highway Administrative Assistant	The committee works as a liaison between administration and the county labor force.	$0.00	No
Region 7W Interagency Early Intervention Committee (I.E.I.C.)	Holland		Human Services Board	Quarterly (First Quarter Starts in Summer) 02/08/2024 (Zoom) 04/11/2024 (In Person, Waite Park/Zoom) 1:00 P.M. - 3:00 P.M.	Varies	Makayla Wijeratne - Early Learning Specialist Email: MWijeratne@milestonesmn.org www.milestonesmn.org	A school district or group of districts, with the corresponding HHS county, must establish an IEIC committee for children with disabilities below age 5 and their families, and ages -22 consistent with Section 125A.023 and .127 requirements. Representing the committee: local health, education, HHS, county bd, school bd, headstart, early childhood family education program, parents, etc. Duties include: develop public awareness systems for parents with children with disabilities	$50.00	No
Region 7W Transportation Policy Board	Schoen	Highway Engineer	County Board	Meet as Needed	MnDOT Facility in St. Cloud	http://www.dot.state.mn.us/d3/region7w/	Oversees and promotes federal and state road and bridge appropriations.	$0.00	Lynn Kissock - City of Maple Lake Rob Olson Albertville - City of Albertville Nominations Made By Wright County Mayors Association
Midwest Regional Forensic Laboratory (formly Tri County Regional Forensic Laboratory)	Diedrick		County Board	Selected Tuesdays in Apr. Aug., & Dec. 2:00 P.M.	Alternating at Wright, Sherburne and Anoka Counties	Tri County Regional Forensic Laboratory 13301 Hanson Blvd NW, Andover, MN 55304	The committee reviews the lab's activities and operations, recommends budgets and staffing levels for the crime lab in Anoka County.	$0.00	No
Safe Communities of Wright County (SCWC)	Diedrick	Sean Deringer, Sherriff Virgil Hawkins, Highway Chad Hausmann, Highway Sara Buermann, Highway Brian Lutes, Attorney Tom Feddema, Court Services Sarah Grosshuesch, Public Health Kai Sin, Public Health Joel Torkelson, Public Health Eric Kunkel, Sheriff Jeremy Wirkkula, Sheriff	County Board	Second Friday of Jan., Mar., May, Jul., Sep Third Friday of Nov. 9:00 A.M.	Wright County Law Enforcement Center	Safe Communities of Wright County PO Box 339, St. Michael, MN P: 763-241-9888 E: Info@safecomm.org https://www.safecomm.org/ Lori Blaukat, Executive Director	Develops education for residents on topics to reduce traffic crashes through education enforcement and engineering.	00000	No
Safe Harbor Task Force	Diedrick	Attorney's Office	County Board	TBD		Wright County Attorney's Office	A pilot committee that works with the Minnesota Department of Health to create regional-specific Safe Harbor protocols and procedures to better serve youth who have been sexually exploited and/or trafficked.	$0.00	No
State Community Health Services Advisory Committee (SCHSAC)	Holland,	Public Health Director	Human Services Board	Four Times per Year Typically Mar., Jun., Sep., Dec.	Twin Cities Metro Area	https://www.health.state.mn.us/schsac	Partnership of elected officials, community health directors, and state health executives to discuss public health policies, practices, and policies.	$50.00	No
Trailblazer Joint Powers Board	Vetsch, Schoen		County Board	Meet as Needed	Trailblazer Buffalo Facility, 115 Commerce Circle, Buffalo MN 55313.	Gary Ludwig, Executive Director, 320-864-1000, gludwig@TrailblazerTransit.com	Oversees public transit in Wright, McLeod and Sibley counties.	$50.00 Committee Pays Direct	No
Truancy Task Force (aka Children's Justice Initiative)	Vetsch	Court Services	Court Services	Meet as Needed	Court Services	Court Services Director or Designee	Refer to Court Services for more information Representatives from 10 school districts, HHS, county atty, judge and SRO supervisor meet to address issues in WC; Judge Larkin calls the group and chair the meetings	$50.00	No
The Turn Steering Committee	Holland	Court Services	County Board	Quarterly Meetings in Mar., Jun., Sep., Dec.		Court Services Director or Designee	Also known as Adult Drug Court, the advisory committee reviews and evaluates the Drug Court program and makes decisions on any necessary changes. The Turn was created to improve the lives of people with a history of chemical dependency at high risk to re-offend with a stringent program to reduce recidivism and cost to taxpayers.	$0.00	No
Twin Cities Urbanized Areas (UZA) Boundaries	Vetsch, Schoen		County Board	Meet as Needed			Deals with issues related to urban growth of the seven-county metro area expanding into collar counties like Wright.	$0.00	No
Water Management Task Force	Diedrick	Wright Soil and Water Conservation District	County Board	Fourth Thursday of Mar., Jun., Aug. Third Thursday of Nov. 6:00 P.M.	USDA Service Center Conference Room x311 Brighton Ave S Ste C Buffalo, MN		To evaluate the implementation of current watershed plans in Wright County (which aim to protect and enhance Wright County's surface and groundwater and related land resources), and to communicate these assessments to decision makers and the general public.	$0.00	No
Wright County Agricultural Society (Fair Board)	Kaczmarek	None	County Board	First Monday of Each Month 7:00 P.M.	Location varies	Wright County Fair Board	Operation of the County Fair	$0.00	No
Wright County Community Action Council	Diedrick, Holland, City Representative		County Board	Second Tuesday of Each Month 6:30 P.M.	WCCA, Maple Lake	https://www.wccaweb.com/Home/Index	Deals with Head Start programs, energy assistance and issues of importance to seniors in need.	$0.00	Yes, WCCA recommends membership appointments, and they are confirmed by the County Board.
Wright County Multi-Jurisdictional Hazard Mitigation Planning Committee	Kaczmarek		County Board	Meet as Needed	Emergency Management		Plans in advance for emergency situations, responses and mitigation.	$50.00	No
Wright County Board of Adjustments	NONE	Planning and Zoning	County Board	One to Two Times Per Month Friday Mornings	County Board Room, Government Center	Planning and Zoning	The Board of Adjustment is a 5-member board appointed by the Wright County Board of Commissioners. The most common and best-known function of the Board of Adjustment is the consideration of requests for variances. However, it also acts upon questions regarding the administration of the Zoning Ordinance, including the interpretation of zoning maps, interpretation of Flood Plain boundaries, and any appeals from decisions made by zoning staff. The board also may review lots of records that don't meet current zoning standards and may require these lots to be joined, combined, or otherwise modified to conform more closely to current standards.	$ 60.00	Appointed to a 3-year term, no term limits. **Members:** District #1 -TBD District #2 - Dan Mol - (Term Ends 12-31-2024) District #3 - ~~TBD~~ District #4 - Paul Aarestad (Term Ends 12-31-2025) District #5 - Dan Vick - 5th (Term Ends 12-31-2024)
Wright County Soil and Water Conservation District	Diedrick	Wright Soil and Water Conservation District	County Board	Second Monday of Each Month 4:30 P.M.	USDA Service Center, Conference Room, 311 Brighton Ave S Ste C, Buffalo, MN	763-682-1970 - Luke Johnson	Provides leadership in conservation and wise use of soil, water, and related resources through a balanced program that protects, restores, and improves those resources by utilizing education, regulation, and incentives To be the trusted leader in natural resource conservation in Wright County. Wright County and the Soil and Water Conservation District have long maintained a collaborative partnership of conservation and landowner assistance. Wright County has provided strong commissioner, staff, and financial support that has allowed the SWCD to thrive in its efforts to improve and conserve our many natural resources. Because of this support, Wright County has had a commissioner liaison to the SWCD board to update fellow commissioners on SWCD goals and accomplishments. The commissioner liaison has also provided the SWCD board updates on County matters related to SWCD activities. This position has been key to keeping both boards up to date on joint programs and projects, thus streamlining conservation efforts to provide the best possible service to our citizens.	$0.00	NO - Elected Board

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 *
1/2/2024 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 Committee of the Whole- Household Hazardous Waste (12-14-2023)

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Minutes from the Committee of the Whole- HHW (12-14-2023)

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
12-14-2023 Committee of the Whole Minutes - HHW Draft.docx	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes
Moved to agenda

COMMITTEE MEETING MINUTES

COMMITTEE OF THE WHOLE

DECEMBER 14, 2023

DATE APPROVED:

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

Members Present: Tina Diedrick, Jeanne Holland, Mike Kaczmarek, Nadine Schoen, Darek Vetsch

Others Present: Lee Kelly, Marc Mattice, Barry Rhineberger, Jacob Wagaman, Alan Wilczek

I. HOUSEHOLD HAZARDOUS WASTE (HHW) FACILITY

Assistant County Administrator Mark Mattice began the meeting at 10:03 a.m. with stating the purpose of the meeting and topics to be discussed.

a. Year to Date Update on Programs

Environmental Health Supervisor Jacob Wagaman presented current and future HHW programming, current HHW budget and projected finances, quarterly reporting, hauler licensing, and programming suggestions.

b. Discuss Expanding Services

Discussion included current HHW services offered, expansion of services, impact on budget and personnel needs, quarterly reporting and reporting suggestions, solid waste hauler licensing, and design process planning considerations of the existing Wright County Compost and Recycling Facility. Planning and Zoning Administrator Barry Rhineberger provided details on the current Compost and Recycling Facility budget with Select Committee on Recycling and Environment (SCORE) funding and projected budgeting needs with expansion of services.

The committee agreed to expand HHW services to include mattresses, Very Small Quantity Generator (VSQG) business waste limited to HHW only, satellite pick up, bulk furniture, big bulk plastics, solar panels, anything with a cord, plastic bags, and compost loading with waiver being created by Risk Management. Commissioner Michael Kaczmarek and Commissioner Tina Diedrick proposed continuation of the Ag Bag service for one more year and then discontinuing the service while the rest of the board agreed to discontinue the service. The committee agreed that further discussion of quarterly reporting and grant options is needed before making any recommendations.

c. Operations

Wagaman shared the 2024 compost and recycling facility hours of operation will be 8:00 a.m. to 5:00 p.m. every Tuesday, Wednesday, and Thursday and 8:00 a.m. to 12:00 p.m. the second and third Saturdays of the month. Once the facility is redesigned, the planned hours of operation would be 8:00 a.m. to 4:30 p.m. Monday through Friday and 8:00 a.m. to 12:00 p.m. the second and third Saturdays of the month.

d. Design process and meetings

Kaczmarek inquired on the design process funding of the Compost and Recycling Facility. Mattice confirmed Capital Improvement Plan (CIP) and SCORE funding. Facilities Services Director Alan Wilczek confirmed with Commissioner Jeanne Holland and Diedrick their availability and involvement in the design process for scheduling future meetings for the design process of the compost and recycling site.

RECOMMENDATIONS: It was the consensus of the committee to bring to the January 2, 2024 County Board meeting for approval:

- **The expansion of HHW services to include mattresses, Very Small Quantity Generator (VSQG) business waste limited to HHW only, satellite pick up, bulk furniture, big bulk plastics, solar panels, anything with a cord, plastic bags, and compost loading with waiver.**
- **Discontinue the HHW Ag Bag service.**

DRAFT

RECOMMENDATION: It was the consensus of the committee to bring to the January 9, 2024 County Board Workshop further discussion of the HHW quarterly reporting and grant options.

The meeting adjourned at 12:00 p.m.
Committee of the Whole minutes submitted by Kelly Kosloski, Administrative Specialist

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 *
1/2/2024 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 Drainage Authority Public Hearing (12-18-2023)

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Minutes from the Drainage Authority Public Hearing (12-18-2023)

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
12-18-2023 CD16 & CD19 Public Hearing DRAFT.docx	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

PUBLIC HEARING

DRAINAGE AUTHORITY
REDETERMINIATION OF BENEFITS
COUNTY DITCH #16 & #19

DECEMBER 18, 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, Mike Kaczmarek, Darek Vetsch, Nadine Schoen

Staff Present: Lee Kelly, Greg Kryzer

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

Commissioner Darek Vetsch opened the meeting at 10:00 a.m. Assistant County Attorney Greg Kryzer said that the purpose of the hearing was to review the viewers report and receive comment from those affected by or interested in the proposed redetermination of benefits and damages report. Kryzer gave the order of business and detailed the information the board is interested in hearing from the public.

Vetsch introduced Scott Henderson of H2Over Viewers. Henderson gave an overview of H2Over Viewers and the process used in redetermining benefits of County Ditch #16 (CD 16) and County Ditch #19 (CD 19). Henderson provided multiple maps, detailed how benefits were determined, and explained the effects of CD 16 on CD 19. Commissioner Mike Kaczmarek asked if the State of Minnesota or Minnesota Department of Natural Resources (MNDNR) are benefited landowners on either ditch. Henderson confirmed that both ditches have MNDNR benefited land for lake access and controlling water levels and are not exempt from payments.

County Ditch 16

Henderson said as a result of the landowners meeting, a parcel of land was removed from the CD 16 watershed. A landowner was able to show proof of a berm constructed to stop water from entering land to the north of the parcel. CD 16 involves two lakes, Lake Henry and Lake Willima, both lakes received an attenuation of 3.8 percent for Lake Henry and 34 percent for Lake Willima. The current benefited acreage of CD 16 is 484.5 acres with a benefited amount of $18,617.77. The proposed benefited acreage of CD 16 is 2,049.39 acres with a benefited amount of $1,495,735 and $14,036.30 in damages to be paid.

Vetsch opened the CD 16 Public Hearing at 10:32 a.m.

Bob Neumann- Albion Township

Neumann said his property's water goes into Lake Henry and he disagrees with the amount that the benefited landowners are receiving. If it were not for water control structures, he agrees that he would receive full benefit but with water control structures in place, anyone east of Locke Avenue will not benefit. Neumann said that his land would drain better if the water control structures were removed and that property owners east of Locke Avenue should be exempt.

Daryl Kerry, French Lake Township

Kerry said that he does not give credibility to the map determining classes of land. He has land that is classified as Class 3 on the map, but it is a wetland that has never been tilled.

Vetsch closed the CD 16 Public Hearing at 10:38 a.m.

Vetsch asked about the land classifications and how likely it is to have land classified incorrectly. Henderson said that as the viewer, they don't take into account land management. If it shows up as wetland on the National Wetland Inventory, they will take that into account and Kerry's land could be investigated again if necessary. Kryzer said that the current public hearing is the time to hear the report and if there were issues with the land classification, they should have already been addressed. Kaczmarek said that he was concerned that the public had not seen the final report before the public hearing and asked if it could be released earlier for future projects. Henderson said that the report was not finalized until Thursday, December 14 due to a very tight deadline with the landowner meeting and confirmed that all benefits have decreased from the original report.

Vetsch said that CD 16 redetermination of benefits has been six years in the making and he recommends moving forward. Every time a plan is modified, it creates an incurring expense without coming to a universal decision.

Kaczmarek moved to direct staff to prepare findings and an order consistent with the proceedings, that the draft findings and order be written to affect the redetermination of benefits and damages of the public drainage system consistent with the viewer's report and recommendation; direct recording of the order to reflect the redetermination of benefits and damages of the public drainage system record; and that this matter is rated and reported to the Drainage Authority's regular meeting, or by adjournment to an appropriate time on the board's agenda, at which meeting findings will be considered and an order for the proposed viewers report on the redetermination of benefits and damages of the public drainage system records. The motion was seconded by Commissioner Nadine Schoen. The motion passed 5-0.

County Ditch 19

Henderson said that there was one watershed change as a result of the landowners meeting due to drain tile that was installed by a landowner. CD 19 involves two lakes, French Lake and Dans Lake, both lakes received an attenuation of 31 percent for French Lake and 37 percent for Dans Lake. The current benefited acreage of CD 19 is 317.8 acres with a benefited amount of $10,064. The proposed benefited acreage of CD 19 is 2,213.11 acres with a benefited amount of $1,943,070.90 and $17,418.16 in damages to be paid.

Vetsch opened the CD 19 Public Hearing at 10:58 a.m.

Charlie Borrell- Woodland Township

Borrell identified himself as a former Wright County commissioner who does not own benefited land on CD 16 or CD 19. Borrell said that he was involved with the redetermination of benefits for CD 16 and CD 19 during his eight years as a commissioner and always struggled with the inequity of benefited landowners not paying for their fair share. When this ditch was originally built, it was for people to have property on French Lake, that are benefited but pay pennies. In the past, local farmers have taken on the maintenance of ditch systems on their own. Borrell said that it is a difficult decision to make, but challenged the board to think about what else can be done to create equity in the system. Vetsch agreed and said that Minnesota State Statue 103E was designed for agriculture in 1910 and with residential urban areas now being drained by an agriculture system, the drainage law does not share the benefits equally. Residential properties should be quantified at a greater rate than they are, and if the area was determined as a watershed, it could be taxed in different ways.

Robert Zeidler- Dans Lake

Zeidler resides in Plymouth and has property on Dans Lake. Zeidler thanked Henderson and Borrell and said that he understood why the final report was not available prior to the meeting, but it would have been very valuable if it had

been. He appreciates being able to learn more about the ditch system and wants the process to be fair and equitable. Zeidler referenced a culvert that runs under County Road 37 and drains from Dans Lake to French Lake. The culvert is very dry and has been that way for a long time. Dans Lake property owners are failing to see any benefit to the ditch system with minimal waterflow between the two lakes and suggested removal of the culvert. Vetsch asked if the culvert was removed, would Dans Lake be removed from the viewers report. Henderson said that the culvert makes Dans Lake a part of the watershed system but was not able to immediately confirm or deny if by removing the culvert, Dans Lake would be removed from the viewers report. Vetsch suggested that a petition to remove the culvert could be petitioned at a later date.

Larry Free- French Lake

Free said that he has land on Dans Lake and provided photos of a trench that he said is overgrown and most of the time empty. In a winter with heavy snowpack, the trench may contain a negligible amount of water. Dans Lake levels fluctuate and the culvert between Dans Lake and French Lake is likely filled with cattails with minimal to no drainage of Dans Lake and he doesn't believe that it is fair to have to pay for something that Dans Lake isn't receiving a benefit from. Free said that he tried to get information on who owns the culvert under County Road 37 but was unsuccessful. Free said that Dans Lake is a self-contained basin, and he doesn't see a benefit to Dans Lake property owners. Vetsch said that he intends to start the process of determining ownership of the culvert.

Lester Alma- Dans Lake

Alma asked what if there was another outlet on Dans Lake. Vetsch said that if he is able to articulate that all or most of the water from Dans Lake is being directed to a different outlet, that could greatly reduce benefits. Alma said that there is an original culvert that is still in place. Henderson said that he was not aware of another culvert. Free said that it is an original culvert from a road maybe from the 1930s that is now where the new ditch is. It is approximately 18 inches wide and the amount of volume going through it is negligible. Vetsch clarified that the viewers are a third party that looks at existing conditions, but they don't make decisions. As long as a culvert is in place, Dans Lake properties will remain benefited landowners.

Peter Forare- French Lake Township

Forare asked a question regarding repairs to CD 19. Vetsch said that questions can be answered outside of the public hearing, but Forare's question is not germane to redetermination of benefits.

Mark Erickson- French Lake

Erickson said that he is a farmer with land on CD 19. His property contains a stream called French Lake Creek where CD 19 ends and the stream flows into the Crow River. Erickson asked if there was any consideration to how the increased flow of CD 19 will affect his property when the Crow River is at a high level. Erickson stated that he has lived in French Lake his whole life and said that residences were allowed to be built in a swamp and asked if these residences are any part of the reason for ditch changes. He is not against maintaining the ditch but is wondering if there are houses on French Lake that shouldn't have been allowed in the first place.

Dan Vanderlinde- Dans Lake

Vanderlinde said that if Dans Lake residents are assessed for CD 19 then the culvert should be part of the improvement and be replaced. Vetsch said that this is not a germane topic for the public hearing but is an issue that could be petitioned. Kryzer said that the water feature is part of the watershed district and was put in by the Highway Engineer.

Carol Symalla- French Lake

Symalla said that the culvert being referred to flows the opposite way. When French Lake gets high enough, it will flow into Dans Lake. It doesn't make sense as to how the majority of the payments on CD 19 are coming from the farmers. There are a lot of lake homes that are paying pennies compared to farmers. Lots have been filled in on French Lake

where there used to be ditches, now there is no place for water to go. Symalla asked if wetlands are being filled in, doesn't overflow land need to be purchased elsewhere and suggested permits need to be given for people who have filled wetlands in.

Mark Erickson- French Lake

Erickson asked with the studies of CD 16 and CD 19, if there was a study on the effect to his land, where CD 19 ends. Vetsch said that Erickson's question was more related to repairs and improvements, not germane to the public hearing. Henderson said that as viewers, H2Over Viewers can only look at the ditch that was legally established but lands that are around an outlet are looked at and benefits are adjusted. Since Erickson's land drains into French Lake Creek, his benefits were reduced.

Chris Uecker- Dans Lake

Uecker said that he owns a parcel on Dans Lake and received a residential benefit. He encourages commissioners to work with the State of Minnesota. There are residences with water almost up to the house and it is not equal anymore. Vetsch said that he appreciates Uecker getting his statement on the record.

Bob Neumann- Albion Township

Neumann asked if Dans Lake benefits are going to be reduced, why aren't Lake Henry and Lake Willima's benefits reduced? Henderson said that lake continuation studies are based on Minnesota Department of Transportation (MnDOT) formulas and look at water drained into a lake, the area of the lake, and the ability to retain water. None of the lakes have the same continuation, it is specific to each individual watershed.

Ken Felger- Rockford Township

Felger said that he owns property on French Lake and believes that removing the culvert could be a win-win situation. Felger is a member of the French Lake Association and over the years the association has discussed algae issues thought to be related to Dans Lake. He would be in favor of removing the culvert as a French Lake property owner to satisfy the curiosity of algae issues. Vetsch said to continue to have conversations relating to the removal of the culvert and a letter of support would be helpful.

Vetsch closed the CD 19 Public Hearing at 11:47 a.m.

Kaczmarek asked what the highest percentage is that one landowner would have to pay. Scott said that the parcel with the highest percentage is 3.8 percent.

Vetsch encouraged the board to make a motion.

Commissioner Tina Diedrick moved to direct staff to prepare findings and an order consistent with the proceedings, that the draft findings and order be written to affect the redetermination of benefits and damages of the public drainage system consistent with the viewer's report and recommendation; direct recording of the order to reflect the redetermination of benefits and damages of the public drainage system record; and that this matter is rated and reported to the Drainage Authorities regular meeting, or by adjournment to an appropriate time on the board's agenda, at which meeting findings will be considered and an order for the proposed viewers report on the redetermination of benefits and damages of the public drainage system records. The motion was seconded by Kaczmarek. The motion passed 5-0.

Vetsch said that the resolution would come to the board for adoption sometime in the first quarter of 2024.

The meeting adjourned at 11:52 a.m.

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Public Hearing 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 *
1/2/2024 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 (12-19-2023)

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Minutes from the County Board Meeting (12-19-2023)

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

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

Agenda Item Attachments (1)

Document Name	Attachment Type
12-19-2023 Wright County Board Meeting Minutes DRAFT.docx	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes
Moved to agenda

County Administrator Review

County Administrator Decision
Moved to Agenda

Notes

BOARD MINUTES

BOARD OF WRIGHT COUNTY COMMISSIONERS

Tuesday, December 19, 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, Schoen, and Kaczmarek present.

Present and responding to roll call were the following:

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

I. PLEDGE OF ALLEGIANCE

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

Commissioner Michael Kaczmarek moved to collectively approve the county board and committee meeting minutes with additions to the County Board Meeting- Evening Budget (12-07-2023) and the County Board Meeting (12-12-2023). The motion was seconded by Commissioner Nadine Schoen. The motion passed 5-0.

Aye: 5; Nay: 0; Abstain: 0; Absent: 0; Recused: 0

A. Approve Minutes from the Committee of the Whole- Legislative Discussion (12-07-2023)

B. Approve Minutes from the County Board Meeting- Evening Budget (12-07-2023)

Kaczmarek said that he would like to include the following statement in response to Pierre Raisanen's complaint regarding response of the Sheriff's Office and fire departments to a particular incident:

"Kaczmarek referred Raisanen to the Sheriff's Office and the local dire departments to discuss the use of resources at a particular incident."

C. Approve Minutes from the County Board Meeting (12-12-2023)

Kaczmarek said that he would like to include the following sentence as stated by County Administrator Lee Kelly regarding Item A4:

"Per the agreement with Community Dental, the county board can raise the lease rate by $4 per square foot and Community Dental can challenge this rate increase if it chooses."

D. Approve Minutes from the Committee of the Whole- Minnesota Pollution Control Agency (12-14-2023)

III. REVIEW & APPROVAL OF AGENDA

Kaczmarek said that he would like to add the topic of fairness of assessed benefits to county ditches. Commissioner Darek Vetsch said that this topic could be added to Timed Agenda Item A1, Review 2024 Legislative Services Proposal from Flaherty & Hood, to be included in the legislative services contract.

Kaczmarek moved to approve the agenda with the addition to Timed Item A1. The motion was seconded by Commissioner Jeanne Holland. The motion passed 5-0.

Aye: 5; Nay: 0; Abstain: 0; Absent: 0; Recused: 0

IV. CONSENT AGENDA

Commissioner Tina Diedrick said that she would like to pull Item B7, "Approve the Estimated Transfers from the General Fund to the County Ditch Accounts", and Item D1, "Planning Commission and Board of Adjustment Appointments", to provide clarity.

Kaczmarek moved to approve the Consent Agenda, with the removal of Items B7 and D1. The motion was seconded by Diedrick. The motion passed 5-0.

Aye: 5; Nay: 0; Abstain: 0; Absent: 0; Recused: 0

A. ADMINISTRATION

1. Approve Signatures on City Law Enforcement Contract with Hanover

B. 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 $1,706.90 from 01-099-493.6910 Transfer Out into 01-100-493.5910 Transfer In as follows:
   $1,706.91 for Administrative Expenses-Staff Costs
   Approval of Use of ARP Funds from 01-099-493-000
   $300,000.00 5.9 Clean Water: Nonpoint Source- Pulaski Lake Improvement District

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2. Motion to Approve the Reimbursement of the American Rescue Plan (ARP) Act Funds as Follows:
   Approval of Use of ARP Funds from 01-099-493-8467
   $779,815.00 5.1 Centralized Wastewater Treatment-City of St. Michael
   $14,204.00 5.9 Clean Water: Nonpoint Source- County Ditch #31 Side Inlets
3. Approve Renewal of 2024 Tobacco Licenses For:
   One Stop Smoke Shop
   Olson's Truck Stop
4. Approval of Tobacco Renewal for Backyard Liquor 101 Central Avenue East, St. Michael
5. Approve Renewal of Tobacco Licenses for Walgreens (Monticello) and Walgreens (St. Michael)
6. Approval of an Additional Change Fund for Health and Human Service Public Health 60+ and Healthy Foot Care Clinics from $0 to $200.00

*7. Motion to Approve the Estimated Transfers from the General Fund to the Attached County Ditch Accounts, Totaling *$1,871,142.57 to Cover 2023 Year-End Deficit Balances as Allowed by MS103E.655, Subd 2.
   General Ditch $136,954.68
   Ditch 2 $219.67
   Ditch 3 $10,876.19
   Ditch 4 $85.63
   Ditch 5 $512.51
   Ditch 7 $8,357.73
   Ditch 8 $419.13
   Ditch 10 $1,010,246.55
   Ditch 12 $1,072.04
   Ditch 13 $50,125.07
   Ditch 14 $512.85
   Ditch 16 $21,520.39
   Ditch 17 $689.71
   Ditch 18 $19,318.93
   Ditch 19 $20,360.45
   Ditch 20 $26,809.34
   Ditch 22 $42,161.82
   Ditch 23 $51,998.20
   Ditch 24 $1,379.43
   Ditch 25 $18.87
   Ditch 26 $49.00
   Ditch 28 $636.86
   Ditch 29 $5,815.10
   Ditch 30 $21,683.09
   Ditch 31 $239,830.30
   Ditch 34 $300.75
   Ditch 35 $2,103.08
   Ditch 38 $50,311.64
   Ditch 41 $590.34
   Joint Ditch 1 $3,656.09
   Joint Ditch 3 $5,840.97
   Joint Ditch 4 $578.42

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Joint Ditch 11 $20,333.23
Joint Ditch 14 $56,466.80
Joint Ditch 20 $71.00
Joint Ditch 35 $127.87
County Ditch 36 $40,566.40
Joint Ditch 36 $18,541.77
*Estimated Amounts Above Could Change Based on the Final Days of the Year.

8. Acknowledge Warrants Issued Between December 6, 2023 and December 12, 2023.

C. HEALTH & HUMAN SERVICES

1. Approve Functional Industries, Inc. Plan to Combine It's Facility's Site Licensure from Two Sites to One Site and to Merge It's SEEK and DREAM Programs in Preparation of Elimination of the Sub-Minimum Wage Legislation.

D. PLANNING & ZONING

1. Planning Commission and Board of Adjustment Appointments
   1. Reappoint Pat Mahlberg (District 2) for a Three-Year Term on the Wright County Planning Commission (Term to Expire December 31, 2026)
   2. Reappoint Sandy Greninger (District 3) for a Three-Year Term on the Wright County Planning Commission (Term to Expire December 31, 2026)
   3. Reappoint Bob Neumann (District 1) for a Three-Year Term on the Wright County Board of Adjustment (Term to Expire December 31, 2026)
   4. Appoint Russell Greninger (District 3) for a Three-Year Term on the Wright County Board of Adjustment (Term to Expire December 31, 2026)

E. PROJECT ADMINISTRATION

1. Authorize Board Chair to Sign Restrictive Covenant for the Real Property Located at 3650 Braddock Ave. NE, Buffalo (Wright County Government Center).

F. RECORDER

1. Township Plat Approval for the Plat of Cedar Ridge Industrial Addition Located in Corrina Township.
2. Township Plat Approval for the Plat of Hidden Hillside Estates Located in French Lake Township.

V. TIMED AGENDA ITEMS

Items Pulled from Consent

B7. Motion to Approve the Estimated Transfers from the General Fund to the Attached County Ditch Accounts, Totaling $1,871,142.57 to Cover 2023 Year-End Deficit Balances as Allowed by MS103E.655, Subd 2.

Diedrick asked for clarification on the reasoning of the transfer. Finance Director Lindsey Meyer said that the reason for the adjustment is to meet reporting requirements so the accounts do not show a negative balance and the transfer will be reversed once reporting is completed.

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Holland moved to approve the motion to approve the estimated transfers from the General Fund to the listed County Ditch accounts. The motion was seconded by Schoen. The motion passed 5-0.

Aye: 5; Nay: 0; Abstain: 0; Absent: 0; Recused: 0

D1. Planning Commission and Board of Adjustment Appointments

Diedrick said that she would like to add the topic of board appointments to a future workshop for clarity and transparency when board opportunities open up. Kaczmarek agreed with Diedrick and said Kelly could explain the different marketing options available. Vetsch said that board appointments can be added to the January 2024 workship.

Holland moved to approve Planning Commission and Board of Adjustment appointments. The motion was seconded by Diedrick. The motion passed 5-0.

Aye: 5; Nay: 0; Abstain: 0; Absent: 0; Recused: 0

A. 9:05 AM- LEE KELLY, ADMINISTRATION

1. Review 2024 Legislative Services Proposal from Flaherty & Hood

Kelly introduced Sean Zahrt of Flaherty & Hood and said that Wright County has contracted with Flaherty & Hood to assist with legislative priorities since 2018. Zahrt gave a 2024 legislative preview and an overview of what happened in 2023.

Zahrt referenced the agreement included in the board packet and said that the agreement has not changed from last year. Regarding the fairness of assessed county ditches that Kaczmarek requested more information on, Zahrt said that the contract language is very broad and can include ditch issues as necessary. Vetsch confirmed that he would be willing to look at potential legislative options regarding Minnesota State Statue 103E and fairness of ditch assessments with Kaczmarek, Zahrt, and Wright County staff. Kaczmarek recommended utilizing Minnesota Rural Counties (MRC) as a resource.

Schoen moved to approve the 2024 Legislative Services proposal from Flaherty & Hood. The motion was seconded by Holland. The motion passed 5-0.

Aye: 5; Nay: 0; Abstain: 0; Absent: 0; Recused: 0

B. 9:10 AM- MARC MATTICE, ADMINISTRATION

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1. Adopt Resolution Authorizing the Submittal, Adoption, and Implementation of the South Fork Crow River Watershed Management Plan

Assistant County Administrator Marc Mattice introduced Alicia O'Hare, Water Resource Specialist with Wright Soil and Water Conservation District. O'Hare said for the past year and a half, the Partners of the South Fork Crow River have been working on writing a comprehensive watershed management plan as part of the One Watershed One Plan program. The plan was completed in August and has undergone a 60-day public comment period. Adopting this plan will allow for the watershed-based implementation funds to be spent in the area. Upon final approval, the partners will work together to allocate funding to projects throughout the watershed.

Diedrick moved to approve a resolution authorizing submittal, adoption, and implementation of the South Fork Crow River Watershed Management Plan. The motion was seconded by Holland. The motion passed 5-0.

Aye: 5; Nay: 0; Abstain: 0; Absent: 0; Recused: 0

C. 9:15 AM- VIRGIL HAWKINS, HIGHWAY

1. Request Approval of Minnesota Department of Transportation (MnDOT) Grant Agreement No. 1055060 and Corresponding Resolution for MnDOT to Make Payments to the County for the $30,000 Technical Assistance Grant That Was Awarded to Wright County.

Highway Engineer Virgil Hawkins said that this request is to approve a grant agreement and resolution that will allow Wright County to receive grant funds from the State of Minnesota for reimbursement of professional engineering consultant costs incurred.

Diedrick moved to approve the grant agreement and resolution for the MnDOT Technical Assistance Grant. The motion was seconded by Holland. The motion passed 5-0.

Aye: 5; Nay: 0; Abstain: 0; Absent: 0; Recused: 0

D. 9:18 AM- BARRY RHINEBERGER, PLANNING & ZONING

1. 1. Action on Ordinance 23-4 Amending the Wright County Code of Ordinances Chapter 150 - General Provisions and Chapter 155 - Zoning 2. Resolution Approving Summary Language for Publication of Ordinance Amendment 23-4

Planning and Zoning Administrator Barry Rhineberger said that the proposed amendments slightly change the authorities of the Zoning Administrator, Planning Commission, and Board of Adjustment. The

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proposed amendments also include changes to how the zoning map and ordinance changes are processed. Essential services under Minnesota State Statute 155.098 is also subject to amendment for the placement and operation of energy storage systems.

Holland moved to approve amending the Wright County Code of Ordinances, Chapters 150 and 155. The motion was seconded by Schoen. The motion passed 5-0.

Aye: 5; Nay: 0; Abstain: 0; Absent: 0; Recused: 0

Kaczmarek moved to approve a resolution approving summary language for publication of Ordinance Amendment 23-4. The motion was seconded by Holland. The motion passed 5-0.

Aye: 5; Nay: 0; Abstain: 0; Absent: 0; Recused: 0

VI. ITEMS FOR CONSIDERATION

A. ADMINISTRATION

1. Adopt Resolutions Setting 2024 Budget and Levy.

Holland moved to collectively approve resolutions setting the 2024 budget and 2024 levy. The motion was seconded by Schoen. The motion passed 4-1 with Kaczmarek opposing.

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

2. Approve Resolution Setting Per Diems for Appointees to the County Board and Health & Human Services Board Committees, Boards and Commissions for 2024

Diedrick asked if there were any changes to the per diems from the year prior. Vetsch confirmed that the Planning and Zoning site visit fee was reduced from $120 to $70 based on the amount of prep work and time needed for an average visit.

Holland moved to approve a resolution setting per diems for appointees to the committees, boards and commissions for 2024. The motion was seconded by Schoen. The motion passed 5-0.

Aye: 5; Nay: 0; Abstain: 0; Absent: 0; Recused: 0

3. Authorize Signatures on Lease Agreement Between Wright County and Wright County Economic Development Partnership for Calendar Year 2024

DRAFT

Vetsch said that the changes made to the contract were minor and included allowing either party 45 days notice to cancel the contract.

Schoen moved to authorize signatures on a lease agreement between Wright County and Wright County Economic Development Partnership for 2024. The motion was seconded by Holland. The motion passed 5-0.

Aye: 5; Nay: 0; Abstain: 0; Absent: 0; Recused: 0

VII. ADJOURNMENT

The meeting adjourned at 9:50 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 *
1/2/2024 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 Personnel Committee (12-27-2023)

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Minutes from the Personnel Committee (12-27-2023)

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
12-27-2023 Personnel Committee Meeting Minutes Draft.docx	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

COMMITTEE MEETING MINUTES

PERSONNEL COMMITTEE

DECEMBER 27, 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: Nadine Schoen, Darek Vetsch

Others Present: Sean Deringer, Schawn Johnson, Lee Kelly, Greg Kryzer, Lindsey Meyer, Matthew Treichler, Clay Wilfahrt

I. US BANK CONTRACT

Sheriff Sean Deringer summarized the Joint Powers Agreement (JPA) between the Minnesota Sports Facilities Authority (MSFA) and Wright County noting that Assistant County Attorney Greg Kryzer assisted the MSFA in drafting the contract language. Deringer shared that the JPA is an off-duty contract and completely voluntary with 20 to 30 events planned in 2024 with an estimated county revenue stream of up to $100,000 if approved. Deringer shared a picture from the U.S. Bank Stadium Partners of Public Safety wall showing Wright County along with four other law enforcement agencies. Deringer stated the Wright County Sheriff collaboration and partnerships with the other agencies has provided professional growth opportunities for employees and a continued building of trust of the Wright County Sheriff's Office.

Deringer shared the equitable process in place for eligible Wright County Sheriff employees notified through SharePoint of off-duty opportunities and sign up through SharePoint. Employees can choose to individually have additional notifications of opportunities posted in SharePoint by choosing email alerts and, or text alerts.

Commissioner Nadine Schoen asked for clarifications regarding the liability language in the JPA and county liability. Kryzer clarified that the liability risk is limited as the US Bank Stadium environment is a very well-controlled environment with very little risk. Human Resources Director Schawn Johnson clarified that county liability with off-duty contracts is covered by the existing Minnesota Counties Intergovernmental Trust (MCIT) policy and there is no additional liability coverage needed. Discussion also included other examples of off-duty contracts currently in existence, for example, local parades and mutual aid agreements.

Deringer also noted that overtime in the Sheriff's Office has been and continues to be closely monitored. Finance Director Lindsey Meyer confirmed that the Sheriff's Office has seen a significant reduction in 2023 Fair Labor Standards Act (FLSA) liability which is a savings to the county in overtime pay.

RECOMMENDATION: It was the consensus of the committee to bring the Joint Powers Agreement between the Minnesota Sports Facilities Authority (MSFA) and Wright County to the January 2, 2024 county board meeting as an Item for Consideration with a Personnel Committee recommendation for approval.

II. RASWM CONTRACT

Kryzer summarized the 2024 Agreement for Legal Services contract between Wright County and Squires, Waldspurger & Mace (RASWM), attorneys at law. Kryzer noted that rates increased; however, the county would still be getting a significant discount with the professional legal services provided by RASWM compared to similar legal firm rates.

RECOMMENDATION: It was the consensus of the committee to bring the 2024 Agreement for Legal Services between Wright County and Squires, Waldspurger & Mace to the January 2, 2024 county board meeting for approval.

III. COMMISSIONER EXPENSE POLICY

Kryzer summarized the proposed County Commissioner Expense Reimbursement Policy. Finance Manager Lindsey Meyer confirmed with the committee that the deduction from the individual county commissioner budget allocation at the standard mileage rate set by the Internal Revenue Service (IRS) was sufficient. The committee agreed that the County Commissioner Financial Policies need to relate to the Commissioner Handbook Policy. The committee also agreed that

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relevant training related to the logistical aspects of carrying out the policy changes be provided to commissioners to ensure policy and handbook understanding and agreement.

RECOMMENDATION: It was the consensus of the committee to bring the County Commissioner Expense Reimbursement Policy to the January 9, 2024 county board workshop for discussion.

IV. ERP PHASE II GO LIVE UPDATE

County Administrator Lee Kelly provided copies to the committee of a letter dated December 19, 2023 from Oracle consultant Sierra-Cedar detailing concerns with the county's go-live date. Meyer noted similar concerns were shared with staff and it was agreed to continue moving forward with established go-live date. Meyer shared that the Finance and Taxpayer Services Department has weighed the risks of continuing with the scheduled go live versus delaying. The Finance and Taxpayer Services employees have continued to communicate with Meyer their desire to continue with scheduled go-live date and are confident that entering information for additional testing in January and maintaining both systems will be the best mitigation effort.

Committee discussion included the amount of time and effort required to do manual updates if delayed, the additional data validations if delayed, reconverting of data if delayed, additional data migration if delayed, and multiple updates that would be needed if delayed. Mitigation plans and resources in place for potential system failures, cost of continued consulting with Sierra-Cedar, lack of CIP funding to continue with Sierra, and cost of potential overtime pay of employees to fix challenges of go-live were all discussed. Johnson shared that from Human Resources there are no issues with moving forward with the scheduled go-live date.

RECOMMENDATION: Informational only with committee support to continue moving forward with ERP Phase II Go Live date as scheduled with mitigation plans.

The meeting adjourned at 11:01 a.m.
Personnel Committee minutes submitted by Kelly Kosloski, Administrative Specialist

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WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Clay Wilfahrt

Requestor Title
Assistant County Administrator

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
1/2/2024 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
CTW4081

Item Details

Board Action Requested *
Appoint Teresa Dahl to Fill the Vacant Three-Year Term on the Great River Regional Library Board of Trustees.

Short Title (what will appear on Agenda outline - 250 character max.) *
Appoint Teresa Dahl to fill the vacant three-year term on the Great River Regional Library Board of Trustees.

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.
None

Fiscal Impact:
None

Background/Justification:
The Great River Regional Library Board is comprised of 15 Board members from the six member counties. Because of Wright County's population growth, it will be getting another seat on the Board in 2024. Commissioner Diedrick and Vetsch, who serve as the board appointed trustee and alternate for the Great River Regional Library Board, interviewed five candidates for the Trustee position. The Commissioners recommended that the Board appoint Teresa Dahl to fill the vacant Board of Trustees position.

Route for Review and Approval

- [x] 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

County Administrator Review

County Administrator Decision

Notes

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Greg Kryzer

Requestor Title
Chief of Civil Division

Department (please use dropdown to select department) *
ATTORNEY

Target Meeting Date *
1/2/2024 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 Sewer Hookup for PIDs: 215-011-003060 & 215-011-003070

Short Title (what will appear on Agenda outline - 250 character max.) *
Authorize Sewer Hookup for PIDs: 215-011-003060 & 215-011-003070

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:
The property owner will pay the costs to connect to the sewer system.

Background/Justification:
These properties are locating the Charlotte-Martha Subordinate Service District. The owner of these parcels, has applied for a new home construction permit. This property is in Phase 2 of the Charlotte-Martha Subordinate Service District. The rules established for the district require that any new homes be hooked up to the existing sewer system. Engineering plans indicate that there is plenty of capacity in the sewer line. The property owner will be required to pay the fees to the City of St. Michael, as well as the 2024 Wright County "trunk charge" of 19,017.55.

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

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 *
1/2/2024 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 $785.50 from 01-099-493.6910 Transfer Out into 01-100-493.5910 Transfer In as Follows:
$785.50 for Administrative Expenses-Staff Costs

Approval of Use of ARP Funds From 01-099-493-000
$42,738.75 5.9 Clean Water: Nonpoint Source- Indian Lake Lake Improvement District
$70,164.00 5.11 Drinking Water Transmission and Distribution-City of Waverly

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:

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 December 27, 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
Heather Lemieux

Requestor Title
Assistant Finance Director

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

Target Meeting Date *
1/2/2024 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 Use of ARP Funds From 01-099-493-000
$34,625.10 1.1 Community Violence Interventions-Sheriff's Radios

Short Title (what will appear on Agenda outline - 250 character max.) *
Motion to approve the reimbursement of the American Rescue Plan Act Funds (ARP) as follows:
County ARP Funds:
Approval of use of ARP funds from 01-099-493-000
$34,625.10 1.1 Community Violence Interventions-Sheriff's Radios

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 December 28, 2023, for eligibility. The ARP Committee is recommending the request for reimbursement as listed above.

Route for Review and Approval

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

Agenda Item Attachments (0)

Document Name	Attachment Type

- [ ] Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Heather Lemieux

Requestor Title
Assistant Finance Director

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

Target Meeting Date *
1/2/2024 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 *
Motion to Approve:
1. Authorize Signatures Designating Depositories of Public Funds for 2024 for Wells Fargo and Old National Bank of Buffalo.

2. As Required by Minnesota Statute 385.05-Requesting 2024 Chairman of the Board Signature on Form for Check Signature Image for 2024 Warrants.

3. Authorization for Annual Delegation of Wire Transfers as Required by Minnesota Statute 471.38.

Short Title (what will appear on Agenda outline - 250 character max.) *
Motion to Approve:
1. Authorize Signatures Designating Depositories of Public Funds for 2024 for Wells Fargo and Old National Bank of Buffalo.

2. As Required by Minnesota Statute 385.05-Requesting 2024 Chairman of the Board Signature on Form for Check

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:
To authorize designated depositors of public funds annually and signing plate for check writing purposes with the new chairperson's signature. Also, annual delegation of authority to make electronic funds transfer to the Finance Director/Auditor Treasurer/Assistant Finance Director. These items are required to be done annually to be in compliance with audit requirements.

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

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 *
1/2/2024 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 December 13, 2023 and December 26, 2023.

Short Title (what will appear on Agenda outline - 250 character max.) *
Acknowledge warrants issued between December 13, 2023 and December 26, 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
County Highway Engineer

Department (please use dropdown to select department) *
HIGHWAY

Target Meeting Date *
1/2/2024 9:00 AM - Board of Wright County Commissioners

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

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

Originator
VGH7388

Item Details

Board Action Requested *
Approve the Maintenance Agreement with the City of Maple Lake.

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve the Maintenance Agreement with the city of Maple Lake.

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

Briefly describe how the request aligns with the selected value stream.
City crews maintaining county highways through town provides for the most efficient snow and ice control for the benefit of all.

Describe the impact on staffing resources.
None.

Fiscal Impact:
Reimbursement to the city as per the terms of the agreement.

Background/Justification:
The maintenance agreement with Maple Lake specifies the terms of the county reimbursement for maintenance services provided by the city on the county's highway system. The city of Maple Lake approved and signed the agreement on December 19, 2023.

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
01.02.2024.Maple lake Maintenance Agreement 2023.pdf	Attachment

☐ Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes
Moved to agenda

MAINTENANCE AGREEMENT – CITY OF MAPLE LAKE

THIS AGREEMENT made and entered into by and between the City of Maple Lake hereinafter referred to as the "City" and the County of Wright hereinafter referred to as the "County".

WHEREAS, this agreement shall continue indefinitely, subject to cancellation by either party upon a 60 day written notice.

WHEREAS, Chapter 162, Minnesota Statutes, permits the County to designate certain roads and streets within the City as County State Aid Highways, and

WHEREAS, the City has concurred in the designation of the County State Aid Highway within its limits as identified in County Board's resolutions of August 28, October 8, November 5, December 3, December 27, 1957 and January 7, 1958, and

WHEREAS, it is deemed to be the best interest of all parties that the duties and responsibilities of both the City and the County as to maintenance on said County State Aid Highways to be clearly defined,

NOW THEREFORE, IT IS AGREED with regard to said County State Aid Highway maintenance:

That the City will be responsible for routine maintenance of the following highways:

MAINT. PLAN	ROAD	SEGMENT	MILES	COST/MI*	TOTAL COST
E	ALL	CSAH 7, CSAH 8, CSAH 57	2.22	Lump Sum	$915.00/year
F	CSAH7	TH55 W to CSAH8	0.57	$1,939.40	$1,105.46
F	CSAH7	Division Street to 0.72 miles to the south	0.72	$1,939.40	$1,396.37
F	CSAH8	TH55 N. to 8th St.	0.39	$1,939.40	$756.37
F	CSAH8	TH55 S. to CSAH 7	0.17	$1,939.40	$329.70
F	CSAH8	Elm St. to Oak Ave.	0.22	$1,939.40	$426.67
F	CSAH57	CSAH8 to TH55 E.	0.15	$1,939.40	$290.91
G	CSAH 8	Mini Roundabout		Lump Sum	$1,000.00/year
		ESTIMATED TOTAL =	2.22		$6,220.47

That routine maintenance shall consist of the following: (Maintenance Plan)

E. Sweeping. Lump Sum $915.00 per year.
F. Snow plowing only.
G. Mini Roundabout (snow plowing, sweeping) will be billed at a lump sum of $1000.00 per year.

*Based on the average annual cost of the previous three years: (above shows 2020, 2021,2022 for example)

That when the City deems it desirable to remove snow by hauling, it shall do so at its own expense. Snow and ice removal on sidewalks and other boulevard related maintenance outside the curb or street area is governed by City Ordinance.

That the County will be responsible for all other maintenance.

That in December, the City shall receive payment from the County for their work. This amount shall be based on the average annual cost per mile of the previous three years for routine maintenance on Municipal County State Aid Highways. The average annual cost per mile will reflect only those costs associated with the areas of routine maintenance for which the city is responsible.

ADOPTED: Dec 19, 2023

ATTEST: Renee Echt
City Administrator

Lynn Sjoquist
Mayor

CERTIFICATION

I hereby certify that the above is a true and correct copy of a resolution duly passed, adopted, and approved by the City Council of said City on December 19, 2023.

Renee Eckerly
City Administrator

City of Maple Lake
Name of City

APPROVED AND ACCEPTED:
COUNTY OF WRIGHT

_____
Board Chair Date

ATTEST:

_____
County Administrator Date

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Schawn Johnson

Requestor Title
Human Resources Director

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

Target Meeting Date *
1/2/2024 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 *
Adoption of Revisions to Section 101 (Position Classification and Reclassification) of the Wright County Personnel Manual.

Short Title (what will appear on Agenda outline - 250 character max.) *
Adoption of Revisions to Section 101 (Position Classification and Reclassification) of the Wright County Personnel Manual.

Value Stream the request primarily aligns with:
Develop County Infrastructure

Briefly describe how the request aligns with the selected value stream.
To continue to improve and enhance the functionality and clarity of the County's personnel policy manual.

Describe the impact on staffing resources.
No impact on staffing resources. Language clarification to Section 101.07 (Job Description Changes, Clarifications, Updates).

Fiscal Impact:
This language change has no fiscal impact.

Background/Justification:
The proposed language changes to Section 101.07 (Job Description Changes, Clarifications, Updates) are to improve and clarify the process and procedures that the County will utilize moving forward in regard to reviewing and approving any future position reclassification in the County. For County Board review, a red-lined and clean copy of the proposed changes to Section 101 (Position Classification and Reclassification) of the Wright County Personnel Policy Manual are attached.

Route for Review and Approval

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

Agenda Item Attachments (2)

Document Name	Attachment Type
101 POSITION CLASSIFICATION(Clean Copy).pdf	Attachment
101 POSITION CLASSIFICATION(Red-Lined).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

101 POSITION CLASSIFICATION AND RECLASSIFICATION

Policy Adopted: 11-16-04 **Policy Amended: 05-18-21**
Policy Amended: 01-02-24

101.01 APPLICABILITY

This policy applies to all full- and part-time County employees. Comparable worth values shall be determined through the County's process.

101.02 POLICY STATEMENT

Position classification is completed in an effort to maintain equity in the relationship between various groups of jobs.

101.03 NEW/ADDITIONAL POSITIONS

Positions which have been approved by the County Board and/or through the annual budgeting process which do not fall into an existing classification shall be evaluated and rated for classification.

PROCEDURE

A job evaluation is required for all new positions. The supervisor and department head shall prepare a Position Analysis Questionnaire (PAQ) and submit to the HR Director and Assistant HR Director a completed PAQ, draft job description, and an organizational chart depicting the reporting relationship of the new position within the department. The HR Director shall review the information and, if necessary, meet with the department head. The PAQ will be used as the basis for the development of the job description. Once completed and in acceptable format, the job description and PAQ shall be sent to the County's consultant for evaluation. The consultant shall evaluate the job description and questionnaire based on the criteria defined by the County.

101.04 REQUESTS FOR RECLASSIFICATION

All reclassifications must be reviewed and recommended by the Personnel Committee and receive final approval by the County Board before the proposed reclassified position request will be evaluated and rated through the County's classification and compensation system. The County's Personnel Committee is comprised of two County Commissioners and the Human Resources Director. Reclassification evaluations are based on significant changes required of the position. Position classification shall be determined by various factors, such as knowledge, skills and abilities fitting within class concepts; responsibility (in the department and County wide); supervision; working conditions, etc. Reclassification shall not be used for attaining demotions, transfers, lay-offs, compensation adjustments, or position elimination.

PROCEDURE

a. Requests for reclassification may be initiated by the supervisor, department head, or the employee.
b. All requests for reclassification must be reviewed and approved by the supervisor and department head.
c. A Position Analysis Questionnaire (PAQ), revised job description and department organizational chart is required for processing requests for reclassification. *NOTE: the revised draft job description should be developed using the existing job description, red-*

lining proposed revisions.

d. The original job description is attached to the draft job description and forwarded to the supervisor and/or department head with the job evaluation request form.
e. Upon receipt of the request for reclassification information, the department head shall have 10 working days to review the documentation.
f. Upon review and approval, the department head shall forward all information to the HR Director for review.
g. The HR Director shall have 30 working days to review the information. The HR Director will then determine whether the changes to the job description warrant further evaluation. If the HR Director determines the changes to the job description warrant further evaluation, the changes to the job description shall be finalized and submitted to the County's personnel committee and County Board for review and potential adoption. The revised job description will be sent to the County's consultant for final review and grading.
h. An employee who has his or her position reclassified shall be moved to the new classification pay range and 1) be paid at the same percent of maximum pay as the old classification pay range or 2) wages will be frozen until the maximum of the new classification pay range exceeds the current rate of pay.

101.05 DENIAL OF RECLASSIFICATION

A reclassification request may be denied by the supervisor, department head, HR Director, the County Administrator, the Personnel Committee, or the County Board for any of the following reasons:

a. The current position has not significantly changed in scope, duties, responsibilities, etc., to warrant reclassification.
b. The position was considered for reclassification within the past 36 months.

101.06 DEPARTMENT REORGANIZATIONS

Department reorganizations are approved by County Board action only. The reclassification process is not to be used by departments to reorganize.

101.07 JOB DESCRIPTION CHANGES, CLARIFICATIONS, UPDATES

Minor revisions to job duties and/or description language, which do not result in significant changes requiring reclassification, can be recommended to the HR Director throughout the year for approval. The County Administrator must review additional job duties requiring reclassification for approval at the Personnel Committee.

All position descriptions that are four (4) years or older will be placed on a schedule to be reviewed by the Administration Department and the County's compensation and classification consultant to determine if a reclassification of the respective position is appropriate. The Human Resources Director will develop a schedule to evaluate one/third of the County's position description on an annual basis to determine if any positions are in need of updating or reclassification in the County's compensation plan. All department reorganizations must be reviewed and approved by the County Administrator and adopted by the Personnel Committee.

101 POSITION CLASSIFICATION AND RECLASSIFICATION

Policy Adopted: 11-16-04 **Policy Amended: 05-18-21**
Policy Amended: 01-02-24

101.01 APPLICABILITY

This policy applies to all full- and part-time County employees. Comparable worth values shall be determined through the County's process.

101.02 POLICY STATEMENT

Position classification is completed in an effort to maintain equity in the relationship between various groups of jobs.

101.03 NEW/ADDITIONAL POSITIONS

Positions which have been approved by the County Board and/or through the annual budgeting process which do not fall into an existing classification shall be evaluated and rated for classification.

PROCEDURE

A job evaluation is required for all new positions. The supervisor and department head shall prepare a Position Analysis Questionnaire (PAQ) and submit to the HR Director and Assistant HR Director a completed PAQ, draft job description, and an organizational chart depicting the reporting relationship of the new position within the department. The HR Director shall review the information and, if necessary, meet with the department head. The PAQ will be used as the basis for the development of the job description. Once completed and in acceptable format, the job description and PAQ shall be sent to the County's consultant for evaluation. The consultant shall evaluate the job description and questionnaire based on the criteria defined by the County.

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lining proposed revisions.

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h. An employee who has his or her position reclassified shall be moved to the new classification pay range and 1) be paid at the same percent of maximum pay as the old classification pay range or 2) wages will be frozen until the maximum of the new classification pay range exceeds the current rate of pay.

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a. The current position has not significantly changed in scope, duties, responsibilities, etc., to warrant reclassification.
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Minor revisions to job duties and/or description language, which do not result in significant changes requiring reclassification, can be recommended to the HR Director throughout the year for approval. The County Administrator must review additional job duties requiring reclassification for approval at the Personnel Committee.

All position descriptions that are four (4) years or older will be placed on a schedule to be reviewed by the Administration Department and the County's compensation and classification consultant to determine if a reclassification of the respective position is appropriate. The Human Resources Director will develop a schedule to evaluate one/third of the County's position description on an annual basis to determine if any positions are in need of updating or reclassification in the County's compensation plan. All department reorganizations must be reviewed and approved by the County Administrator and adopted by the Personnel Committee.

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 *
1/2/2024 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 of a Memorandum of Agreement (MOA) Between Wright County and Teamsters Local 320 (Courthouse) to Re-Open the Collective Bargaining Agreement (CBA) to Implement a Position Reclassification for Bargaining Unit Employees Under the Classification of Facilities Maintenance Technicians in Order to Respond to Current Market Conditions.

Short Title (what will appear on Agenda outline - 250 character max.) *
Request approval of a Memorandum of Agreement between Wright County and Teamsters Local 320 (Courthouse) to re-open the Collective Bargaining Agreement (CBA) to implement a wage reclassification for Facilities Maintenance Technicians.

Value Stream the request primarily aligns with:
Develop County Infrastructure

Briefly describe how the request aligns with the selected value stream.
Wright County and Teamsters Courthouse acknowledge that the marketplace for Facilities Maintenance Technicians has changed due to a limited labor pool and a reduced number of potential candidates throughout the State of Minnesota. The current marketplace for Facilities Maintenance Technician has created challenges for recruiting and retaining these types of positions that have not existed in the past.

Describe the impact on staffing resources.
The proposed costs associated with the position reclassification of the Facilities Maintenance Technicians have been included in the County's proposed 2024 budget.

Fiscal Impact:
The proposed costs associated with the position reclassification of the Facilities Maintenance Technicians have been included in the County's proposed 2024 budget.

Background/Justification:
The County and Teamsters Courthouse Group met on December 13th to discuss a proposed MOA to re-open the CBA and implement a wage adjustment (reclassification) for bargaining unit employees under the classification of Facilities Maintenance Technicians in order to respond to current market conditions effective January 1, 2024. The County and the Union acknowledge that the marketplace for Facilities Maintenance Technicians has changed due to a limited labor pool and a reduced number of potential candidates throughout the State of Minnesota. The current marketplace for Facilities Maintenance Technicians has changed and has created challenges for recruiting and retaining these types of positions that have not existed in the past. The County reviewed the Facilities Maintenance Technician job description and had the position reevaluated and pointed by the County's third-party compensation and classification consultant. The County's compensation and classification consultant recommends that the Facilities Maintenance Technician position be reclassified from a Grade 2 to Grade 5 on the County's compensation plan. Please see the attached MOA and Appendix A for additional salary reclassification information.

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
Facilities MOA-January 2, 2024.pdf	Attachment

- [ ] Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is between the County of Wright, Minnesota (hereafter "County") and Teamsters Local 320 (Courthouse) (hereafter "Union").

WHEREAS, the County and the Union are parties to a collective bargaining agreement ("CBA") in effect January 1, 2023, to December 31, 2025, governing the terms and conditions of certain Courthouse employees; and

WHEREAS, the County and the Union have agreed to re-open the CBA to implement a wage adjustment for bargaining unit employees under the classification of Facilities Maintenance Technicians in order to respond to current market conditions; and

WHEREAS, the County and the Union acknowledge that the marketplace for Facilities Maintenance Technicians has changed due to a limited labor pool and a reduced number of potential candidates throughout the State of Minnesota; and

WHEREAS, the current marketplace for Facilities Maintenance Technicians has changed and has created challenges for recruiting and retaining these types of positions that have not existed in the past; and

WHEREAS, the County reviewed the Facilities Maintenance Technician job description and had the position reevaluated and pointed by the County's third-party compensation and classification consultant; and

WHEREAS, the County's compensation and classification consultant recommends that the Facilities Maintenance Technician position be reclassified from a Grade 2 to Grade 5 on the County's compensation plan.

WHEREAS, the County and the Union are entering into this Memorandum of Agreement due to their mutual interest in moving the Facilities Maintenance Technician from Grade 2 to Grade 5 on the Wright County Compensation Plan, effective on January 1, 2024, at 12:00:00 AM and modifying Appendix A of the 2023-2025 collective bargaining agreement to reflect this change.

NOW, THEREFORE, the County and the Union agree as follows:

1. Effective January 1, 2024, at 12:00:00 AM, the Facilities Maintenance Technician position will move from Grade 2 to Grade 5 on the Wright County Compensation Plan. When the parties negotiate a successor contract to the 2023-2025 CBA, they will update the Appendix A to the current CBA to reflect the grade change for the Facilities Maintenance Technician position.

2. The attached Exhibit A outlines how the grade change for the Facilities Maintenance Technician will impact individual bargaining unit employees hired on or before December 31, 2023.

3. The parties agree that Exhibit A, which is attached hereto and incorporated herein by reference, has correctly delineated the 2024 hourly rate of pay for all Facilities Maintenance Technicians in the Teamsters Courthouse bargaining unit who will be affected bv the grade change addressed in this Memorandum of Agreement. The parties have had sufficient time to review Exhibit A and assert it is correct in all aspects. If an error, omission, or miscalculation is later alleged to have been found in Exhibit A, the parties agree that the error, omission, or miscalculation was intentional.

4. This Memorandum of Agreement shall not constitute evidence of a precedent or past practice regarding any subsequent negotiations or matters between the parties. The Union acknowledges that this Memorandum of Agreement is specifically intended to address issues related to the compensation of Facilities Maintenance Technicians in light of unique market conditions. This Memorandum of Agreement will not obligate the County to take similar action in the future.

5. The Union specifically agrees that it has reviewed the attached Exhibit A carefully and that Exhibit A reflects the hourly compensation changes that will be implemented on January 1, 2024, pursuant to this Memorandum of Agreement. The parties further agree that the Union shall not claim nor support any allegation that the amounts listed in Exhibit A are incorrect. On behalf of itself and individual members of the bargaining unit, the Union specifically agrees that any grievance regarding the compensation increase addressed in this Memorandum of Agreement will be limited solely to disputes over whether the individuals listed on Exhibit A properly received the hourly rate adjustment specifically set forth on Exhibit A under the conditions outlined in this Memorandum of Agreement. The Union expressly waives the right of itself or any bargaining unit member to file a grievance under the CBA challenging the amounts listed in Exhibit A, asserting individuals not listed in Exhibit A should have been included in Exhibit A, or that an individual should receive an hourly rate adjustment that differs from what is specifically outlined in Exhibit A. The Union will pay the County's costs, including attorney's fees, in the event a grievance is filed and found to violate this provision.

6. The County and Union recognize and acknowledge this one-time grade change and corresponding hourly rate change for the employees listed on the attached Exhibit A may result in "leapfrogging" that may occur within the bargaining unit. The Union agrees that the overall benefit this Memorandum of Agreement provides to the bargaining unit overrides any leapfrogging issues with respect to individual bargaining unit members. The Union understands that the County will not enter into any further agreements to address alleged leapfrogging issues for the duration of the 2023-2025 CBA.

7. This Memorandum of Agreement sets no precedent and may not be used by either party in any arbitration setting or any other proceeding as evidence of a binding past practice.

8. This Memorandum of Agreement constitutes the complete agreement of the parties with respect to the grade change for the Facilities Maintenance Technician position. No promises, representations, or guarantees exist outside the express terms of this

Memorandum of Agreement. The terms of this Memorandum of Agreement will control over any language to the contrary in the CBA. Except as specifically modified in this Memorandum of Agreement, the CBA will remain in full force and effect.

9. This Memorandum of Agreement will automatically expire on December 31, 2025, at 11:59:59 PM.

This Memorandum of Agreement represents the complete and total agreement between the parties regarding this matter.

IN WITNESS WHEREOF, the parties have caused Memorandum of Agreement to be executed this _____day of _____, 2023.

COUNTY OF WRIGHT

_____

Darek Vetsch, County Board Chair

_____

Lee Kelly, County Administrator

TEAMSTERS LOCAL 320
(COURTHOUSE)

_____

_____

_____

_____

_____

Exhibit A-Facilities Maintenance Technician Reclassification January 1, 2024

Exhibit A					
Employee	Position Classification	Current Position Grade	Wage as of 12/31/2023	New Grade Based on Reclassification as of 1/1/2024	New Wage as of 1/1/2024 w/Reclassification and 2.75% General Adjustment
Timothy Fox	Facilities Maintenance Technician	2	$22.77	5	$27.87
James Gulliford	Facilities Maintenance Technician	2	$22.20	5	$27.16
Andrew Henderson	Facilities Maintenance Technician	2	$20.00	5	$24.47
Jack Jonas	Facilities Maintenance Technician	2	$21.55	5	$26.37
Shawn Olson	Facilities Maintenance Technician	2	$24.65	5	$30.17
Travis Oxley	Facilities Maintenance Technician	2	$20.07	5	$24.56
Jeff Peterson	Facilities Maintenance Technician	2	$20.87	5	$25.53
Luke Ross	Facilities Maintenance Technician	2	$22.93	5	$28.06
Marc Thibodeaux	Facilities Maintenance Technician	2	$22.20	5	$27.16
William Vogel	Facilities Maintenance Technician	2	$25.08	5	$30.69

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 *
1/2/2024 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 and Authorize Board Chair to Sign ARP Grant Agreements for the Following Projects:

BB-003-01 2022 Border to Border Broadband - Local Contribution Charter Project 3 (Chatham, Buffalo, Rockford, Marysville and Franklin Townships) - $106,700
BB-003-02 2022 Border to Border Broadband - Local Contribution Charter Project 4 (Rockford Township) - $65,000

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve ARP grant agreements

Value Stream the request primarily aligns with:
Develop County Infrastructure

Briefly describe how the request aligns with the selected value stream.
This request supports the installation of high-quality broadband within the county.

Describe the impact on staffing resources.
None.

Fiscal Impact:
This action will grant $171,700 of ARP funds

Background/Justification:
On August 2, 2022 , The County Board approved letters of support, pledging local contributions to these two projects contingent upon funding from the state through its Border to Border Broadband Grant program. The state awarded a grant to this project in December 2022. The ARP Committee recommends approval of this grant agreement.

Route for Review and Approval

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

Agenda Item Attachments (2)

Document Name	Attachment Type
ARP Grant Agreement - BB-003-001 Updated.docx	Attachment
ARP Grant Agreement - BB-003-002 Updated.docx	Attachment

- [ ] Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

BROADBAND GRANT
LOCAL CONTRIBUTION AGREEMENT
Wright County Project 3

This County Broadband Grant Contribution Agreement is entered into by and between Wright County (hereinafter referred to as the "County") and Spectrum Mid-America, LLC, by its Manager, Charter Communications, Inc. (hereinafter referred to as "Charter") on _____, 2023 ("Effective Date").

RECITALS

A. Charter submitted an application ("Application"), together with all relevant attachments (the "Application"), for the Border-to-Border Broadband Grant Round 7 (the "Program"), to the State of Minnesota (the "Grantor").

B. Charter's Application was accepted and funding was awarded by the Grantor (the "Award"), dated December 8, 2022, for Wright County 4. Charter and the Grantor thereafter duly executed a Grant Agreement, dated September 29, 2023 (the "Grant Agreement") for Minnesota State;

C. Charter was also awarded a total amount of SIXTY-FIVE THOUSAND DOLLARS **(**$65,000.00) by the County ("County Award") toward the total build cost of the broadband project as set forth in the State Grant Agreement for the purposes of offsetting Charter's portion of eligible costs;

D. County asserts that it has the requisite funding and authority to enter into and carry out its obligations under the Order, the Grant Agreement, and this Agreement with Charter;

E. Subject to and following award of the grant and Charter's acceptance of same, Charter and County shall enter into this Agreement that shall include such additional terms and conditions that are necessary to effectuate the financial requirements contained therein; and

NOW THEREFORE, in consideration of the above Recitals, which are hereby incorporated into the below Agreement, and in consideration of the mutual promises made herein, the receipt and sufficiency of which are hereby acknowledged, Charter and the County further agree as follows:

1) NETWORK CONSTRUCTION. Charter shall construct and activate wireline broadband service to 638 locations in Wright County, identified in the Grant Agreement with the Grantor, Exhibit B, Scope of Work (the "Broadband Project"), pursuant to the Award and this County Agreement.

2) CONTRIBUTION. County shall provide Charter with a one-time Contribution of SIXTY-FIVE THOUSAND DOLLARS **(**$65,000.00) as part of the necessary funding to construct and activate the Broadband Project; subject to the payment schedule in Exhibit A, and the terms and conditions of the Grant Agreement incorporated by reference herein in Exhibit B. Charter shall submit an itemized invoice describing eligible costs incurred for the Milestone period, as

defined in Exhibit A. The County will review all expenses for eligibility prior to making payment Any ineligible expenses will not be paid. The County may request additional documentation to confirm work was completed. Charter shall cooperate with the County on all necessary and reasonable requests. Failure to cooperate may result in the delay or denial of payments.

3) Charter shall not be obligated to construct the Broadband Project without this pledged Contribution from the County or without payment from the Grantor under the Grant Agreement.

4) TERM. This Agreement shall commence on the Effective Date and expire thirty (30) days from the date of final payment from Grantor under the Grant Agreement in Exhibit A, or December 31, 2025, whichever is later. No provision of this Agreement shall survive the termination of this Agreement unless expressly stated herein.

5) ENTIRE AGREEMENT. This Agreement, and any attachments hereto, embodies the entire understanding and agreement of the County and Charter with respect to the subject matter hereof and supersedes all prior understandings, agreements and communications, whether written or oral. All ordinances or parts of ordinances that are in conflict with or otherwise impose obligations different from the provisions of this Agreement are superseded by this Agreement.

6) COMPLIANCE WITH FEDERAL, STATE AND LOCAL LAWS. In its operations under this Agreement, County and Charter shall comply with all applicable tribal, state and federal laws.

7) NOTICE. Any notice required under this Agreement shall be provided via US Mail and Email to the following addresses:

CHARTER:

Charter Communications, Inc.
Attn: David Larson, Government Affairs
16900 Cedar Ave
Rosemount, MN 55068

Charter Communications
RVP, Field Operations
5133 West Terrace Drive - Ste 100, 300
Madison WI 53718

WRIGHT COUNTY:

17) SEVERABILITY. If any section, subsection, sentence, clause, phrase, or other portion of this Agreement is, for any reason, declared invalid, in whole or in part, by any court, agency,

commission, legislative body, or other authority of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent portion. Such declaration shall not affect the validity of the remaining portions hereof, which other portions shall continue in full force and effect.

18) MODIFICATION. No provision of this Agreement shall be amended or otherwise modified, in whole or in part, except by an instrument, in writing, duly executed by the County and Charter, which amendment shall be authorized on behalf of the County through the adoption of an appropriate resolution or order by the County, as required by applicable law.

19) REPORTING. Within 15 days from receipt of a request from the County, Grantee shall provide such information as may be necessary and within Grantee's possession for the County to meet its applicable reporting obligations to the U.S. Treasury associated with this grant.

IN WITNESS WHEREOF, this Broadband Infrastructure Agreement has been executed by the duly authorized representatives of the parties as set forth below, as of the date set forth below:

FOR WRIGHT COUNTY:

By: _____

Name: _____

Title: _____

Date: _____

FOR SPECTRUM MID-AMERICA, LLC BY: CHARTER COMMUNICATIONS, INC., ITS MANAGER:

By: _____

Name: _____

Title: _____

Date: _____

Exhibit A
Funding

County shall be obligated to pay a total of SIXTY-FIVE THOUSAND DOLLARS ($65,000.00) per the Milestone Payment Schedule below.

MILESTONE PAYMENT SCHEDULE		
Milestone	**Percentage (%)**	**Amount**
Within fifteen (15) business days from the date of Written Notice by Charter of Activation of the Project Area	100%	$65,000.00
Total County Payment	**100%**	$65,000.00

The term "Activation" as used herein is defined as the capability of an address to receive broadband service from the Resulting Network.

The Parties acknowledge that Charter's cost estimates are preliminary in nature, and are subject to revision based on archeological findings or other factors identified during final engineering, including but not limited to changes in route or construction materials or techniques, and/or changes to the Scope of Work in the Grant Agreement. The Parties further agree to promptly meet and discuss in good faith appropriate modifications to this Exhibit A upon the request of either Party.

PAYMENT INSTRUCTIONS

To transfer funds:
Bank Address for ACH
US Bank
7th and Washington
St. Louis, MO 63101

Account Title: Charter Communications Operations LLC
Account Number: 152319781067
Routing Number: 081000210
SWIFT: USBKUS44STL

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St. Louis, MO 63131

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Attn: Elizabeth Karels, Project Administrator
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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 *
1/2/2024 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 $4,560.84 Increase to SHF-001 Sheriff's Office Radio Compliance Project and Grant. The Project was Originally Estimated / Approved $1.8M but Actual Costs Were Higher. The ARP Committee Recommends Reallocating Funds From WC-001 Administration Time to Cover This Increase.

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve increase to ARP Grant SHF-001

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

Briefly describe how the request aligns with the selected value stream.
This grant allowed the Sheriff's office to buy encrypted radios to support their operations.

Describe the impact on staffing resources.
None

Fiscal Impact:
This will grant an additional $4,560.84 of ARP funds

Background/Justification:
The ARP Committee recommends this action. The board previously approved this grant on October 4, 2022.

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
SHF-001 Sheriff's Office Radio Compliance Project.pdf	Attachment

☐ Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Notes

WRIGHT COUNTY
MINNESOTA

ADMIN Only - Program Administration

ARP Status
GRANT DISPURSE/WARRANTS

ARP Adopted Program Name
SHERIFF'S OFFICE RADIO COMPLIANCE PROJECT

ARP Project Name (if applicable)
SHF-001 SHERIFF'S OFFICE RADIO COMPLIANCE PROJECT

ARP Award#
SHF-001

ARP Funding
ARP Established

Expenditure Catagory
1.11

ARP Program Managing Agency/Department
WRIGHT COUNTY SHERIFF'S OFFICE

ARP Grant Managing Agency/Department
WRIGHT COUNTY SHERIFF'S OFFICE

ARP Tier Rating

ARP Risk Score

ARP Term or End Date
12/31/2024

Grant Amount Requested
$1800000.00

Grant Amount Awarded
$1800000.00

Grant Amount Dispursed
$1804560.84

American Rescue Plan Program Request

Program Name
SHERIFF'S OFFICE RADIO COMPLIANCE PROJECT

Program Category *
INTERNAL COUNTY EXPENSES

Program Type *
WRIGHT CTY - ONE TIME EXPENSE

Description *
In 2022 we were notified the BCA is requiring encrypted radios for both in squad radios and portable radios. The following radios need to be replaced or upgraded:
20 Portable Upgrades
175 Portable Radios
51 Jail Portable Radios & Upgrades
38 Squad Radio Upgrades
118 Squad Radios

Eligibility and Requested Funding

American Rescue Plan - Fiscal Recovery Funds - Expenditure Category
1.11 Community Violence Interventions*^

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:
General public

Grant Contact Information

Legal Name of Business / Agency *
Wright County Sheriff's Office

Type of Business

Federal Tax ID

MN State Tax ID

Complete Mailing Address
3800 Braddock Ave NE
Buffalo, MN 55313

[x] Location same as mailing address?

Location Address
3800 Braddock Ave NE
Buffalo, MN 55313

Contact Name
Shawna Athman

Contact Business Phone *
763-684-2372

Contact Cell Phone
612-532-1725

Contact Email Address *
shawna.athman@co.wright.mn.us

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:
Wright County has seen an increase in both the number and intensity of firearm related incidents since the beginning of the pandemic. See attached information. This program is needed to increase public safety and officer safety by increasing interoperability of multiple agencies for complex law enforcement events. The program includes the purchase, installation, and upgrade of Sheriff's Office radios- both portable and in-squad radios. Upon arrival of equipment, Sheriff's Office staff will complete the installation and upgrades of radios using Guardian Fleet only when necessary due to an unforeseen complication. Program will be organized and managed by Shawna Athman, Office Administrator. Participants will include Emergency Management Director Seth Hansen, Assistant Emergency Management Director Richard Ward, Equipment Supply Specialists Judy Ashley, and the 3 Sheriff's Office TAS staff. The program will be completed in full by year end of 2023.

How will you measure success of the program?
Seamless ability to communicate with multiple agencies on an encrypted radio within a matter of seconds allowing for greater public safety and officer safety.

Provide a narrative explaining why this funding is being requested.
Wright County has seen an increase in both the number and intensity of firearm related incidents since the beginning of the pandemic. See attached information. Investments in technology and equipment to allow law enforcement to more efficiently and effectively respond to the rise in gun violence resulting from the pandemic is an allowable expenses under ARP-SLFRF.

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
Other	Radios	$1800000.00

Total of Funding Requested
1800000.00

Is the detailed program or project eligible for funding under the American Rescue Plan - Fiscal Recovery Fund guidelines?
(●) Yes ( ) No

Narrative:
See email from D. Green dated 8/23/22:

This requests does not fall neatly into one of the expenditure categories outside of the provision of government services under revenue loss. I imagine the County has already used up the capacity in that area. If you want to pursue this further, it would need to be justified under Expenditure Category 1.11 – Community Violence Intervention.

Any justification would have to be tied to a proven increase in crime. Below is an excerpt from page 4357 of the final rule.

Public Comment: Some commenters sought further clarification on whether some of the enumerated eligible uses are considered responsive to all crime, violent crime, or gun violence. Treasury Response: Enumerated eligible uses that respond to an increase in gun violence may be pursued in communities experiencing an increase in gun violence associated with the pandemic, specifically: (1) Hiring law enforcement officials—even above pre- pandemic levels—or paying overtime where the funds are directly focused on advancing community policing strategies for gun violence, (2) additional enforcement efforts to reduce gun violence exacerbated by the pandemic, including prosecuting gun traffickers, dealers, and other parties contributing to the supply of crime guns, as well as collaborative federal, state, and local efforts to identify and address gun trafficking channels, and (3) investing in technology and equipment to allow law enforcement to more efficiently and effectively respond to the rise in gun violence resulting from the pandemic, for example technology to assist in the identification of guns whose serial numbers have been damaged.

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
1.11 Community Violence Interventions*^

Expenditure Category VALIDATED
◉ Yes ○ No

Reviewed by:

Member	Date
Lee Kelly	09/21/2022
Ryan Kotila	09/21/2022
Heather Lemieux	09/21/2022
Elizabeth Karels	09/21/2022
John Holler	09/21/2022

Review Dates and Forum

Date	Action	Comments / Directions
10/04/2022	Approved to move forward	

Forum: Board Meeting
Other:

Distributions

Date of Distribution	Warrant #	Acct Code	Distribution Amount	Description/Comment	Date Committee Apr	Committee Members present	Date Board Apr	Board Members present
12/9/2022	1187087469	01-099-493-8467-6480	$903332.50	Radios	11/16/2022	Kelly, Meyer, Lemieux, Karels, Holler, Kotila	11/29/2022	Husom, Vetsch, Daleiden, Wetter, Kaczmarek
2/10/2023	100917	01-099-493-8467-6480	$176586.02	Radios	01/25/2023	Kelly, Meyer, Lemieux, Karels,	02/07/2023	Vetsch, Kaczmarek, Schoen, Diedrick, Holland
3/29/2023	101902	01-099-493-8467-6480	$646792.22	Radios	03/15/2023	Kelly, Lemieux, Karels, Holler, Kryzer, Kotila	03/21/2023	Vetsch, Kaczmarek, Schoen, Diedrick, Holland
4/5/2023	102047	01-099-493-8467-6480	$43225.00	Radios	03/22/2023	Kelly, Meyer, Lemieux, Karels, Holler, Kotila	04/04/2023	Vetsch, Kaczmarek, Schoen, Diedrick, Holland
12/14/2023	107448	01-099-493-8467-6480	$29937.60	Radios				
12/21/2023	107571	01-099-493-8467-6480	$4687.50	Radios				

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Clay Wilfahrt

Requestor Title
Assistant County Administrator

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
1/2/2024 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 minutes

Originator
CTW4081

Item Details

Board Action Requested *
Receive Report from Wright County Economic Development Partnership

Short Title (what will appear on Agenda outline - 250 character max.) *
Receive Report from Wright County Economic Development Partnership

Value Stream the request primarily aligns with:
Shepherd Economic Growth

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

Describe the impact on staffing resources.
None

Fiscal Impact:
None

Background/Justification:
The County Board asked staff to require presentations of the Economic Development Partnership three times annually. Staff has invited the Economic Development Partnership to present information on it organization and recent accomplishments.

Route for Review and Approval

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

Agenda Item Attachments (0)

Document Name	Attachment Type

☐ Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Virgil Hawkins

Requestor Title
County Highway Engineer

Department (please use dropdown to select department) *
HIGHWAY

Target Meeting Date *
1/2/2024 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 of Sponsorship for the City of Clearwater's Transportation Alternative Program Federal Grant Application.

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve a resolution of sponsorship for the City of Clearwater's Transportation Alternative Program federal grant application.

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

Briefly describe how the request aligns with the selected value stream.
The City's grant application provides for pedestrian facilities along the Trunk Highway 24 corridor in Clearwater, for the safety of pedestrian traffic.

Describe the impact on staffing resources.
Highway Engineering Division staff time in reviewing the application, coordinating grant award, preparing a city/county agreement (if a grant is awarded).

Fiscal Impact:
None

Background/Justification:
The Greater MN Transportation Alternatives Program is a federally funded competitive grant opportunity administered by MnDOT for FY 2028. The City of Clearwater has prepared a grant application that proposes to construct a ten-foot wide shared use trail on the southeast side of the Trunk Highway 24 corridor near the I-94 crossing, where pedestrian facilities do not currently exist. The grant amount requested is $800,000 and the city is planning to contribute $200,000 for the project estimated to cost $1 Million.
Resolution of sponsorship attached.

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
Parks Resolution 1.2 Flat.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:
January 2, 2024

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

RESOLUTION

Resolution Supporting the City of Clearwater's Pursuit of Transportation Alternatives Program Funding for the Trunk Highway 24 Trail Improvements Project

WHEREAS, the Greater MN Transportation Alternatives Program is a federally funded competitive grant opportunity administered by the Minnesota Department of Transportation through local Area Transportation Partnerships; and

WHEREAS, the Minnesota Department of Transportation has funding available through this solicitation for project construction in the fiscal year 2028; and

WHEREAS, with increased funding through the federal Bipartisan Infrastructure bill, the Minnesota Department of Transportation will be awarding $12.45 million in grant awards to selected projects that will enhance pedestrian and bicycle facilities, historic preservation, and Safe Routes to School; and

WHEREAS, this project will construct a ten-foot, shared-use trail on the southeast side of Trunk Highway 24 near the I-94 crossing, where pedestrian facilities do not currently exist; 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)

I, Lee Kelly, duly appointed and qualified County Administrator of the County of Wright, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Wright County, Minnesota, at their session held on the 2nd day of January, 2024, 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 2nd day of January, 2024.

_____
Lee Kelly, County Administrator

RESOLUTION ##

BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:
January 2, 2024

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

RESOLUTION ##

WHEREAS, the project will eliminate gaps in the city's pedestrian infrastructure network while connecting bicyclists and pedestrians to businesses and amenities in downtown Clearwater and the city's trail system located within Wright County's highway right-of-way; and

WHEREAS, the proposed project is also consistent with the City of Clearwater Comprehensive Plan and the Wright County Parks & Recreation Trail and Bikeway Plan.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS FOR WRIGHT COUNTY MINNESOTA:

1. Wright County agrees to act as the sponsoring agency for the project identified as the Trunk Highway 24 Trail Improvements Project seeking Transportation Alternatives funding and has reviewed and approved the project as proposed; and

2. Wright County recognizes that sponsorship includes the understanding that the city is responsible to secure and guarantee the local share of costs associated with this project. Wright County is responsible to review and comment on the city's project through to its completion, with compliance of all applicable laws, rules, and regulations; and

3. Wright County is hereby authorized to act as agent on behalf of the city, as sponsoring agency; and

4. The City of Clearwater's pursuit of Transportation Alternatives Program funding for the Trunk Highway 24 Trail Improvements Project is hereby approved; and

5. The Wright County Board of Commissioners recognizes that Transportation Alternatives Program grants are paid on a reimbursable basis and agrees to act as the fiscal agent on behalf of the City of Clearwater; and

6. Wright County is committed to working with the City of Clearwater in the development and construction of the proposed project in a timeframe that supports grant agreement requirements.

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Matt Detjen

Requestor Title
Ag and Drainage Supervisor

Department (please use dropdown to select department) *
PARKS & RECREATION

Target Meeting Date *
1/2/2024 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 *
Review a Petition Submitted by Landowners on the Abandonment of County Ditch #16 and #19

Short Title (what will appear on Agenda outline - 250 character max.) *
Review a Petition Submitted by Landowners on the Abandonment of County Ditch #16 and #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.
NA

Describe the impact on staffing resources.
Staff time was spent reviewing the petition for 51% required signatures

Fiscal Impact:
NA

Background/Justification:
A petition from residents near County Ditch #19 and County Ditch #19 (French Lake Township) was submitted to a commissioner and was dated 12/6/2023. Staff has review the petition which states "would like to abandon ditch 16 and 19 project" and determined they mean a full abandonment under Minnesota Statute 103E.811 Abandoning Drainage System. A petition under this section " must be signed by at least 51 percent of the property owners assessed for the construction of the drainage system or by the owners of not less than 51 percent of the area of the property assessed for the drainage system" A review was done by staff in the Division of Agriculture and Drainage as well as the Property Tax Department and has determined these petitions do not meet the 51% requirements
If a petition for abandonment is accepted, the next step would be to hold a public hearing on the proposed abandonment. Staff is bringing this petition to the drainage authority to receive direction on how to proceed with this petition that doesn't meet the requirements of drainage law.

Route for Review and Approval

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

Agenda Item Attachments (3)

Document Name	Attachment Type
CD 16 and CD 19 Petition for Aban_12_6_2023.pdf	Attachment
CD 19 list of benefited landowners.pdf	Attachment
CD 16 list of benefited landowners.pdf	Attachment

☐ Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes
Moved to agenda

* 1-Signature to cover all parcels of land.

Petition Against Ditch 16 and 19 12/06/2023

We, the people of Wright County would like to abandon ditch 16 and 19 project since the expenses far outweigh the benefits. The actual benefitted properties do not have to pay their fair share of this project when they will be most benefited. We should not be held responsible for the last 100 plus years that this was neglected by the County. Therefore, we feel that the ditch projects should be abandoned and left to the property owners to be liable for their own Clean up and restoration since the drainage system is working properly and draining the way that it is supposed to. The Wetlands are always going to be just that, wetlands, and the people that have made Action requests to the Wright County Auditor and Treasurer's office purchased their property knowing that it is wetlands.

	Name	Address
1	Lester Allemo	12965 co rd 37 NW Annandale Minn
2	Wayne Rathje	5537 Kathryn Ave NW annandale, mn 55302
3	Robt Nemo	9468 Co. Rd 37 NW Anndale MN. 55302
4	Joe Gunny	13270 co Rd 37 NW Annandale MN 55302
5	Emil Gunney	12354 Co. Rd 37 NW 55302
6	Sue Sylvester	3074 Norris Ave NW 55302 Annandale, MN.
7	Andrew Peters	3030 Norris Ave NW Annandale, MN 55302
8	Jade Burns Mary Gunnerson	3990 Norris Ave NW
9		

10 Peter Drue 4751 MORRISON AVE NW ANNANDALE, MN. 55302

11 Daryl Karis 14496 30th ST. NW ANNANDALE MN 55302

12 Deana Karis 2951 OLIVER AV NW ANNANDALE MN 55302

13 Charley Kaskham 14364 CO RD 37 NW Annandale. MN 55302

14 Jerome Zimmerman 13137 53RD ST NW Annandale MINN 55302

15 Lawrence Free Cty Rd 37 3785 Walnut Grove Plymouth MN 55447

16 Carol Rimp 4441 Co. RD 5 ANNANDALE MN 55302

17 Ellen Rimp 4350 LOCKE AVE N.W. ANNANDALE, MN 55302

18 Bruce A. Lemmon 4754 Locke ave N. W. Annandale, Mn 55302

19 Joe Anderson 700 NANA CIRCLE Buffalo 55313

20 Cheryl Saari 2593 Morrison Ave NW Annandale

21 John Saari " "

22 Nate Knot 4100 Locke AVE NW Annandale mn

23 Robert Marsh 13494 47th St. Annandale

Page 5 of 10

24 Larry Hoffman 5286 Keats AV. NW.

25 Margaret L Troop 3863 Moore Ave N.W. Annandale

26 Pete Young 12384 Co. Rd 37 Knox
Annandale

27 Tim Aalto 3536 Moore Ave NW Annandale

28 Alice E Denney 3828 Moore Ave NW Annandale

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1- Signature to Cover all parcels of land.

Petition Against Ditch 16 and 19 12/06/2023

We, the people of Wright County would like to abandon ditch 16 and 19 project since the expenses far outweigh the benefits. The actual benefitted properties do not have to pay their fair share of this project when they will be most benefited. We should not be held responsible for the last 100 plus years that this was neglected by the County. Therefore, we feel that the ditch projects should be abandoned and left to the property owners to be liable for their own Clean up and restoration since the drainage system is working properly and draining the way that it is supposed to. The Wetlands are always going to be just that, wetlands, and the people that have made Action requests to the Wright County Auditor and Treasurer's office purchased their property knowing that it is wetlands.

	Name	Address
1	Allan Jimerson	13635 37TH St
2	Richard Jimerson	13635 37TH St
3		1D210 60th St
4	Mary Gunnerson	2998 Morrison Ave NW
5	Agnes Gunnerson	2998 Morrison Ave NW
6		12067 Co Rd 37 NW
7		
8		

1 Signature to cover all parcels of land

Petition Against Ditch 16 and 19 12/06/2023

We, the people of Wright County would like to abandon ditch 16 and 19 project since the expenses far outweigh the benefits. The actual benefitted properties do not have to pay their fair share of this project when they will be most benefited. We should not be held responsible for the last 100 plus years that this was neglected by the County. Therefore, we feel that the ditch projects should be abandoned and left to the property owners to be liable for their own Clean up and restoration since the drainage system is working properly and draining the way that it is supposed to. The Wetlands are always going to be just that, wetlands, and the people that have made Action requests to the Wright County Auditor and Treasurer's office purchased their property knowing that it is wetlands.

	Name	Address
1	[signature]	13205 45th St. NW
2	Shelly Schultz	13161 45th St. NW.
3		
4		
5		
6		
7		
8		

Wright County

County Ditch 19

Listing of Benefited Property Owners and Their Percentage of Benefit

This Ditch is located in: French Lake Township
Established: 1913
Reestablished:

Parcel #	Nth Code	Taxpayer	Benefited Acres	Orig. Cost	Orig. Cost %	Assessment
209-000-104100	01	Karie, Dean & Darryl		$ 156.18	2.26%	$ 5.24
209-000-104200	01	Lahti, Marvin	24.40	$ 152.66	2.21%	$ 5.12
209-000-104300	01	Karie, Dean & Darryl		$ 291.52	4.21%	$ 9.78
209-000-111100	01	Finneman, Russell/Betty	14.00	$ 281.20	4.06%	$ 9.43
209-000-111300	01	Alama, Colin	17.00	$ 492.10	7.11%	$ 16.51
209-000-111400	01	Alama, Colin	77.10	$ 210.90	3.05%	$ 7.08
209-000-112400	01	Marohn, Robert	31.00	$ 126.54	1.83%	$ 4.25
209-000-113100	01	Putnam, Mitchell L	34.30	$ 246.05	3.56%	$ 8.25
209-000-113300	01	State of MN-DNR	25.60	$ 318.11	4.60%	$ 10.67
209-000-142402	01	Toedter, Jonathan/Karla	11.00	$ 1,636.94	23.66%	$ 54.92
209-000-151200	01	Lahti, Marvin/James	8.40	$ 620.75	8.97%	$ 20.83
209-000-151200	02	Lahti, Marvin/James	3.00	$ 288.23	4.17%	$ 9.67
209-000-151300	01	Bajari, Dave L	28.00	$ 906.87	13.11%	$ 30.42
209-000-151400	01	Hoffman, Larry	9.00	$ 815.48	11.79%	$ 27.36
209-000-152100	01	Alama, Melvin/Eva	20.00	$ 63.27	0.91%	$ 2.12
209-000-152400	01	K & S Investments	15.00	$ 236.21	3.41%	$ 7.92
209-000-153406	01	County of Wright (Hwy)	2.24	$ 56.24	0.81%	$ 1.89
209-000-153412	01	Township of French Lake	1.48	$ 175.75	2.54%	$ 5.90
					100.00%	$ 232.12
Totals		**17 Total Parcels**	321.52	**6,918.82**		$ 232.12

Wright County

County Ditch 16

Listing of Benefited Property Owners and Their Percentage of Benefit

Location French Lake, Albion Townships $ 19,126.00 Original Benefits
Established: 1911
Reestablished:

Parcel #	Nth Code	Taxpayer	Benefited Acres	Orig. Cost	Orig. Cost%	% of Assessment
201-000-052200	01	Olean, Mark/Barbara	15	$ 348.75	1.96%	$ 7.35
201-000-052400	01	Olean, Mark/Barbara	15	$ 348.75	1.96%	$ 7.35
201-000-053101	01	State of MN-DNR	4.5	$ 209.25	1.17%	$ 4.41
201-000-053200	01	State of MN-DNR	38	$ 2,301.75	12.91%	$ 48.51
201-000-053300	01	Hoffman, Edith M., Rev Trt	1.5	$ 69.75	0.39%	$ 1.47
201-000-053301	01	State of MN-DNR	23	$ 534.75	3.00%	$ 11.27
201-000-053401	01	State of MN-DNR	50	$ 1,852.78	10.39%	$ 39.05
201-000-054100	01	Hoffman, Erwin C., Rev Trt	1	$ 46.50	0.26%	$ 0.98
201-000-054200	01	State of MN-DNR	16	$ 744.00	4.17%	$ 15.68
201-000-063100	01	Peterson Family Farm	30.45	$ 511.50	2.87%	$ 10.78
201-000-063402	01	State of MN-DNR	0.9	$ 465.00	2.61%	$ 9.80
201-000-064101	01	State of MN-DNR	30	$ 697.50	3.91%	$ 14.70
201-000-064101	02	State of MN-DNR	5	$ 697.50	3.91%	$ 14.70
201-000-064200	01	Olean, Donald/Sharon	10	$ 232.50	1.30%	$ 4.90
201-000-071100	01	State of MN-DNR	15.67	$ 1,674.00	9.39%	$ 35.28
201-000-071201	01	State of MN-DNR	7.31	$ 651.00	3.65%	$ 13.72
201-000-072102	01	State of MN-DNR	16.05	1,069.50	6.00%	$ 22.54
201-000-072200	01	Peterson Family Farm	31.25	$ 511.50	2.87%	$ 10.78
201-000-082100	02	State of MN-DNR	35	$ 604.50	3.39%	$ 12.74
201-000-082100	01	State of MN-DNR	10	$ 1,627.50	9.13%	$ 34.30
201-000-082300	01	State of MN-DNR	13	$ 1,162.50	6.52%	$ 24.50
209-000-013300	01	Gunnerson, Harry/Mary	1.5	$ 27.90	0.16%	$ 0.59
209-000-111100	01	Finneman,Russell/Betty	15	$ 4.19	0.02%	$ 0.09
209-000-111400	01	Alama, Colin	30	$ 41.85	0.23%	$ 0.88
209-000-121100	01	Peterson Family Farm	10	$ 465.00	2.61%	$ 9.80
209-000-121300	01	Alama, Colin	3	$ 313.41	1.76%	$ 6.60
209-000-121300	02	Alama, Colin	10	$ 465.00	2.61%	$ 9.80

209-000-122100	01	Forare, Peter	20	$	83.70	0.47%	$ 1.76
209-000-122100	02	Forare, Peter	29	$	55.80	0.31%	$ 1.18
209-000-123200	01	Weigel, Mary E	5	$	8.37	0.05%	$ 0.18
		26 Total Parcels				100.00%	$ 375.67
Totals			492.13		**17,826.00**		$ 375.67

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 *
1/2/2024 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 *
Accept Donation by Resolution: A Donation from Mike and Mary Walberg in the Amount of $1,600 to be Set Aside in the Robert Ney Regional Park Fund for the Purchase and Installation of a Memorial Bench at Stanely Eddy Regional Park.

Short Title (what will appear on Agenda outline - 250 character max.) *
Accept donation by resolution: A donation from Mike and Mary Walberg in the amount of $1,600 to be set aside in the Robert Ney regional park fund for the purchase and installation of a memorial bench at Stanely Eddy Regional Park.

Value Stream the request primarily aligns with:
Optimize Civic Engagement

Briefly describe how the request aligns with the selected value stream.
The parks and recreation donation policy was established to allow residents to memorialize, in a park setting, people that were close to them.

Describe the impact on staffing resources.
Approximately 6 hours, for site preparation, flat work, back-filling, and seeding.

Fiscal Impact:
Donation will cover any financial impact.

Background/Justification:
Mike and Mary Walberg have been working with the Parks and Recreation Department to recognize and memorialize an area at Stanley Eddy Regional Park where Mike's grandparents (John and Mary Walberg once had a homestead from the years of 1885 to 1937.

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
Parks Resolution 1.2 Flat.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:
January 2, 2024

Christine Husom	District 1
Darek Vetsch	District 2
Mark Daleiden	District 3
Mary Wetter	District 4
Michael Kaczmarek	District 5

RESOLUTION

Accept A Donation From Mike and Mary Walberg In The Amount of $1.600 For The Purpose Of Purchasing And Installing A Memorial Bench At Stanley Eddy Regional Park As Per The Parks an Recreation Memorial Donation Policy.

Motion by Commissioner _____ **Seconded by Commissioner** _____

Roll Call Vote:

	YES	NO
HUSOM		
VETSCH		
DALEIDEN		
WETTER		
KACZMAREK		

STATE OF MINNESOTA)
ss.
County of Wright)

I, Lee Kelly, duly appointed and qualified County Administrator of the County of Wright, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Wright County, Minnesota, at their session held on the 2nd day of January, 2024, 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 2nd day of January, 2024.

_____
Lee Kelly, County Administrator

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Jami Goodrum

Requestor Title
Department Head

Department (please use dropdown to select department) *
HEALTH & HUMAN SERVICES

Target Meeting Date *
1/2/2024 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
NMB7429

Item Details

Board Action Requested *
Approve Annual HHS Policies & Procedures.

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Annual HHS Policies & Procedures.

Value Stream the request primarily aligns with:
Develop County Infrastructure

Briefly describe how the request aligns with the selected value stream.
The HHS Policy and Procedure (P&P) manual serves as the agency's official internal protocols and provides information and training material for staff, subject to the HHS Board's annual review and approval. During the course of the ensuing year, the director and the division managers review and approve any newly proposed or modified P&P before its official release to staff.

Describe the impact on staffing resources.
May help with staff retention as procedures are written out and easy to follow.

Fiscal Impact:
None

Background/Justification:
The HHS Policy & Procedure Manual, in alignment with County Policies, provides clear, concise and accurate proactive guidance to staff for consistency and congruence in Agency operations. HHS relies on this information to conduct daily business and operationalize our disparate divisions.

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
2024 HHS Policies and Procedures(1).pdf	Attachment
2024 HHS Policies and Procedures(2).pdf	Attachment

- [ ] Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

Wright County
Health & Human Services
Policy and Procedures

Category:	6000 Client Services/6100 Case Management	**Serial No:**	6000.17.01
Division(s):	☒ FS ☒ FTS ☒ PH ☒ SS	**Created:**	March 5, 2018
Effective:	December 7, 2023	**Revised:**	December 7, 2023
Approvers:	☒ JGS ☒ CP ☒ KJ ☒ MM ☒ SG ☒ JP	**Expiration:**	October 1, 2026

APPEALS

Policy

As provided by State law and statute, individuals have the right to contest the accuracy and completeness of data collected about them and may request a hearing to appeal an Agency determination on a case. All such disputes must be initiated by written statement as outlined in MN Stat. 256.045, Sub. 3. Health & Human Services management and case managers are authorized to handle Agency appeals. Case managers have the discretion to settle an appeal prior to the hearing if the appellant consents to the proposed solution, agreeing to withdraw the appeal. The negotiated solution must conform with program requirements.
Designated office support staff receive, maintain and oversee the process of appeal documentation received in the Agency. The Administrative Specialist AS serves as the Agency contact for State appeals [excluding licensing].

Procedure

A. Support Staff

1. Identifying the document
    a. Search MAXIS, METS, and SSIS to determine whether appeal is Financial Services or Social Services (Note: Community Alternative Care is a Social Services appeal)
    b. Use the MAXIS or METS case numbers for Cost-Effective Insurance (CEI) appeals. Email Financial Supervisors and the Fiscal Supervisor a copy of the notice
2. Scanning
    a. Appeals are scanned by the FTS Office Support Team. See Appeals Scanning Guidelines
        i. FTS Office Support will scan Financial Assistance and Social Services appeals to both cases if applicable and will email a copy of all FA Hearing Notices to the FA OTIIs after uploading the document to OnBase.
    b. The FTS Office Support Team will keep a copy of every appeal in a 90-day retention file. There is a file at at the front desk reception area
        i. Contracted Case Management (CCM) appeals (do not scan to OnBase)
            - Email the appeal to the Waiver & Community Supports OTII and AS specifying that it is a CCM appeal (Pinnacle, Thomas Allen or Dungarvin)
            - CCM appeal document may be forwarded to the appropriate provider
            - Supervisor will email the DHS decision to the AS with the date the client withdrew the appeal if applicable
            - Log the Appeal information in the appeal log which is managed by the Office Support OTII.
        ii. Financial Assistance (FA) Hearing Notices
            - Email a copy of all FA Hearing Notices to the FA OTIIs after uploading the document to OnBase.
3. Scheduling in Outlook

Category:	6000 Client Services/6100 Case Management	**Serial No:**	6000.17.01
Division(s):	☒ FS ☒ FTS ☒ PH ☒ SS	**Created:**	March 5, 2018
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a. Financial appeals – when the *Notice of Telephone Hearing* document is received
    i. The Financial Services OTII will send the Outlook invitation to the following:
        - Eligibility specialist
        - Team supervisor
        - Other Financial Services OTIIs via Outlook distribution email group
    ii. In the calendar invite, indicate the program, client name and phone number, DHS judge name and phone number, the date, time and indicate if telephone or face-to-face hearing
    iii. Log the Appeal information in the Appeal Log which is managed by the Office Support OTII.
b. Social Service appeals – the team supervisor/case manager will schedule the appeal

4. Documenting hearing dates and decisions – AS will:
    a. Perform a daily query in OnBase and enter the basic appeals information in the master log
        i. Basic appeals information: client name, docket number, case or workgroup number, type, date, and time of the hearing, worker assigned, supervisor, decision
        ii. The master log is only accessible to the supervisors and the AS: HHS SharePoint>HHS>Administration>Documents>Appeals
    b. Email the Agency Director a summary of DHS decisions
        i. Appellant name
        ii. Case number/Workgroup number
        iii. Program
        iv. DHS decision
        v. Case manager and supervisor
    c. Coordinate with Department of Human Services (DHS) judges as needed

B. Case Managers (document preparation)
1. Financial Services
    a. Eligibility Specialist will prepare all relevant documentation and submit to LES timely for review
    b. Eligibility Specialist will follow DHS Appeals Process to submit required State Agency Appeals Summary and relevant documentation to MN DHS Appeals Office and appellant
    c. Upon receipt of Decision of State Agency on Appeal, the Eligibility Specialist will review Appeal Order and complete the required actions if applicable
2. Social Services
    a. Adult and Child Maltreatment
        i. Supervisor will follow MN Statute 626.556, Subd. 10i (child) or MN Statute 626.557, Subd 9d (adult) to submit required documentation within required timelines.
        ii. Supervisor will contact the Wright County Attorney's Office to request attorney support on the matter upon knowledge that the client is being represented by an attorney. Supervisor will give attorney access to case in OnBase and request OTII to give attorney access in SSIS.
        iii. Upon receipt of Decision of State Agency on Appeal, supervisor will enter *New Appeal* in SSIS to indicate conclusion of appeal.

Category:	6000 Client Services/6100 Case Management	**Serial No:**	6000.17.01
Division(s):	☒ FS ☒ FTS ☒ PH ☒ SS	**Created:**	March 5, 2018
Effective:	December 7, 2023	**Revised:**	December 7, 2023
Approvers:	☒ JGS ☒ CP ☒ KJ ☒ MM ☒ SG ☒ JP	**Expiration:**	October 1, 2026

b. Reconsideration of Maltreatment determination
c. Waiver/MnCHOICES
    i. Case manager will prepare all relevant documentation and submit to appropriate waiver/MnCHOICES supervisor
    ii. Waiver/MnCHOICES supervisor will follow DHS Appeals Process in the MN DHS Community-Based Services Manual (CBSM) to submit required State Agency Appeals Summary (DHS-0035) and relevant documentation to the MN DHS Appeals Office
    iii. Contracted Case Management (CCM) cases, including appeals, are not maintained in OnBase. Supervisor or case manager has the option to forward the document to a service provider for filing if a specific service was denied, terminated, or reduced
d. Rule 185/DD Case Management (appeal procedure pursuant to MN Statute 256.045)
    i. WCHHS receives a written request for a conciliation conference from an applicant or recipient of Rule 185/DD case management services whose services were denied, terminated, or alleged to have failed to be provided per a Social Services Notice of Action dated within 30 days of the request for a conciliation conference
    ii. Within 30 days of the receipt of the request for conciliation conference, the WCHHS social worker and supervisor identified in the Social Services Notice of Action complete the conciliation conference with the applicant/recipient and the applicable Social Services Manager and issue a report in writing of the action WCHHS is going to take and when that action will be taken. The recipient will be notified of the right to a hearing under MN Statute 256.045
    iii. If WCHHS is unable to conduct the conciliation conference and issue its report within 30 days, or, at any time up to 90 days after the conciliation conference is held, the social worker and/or supervisor may submit to the DHS commissioner a written request for a hearing before a state human services judge
    iv. The social worker and supervisor respond to and submit relevant documentation to the state human services judge per hearing notice directives. The social worker participates in the hearing, If needed, the supervisor will attend as well
    v. A final order from the commissioner directs WCHHS to take those actions necessary to comply with applicable laws or rules, or the commissioner upholds WCHHS' decision
e. Licensing - https://www.revisor.mn.gov/statutes/cite/245A.07#stat.245A.07.3
    i. Correction order or conditional license
        - License holder sends the appeal request to DHS
        - DHS notifies the licensor and the license holder, requesting to submit documentation within 15 calendar days
        - Commissioner sends a decision
    ii. Denial, fine, suspension or revocation
        - Applicants and license holders appeal to DHS
        - DHS informs the County Attorney's Office of the appeal
        - County attorney sets up a pre-hearing phone conference with all parties and the judge

Category:	6000 Client Services/6100 Case Management	**Serial No:**	6000.17.01
Division(s):	☒ FS ☒ FTS ☒ PH ☒ SS	**Created:**	March 5, 2018
Effective:	December 7, 2023	**Revised:**	December 7, 2023
Approvers:	☒ JGS ☒ CP ☒ KJ ☒ MM ☒ SG ☒ JP	**Expiration:**	October 1, 2026

- During the phone conference, an appeal hearing date is scheduled or the conference continues if a settlement is considered
    - County attorney works with the DHS attorneys, the license holder and the Agency to determine a settlement
    - DHS will send the settlement agreement upon approval from all partners and from DHS
- Hearings occur in a county building or via alternative format with the assigned Administrative Law Judge (ALJ)
    - ALJ makes a recommendation to DHS
    - DHS takes this recommendation and issues the final order

Legal Authority

https://www.revisor.mn.gov/statutes/cite/626.556
Statute 626.557

Links and Appendices

DHS Appeals Process
Guidelines for Agency Appeals
Appeals Scanning Guidelines
Reconsideration of Maltreatment determination

Wright County
Health & Human Services
Policy and Procedures

Category:	6000 Client Services/6500 Transportation	**Serial No:**	6500.01.01
Division(s):	☒ FS ☒ BS ☒ PH ☒ SS	**Created:**	March 10, 2017
Effective:	September 15, 2023	**Revised:**	September 15, 2023
Approvers:	☒ JGS ☒ JO ☒ KJ ☒ MM ☒ SG ☒ JP	**Expiration:**	August 1, 2025

CLIENT TRANSPORTATION

Policy

Wright County Health & Human Services is the client's last option for transportation needs. At the initiation of a case, staff will identify and document with the client their available transportation resources and explain that it is their responsibility to secure transportation. Clients are expected to travel independently or arrange transportation to and from appointments.

Procedure

A. Client transportation requests (including court-ordered, foster care provider requests)
1. Staff will determine tokens/gas cards/funding availability for client
2. If transportation is still needed, staff will utilize internal resources as available: Volunteer Transportation Program, Case Aides

B. Medical transportation
1. If the client is on Medical Assistance (MA) or on a Prepaid Medical Assistance Program (PMAP), the client or foster care provider may be eligible for reimbursement or other modes of transportation
2. If the client is on MA, staff will provide the Medical Transportation Management (MTM) information: 1.866.467.1724
3. If the client is on a PMAP, staff will assist in locating the contact numbers for their insurance provider

Legal Authority

N/A

Links and Appendices

N/A

Wright County
Health & Human Services
Policy and Procedures

Category:	6000 Client Services/6400 OHP	**Serial No:**	6400.01.01
Division(s):	☐ FS ☒ FTS ☐ PH ☒ SS	**Created:**	May 24, 1990
Effective:	November 1, 2019	**Revised:**	November 22, 2019
Approvers:	☒ JGS ☒ JO ☒ KJ ☒ MM ☒ SG ☒ JP	**Expiration:**	September 1, 2025

CLOTHING ALLOWANCE FOR OUT-OF-HOME PLACEMENTS

Policy

Children will have their clothing needs met when they are placed in foster care.

Procedure

A. Clothing allowances are authorized for non-shelter, initial placements when the social worker identifies specific clothing needs of the child. The foster parents will complete a clothing inventory at the time the child enters placement

B. The completed clothing inventory is submitted to the social worker within the first week of placement

C. Upon determination of the child's needs, the social worker will complete and send the Child Clothing Allowance letter to the parents which offers them the opportunity to provide needed clothing for their child within a specified period of time

D. Authorized clothing will be purchased by the foster parent within the first sixty (60) days of placement. The clothing allowance may be up to the maximum dollar amount currently established by the Department of Human Services and published in DHS Bulletin titled; NorthStar Care for Children Basic and Supplemental Payment Rates and Initial Clothing Allowance

E. After clothing is purchased, original receipts must be submitted by the foster parent to the Agency social worker. A service arrangement will be created to reimburse the foster parents for valid purchases.

F. Parent(s) or guardian(s) of the placed child(ren) shall be billed in addition to their out-of-home placement fee, for the full amount of the clothing allowance. This does not apply to IV-E (foster care) eligible children

G. During a continuous placement, only one clothing allowance is authorized for a child regardless of the number of foster care placements

H. Should a unique clothing need arise during any out-of-home placement, the vendor may petition the Agency to waive the restriction on special purchasing of additional clothing. Approval is subject to Social Services Manager discretion

Legal Authority

N/A

Links and Appendices

N/A

Wright County
Health & Human Services
Policy and Procedures

Category:	6000 Client Services/6300 Health Care	**Serial No:**	6300.01.01
Division(s):	☒ FS ☒ BS ☒ PH ☒ SS	**Created:**	April 12, 2011
Effective:	May 21, 2023	**Revised:**	May 21, 2023
Approvers:	☒ JGS ☒ JO ☒ KJ ☒ MM ☒ SG ☒ JP	**Expiration:**	May 30, 2025

COST EFFECTIVE HEALTH INSURANCE

Policy

Health insurance other than Medical Assistance (MA) that covers an enrollee is a liable third party. When an enrollee is covered by, or could be covered by, an eligible type of health insurance, MA will pay the premium, or a portion of the premium, if it is cost effective to have an enrollee covered by the other health insurance.

Cost effective means that paying for the other health insurance, and for any MA services the other health insurance does not cover, will cost less than paying for MA services through monthly capitation cost to a managed care company.

When Wright County determines that a group health plan, individual health plan, TRICARE plan, or LTC insurance is cost effective, it is called cost-effective health insurance (CEHI).

Procedure

A. Financial Services determines the policyholder, employer, or insurer for CEHI premiums is cost effective using processes outlined in OneSource, published by Minnesota Department of Human Services
   1. What are considered:
      a. A subset of TPL (third party liability) includes group health plans (which also includes Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA)), individual health plans, TRICARE plans, and certain LTC (Long-Term Care) insurance
   2. What are not considered:
      a. Health Flexible Spending Accounts (FSAs)
      b. Health Savings Accounts (HSAs)
      c. Archer Medical Savings Accounts (MSAs)
      d. Health Reimbursement Arrangements (HRAs)
      e. Voluntary Employees' Beneficiary Associations (VEBAs)
      f. MinnesotaCare
      g. Advanced Premium Tax Credit Health Plans

B. Financial Services reviews group health plans, individual health plans, TRICARE plans, or LTC insurance available is cost effective to an enrollee. A person must be a Medical Assistance (MA) applicant or enroll with Wright County to review the enrollee's other health insurance options for Cost Effective Health Insurance

C. Financial Services reviews certain court-ordered medical support for cost effectiveness. Medical support includes health insurance coverage that a noncustodial parent provides; or, is court-ordered to provide, to meet the medical needs of their child(ren). Wright County does not review a noncustodial parent's health insurance for cost effectiveness when the following criteria are met:
   1. Noncustodial parent is not enrolled in MA, and
   2. Noncustodial parent has been ordered by court to carry health insurance for their child(ren)

Category:	6000 Client Services/6300 Health Care	**Serial No:**	6300.01.01
Division(s):	☒ FS ☒ BS ☒ PH ☒ SS	**Created:**	April 12, 2011
Effective:	May 21, 2023	**Revised:**	May 21, 2023
Approvers:	☒ JGS ☒ JO ☒ KJ ☒ MM ☒ SG ☒ JP	**Expiration:**	May 30, 2025

D. Financial Services determines or redetermines the cost effectiveness of a CEHI plan based on DHS Bulletins and/or Eligibility Policy Manual 2.1.1.2.1.3.1

E. Financial Services notifies the policyholder if the policy is or is not found cost effective

F. If determined cost effective, Wright County Financial Services sends out Claim for Payment CEHI [Claim for Payment CEHI, see forms in Compass] with instructions on how to be reimbursed

G. Finance will follow the reimbursement procedures outlined in the CEHI Claim Procedures that are in accordance to the CEHI guidelines.

H. Financial Assistance and Finance staff monitor the CEHI OnBase workflow queue to review CEHI claims timely

Legal Authority

Title XIX of the Social Security Act
Titles 26, 42 and 45 of the Code of Federal Regulations
Minnesota Statutes Chapters 256B and 256L

Links and Appendices

OneSource
Eligibility Policy Manual 2.1.1.2.1.3.1 Cost Effective Health Insurance
Cost Effective Health Insurance Claims Procedures for FTS *(only for Fiscal, Technology, and Support)*

Wright County
Health & Human Services
Policy and Procedures

DCategory:	6000 Client Services/6100 Case Management	**Serial No:**	6100.09.01
Division(s):	☒ FS ☒ FTS ☒ PH ☒ SS	**Created:**	January 21, 1991
Effective:	December 6, 2022	**Revised:**	December 6, 2022
Approvers:	☒ JGS ☒ CP ☒ KJ ☒ MM ☒ SG	**Expiration:**	June 1, 2024

COUNTY PAID BURIAL/CREMATION

Policy

Wright County provides reimbursement for County Burials when individuals do not have sufficient resources to pay for a burial/cremation. The County's responsibility is described in Minnesota Statues 261.035 and 261.04. Policies pertaining to burials are approved by the County Board of Commissioners.

In accordance with Minnesota Statute § 261.035, Wright County Health & Human Services (WCHHS) may pay up to the maximum set by this policy for the cremation or funeral expenses assist in payment for burial and cremation for Wright County residents whose resources are insufficient to meet the cost of burial, or the resources of a responsible relative (spouse or parent of a minor child) are insufficient to meet the cost of a burial. If the decedent was a recipient of public assistance at the time of death, Wright County must be the county of financial responsibility (CFR). Wright County residency is a requirement. Per Minnesota Statute § 256.935, Minnesota Family Investment Program (MFIP) funds a burial if the decedent was a recipient of MFIP at the time of death and the individual is otherwise eligible for burial assistance without cost to the county.

No funeral expenses will be paid by the County if the resources of the deceased or legally responsible relatives are sufficient to pay the funeral expenses.

Procedure

A. An application for a county burial must be completed and signed by a family member, legal representative, or other interested party prior to the receipt of services.

B. The applicant should communicate with the selected Funeral Director to determine if they will allow a county-paid burial/cremation.

C. Any individual may apply for burial assistance on behalf of the decedent; applicants are not required to be next of kin. Relatives, friends, social workers, nursing home, hospital staff, and other concerned parties can submit applications. In cases that no other person is making burial arrangements, a funeral home director may be an applicant.

1. Applications for burial assistance must be submitted before any funeral services are held unless it falls on a weekend, holiday, or extraordinary circumstances preventing a timely application.
    a. Exceptions require approval by the Financial Services Manager
    b. Contact is to be made during normal business hours of Monday-Friday 8:00 AM – 4:30 PM
    c. The receipt of a completed County Burial Application is considered contacting the agency
2. Application must be made in writing to WCHHS using the Wright County Burial Application
    a. Application is available on County website or provided by funeral home
3. Applicant for the decedent submits the completed application to the County for processing
    a. An interview is not required unless requested by WCHHS

DCategory:	6000 Client Services/6100 Case Management	**Serial No:**	6100.09.01
Division(s):	☒ FS ☒ FTS ☒ PH ☒ SS	**Created:**	January 21, 1991
Effective:	December 6, 2022	**Revised:**	December 6, 2022
Approvers:	☒ JGS ☒ CP ☒ KJ ☒ MM ☒ SG	**Expiration:**	June 1, 2024

D. Eligibility for burial assistance cannot be determined until a completed application is received and reviewed by WCHHS. All required information must be received to make an eligibility determination. Required information includes:
1. A completed and signed application form
2. Resource verifications of the decedent and responsible relatives
    a. A responsible relative is defined as a surviving spouse or parent(s) if the deceased is a minor child
    b. Current information in the Public Assistance file may be used for verification
    c. Any other requested verifications needed to determine eligibility

E. WCHHS determines eligibility.
1. Resources owned by the deceased or responsible relative at the time of death or within 30 days prior to death are considered available to help defray burial costs
    a. WCHHS requires verification of all resources owned by the decedent and their responsible relative(s) to make a determination
        i. If available resources are less than the applicable burial or cremation maximum allowance, burial assistance may be approved
    b. If burial is approved, the amount of assistance WCHHS pays towards the burial rate is reduced proportionally by the value of available resources owned by the decedent and the responsible relative(s), not to exceed the burial rate limit
        i. The burial assistance applicant is responsible to ensure that counted resources of decedent and the responsible relative(s) are paid directly to the burial provider
        ii. If other resources are discovered or become available to the deceased's estate, the county must be notified immediately by the applicant
            1. Available resources include but are not limited to: pre-paid burial arrangements, bank accounts, cash, life insurance, trust accounts, nursing home trust funds, social welfare funds, vehicles, real estate, jointly owned assets, and death benefits (including Veteran's Administration, Social Security Administration, and Help for Victims of Violent Crimes) to which the deceased and/or responsible relative are entitled. The responsible relative must apply for all available death benefits
            2. Any crowdfunding sources, such as fundraisers or GoFundMe, solicited to pay for burial expenses are considered an available resource to the decedent. Any crowdfunding benefits raised to help pay for the medical expenses of a deceased Medical Assistance recipient are considered available if the Medical Assistance program covered all medical expenses. Any outstanding medical bills of the deceased that are not covered by Medical Assistance may be paid by a crowdfunding source as an allowable expense, however, any remaining balance in the crowdfunding source is considered an available resource to the decedent. Any funds raised via crowdfunding may be subject to recovery to reimburse county paid costs.
        iii. If the deceased does not have adequate liquid resources to pay for burial costs but does own non-liquid resources above the resource limit, a county burial will not be

DCategory:	6000 Client Services/6100 Case Management	**Serial No:**	6100.09.01
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Approvers:	☒ JGS ☒ CP ☒ KJ ☒ MM ☒ SG	**Expiration:**	June 1, 2024

approved. It is the responsibility of the funeral director to submit a claim against the deceased person's estate, as reasonable funeral expenses are a priority claim pursuant to Minnesota Statute § 524.3-805 (a)(2)

iv. Vehicles are assigned a countable value equal to the National Automobile Dealers Association (NADA) evaluation unless the applicant provides a dealer assessment of the vehicle's value. This provision does not apply to collector vehicles

F. WCHHS determines the method of final disposition.

1. If prepaid funeral arrangements have been made, the final method of disposition is implemented in accord with the instructions of the deceased
2. The method of final disposition will be cremation, unless cremation is contrary to the beliefs of the deceased, the deceased's spouse, or next of kin. In the absence of contrary information, the county may authorize and provide for cremation of the person's remains and interment
3. When cremation is not in accordance with the decedent's preferences, known practices of the decedent's faith, personal preferences of the decedent's spouse or next of kin, or the medical examiner/coroner's requirement for burial pursuant to Minnesota Statute § 390.21 a county burial is provided

G. The total amount of allowable costs for funeral and burial/cremation expenses are as follows:

1. Direct Cremation, actual expenses up to $3,000 (no services)
    a. Removal from place of death, private identification, transport to crematory, minimum cremation container, minimum urn, cremation, filing of death certificate
    b. A grave marker with the deceased's name and date of death must be part of any county-paid burial. This shall be placed upon the grave site within two months of burial. Costs are included within the maximum funeral amount indicated for method
2. Immediate Burial, actual expenses up to $3000 (no services)
    a. Removal from place of death, private identification, transport to cemetery, minimum casket, minimum grave liner, opening and closing of grave, filing of death certificate
    b. A grave marker with the deceased's name and date of death placed within two months of the burial must be part of any county-paid burial. Costs are included within the maximum funeral amount indicated for method

H. Unauthorized Services include

1. Enhancements to authorized services included in the county burial procedure, such as a more expensive casket
2. Auxiliary services such as memorial cards, flowers, music, etc.
3. If any unauthorized services are provided by the funeral home outside of the $1200 allowable for non-legal persons, the funeral home will forfeit all payments authorized herein

I. Upon approval of a County-assisted burial, the funeral home bills the County for the difference between what the family has paid and the cost of the burial, not to exceed the maximum allowance as determined by agency policy.

1. The funeral home submits a claim for payment within thirty (30) days to WCHHS, Attention: Burial
2. If used, the claim for payment form must contain an original signature for payment processing
3. Payments are made in accordance to Payment Cutoff Dates and Times policy and procedure
4. Burial assistance payment from WCHHS must be accepted by the funeral home as payment in full

DCategory:	6000 Client Services/6100 Case Management	**Serial No:**	6100.09.01
Division(s):	☒ FS ☒ FTS ☒ PH ☒ SS	**Created:**	January 21, 1991
Effective:	December 6, 2022	**Revised:**	December 6, 2022
Approvers:	☒ JGS ☒ CP ☒ KJ ☒ MM ☒ SG	**Expiration:**	June 1, 2024

J. Agency scans invoice/claim for payment into OnBase under FA County Burial invoice/claim
   1. Invoice/claim for payment contains an approval note, added by designated County-assisted burial/cremation contact including a case number, GL#, and amount approved

K. In accordance with Minnesota Statute § 261.04, WCHHS will have a claim against the estate of the deceased person who received Wright County burial assistance to recover county costs.

L. Burial assistance applications that are suspected of containing false information from the applicant are referred to the Fraud Prevention Unit for investigation and possible legal action.

M. If resources available to the deceased or legally responsible relative (parent or spouse) are greater than the maximum amounts provided in this policy, burial assistance will be denied. Resources less than the maximum amounts provided may be partially approved. Individuals who are not legally responsible may make a gift or memorial to supplement cremation or burial services, up to $1200.

N. If the deceased is entitled to death benefits from any source (burial/life insurance policies, pre-paid funeral, Veteran Affairs or Social Security death benefit, proceeds from bank accounts, stocks or bonds, vehicles, equity in real estate, etc.) these funds will be considered in determining if the deceased or legally responsible relative has sufficient resources to pay burial expenses. Proceeds received from benefits, fundraisers, crowdfunding sources (i.e.: GoFundMe accounts, etc.) on behalf of the deceased will be considered an available resource.

O. An applicant may request reconsideration if they feel the denial of burial/cremation expenses should be overturned due to special and unusual circumstances.
   1. The applicant who requests reconsideration must do so in writing, stating the reasons why they feel the denial should be overturned
   2. Requests for reconsideration must be submitted to the Financial Services Manager within thirty (30) days of the denial for services. Manager notifies the applicant with the date and time of the reconsideration. The applicant has the option of attending the review
   3. A panel of three (3) WCHHS supervisors/managers review the request for reconsideration and make a recommendation based on the facts presented
   4. If the applicant does not agree with the review hearing recommendations, they may appeal to the WCHHS Board to present their appeal for final determination

P. Any of the above guidelines may be waived upon review of Financial Service Management.

Legal Authority

Minnesota Statute 256.935
Minnesota Statute 261.035
Minnesota Statute 471.425
Minnesota Statute § 524.3-805 (a)(2)
Minnesota Statute § 390.21
Minnesota Statute § 261.04

Links and Appendices

N/A

Wright County
Health & Human Services
Policy and Procedures

Category:	6000 Client Services/6100 Case Management	**Serial No:**	6100.06.01
Division(s):	☒ FS ☒ BS ☒ PH ☒ SS	**Created:**	April 12, 2011
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Approvers:	☒ JGS ☒ JO ☒ KJ ☒ MM ☒ SG ☒ JP	**Expiration:**	April 1, 2026

FUEL CARDS AND TRANSPORTATION TOKENS

Policy

To assist Wright County residents in meeting their transportation needs to obtain or maintain self-sufficiency, Wright County Health & Human Services (WCHHS) provides fuel cards and public transportation tokens for eligible clients. There are certain funding sources through which a client may be eligible for Agency purchased fuel cards.

The Agency retains a maximum of $5,000 in fuel cards for client needs. The Health & Human Services Board established this amount on July 11, 2022.

WCHHS utilizes a token system with the local public transportation provider. These tokens are purchased using the funding sources. Tokens can be requested to assist a client to access County buildings, employment, grocery/department store, or other community areas while working to improve their ability to meet transportation needs.

Video of the OnBase process: FTS Fuel Card Request & Acknowledgement Form.mp4

Procedure

A. Purchasing Fuel Cards

1. Finance staff will ensure all purchased fuel cards are always in a locked location(s)
2. Finance staff will use the Administrative Claim Form, specifying the number of fuel cards to be purchased as well as the dollar amount for each. Cards will be purchased in$25 denominations
3. The claim form will indicate the vendor from whom the cards will be purchased. All vendors must provide “fuel only” cards, as general gift cards may not be used
4. The claim form must be approved by the Accountant Manager
5. Designated Finance staff will send payment to supplier and notify the office manager or approved support staff that fuel cards will be arriving soon.
6. Upon purchase of the fuel cards, the office manager will account for the purchases with a Finance staff to confirm the purchases match the authorization amounts.
7. The designated Finance staff will inventory each fuel card and place in WCHHS’ locked safe

B. Monthly Inventory, Daily Reconciliation and Auditing of Fuel Cards

1. Finance will reconcile the fuel cards on the last working day of the month. Finance will audit for proper documentation in OnBase for each fuel card distributed
2. Finance will complete journal entry on/before the 5th working day of the month for the fuel cards distributed the previous month. Finance will request additional fuel cards up to the designated amount (see A.1 above)
3. Finance will account for and replenish daily fuel card supply to HHS front desk

C. Fuel Card Disbursement **– Client In-the-Field**

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Division(s):	☒ FS ☒ BS ☒ PH ☒ SS	**Created:**	April 12, 2011
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1. Fuel cards issued will be approved on a case-by-case basis, based on a documented need in SSIS or MAXIS. Fuel cards are limited to $100 per client per month, not to exceed $500 per client per calendar year. A supervisor may approve exceeding this limit with the need documented in the client's SSIS workgroup/MAXIS case
2. Staff will complete the *FTS Fuel Card Request* form in OnBase
3. Staff will retrieve the fuel card(s) from the front desk Office Support
4. Office Support will use the custom query "HS Fuel Card Processing" to locate the request in OnBase *(FTS Fuel Card Request)* and enter card number, date and amount given to the requesting worker on the ***Request tab,*** click Submit and log the card out
5. Staff will log fuel cards given, read attestation to client and check box on the *Acknowledgement tab* in OnBase. The fuel card will be provided to the client within three days or be returned to designated Finance to be inventoried (or email HHS.fiscal@co.wright.mn.us)

D. Fuel Card Disbursement – **Client In-Office**

1. Fuel cards issued will be approved on a case-by-case basis, based on a documented need in SSIS or MAXIS. Fuel cards are limited to $100 per client per month, not to exceed $500 per client per calendar year. A supervisor may approve exceeding this limit with the need documented in the client's SSIS workgroup/MAXIS case
2. Staff will complete the *FTS Fuel Card Request* form in OnBase and notify front desk staff that the client will be coming in to pick up the fuel card
3. The Office Support will use the custom query "HS Fuel Card Processing" to locate the request in OnBase (FTS Fuel Card Request) and enter card number, date and amount given to the on the Request tab, click Submit and log the card out. Staff will read the attestation to client and check the box on the Acknowledgement tab
4. The client has 5 working days to retrieve the fuel card or be returned to designated Finance to be inventoried (or email HHS.fiscal@co.wright.mn.us)

E. Fuel Card Disbursement – **Client with No Assigned Worker**

1. Fuel cards issued will be approved on a case-by-case basis, based on the client's reported need. Fuel cards are limited to $100 per client per month, not to exceed $500 per client per calendar year. A supervisor may approve exceeding this limit based on the reported need
2. Integrated Services will complete the FTS Fuel Card Request form in OnBase and notify front desk staff that the client will be coming in to retrieve the fuel card
3. Office Support will use the custom query "HS Fuel Card Processing" to locate the request in OnBase (FTS Fuel Card Request) and enter card number, date and amount given to the on the Request tab, click Submit and log the card out. Staff will read the attestation to client and check the box on the Acknowledgement tab
4. The client has 5 working days to retrieve the fuel card or be returned to designated Finance to be inventoried (or email HHS.fiscal@co.wright.mn.us)

F. Public Transportation Tokens

1. Finance staff will ensure all purchased transportation tokens are in a locked location
2. Staff will *complete the FTS Fuel Card Request & Acknowledgement Form* to request tokens; up to $100 (50 tokens) per month per client.

Category:	6000 Client Services/6100 Case Management	**Serial No:**	6100.06.01
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3. Staff will email *HHS.Fiscal@co.wright.mn.us the name of the client, and when they plan to pick up the tokens from the 3rd floor administration desk.* Finance staff will use the custom query "HS Fuel Card Processing" to locate the request in OnBase (FTS Fuel Card Request) and enter date and amount given on the Request tab, click Submit.
4. HHS Staff will read the attestation to client and check the box on the Acknowledgement tab when distributing the tokens to the client.
5. When token supply drops below 50, designated Finance staff will order additional tokens up to $500.00.
6. Tokens are dropped off by Trailblazer Transit to Finance. HHS Staff have 3 days to deliver tokens, or they must be returned to Finance.
    a. Tokens requested cannot be given to a client for whom they were not requested.
7. Finance will reconcile the tokens after the last working day of the month. Finance will audit for proper documentation in OnBase for each token distributed.
    a. Finance will complete journal entry on/before the 5th working day of the month for the tokens distributed the previous month.

Legal Authority

N/A

Links and Appendices

Client Statement MFIP Fund Fuel Card Acknowledgment
Administrative Claim Form
Fuel Card Funding Sources

Wright County
Health & Human Services
Policy and Procedures

Category:	6000 Client Services/6100 Case Management	**Serial No:**	6100.07.01
Division(s):	☒ FS ☒ FTS ☒ PH ☒ SS	**Created:**	February 26, 2014
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HOUSING SUPPORT AND COORDINATION

Policy

Wright County Health & Human Services (WCHHS) acts as both a resource and referral entity for clients seeking housing resources as well as a stakeholder involved with community housing developments. WCHHS ensures staff have access to the most up-to-date housing resources and information and to provide knowledgeable service when working with housing development groups, landlords, and service providers.

Procedure

A. Housing Coordination and Resources

1. Housing Resource Information
    a. All housing resource information obtained by WCHHS staff is provided to the Agency's Housing Coordinator to be added to the WCHHS Housing SharePoint information page https://wrightcomn.sharepoint.com/sites/humanservices/SocialServices/Housing%20Resources/Forms/AllItems.aspx
    b. The Housing Coordinator will work with support staff to ensure updates to SharePoint are completed. Staff are encouraged to sign up for alert emails notifying them when this website has been updated
    c. The Housing Coordinator will ensure WCHHS attendance at housing-related meetings in the community and monitoring of legislative changes pertaining to housing. Community involvement is needed to maintain accurate information regarding how clients access housing in our community, as well as how legislative or funding changes may impact our county
2. New Housing Developments
    a. All requests for county assistance from entities pursuing new housing developments will be directed to the Housing Coordinator
    b. The Housing Coordinator will be responsible to maintain accurate knowledge of the county's role in various housing development requests, i.e. Letters of Support, etc.
    c. The Housing Coordinator will ensure any documentation or tasks required are completed appropriately and documentation is returned to the requesting individual/organization timely. The WCHHS Board will be notified as required
        i. Housing Coordinator and/or HHS Director will inform commissioner of the District a new housing development is planned in of the proposal prior to bringing to Board
    d. The Housing Coordinator will send an update email to the WCHHS Director and Managers to ensure active communication about resources in the community. WCHHS Managers will share with their staff as appropriate
    e. The Housing Coordinator will ensure the WCHHS Housing SharePoint page is accurate regarding new housing development information

Category:	6000 Client Services/6100 Case Management	**Serial No:**	6100.07.01
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B. Housing Support Program (previously known as GRH) - Eligibility for Housing Support Funding and Services clients is determined by Eligibility Specialist using criteria set forth by the MN Department of Human Services

1. Process for Individuals to Access Housing Support Funding:
    a. The client completes an application at MNBenefits or the paper application Combined Application Form (CAF) and indicates "Cash" as the service for which they are applying. Clients should also write "housing support" on the top of the page
        i. Often housing support providers, mental health facilities, or WCHHS staff help connect client with CAF application
        ii. If staff have documentation to verify the client's disabling condition or need, attach this to the application. This may include a Professional Statement of Need signed by the Social Services Supervisor who has been assigned as the county designee for this role. Documentation of a disabling condition is not required if the client is on a waiver
    b. The Eligibility Specialist processes the application and determines eligibility. If there is no Professional Statement of Need or other documentation attached to the application, the Eligibility Specialist requests this information from the client
    c. If needed, the client seeks documentation to verify his/her disabling condition and provides to the Eligibility Specialist
    d. The client is determined to be eligible for Housing Support funds and notifications are sent to client and housing support provider
    e. Housing support funding can be retro-active only to be beginning of the month the CAF is date stamped and signed

2. Process for Providers to Receive Housing Support Funding:
    a. The provider who would like to receive Housing Support funding contacts the Wright County Housing Coordinator. The Housing Coordinator determines the type of vendor that the provider intends to enroll as and determines the County's need for that service
    b. New adult foster care providers, Community Residential Setting providers, and assisted living providers can bypass the Housing Coordinator and connect with the AFC Licensor for setup
    c. Housing Coordinator shares the provider's contact information with the Wright County Adult Foster Care (AFC) Licensor so he/she can begin the Housing Support Agreement process with the provider
    d. The AFC Licensor contacts the provider to schedule an orientation meeting
    e. At the orientation meeting the following information is reviewed and provided to the provider:
        i. DHS Housing Support Agreement – Group Setting
        ii. DHS Housing Support Agreement – Community Setting
        iii. Wright County Housing Support Provider Expectations document
        iv. Vendor Profile Form

Category:	6000 Client Services/6100 Case Management	**Serial No:**	6100.07.01
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f. The provider gathers documentation to verify all aspects of the Housing Support Agreement and provides to the AFC Licensor to review
g. Once the provider has met all Housing Support vendor requirements, the provider signs and submits the Housing Support Agreement, the *Vendor Profile Form, provider expectations form, a copy of their current license, and their termination policy*
h. The AFC Licensor combines all documentation into one PDF and emails to the the RDC
i. The RDC enters the new vendor pdf into DocuSign to initiate vender setup by the Fiscal Officer in Maxis and Agency Representative signature by Agency Director. When DocuSign is complete, a finalized copy will be routed to the new provider and to the Financial Services supervisor alerting them of a new provider.

3. Additional Process for Vendor Setup of Rate 1 + Supplemental Service Rate (SSR) Vendor Settings
    a. At the initial stage of vendor setup, AFC Licensor will notify Fiscal Supervisor and Fiscal Officer that this vendor needs the additional setup steps as they are a Rate 1 + SSR vendor
    b. Once initial vendor setup has been completed and the WCHHS Director has signed the Housing Support agreement, the Fiscal Supervisor will send the signed agreement and the SSR Initiation Form to the provider
    c. The provider must return this form to complete the setup of their Rate 2 payment
        i. SSR must match initial inquiry for Housing Support. If it does not match, contact the Housing Coordinator for next steps
    d. The Fiscal Officer uses the information provided to email dhs.dhs.grh@state.mn.us the following information:
        i. Vendor Name
        ii. Vendor Number
        iii. Effective date of change
        iv. SS Rate
        v. Exempt code
        vi. NPI #
    e. Fiscal Officer sends an email to Fiscal Supervisor, AFC Licensor, Housing Coordinator, and Supervisor of FA-EECO team indicating that rate 1 and supplemental service rate steps have been completed and include the vendor number
4. Renewal of Housing Support Agreements
    a. Renewal is completed for July 1 of each year
    b. An email notification from DHS will be received when new rates and updated forms have been established for the renewal period
        i. Wright County will request from DHS a current spreadsheet listing of housing support providers that are active in Maxis
            - Contact the DHS Housing Support policy team at dhs.dhs.grh@state.mn.us to obtain listing
    c. The AFC Licensor, Fiscal Officer, and Revenue & Debt Coordinator will make changes to spreadsheet listing as needed

Category:	6000 Client Services/6100 Case Management	**Serial No:**	6100.07.01
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i. Edit incorrect vendor information, add new /missing vendor information, or remove any vendors that will not be renewed
ii. All necessary changes will also be completed in Maxis

d. Office Technician II on Office Support team requests a mail merge from DHS Housing Support policy team using the edited spreadsheet
   i. The OTII will indicate "Vendor Profile Mail Merge" in the subject line to DHS.
   ii. The DHS Housing Support team will email completed Vendor Profile Forms for each vendor number provided on the spreadsheet
e. Using DocuSign templates, current forms necessary for renewal are created and saved with updated rates
f. Using the DocuSign process, the OTII emails a Housing Support vendor profile form, a Housing Support Agreement, and Provider Expectations document to each provider
g. The provider signs and returns these documents electronically attesting to compliance with standards and including a copy of their termination policy and current copy of their license
   i. The Fiscal Officer, AFC Licensor, OTII, and RDCreview the documents, noting any changes in the vendor profile
   ii. After staff have reviewed all renewal documents, DocuSign will automatically route to the Agency Director for signature
h. OTII, AFC Licensor and Fiscal Officer will work to ensure all active vendors complete the renewal process
i. If a provider chooses not to renew their agreement, the staff member will notify the Fiscal Officer, AFC Licensor, and Financial Assistance Supervisors that the vendor agreement is ending at least two weeks prior to ending the agreement to avoid provider overpayments
j. The Fiscal Officer ends the vendor assignment in MMIS and replies all to the email that they have successfully closed the vendor number
k. Financial staff closes payment to the provider

5. Complaints Regarding Housing Support Providers
   a. Complaints regarding Housing Support Providers should be sent to the AFC Licensor to investigate
   b. AFC Licensor will assess if the complaint should first be routed to a licensing or certifying entity rather than Housing Support
   c. AFC Licensor works with WCHHS management and DHS to determine most appropriate responses to complaints and investigation outcomes
6. Additional information:
   a. Housing Resources
   b. Housing Support exemption reason for Supplemental Service Rate and Corresponding MAXIS code
      i. Supportive Housing (26) – Long term homeless program, Persons with disabilities, Supportive housing - Rate 1 + SSR
      ii. Banked Beds/Other (28) – board and lodge – Rate 2
      iii. Board and Lodge with Special Services (12)

Category:	6000 Client Services/6100 Case Management	**Serial No:**	6100.07.01
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Legal Authority

MN Statute 256I

Links and Appendices

Combined Application Form
Professional Statement of Need
Housing Support Agreement – Group Setting
Housing Support Agreement – Community Setting
Wright County Housing Support Provider Expectations
Vendor Profile Form
MNBenefits

Wright County
Health & Human Services
Policy and Procedures

Category:	6000 Client Services/6300 Health Care	**Serial No:**	6300.02.01
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LONG TERM CARE – MA & WAIVER APPLICATIONS

Policy

Wright County Health & Human Services (WCHHS) is committed to ensuring streamlined continuity of care for the clients we serve. Coordination between departments within WCHHS for individuals receiving screenings for and services under Medicaid waiver programs will take place for clients to obtain and maintain services for which they are eligible.

Procedure

A. Social Services receives a referral for a client in need of waiver services or a request from a client for an assessment and follows inter-agency procedures to process the referral.

B. MnCHOICES assessor assesses the client within 20 days of contact based on DHS requirements.

C. If eligibility for waiver services is determined, MnCHOICES assessor/ongoing worker completes a Lead Agency Assessor/Case Manager/Worker LTC Communication Form DHS-5181 for the client, following inter-agency procedure to have the form uploaded into the client's file in OnBase.

1. The DHS-5181 includes:
    a. Type of waiver
    b. Date of MnCHOICES assessment
    c. Potential start date of waiver
        i. If start date is unknown, it is indicated that it is To Be Determined (TBD)
2. If a health care application was provided to the client to complete, the type of application and date application was supplied to the client is noted on the form

D. Long Term Care (LTC) Eligibility Specialist (ES) sends a DHS-5181 back to the MnCHOICES assessor/ongoing worker within 10 working days of receipt of original document.

1. When applicable, the LTC ES attaches a Verification Request Form DHS-2919 and Medical Assistance (MA) Payment of Long-Term Care Services DHS-4915
2. The DHS-5181 includes:
    a. Current MA status
    b. Current disability status
    c. Applications required (if needed) and date application was sent to client by ES if not previously provided
    d. Possible spenddown estimate, based on information the client has provided to date
    e. Possible verifications needed
    f. Any additional comments or information known/deemed pertinent at the time

E. LTC ES processes the application.

1. LTC ES sends a DHS-5181 and if applicable, a DHS-4915 to MnCHOICES assessor/ongoing worker indicating eligibility status of the client. If the client is eligible, a request for a waiver date will be made if not supplied on the original application or indicated that Aggregate committee approval is needed

Category:	6000 Client Services/6300 Health Care	**Serial No:**	6300.02.01
Division(s):	☒ FS ☒ FTS ☒ PH ☒ SS	**Created:**	April 20, 2011
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2. If appropriate, LTC ES closes managed care (PMAP) for the next available month

F. MnCHOICES assessor/ongoing worker follows agency procedures to request waiver approval.

G. MnCHOICES assessor/ongoing worker completes DHS-5181 indicating the effective date of the client's waiver, following inter-agency procedure to have the form uploaded into the client's file in OnBase.

H. LTC ES approves the client's case in MAXIS and case notes the actions taken.

1. If the client has current eligibility in Minnesota Eligibility Technology System (METS), LTC ES e-mails the Health Care team with the following information, requesting eligibility on METS case to be ended:
    a. Type of waiver
    b. Date of waiver/eligibility approval for MAXIS case
2. Health Care team ES completes the request and notifies LTC ES once coverage closure has interfaced to Medicaid Management Information System (MMIS)

I. LTC ES updates MMIS.

1. ES enters spenddown as a medical spenddown in MMIS as an AMM spenddown with an SS exclusion
2. If past eligibility type (ELIG TYPE) needs to be changed or updated for previous METS case, LTC ES submits a CRRC ticket requesting this

J. LTC ES sends DHS-5181 to MnCHOICES assessor/ongoing worker indicating what actions have been taken and that the "U" code has been removed, if appropriate.

K. MnCHOICES assessor/ongoing worker enters waiver details into MMIS.

1. MnCHOICES assessor/ongoing worker sends a DHS-5181 to notify ES that the waiver is in MMIS
2. ES updates the spenddown in MMIS from AMM to AWM and changes the SS exclusion to a YY exclusion

L. Initial MnCHOICES assessments are valid for 60 days. Should eligibility determinations be delayed (MA/SMRT/Cert. of DX, etc.), an eligibility update (EU) may be completed following state mandated timeframes. In some cases, a new assessment may be needed.

M. The Coordinated Services and Supports Plan (CSSP) must be provided to the person within 60 calendar days of the date of the MnCHOICES assessment.

N. All changes regarding a client and case management details are communicated through use of DHS-5181, including, but not limited to:

1. Change in social worker/case manager
2. Change in address
3. Admission to/from a facility
4. Waiver program changing/starting/stopping

Legal Authority

https://www.revisor.mn.gov/statutes/cite/256B.0911

Links and Appendices

Lead Agency Assessor/Case Manager/Worker LTC Communication Form DHS-5181
Medical Assistance (MA) Payment of Long-Term Care Services DHS-4915
Verification Request Form DHS-2919

Wright County
Health & Human Services
Policy and Procedures

Category:	6000 Client Services/6300 Health Care	**Serial No:**	6300.07.01
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LONG-TERM CARE HARDSHIP WAIVER REQUEST

Policy

Wright County Health and Human Services reviews requests for a Long-Term Care Hardship Waiver received by a client, a client's authorized representative, or a client's provider to determine if a client is eligible for long-term care services despite an improper transfer of the client's property and/or assets, making the assets unavailable to the client. The agency may waive the penalty after reviewing and determining if the denial of long-term care services would result in undue hardship for the individual, based on imminent threat to the individual's health and well-being. The client may be referred through a Minnesota Adult Abuse Reporting Center (MAARC) report as a vulnerable adult who has suffered from another party's misuse of the client's assets.

Procedure

A. Eligibility specialist receives a Long-Term Care Hardship Waiver request from a client, an authorized representative, or a provider.

1. Eligibility specialist reviews the health care case and gathers information regarding the client's status and status of assets
    a. Eligibility specialist takes into consideration that the criteria to meet the hardship waiver may include any of the following:
        i. Client received notice of eviction from a long-term care facility
        ii. Client remains eligible for Medical Assistance, but is no longer eligible for payment of long-term care services
        iii. Client has assets that would have made the client ineligible, but the client has no access to the assets or funds because a third party reduced assets via an improper transfer
        iv. A legal action or proceeding is pending to reclaim the client's assets
        v. The client or provider is cooperating with Wright County and/or legal services to reclaim the client's assets
    b. Eligibility specialist creates a Summary of Findings that supports the recommendation to approve or deny the Long-Term Care Hardship Waiver request
    c. Eligibility specialist presents the recommendation and Summary of Findings to the eligibility specialist's supervisor
2. Financial Assistance supervisor schedules a meeting regarding the request for the Long-Term Care Hardship Waiver with the following attendees: eligibility specialist, Financial Assistance supervisor, Financial Services manager, client's assigned social worker (if designated)/Social Services supervisor (if Wright County social worker is not designated), Social Services manager, and assistant county attorney
    a. Eligibility specialist provides the details of the case in the Summary of Findings

Category:	6000 Client Services/6300 Health Care	**Serial No:**	6300.07.01
Division(s):	☒ FS ☒ FTS ☒ PH ☒ SS	**Created:**	March 5, 2009
Effective:	November 15, 2020	**Revised:**	November 15, 2020
Approvers:	☒ JGS ☒ CP ☒ KJ ☒ MM ☒ SG ☒ JP	**Expiration:**	November 15, 2024

   b. The group decides whether to approve or deny the request for the Long-Term Care Hardship Waiver
3. Eligibility specialist informs the client and/or authorized representative and provider of the decision
4. The client, authorized representative, or provider may appeal the decision in writing
5. Wright County Attorney's Office assists with the County's claim for reimbursement from any third party that received improperly transferred funds and/or assets

Legal Authority

Minnesota Statutes 256B.0595 Prohibitions on Transfer; Exceptions

Links and Appendices

Eligibility Policy Manual - 2.4.1.3.3 MA-LTC Transfer Penalty Exceptions and Hardship Waiver

Wright County
Health & Human Services
Policy and Procedures

Category:	6000 Client Services/6300 Health Care	**Serial No:**	6300.03.01
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Effective:	August 13, 2021	**Revised:**	August 13, 2021
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MEDICARE PART B REIMBURSEMENT FOR EMPLOYED PERSONS WITH DISABILITIES & INSTITUTIONS FOR MENTAL DISEASES

Policy

Clients may be manually reimbursed the Medicare Part B premium when they are under 200% Federal Poverty Guideline (FPG) and paying MA-EPD premiums and/or while ineligible for a Medicare Savings Program due to having a living arrangement of Institution for Mental Diseases. People age 20 or younger and people age 65 or older may be eligible for a Medicare Savings Program while living in an IMD; People age 21 through 64 are not eligible for a Medicare Savings Program while living in an IMD.

Procedure

A. Eligibility Specialist (ES) is responsible for the following

1. New Applications
    a. Upon approval of MA-EPD or IM, the ES will email the case number, name and effective date to the Accounting Technician (AT) in the Fiscal, Technology & Support (FTS) Unit
        i. The ES will review to verify the client is not using the Medicare Part B Premium as a FMED deduction for SNAP, stat/medi, or stat/bills to reduce spenddown. Manual reimbursements can be setup once the ES updates the case to remove the Medicare Part B as a deduction listed above
        ii. The ES will add SPEC/WCOM to Medical Notice explaining the manual reimbursement program
    b. Complete a case note in MAXIS pertaining to the new reimbursement including the effective date and amount
2. Renewals/Changes in Income
    a. If the client becomes eligible for a Medicare Reimbursement program (SLMB, QMB, or Q1) or income becomes over the 200% FPG, the ES will email the AT in the FTS Unit, indicating the month the reimbursement should stop
    b. If manual reimbursement eligibility ends, the ES will send spec/letr in MAXIS
    c. Complete a case note in MAXIS including the reason for ending and the appropriate end date of the reimbursement
3. Corrections due to Eligibility Discrepancies in MAXIS and MMIS
    a. Make correction to the client's eligibility in both systems
    b. Case note corrections made along with the correct eligibility program
    c. Email AT the case number, name and effective date of the eligibility
    d. The Agency will not be able to pursue collection for an overpayment for an error made by the Agency
    e. If found that a client was overpaid, the AT will notify the ES to request the check be returned from the client or AREP. The check can only be cancelled by the FTS Unit if it is returned

Category:	6000 Client Services/6300 Health Care	**Serial No:**	6300.03.01
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B. Fiscal staff are responsible for the following

1. On the first business day of every month, the AT will proceed as follows
    a. In MMIS, select person RCIN, transmit to RSUM to determine if the client is active on MA or IM
        i. If client is active on SLMB, QMB, or Q1, the claim will not be processed. An email is sent to the ES informing them that they need to check the eligibility
        ii. If MA or IM is not active, the claim will not be processed. An email is sent to the ES informing them that they need to check the eligibility
        iii. If MA or IM is active, proceed to the next step
    b. In MAXIS, verify client eligibility using PERS and CASE NOTE
        i. If the client is not eligible, an email is sent to the ES informing them they need to check the eligibility
    c. In MAXIS, go to STAT/MEDI, print off the current month Medicare panel as documentation of the premium amount to reimburse
    d. Complete a case note in MAXIS – "Medicare Reimbursement for (mm/yy) completed (worker initials)"
    e. Process payment according to Fiscal procedures
2. All privileged cases are processed by the ES

Legal Authority

MHCP EPM MA-EPD 2.3.5.4.1 Medicare
MHCP EPM Program IM 2.5.4.4.1 Medicare
MHCP EPM 4.2 Medicare Savings Programs
MHCP EPM Medicare Savings Programs 4.2.1.4 Medicare Overview
MHCP EPM 1.3.2.5 Overpayments
Policy Temp Reference: TE02.07.330
Minnesota Statute 256B.057

Links and Appendices

MHCP EPM Appendix E Institutions for Mental Diseases

Wright County
Health & Human Services
Policy and Procedures

Category:	6000 Client Services/6300 Health Care	**Serial No:**	6300.04.01
Division(s):	☐ FS ☒ FTS ☒ PH ☐ SS	**Created:**	August 8, 1997
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Approvers:	☒ JGS ☒ JO ☒ KJ ☒ MM ☒ SG ☒ JP	**Expiration:**	October 1, 2025

MOBILE HOME – TEMPORARY PLACEMENT

Policy

Wright County Health & Human Services (WCHHS) has an ordinance (Supportive Care) that relates to the temporary placement of mobile homes for the purpose of providing home care, health care and maintenance to the frail, elderly, or disabled while maintaining the family unit with minimal cost to the individual and the county.

Procedure

A. Home Care Assessment Process

1. Initial requests for placement of a mobile home will be directed to WCHHS. Public Health will initiate the Home Care Assessment process within twenty-one (21) working days of the request
    a. The individual requesting assistance and family members will be present and participate in the home care assessment
    b. The assigned Public Health Nurse completes the Home Care Assessment, using the Agency's standard home care assessment process
    c. The Public Health Nurse will provide information regarding community resources available for supportive care to individual(s) requiring care and their affected family members
    d. The Public Health Nurse conducting the Home Care Assessment will notify the applicant, applicable family members, County Administration, and the Planning & Zoning Office in writing of its recommendation following the assessment
    e. Revenue and Debt Collector will notify the individual of the Mobile Home Assessment Fee following the home care assessment. The applicant will be responsible for fees as described in the Health & Human Services Fee Schedule
    f. In the event of a public hearing, the Public Health Nurse will submit a summary of the home care assessment results and the recommendation to the County Board of Commissioners

B. Periodic Review

1. Public Health will conduct an annual reassessment or a change in condition reassessment
    a. Revenue and Debt Collector will notify the permit holder of the Mobile Home Reassessment Fee following the assessment
    b. The applicant will be responsible for fees as described in the Health & Human Services Fee Schedule
2. Public Health will notify County Administration and the Planning & Zoning Office upon a finding that the placement of the temporary structure is no longer necessary or appropriate

Legal Authority

Wright County, MN Code of Ordinances

Links and Appendices

Category:	6000 Client Services/6300 Health Care	**Serial No:**	6300.04.01
Division(s):	☐ FS ☒ FTS ☒ PH ☐ SS	**Created:**	August 8, 1997
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Chapter 30 of the Wright County Code of Ordinances
Health & Human Services Fee Schedule

Wright County
Health & Human Services
Policy and Procedures

Category:	6000 Client Services/6400 OHP	**Serial No:**	6400.05.01
Division(s):	☒ FS ☒ FTS ☒ PH ☒ SS	**Created:**	June 24, 1985
Effective:	April 15, 2020	**Revised:**	June 9, 2021
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OUT OF HOME PLACEMENT TITLE IV-E AND MEDICAL ASSISTANCE

Policy

Wright County Health & Human Services (WCHHS) may place children in out of home placement. To ensure the children and the Agency are receiving the proper programs and available reimbursement, WCHHS must review potential eligibility for Medical Assistance (MA), Federal Title IV-E and child support.

Procedure

A. Social Services Responsibilities
1. Social Worker completes:
   a. OnBase Super Form within five (5) working days of placement on all initial and change in placement requests
   b. Update SSIS in a timely manner, including court action screens
   c. Ensure the foster family is currently licensed or is actively pursuing and complying with the requirements to become licensed
   d. Furnish necessary documentation to establish MA and assist in obtaining documentation to determine Title IV-E Foster Care eligibility
2. Upon MA approval, a copy of the MA card will be provided to the foster care provider by the Social Worker or support staff
   a. In the event of a medical need before MA is in place, such as a prescription or doctor's appointment, staff are to utilize the Procurement and Contract Policy
   b. If the foster care provider pays for medical services, they must submit the original detailed receipts for reimbursement to the FTS Fiscal team. The FTS Unit will process the payment and pursue collection from MA or the parents

B. IV-E Coordinator Responsibilities
1. Screen SSIS Super Form for IV-E eligibility within two (2) days of receiving in OnBase
2. Secure all documentation necessary to open case and establish Title IV-E eligibility
3. Inform Social Workers, Eligibility Specialists (ES), and Collection Officers of any changes in Title IV-E eligibility via email

C. Eligibility Specialist Responsibilities
1. Expedite health care applications for MA eligibility and process no later than forty-five (45) days of the Agency receiving the completed application
2. Designated foster care ES will initiate the IV-E referral if appropriate to Child Support at the time MA is opened
3. Request new MA card through Medicaid Management Information System (MMIS) when approving MA

D. Child Support Responsibilities – Child Support Officers will manage IV-E cases in the same manner as other cases and implement all necessary case management activities

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Legal Authority

N/A

Links and Appendices

Wright County Financial Policies - Procurement and Contract Policy

Wright County
Health & Human Services
Policy and Procedures

Category:	500 Working Conditions	**Serial No:**	0500.07.01
Division(s):	☒ FS ☒ FTS ☒ PH ☒ SS	**Created:**	April 20, 2009
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ON-CALL SERVICES

Policy

To best serve our customers and our partners after work hours, Wright County Health & Human Services (WCHHS) maintains on call services. Legislation requires 24 hours, 7 days a week coverage for child protection response to reports of child maltreatment containing imminent danger. On-call Social Workers will provide a face-to-face safety assessment and plan within 24 hours to meet this requirement. On January 1, 2023, the AFSCME contract included a Designee role for On-Call Services. The Designee will provide consultation and screening for child protection reports on weekends and holidays. For the purposes of this policy, the two roles will be designated as Regular Rotation and Designee.

Procedure

A. Regular Rotation Requirements

Prior to acceptance to the on-call team, Social Workers will:

1. Have successfully passed probation
2. Have at least one year of satisfactory performance as a Social Worker (all areas of the annual performance evaluation have met or exceed expectations)
3. Live within a 30-minute drive of the Wright County border and be able to physically respond to an incident site within 60 minutes of receiving a call for services

B. Designee Requirements

Prior to acceptance to the on-call team, Social Workers will:

1. Have successfully passed probation
2. Have at least one year of satisfactory performance as a Social Worker (all areas of the annual performance evaluation have met or exceed expectations)
3. Be available via cellphone during scheduled weekends and holidays

C. Regular Rotation and Designee Selection

1. Openings are posted throughout WCHHS for no fewer than five (5) business days
2. All applicants will receive an interview
3. All applicants will receive notification of interview outcome

D. Hours of Service

1. Regular Rotation weeks are from 4:30 P.M. on Wednesday to 8:00 A.M. on the following Wednesday
2. Regular Rotation hours:
    a. Weekdays: 4:30 P.M. until 8:00 A.M. the following morning
    b. Weekends: 4:30 P.M. on Friday to 8:00 A.M. on Monday, and
    c. During all Wright County observed holidays. On-call services will start 4:30 P.M. the day before the holiday to 8:00 A.M. the day after the holiday.
    d. Emergency closings for weather, evacuation of a building, or other reasons the Agency may close for a non-catastrophic event

Category:	500 Working Conditions	**Serial No:**	0500.07.01
Division(s):	☒ FS ☒ FTS ☒ PH ☒ SS	**Created:**	April 20, 2009
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3. Designee hours:
    a. Weekends: Saturday and Sunday midnight to midnight, and
    b. During all Wright County observed holidaysmidnight to midnight
    c. The following Social Services Supervisors will be available Monday-Friday and/non-holidays:
        i. Waiver & Community Supports 1 and Assessment Services Supervisors for Adult Protection questions
        ii. Child Protection and Intake & Intervention Supervisors for Child Protection questions

E. Duties of Regular Rotation staff

1. Respond by telephone, to all after-hours calls
2. Remain within one-half hour drive time of the Wright County line, and have the ability to respond to an incident site within 60 minutes of receiving a call for services
3. Remain free of any prescribed or non-prescribed medication that impairs their ability to provide on-call services (including alcohol) while on-call
4. Act as Intake for after-hours child/adult maltreatment reports. Upon receiving a report, they must determine if a need exists for an immediate health or safety emergency referral to Law Enforcement
5. Collaborate with law enforcement by phone regarding any shelter placements needed for children after regular office hours. Law enforcement will legally authorize child placement AND transport them to the placement facility. In some instances, law enforcement may request the Regular Rotation staff respond in-person to a situation.
6. The Regular Rotation staff will assess all non-law enforcement situations, and determine the necessity of personal contact, or if addressing the issue on the next workday is appropriate
    a. If the situation CAN wait until the next workday, the Regular Rotation staff will present all necessary information to the HHS staff on the next workday for appropriate action
    b. If the situation CANNOT wait until the next workday, the Regular Rotation staff will intervene in the situation, as needed
7. Review SSIS to determine if the family has a history with WCHHS, in order to determine the most appropriate course of action
8. Document all case activity into the Social Services Information System (SSIS) prior to 8:00 A.M. of the next working day. This is necessary for the ongoing worker to have an accurate detailed account of case information and work completed by the on-call worker available in a timely fashion. If Regular Rotation staff is unable to document all on-call activity in SSIS prior to 8:00 the next working day, they will report the situation to the on-call Supervisor, or the Social Services Manager, on the next working day
9. If questions arise for Regular Rotation staff, they will contact the Designee via text or phone call. Regular rotation staff is not to contact staff with case-related questions, unless directed by the Designee.

F. Duties of Designee staff

1. Respond by telephone and/or text, to all Regular Rotation calls/texts
2. Remain free of any prescribed or non-prescribed medication that impairs their ability to provide on-call services (including alcohol)

Category:	500 Working Conditions	**Serial No:**	0500.07.01
Division(s):	☒ FS ☒ FTS ☒ PH ☒ SS	**Created:**	April 20, 2009
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3. Screen CPS and EPS reports with the Regular Rotation staff and consult as needed
4. Document all case activity into the Social Services Information System (SSIS) prior to 8:00 A.M. of the next working day. This is necessary for the ongoing worker to have an accurate detailed account of case information and work completed by the on-call worker available in a timely fashion. If Designee staff is unable to document in SSIS prior to 8:00 the next working day, they will report the situation to the on-call Supervisor, or the Social Services Manager, on the next working day
5. If the Designee is unsure on a screening decision, they may call the appropriate supervisor, based on the need
6. Designees will not respond in-person to an on-call situation

G. Required equipment or access

1. Both Regular Rotation and Designee will utilize their WCHHS-issued computer
2. Regular Rotation staff will receive the on-call cell phone during their on-call rotation.
3. Both Regular Rotation and Designee staff will provide a current cell phone number. This information will be shared with Sheriff's Dispatch when staff begin their on-call rotation
4. The on-call manual is available on Sharepoint
5. Door access is granted for Regular Rotation staff for carseats, emergency needs and/or data access

H. Reimbursement for Regular Rotation and Designee

1. See the current AFSCME contract for information
2. Personal vehicle mileage is reimbursable when transportation is required. Reference Wright County Policy 506 for Business Related Expense Reimbursement

I. Paid case management overtime when on-call

1. Crisis or emergency situations may occur when the Regular Rotation staff must see their current client(s) after regular business hours. When this is the case, the Regular Rotation staff will flex their hours whenever possible
2. If flexing time is not possible, such as work on a Saturday, the Regular Rotation staff's Supervisor and Social Services Manager may retroactively approve overtime compensation
3. In these instances casework time is recorded as case management activity to qualify for overtime pay

J. Required training

1. Training for new Regular Rotation & Designee staff is via an assigned on-call mentor, review of the on-call manual, Car Seat training, Child Protection 24/7 training, and attending on-call meetings
2. On-call staff and Supervisors will meet regularly to discuss updates, questions, etc.
3. Agency staff will e-mail HS On-Call Workers about potential after-hours concerns regarding an existing case or referral

K. Scheduling

1. WCHHS management will determine an appropriate number of staff to provide on-call Regular Rotation and Designee coverage
2. The assigned on-call Case Aide will develop the Regular Rotation and Designee calendar, communicating with staff to determine an even distribution of holidays, etc.

Category:	500 Working Conditions	**Serial No:**	0500.07.01
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3. Regular Rotation and Designees will provide coverage approximately every two months. The roster may also include at least two (2) "backup" Regular Rotation staff
4. If a Regular Rotation or Designee is unable to fulfill their assigned rotation, they will email the team at HS On-Call Workers to request assistance with coverage. If there is no one available to cover, the assigned Regular Rotation staff or Designee will be responsible for their assigned rotation
5. Resignations for either the Regular Rotation or Designee roles requires a minimum two-week notice prior to the staff's next assigned on-call week. Resignations will be sent to the Intake & Intervention Supervisor. Coverage for their next assigned date will be the staff's responsibility, as is noted in K. 4. The following dates will be addressed by the On-Call Case Aide and Supervisor.

L. Supervision

1. On-call Supervisors include those overseeing child protection and adult services, with oversight by the Social Services Managers. Child protection questions will be directed to the Child Protection or Intake & Intervention Supervisors. Adult protection questions will be directed to the Waiver & Community Supports 1 or MNCHOICES Assessment Supervisors
2. On-Call Services are overseen by the Intake & Intervention Supervisor. They are responsible for posting positions, adding new staff, removing staff who have resigned, training, On-Call Log, etc.

M. WCHHS reserves the right to assign or remove staff from the Regular Rotation and Designee roles to maintain the integrity of the on-call program

Legal Authority

Minnesota Statute 626.556 Subdivision 10 (j) Reporting of Maltreatment of Minors

Links and Appendices

Wright County Policy 506 for Business Related Expense Reimbursement

Wright County
Health & Human Services
Policy and Procedures

Category:	6000 Client Services/6300 Health Care	**Serial No:**	6300.05.01
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PMAP ENROLLMENT & SED EXCLUSION

Policy

Wright County Health and Human Services is committed to ensuring the medical needs of our clients are being met through the timely and accurate processing of managed care enrollment forms and certain exclusions from managed care. Medical Assistance (MA) enrollees are enrolled in managed care through Minnesota Senior Care Plus (MSC+), Minnesota Senior Health Options (MSHO), Prepaid Medical Assistance Plans (PMAP) and Special Needs Basic Care (SNBC) unless certain criteria are met to be excluded from managed care.

Procedure

A. Medical Assistance enrollee receives a managed care enrollment form generated by MMIS or printed from E-docs to allow enrollee to select a managed care company.

B. Medical Assistance enrollee completes the form and submits it to Wright County for processing.

C. Managed care enrollment form is received and the office technician scans managed care enrollment form or Exclusion Form into OnBase under the client's case using the appropriate document type.
1. DHS-4106A, DHS-4106C, DHS-6451, SED Exclusion Form
    a. Scanned under FA PMAP Enrollment Form DHS 4106x
2. Documents go into workflow queues for Fiscal and Financial Services

D. Fiscal office technician reviews the Managed Care queue daily to determine the actions necessary for each managed care form received.
1. DHS-4106A Health Plan Enrollment Form is reviewed and processed at Wright County as outlined in steps F-G
2. DHS-4106C Health Plan Enrollment Form for People 65 Years Old or Older for MSHO is reviewed to determine if MSHO is indicated as a selection on the enrollment form
    a. If MSHO is indicated on the enrollment form, Fiscal office technician faxes the document to DHS for processing
        i. Fiscal office technician will enter case notes in MAXIS/METS/MMIS
        ii. Fiscal office technician will place a note on the document in OnBase using FA General Note which states the action taken (Ex: Faxed to DHS)
    b. If MSHO is not indicated on the enrollment form, Fiscal office technician processes as outlined in steps F-G
3. DHS-6451 Special Needs Basic Care (SNBC) Choice Form for SNBC is reviewed and faxed to DHS for processing
    a. Fiscal office technician will enter case notes in MAXIS/METS/MMIS
    b. Fiscal office technician will place a note on the document in OnBase using FA General Note which states the action taken (Ex: Faxed to DHS)
4. SED Exclusion form is reviewed and processed as outlined in step G

E. Fiscal office technician processes the enrollment form by reviewing the managed care selected by enrollee on DHS-4106A and DHS-4106C which have not been sent to DHS for processing.

Category:	6000 Client Services/6300 Health Care	**Serial No:**	6300.05.01
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1. Enter selection in MMIS as outlined in MMIS User Manual
2. Fiscal office technician reviews SSIS for all individuals on the enrollment form
    a. If there is no active case in SSIS, no further action is required
    b. If there is an active case in SSIS, Fiscal office technician sends an e-mail notification to the social worker assigned with the following details, alerting them to the enrollment for the client(s):
        i. Name of client
        ii. Name of managed care company
        iii. Date of enrollment
3. If the MA enrollee indicates that there is other health care, an e-mail is sent to the eligibility specialist or PMAP liason assigned to the case to follow up OR if an edit/error is received when entering the selection, an e-mail is sent to the eligibility specialist assigned to the case to follow up
    a. Place a note on the document in OnBase using FA General Note which states the issue and the action taken (Ex: Other Health Care, E-mailed eligibility specialist)
4. Fiscal office technician enters case notes in MAXIS/METS/MMIS

F. Eligibility specialist receives notification from Fiscal office technician that an enrollment form is unable to be entered due to third party insurance, an existing exclusion (with the exception of YY exclusions), or because of an edit/error being received.

1. If third party insurance is reported on the enrollment form, eligibility specialist will enter into MMIS if not already entered
    a. If third party insurance is a Minnesota DHS licensed HMO (see MMIS manual, MMIS Screens, RPPH, HH, Exclusion Code), eligibility specialist informs the client they must choose a corresponding managed care or be excluded from managed care
    b. Eligibility specialist updates the enrollment information in MMIS based on client's request
    c. Eligibility specialist will enter case note(s) in MAXIS/METS/MMIS
2. If an existing exclusion (with the exception of YY, which should be over-ridden) exists and is preventing the client from enrolling in managed care, the eligibility specialist will review the exclusion to confirm that it is correct
    a. If correct, no further action is necessary
    b. If incorrect, eligibility specialist will end the exclusion and proceed with enrolling client in selected managed care in MMIS
    c. Eligibility specialist will enter case note(s) in MAXIS/METS/MMIS
3. If an edit/error is received, eligibility specialist will review the edit/error received and attempt to resolve the issue using *MMIS User Manual*
    a. Eligibility specialist will submit a ticket to CRRC or HPEN depending on the issue at hand
    b. Eligibility specialist will complete the entry of the managed care selection in MMIS once the edit/error is resolved
    c. Eligibility specialist will enter case note(s) in MAXIS/METS/MMIS

G. Fiscal office technician reviews the SED Exclusion form received at the agency and confirms that the form is signed by the client/parent/guardian.

1. Disenrollment from managed care will be entered for the end of the first available month
    a. Disenrollment reason will be indicated to be EX (exclusion)

Category:	6000 Client Services/6300 Health Care	**Serial No:**	6300.05.01
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2. Exclusion from managed care will be entered in MMIS for the first available month
    a. Exclusion code will be EE
3. Fiscal office technician enters case notes in MAXIS/METS/MMIS
4. If an edit/error is received, Fiscal office technician will notify the eligibility specialist
5. Eligibility specialist will review the edit/error received and attempt to resolve the issue
    a. Eligibility specialist will submit a ticket to CRRC or HPEN depending on the issue at hand
    b. Eligibility specialist will complete the exclusion from managed care once the edit/error is resolved
    c. Eligibility specialist will enter case notes in MAXIS/METS/MMIS

Legal Authority

N/A

Links and Appendices

DHS-4106A Health Plan Enrollment Form
DHS-4106C Health Plan Enrollment Form for People 65 Years Old or Older
DHS-6451 Special Needs Basic Care (SNBC) Choice Form
MMIS User Manual
Prepaid Minnesota Health Care Programs Manual

Wright County
Health & Human Services
Policy and Procedures

Category:	6000 Client Services/6100 Case Management	**Serial No:**	6100.11.01
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RANDOM DRUG TESTING

Policy

Wright County Health and Human Services (WCHHS) utilizes random drug testing across several program areas. Social Services utilizes random drug testing to ensure the health and safety of children and families. Drug testing for Social Services may result from court ordered requirements or discretionary testing related to determining the health and safety of children. Financial Services completes random drug testing bi-annually for individuals identified by the Department of Human Services (DHS) as being a convicted drug felon on a cash assistance program in Wright County (Diversionary Work Program (DWP), Minnesota Family Investment Program (MFIP), General Assistance (GA), and Minnesota Supplemental Aid (MSA).

Procedure

A. Social Services

1. WCHHS works with individuals who court ordered to complete drug testing
    a. Staff will follow court ordered drug testing procedures
    b. Staff will work with the client to determine most appropriate drug testing site
    c. In instances which a client is currently testing with Wright County Court Services, a signed release of information by the client will allow for receipt of drug test results
    d. All test results, both positive and negative, are stated as such in court reports
    e. Missed, refused, altered, and diluted tests are considered a positive test result
    f. Staff will recommend decreased drug testing frequency when the client returns negative results for a minimum of 4 consecutive weeks
        i. If the client continues to have negative results, staff will continue to decrease testing frequency
        ii. Testing frequency may be determined by the substance the client reports using
        iii. Testing frequency may increase if client begins to have positive tests
        iv. SSIS documentation will support the decrease or increase in drug testing
        v. A Social Services Supervisor may override the discretionary guidelines based upon other case factors as clearly documented in SSIS
2. WCHHS requires certain clients complete discretionary, non-court ordered drug testing, reserving the right to do so in instances in which the health and safety of a child(ren) is at risk
    a. Discretionary testing of clients is required in the following instances:
        i. The child protection report(s) cites drug use
        ii. During the course of the investigation/case, a credible report is made of concerns of drug use
        iii. During a home visit, drugs or drug paraphenalia are observed
        iv. During a home visit, the caregiver's behavior is such that substance use is suspected and the caregiver has children in their care
    b. Discretionary testing of clients may also occur when:

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Division(s):	☒ FS ☐ FTS ☐ PH ☐ SS	**Created:**	December 23, 2013
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Approvers:	☒ JGS ☒ CP ☒ KJ ☒ MM ☒ SG ☒ JP	**Expiration:**	June 1, 2024

i. The client refuses to participate in their case plan or make contact with their social worker and there is reported drug use
ii. When there is suspected use by an adolescent involved with truancy or other child welfare services

c. Clients will submit to a baseline drug test at the request of their Social Worker, the court or county attorney's office when there is reported drug use

3. WCHHS will not drug test clients in the following situations
   a. The client admits to substance use by signing the Drug/Alcohol Use Admission Form (unless the client is court ordered to do so or WCHHS is so directed by the county attorney's office)
   b. The Agency receives drug test results from a drug treatment program
   c. The Agency receives drug test results from WCCS

B. Financial Services

1. WCHHS receives a bi-annual report from DHS via SIR of identified convicted drug felons on economic assistance programs in Wright County. Other methods of reporting may be used to identify convicted drug felons as outlined in Combined Manual 11.27.03
2. Financial Assistance will randomly select 20-25% of the identified drug felons on a cash assistance program for drug testing with a minimum of one person on the report being tested bi-annually
   a. Action based on a positive test may result in vendor paying of cash benefits, ineligibility for five years, or permanent disqualification depending on the cash assistance program through which the client is receiving benefits
3. Financial Assistance Supervisor or the assigned Eligibility Worker will review the report and follow client notification guidelines as outlined in Drug Felon Policy Q&A
   a. Eligibility worker will send DHS-6749A or DHS-6749B, if deemed appropriate per instructions
   b. If no form is necessary and no further action is required, the Eligibility Worker will case note the circumstance in the client's case
4. Financial Assistance Supervisor or assigned Eligibility Worker will coordinate with Wright County Court Services (WCCS) Supervisor to utilize WCCS existing "color wheel" procedure for random drug testing using the identified individuals on the report received
   a. *Combined Manual 11.27.03* allows counties to individually determine how to interpret the term "random" when completing drug tests
5. WCCS will schedule the test with the client and administer testing
   a. If the randomly selected client has had a random drug test with WCCS within the last 30 days, the results from the test will be used and the client will not be required to complete another test as cited in *Combined Manual 11.27.03*
   b. If the client has an open probation case with WCCS, the existing probation schedule will be utilized for the testing to avoid the need for multiple tests being completed
   c. If a client does not appear for scheduled testing, WCCS will attempt to reschedule the test once with the client
   d. If the client fails to appear for the rescheduled testing, the test result will reflect failed
      i. Eligibility will be failed for non-cooperation if this takes place; Eligibility Worker will not apply drug felon ineligibility policies per *Drug Felon Policy Q&A*

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6. WCCS will notify the Financial Assistance Supervisor or assigned Eligibility Worker of the test results
    a. The results will be communicated to the assigned Eligibility Worker
    b. WCCS will submit any applicable bills for the testing to WCHHS for payment for clients not already receiving random drug testing as a part of their ongoing legal requirements
7. Eligibility Worker will take necessary action according to *Combined Manual 11.27.03* and *Drug Felon Policy Q&A*

Legal Authority

Minnesota Statute 256.01 Subd. 18c.

Links and Appendices

Drug/Alcohol Use Admission Form
Drug Felon Policy Q&A
DHS-6749A (GA or MSA Notice of Drug Felon Match)
DHS-6749B (MFIP Notice of Drug Felon Match)
Combined Manual 11.27.03
HHS Drug-Test Providers

Wright County
Health & Human Services
Policy and Procedures

Category:	6000 Client Services/6400 OHP	**Serial No:**	6400.08.01
Division(s):	☐ FS ☒ FTS ☐ PH ☒ SS	**Created:**	November 3, 1993
Effective:	September 3, 2020	**Revised:**	September 3, 2020
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RESPITE CARE

Policy

Wright County Health & Human Services (WCHHS) will offer respite care services to caregivers when alternative arrangements have been pursued and exhausted. The purpose of respite care is to enhance the capacity of the individual's natural support system to meet his/her needs, and to assure the safety of these individuals. It is also to prevent out of home placements for children and maintain adult and child foster home resources. Authorized respite care will be subject to the limitations noted herein. Denial of respite care due to budget limitations is not appealable.

Procedure

A. County Funded Respite

1. Eligibility
    a. Client must have an open WCHHS – Social Services case or be open through a Managed Care Organization (MCO) as a Children's Mental Health (CMH) case
    b. Staff will consider the following factors in determining the need for respite care services
        a. Level of the individual's need (i.e., developmental and/or physical disability, medical and/or behavioral need;
        b. Pattern of caretaking, e.g., one person does all the caretaking;
        c. Family's flexibility in changing the caretaking pattern;
        d. Family's extended family, friends and neighbors as alternative resources;
        e. Other family stressors;
        f. Anticipated stress on child created by provision of respite care;
        g. Caregiver's plan for utilization of time made available by respite care
2. Respite care may be provided in several settings. The following settings will be considered in descending order
    a. Relative or Kin provider
    b. Licensed child care or foster home
    c. Other licensed facility
3. County funded respite care is the payment of last resort. All other available respite funding sources will be sought prior to county funded respite care
4. County funded respite will be paid at the rate established for ongoing placement at privately licensed homes
5. Limits
    a. Thirty (30) day maximum per year
    b. County funded respite will not be provided in addition to waiver or other grant funded services
    c. Respite is not a short-term foster care placement
    d. Exceptions may be approved by a Social Services manager

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6. No fees will be charged to the family for respite services
7. Staff will complete the Super Form to request respite supervisory approval. They will include the funding source and length of usage in the request. The purpose of respite care will be defined in the case plan using outcome measures. A Respite Care Informed Consent must be in the file

B. Children's Mental Health (CMH) Respite Grant

1. Eligibility is determined based on the current CMH Respite Grant requirements
2. Staff will consider the following factors in determining the need for respite care services
    a. Level of the individual's need (i.e., developmental and/or physical disability, medical and/or behavioral need;
    b. Pattern of caretaking, e.g. one person does all the caretaking;
    c. Family's flexibility in changing the caretaking pattern;
    d. Family's extended family, friends and neighbors as alternative resources;
    e. Other family stressors;
    f. Anticipated stress on child created by provision of respite care;
    g. Caregiver's plan for utilization of time made available by respite care
3. Traditional respite care may be provided in several settings. The following settings will be considered in descending order
    a. Relative or kin provider
    b. Licensed child care or foster home
    c. Other licensed facility
4. All other available funding sources will be sought prior to requesting CMH Respite Grant funding
5. CMH Respite Grant will pay traditional respite at the rate established for ongoing placement at privately licensed homes
6. Limits
    a. Traditional respite is a maximum of 12 days per child per every 6 months
    b. The combination of traditional and non-traditional respite may be approved up to eight hundred dollars ($800.00) per child per contract year
    c. Exceptions may be approved by the CMH Respite Grant supervisor
7. No fees will be charged to the family for respite services
8. Staff will complete the Super Form to request respite supervisory approval. They will include the funding source and length of usage in the request. The purpose of respite care will be defined in the case plan using outcome measures. A Respite Care Informed Consent must be in the file

Legal Authority

N/A

Links and Appendices

Respite Care Informed Consent

Wright County
Health & Human Services
Policy and Procedures

Category:	6000 Client Services/6200 Collections	**Serial No:**	6200.02.01
Division(s):	☐ FS ☐ BEST ☐ PH ☒ SS FINANCE ☒	**Created:**	April 13, 2023
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RULE 20

Policy

Wright County Health & Human Services (WCHHS) supports the provision of services for youth and adults who are by court order and examination diagnosed with a mental illness or cognitively impaired and found incompetent to participate in court proceedings.

Procedure

A. Notification of juvenile needing services

1. The County Attorney's Office will notify the Youth Services Supervisor that there is a potential Rule 20
2. The Youth Services Supervisor will contact the Juvenile Probation team to determine who will be supervising the case while the Rule 20 evaluation is being completed. The supervisor will notify the Probation Agent that a Child Welfare worker will be assigned the case if the child is deemed incompetent. It should be noted that Rule 20 cases may come from a variety of departments such as: probation, child protection, etc.
3. The Youth Services Supervisor or assigned Child Welfare worker will send a request for Rule 20 Evaluation and Delinquency Petition letter to Wright County Probation Supervisor to obtain the delinquency petition, police reports, and Rule 20 evaluation. The probation agent will provide name and contact information for the family and the date of the competency evaluation review hearing
4. If the youth is found not competent, the probation agent will notify the Youth Services Supervisor, the County Attorney, and the Administrative Assistant
5. The Child Welfare worker will attend the review hearing to discuss expectations of the court with the family. Based on the severity of the case, the child welfare worker will discuss voluntary child welfare case management services or the need for a CHIPS referral. The Child Welfare worker will contact the HHS general intake staff to work with the family if the next step is to establish services.
6. The Child Welfare Worker will consult with the County Attorney to determine if a CHIPS referral is required or if services will be voluntary. For all criminal sexual conduct offenses, the Child Welfare worker will complete a "CHIPS Petition referral" form with basic info (name, address, etc.). This document can be found in the shared file in Word under the file "HS HSC"
7. Complete a CW-TCM Service Plan
    a. Include recommendations from the Rule 20 evaluation on the case plan
8. Send both CHIPS referral and Case Plan to Wright County Attorney Office administration and CC Assistant Wright County Attorney on the email
9. Once case has been filed, sign up for e-services in Odyssey to be notified of court hearings and filings
    a. Odyssey File and Serve: This is where the child welfare worker will sign up in the court file number and will be notified of any filings in the case. This is also where court reports are submitted. As soon as a notification is received that the CHIPS was filed, sign up under their court file number, which can be found in MGA

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10. Once a court date is received, contact the family to ensure they were notified as well. Prior to the hearing send the caregivers/clients the link to the CHIPS Video. It is required that all families watch this video prior to CHIPS court hearing
11. A hearing for this matter will occur approximately every 90 days. Ensure the client is following all recommendations of the Rule 20, as well as any recommendations of providers. The child welfare workers main goal is to ensure the client is receiving the services they need to ensure they are not a threat to themselves or their community
12. When submitting a court report, answer the following questions:
    a. What was the presenting problem?
    b. How was the treatment plan designed to address the problem(s)?
    c. What was accomplished in addressing the problem(s)?
    d. What remains to be accomplished?
    e. What, if any, risks remain?
    f. What, if any, concerns remain?

B. Notification of an adult needing services

1. Upon receipt of a court order for pre-petition screening a Rule 20 adult case, the Intake & Intervention Team will determine CFR
    a. Determine where the criminal matter occurred as well as the county of financial responsibility (CFR). Find out as much information as possible including is the person currently in custody, where are they living, any timeframes to determine residence, if any excluded time applies, any open Social Service cases in SSIS, etc.
    b. Depending on the scenario different steps may need to be taken:
        i. The incident occurred in Wright County & Wright County is the CFR
            - Wright County will complete the screening
        ii. The incident occurred in Wright County & Another County is the CFR
            - If the client is present in Wright County, Wright County would complete the screening
            - If the client is not present in Wright County, Wright County may ask the CFR to complete the screening (County Attorney's office prefers we always screen if possible if the criminal matter occurred here. Exception – client is an inmate in another jail outside of Wright County)
        iii. The incident did not occur in Wright County & Wright County is the CFR
            - If the client is present in Wright County, Wright County will complete the screening as well as act as CFR (on a case-by-case basis – County Attorney prefers the County of offense screens the client)
            - If the client is not present in Wright County, Wright County will ask the other county to complete the screening and then refer case to Wright County as the CFR
            - The incident did not occur in Wright County & Wright County is not the CFR, then Wright County is not responsible for any action
    c. Per MN Statute and Criminal Rules counties can work together to negotiate who will complete the initial prepetition screening

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   d. Depending on decisions agreed upon by the involved counties, requests for changes to court venue may need to be made as well as appropriate notification explained in MN Statute 253B.07 Subd. 2(d) Change of Venue. Wright County Attorney's office would assist in this process
   e. If CFR appeal is needed, contact Revenue and Debt Coordinator with all documentation of client's whereabouts. Revenue and Debt Coordinator will begin the appeal process and notify staff when appeal is resolved
2. Intake & Intervention Team completes Pre-Petition Screening Face Sheet in OnBase using Unity form
   a. Once submitted, this form auto routes to the pre-petition screening team
   b. Pre-petition screening team meets to assess the case
   c. Screening decision will be sent via memo for screen in or screen out to County Attorney's office and carbon copy the County Attorney's assistant
3. Screened in cases, are opened from Intake to AMH Assessment by MCHS Team Case Aide
4. Screened out cases, are closed as 'no further action needed'

Legal Authority

MN Rule 20.01

Links and Appendices

N/A

Wright County
Health & Human Services
Policy and Procedures

Category:	1000 Communication	**Serial No:**	1000.06.01
Division(s):	☒ FS ☒ FTS ☒ PH ☒ SS	**Created:**	August 10, 2009
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SOCIAL SECURITY LIAISONS

Policy

Wright County Health & Human Services (WCHHS) designates a Social Security Liaison to clarify clients' benefits on behalf of the agency to further determine public assistance eligibility with the Social Security Administration (SSA). Additional roles and responsibilities of the Social Security Liaison are outlined in Social Security Liaison Roles and Responsibilities.

Procedure

A. Agency staff (Financial Services, Child Support Officers, Rep-Payees) are required to complete an email request for all inquiries when needed information cannot be found in SOLQ. These requests are sent to SSA through Social Security Liaison using the SSA Inquiry Email Template

B. Complete requests are sent to agency email address HS Social Security Liaison

C. Agency liaison presents staff inquiries to SSA weekly at 3PM on Thursdays (subject to change based on liaison and SSA contact availability)

D. Agency liaison provides SSA response/follow-up directly to requesting agency staff via email

Legal Authority

N/A

Links and Appendices

Guide to Safeguarding Federal Tax and SSA Information
SOLQ Guide
Social Welfare Account - Rep Payee

Wright County
Health & Human Services
Policy and Procedures

Category:	6000 Client Services/6100 Case Management	**Serial No:**	6100.13.01
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SOCIAL WELFARE ACCOUNT – REP PAYEE

Policy

Wright County Health & Human Services (WCHHS) provides Social Security's Representative Payment Program (rep-payee) services to a select group of individuals receiving case management services. Wright County staff follow the Guide for Organizational Representative Payees published by the Social Security Administration (SSA) while providing these services. All inquiries to Social Security must go through the SSA liaison via the email group "HS Social Security Liaison".

Procedure

A. Application Process

1. When the client is a child in out-of-home placement, a Wright County collections officer contacts SSA to become the rep-payee
2. When the client is an adult, the social worker (SW) will work with the individual to select a private rep-payee provider. In some situations, and with supervisory approval, WCHHS may elect to provide rep-payee services in-house to an adult client
3. Once WCHHS becomes rep-payee for a client, an accounting clerk will create a new client account in the Social Welfare System

B. Handling of Money

1. Social Security payments are directly deposited into a collection account
2. Child Client
    a. A collections officer is responsible to complete the Social Welfare Activity Change Request Form for bills received regarding children in out-of-home placement
3. Adult Client
    a. The SW or case aide (CA) designates payments that will be made, such as personal needs, rent, etc. and completes a Social Welfare Activity Change Request Form which can be found in OnBase
    b. For personal needs requests over $200, the client will supply receipts documenting how the money was spent
    c. Client bills received by WCHHS are directed to the SW or CA to be paid through the Social Welfare Rep Payee Account. The SW or CA ensures that the bills meet the guidelines for rep-payee payment and that there are enough funds in the client's account. A *Social Welfare Activity Change Request Form* [located in OnBase] is completed, and the bill is given to the account clerk to process
4. Charge for Services
    a. Per SSA, WCHHS will collect a monthly charge for providing rep-payee services
    b. The charge will be the maximum allowed by SSA, unless certain criteria are met (see e. and f.)
    c. Charges are collected for current and future months

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d. The SW or CA must notify the eligibility specialist (ES) when WCHHS will begin collecting a charge on the client's monthly benefit and the amount per month. The ES will increase the eligible client's monthly MSA or Housing Support budget accordingly
e. When the client does not receive MSA or Housing Support, WCHHS will charge the client $10 per month for the rep-payee services. The SW may request this charge be waived by making a request in writing to the WCHHS Fiscal supervisor
f. A charge will not be collected if any of the following apply
    i. No benefit payment is due for the month, even if a check is paid incorrectly
    ii. No payee services were provided in the month
    iii. Compensation is received for performing rep-payee services from another source (including court/guardianship fee)
    iv. Client is a child in out-of-home placement
    v. Client resides in a residential facility and only receives personal needs money from SSA
    vi. The client only receives SSI and there has been no recent move or change in circumstances that would require a new Housing Support determination
g. The SW or CA will direct clients to AARP for tax preparation services. The CA will provide tax information to AARP including: type of residence (ICF/DD, GRH foster home), yearly amount of GRH received, and amount of SSI

C. Fiscal Duties

1. Bank Reconciliation
    a. Each month, an accounting clerk will complete the bank reconciliation
2. Stop Payment Processing
    a. Before the stop payment process may begin, 10 working days must have passed since the warrant or substitute check was issued
    b. If the check has been cashed, an affidavit is completed by the accounting clerk and mailed to the client or vendor for his/her notarized signature
    c. After receipt of the notarized affidavit it is given to the fiscal officer and sent to the financial institution
    d. Before issuing a new check, a new *Social Welfare Activity Change Request Form* must be completed and WCHHS must receive notification from the financial institution that the stop payment is active
3. SSA Communication
    a. Rep-payee reports are received annually from SSA. The accounting clerk reviews and updates any needed information online at www.socialsecurity.gov/payee. This report and the annual account report are filed in the client's social welfare file
    b. In the event of a client death, the SW or CA will notify the accounting clerk immediately. The SW and Fiscal staff will ensure proper disbursement of current funds and return any funds to SSA that arrive after the passing of the client

Legal Authority

N/A

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Links and Appendices

Guide for Organizational Representative Payees

Wright County
Health & Human Services
Policy and Procedures

Category:	6000Client Services/6100 Case Management	**Serial No:**	6100.20.01
Division(s):	☒ FA ☒ FTS ☒ PH ☒ SS	**Created:**	December 1, 2015
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Approver(s):	☒ JGS ☒ CP ☒ KJ ☒ MM ☒ SG	**Expiration:**	December 31, 2024

SPECIAL NEEDS FUND

Policy

Wright County Health & Human Services (WCHHS) maintains a Special Needs Fund to provide assistance to persons facing a one-time need (some exceptions will apply) who have exhausted all other available resources. All WCHHS staff may access Special Needs Fund for clients. The Special Needs Fund may not be used to purchase gift cards.

Procedure

A. Eligibility Requirements

1. Must be a Wright County resident
    a. If individual/family is not a Wright County resident, provide valid reason/justifiable explanation of the requested funds
    b. If this fund was accessed previously by the client, provide brief summary of amount used and outcomes achieved
2. All other resources (financial, social services, and community) have been exhausted
3. Unit supervisor approval to request funds prior to submitting request in Onbase

B. Application

1. Staff identifies one-time need of individual/family that cannot be met by existing resources (Financial, Salvation Army Funds, Wright County Community Action, etc.)
2. Staff reviews request with supervisor and receives verbal supervisory approval to submit Special Needs Request in Onbase
3. If the request is for a fuel card using Special Needs as the funding source, staff should complete the FTS Fuel Card Request & Acknowledgment in Onbase and check Special Needs Fund as the funding source. Completion of all fields is necessary for grant reporting. The submitted form will route to the LTS supervisor for approval. If approval is urgent, please notify the LTS supervisor of the request via Teams or email. See the Policy & Procedure for Fuel Cards for additional information about this process
4. If the request is for anything other than fuel cards, staff should complete the SS Special Needs Request form in Onbase. When staff submit the form, it will go into their My Documents queue. Staff will choose the ad hoc task *Send to Supervisor* and send to the LTS supervisor. In the LTS supervisor's absence, any other Social Services supervisor or Social Services manager may review/provide approval
5. Supervisor will either approve or deny the request

a. If request is over $1000, a second supervisor or manager is needed for approval

b. Supervisor will use the ad hoc task *Return to Worker* once the request is denied or approved

c. Staff will retrieve the form from their *My Documents* queue and forward the approved form to Fiscal in Onbase. Special Needs Fund requests do not require service agreements

6. Payments will not be given directly to clients unless approved by social services manager

C. Tracking

Category:	6000Client Services/6100 Case Management	**Serial No:**	6100.20.01
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1. SPN expenditures are tracked via brass codes 11-480-000-0000-6030
2. Contributions/donations to the SPN Fund are tracked via brass code 11-480-000-0000-5751

Legal Authority

N/A

Links and Appendices

Special Needs Fund Request Form
Fuel Cards and Transportation Tokens Policy & Procedure

Wright County
Health & Human Services
Policy and Procedures

Category:	6000 Client Services/6100 Case Management	**Serial No:**	6100.19.01
Division(s):	☒ FS ☒ FTS ☒ PH ☒ SS	**Created:**	December 12, 2018
Effective:	May 5, 2023	**Revised:**	May 5, 2023
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TELEMEDICINE

Policy

Wright County Health and Human Services (WCHHS) seeks to serve clients in ways that best suit their needs. Evaluation, management and consultation services using synchronous technologies (hereafter referred to as "telemedicine") may be deemed necessary to appropriately monitor a client's progress. A variety of WCHHS staff may complete this type of visit.

The WCHHS staff must comply with the WCHHS Data Privacy Policy and mandated reporting requirements. The client has the right to refuse telemedicine and the right to stop participating in telemedicine at any time.

The visit must take place via an interactive audio and video telecommunications system. The systems currently approved for use are Vidyo Desktop or Teams/Zoom in the Wright County Government Computing Cloud environment. These technologies permit a HIPAA compliant real-time visit between the client and provider.

Quality assurance will occur through ongoing evaluation of telemedicine outcomes.

Procedure

A. Conditions of Telemedicine Selection
1. Criteria
    a. The client is present at the time of the visit
    b. The client is in a predetermined safe environment
    c. A minimum of one face-to-face visit has occurred prior to telemedicine implementation
    d. The provider is licensed (if license is applicable) in the state in which the client resides
    e. The client and provider speak the same language
    f. WCHHS staff deems the client is an appropriate candidate for telemedicine
2. Clients excluded from telemedicine include those who refuse or are unwilling to participate and those who are noncompliant or for whom it is not effective (based on provider determination), even if client has already received a telemedicine visit

B. Provision of Telemedicine
1. WCHHS staff determines appropriate clients for telemedicine using above criteria
2. WCHHS staff discusses telemedicine option with the client and informs the client of alternatives to and risks/benefits of telemedicine
3. WCHHS staff obtains client consent using Client Record and Data Privacy Information form prior to the first telemedicine visit. The provider adds the consent form to the client's chart
4. The client and WCHHS staff set telemedicine visit time
5. WCHHS staff creates and sends an invite via Outlook calendar to an email address the client provides
6. If needed, the provider texts the client prior to the visit

Category:	6000 Client Services/6100 Case Management	**Serial No:**	6100.19.01
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Approvers:	☒ JGS ☒ JO ☒ KJ ☒ MM ☒ SG	**Expiration:**	November 30, 2024

7. At the time of the visit, both the client and the provider click the appropriate link in the email invitation
8. The client and provider complete visit activities, which may include
    a. Observational assessment
    b. Education
    c. Referrals and resources
    d. Screenings
    e. Goal setting
9. The client and WCHSS staff disconnect from telecommunications system
10. In alignment with Minnesota Statute 256B.0625, the provider records visit in appropriate documentation system and appropriately bills for the visit

C. If audio/video quality issues arise during the visit, provider records them in appropriate documentation system and submits a ticket to the Technology Team

Legal Authority

Minnesota Statute 147.033
Minnesota Statute 256B.0943
Minnesota Statute 256B.0625
HIPAA

Links and Appendices

Records Request and Data Privacy Policy and Procedures
Telemedicine Services During the COVID-19 Pandemic
Client Record and Data Privacy Information form

Wright County
Health & Human Services
Policy and Procedures

Category:	6000 Client Services/6400 OHP	**Serial No:**	6400.10.01
Division(s):	☐ FS ☒ FTS ☐ PH ☒ SS	**Created:**	February 25, 2003
Effective:	November 14, 2019	**Revised:**	November 6, 2020
Approvers:	☒ JGS ☒ CP ☒ KJ ☒ MM ☒ SG ☒ JP	**Expiration:**	December 1, 2024

THERAPEUTIC FOSTER CARE

Policy

Wright County Health & Human Services (WCHHS) is dedicated to strengthening, supporting and serving children and families to prevent out of home care as well as to stabilize those children and families while involved in the child welfare system. A referral for therapeutic services will be made for all Wright County children placed in Wright County licensed foster homes. This service is available for all Wright County children receiving child welfare services to prevent out of home placement.

Procedure

A. Referrals

1. WCHHS staff completes the SS Multifunction Form (SS SA Superform), which includes a separate tab for Therapeautic Services (TS), follows the Superform printing procedures, and routes for screening
2. The Licensing & Therapeutic Services Team will screen all TS referrals and determine the most appropriate provider. The providers will include those with whom WCCHS contracts and the HHS Therapeutic Services Team
3. The assigned OTII will send the appropriate referral to the selected provider and notify the referring staff. The remainder of referral/intake paperwork is completed during subsequent appointments with the therapeutic services provider and social worker.
4. If a referral is made to Central MN Mental Health Center for Therapeutic Foster Care, the social worker will initiate a service arrangement for that service. https://wrightnet.co.wright.mn.us/departments/humanservices/HSStaffResources/Central%20MN%20Mental%20Health%20Center%20-%20Wright%20Cty%20-%20Exp%2012-31-2020.pdf
5. The social worker will contact the biological or adoptive family and foster care provider to explain the steps and services involved with utilization of this program
6. The first in-home therapeutic appointment is scheduled within the first two (2) weeks after the referral information was sent. Appointments are scheduled by the therapeutic services provider and will usually take place in the foster care provider or biological/adoptive family home. The WCHHS social worker will be present at the initial meeting
7. The social worker will include the therapeutic services within the child's case plan
8. The social worker will provide input to the therapeutic services treatment plan and monitor progress

B. Therapeutic Support Services

1. Therapy sessions will include a combination of the foster care provider, child, and biological or adoptive family, taking place in the foster care provider's home or biological/adoptive parent's home or via remote technology when necessary
2. The therapeutic services provider will be responsible for scheduling weekly appointments, or a different schedule if agreed upon by the provider and the WCHHS staff

Category:	6000 Client Services/6400 OHP	**Serial No:**	6400.10.01
Division(s):	☐ FS ☒ FTS ☐ PH ☒ SS	**Created:**	February 25, 2003
Effective:	November 14, 2019	**Revised:**	November 6, 2020
Approvers:	☒ JGS ☒ CP ☒ KJ ☒ MM ☒ SG ☒ JP	**Expiration:**	December 1, 2024

a. Therapeutic updates will be provided to WCHHS upon request. Written reports will be provided at least monthly. These reports may be progress/case notes
b. WCHHS staff will schedule team meetings as needed to evaluate the goals and progress of the team. This team includes the child, biological family, foster care provider, therapeutic services provider, social worker, and others, as deemed appropriate by the social worker and therapeutic services provider
c. The social worker is responsible to relay necessary case information to the therapeutic services provider in a timely manner
d. The social worker, therapeutic services provider, and family will work as a team to create a successful transition plan for the child/family

C. Program Costs

1. Payment to foster families
    a. Social workers assign MAPCY points according to the child's needs and the additional expectations on foster care providers to participate in therapeutic services with biological or adoptive families. MAPCY ratings may be higher than what exists for the average child in care
    b. Social workers will identify items under the MAPCY category of Mental Health, Physical Health & Development to reflect participation in therapeutic services
2. Payment to Contractor
    a. WCHHS will follow established Purchase of Services Contract regarding payment. See contract for details. The Contractor will bill private insurance and/or Medical Assistance as the first option whenever possible

Legal Authority

N/A

Links and Appendices

Therapeutic Services Referral Process

Wright County
Health & Human Services
Policy and Procedures

Category:	6000 Client Services/6100 Case Management	**Serial No:**	6100.14.01
Division(s):	☐ FA ☐ FTS ☒ PH ☒ SS	**Created:**	May 24, 2010
Effective:	November 2, 2018	**Revised:**	October 14, 2020
Approvers:	☒ JGS ☒ CP ☒ KJ ☒ MM ☒ SG	**Expiration:**	November 1, 2024

THERAPEUTIC SERVICES

Policy

Therapeutic services provide therapy for individuals/families until they are able to transition to other services; make therapeutic services available for individuals/families who cannot afford insurance costs; provide skills or therapy services not covered by insurance to address mental health situations; or offer support for child foster home placements. All services provided by Wright County Health & Human Services (WCHHS) Therapeutic Services Team are intended to be short-term. Therapeutic services also provide diagnostic assessments and Child & Adolescent Service Intensity Instrument (CASII) evaluations to reduce barriers to accessing services through WCHHS. Services provided include: Skill Development Support Services, Therapy, Diagnostic Assessments, CASII Evaluations, and Foster Placement Support.

All services are subject to the availability of a WCHHS therapist and/or skills staff. If there are no therapy or skills staff available, the referral may be placed on a waiting list for services. Services are intended to "fill the gap" when resources through the community are not available or reasonably accessed. WCHHS may deny or discuss referrals to determine what alternative options are available to the client to meet their identified need.

Procedure

A. Eligibility Requirements

1. An individual must have a case open with WCHHS or be in the process of applying for case management services through WCHHS AND likely be eligible for services
2. Must meet one of the following insurance scenarios
    a. No Insurance
    b. Insurance does not cover the service being requested
    c. Unable to pay for private insurance deductible or on-going co-payments AND are not able to utilize a Sliding Fee Schedule through a mental health agency.
        i. TEFRA payments are based on income of the family. Therefore, inability to pay TEFRA payments does not meet eligibility requirements.
3. It is an expectation that individuals without insurance apply for coverage so that services are transitioned to an outside service provider when appropriate
4. The therapeutic services team reserves the right to deny referrals due to
    a. Travel distance
    b. Ethical conflicts of interest
    c. Inability to provide the level of mental health services needed
5. The Licensing & Therapeutic Services Supervisor may over-ride income eligibility factors on a case by case basis

Category:	6000 Client Services/6100 Case Management	**Serial No:**	6100.14.01
Division(s):	☐ FA ☐ FTS ☒ PH ☒ SS	**Created:**	May 24, 2010
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B. Requesting Services for a Client

1. Staff identifies a need for services for an identified client
2. Staff completes the *Therapeutic Services Referral* using the SS Multifunction Form in OnBase
3. Staff submits the SS Multifunction Form in OnBase and it routes to the therapeutic services team for screening
4. The therapeutic services team will contact the referring staff and invite them to attend the next therapeutic services team meeting. Staff are encouraged to attend the screening meeting to discuss their referral
5. The therapeutic service referrals are screened weekly
6. After screening, therapeutic services staff email the referring staff on whether the referral was assigned to a skills worker or therapist or why their referral was denied

Legal Authority

N/A

Links and Appendices

Therapeutic Services Referral Process

Wright County
Health & Human Services
Policy and Procedures

Category:	6000 Client Services/6300 Health Care	**Serial No:**	6300.06.01
Division(s):	☒ FS ☒ FTS ☒ PH ☒ SS	**Created:**	November 18, 2011
Effective:	November 1, 2021	**Revised:**	November 14, 2019
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TRANSPORTATION – NON-EMERGENCY MEDICAL TRANSPORTATION

Policy

Wright County Health and Human Services (WCHHS) is committed to ensuring Non-Emergency Medical Transportation (NEMT) needs of our clients are being met for those unable to use standard means of transportation. WCHHS facilitates NEMT for Medical Assistance (MA) eligible clients who are not enrolled in Managed Care (MSC+, MSHO, PMAP, SNBC). Medical Transportation Management (MTM) is contracted to provide NEMT through Minnesota Metro Counties Consortium (MCC).

Procedure

A. Clients who are eligible for MA and require a ride to a Non-Emergency Medical appointment may call MTM at 866-467-1724 to set up an appointment for transportation.
   1. Client will call MTM and provide the necessary information to determine eligibility for NEMT benefits. MTM will determine if the client meets the criteria set forth by DHS
      a. If a client is eligible, MTM will pre-authorize a ride or reimbursement and will contact the least expensive provider who can provide the mode of transportation necessary
      b. If a client is ineligible, MTM will deny services. Client has the right to appeal the denial of services and will follow MTM appeal process

B. Wright County Financial Services Manager or designee reserves to the right to approve transportation exceptions in the following instances:
   1. Client is the financial responsibility of Wright County, and
   2. The client is residing in a county MTM does not serve

Legal Authority

Minnesota Statute 174.29
Minnesota Rules 9505.0315

Links and Appendices

Nonemergency Medical Transportation Guide
State-Administered NEMT Overview
Biennial Health Care Access Services Plan

Wright County
Health & Human Services
Policy and Procedures

Category:	6000 Client Services/6500 Transportation	**Serial No:**	6500.04.01
Division(s):	☒ FS ☒ FTS ☒ PH ☒ SS	**Created:**	November 17, 1988
Effective:	March 10, 2022	**Revised:**	March 10, 2022
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VOLUNTEER TRANSPORTATION PROGRAM

Policy

Wright County Health & Human Services (WCHHS) offers a Volunteer Transportation Program (VTP) to clients with an open Social Services case, a specific case-plan related need, and lack of other means of transportation. The reason for transportation must be in connection with a specific case-plan related need. The service is provided free of charge; however, donations are accepted. No animals will be transported, except for service animals needed to assist individuals with disabilities. Volunteer drivers will not transport wheelchairs or be responsible to assist any individual with mobility needs. WCHHS reserves the right to refuse transportation if an individual has repeatedly not followed program expectations or it is determined that the rider may pose a significant risk to themselves or others.

Procedure

A. Ride Referral Process

1. WCHHS staff determines a client need
2. WCHHS staff completes the *Volunteer Transportation Program Referral* form and submits to the VTP Supervisor at least 2 days prior to the date of the ride. The VTP cannot guarantee filling all ride requests
3. The VTP Supervisor approves or denies the ride request
4. The VTP Supervisor provides the referral form to the VTP Coordinator, if the ride is approved
5. The VTP Coordinator arranges a driver (if available) and provides the referring staff with the driver's information. More than one rider may be included in a single trip

B. Expectations of Referring Staff

1. Communicate consistently with the VTP Coordinator, client, and driver
2. Inform the VTP Coordinator if a ride is no longer needed
3. Ensure the driver knows all pick-up and drop-off information, including any procedures set forth by a school
4. Review the *Volunteer Transportation Program Rider Expectations and Information* form with clients utilizing the program to ensure they are aware of expectations
5. Ensure the child's legal guardian completes the *Volunteer Transportation Program Permission to Transport Child* form, if applicable
6. Ensure all children under 4'9" have an appropriately sized car seat available. Communicate all car seat coordination with the VTP Coordinator to ensure clear communication

C. Driver Selection

1. All candidate drivers shall complete the *VTP Driver Application Process*
2. The VTP Coordinator shall approve the application before the candidate driver provides transportation
3. Driver selection for specific rides is at the discretion of the VTP Coordinator. Efforts may be made to schedule more than one rider with one driver for any trip made

Category:	6000 Client Services/6500 Transportation	**Serial No:**	6500.04.01
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D. Driver Reimbursement Process

1. The Volunteer Driver submits the *Claim for Payment* form to the VTP Coordinator
2. VTP Coordinator reviews *Claim for Payment* form to ensure accuracy regarding dates, travel distance, meal, parking or other reimbursements pursuant to the *Volunteer Transportation Program Driver Expectations*
3. VTP Coordinator adds billing codes associated with each ride
4. VTP Coordinator tracks data for monthly and yearly statistics
5. VTP Supervisor approves *Claim for Payment* and submits to Fiscal, Technology & Support for processing and check disbursement
6. Reimbursement checks are mailed to the volunteer driver

Legal Authority

Child Passenger Safety Statute 169.685

Links and Appendices

Volunteer Transportation Program Referral
Volunteer Transportation Program Rider Expectations and Information
Volunteer Transportation Program Permission to Transport Child
Volunteer Transportation Program Driver Application Process
Volunteer Transportation Program Driver Expectations
HHS Claim for Payment (Long Form)
Payment Cutoff Date and Times Policy & Procedures

Wright County
Health & Human Services
Policy and Procedures

Category:	6000 Client Services/6100 Case Management	**Serial No:**	6100.15.01
Division(s):	☒ FS ☐ FTS ☒ PH ☒ SS	**Created:**	June 1, 2010
Effective:	September 1, 2020	**Revised:**	September 1, 2020
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WAIVER AND AC MEDICAL SUPPLY & EQUIPMENT VERIFICATION

Policy

Wright County Health and Human Services (WCHHS) will assume responsibility for verifying Medical Assistance, Medicare, and/or private insurance/third party liability (TPL) coverage of supplies and equipment prior to authorizing payment via a waiver service agreement (SA). This applies to all supply/equipment requests that fall into either: **T2029** (waiver specialized medical supply and equipment/assistive technology) or **E1399** (Alternative Care (AC) specialized medical supply and equipment).

Procedure

A. Case Manager's (CM) Role

1. The CM will assist each waiver client in determining appropriate medical supply/equipment based upon client's level of assessed need as determined through the MnCHOICES assessment, case management activities, and medical professional recommendations
    a. Current client diagnoses codes must be documented in SSIS and will further support supply/equipment requests. CM may utilize support staff assistance in this process
2. The CM will verify type of insurance coverage of the client and update SSIS with that information. Insurance coverage is verified on an annual basis. CM will ensure that needed Consent for Release of Information forms are in the client's OnBase file (for billing purposes)
3. The CM will complete the Waiver Supply/Equipment Verification Form in entirety and will follow OnBase processes to submit the request for waiver payment of supply/equipment for client

B. Case Aide's (CA) Role

1. Upon receiving the *Waiver Supply/Equipment Verification Form* from the CM, the CA will research SSIS & MMIS (via the RPOL screen) to determine if private insurance coverage exists. Both full coverage and partial coverage will be researched
    a. The CA will review the physician's statement of medical necessity for the requested item(s) submitted by the client/family
    b. If lack of full coverage from private health insurance, CA will research Medical Assistance/Medicare coverage of requested item(s)
    c. Upon confirmation of coverage/noncoverage or partial coverage of requested items, CA will follow OnBase processes
2. The CA is responsible for verifying each request and maintaining awareness of MA coverage changes on commonly requested items
3. The CA will only research the specific item(s) requested by the CM. The CA does not determine appropriateness of the item(s) requested for the waiver/AC client
    a. If further clarification is needed regarding any of the information submitted by the CM on the *Waiver Supply/Equipment Verification Form*, CA will contact CM, and CM will follow-up with the client, as needed

Category:	6000 Client Services/6100 Case Management	**Serial No:**	6100.15.01
Division(s):	☒ FS ☐ FTS ☒ PH ☒ SS	**Created:**	June 1, 2010
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Approvers:	☒ JGS ☒ CP ☒ KJ ☒ MM ☒ SG ☒ JP	**Expiration:**	September 1, 2024

4. The CA will document time spent on verification process in SSIS and enter the SA of the approved items into MMIS (see examples below)
    a. Example:

Service:		**Proc. Code:**	**Modifier (if applicable):**	**Amendment Date:**
Grab Bars (2) – EZ Care – Model 200 Per call to TPL, no coverage & per DHS manual, no MA coverage		**T2029**		**03/01/10**
Start Date: MM / DD / YY	**End date: MM / DD / YY**	**Rate/Unit:**	**Total Units:**	**Total Amount:**
1/1/10	**12/31/10**	**$25.00**	**2.0**	**$50.00**
Provider ID #:		**Provider Name:**		
012345678		**Medical Supply Company**		

    b. Example:

Service:		**Proc. Code:**	**Modifier (if applicable):**	**Amendment Date:**
Kimberly-Clark Depend Underwear Extra Absorbency – Product #19559 No TPL; MA will cover only 121 units per month. This SA is for 5 more units per month.		**T2029**		**03/01/10**
Start Date: MM / DD / YY	**End date: MM / DD / YY**	**Rate/Unit:**	**Total Units:**	**Total Amount:**
1/1/10	**12/31/10**	**$1.50**	**60**	**$90.00**
Provider ID #:		**Provider Name:**		
012345678		**Medical Supply Company**		

Legal Authority

N/A

Links and Appendices

T:\Templates\HS HSC\Waiver Supply & Equipment Verification Form.dotx

Wright County
Health & Human Services
Policy and Procedures

cCategory:	6000 Client Services/6200 Collections	**Serial No:**	6200.01.01
Division(s):	☐ FS ☒ BS ☐ PH ☒ SS	**Created:**	July 1, 2004
Effective:	December 19, 2023	**Revised:**	December 19, 2023
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WITHDRAWAL MANAGEMENT & DETOX BILLING

Policy

Detoxification programs provide short-term care on a 24-hour-a day basis for the purpose of detoxifying clients, coordinating access to a substance use disorder assessment, and providing referrals for substance abuse disorder treatment.

Withdrawal management programs provide short-term medical services on a 24-hour-a-day basis for the purpose of stabilizing intoxicated patients, managing their withdrawal, and facilitating access to substance use disorder treatment as indicated by a comprehensive assessment.

Wright County Health & Human Services (WCHHS) will ensure timely payment of bills and seek possible repayment from individuals utilizing these services. WCHHS is the payor of last resort. Whenever applicable, the individual's insurance and/or Medical Assistance should be billed by the provider.

Procedure

A. Detox

1. All bills for detoxification services will be provided to the appropriate Revenue & Debt Coordinator within the Agency
2. The Revenue & Debt Coordinator will review each bill to determine if WCHHS is financially responsible for the payment; this is based on where the need for detox arose
3. The Revenue & Debt Coordinator will provide the billing invoice to the Mental & Chemical Health Case Aide to create a service arrangement in SSIS
4. The Revenue & Debt Coordinator will enter a comment into SSIS under the service arrangement with the following information: referral source, location where the need for service arose, address verification, SSIS review for statewide open cases, healthcare status, and PMI if known
5. The Revenue & Debt Coordinator will provide detox payment instructions to the Social Services Supervisor overseeing chemical dependency services to review and approve or deny the payment via SSIS
6. Bills approved for payment (along with the SSIS voucher) will be routed to the Accounting Technician
7. The Revenue & Debt Coordinator will notify the detox facility regarding denied services. Social Services Supervisor will deny SSIS service arrangement with appropriate comments

B. Withdrawal Management

1. All bills for withdrawal management services will be provided to the Revenue & Debt Coordinator assigned to County Financial Responsibility (CFR) and Contracts
2. The Revenue & Debt Coordinator will review each bill to determine if WCHHS is financially responsible for the payment; this is based on the client's CFR, ensuring the agency has a contract with the billing provider, all other potential funding streams have been exhausted including private

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insurance, Medical Assistance, and Behavioral Health Fund. Any of these funding streams are considered payment in full for withdrawal management services

3. The Revenue & Debt Coordinator will verify that the service provider has billed the client's insurance company

Legal Authority

MN Statute 256G.06
Minnesota Rule 32 Parts 9530-6510 to 9530.6590
Minnesota Statute Chapter 245F Withdrawal Management Programs

Links and Appendices

DHS Withdrawal Management Programs / Detoxification Programs

Wright County
Health & Human Services
Policy and Procedures

Category:	1000 Communication	**Serial No:**	1000.10.01
Division(s):	☒ FS ☒ BS ☒ PH ☒ SS	**Created:**	April 20, 2021
Effective:	July 21, 2021	**Revised:**	N/A
Approvers:	☒ JGS ☒ JO ☒ KJ ☒ MM ☒ SG ☒ JP	**Expiration:**	July 31, 2025

CIVIL RIGHTS

Policy

Wright County Health & Human Services (WCHHS) civil rights complaint procedure provides prompt and thorough resolution of civil rights complaints. Applicants, clients, or members of the public trying to gain access to human services program information or benefits have the right to equal access to services and may file a civil rights complaint if an individual believes they were discriminated against.

Civil rights complaints allege discrimination based on race, color, national origin, sex, sexual orientation, age, creed, religion, political beliefs, disability, or public assistance status.

A complaint may also be made to other agencies. Contact information for the following offices can be found in the WCHHS Comprehensive Civil Rights Plan on the public website: U.S. Department of Health and Human Services' Office for Civil Rights, U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, Minnesota Department of Human Rights, Minnesota Department of Human Services Equal Opportunity and Access Division, and the Civil Rights Director Midwest Regional Office.

Procedure

A. Contents of a Complaint

1. Staff must immediately provide the Comprehensive Civil Rights Plan from the public website as soon as a client states they were discriminated against
2. A complaint must be in writing
3. A complaint should explain what happened, including the following points:
    a. Person's name and address
    b. Why they believe they were treated differently
    c. How they were treated differently from other people
    d. Date of the incident(s)
    e. Name(s) of the people who were directly involved
    f. If there were witnesses, provide their name(s) and contact information and explain what information they can provide
    g. Relief desired at the outcome of the investigation
4. A complaint must be submitted to the Civil Rights Contact (WCHHS director) within 180 days of the date of the incident
5. Agency staff must add a case note in the appropriate system (e.g., SSIS, MAXIS, etc.) acknowledging receipt of a civil rights complaint, to state: "Agency received civil rights complaint on (date), WCHHS sent the Comprehensive Civil Rights Plan on (date), to (whom)."
6. WCHHS will make appropriate arrangements to ensure that people with disabilities are provided reasonable accommodations or effective communication needed to participate in the complaint process

Category:	1000 Communication	**Serial No:**	1000.10.01
Division(s):	☒ FS ☒ BS ☒ PH ☒ SS	**Created:**	April 20, 2021
Effective:	July 21, 2021	**Revised:**	N/A
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B. Investigating a Complaint
1. An informal but thorough and timely investigation will occur for every civil rights complaint, which may include:
    a. Conducting interviews
    b. Reviewing case notes and case updates
    c. Listening to recorded interviews/interactions
2. Any person with interest in the complaint must have an opportunity to submit relevant evidence
3. The agency will issue a written decision within 90 days of its filing

C. Appealing a Complaint
1. A person filing a complaint may appeal the decision by writing to the WCHHS director within 15 days of receiving the written decision
2. The director must issue a written response no later than 30 days after the appeal is filed and this decision is final

D. Record Tracking and Retention
1. HHS Administration tracks all civil rights complaints
2. WCHHS will submit the following to DHS within 90 days of all service delivery discrimination complaints received
    a. DHS-2807 Civil Rights Complaint Form: Discrimination in Service Delivery provided by the complainant
    b. County Human Service Agency Complaint Notification Form
    c. Investigative decision provided to the complainant
    d. Any appeal of the decision filed by the complainant
3. All civil rights complaint records will be stored for three years

Legal Authority
N/A

Links and Appendices
WCHHS Comprehensive Civil Rights Plan
DHS-2807 Civil Rights Complaint Form: Discrimination in Service Delivery
County Human Service Agency Complaint Notification Form

Wright County
Health & Human Services
Policy and Procedures

Category:	1000 Communication	**Serial No:**	1000.02.01
Division(s):	☒ FA ☒ BS ☒ PH ☒ SS	**Created:**	October 29, 2015
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CUSTOMER SERVICE

Policy

Delivery of exceptional customer service is a responsibility of each Health & Human Services employee. Our mission statement ***Strengthen, Support, and Serve our Community*** requires that we respect our internal and external customers' needs as well as recognize our position of service and authority in the community by providing all people with professional, quality service. The *Health & Human Services Customer Service Survey* is provided to customers via email, website, and in the office to solicit feedback from our clients. We share this information quarterly with supervisors, staff, and the HHS Board. Feedback received from the survey is used to improve services and customer communication.

Procedure

A. To achieve the highest level of customer service, we will:

1. Be respectful at all times during all interactions
2. Respond to inquiries within one (1) work day, unless the task requires a quicker response
3. End any interaction with, "Is there anything else I can help you with?"
4. Adhere to voice mail standards
    a. Be logged in to Genesys phone timely and when not in a meeting or other work-centered event
    b. Use Agency-approved voice mail greeting
    c. Eliminate call transfers when possible
    d. Do not screen calls
5. Secure a backup for calls and walk-ins prior to a leave
6. When paged/notified that a walk-in client is in the building, take immediate steps to meet with the client
7. Communicate your availability using Outlook, EIO Board, and other Agency-determined methods
8. Be personally responsible to resolve problems regardless of the issue. We are all responsible for the success of the organization
9. Provide a stated timeframe for problem resolution. Make sure a response is provided within the stated timeframe
10. Be safety-oriented. We are all responsible for creating a safe, secure, and accident-free environment
11. Always project a professional appearance, language, and behavior when culturally acceptable; shake hands, call the person by name
12. Continuously seek ways to improve each customer's experience by improving how work is done and how we communicate with others

B. Health & Human Services Customer Service Survey

1. The survey is accessible via:

Category:	1000 Communication	**Serial No:**	1000.02.01
Division(s):	☒ FA ☒ BS ☒ PH ☒ SS	**Created:**	October 29, 2015
Effective:	September 13, 2023	**Revised:**	September 13, 2023
Approvers:	☒ JGS ☒ JO ☒ KJ ☒ MM ☒ SG	**Expiration:**	July 1, 2025

a. The WCHHS public website - Wright County Health & Human Services Customer Satisfaction Survey (qualtrics.com)
b. Paper copies when visiting our Agency
c. Electronic link as part of each staff's Outlook signature

Legal Authority
N/A

Links and Appendices
EIO and Outlook Policy & Procedure
Wright County Health & Human Services Customer Satisfaction Survey (qualtrics.com)
Telephones and Messaging Policy & Procedure
HHS email signature generator

Wright County
Health & Human Services
Policy and Procedures

Category:	1000 Communication	**Serial No:**	1000.03.01
Division(s):	☒ FA ☒ FTS ☒ PH ☒ SS	**Created:**	February 26, 2014
Effective:	April 2, 2018	**Revised:**	July 30, 2021
Approvers:	☒ JGS ☒ CP ☒ KJ ☒ MM ☒ SG	**Expiration:**	July 1, 2025

EIO AND OUTLOOK

Policy

Wright County Health & Human Services (WCHHS) uses the EIO Board for assisting front desk receptionist, supervisors and co-workers of the location and availability of staff during Agency working hours. Staff use Outlook Calendar for scheduling work appointments, travel time, and personal time off. Staff use Outlook's Automatic Replies (Out of Office) when personal time is longer than one day or more frequently as appropriate.

Procedure

A. EIO Board – Staff must update their status each time it changes. At a minimum this includes the beginning and end of each work day

1. In: Use when staff is in building and available for calls and questions
2. Out: Use when staff is not currently on work time and will be away from work for 15 minutes or more
    a. Staff is out of the building
    b. Staff enters anticipated return date and time
    c. Comments are optional but provide helpful information for co-workers and front desk staff
    d. Do not use the Auto Return Status option
3. Backup: Use when staff is physically in building providing backup coverage
    a. Resolves concerns of who to contact in absence of responsible team member or case manager
    b. Each unit designates backup staff
    c. 8:00 a.m. – 4:30 p.m. daily
    d. Comment field describes responsibilities
4. Mobile/Field is used when staff is available to contact and is on work time in another location
    a. Work is performed at another location
    b. Client visits
    c. External meeting or training
    d. Available to contact
5. Occasional Work at Home: Use when a non-teleworking staff is preapproved to work from home and available to contact
6. OT II/Case Aide
    a. Each unit designates an OTII/case aide
    b. 8:00 a.m. – 4:30 p.m.
    c. Meets with customer; or
    d. Locates responsible team member or designated backup staff
7. Telework: Use when a designated telework staff works from approved alternative location

B. Outlook – Staff ensures calendar entries and out of office responses are current and accurate

Category:	1000 Communication	**Serial No:**	1000.03.01
Division(s):	☒ FA ☒ FTS ☒ PH ☒ SS	**Created:**	February 26, 2014
Effective:	April 2, 2018	**Revised:**	July 30, 2021
Approvers:	☒ JGS ☒ CP ☒ KJ ☒ MM ☒ SG	**Expiration:**	July 1, 2025

1. Staff indicates scheduled meetings, travel, client visits, trainings, adjusted work schedule (AWS) hours, personal time on calendar
2. Staff updates "Automatic Replies (Out of Office)" when away from work for more than one day
3. Staff sends calendar appointment to supervisor for personal time off

C. Updating EIO Board and Outlook for unplanned time away from work (to be linked to SharePoint Out of Office policy and procedures)

1. OTII updates EIO Board for staff or supervisor absence
2. OTII updates staff or supervisor's calendar in Outlook
3. OTII sends a time off calendar appointment to request time off on staff's behalf

Legal Authority

N/A

Links and Appendices

N/A

Wright County
Health & Human Services
Policy and Procedures

Category:	1000 Communication	**Serial No:**	1000.08.01
Division(s):	☒ FS ☒ FTS ☒ PH ☒ SS	**Created:**	January 17, 2020
Effective:	November 30, 2020	**Revised:**	N/A
Approvers:	☒ JGS ☒ CP ☒ KJ ☒ MM ☒ SG ☒ JP	**Expiration:**	November 30, 2024

INTERPRETER AND TRANSLATION SERVICES

Policy

Wright County Health & Human Services (WCHHS) ensures meaningful access to program information and services for persons with limited English language proficiency (LEP) as defined in Title VI of the Civil Rights Act of 1964.

Procedure

A. Wright County Health & Human Services Interpreter Services

1. Staff has discretion to determine the level of interpreter service needed for their client: in-person, phone, or video. Whenever possible, phone interpreter services should be accessed when this level of service meets the needs of the person with LEP, including "walk-in" clients
    a. When the identity of the person is known at the time of accessing interpreter services, staff must verify if that client is open on a prepaid Medical Assistance program (PMAP). Staff will follow the contracted health plan's protocol for the provision of interpreter services for covered recipients
    b. When the identity of the person is unknown at the time of accessing interpreter services, staff will use the interpreter services provided by Language Line Services. This includes persons who walk in and/or call into the agency
    c. Staff must use a client's PMAP interpreter services when available versus incurring costs for services otherwise covered
    d. Approved interpreters need to be used versus a client's family member or an unapproved (non-contracted) service provider
2. When staff have an item for translation, a request will be made to the WCHHS office manager to provide these services. As an Agency, we may be able to garner efficiencies if the item, or part of the item was previously translated and, in some cases, may already exist

Legal Authority

Title VI, Civil Rights Act of 1964

Links and Appendices

Wright County HHS Interpreter & Translation Services Booklet

Wright County
Health & Human Services
Policy and Procedures

Category:	1000 Communication	**Serial No:**	1000.07.01
Division(s):	☒ FS ☒ BS ☒ PH ☒ SS	**Created:**	December 17, 2018
Effective:	September 19, 2023	**Revised:**	September 19, 2023
Approvers:	☒ JGS ☒ JO ☒ KJ ☒ MM ☒ SG	**Expiration:**	August 1, 2025

MEDIA

Policy

To address the fast-changing landscape of how the public communicates and obtains information, Wright County Health & Human Services (WCHHS) utilizes multiple media channels. This method assists WCHHS in meeting the mission to "Strengthen, Support, & Serve Our Community" by offering efficient information dissemination to many people.

WCHHS-related public communication is always professional in nature and conducted in accordance with WCHHS's communications policies, practices, and expectations.

Procedure

A. Development of Communications Material
1. Author considers the following principles
    a. Coordinated communications—coordinate with other programs to ensure consistent messaging
    b. Target audience—message is clear, appropriate, and correct language for target audience
    c. Literacy level—communications will read at the appropriate literacy level for the target audience. General materials will read at an eighth-grade literacy level
2. Author follows branding guidelines in the Wright County Style Guide

B. Types of Communication
1. News Releases for Business Services, Financial Services, and Social Services
    a. Creation
        i. Author writes news release on HHS letterhead (see *Wright County Style Guide*). Author's name and contact information is in the left column
            a. News releases requiring timeliness (i.e., an event announcement, recognition of an awareness day/month, etc.) are submitted no later than two weeks before the event/day
            b. Author attaches a clear and relevant photo (if appropriate) to the article. Embed the photo in the body of the release and attach (as a .jpeg or .png) to the email when sending it to the news sources. If people are recognizable in the photo, an HHS Photo Release Form may be required. Public Health's Photo Release Procedure provides clarification regarding when to use release forms
        ii. Author saves news release in the appropriate folder as designated by their supervisor
        iii. Use of "for immediate release" is only for urgent matters and must have Managers/Director approval
        iv. Grants and federal/state programs may dictate other standards for news releases

Category:	1000 Communication	**Serial No:**	1000.07.01
Division(s):	☒ FS ☒ BS ☒ PH ☒ SS	**Created:**	December 17, 2018
Effective:	September 19, 2023	**Revised:**	September 19, 2023
Approvers:	☒ JGS ☒ JO ☒ KJ ☒ MM ☒ SG	**Expiration:**	August 1, 2025

b. Approval and Submission
    i. Author sends the news release hyperlink and the sources the release is intended for to their supervisor for review and approval. Supervisor checks content to ensure it is correct and appropriate. Supervisor works with the author on any changes
    ii. Supervisor sends the news release hyperlink to the division manager for review and approval. When approved, the manager forwards the news release to the appointed staff person for submission. If the manager is unavailable, approval rests with the program supervisor
    iii. Appointed staff member submits news release to the approved sources

2. News Releases for Public Health – follow the News Release Procedure (\\MSFS6\HS\F:\HS\Case\Public Health\Media\News Releases)
3. Social Media (Facebook only)
    a. Author develops post(s) using the Social Media Post Guidance
    b. At least two days prior to the date of posting, author sends email to Public Health Office Technician II (OTII) with information for the post including:
        i. Text
        ii. Graphics/photos
        iii. Appropriate tags
        iv. Posting schedule including what days to post and how often to post
    c. Public Health OTII schedules posts
    d. Public Health OTII monitors comments and responds appropriately, seeking guidance from program leads and management if necessary
4. Letters of Support requests are forwarded to the appropriate supervisor based on content area. The Agency Director approves all letters of support and determines whether it requires Board approval

C. Media Requests

1. Employees may receive media requests regarding the content of a public presentation. The employee will use professional judgement in response to the request and notify their supervisor of the conversation
2. When employees are contacted by a media representative (i.e., interview requests, etc.) unrelated to a public presentation, whether via email, phone, or another message, the employee forwards the request to the appropriate supervisor. Supervisors will discuss with their manager/director prior to responding to media requests. The type of request, subject matter, and interview intent will determine whether the county attorney's office weighs in on the response. The following tools were developed for child welfare/child protection matters
    a. Critical Incident Messaging Training (Goff Public)
    b. Critical Incident Messaging Guide (MACSSA)

D. Legislative Interaction protocols are addressed in the Wright County Personnel Policy Manual: 708 Legislative Protocols

Legal Authority

N/A

Category:	1000 Communication	**Serial No:**	1000.07.01
Division(s):	☒ FS ☒ BS ☒ PH ☒ SS	**Created:**	December 17, 2018
Effective:	September 19, 2023	**Revised:**	September 19, 2023
Approvers:	☒ JGS ☒ JO ☒ KJ ☒ MM ☒ SG	**Expiration:**	August 1, 2025

Links and Appendices

Wright County Style Guide
Wright County Personnel Policy Manual
HHS Photo Release Form
Photo Release Procedure
Critical Incident Messaging Training
Critical Incident Messaging Guide
Social Media Post Guidance

Wright County
Health & Human Services
Policy and Procedures

Category:	1000 Communication/1100 Communication - Internal	**Serial No:**	1100.01.01
Division(s):	☒ FS ☒ BS ☒ PH ☒ SS	**Created:**	March 5, 2005
Effective:	November 6, 2023	**Revised:**	November 6, 2023
Approvers:	☒ JGS ☒ JO ☒ KJ ☒ MM ☒ SG ☒ JP	**Expiration:**	November 1, 2025

STAFF-MOVE COMMUNICATION

Policy

To promote Team awareness and recognize business operations protocol, Wright County Health & Human Services (HHS) notifies all staff on new hire, resignation, retirement, job and Team transfer, promotion and any other staff movement.

HHS commits to providing an excellent work environment through engagement surveys, onboarding, training and offboarding dialogues.

Procedure

A. Upon hiring, transferring or promoting staff, supervisors must notify the Agency director, Business Technology team, office manager, Business Services office technician II, administrative specialist (AS) staffing changes at least six business days by submitting the Staff Action Form (SAF) to HHS_Staff_Action_Form@co.wright.mn.us. AS emails all staff at the end of the workday with additional management-approved directive, if applicable Supervisors allow discussion with staff expressing interest for a lateral transfer at least three (3) business days after an all-staff announcement of a vacancy and address it with staff before posting externally. If staff miss the three-day window to request a lateral transfer, they may still apply through the external postings. Supervisor follows the steps outlined in SAF prior to completing the form.

1. New Hire (regular, temporary, contractual, interns, volunteers, return-to-work)
    a. Supervisor completes and emails SAF to *HHS Staff Action Form*
    b. Supervisor may notify the immediate team(s) prior to the all-staff email
    c. On start date, AS emails all staff announcing new hire's name, position, Team and effective date
2. Transfer, promotion, resignation/retirement
    a. Transfer and Promotion
        i. Supervisor notifies the manager and the Agency director prior to staff-move announcements. Agency director reviews and makes final determination of the move
        ii. Supervisor completes and emails SAF to *HHS Staff Action Form*
            - Lateral-transfer within a team
                * Supervisor may notify immediate team(s) of the move but an all-staff notification will not be sent
            - Promotion and cross-unit transfer
                * Supervisor must refrain from notifying immediate team(s) or other staff prior to receiving an "all clear" from HR that other candidates have been notified and that the selected candidate has accepted the position

Category:	1000 Communication/1100 Communication - Internal	**Serial No:**	1100.01.01
Division(s):	☒ FS ☒ BS ☒ PH ☒ SS	**Created:**	March 5, 2005
Effective:	November 6, 2023	**Revised:**	November 6, 2023
Approvers:	☒ JGS ☒ JO ☒ KJ ☒ MM ☒ SG ☒ JP	**Expiration:**	November 1, 2025

        - Selected candidate may inform others after the "all clear" is given
    iii. Upon SAF receipt, AS emails all staff.
        - Announcements of lateral moves within a team/division will be emailed only to the applicable division, cc HS Division Managers, after initial all-staff announcement of vacancy has been sent
b. Resignation and Retirement
    i. Supervisor electronically forwards staff's resignation letter or resignation email to the Agency director, manager, office manager, AS and HR
        - Resigning staff must electronically, digitally or physically sign the letter; staff may also submit resignation notice using the Wright County email to the supervisor or manager
        - Resignation letter or email must contain the effective date of resignation
        - Supervisor responds to staff, accepting the resignation
c.
d.

3. Immediate Employment Separation
    a. Supervisor notifies the Agency director, Business Technology supervisor (or alternate), AS and HR on impending staff separation from employment
    b. Supervisor consults the Supervisor Employment Separation Checklist
    c. AS emails all staff as soon as the departing staff leaves the HHS facility to ensure staff are apprised of the separation and maintain security measures

Legal Authority

N/A

Links and Appendices

Staff Orientation to Agency
On-Call Standard Procedure
Supervisor Staff-Move Checklist

Wright County
Health & Human Services
Policy and Procedures

Category:	1000 Communication	**Serial No:**	1000.09.01
Division(s):	☒ FS ☒ FTS ☒ PH ☒ SS	**Created:**	February 14, 2020
Effective:	June 8, 2020	**Revised:**	May 4, 2022
Approvers:	☒ JGS ☒ CP ☒ KJ ☒ MM ☒ SG ☒ JP	**Expiration:**	June 1, 2024

TASK FORCE & ADVISORY COMMITTEES

Policy

Designated HHS management staff facilitate the task force and advisory committee administrative operations: HHS Advisory Committee (HHSAC) by the Agency director; Public Health Task Force (PHTF) and its subcommittee, Youth Advisory Board, by the PH director; Mental Health Advisory Council (MHAC) by the Mental & Chemical Health Services and the Youth Services supervisors. MN Statute 402.03 states, "Each human services board shall appoint an advisory committee, which shall actively participate in the formulation of the plan for the development, implementation, and operation of the programs and services by the board and shall make a formal recommendation to the board at least annually concerning the annual budget of the board and the implementation of the plan during the ensuing year."

Division managers support the Agency director in providing operational and program updates to the committees.

Designated support staff function as coordinators, performing administrative duties as directed.

Procedure

A. County Committee Facilitators minimally:
1. Submit recommendations of new and resigning members to the HHS Board, ensuring balanced representation of members as directed by the committee bylaws
2. Propose amendments to the bylaws for committee and HHS Board approval
3. Submit unified committee resolutions to the HHS Board
4. Perform onboarding of new members and accept resignations of members
5. Direct meeting arrangements, room accommodations and communication to the committee

B. Elected Members – members are Board appointees with full voting rights. The County Board sets the per diem; voting members may seek per diem reimbursement upon approval by the Agency Director
1. Application & Onboarding – applicant completes an online application from the county website for consideration: www.co.wright.mn.us/Health-Human-Services. The Agency Director and the administrative specialist (AS) receive email notifications of all committee applicants; respective committee supervisors and coordinators receive email notifications of their respective committee applicants
    a. Supervisor reviews and contacts the applicant for assessment; emails the Agency Director and the AS for Board recommendation; informs applicant if application will continue to HHS Board for approval
    b. Upon Board approval, AS prepares the welcome letter signed by the Agency Director; distributes to respective committee coordinators
        i. AS, in addition, may send a preliminary confirmation email to the new member

Category:	1000 Communication	**Serial No:**	1000.09.01
Division(s):	☒ FS ☒ FTS ☒ PH ☒ SS	**Created:**	February 14, 2020
Effective:	June 8, 2020	**Revised:**	May 4, 2022
Approvers:	☒ JGS ☒ CP ☒ KJ ☒ MM ☒ SG ☒ JP	**Expiration:**	June 1, 2024

c. Coordinator (assigned Office Technician II [OTII] or AS) prepares and mails the *New Hire* packet (including the director's Welcome Letter) to the new member; adds "New Member Introduction" to the committee meeting agenda
d. Supervisor or the committee chair conducts a brief onboarding orientation, including discussion of roles and expectations, 10 minutes prior to the member's first meeting. This may also be done over the phone any time prior to the member's first meeting
e. AS updates the master roster, sends a copy to the coordinators; updates applicant status in SharePoint *(see D, iii)*

2. Resignation & Offboarding – member submits to the committee supervisor a letter of resignation or an appropriate email indicating the intention to resign with the effective date of resignation
    a. Supervisor forwards the resignation to the Agency director and the AS for Board acceptance
    b. AS sends a "thank-you-for-your-service" letter-of-confirmation signed by the Agency director after Board acceptance
    c. AS updates member status in SharePoint
        i. Open the member record, select status such as *Resigned*, enter termination date [Board acceptance date]
3. Removal – Coordinator monitors member meeting attendance; contacts the member if still interested to serve after three "unexcused" consecutive absence from meetings
    a. Coordinator sends a letter [supervising staff serves as signatory] to verify member's intention to continue
        i. Considers the sent letter as a resignation if no reply within 10 business days – the committee does not need to pass a motion
        ii. Notifies committee chair, supervising staff and AS of member removal
        iii. Updates member profile and enters notes in SharePoint
4. Re-appointment – members due for two-year reappointments are submitted to the HHS Board two months prior to end of term. Example: If a term ends January 13, 2022, the two-year reappointment recommendation would be at the November 8, 2021 HHS Board meeting
    a. AS identifies members due for two-year term reappointments; provides one-year attendance record to the Board
    b. Coordinator contacts respective members for reappointment confirmation
        i. If member declines to renew. Coordinator notifies AS
        ii. AS sends *thank-you* letter at term's end.; no need to bring to the Board
    c. Coordinator contacts the member after Board acceptance

C. Meetings – meetings are held in committee-approved locations; coordinator manages the annual schedule and invitation, drafts agendas, takes meeting minutes and submits to the supervisor for approval, monitors action items; HHSAC (draft format) minutes are included as regular items in HHS Board meetings for informational purposes. Coordinator performs the following:

1. Meeting schedule
    a. Submits the annual meeting schedule to AS
        i. AS posts meeting schedule on the county website calendar
    b. Notifies AS of any meeting cancelation – AS updates the county calendar
2. Agenda – at least one week prior to the meeting:

Category:	1000 Communication	**Serial No:**	1000.09.01
Division(s):	☒ FS ☒ FTS ☒ PH ☒ SS	**Created:**	February 14, 2020
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Approvers:	☒ JGS ☒ CP ☒ KJ ☒ MM ☒ SG ☒ JP	**Expiration:**	June 1, 2024

a. Prepares the agenda and sends a PDF format to AS for Civic Plus posting
b. Sends the agenda link (from county website), the previous minutes (watermarked as DRAFT), applicable attachments to committee members via Outlook invite

3. Minutes
   a. Prepares the approved minutes into a PDF format for the AS to upload in Civic Plus
      i. Records "excused" and "unexcused" absences
   b. Combines the agenda and the approved minutes (including attachments, if any) into one PDF file; upload in SharePoint: HHS>Record Retention *(See D, #2 – Records Retention)*

D. Records Management – official records are maintained in HHS SharePoint and in Civic Plus

1. Administrative Specialist
   a. Monitors and maintains a master record of the committees:
      i. Official meeting agenda and minutes
         - HHS retention – the agenda, attachments and the minutes are combined into one PDF and saved in SharePoint: HHS>Record Retention
         - Civic Plus – the "simple" agenda and minutes are uploaded in *Health & Human Services Agenda Center*
      ii. Member record
         - Member roster can be exported to Excel from individual committee SharePoint sites
         - Tracking in SharePoint: HHS>Administration>Committees
            * Board appointments and attendance
      iii. Bylaws (amended and current)
         - Amended bylaws with marked-up versions are used for future review and modification and must be maintained in such format (DRAFT watermarked until after Board approval), in a different file name reflecting all Board approval dates
            * SharePoint: HHS>Administration>Committees>Bylaws
         - Official bylaws are saved in a PDF format SharePoint: HHS>Record Retention>Committee Bylaws
   b. Enters the following in Civic Plus: annual meeting schedule, approved agenda and minutes
   c. Monitors the committees' public website content, ensuring that the Bylaws and online applications are current and accessible; submits a work ticket for newsflash, i.e. advertising for applicants
2. OTII coordinators support and coordinate with the administrative specialist in all records management functions for their respective committee

Legal Authority

MN Statute 402.03.

Links and Appendices

HHSAC Bylaws
PHTF Bylaws

Category:	1000 Communication	**Serial No:**	1000.09.01
Division(s):	☒ FS ☒ FTS ☒ PH ☒ SS	**Created:**	February 14, 2020
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MHAC Bylaws
August 9, 2021 HHS Board
July 12, 2021 HHS Board

Wright County
Health & Human Services
Policy and Procedures

Category:	1000 Communication	**Serial No:**	1000.10.01
Division(s):	☒ FS ☒ FTS ☒ PH ☒ SS	**Created:**	July 1, 1985
Effective:	December 2, 2021	**Revised:**	December 2, 2021
Approvers:	☒ JGS ☒ JO ☒ KJ ☒ MM ☒ SG	**Expiration:**	November 3, 2025

TELEPHONES AND MESSAGING

Policy

Wright County Health & Human Services (WCHHS) is committed to providing employees with effective technology for internal and external communication. This policy is designed to help WCHHS provide a consistent and professional message to customers and colleagues, and it outlines directions for and appropriate use of the contact center and messaging. The Genesys Cloud CX platform is WCHHS's contact center which delivers the customer experience our clients need through voice, text, email and web chat. Mobile phones are defined as county-issued cellular devices, and cellular devices covered under the Bring Your Own Device Agreement.

Procedure

A. Voice Mail

1. Contact Center
    a. Greeting (internal and external greeting)
        i. The greeting should be professional and meet the standard set below
            - "Hello, you have reached (first and last name and title) with Wright County Health & Human Services. I am unable to take your call, please leave a message and I will return your call as soon as I am able. If your call needs immediate assistance please hang up and dial [763-682-7400 or team direct dial number]

        ii. Extended Absence
            - If employee is away from the office for more than a full day, the message content should be changed, and include their return date "I am out of the office and will return on [date]"
            - When returning, employee will replace the extended absence greeting with the in-office greeting

    b. Employees can access their voicemail from anywhere by logging into the contact center.
2. Mobile phone
    a. Greeting – The voice mail greeting includes name and team, e.g. "This is <u>(first and last name)</u> in the (X) team. I am away from my phone right now. If your call needs immediate assistance please hang up and dial [763-682-7400 or team direct dial number]
    b. Extended Absence or Unplanned Leave – It is not required to change voice mail greeting when employee is away from mobile phone for more than a full day, unless clients frequently utilize mobile phone as a means to contact staff
3. Deviation from the standard greetings above should be approved by supervisor/manager

B. Mobile Phones

1. Employees who have permission to use their personal mobile phone for work should reference the *Bring Your Own Device Agreement*

Category:	1000 Communication	**Serial No:**	1000.10.01
Division(s):	☒ FS ☒ FTS ☒ PH ☒ SS	**Created:**	July 1, 1985
Effective:	December 2, 2021	**Revised:**	December 2, 2021
Approvers:	☒ JGS ☒ JO ☒ KJ ☒ MM ☒ SG	**Expiration:**	November 3, 2025

2. Texting confidential client communications is prohibited
3. Teleworkers should reference the Hybrid and Remote Work, Occasional At Home Work and Mobile Services Policy & Procedures for additional information not included in this policy
4. Usage
    a. Mobile phones are used for work purposes only. This includes use of the County data plan (i.e. hotspots and Internet access)
    b. Only approved phone applications can be installed, approved applications can be found in the Company Portal app
    c. New phone apps must be approved before installation. The team supervisor should submit a request, including a description of the business need, to the HHS Technology Supervisor
5. Policy 711 Acceptable Use of Technology in provides additional guidance

C. Emergency Communications
1. Employees will use the Electronic In-Out (EIO) Board to indicate work status and location
2. During normal business hours, business emergencies will be communicated to mobile employees via their county-issued mobile phone, device or personal cell phone or land line
3. County emergencies are addressed by the Continuity of Operations Plan (COOP)
4. In the event of medical or safety emergency, call 911

D. Telephone Usage Report - supervisors have access to the Genesys Contact Center Reporting Module to extract data related to the call volume/direction and staff response to calls

E. Usage
1. Collect Calls
    a. Inmates
        i. Inmate housed at the Wright County Jail
            - Employees will communicate using one of the following:
                * Contact the Jail sergeant at ext. 2372 or ext. 7655 and they will make arrangements to call via the Jail's business phone
                * Use the interoffice Kite system to communicate in written form
        ii. Inmates are confined elsewhere
            - We only accept collect calls when you cannot communicate with the inmate in another way
            - Do not forward a collect call from an inmate to any other queues or staff members
        iii. For billing immediately after the call, email WCHHS Fiscal at hhs.fiscal@co.wright.mn.us with the following
            - Client name (DOB and SSN if available)
            - Time and date of call
            - Length of call
    b. Do not accept other collect calls
2. Long-Distance Calls
    a. For personal long-distance calls, use a personal device
    b. For business long-distance calls, dial 1 and the 10-digit phone number
    c. For international calls, place a ticket to the Technology Team

Category:	1000 Communication	**Serial No:**	1000.10.01
Division(s):	☒ FS ☒ FTS ☒ PH ☒ SS	**Created:**	July 1, 1985
Effective:	December 2, 2021	**Revised:**	December 2, 2021
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3. Personal Calls – see HHS Workplace Standards and Professional Expectations

Legal Authority

N/A

Links and Appendices

Bring Your Own Device Agreement
Hybrid and Remote Work, Occasional At Home Work and Mobile Services Policy & Procedures
Wright County Personnel Policy Manual
HHS Workplace Standards and Professional Expectations

Wright County
Health & Human Services
Policy and Procedures

Category:	2000 Data Security	**Serial No:**	2000.04.01
Division(s):	☒ FS ☒ FTS ☒ PH ☒ SS	**Created:**	October 16, 2012
Effective:	January 6, 2023	**Revised:**	January 6, 2023
Approvers:	☒ JGS ☒ CP ☒ KJ ☒ MM ☒ SG ☒ JP	**Expiration:**	November 1, 2025

EDMS AUDITS

Policy

Wright County Health & Human Services (WCHHS) employees are informed about and follow procedures to ensure data integrity in our Electronic Document Management System (EDMS). WCHHS requires that staff will safeguard the private and confidential data which is entrusted to them regardless whether on paper or stored in an EDMS. The primary EDMSs used in WCHHS are OnBase, PHDoc Enterprise Content Management, (ECM) and Electronic Health Records (HER). All employees are trained in safeguarding private and confidential information coming into and retained by WCHHS. Due to the wide range of situations that require access to specific case files to carry out the work of WCHHS staff have permissions within the EDMS to view documents which may and may not be cases assigned to them. With the advent of Integrated Services in WCHHS, it is even more necessary for staff to be able to access customer records to assist customers timely and accurately.

Procedure

A. Staff will be advised at time of training that they may only open/view case files and documents for which they have a business need. Staff will review, complete, and sign all Agency security documents. OnBase/PHDoc function allows staff and management to see a history of any/all access to each electronic document. This function provides an extra layer of security to determine any inappropriate access on the part of Agency staff.

In accordance with Agency rules, privacy laws and security policies, staff will:

1. Be given access to the OnBase Client or other EDMS system
2. Be given a caseload, be part of a case bank or be assigned duties within their Team(s) that requires access to client electronic files
3. Report any instance in which they have a file assigned to them that they should not have access to, such as a family member, friend or co-worker for case reassignment
4. Immediately report to their supervisor any instance where they inadvertently accessed a case file that they do not have a business reason to access

B. Case reviews in EDMS

1. Supervisors will review case files monthly in EDMS to determine that appropriate access rules are observed
    a. Use the case files pulled for program reviews for the OnBase/PHDoc internal audit to conduct the review
    b. One confidential file will be pulled along with the monthly case review files to review for file access only (no targeted program review will be conducted on the confidential file)
    c. In OnBase, supervisors will look at the “History” log for the case file by using the F6 key on the individual documents and reviewing staff who have accessed the document.

Category:	2000 Data Security	**Serial No:**	2000.04.01
Division(s):	☒ FS ☒ FTS ☒ PH ☒ SS	**Created:**	October 16, 2012
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Approvers:	☒ JGS ☒ CP ☒ KJ ☒ MM ☒ SG ☒ JP	**Expiration:**	November 1, 2025

d. In PHDoc, Supervisors will look at the "history" access of the client file by using the "Chart Audit Log" which allows supervisors to review the staff members who have accessed the client file.

C. Inappropriate Access

1. If a person that is not the case manager, nor has a business reason to access the file, was found to have accessed documents, the Supervisor will talk to the case manager to determine whether there was a reason for the case to be accessed by another staff such as vacation, coverage, related case, Business Technology staff access for shared case duties etc.
2. If no reason is found, the Supervisor will discuss the instance with the staff who accessed the case
3. If the matter is resolved, the Supervisor will record the access as "work related access"
4. If the matter is not resolved as work-related access, the Unit Supervisor will discuss with the Division Manager to take appropriate disciplinary action
5. Supervisory staff will investigate any instance where there is reason to believe that a client file has or may have been accessed by a staff person without a business reason to do so
6. After reviewing the situation, if unsanctioned access occurred, the employee will be held accountable for any instance of viewing a client file without a business reason
7. The severity of the security breach will be reviewed by the Supervisor and the Division Manager. Discipline, up to and including termination, will be administered where appropriate

D. Confidential case files

1. Staff shall not case-manage their own case, or the case of a family member or close associate
2. Since it is not possible to remove EDMS access to a single case from an EDMS user, staff must not access any document that is part of a confidential case with which they are associated
3. Due to the ability of Agency staff to access most cases in EDMS, extra diligence will be used when reviewing confidential files to ensure they have been appropriately accessed

Legal Authority

N/A

Links and Appendices

Conflict of Interest – Courtesy Manager Policy & Procedure

Wright County
Health & Human Services
Policy and Procedures

Category:	2000 Data Security	**Serial No:**	2000.05.01
Division(s):	☒ FS ☒ FTS ☐ PH ☐ SS	**Created:**	November 12, 1992
Effective:	November 24, 2020	**Revised:**	November 24, 2020
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MAXIS/PRISM SECURITY

Policy

Wright County Health and Human Services (WCHHS) helps ensure client privacy by allowing only designated WCHHS employees access to MAXIS and PRISM which provide the ability to view protected client information. All passwords must be a unique and difficult to decipher combination of characters known only to the user. Passwords must follow DHS System Password Requirements. Employees are to log off computers when leaving their office for extended periods of time, including lunch and breaks.

Procedure

A. Upon the hiring of new Financial Assistance staff or Child Support staff, a Financial Services Supervisor requests MAXIS and/or PRISM security access as outlined in the Technical Provisioning Overview document from the Fiscal, Technology and Support division.
   1. If an employee retires, leaves employment, or is terminated, the Financial Services Supervisor will immediately request all county and State system access to be terminated for the individual by following the Staffing Communication policy and procedures
   2. In the event of termination, the Financial Services Supervisor follows the Termination Checklist

B. At the time a new eligibility specialist is hired, a MAXIS security code is assigned to limit the eligibility specialist to case management activities without the authority to approve cases. *Technical Provisioning Overview* and MAXIS Counties and Tribes Roles dictate what codes are assigned for users.
   1. The trainer/mentor/Team Supervisor will approve all actions with the eligibility specialist for up to three months

C. At the time a new Child Support staff member is hired, a PRISM and MAXIS security code is assigned to the staff member to grant the appropriate level of access.

D. New intake cases are assigned to case managers by intake case managers and/or office technician staff in Financial Teams and processed by case aides in Child Support Teams.
   1. Team Supervisors randomly select and review new intake cases for accuracy and timely action/assignment

E. The designated MAXIS/PRISM Security Access Officers (Financial Services Supervisors, with final approval by the Financial Services Manager) maintain a directory of all computer access functions for individual users.
   1. MAXIS/PRISM Security Access Officers periodically perform security checks of individual user's access capabilities

F. Cases transferred to Wright County:
   1. Office Technician assigns all cases received from another county through MAXIS to a financial worker on a rotating basis
   2. Case Aide reviews all incoming child support cases in PRISM, completes intake as needed, and assigns to the appropriate Child Support Officer

G. Cases transferred out of Wright County:

Category:	2000 Data Security	**Serial No:**	2000.05.01
Division(s):	☒ FS ☒ FTS ☐ PH ☐ SS	**Created:**	November 12, 1992
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Approvers:	☒ JGS ☒ CP ☒ KJ ☐ MM ☐ SG ☐ JP	**Expiration:**	November 15, 2024

1. Eligibility specialist completes DHS-3195 Inter Agency Case Transfer Form for MAXIS case transfer requests and scans into client OnBase case
    a. The DHS-3195 Inter Agency Case Transfer Form is routed to the office technician II who completes the case transfer request in MAXIS
    b. Office technician II creates a CD of the case file and mails it to the new county of residence
2. Child support case manager reviews the case and determines if it should be transferred out of Wright County
    a. If the case should be transferred, child support officer alerts the team office technician
    b. Child Support team office technician contacts the other county to obtain new case worker information
    c. Child Support team office technician transfers the case in PRISM and sends the file to the new county

H. Closed Cases:
1. PRISM cases that are closed are tracked and destroyed after three years of being closed per Minnesota Record Retention Schedule-Child Support Enforcement
2. MAXIS cases that are closed are tracked and destroyed after ten years per Minnesota Records Retention Schedule – DHS-6928

I. All reported or potential security breaches on the MAXIS and PRISM systems will be followed up with the Security Officer and DHS via the appropriate DHS Security Team as outlined in DHS Security Incident Reporting.

Legal Authority
N/A

Links and Appendices
DHS-3195 Inter Agency Case Transfer Form
Minnesota Record Retention Schedule-Child Support Enforcement
Minnesota Records Retention Schedule – DHS 6928
DHS Security Incident Reporting
DHS System Password Requirements
Technical Provisioning Overview
MAXIS Counties and Tribes Roles
Termination Checklist
Staffing Communication policy and procedures

Wright County
Health & Human Services
Policy and Procedures

Category:	2000 Data Security	**Serial No:**	2000.01.01
Division(s):	☒ FS ☒ FTS ☒ PH ☒ SS	**Created:**	March 29, 1990
Effective:	September 29, 2023	**Revised:**	September 29, 2023
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RECORDS REQUEST AND DATA PRIVACY

Policy

Wright County Health and Human Services (WCHHS) safeguards our clients' privacy. Therefore, WCHHS staff will follow all applicable federal and state laws as well as written county and division policies pertaining to data privacy and record security. This policy complements and references existing Wright County policies.

Procedure

A. Staff Training

1. Staff will complete annual Data Practices and Security Training. A record of staff names and training dates will be maintained. See the Training and Professional Development policy for additional information

B. Requests to Obtain Records

1. All requests must be submitted in writing, or electronically through the County web portal https://wright-county-mn.nextrequest.com/. For requests regarding Social Security Disability determinations, reference the Office Support Standard Operating Procedure Manual, located in the Office Support section of Health and Human Services SharePoint site
2. All requests for information pertaining to an individual other than the requestor must include a valid release of information providing legal authorization for WCHHS to release data or a court order
3. The unit Office Technician II (OTII) will contact the individual requesting records to do the following:
    a. Clarify what specific information is being requested
    b. Obtain verification of the person's identity (valid ID, birth certificate, court order, etc.)
    c. Inform them of our records request processes and associated costs. See County Fee Schedule
4. The unit OTII will begin to gather necessary documents for the records request. Only information indicated on the release of information is gathered. If the cost is more than $10 for records the OTII will communicate the estimated cost to the client to ensure the records are needed
5. The unit OTII will redact information as appropriate given release of information forms provided
6. The unit OTII will provide redacted documents to a supervisor for final review and approval
7. Records should be made available **within 10 business days**. Should more than 10 days be needed, the Agency will consult with the County Attorney's office for guidance and notify the requestor of the expected date of receipt
8. When documents are ready for release, the unit OTII should contact the requestor to discuss how they would like to receive the documents (mail or pick up only) and provide them the final costs associated with the records request. Once the agency receives payment for the documents, the OTII will mail or bring the documents to the front desk for client pick up

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9. The front desk staff/OT will create a WCHHS receipt for the client and give the client a copy when accepting cash or check payments. The money will go into the cash box with the receipt which includes the client's name for the Account Clerk to receipt the following day

C. Requests to Review Records

1. People have the right to review records at our county office location without paying for or receiving paper documents
2. Any information reviewed must follow the same process outlined in the "Request to Obtain Records" section of this document except for steps #8 & #9
3. Once documents are prepared, the OT II will schedule a time for the requestor to come in to review the documents
4. The OTII will reserve a room and ensure staff is present while the individual is reviewing the records
5. When the individual arrives to review the information, WCHHS staff will ensure they are either the subject of the information or indicated on a prior provided release of information to have permission to see the documents. Staff will verify the individual's identity (ID, birth certificate, court order, etc.) and sign in per normal admitting procedures at the front desk
6. A WCHHS staff should always be present in the room while documents are reviewed. This staff will not answer any questions or engage in discussion of the documents. If the reviewer has questions, the WCHHS staff will attempt to locate the appropriate staff, if not available will contact the staff supervisor, if not available will take the question from the reviewer and pass on to the case manager for a response. The involved staff will follow up with the individual and answer questions appropriately
7. After the individual has been shown requested private data and informed of its meaning, the data need not be disclosed to the individual for six months thereafter. The data may be disclosed more frequently, if the data subject is:
    a. Involved in or contemplating an appeal or fair hearing
    b. A dispute or action pursuant to this section is pending
8. At times, WCHHS will receive records requests or record review requests through County Administration. Once a request is received, staff will follow the same process described in above sections
9. MN Statute Chapter 13 Government Data Practices can be referenced for further statutory obligations

D. Data Privacy / Tennessen Warning

1. WCHHS must give individuals notice when collecting private or confidential information
2. WCHHS staff will use the following Tennessen language, which is also available as a reference card "When we talk to people about services, we often need to ask some questions. You are not required to give us information about yourself, but it does help us determine what kind of service you may need. I want to assure you that any information you give me will be kept private, unless we are required by law to share it. If you are under age eighteen (18), you have the right to request that certain information be kept confidential, even from your family members"

E. Data Sharing Within Wright County

Category:	2000 Data Security	**Serial No:**	2000.01.01
Division(s):	☒ FS ☒ FTS ☒ PH ☒ SS	**Created:**	March 29, 1990
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1. Staff will only access client data necessary to complete their work. This includes conversation as well as accessing data in paper files or electronic files. Staff who are found to have inappropriately accessed private client data for purposes other than work may be subject to disciplinary action. See EDMS Internal Audits Policy & Procedure
2. Chemical dependency and mental health therapy information cannot be shared outside of these program areas without a valid release of information. This includes sharing information with WCHHS staff working in other units and program areas
3. Per MN Statute 13.46 Subd. 2(5), information can be shared without a release of information within the programs of the WCHHS division (excluding chemical dependency and mental health therapy). This information should only be shared when the data is needed to verify an individual's identity, determine eligibility or amount of assistance, provide services to an individual or family across programs, coordinate services for an individual or family, evaluate the effectiveness of programs, assess parental contribution amounts, and investigate suspected fraud
4. There are limited instances where WCHHS staff may share data with other divisions within Wright County without a valid release in place. MN Statute 13.46 Subd. 2(4) states information can be shared with an investigator acting on behalf of a county, the state or the federal government, including a law enforcement person or attorney in the investigation or prosecution of a criminal, civil, or administrative proceeding relating to the administration of a program. Staff will ensure they abide by all data practices regulations established for their specific job roles and reference MN Statute 13.46 Welfare Data for further information. See *Child Protection Internal Request for Documents* (Child Protection Requests)

F. Denial of Data Access, Challenge to Data Accuracy, and Data Safeguards – see Wright County Personnel Policy Manual

Legal Authority

MN Statute Chapter 13 Government Data Practices
Minnesota Administrative Rules, Chapter 1205 Data Practices

Links and Appendices

Wright County Personnel Policy Manual
HHS Training & Professional Development Policy & Procedure
Data Request for Members of the Public
EDMS Internal Audit Policy & Procedure
County Fee Schedule

Wright County
Health & Human Services
Policy and Procedures

Category:	3000 Equipment	**Serial No:**	3000.06.01
Division(s):	☐ FS ☒ FTS ☒ PH ☒ SS	**Created:**	November 5, 2020
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CAR SEAT INVENTORY

Policy

Wright County Health & Human Services maintains car seat inventory for two Divisions, Public Health and Social Services. In Public Health (PH), car seats are purchased and tracked for the Child Passenger Safety program, in which certified Child Passenger Safety Technicians provide training to parents and caregivers on safe installation and use of car seats. In Social Services (SS), car seats are purchased and tracked for Child Protection and Licensing and Therapeutic Resources staff to transport clients (see Client Transportation Policy & Procedures).

Procedure

A. Public Health

1. Ordering/Purchasing
    a. PMAP-provided seats ordered by Public Health Case Aides for eligible clients
        i. Blue Cross and Blue Shield
            - Completes order form (a minimum of six seats must be ordered)
            - Saves the completed order form on the F Drive
            - Emails form to healthy.kids@bluecrossmn.com
        ii. UCare
            - Completes order form
            - Saves the completed order form on the F drive
            - Emails form to carseatorders@ucare.org
        iii. Health Partners
            - Completes order form for HP Insured Members
            - Writes “Bulk Order” at the top of the form
            - Scans the form and places the original copy on the desk located in the corner of cubicle #
            - Emails form to hpireferral@vgm.com
    b. Purchase car seats for the uninsured/at risk clients from Amazon or another approved vendor
        i. Upon arrival, staff writes the general ledger code 11-450-470-0010-6411 on packing slip and marks it as “received”
        ii. Staff emails packing slip and invoice to Fiscal – insert Fiscal group email
2. Tracking
    a. When a new seat arrives, PH CA records the seat into PH Doc inventory including inventory type, description of car seat, and description of where car seat is stored
    b. Staff monitors the inventory for expirations, disposes of expired car seats, and orders new seats to replace expired ones
3. Storage

Category:	3000 Equipment	**Serial No:**	3000.06.01
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Approvers:	☒ JGS ☐ CP ☐ KJ ☒ MM ☒ SG ☐ JP	**Expiration:**	February 1, 2024

a. Staff labels car seat using labels found in staff's filing drawer labeled "Car Seat Program" in maroon binder labeled "Car Seats".
    i. Seat stickers are bright pink (donation), blue (Blue Cross Blue Shield), green (UCare) and yellow (Health Partners)
    ii. Seat stickers have the type of seat on them (no back booster, combo, convertible, etc.)
b. Staff stores car seats in the HHS Loading area on Level 0 on the appropriate shelf (organized by insurance type and donation)

4. Disposal
    a. Car seats that are damaged or expired are placed in the HHS Loading area on the shelf labeled "Recycling"
    b. When the recycling shelf is full, an email is sent to the Office Manager to put in a work order to have them taken to the Wright County Compost and Recycling Facility

B. Social Services

1. Ordering
    a. Public Health Case Aide purchases car seats from Amazon or another approved vendor
        i. When new seat arrives, staff writes the general ledger code 11-430-700-0010-6480 on packing slip and marks it as "received"
        ii. Staff emails packing slip and invoice to Fiscal HS_Fiscal@co.wright.mn.us
2. Tracking
    a. When new seat arrives, staff places them at the HHS loading area on Level 0
    b. Staff emails SS Child Protection Office Technician II (OTII)/CA and Licensing and Therapeutic Resources Social Worker (SW) to let them know they arrived
    c. Child Protection OTII/CA and Licensing and Therapeutic Resources Social Worker check the seats and email the staff the model name, manufacturer number, and expiration date
    d. Staff records the seat into PH Doc inventory including inventory type, description of car seat, and description of where car seat is stored
    e. Staff monitors the inventory for expirations
        i. Staff gives SS Child Protection OTII/CA and Licensing and Therapeutic Resources' Social Worker a notice of expiration one month before seat expires
        ii. Staff orders a replacement of the same or similar equipment style
2. Storage
    a. Licensing & Therapeutic Resources' Social Worker stores car seats in the HHS loading area Level 0
    b. Child Protection car seats are stored in HHS loading area identified as Child Protection storage
3. Disposal
    a. SS Child Protection OTII/CA and Licensing and Therapeutic Resources' Social Worker places damaged or expired car seats in the HHS loading area on the shelf labeled "Recycling"
    b. When the recycling shelf is full, an email is sent to the Office Manager to put in a work order to have them taken to the Wright County Compost and Recycling Facility

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Legal Authority

N/A

Links and Appendices

Client Transportation Policy and Procedure
Blue Cross and Blue Shield Car Seat Order Form
UCare Car Seat Order Form
Health Partners Car Seat Order Form

Wright County
Health & Human Services
Policy and Procedures

Category:	3000 Equipment	**Serial No:**	3000.05.01
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COUNTY VEHICLE REQUEST & USE

Policy

Wright County Health & Human Services (WCHHS) manages a motor pool for authorized County business. HHS staff are encouraged to use HHS vehicles to conduct business. Staff need to use the Vehicle Reservation system in SharePoint to reserve a vehicle. Exceptions may be approved if negotiated in advance and documented in writing by their supervisor or supervisor's designee.

The law requires seat belt use and valid Class D driver's license to operate a motorized vehicle. Smoking and tobacco use are prohibited when using County cars. Wright County strongly discourages cell phone use when operating a County car. It is illegal to text, use web access or be under the influence of alcohol or certain prescription and non-prescription drugs while driving.

Procedure

A. Driver requests County vehicle
1. Driver completes *Vehicle Reservation* for business travel; this is required if travel exceeds 50 miles per day
2. One request can be submitted for up to five consecutive days
3. Reservations are first come, first served. Vehicles may be rescinded when more vehicles are needed than available based on priorities established under "Denied or rescinded County vehicle use"
4. County cars can be taken home overnight with prior supervisor approval
5. County vehicles can only be used for County travel. Personal travel is not allowed
6. Interns need supervisor approval before reserving a vehicle

B. Acknowledgement of County vehicle use
1. Approved car use
    a. Driver receives e-mail approval confirmation
    b. Driver reviews e-mail approval confirmation for accuracy
    c. Driver negotiates adjustments with other drivers and updates SharePoint reservation site if changes are needed
    d. Driver cancels reservation if vehicle is no longer needed
    e. Driver notifies front desk staff if they are unable to return their vehicle at scheduled reservation time
2. Denied or rescinded County vehicle use
    a. Driver receives e-mail denying car due to unavailability, or
    b. Driver receives e-mail rescinding car use due to other transports with higher priority:
        i. Transporting clients
        ii. Groups traveling to same destination
        iii. Another driver's destination is further

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c. Two-business-hour notice is given to rescind approved request
    i. During County hours of 8:00 a.m. – 4:30 p.m.
    ii. Supervisors, managers, and director can be bumped within 15 minutes' notice
d. Driver can contact the *Government Center Motor Pool* to request vehicle. Driver *must* contact the Government Center Motor Pool if the total travel exceeds 100 miles round trip per day and an Agency vehicle is not available
e. Personal vehicle use is authorized if County vehicles are unavailable
    i. Driver completes Employee *Expense Reimbursement Form*, and
    ii. Selects box indicating requested "Cty Car" on form

3. Driver may cancel the vehicle reservation when inclement weather conditions exist or are threatening to occur as identified by a "warning" or "watch"
    a. Driver cancels reservation and copies the warning or watch into the Cancellation Reason box
    b. Driver may use their personal vehicle and complete the Employee Expense Reimbursement Form. If the warning or watch was not included in the car cancellation, it must be scanned and attached to the expense form and submitted to Fiscal
    c. When inclement weather conditions exist or are likely, the prudent decision may be to cancel travel

C. WCHHS Motor Pool

HHS maintains a fleet of vehicles. Vehicles carry emergency kits and items to use while traveling or for home visits (cleaning supplies, folding chair, windshield wiper solution, etc.)

1. Driver picks up and returns vehicles to designated parking
2. Driver picks up and returns keys to HHS office support reception area lockbox
    a. If returning after close of business, driver can use the County drop box with "Envelope Depository" located at Human Service Center main door
3. Driver must return County cars cleaned, vacuumed and fueled as required
    a. Clean and clear trash, wastepaper, food, food wrappers and any non-County items
        i. Hand-held vacuum is available at Human Service Center or
        ii. Alert the front desk staff or the office manager if more detailed cleaning is needed
    b. Car inspections are conducted of each vehicle's interior and exterior condition
        i. Defects will be reported to the HHS Office Manager, who will notify the driver and the driver's supervisor to correct the issue(s), including when a vehicle is returned with less than half tank of fuel
4. When vehicle has mechanical issues or driver is involved in an accident, driver follows this policy
5. When car is unavailable, driver follows this policy

D. Refueling County cars

1. Driver refuels car when returning to County
    a. When fuel indicator is less than half tank
    b. Refuel at Wright County Highway Department, 1901 Highway 25 North, Buffalo, MN 55313
        i. Fuel FOB and instructions are in each vehicle's glove compartment
    c. Fueling station is available 24 hours/day and seven days/week
2. If driver needs to refuel during business travel

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a. Driver or other county employee either personally pays for fuel or uses a Wright County procurement card
    i. If paying for fuel personally, the employee submits Employee *Expense Reimbursement Form* and uploads receipt
    ii. If paying for fuel with the procurement card, the employee approves through the US Bank website
b. Original receipt goes to Fiscal

E. Mechanical issues and roadside assistance or mechanical breakdown/accident – dial 911 in an emergency
1. Applies to County cars and Wellness on Wheels (WOW) van
2. Driver follows instructions in glove compartment and calls County towing company (contact information is listed in vehicle booklet within each vehicle)
3. Driver notifies County towing company that car is County-owned
4. Driver reports operational and/or damage problems immediately to office manager or FTS office support staff when returning to County, driver reports accidents to their supervisor as soon as able

F. For accidents, driver provides police report and Incident Record Form, located in glove compartment, to supervisor or unit manager along with completed online Wright County Accident/Incident Investigation Report Form
1. Returning to County
    a. Driver has option of returning to County with County Towing Company; or
    b. Driver contacts supervisor to discuss mechanical and/or crash situations and alternative transportation to reach destination
        i. Driver obtains supervisor approval for alternative transportation
        ii. Driver pays for cost of alternative transportation
            - Driver submits *Expense Reimbursement Form* and uploads receipt
            - Original receipt goes to FTS

G. Insurance Information
1. Located in each vehicle
2. Driver follows Incident Record Form located in each vehicle
3. When driver uses personal car
    i. Driver is responsible for insurance liability coverage
    ii. HHS managers and director review claims case-by-case and may approve claims when the findings show client action was responsible for damage

H. Traffic Violations are driver's responsibility and may result in disciplinary action when warranted

Legal Authority
Wright County
State of Minnesota

Links and Appendices
Employee Expense Reimbursement Form
Minnesota Statute 169.686 Seat Belt Use Required; Penalty
Minnesota Statute 171.02 Licenses: Types, Endorsements, Restrictions

Category:	3000 Equipment	**Serial No:**	3000.05.01
Division(s):	☒ FA ☒ FTS ☒ PH ☒ SS	**Created:**	January 12, 2000
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Minnesota Statute 169.475 Use of Wireless Communication Device
Minnesota Statute 169A.20 Driving While Impaired
Wright County Accident/Incident Investigation Report Form
Wright County Government Center Vehicle Reservations
HHS Vehicle Request
Wright County Personnel Policy Manual
- Section 502.02 County Vehicles and Facilities
- Section 506.03 Authorized Expenses
- Section 711 Acceptable Use of Technology

Agency Towing Company

Wright County
Health & Human Services
Policy and Procedures

Category:	3000 Equipment	**Serial No:**	3000.03.01
Division(s):	☒ FS ☒ FTS ☒ PH ☒ SS	**Created:**	June 5, 1991
Effective:	October 26, 2023	**Revised:**	October 26, 2023
Approvers:	☒ JGS ☒ JO ☒ KJ ☒ MM ☒ SG ☒ JP	**Expiration:**	August 1, 2025

OFFICE EQUIPMENT

Policy

Wright County Health & Human Services (WCHHS) maintains checkout office equipment necessary to perform day-to-day operations. Checkout office equipment is overseen by the WCHHS Business Technology Team.

Office equipment available for checkout includes encrypted flash drive, external DVD R/W drive, microphone for PC voice recording, iPhone for video recording, Bluetooth speaker, wired headphones, and OWL for audio and video support for meetings.

Procedure

A. Office Equipment Request

1. WCHHS Staff submits a TDx (Team Dynamix) ticket requesting specific office equipment needed
2. Business Technology Team determines availability of equipment and deliver to requesting staff
3. Business Technology Team tracks equipment loaned out to agency staff
4. WCHHS Staff return the equipment once done with item

Legal Authority

N/A

Links and Appendices

N/A

Wright County
Health & Human Services
Policy and Procedures

Category:	0800 Ethics	**Serial No:**	0800.01.01
Division(s):	☒ FS ☒ BS ☒ PH ☒ SS	**Created:**	January 1, 1994
Effective:	November 1, 2019	**Revised:**	November 4, 2019
Approvers:	☒ JGS ☒ JO ☒ KJ ☒ MM ☒ SG ☒ JP	**Expiration:**	August 1, 2025

CONFLICT OF INTEREST – COURTESY CASE MANAGEMENT

Policy

Wright County Health & Human Services (WCHHS) abides by the Minnesota Government Data Practices Act to maintain the privacy of persons receiving services from the Agency. Some cases may require additional protection if the person(s) receiving services is an employee or a close relative of an employee of WCHHS. Added measures will be taken to ensure their privacy. WCHHS may also seek courtesy case management from another county; this will be determined on a case-by-case basis. There may be circumstances when a person's identifying information becomes known, such as when a billing statement is received, payments are made on behalf of a person, or state-mandated reporting requires the inclusion of privileged information. Staff will not divulge case identifying information, other than when necessary to complete a payment or reporting process.

WCHHS holds an agreement with Sherburne County and Stearns County which outlines when courtesy case management may be appropriate. This agreement was effective September 1, 2014 and renews annually, if no County terminates the agreement.

Procedure

A. Intake Process

1. Staff will review all intakes and determine if the intake pertains to an employee or significant family member of an employee
2. If there is an employee or significant family member mentioned in the intake, staff will forward the information to the applicable supervisor
3. If an employee is aware of a possible conflict of interest regarding services being received by their own family member or is aware of a potential conflict regarding another employee's family member, they should communicate that information to a supervisor
4. Consultation will occur between the supervisor and manager. If a conflict is determined, a supervisor will contact Stearns County or Sherburne County supervisors to request courtesy case management

B. Accepting Outside Case for Case Management

1. Outside Agency will communicate with supervisors if there is a need for courtesy case management
2. Supervisors will consult and determine if it is appropriate for our Agency to accept the case; if accepted, staff will proceed as usual
3. WCHHS is not responsible to collect any fees on behalf of the County of Financial Responsibility (CFR). All fee/collections are the responsibility of the CFR
4. WCHHS agrees to communicate any request for a change in services and/or funding as the need arises and prior to the requested change. This communication is to be made to the assigned staff or supervisor
5. All requests for appeal, other than those involving case management services (this applies only to Developmental Disabilities case management services) are directed to the CFR. WCHHS will not be

Category:	0800 Ethics	**Serial No:**	0800.01.01
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party to any such proceedings, except at the request of the CFR or when subpoenaed. If requested to participate in such a hearing, WCHHS determines participation on a case-by-case basis. WCHHS may require reimbursement for staff time and expenses from the CFR if an appeal occurs

Legal Authority

Minnesota Government Data Practices Act

Links and Appendices

Conflict of Interest Courtesy Case Management Agreement
Determining County of Financial Responsibility Policy & Procedure

Wright County
Health & Human Services
Policy and Procedures

Category:	4000 Finance	**Serial No:**	4000.14.01
Division(s):	☒ FS ☒ BS ☒ PH ☒ SS	**Created:**	September 30, 1991
Effective:	December 20, 2023	**Revised:**	December 20, 2023
Approvers:	☒ JGS ☒ JO ☒ KJ ☒ MM ☒ SG ☒ JP	**Expiration:**	November 1, 2025

CASH RECEIPTS

Policy

Wright County Health & Human Services (WCHHS) is required to ensure proper and consistent cash handling procedures. Cash (including checks payable to the Organization) is the most liquid asset an organization has. WCHHS follows the strongest possible internal controls in this area. This policy eliminates loss, saves time, and improves accountability.

Procedure

A. Any cash, check or money order received within the Agency must be in the possession of an Agency staff person or secured in the safe (located on the 2nd floor). Receipts are created and given to the client for all cash transactions using the approved receipt method.

B. When cash is transferred between a client and staff or from staff to staff, it should be counted by both parties and the amount agreed upon. Both parties should write down the amount agreed upon and initial the information.

C. Cash is not to be left unattended. All interagency transfers of cash should be person to person.

Legal Authority

N/A

Links and Appendices

Wright County Financial Policies.pdf
WOW Processing and Tracking Payments
Front Desk Petty Cash SOP to Follow (see Office Manager)

Wright County
Health & Human Services
Policy and Procedures

Category:	4000 Finance	**Serial No:**	4000.15.01
Division(s):	☒ FS ☒ BS ☐ PH ☒ SS	**Created:**	January 17, 2020
Effective:	May 5, 2023	**Revised:**	May 5, 2023
Approvers:	☒ JGS ☒ JO ☒ KJ ☒ MM ☐ SG ☒ JP	**Expiration:**	June 15, 2025

CHILD CARE ASSISTANCE PROGRAM (CCAP)

Policy

Wright County Health and Human Services (WCHHS) provides the Child Care Assistance Program (CCAP) for families seeking financial assistance to help pay for childcare so parents may pursue employment or education leading to employment. Childcare providers must be registered with Finance Department to receive payment from WCHHS.

Procedure

A. Clients may request CCAP by completing one of the following forms:
1. Minnesota CCAP Application DHS-3550
2. Combined Application Form (CAF) with CCAP Addendum DHS-5223D
3. ApplyMN (ApplyMN.dhs.mn.gov)
4. MNbenefits.org

B. Eligibility for CCAP clients is determined by the Eligibility Specialist (ES)

C. ES reviews application and if it meets eligibility requirements, approves the application in Minnesota Electronic Child Care (MEC2).
1. ES reviews provider's ability for authorized care, (refer to CCAP manual chapter 9)
   a. If provider is active in Wright County in MEC2, ES will enter Service Authorization (SA)
   b. If not active in MEC2, ES sends a notification generated through SharePoint Quick Links - > MEC2 – Request Provider Packet (New Item/All Items), which goes to HHS front desk staff
2. Front desk staff sends information packet to provider F:\HS\Case\Office Support\Front Desk Team\Work Instructions\Packets\MEC2 (provider)
   a. Information packet is returned by the provider. OT staff review for completeness
   b. Send complete packets to AT
3. AT enters new provider into MEC2
   a. If Legal Non-Licensed childcare provider (LNL)
      i. Complete Net Study 2.0 & Provider registration
      ii. AT notifies Licensing & Therapeutic services of non-relative LNL providers only
      - Licensing & Therapeutic services completes a home inspection once a year and submits the CCAP Monitoring Visit Summary DHS-7867A to DHS and to the AT
      - AT records visit in MEC2
   b. AT sends email to (distribution email) HS_Child_Care_Workers@co.wright.mn.us of new providers that are set up or changes in status
   c. AT updates master provider list in a shared location monthly (TBD)
   d. MEC2 generates a notification to the client and provider of the SA and provider

D. Provider payment
1. Provider may sign up for MEC2 Pro electronic billing instead of receiving paper billing forms (explained to provider in Minnesota CCAP Child Care Provider Guide DHS-5260-ENG)

Category:	4000 Finance	**Serial No:**	4000.15.01
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Approvers:	☒ JGS ☒ JO ☒ KJ ☒ MM ☐ SG ☒ JP	**Expiration:**	June 15, 2025

a. For the first two months new CCAP providers are required to provide paper copies confirming attendance of the child. After the initial period of successfully completing the paper billing forms, electronic billing is an option that is encouraged by the AT by sending out an email to the provider alerting them they are now eligible to enroll in electronic billing
b. Provider may request an electronic billing (DHS 3813) form from AT and AT will determine if provider can move to electronic billing based on their accuracy and completeness of the paper billing forms. Requests should be sent to HHS.Fiscal@co.wright.mn.us
c. DHS 3813 Form is returned to Information System Specialist (ISS). ISS sets up provider in MEC2 Pro. ISS will send the MEC2 Pro Provider Manual and Letter to provider via MEC2 Pro in SIR
d. ES Supervisor or Fiscal Supervisor may at any time require provider to revert to paper billing processing to reduce the number of potential errors/overpayments

2. Provider sends paper invoice to HHS Fiscal or electronic claims in MEC2, Accounting Clerk (AC) processes the request
   a. MEC2 Claims
      i. Paper invoices are entered into MEC2
      ii. Electronic claims are reviewed in MEC2 and are approved
   b. AC works with the provider on any billing issues (e.g., missing signature or completed incorrectly)
   c. Other issues including provider comments, service agreement issues, client non-payment of copay, etc. are sent to ES to review before issuing payment
3. Determination of Overpayments
   a. Clients: ES utilizes case reviews and sends to Collection Officer (CO)
   b. Providers: Determined by ES and sent to CO

E. Renewal of CCAP providers

1. Fiscal, Technology & Support (FTS) support staff run BOBI report to send renewals

Month to send out packets	Renewal Months
January	March-April
March	May-June
May	July-August
July	September-October
September	November-December
November	January-February

2. FTS Office Technician sends renewal packets to provider F:\HS\Case\Office Support\Front Desk Team\Work Instructions\Packets\MEC2 (provider)

F. Redetermination of clients

1. Annual renewal redetermination forms are sent to client via an automatically generated notice through MEC2
   a. If renewal returned, ES determines eligibility
   b. If renewal not returned, case closes automatically

Legal Authority

N/A

Category:	4000 Finance	**Serial No:**	4000.15.01
Division(s):	☒ FS ☒ BS ☐ PH ☒ SS	**Created:**	January 17, 2020
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Links and Appendices

Minnesota Child Care Assistance Program Application DHS-3550
Combined Application - Child Care Addendum DHS-5223D
Child Care Assistance Program Monitoring Visit Summary DHS-7867A
MEC2 User Manual
SharePoint New Item
SharePoint All Items
ApplyMN
MNBenefits.org

Wright County
Health & Human Services
Policy and Procedures

Category:	4000 Finance	**Serial No:**	400.13.01
Division(s):	☒ FS ☒ BS ☒ PH ☒ SS	**Created:**	March 27, 2001
Effective:	November 30, 2023	**Revised:**	November 30, 2023
Approvers:	☒ JGS ☒ JO ☒ KJ ☒ MM ☒ SG	**Expiration:**	September 1, 2025

DEBT WRITE OFF

Policy

Wright County Health & Human Services (WCHHS) accepts that there will be debts owed to the which the Agency is unable to recover. WCHHS Debt Write Off Policy is in compliance with the Wright County Financial Policies & Procedures.

Procedure

A. Public Health & Social Service Debts

1. When the amount of the receivable is less than $1,000
    a. There has been no response from the debtor after one (1) year of statements have been sent; statements will be stopped
    b. The debt will remain intact and certified for Revenue Recapture until the period allowed by the statute of limitations has expired, or the judgment lapses
    c. If no payment has been received on the debt, Revenue Recapture will be decertified, and the debt may be written off
2. When the amount of the receivable is more than $1,000
    a. Statements will not stop
    b. The Revenue & Debt Coordinator will attempt to obtain judgment after one (1) year despite lack of response from the debtor. The judgment will be renewed prior to the expiration, ten (10) years from the date of original judgment entry
    c. The debt will remain intact and certified for Revenue Recapture until the period allowed by the statute of limitations has expired, or the judgment lapses
    d. If the debt is unable to be reduced to judgment form (e.g., debtor's whereabouts unknown, unable to serve, etc.) and no tax offsets are being received, Revenue Recapture may be decertified, and the debt may be written off after the period as allowed by the statute of limitations has expired
3. When the debtor is deceased
    a. The deceased client is solely responsible for the debt
    b. The deceased client (or the client's spouse) will not have an estate to be probated
    c. The period for tax refunds/rebates have passed, the debt may be written off
4. When the debt has been discharged in a bankruptcy proceeding and is not for an out-of-home placement debt, the debt will be written off. Out-of-home placement fees are considered child support and are not dischargeable through bankruptcy and may not be written off
5. Internal Review Committee
    a. WCHHS Internal Review Committee shall meet no less than one (1) time per year to review any uncollectible debts that do not meet the above criteria
    b. The Revenue & Debt Coordinator shall present case and reason why the debt should be written off

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c. The recommendations of the committee will be forwarded to the Health & Human Services director and Finance Director for approval

B. Debt Collection Services

1. Upon consultation and concurrence with the county attorney, the Agency's Business Manager is authorized to solicit proposals and enter into contracts for debt collection services for those debts that have been written off, but still pursued legally
2. Such contracts are subject to approval based on approving authority in the Wright County Procurement Policy

C. Income Maintenance Claim Termination

1. A claim may be terminated, and the claim balance adjusted to zero where there is no realistic prospect for future recovery per DHS Bulletin 02-03-07 and the MDHS combined manual 0025.12.03.09.
    a. The only responsible debtor for a claim has died and no future recovery actions are available
    b. The only responsible debtor for a claim has had that debt discharged by Federal Bankruptcy Court in a Chapter 7 or Chapter 13 proceeding
    c. When the claim is the sole responsibility of a debtor who resides in a Long-Term Care Facility, there is no prognosis for a return to residential living in the community and there is no estate to repay the claim or there are existing commitments to repay higher priority obligations
    d. When initial notification on a claim occurred at least ten (10) years previous, there has been no recovery on any claim in the debtor's MAXIS account in the preceding six (6) years, criminal restitution is no longer required by District Court, there is no docketed judgment and the debt is not certified for Revenue Recapture

Legal Authority

MDHS Combined Manual 0025.12.03.09
Wright County Financial Policy

Links and Appendices

N/A

Wright County
Health & Human Services
Policy and Procedures

Category:	4000 Finance	**Serial No:**	4000.03.01
Division(s):	☐ FS ☒ BS ☒ PH ☒ SS	**Created:**	March 20, 1992
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DETERMINING COUNTY OF FINANCIAL RESPONSIBILITY

Policy

Wright County Health & Human Services (WCHHS) will utilize statute to determine the county of financial responsibility prior to initiating either Public Health or Social Services programs.

Procedure

A. Staff and/or their supervisor will contact the Revenue & Debt Coordinator or all county of financial responsibility questions. To determine County of Financial Responsibility (CFR), many details may be reviewed including, but not limited to:

1. If the client is an adult, where does the client currently live, and how long have they lived at that address? Is the adult client homeless?
2. What is the date when they moved?
3. Has any county Social Service case been open within the last two full calendar months?
4. Has the client received excluded time services? If so, are excluded time services still being provided?
5. If client is a child, with whom does the child live? Is it a parent or another person?

B. If the Social Service case has been closed less than thirty (30) days, the preceding county may be financially responsible to provide/pay for client services

C. Any possible excluded time services will be reviewed to determine the date a client may gain/lose residence with Wright County

D. Court jurisdiction has no bearing on determining CFR.

E. DOPA (Declaration of Parental Authority) or Court orders regarding physical custody of a minor child have no bearing on CFR determinations

F. CFR status in MMIS is not a determination of responsibility for a Social Services program

G. If upon review of case details and Minnesota statute it appears another county is financially responsible for client services, the Revenue & Debt Coordinator will notify that county within thirty (30) days of the date of application for services

H. When a notice is received from another county asserting that WCHHS is financially responsible for a Social Services or Public Health program, the matter will immediately be referred to the supervisor and collection officer for discussion. A Revenue & Debt Coordinator will respond to the other county within thirty (30) days, advising of Wright County's position on financial responsibility

I. Any case subject to DHS appeal will be filed in a timely manner within statutory guidelines. The Wright County Attorney's Office may be consulted on any case for legal direction.

Legal Authority

Minnesota Statute 256G.01 through 256G.10

Links and Appendices

Category:	4000 Finance	**Serial No:**	4000.03.01
Division(s):	☐ FS ☒ BS ☒ PH ☒ SS	**Created:**	March 20, 1992
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N/A

Wright County
Health & Human Services
Policy and Procedures

Category:	4000 Finance	**Serial No:**	4000.01.01
Division(s):	☒ FA ☒ FTS ☒ PH ☒ SS	**Created:**	March 5, 2018
Effective:	October 3, 2018	**Revised:**	October 12, 2020
Approver(s):	☒ JGS ☒ CP ☒ KJ ☒ MM ☒ SG	**Expiration:**	October 1, 2024

DONATIONS

Policy

Health & Human Services accepts donations from private individuals, businesses and public entities to assist our customers and to enhance our operations. Donations that come 'with strings attached' (i.e. implied agreement, promotional advantage) will not be accepted. Newly purchased, in-kind donations will be accepted at the discretion of the Office Manager II and/or the involved unit supervisor.

Procedure

A. Front desk OT staff will provide a receipt for cash or cash equivalent (assets that can be quickly converted to cash); when requested, the front desk OT staff will provide a receipt for checks received. The individual/entity making the donation will be given a receipt.

1. Restricted Donations (A donation in which the donor requires a specific use)
    a. Fiscal
        i. Notify Staff member (if applicable), Supervisor(s), Manager, Fiscal Officer, Fiscal Supervisor, and Business Manager of the restricted donation via email. Include all information sent with the donation
        ii. Supervisor, Manager, or Director must approve of accepting the restricted donation and its conditions as stated before entering donation in the WebAR system. Signing Authority in the Wright County Procurement Policy will determine who can approve the donation
        iii. Maintain records in the WebAR system according to ***WebAR Receipting*** procedure
        iv. Provide itemized, monthly report including the donor's name, address, and applicable program to the Administrative Specialist (AS) on the first working day of the next month
    b. Supervisor(s) and Manager of the division for which the donation is intended
        i. Ensure Wright County Procurement Policy is followed regarding signing authority for approving donation
        ii. Ensure follow-through on the conditions of the restricted donation
    c. Administration
        i. The Administrative Specialist will draft a resolution of the preceding month's donations
        ii. AS will enter the item as a regular agenda item for the first HHS Board meeting of the month, calling for a resolution to accept the donation(s)
        iii. If the donated amount for any given month is less than $25, that month's donations will be added to the following month's donation resolution
        iv. Upon Board acceptance, the AS will prepare the resolution for the Agency Director's signature
        v. The AS will:

Category:	4000 Finance	**Serial No:**	4000.01.01
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Approver(s):	☒ JGS ☒ CP ☒ KJ ☒ MM ☒ SG	**Expiration:**	October 1, 2024

1. Upload the electronic file in color in SharePoint: HHS>File Retention >Resolutions
2. Update the master spreadsheet in SharePoint
3. File the original hard copy in binder
4. AS will send thank-you letters acknowledging receipt and acceptance of the donation to the donor when the amount exceeds $10 or upon request

2. Non-restricted Donations
    a. Fiscal
        i. Notify staff member and supervisor of donation
        ii. Donations more than $10.00 - Notify staff member (if applicable), Supervisor(s), Manager, Fiscal Officer, Fiscal Supervisor, and Business Manager of the donation via email. Include all information sent with the donation. Signing Authority in the Wright County Procurement Policy will determine who can approve the donation
        iii. Maintain records in the WebAR system according to ***WebAR Receipting*** procedure
        iv. Provide itemized, monthly report including the donor's name, address, and applicable program to the Administrative Specialist on the first working day of the next month
    b. Supervisor and Manager of the division in which the donation is for
        i. Ensure Wright County Procurement Policy is followed regarding signing authority for approving donation
    c. Administration
        i. AS will follow the same procedure as 1c. above
3. Upon receipt and acceptance of in-kind donations, the Office Manager will distribute the donated item(s) to the appropriate supervisor or staff
4. The Office Manager will provide information related to the donation to the AS
5. AS will send thank-you letters acknowledging receipt and acceptance of the donation; no monetary value will be assigned
6. A written record of the in-kind donation will not be maintained by the Agency

B. Third Party Donations for Agency Clients, Customers or Other Party Use
1. Upon information received by an employee that a third party has an item that may be of use to individuals or families receiving services from the Agency, the employee will use WrightTrack Classified Ads to advertise the item to other staff for use by their clients
    a. The posting employee must monitor the WrightTrack site and remove the item when no longer needed. The ad will auto-remove after thirty days
    b. Employees may coordinate with outside parties for obtaining the items ensuring client data privacy is protected

Legal Authority

465.03 Gifts to Municipalities
Title 2 CFR Subtitle A Chapter II Part 200 Subpart E §200.434

Category:	4000 Finance	**Serial No:**	4000.01.01
Division(s):	☒ FA ☒ FTS ☒ PH ☒ SS	**Created:**	March 5, 2018
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IRS Publication 561

Links and Appendices

WebAR Receipting (only accessible to Fiscal)
WrightTrack Classified Ad

Wright County
Health & Human Services
Policy and Procedures

Category:	4000 Finance	**Serial No:**	4000.08.01
Division(s):	☒ FS ☒ FTS ☒ PH ☒ SS	**Created:**	February 6, 2018
Effective:	November 17, 2022	**Revised:**	November 17, 2022
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FEES

Policy

WCHHS is a county-operated, State-supervised organization established to provide therapeutic, educational and consultative services for residents seeking financial, health, and social services assistance. To support the variety of services WCHHS provides to residents, fees may be charged to recipients of services and are primarily used to offset local tax dollars otherwise needed to provide the services. When a fee is prohibitive for an individual receiving a service, a fee scale is used based upon that individual's or family's annual income and household size which may reduce the amount of the fee for that service. Individuals and families whose adjusted gross household income is below the Federal Poverty Guidelines (FPG) are not charged fees per State Statute. The HHS Fee Schedule is approved by the County Board and published on the County website.

Procedure

A. HHS Administration will update the fee scale annually based on current FPG standards

B. Each Division in HHS will annually review its respective fee schedule and internal policies and procedures around fee setting and fee determination to support and maintain the provided services

1. Administrative Fees
    a. Mobile Home Initial Assessment & Annual Reassessment
        i. When a County resident wishes to temporarily place a mobile home on property within the County, they are subject to restrictions established in the County Zoning Ordinance. The placement of a mobile home must be for the purpose of providing care to frail, elderly, or disabled citizens
    b. Representative Payee Program
        i. Social Security's Representative Payee Program (Rep Payee) provides financial management for the Social Security (SS) and Supplemental Security Income (SSI) payment of beneficiaries, who are incapable of managing their SS or SSI payments. The fee charged will be the maximum allowed by Social Security Administration, unless specific criteria are met
    c. Collection Charge
        i. A one-time charge will be applied to each debt that has a balance owing to the County that is more than ninety (90) days past due
    d. Employee Costs
        i. HHS will charge an hourly fee for employee time in instances when the service requested is in addition to the services the County normally provides. The County is entitled to reasonable compensation for time and expense involved in these additional services. The employee cost is charged based on the dollar amount of the Division in which the employee works as identified in the published Fee Schedule
2. Public Health Services

Category:	4000 Finance	**Serial No:**	4000.08.01
Division(s):	☒ FS ☒ FTS ☒ PH ☒ SS	**Created:**	February 6, 2018
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Approvers:	☒ JGS ☒ CP ☒ KJ ☒ MM ☒ SG	**Expiration:**	October 1, 2024

a. Public Health provides a broad range of health services to individuals, families, and communities to promote health and prevent illness. This may include immunization services, various health screenings, car seat checks, etc.

3. Social Services Fees
    a. Detoxification Services
        i. A fee may be charged for detoxification services
    b. Out of Home Placements
        i. Families with children under the age of 18, who are placed with kin or a licensed foster care home or facility, may be subject to a fee
    c. Step Parent Adoption
        i. A fee is charged when a step parent has petitioned the Court for adoption of a step child. The fee covers the home visit and the Adam Walsh background study
    d. Licensing Fees
        i. Child Care Licensing Fees
        Individuals requesting a child care license are assessed a licensing fee for administrative time and processing of paperwork
        ii. Corporate Foster Care Licensing Fees
        Individuals or corporations requesting a corporate foster care license will be assessed a licensing fee for administrative time and processing of paperwork

C. All fee changes must be approved by the County Board following notice to the public and a public hearing

Legal Authority

The setting and collection of fees is either mandated or permitted by State Statute/Rule (Minnesota Statute 256M60, subd.6; Chapter402; Chapter 393; Minnesota Statutes 252.27, Chapter 119B; 260B.331; 260C.331; 373.41; 245A.10; 245.481, 254B, 256M; 524.5-502; Rule 45.03(d)) or Health and Human Services Board authorization.

Links and Appendices

Wright County HHS Fee Schedule and Fee Scale can be found at: http://www.co.wright.mn.us/768/Fee-Schedule

Subpoena Policy & Procedure

WOW Processing and Tracking Payments

Wright County
Health & Human Services
Policy and Procedures

Category:	4000 Finance	**Serial No:**	4000.13.01
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Approvers:	☒ JGS ☒ JO ☒ KJ ☒ MM ☒ SG	**Expiration:**	January 14, 2026

FUNERAL EXPENSE

Policy

Federal and state law require the Minnesota Department of Human Services (DHS) and local agencies to recover costs that Medical Assistance (MA), Alternative Care (AC) and General Assistance Medical Care (GAMC) paid for members under certain circumstances through estate recovery and liens on real property.

Any resident who is determined to be the responsibility of Wright County and has utilized MA, AC or GAMC, is subject to certain monetary guidelines regarding final expenses for reasonable funeral costs. DHS has clarified what are allowable funeral expenses from a deceased individual's remaining assets. *Reference DHS Bulletin 17-21-02*

If a decedent's estate does not have enough assets to pay all the claims made against it, Minnesota law prioritizes payment of the decedent's "reasonable funeral expenses" before MA claims. In probate, reasonable funeral expenses are paid from the estate before you can recover MA payments from the estate.

Procedure

A. Reasonable Funeral Expenses allowed for MA, AC or GAMC

1. Reasonable funeral expenses include the following:
    a. Expenses directly related to goods sold or offered for sale or rental in connection with the final disposition of the decedent
    b. Services sold in connection with the final disposition of the human body
    c. Goods that may be used for a funeral service
    d. Services that may be used to prepare the decedent for burial or a funeral service
2. Reasonable costs for the following items are paid before MA Claims:
    a. Certificates of death (up to three)
    b. Mortuary expenses:
    c. Cremation
    d. Embalming
    e. Casket
    f. Clothing for the body, only if clothing is unavailable
    g. Ground transportation of the body
    h. Interment:
        i. Cemetery plot
        ii. Costs of opening and closing the grave
        iii. Vault
        iv. Burial of cremated remains
        v. Grave marker
            - Lowest-cost stone marker

Category:	4000 Finance	**Serial No:**	4000.13.01
Division(s):	☒ FS ☒ BS ☒ PH ☒ SS	**Created:**	January 15, 2019
Effective:	May 21, 2019	**Revised:**	May 27, 2020
Approvers:	☒ JGS ☒ JO ☒ KJ ☒ MM ☒ SG	**Expiration:**	January 14, 2026

- Engraving

i. Memorial service, viewing, and visitation:
   i. One of the following:
      - Public visitation service
      - Funeral service
      - Grave site service
   ii. Fee or required donation for one officiant
   iii. Music (one instrumentalist or vocalist)
j. Obituary in one publication

B. Unreasonable funeral expenses

1. Expenses for these items are not paid before MA claims:
   a. Family travel and lodging
   b. Flowers (no matter the purpose or sender)
   c. Food and beverage
   d. Entertainment
   e. Video of the service or tribute videos
   f. Poster board or pictures
   g. Clothing, unless clothing for the deceased in unavailable
   h. Police escort
   i. Thank you cards and stamps
   j. Planning costs
   k. Jewelry or personal keepsake containers
   l. Attorney fees for non-probate estates
   m. Cleanup costs for home, apartment, or facility
   n. Other items not specifically listed in or included in Reasonable Funeral Expenses listed above
   o. Rent paid after the date of death

C. Prepaid burial trusts and insurance

1. If a decedent has a prepaid burial trust, the funds must "be distributed for the payment of the at-need funeral goods, funeral services, burial site goods, or burial site services selected, with any excess funds distributed to the beneficiary's estate." Minnesota Statutes, section 149A.97, subdivision 3a, clauses (9) and (10)
2. A decedent may also have a life insurance policy designed to pay for funeral expenses. Any remaining funds in a prepaid burial trust after funeral expenses have been paid are distributed to the estate and are subject to MA recovery
3. If a decedent's funeral costs exceed the dollar amount of prepaid burial trust or insurance funds, then the assigned collection officer will review the funeral costs that exceed the allowable service limits amount identified in this policy. The decedent's remaining assets may only be used up to the stated limit for each service.

D. Allowable services and limits

1. The following service limits are based on the selected funeral home's published price.

Category:	4000 Finance	**Serial No:**	4000.13.01
Division(s):	☒ FS ☒ BS ☒ PH ☒ SS	**Created:**	January 15, 2019
Effective:	May 21, 2019	**Revised:**	May 27, 2020
Approvers:	☒ JGS ☒ JO ☒ KJ ☒ MM ☒ SG	**Expiration:**	January 14, 2026

   a. Basic services of funeral director and staff includes funeral counseling, necessary arrangements, recording vital statistics, securing permits, filing and obtaining death certificates and other forms and claims, preparation of necessary notices, and coordination of service plans with parties involved in the final disposition of the deceased
   b. Use of facilities and equipment for visitation and/or memorial service
   c. Transportation of deceased includes transfer of remains and funeral coach to cemetery
   d. Embalming and other preparation of the body includes dressing, cosmetic, casketing, and additional special care
2. Clothing not to exceed $75 and only if clothing is unavailable
3. Outer burial containers/vault not to exceed $2,000.00
4. Cremation services price per Funeral Home Published Price
   a. Includes basic services of staff, securing required/necessary authorizations, transfer to crematory, and approved container
5. Urn not to exceed $750.00
6. Urn vault not to exceed $400.00
7. Grave site – at cost
8. Opening and closing of the grave – at cost
9. Grave marker, engraving and setting fee not to exceed $1,500.00
10. Death certificates (up to three) – at cost
11. Church/officiant/clergy fees not to exceed $300.00
12. Music/instrumentalist/vocalist not to exceed $200.00
13. Printing costs/register book/memorial folders not to exceed $250.00
14. Obituary not to exceed $300.00

Legal Authority

Minnesota Statutes, section 256B.15, subdivision 1a, paragraph (f)
Minnesota Rules, part 9505.0135, subpart 4

Links and Appendices

MA Estate Recovery Manual

Wright County
Health & Human Services
Policy and Procedures

Category:	4000 Finance	**Serial No:**	4000.08.01
Division(s):	☒ FA ☒ BS ☒ PH ☒ SS	**Created:**	July 5, 2011
Effective:	December 19, 2023	**Revised:**	December 19, 2023
Approvers:	☒ JGS ☒ JO ☒ KJ ☒ MM ☒ SG	**Expiration:**	March 31, 2025

GRANT APPLICATION

Policy

Wright County Health & Human Services seeks to find alternative funds to provide mandated and core services. Applying for grants allows the influx of additional funding and may replace available funding for programing. Applying for grants is in alignment with our Strategic Plan imperative of Program Development – Provides our community with services that result in improved outcomes and demonstrate progressive financial responsibility.

Procedure

A. Grant Definition

1. A grant is defined as an allocation or application for funding; one-time or ongoing funds; may contain a contractual arrangement defining the funds; includes grants on a competitive and non-competitive basis

B. Grant Applications (one-time funding)

1. Initial grant concept and application must be submitted using the Grant Application Form and reviewed by the supervisor and manager. (Grant applications must follow the Wright County Financial Policy)
   Manager will bring forward the grant concept and all information from grantor on requirements to the Manager's Meeting for approval once the application is completed and approved by the manager, business manager and director of Health & Human Services
2. Upon approval, the administrative specialist will upload the grant application in the Grant Application & Tracking category in SharePoint and will notify the assigned Finance contact-staff of the application will forward the grant application to the Revenue-Debt Coordinator in charge of contracts
3. If grant amount is over $100,000 or requests new staff, the grant request must go before the Health & Human Services Board or County Board
4. Submitted grants will be tracked using the *Grant Tracking Form* in SharePoint Contract Directory by the Revenue-Debt coordinator in charge of contracts

C. Grant Renewal (allocations/pass through dollars)

1. According to *Wright County's Procurement Policy*, a grant renewal may be approved by the director of Health & Human Services when there is no substantive change in the provision of the grant/contract, following assigned signature requirements. The renewal will be submitted to the Revenue-Debt Coordinator in charge of contracts
2. Submitted grants will be tracked using the *Grant Tracking Form*

D. Grant Tracking

1. The granting agency may assign and email a grant tracking number to the Authorized Agency Representative, who will forward the tracking number to the HHS_Contracts@co.wright.mn.us email group which includes the agency director, managers, fiscal supervisor, and notify other grant

Category:	4000 Finance	**Serial No:**	4000.08.01
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Approvers:	☒ JGS ☒ JO ☒ KJ ☒ MM ☒ SG	**Expiration:**	March 31, 2025

staff and intended parties. The tracking number will be used to check the application status and when corresponding with the granting agency about the application

2. Administrative specialist will enter the Agency Tracking Numbers provided by Grants.gov on the *Grant Tracking Form*

E. Grant Award

1. Follow the *Wright County Financial Policy* to accept grant awards. Grant awards acceptance must follow the Wright County Financial Policy approval limits.
2. If the grant award varies from the grant application, it may need to go back to the Health & Human Services Board for approval of the revised amount
3. Grant approval letters must be emailed to HHS_Contracts@co.wright.mn.us

F. Grant Compliance and Reporting

1. Grant oversight will be the responsibility of both the supervisor and division manager
2. Supervisors and managers will provide Finance supervisor and the HHS Business Manager with regular grant communication. This will include information regarding grant start date, end date, any grant reports required, or any other factor that may impede the use of the grant
3. Budget and invoicing will be coordinated by the Fiscal Finance supervisor and the assigned HHS Fiscal contact
4. All grant requirements placed upon the county will flow down to any sub-recipient, and it is our responsibility to ensure compliance
5. Sub-grantee monitoring will be completed by the Fiscal supervisor in accordance with the Federal standards for Federal Guidance.
6. A grant award is considered complete when all work funded by the grant is complete or the award period ends
7. All grant communications with the grantor, including original grant application, approvals, reports, etc. must be emailed to HHS_Contracts@co.wright.mn.us and The Revenue-Debt Coordinator in charge of contracts will upload all grant documents into SharePoint

Legal Authority

N/A

Links and Appendices

Grant Application Form
Grant Tracking Form
Wright County Financial Policy
UGG – Uniform Grant Guidelines

Wright County
Health & Human Services
Policy and Procedures

Category:	4000 Finance	**Serial No:**	4000.11.01
Division(s):	☒ FA ☒ FTS ☒ PH ☒ SS	**Created:**	March 27, 2018
Effective:	November 17, 2022	**Revised:**	November 17, 2022
Approver(s):	☒ JGS ☒ CP ☒ KJ ☒ MM ☒ SG ☒ JP	**Expiration:**	October 15, 2024

OUT OF HOME PLACEMENT FEES

Policy

Wright County Health & Human Services (WCHHS) serves families with children under the age of 18 who may be placed with kin or in a licensed foster care home or facility. In these instances, the parent(s) may be subject to a fee.

Procedure

A. Child Income

1. The child's income and resources attributable to the child(ren) may be remitted to WCHHS to be applied to the cost of their care for the time WCHHS is paying for the cost of care, examination, or treatment of the child(ren). Income and resources attributable to the child include, but are not limited to:
    a. Social Security benefits
    b. Supplemental Security Income (SSI)
    c. Veterans' benefits
    d. Railroad retirement benefits
    e. Child support
    f. Adoption assistance and kinship assistance
2. Child support being paid for the child in placement by the non-custodial parent may be assigned to WCHHS. Unless the child support is redirected to WCHHS, support received by the custodial parent while the child is in out-of-home placement, may be reimbursed by the custodial parent to WCHHS.
    a. No child support redirect case will be opened or established for a child who is determined to be Federal Title IV-E eligible.
    b. If a child is determined to be not eligible for Federal Title IV-E funding, the Social Worker involved in the placement of the child, a Revenue & Debt Coordinator, and child support staff will review the placement to determine if redirecting the child support or billing the parent will compromise the parent's ability to meet the requirements of a reunification plan or the parent's ability to meet the child's needs after reunification.
3. Social Security benefits being paid for the child in placement may be assigned to WCHHS. Social Security benefits received by the parent while the child is in out-of-home placement may be billed to the parent.
4. If the child resides in a non-secure group residential facility licensed by Rule 5, Rule 8, or a facility licensed by the Department of Corrections, and the child's income is being redirected to our agency, WCHHS shall be required to pay the child the personal needs allowance as established in MN Statute 256B.35
5. Child income will be prorated for partial months of placement.
6. The amount of the child(ren)'s income collected by WCHHS will not exceed the cost of service

B. Parental Fee

Category:	4000 Finance	**Serial No:**	4000.11.01
Division(s):	☒ FA ☒ FTS ☒ PH ☒ SS	**Created:**	March 27, 2018
Effective:	November 17, 2022	**Revised:**	November 17, 2022
Approver(s):	☒ JGS ☒ CP ☒ KJ ☒ MM ☒ SG ☒ JP	**Expiration:**	October 15, 2024

1. Parental fees are based on many factors including current federal poverty level, the family's adjusted gross household income and the number of persons occupying the housing unit
    a. The child in out-of-home placement is not considered a member of the household
    b. Adjusted gross household income is the total annual income before taxes from all sources for all household members
2. The parental fee is in addition to any child(ren) income. No fee will be charged to persons or families whose adjusted gross income is below 200% federal poverty level.
3. Parent(s) receiving MFIP-Cash Assistance, GA, or MSA **will not** be charged a parental fee. Parent(s) receiving MFIP-Food, SNAP, or Medical Assistance may be charged a parental fee if household income exceeds the 200% federal poverty level. The County Board approved Fee Schedule will be used in determining the parental fee. If there is not a current child support order, both parents will have their parental fee determined.
    a. Once the parental fee is calculated, the parents may request an extension of the assessed amount if it creates a financial hardship on the family
    b. The monthly payment amount may be approved at the discretion of the staff determining the fee amount
    c. The Agency has the option of refusing extended payments
4. The assessed monthly fee will remain in effect each month the child(ren) is/are in a WCHHS funded placement. For partial months of placement, either the full parental fee or the full cost of services will be charged, whichever is less
5. The parent is responsible for medical and dental insurance. Failure to provide WCHHS with insurance billing information will result in the parent being responsible for all medical or dental bills incurred by WCHHS for the child in placement
6. The parent must apply for Medical Assistance (MA) for the child in placement to cover any medical or dental bills not covered by private insurance
7. In addition to the parental fee, the parent is responsible for necessary clothing, transportation for home visits, any medical costs that are not covered by Medical Assistance (MA), and the cost of child care services
8. The parent is responsible for notifying the Revenue & Debt Coordinator of any changes in income or address within ten (10) days of the changes
9. The parent is responsible for submitting a copy of the latest Federal Income Tax return along with verification of all earned/unearned household income to the Revenue & Debt Coordinator on an annual basis while the child remains in out-of-home placement
10. The parental fee combined with WCHHS portion of the child income will not exceed the cost of out-of-home placement services
11. If the responsible parent does not provide enough information to determine household size and adjusted gross household income, it is presumed that the adjusted gross household income is above the 200% federal poverty level
12. WCHHS may use revenue recapture (MN State tax collection) to collect amounts owed by the parent
13. WCHHS may add a collection charge on any account balance that is over 90 days overdue

C. Appeal Procedures

Category:	4000 Finance	**Serial No:**	4000.11.01
Division(s):	☒ FA ☒ FTS ☒ PH ☒ SS	**Created:**	March 27, 2018
Effective:	November 17, 2022	**Revised:**	November 17, 2022
Approver(s):	☒ JGS ☒ CP ☒ KJ ☒ MM ☒ SG ☒ JP	**Expiration:**	October 15, 2024

1. A client may appeal to WCHHS if they believe the fee should be modified for special or unusual circumstances
    a. The appeal must be in writing, stating the reasons the modification should be granted and requesting a review hearing
    b. The Revenue & Debt Coordinator will notify the parent of the date and time of the review hearing. The parent has the option of attending the review hearing. A panel of three (3) supervisors and/or managers will review the request
    c. If the appeal is denied, the parent may appeal to the Minnesota Department of Human Services as permitted by Statute or Department of Human Services Rule

Legal Authority

MN Statutes 252.27, 393.12, 260B.331, 260C.331 and 256B.35, MN Statute 373.41, MN Statute 270A.03

Links and Appendices

WCHHS Fee Policy
DHS Bulletin 22-69-02

Wright County
Health & Human Services
Policy and Procedures

Category:	4000 Finance	**Serial No:**	4000.05.01
Division(s):	☒ FS ☒ BS ☒ PH ☒ SS	**Created:**	April 3, 1987
Effective:	September 11, 2023	**Revised:**	September 11, 2023
Approvers:	☒ JGS ☒ JO ☒ KJ ☒ MM ☒ SG	**Expiration:**	June 15, 2025

PAYMENT CUTOFF DATES AND TIMES

Policy

Prompt payment of expenses, reimbursements and amounts owing is important for the fiscal integrity of our Agency. Minnesota Statute requires that payments are made within 35 days of the receipt. It is each employee's responsibility to ensure payments are processed timely in accordance with the time frames below to meet the 35-day deadline.

Procedure

A. Submit complete and accurate invoices/employee reimbursements/claims to County Finance by the cutoff date for payment to occur by the Paid date.

B. The following is a list of cutoff dates and times

1. Client Claims
    a. Social Services/SSIS-
        i. Cutoff – end of business Thursday to be paid potentially the next week. Submit SSIS Vouchers to HHS.Fiscal@co.wright.mn.us or in the fiscal inbox located on second floor
        ii. Paid – Weekly – every Tuesday
    b. MED Part B.
        i. Finance reviews eligibility then submits invoice to Oracle for payment within the first 8 business days of the month.
        ii. Department management approves invoice(s) in Oracle for payment.
        iii. Payment is issued (Payment runs are done daily once approved in Oracle)
    c. CEHI
        i. Finance approves claim for payment in ONBASE workflow.
        ii. HHS management approves invoice in Oracle for payment
        iii. Payment is issued to party (Payment runs are done daily once approved in Oracle)
    d. Social Welfare / Rep Payee
        i. Cutoff – end of business Tuesday
2. Invoices (Administrative, Public Health, Financial Services and Child Support. Also includes Social Service NON client related payments like conferences)
    a. Send invoice to HHS.Fiscal@co.wright.mn.us as soon as they are received. (conference registrations, birth certificate request forms from other states, ect..)
        i. Code invoice with chart of account (COA) and description information
        ii. Provide supporting documentation
        iii. Wright County Financial Policies.pdf ****Following Wright County Policy regarding procurement purchases. Purchase Requestions(PR) should be used in Oracle (in

Category:	4000 Finance	**Serial No:**	4000.05.01
Division(s):	☒ FS ☒ BS ☒ PH ☒ SS	**Created:**	April 3, 1987
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Approvers:	☒ JGS ☒ JO ☒ KJ ☒ MM ☒ SG	**Expiration:**	June 15, 2025

addition to contracts in some cases) **Only Exception to PR's would be SSIS payments. How to Create a PR.docx

b. Procurement cards
    i. Employees submit weekly or bi-weekly following the Procedures
c. Employee Expense Reimbursement
    i. Submit within 60 days of the expense Wright County Financial Policies.pdf Procedures
    ii. Employees can monitor approval and payments in the Employee Expense workflow in Oracle.

3. Paid – Weekly Special Check Runs – Special check runs are approved on a case-by-case basis withapproval of either the Business Manager or the Health & Human Services Director.

Legal Authority

Minnesota Statute 471.425 Prompt Payment of Local Government Bills

Links and Appendices

How to Create a PR.docx
Wright County Personnel Policy Manual.pdf
Wright County Financial Policies.pdf
ERP Accounts Payable (1).docx

Wright County
Health & Human Services
Policy and Procedures

Category:	4000 Finance	**Serial No:**	4000.07.01
Division(s):	☐ FS ☒ FTS ☐ PH ☒ SS	**Created:**	February 10, 1982
Effective:	November 17, 2020	**Revised:**	November 17, 2020
Approvers:	☒ JGS ☒ CP ☒ KJ ☒ MM ☒ SG ☒ JP	**Expiration:**	November 15, 2024

SS TAXPAYER IDENTIFICATION NUMBER - VENDORS

Policy

In order to report vendor income to the IRS and process tax levies on eligible payments in the collection of delinquent tax debt, Wright County Health & Human Services requires taxpayer identification number (TIN), a nine-digit number, which is either an Employer Identification Number (EIN) assigned by the Internal Revenue Service (IRS) or a Social Security Number (SSN) assigned by the Social Security Administration (SSA).

Procedure

A. A W-9 form is required for all vendors, except in a reimbursement of an overpayment refund situation.
B. A staff should include a completed and signed W-9 form to Fiscal when requesting a new vendor. If a W-9 is not provided, Fiscal will send the vendor the W-9 form for completion.
C. Payments will only be processed after a completed and signed W-9 is received.

Legal Authority

N/A

Links and Appendices

W-9 Form
Taxpayer Identification Number (TIN) Policy

Wright County
Health & Human Services
Policy and Procedures

Category:	4000 Finance	**Serial No:**	4000.09.01
Division(s):	☒ FS ☒ FTS ☒ PH ☒ SS	**Created:**	June 21, 2017
Effective:	March 23, 2023	**Revised:**	March 23, 2023
Approvers:	☐ JGS ☒ CP ☒ KJ ☒ MM ☒ SG	**Expiration:**	June 1, 2024

SUBPOENA

Policy

Wright County Health and Human Services (WCHHS) staff may occasionally receive a subpoena to testify in a matter related to his/her professional capacity with Wright County. When the County is a party to the action, the Assistant County Attorney assigned to the case will attend the hearing to assist. If staff is subpoenaed to testify in a matter in which WCHHS is not a party, and it is deemed necessary, the County Attorney's Office (CAO) may be present during testimony to support the WCHHS staff and ensure the staff is guided during any testimony at the hearing or deposition. Non-party witnesses are entitled to reasonable compensation for their time, and arrangements for that compensation will occur prior to the actual testimony. The Wright County Fee Schedule cites staff hourly rates.

A subpoena is NOT a court order. WCHHS needs to comply with a subpoena by appearing for testimony, but a specific court order is required before disclosure of private data in the form of records or testimony in open court.

Procedure

A. When there is evidence a subpoena is forthcoming:

1. If staff is personally served at the front desk:
    a. Scan and email the subpoena to the Civil Division assistant county attorney immediately
    b. The attorney will follow up with the agency after reviewing the paperwork
    c. If the attorney responsible for reviewing subpoenas is out of the office, email the information to the CHIPS attorneys or Civil Division Chief
2. If staff receives a subpoena by email or U.S. Mail:
    a. Staff will not respond in any way to the subpoena, even to acknowledge receipt
    b. Scan and email the subpoena to the assistant county attorney immediately. The attorney will follow up with the agency after reviewing the paperwork
    c. If the attorney responsible for reviewing subpoenas is out of the office, email the information to the CHIPS attorneys or Civil Division Chief
3. Staff will immediately notify his/her supervisor
4. Upon receiving the subpoena, the supervisor will:
    a. Send the subpoena to the data practices attorney in the CAO civil division who will analyze the subpoena for any potential data practices and/or HIPAA issues. The CAO will review the subpoena and determine actions to take regarding the subpoena. The following is a non-exhaustive list of possible responses:
        i. The CAO may advise the subpoenaed staff to testify. The CAO may contact the attorney (or party if not represented) who issued the subpoena to discuss data practices considerations and logistics

Category:	4000 Finance	**Serial No:**	4000.09.01
Division(s):	☒ FS ☒ FTS ☒ PH ☒ SS	**Created:**	June 21, 2017
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Approvers:	☐ JGS ☒ CP ☒ KJ ☒ MM ☒ SG	**Expiration:**	June 1, 2024

ii. The CAO may object to the subpoena or may file a motion to quash or modify the subpoena
iii. The CAO may work out an agreement with the parties regarding what the staff can testify about or possibly supply records without the need for testimony
iv. The CAO may recommend the Court review the HHS files to have the Court determine the extent of the staff's testimony

B. If the CAO determines the staff will testify, the supervisor must notify HHS to initiate the billing process
1. The supervisor will send an email to HHS.Fiscal@co.wright.mn.us notifying them of the action
2. Collections will immediately send a letter to the subpoenaing party's attorney (or the party directly if not represented) with staff billing rates along with a request for an estimate of the time needed for testimony. Costs will include an initial flat fee for administrative costs and staff prep time. Collections will also bill the established fee schedule hourly rate to cover any additional staff time, testimony, and travel time if expenses exceed the initial flat fee amount
3. The supervisor will notify HHS.Fiscal@co.wright.mn.us of the total number of hours dedicated to address the subpoena
4. Collections staff will send a billing statement to the private attorney

C. Staff compensated for subpoena requests outside of their work with Wright County must follow the County policy - Wright County Policy 607 Witness Duty

D. Staff no longer employed by Wright County but needed to testify
1. Supervisor contacts the CAO to determine the need for the former employee testimony
2. If the former employee testimony is needed, the supervisor and CAO will estimate the time needed for the former employee to prepare
3. Supervisor or CAO notifies the former employee of the hearing and coordinate arrangements for material review; in-person, electronic, etc.
4. Supervisor informs the former employee to track time spent in preparation and testifying. Former employee will be compensated for prep time, testimony time, and mileage at a rate of $40/hr. Travel time will not be reimbursed
5. Electronic testimony will be preferred to minimize burden on former employee's time
6. After the hearing, the former employee provides the supervisor with a detailed list of dates, times, and mileage for reimbursement
7. The former employee will submit a claim for payment and a W-9 Form. Supervisor will send the form to HHS.Fiscal@co.wright.mn.us to initiate payment

Legal Authority

Rule 45 – Civil Procedure (Subpoena)

Links and Appendices

Health and Human Services Fee Schedule
Wright County Policy 607 Witness Duty

Wright County
Health & Human Services
Policy and Procedures

Category:	5000 Physical Security	**Serial No:**	5000.02.01
Division(s):	☒ FS ☒ BS ☒ PH ☒ SS	**Created:**	June 26, 1991
Effective:	September 11, 2023	**Revised:**	September 11, 2023
Approvers:	☒ JGS ☒ JO ☒ KJ ☒ MM ☒ SG ☒ JP	**Expiration:**	July 1, 2025

DUTY TO WARN

Policy

The "duty to warn" arises only if there has been a specific, serious threat of physical violence against a specific, clearly defined, or identifiable, potential victim. This threat can be communicated to Wright County Health & Human Services (WCHHS) staff by their client or by some another person, as defined by statute. In order to discharge the "duty to warn," staff must make reasonable efforts to communicate the threat to the potential victim.

Procedure

A. When a WCHHS staff is made aware of a specific, serious physical threat to a client, they must:
1. Attempt to notify the client of the threat; if unable to locate or communicate to client, they must contact the law enforcement agency closest to the potential victim
2. Staff must use their best judgement of when to communicate with law enforcement based on the seriousness of the threat. When available, staff may consult with a supervisor, the county attorney or law enforcement
3. Document the incident in the case file

B. Duty to warn protection
1. Staff are protected under MN Statute 148.975 against liability if they should disclose information in cases which do not rise to the level of seriousness required under statute, as long as they are making a good faith effort to warn someone about a client's potential violent behavior
2. Staff are also protected from liability if they should fail to disclose such information to third parties as long as good faith in the communication is established

Legal Authority

Minnesota Statutes 148.975

Links and Appendices

N/A

Wright County
Health & Human Services
Policy and Procedures

Category:	5000 Physical Security	**Serial No:**	5000.03.01
Division(s):	☒ FA ☒ FTS ☒ PH ☒ SS	**Created:**	October 29, 1999
Effective:	November 17, 2022	**Revised:**	November 17, 2022
Approvers:	☒ JGS ☒ CP ☒ KJ ☒ MM ☒ SG	**Expiration:**	October 1, 2024

FIRE OR WEATHER EVACUATION

Policy

The evacuation plan exists to guide employees and visitors during an emergency at the Government Center. All HHS staff must follow these guidelines to ensure their safety. All HHS employees and visitors must immediately leave the building at the point of an alarm sounding, instructions from a supervisor or an announcement from the Public Announcement System. Currently, County Administration is working on an Emergency Procedures Project to be rolled out soon.

Procedure

A. Exit Strategies and Evacuation Sites

1. Government Center
    a. Fire
        i. Employees will exit the building using the nearest safe exit and proceed to the designated Health & Human Services meeting area – the fleet garage on the southeast side of the government Center. Employees should gather with members from their Team
        ii. The supervisor of each Team will utilize the Electronic In-and-Out (EIO) Board to check if their employees are present at the assigned evacuation site. If the supervisor is not present, the unit Office Technician II is responsible for checking the EIO Board
    b. Severe Weather
        i. Employees and visitors will evacuate to the nearest severe weather shelter, which includes all/any stairwells, restrooms, and the entirety of Level 0. Individuals will shelter in place until they have been given an all-clear
    c. Other Emergencies
        i. Other emergencies that require evacuation will follow this same plan and employees and visitors will evacuate the building by exiting the nearest safe exit and waiting for instructions for the appropriate authorities.

B. Annually, the Risk Manager will review evacuation plans and if any changes are required, communicate with Department Heads.

Legal Authority

N/A

Links and Appendices

Office Manager to add layout with EXITS identified
Emergency Procedure for Building Evacuation

Wright County
Health & Human Services
Policy and Procedures

Category:	500 Physical Security	**Serial No:**	5000.04.01
Division(s):	☒ FS ☒ FTS ☒ PH ☒ SS	**Created:**	March 24, 1992
Effective:	December 7, 2022	**Revised:**	December 7, 2022
Approvers:	☒ JGS ☒ CP ☒ KJ ☒ MM ☒ SG ☒ JP	**Expiration:**	October 1, 2024

INTERACTION WITH THE PUBLIC

Policy

Wright County Health & Human Services (WCHHS) staff frequently interact with the public, both in and out of the office. WCHHS takes precautions to ensure a safe environment for our staff, the security of our equipment, and to appropriately maintain confidential information.

Procedure

A. In-Office Visitors

1. Clients may check in via a Q-Flow kiosk or at the front desk
2. WCHHS Teams will designate staff to provide back-up services when other team members are not available
    a. The back-up worker will mark themselves 'back-up' on the EIO board
    b. WCHHS' expectation is for a client to been seen within 15 minutes. If the assigned staff is unable to see the client within 15 minutes, the unit OT2 will contact the backup worker
3. When a client does not have an assigned worker, the front desk Office Technician (OT) will identify and alert the appropriate staff in Q-Flow
4. When circumstances require a member of the public to enter the secure areas of the building, they must present photo ID and will be added to Q-Flow. In the absence of a photo ID, Agency staff may verify their identity or check Unity for scanned identity. The visitor will receive a *VISITOR* badge to be worn during their time in the building. Uniformed Law Enforcement officers and other Wright County employees and contractors who have an employee badge are exempt from this procedure
    a. All registered visitors will be escorted through the building using a path deemed absent of Federal Tax Information data. They will be also directed and escorted to use the same path when accessing the restroom/break area.
    b. If a client has an appointment after 4:30pm, Agency staff will need to meet the client outside the locked doors and escort them to the meeting space
5. When HHS management is informed of a potential security risk, they will work with the County Risk Manager and/or law enforcement to take steps such as letting the front desk staff know of the concern and providing a picture if one is available of the person posing the risk. Staff will not meet with the individual without law enforcement present.

B. Hostile Visitors

1. In the Field
    a. Home visits with potentially hostile clients shall only occur with the back-up presence of Law Enforcement. HHS staff shall coordinate this plan
    b. If at any time while working in the field, a staff feels threatened or in danger, they should immediately leave the situation and call 911. The incident needs to be reported to the staff supervisor as soon as possible
2. In the Office

Category:	500 Physical Security	**Serial No:**	5000.04.01
Division(s):	☒ FS ☒ FTS ☒ PH ☒ SS	**Created:**	March 24, 1992
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Approvers:	☒ JGS ☒ CP ☒ KJ ☒ MM ☒ SG ☒ JP	**Expiration:**	October 1, 2024

a. If a potentially unstable or hostile individual comes into the office, staff will prepare by proactively bringing a panic button with them to the meeting room and notify a supervisor and the Office Manager. Another staff or law enforcement agent is recommended to be present. Panic buttons are found at the front desk (central storage) to activate the panic button, press and hold for at least 3 seconds
b. If an individual visiting the Agency becomes abusive, verbally threatening, or in any way physically interactive or causes an altercation with staff or any person while in the building, staff shall immediately activate a panic button and/or call 911
c. If necessary, staff will vacate the area or building immediately. Protocol includes activating the panic button, yelling for help, leaving the area, going to a safe room or area and locking the doors, calling 911 and following law enforcement's instructions. If possible, write a description of the person

3. Reporting
    a. If staff experience threatening, hostile or abusive behavior, they need to report the incident to their supervisor immediately
    b. If threatening behavior or messages are found in any format including social media, staff shall inform their supervisor and law enforcement, if appropriate

Legal Authority

N/A

Links and Appendices

HHS Safety Procedure

Wright County
Health & Human Services
Policy and Procedures

Category:	5000 Physical Security	**Serial No:**	5000.06.01
Division(s):	☒ FS ☒ FTS ☒ PH ☒ SS	**Created:**	August 13, 2008
Effective:	September 22, 2020	**Revised:**	September 22, 2020
Approvers:	☒ JGS ☒ CP ☒ KJ ☒ MM ☒ SG ☒ JP	**Expiration:**	September 1, 2024

MEDICAL INTERVENTION

Policy

Wright County Health & Human Services (WCHHS) ensures the safety of all staff and visitors. If a person becomes ill or injured while on County property or while in the care of a WCHHS employee, appropriate action will be taken.

Procedure

A. In the event of an emergency illness or accident to a staff, visitor, or those in care of staff, respond as follows:

1. Dial 911 – there will be a 5 second delay until the operator answers
2. Provide the following information:
   a. Your name and telephone number
   b. The building, floor, and location where assistance is needed
   c. Complete information concerning the nature of the accident or illness
   d. Number of people that need assistance
3. Do not move the injured or ill person
4. Try to make the person comfortable
5. Send one staff to meet and direct emergency responders
6. Staff may not transport an injured or ill person on County property to a medical care facility or to the person's home without Management authorization

B. In the event of an accident or illness to a staff, County policy requires the following response:

1. The staff's supervisor or other agency administrative staff must contact the staff's emergency contact person as soon as possible
2. The staff's supervisor must be made aware of the situation as soon as possible
3. The County risk manager is to be notified as soon as possible if 911 is called
4. Following an accident where staff is injured, the risk manager will complete a "First Report of Injury" form with input from the injured staff
5. Staff and staff's supervisor will complete an Accident Investigation Report WC form and send to the Agency director

Legal Authority

N/A

Links and Appendices

Accident Investigation Report WC form

Wright County
Health & Human Services
Policy and Procedures

Category:	5000 Physical Security	**Serial No:**	5000.07.01
Division(s):	☒ FS ☒ FTS ☒ PH ☒ SS	**Created:**	July 25, 2022
Effective:	July 25, 2022	**Revised:**	N/A
Approvers:	☒ JGS ☒ CP ☒ KJ ☒ MM ☒ SG ☒ JP	**Expiration:**	July 25, 2024

SEXUALLY EXPLICIT AND/OR THREATENING CONTENT RECEIVED FROM CLIENTS

Policy

Wright County Health & Human Services (WCHHS) staff may be in receipt of inappropriate and/or sexually explicit items or electronic content which is sent to them by clients or individuals from the community. To ensure staff safety, client confidentiality, and data practices expectations, the following procedure has been developed.

Procedure

A. Items received by front desk staff

1. Paper mail
    a. Any paper mail (not marked confidential or private) received by front desk staff will be opened and scanned into OnBase. The exception to this expectation is sexually inappropriate photos. This mail will be delivered in paper format to the individual to whom the item was mailed
2. Packages
    a. Any packages received by the front desk addressed to a specific staff will be delivered to the identified staff

B. Items received by all other WCHHS staff

1. All paper mail, packages, or electronic media including documents, texts, photos, email, or social media sent to a WCHHS staff that is sexually explicit or threatening in nature will be reviewed by the staff's supervisor
2. The supervisor will determine if the content is threatening or posing a risk for safety, illegal, and/or creating a pattern of concern. Possible actions include:
    a. If the content is determined to be non-threatening, not illegal, and not a pattern of concern, staff will document the contents of the communication in SSIS, PH Doc, MAXIS, or another appropriate documentation system. Staff will destroy or delete the package, document, or electronic communication. The staff should also document any communication they have with the individual pertaining to the inappropriate content sent
    b. If the content is determined to be threatening, illegal, or a pattern of concern, the supervisor will contact one of the Criminal Investigation Department Sergeants with Wright County Sheriff's Office for consultation. The Sergeant will further instruct WCHHS staff how to handle the inappropriate package, document, or electronic communication as this is dependent on the nature and severity of the content. This would include any collaboration and assistance needed from Wright County IT Department.
    c. Call 911 if emergency action needs to be taken

Legal Authority

N/A

Category:	5000 Physical Security	**Serial No:**	5000.07.01
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Links and Appendices

N/A

Wright County
Health & Human Services
Policy and Procedures

Category:	0400 Time-Keeping & Payroll	**Serial No:**	0400-01-01
Division(s):	☒ FS ☒ FTS ☒ PH ☒ SS	**Created:**	December 7, 1992
Effective:	October 3, 2022	**Revised:**	October 3, 2022
Approvers:	☒ JGS ☒ CP ☒ KJ ☒ MM ☒ SG ☒ JP	**Expiration:**	November 15, 2024

PAYROLL TIMESHEET REPORTING

Policy

Wright County Health & Human Services (WCHHS) requires that each employee is responsible for accurately recording all hours worked, overtime, vacation, sick, compensatory time, and leaves of absence, whether paid or unpaid on his/her timesheet. It is essential that this information be accurate for payroll processing.

Procedure

A. As part of the onboarding process, staff will review the HHS Timesheet Quick Guide and e-Time training links prior to completing their first timesheet. Any unit specific guidelines will be discussed with the employee's supervisor.

B. All staff are required to complete a biweekly payroll timesheet for submission to supervisor for review and signature by the end of the last working day of the pay period.

C. Staff who are on Remote Work and on Occasional At-Home Work status must track their remote hours under *Remote Working* on the bi-weekly timesheet

D. In accordance with the State Auditor recommendation, the staff and the supervisor are both required to sign the timesheet. In an emergency the supervisor can sign the timesheet, but the staff will be required to verify and sign the timesheet when available.

E. Staff are to follow Union and County policy regarding the use of vacation, sick time, floating holiday, wellness day and compensatory time. Prior supervisory authorization is required for any time off requests.

F. For payroll purposes, the pay period is Sunday – Saturday.

Legal Authority

N/A

Links and Appendices

Personnel Policy Manual, 516 Hybrid Work Procedures and Guidelines

Wright County
Health & Human Services
Policy and Procedures

Category:	400 Time-Keeping & Payroll	**Serial No:**	0400.02.01
Division(s):	☒ FS ☒ FTS ☒ PH ☒ SS	**Created:**	December 12, 2018
Effective:	January 17, 2020	**Revised:**	January 17, 2020
Approvers:	☒ JGS ☒ CP ☒ KJ ☒ MM ☒ SG	**Expiration:**	February 1, 2024

TIME REPORTING

Policy

Most Public Health and Social Services staff are subject to reporting their time in their respective systems, PH-Doc and Social Services Information System (SSIS). Time reporting has a direct correlation to capturing revenue needed for the provision of services to our clients and Agency operations. Complete and timely reporting has a positive effect on quality client services and improves Agency revenue.

Procedure

A. Reporting Activity

1. Social Services time reporting must be documented at 100% in SSIS for social workers, mental health professionals, and MnCHOICES assessors/public health nurses. Public Health time reporting must be documented at 100% in PH-Doc for public health preparedness coordinator, planner, public health nurses, health promotion coordinators, and certain case aides
    a. Direct client activities/program time; community and/or individual time
    b. Indirect activities/non-program time; training, unit meetings
    c. Paid time off, including: holidays, vacation, sick leave, breaks, compensatory time taken, FMLA
2. Social Services case aides will document client related activities in SSIS. Public Health case aides/office technician IIs will document all billable activities (i.e., grants, outside funding sources) in PH-Doc. PH supervisors may be requested to input time related to specific reimbursable activities
3. Any reduction in work hours from a regular work schedule must be documented (i.e., FMLA)

B. Reporting Timelines

1. Daily reporting is preferred for accuracy and completeness
2. Documentation is due by Friday at 4:30 PM for the preceding work week. Supervisors will ensure time reporting compliance
3. Staff will communicate any hardships and a plan for resolving the late time entry to their direct supervisor for approval. Supervisors will forward recommended hardships requests and plans for resolution to the division manager for approval

C. Supervisors will compare time submitted in e-Time to total hours in SSIS or PH-Doc

Legal Authority

N/A

Links and Appendices

N/A

Wright County
Health & Human Services
Policy and Procedures

Category:	500 Working Conditions	**Serial No:**	0500.02.01
Division(s):	☒ FS ☒ FTS ☒ PH ☒ SS	**Created:**	January 2, 1991
Effective:	April 1, 2018	**Revised:**	April 1, 2018
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COMPENSATORY TIME/OVERTIME FOR NON-EXEMPT STAFF

Policy

Compensatory Time – comp time is available to staff upon expressed need and supervisory approval. The Wright County Personnel Policy 507 – 507.05 addresses County policy on comp time for non-exempt staff. In HHS, comp time is only allowed for situations that are urgent, deadline-driven and outside of an employee's regular workload. For purposes of this policy, comp and overtime are essentially the same. The diffence is how the employee is compensated, either in higher accrued time to be taken at a later date or in rate of pay.

Procedure

A. Scheduled overtime
1. Comp/OT that is requested to cover an upcoming contingency; special project, new work with a deadline or known upcoming vacancies must be requested and pre-approved by the Agency Director
    a. Director will provide the requesting supervisor or manager with a block of approved overtime hours to complete the work
    b. Supervisor/manager will determine how to distribute the hours to the impacted staff

B. Non-scheduled overtime
1. Comp/OT that is urgent in nature and requires an employee to work more than 40 hours in a week due to a situation or task that arises and work hours cannot be adjusted must be approved by the supervisor/manager before the hours are worked or as soon as can be reasonably acted on
    a. Typically this is less than four hours per week and always requires supervisor prior approval
    b. Superviors will work with their manager to ensure that Comp/OT is being approved and/or denied consistently across teams and divisions
    c. The nature of some positions within HHS lend itself more to crisis resolution and therefore more readily require Comp/OT
    d. Supervisors will always attempt to meet team needs within the 40 hour work week and will instruct staff to not work in excess of 40 hours unless on approved Comp/OT

C. Part-time staff who do not exceed 40 hours in a week do not accrue overtime and are not compensated at time and one half rate. A part time employee who works more than their regularly scheduled hours in the first week of a pay period, will adjust their schedule in the second week of the pay period in order to not exceed their appoved part time schedule.

D. All staff must document their *actual hours worked* per day on the county time sheet

Legal Authority

N/A

Links and Appendices

Wright County Policy and Personnel Manual – 507 Compensatory Time

Wright County
Health & Human Services
Policy and Procedures

Category:	0500 Working Conditions	**Serial No:**	0500.01.01
Division(s):	☒ FA ☒ FTS ☒ PH ☒ SS	**Created:**	September 6, 1994
Effective:	December 5, 2023	**Revised:**	December 5, 2023
Approvers:	☒ JGS ☒ CP ☒ KJ ☒ MM ☒ SG	**Expiration:**	January 15, 2026

EMPLOYEE EXPENSE REIMBURSEMENT

Policy

Wright County Health & Human Services (WCHHS) reimburses staff for work expenses incurred related to travel, parking, training, meals for self and clients, and other authorized Agency expenses. WCHHS follows Wright County Personnel Policy Manual Section 506 – Business-Related Expenses Reimbursement, Wright County Financial Policy Manual – Employee Expenses Reimbursement, and our WCHHS employee expense criteria outlined in this Policy and Procedure.

Procedure

A. Employee Expenses

1. Staff Reimbursement Process – Staff shall submit an electronic expense reimbursement form for all reimbursable expenses. Expense Reimbursement Forms must be submitted within 30 calendar days and total $10 or more, i.e. combine reimbursements so the cumulative amount is more than $10, lesser amounts will be reimbursed if the total doesn't meet $10 amount within 30 days
    a. Complete the Expense process in ERP – this will auto-forward to supervisor for review
    b. Attach relevant documentation supporting the expense, i.e. receipts, agendas
2. Travel and Mileage Reimbursement Guidelines – Staff are expected to request a county vehicle when traveling for county business. Staff may use their own vehicle for travel if a supervisor, manager or the director determines it is in the county's best interest. The county's best interest is served when county resources, inclusive of staff time and mileage reimbursement provides a net benefit to the county in cost savings. Staff commute time and miles are outside the scope of this determination. For staff classified as *Remote Workers* traveling on a day when the government center is not their principal work location, commute time and miles will not be a factor in determining whether a trip is eligible for reimbursement. Supervisors may determine any day to be an "in-office" day for Remote Workers.
    a. Total mileage is reimbursable when supervisor approval is obtained beforehand. Use the Mileage Reimbursement Calculator, and include a brief explanation in the Description detail of Expense Report in ERP
    b. Deduct all personal miles traveled while conducting Agency business
    c. All travel must have a starting location, a destination, and an ending location. The start and end must be either home or your principle worksite
    d. Multiple trips on one day may be combined or listed separately
    e. Staff who live in or near Buffalo, MN regardless of Remote Worker status must request a county vehicle for travel.
    f. When the travel will take staff through or near Buffalo, MN, a county vehicle must be requested
    g. When no county vehicle is available, Employees may be reimbursed for total round-trip mileage

Category:	0500 Working Conditions	**Serial No:**	0500.01.01
Division(s):	☒ FA ☒ FTS ☒ PH ☒ SS	**Created:**	September 6, 1994
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Approvers:	☒ JGS ☒ CP ☒ KJ ☒ MM ☒ SG	**Expiration:**	January 15, 2026

i. Staff must have requested an HHS or County car through the Car Vehicle Request and Use Policy & Procedure before using a personal car for Agency business
ii. Attach the denial email received to the *Expense Report in ERP*

h. Employees may cancel their car reservations when a watch or warning is issued for snow storms and icy conditions. Document the weather advisory in the comments field of the SharePoint cancellation message or attach to the Expense Reimbursement Form
i. The department head retains the right to approve travel reimbursement requests when there is a justification even when the travel has been determined to not be cost effective for the county. Such approvals will be infrequent events, and the supervisor or Manager will delegate any such requests to the department head

3. Meal reimbursement may be submitted on behalf of HHS staff
   a. Reimbursement may be sought for meals when in travel status and more than 50 miles from his/her primary work location
   b. Lunch reimbursement may be claimed when out of the office on county business which spans the lunch hour
   c. Follow the County reimbursement rates and County policy
   d. List each expense separately
   e. Maximum 15% gratuity
   f. Same day and overnight training meals (See Training/Meals Section below)
   g. Meals cannot be purchased with a county procurement card
   h. Any exceptions must be approved in advance by the Director
4. Training
   a. Same Day Training
      i. Groups carpool whenever possible and adhere to Travel and Mileage Reimbursement section above
      ii. Includes mileage, parking, train tickets
      iii. Meals are taxable
      iv. Purpose detail of *Expense Reimbursement Form* include training name and location of training, expense, and other staff attending
   b. Overnight Training
      i. Groups carpool whenever possible and adhere to Travel and Mileage Reimbursement section above
      ii. Includes non-taxable mileage, parking, train tickets, hotel stays and meals
      iii. Breakfast expense is preceded by an overnight stay or travel begins prior to 6:00 a.m.
      iv. Dinner expense is followed by overnight stay or if meeting/training concludes after 6:30 p.m. Description used in *Expense process in ERP* should include "Overnight Stay," training name, location, expense, and other staff attending
      v. Receipts must include who, what, where, when, and why (see Receipts Section below)
5. Client expense
   a. Include parking for court-related activities or other expenses and meal reimbursements

Category:	0500 Working Conditions	**Serial No:**	0500.01.01
Division(s):	☒ FA ☒ FTS ☒ PH ☒ SS	**Created:**	September 6, 1994
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   b. Purpose Detail of *Expense Reimbursement Form* include purpose and client initials
6. License and Dues Renewals
   a. Includes notaries, professional license renewals and professional memberships
   b. Supervisor's preapproval is needed
7. Tuition Reimbursements
   a. Follow *Wright County Personnel Policy Manual Section 505.06 Tuition Reimbursement* guidelines
   b. Prior Department Head approval required before class registration
   c. Staff completes Application for Tuition Reimbursement located on SharePoint/Human Resources/Forms/Tuition Refund form
   d. Submits Request for Reimbursement of Tuition & Books after completion of class with their Expense Reimbursement
8. Non-Reimbursable Expenses
   a. Personal mileage without Supervisor's pre-approval
   b. Dinner reimbursement when returning from a workshop, conference meeting, seminar or training related activity unless county business required him/her to return home after 7:00pm or an overnight stay
   c. Meals for non-county employees except when working with client in court-related activities
   d. Meals over maximum allowable amount
   e. Alcoholic beverages
   f. No original and/or scanned receipts
   g. Forms other than *Expense Reimbursement Form*

B. Receipts
1. Answer the questions of who, what, where, when and why
   a. Original and detailed receipts include staff name, merchant, date, time, detailed purchases, tax and gratuity (only a 15% maximum will be reimbursed)
   b. Upload copies of receipts to the *Expense process in ERP* including agendas, pre-approval notices and any other backup documentation

C. Payment Process
1. Reimbursement is through direct deposit. A notice from Finance is sent when the deposit is made
2. The employee must submit using *Expense process in ERP* and their supervisor must approve the reimbursement by the pay day prior to the pay day when the reimbursement will be received
3. Intern expenses use Claim for Payment Form instead of *Expense process in ERP*

Legal Authority
Internal Revenue Service (IRS)
State of Minnesota
Wright County

Links and Appendices
Wright County Personnel Policy Manual Section 506 – Business Related Expense Reimbursement
Wright County Financial Policy Manual

Category:	0500 Working Conditions	**Serial No:**	0500.01.01
Division(s):	☒ FA ☒ FTS ☒ PH ☒ SS	**Created:**	September 6, 1994
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Wright County Personnel Policy Manual Section 505.06 – Tuition Reimbursement
Mileage Reimbursement Calculator
Reimbursement Rates (Federal GSA rates website)
County Vehicle Request and Use Policy and Procedure
Claim for Payment Form
Employee Expense Reimbursement Training Guide
HHS.Fiscal@co.wright.mn.us: e-mail address for Employee Expense Reimbursement Procedural Assistance

Wright County
Health & Human Services
Policy and Procedures

Category:	0500 Working Conditions	**Serial No:**	0500.05.01
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HYBRID & REMOTE WORK, OCCASIONAL AT HOME WORK AND MOBILE SERVICES

Policy

Wright County Policy 516 Hybrid Work Procedures and Guidelines governs the practice of working from alternate locations, including Remote, Mobile Services, and Occasional At Home Work. Hybrid/Remote work is a business management strategy that when reasonable and practical, has a positive effect on productivity, transportation, business costs, recruitment, and retention. Remote working staff are subject to the same rules, guidelines and directives as in-office staff. Remote work should not adversely affect other operational needs of the Agency and is voluntary for the employee at the sole discretion of management. The Wright County Health & Human Service's (WCHHS) Director will determine the number of Remote Work staff and notify staff when slots are available for request. WCHHS values the collaboration, comradery and improved communication that takes place when staff are in the office interacting with others. Work done in a location that best meets the needs of WCHHS' clients is a priority for improved service delivery. Wright County's remote work goals are solely to improve customer service, increase productivity and efficiency, attract, and retain critical employee talent, and save work space and costs.

Procedure

A. Remote Work

1. Consideration
    a. Staff reviews Wright County Policy *516 Hybrid Work Procedures and Guidelines*
    b. Staff discusses with their supervisor the desire to work remotely and the applicability to their job role, work style and performance
    c. Staff completes and submits the following to their supervisor for management review
        i. Remote Work Compatibility Survey (use PDF digital signature)
        ii. Wright County Remote Work-Agreement (use PDF digital signature)
        iii. Internet Speed Test (See Wright County Policy *516.05(Z) – Terms and Conditions of Remote Work Program)*
        iv. Hybrid/Remote Work Addendum (team specific, as applicable)
    d. Supervisor reviews submitted information and makes initial determination on staff compatibility to work remotely. Supervisor will assess whether staff meets initial criteria, utilizing Remote Work Supervisory Checklist and taking into consideration the staff's technological aptitude when making the determination; supervisor will determine workload increase to accompany an approved remote position
    e. Supervisor completes and sends via email to the following: Division Manager, Agency Director, and Administrative Specialist
        i. *Hybrid/Remote Work Compatibility Survey* (use PDF digital signature)
        ii. *Hybrid/Remote Work Agreement* (use PDF digital signature)
        iii. Internet Speed Test (See Wright County Policy 516

Category:	0500 Working Conditions	**Serial No:**	0500.05.01
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f. Agency Director and Division Managers make final agency determination on staff compatibility to work remotely
    i. Management, at minimum, bi-annually reviews pre-screened *Hybrid/Remote Work* applications at scheduled manager meetings, dependent upon agency need
    ii. Business Technology Supervisor notifies the approved staff and respective supervisor of the remote work status
    iii. Agency Director digitally signs the *Hybrid/Remote Work* Agreement
    iv. Administrative Specialist maintains files needing HHS Director, HR Director and County Administrator digital signatures.; procure HR Director and County Administrator's digital signature after final Agency approval
    v. Administrative Specialist maintains a record of all applications in SharePoint>HHS> *Hybrid/Remote Work* >Staff Record>Application
g. Human Resources Director and County Administrator make final determination on staff compatibility to work remotely and notifies Agency Director

h. Prior to working remotely, staff completes orientation and training as provided by HHS
i. Prior to working remotely, HHS Business Technology staff conducts a home visit
j. Staff's supervisor completes annual remote home visits and submits a copy of the Remote Work Home Inspection Checklist to the Administrative Specialist
k. HHS Remote Work staff must be full time employees. The Agency Director may consider .9 FTE employment status
l. Newly hired staff may only be eligible for remote work after one year from hire date
m. Updated agreements are subject to review and approval by Agency Director, HR Director and County Administrator

2. Remote Work staff Resignation from the Agency
    a. Staff returns to the Agency as the primary work location within one week of the final workday
    b. Staff returns all Agency equipment on the date of return to the Agency
    c. Supervisor completes Staff Action Form and all other actions noted on the Staff-Move Checklist
    d. The Team with the vacated remote work position is not guaranteed this spot without first going through the Hybrid/Remote work application process
    e. Vacated Remote work position returns to Agency's available Remote Work compiled list for consideration to any Agency staff approved for remote work
3. End of Hybrid/Remote Work Assignment
    a. Supervisor notifies remote work staff that remote work assignment is ending
    b. Staff notifies supervisor if interested in ending remote work assignment
        i. When remote staff return to the office, the supervisor will work with the Office Manager to make sure there is an appropriate works space
4. Change to Hybrid/Remote Work Status
    a. Staff Accepts New Position in WCHHS with a Different Supervisor/Team

Category:	0500 Working Conditions	**Serial No:**	0500.05.01
Division(s):	☒ FA ☒ BS ☒ PH ☒ SS	**Created:**	August 5, 2010
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i. Supervisor notifies the remote-work staff that remote work status ends; staff surrenders all equipment to the Agency
   - Staff completes new application for consideration – see Step A
   - Department Head will review application at a scheduled roll-out

b. Staff accepts new job role/program with the same supervisor/team and supervisor determines compatibility for remote work arrangement if staff is interested to continue working remotely
   i. If new position remains suited for remote work, supervisor/staff complete a new remote work agreement and notify manager and director
   ii. If new position is not suited for remote work, supervisor notifies staff, manager, and director, ending the remote work status in current job role
   iii. Department Head reviews and determines prior to the effective start-date of the new role

c. Remote staff changing residence
   i. Staff notifies Supervisor and Technology Team of any upcoming move at least 30 calendar days prior to the move
   ii. Staff returns to the Agency as the primary work location two weeks before the move
   iii. Staff returns all Agency equipment on the date of return to the Agency
   iv. Supervisor works with the Office Manager to identify a workstation location
   v. Technology Team schedules staff redeployment date at least two-weeks after the move
      - Staff ensures safe and secure workspace at home per county policy
      - Staff performs and submits a new Speed Test to Technology
      - Staff, Technology Team, and Risk Assessment applies Procedure A. 10
   vi. Supervisor works with staff on space and workload and other considerations while working in the office
   vii. Supervisor submits a newly signed *Remote Work Agreement* and proof of speed test to the Manager, Agency Director, cc Administrative Specialist
      - HR Director and the County Administrator will sign the final agreement

5. HHS Remote Work Requirements
   a. Staff working remotely must not have children under the age of 12 who are unsupervised for the eight-hour shift – children between 8-11 may be home unsupervised for up to three hours of the work shift when child(ren) is capable of self-supervision or, an older child is providing childcare
   b. Staff working remotely must be prepared to be called into the office without notice due to a work need in the office
   c. Staff working remotely must respond to supervisory emails within one hour of receipt of the email or other communication unless on a work-related visit or meeting or responding to another urgent matter
   d. Supervisor retains the authority to require all team staff to attend meetings in person

B. Occasional At-Home Work
1. Staff requests occasional at-home work approval from supervisor at least one day in advance

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Division(s):	☒ FA ☒ BS ☒ PH ☒ SS	**Created:**	August 5, 2010
Effective:	December 20, 2023	**Revised:**	December 20, 2023
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   a. Support staff may request up to 20% or two days per pay period from home
   b. Other line staff may request up to 30% or three days per pay period to work from home
   c. In addition, staff who work a compressed work schedule i.e., four ten-hour daily shifts may work up to two days per pay period from home
   d. Supervisors may deviate from this guideline when work is present that may be better suited for additional work from home days and not to exceed five days per pay period
   e. The OAHW request must include a proposed work plan
2. Probationary staff will receive mobile technology but is not expected to have the approval to work from home until after six weeks of employment. Staff with fewer than six weeks of employment may have approval for occasional at-home work on a limited and highly structured basis
3. Occasional at-home work is intended for occasional, intermittent use and will not exceed the maximum allowed by the Human Resource Director
4. When the request for Occasional at-home work is due to the possibility of severe weather, its is each staff' responsibility to follow the County's *Severe Weather Policy*
5. Staff coverage in all areas of the Agency is essential; Occasional Work from home can be scheduled a week ahead of time with Supervisor approval to allow for times when other staff are not in the office due to personal time off or other work constraints. Occasional at home work is not intended to become a regular or repeating schedule, i.e. "Wednesdays are my work at home day." Staff can be expected to come into the office at any time.
6. Guidelines from A.5a – d from the Remote Work section also applies to Occasional At Home work staff

C. Mobile Services

1. Mobile Services may occur in the following situations:
   a. Between appointments, including working in the car, at a business or from home.
   b. Time spent at meetings, client meetings, visits and working from home away from the staff primary work location should be marked as "mobile" on the EIO Board
   c. Supervisor has accepted a proposed plan from staff for the time being mobile
2. Mobile services do not include:
   a. Commute time
   b. Travel distance to a scheduled appointment does not justify coming to the office – obtain supervisor approval
   c. When staff is designated as back-up

D. When working away from the office:

1. Staff maintains Outlook and EIO Board as indicated in *EIO and Outlook Policy & Procedure*
2. Staff may be subject to return to the Agency at the discretion of their supervisor

E. Approved Work Hours

1. All HHS flex and compressed schedules will occur between 7 AM and 5:30 PM
2. Supervisors may approve infrequent instances of adjusted time between 6 AM and 6 PM
3. Mobile work may involve hours beyond 6 AM and 6 PM related to events, travel, and client visits
4. All regular compressed work week schedules must be requested to the staff Supervisor and be prior approved by the individual's Supervisor, Manager and Agency Director prior to taking effect

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Legal Authority

N/A

Links and Appendices

516 Hybrid Work Procedures and Guidelines
Telephones and Messaging Policy & Procedure
Customer Service Policy & Procedure
EIO and Outlook Policy & Procedure
Time Reporting Policy & Procedure
Payroll Timesheet Reporting Policy & Procedure
508 Wright county Personnel Policy - Work Schedule
711 Wright County Personnel Policy - Acceptable Use of Technology
Staff Action Form (supervisor use only)
Staff-Move Checklist (supervisor use only)
Remote Work Home Inspection Checklist
Remote Work Checklist for Supervisors
Remote Work Compatibility Survey
Wright County Remote Work-Agreement
Records Request and Data Privacy Policy & Procedure
Employee Expense Reimbursement Policy & Procedure
Wright County Policy Manual, *Severe Weather Policy (pg. 66)*

Wright County
Health & Human Services
Policy and Procedures

Category:	0500 Working Conditions	**Serial No:**	0500.12.01
Division(s):	☒ FS ☒ FTS ☒ PH ☒ SS	**Created:**	August 26, 2022
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INTERNS AND VOLUNTEERS

Policy

WCHHS supports continuing education by providing learning opportunities to individuals interested in Health and Human Services disciplines. Internship and volunteer-work applicants must be 18 years of age or older, pass a criminal background check, have a valid driver's license and photo identification, and commit to a minimum number of hours per semester set by each area: Social Work – 420 hours, no set hours for Public Health, Volunteer Work – 80 hours. Interns will work with clients and community providers and are expected to observe and participate in all aspects of WCHHS work experience including but not limited to training, team meetings, case consultation and planning, and documentation. Successful candidates are subject to Agency data privacy requirements and WCHHS onboarding orientation.

WCHHS employees applying for an internship position must secure their supervisor's approval, along with the internship supervisor's approval to ensure that they have the capacity to work on the internship and complete their existing work tasks successfully. Staff may adjust work hours but must work within 40-hour-per-week as determined by the County, without overtime nor unpaid time extension. WCHHS may, in some cases, consider a cross-department internship, regardless of job classification.

WCHHS internship and volunteer work are non-wage-earning programs, therefore, successful candidates are not classified as employees (Wright County Policy Manual, 201.03). Additionally, terms and conditions of agreements from educational institutions requiring contracts with WCHHS must undergo legal and risk management review, and must satisfy the criteria set by the County's financial policy.

Procedure

A. Interns

1. Applicant completes online questionnaire at: www.co.wright.mn.us under Public Health or Social Services areas
2. Supervisor initiates hiring process; follows onboarding and offboarding procedures
    a. Supervisor requests background check from Human Resources (HR), at least four weeks prior to start date
    b. Supervisor determines, and requests technology and other equipment needed using the Staff Action Form
3. Current interns who are interested and are approved to continue internship for an upcoming school year under a different team or program field, do not need to re-complete the online questionnaire. Supervisor may determine the minimum number of hours required toward the second or subsequent internship
    a. New supervisor completes the Staff Action Form, indicating new start and end dates, previous team assignment

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   b. Administrative Specialist (AS) or supervisor updates applicant's record in SharePoint under Comments section - indicate team, start and end-dates, new program studies
   c. AS submits new Door Access Authorization Request to Admin.Requests@co.wright.mn.us
4. Internal Staff Applicant
   a. Staff notifies internship supervisor to request potential internship opportunities within their current studies
   b. Staff, direct supervisor, and internship supervisor assess compatibility and workload assignments
   c. Upon approval, supervisor completes Staff Action Form
   d. Upon approval, staff completes the online questionnaire at: www.co.wright.mn.us under Public Health or Social Services areas
      i. AS or supervisor updates staff record in SharePoint under Comments section- indicate team, start date, end date, and name of program

B. Volunteers
1. Applicant completes Volunteer Opportunities questionnaire on the county website www.co.wright.mn.us > Health & Human Services
2. AS receives and coordinates between applicant and supervisor
3. In some cases, AS coordinates with AmeriCorp RSVP Coordinator
4. Supervisor initiates hiring process; follows onboarding and offboarding procedures
5. Supervisor determines, and requests technology and other equipment needed using the Staff Action Form
6. If required by supervisor, AS submits new Door Access Authorization Request to Admin.Requests@co.wright.mn.us

C. Contracts and Agreements
1. Contracts Coordinator reviews and directs agreements to Risk Management and/or County Attorney for review as needed. Existing and current Memorandum of Understanding's with equivalent description may apply to students from same schools
2. Secure signatures based on authority. The Agency Director or the Division Manager may act as signatories to agreements

Legal Authority
NA

Links and Appendices
Social Services Internship Standard Procedure
Wright County Policy Manual, 201.03
Employee Expense Reimbursement (Procedure C, #3)

Wright County
Health & Human Services
Policy and Procedures

Category:	500 Working Conditions	**Serial No:**	0500.06.01
Division(s):	☒ FS ☒ FTS ☒ PH ☒ SS	**Created:**	October 18, 1992
Effective:	March 14, 2023	**Revised:**	March 14, 2023
Approvers:	☒ JGS ☒ CP ☒ KJ ☒ MM ☒ SG	**Expiration:**	February 1, 2025

OFFICE DRESS

Policy

To provide respect for clients as well as enhance the Agency's professional appearance, HHS staff will wear work attire that projects a professional image to clients and the public. Clothing should be neat, clean and appropriate for his/her job responsibilities. Clothing that is overly casual or solely associated with leisure time activities is not approved attire.

Per County policy, "Department Heads may establish a more restrictive personal appearance policy if appropriate for the nature of their Department." This HHS policy also recognizes that there may be differences in what is appropriate work wear based on job tasks and specialized duties.

Procedure

A. Supervisory oversight when an employee comes to work and his/her clothing does not project a positive public image:
1. Unit supervisors are to use their discretion in determining whether a staff person is/is not dressed appropriately by discussing the clothing choice with the employee and counseling the employee regarding future clothing choices
2. If the employee disputes the options provided by the supervisor, the decision will be decided by the Agency director
3. Time lost at work should be avoided whenever possible, however, if clothing worn is particularly egregious or does not promote our Agency's values, then the employee may be required to find alternative clothing for the day

B. Guidelines that supervisors will use to provide specific information to staff are as follows:
1. Approved Clothing:
   a. Jeans on Friday (this does not extend to athletic shoes/weekend wear)
   b. Capri pants that extend to mid-calf
   c. Sandals (not beachwear and not noisy)
   d. Crocs are not encouraged, but, if worn, they should be discreet (not pink, yellow, green, etc.)
   e. County Logo items are encouraged; employees should use discretion and pair with professional/office wear
   f. Skirts that are longer than your fingertips when your arms are at your sides
      Leggings with a long shirt extending past your fingertips
2. Inappropriate Clothing:
   a. Shorts, capris not reaching past the knee
   b. Tank tops or shirts/dresses with less than 2" of fabric on the shoulder (i.e. no spaghetti straps)

Category:	500 Working Conditions	**Serial No:**	0500.06.01
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c. Exercise-type clothing (i.e. spandex/yoga pants)
d. Winter boots or similar style worn indoors
e. Clothing with rips and tears
f. Clothing with large logos (other than WCHHS) or other messaging
g. Tennis shoes, unless staff have a note on file or have been given specific permission by a supervisor

3. Personal Appearance – Non-Clothing: tattoos, unnatural hair color, and piercings are not addressed in any policy or directive. This is a change to County policy, and employees may come to work with tattoos, piercings and alternative hair color. Supervisors are encouraged to have conversations with their staff regarding professional appearance for their work role when needed; this includes discussions about visibility of tattoos, piercings and hair color. If a supervisor feels their staff's appearance is inappropriate for their work role or a specific function within their work role, the supervisor should consult with their manager and department head for guidance on how to proceed.

Legal Authority

N/A

Links and Appendices

Wright County Personnel Policy 512.02

Wright County
Health & Human Services
Policy and Procedures

Category:	0500 Working Conditions	**Serial No:**	0500.13.01
Division(s):	☒ FS ☒ FTS ☒ PH ☒ SS	**Created:**	May 18, 2022
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PEER SUPPORT

Policy

Wright County Health & Human Services (WCHHS) recognizes that the work performed by our staff members can be stressful and may, in some instances, place employees in high-risk situations. Critical incidents and long-term stress can have a negative impact on an employee's work performance, safety, health, and relationships. WCHHS has worked with Wright County Court Services to offer a peer support program led by staff members, for staff members. A current listing of Peer Support team members can be found on the Peer Support SharePoint page. The purpose of Peer Support is to "reduce the impact of trauma by providing timely, confidential support and resources to individuals in need."

Procedure

A. Peer Support Team

1. Requirements
    a. Attend specialized peer support training
    b. Attend scheduled team meetings
    c. Maintain a network of peer support resources from other agencies
    d. Notify the team leads of all peer support related activities including requests for group intervention
    e. Provide support during crisis/stressful situations for employees, volunteers, and interns while being cognizant of work schedule and overtime issues
    f. Time reporting:
        i. Public Health – Mentorship Program Development
        ii. Social Services – Meetings-Internal
    g. Coordinate training opportunities for staff to take proactive steps in setting appropriate expectations and recovery regarding stress
    h. Contact designated management as soon as possible whenever a Peer Support team member reasonably believes a confidentiality exception is present. The member will disclose the general circumstances of the situation and allow management to take appropriate steps
    i. Contact appropriate authorities/resources in emergency situations when immediate attention is required. The team member will notify the designated management and director
    j. If employee discloses any policy infractions, they will be encouraged to tell management, but the information will be held in confidence
    k. Continuing education around relevant topics will be provided at team meetings
    l. Peer Support team will consist of team leads who will be the main contact for requests and interventions
2. Team Leads

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   a. Will hold this position for up to a year unless they are unable to adhere to team lead responsibilities
   b. Schedule and facilitate periodic team meetings
   c. Maintain the Peer Support records, including:
      i. Training records
      ii. Resource list
      iii. Referrals with dates and what interventions or resource(s) were used (this will be done without any identifying information about the peer)
   d. Receive and assign requests for interventions based on appropriate response
   e. Ensure team members provide appropriate follow-up
3. Peer Support Team Member Criteria
   a. Supervisor approval to be a Peer Support team member
   b. Trained in "Individual Intervention"
   c. Respected and trusted by peers
   d. Able to keep confidences
   e. Strong communication skills
   f. Sensitivity to others
   g. Mandatory attendance at team meetings
   h. Adaptable
   i. Follow Peer Support Program procedures
4. Peer Support Team Membership Revocation/Suspension
   a. Membership is revocable at the discretion of management
   b. Reasons include but are not limited to:
      i. Failure to be present at an assigned intervention or at a scheduled presentation when the member made a commitment to attend
      ii. Any misrepresentation that may cause the integrity of the Peer Support team to come into question
      iii. More than one unexcused team meeting absence
      iv. A violation of confidentiality
      v. Disciplinary action resulting in suspension, demotion, or termination
      vi. Member's own mental health and well-being is significantly affected

B. Referral to Program
1. Employees contact a team member via Peer Support Program Referral Form, peer support email, or face-to-face
2. Team members will respond to the request within 24 hours with standard messaging
3. If a team member is unable to respond to a request, they will gather and relay the request to another team member
4. Any employee may request Peer Support to be offered to another employee
5. An employee has the right to decline support from the Peer Support team

C. Guidelines for Program
1. Confidentiality

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a. Confidentiality shall be maintained to protect the identity of employees, as well as the content, by a member of the Peer Support team. Team members may discuss situations with other team members for staffing, post-incident status checks, training, and debriefing purposes. However, this information must not be shared outside the involved team members and must be discussed in a professional and respectful manner
b. The rights and privacy of employees will be safeguarded to the maximum extent possible, while balancing the department's need to maintain a safe and productive workplace
c. The gravity of some situations may demand attention by management and potentially mandated reporting. A team member will inform the employee at the time of interview that confidentiality cannot be maintained if warranted. These include but are not limited to:
    i. A situation in which there is an indication the employee presents a clear and present danger to themselves or others
    ii. A situation in which it appears there is a violation of any law that would normally be enforced by law enforcement
    iii. A situation that requires a child protection or vulnerable adult maltreatment report

Legal Authority

N/A

Links and Appendices

Emergency Procedures - Medical Emergencies.pdf
Emergency Procedures - Violent Incident - Attack - Active Shooter.pdf
Emergency Procedures - Fatalities & Serious Injuries .pdf
Emergency Procedures - Post Emergency Procedures.pdf
Peer Support Program Referral Form
Peer Support Referral Procedure.docx
Critical Incident and Stress Support

Wright County
Health & Human Services
Policy and Procedures

4/1/Category:	0500 Working Conditions	**Serial No:**	0500.11.01
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SECONDARY EMPLOYMENT

Policy

Wright County Personnel Policy 611 Secondary Employment states: Employees shall obtain prior approval from their department head before engaging in any secondary employment activity or enterprise for private gain that may constitute a conflict of interest.

To determine if a conflict of interest exists, the HHS Manager will assess and make a recommendation to the Department Head for approval or denial of an HHS employee's secondary employment request. HHS reserves the right to revoke prior approval if changes to secondary employment fail to meet county policy. HHS has developed a SharePoint workflow to complete this process.

Procedure

A. Approval (SharePoint)
1. Upon hire of a new staff, the Supervisor will ask if they have any other employment and direct staff with ongoing secondary employment to complete this SharePoint form
2. Staff completes the Secondary Employment Request in SharePoint located on the *Where-Do-I-Find* HHS Landing Page under Requests
    a. Click on 'New'
    b. Complete the form and click 'Save'
3. Manager reviews and rejects or sends recommendation to the Department Head for approval
4. Department Head reviews and makes final determination

B. Changes to Secondary Employment
1. Staff updates existing employment information in SharePoint when changes occur or if employment ends
2. If secondary employment continues, Manager reviews, enters comments and notifies the Department Head if it warrants departmental approval, Manager documents decision in the Remarks area of the form
    a. Department Head makes final determination as needed; enters comments

C. Annual Review
1. Staff receives annual notification reminder to review record – if obsolete, enter end-date
2. Manager annually reviews staff list for information purposes

Legal Authority

N/A

Links and Appendices

Personnel Policy 611 Secondary Employment
Secondary Employment Request

Wright County
Health & Human Services
Policy and Procedures

Category:	0500 Working Conditions	**Serial No:**	0500.10.01
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STAFF ORIENTATION TO AGENCY

Policy

Wright County Health & Human Services (WCHHS) has prepared a sequence of orientation activities and information resources for new staff. Understanding the culture, expectations and where the new staff fits within the organization is an important start to a successful future with WCHHS. The staff and their supervisor, their mentor, and trainer are all involved in the orientation process with specific benchmarks to complete within identified timeframes. The orientation information is available for new and existing staff to use as an introduction and an overview of the Agency.

Orientation is the overall term for both Onboarding and Training. For staff to be successful, they must be well adapted to the work culture, understand and follow the rules around communication, time, accessing Agency resources and other areas of the work environment. Staff must also be well trained for their new position. Staff and Supervisors should refer to the Training and Development Policy and Procedure for information related to training.

Procedure

A. Prior to a new staff's first day of work the following will occur

1. Supervisor initiates Technical Provisioning by completing the NH Step 2 – Staff Action Form and email to HS Staff Action Form Outlook group list. This form must be completed at least six business days before the start date for new hires. Technical Provisioning is completed by the Business Technology Team and includes issuing equipment and systems access necessary for the staff's job role(s). See *Technical Provisioning Process Overview* – [F:\ISS\Templates\Checklists] for details
2. Administrative Specialist completes and emails the Employee Key Card Request to Administration
3. Supervisor retrieves the Onboarding Checklist from the user's network home folder. The home folder is in a standard area for each unit – F:\ HS\Case\Unit Name\new staff login
4. Supervisor assigns a trainer for new staff and outlines a training schedule; the HHS Mentorship Committee assigns a mentor
5. Supervisor and Office Technician II (OTII) ensure new staff's workspace is clean and set up for -first work day. This includes having a Welcome Packet placed on the new staff's desk
    a. Administrative Specialist provides the Director's "welcome" letter to the unit OTII to be included in the "welcome" packet
    b. The Office Support Team prepares the "welcome" packet

B. New Staff Onboarding

1. On the first day of work,
    a. Staff reports to Human Resources (HR) at the beginning of the day, or another time if prearranged. HR sends staff to Supervisor/Trainer/Mentor
    b. Mentor conducts a facility tour and introduces the new staff to immediate teams and other staff, then brings the new staff to computer orientation

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c. The Business Technology Team conducts a computer orientation session
d. Staff starts online Minnesota Department of Human Services (DHS) and other necessary trainings (Privacy and Data Security/ HIPAA).
    i. Staff signs the Annual Employee Verifications Form upon completion of the Data Privacy and the Civil Rights training
    ii. Supervisor sends a copy of the form to the Administrative Specialist within the first week of hire

2. On the third Monday_of each month, County Administration conducts a new employee orientation.
3. Supervisor/Trainer/Mentor meet with staff to review expectations and calendar and the *Onboarding Checklist*
    a. Supervisor emails a copy of the *Onboarding Checklist* to the Administrative Specialist within 60 days from hire
4. The agency director and the division managers respectively meet with the new hires [as a group if applicable] for a brief orientation

C. Existing Staff Move

1. Supervisor submits the *NH Step 2 – Staff Action Form* per the *Technical Provisioning Process Overview*
2. Business Technology sends an email to payroll/Auditor's Office and HR using names and title/roles to notify of a transfer to a different team/supervisor

D. Interns and Temporary Staff

1. Supervisor completes the New Hire Temporary/Seasonal Staff Status Report [does not apply to Interns] and submits to the agency director for approval. Director sends the form to HR
2. Supervisor submits the *NH Step 2 – Staff Action Form*

E. Onboarding Survey

1. Business Technology deploys an onboarding survey at the end of each quarter to new staff joining from the prior quarter. Staff are required to complete this survey as it is part of the agency's commitment to continuous improvement in the onboarding process. The Continuous Improvement Onboarding Committee and supervisors [at a supervisor meeting] review the survey results
2. Division managers hold informal feedback meetings with respective staff five months after hire. The Agency Director conducts five-month check-in meetings with newly hired and promoted supervisors. See Exit and New-Hire Check-in Process [for managers only]

Legal Authority

N/A

Links and Appendices

HHS Onboarding Checklist
Annual Employee Verifications Form
Training & Development Policy & Procedure
NH Step 2- Staff Action Form [supervisor only]

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New Hire Temporary/Seasonal Staff Status Report [supervisor only]
Exit and New-Hire Check-in Process [manager only]
New-Hire Manager Orientation Outline [manager only]

Wright County
Health & Human Services
Policy and Procedures

Category:	0500 Working Conditions	**Serial No:**	0500.08.01
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TRAINING AND PROFESSIONAL DEVELOPMENT

Policy

Wright County Health and Human Services (WCHHS) encourages and requires employee training and professional development opportunities to enhance employment related skills, build knowledge, safeguard protected information and reduce individual and County liability.

Procedure

A. Wright County staff are required to complete county-wide training as directed by County Administration and the IT Department as a condition of employment. These trainings are subject to change and will be communicated to all staff.

1. Skillsoft Percipio
    a. https://wrightcountymn.percipio.com
2. KnowBe4 training
    a. To access: https://training.knowbe4.com/login

B. WCHHS staff will complete Agency and program specific training(s) on an ongoing basis to meet the program and position requirements.

1. Required WCHHS trainings
    a. HIPAA - Staff shall successfully complete the Handling MN Information Securely on-line course upon hire and every August thereafter.
        i. HIPAA Procedures
            - To access: http://data-securitytraining.dhs.mn.gov/
            - The login requires your email address
            - Complete the assessments and print the score sheet; the staff shall provide their Unit Supervisor with the score sheet
            - Team Supervisors will maintain the score sheet in the employee training file
    b. Civil Rights/SNAP – All staff shall review the Civil Rights/SNAP training every August as any client may be a SNAP recipient
        i. To access: SNAP Civil Rights Training
        ii. Staff with access to Trainlink may take the SNAP Civil Rights training via Trainlink as an alternative
            - Source Code: TES095-1
            - Course Name: Civil Rights Requirements for SNAP WBT
    c. Medicare Fraud, Waste, and Abuse - we are a recognized Medicare provider, and are required to provide an attestation to insurance providers that this training has been completed. This training will be completed upon hire and every August thereafter.
        i. Procedures
            - To access: https://www.cms.gov/Outreach-and-Education/MLN/WBT/MLN3995723-MLNPartsCD/FWA/story.html

Category:	0500 Working Conditions	**Serial No:**	0500.08.01
Division(s):	☒ FA ☒ BS ☒ PH ☒ SS	**Created:**	November 7, 1991
Effective:	June 27, 2023	**Revised:**	June 27, 2023
Approver(s):	☒ JGS ☒ JO ☒ KJ ☒ MM ☒ SG	**Expiration:**	October 15, 2024

- Complete the assessments and print the certificate; staff shall provide their Team Supervisor with the certificate
- Supervisors will maintain the score sheet in the employee training file

d. LEP (Limited English Proficiency) Training - The law requires recipients of Federal funds to provide free, professional language access services to limited English proficient and Deaf and Hard-of-Hearing people and provide notification that this service is available. All HHS employees will receive annual training on this requirement

e. HHS Workplace Expectations and Professional Standards – Supervisors will review and discuss annually at first quarter team meetings

f. Supervisors oversee their staff training requirements and authorize staff participation in training; provide a signed copy of Annual Employee Verification Form to the Administrative Specialist within one week from hire-date

C. Conducting off-site meetings and Team Retreats

1. Mileage/Vehicle related
   a. For vehicle usage and/or reimbursement inquiries, read Wright County Personnel Policy Manual Section 506 – Business Related Expense Reimbursement
   b. Carpooling is encouraged. To be reimbursed for mileage, participants must be part of car pool
   c. Mileage reimbursement will be from office to site, not from home to office
2. Meeting Logistics
   a. Off-site meetings forTeams, Divisions, or the Agency should be held within Wright County
   b. An agenda for the meeting that clearly shows connection to agency/division/team related work will be reviewed by Managers and placed on the Consent agenda of upcoming WCHHS board meeting
   c. Staff shall incorporate training into a forty hour work week. Exceptions shall be approved by their Supervisor
   d. Each Team is allowed one off-site retreat per year with Manager and Board approval.
   e. Up to $500 may be used to pay for speaker(s) or presenter(s) with approval of the Manager and the Director

D. Professional Development Opportunities

1. WCHHS promotes ongoing, free or low-cost, and accessible training opportunities for staff including:
   a. Lynda.com
   b. Fred Pryor Seminars
   c. Convene
   d. YIPA
2. Staff are encouraged to use technology-assisted training to reduce costs and save employee travel time

Legal Authority

N/A

Category:	0500 Working Conditions	**Serial No:**	0500.08.01
Division(s):	☒ FA ☒ BS ☒ PH ☒ SS	**Created:**	November 7, 1991
Effective:	June 27, 2023	**Revised:**	June 27, 2023
Approver(s):	☒ JGS ☒ JO ☒ KJ ☒ MM ☒ SG	**Expiration:**	October 15, 2024

Links and Appendices

Wright County Policy and Personnel Manual – 505 Training and Development
Wright County Policy and Personnel Manual – 506 Business Related Expense Reimbursement
HHS Workplace Expectations and Professional Standards
Annual Employee Verifications Form
Computer Security and Operation Policy
SNAP Civil Rights Training
KnowBe4 Training

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Jami Goodrum

Requestor Title
Department Head

Department (please use dropdown to select department) *
HEALTH & HUMAN SERVICES

Target Meeting Date *
1/2/2024 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
NMB7429

Item Details

Board Action Requested *
Recognize Karen Bautch's January 5, 2024 Retirement

Short Title (what will appear on Agenda outline - 250 character max.) *
Recognize Karen Bautch's January 5, 2024 Retirement

Value Stream the request primarily aligns with:
Optimize Civic Engagement

Briefly describe how the request aligns with the selected value stream.
HHS recognizes its staff's loyalty and long service to the community as an employee of Wright County Health & Human Services.

Describe the impact on staffing resources.
None other than a temporary vacancy

Fiscal Impact:
None

Background/Justification:
HHS wishes its retiring staff a great retirement from public service. HHS acknowledges and thanks staff's efforts to uphold the Agency's mission to Strengthen, Support and Serve.

Route for Review and Approval

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

Agenda Item Attachments (0)

Document Name	Attachment Type

☐ Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Jami Goodrum

Requestor Title
Department Head

Department (please use dropdown to select department) *
HEALTH & HUMAN SERVICES

Target Meeting Date *
1/2/2024 9:00 AM - Board of Wright County Commissioners

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

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

Time Required:
2 Minutes

Originator
NMB7429

Item Details

Board Action Requested *
Adopt Resolution HHS 24-01 - December 2023 Donation Acceptance

Short Title (what will appear on Agenda outline - 250 character max.) *
Adopt Resolution HHS 24-01 - December 2023 Donation Acceptance

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

Briefly describe how the request aligns with the selected value stream.
HHS accepts donations for programs to continue supporting client needs.

Describe the impact on staffing resources.
None

Fiscal Impact:
None

Background/Justification:
May reduce budget cost and/or levy expenditure dependent on type and use of donated funds.

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
HHS Resolution 24-01 December Donation.pdf	Attachment

☐ Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

RESOLUTION #HHS 24-01

BOARD OF WRIGHT COUNTY HEALTH & HUMAN SERVICES

DATE ADOPTED:
January 2, 2024

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

ACCEPT DECEMBER 2023 DONATION

Page 1 of 2 Add Page

WHEREAS Wright County Health & Human Services is authorized to accept and maintain donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens; and

WHEREAS in December 2023, Wright County Health & Human Services respectively received a total of Two Thousand Five Hundred Sixty-Six Dollars ($2,566.00) cash donation from the following persons and entities (Page 2) who have offered to contribute the donations set forth to Wright County:

WHEREAS all such donations have been contributed to Wright County for the benefit of its citizens, as allowed by law; and

WHEREAS the Wright County Health & Human Services Board finds that it is appropriate to accept the donations offered.

NOW, THEREFORE, BE IT RESOLVED BY THE WRIGHT COUNTY HEALTH & HUMAN SERVICES BOARD, AS FOLLOWS:

1. The donations described herewith are accepted and shall be used as allowed by law.
2. The Wright County Health & Human Services Agency is hereby directed to acknowledge to each donor the County's acceptance of the donation.

Motion by Commissioner _____ **Seconded by Commissioner** _____

Roll Call Vote:

	YES	ABSENT	NO	ABSTAIN
DIEDRICK				
VETSCH				
HOLLAND				
SCHOEN				
KACZMAREK				

STATE OF MINNESOTA)
ss.
County of Wright)

I, Jami Goodrum, duly appointed and qualified Director of Health & Human Services, County of Wright, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Health & Human Services Board of County Commissioners, Wright County, Minnesota, at their session held on the 2nd day of January, 2024, 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 2nd day of January, 2024.

Jami Goodrum
Wright County Health & Human Services Director

RESOLUTION #HHS 24-01

BOARD OF WRIGHT COUNTY HEALTH & HUMAN SERVICES

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

DATE ADOPTED:

January 2, 2024

ACCEPT DECEMBER 2023 DONATION

Page 2 of 2 Delete Page Add Page

PROGRAM	AMOUNT	DONOR
HHS Warming House	$ 226.00	HHS maintains the list of donors
Wellness on Wheels	$ 30.00	Lorena Maldonava
Child Foster Holiday Party	2,310.00	Friends 4 A Cause
TOTAL	**$2,566.00**	

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Jami Goodrum

Requestor Title
Department Head

Department (please use dropdown to select department) *
HEALTH & HUMAN SERVICES

Target Meeting Date *
1/2/2024 9:00 AM - Board of Wright County Commissioners

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

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

Time Required:
2 Minutes

Originator
NMB7429

Item Details

Board Action Requested *
HHS Director Comments

Short Title (what will appear on Agenda outline - 250 character max.) *
HHS Director Comments

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

Briefly describe how the request aligns with the selected value stream.
The HHS Director regularly apprises the Board of matters deemed for informational purposes that may or may not require future Board action. This is in line with the Agency's mission for transparency and open communication.

Describe the impact on staffing resources.
None

Fiscal Impact:
None

Background/Justification:
The Wright County Health & Human Services Board exercises authority and oversees the HHS Agency, with the expectation that the department maintain an open and transparent line of communication with the Board.

Route for Review and Approval

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

Agenda Item Attachments (0)

Document Name	Attachment Type

☐ Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Lee Kelly

Requestor Title
County Administrator

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
1/2/2024 9:00 AM - Board of Wright County Commissioners

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

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

Originator
LRK7362

Item Details

Board Action Requested *
Schedule a Committee of the Whole to Discuss the Law Enforcement Training Facility and Usage Agreement

Short Title (what will appear on Agenda outline - 250 character max.) *
Schedule a Committee of the Whole to Discuss the Law Enforcement Training Facility and Usage Agreement

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

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

Describe the impact on staffing resources.

Fiscal Impact:

Background/Justification:
A request was submitted to Schedule a Committee of the Whole to Discuss the Law Enforcement Training Facility and Usage Agreement.

Route for Review and Approval

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

Agenda Item Attachments (0)

Document Name	Attachment Type

☐ Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Lee Kelly

Requestor Title
County Administrator

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
1/2/2024 9:00 AM - Board of Wright County Commissioners

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

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

Originator
LRK7362

Item Details

Board Action Requested *
Schedule a Closed Session to Conduct the Annual Performance Review of the County Administrator.

Short Title (what will appear on Agenda outline - 250 character max.) *
Schedule a Closed Session to Conduct the Annual Performance Review of the County Administrator.

Value Stream the request primarily aligns with:
Develop County Infrastructure

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

Describe the impact on staffing resources.
none

Fiscal Impact:

Background/Justification:
Staff are requesting to schedule a meeting for the purposes of conducting the annual performance review of the County Administrator. MN Statute 13D.05 Subd 3a permits a public body to close a meeting to evaluate the performance of an individual who is subject to its authority.

Route for Review and Approval

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

Agenda Item Attachments (0)

Document Name	Attachment Type

☐ Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Lee Kelly

Requestor Title
County Administrator

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
1/2/2024 9:00 AM - Board of Wright County Commissioners

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

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

Originator
LRK7362

Item Details

Board Action Requested *
Refer Items to the January 9th Workshop

Short Title (what will appear on Agenda outline - 250 character max.) *
Refer items to the January 9th Workshop

Value Stream the request primarily aligns with:
Optimize Civic Engagement

Briefly describe how the request aligns with the selected value stream.
Establishes agenda items for upcoming meetings

Describe the impact on staffing resources.

Fiscal Impact:

Background/Justification:
The next board workshop is scheduled for January 9th 2024. Staff recommend addressing some or all of the following:
Board Handbook updates
-Commissioner Expense reimbursement process
-Commissioner Process for adding items to board agendas
Confirm appointment process to Advisory Boards and Committees
Commissioner Reception area Furniture and Commissioner area access
Mid year reclassification request process
SCORE fund distribution to Cities and Townships-- Program changes
Solar Charging Station for Employees/Public/Fleet
Coffee Cart in Lobby

Route for Review and Approval

- [ ] County Administrator
- [x] 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
Lee Kelly

Requestor Title
County Administrator

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
1/2/2024 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 December 14, 2023 Committee of the Whole

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve and Adopt Recommendations from the December 14, 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
12-14-2023 COTW Recommendations.docx	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes
Moved to agenda

COMMITTEE RECOMMENDATIONS

COMMITTEE OF THE WHOLE

DECEMBER 14, 2023

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

I. HOUSEHOLD HAZARDOUS WASTE (HHW) FACILITY

a. Year to Date Update on Programs
b. Discuss Expanding Services
c. Operations
d. Design process and meetings

RECOMMENDATIONS: It was the consensus of the committee to bring to the January 2, 2024 County Board meeting for approval:

- The expansion of HHW services to include mattresses, Very Small Quantity Generator (VSQG) business waste limited to HHW only, satellite pick up, bulk furniture, big bulk plastics, solar panels, anything with a cord, plastic bags, and compost loading with waiver.
- Discontinue the HHW Ag Bag service.

RECOMMENDATION: It was the consensus of the committee to bring to the January 9, 2024 County Board Workshop further discussion of the HHW quarterly reporting and grant options.

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 *
1/2/2024 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 Personnel Committee (12-27-2023)

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve and Adopt Recommendations from the Personnel Committee (12-27-2023)

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
12-27-2023 Personnel Committee Recommendations.docx	Attachment

☐ Hide RFBA Review

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

COMMITTEE RECOMMENDATIONS

PERSONNEL COMMITTEE

DECEMBER 27, 2023

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

I. US BANK CONTRACT

RECOMMENDATION: It was the consensus of the committee to bring the Joint Powers Agreement between the Minnesota Sports Facilities Authority (MSFA) and Wright County to the January 2, 2024 county board meeting as an Item for Consideration with a Personnel Committee recommendation for approval.

II. RASWM CONTRACT

RECOMMENDATION: It was the consensus of the committee to bring the 2024 Agreement for Legal Services between Wright County and Squires, Waldspurger & Mace to the January 2, 2024 county board meeting for approval.

III. COMMISSIONER EXPENSE POLICY

RECOMMENDATION: It was the consensus of the committee to bring the County Commissioner Expense Reimbursement Policy to the January 9, 2024 county board workshop for discussion.

IV. ERP PHASE II GO LIVE UPDATE

RECOMMENDATION: Informational only with committee support to continue moving forward with ERP Phase II Go Live date as scheduled with mitigation plans.

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 *
1/2/2024 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
12.13.23-12.26.23 WC $4374873.00.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 Date GMT 12/27/23 1:33 PM

Warrant# / Warrant Date	Vendor Name / Account Number	Amount	Description	Invoice Number	1099

Date Range: 12/13/2023 to 12/26/2023

PII: NO **Business Unit:** 300000006871689

107311	46433	MN DEPT OF PUBLIC SAFETY				
	2023-12-13	84-041-000-0000-6820-000000	($16,692.28)	MNDRIVE	20231213MV	N
	2023-12-13	84-041-000-0000-6820-000000	$16,692.28	MNDRIVE	20231213MV	N
	2023-12-13	84-041-000-0000-6820-000000	$19,692.28	MNDRIVE	20231213MV	N
107311	**46433**	**MN DEPT OF PUBLIC SAFETY**	**$19,692.28**			
107312	85	PRESBYTERIAN FAMILY FOUNDATION INC				
	2023-12-13	01-013-000-0000-6270-000000	$220.00	CONTRACT 2023 JULY PR-20-4764	20231201	N
	2023-12-13	01-013-000-0000-6270-000000	$220.00	CONTRACT 2023 JULY PR-21-986	20231201	N
	2023-12-13	01-013-000-0000-6270-000000	$220.00	CONTRACT 2023 JULY P5-89-001980	20231201	N
	2023-12-13	01-013-000-0000-6270-000000	$220.00	CONTRACT 2023 JULY PR-19-5626	20231201	N
	2023-12-13	01-013-000-0000-6270-000000	$220.00	CONTRACT 2023 JULY PR-21-2646	20231201	N
	2023-12-13	01-013-000-0000-6270-000000	$220.00	CONTRACT 2023 JULY P0-05-3857	20231201	N
	2023-12-13	01-013-000-0000-6270-000000	$220.00	CONTRACT 2023 JULY PR-22-5578	20231201	N
	2023-12-13	01-013-000-0000-6270-000000	$220.00	CONTRACT 2023 JULY PR-21-825	20231201	N
	2023-12-13	01-013-000-0000-6270-000000	$220.00	CONTRACT 2023 JULY PR-20-2195	20231201	N
	2023-12-13	01-013-000-0000-6270-000000	$220.00	CONTRACT 2023 JULY PR-20-2247	20231201	N
	2023-12-13	01-013-000-0000-6270-000000	$220.00	CONTRACT 2023 JULY PR-22-4672	20231201	N
107312	**85**	**PRESBYTERIAN FAMILY FOUNDATION INC**	**$2,420.00**			
107314	1147	INTOXIMETERS INC				
	2023-12-13	01-201-272-0000-6480-000000	$8,190.00	Alco Sensor IV PBT	749047	N
107314	**1147**	**INTOXIMETERS INC**	**$8,190.00**			
107315	1343	MONTICELLO/CITY OF				
	2023-12-13	20-393-000-0000-6840-000000	$4,107.00	QTR 3 RECYCLING 2023	QTR 3 RECYCLE 2023	N
107315	**1343**	**MONTICELLO/CITY OF**	**$4,107.00**			
107316	1347	AMAZON BUSINESS				
	2023-12-13	11-450-485-0010-6411-000000	$21.59	1 Bryco Goods Arts and Crafts Paper Roll - for Painting - Wall Decor - Easel Use - Bulletin Boards - Banner Paper - Gift Wrapping - Children's Projects - Made in USA - White 36" by 100' (1200) ASIN: B07VPXHL83	1D7G-PK4J-9CKT	N
	2023-12-13	11-450-430-0010-6431-000000	$21.89	1 Barhon Monthly Pill Organizer 2 Times A Day, Extra Large Month Medicine Organizer, Daily Pill Box Organizer 28 Days for Vitamin Fish Oil Supplements (Rainbow) ASIN: B088RJZY62 Sold by:	1JYN-JJ4Q-TWPV	N
107316	**1347**	**AMAZON BUSINESS**	**$43.48**			
107317	1563	HOUSTON ENGINEERING INC				
	2023-12-13	01-100-493-8401-6261-000000	$25,338.50	PROFESSIONAL SERVICES-ENGINEERING FOR MDM PLAN CD-33 PROJ R007103-0026	67906	N
	2023-12-13	01-100-493-8401-6261-000000	$1,075.00	ENGINEER 10	68254	N
	2023-12-13	01-100-493-8401-6261-000000	$5,675.25	ENGINEER 2	68254	N
	2023-12-13	01-100-493-8401-6261-000000	$6,223.00	ENGINEER 8	68254	N
	2023-12-13	01-100-493-8401-6261-000000	$420.00	GIS ANALYST 1	68254	N
	2023-12-13	01-100-493-8401-6261-000000	$483.75	ENGINEER 10	68255	N
107317	**1563**	**HOUSTON ENGINEERING INC**	**$39,215.50**			
107318	2363	ANOKA COUNTY				
	2023-12-13	01-100-000-0000-6263-000000	$138,486.50	4TH QTR FORENSIC LAB	FL231207B	N
107318	**2363**	**ANOKA COUNTY**	**$138,486.50**			
107319	3458	GLENDA RIDLEY				
	2023-12-13	01-013-000-0000-6270-000000	$220.00	CONTRACT 2023 OCTOBER PR-13-3796	20231208	Y
	2023-12-13	01-013-000-0000-6270-000000	$220.00	CONTRACT 2023 OCTOBER PR-17-5333	20231208	Y
	2023-12-13	01-013-000-0000-6270-000000	$220.00	CONTRACT 2023 OCTOBER PR-08-6061	20231208	Y
	2023-12-13	01-013-000-0000-6270-000000	$220.00	CONTRACT 2023 OCTOBER P8-03-852209	20231208	Y
	2023-12-13	01-013-000-0000-6270-000000	$220.00	CONTRACT 2023 OCTOBER PR-14-2111	20231208	Y
107319	**3458**	**GLENDA RIDLEY**	**$1,100.00**			

107320	4628	VERIZON WIRELESS SERVICES LLC				
	2023-12-13	01-201-000-0000-6203-000000	$2,874.80	Phone bill 10/28-11/27/23	9950353274	N
107320	**4628**	**VERIZON WIRELESS SERVICES LLC**	**$2,874.80**			
107321	4713	GUARDIAN FLEET SAFETY LLC				
	2023-12-13	01-201-272-0000-6480-000000	$15,000.00	Used WatchGuard Camera	231849	N
107321	**4713**	**GUARDIAN FLEET SAFETY LLC**	**$15,000.00**			
107324	5641	LSQ FUNDING GROUP, L.C.				
	2023-12-13	01-201-000-0000-6261-000000	$3,820.76	12/07/2023	8436	N
107324	**5641**	**LSQ FUNDING GROUP, L.C.**	**$3,820.76**			
107325	5844	PHOENIX SUPPLY LLC				
	2023-12-13	01-250-000-0000-6411-000000	$1,864.80	Jail Supplies	32171	Y
107325	**5844**	**PHOENIX SUPPLY LLC**	**$1,864.80**			
107326	6101	MICHELE MULLER				
	2023-12-13	01-013-000-0000-6270-000000	$220.00	CONTRACT 2023 NOVEMBER PR-09-5275	20231208	Y
107326	**6101**	**MICHELE MULLER**	**$220.00**			
107328	7328	CORINNA TOWNSHIP				
	2023-12-13	01-099-493-8447-6261-000000	$81,233.00	TOWNSHIP SURFACE PROJECT ARP	20231205ARP	N
107328	**7328**	**CORINNA TOWNSHIP**	**$81,233.00**			
107329	46490	MINNESOTA MONITORING INC				
	2023-12-13	01-025-000-0000-6261-000000	$17,327.50	NOVEMBER 2023 ADULT EHM	14335 12/4/23	N
107329	**46490**	**MINNESOTA MONITORING INC**	**$17,327.50**			
107331	200148	PROPIO LS, LLC				
	2023-12-13	11-450-472-0010-6035-000000	$93.26	Translation STD_STI Information Sheet.docx	2023-14380-1F	N
107331	**200148**	**PROPIO LS, LLC**	**$93.26**			
107335	200585	HOUSTON COUNTY AUDITOR				
	2023-12-13	01-013-000-0000-6261-000000	$85.00	Sheriff Invoice-JV Service JV-23-5819	3786-f	N
107335	**200585**	**HOUSTON COUNTY AUDITOR**	**$85.00**			
107336		Kirsten Jan Olson				
	2023-12-14	01-105-027-0000-6338-000000	$30.00	MAAO region meeting	EX000018628801	
107336		**Kirsten Jan Olson**	**$30.00**			
107337		Corey Duane Czycalla				
	2023-12-14	01-105-027-0000-6338-000000	$30.00	MAAO region meeting	EX000018629093	
107337		**Corey Duane Czycalla**	**$30.00**			
107338		Rebecca Jacobs Domjahn				
	2023-12-14	11-430-700-0010-6334-000000	$15.00	Regional Licensor meeting held over lunch	EX000018800553	
107338		**Rebecca Jacobs Domjahn**	**$15.00**			
107339		Ther NMN Yang				
	2023-12-14	11-430-700-0010-6333-000000	$10.68	client visit: AS	EX000017857149	
	2023-12-14	11-430-700-0010-6333-000000	$3.86	Client visit: SN & MN	EX000017857149	
	2023-12-14	11-430-700-0010-6333-000000	$12.64	client visit: KM	EX000017857149	
	2023-12-14	11-430-700-0010-6333-000000	$14.80	Client meeting: KL	EX000017857149	
	2023-12-14	11-430-700-0010-6333-000000	$19.65	client visit: VF & CG	EX000017857149	
	2023-12-14	11-430-700-0010-6333-000000	$11.79	client visit: TV & MB	EX000017857149	
	2023-12-14	11-430-700-0010-6333-000000	$27.77	client meeting: QP	EX000017857149	
	2023-12-14	11-430-700-0010-6333-000000	$1.90	client vist: MN & SN	EX000017857149	
107339		**Ther NMN Yang**	**$103.09**			
107340		Mitchell Anthony Douglas				
	2023-12-14	01-105-027-0000-6842-000000	$250.00	Safety Toe Boots	EX000018536999	
107340		**Mitchell Anthony Douglas**	**$250.00**			
107341		Lee R Kelly				
	2023-12-14	01-031-021-0000-6338-000000	$22.12	Dinner 12/4/23 at AMC Conference. No meal provided by conference	EX000018597592	
	2023-12-14	01-031-021-0000-6338-000000	$476.19	Lodging for 2023 AMC Conference	EX000018597592	
107341		**Lee R Kelly**	**$498.31**			
107342		Michael Vaughn Lindquist				
	2023-12-14	02-228-000-0000-6859-000000	$30.00	December 2023 Bill - WCSO SIU RECONYX subscription for SIU camera's	EX000018717542	
107342		**Michael Vaughn Lindquist**	**$30.00**			
107343		Michael Steven Lund				
	2023-12-14	01-105-027-0000-6338-000000	$30.00	MAAO Region Meeting	EX000018628729	
107343		**Michael Steven Lund**	**$30.00**			
107344		Tamara Jo Anderson				
	2023-12-14	01-105-027-0000-6338-000000	$30.00	Region III Meeting Registration	EX000018596751	
107344		**Tamara Jo Anderson**	**$30.00**			
107345		Daniel Dennis Mattson				
	2023-12-14	01-105-027-0000-6338-000000	$20.00	Region Meeting	EX000014554601	
	2023-12-14	01-105-027-0000-6338-000000	$30.00	MAAO REGION MEETING	EX000018628785	
107345		**Daniel Dennis Mattson**	**$50.00**			
107346		Amanda Lynn Husen				
	2023-12-14	01-201-000-0000-6334-000000	$13.22	Lunch - out of county training	EX000018708549	
	2023-12-14	01-201-000-0000-6334-000000	$15.10	Lunch out of county training	EX000018708549	
107346		**Amanda Lynn Husen**	**$28.32**			
107347		Wallace H Peterson Jr				
	2023-12-14	01-105-027-0000-6338-000000	$30.00	Region 3 Meeting and Registration	EX000018717815	
107347		**Wallace H Peterson Jr**	**$30.00**			

107348		Alexander Bruce Bersie				
	2023-12-14	01-105-027-0000-6338-000000	$30.00	Region meeting registration	EX000018564457	
107348		**Alexander Bruce Bersie**	**$30.00**			
107349		Lori ANN Thingvold				
	2023-12-14	01-105-027-0000-6338-000000	$30.00	Region meeting registration	EX000018717746	
107349		**Lori ANN Thingvold**	**$30.00**			
107350		Jami KAY Goodrum				
	2023-12-14	11-450-430-0020-6333-000000	$4.20	2023-12-01 Howard Lake Safe Schools	EX000018373958	
	2023-12-14	11-430-700-0020-6333-000000	$13.06	2023-12-01 Howard Lake Safe Schools	EX000018373958	
	2023-12-14	11-420-600-0020-6333-000000	$6.06	2023-12-01 Howard Lake Safe Schools	EX000018373958	
	2023-12-14	11-430-700-0020-6333-000000	$25.46	2023-12-04 AMC Annual Conference	EX000018373958	
	2023-12-14	11-450-430-0020-6333-000000	$8.18	2023-12-04 AMC Annual Conference	EX000018373958	
	2023-12-14	11-420-600-0020-6333-000000	$11.82	2023-12-04 AMC Annual Conference	EX000018373958	
	2023-12-14	11-430-700-0020-6333-000000	$11.52	2023-12-08 Rogers Safe Schools	EX000018373958	
	2023-12-14	11-450-430-0020-6333-000000	$3.70	2023-12-08 Rogers Safe Schools	EX000018373958	
	2023-12-14	11-430-700-0020-6333-000000	$5.35	2023-12-08 Rogers Safe Schools	EX000018373958	
107350		**Jami KAY Goodrum**	**$89.35**			
107351		Todd Carlyle Findell				
	2023-12-14	01-201-269-0000-6338-000000	$10.30	Out of County Negotiator Training Lunch	EX000018717187	
	2023-12-14	01-201-269-0000-6338-000000	$11.92	Out of County Negotiator Training Lunch	EX000018717187	
	2023-12-14	01-201-269-0000-6338-000000	$11.06	Out of County Negotiator Training Lunch	EX000018717187	
	2023-12-14	01-201-269-0000-6338-000000	$14.84	Out of County Negotiator Training Lunch	EX000018717187	
107351		**Todd Carlyle Findell**	**$48.12**			
107352		Lori LYNN Achman				
	2023-12-14	11-430-700-0010-6333-000000	$28.30	HM HS Clearwater HS HMClient visit AH	EX000018564582	
	2023-12-14	11-430-700-0010-6333-000000	$9.24	HM HS MT MT HS HMTH, MJ, MJ	EX000018564582	
	2023-12-14	11-430-700-0010-6333-000000	$10.61	HM HS MT HS HMClient visits; LD and MD	EX000018564582	
	2023-12-14	11-430-700-0010-6333-000000	$10.87	HM HS mT HS HMCV: EE	EX000018564582	
	2023-12-14	11-430-700-0010-6333-000000	$11.40	HM HS MT HS HMCV: MA	EX000018564582	
	2023-12-14	11-430-700-0010-6333-000000	$20.31	HM HS OT HS HMCV MS	EX000018564582	
	2023-12-14	11-430-700-0010-6333-000000	$6.22	HM HS MT HS HM	EX000018564582	
	2023-12-14	11-430-700-0010-6333-000000	$5.24	HM HS BF HS HMCV; BO	EX000018564582	
	2023-12-14	11-430-700-0010-6333-000000	$27.97	HM HS HL HS HM	EX000018564582	
	2023-12-14	11-430-700-0010-6333-000000	$18.47	HM HS SM/ AL HS HMBL	EX000018564582	
107352		**Lori LYNN Achman**	**$148.63**			
107353		Keith Paul Triplett				
	2023-12-14	01-105-027-0000-6338-000000	$30.00	Region 3 monthly meeting	EX000018629444	
107353		**Keith Paul Triplett**	**$30.00**			
107354		Lisa M Fox				
	2023-12-14	01-201-269-0000-6334-000000	$10.30	Lunch for out of county training	EX000018708422	
	2023-12-14	01-201-269-0000-6334-000000	$16.69	Lunch - out of county training	EX000018708422	
	2023-12-14	01-201-269-0000-6334-000000	$16.90	Lunch - out of county training	EX000018708422	
	2023-12-14	01-201-269-0000-6334-000000	$10.73	Lunch - out of county training	EX000018708422	
107354		**Lisa M Fox**	**$54.62**			
107355		Kaitlyn Barbara Mabusth				
	2023-12-14	11-430-700-0010-6333-000000	$11.40	HS-St. Michael- HM (Home Visit- KS)	EX000017857385	
	2023-12-14	11-430-700-0010-6333-000000	$9.56	HS-Buffalo-HS-St.Michael-HM (Visits- AE & SS)	EX000017857385	
	2023-12-14	11-430-700-0010-6333-000000	$18.47	HS-Annandale-HS (Home Visit- KO)	EX000017857385	
	2023-12-14	11-430-700-0010-6333-000000	$18.60	HS-Annandale-HS (visit- AP)	EX000017857385	
107355		**Kaitlyn Barbara Mabusth**	**$58.03**			
107356		Linda Ann Dvorak				
	2023-12-14	01-105-027-0000-6338-000000	$30.00	Region III Meeting Registration	EX000018628836	
107356		**Linda Ann Dvorak**	**$30.00**			
107360	284	MN COUNTIES COMPUTER COOPERATIVE				
	2023-12-14	11-450-430-0010-6260-000000	$12.43	2023 CHS USER GROUP SHARED MTG EXPENSE	2311275	N
107360	**284**	**MN COUNTIES COMPUTER COOPERATIVE**	**$12.43**			
107361	321	BRAUN INTERTEC CORPORATION				
	2023-12-14	03-326-000-0000-6261-000000	$1,707.50	SAP 606-011 PAVEMENT TESTING	B368200	N
	2023-12-14	01-111-000-0000-6301-000000	$600.00	XRAYS OF LEC WALL	B368343	N
	2023-12-14	03-320-000-0000-6505-000000	$584.00	CP 038-232 OVERLAYS	B368885	N
	2023-12-14	03-320-000-0000-6505-000000	$605.50	SAP 622-002 CSAH 22	B368891	N
	2023-12-14	03-326-000-0000-6261-000000	$505.50	CP 125-232 OVERLAYS CR 125	B368892	N
	2023-12-14	03-320-000-0000-6505-000000	$434.00	CP 783-232 OTSEGO PARK TRAIL	B368893	N
	2023-12-14	03-320-000-0000-6505-000000	$605.50	CP 032-232 PAVEMENT OVERLAYS	B368951	N
107361	**321**	**BRAUN INTERTEC CORPORATION**	**$5,042.00**			
107362	576	I STATE TRUCK CENTER				
	2023-12-14	03-340-000-0000-6574-000000	$1,481.26	HWY REPAIR PARTS	C244000101	N
107362	**576**	**I STATE TRUCK CENTER**	**$1,481.26**			
107363	631	CENTRAL FIRE PROTECTION				
	2023-12-14	01-201-000-0000-6301-000000	$282.60	MAINT FOR SO FIRE EXTINGUISHERS	47664	N
107363	**631**	**CENTRAL FIRE PROTECTION**	**$282.60**			
107368	1075	BUFFALO/CITY OF				
	2023-12-14	03-350-000-0000-6543-000000	$15.54	STREET LIGHT	11230919000000	N

	2023-12-14	03-350-000-0000-6543-000000	$15.54	STREET LIGHT	11231609010000	N
107368	**1075**	**BUFFALO/CITY OF**	**$31.08**			
107369	1343	MONTICELLO/CITY OF				
	2023-12-14	01-201-280-0000-6859-000000	$1,716.04	REP GRANT OCT 2023-DEC 2023	121423	N
107369	**1343**	**MONTICELLO/CITY OF**	**$1,716.04**			
107370	1347	AMAZON BUSINESS				
	2023-12-14	01-031-021-0000-6411-000000	$9.55	Westcott 13901 8-Inch Titanium Scissors For Office and Home, Yellow/Gray, 2 Pack	13PG-MFWY-V9QL	N
	2023-12-14	01-031-021-0000-6411-000000	$14.99	BIC Wite-Out Brand EZ Correct Correction Tape (WOTAP10- WHI), 39.3 Feet, 10-Count Pack of white Correction Tape, Fast, Clean and Easy to Use Tear-Resistant Tape, Gift Sets for Teachers	13PG-MFWY-V9QL	N
	2023-12-14	01-031-021-0000-6411-000000	$17.31	PILOT, G2 Premium Gel Roller Pens, Bold Point 1 mm, Pack of 5, Black	13PG-MFWY-V9QL	N
	2023-12-14	01-031-021-0000-6411-000000	$21.84	loukin Non-Toxic Whiteboard Cleaner, 17oz Dry Erase Board Cleaner, Low-Odor Whiteboard Cleaning Spray with Cloths, Removes Stubborn Marks from Whiteboards, Chalkboard (2-Pack)	13PG-MFWY-V9QL	N
	2023-12-14	11-420-600-0020-6411-000000	$4.09	ADM OPERATING SUPPLIES	13Q7-4PNW-N76N	N
	2023-12-14	11-450-430-0020-6411-000000	$2.94	ADM OPERATING SUPPLIES	13Q7-4PNW-N76N	N
	2023-12-14	11-430-700-0020-6411-000000	$8.96	ADM OPERATING SUPPLIES	13Q7-4PNW-N76N	N
	2023-12-14	11-430-700-0020-6411-000000	$109.20	ADM OPERATING SUPPLIES	13Q7-4PNW-N76N	N
	2023-12-14	11-450-430-0020-6411-000000	$35.88	ADM OPERATING SUPPLIES	13Q7-4PNW-N76N	N
	2023-12-14	11-420-600-0020-6411-000000	$49.92	ADM OPERATING SUPPLIES	13Q7-4PNW-N76N	N
107370	**1347**	**AMAZON BUSINESS**	**$274.68**			
107371	1530	WOODLAND TOWNSHIP				
	2023-12-14	20-393-000-0000-6840-000000	$893.25	COMMUNITY CLEAN UP DAY	20231124	N
107371	**1530**	**WOODLAND TOWNSHIP**	**$893.25**			
107372	1568	TERMINAL SUPPLY CO				
	2023-12-14	01-521-021-0000-6452-000000	$209.46	PARKS PARTS	86463--00	N
107372	**1568**	**TERMINAL SUPPLY CO**	**$209.46**			
107373	2140	GEORGE C MACDONALD				
	2023-12-14	01-101-000-0000-6261-000000	$1,800.00	PROFESSIONAL SERVICES JUL-DEC	20231213	Y
107373	**2140**	**GEORGE C MACDONALD**	**$1,800.00**			
107375	2812	GRAINGER				
	2023-12-14	03-340-000-0000-6411-000000	$2.36	SHOP SUPPLIES	9918700148	N
	2023-12-14	03-340-000-0000-6574-000000	$45.20	HWY REPAIR PARTS	9920064343	N
107375	**2812**	**GRAINGER**	**$47.56**			
107378	3365	WSB & ASSOCIATES INC				
	2023-12-14	03-326-000-0000-6261-000000	$70,582.00	SP 019-211 CSAH 19 RAB	R-023959-000-1	N
	2023-12-14	03-326-000-0000-6261-000000	$12,148.66	CP 035-211 JAMISON AVE NE TO O	R020473-000-18	N
107378	**3365**	**WSB & ASSOCIATES INC**	**$82,730.66**			
107379	4182	TRITECH SOFTWARE SYSTEMS				
	2023-12-14	01-250-000-0000-6260-000000	$216.09	JAIL MEDICAL RECORDS SYSTEM ANNUAL MAINT FEE	398583	N
107379	**4182**	**TRITECH SOFTWARE SYSTEMS**	**$216.09**			
107381	4634	FASTENAL COMPANY				
	2023-12-14	03-340-000-0000-6411-000000	$25.01	SHOP SUPPLIES	147127	N
107381	**4634**	**FASTENAL COMPANY**	**$25.01**			
107382	4713	GUARDIAN FLEET SAFETY LLC				
	2023-12-14	01-201-000-0000-6452-000000	$95.00	1 Squad 808 Gunlock Not Working. - Replaced Switch	231861	N
	2023-12-14	01-201-000-0000-6480-000000	$458.57	5 Opticom Power Supply - Squad 827 L4$0 Part #: MDPEMODULE Note: High Priority Opticom Power Supply (Requires Strobe, Sold Separately)	231861	N
	2023-12-14	01-201-000-0000-6452-000000	$176.80	6 Vertex White - Squad 827 Part #: VTX609C U I i CYL Note: Whelen Vertex Hide-A-Way LED Insert - White. Replaces Factory Reverse Bulb	231861	N
	2023-12-14	01-201-000-0000-6452-000000	$176.80	9 Vertex White - Squad 841 Part #: VTX609C LiLi C Note: Whelen Vertex Hide-A-Way LED Insert - White. Replaces Factory Reverse Bulb	231861	N
	2023-12-14	01-201-000-0000-6480-000000	$118.75	11 Squad 858 Watchguard Issue ugib1/4")	231861	N
	2023-12-14	01-201-000-0000-6480-000000	$214.30	18 Opticom Strobe NOVA - Squad 896 Part #: LINEARMTC Note: Opticom Strobe Emitter with 15' Cable (Requires Power Supply, Sold Separately)	231861	N
	2023-12-14	01-201-000-0000-6452-000000	$95.00	19 Squad N5 Young - Siren Not Working (Swapped in Touchmaster)	231861	N
107382	**4713**	**GUARDIAN FLEET SAFETY LLC**	**$1,335.22**			
107385	4862	ICS JAIL SUPPLIES INC				
	2023-12-14	01-250-000-0000-6411-000000	$1,817.03	INMATE SUPPLIES	797112	N
107385	**4862**	**ICS JAIL SUPPLIES INC**	**$1,817.03**			
107386	4902	BURDAS TOWING				
	2023-12-14	01-201-000-0000-6261-000000	$210.00	A-Impound Towing	23-167273	Y
	2023-12-14	01-201-000-0000-6261-000000	$250.70	TOWING CASE #23032038	23-167983	Y
	2023-12-14	01-201-000-0000-6261-000000	$250.70	TOWING CASE #23032038 P-002	23-167984	Y
107386	**4902**	**BURDAS TOWING**	**$711.40**			
107387	5052	SRF CONSULTING GROUP INC				
	2023-12-14	03-326-000-0000-6261-000000	$8,783.76	SP 070-022 CSAH 19 RAB	16719.00-6	N
	2023-12-14	03-326-000-0000-6261-000000	$8,783.75	SP 070-024 CSAH 35 RAB	16719.00-6	N
107387	**5052**	**SRF CONSULTING GROUP INC**	**$17,567.51**			
107395	5721	CDW GOVERNMENT INC				
	2023-12-14	01-063-065-0000-6260-000000	$63.19	StarTech com M6 x 12mm Screws and Cage Nuts 100 Pack Black	NM00340	N
107395	**5721**	**CDW GOVERNMENT INC**	**$63.19**			
107399	6140	RUSSELL SECURITY RESOURCE LLC				
	2023-12-14	01-521-021-0000-6301-000000	$196.50	CHALET DOOR REPAIR AT BERTRAM	A47146	N
107399	**6140**	**RUSSELL SECURITY RESOURCE LLC**	**$196.50**			
107400	6161	PERFORMANCE KENNELS INC				
	2023-12-14	01-201-000-0000-6261-000000	$122.60	NUTRISOURCE K9 FOOD - NORM	3273	N
107400	**6161**	**PERFORMANCE KENNELS INC**	**$122.60**			
107401	6231	CINTAS CORPORATION NO. 2				
	2023-12-14	03-350-000-0000-6806-000000	$18.19	HIGHWAY SIGNS UNIFORMS	4176520895	N
	2023-12-14	03-340-000-0000-6806-000000	$83.95	HIGHWAY MECHANIC UNIFORMS	4176520895	N

	2023-12-14	03-330-000-0000-6806-000000	$173.28	HIGHWAY MAINTENANCE UNIFORMS	4176520895	N
	2023-12-14	03-320-000-0000-6806-000000	$30.48	HIGHWAY ENGINEERING UNIFORMS	4176520895	N
	2023-12-14	03-330-000-0000-6806-000000	$35.10	HIGHWAY MAINTENANCE UNIFORMS	4176643745	N
107401	**6231**	**CINTAS CORPORATION NO. 2**	**$341.00**			
107403	6433	BOLTON & MENK INC				
	2023-12-14	03-320-000-0000-6505-000000	$35,508.50	PEL STUDY TH 25 AREA	326251	N
107403	**6433**	**BOLTON & MENK INC**	**$35,508.50**			
107405	7544	CENTRA SOTA COOPERATIVE - BUFFALO				
	2023-12-14	03-340-000-0000-6563-000000	$1,983.57	DIESEL FUEL - WAVERLY	6117059	N
	2023-12-14	03-340-000-0000-6564-000000	$11,910.00	UNLEADED FUEL	8107400	N
	2023-12-14	03-340-000-0000-6563-000000	$9,950.68	UNLEADED FUEL	8107400	N
107405	**7544**	**CENTRA SOTA COOPERATIVE - BUFFALO**	**$23,844.25**			
107409	13590	INTEGRIPRINT INC				
	2023-12-14	11-450-430-0020-6411-000000	$10.10	ADM OPERATING SUPPLIES	60325	N
	2023-12-14	11-420-600-0020-6411-000000	$14.05	ADM OPERATING SUPPLIES	60325	N
	2023-12-14	11-430-700-0020-6411-000000	$30.75	ADM OPERATING SUPPLIES	60325	N
107409	**13590**	**INTEGRIPRINT INC**	**$54.90**			
107410	13935	ANOKA COUNTY CORRECTIONS				
	2023-12-14	01-025-000-0000-6265-000000	$295.00	NOVEMBER 2023 JUVENILE DETENTION FEES	925-1000086-1	N
107410	**13935**	**ANOKA COUNTY CORRECTIONS**	**$295.00**			
107411	15459	ISD 466 - DASSEL COKATO				
	2023-12-14	78-413-815-7564-6007-000000	$4,162.12	LCTS PHASE III PMT#97	PMT#97	N
107411	**15459**	**ISD 466 - DASSEL COKATO**	**$4,162.12**			
107412	17075	DINGMANN FUNERAL CARE INC				
	2023-12-14	11-420-675-4300-6020-000000	$3,000.00	CREMATION SERVICES -SM	11.30.23SM	N
107412	**17075**	**DINGMANN FUNERAL CARE INC**	**$3,000.00**			
107424	43808	MCKESSON MEDICAL-SURGICAL				
	2023-12-14	01-250-000-0000-6458-000000	$377.88	CUP,PPR SOUFFLE	21444385	Y
107424	**43808**	**MCKESSON MEDICAL-SURGICAL**	**$377.88**			
107426	52626	PETERSON CHAPEL-BUFFALO				
	2023-12-14	11-420-675-4300-6020-000000	$3,000.00	CREMATION SERVICES-RZ	11.09.23RZ	N
107426	**52626**	**PETERSON CHAPEL-BUFFALO**	**$3,000.00**			
107431	56801	LABORATORY CORP OF AMERICA HOLDINGS				
	2023-12-14	11-420-640-0010-6268-000000	$27.50	GENETICS TESTING	78716848	N
	2023-12-14	11-420-640-0010-6268-000000	$16.50	GENETICS TESTING	78716848	N
	2023-12-14	11-420-640-0010-6268-000000	$27.50	GENETICS TESTING	78716848	N
	2023-12-14	11-420-640-0010-6268-000000	$16.50	GENETICS TESTING	78716848	N
107431	**56801**	**LABORATORY CORP OF AMERICA HOLDINGS**	**$88.00**			
107440	67657	TRIMIN SYSTEMS INC				
	2023-12-14	34-165-101-8110-6620-000000	$10,000.00	Fixed Bid Grantor/ee Index Books	51493	N
107440	**67657**	**TRIMIN SYSTEMS INC**	**$10,000.00**			
107441	68948	VILLAGE RANCH INC				
	2023-12-14	01-025-000-0000-6265-000000	$2,840.40	NOVEMBER 2023 JUVENILE CORRECTIONAL FEE	061676	N
107441	**68948**	**VILLAGE RANCH INC**	**$2,840.40**			
107443	200080	CENTURY_LINK				
	2023-12-14	02-226-000-0000-6203-000000	$1,372.38	ACCT 90879700 Dispatch Phone lines	668566190	N
107443	**200080**	**CENTURY_LINK**	**$1,372.38**			
107445	2707	T-MOBILE USA				
	2023-12-14	01-005-021-0000-6203-000000	$81.72	ACCT 972067288 10/20-11/20	972067288202312	N
	2023-12-14	01-111-000-0000-6203-000000	$623.79	ACCT 972067288 10/20-11/20	972067288202312	N
	2023-12-14	01-121-000-0000-6203-000000	$115.75	ACCT 972067288 10/20-11/20	972067288202312	N
	2023-12-14	01-521-000-0000-6203-000000	$280.01	ACCT 972067288 10/20-11/20	972067288202312	N
	2023-12-14	20-393-000-0000-6203-000000	$88.50	ACCT 972067288 10/20-11/20	972067288202312	N
	2023-12-14	03-310-000-0000-6203-000000	$148.09	ACCT 972067288 10/20-11/20	972067288202312	N
	2023-12-14	01-063-000-0000-6480-000000	($485.00)	EQUIPMENT CREDIT	972067288202312	N
	2023-12-14	01-031-021-0000-6203-000000	$61.28	ACCT 972067288 10/20-11/20	972067288202312	N
	2023-12-14	01-031-033-0000-6203-000000	$44.25	ACCT 972067288 10/20-11/20	972067288202312	N
	2023-12-14	01-041-021-0000-6203-000000	$35.75	ACCT 972067288 10/20-11/20	972067288202312	N
	2023-12-14	01-063-000-0000-6203-000000	$335.34	ACCT 972067288 10/20-11/20	972067288202312	N
	2023-12-14	01-091-000-0000-6203-000000	$71.50	ACCT 972067288 10/20-11/20	972067288202312	N
	2023-12-14	01-101-000-0000-6203-000000	$35.75	ACCT 972067288 10/20-11/20	972067288202312	N
	2023-12-14	01-105-000-0000-6203-000000	$199.00	ACCT 972067288 10/20-11/20	972067288202312	N
	2023-12-14	01-107-000-0000-6203-000000	$151.50	ACCT 972067288 10/20-11/20	972067288202312	N
107445	**2707**	**T-MOBILE USA**	**$1,787.23**			
107448	593	MOTOROLA SOLUTIONS INC				
	2023-12-14	01-099-493-8467-6621-000000	$29,937.60	APX6500 Enhanced 7/800 MHZ Mobile Radios MN Contract #209493	8281772524	N
107448	**593**	**MOTOROLA SOLUTIONS INC**	**$29,937.60**			
107450	200592	BLUE EARTH COUNTY SHERIFF'S OFFICE				
	2023-12-14	01-013-000-0000-6261-000000	$65.00	SHERIFF INVOICE SERVICE JV-22-5954	202300001539	N
107450	**200592**	**BLUE EARTH COUNTY SHERIFF'S OFFICE**	**$65.00**			
107451	46433	MN DEPT OF PUBLIC SAFETY				
	2023-12-14	84-041-000-0000-6820-000000	$27,403.21	MNDRIVE	20231214MV	N
107451	**46433**	**MN DEPT OF PUBLIC SAFETY**	**$27,403.21**			

107452	46433	MN DEPT OF PUBLIC SAFETY				
	2023-12-15	84-041-000-0000-6820-000000	$25,362.00	MNDRIVE	20231215MV	N
107452	**46433**	**MN DEPT OF PUBLIC SAFETY**	**$25,362.00**			
107453		Caroline Marie Bachun				
	2023-12-15	01-091-000-0000-6333-000000	$11.00	Parking to go to court in Downtown Minneapolis.	EX000017873325	
	2023-12-15	01-091-000-0000-6245-000000	$278.00	Annual Minnesota Lawyer Registration Fees	EX000018293981	
107453		**Caroline Marie Bachun**	**$289.00**			
107454		Greg Thomas Kryzer				
	2023-12-15	01-091-090-0000-6333-000000	$1.50	parking for meeting in Minneapolis	EX000018996509	
107454		**Greg Thomas Kryzer**	**$1.50**			
107455		Neal Robert Huemoeller III				
	2023-12-15	01-025-021-0000-6333-000000	$206.52	Drove from DECC Duluth, MN to home- Otsego, MN for MCA conference-	EX000018499239	
107455		**Neal Robert Huemoeller III**	**$206.52**			
107456		Mitchell Anthony Douglas				
	2023-12-15	01-105-027-0000-6338-000000	$30.00	Region III Meeting	EX000018929647	
107456		**Mitchell Anthony Douglas**	**$30.00**			
107457		Katie Lynn Brown				
	2023-12-15	11-430-700-0010-6333-000000	$26.53	HV-BK	EX000018537168	
	2023-12-15	11-430-700-0010-6333-000000	$28.03	HV-JM	EX000018537168	
	2023-12-15	11-430-700-0010-6333-000000	$16.83	HV-DG	EX000018537168	
	2023-12-15	11-430-700-0010-6333-000000	$14.02	PU and deliver to Client: MHAfter business hours using personal vehicle to deliver donated couch to client	EX000018537168	
	2023-12-15	11-430-700-0010-6333-000000	$16.96	HV-ET	EX000018537168	
	2023-12-15	11-430-700-0010-6333-000000	$27.31	HV-PD	EX000018537168	
107457		**Katie Lynn Brown**	**$129.68**			
107458		Donald Leroy Czanstkowski				
	2023-12-15	03-330-331-0000-6842-000000	$245.00	safety boots	EX000018939765	
107458		**Donald Leroy Czanstkowski**	**$245.00**			
107459		Joleen Marie Miller				
	2023-12-15	01-201-000-0000-6334-000000	$6.26	Emotional survival for the female enforcer - lunch	EX000018932001	
	2023-12-15	01-201-000-0000-6334-000000	$12.53	Emotional survival for the female enforcer - lunch	EX000018932001	
107459		**Joleen Marie Miller**	**$18.79**			
107460		Sherry LYNN Ovall				
	2023-12-15	11-430-700-0010-6333-000000	$13.69	TW-MT-TW (client visit-BO, JO)	EX000018874893	
	2023-12-15	11-430-700-0010-6333-000000	$2.69	TW-BF-TW (client visit-DK)	EX000018874893	
	2023-12-15	11-430-700-0010-6333-000000	$28.75	TW-Clearwater-TW (client visit-QP)	EX000018874893	
107460		**Sherry LYNN Ovall**	**$45.13**			
107461		Jeanne M Holland				
	2023-12-15	01-005-021-0000-6333-000000	$18.67	Board meeting	EX000018996113	
	2023-12-15	01-005-021-0000-6333-000000	$18.67	County board meeting	EX000018996165	
	2023-12-15	01-005-021-0000-6333-000000	$18.67	EDA & Committee of the whole	EX000018996169	
	2023-12-15	01-005-021-0000-6333-000000	$18.67	Planning commission meeting	EX000018996173	
	2023-12-15	01-005-021-0000-6333-000000	$18.67	County board meeting	EX000018996177	
107461		**Jeanne M Holland**	**$93.35**			
107462	1925	CHAMBERLAIN OIL CO				
	2023-12-15	03-340-000-0000-6568-000000	$3,841.35	MOTOR OILS	455628	N
107462	**1925**	**CHAMBERLAIN OIL CO**	**$3,841.35**			
107463	3365	WSB & ASSOCIATES INC				
	2023-12-15	03-326-000-0000-6261-000000	$998.00	CP 019-211 CSAH 19 AND RIVER R	R023089-000-4	N
	2023-12-15	03-326-000-0000-6261-000000	($998.00)	CP 019-211 CSAH 19 AND RIVER ROAD ROW	R023089-000-4	N
	2023-12-15	03-326-000-0000-6261-000000	$988.00	CP 019-211 CSAH 19 AND RIVER ROAD ROW	R023089-000-4	N
107463	**3365**	**WSB & ASSOCIATES INC**	**$988.00**			
107464	4439	ON-DEMAND SERVICES GROUP INC				
	2023-12-15	01-063-000-0000-6261-000000	$18,240.00	NOVEMBER 2023 PROFESSIONAL SERVICES ERP	38587	N
107464	**4439**	**ON-DEMAND SERVICES GROUP INC**	**$18,240.00**			
107465	4873	NORTHERN SAFETY TECHNOLOGY				
	2023-12-15	03-340-000-0000-6574-000000	$705.88	HWY REPAIR PARTS	56788	N
	2023-12-15	03-340-000-0000-6574-000000	$268.28	HWY REPAIR PARTS	56820	N
107465	**4873**	**NORTHERN SAFETY TECHNOLOGY**	**$974.16**			
107466	10751	CENTRAL MN MENTAL HEALTH CENTER INC				
	2023-12-15	02-025-000-0000-6261-000000	$450.00	Mental Health Comp Eval/DA (90791), ACCOUNT 828594	828594	N
107466	**10751**	**CENTRAL MN MENTAL HEALTH CENTER INC**	**$450.00**			
107467	68948	VILLAGE RANCH INC				
	2023-12-15	01-025-000-0000-6245-000000	$7,206.00	NOVEMBER 2023 JUVENILE CORRECTIONAL FEE	061694	N
107467	**68948**	**VILLAGE RANCH INC**	**$7,206.00**			
107468	200250	POMP'S TIRE SERVICE INC				
	2023-12-15	03-340-000-0000-6575-000000	$336.00	TIRES - LABOR TO REFURBISH	2390008272	N
	2023-12-15	03-340-000-0000-6570-000000	$1,743.14	HWY TIRES	2390008272	N
	2023-12-15	03-340-000-0000-6575-000000	$299.60	TIRES - LABOR TO REFURBISH	2390008769	N
	2023-12-15	03-340-000-0000-6574-000000	$88.20	HWY REPAIR PARTS	2390008769	N
	2023-12-15	03-340-000-0000-6575-000000	$96.00	TIRES - LABOR TO REFURBISH	2390008974	N
	2023-12-15	03-340-000-0000-6570-000000	$871.57	HWY TIRES	2390008974	N
	2023-12-15	03-340-000-0000-6575-000000	$139.10	TIRES - LABOR TO REFURBISH	2390009035	N
	2023-12-15	03-340-000-0000-6574-000000	$25.20	HWY REPAIR PARTS	2390009035	N

107468	**200250**	**POMP'S TIRE SERVICE INC**	**$3,598.81**			
107469	46433	MN DEPT OF PUBLIC SAFETY				
	2023-12-18	84-041-000-0000-6820-000000	$21,642.26	MNDRIVE	20231218MV	N
107469	**46433**	**MN DEPT OF PUBLIC SAFETY**	**$21,642.26**			
107470	404	MSRS HEALTH CARE SAVINGS PLAN				
	2023-12-18	11-450-000-0000-2232-000000	$10.89	HEALTH SAVINGS	20231215DED-1	N
	2023-12-18	01-025-000-0000-2232-000000	$62.31	HEALTH SAVINGS	20231215DED-1	N
	2023-12-18	03-310-000-0000-2232-000000	$66.94	HEALTH SAVINGS	20231215DED-1	N
	2023-12-18	01-031-000-0000-2232-000000	$225.26	HEALTH SAVINGS	20231215DED-1	N
	2023-12-18	03-320-000-0000-2232-000000	$30,057.62	HCSP SEVERANC	20231215DED-1	N
	2023-12-18	11-420-000-0000-2232-000000	$15.16	HEALTH SAVINGS	20231215DED-1	N
	2023-12-18	01-091-000-0000-2232-000000	$25.00	HEALTH SAVINGS	20231215DED-1	N
	2023-12-18	01-201-000-0000-2232-000000	$25.00	HEALTH SAVINGS	20231215DED-1	N
	2023-12-18	11-430-000-0000-2232-000000	$33.15	HEALTH SAVINGS	20231215DED-1	N
	2023-12-18	01-107-000-0000-2232-000000	$39.85	HEALTH SAVINGS	20231215DED-1	N
	2023-12-18	01-103-000-0000-2232-000000	$50.70	HEALTH SAVINGS	20231215DED-1	N
	2023-12-18	01-101-000-0000-2232-000000	$51.26	HEALTH SAVINGS	20231215DED-1	N
	2023-12-18	01-105-000-0000-2232-000000	$55.07	HEALTH SAVINGS	20231215DED-1	N
107470	**404**	**MSRS HEALTH CARE SAVINGS PLAN**	**$30,718.21**			
107471	742	AMERICAN FAMILY LIFE ASSURANCE				
	2023-12-18	11-450-000-0000-2237-000000	$7.65	INS	20231215DED-2	N
	2023-12-18	01-025-000-0000-2237-000000	$97.50	LIFE	20231215DED-2	N
	2023-12-18	11-420-000-0000-2237-000000	$53.81	INS	20231215DED-2	N
	2023-12-18	03-330-000-0000-2237-000000	$61.70	LIFE INS	20231215DED-2	N
	2023-12-18	01-250-000-0000-2237-000000	$68.64	INS	20231215DED-2	N
	2023-12-18	01-521-000-0000-2237-000000	$70.20	INS	20231215DED-2	N
	2023-12-18	01-041-000-0000-2237-000000	$77.60	INS	20231215DED-2	N
	2023-12-18	01-201-000-0000-2237-000000	$95.35	INS	20231215DED-2	N
	2023-12-18	11-430-000-0000-2237-000000	$139.63	INS	20231215DED-2	N
107471	**742**	**AMERICAN FAMILY LIFE ASSURANCE**	**$672.08**			
107472	807	MINNESOTA EQUIPMENT				
	2023-12-18	01-521-000-0000-6452-000000	$172.38	BELT TENSIONER	P08516	N
107472	**807**	**MINNESOTA EQUIPMENT**	**$172.38**			
107473	1347	AMAZON BUSINESS				
	2023-12-18	11-430-710-1586-6030-000000	$96.99	1 PAROD 2PCS 512335 AWD Only Rear Wheel Bearing and Hub Assembly Compatible with Ford Edge 2007-2010, Lincoln MKX 2007-2010, Non-ABS 5 Lugs ASIN: B09BVHVXJC Sold by:	1P9F-F7LD-DT9L	N
	2023-12-18	11-430-740-4180-6030-000000	$229.90	1 Hoover PowerScrub Deluxe Carpet Cleaner Machine, Upright Shampooer, FH50150NC, Red ASIN: B009ZI2M7G Sold by: Amazon.com Services LLC Order # 112-0909349-2452216	1QPW-46GF-VX7Q	N
	2023-12-18	11-430-740-4180-6030-000000	$96.80	3 KitchenAid Classic Multifunction Can Opener / Bottle Opener, 8.34-Inch, Black ASIN: Sold by: Amazon.com Services LLC B07YR2VH4B Order # 112-0909349-2452216	1QPW-46GF-VX7Q	N
	2023-12-18	11-430-740-4180-6030-000000	$183.31	Tampax Pearl Tampons Tro Pack	1QPW-46GF-VX7Q	N
	2023-12-18	11-430-740-4180-6030-000000	$57.04	Tops Spiral Steno Books, 8 Pack	1QPW-46GF-VX7Q	N
	2023-12-18	11-430-740-4180-6030-000000	$0.97	Waxed Dental Floss	1QPW-46GF-VX7Q	N
	2023-12-18	11-430-740-4180-6030-000000	$17.51	Hoover Freee & Clean Deep Cleaning Carpet Shampoo	1QPW-46GF-VX7Q	N
	2023-12-18	11-430-740-4180-6030-000000	$4.98	Pampers Sensitive Baby Wipes	1QPW-46GF-VX7Q	N
	2023-12-18	11-430-740-4180-6030-000000	$14.26	TOPS Spiral Steno 8 pack	1QPW-46GF-VX7Q	N
	2023-12-18	11-430-740-4180-6030-000000	$186.30	Basics Tritan Water bottle with Action lid	1QPW-46GF-VX7Q	N
107473	**1347**	**AMAZON BUSINESS**	**$888.06**			
107474	1436	STREICHERS				
	2023-12-18	01-201-000-0000-6806-000000	$79.99	NEW HIRE UNIFORM	I1669182	N
	2023-12-18	01-201-000-0000-6480-000000	$1,373.74	OPERATING SUPPLIES-BATONS/STOPS/RIOT HELMET	I1669222	N
	2023-12-18	01-201-000-0000-6806-000000	$249.97	NEW HIRE UNIFORM	I1669339	N
	2023-12-18	01-201-000-0000-6480-000000	$44,460.00	SWAT VESTS-QTY 108	I1670400	N
	2023-12-18	01-201-000-0000-6480-000000	$209.00	Holster: Tactical #7304 +DFA,LH, G17 Gen3-5, 22 Gen3-4 w/TLR	I1670531	N
107474	**1436**	**STREICHERS**	**$46,372.70**			
107475	1558	MN BENEFIT ASSOCIATION				
	2023-12-18	01-031-000-0000-2237-000000	$26.67	LIFE INS	20231215DED-4	N
	2023-12-18	01-201-000-0000-2237-000000	$56.59	LIFE INS	20231215DED-4	N
	2023-12-18	01-025-000-0000-2237-000000	$148.40	LIFE INS	20231215DED-4	N
	2023-12-18	01-107-000-0000-2237-000000	$246.31	LIFE INS	20231215DED-4	N
	2023-12-18	01-041-000-0000-2237-000000	$277.61	LIFE INS	20231215DED-4	N
	2023-12-18	11-430-000-0000-2237-000000	$1,088.37	LIFE INS	20231215DED-4	N
107475	**1558**	**MN BENEFIT ASSOCIATION**	**$1,843.95**			
107476	1900	MN AFSCME LOCAL 2685				
	2023-12-18	11-430-000-0000-2238-000000	$10.00	STRIKE	20231215DED-6	N
	2023-12-18	11-450-000-0000-2238-000000	$30.00	STRIKE	20231215DED-6	N
	2023-12-18	11-420-000-0000-2238-000000	$40.00	STRIKE	20231215DED-6	N
107476	**1900**	**MN AFSCME LOCAL 2685**	**$80.00**			
107477	1979	WRIGHT CO CAFETERIA PLAN				
	2023-12-18	11-420-000-0000-2232-000000	$53.33	DAY CARE CAFETERIA	20231215DED-10	N
	2023-12-18	01-105-000-0000-2232-000000	$908.33	DAY CARE CAFETERIA	20231215DED-10	N
	2023-12-18	11-450-000-0000-2232-000000	$967.48	DAY CARE CAFETERIA	20231215DED-10	N
	2023-12-18	72-605-000-0000-2232-000000	$1,145.74	DAY CARE CAFETERIA	20231215DED-10	N
	2023-12-18	01-091-000-0000-2232-000000	$1,527.75	DAY CARE CAFETERIA	20231215DED-10	N
	2023-12-18	01-201-000-0000-2232-000000	$2,208.75	DAY CARE CAFETERIA	20231215DED-10	N
	2023-12-18	11-430-000-0000-2232-000000	$2,328.65	DAY CARE CAFETERIA	20231215DED-10	N

	2023-12-18	01-522-000-0000-2232-000000	$12.50	MEDICAL EXP CAFETERIA	20231215DED-10	N
	2023-12-18	03-320-000-0000-2232-000000	$41.59	MEDICAL EXP CAFETERIA	20231215DED-10	N
	2023-12-18	71-505-000-0000-2232-000000	$83.33	MEDICAL EXP CAFETERIA	20231215DED-10	N
	2023-12-18	01-043-000-0000-2232-000000	$125.00	MEDICAL EXP CAFETERIA	20231215DED-10	N
	2023-12-18	01-063-000-0000-2232-000000	$208.33	DAY CARE CAFETERIA	20231215DED-10	N
	2023-12-18	01-103-000-0000-2232-000000	$125.00	MEDICAL EXP CAFETERIA	20231215DED-10	N
	2023-12-18	01-005-000-0000-2232-000000	$270.83	MEDICAL EXP CAFETERIA	20231215DED-10	N
	2023-12-18	01-111-000-0000-2232-000000	$370.76	MEDICAL EXP CAFETERIA	20231215DED-10	N
	2023-12-18	01-101-000-0000-2232-000000	$374.77	MEDICAL EXP CAFETERIA	20231215DED-10	N
	2023-12-18	01-063-000-0000-2232-000000	$374.92	MEDICAL EXP CAFETERIA	20231215DED-10	N
	2023-12-18	01-107-000-0000-2232-000000	$381.24	MEDICAL EXP CAFETERIA	20231215DED-10	N
	2023-12-18	03-310-000-0000-2232-000000	$391.66	MEDICAL EXP CAFETERIA	20231215DED-10	N
	2023-12-18	03-330-000-0000-2232-000000	$428.52	MEDICAL EXP CAFETERIA	20231215DED-10	N
	2023-12-18	01-521-000-0000-2232-000000	$437.42	MEDICAL EXP CAFETERIA	20231215DED-10	N
	2023-12-18	72-605-000-0000-2232-000000	$645.75	MEDICAL EXP CAFETERIA	20231215DED-10	N
	2023-12-18	01-521-000-0000-2232-000000	$208.33	DAY CARE CAFETERIA	20231215DED-10	N
	2023-12-18	01-105-000-0000-2232-000000	$712.11	MEDICAL EXP CAFETERIA	20231215DED-10	N
	2023-12-18	11-450-000-0000-2232-000000	$758.47	MEDICAL EXP CAFETERIA	20231215DED-10	N
	2023-12-18	01-031-000-0000-2232-000000	$768.44	MEDICAL EXP CAFETERIA	20231215DED-10	N
	2023-12-18	01-041-000-0000-2232-000000	$1,044.11	MEDICAL EXP CAFETERIA	20231215DED-10	N
	2023-12-18	01-091-000-0000-2232-000000	$1,162.41	MEDICAL EXP CAFETERIA	20231215DED-10	N
	2023-12-18	01-025-000-0000-2232-000000	$1,258.56	MEDICAL EXP CAFETERIA	20231215DED-10	N
	2023-12-18	11-420-000-0000-2232-000000	$1,307.95	MEDICAL EXP CAFETERIA	20231215DED-10	N
	2023-12-18	01-250-000-0000-2232-000000	$1,717.32	MEDICAL EXP CAFETERIA	20231215DED-10	N
	2023-12-18	11-430-000-0000-2232-000000	$3,709.91	MEDICAL EXP CAFETERIA	20231215DED-10	N
	2023-12-18	01-201-000-0000-2232-000000	$5,209.57	MEDICAL EXP CAFETERIA	20231215DED-10	N
	2023-12-18	01-603-000-0000-2232-000000	$208.33	DAY CARE CAFETERIA	20231215DED-10	N
	2023-12-18	03-330-000-0000-2232-000000	$208.33	DAY CARE CAFETERIA	20231215DED-10	N
	2023-12-18	01-031-000-0000-2232-000000	$312.50	DAY CARE CAFETERIA	20231215DED-10	N
	2023-12-18	01-250-000-0000-2232-000000	$384.61	DAY CARE CAFETERIA	20231215DED-10	N
	2023-12-18	01-041-000-0000-2232-000000	$416.66	DAY CARE CAFETERIA	20231215DED-10	N
	2023-12-18	01-025-000-0000-2232-000000	$891.43	DAY CARE CAFETERIA	20231215DED-10	N
107477	**1979**	**WRIGHT CO CAFETERIA PLAN**	**$33,690.69**			
107478	2330	AIG RETIREMENT COMPANY				
	2023-12-18	01-005-000-0000-2232-000000	$50.00	DEFERRED COMP	20231215DED-12	N
	2023-12-18	01-201-000-0000-2232-000000	$725.00	DEFERRED COMP	20231215DED-12	N
	2023-12-18	01-105-000-0000-2232-000000	$1,144.93	DEFERRED COMP	20231215DED-12	N
	2023-12-18	01-063-000-0000-2232-000000	$1,756.88	DEFERRED COMP	20231215DED-12	N
	2023-12-18	01-201-000-0000-2239-000000	$25.00	ROTH	20231215DED-12	N
	2023-12-18	01-521-000-0000-2239-000000	$50.00	ROTH	20231215DED-12	N
	2023-12-18	01-041-000-0000-2239-000000	$85.00	ROTH	20231215DED-12	N
	2023-12-18	01-091-000-0000-2239-000000	$100.00	ROTH	20231215DED-12	N
	2023-12-18	03-330-000-0000-2239-000000	$100.00	ROTH	20231215DED-12	N
	2023-12-18	01-250-000-0000-2239-000000	$150.00	ROTH	20231215DED-12	N
	2023-12-18	01-025-000-0000-2239-000000	$200.00	ROTH	20231215DED-12	N
	2023-12-18	01-091-000-0000-2232-000000	$50.00	DEFERRED COMP	20231215DED-12	N
	2023-12-18	01-031-000-0000-2239-000000	$200.00	ROTH	20231215DED-12	N
	2023-12-18	11-430-000-0000-2239-000000	$225.00	ROTH	20231215DED-12	N
	2023-12-18	11-450-000-0000-2239-000000	$250.00	ROTH	20231215DED-12	N
	2023-12-18	01-101-000-0000-2232-000000	$50.00	DEFERRED COMP	20231215DED-12	N
	2023-12-18	01-521-000-0000-2232-000000	$50.00	DEFERRED COMP	20231215DED-12	N
	2023-12-18	03-340-000-0000-2232-000000	$60.00	DEFERRED COMP	20231215DED-12	N
	2023-12-18	01-043-000-0000-2232-000000	$100.00	DEFERRED COMP	20231215DED-12	N
	2023-12-18	01-031-000-0000-2232-000000	$500.00	DEFERRED COMP	20231215DED-12	N
	2023-12-18	11-430-000-0000-2232-000000	$510.00	DEFERRED COMP	20231215DED-12	N
	2023-12-18	01-041-000-0000-2232-000000	$640.00	DEFERRED COMP	20231215DED-12	N
107478	**2330**	**AIG RETIREMENT COMPANY**	**$7,021.81**			
107479	3499	BOBS TOWING AND RECOVERY INC				
	2023-12-18	01-201-000-0000-6261-000000	$90.00	Loaded/Hooked Mileage	23-21497	N
	2023-12-18	01-201-000-0000-6261-000000	$350.00	A - Accident Tow	23-21497	N
	2023-12-18	01-201-000-0000-6261-000000	$300.00	Winching Recovery	23-21497	N
	2023-12-18	01-201-000-0000-6261-000000	$92.50	Fuel Surcharge	23-21497	N
	2023-12-18	01-201-000-0000-6261-000000	$150.00	Labor	23-21497	N
107479	**3499**	**BOBS TOWING AND RECOVERY INC**	**$982.50**			
107480	3783	DAN BRAVINDER				
	2023-12-18	01-107-000-0000-6114-000000	$125.76	Mileage Planning Commission 4th Qtr	20231214	Y
	2023-12-18	01-107-000-0000-6114-000000	$480.00	Per Diem Planning Commission 4th Qtr	20231214	Y
107480	**3783**	**DAN BRAVINDER**	**$605.76**			
107481	4148	JOINT POWERS WATER BOARD				
	2023-12-18	01-521-021-0000-6251-000000	$59.64	BEEBE LAKE SEWER/WATER SERVICE 11/1/23-11/30/23	82-00000078-00-5 1123	N
107481	**4148**	**JOINT POWERS WATER BOARD**	**$59.64**			
107482	4542	FRONTIER PRECISION INC				
	2023-12-18	01-103-121-0000-6301-000000	$270.00	LABOR - FLAT RATE Nikon NPL-322 Clean & Cal Adjusted Optical Plummet Adjusted Bubble Vials Calibrated X & Y Angle Accuracy Checked & Cleaned	288318	N

	2023-12-18	01-103-121-0000-6301-000000	$810.00	LABOR -FLAT RATE S7 Clean & Cal	288321	N
	2023-12-18	01-103-121-0000-6301-000000	$67.50	LABOR - FLAT RATE Nikon AS-2 Clean & Cal Adjusted Bubble Vial Aligned Crosshairs Checked & Cleaned	288325	N
107482	**4542**	**FRONTIER PRECISION INC**	**$1,147.50**			
107483	5084	NAVAL SURFACE WARFARE CENTER				
	2023-12-18	02-228-000-0000-6343-000000	$3,000.00	NIGHT VISION AGREEMENT 1/11/24-1/11/25	N00164LE1011-24	N
107483	**5084**	**NAVAL SURFACE WARFARE CENTER**	**$3,000.00**			
107484	5794	SANDRA ANN GRENINGER				
	2023-12-18	01-107-000-0000-6114-000000	$99.56	Mileage Planning Commission 4th Qtr 2023	20231214	Y
	2023-12-18	01-107-000-0000-6114-000000	$480.00	Per Diem Planning Commission 4th Qtr 2023	20231214	Y
107484	**5794**	**SANDRA ANN GRENINGER**	**$579.56**			
107485	6097	ODP BUSINESS SOLUTIONS, LLC				
	2023-12-18	01-250-000-0000-6411-000000	$58.83	Jail Admin office supplies: Batteries,Copy Paper	344948356001	N
	2023-12-18	01-250-000-0000-6410-000000	$119.67	Jail Booking Office Supplies: Copy Paper	345681542001	N
	2023-12-18	01-250-000-0000-6410-000000	$16.76	Jail Booking Office Supplies: Staple Remover	345681805001	N
107485	**6097**	**ODP BUSINESS SOLUTIONS, LLC**	**$195.26**			
107486	6641	THOMSON REUTERS WEST PUBLISHING CORP				
	2023-12-18	02-021-000-0000-6411-000000	$1,322.72	WESTLAW COMPLETE LIBRARY PRINT SUBSCRIPTION 12/1/23-12/31/23	849424780	N
107486	**6641**	**THOMSON REUTERS WEST PUBLISHING CORP**	**$1,322.72**			
107487	7059	NATIONWIDE RETIREMENT SOLUTIONS				
	2023-12-18	11-430-000-0000-2232-000000	$10.00	DEFERRED COMP	20231215DED-17	Y
	2023-12-18	01-521-000-0000-2239-000000	$50.00	ROTH	20231215DED-17	Y
	2023-12-18	01-025-000-0000-2239-000000	$200.00	ROTH	20231215DED-17	Y
	2023-12-18	01-201-000-0000-2239-000000	$350.00	ROTH	20231215DED-17	Y
	2023-12-18	01-091-000-0000-2239-000000	$500.00	ROTH	20231215DED-17	Y
	2023-12-18	01-031-000-0000-2239-000000	$800.00	ROTH	20231215DED-17	Y
	2023-12-18	01-250-000-0000-2232-000000	$100.00	DEFERRED COMP	20231215DED-17	Y
	2023-12-18	01-025-000-0000-2232-000000	$140.00	DEFERRED COMP	20231215DED-17	Y
	2023-12-18	01-031-000-0000-2232-000000	$200.00	DEFERRED COMP	20231215DED-17	Y
	2023-12-18	01-041-000-0000-2232-000000	$210.00	DEFERRED COMP	20231215DED-17	Y
	2023-12-18	01-091-000-0000-2232-000000	$225.00	DEFERRED COMP	20231215DED-17	Y
	2023-12-18	01-201-000-0000-2232-000000	$632.00	DEFERRED COMP	20231215DED-17	Y
	2023-12-18	03-340-000-0000-2232-000000	$923.31	DEFERRED COMP	20231215DED-17	Y
	2023-12-18	01-250-000-0000-2239-000000	$50.00	ROTH	20231215DED-17	Y
107487	**7059**	**NATIONWIDE RETIREMENT SOLUTIONS**	**$4,390.31**			
107488	7062	ING				
	2023-12-18	01-005-000-0000-2232-000000	$100.00	DEFERRED COMP	20231215DED-18	Y
	2023-12-18	01-105-000-0000-2232-000000	$475.00	DEFERRED COMP	20231215DED-18	Y
	2023-12-18	03-330-000-0000-2232-000000	$480.00	DEFERRED COMP	20231215DED-18	Y
	2023-12-18	01-250-000-0000-2232-000000	$525.00	DEFERRED COMP	20231215DED-18	Y
	2023-12-18	01-031-000-0000-2232-000000	$568.00	DEFERRED COMP	20231215DED-18	Y
	2023-12-18	01-041-000-0000-2232-000000	$820.00	DEFERRED COMP	20231215DED-18	Y
	2023-12-18	01-521-000-0000-2232-000000	$850.00	DEFERRED COMP	20231215DED-18	Y
	2023-12-18	01-107-000-0000-2232-000000	$952.00	DEFERRED COMP	20231215DED-18	Y
	2023-12-18	11-420-000-0000-2232-000000	$990.40	DEFERRED COMP	20231215DED-18	Y
	2023-12-18	11-450-000-0000-2232-000000	$1,235.60	DEFERRED COMP	20231215DED-18	Y
	2023-12-18	01-091-000-0000-2232-000000	$2,147.00	DEFERRED COMP	20231215DED-18	Y
	2023-12-18	03-340-000-0000-2232-000000	$100.00	DEFERRED COMP	20231215DED-18	Y
	2023-12-18	01-025-000-0000-2232-000000	$2,637.50	DEFERRED COMP	20231215DED-18	Y
	2023-12-18	11-430-000-0000-2232-000000	$5,223.00	DEFERRED COMP	20231215DED-18	Y
	2023-12-18	01-201-000-0000-2232-000000	$11,793.00	DEFERRED COMP	20231215DED-18	Y
	2023-12-18	01-100-000-0000-6153-000000	$27.50	MSRS COUNT PORTION	20231215DED-18	Y
	2023-12-18	01-100-000-0000-6153-000000	$394.39	MSRS COUNT PORTION	20231215DED-18	Y
	2023-12-18	01-100-000-0000-6153-000000	$1,463.77	MSRS COUNT PORTION	20231215DED-18	Y
	2023-12-18	01-101-000-0000-2239-000000	$50.00	ROTH	20231215DED-18	Y
	2023-12-18	03-310-000-0000-2238-000000	$60.00	ROTH	20231215DED-18	Y
	2023-12-18	03-330-000-0000-2239-000000	$145.00	ROTH	20231215DED-18	Y
	2023-12-18	01-103-000-0000-2239-000000	$150.00	ROTH	20231215DED-18	Y
	2023-12-18	03-350-000-0000-2232-000000	$130.00	DEFERRED COMP	20231215DED-18	Y
	2023-12-18	72-605-000-0000-2239-000000	$200.00	ROTH	20231215DED-18	Y
	2023-12-18	01-522-000-0000-2239-000000	$210.00	ROTH	20231215DED-18	Y
	2023-12-18	01-063-000-0000-2239-000000	$226.00	ROTH	20231215DED-18	Y
	2023-12-18	01-521-000-0000-2239-000000	$235.00	ROTH	20231215DED-18	Y
	2023-12-18	01-250-000-0000-2239-000000	$469.00	ROTH	20231215DED-18	Y
	2023-12-18	01-031-000-0000-2239-000000	$525.00	ROTH	20231215DED-18	Y
	2023-12-18	01-025-000-0000-2239-000000	$585.00	ROTH	20231215DED-18	Y
	2023-12-18	01-107-000-0000-2239-000000	$675.00	ROTH	20231215DED-18	Y
	2023-12-18	01-105-000-0000-2239-000000	$725.00	ROTH	20231215DED-18	Y
	2023-12-18	03-320-000-0000-2239-000000	$735.00	ROTH	20231215DED-18	Y
	2023-12-18	01-103-000-0000-2232-000000	$200.00	DEFERRED COMP	20231215DED-18	Y
	2023-12-18	01-111-000-0000-2238-000000	$826.00	ROTH	20231215DED-18	Y
	2023-12-18	11-420-000-0000-2239-000000	$872.00	ROTH	20231215DED-18	Y
	2023-12-18	11-450-000-0000-2239-000000	$923.00	ROTH	20231215DED-18	Y
	2023-12-18	01-041-000-0000-2239-000000	$1,490.00	ROTH	20231215DED-18	Y

	2023-12-18	01-201-000-0000-2239-000000	$1,670.00	ROTH	20231215DED-18	Y
	2023-12-18	01-091-000-0000-2239-000000	$1,682.00	ROTH	20231215DED-18	Y
	2023-12-18	11-430-000-0000-2239-000000	$2,650.00	ROTH	20231215DED-18	Y
	2023-12-18	01-101-000-0000-2232-000000	$325.00	DEFERRED COMP	20231215DED-18	Y
	2023-12-18	03-310-000-0000-2232-000000	$325.00	DEFERRED COMP	20231215DED-18	Y
	2023-12-18	72-605-000-0000-2232-000000	$335.00	DEFERRED COMP	20231215DED-18	Y
	2023-12-18	03-320-000-0000-2232-000000	$400.00	DEFERRED COMP	20231215DED-18	Y
	2023-12-18	01-063-000-0000-2232-000000	$434.00	DEFERRED COMP	20231215DED-18	Y
	2023-12-18	01-100-000-0000-6153-000000	$130.00	PAYMENT DUE BECAUSE OF REFUND	20231218	Y
107488	**7062**	**ING**	**$48,164.16**			
107489	200065	ASSISTANT WRIGHT COUNTY ATTORNEY				
	2023-12-18	01-091-000-0000-2238-000000	$70.00	UNON DUES	20231215DED-19	N
107489	**200065**	**ASSISTANT WRIGHT COUNTY ATTORNEY**	**$70.00**			
107505	46433	MN DEPT OF PUBLIC SAFETY				
	2023-12-19	84-041-000-0000-6820-000000	$17,817.53	MNDRIVE	20231219MV	N
107505	**46433**	**MN DEPT OF PUBLIC SAFETY**	**$17,817.53**			
107506	321	BRAUN INTERTEC CORPORATION				
	2023-12-19	03-326-000-0000-6261-000000	$761.50	SP 070-019 PAVEMENT EVAL	B369535	N
107506	**321**	**BRAUN INTERTEC CORPORATION**	**$761.50**			
107508	910	FLAHERTY & HOOD P.A.				
	2023-12-19	01-100-000-0000-6261-000000	$438.75	LEGAL SERVICES NOVEMBER-COMMUNITY DENTAL CLINIC	20430	N
	2023-12-19	01-100-000-0000-6261-000000	$980.25	LEGISLATIVE SERVICES NOVEMBER	20460	N
107508	**910**	**FLAHERTY & HOOD P.A.**	**$1,419.00**			
107509	929	TW VENDING INC				
	2023-12-19	02-230-000-0000-6411-000000	$12,772.04	WRIGHT COUNTY VENDING SALES 11/16/23-11/30/23	10050908	N
	2023-12-19	02-230-000-0000-6411-000000	$1,596.35	WRIGHT COUNTY CANTEEN SALES 11/16/23-11/30/23	10050908	N
	2023-12-19	02-230-000-0000-6411-000000	($257.10)	WRIGHT COUNTY SMART CARD DEPOSIT/RELEASE	10050908	N
	2023-12-19	02-230-000-0000-6411-000000	($10.00)	TKC REFUNDS	10050908	N
	2023-12-19	02-230-000-0000-6411-000000	($3,984.87)	COMMISSION DUE WRIGHT COUNTY	10050908	N
	2023-12-19	02-230-000-0000-6411-000000	$36.18	STANDARD CANTEEN SALES TAX COLLECTED	10050908	N
	2023-12-19	02-230-000-0000-6411-000000	$99.84	Indigent Stamped Envelope	10050983	N
	2023-12-19	02-230-000-0000-6411-000000	$2.20	Indigent Comb	10050983	N
	2023-12-19	02-230-000-0000-6411-000000	$9.61	Indigent Toothpaste 0 6oz	10050983	N
	2023-12-19	02-230-000-0000-6411-000000	$32.00	Indigent Soap Bar 5 oz	10050983	N
	2023-12-19	02-230-000-0000-6411-000000	$15.75	Indigent Shampoo 2oz	10050983	N
	2023-12-19	02-230-000-0000-6411-000000	$4.96	Indigent Toothbrush Stubby	10050983	N
	2023-12-19	02-230-000-0000-6411-000000	$720.00	Wright County $5.00 Electronic Phone Cards 2023-11-16 thru 2023-11-30	10051262	N
	2023-12-19	02-230-000-0000-6411-000000	$1,290.00	Wright County $10.00 Electronic Phone Cards 2023-11-16 thru 2023-11-30	10051262	N
107509	**929**	**TW VENDING INC**	**$12,326.96**			
107510	1102	TEMPLEMAN LAW				
	2023-12-19	01-013-000-0000-6270-000000	$750.66	ATTY FEE MAY-NOV 2023 PR-18-6559	20231213	Y
107510	**1102**	**TEMPLEMAN LAW**	**$750.66**			
107511	1280	RICHARD HERMES				
	2023-12-19	01-013-000-0000-6261-000000	$148.58	COURT VISITOR PR-23-5536	20231213	Y
	2023-12-19	01-013-000-0000-6261-000000	$136.97	VISITOR CLAIM PR-23-5593	20231213-2	Y
	2023-12-19	01-013-000-0000-6261-000000	$140.96	VISITOR CLAIM PR-23-5712	20231213-3	Y
107511	**1280**	**RICHARD HERMES**	**$426.51**			
107512	1347	AMAZON BUSINESS				
	2023-12-19	01-063-021-0000-6411-000000	$0.01	Evoluent VM4SW VerticalMouse 4 Right Hand Ergonomic Mouse with Wireless Connection (Small Size)	1XRG-KFD1-7NGK	N
	2023-12-19	01-063-021-0000-6411-000000	$97.99	Evoluent VM4SW VerticalMouse 4 Right Hand Ergonomic Mouse with Wireless Connection (Small Size)	1XRG-KFD1-7NGK	N
107512	**1347**	**AMAZON BUSINESS**	**$98.00**			
107513	2022	AMERICAN TOWER CORPORATION				
	2023-12-19	01-100-000-0000-6305-000000	$8,449.59	TOWER RENT ANNANDALE	4424967	N
107513	**2022**	**AMERICAN TOWER CORPORATION**	**$8,449.59**			
107514	3331	DIAMOND MOWERS INC				
	2023-12-19	03-340-000-0000-6574-000000	$60.87	HWY REPAIR PARTS	255059	N
107514	**3331**	**DIAMOND MOWERS INC**	**$60.87**			
107515	3346	STANTEC CONSULTING SERVICES INC				
	2023-12-19	01-100-493-8409-6261-000000	$4,562.00	Beneke, Thomas S (Tom)	2171976	N
107515	**3346**	**STANTEC CONSULTING SERVICES INC**	**$4,562.00**			
107516	3365	WSB & ASSOCIATES INC				
	2023-12-19	03-326-000-0000-6261-000000	$53,918.85	CP 148-221 CSAH 83 - CR 148 CO	R018686-000-24	N
107516	**3365**	**WSB & ASSOCIATES INC**	**$53,918.85**			
107525	6140	RUSSELL SECURITY RESOURCE LLC				
	2023-12-19	01-250-000-0000-6301-000000	$365.00	Repairs and Maintenance in Jail : Inmate Cell Door	A47204	N
107525	**6140**	**RUSSELL SECURITY RESOURCE LLC**	**$365.00**			
107526	6231	CINTAS CORPORATION NO. 2				
	2023-12-19	03-320-000-0000-6806-000000	$34.00	HIGHWAY ENGINEERING UNIFORMS	4177232051	N
	2023-12-19	03-330-000-0000-6806-000000	$140.90	HIGHWAY MAINTENANCE UNIFORMS	4177232051	N
	2023-12-19	03-340-000-0000-6806-000000	$94.51	HIGHWAY MECHANIC UNIFORMS	4177232051	N
	2023-12-19	03-350-000-0000-6806-000000	$21.71	HIGHWAY SIGNS UNIFORMS	4177232051	N
	2023-12-19	03-350-000-0000-6806-000000	($6.71)	HIGHWAY SIGNS UNIFORMS	9247826337	N
	2023-12-19	03-350-000-0000-6806-000000	$6.71	HIGHWAY SIGNS UNIFORMS	9247826337	N

	2023-12-19	03-330-000-0000-6806-000000	$62.26	HIGHWAY MAINTENANCE UNIFORMS	9247826337	N
	2023-12-19	03-330-000-0000-6806-000000	($62.26)	HIGHWAY MAINTENANCE UNIFORMS	9247826337	N
	2023-12-19	03-320-000-0000-6806-000000	($5.06)	HIGHWAY ENGINEERING UNIFORMS	9247826337	N
	2023-12-19	03-320-000-0000-6806-000000	$5.06	HIGHWAY ENGINEERING UNIFORMS	9247826337	N
	2023-12-19	03-320-000-0000-6806-000000	($6.71)	HIGHWAY UNIFORMS	9247826337	N
	2023-12-19	03-330-000-0000-6806-000000	($62.26)	HIGHWAY UNIFORMS	9247826337	N
	2023-12-19	03-350-000-0000-6806-000000	($5.06)	HIGHWAY UNIFORMS	9247826337	N
	2023-12-19	01-521-000-0000-6806-000000	($14.30)	PARKS UNIFORMS REFUND	9248285317	N
107526	**6231**	**CINTAS CORPORATION NO. 2**	**$202.79**			
107528	6388	LAW OFFICE OF ERIC SCHMIDTKE, PLLC				
	2023-12-19	01-013-000-0000-6270-000000	$125.00	ATTY FEE NOV 23 JV-23-3755	20231213	N
	2023-12-19	01-013-000-0000-6270-000000	$300.00	ATTY FEE NOV 23 JV-22-5282	20231213	N
	2023-12-19	01-013-000-0000-6270-000000	$2,225.00	ATTY FEE NOV 23 JV-23-4645	20231213-2	N
	2023-12-19	01-013-000-0000-6270-000000	$75.00	ATTY FEE NOV 23 JV-23-5257	20231213-2	N
	2023-12-19	01-013-000-0000-6270-000000	$300.00	ATTY FEE NOV 23 JV-23-5081	20231213-2	N
	2023-12-19	01-013-000-0000-6270-000000	$50.00	ATTY FEE NOV 23 JV-23-1271	20231213-2	N
107528	**6388**	**LAW OFFICE OF ERIC SCHMIDTKE, PLLC**	**$3,075.00**			
107529	7338	GOPHER STATE ONE CALL				
	2023-12-19	01-063-000-0000-6261-000000	$2.70	WTCITF01 Email Tickets: 2 at $1.35 WTCITF01 total billable tickets 2	3111602	N
107529	**7338**	**GOPHER STATE ONE CALL**	**$2.70**			
107530	7544	CENTRA SOTA COOPERATIVE - BUFFALO				
	2023-12-19	03-340-000-0000-6563-000000	$1,784.79	DIESEL FUEL - COKATO	6117096	N
	2023-12-19	03-340-000-0000-6563-000000	$147.95	DEF (55 GAL)	6216142	N
	2023-12-19	03-340-000-0000-6564-000000	$14,949.86	UNLEADED FUEL	8107460	N
	2023-12-19	03-340-000-0000-6563-000000	$3,223.00	DIESEL FUEL - BUFFALO	8107460	N
107530	**7544**	**CENTRA SOTA COOPERATIVE - BUFFALO**	**$20,105.60**			
107534	52626	PETERSON CHAPEL-BUFFALO				
	2023-12-19	11-420-675-4300-6020-000000	$3,000.00	CREMATION SERVICES-MS	11.16.23MS	N
	2023-12-19	11-420-675-4300-6020-000000	$3,000.00	CREMATION SERVICES-SM	11.25.23SM	N
107534	**52626**	**PETERSON CHAPEL-BUFFALO**	**$6,000.00**			
107537		US BANK				
	2023-12-20	01-000-000-0000-6801-000000	$38.67	3 iPhone cases	260087-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$35.07	iPhone Cases	260087-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$80.87	Toner for Sheriff's Office	260087-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$76.90	USB's Forensics	260087-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$86.90	USB's Forensics	260087-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$174.95	USB's Forensics	260087-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$9.25	Gun Permits Stamp	260087-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$223.98	2 Monitors	260087-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$116.97	Mini Fridge	260087-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$29.50	HDMI Switch	260087-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$44.97	PC Speakers	260087-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$39.00	Keyboard & Mouse	260087-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$226.65	Decorating	260087-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$18.49	USB for Dell Keyboard/Mouse	260087-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$223.98	2 Dell Monitors for Jail Admin	260087-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$12.80	WiFi Adapter	260087-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$120.48	Crash Reconstruction Equipment	260087-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$22.55	Crash Reconstruction Equipment	260087-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$84.79	Jail Sgt's Office Toner	260087-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$851.10	Crash Reconstruction	260087-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$84.60	Civil Warrants Baskets	260087-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$10.50	CFC fingerprints- Tamara Rogers	260088-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$10.50	CFC fingerprints- Jeffrey Warren	260088-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	($43.30)	Was not a purchase made by Court Services finally received credit from US Bank . Processed credit with the fraud purchase	260089-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$296.82	N Ramey Child Care - The Turn reimbursed by Federal Grant	260089-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$2,504.05	UA 12 Panel Cups - 15 cases	260089-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$95.50	Latex gloves, UA Collector Pans	260089-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$27.80	D Johnson BC - Reimbursed by Federal Grant	260089-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$650.00	O Galla The Turn - reimbursed by Federal Grant	260089-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$100.00	The Turn random UA program - Reimbursed by Federal Grant	260089-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$296.82	N Ramey Child Care - Reimbursed by Federal Grant	260089-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$300.00	N Ramey Recovery Coaching - Reimbursed by Federal Grant	260089-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$395.00	Reimbursed by Alternatives to Detention Funding	260089-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$125.00	Reimbursed by Alternatives to Incarceration Funding	260089-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$10.19	Book for staff about trauma	260089-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$356.20	Reimbursed by Alternatives to Incarceration Funding	260089-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$60.00	Reimbursed by ATI funding	260089-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$232.18	Court Services Pens	260089-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$87.11	Desk rack, UA gloves, badge holders, cell screen protectors, cell phone case, notebooks	260089-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$125.00	Reimbursed by ATI funding	260089-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$296.82	N Ramey Child Care - The Turn reimbursed by Federal Grant	260089-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$30.07	Supplies for Buffalo High School Career Fair	260089-2023-12-20	

	2023-12-20	01-000-000-0000-6801-000000	$81.69	Wall clock	260089-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$43.16	business cards	260089-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$750.71	Cassie Martin - Domestic Violence Training - Trainer	260089-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$160.90	Reimbursed by ATI funding	260089-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$6.22	Client Incentives	260089-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$60.49	Paper	260089-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$6.22	Client Incentives	260089-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$5.99	Client Incentives	260089-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$6.29	Client Incentive	260089-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$75.00	M Steiger The Turn - Reimbursed by Federal Grant	260089-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$58.19	pens. batteries, journal	260089-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$7.05	Client Incentives	260089-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$375.00	J Backes domestic violence training	260089-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$296.82	N Ramey Child Care The Turn - Reimbursed by Federal Grant	260089-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$89.00	DISC Assessment for New Hire K Rawerts	260089-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$320.95	N Ramey Xcel Energy The Turn - Reimbursed by Federal Grant	260089-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$60.05	The Turn Incentives	260089-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$596.69	Digital Fireproof Security Safe	260089-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$121.61	sticky notes, pens, wireless keyboard and mouse	260089-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$511.26	Cynthia Weiland Hotel stay MCA conference	260089-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$43.16	Business Cards	260089-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$69.25	Dynamic speed sign repair, shipped to manufacturer	260090-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$49.95	Monthly sign plan software	260090-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$281.54	MN County Engineers Association yearly meeting - Sara Buermann, Jan 16-17	260090-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$38.25	Document Sleeves, Tape Holders, Badge Holders	260091-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$113.97	License Center Paper	260091-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$6.31	Badge Holders	260091-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$77.62	chair parts	260092-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$199.98	safety boots	260092-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$105.94	Vinyl signage for LC drive thru	260092-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	($4,402.57)	3RD QTR US BANK P CARD REBATE	260093-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$81.88	Table/space fee for recruitment event	260094-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$395.40	Sirius Radio 2023-2024 annual subscription	260094-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$2,625.00	Open Water Dives & eLearning x7	260094-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	($798.00)	RETURN: CAMERA KITS X 2	260094-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$485.00	Tilt assist cylinder, #644, $485.00, Invoice # SO2329967036291	260095-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$24.95	Glass Polish, #683, $24.95, Order ID 114-4260202-3224212	260095-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$19.69	relief valves for plow, #692, $18.98, order# 1-700144-01	260095-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$42.96	Misc. straps for watering packs, #699, $42.96, order ID: 114-8357017-2410605	260095-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	($485.00)	Refund for returned part, #644, $-485.00, Auth: 070855	260095-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$84.45	mouse pads	260096-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$13.58	quick link for restraint belts	260096-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$51.14	Shop & Park Maintenance Supplies - Order# 114-2036788-7938657	260097-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$12.79	3-Ring binders. Order# 114-1164862-7939410	260097-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$137.96	Security Camera Equipment - 786-360 - Order# 114-4382094-0917829	260097-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$116.00	Fasteners for Bridge 786 - 332 Order# 114-5685404-7272256	260097-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$323.95	Safety Boots - Chainsaw - Austin Brandjord - Order# 166154	260097-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$111.57	Fasteners - 360 - Various Parks - Order# 47331921	260097-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$22.99	Batteries AAA - Order # 114-9784044-3885028	260097-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$1,149.95	Lumber - Collinwood Picnic Tables - Order # SCE931425	260097-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$55.72	Shop Hooks and AA Batteries - Order# 114-4283677-7856265	260097-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$59.98	PPE Gloves - Winter - Order# 114-1085271-5341017	260097-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$310.85	PPE Gloves - Staff Gloves - Order# KRKV92222	260097-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$17.58	Batteries AA - 699-350 Order# 114-3082928-5644244	260097-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$836.58	Archery Target Faces 767-380 Order# 24254	260097-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$116.24	Fasteners - 786-332 Temp Bridge Order# 114-6121250-7058668	260097-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$11.74	General office supplies	260098-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$9.38	general office supplies	260098-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$163.33	general supplies	260098-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$21.88	General Office Supplies	260098-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$208.24	Septic Inspection Tool	260098-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$10.90	Rec'd stamp	260098-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$220.00	MIP Inspector Re-certification Receipt # 461119	260099-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$849.00	Milwaukee 7-peice Toolkit Invoice #52815704	260099-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$59.96	Misc. Trailer Parts Transaction # 5405-540501-13208	260099-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$0.97	Shed C Door Number Invoice #89433 02 0044	260099-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$114.09	paint supplies	260100-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$103.48	plumbing JC	260100-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$358.04	maintenance supplies LEC, JC	260100-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$92.15	plumbing LEC	260100-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$118.60	plumbing LEC	260100-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$51.74	plumbing, justice center	260100-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$71.54	maintenance supplies, LEC,JC	260100-2023-12-20	

	2023-12-20	01-000-000-0000-6801-000000	$45.74	plumbing supplies for LEC	260100-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$50.57	maintenance supplies/tools LEC	260100-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$75.00	DMT re-cert for Officer training	260101-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$75.00	dmt re=cert for corrections officer	260101-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$75.00	DMT re-cert for corrections officer	260101-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$75.00	DMT re-cert for corrections staff	260101-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$75.00	dmt re-cert for corrections staff	260101-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$579.13	Rent for client: PD	260102-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$241.20	HH goods and personal items for client: DG	260102-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$20.90	Mouse for Kathy Albers	260103-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$5.49	staff calendar	260103-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$34.44	Staff calendars	260103-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$6.99	One staff calendar	260103-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$300.00	MACO 2024 winter conference	260103-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$55.00	AVAILITY 10/01/2023-10/31/2023 SOFTWARE SUPPORT	260104-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$138.51	Breezy Point Room Reservation Deposit-Sarah Grosshuesch	260105-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$59.00	P4T Prizes	260105-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$35.68	P4T Snacks	260105-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$40.00	Agenda/Schedule	260105-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$40.00	Receipt	260105-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$40.00	Agenda/Schedule	260105-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$40.00	Agenda/Schedule	260105-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$528.00	Stamps, rcvd 10/25/23, receipt #840-55530289-1-5355469-2	260106-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$41.86	Refreshments for program, rcvd 10/26/23, trans #463299560170445	260106-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$47.01	Office Supplies, rcvd 10/31/23, order #337975281-001	260106-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$34.99	Office Supplies, rcvd 10/31/23, order 337977424-001	260106-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$37.98	Hot plates, rcvd 11/1/23, order #114-5396277-2225800	260106-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$34.14	Media Breakfast Supplies, rcvd 11/6/23, trans #583310737611250	260106-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$19.99	Stamps.com monthly subscription	260106-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$509.77	hotel cost for conference	260107-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$215.26	basic forensic	260107-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$215.26	basic forensic	260107-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$68.88	cleaning towels for range	260107-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$300.00	MN BCA Death & Missing Person Investigative Conference	260107-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$306.24	TZD Conference	260107-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$90.00	Data practice training	260107-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$90.00	Data practice training	260107-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$90.00	Data practice training	260107-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$199.99	Lake Region Coop, 11/7/23, Safety Boots, $199.9	260108-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$11.40	Bertram Boo-tacular supplies	260109-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$60.67	Internet at Collinwood	260109-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$149.95	shoes for client, VL	260110-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$30.00	Registration for training, RJ	260110-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$437.71	Moving expenses for JS	260110-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$101.57	power strips with USB-C charging	260111-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$55.35	Mileage receipt for client visit in Winona. Client: AA	260112-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$7.20	LICSW License Renewal Board Fee	260113-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$335.00	LICSW License Renewal	260113-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$139.80	Interpreting, C. Tebben, MA Client, video interpreting/Vietnamese on 10/19/2023	260114-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$144.20	remainder owed on dumpster for evidence destruction	260115-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$361.04	200 Methamphetamine test swabs	260115-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$607.37	batteries for iCor robot ERT	260116-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$326.31	Paper targets for the training center	260116-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$36.95	Tool and parts for squad cables	260117-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$70.38	4 storage containers for squads	260117-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$499.95	Waiting for refund - rcvd 12/4	260117-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$299.97	Waiting for refund - rcvd 12/4	260117-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$282.90	Batteries	260117-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$81.52	BREAKFAST FOR 5 DEPUTIES	260118-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$311.22	HOTEL FOR REP INJECTION WORKSHOP - 2 NIGHTS	260118-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$311.22	HOTEL FOR REPR INJECTION WORKSHOP - 2 NIGHTS	260118-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$888.33	CATERING FOR TRAINING AT SO COVERED BY REP GRANT	260118-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$65.66	RICH WARD- REP TRAINING BEVERAGES	260118-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$434.40	Reading Glasses/Inmate Welfare	260119-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$132.71	Library Books/Inmate Welfare	260119-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$7.49	Library Book/Inmate Welfare	260119-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$5.99	Library Book/Inmate Welfare	260119-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$6.04	Library Book/Inmate Welfare	260119-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$5.50	Library Book/Inmate welfare	260119-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$7.48	Library Book/Inmate Welfare	260119-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$5.29	Library Book	260119-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$7.28	Library Books	260119-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$6.54	Library Book/Inmate Welfare	260119-2023-12-20	

	2023-12-20	01-000-000-0000-6801-000000	$10.70	Library Book/Inmate Welfare	260119-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$10.16	Kleenex/Inmate Welfare	260119-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$5.07	Library Book/Inmate Welfare	260119-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$47.21	Library Books/Inmate Welfare	260119-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$6.96	Library Book/Inmate Welfare	260119-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$10.60	Library Book/Inmate Welfare	260119-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$5.86	Library Book/Inmate Welfare	260119-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$5.35	Library Book/inmate welfare	260119-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$5.84	Library Book/inmate welfare	260119-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	($5.97)	cancelled order/library book	260119-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$144.00	Clorox Wipes/Inmate Welfare	260119-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$15.49	Netflix Subscription	260119-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$11.52	Library Book/Inmate Welfare	260119-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$502.54	Library Book/Inmate Welfare	260119-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$22.00	Library Books/Inmate Welfare	260119-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$6.09	Library Book/Inmate Welfare	260119-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$9.22	Library Book/Inmate Welfare	260119-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$187.20	replace flue sensor in boiler 2 at JC	260120-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$24.61	water heater repair LEC	260120-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	($14.00)	credit on shipping	260120-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$695.00	replace humidifier pods on both lieberts TTC	260120-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$1,390.60	replace fire eye on hot water heater#1 LEC	260120-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$69.43	Fuel for 632 bulk tank	260121-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$52.11	Pens for Bertram	260121-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$123.46	Snow shovels for Bertram buildings	260121-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$101.74	Plow markers for Bertram.Bird feeder pole for Ney Nature Center.	260121-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$128.76	Furnace Filters for Bertram buildings.	260121-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$5.50	Hardware for Ney Nature Center bird feeder install	260121-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$199.95	Purchase of new safety toe work boots	260121-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$300.00	MSA Winter Conference registration for Sheriff Deringer	260122-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$300.00	2 night stay to attend the MSA Winter Conference	260122-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$16.24	Material used at shed for lighting. Bertram Park	260123-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$36.00	Permit GC	260123-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$36.00	Permit for Bertram Park	260123-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$1,195.90	Replacement bulbs and ballast	260123-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$1,008.54	2ft Led bulbs for lec	260123-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$37.58	Menards, $37.58, Ney Park Bridge, 786-332,11/17/23	260124-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	($221.09)	Refund	260125-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$828.00	Rent/Deposit for A.B Opioid fund	260126-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$1,000.00	car repair for A.B-Opioid funds	260126-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$428.67	Minnesota Association of Watershed Districts Annual Conference fees	260127-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$187.57	Supplies for the Child Foster Care Holiday Party.	260128-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$13.00	this amt was credited, hotel charged in error	260129-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$8.00	Monticello Community Center pass for supervised visit for J. Harter and children.	260130-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$8.00	Monticello Community Center pass for supervised visit for J. Harter and children.	260130-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$97.15	Receipt for remaining portion of auto repair bill for client, A. Buresh.	260130-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$38.42	Receipt from phone card out of STAY funds for client, A. Buresh.	260130-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$174.29	Groceries for client and family client is living with. Purchased on 11/7 and pre-approved by CP2 supervisor, MM. Client: AAFunding Source: EA Funds	260131-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$17.00	Client: Jamie HarterFunding Source: Opioid FundPurpose: Day pass at the Monticello Community Center for 11/16 for supervised visit between mom and child to take place	260131-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$16.75	Light Bulb and USB Drive for office.	260132-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$90.00	Transportation for R.H - APS case	260133-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$90.00	Adult protection grant for transport R.H	260133-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$210.00	Asset Management for Finance Officers for Sara Hamann - Virtual Training	260134-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$199.00	1099-MISC & 1099-NEC Updates: Ensure Accurate Filing Training for Kris E	260134-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$4,828.37	Credit Card Reader for Parks Dept.	260134-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$14.99	SC Times Online Subscription for Admin - Dec	260134-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$175.00	Safety Boots	260135-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$57.33	Batteries for Boo lanterns,Bird Seed for Ney Nature Center	260136-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$117.60	Straw Bales for Boo-Tacular	260136-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$80.18	Candy & Gift Card for Boo-Tacular	260136-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$9.53	Suet for Ney Nature Center	260136-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$2.79	Nuts & Bolts for feeders at Ney	260136-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$99.84	Suet for Ney Bird Feeders	260136-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$342.33	Hotel stay for Foundations training	260137-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$108.00	Bus tokens	260137-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$105.00	DIVERSION PROGRAM ONE TIME PYMT	260137-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$65.87	Lathe and nails for bridges	260138-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$54.07	lathe and brad nails for bridges	260138-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$279.99	Impact wrench for shop 4	260138-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$797.06	TRIMBLE DIMENSIONS 2023 WORKSHOP	260139-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$2,048.04	TRAFFIC CONES, ROLL UP SIGNS, PARTS AND SIGN BASES	260139-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$9.07	OFFICE SUPPLIES	260140-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$12.98	OFFICE SUPPLIES	260140-2023-12-20	

	2023-12-20	01-000-000-0000-6801-000000	$106.19	Supplies for PHEP training	260141-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$101.82	supplies for PHEP training	260141-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	($106.19)	credit forgot to do tax exempt	260141-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$122.00	T-shirts for CPS Techs	260141-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$35.46	Tot to hold training supplies	260142-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$355.20	Training Cuffs	260142-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$49.98	Training Knife	260142-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$34.61	Labels	260142-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$13.76	Mouse and pad for programs	260142-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$144.00	Grammar Editing Program	260143-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$149.99	A pair of Ducks Unlimited Spoonbill Waders	260145-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$75.00	MN Father adoption registry search for three clients: ET, PE, WB	260146-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$343.83	squad car lights	260147-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$579.98	stock parts	260147-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$165.00	repair parts	260147-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$9.98	FGDM mean for in-person meeting held on 11/07/2023, for Peterson family, SSIS WG#: 362589034	260148-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$21.67	Meal for FGDM Meeting in-person on 11/7/23 for Johnson family.	260148-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$31.06	FGDM mean for in-person meeting held on 11/06//2023, for Workman family, SSIS WG#: 349759049	260148-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	($52.89)	Amazon refund - defective totes	260149-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	($575.00)	Refund for cancelled course	260149-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$1.72	CC fee to State Board for form report grading.	260149-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$80.00	Form report grading for AMA certification - Adam	260149-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$1,717.94	two stools for collaboration area. There will be a refund as this order was cancelled.	260149-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$25.00	Clerical MLS membership Mel H.	260149-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	($1,717.94)	Credit for stools	260149-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$15.20	Office supplies	260149-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$36.82	Office supplies	260149-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$24.99	mouse and keyboard	260149-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$149.49	copy paper, binders, keyboard, appointment book	260149-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$231.54	Measuring device; planner	260149-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$107.38	General Rental Monticello, 11/1/23, $107.38, ground conc curb in parking lot	260150-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$1,078.31	11/3/23, Menards, All matl to be used to build bridge, $1,078	260150-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$239.99	Redwing Shoes, $239.99, Safety Boots, 11/14/23	260150-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$87.15	Menards, All matl used for trail bridge at new park, 11/16/23, $87.15	260150-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$5.29	Menards, All matl used for trail bridge at ney park, $5.29, 11/16/23	260150-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$2,199.00	J Pro Software	260151-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$343.55	MFWCA conference stay for LeighAnn Bethke and Sarah Gregerson. 1 night	260152-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$343.55	MFWCA conference hotel stay, LeighAnn Bethke and Sarah Gregerson. 1 night	260152-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$125.00	Music Therapy speaker at Assessment Services Annual Retreat	260153-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$335.00	LICSW fee	260153-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$7.20	Service fee for LICSW renewal	260153-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$40.00	Gas for blower	260154-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$303.44	Paint and supplies for Ney Remodel	260154-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$29.50	air registers for managers house	260154-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$29.49	CANVA 10/27/2023-11/26/2023	260155-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$12.95	CANVA 10/29/2023-11/28/2023	260155-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$30.00	CREDIT CARD FEE-OCT 2023	260155-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$900.00	SCANOVA SUBSCRIPTION 11/23 - 11/24	260155-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$29.49	CANVA MONTHLY SUBSCRIPTION 12/23	260155-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$72.29	Electrical whip for the furniture in Assessors.	260156-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$89.99	Metal roofing snow stops for the Compost site.	260156-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$187.49	Purchase of shop supplies.	260156-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$57.89	Parts for the snow blower for the JD at TTC.	260156-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$443.19	2 - 42" lower wood furniture panels.Assessors	260156-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$442.55	For corner covers and two ash lower panels for Assessor's cubicle move.	260156-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$169.76	For extension cords and shop supplies.	260156-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$158.89	For materials to complete Work ticket #82447905	260156-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$125.00	For materials to complete Work ticket # 82447905	260156-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$48.98	PSOP Funds- purchased kid birthday presents for PSOP client KO	260157-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$48.47	Paid Xcel bill for PSOP client (SS)	260157-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$79.92	Menards, Safety Vests for Bertram Boo-tacular, $79.92, 10/24/23	260158-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$118.05	Pizza Ranch, food for volunteers at Bertram Boo-tacular, 10/28/23, $118.05	260158-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$60.02	Walmart, trunk or treat decor for parks bertram boo-taular, 10/26/23, $60.02	260158-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$291.99	Amazon, Go Pro, 10/25/23, $291.99, For Parks media	260158-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$30.00	WCSO SIU RECONYX monthly subscription for camera(s)	260159-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$28.34	Swearing in Ceremony	260160-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$177.62	Trunk or Treat	260160-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$129.98	Swearing in Ceremony	260160-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$59.22	Citizen Awards	260160-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$120.00	PATSY WAYTASHEK - NOTARY COMMISSION RENEWAL	260161-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$165.00	DESIGN OF CONSTRUCTION RECERTIFICATION - NICK CARLSON	260161-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$30.99	OFFICE SUPPLIES - INK	260161-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$109.98	OFFICE SUPPIES	260161-2023-12-20	

	2023-12-20	01-000-000-0000-6801-000000	$87.50	OFFICE SUPPLIES	260161-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$165.00	DESIGN CONSTRUCTION SWPPP RECERT - JORDAHL, JOHN	260161-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$130.00	CONSTRUCTION SITE MANAGMENT RECERT - JORDAHL, JOHN	260161-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$1,575.00	TRAINING: AGGREGATE, GRADING, BITUMINOUS - NIELSEN, CHRIS	260161-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$306.00	CMH Respite Funds Request for A.F. - 3 month ($306.00)Family Membership to Monticello Community Center	260162-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$50.35	Credit card fee for online permit application	260163-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$1,831.00	Permit application fee. City of Buffalo must approve RLS so that the dental clinic can be legally separated from the rest of the Government Center	260163-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$214.72	Replace mice for both GIS Analyst positions	260163-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$595.00	IT- David Angell	260164-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$612.04	IT- David Angell	260164-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$1,188.00	Imagine That Annual membership renewal	260164-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$17.95	Admin lobby music subscription- monthly subscription	260164-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$50.00	Acuity- Monty Recurring. Online Scheduling Software.	260164-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$43.42	PROGRAM SUPPLIES	260165-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$11.69	WORK PHONE CASE	260165-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$24.00	BERTRAM BOO AD	260165-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$23.83	headlight	260166-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$75.85	New Phone and Cat litter for oil spills	260166-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	($19.99)	Credit for fraudulent charge to card	260167-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$325.00	MCAA Conference- Hans Larson	260167-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$325.00	MCAA Conference- Betsy Larson	260167-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$28.98	Tray/Pen holder	260167-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$301.30	ICAC Conference Lodging- Shane Simonds	260167-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$104.43	Water Filters	260167-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$179.82	Flash Drives, Sheet protectors, Labels	260167-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$47.96	AA Batteries	260167-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$92.68	Wireless Mouse, AAA Batteries, Pens	260167-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$325.00	MCAA Conference- Lee Martie	260167-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$56.31	Wireless mouse/keyboards, pens	260167-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$275.00	MCAA Conference- Carol Bachun	260167-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$275.00	MCAA Conference- Scott Sandberg	260167-2023-12-20	
	2023-12-20	01-000-000-0000-6801-000000	$325.00	MCAA Conference- Greg Kryzer	260167-2023-12-20	
107537		**US BANK**	**$68,640.09**			
107538		Brandi JO Kirkpatrick				
	2023-12-20	11-430-700-0010-6334-000000	$13.85	meal while out of county for transporting client. Client: NK	EX000018940147	
107538		**Brandi JO Kirkpatrick**	**$13.85**			
107539		Elaina Marie Barrett				
	2023-12-20	11-430-700-0010-6334-000000	$14.82	Lunch for travel to see MM in WI	EX000018597669	
	2023-12-20	11-430-700-0010-6333-000000	$29.13	Gas for travel to see MM in WI	EX000018597669	
	2023-12-20	11-430-700-0010-6334-000000	$13.00	Breakfast for visit with MM in WI	EX000018597669	
	2023-12-20	11-430-700-0010-6334-000000	$26.00	Dinner for overnight visit to see MM in WI	EX000018597669	
	2023-12-20	11-430-700-0010-6333-000000	$43.97	Gas for travel to see MM in WI	EX000018597669	
	2023-12-20	11-430-700-0010-6333-000000	$116.83	Hotel for November and December hit for MM in Wauwatosa WI	EX000018717710	
107539		**Elaina Marie Barrett**	**$243.75**			
107540		Darnell KAREN Brethorst				
	2023-12-20	01-025-021-0000-6333-000000	$165.19	2 Day Training - CCP- Core Correctional Practices - Staples MN overnight	EX000018986518	
	2023-12-20	01-025-021-0000-6334-000000	$15.99	evening meal for 2 day training out of county	EX000018986518	
107540		**Darnell KAREN Brethorst**	**$181.18**			
107541		Kari Michelle Hartman				
	2023-12-20	11-430-700-0010-6333-000000	$53.32	GC to Circle Pines to GC - LB	EX000018921026	
	2023-12-20	11-430-700-0010-6333-000000	$76.70	GC-Woodbury-GC - JRR	EX000018921026	
	2023-12-20	11-430-700-0010-6333-000000	$53.32	GC to Circle Pines to GC - LB	EX000018921026	
107541		**Kari Michelle Hartman**	**$183.34**			
107542		Lynette LEE Rositas				
	2023-12-20	11-430-700-0010-6334-000000	$15.00	Client lunch. Client: CR. Court related	EX000020018463	
	2023-12-20	11-430-700-0010-6334-000000	$13.85	Out of county lunch in Grand Rapids. Client: NK	EX000020018463	
	2023-12-20	11-430-700-0010-6334-000000	$12.50	Client lunch receipt. Client: NK. Court related	EX000020018463	
	2023-12-20	11-430-700-0010-6334-000000	$12.08	Out of county lunch in Barnum. Client: TL	EX000020018463	
	2023-12-20	11-430-700-0010-6333-000000	$46.31	HS-MT-HS-AN-DL-HS. Client visits: ET, AT, CR. County car was denied. See attached.	EX000020018504	
	2023-12-20	11-430-700-0010-6333-000000	$18.41	HS-AN-HS. Client visit: PE. County car denied. See attached.	EX000020018504	
	2023-12-20	11-430-700-0010-6333-000000	$33.93	HS-SM-AN-HS. Moved client. Client: AT. County car denied. See attached.	EX000020018504	
	2023-12-20	11-430-700-0010-6333-000000	$42.77	HS-Brooklyn Park-HS. Client visit. Client: MS. County car denied. See attached.	EX000020018504	
	2023-12-20	11-430-700-0010-6333-000000	$47.36	HS-St.Augusta-HS-MT-HS. Client visits. Clients: AG, ET. County car denied. See attached.	EX000020018504	
107542		**Lynette LEE Rositas**	**$242.21**			
107543		James Warren Russell				
	2023-12-20	03-330-330-0000-6842-000000	$229.99	safety boots	EX000018234530	
107543		**James Warren Russell**	**$229.99**			
107544		Nadine M Schoen				
	2023-12-20	01-005-021-0000-6333-000000	$17.29	restore mn	EX000019090938	
	2023-12-20	01-005-021-0000-6333-000000	$17.29	workshop/broadband	EX000019090938	
	2023-12-20	01-005-021-0000-6333-000000	$17.29	EDA/Elected salary	EX000019090938	
	2023-12-20	01-005-021-0000-6333-000000	$17.29	boardfee schedulelabor management	EX000019090938	
107544		**Nadine M Schoen**	**$69.16**			

107545	194	ELK RIVER MUNICIPAL UTILITIES				
	2023-12-20	01-521-021-0000-6251-000000	$54.52	OTSEGO ELECTRIC 11/7-12/5/23	3179 1223	N
	2023-12-20	03-350-000-0000-6543-000000	$41.80	STREET LIGHT	NOV 2023 22826	N
	2023-12-20	03-350-000-0000-6543-000000	$44.58	STREET LIGHT	NOV 2023 22827	N
	2023-12-20	03-350-000-0000-6543-000000	$83.68	STREET LIGHT	NOV 2023 42073	N
107545	**194**	**ELK RIVER MUNICIPAL UTILITIES**	**$224.58**			
107546	936	WRUCK SEWER AND PORTABLE RENTAL				
	2023-12-20	01-521-021-0000-6343-000000	$125.00	Wright County ADA weekly	I17553	N
	2023-12-20	01-521-021-0000-6343-000000	$105.00	Wright County ADA weekly	I17553	N
	2023-12-20	01-521-021-0000-6343-000000	$105.00	Wright County ADA weekly	I17553	N
	2023-12-20	01-521-021-0000-6343-000000	$49.00	Wright county Reg Weekly	I17553	N
	2023-12-20	01-521-021-0000-6343-000000	$49.00	Wright county Reg Weekly	I17553	N
	2023-12-20	01-521-021-0000-6343-000000	$163.00	Wright County ADA weekly	I17553	N
	2023-12-20	01-521-021-0000-6343-000000	$105.00	Wright County ADA weekly	I17553	N
	2023-12-20	01-521-021-0000-6343-000000	$49.00	Wright county Reg Weekly	I17553	N
	2023-12-20	01-521-021-0000-6343-000000	$52.62	Wright County ADA weekly	I17553	N
	2023-12-20	01-521-021-0000-6343-000000	$105.00	Wright County ADA weekly	I17553	N
	2023-12-20	01-521-021-0000-6343-000000	$105.00	Wright County ADA weekly	I17553	N
	2023-12-20	01-521-021-0000-6343-000000	$49.00	Wright county Reg Weekly	I17553	N
	2023-12-20	01-521-021-0000-6343-000000	$49.00	Wright county Reg Weekly	I17553	N
	2023-12-20	01-521-021-0000-6343-000000	$125.00	Bertram chain	I19750	N
	2023-12-20	01-521-021-0000-6343-000000	$163.00	Monticcippi Park ADA and Reg 2X week	I19750	N
	2023-12-20	01-521-021-0000-6343-000000	$105.00	Robert Ney Tature Center Trailhead	I19750	N
	2023-12-20	01-521-021-0000-6343-000000	$49.00	Golf Area	I19750	N
	2023-12-20	01-521-021-0000-6343-000000	$49.00	Regular unit weekly cleaning/final for season	I19750	N
	2023-12-20	01-521-021-0000-6343-000000	$105.00	Robert ney trailhead	I19750	N
	2023-12-20	01-521-021-0000-6343-000000	$49.00	clearwater pleasant county park	I19750	N
	2023-12-20	01-521-021-0000-6343-000000	$56.00	Otsego County park/2 week starting oct	I19750	N
	2023-12-20	01-521-021-0000-6343-000000	$105.00	ADA unit cleaned Weekly	I19750	N
	2023-12-20	01-521-021-0000-6343-000000	$125.00	Wright County ADA weekly	I19753	N
	2023-12-20	01-521-021-0000-6343-000000	$163.00	Wright County ADA weekly	I19753	N
	2023-12-20	01-521-021-0000-6343-000000	$105.00	Wright County ADA weekly	I19753	N
	2023-12-20	01-521-021-0000-6343-000000	$49.00	Wright county Reg Weekly	I19753	N
	2023-12-20	01-521-021-0000-6343-000000	$49.00	Wright county Reg Weekly	I19753	N
	2023-12-20	01-521-021-0000-6343-000000	$52.50	Wright County ADA weekly	I19753	N
	2023-12-20	01-521-021-0000-6343-000000	$49.00	Wright county Reg Weekly	I19753	N
	2023-12-20	01-521-021-0000-6343-000000	$56.00	Wright County ADA weekly	I19753	N
	2023-12-20	01-521-021-0000-6343-000000	$105.00	Wright County ADA weekly	I19753	N
107546	**936**	**WRUCK SEWER AND PORTABLE RENTAL**	**$2,670.12**			
107547	1347	AMAZON BUSINESS				
	2023-12-20	11-450-430-0010-6431-000000	$7.49	1 CHUNNIAO Magnetic Picture Frame 2.5X3.5,Black 10 Pieces,Wallet Size Photo Magnets Sleeves for Refrigerator ASIN: B0BYCPTPSB Sold by: liangyuanshichunniaodianzishangwuyouxiangongsi Order # 114-	1744-FF69-N3LP	N
	2023-12-20	11-430-700-0020-6411-000000	$119.27	ADM OPERATING SUPPLIES	1RHX-RHFN-1DMR	N
	2023-12-20	11-420-600-0020-6411-000000	$54.53	ADM OPERATING SUPPLIES	1RHX-RHFN-1DMR	N
	2023-12-20	11-450-430-0020-6411-000000	$39.19	ADM OPERATING SUPPLIES	1RHX-RHFN-1DMR	N
107547	**1347**	**AMAZON BUSINESS**	**$220.48**			
107548	1563	HOUSTON ENGINEERING INC				
	2023-12-20	01-100-493-8400-6261-000000	$24,535.82	PROFESSIONAL SERVICES-CONSTURCTION PLANS,BIDDING,OBSERVATION CD-7 STREAMBOOK STABILIZATION PROJ	67742	N
107548	**1563**	**HOUSTON ENGINEERING INC**	**$24,535.82**			
107549	1844	ISD 882 - MONTICELLO				
	2023-12-20	11-480-000-0000-6030-000000	$75.00	Special Needs-Tablet screen Replacement-LH	12.18.23	N
107549	**1844**	**ISD 882 - MONTICELLO**	**$75.00**			
107550	1857	ST MICHAEL/CITY OF				
	2023-12-20	01-099-493-8483-6261-000000	$779,815.00	ARP Centralized Wastewater Treatment	20231219	N
107550	**1857**	**ST MICHAEL/CITY OF**	**$779,815.00**			
107551	2524	GREEN VIEW INC				
	2023-12-20	01-521-021-0000-6117-000000	$579.60	PAYROLL TAXES, WORKERS' COMP, LIABILITY & BONDING INSURANCE NOV 23	Nov-23	N
107551	**2524**	**GREEN VIEW INC**	**$579.60**			
107552	3491	CIVICPLUS				
	2023-12-20	01-063-000-0000-6260-000000	$16,690.97	CIVIC MEDIA STANDARD ANNUAL FEE RENEWAL 12/1/23-11/30/24	283598	N
107552	**3491**	**CIVICPLUS**	**$16,690.97**			
107553	3657	HOISINGTON KOEGLER GROUP INC				
	2023-12-20	01-521-021-0000-6261-000000	$783.75	NOV 2023 PROFESSIONAL SERVICES WAYFINDING PLAN DOCUMENT	023-010 - 9	N
	2023-12-20	01-521-021-0000-6261-000000	$850.00	NOV 2023 PROFESSIONAL SERVICES WAYFINDING PLAN DOCUMENT	023-010 - 9	N
	2023-12-20	01-521-021-0000-6261-000000	$218.75	NOV 2023 PROFESSIONAL SERVICES WAYFINDING PLAN DOCUMENT	023-010 - 9	N
	2023-12-20	01-521-021-0000-6261-000000	$2,125.00	NOV 2023 PROFESSIONAL SERVICES WAYFINDING PLAN DOCUMENT	023-010 - 9	N
	2023-12-20	01-521-021-0000-6261-000000	$500.00	NOV 2023 PROFESSIONAL SERVICES BERTRAM MAPPING	023-026 - 4	N
	2023-12-20	01-521-021-0000-6261-000000	$742.50	NOV 2023 PROFESSIONAL SERVICES BERTRAM MAPPING	023-026 - 4	N
107553	**3657**	**HOISINGTON KOEGLER GROUP INC**	**$5,220.00**			
107554	3741	WM CORPORATE SERVICES, INC.				
	2023-12-20	20-393-000-0000-6801-000000	$79.95	27-88254-73006 Recycling for Compost Site Dec 2023	7863142-1593-4	N
107554	**3741**	**WM CORPORATE SERVICES, INC.**	**$79.95**			
107555	5261	PATRICK MAHLBERG				
	2023-12-20	01-107-000-0000-6114-000000	$43.23	Mileage Planning Commission 4th Qtr	20231214	Y

	2023-12-20	01-107-000-0000-6114-000000	$480.00	Per Diem Planning Commission 4th Qtr	20231214	Y
107555	**5261**	**PATRICK MAHLBERG**	**$523.23**			
107556	5673	SIERRA-CEDAR, LLC				
	2023-12-20	01-100-493-8003-6261-000000	$7,500.00	NOVEMBER 2023 QUARTERLY RELEASE UPDATE	PC-000223339	Y
	2023-12-20	01-100-493-8003-6261-000000	($7,500.00)	NOVEMBER 2023 QUARTERLY RELEASE UPDATE	PC-000223339	Y
	2023-12-20	01-063-000-0000-6261-000000	$7,500.00	NOVEMBER 2023 QUARTERLY RELEASE UPDATE	PC-000223339	Y
107556	**5673**	**SIERRA-CEDAR, LLC**	**$7,500.00**			
107557	6081	LASHALE ESKRIDGE				
	2023-12-20	11-420-600-0020-6337-000000	$12.80	ADM ADVISORY COMMITTEE	11.15.23	Y
	2023-12-20	11-430-700-0020-6337-000000	$28.00	ADM ADVISORY COMMITTEE	11.15.23	Y
	2023-12-20	11-450-430-0020-6337-000000	$9.20	ADM ADVISORY COMMITTEE	11.15.23	Y
107557	**6081**	**LASHALE ESKRIDGE**	**$50.00**			
107558	6097	ODP BUSINESS SOLUTIONS, LLC				
	2023-12-20	11-420-600-0020-6411-000000	$69.10	ADM OPERATING SUPPLIES	343683886001	N
	2023-12-20	11-430-700-0020-6411-000000	$151.17	ADM OPERATING SUPPLIES	343683886001	N
	2023-12-20	11-450-430-0020-6411-000000	$49.67	ADM OPERATING SUPPLIES	343683886001	N
	2023-12-20	11-430-700-0020-6411-000000	$1.18	ADM OPERATING SUPPLIES	343683886001	N
	2023-12-20	11-450-430-0020-6411-000000	$0.39	ADM OPERATING SUPPLIES	343683886001	N
	2023-12-20	11-420-600-0020-6411-000000	$0.54	ADM OPERATING SUPPLIES	343683886001	N
	2023-12-20	11-420-600-0020-6411-000000	$1.76	ADM OPERATING SUPPLIES	343683886001	N
	2023-12-20	11-430-700-0020-6411-000000	$3.84	ADM OPERATING SUPPLIES	343683886001	N
	2023-12-20	11-450-430-0020-6411-000000	$1.26	ADM OPERATING SUPPLIES	343683886001	N
	2023-12-20	11-420-600-0020-6411-000000	$2.36	ADM OPERATING SUPPLIES	343683886001	N
	2023-12-20	11-430-700-0020-6411-000000	$5.16	ADM OPERATING SUPPLIES	343683886001	N
	2023-12-20	11-450-430-0020-6411-000000	$1.70	ADM OPERATING SUPPLIES	343683886001	N
	2023-12-20	11-450-430-0020-6411-000000	$5.76	ADM OPERATING SUPPLIES	343683886001	N
	2023-12-20	11-420-600-0020-6411-000000	$8.02	ADM OPERATING SUPPLIES	343683886001	N
	2023-12-20	11-430-700-0020-6411-000000	$17.54	ADM OPERATING SUPPLIES	343683886001	N
	2023-12-20	11-420-600-0020-6411-000000	$2.67	ADM OPERATING SUPPLIES	343683886001	N
	2023-12-20	11-450-430-0020-6411-000000	$1.92	ADM OPERATING SUPPLIES	343683886001	N
	2023-12-20	11-430-700-0020-6411-000000	$5.84	ADM OPERATING SUPPLIES	343683886001	N
	2023-12-20	11-420-600-0020-6411-000000	$4.70	ADM OPERATING SUPPLIES	343683886001	N
	2023-12-20	11-430-700-0020-6411-000000	$10.28	ADM OPERATING SUPPLIES	343683886001	N
	2023-12-20	11-450-430-0020-6411-000000	$3.38	ADM OPERATING SUPPLIES	343683886001	N
	2023-12-20	11-420-600-0020-6411-000000	$4.77	ADM OPERATING SUPPLIES	343683886001	N
	2023-12-20	11-430-700-0020-6411-000000	$10.44	ADM OPERATING SUPPLIES	343683886001	N
	2023-12-20	11-450-430-0020-6411-000000	$3.43	ADM OPERATING SUPPLIES	343683886001	N
	2023-12-20	11-420-600-0020-6411-000000	$1.70	ADM OPERATING SUPPLIES	343683886001	N
	2023-12-20	11-430-700-0020-6411-000000	$3.72	ADM OPERATING SUPPLIES	343683886001	N
	2023-12-20	11-450-430-0020-6411-000000	$1.22	ADM OPERATING SUPPLIES	343683886001	N
	2023-12-20	11-420-600-0020-6411-000000	$4.36	ADM OPERATING SUPPLIES	343683886001	N
	2023-12-20	11-430-700-0020-6411-000000	$9.53	ADM OPERATING SUPPLIES	343683886001	N
	2023-12-20	11-450-430-0020-6411-000000	$3.13	ADM OPERATING SUPPLIES	343683886001	N
	2023-12-20	11-420-600-0020-6411-000000	$14.87	ADM OPERATING SUPPLIES	343683886001	N
	2023-12-20	11-430-700-0020-6411-000000	$32.54	ADM OPERATING SUPPLIES	343683886001	N
	2023-12-20	11-450-430-0020-6411-000000	$10.69	ADM OPERATING SUPPLIES	343683886001	N
	2023-12-20	11-420-600-0020-6411-000000	$2.01	ADM OPERATING SUPPLIES	343683886001	N
	2023-12-20	11-430-700-0020-6411-000000	$4.40	ADM OPERATING SUPPLIES	343683886001	N
	2023-12-20	11-450-430-0020-6411-000000	$1.44	ADM OPERATING SUPPLIES	343683886001	N
	2023-12-20	11-420-600-0020-6411-000000	$4.19	ADM OPERATING SUPPLIES	343683886001	N
	2023-12-20	11-430-700-0020-6411-000000	$9.16	ADM OPERATING SUPPLIES	343683886001	N
	2023-12-20	11-450-430-0020-6411-000000	$3.01	ADM OPERATING SUPPLIES	343683886001	N
	2023-12-20	11-420-600-0020-6411-000000	$4.01	ADM OPERATING SUPPLIES	343683886001	N
	2023-12-20	11-430-700-0020-6411-000000	$8.78	ADM OPERATING SUPPLIES	343683886001	N
	2023-12-20	11-450-430-0020-6411-000000	$2.89	ADM OPERATING SUPPLIES	343683886001	N
	2023-12-20	11-420-600-0020-6411-000000	$0.61	ADM OPERATING SUPPLIES	343683886001	N
	2023-12-20	11-430-700-0020-6411-000000	$1.35	ADM OPERATING SUPPLIES	343683886001	N
	2023-12-20	11-450-430-0020-6411-000000	$0.44	ADM OPERATING SUPPLIES	343683886001	N
	2023-12-20	11-420-600-0020-6411-000000	$14.41	ADM OPERATING SUPPLIES	343683886001	N
	2023-12-20	11-430-700-0020-6411-000000	$31.53	ADM OPERATING SUPPLIES	343683886001	N
	2023-12-20	11-450-430-0020-6411-000000	$10.36	ADM OPERATING SUPPLIES	343683886001	N
	2023-12-20	11-420-600-0020-6411-000000	$7.90	ADM OPERATING SUPPLIES	343683886001	N
	2023-12-20	11-430-700-0020-6411-000000	$17.29	ADM OPERATING SUPPLIES	343683886001	N
	2023-12-20	11-450-430-0020-6411-000000	$5.68	ADM OPERATING SUPPLIES	343683886001	N
	2023-12-20	11-420-600-0020-6411-000000	$15.33	ADM OPERATING SUPPLIES	343683886001	N
	2023-12-20	11-430-700-0020-6411-000000	$33.55	ADM OPERATING SUPPLIES	343683886001	N
	2023-12-20	11-450-430-0020-6411-000000	$11.02	ADM OPERATING SUPPLIES	343683886001	N
107558	**6097**	**ODP BUSINESS SOLUTIONS, LLC**	**$638.00**			
107559	6209	INDUSTRIAL CHEM LABS				
	2023-12-20	01-250-000-0000-6301-000000	$607.38	Sewer Cleaning	385939	N
107559	**6209**	**INDUSTRIAL CHEM LABS**	**$607.38**			
107560	10751	CENTRAL MN MENTAL HEALTH CENTER INC				
	2023-12-20	11-450-454-0010-6035-000000	$510.00	Supporting Steps-CW 11/1/2023	12.13.2023	N

107560	**10751**	**CENTRAL MN MENTAL HEALTH CENTER INC**	**$510.00**			
107561	200148	PROPIO LS, LLC				
	2023-12-20	11-450-473-0010-6261-000000	$88.36	Translation Breastfeeding Resource List.docx	2023-14379-1F	N
107561	**200148**	**PROPIO LS, LLC**	**$88.36**			
107562	200418	KENSINGTON BANK				
	2023-12-20	85-830-000-0000-6882-000000	$251.00	OVERPAYMENT OF TAXES	209-000-283400 1223	N
107562	**200418**	**KENSINGTON BANK**	**$251.00**			
107563		Breanna Jaymee Johnson				
	2023-12-20	11-430-700-0010-6333-000000	$10.55	Client Meeting - T.G. Reimbursement in the best interest of the County.	EX000018997056	
	2023-12-20	11-430-700-0010-6333-000000	$4.26	Client Meeting - B.B.Reimbursement is in the best interste of the County.	EX000018997060	
107563		**Breanna Jaymee Johnson**	**$14.81**			
107564		Alexis Ann Koehler				
	2023-12-20	11-430-700-0010-6333-000000	$14.28	FF visit AM --TW Montrose TW	EX000019578632	
	2023-12-20	11-430-700-0010-6333-000000	$22.93	FF visit KD -- TW Waverly TW	EX000019578632	
107564		**Alexis Ann Koehler**	**$37.21**			
107565		Matthew Howard Bilitz				
	2023-12-20	01-201-271-0000-6805-000000	$1,782.00	Vest, Carrier, trauma plate	EX000019097192	
107565		**Matthew Howard Bilitz**	**$1,782.00**			
107566		Alexander Steven Johnson				
	2023-12-20	11-430-700-0010-6333-000000	$5.31	MJ, GJ	EX000018996377	
	2023-12-20	11-430-700-0010-6333-000000	$20.83	SB	EX000018996377	
107566		**Alexander Steven Johnson**	**$26.14**			
107567		Kristin Kay Otto				
	2023-12-20	11-430-700-0030-6334-000000	$15.00	Regional licensor meeting in Duelm at Jack N Jim's. Meal- Turkey Bacon MeltDiet Pepsi	EX000018800504	
107567		**Kristin Kay Otto**	**$15.00**			
107568	46433	MN DEPT OF PUBLIC SAFETY				
	2023-12-20	84-041-000-0000-6820-000000	$26,718.70	MNDRIVE	20231220MV	N
107568	**46433**	**MN DEPT OF PUBLIC SAFETY**	**$26,718.70**			
107569	194	ELK RIVER MUNICIPAL UTILITIES				
	2023-12-21	03-350-000-0000-6543-000000	$92.18	STREET LIGHT	NOV 2023 42074	N
	2023-12-21	03-350-000-0000-6543-000000	$79.02	STREET LIGHT	NOV 2023 42076	N
	2023-12-21	03-350-000-0000-6543-000000	$53.83	STREET LIGHT	NOV 2023 42077	N
	2023-12-21	03-350-000-0000-6543-000000	$45.41	STREET LIGHT	NOV 2023 42322	N
107569	**194**	**ELK RIVER MUNICIPAL UTILITIES**	**$270.44**			
107570	284	MN COUNTIES COMPUTER COOPERATIVE				
	2023-12-21	01-025-000-0000-6260-000000	$1,695.37	2023.03 Platform	2312048	N
107570	**284**	**MN COUNTIES COMPUTER COOPERATIVE**	**$1,695.37**			
107571	593	MOTOROLA SOLUTIONS INC				
	2023-12-21	01-099-493-8467-6480-000000	$4,687.50	CHARGER, MULTI-UNIT, IMPRES 2, 6-DISP, NA/LA¿PLUG, ACC USB CHGR	8281753966	N
107571	**593**	**MOTOROLA SOLUTIONS INC**	**$4,687.50**			
107572	1343	MONTICELLO/CITY OF				
	2023-12-21	03-330-000-0000-6553-000000	$36,037.82	2023 MAINT AGREEMENT	2023 MAINTENANCE AGREEMENT	N
107572	**1343**	**MONTICELLO/CITY OF**	**$36,037.82**			
107573	1347	AMAZON BUSINESS				
	2023-12-21	11-450-472-0010-6411-000000	$18.99	1 Macarrie 100 Pieces Marble Mesh Fidget Toy Stress Relieve Fidget Toy for Anxiety Sensory Quiet Marble Fidget Toys Silent Small Fidget Toys for School Office ADHD Add OCD Autism Gifts (Vivid Style)	13WY-WR9Y-KC11	N
	2023-12-21	11-450-472-0010-6411-000000	$12.99	3 TOEMUR 72 Pieces Calm Strips Anxiety Sensory Stickers with Storage Box 2 Textured Surface Adhesives Fidget Strips for Office & Classroom Desk Relieve Adult & Teen Stress ASIN: B0CLH2JN4W	13WY-WR9Y-KC11	N
	2023-12-21	11-450-472-0010-6411-000000	$79.99	4 Satin Dams® Box of 100 Assorted Latex Oral Dams | Grape, Strawberry, Vanilla and Spearmint Scented Dental Dams | Bulk Hermetically Sealed Dams ASIN: Sold by: Global Protection Corp. B08J135MMK	13WY-WR9Y-KC11	N
	2023-12-21	11-450-472-0010-6411-000000	($2.99)	6 Promotions & discounts FAQs How is tax calculated? Visit https://www.amazon.com/gp/help/customer/display.html/ref=ahp_leftv4_sib?ie=UTF8&nodeId=202036	13WY-WR9Y-KC11	N
	2023-12-21	11-450-472-0010-6411-000000	$0.34	FPSP OPERATING SUPPLIES	13WY-WR9Y-KC11	N
	2023-12-21	11-450-472-0010-6411-000000	$1.05	FPSP OPERATING SUPPLIES	13WY-WR9Y-KC11	N
	2023-12-21	11-450-472-0010-6411-000000	($0.05)	FPSP OPERATING SUPPLIES	13WY-WR9Y-KC11	N
	2023-12-21	11-450-472-0010-6411-000000	$1.42	FPSP OPERATING SUPPLIES	13WY-WR9Y-KC11	N
	2023-12-21	11-450-472-0010-6411-000000	$0.23	FPSP OPERATING SUPPLIES	13WY-WR9Y-KC11	N
	2023-12-21	11-450-472-0010-6411-000000	$58.85	2 SKYN ELITE-36 COUNT-ULTRA THIN, LUBRICATED LATEX FREE CONDOMS	13WY-WR9Y-KC11	N
107573	**1347**	**AMAZON BUSINESS**	**$170.82**			
107574	1552	HOWARD LAKE/CITY OF				
	2023-12-21	03-330-000-0000-6543-000000	$9,128.12	2023 MAINT AGREEMENT	2023 MAINT AGREEMENT	N
	2023-12-21	03-330-000-0000-6543-000000	($9,128.12)	2023 MAINT AGREEMENT	2023 MAINT AGREEMENT	N
	2023-12-21	03-330-000-0000-6553-000000	$9,128.12	2023 MAINT AGREEMENT	2023 MAINT AGREEMENT	N
107574	**1552**	**HOWARD LAKE/CITY OF**	**$9,128.12**			
107575	1563	HOUSTON ENGINEERING INC				
	2023-12-21	01-100-493-0000-6261-000000	$752.50	GRANT WRITING ENGINEER 10	67490	N
	2023-12-21	01-100-493-0000-6261-000000	$2,597.00	GRANT WRITING ENGINEER 8	67490	N
	2023-12-21	01-100-493-0000-6261-000000	($752.50)	GRANT WRITING FOR WETLAND ENHANCEMENTS	67490	N
	2023-12-21	01-100-493-0000-6261-000000	($2,597.00)	GRANT WRITING FOR WETLAND ENHANCEMENTS	67490	N
	2023-12-21	01-100-493-8401-6261-000000	$3,349.50	GRANT WRITING FOR WETLAND ENHANCEMENTS	67490	N
107575	**1563**	**HOUSTON ENGINEERING INC**	**$3,349.50**			
107576	1670	DELANO/CITY OF				
	2023-12-21	03-330-000-0000-6553-000000	$4,370.43	2023 MAINT AGREEMENT	2023 MAINT AGREEMENT	N
107576	**1670**	**DELANO/CITY OF**	**$4,370.43**			
107577	1785	WAVERLY/CITY OF				
	2023-12-21	03-330-000-0000-6553-000000	$5,089.61	2023 MAINT AGREEMENT	2023 MAINT AGREEMENT	N
107577	**1785**	**WAVERLY/CITY OF**	**$5,089.61**			

107578	1839	ISD 876 - ANNANDALE				
	2023-12-21	11-450-485-0010-6261-000000	$1,570.00	PD TRAUMA INFORMED TEACHING-RESOURCE TRAINING & SOLUTIONS	11.07.23	N
107578	**1839**	**ISD 876 - ANNANDALE**	**$1,570.00**			
107579	1852	COKATO/CITY OF				
	2023-12-21	03-330-000-0000-6553-000000	$5,753.48	2023 MAINT AGREEMENT	2023 MAINT AGREEMENT	N
107579	**1852**	**COKATO/CITY OF**	**$5,753.48**			
107580	2644	FRANZ REPROGRAPHICS				
	2023-12-21	01-103-021-0000-6301-000000	$105.00	CARTRIDGE,MAINT,MC-30	256462-0	N
	2023-12-21	01-103-021-0000-6410-000000	$78.55	INKCART,HP730,WF,YL	256462-0	N
	2023-12-21	01-103-021-0000-6410-000000	$181.80	34X300'RL 730_20# IJ BOND 2"	256462-0	N
	2023-12-21	01-103-021-0000-6410-000000	$3.75	ENERGY CHARGE	256462-0	N
107580	**2644**	**FRANZ REPROGRAPHICS**	**$369.10**			
107581	3365	WSB & ASSOCIATES INC				
	2023-12-21	01-521-021-0000-6261-000000	$297.50	PHASE MEETINGS OCT 2023	R-023808-000 - 1	N
	2023-12-21	01-521-021-0000-6261-000000	$2,268.50	GRANT WRITING OCT 2023	R-023808-000 - 1	N
	2023-12-21	01-521-021-0000-6261-000000	$225.50	PROJECT SET UP & REVISIONS OCT 2023	R-023808-000 - 1	N
	2023-12-21	03-326-000-0000-6261-000000	$15,284.80	SP 636-010 PALMGREN TO TH101	R023253-000-4	N
	2023-12-21	03-326-000-0000-6261-000000	($15,284.80)	SP 636-010 PALMGREN TO TH101	R023253-000-4	N
	2023-12-21	03-326-000-0000-6261-000000	$15,284.80	SP 636-010 PALMGREN TO TH 101	R023253-000-4	N
107581	**3365**	**WSB & ASSOCIATES INC**	**$18,076.30**			
107582	3688	ISD 2687 - HOWARD LAKE-WAVERLY-WINSTED				
	2023-12-21	11-450-485-0010-6261-000000	$2,180.00	TRAUMA INFORMED RESILIANT SCHOOLS TRAINING	08.30.23	N
107582	**3688**	**ISD 2687 - HOWARD LAKE-WAVERLY-WINSTED**	**$2,180.00**			
107583	4182	TRITECH SOFTWARE SYSTEMS				
	2023-12-21	02-226-000-0000-6260-000000	$10,746.00	1 PS Pro - Mobile CAD Reconciliation (27) - Annual Subscription Fee	399181	N
107583	**4182**	**TRITECH SOFTWARE SYSTEMS**	**$10,746.00**			
107584	4628	VERIZON WIRELESS SERVICES LLC				
	2023-12-21	01-005-000-0000-6203-000000	$82.46	442492531 11/02-12/01/23	9950618555	N
	2023-12-21	01-063-000-0000-6203-000000	$653.45	442492531 11/02-12/01/23	9950618555	N
	2023-12-21	01-521-000-0000-6203-000000	$168.44	442492531 11/02-12/01/23	9950618555	N
	2023-12-21	01-522-000-0000-6203-000000	$87.46	442492531 11/02-12/01/23	9950618555	N
	2023-12-21	01-103-000-0000-6203-000000	$347.41	442492531 11/02-12/01/23	9950618555	N
	2023-12-21	01-121-000-0000-6203-000000	$40.01	442492531 11/02-12/01/23	9950618555	N
	2023-12-21	01-031-021-0000-6203-000000	$128.69	442492531 11/02-12/01/23	9950618555	N
	2023-12-21	01-031-033-0000-6203-000000	$123.69	442492531 11/02-12/01/23	9950618555	N
	2023-12-21	01-031-120-0000-6203-000000	$46.23	442492531 11/02-12/01/23	9950618555	N
	2023-12-21	01-091-000-0000-6203-000000	$329.84	442492531 11/02-12/01/23	9950618555	N
	2023-12-21	01-111-000-0000-6203-000000	$41.23	442492531 11/02-12/01/23	9950618555	N
	2023-12-21	01-025-000-0000-6203-000000	$1,850.94	442492531 11/02-12/01/23	9950618555	N
	2023-12-21	01-603-000-0000-6203-000000	$208.71	442492531 11/02-12/01/23	9950618555	N
	2023-12-21	03-310-000-0000-6203-000000	$878.98	442492531 11/02-12/01/23	9950618555	N
107584	**4628**	**VERIZON WIRELESS SERVICES LLC**	**$4,987.54**			
107585	5295	CPS TECHNOLOGY SOLUTIONS				
	2023-12-21	01-063-000-0000-6260-000000	$1,549.00	MONTHLY HOSTING FEE FOR WRIGHT	384363	N
	2023-12-21	01-063-000-0000-6260-000000	$156.00	MONTHLY HOSTING FEE FOR IBM	384363	N
107585	**5295**	**CPS TECHNOLOGY SOLUTIONS**	**$1,705.00**			
107586	5673	SIERRA-CEDAR, LLC				
	2023-12-21	01-100-493-8003-6261-000000	$1,365.00	Direct Labor 12/4-12/15/23	PC-000223628	Y
107586	**5673**	**SIERRA-CEDAR, LLC**	**$1,365.00**			
107587	5844	PHOENIX SUPPLY LLC				
	2023-12-21	01-250-000-0000-6411-000000	$81.50	TOOTHBRUSES	31838	Y
107587	**5844**	**PHOENIX SUPPLY LLC**	**$81.50**			
107588	200157	THE MASTER'S TOUCH, LLC				
	2023-12-21	01-041-046-0000-6261-000000	$11,107.28	Printing for Tax Statement Mailing 2023	88118	N
107588	**200157**	**THE MASTER'S TOUCH, LLC**	**$11,107.28**			
107589	200487	S.M. HENTGES & SONS, INC.				
	2023-12-21	03-326-000-0000-6650-000000	$246,408.32	CSAH 35 Construction Project St. MichaelSAP-086-635-042	PAYMENT 2	N
107589	**200487**	**S.M. HENTGES & SONS, INC.**	**$246,408.32**			
107590	310	BAKER TILLY VIRCHOW KRAUSE LLP				
	2023-12-21	01-100-000-0000-6261-000000	$825.00	Ongoing Compensation Consulting Services	BTMA22657	N
107590	**310**	**BAKER TILLY VIRCHOW KRAUSE LLP**	**$825.00**			
107591	46433	MN DEPT OF PUBLIC SAFETY				
	2023-12-21	84-041-000-0000-6820-000000	$20,213.88	MNDRIVE	20231221MV	N
107591	**46433**	**MN DEPT OF PUBLIC SAFETY**	**$20,213.88**			
107592	46433	MN DEPT OF PUBLIC SAFETY				
	2023-12-22	84-041-000-0000-6820-000000	$38,760.26	MNDRIVE	20231222MV	N
107592	**46433**	**MN DEPT OF PUBLIC SAFETY**	**$38,760.26**			
107594	6081	LASHALE ESKRIDGE				
	2023-12-22	12-450-000-0000-6336-000000	$50.00	PH OPIOID SETTLEMENT ADVISORY COMMITTEE MEETING PER DIEM	12.12.23	Y
107594	**6081**	**LASHALE ESKRIDGE**	**$50.00**			
107595	6140	RUSSELL SECURITY RESOURCE LLC				
	2023-12-22	01-111-000-0000-6301-000000	$27.75	Cam Lock for Safe	A47122	N
107595	**6140**	**RUSSELL SECURITY RESOURCE LLC**	**$27.75**			

107596	6231	CINTAS CORPORATION NO. 2				
	2023-12-22	01-111-000-0000-6301-000000	$2.96	JEAN/CARHARTT CARPENTER/DENIM-03628	4176520826	N
	2023-12-22	01-111-000-0000-6301-000000	$3.80	UNIF SHRT NY/BL SLATE/SS - SZ PREM-LJ0XL	4176520826	N
	2023-12-22	01-111-000-0000-6301-000000	$2.96	JEAN/CARHARTT CARPENTER/DENIM-04228	4176520826	N
	2023-12-22	01-111-000-0000-6301-000000	$1.10	UNIF SHRT NY/BL SLATE/SS-RG2XL	4176520826	N
	2023-12-22	01-111-000-0000-6301-000000	$0.92	UNIF SHRT NY/BL SLATE/LS-2XLLS	4176520826	N
	2023-12-22	01-111-000-0000-6301-000000	$2.96	JEAN/CARHARTT CARPENTER/DENIM-03232	4176520826	N
	2023-12-22	01-111-000-0000-6301-000000	$2.01	UNIF SHRT NY/BL SLATE/SS-RG00L	4176520826	N
	2023-12-22	01-111-000-0000-6301-000000	$5.34	JEAN/FR/CARPNTR/RLX FIT/ DENIM-03432	4176520826	N
	2023-12-22	01-111-000-0000-6301-000000	$6.51	FRSHRT/CRHRTS.3INHRNT/GRY/LS-0XLLS	4176520826	N
	2023-12-22	01-111-000-0000-6301-000000	$4.74	JEAN/CARHART/RELX FIT/DK DENIM - SZ PREM-03834	4176520826	N
	2023-12-22	01-111-000-0000-6301-000000	$2.01	UNIF SHRT NY/BL SLATE/SS-RG0XL	4176520826	N
	2023-12-22	01-111-000-0000-6301-000000	$2.01	UNIF SHRT NY/BL SLATE/SS-RG2XL	4176520826	N
	2023-12-22	01-111-000-0000-6301-000000	$4.74	JEAN/CARHART/RELX FIT/DK DENIM - SZ PREM-04630	4176520826	N
	2023-12-22	01-111-000-0000-6301-000000	$3.80	UNIF SHRT NY/BL SLATE/LS - SZ PREM-3XLLS	4176520826	N
	2023-12-22	01-111-000-0000-6301-000000	$2.96	JEAN/CARHART/RELX FIT/DK DENIM-03628	4176520826	N
	2023-12-22	01-111-000-0000-6301-000000	$1.10	UNIF SHRT NY/BL SLATE/SS-RG00L	4176520826	N
	2023-12-22	01-111-000-0000-6301-000000	$0.92	UNIF SHRT NY/BL SLATE/LS-00LLS	4176520826	N
	2023-12-22	01-111-000-0000-6301-000000	$2.96	JEAN/CARHART/RELX FIT/DK DENIM-03430	4176520826	N
	2023-12-22	01-111-000-0000-6301-000000	$2.01	UNIF SHRT NY/BL SLATE/SS-RG00L	4176520826	N
	2023-12-22	01-111-000-0000-6301-000000	$2.96	JEAN/CARHART/RELX FIT/DK DENIM-03632	4176520826	N
	2023-12-22	01-111-000-0000-6301-000000	$2.01	UNIF SHRT NY/BL SLATE/SS-RG0XL	4176520826	N
	2023-12-22	01-111-000-0000-6301-000000	$2.96	JEAN/CARHARTT CARPENTER/DENIM-03832	4176520826	N
	2023-12-22	01-111-000-0000-6301-000000	$2.96	JEAN/CARHARTT CARPENTER/DENIM-03232	4176520826	N
	2023-12-22	01-111-000-0000-6301-000000	$2.01	UNIF SHRT NY/BL SLATE/SS-RG2XL	4176520826	N
	2023-12-22	01-111-000-0000-6301-000000	$4.74	JEAN/CARHARTT CARPENTER/DENIM - SZ PREM-03434	4176520826	N
	2023-12-22	01-111-000-0000-6301-000000	$2.01	UNIF SHRT NY/BL SLATE/SS-RG0XL	4176520826	N
	2023-12-22	01-111-000-0000-6301-000000	$2.01	UNIF SHRT NY/BL SLATE/SS-RG00L	4176520826	N
	2023-12-22	01-111-000-0000-6301-000000	$2.96	JEAN/CARHART/RELX FIT/DK DENIM-03628	4176520826	N
	2023-12-22	01-111-000-0000-6301-000000	$2.01	UNIF SHRT NY/BL SLATE/SS-RG0XL	4176520826	N
	2023-12-22	01-111-000-0000-6301-000000	$4.74	JEAN/CARHARTT CARPENTER/DENIM - SZ PREM-03434	4176520826	N
	2023-12-22	01-111-000-0000-6301-000000	$3.80	UNIF SHRT NY/BL SLATE/SS - SZ PREM-LJ2XL	4176520826	N
	2023-12-22	01-111-000-0000-6301-000000	$2.96	JEAN/CARHARTT CARPENTER/DENIM-03830	4176520826	N
	2023-12-22	01-111-000-0000-6301-000000	$2.96	JEAN/CARHARTT CARPENTER/DENIM-03628	4177231951	N
	2023-12-22	01-111-000-0000-6301-000000	$3.80	UNIF SHRT NY/BL SLATE/SS - SZ PREM-LJ0XL	4177231951	N
	2023-12-22	01-111-000-0000-6301-000000	$2.96	JEAN/CARHARTT CARPENTER/DENIM-04228	4177231951	N
	2023-12-22	01-111-000-0000-6301-000000	$1.10	UNIF SHRT NY/BL SLATE/SS-RG2XL	4177231951	N
	2023-12-22	01-111-000-0000-6301-000000	$0.92	UNIF SHRT NY/BL SLATE/LS-2XLLS	4177231951	N
	2023-12-22	01-111-000-0000-6301-000000	$2.96	JEAN/CARHARTT CARPENTER/DENIM-03232	4177231951	N
	2023-12-22	01-111-000-0000-6301-000000	$2.01	UNIF SHRT NY/BL SLATE/SS-RG00L	4177231951	N
	2023-12-22	01-111-000-0000-6301-000000	$5.34	JEAN/FR/CARPNTR/RLX FIT/ DENIM-03432	4177231951	N
	2023-12-22	01-111-000-0000-6301-000000	$6.51	FRSHRT/CRHRTS.3INHRNT/GRY/LS-0XLLS	4177231951	N
	2023-12-22	01-111-000-0000-6301-000000	$4.74	JEAN/CARHART/RELX FIT/DK DENIM - SZ PREM-03834	4177231951	N
	2023-12-22	01-111-000-0000-6301-000000	$2.01	UNIF SHRT NY/BL SLATE/SS-RG0XL	4177231951	N
	2023-12-22	01-111-000-0000-6301-000000	$2.01	UNIF SHRT NY/BL SLATE/SS-RG2XL	4177231951	N
	2023-12-22	01-111-000-0000-6301-000000	$4.74	JEAN/CARHART/RELX FIT/DK DENIM - SZ PREM-04630	4177231951	N
	2023-12-22	01-111-000-0000-6301-000000	$3.80	UNIF SHRT NY/BL SLATE/LS - SZ PREM-3XLLS	4177231951	N
	2023-12-22	01-111-000-0000-6301-000000	$2.96	JEAN/CARHART/RELX FIT/DK DENIM-03628	4177231951	N
	2023-12-22	01-111-000-0000-6301-000000	$1.10	UNIF SHRT NY/BL SLATE/SS-RG00L	4177231951	N
	2023-12-22	01-111-000-0000-6301-000000	$0.92	UNIF SHRT NY/BL SLATE/LS-00LLS	4177231951	N
	2023-12-22	01-111-000-0000-6301-000000	$2.96	JEAN/CARHART/RELX FIT/DK DENIM-03430	4177231951	N
	2023-12-22	01-111-000-0000-6301-000000	$2.01	UNIF SHRT NY/BL SLATE/SS-RG00L	4177231951	N
	2023-12-22	01-111-000-0000-6301-000000	$2.96	JEAN/CARHART/RELX FIT/DK DENIM-03632	4177231951	N
	2023-12-22	01-111-000-0000-6301-000000	$2.01	UNIF SHRT NY/BL SLATE/SS-RG0XL	4177231951	N
	2023-12-22	01-111-000-0000-6301-000000	$2.96	JEAN/CARHARTT CARPENTER/DENIM-03832	4177231951	N
	2023-12-22	01-111-000-0000-6301-000000	$2.96	JEAN/CARHARTT CARPENTER/DENIM-03232	4177231951	N
	2023-12-22	01-111-000-0000-6301-000000	$2.01	UNIF SHRT NY/BL SLATE/SS-RG2XL	4177231951	N
	2023-12-22	01-111-000-0000-6301-000000	$4.74	JEAN/CARHARTT CARPENTER/DENIM - SZ PREM-03434	4177231951	N
	2023-12-22	01-111-000-0000-6301-000000	$2.01	UNIF SHRT NY/BL SLATE/SS-RG0XL	4177231951	N
	2023-12-22	01-111-000-0000-6301-000000	$2.01	UNIF SHRT NY/BL SLATE/SS-RG00L	4177231951	N
	2023-12-22	01-111-000-0000-6301-000000	$2.96	JEAN/CARHART/RELX FIT/DK DENIM-03628	4177231951	N
	2023-12-22	01-111-000-0000-6301-000000	$2.01	UNIF SHRT NY/BL SLATE/SS-RG0XL	4177231951	N
	2023-12-22	01-111-000-0000-6301-000000	$4.74	JEAN/CARHARTT CARPENTER/DENIM - SZ PREM-03434	4177231951	N
	2023-12-22	01-111-000-0000-6301-000000	$3.80	UNIF SHRT NY/BL SLATE/SS - SZ PREM-LJ2XL	4177231951	N
	2023-12-22	01-111-000-0000-6301-000000	$2.96	JEAN/CARHARTT CARPENTER/DENIM-03830	4177231951	N
107596	**6231**	**CINTAS CORPORATION NO. 2**	**$187.88**			
107599	33159	DM STAMPS & SPECIALTIES				
	2023-12-22	01-201-280-0000-6410-000000	$67.20	Job Description Name plates	IV00551843	N
107599	**33159**	**DM STAMPS & SPECIALTIES**	**$67.20**			
107600	46490	MINNESOTA MONITORING INC				
	2023-12-22	02-230-000-0000-6261-000000	$45.00	Professional Services- Inmate	14363	N
	2023-12-22	02-230-000-0000-6261-000000	$144.00	Professional Services- Inmate	14363	N
	2023-12-22	02-230-000-0000-6261-000000	$9.00	Professional Services- Inmate	14363	N

	2023-12-22	02-230-000-0000-6261-000000	$45.00	Professional Services- Inmate	14363	N
	2023-12-22	02-230-000-0000-6261-000000	$81.00	Professional Services- Inmate	14363	N
	2023-12-22	02-230-000-0000-6261-000000	$99.00	Professional Services- Inmate	14363	N
	2023-12-22	02-230-000-0000-6261-000000	$189.00	Professional Services- Inmate	14363	N
	2023-12-22	02-230-000-0000-6261-000000	$9.00	Professional Services- Inmate	14363	N
107600	**46490**	**MINNESOTA MONITORING INC**	**$621.00**			
107602	200148	PROPIO LS, LLC				
	2023-12-22	11-420-650-4401-6040-000000	$76.50	Telephone Interpretation Services	0058601123	N
	2023-12-22	11-420-650-4401-6040-000000	($31.50)	Disputed charges on original invoice 0058601123, Form# 7213-FS-Adult-MA	SF20125	N
107602	**200148**	**PROPIO LS, LLC**	**$45.00**			
107603	200192	MRI SOFTWARE LLC				
	2023-12-22	01-111-000-0000-6260-000000	$4.67	Preventive Maintenance - Module Dec 23	MRIUS1789070	N
	2023-12-22	01-111-000-0000-6260-000000	$6.67	Tenant Service Request - Module Dec 2023	MRIUS1789070	N
	2023-12-22	01-111-000-0000-6260-000000	$118.44	Preventive Maintenance - Module Dec 2023	MRIUS1789075	N
	2023-12-22	01-111-000-0000-6260-000000	$169.19	Tenant Service Request - Module Dec 2023	MRIUS1789075	N
	2023-12-22	01-111-000-0000-6260-000000	$4.50	Preventive Maintenance - Module Dec 2023	MRIUS1789076	N
	2023-12-22	01-111-000-0000-6260-000000	$6.43	Tenant Service Request - Module Dec 2023	MRIUS1789076	N
	2023-12-22	01-111-000-0000-6260-000000	$13.30	Preventive Maintenance - Module Dec 2023	MRIUS1789077	N
	2023-12-22	01-111-000-0000-6260-000000	$19.01	Tenant Service Request - Modul Dec 2023	MRIUS1789077	N
	2023-12-22	01-111-000-0000-6260-000000	$5.56	Preventive Maintenance - Module Dec 2023	MRIUS1789078	N
	2023-12-22	01-111-000-0000-6260-000000	$7.95	Tenant Service Request - Module Dec 2023	MRIUS1789078	N
	2023-12-22	01-111-000-0000-6260-000000	$287.13	JC Angus Work Order Software Dec 2023	MRIUS1789080	N
	2023-12-22	01-111-000-0000-6260-000000	$102.24	Preventive Maintenance - Module Dec 2023	MRIUS1789082	N
	2023-12-22	01-111-000-0000-6260-000000	$146.04	Tenant Service Request - Module Dec 2023	MRIUS1789082	N
	2023-12-22	01-111-000-0000-6260-000000	$14.38	Preventive Maintenance - Module Dec 2023	MRIUS1789083	N
	2023-12-22	01-111-000-0000-6260-000000	$20.54	Tenant Service Request - Module Dec 2023	MRIUS1789083	N
107603	**200192**	**MRI SOFTWARE LLC**	**$926.05**			
107607	707	QUADIENT FINANCE USA, INC.				
	2023-12-22	01-025-000-0000-6205-000000	$500.00	November 2023 Postage Purchased	7900 0440 8084 8355 1223	N
107607	**707**	**QUADIENT FINANCE USA, INC.**	**$500.00**			
107608	1347	AMAZON BUSINESS				
	2023-12-22	01-041-042-0000-6411-000000	$54.98	Soundcore by Anker Life P3 Noise Cancelling Earbuds, Ultra Long 50H Playtime, Fast Charging, Big Bass, Multi-Mode Noise Cancelling, AI-Enhanced Calls, Wireless Charging, App Control, Bluetooth 5.2	1WWW-7MCQ-TQ11	N
107608	**1347**	**AMAZON BUSINESS**	**$54.98**			
107609	1785	WAVERLY/CITY OF				
	2023-12-22	01-111-000-0000-6251-000000	$130.89	UTILITIES HWY DEPT 11/6/23-12/4/23	02-00000260-00-4 12/23	N
107609	**1785**	**WAVERLY/CITY OF**	**$130.89**			
107610	1852	COKATO/CITY OF				
	2023-12-22	01-111-000-0000-6251-000000	$117.45	HWY COKATO SHOP WATER & SEWER	01-00000717-01-3 1223	N
	2023-12-22	01-111-000-0000-6251-000000	$39.52	HWY COKATO SHOP BRINE TANK	01-00001049-01-4 1223	N
107610	**1852**	**COKATO/CITY OF**	**$156.97**			
107612	2316	OTSEGO/CITY OF				
	2023-12-22	01-111-000-0000-6251-000000	$103.91	Otsego Hwy Shop Utilities 11/13/23-12/13/23	28100-00 1223	N
107612	**2316**	**OTSEGO/CITY OF**	**$103.91**			
107613	2812	GRAINGER				
	2023-12-22	01-111-000-0000-6301-000000	$76.83	OVERLOADRELAY, IEC, THERMAL, AUTO/MANUAL	9934351348	N
107613	**2812**	**GRAINGER**	**$76.83**			
107614	3685	AMERICAN DATABANK LLC				
	2023-12-22	01-100-000-0000-6261-000000	$81.80	BACKGROUND CHECKS	2311259	Y
107614	**3685**	**AMERICAN DATABANK LLC**	**$81.80**			
107615	4376	MIDWEST WASH SYSTEMS LLC				
	2023-12-22	01-111-000-0000-6301-000000	$118.00	GUN,HOTSY 5000 PSI, RED	19282	N
	2023-12-22	01-111-000-0000-6301-000000	$196.00	WAND DUAL W/TRIGGER 48IN S.S	19282	N
	2023-12-22	01-111-000-0000-6301-000000	$148.80	SWIVEL GUN DGV, 3/8NPTM-3/8N	19282	N
	2023-12-22	01-111-000-0000-6301-000000	$148.80	SWIVEL GUN DGV, 1/4NPTM-1/4N	19282	N
	2023-12-22	01-111-000-0000-6301-000000	$29.80	NOZZLE FIX 40@65 SOAP	19282	N
	2023-12-22	01-111-000-0000-6301-000000	$29.80	NOZZLE FIX 4.0@40	19282	N
	2023-12-22	01-111-000-0000-6301-000000	$14.95	FREIGHT CHARGES	19282	N
107615	**4376**	**MIDWEST WASH SYSTEMS LLC**	**$686.15**			
107618	5673	SIERRA-CEDAR, LLC				
	2023-12-22	01-100-493-8003-6261-000000	$130,900.00	Direct Labor 12/1-12/15/23	PC-000223627	Y
	2023-12-22	01-100-493-8003-6261-000000	$3,733.75	Direct Labor 12/4-12/14/23	PC-000223629	Y
107618	**5673**	**SIERRA-CEDAR, LLC**	**$134,633.75**			
107619	46433	MN DEPT OF PUBLIC SAFETY				
	2023-12-26	84-041-000-0000-6820-000000	$28,982.83	MNDRIVE	20231226MV	N
107619	**46433**	**MN DEPT OF PUBLIC SAFETY**	**$28,982.83**			
107628	936	WRUCK SEWER AND PORTABLE RENTAL				
	2023-12-26	01-111-000-0000-6251-000000	$195.00	Maple Lake Shop Pump Holding Tank	I19996	N
107628	**936**	**WRUCK SEWER AND PORTABLE RENTAL**	**$195.00**			
107629	3657	HOISINGTON KOEGLER GROUP INC				
	2023-12-26	01-521-021-0000-6261-000000	$500.00	PROFESSIONAL SERVICES 9/1/23-9/30/23-WAYFINDING PLAN	023-010 - 7	N
	2023-12-26	01-521-021-0000-6261-000000	$175.00	PROFESSIONAL SERVICES 9/1/23-9/30/23-WAYFINDING PLAN	023-010 - 7	N
107629	**3657**	**HOISINGTON KOEGLER GROUP INC**	**$675.00**			
107630	5444	H2OVER VIEWERS LLC				

	2023-12-26	41-663-000-0000-6261-000000	$6,000.00	Viewers Fees CD 16 Reboot of an aged service	1857	N
	2023-12-26	41-666-000-0000-6261-000000	$6,000.00	Viewers Fees CD 19 Reboot of an aged service	1857	N
107630	**5444**	**H2OVER VIEWERS LLC**	**$12,000.00**			
107631	6115	LISA A. JENSEN				
	2023-12-26	01-025-000-0000-6261-000000	$64.00	Administrative Contacts (pre PSI): Emails/texts:: Phone Calls:	12202023	Y
	2023-12-26	01-025-000-0000-6261-000000	$130.00	Virtual or Telephonic Spanish/English Interpreting	12202023	Y
	2023-12-26	01-025-000-0000-6261-000000	$120.00	Translation of documents	12202023	Y
107631	**6115**	**LISA A. JENSEN**	**$314.00**			
107632	6231	CINTAS CORPORATION NO. 2				
	2023-12-26	01-111-000-0000-6301-000000	$2.96	JEAN/CARHARTT CARPENTER/DENIM-03628	4177975455	N
	2023-12-26	01-111-000-0000-6301-000000	$3.80	UNIF SHRT NY/BL SLATE/SS - SZ PREM-LJ0XL	4177975455	N
	2023-12-26	01-111-000-0000-6301-000000	$2.96	JEAN/CARHARTT CARPENTER/DENIM-04228	4177975455	N
	2023-12-26	01-111-000-0000-6301-000000	$1.10	UNIF SHRT NY/BL SLATE/SS-RG2XL	4177975455	N
	2023-12-26	01-111-000-0000-6301-000000	$0.92	UNIF SHRT NY/BL SLATE/LS-2XLLS	4177975455	N
	2023-12-26	01-111-000-0000-6301-000000	$2.96	JEAN/CARHARTT CARPENTER/DENIM-03232	4177975455	N
	2023-12-26	01-111-000-0000-6301-000000	$2.01	UNIF SHRT NY/BL SLATE/SS-RG00L	4177975455	N
	2023-12-26	01-111-000-0000-6301-000000	$5.34	JEAN/FR/CARPNTR/RLX FIT/ DENIM-03432	4177975455	N
	2023-12-26	01-111-000-0000-6301-000000	$6.51	FRSHRT/CRHRT5.3INHRNT/GRY/LS-0XLLS	4177975455	N
	2023-12-26	01-111-000-0000-6301-000000	$4.74	JEAN/CARHART/RELX FIT/DK DENIM - SZ PREM-03834	4177975455	N
	2023-12-26	01-111-000-0000-6301-000000	$2.01	UNIF SHRT NY/BL SLATE/SS-RG0XL	4177975455	N
	2023-12-26	01-111-000-0000-6301-000000	$2.01	UNIF SHRT NY/BL SLATE/SS-RG2XL	4177975455	N
	2023-12-26	01-111-000-0000-6301-000000	$4.74	JEAN/CARHART/RELX FIT/DK DENIM - SZ PREM-04630	4177975455	N
	2023-12-26	01-111-000-0000-6301-000000	$3.80	UNIF SHRT NY/BL SLATE/LS - SZ PREM-3XLLS	4177975455	N
	2023-12-26	01-111-000-0000-6301-000000	$2.96	JEAN/CARHART/RELX FIT/DK DENIM-03628	4177975455	N
	2023-12-26	01-111-000-0000-6301-000000	$1.10	UNIF SHRT NY/BL SLATE/SS-RG00L	4177975455	N
	2023-12-26	01-111-000-0000-6301-000000	$0.92	UNIF SHRT NY/BL SLATE/LS-00LLS	4177975455	N
	2023-12-26	01-111-000-0000-6301-000000	$2.96	JEAN/CARHART/RELX FIT/DK DENIM-03430	4177975455	N
	2023-12-26	01-111-000-0000-6301-000000	$2.01	UNIF SHRT NY/BL SLATE/SS-RG00L	4177975455	N
	2023-12-26	01-111-000-0000-6301-000000	$2.96	JEAN/CARHART/RELX FIT/DK DENIM-03632	4177975455	N
	2023-12-26	01-111-000-0000-6301-000000	$2.01	UNIF SHRT NY/BL SLATE/SS-RG0XL	4177975455	N
	2023-12-26	01-111-000-0000-6301-000000	$2.96	JEAN/CARHARTT CARPENTER/DENIM-03832	4177975455	N
	2023-12-26	01-111-000-0000-6301-000000	$2.96	JEAN/CARHARTT CARPENTER/DENIM-03232	4177975455	N
	2023-12-26	01-111-000-0000-6301-000000	$2.01	UNIF SHRT NY/BL SLATE/SS-RG2XL	4177975455	N
	2023-12-26	01-111-000-0000-6301-000000	$17.54	UNIF SHRT NY/BL SLATE/SS-RG2XL	4177975455	N
	2023-12-26	01-111-000-0000-6301-000000	$1.75	UNIF SHRT NY/BL SLATE/SS-RG2XL	4177975455	N
	2023-12-26	01-111-000-0000-6301-000000	$2.10	BB/MWE/BLUSLT/BLUSLT/WHT B	4177975455	N
	2023-12-26	01-111-000-0000-6301-000000	$3.18	WRIGHT CO BR/NMW/BLUSLTMC/WHT	4177975455	N
	2023-12-26	01-111-000-0000-6301-000000	$4.74	JEAN/CARHARTT CARPENTER/DENIM - SZ PREM-03434	4177975455	N
	2023-12-26	01-111-000-0000-6301-000000	$2.01	UNIF SHRT NY/BL SLATE/SS-RG0XL	4177975455	N
	2023-12-26	01-111-000-0000-6301-000000	$2.01	UNIF SHRT NY/BL SLATE/SS-RG00L	4177975455	N
	2023-12-26	01-111-000-0000-6301-000000	$2.96	JEAN/CARHART/RELX FIT/DK DENIM-03628	4177975455	N
	2023-12-26	01-111-000-0000-6301-000000	$2.01	UNIF SHRT NY/BL SLATE/SS-RG0XL	4177975455	N
	2023-12-26	01-111-000-0000-6301-000000	$4.74	JEAN/CARHARTT CARPENTER/DENIM - SZ PREM-03434	4177975455	N
	2023-12-26	01-111-000-0000-6301-000000	$3.80	UNIF SHRT NY/BL SLATE/SS - SZ PREM-LJ2XL	4177975455	N
	2023-12-26	01-111-000-0000-6301-000000	$2.96	JEAN/CARHARTT CARPENTER/DENIM-03830	4177975455	N
107632	**6231**	**CINTAS CORPORATION NO. 2**	**$118.51**			
107633	7544	CENTRA SOTA COOPERATIVE - BUFFALO				
	2023-12-26	01-111-000-0000-6301-000000	$40.00	PROPANE LEAK INSPECTION	4214842	N
107633	**7544**	**CENTRA SOTA COOPERATIVE - BUFFALO**	**$40.00**			
107634	13590	INTEGRIPRINT INC				
	2023-12-26	11-420-600-0020-6411-000000	$7.03	ADM OPERATING SUPPLIES	60418	N
	2023-12-26	11-430-700-0020-6411-000000	$15.37	ADM OPERATING SUPPLIES	60418	N
	2023-12-26	11-450-430-0020-6411-000000	$5.05	ADM OPERATING SUPPLIES	60418	N
	2023-12-26	11-450-430-0020-6411-000000	$5.05	ADM OPERATING SUPPLIES	60418	N
	2023-12-26	11-430-700-0020-6411-000000	$15.37	ADM OPERATING SUPPLIES	60418	N
	2023-12-26	11-420-600-0020-6411-000000	$7.03	ADM OPERATING SUPPLIES	60418	N
	2023-12-26	11-420-600-0020-6411-000000	$7.03	ADM OPERATING SUPPLIES	60418	N
	2023-12-26	11-430-700-0020-6411-000000	$15.37	ADM OPERATING SUPPLIES	60418	N
	2023-12-26	11-450-430-0020-6411-000000	$5.05	ADM OPERATING SUPPLIES	60418	N
	2023-12-26	11-420-600-0020-6411-000000	$7.03	ADM OPERATING SUPPLIES	60418	N
	2023-12-26	11-430-700-0020-6411-000000	$15.37	ADM OPERATING SUPPLIES	60418	N
	2023-12-26	11-450-430-0020-6411-000000	$5.05	ADM OPERATING SUPPLIES	60418	N
107634	**13590**	**INTEGRIPRINT INC**	**$109.80**			
107635	67002	BLUUM OF MINNESOTA, LLC				
	2023-12-26	03-310-000-0000-6485-000000	$1,385.00	ShareLink Pro 1100 - Wired and Wireless Presentation System - 60-1943-01, Total cost includes Shipping cost	952909	N
	2023-12-26	03-310-000-0000-6485-000000	($1,385.00)	ShareLink Pro 1100 - Wired and Wireless Presentation System - 60-1943-01, Total cost includes Shipping cost	952909	N
	2023-12-26	03-310-000-0000-6485-000000	$1,606.28	ShareLink Pro 1100 - Wired and Wireless Presentation System - 60-1943-01, Total cost includes Shipping cost	952909	N
107635	**67002**	**BLUUM OF MINNESOTA, LLC**	**$1,606.28**			
107636	200080	CENTURY_LINK				
	2023-12-26	01-100-000-0000-6203-000000	$2,516.83	91494602 PHONE BILL MONTHLY ALLOCATION	668703151	N
107636	**200080**	**CENTURY_LINK**	**$2,516.83**			
7609		CATHERINE A SCHMIDT				
	2023-12-13	85-830-000-0000-6882-000000	$1,517.00	OVERPAYMENT OF TAXES	220-000-242200 1223	

7609		**CATHERINE A SCHMIDT**	**$1,517.00**			
7610		BRIAN & LINDA HOSEY				
	2023-12-13	85-830-000-0000-6882-000000	$32.00	OVERPAYMENT OF TAXES	103-500-171202 1223	
7610		**BRIAN & LINDA HOSEY**	**$32.00**			
7611		DURA SUPREME CABINETRY				
	2023-12-13	85-830-000-0000-6882-000000	$80.00	OVERPAYMENT OF TAXES	109-027-000010 1223	
7611		**DURA SUPREME CABINETRY**	**$80.00**			
7612		AHO MANAGEMENT INC				
	2023-12-13	85-830-000-0000-6882-000000	$29.44	OVERPAYMENT OF TAXES	105-027-001230 1223	
7612		**AHO MANAGEMENT INC**	**$29.44**			
7613		DWAYNE G MEIER				
	2023-12-13	85-830-000-0000-6882-000000	$92.00	OVERPAYMENT OF TAXES	118-031-001081 1223	
7613		**DWAYNE G MEIER**	**$92.00**			
7614		TRENT & KARA LAMPI				
	2023-12-13	85-830-000-0000-6882-000000	$388.00	OVERPAYMENT OF TAXES	209-000-051216 1223	
7614		**TRENT & KARA LAMPI**	**$388.00**			
7615		THOMAS W HILTNER				
	2023-12-13	85-830-000-0000-6882-000000	$84.00	OVERPAYMENT OF TAXES	155-052-002030 1223	
7615		**THOMAS W HILTNER**	**$84.00**			
7616		KENNETH & TAMI CARPENTER				
	2023-12-13	85-830-000-0000-6882-000000	$90.00	OVERPAYMENT OF TAXES	103-500-162415 1223	
7616		**KENNETH & TAMI CARPENTER**	**$90.00**			
7617		BACKYARD LIQUOR INC				
	2023-12-13	85-830-000-0000-6882-000000	$42.00	OVERPAYMENT OF TAXES	114-010-004013 1223	
7617		**BACKYARD LIQUOR INC**	**$42.00**			
7618		FIRST AMERICAN TITLE INS. CO				
	2023-12-13	85-830-000-0000-6882-000000	$28.96	OVERPAYMENT OF TAXES	115-500-161303 1223	
7618		**FIRST AMERICAN TITLE INS. CO**	**$28.96**			
7619		BEVERLY I SCHROEDER				
	2023-12-13	85-830-000-0000-6882-000000	$1,294.00	OVERPAYMENT OF TAXES	220-000-361204 1223	
7619		**BEVERLY I SCHROEDER**	**$1,294.00**			
7620		KAT CONSTRUCTION LLC				
	2023-12-13	85-830-000-0000-6882-000000	$24.40	OVERPAYMENT OF TAXES	206-038-002030 1223	
7620		**KAT CONSTRUCTION LLC**	**$24.40**			
7621		KATHLEEN & THOMAS KUZMA				
	2023-12-13	85-830-000-0000-6882-000000	$52.00	OVERPAYMENT OF TAXES	211-000-174401 1223	
7621		**KATHLEEN & THOMAS KUZMA**	**$52.00**			
7622		CRAIG D HAYES				
	2023-12-13	85-830-000-0000-6882-000000	$47.82	OVERPAYMENT OF TAXES	112-015-002050 1223	
7622		**CRAIG D HAYES**	**$47.82**			
7623		AUTUMN RIDGE LANDSCAPING INC				
	2023-12-13	85-830-000-0000-6882-000000	$14.01	OVERPAYMENT OF TAXES	215-100-152200 1223	
7623		**AUTUMN RIDGE LANDSCAPING INC**	**$14.01**			
7624		CENTRA HOMES, LLC				
	2023-12-13	85-830-000-0000-6882-000000	$66.00	OVERPAYMENT OF TAXES	114-387-005010 1223	
7624		**CENTRA HOMES, LLC**	**$66.00**			
7625		CREEKSIDE REALTY, LLC				
	2023-12-13	85-830-000-0000-6882-000000	$30.00	OVERPAYMENT OF TAXES	116-800-324404 1223	
7625		**CREEKSIDE REALTY, LLC**	**$30.00**			
7626		RPHR INVESTMENTS, LLC				
	2023-12-13	85-830-000-0000-6882-000000	$54.00	OVERPAYMENT OF TAXES	118-173-002020 1223	
7626		**RPHR INVESTMENTS, LLC**	**$54.00**			
7627		HUNDER FAMILY LLLP				
	2023-12-13	85-830-000-0000-6882-000000	$62.00	OVERPAYMENT OF TAXES	209-000-292100 1223	
7627		**HUNDER FAMILY LLLP**	**$62.00**			
7628		DONOVAN & JOAN LIND				
	2023-12-13	85-830-000-0000-6882-000000	$74.00	OVERPAYMENT OF TAXES	202-014-004070 1223	
7628		**DONOVAN & JOAN LIND**	**$74.00**			
7629		BYRON & JANET SANGREN				
	2023-12-13	85-830-000-0000-6882-000000	$146.00	OVERPAYMENT OF TAXES	218-000-301200 1223	
7629		**BYRON & JANET SANGREN**	**$146.00**			
7630		LUVERNE & MARGARET BARTH				
	2023-12-13	85-830-000-0000-6882-000000	$90.00	OVERPAYMENT OF TAXES	155-159-005050 1223	
7630		**LUVERNE & MARGARET BARTH**	**$90.00**			
7631		KAREN L CASSEM				
	2023-12-13	85-830-000-0000-6882-000000	$30.00	OVERPAYMENT OF TAXES	216-000-083201 1223	
7631		**KAREN L CASSEM**	**$30.00**			
7632		RICKY J JOHNSON				
	2023-12-13	85-830-000-0000-6882-000000	$120.00	OVERPAYMENT OF TAXES	110-800-011403 1223	
7632		**RICKY J JOHNSON**	**$120.00**			
7633		COLLEEN M HANEY				
	2023-12-13	85-830-000-0000-6882-000000	$38.00	OVERPAYMENT OF TAXES	201-000-133202 1223	
7633		**COLLEEN M HANEY**	**$38.00**			

7634	6	VEOLIA ES TECHNICAL SOLUTIONS LLC				
	2023-12-13	20-393-000-0000-6841-000000	$931.20	970670 PAINTCARE LATEX PAINT	INV-318433	N
	2023-12-13	20-393-000-0000-6841-000000	$6,334.10	970670 PAINTCARE LATEX PAINT	INV-318433	N
	2023-12-13	20-393-000-0000-6841-000000	$2,095.20	970670 PAINTCARE LATEX PAINT	INV-318433	N
	2023-12-13	20-393-000-0000-6841-000000	$355.52	Mobilization Fee, Per Mile (Greater MN)	INV-318433	N
7634	**6**	**VEOLIA ES TECHNICAL SOLUTIONS LLC**	**$9,716.02**			
7635	508	EAST CENTRAL REGIONAL JUVENILE CTR				
	2023-12-13	01-025-000-0000-6265-000000	$26,919.00	NOVEMBER 2023 JUVENILE CONTRACTED BED SPACE	20231130	N
7635	**508**	**EAST CENTRAL REGIONAL JUVENILE CTR**	**$26,919.00**			
7636	1366	NATIONAL ASSOCIATION OF COUNTIES				
	2023-12-13	01-100-000-0000-6245-000000	$1,927.00	COUNTY DUES FOR THE PERIOD OF 01/01/2024 TO 12/31/2024	202326782	N
7636	**1366**	**NATIONAL ASSOCIATION OF COUNTIES**	**$1,927.00**			
7637	1793	MN SECRETARY OF STATE				
	2023-12-13	01-031-000-0000-6245-000000	$120.00	NOTARY COMMISSION-J.EGGERSGLUSS	20231129	N
7637	**1793**	**MN SECRETARY OF STATE**	**$120.00**			
7638	2487	WINDSTREAM				
	2023-12-13	20-393-000-0000-6203-000000	$246.81	320-93-3784 TELEPHONE DSL 12/1-12/31/23	091134395 1223	N
	2023-12-13	20-393-000-0000-6203-000000	$127.67	320-963-5797 TELEPHONE DSL 12/1-12/31/23	091135146 1223	N
7638	**2487**	**WINDSTREAM**	**$374.48**			
7639	3140	COOKS CORRECTIONAL				
	2023-12-13	01-250-000-0000-6459-000000	$127.99	630-200SSN Spork Sentry Series	N808866	N
	2023-12-13	01-250-000-0000-6459-000000	$41.89	Prepay & Add Freight	N808866	N
	2023-12-13	01-250-000-0000-6459-000000	$84.99	630-360B Mug 8 oz. brown co-polymer	N808866	N
	2023-12-13	01-250-000-0000-6459-000000	$9.94	630-814 Turner 8" x 3" solid	N808866	N
	2023-12-13	01-250-000-0000-6459-000000	$119.96	STPL-2009 Steam table pan cover, full size, solid, no handle	N808866	N
	2023-12-13	01-250-000-0000-6459-000000	$46.92	373-STP22114 Steam Table Pan, Full Size 4" 22 ga.	N808866	N
	2023-12-13	01-250-000-0000-6459-000000	$27.96	630-960 Oven mitt pyroshield 17" L	N808866	N
	2023-12-13	01-250-000-0000-6459-000000	$63.96	TY767 Dishwasher strip TempRite 180	N808866	N
	2023-12-13	01-000-000-0000-6382-000000	$41.89	Prepay & Add Freight	N808866	N
	2023-12-13	01-000-000-0000-6382-000000	($41.89)	Prepay & Add Freight	N808866	N
7639	**3140**	**COOKS CORRECTIONAL**	**$523.61**			
7640	4324	CORE PROFESSIONAL SERVICES PA				
	2023-12-13	01-013-000-0000-6261-000000	$1,050.00	PSYCHOSEXUAL INV CR-22-1582	1713	N
7640	**4324**	**CORE PROFESSIONAL SERVICES PA**	**$1,050.00**			
7641	5283	BRADBURY STAMM CONSTRUCTION WINKELMAN				
	2023-12-13	01-100-493-8406-6261-000000	$15,215.00	Well improvements at Schroeder	W2204-3	N
7641	**5283**	**BRADBURY STAMM CONSTRUCTION WINKELMAN**	**$15,215.00**			
7642	6401	COMM OF MMB, TREAS DIV				
	2023-12-13	84-041-000-0000-6902-000000	$1,764.00	CHILDRENS SURCHARGE	20231212MMB	N
	2023-12-13	84-041-000-0000-6902-000000	$35,406.00	RE SURCHARGE	20231212MMB	N
	2023-12-13	84-041-000-0000-6902-000000	$165.00	RE ASSURANCE	20231212MMB	N
	2023-12-13	84-041-000-0000-6902-000000	$2,200.00	ML SURCHARGE	20231212MMB	N
	2023-12-13	84-041-000-0000-6902-000000	$354.00	ML VISITATION	20231212MMB	N
	2023-12-13	84-041-000-0000-6902-000000	$236.00	ML ENABLE	20231212MMB	N
	2023-12-13	84-041-000-0000-6902-000000	$7,992.00	BIRTH/DEATH	20231212MMB	N
	2023-12-13	84-041-000-0000-6902-000000	$1,000.00	ML DISP HOME	20231212MMB	N
	2023-12-13	84-041-000-0000-6902-000000	$200.00	ML DISP HOME	20231212MMB	N
	2023-12-13	84-041-000-0000-6902-000000	$780.00	PREMARITAL ED	20231212MMB	N
	2023-12-13	84-041-000-0000-6902-000000	$5,880.00	BIRTH ADD	20231212MMB	N
7642	**6401**	**COMM OF MMB, TREAS DIV**	**$55,977.00**			
7643	29751	HENNEPIN COUNTY SHERIFF				
	2023-12-13	01-013-000-0000-6261-000000	$80.00	SHERIFF INVOICE JV CASE JV-23-5819	23018367	N
	2023-12-13	01-013-000-0000-6261-000000	$80.00	SHERIFF INVOICE 88862 JV-23-5819	88862	N
7643	**29751**	**HENNEPIN COUNTY SHERIFF**	**$160.00**			
7644	45637	METRO LEGAL SERVICES INC				
	2023-12-13	11-430-700-0010-6266-000000	$105.00	Professional Services fee-KS	3472680	N
7644	**45637**	**METRO LEGAL SERVICES INC**	**$105.00**			
7645	200079	CENTURY-LINK				
	2023-12-13	02-226-000-0000-6203-000000	$416.73	E911 PHONE	763 682-1162 914 1223	N
	2023-12-13	01-201-281-0000-6203-000000	$77.47	EMPG PHONE 12/4/23-1/3/24	763 684-0543 030 0124	N
7645	**200079**	**CENTURY-LINK**	**$494.20**			
7646	200087	AAA COURIER EXPRESS, LLC				
	2023-12-13	01-250-000-0000-6458-000000	$123.24	Jail medical lab courier	20231205	N
7646	**200087**	**AAA COURIER EXPRESS, LLC**	**$123.24**			
7647	200272	MN PREVENTION AND RECOVERY ALLIANCE				
	2023-12-13	12-450-442-0221-6261-000000	$1,250.00	Administrative Time (25 hours)	11.2023	N
	2023-12-13	12-450-442-0221-6261-000000	$600.00	LADC Supervision (5 hours)	11.2023	N
	2023-12-13	12-450-442-0221-6261-000000	$120.00	wRight Choice Presentation	11.2023	N
	2023-12-13	12-450-442-0221-6261-000000	$50.00	Virtual Partner Meeting w/ Buffalo Central MS (Elle; 1 hour)	11.2023	N
	2023-12-13	12-450-442-0221-6261-000000	$25.00	BHS Chemical Health Meeting (Jeremy; 1 hour)	11.2023	N
	2023-12-13	12-450-442-0221-6261-000000	$360.00	Classroom Presentations: Maple Lake HS (3 presentations)	11.2023	N
	2023-12-13	12-450-442-0221-6261-000000	$720.00	Classroom Presentations: Buffalo HS (6 presentations)	11.2023	N
	2023-12-13	12-450-442-0221-6261-000000	$25.00	Partner Meeting at BHS (Jeremy; 1 hour)	11.2023	N

	2023-12-13	12-450-442-0221-6261-000000	$165.88	Mileage (.58/mi)	11.2023	N
7647	**200272**	**MN PREVENTION AND RECOVERY ALLIANCE**	**$3,315.88**			
7648	200498	RECONYX, INC.				
	2023-12-13	02-228-000-0000-6260-000000	$30.00	RECONYX SUBSCRIPTION	1261143	N
7648	**200498**	**RECONYX, INC.**	**$30.00**			
7649		CATHERINE & JEFFREY WIRTZ				
	2023-12-13	85-830-000-0000-6882-000000	$18.00	OVERPAYMENT OF TAXES	216-000-124310 1223	
7649		**CATHERINE & JEFFREY WIRTZ**	**$18.00**			
7650		JOHN & VIRGINIA HANNULA				
	2023-12-13	85-830-000-0000-6882-000000	$88.00	OVERPAYMENT OF TAXES	206-000-064401 1223	
7650		**JOHN & VIRGINIA HANNULA**	**$88.00**			
7651		AA PROPERTIES HOLDING LLC				
	2023-12-13	85-830-000-0000-6882-000000	$314.00	OVERPAYMENT OF TAXES	209-000-284401 1223	
7651		**AA PROPERTIES HOLDING LLC**	**$314.00**			
7652		VICKI & TIMOTHY COTTER				
	2023-12-13	85-830-000-0000-6882-000000	$393.00	OVERPAYMENT OF TAXES	204-011-001051 1223	
7652		**VICKI & TIMOTHY COTTER**	**$393.00**			
7653		WAYNE C MARQUETTE				
	2023-12-13	85-830-000-0000-6882-000000	$46.00	OVERPAYMENT OF TAXES	217-044-011010 1223	
7653		**WAYNE C MARQUETTE**	**$46.00**			
7654		RICHARD PROCTOR				
	2023-12-13	85-830-000-0000-6882-000000	$100.00	OVERPAYMENT OF TAXES	210-144-005020 1223	
7654		**RICHARD PROCTOR**	**$100.00**			
7655		THOMAS & GAYLE WEBER				
	2023-12-13	85-830-000-0000-6882-000000	$47.00	OVERPAYMENT OF TAXES	114-216-002020 1223	
7655		**THOMAS & GAYLE WEBER**	**$47.00**			
7656		DEBORAH ZINNIEL				
	2023-12-13	85-830-000-0000-6882-000000	$40.00	OVERPAYMENT OF TAXES	206-011-001010 1223	
7656		**DEBORAH ZINNIEL**	**$40.00**			
7657		DAVID O HANSEN				
	2023-12-13	85-830-000-0000-6882-000000	$28.00	OVERPAYMENT OF TAXES	216-127-000020 1223	
7657		**DAVID O HANSEN**	**$28.00**			
7658		ESSE TECHNOLOGIES INC				
	2023-12-13	85-830-000-0000-6882-000000	$20.60	OVERPAYMENT OF TAXES	216-100-283100 1223	
7658		**ESSE TECHNOLOGIES INC**	**$20.60**			
7659		RONALD & DEBRA SCHULTZ				
	2023-12-13	85-830-000-0000-6882-000000	$126.00	OVERPAYMENT OF TAXES	103-215-002503 1223	
7659		**RONALD & DEBRA SCHULTZ**	**$126.00**			
7660		DAVID & AUDRA PEDERSON				
	2023-12-13	85-830-000-0000-6882-000000	$12.00	OVERPAYMENT OF TAXES	104-014-001170 1223	
7660		**DAVID & AUDRA PEDERSON**	**$12.00**			
7661		HOLT MOTORS, INC				
	2023-12-13	85-830-000-0000-6882-000000	$18.00	OVERPAYMENT OF TAXES	205-000-262201 1223	
7661		**HOLT MOTORS, INC**	**$18.00**			
7662		HOLT MOTORS, INC				
	2023-12-13	85-830-000-0000-6882-000000	$98.00	OVERPAYMENT OF TAXES	217-000-333200 1223	
7662		**HOLT MOTORS, INC**	**$98.00**			
7663		HOLT MOTORS, INC				
	2023-12-13	85-830-000-0000-6882-000000	$38.00	OVERPAYMENT OF TAXES	205-000-263200 1223	
7663		**HOLT MOTORS, INC**	**$38.00**			
7664		MIKE & CHRIS DRUSCH				
	2023-12-13	85-830-000-0000-6882-000000	$113.00	OVERPAYMENT OF TAXES	220-000-083305 1223	
7664		**MIKE & CHRIS DRUSCH**	**$113.00**			
7665		CARL L BUCHHOLZ				
	2023-12-13	85-830-000-0000-6882-000000	$18.00	OVERPAYMENT OF TAXES	216-024-004060 1223	
7665		**CARL L BUCHHOLZ**	**$18.00**			
7666		MARALLEE L STEINHOFER				
	2023-12-13	85-830-000-0000-6882-000000	$76.77	OVERPAYMENT OF TAXES	217-000-243302 1223	
7666		**MARALLEE L STEINHOFER**	**$76.77**			
7667		MILAN FRANK				
	2023-12-13	85-830-000-0000-6882-000000	$42.66	OVERPAYMENT OF TAXES	109-015-000130 1223	
7667		**MILAN FRANK**	**$42.66**			
7668		JAMES & MARY MARQUETTE				
	2023-12-13	85-830-000-0000-6882-000000	$45.66	OVERPAYMENT OF TAXES	114-500-242104 1223	
7668		**JAMES & MARY MARQUETTE**	**$45.66**			
7669		BRIAN J SORUM				
	2023-12-13	85-830-000-0000-6882-000000	$300.00	OVERPAYMENT OF TAXES	118-034-002050 1223	
7669		**BRIAN J SORUM**	**$300.00**			
7670		DUANE & ALICE PURTILO				
	2023-12-13	85-830-000-0000-6882-000000	$500.00	OVERPAYMENT OF TAXES	210-000-042200 1223	
7670		**DUANE & ALICE PURTILO**	**$500.00**			
7671		JAMES & SUSAN SCHULTZ				
	2023-12-13	85-830-000-0000-6882-000000	$20.00	OVERPAYMENT OF TAXES	215-100-272400 1223	

7671		**JAMES & SUSAN SCHULTZ**	**$20.00**			
7672		DANIEL & TRUDY ANSELMENT				
	2023-12-13	85-830-000-0000-6882-000000	$12.00	OVERPAYMENT OF TAXES	209-000-044303 1223	
7672		**DANIEL & TRUDY ANSELMENT**	**$12.00**			
7673		CATHY & DONALD YOUNG				
	2023-12-13	85-830-000-0000-6882-000000	$73.04	OVERPAYMENT OF TAXES	206-087-000050 1223	
7673		**CATHY & DONALD YOUNG**	**$73.04**			
7674		CURTIS R RIECK				
	2023-12-13	85-830-000-0000-6882-000000	$34.70	OVERPAYMENT OF TAXES	118-500-281201 1223	
7674		**CURTIS R RIECK**	**$34.70**			
7675		MURIEL M TIERNAN				
	2023-12-14	85-830-000-0000-6882-000000	$64.00	OVERPAYMENT OF TAXES	101-500-012405 1223	
7675		**MURIEL M TIERNAN**	**$64.00**			
7676		SEW INC				
	2023-12-14	85-830-000-0000-6882-000000	$86.00	OVERPAYMENT OF TAXES	110-018-003150 1223	
7676		**SEW INC**	**$86.00**			
7677		THE TITLE GROUP, INC				
	2023-12-14	85-830-000-0000-6882-000000	$259.00	OVERPAYMENT OF TAXES	208-326-001040 1223	
7677		**THE TITLE GROUP, INC**	**$259.00**			
7678		LOWELL & DIANNE O'BRIEN				
	2023-12-14	85-830-000-0000-6882-000000	$35.86	OVERPAYMENT OF TAXES	103-122-008070 1223	
7678		**LOWELL & DIANNE O'BRIEN**	**$35.86**			
7679		SCOTT & BECKY BERNING				
	2023-12-14	85-830-000-0000-6882-000000	$306.80	OVERPAYMENT OF TAXES	114-800-181101 1223	
7679		**SCOTT & BECKY BERNING**	**$306.80**			
7680		CAROL & TIM BICE				
	2023-12-14	85-830-000-0000-6882-000000	$45.90	OVERPAYMENT OF TAXES	114-246-002080 1223	
7680		**CAROL & TIM BICE**	**$45.90**			
7681		JOSEPH & DENISE HALLER				
	2023-12-14	85-830-000-0000-6882-000000	$56.54	OVERPAYMENT OF TAXES	114-500-124100 1223	
7681		**JOSEPH & DENISE HALLER**	**$56.54**			
7682		JEFFREY & DEBRA SKOUGE				
	2023-12-14	85-830-000-0000-6882-000000	$11.10	OVERPAYMENT OF TAXES	205-000-191201 1223	
7682		**JEFFREY & DEBRA SKOUGE**	**$11.10**			
7683		LINDA SCHWICHTENBERG				
	2023-12-14	85-830-000-0000-6882-000000	$100.18	OVERPAYMENT OF TAXES	206-000-164204 1223	
7683		**LINDA SCHWICHTENBERG**	**$100.18**			
7684		JON & BRENDA STEVENS				
	2023-12-14	85-830-000-0000-6882-000000	$100.00	OVERPAYMENT OF TAXES	208-300-264202 1223	
7684		**JON & BRENDA STEVENS**	**$100.00**			
7685		WILLIAM & LYNN HANNUS				
	2023-12-14	85-830-000-0000-6882-000000	$23.20	OVERPAYMENT OF TAXES	209-016-000060 1223	
7685		**WILLIAM & LYNN HANNUS**	**$23.20**			
7686		LAWRENCE & RENEE LEE				
	2023-12-14	85-830-000-0000-6882-000000	$36.06	OVERPAYMENT OF TAXES	155-097-001110 1223	
7686		**LAWRENCE & RENEE LEE**	**$36.06**			
7687		GLEN HELLER				
	2023-12-14	85-830-000-0000-6882-000000	$87.90	OVERPAYMENT OF TAXES	116-010-008030 1223	
7687		**GLEN HELLER**	**$87.90**			
7688		LARRY SHRODE				
	2023-12-14	85-830-000-0000-6882-000000	$31.82	OVERPAYMENT OF TAXES	208-200-021101 1223	
7688		**LARRY SHRODE**	**$31.82**			
7689		MICHAEL & KIMBERLY GOELZ				
	2023-12-14	85-830-000-0000-6882-000000	$74.00	OVERPAYMENT OF TAXES	201-000-094401 1223	
7689		**MICHAEL & KIMBERLY GOELZ**	**$74.00**			
7690		NELSON FARM OPERATION LLC				
	2023-12-14	85-830-000-0000-6882-000000	$951.00	OVERPAYMENT OF TAXES	216-100-362100 1223	
7690		**NELSON FARM OPERATION LLC**	**$951.00**			
7691		PAYDAY AMERICA INC				
	2023-12-14	01-201-000-0000-6858-000000	$407.19	EXECUTION CP202301680	202305036	
7691		**PAYDAY AMERICA INC**	**$407.19**			
7693	363	CONSUMER SAFETY TECHNOLOGY LLC				
	2023-12-14	01-025-000-0000-6261-000000	$1,326.99	June 2023 Ignition Interlock 10th Judicial District Minnesota	JUNE-2023	N
7693	**363**	**CONSUMER SAFETY TECHNOLOGY LLC**	**$1,326.99**			
7694	438	COTTENS INC				
	2023-12-14	03-340-000-0000-6574-000000	$12.40	HWY REPAIR PARTS	878435	N
	2023-12-14	03-340-000-0000-6574-000000	$7.04	HWY REPAIR PARTS	878768	N
	2023-12-14	03-340-000-0000-6574-000000	$192.00	HWY REPAIR PARTS	880039	N
	2023-12-14	03-340-000-0000-6574-000000	$28.27	HWY REPAIR PARTS	880193	N
	2023-12-14	03-340-000-0000-6574-000000	$10.08	HWY REPAIR PARTS	880256	N
	2023-12-14	03-340-000-0000-6574-000000	$207.63	HWY REPAIR PARTS	880311	N
	2023-12-14	03-340-000-0000-6574-000000	$31.59	HWY REPAIR PARTS	880665	N
	2023-12-14	03-340-000-0000-6574-000000	$131.79	HWY REPAIR PARTS	880706	N

	2023-12-14	03-340-000-0000-6574-000000	$60.24	HWY REPAIR PARTS	880707	N
	2023-12-14	03-340-000-0000-6574-000000	$32.73	HWY REPAIR PARTS	880854	N
	2023-12-14	03-340-000-0000-6574-000000	$87.90	HWY REPAIR PARTS	880871	N
7694	**438**	**COTTENS INC**	**$801.67**			
7697	626	NORTH STAR AWARDS & TROPHIES				
	2023-12-14	01-201-000-0000-6261-000000	$64.95	Plaque	12141	N
7697	**626**	**NORTH STAR AWARDS & TROPHIES**	**$64.95**			
7698	887	F S MANUFACTURING				
	2023-12-14	01-522-021-0000-6301-000000	$82.76	VALVE ASSY - TX 1/2" 2-WAY, BOTTOM HALF M100 FLANGE, SS STEM & BALL	153348	N
7698	**887**	**F S MANUFACTURING**	**$82.76**			
7699	1001	ANOKA COUNTY SHERIFF				
	2023-12-14	11-420-640-0010-6267-000000	$80.00	Service Fee	23005434	N
7699	**1001**	**ANOKA COUNTY SHERIFF**	**$80.00**			
7701	1317	ANNANDALE ROCK PRODUCTS				
	2023-12-14	01-521-021-0000-6551-000000	$1,993.69	Washed Sand	59922	N
	2023-12-14	01-521-021-0000-6551-000000	$1,595.06	WASHED SAND FOR PARKS 178.02 TONS	59926	N
7701	**1317**	**ANNANDALE ROCK PRODUCTS**	**$3,588.75**			
7702	1383	WRIGHT HENNEPIN COOP ELEC ASSN				
	2023-12-14	03-350-000-0000-6543-000000	$3,590.15	STREET LIGHTS	35030972025	N
7702	**1383**	**WRIGHT HENNEPIN COOP ELEC ASSN**	**$3,590.15**			
7704	1813	COLLINS BROS TOWING				
	2023-12-14	01-201-000-0000-6261-000000	$334.00	TOWING CASE# 23031978	112469	N
7704	**1813**	**COLLINS BROS TOWING**	**$334.00**			
7705	1931	TEK84 INC				
	2023-12-14	01-250-000-0000-6338-000000	$100.00	ONE TIME SET UP FEE (LIFETIME PER AGENCY)	92082	N
	2023-12-14	01-250-000-0000-6338-000000	$1,980.00	CERTIFIED ONLINE COMPUTER BASED OPERATOR TRAINING	92082	N
7705	**1931**	**TEK84 INC**	**$2,080.00**			
7707	2487	WINDSTREAM				
	2023-12-14	02-226-000-0000-6203-000000	$343.99	E911 PHONE 320-963-199512/1 -12/31/23	092171554 120523	N
7707	**2487**	**WINDSTREAM**	**$343.99**			
7710	3971	ADVANCED PEST SOLUTIONS				
	2023-12-14	01-521-021-0000-6301-000000	$140.00	SERVICE TO ANIMAL MOUNTS	5308	Y
7710	**3971**	**ADVANCED PEST SOLUTIONS**	**$140.00**			
7712	4647	MIDWEST MEDICAL PHYSICS LLP				
	2023-12-14	02-230-000-0000-6261-000000	$1,900.00	BODY SCANNER SURVEY	22945	N
7712	**4647**	**MIDWEST MEDICAL PHYSICS LLP**	**$1,900.00**			
7714	4858	BUFFALO AUTO VALUE				
	2023-12-14	03-340-000-0000-6574-000000	$39.75	HWY REPAIR PARTS	82254337	N
7714	**4858**	**BUFFALO AUTO VALUE**	**$39.75**			
7715	5049	DAN VICK				
	2023-12-14	01-107-000-0000-6114-000000	$600.00	Per Diem BOA meetings 10/9-12/8/23	20231208	Y
	2023-12-14	01-107-000-0000-6114-000000	$131.00	Mileage BOA meetings 10/9-12/8/23	20231208	Y
7715	**5049**	**DAN VICK**	**$731.00**			
7717	5357	ELECTION SYSTEMS & SOFTWARE LLC				
	2023-12-14	01-041-071-0000-6260-000000	$1,989.75	HMA - DS450 Extended Warranty with Biennial Maintenance 01-JAN-24 to 31-DEC-24	CD2072235	N
	2023-12-14	01-041-071-0000-6260-000000	$1,575.00	Firmware License - DS450 01-JAN-24 to 31-DEC-24	CD2072235	N
	2023-12-14	01-041-071-0000-6260-000000	$5,906.25	Electionware Reporting Only - Renewal License Fee 01-JAN-24 to 31-DEC-24	CD2072235	N
	2023-12-14	01-041-071-0000-6260-000000	$240.00	Firmware License - DS200 01-JAN-24 to 31-DEC-24	CD2072235	N
	2023-12-14	01-041-071-0000-6260-000000	$393.75	HMA - DS200 Extended Warranty with Biennial Maintenance 01-JAN-24 to 31-DEC-24	CD2072235	N
7717	**5357**	**ELECTION SYSTEMS & SOFTWARE LLC**	**$10,104.75**			
7718	5455	GRANITE CITY WINDOW CLEANING INC				
	2023-12-14	01-111-000-0000-6301-000000	$1,900.00	Exterior windows and interior atrium of jail	18824	N
	2023-12-14	01-111-000-0000-6301-000000	$3,000.00	Exterior of NEW Justice Center	18824	N
7718	**5455**	**GRANITE CITY WINDOW CLEANING INC**	**$4,900.00**			
7720	5611	REPUBLIC SERVICES 891				
	2023-12-14	01-521-021-0000-6301-000000	$408.45	3-0899-0120396 REFUSE AT BERTRAM 11/1/23-11/30/23	0899-004333886	N
7720	**5611**	**REPUBLIC SERVICES 891**	**$408.45**			
7722	5792	CORRECTION DENTISTRY LLC				
	2023-12-14	01-250-000-0000-6458-000000	$477.00	Dentistry - CD	2643	Y
7722	**5792**	**CORRECTION DENTISTRY LLC**	**$477.00**			
7725	5974	CENTERPOINT ENERGY				
	2023-12-14	01-111-000-0000-6251-000000	$640.38	Gas Svc Albertville Hwy Dept 10/26/23-11/27/23	6708158-8 1123	N
7725	**5974**	**CENTERPOINT ENERGY**	**$640.38**			
7726	6915	OFFICE OF MN IT SERVICES				
	2023-12-14	11-430-760-6150-6030-000000	$59.85	OCT 2023 INTERPRETER SERVICES-ADMIN	W23100523	N
	2023-12-14	11-450-472-0010-6035-000000	$81.90	OCT 2023 INTERPRETER SERVICES-PH FPSP	W23100523	N
	2023-12-14	11-450-430-0010-6035-000000	$319.95	OCT 2023 INTERPRETER SERVICES-PH Adult/Child Non-MA	W23100523	N
	2023-12-14	11-430-710-1150-6030-000000	$103.95	OCT 2023 INTERPRETER SERVICES-FS/SS Child Non-MA	W23100523	N
	2023-12-14	11-430-760-6150-6030-000000	$342.30	OCT 2023 INTERPRETER SERVICES-FS/SS Adult Non-MA	W23100523	N
	2023-12-14	11-420-650-4401-6040-000000	$2,528.85	OCT 2023 INTERPRETER SERVICES-MA Clients	W23100523	N
7726	**6915**	**OFFICE OF MN IT SERVICES**	**$3,436.80**			
7727	6934	RELIANCE TELEPHONE SYSTEMS INC				
	2023-12-14	02-230-000-0000-6203-000000	$115.25	County Funded General Booking Account Usage	12565	N

7727	**6934**	**RELIANCE TELEPHONE SYSTEMS INC**	**$115.25**			
7728	7406	OMANN BROTHERS INC				
	2023-12-14	03-330-000-0000-6531-000000	$261.87	AC FINES MIX INV	17587	N
	2023-12-14	03-330-000-0000-6531-000000	$348.87	AC FINES MIX INV	17594	N
7728	**7406**	**OMANN BROTHERS INC**	**$610.74**			
7731	10756	CENTRACARE HEALTH				
	2023-12-14	01-250-000-0000-6458-000000	$1,258.92	JAIL MEDICAL- AH	22105833901	Y
	2023-12-14	01-250-000-0000-6458-000000	$1,201.23	JAIL MEDICAL- CK	22105999100	Y
	2023-12-14	01-250-000-0000-6458-000000	$146.32	JAIL MEDICAL- KB	22106164002	Y
	2023-12-14	01-250-000-0000-6458-000000	$1,586.45	JAIL MEDICAL- VM	22106512800	Y
	2023-12-14	01-250-000-0000-6458-000000	$953.81	Jail Medical Labs	2500004687 1223	Y
	2023-12-14	01-250-000-0000-6458-000000	$80,032.78	November 2023 Medical Coverage Services	GL1216	Y
7731	**10756**	**CENTRACARE HEALTH**	**$85,179.51**			
7739	42525	MAPLE LAKE MESSENGER INC				
	2023-12-14	73-847-000-0000-6235-000000	$84.00	Mink Sommers LID Open Water Notice 1/18/23 & 1/25/23	20230117	N
	2023-12-14	73-847-000-0000-6235-000000	$84.00	Mink Somers LID Open Water Notice 12/27/23 & 2/28/23	20231107	N
7739	**42525**	**MAPLE LAKE MESSENGER INC**	**$168.00**			
7740	45637	METRO LEGAL SERVICES INC				
	2023-12-14	01-091-000-0000-6261-000000	$60.00	Legal Process Service Baribeau Wade 12/06 C St Paul [1-1]	3473415	N
7740	**45637**	**METRO LEGAL SERVICES INC**	**$60.00**			
7741	46474	DHS-MAXIS CASHIER, SWIFT				
	2023-12-14	84-420-660-0000-6801-000000	$1,060.00	GRH RECV OCT23	A300MX86248I	N
	2023-12-14	84-420-610-0000-6801-000000	$75.00	MFIP Post TANF RECV OCT23	A300MX86248I	N
	2023-12-14	84-420-630-0000-6801-000000	$216.44	SNAP RECV - OCT23	A300MX86248I	N
	2023-12-14	84-420-660-0000-6801-000000	$5.00	MSA RECV - OCT23	A300MX86248I	N
7741	**46474**	**DHS-MAXIS CASHIER, SWIFT**	**$1,356.44**			
7746	64031	DHS- SWIFT				
	2023-12-14	77-420-650-0000-6801-000000	$301,609.54	MA RECOVERIES-JULY 2023	A300MM1S86I	N
	2023-12-14	11-420-650-4410-6020-000000	$318.48	ICFMR 7105 FC53 AUG23	A300MM1S86I	N
	2023-12-14	11-420-650-4410-6020-000000	$1,052.84	CW-TCM CV FC037 AUG-SEPT23	A300MM1S86I	N
	2023-12-14	11-420-650-4410-6020-000000	$9,137.89	MA LTC UN FC095 AUG23	A300MM1S86I	N
	2023-12-14	11-420-650-4410-6020-000000	$1,468.57	G8 LTC LT65 CY20 FC307 AUG23	A300MM1S86I	N
	2023-12-14	11-420-650-4410-6020-000000	$553.51	MA MH TCM CV FC023 JUL-AUG23	A300MM1S86I	N
7746	**64031**	**DHS- SWIFT**	**$314,140.83**			
7752	200178	PROFESSIONAL PORTABLE RADIOLOGIC SERVIC				
	2023-12-14	01-250-000-0000-6458-000000	$215.89	X-ray shoulder 2 vw	INV032619	N
	2023-12-14	01-250-000-0000-6458-000000	$219.00	X-ray hand 3 vw	INV032619	N
	2023-12-14	01-250-000-0000-6458-000000	$223.15	X-ray wrist 3 vw	INV032619	N
7752	**200178**	**PROFESSIONAL PORTABLE RADIOLOGIC SERVIC**	**$658.04**			
7753	200180	ALPHA SERVICE INDUSTRIES, INC.				
	2023-12-14	01-013-000-0000-6261-000000	$2,000.00	PSYCHOSEXUAL INV CR-22-1798	88265	N
7753	**200180**	**ALPHA SERVICE INDUSTRIES, INC.**	**$2,000.00**			
7755	200272	MN PREVENTION AND RECOVERY ALLIANCE				
	2023-12-14	01-025-000-0000-6365-000000	$480.64	Olek Galka (non-billable) 11/2, 11/8, 11/6, 11/20, 11/27	20231130	N
	2023-12-14	01-025-000-0000-6365-000000	$60.08	Nicole Wedin (last minute cancelation) 11/8	20231130	N
	2023-12-14	01-025-000-0000-6365-000000	$44.74	Participant expenses	20231130	N
	2023-12-14	01-025-000-0000-6365-000000	$480.00	LADC Supervision	20231130	N
	2023-12-14	01-025-000-0000-6365-000000	$240.32	Clinical team staffing units 11/2, 11/9, 11/16, 11/30	20231130	N
	2023-12-14	01-025-000-0000-6365-000000	$198.24	Mileage	20231130	N
7755	**200272**	**MN PREVENTION AND RECOVERY ALLIANCE**	**$1,504.02**			
7756	200297	WRIGHT COUNTY COMMUNITY ACTION				
	2023-12-14	78-413-860-7833-6007-000000	$1,324.81	LCTS PHASE III PMT#97	PMT#97	N
7756	**200297**	**WRIGHT COUNTY COMMUNITY ACTION**	**$1,324.81**			
7758	6158	ARAMARK SERVICES INC				
	2023-12-14	01-250-000-0000-6459-000000	$8,238.56	INMATE MEALS NOVEMBER 30-DECEMBER 6	200723300-000917	N
	2023-12-14	02-230-000-0000-6459-000000	$325.00	FRESH FAVORITES NOVEMBER 23-DECEMBER 6	200723300-000918	N
7758	**6158**	**ARAMARK SERVICES INC**	**$8,563.56**			
7765	200590	LAWSON PRODUCTS INC.				
	2023-12-14	01-521-021-0000-6452-000000	$8.88	1/4-20 Hex Nut 18-8 Stainless Steel	9311128170	N
	2023-12-14	01-521-021-0000-6452-000000	$22.50	1/4-20 Nylon Lock Nut 18-8 Stainless	9311128170	N
7765	**200590**	**LAWSON PRODUCTS INC.**	**$31.38**			
7766	200593	APPLIED INDUSTRIAL TECHNOLOGIES				
	2023-12-14	01-521-021-0000-6452-000000	$190.81	BEARINGS FOR PARKS VEHICLE	7028486816	N
7766	**200593**	**APPLIED INDUSTRIAL TECHNOLOGIES**	**$190.81**			
7767	200597	GUY VANCE				
	2023-12-14	73-847-000-0000-6342-000000	$126.00	REIMB STORAGE RENTAL OCT MINK SOMERS LID	20230804	N
	2023-12-14	73-847-000-0000-6342-000000	$126.00	REIMB STORAGE RENTAL NOV MINK SOMERS LID	20230804	N
7767	**200597**	**GUY VANCE**	**$252.00**			
7768		TODD & SALLY FOLVEN				
	2023-12-14	85-830-000-0000-6882-000000	$20.00	OVERPAYMENT OF TAXES	105-027-001141 1223	
7768		**TODD & SALLY FOLVEN**	**$20.00**			
7769		JAMES & YVONNE SORENSEN				
	2023-12-14	85-830-000-0000-6882-000000	$21.00	OVERPAYMENT OF TAXES	118-161-000010 1223	

7769		**JAMES & YVONNE SORENSEN**	**$21.00**			
7770		JANE & KEITH WESTRUP				
	2023-12-14	85-830-000-0000-6882-000000	$1,071.00	OVERPAYMENT OF TAXES	209-027-000010 1223	
7770		**JANE & KEITH WESTRUP**	**$1,071.00**			
7771		JEANNE M BRENNY				
	2023-12-14	85-830-000-0000-6882-000000	$30.00	OVERPAYMENT OF TAXES	112-500-363301 1223	
7771		**JEANNE M BRENNY**	**$30.00**			
7772		DEEPHAVEN DEVELOPMENT LLC				
	2023-12-15	85-830-000-0000-6882-000000	$18,661.60	OVERPAYMENT OF TAXES	155-265-000010 1223	
7772		**DEEPHAVEN DEVELOPMENT LLC**	**$18,661.60**			
7773		JASON & ALICIA BAME-ANDERSON				
	2023-12-15	85-830-000-0000-6882-000000	$914.00	OVERPAYMENT OF TAXES	216-000-141100 1223	
7773		**JASON & ALICIA BAME-ANDERSON**	**$914.00**			
7774		SILVER CREEK GAME BIRDS				
	2023-12-15	85-830-000-0000-6882-000000	$74.60	OVERPAYMENT OF TAXES	216-000-093400 1223	
7774		**SILVER CREEK GAME BIRDS**	**$74.60**			
7775		STACY & PAUL BERNING				
	2023-12-15	85-830-000-0000-6882-000000	$2,103.00	OVERPAYMENT OF TAXES	213-000-332302 1223	
7775		**STACY & PAUL BERNING**	**$2,103.00**			
7776		JOHN & ANN MORK				
	2023-12-15	85-830-000-0000-6882-000000	$116.00	OVERPAYMENT OF TAXES	213-100-173202 1223	
7776		**JOHN & ANN MORK**	**$116.00**			
7777		LOIS & JOHN WURM				
	2023-12-15	85-830-000-0000-6882-000000	$12.00	OVERPAYMENT OF TAXES	210-000-071104 1223	
7777		**LOIS & JOHN WURM**	**$12.00**			
7778		JONATHAN NIEFELD & DIANE URISTA				
	2023-12-15	85-830-000-0000-6882-000000	$120.71	OVERPAYMENT OF TAXES	204-100-363106 1223	
7778		**JONATHAN NIEFELD & DIANE URISTA**	**$120.71**			
7779		LORRAINE J BLUHM				
	2023-12-15	85-830-000-0000-6882-000000	$100.00	OVERPAYMENT OF TAXES	204-100-341100 1223	
7779		**LORRAINE J BLUHM**	**$100.00**			
7780		Eleanor & Melvin Dykhuizen				
	2023-12-15	85-830-000-0000-6882-000000	$52.00	OVERPAYMENT OF TAXES	206-000-014303 1223	
7780		**Eleanor & Melvin Dykhuizen**	**$52.00**			
7781		GREGORY S OLSEN				
	2023-12-15	85-830-000-0000-6882-000000	$14.91	OVERPAYMENT OF TAXES	118-023-003020 1223	
7781		**GREGORY S OLSEN**	**$14.91**			
7782		JOHN M YANTES				
	2023-12-15	85-830-000-0000-6882-000000	$100.00	OVERPAYMENT OF TAXES	208-200-153400 1223	
7782		**JOHN M YANTES**	**$100.00**			
7783		SANDRA & DAVID RANSOM				
	2023-12-15	85-830-000-0000-6882-000000	$28.00	OVERPAYMENT OF TAXES	206-000-174300 1223	
7783		**SANDRA & DAVID RANSOM**	**$28.00**			
7784		SANDRA & DAVID RANSOM				
	2023-12-15	85-830-000-0000-6882-000000	$94.00	OVERPAYMENT OF TAXES	206-000-213300 1223	
7784		**SANDRA & DAVID RANSOM**	**$94.00**			
7785		TIMOTHY J O'CONNOR				
	2023-12-15	85-830-000-0000-6882-000000	$55.27	OVERPAYMENT OF TAXES	103-195-001080 1223	
7785		**TIMOTHY J O'CONNOR**	**$55.27**			
7786		CAIN FAMILY FARMS				
	2023-12-15	85-830-000-0000-6882-000000	$200.00	OVERPAYMENT OF TAXES	206-000-353300 1223	
7786		**CAIN FAMILY FARMS**	**$200.00**			
7787		JASON STENSLAND				
	2023-12-15	85-830-000-0000-6882-000000	$26.15	OVERPAYMENT OF TAXES	110-010-007070 1223	
7787		**JASON STENSLAND**	**$26.15**			
7788		RICHARD & DELORES KIRCHENWITZ				
	2023-12-15	85-830-000-0000-6882-000000	$18.00	OVERPAYMENT OF TAXES	220-000-264400 1223	
7788		**RICHARD & DELORES KIRCHENWITZ**	**$18.00**			
7789		DAYLIGHT & DARKNIGHT CAVES ADVENTURES L				
	2023-12-15	85-830-000-0000-6882-000000	$686.00	OVERPAYMENT OF TAXES	201-000-011300 1223	
7789		**DAYLIGHT & DARKNIGHT CAVES ADVENTURES L**	**$686.00**			
7790		DAYLIGHT & DARKNIGHT CAVES ADVENTURES L				
	2023-12-15	85-830-000-0000-6882-000000	$345.00	OVERPAYMENT OF TAXES	201-000-011200 1223	
7790		**DAYLIGHT & DARKNIGHT CAVES ADVENTURES L**	**$345.00**			
7791		SCOTT A KOHLS				
	2023-12-15	85-830-000-0000-6882-000000	$26.00	OVERPAYMENT OF TAXES	208-200-331401 1223	
7791		**SCOTT A KOHLS**	**$26.00**			
7792		SCOTT P ANDERSON				
	2023-12-15	85-830-000-0000-6882-000000	$24.84	OVERPAYMENT OF TAXES	155-700-001210 1223	
7792		**SCOTT P ANDERSON**	**$24.84**			
7793		DUANE H ROLSTAD				
	2023-12-15	85-830-000-0000-6882-000000	$882.00	OVERPAYMENT OF TAXES	215-100-162205 1223	
7793		**DUANE H ROLSTAD**	**$882.00**			

7794		BARRY M HEIKKINEN				
	2023-12-15	85-830-000-0000-6882-000000	$24.00	OVERPAYMENT OF TAXES	216-100-234202 1223	
7794		**BARRY M HEIKKINEN**	**$24.00**			
7795		ESTELLA J PRESLER				
	2023-12-15	85-830-000-0000-6882-000000	$200.00	OVERPAYMENT OF TAXES	201-000-154300 1223	
7795		**ESTELLA J PRESLER**	**$200.00**			
7796		CENTRE POINTE TRAINING STABLE, LLC				
	2023-12-15	85-830-000-0000-6882-000000	$32.00	OVERPAYMENT OF TAXES	208-200-012200 1223	
7796		**CENTRE POINTE TRAINING STABLE, LLC**	**$32.00**			
7797		WEESE CONSTRUCTION INC				
	2023-12-15	85-830-000-0000-6882-000000	$18.00	OVERPAYMENT OF TAXES	202-000-223100 1223	
7797		**WEESE CONSTRUCTION INC**	**$18.00**			
7798		KARI & THOMAS MCDERMOTT				
	2023-12-15	85-830-000-0000-6882-000000	$100.00	OVERPAYMENT OF TAXES	206-150-000010 1223	
7798		**KARI & THOMAS MCDERMOTT**	**$100.00**			
7799		RALPH E ERICKSON				
	2023-12-15	85-830-000-0000-6882-000000	$60.00	OVERPAYMENT OF TAXES	209-000-041202 1223	
7799		**RALPH E ERICKSON**	**$60.00**			
7800		NTC II LLC				
	2023-12-15	85-830-000-0000-6882-000000	$14.30	OVERPAYMENT OF TAXES	215-116-002110 1223	
7800		**NTC II LLC**	**$14.30**			
7801		H & L BORG LAND TRUST LLC				
	2023-12-15	85-830-000-0000-6882-000000	$1,697.00	OVERPAYMENT OF TAXES	205-000-323100 1223	
7801		**H & L BORG LAND TRUST LLC**	**$1,697.00**			
7802		JASON N NELSON				
	2023-12-15	85-830-000-0000-6882-000000	$25.44	OVERPAYMENT OF TAXES	205-000-252100 1223	
7802		**JASON N NELSON**	**$25.44**			
7803		GWENDOLYN J HUFF				
	2023-12-15	85-830-000-0000-6882-000000	$42.32	OVERPAYMENT OF TAXES	155-700-208020 1223	
7803		**GWENDOLYN J HUFF**	**$42.32**			
7804		RANDY & DONNA LOHSE				
	2023-12-15	85-830-000-0000-6882-000000	$65.80	OVERPAYMENT OF TAXES	118-031-001160 1223	
7804		**RANDY & DONNA LOHSE**	**$65.80**			
7805		STEVEN & HELEN DAHLMAN				
	2023-12-15	85-830-000-0000-6882-000000	$25.08	OVERPAYMENT OF TAXES	208-211-001020 1223	
7805		**STEVEN & HELEN DAHLMAN**	**$25.08**			
7806		ERIN L FREESE				
	2023-12-15	85-830-000-0000-6882-000000	$84.00	OVERPAYMENT OF TAXES	213-100-053402 1223	
7806		**ERIN L FREESE**	**$84.00**			
7807		ERIN L FREESE				
	2023-12-15	85-830-000-0000-6882-000000	$74.00	OVERPAYMENT OF TAXES	213-100-082100 1223	
7807		**ERIN L FREESE**	**$74.00**			
7808		DAVID A SPONG				
	2023-12-15	85-830-000-0000-6882-000000	$2,348.00	OVERPAYMENT OF TAXES	208-200-044201 1223	
7808		**DAVID A SPONG**	**$2,348.00**			
7809		MICHAEL & MICHELLE LONNEE				
	2023-12-15	85-830-000-0000-6882-000000	$11.39	OVERPAYMENT OF TAXES	218-000-053100 1223	
7809		**MICHAEL & MICHELLE LONNEE**	**$11.39**			
7810	1317	ANNANDALE ROCK PRODUCTS				
	2023-12-15	01-521-021-0000-6551-000000	$395.94	Washed Sand	59932	N
7810	**1317**	**ANNANDALE ROCK PRODUCTS**	**$395.94**			
7811	1535	WRIGHT HENNEPIN ELECTRIC				
	2023-12-15	01-100-000-0000-6912-000000	$700.00	5014631400 PANIC BUTTON SYSTEM-PUBLIC WORKS BLDG	5014631400	N
7811	**1535**	**WRIGHT HENNEPIN ELECTRIC**	**$700.00**			
7812	4433	XCEL ENERGY				
	2023-12-15	03-350-000-0000-6543-000000	$16.31	STREET LIGHT	855173003	N
	2023-12-15	03-350-000-0000-6543-000000	$54.38	STREET LIGHT	855179603	N
	2023-12-15	03-350-000-0000-6543-000000	$22.31	STREET LIGHT	855406759	N
	2023-12-15	03-350-000-0000-6543-000000	$32.32	STREET LIGHT	855543604	N
7812	**4433**	**XCEL ENERGY**	**$125.32**			
7813	5657	DEPARTMENT OF CORRECTIONS				
	2023-12-15	01-025-000-0000-6265-000000	$7,800.00	NOV 2023 JUV CORRECTION FEE	00000771701	N
7813	**5657**	**DEPARTMENT OF CORRECTIONS**	**$7,800.00**			
7814	5848	MCAA EDUCATIONAL FOUNDATION				
	2023-12-15	01-091-000-0000-6245-000000	$12,347.00	2024 MCAA Dues	m194	N
7814	**5848**	**MCAA EDUCATIONAL FOUNDATION**	**$12,347.00**			
7815	200271	M & J COLLISION INC				
	2023-12-15	01-100-000-0000-6352-000000	$1,781.36	Parts	8879	N
	2023-12-15	01-100-000-0000-6352-000000	$539.00	Body Labor	8879	N
	2023-12-15	01-100-000-0000-6352-000000	$294.00	Paint Labor	8879	N
	2023-12-15	01-100-000-0000-6352-000000	$210.00	Paint Supplies	8879	N
	2023-12-15	01-100-000-0000-6352-000000	$3.00	Miscellaneous	8879	N
7815	**200271**	**M & J COLLISION INC**	**$2,827.36**			

7816	200299	GRUENHAGEN BROS LLC				
	2023-12-15	85-830-000-0000-6882-000000	$61.00	OVERPAYMENT OF TAXES	212-000-043101 1223	N
	2023-12-15	85-830-000-0000-6882-000000	$229.00	OVERPAYMENT OF TAXES	212-000-322201 1223	N
	2023-12-15	85-830-000-0000-6882-000000	$27.00	OVERPAYMENT OF TAXES	212-000-333200 1223	N
7816	**200299**	**GRUENHAGEN BROS LLC**	**$317.00**			
7817	200464	STONEBROOKE ENGINEERING, INC.				
	2023-12-15	01-100-000-0000-6261-000000	$6,059.81	ADA PROJECT PARKS & FACILITIES TRANSITION PLAN	01124.5	N
7817	**200464**	**STONEBROOKE ENGINEERING, INC.**	**$6,059.81**			
7818	200465	JASON ANDERSON				
	2023-12-15	01-025-000-0000-6338-000000	$500.00	JANUARY 2024 FIRST THINGS FIRST WORKSHOP	2023-034	Y
7818	**200465**	**JASON ANDERSON**	**$500.00**			
7819	200509	CORELOGIC, INC				
	2023-12-15	85-830-000-0000-6882-000000	$1,142.00	107-054-003030 OVERPAYMENT OF TAXES	20231214	N
	2023-12-15	85-830-000-0000-6882-000000	$3,557.00	208-300-343200 OVERPAYMENT OF TAXES	20231214	N
	2023-12-15	85-830-000-0000-6882-000000	$539.00	208-325-001040 OVERPAYMENT OF TAXES	20231214	N
	2023-12-15	85-830-000-0000-6882-000000	$1,246.00	216-100-214405 OVERPAYMENT OF TAXES	20231214	N
	2023-12-15	85-830-000-0000-6882-000000	$1,500.00	220-000-044400 OVERPAYMENT OF TAXES	20231214	N
	2023-12-15	85-830-000-0000-6882-000000	$2,321.00	107-072-001060 OVERPAYMENT OF TAXES	20231214	N
	2023-12-15	85-830-000-0000-6882-000000	$70.00	108-052-001160 OVERPAYMENT OF TAXES	20231214	N
	2023-12-15	85-830-000-0000-6882-000000	$2,345.00	109-010-036090 OVERPAYMENT OF TAXES	20231214	N
	2023-12-15	85-830-000-0000-6882-000000	$245.00	116-035-008070 OVERPAYMENT OF TAXES	20231214	N
	2023-12-15	85-830-000-0000-6882-000000	$112.00	118-366-001010 OVERPAYMENT OF TAXES	20231214	N
	2023-12-15	85-830-000-0000-6882-000000	$200.00	155-035-006010 OVERPAYMENT OF TAXES	20231214	N
	2023-12-15	85-830-000-0000-6882-000000	$1,129.00	155-059-002090 OVERPAYMENT OF TAXES	20231214	N
	2023-12-15	85-830-000-0000-6882-000000	$1,509.00	203-000-293301 OVERPAYMENT OF TAXES	20231214	N
7819	**200509**	**CORELOGIC, INC**	**$15,915.00**			
7820	200586	THE BOYD GROUP (U.S.) INC.				
	2023-12-15	01-100-000-0000-6352-000000	$36.85	Parts	3700710037	N
	2023-12-15	01-100-000-0000-6352-000000	$1,290.00	Labor, Body	3700710037	N
	2023-12-15	01-100-000-0000-6352-000000	$480.00	Labor, Refinish	3700710037	N
	2023-12-15	01-100-000-0000-6352-000000	$352.00	Material, Paint	3700710037	N
7820	**200586**	**THE BOYD GROUP (U.S.) INC.**	**$2,158.85**			
7821	1919	MG TRUST COMPANY				
	2023-12-18	03-330-000-0000-2232-000000	$75.00	DEFERRED COMP	20231215DED-7	N
	2023-12-18	01-005-000-0000-2239-000000	$125.00	ROTH	20231215DED-7	N
	2023-12-18	01-201-000-0000-2239-000000	$750.00	ROTH	20231215DED-7	N
	2023-12-18	01-201-000-0000-2232-000000	$250.00	DEFERRED COMP	20231215DED-7	N
	2023-12-18	11-430-000-0000-2232-000000	$615.00	DEFERRED COMP	20231215DED-7	N
	2023-12-18	01-025-000-0000-2232-000000	$850.00	DEFERRED COMP	20231215DED-7	N
	2023-12-18	01-091-000-0000-2239-000000	$15.00	ROTH	20231215DED-7	N
	2023-12-18	03-330-000-0000-2239-000000	$25.00	ROTH	20231215DED-7	N
	2023-12-18	01-250-000-0000-2239-000000	$100.00	ROTH	20231215DED-7	N
7821	**1919**	**MG TRUST COMPANY**	**$2,805.00**			
7822	1921	LOCAL 320				
	2023-12-18	01-031-000-0000-2238-000000	$53.00	UNION DUES CLERICAL	20231215DED-8	N
	2023-12-18	01-101-000-0000-2238-000000	$424.00	UNION DUES CLERICAL	20231215DED-8	N
	2023-12-18	01-111-000-0000-2238-000000	$469.00	UNION DUES CLERICAL	20231215DED-8	N
	2023-12-18	01-201-000-0000-2238-000000	$477.00	UNION DUES CLERICAL	20231215DED-8	N
	2023-12-18	01-041-000-0000-2238-000000	$893.00	UNION DUES CLERICAL	20231215DED-8	N
	2023-12-18	01-603-000-0000-2238-000000	$53.00	UNION DUES CLERICAL	20231215DED-8	N
	2023-12-18	02-021-000-0000-2238-000000	$53.00	UNION DUES CLERICAL	20231215DED-8	N
	2023-12-18	01-121-000-0000-2238-000000	$106.00	UNION DUES CLERICAL	20231215DED-8	N
	2023-12-18	03-310-000-0000-2238-000000	$106.00	UNION DUES CLERICAL	20231215DED-8	N
	2023-12-18	01-107-000-0000-2238-000000	$212.00	UNION DUES CLERICAL	20231215DED-8	N
	2023-12-18	01-063-000-0000-2238-000000	$265.00	UNION DUES CLERICAL	20231215DED-8	N
	2023-12-18	01-025-000-0000-2238-000000	$371.00	UNION DUES CLERICAL	20231215DED-8	N
	2023-12-18	01-105-000-0000-2238-000000	$371.00	UNION DUES CLERICAL	20231215DED-8	N
7822	**1921**	**LOCAL 320**	**$3,853.00**			
7823	1922	INTERNATIONAL UNION OF OPERATING ENG LO				
	2023-12-18	01-031-000-0000-2238-000000	$35.00	UNION DUES	20231215DED-9	N
	2023-12-18	01-522-000-0000-2238-000000	$35.00	UNION DUES	20231215DED-9	N
	2023-12-18	03-350-000-0000-2238-000000	$52.50	UNION DUES	20231215DED-9	N
	2023-12-18	03-320-000-0000-2238-000000	$70.00	UNION DUES	20231215DED-9	N
	2023-12-18	01-103-000-0000-2238-000000	$140.00	UNION DUES	20231215DED-9	N
	2023-12-18	03-340-000-0000-2238-000000	$210.00	UNION DUES	20231215DED-9	N
	2023-12-18	01-521-000-0000-2238-000000	$315.00	UNION DUES	20231215DED-9	N
	2023-12-18	03-330-000-0000-2238-000000	$647.50	UNION DUES	20231215DED-9	N
7823	**1922**	**INTERNATIONAL UNION OF OPERATING ENG LO**	**$1,505.00**			
7824	2232	AFSCME LOCAL 2685				
	2023-12-18	11-430-000-0000-2238-000000	$4.20	UNION PEOPLE	20231215DED-11	N
	2023-12-18	11-450-000-0000-2238-000000	$4.20	UNION PEOPLE	20231215DED-11	N
	2023-12-18	11-450-000-0000-2238-000000	$870.08	UNION	20231215DED-11	N
	2023-12-18	11-420-000-0000-2238-000000	$1,086.94	UNION	20231215DED-11	N

	2023-12-18	11-430-000-0000-2238-000000	$2,186.47	UNION	20231215DED-11	N
7824	**2232**	**AFSCME LOCAL 2685**	**$4,151.89**			
7825	2494	HEALTH PARTNERS				
	2023-12-18	11-420-000-0000-2232-000000	($36.84)	HEALTH INS	20231215DED-13	N
	2023-12-18	01-041-000-0000-2232-000000	$26.99	HEALTH INS	20231215DED-13	N
	2023-12-18	11-430-000-0000-2232-000000	$122.32	HEALTH INS	20231215DED-13	N
	2023-12-18	01-091-000-0000-2232-000000	$146.56	HEALTH INS	20231215DED-13	N
	2023-12-18	01-105-000-0000-2232-000000	$195.41	HEALTH INS	20231215DED-13	N
	2023-12-18	01-063-000-0000-2232-000000	$249.14	HEALTH INS	20231215DED-13	N
	2023-12-18	01-201-000-0000-2232-000000	$293.12	HEALTH INS	20231215DED-13	N
	2023-12-18	03-330-000-0000-2232-000000	$444.67	HEALTH INS	20231215DED-13	N
7825	**2494**	**HEALTH PARTNERS**	**$1,441.37**			
7826	2952	ROBERT NEUMANN				
	2023-12-18	01-107-000-0000-6114-000000	$104.80	Mileage BOA meetings 10/9-12/8/23	20231208	Y
	2023-12-18	01-107-000-0000-6114-000000	$600.00	Mileage BOA meetings 10/9-12/8/23	20231208	Y
7826	**2952**	**ROBERT NEUMANN**	**$704.80**			
7827	3591	PAUL AARESTAD				
	2023-12-18	01-107-000-0000-6114-000000	$240.00	BOA MEETINGS 4TH QTR	20231208	Y
	2023-12-18	01-107-000-0000-6114-000000	$32.75	BOA MILEAGE 4TH QTR	20231208	Y
7827	**3591**	**PAUL AARESTAD**	**$272.75**			
7828	3844	NET TRANSCRIPTS INC				
	2023-12-18	01-201-000-0000-6261-000000	$39.80	Transcription	NT17647	N
7828	**3844**	**NET TRANSCRIPTS INC**	**$39.80**			
7829	3887	JOHN JONES				
	2023-12-18	01-107-000-0000-6114-000000	$98.25	Mileage BOA meetings 10/13-12/8/23	20231208	Y
	2023-12-18	01-107-000-0000-6114-000000	$600.00	Per Diem BOA meetings 10/13-12/8/23	20231208	Y
7829	**3887**	**JOHN JONES**	**$698.25**			
7830	4526	TRI COUNTY LAW ASSOCIATION				
	2023-12-18	01-201-000-0000-6245-000000	$90.00	ANNUAL DUES	120823	N
7830	**4526**	**TRI COUNTY LAW ASSOCIATION**	**$90.00**			
7831	4881	CARLSON CHAPTER 13 BANKRUPTCY OFFICE				
	2023-12-18	11-420-000-0000-2239-000000	$70.00	GARNISHMENT	20231215DED-14	N
7831	**4881**	**CARLSON CHAPTER 13 BANKRUPTCY OFFICE**	**$70.00**			
7832	5707	MESSERLI & KRAMER P.A.				
	2023-12-18	01-250-000-0000-2239-000000	$540.37	GARNISHMENT	20231215DED-15	N
7832	**5707**	**MESSERLI & KRAMER P.A.**	**$540.37**			
7833	7058	AMERITAS VARIABLE LIFE INSURANCE CO				
	2023-12-18	01-201-000-0000-2232-000000	$100.00	DEFERRED COMP	20231215DED-16	Y
	2023-12-18	11-430-000-0000-2232-000000	$700.00	DEFERRED COMP	20231215DED-16	Y
7833	**7058**	**AMERITAS VARIABLE LIFE INSURANCE CO**	**$800.00**			
7834	200087	AAA COURIER EXPRESS, LLC				
	2023-12-18	01-250-000-0000-6458-000000	$324.56	JAIL MEDICAL LAB COURIER	121223	N
7834	**200087**	**AAA COURIER EXPRESS, LLC**	**$324.56**			
7835	200596	BOND BRANDED GEAR, INC				
	2023-12-18	01-201-000-0000-6806-000000	$1,250.00	Winter Knit Beanies	96797	N
	2023-12-18	01-201-000-0000-6806-000000	$60.00	Embroidery Digitizing Fee	96797	N
	2023-12-18	01-201-000-0000-6806-000000	$29.82	Winter Knit Beanies Shipping & Handling	96797	N
7835	**200596**	**BOND BRANDED GEAR, INC**	**$1,339.82**			
7836	461	AT&T MOBILITY				
	2023-12-18	01-201-000-0000-6203-000000	$21,533.91	Telephone- Sept/ Part Oct/ Nov Bill	287286574740X12032023	Y
7836	**461**	**AT&T MOBILITY**	**$21,533.91**			
7837		COX COMMUNICATIONS, INC				
	2023-12-18	01-201-000-0000-6261-000000	$50.00	SUBPOENA CHARGES FOR RESPONSE	53075	
7837		**COX COMMUNICATIONS, INC**	**$50.00**			
7838		DIERS CORPORATION				
	2023-12-18	85-830-000-0000-6882-000000	$1,964.99	OVERPAYMENT OF TAXES	220-000-201100 1223	
7838		**DIERS CORPORATION**	**$1,964.99**			
7839		CAPSTONE HOMES INC				
	2023-12-18	85-830-000-0000-6882-000000	$117.00	OVERPAYMENT OF TAXES	103-269-001010 1223	
7839		**CAPSTONE HOMES INC**	**$117.00**			
7840		CAPSTONE HOMES INC				
	2023-12-18	85-830-000-0000-6882-000000	$751.00	OVERPAYMENT OF TAXES	103-266-001030 1223	
7840		**CAPSTONE HOMES INC**	**$751.00**			
7841		FREEDOM OIL COMPANY				
	2023-12-18	85-830-000-0000-6882-000000	$3,632.00	OVERPAYMENT OF TAXES	216-143-000010 1223	
7841		**FREEDOM OIL COMPANY**	**$3,632.00**			
7842		PETER R MARX				
	2023-12-18	85-830-000-0000-6882-000000	$4,201.00	OVERPAYMENT OF TAXES	114-500-251200 1223	
7842		**PETER R MARX**	**$4,201.00**			
7843		WINDSTREAM COMMUNICATIONS				
	2023-12-18	85-830-000-0000-6882-000000	$3,411.00	OVERPAYMENT OF TAXES	102-500-304303 1223	
7843		**WINDSTREAM COMMUNICATIONS**	**$3,411.00**			
7844		WINDSTREAM COMMUNICATIONS				

	2023-12-18	85-830-000-0000-6882-000000	$1,052.00	OVERPAYMENT OF TAXES	102-500-302430 1223	
7844		**WINDSTREAM COMMUNICATIONS**	**$1,052.00**			
7845		DAVID SCHLOSSER				
	2023-12-18	85-830-000-0000-6882-000000	$27.00	OVERPAYMENT OF TAXES	114-105-001030 1223	
7845		**DAVID SCHLOSSER**	**$27.00**			
7846		BRETT & SANDRA BULLOCK				
	2023-12-18	85-830-000-0000-6882-000000	$48.00	OVERPAYMENT OF TAXES	209-000-051417 1223	
7846		**BRETT & SANDRA BULLOCK**	**$48.00**			
7847		LGK INC				
	2023-12-18	85-830-000-0000-6882-000000	$30.00	OVERPAYMENT OF TAXES	202-000-291200 1223	
7847		**LGK INC**	**$30.00**			
7848		SPAETH DEVELOPMENT				
	2023-12-18	85-830-000-0000-6882-000000	$1,730.00	OVERPAYMENT OF TAXES	155-255-001020 1223	
7848		**SPAETH DEVELOPMENT**	**$1,730.00**			
7849		SPAETH DEVELOPMENT				
	2023-12-18	85-830-000-0000-6882-000000	$2,020.00	OVERPAYMENT OF TAXES	155-272-001010 1223	
7849		**SPAETH DEVELOPMENT**	**$2,020.00**			
7850		SPAETH DEVELOPMENT				
	2023-12-18	85-830-000-0000-6882-000000	$1,455.00	OVERPAYMENT OF TAXES	155-272-001040 1223	
7850		**SPAETH DEVELOPMENT**	**$1,455.00**			
7851		M/I HOMES OF MINNEAPOLIS/ST PAUL, LLC				
	2023-12-18	85-830-000-0000-6882-000000	$233.00	OVERPAYMENT OF TAXES	114-364-004030 1223	
7851		**M/I HOMES OF MINNEAPOLIS/ST PAUL, LLC**	**$233.00**			
7852		BERNARD E GILLMORE				
	2023-12-18	85-830-000-0000-6882-000000	$90.00	OVERPAYMENT OF TAXES	112-047-007040 1223	
7852		**BERNARD E GILLMORE**	**$90.00**			
7853		JUSTON DOOLEY				
	2023-12-18	01-107-000-0000-5501-000000	$300.00	PERMIT REFUND	202302040	
7853		**JUSTON DOOLEY**	**$300.00**			
7854	253	CENTRACARE CLINIC				
	2023-12-18	01-250-000-0000-6458-000000	$237.24	JAIL MEDICAL	CC492945541	Y
	2023-12-18	01-250-000-0000-6458-000000	$58.28	JAIL MEDICAL-VM	CC493038981	Y
	2023-12-18	01-250-000-0000-6458-000000	$57.78	JAIL MEDICAL-VM	CC493038991	Y
7854	**253**	**CENTRACARE CLINIC**	**$353.30**			
7855	1285	PUBLIC EMP RETIREMENT ASSN				
	2023-12-18	01-005-000-0000-2236-000000	$614.40	DEFINED PERA CO SHARE	20231215DED-3	N
	2023-12-18	01-103-000-0000-2236-000000	$1,540.74	PERA CO SHARE	20231215DED-3	N
	2023-12-18	03-340-000-0000-2236-000000	$1,603.55	PERA CO SHARE	20231215DED-3	N
	2023-12-18	72-605-000-0000-2236-000000	$1,710.30	PERA CO SHARE	20231215DED-3	N
	2023-12-18	03-320-000-0000-2236-000000	$1,734.03	PERA CO SHARE	20231215DED-3	N
	2023-12-18	03-310-000-0000-2236-000000	$2,014.62	PERA CO SHARE	20231215DED-3	N
	2023-12-18	01-111-000-0000-2236-000000	$2,470.26	PERA CO SHARE	20231215DED-3	N
	2023-12-18	01-101-000-0000-2236-000000	$2,849.04	PERA CO SHARE	20231215DED-3	N
	2023-12-18	01-521-000-0000-2236-000000	$3,204.86	PERA CO SHARE	20231215DED-3	N
	2023-12-18	01-107-000-0000-2236-000000	$3,435.36	PERA CO SHARE	20231215DED-3	N
	2023-12-18	01-105-000-0000-2236-000000	$5,146.59	PERA CO SHARE	20231215DED-3	N
	2023-12-18	01-005-000-0000-2236-000000	$614.40	DEFINED PERA W/H EMPLOYEE	20231215DED-3	N
	2023-12-18	03-330-000-0000-2236-000000	$5,793.95	PERA CO SHARE	20231215DED-3	N
	2023-12-18	01-031-000-0000-2236-000000	$6,637.11	PERA CO SHARE	20231215DED-3	N
	2023-12-18	01-063-000-0000-2236-000000	$6,689.78	PERA CO SHARE	20231215DED-3	N
	2023-12-18	01-041-000-0000-2236-000000	$7,494.92	PERA CO SHARE	20231215DED-3	N
	2023-12-18	01-091-000-0000-2236-000000	$8,988.29	PERA CO SHARE	20231215DED-3	N
	2023-12-18	11-450-000-0000-2236-000000	$9,428.20	PERA CO SHARE	20231215DED-3	N
	2023-12-18	01-025-000-0000-2236-000000	$9,933.72	PERA CO SHARE	20231215DED-3	N
	2023-12-18	11-420-000-0000-2236-000000	$11,264.30	PERA CO SHARE	20231215DED-3	N
	2023-12-18	01-250-000-0000-2236-000000	$19,100.39	PERA CO SHARE	20231215DED-3	N
	2023-12-18	11-430-000-0000-2236-000000	$30,597.25	PERA CO SHARE	20231215DED-3	N
	2023-12-18	02-021-000-0000-2236-000000	$226.90	PERA CO SHARE	20231215DED-3	N
	2023-12-18	01-201-000-0000-2236-000000	$122,256.71	PERA CO SHARE	20231215DED-3	N
	2023-12-18	02-021-000-0000-2236-000000	$196.65	PERA W/H EMPLOYEE	20231215DED-3	N
	2023-12-18	01-043-000-0000-2236-000000	$222.51	PERA W/H EMPLOYEE	20231215DED-3	N
	2023-12-18	01-603-000-0000-2236-000000	$277.68	PERA W/H EMPLOYEE	20231215DED-3	N
	2023-12-18	01-522-000-0000-2236-000000	$341.02	PERA W/H EMPLOYEE	20231215DED-3	N
	2023-12-18	71-505-000-0000-2236-000000	$453.22	PERA W/H EMPLOYEE	20231215DED-3	N
	2023-12-18	03-350-000-0000-2236-000000	$487.24	PERA W/H EMPLOYEE	20231215DED-3	N
	2023-12-18	01-121-000-0000-2236-000000	$719.89	PERA W/H EMPLOYEE	20231215DED-3	N
	2023-12-18	01-103-000-0000-2236-000000	$1,335.31	PERA W/H EMPLOYEE	20231215DED-3	N
	2023-12-18	03-340-000-0000-2236-000000	$1,389.74	PERA W/H EMPLOYEE	20231215DED-3	N
	2023-12-18	01-043-000-0000-2236-000000	$256.74	PERA CO SHARE	20231215DED-3	N
	2023-12-18	72-605-000-0000-2236-000000	$1,482.26	PERA W/H EMPLOYEE	20231215DED-3	N
	2023-12-18	03-320-000-0000-2236-000000	$1,502.82	PERA W/H EMPLOYEE	20231215DED-3	N
	2023-12-18	03-310-000-0000-2236-000000	$1,746.00	PERA W/H EMPLOYEE	20231215DED-3	N
	2023-12-18	01-111-000-0000-2236-000000	$2,140.89	PERA W/H EMPLOYEE	20231215DED-3	N

	2023-12-18	01-101-000-0000-2236-000000	$2,469.17	PERA W/H EMPLOYEE	20231215DED-3	N
	2023-12-18	01-521-000-0000-2236-000000	$2,777.55	PERA W/H EMPLOYEE	20231215DED-3	N
	2023-12-18	01-107-000-0000-2236-000000	$2,977.32	PERA W/H EMPLOYEE	20231215DED-3	N
	2023-12-18	01-105-000-0000-2236-000000	$4,460.37	PERA W/H EMPLOYEE	20231215DED-3	N
	2023-12-18	03-330-000-0000-2236-000000	$5,021.44	PERA W/H EMPLOYEE	20231215DED-3	N
	2023-12-18	01-031-000-0000-2236-000000	$5,752.14	PERA W/H EMPLOYEE	20231215DED-3	N
	2023-12-18	01-603-000-0000-2236-000000	$320.40	PERA CO SHARE	20231215DED-3	N
	2023-12-18	01-063-000-0000-2236-000000	$5,797.80	PERA W/H EMPLOYEE	20231215DED-3	N
	2023-12-18	01-041-000-0000-2236-000000	$6,495.59	PERA W/H EMPLOYEE	20231215DED-3	N
	2023-12-18	01-091-000-0000-2236-000000	$7,789.83	PERA W/H EMPLOYEE	20231215DED-3	N
	2023-12-18	11-450-000-0000-2236-000000	$8,171.12	PERA W/H EMPLOYEE	20231215DED-3	N
	2023-12-18	01-025-000-0000-2236-000000	$8,609.23	PERA W/H EMPLOYEE	20231215DED-3	N
	2023-12-18	11-420-000-0000-2236-000000	$9,762.40	PERA W/H EMPLOYEE	20231215DED-3	N
	2023-12-18	01-250-000-0000-2236-000000	$12,726.29	PERA W/H EMPLOYEE	20231215DED-3	N
	2023-12-18	11-430-000-0000-2236-000000	$26,517.72	PERA W/H EMPLOYEE	20231215DED-3	N
	2023-12-18	01-201-000-0000-2236-000000	$83,427.73	PERA W/H EMPLOYEE	20231215DED-3	N
	2023-12-18	01-522-000-0000-2236-000000	$393.48	PERA CO SHARE	20231215DED-3	N
	2023-12-18	71-505-000-0000-2236-000000	$522.95	PERA CO SHARE	20231215DED-3	N
	2023-12-18	03-350-000-0000-2236-000000	$562.21	PERA CO SHARE	20231215DED-3	N
	2023-12-18	01-121-000-0000-2236-000000	$830.64	PERA CO SHARE	20231215DED-3	N
7855	**1285**	**PUBLIC EMP RETIREMENT ASSN**	**$473,287.02**			
7856	1617	REGENTS OF THE UNIVERSITY OF MN				
	2023-12-18	01-603-000-0000-6117-000000	$19,670.25	Q4 2023 MOA YD Billing 1.0 FTE 4-H Educator - Fox	0300033533	N
	2023-12-18	01-603-000-0000-6117-000000	$7,376.34	Q4 2023 MOA YD Billing .375 FTE 4-H Educator (STEM) - Strei	0300033533	N
	2023-12-18	01-603-000-0000-6117-000000	$28,681.29	Q4 2023 MOA ANR Billing 1.32 FTE ANR Educator (shared tri-county agreement)	0300033533	N
7856	**1617**	**REGENTS OF THE UNIVERSITY OF MN**	**$55,727.88**			
7857	1665	FARM-RITE EQUIPMENT INC				
	2023-12-18	01-521-021-0000-6452-000000	$362.58	HYD FLUID	P79002	N
	2023-12-18	01-521-021-0000-6452-000000	$48.57	PLATE, MOUNTING	P79002	N
7857	**1665**	**FARM-RITE EQUIPMENT INC**	**$411.15**			
7858	1754	ASHWILL COMPANIES				
	2023-12-18	41-677-000-0000-6261-000000	$1,500.00	MOBILIZATION	4873	N
	2023-12-18	41-677-000-0000-6261-000000	$53,037.67	OPEN CHANNEL EXCAVATION	4873	N
	2023-12-18	41-677-000-0000-6261-000000	$6,831.00	SPOIL MANAGEMENT AND SEED BED PREPARATION (Half remaining for spring 2024)	4873	N
	2023-12-18	41-677-000-0000-6261-000000	$17,921.19	CLEARING (P)	4873	N
	2023-12-18	41-677-000-0000-6261-000000	$9,675.00	EXCAVATOR/DOZER HOURS	4873	N
	2023-12-18	41-677-000-0000-6261-000000	$6,683.00	SKIDSTEER HOURS	4873	N
7858	**1754**	**ASHWILL COMPANIES**	**$95,647.86**			
7859	1886	HARTFORD				
	2023-12-18	03-330-000-0000-2237-000000	$7.92	INS	20231215DED-5	N
	2023-12-18	01-111-000-0000-2237-000000	$11.20	LIFE INS	20231215DED-5	N
	2023-12-18	01-201-000-0000-2237-000000	$44.27	LIFE INS	20231215DED-5	N
	2023-12-18	03-320-000-0000-2237-000000	$51.25	LIFE INS	20231215DED-5	N
	2023-12-18	11-430-000-0000-2237-000000	($160.00)	DISABILITY INS	20231215DED-5	N
	2023-12-18	11-420-000-0000-2237-000000	$7.76	DISABILITY INS	20231215DED-5	N
	2023-12-18	03-330-000-0000-2237-000000	$41.61	DISABILITY INS	20231215DED-5	N
	2023-12-18	01-201-000-0000-2237-000000	$56.11	DISABILITY INS	20231215DED-5	N
	2023-12-18	01-105-000-0000-2237-000000	$67.14	DISABILITY INS	20231215DED-5	N
	2023-12-18	01-041-000-0000-2237-000000	$1.68	LIFE INS	20231215DED-5	N
	2023-12-18	01-063-000-0000-2237-000000	$1.80	LIFE INS	20231215DED-5	N
	2023-12-18	11-420-000-0000-2237-000000	$4.90	LIFE INS	20231215DED-5	N
7859	**1886**	**HARTFORD**	**$135.64**			
7869		JFK INVEST				
	2023-12-19	01-101-000-0000-2241-000000	$34.50	ESCROW REFUND	20231219-1	
7869		**JFK INVEST**	**$34.50**			
7870		83RD STREET ABSTRACT				
	2023-12-19	01-101-000-0000-2241-000000	$56.25	ESCROW REFUND	20231219-2	
7870		**83RD STREET ABSTRACT**	**$56.25**			
7871	401	TIRES PLUS				
	2023-12-19	03-340-000-0000-6575-000000	$109.99	TIRES PLUS-SHER #1805	2011810	N
	2023-12-19	03-340-000-0000-6575-000000	$762.37	TIRES PLUS-SHER #9848	2012118	N
	2023-12-19	03-340-000-0000-6575-000000	$109.99	TIRES PLUS-SHER #1832 LABOR	2012133	N
7871	**401**	**TIRES PLUS**	**$982.35**			
7872	407	MCLEOD COUNTY AUDITOR-TREASURER				
	2023-12-19	03-330-000-0000-6553-000000	$2,994.48	2023 CR 56 AGREEMENT	1421	N
7872	**407**	**MCLEOD COUNTY AUDITOR-TREASURER**	**$2,994.48**			
7873	600	MORRIES PARTS & SERVICE GROUP				
	2023-12-19	03-340-000-0000-6574-000000	$829.39	MORRIES - SHER #0802 PARTS	580600	N
	2023-12-19	03-340-000-0000-6575-000000	$739.33	MORRIES - SHER #0802 LABOR	580600	N
	2023-12-19	03-340-000-0000-6575-000000	$184.95	MORRIES - SHER #0852 LABOR	580759	N
	2023-12-19	03-340-000-0000-6575-000000	$388.40	MORRIES - 0127 LABOR	580760	N
7873	**600**	**MORRIES PARTS & SERVICE GROUP**	**$2,142.07**			
7874	1241	WRIGHT COUNTY COURT ADMINISTRATION				

	2023-12-19	02-025-000-0000-6859-000000	$375.00	RESTITUTION PMT/86-JV-4854/JUVRESTPROG/JDB	20231214	N
7874	**1241**	**WRIGHT COUNTY COURT ADMINISTRATION**	**$375.00**			
7875	1535	WRIGHT HENNEPIN ELECTRIC				
	2023-12-19	20-393-000-0000-6251-000000	$925.00	107-1017-3800 Electric For Compost Building 11/1-12/1/23	35030972960	N
7875	**1535**	**WRIGHT HENNEPIN ELECTRIC**	**$925.00**			
7877	2068	SAFELITE FULFILLMENT INC				
	2023-12-19	03-340-000-0000-6575-000000	$85.00	SAFELITE-SHER #1893 LABOR	05158-291218	N
	2023-12-19	03-340-000-0000-6574-000000	$443.60	SAFELITE-SHER #1893 PARTS	05158-291218	N
	2023-12-19	03-340-000-0000-6575-000000	$85.00	HWY REPAIR LABOR #0147	05158-292063	N
	2023-12-19	03-340-000-0000-6574-000000	$315.65	HWY REPAIR PARTS #0147	05158-292063	N
	2023-12-19	03-340-000-0000-6575-000000	$85.00	SAFELITE-SHER #1805 LABOR	05158-292074	N
	2023-12-19	03-340-000-0000-6574-000000	$443.60	SAFELITE-SHER #1805 PARTS	05158-292074	N
	2023-12-19	03-340-000-0000-6575-000000	$85.00	SAFELITE-SHER #9848 LABOR	05158-292256	N
	2023-12-19	03-340-000-0000-6574-000000	$788.82	SAFELITE-SHER #9848 PARTS	05158-292256	N
	2023-12-19	03-340-000-0000-6574-000000	$443.60	SAFELITE-SHER #1807 PARTS	05158-292729	N
	2023-12-19	03-340-000-0000-6575-000000	$85.00	SAFELITE-SHER #1807 LABOR	05158-292729	N
	2023-12-19	03-340-000-0000-6574-000000	$315.65	SAFELITE-ASSESSOR PARTS 7708	05158-292848	N
	2023-12-19	03-340-000-0000-6575-000000	$85.00	SAFELITE-ASSESSOR LABOR 7708	05158-292848	N
7877	**2068**	**SAFELITE FULFILLMENT INC**	**$3,260.92**			
7878	3141	LAPLANT DEMO INC				
	2023-12-19	03-350-000-0000-6521-000000	$730.85	ROADSIDE TRASH CONTAINER	59610	N
7878	**3141**	**LAPLANT DEMO INC**	**$730.85**			
7879	4808	POWERPLAN OIB				
	2023-12-19	03-340-000-0000-6575-000000	$80.00	HWY REPAIR PARTS & LABOR	P2520203	N
7879	**4808**	**POWERPLAN OIB**	**$80.00**			
7880	5613	JOHNSON FITNESS & WELLNESS				
	2023-12-19	01-201-000-0000-6112-000000	$7.72	Wheel Transport 80MM RIB	21-075331	N
	2023-12-19	01-201-000-0000-6112-000000	$4.00	HF 5/16-10 x 1.25 Bolt	21-075331	N
	2023-12-19	01-201-000-0000-6112-000000	$1.50	HF 5/16" INTERNAL LOCK WASHER (Ni)	21-075331	N
	2023-12-19	01-201-000-0000-6112-000000	$1.50	HF 5/16" SAE FLAT WASHER (Ni)	21-075331	N
	2023-12-19	01-201-000-0000-6112-000000	$130.00	COMM Service Labor/freight	21-075331	N
	2023-12-19	01-201-000-0000-6112-000000	$303.98	M Steel Rope Set;;;No Fix Block;Press Rope	21-075706	N
	2023-12-19	01-201-000-0000-6112-000000	$51.98	M Fix Block;Rop;;;Chrome;MS10;;	21-075706	N
	2023-12-19	01-201-000-0000-6112-000000	$2.00	M Screw;Socket Head;M5X0.8PX6L;;Hex Socket	21-075706	N
	2023-12-19	01-201-000-0000-6112-000000	$185.00	Comm service labor/freight	21-075706	N
7880	**5613**	**JOHNSON FITNESS & WELLNESS**	**$687.68**			
7881	6346	MICHELLE HEIZELMAN				
	2023-12-19	12-450-000-0000-6336-000000	$50.00	PH OPIOID SETTLEMENT ADVISORY COMMITTEE MEETING PER DIEM	12.12.23	Y
7881	**6346**	**MICHELLE HEIZELMAN**	**$50.00**			
7882	6367	DAWN HAGEN				
	2023-12-19	12-450-000-0000-6336-000000	$50.00	PH OPIOID SETTLEMENT ADVISORY COMMITTEE MEETING PER DIEM	12.12.23	Y
7882	**6367**	**DAWN HAGEN**	**$50.00**			
7883	6712	HENNEPIN COUNTY TREASURER				
	2023-12-19	11-420-650-4400-6261-000000	$2,215.20	MED TRANSPORT ADMIN FEES CTY 8/1/2023	1000210355	N
7883	**6712**	**HENNEPIN COUNTY TREASURER**	**$2,215.20**			
7884	6915	OFFICE OF MN IT SERVICES				
	2023-12-19	01-201-281-0000-6203-000000	$71.65	IT SERVICES	W23110521	N
	2023-12-19	01-250-000-0000-6203-000000	$330.75	IT SERVICES - JAIL	W23110523	N
7884	**6915**	**OFFICE OF MN IT SERVICES**	**$402.40**			
7885	45637	METRO LEGAL SERVICES INC				
	2023-12-19	11-420-640-0010-6267-000000	$48.00	Professional Service Fee	3473362	N
	2023-12-19	11-420-640-0010-6267-000000	$55.00	Professional Service Fee	3473362	N
	2023-12-19	11-420-640-0010-6267-000000	$7.35	Professional Service Fee	3473362	N
	2023-12-19	01-091-000-0000-6261-000000	$65.00	Process Service 86-CR-22-3491	3475124	N
	2023-12-19	01-091-000-0000-6261-000000	$55.00	Process Service 86-CR-22-4820	3475170	N
	2023-12-19	01-091-000-0000-6261-000000	$10.00	Process Service 86-CR-22-4820	3475170	N
7885	**45637**	**METRO LEGAL SERVICES INC**	**$240.35**			
7888	6158	ARAMARK SERVICES INC				
	2023-12-19	01-250-000-0000-6459-000000	$8,154.74	INMATE MEALS DECEMBER 7-13	200723300-000919	N
	2023-12-19	02-230-000-0000-6459-000000	$204.00	FRESH FAVORITES DECEMBER 7-13	200723300-000920	N
7888	**6158**	**ARAMARK SERVICES INC**	**$8,358.74**			
7889	200587	LACTATIONHUB INC.				
	2023-12-19	11-450-474-7101-6411-000000	$179.00	Lactation Hub - Infant Scale w/Laptop Case	000435	N
7889	**200587**	**LACTATIONHUB INC.**	**$179.00**			
7890		SPIRE CREDIT UNION				
	2023-12-20	85-830-000-0000-6882-000000	$100.25	OVERPAYMENT OF TAXES	118-034-001130 1223	
7890		**SPIRE CREDIT UNION**	**$100.25**			
7891		MINNWEST BANK				
	2023-12-20	85-830-000-0000-6882-000000	$114.00	OVERPAYMENT OF TAXES	206-017-001190 1223	
7891		**MINNWEST BANK**	**$114.00**			
7892		AMERICAN FEDERAL				
	2023-12-20	85-830-000-0000-6882-000000	$1,633.00	OVERPAYMENT OF TAXES	212-000-202201 1223	
7892		**AMERICAN FEDERAL**	**$1,633.00**			

7893		ROYAL CREDIT UNION				
	2023-12-20	85-830-000-0000-6882-000000	$1,637.00	OVERPAYMENT OF TAXES	155-142-002140 1223	
7893		**ROYAL CREDIT UNION**	**$1,637.00**			
7894		FIRST WESTERN BANK & TRUST				
	2023-12-20	85-830-000-0000-6882-000000	$885.00	OVERPAYMENT OF TAXES	118-358-001020 1223	
7894		**FIRST WESTERN BANK & TRUST**	**$885.00**			
7895	97	KLATT TRUE VALUE ELECTRIC				
	2023-12-20	01-521-021-0000-6452-000000	$27.99	PROPANE	73731	N
7895	**97**	**KLATT TRUE VALUE ELECTRIC**	**$27.99**			
7896	139	MAINSTREET APPRAISALS INC				
	2023-12-20	01-521-021-0000-6261-000000	$900.00	APPRAISAL FOR PROPERTY AT STANLEY EDDY	23-8311	N
7896	**139**	**MAINSTREET APPRAISALS INC**	**$900.00**			
7897	1297	PERFECTMIND, INC.				
	2023-12-20	01-521-021-0000-6261-000000	$6,000.00	Subscription Year 4 October 1, 2023-September 30, 2024 Registration/Reservation Software	IN1249496	N
7897	**1297**	**PERFECTMIND, INC.**	**$6,000.00**			
7898	1535	WRIGHT HENNEPIN ELECTRIC				
	2023-12-20	01-521-768-0360-6251-000000	$122.22	126-1117-9900 Service to Collinwood 10/31-11/30	35030962357	N
	2023-12-20	01-521-775-0360-6251-000000	$10.08	123-1108-5100 Security Light Humphery-Arends Park	35030962357	N
	2023-12-20	01-521-793-0360-6251-000000	$10.08	124-1113-2100 Security Light- Bill Anderson	35030962357	N
	2023-12-20	01-521-762-0360-6251-000000	$10.08	124-1113-2200 Security Light-Albright Mills	35030962357	N
	2023-12-20	01-521-781-0360-6251-000000	$10.08	125-1117-2100 Security Light-Mud Lake	35030962357	N
	2023-12-20	01-521-782-0360-6251-000000	$10.08	128-1127-0100 Security Light-Dog Lake	35030962357	N
	2023-12-20	01-521-799-0360-6251-000000	$40.21	150-1691-9058 Bertram Chalet Monitoring 1/31/24	35030962357	N
	2023-12-20	01-521-768-0360-6251-000000	$49.71	126-1120-0700 Service- Collinwood Campground 10/31-11/30	35030962357	N
	2023-12-20	01-521-768-0360-6251-000000	$56.04	126-1120-0800 Service- Collinwood Day Use Area 10/31-11/30	35030962357	N
	2023-12-20	01-521-768-0360-6251-000000	$19.90	150-1687-5719 Service- Collinwood Day office 10/31-11/30	35030962357	N
	2023-12-20	01-521-768-0360-6251-000000	$21.37	150-1693-8310 Service-Collinwood New Campground 10/31-11/30	35030962357	N
	2023-12-20	01-521-777-0360-6251-000000	$10.68	103-1015-5800 Security Light-Lime Stone Lake	35030962357	N
	2023-12-20	01-521-786-0360-6251-000000	$10.08	108-1031-1100 Security Light Ney Park	35030962357	N
	2023-12-20	01-521-770-0360-6251-000000	$10.08	122-1102-7300 Security Light Crow Spring	35030962357	N
	2023-12-20	01-521-769-0360-6251-000000	$10.68	122-1102-7400 Security Light-Crawford lake	35030962357	N
7898	**1535**	**WRIGHT HENNEPIN ELECTRIC**	**$401.37**			
7899	2490	UNITED PARCEL SERVICE				
	2023-12-20	01-250-000-0000-6261-000000	$16.20	JAIL SHIPPING 10/23-12/23	0000R6172Y493	N
7899	**2490**	**UNITED PARCEL SERVICE**	**$16.20**			
7900	3186	DANIEL MOL				
	2023-12-20	01-107-000-0000-6114-000000	$183.40	Mileage - Board of Adjustment & Planning Commission Per Diem 4th Qtr	20231214	Y
	2023-12-20	01-107-000-0000-6114-000000	$960.00	Per Diem - Board of Adjustment & Planning Commission Per Diem 4th Qtr	20231214	Y
7900	**3186**	**DANIEL MOL**	**$1,143.40**			
7901	4433	XCEL ENERGY				
	2023-12-20	01-521-021-0000-6251-000000	$18.96	51-4402453-3 BEEBE LAKE ELECTRIC 11/6/23-127/23	856330535	N
	2023-12-20	03-350-000-0000-6543-000000	$27.21	STREET LIGHT	NOV	N
	2023-12-20	03-350-000-0000-6543-000000	$75.65	STREET LIGHTS	NOV 856399986	N
	2023-12-20	03-350-000-0000-6543-000000	$38.33	STREET LIGHT	NOV 856601893	N
	2023-12-20	03-350-000-0000-6543-000000	$24.61	STREET LIGHT	NOV 856799600	N
	2023-12-20	03-350-000-0000-6543-000000	$295.36	STREET LIGHTS	NOV51-0011706481-1	N
7901	**4433**	**XCEL ENERGY**	**$480.12**			
7902	4532	TRI STATE SURPLUS CO				
	2023-12-20	01-521-000-0000-6480-000000	$1,269.71	48"x10' (3x3) Used Teardrop Upright	41175	N
	2023-12-20	01-521-021-0000-6605-000000	$141.20	48"x52" Used Full Step Wire Decking	41175	N
	2023-12-20	01-521-000-0000-6480-000000	$112.77	9'x4.5" Used Teardrop Beam	41175	N
	2023-12-20	01-521-000-0000-6480-000000	$1,273.68	9'x4.5" Used Teardrop Beam	41175	N
	2023-12-20	01-521-021-0000-6605-000000	$847.08	121x5-5/8" New Orange Universal Teardrop Beam * 6,000 Lbs. Capacity/level, uniform load	41175	N
	2023-12-20	01-521-000-0000-6480-000000	$1,270.80	48"x52" Used Full Step Wire Decking	41175	N
	2023-12-20	01-521-021-0000-6605-000000	$525.06	48"x46" Used Full Step Wire Decking Shed D	41175	N
	2023-12-20	01-521-000-0000-6480-000000	$390.68	48"x10' (3x3) Used Teardrop Upright	41175	N
	2023-12-20	01-521-000-0000-6480-000000	$282.36	12'x5-518" New Orange Universal Teardrop Beam * 6,000 Lbs. Capacity/level, uniform load	41175	N
	2023-12-20	01-521-021-0000-6605-000000	$28.75	9'x4.5" Used Teardrop Beam	41175	N
	2023-12-20	01-521-021-0000-6605-000000	$175.02	48"x46" Used Full Step Wire Decking	41175	N
7902	**4532**	**TRI STATE SURPLUS CO**	**$6,317.11**			
7903	6148	SANDRA WORTMAN				
	2023-12-20	02-230-000-0000-6261-000000	$96.00	8 HAIRCUTS @ $12.00	121823	Y
	2023-12-20	02-230-000-0000-6261-000000	$5.00	1 BEARDS @ $5.00	121823	Y
	2023-12-20	02-230-000-0000-6261-000000	$51.00	3 HAIRCUT & BEARD COMBO @ $17.00	121823	Y
7903	**6148**	**SANDRA WORTMAN**	**$152.00**			
7904	6586	TDS METROCOM				
	2023-12-20	01-521-523-0000-6203-000000	$89.00	Internet at Bertram Campground 12/13/23-1/12/24	012-410-0802 1223	N
	2023-12-20	01-521-021-0000-6203-000000	$77.80	INTERNET AT BERTRAM CHALET 12/13/23-1/12/24	763-295-0758 0124	N
7904	**6586**	**TDS METROCOM**	**$166.80**			
7905	7321	BUFFALO PLUMBING & HEATING				
	2023-12-20	01-521-021-0000-6605-000000	$2,230.00	& instal per estimate	42257	N
	2023-12-20	01-521-021-0000-6605-000000	$6.00	no hub coupling	42257	N
	2023-12-20	01-521-021-0000-6605-000000	$11.40	1/2" copper holdrite pipe hangers	42257	N

	2023-12-20	01-521-021-0000-6605-000000	$3.45	3/4 x 1/2 x 1/2 copper tee	42257	N
	2023-12-20	01-521-021-0000-6605-000000	$3.28	1/2" copper tee	42257	N
	2023-12-20	01-521-021-0000-6605-000000	$6.72	1/2" copper tee reg 90	42257	N
	2023-12-20	01-521-021-0000-6605-000000	$1.42	1/2" copper tee st 90	42257	N
	2023-12-20	01-521-021-0000-6605-000000	$24.64	4" 1/2" L copper pipe	42257	N
	2023-12-20	01-521-021-0000-6605-000000	$1,248.00	labor rough in/demo	42257	N
	2023-12-20	01-521-021-0000-6605-000000	$8.42	PVC wye	42257	N
	2023-12-20	01-521-021-0000-6605-000000	$11.70	/2x11/2 PVc tee	42257	N
	2023-12-20	01-521-021-0000-6605-000000	$2.48	PVC st 45	42257	N
	2023-12-20	01-521-021-0000-6605-000000	$3.90	" reg 45	42257	N
	2023-12-20	01-521-021-0000-6605-000000	$16.80	wye	42257	N
	2023-12-20	01-521-021-0000-6605-000000	$12.00	" L S 90	42257	N
	2023-12-20	01-521-021-0000-6605-000000	$10.80	" male adapter	42257	N
	2023-12-20	01-521-021-0000-6605-000000	$5.70	" pipe	42257	N
7905	**7321**	**BUFFALO PLUMBING & HEATING**	**$3,606.71**			
7906	45637	METRO LEGAL SERVICES INC				
	2023-12-20	11-420-640-0010-6267-000000	$60.00	PROFESSIONAL SERVBICES FEE-ZMO	3473803	N
7906	**45637**	**METRO LEGAL SERVICES INC**	**$60.00**			
7907	52627	PETERSON GRIMSMO FUNERAL CHAPEL				
	2023-12-20	11-420-675-4300-6020-000000	$3,000.00	CREMATION SERVICES GH	10.06.23GH	N
7907	**52627**	**PETERSON GRIMSMO FUNERAL CHAPEL**	**$3,000.00**			
7908	5486	MARCO TECH				
	2023-12-20	01-603-000-0000-6343-000000	$492.74	500-0569576-000 Copier contract 12/10/23-1/10/24	518064449	N
7908	**5486**	**MARCO TECH**	**$492.74**			
7909	200231	SROA - STORAGE RENTALS OF AMERICA LLC				
	2023-12-20	73-847-000-0000-6342-000000	$126.00	Rental Facility for Mink Somers LID	20231207 B255	N
7909	**200231**	**SROA - STORAGE RENTALS OF AMERICA LLC**	**$126.00**			
7910	200508	LERETA LLC				
	2023-12-20	85-830-000-0000-6882-000000	$134.00	113-700-002680 OVERPAYMENT OF TAXES	20231219	N
	2023-12-20	85-830-000-0000-6882-000000	$577.00	113-700-002660 OVERPAYMENT OF TAXES	20231219	N
	2023-12-20	85-830-000-0000-6882-000000	$398.00	113-700-002820 OVERPAYMENT OF TAXES	20231219	N
	2023-12-20	85-830-000-0000-6882-000000	$1,755.00	103-194-002060 OVERPAYMENT OF TAXES	20231219	N
	2023-12-20	85-830-000-0000-6882-000000	$1,280.00	103-057-003010 OVERPAYMENT OF TAXES	20231219	N
7910	**200508**	**LERETA LLC**	**$4,144.00**			
7911	200584	DAVID JANISH				
	2023-12-20	03-325-000-0000-6508-000000	$500.00	SAP 602-012 TEMP EASEMENT	CSAH 2 BRIDGE REPLACE	Y
7911	**200584**	**DAVID JANISH**	**$500.00**			
7912	200600	JOLENE GIRTZ				
	2023-12-20	02-023-000-0000-6801-000000	$300.00	2 Hour outdoor photography session Images and photo release included.	20231219	Y
7912	**200600**	**JOLENE GIRTZ**	**$300.00**			
7913	200509	CORELOGIC, INC				
	2023-12-20	85-830-000-0000-6882-000000	$409.00	OVERPAYMENT OF TAXES	210-100-361201-1	N
7913	**200509**	**CORELOGIC, INC**	**$409.00**			
7914	200509	CORELOGIC, INC				
	2023-12-20	85-830-000-0000-6882-000000	$420.00	OVERPAYMENT OF TAXES	213-100-294401 1223	N
7914	**200509**	**CORELOGIC, INC**	**$420.00**			
7915	200509	CORELOGIC, INC				
	2023-12-20	85-830-000-0000-6882-000000	$348.00	OVERPAYMENT OF TAXES	201-000-181402 1223	N
7915	**200509**	**CORELOGIC, INC**	**$348.00**			
7916		GREGORY SCHLUETER				
	2023-12-21	01-025-000-0000-5501-000000	$265.00	REFUND OVERPAYMENT 86-CR-22-3463	20231219-3	
7916		**GREGORY SCHLUETER**	**$265.00**			
7917		RICHARD BENEPE JR				
	2023-12-21	01-025-000-0000-5501-000000	$125.00	REFUND OVERPAYMENT 86-CR-22-5576	20231219-4	
7917		**RICHARD BENEPE JR**	**$125.00**			
7918		BISON ARMS CO				
	2023-12-21	01-201-000-0000-6480-000000	$195.00	GUN PART: TRIGGERS #3	26325	
7918		**BISON ARMS CO**	**$195.00**			
7919	1126	SCHULTZ SOFT WATER INC				
	2023-12-21	01-100-493-8424-6602-000000	$6,495.00	CP213S OD COMMERCIAL WATER CONDITIONER SN#5030222	112253	N
7919	**1126**	**SCHULTZ SOFT WATER INC**	**$6,495.00**			
7920	1383	WRIGHT HENNEPIN COOP ELEC ASSN				
	2023-12-21	01-521-799-0360-6251-000000	$650.61	150-1695-4148 Bertram Campground 11/1-12/1/23	35030972027	N
	2023-12-21	01-521-786-0360-6251-000000	$21.37	150-1698-8353 Ney Park Lights 11/1-12/1/23	35030972027	N
7920	**1383**	**WRIGHT HENNEPIN COOP ELEC ASSN**	**$671.98**			
7921	1536	WEST CENTRAL & STH DIST JAIL ADMN ASSN				
	2023-12-21	01-250-000-0000-6338-000000	$900.00	CORRECTIONS OFFICER CONFERENCE 2/5/24-2/8/24-ROBECK,JOHNSON,ROEMER	12192023	N
7921	**1536**	**WEST CENTRAL & STH DIST JAIL ADMN ASSN**	**$900.00**			
7922	1619	SHERBURNE COUNTY SHERIFF				
	2023-12-21	01-013-000-0000-6261-000000	$80.00	Service - JV JV-23-6041	232511	N
7922	**1619**	**SHERBURNE COUNTY SHERIFF**	**$80.00**			
7923	1754	ASHWILL COMPANIES				
	2023-12-21	01-100-493-8405-6261-000000	$900.00	MOBILIZATION	4929	N

	2023-12-21	01-100-493-8405-6261-000000	$1,837.50	18" DIA NON-PERFORATED WATERTIGHT DUAL WALL	4929	N
	2023-12-21	01-100-493-8405-6261-000000	$526.00	15" DIA Y FITTING	4929	N
	2023-12-21	01-100-493-8405-6261-000000	$945.00	18" DIA X 2OLF CORRUGATED METAL PIPE WITH RODENT GUARD	4929	N
	2023-12-21	01-100-493-8405-6261-000000	$1,575.00	18" DIA DUAL WALL INTAKE	4929	N
	2023-12-21	01-100-493-8405-6261-000000	$384.00	6" B1CKENBOTTOM INTAKE ASSEMBLY	4929	N
	2023-12-21	01-100-493-8405-6261-000000	$5,250.00	12" HICKENBOTTOM INTAKE ASSEMBLY	4929	N
	2023-12-21	01-100-493-8405-6261-000000	$10,640.00	CLASS IV ANGULAR GRANITE RIP-RAP	4929	N
	2023-12-21	01-100-493-8405-6261-000000	$472.50	TYPE 4 NON-WOVEN GEOTEXTILE	4929	N
	2023-12-21	01-100-493-8405-6261-000000	$4,251.50	STANDARD FLEXMAT	4929	N
	2023-12-21	01-100-493-8405-6261-000000	$9,187.50	,1" CRUSHED STONE BEDDING	4929	N
	2023-12-21	01-100-493-8405-6261-000000	$7,925.00	SALVAGE AND SPREAD TOPSOIL	4929	N
	2023-12-21	01-100-493-8405-6261-000000	$1,734.00	EROSION CONTROL BLANKET (KEP-S2 NATURAL OR APPROVED ALT)	4929	N
	2023-12-21	01-100-493-8405-6261-000000	$6,098.40	SEED	4929	N
	2023-12-21	01-100-493-8405-6261-000000	$6,098.40	MULCH	4929	N
	2023-12-21	01-100-493-8405-6261-000000	$34,492.50	CLASS C COMPACTED EARTHFILL	4929	N
	2023-12-21	01-100-493-8405-6261-000000	$2,500.00	TREE CLEARING, GRUBBING AND DISPOSAL	4929	N
	2023-12-21	01-100-493-8405-6261-000000	$500.00	GRADE AND SHAPE ROCK PLUNGE POOL	4929	N
	2023-12-21	01-100-493-8405-6261-000000	$800.00	GRADE AND SHAPE AUXILIARY SPILLWAY	4929	N
	2023-12-21	01-100-493-8405-6261-000000	$3,316.50	6" PERFORATED CHANNEL TILE	4929	N
	2023-12-21	01-100-493-8405-6261-000000	$3,465.60	12" DIA NON-PERFORATED WATERTIGHT DUAL WALL	4929	N
	2023-12-21	01-100-493-8405-6261-000000	$141,880.20	15" DIA NON-PERFORATED FLEXIBLE DUAL WALL	4929	N
7923	**1754**	**ASHWILL COMPANIES**	**$244,779.60**			
7924	1813	COLLINS BROS TOWING				
	2023-12-21	01-201-000-0000-6261-000000	$1,350.00	TOWING CASE #23032038	112158	N
7924	**1813**	**COLLINS BROS TOWING**	**$1,350.00**			
7925	3017	MSB EXCAVATING & TILING LLC				
	2023-12-21	01-100-493-8408-6261-000000	$7,068.80	COST SHARE ON BASINS & GRADE STABILIZATION ON NORTH FORK CROW RIVER	136-23	N
7925	**3017**	**MSB EXCAVATING & TILING LLC**	**$7,068.80**			
7926	3328	MEEKER COOPERATIVE LIGHTS & POWER				
	2023-12-21	03-350-000-0000-6543-000000	$60.02	STREET LIGHT	1123 3251100	N
7926	**3328**	**MEEKER COOPERATIVE LIGHTS & POWER**	**$60.02**			
7927	3654	C & C EMBROIDERY				
	2023-12-21	01-521-021-0000-6806-000000	$19.00	EMBROIDERY SERVICE	7229	Y
7927	**3654**	**C & C EMBROIDERY**	**$19.00**			
7928	4260	OMANN CONTRACTING COMPANIES INC				
	2023-12-21	01-100-493-8423-6261-000000	$37,748.75	Harry Larson Parking Lot Construction Pay App #1	32866	N
7928	**4260**	**OMANN CONTRACTING COMPANIES INC**	**$37,748.75**			
7929	4433	XCEL ENERGY				
	2023-12-21	03-350-000-0000-6543-000000	$29.45	STREET LIGHT	NOV 856588160	N
7929	**4433**	**XCEL ENERGY**	**$29.45**			
7930	6362	MILLERS SEWAGE TREATMENT SOLUTIONS				
	2023-12-21	01-100-493-8406-6261-000000	$2,400.00	Septic System Evaluation for the 4 existing systems at the park and recommendations for upgrading	19175	N
7930	**6362**	**MILLERS SEWAGE TREATMENT SOLUTIONS**	**$2,400.00**			
7931	58254	ST CLOUD STAMP & SIGN INC				
	2023-12-21	01-091-000-0000-6410-000000	$45.76	Rectangular Minnesota Notary Stamp Amanda Johnson	OE-14239	N
7931	**58254**	**ST CLOUD STAMP & SIGN INC**	**$45.76**			
7932	200601	US IMAGING INC				
	2023-12-21	34-165-101-8110-6261-000000	$32,248.80	Per Handwritten Document to Full Index	22855	N
	2023-12-21	34-165-101-8110-6261-000000	$18,849.60	Per Typed Document to Full Index	22855	N
	2023-12-21	34-165-101-8110-6261-000000	$25.00	Images Copied to USB Hard Drive	22855	N
	2023-12-21	34-165-101-8110-6261-000000	$25.00	Shipped to County 12/15/2023 via UPS tracking 1Z165FF80362193954	22855	N
7932	**200601**	**US IMAGING INC**	**$51,148.40**			
7933	200603	TODD ANDERSON, LLC				
	2023-12-21	01-521-021-0000-6605-000000	$3,000.00	TEAROUT EXISTING CARPET/PREP/GLUE SCRAPE	202332	Y
7933	**200603**	**TODD ANDERSON, LLC**	**$3,000.00**			
7934	200509	CORELOGIC, INC				
	2023-12-21	85-830-000-0000-6882-000000	$49.08	OVERPAYMENT OF TAXES	210-100-361201-2	N
7934	**200509**	**CORELOGIC, INC**	**$49.08**			
7935	200509	CORELOGIC, INC				
	2023-12-21	85-830-000-0000-6882-000000	$575.00	OVERPAYMENT OF TAXES	210-000-144101 1223	N
7935	**200509**	**CORELOGIC, INC**	**$575.00**			
7936	1535	WRIGHT HENNEPIN ELECTRIC				
	2023-12-22	01-111-000-0000-6251-000000	$202.49	108-1031-0900 Maple Lake Electric 11/1-12/1/23	35030972026	N
	2023-12-22	01-111-000-0000-6251-000000	$135.77	111-1065-9400 French Lake Electric 11/1-12/1/23	35030972026	N
	2023-12-22	01-111-000-0000-6251-000000	$212.48	150-1680-5561 Truck Station Electric 11/1-12/1/23	35030972026	N
	2023-12-22	01-111-000-0000-6251-000000	$20.95	050-1463-1400 Public Works Security 1/31/24	35030972026	N
	2023-12-22	01-111-000-0000-6251-000000	$27.95	150-1691-4084 Hwy Dept Fire Panel Monitoring 1/31/24 $27.95150-1691-4086 Hwy Dept Security Monitoring 1/31/24	35030972026	N
	2023-12-22	01-111-000-0000-6251-000000	$20.95	150-1691-4086 Hwy Dept Security Monitoring 1/31/24	35030972026	N
	2023-12-22	01-111-000-0000-6251-000000	$1,794.31	150-1694-8797 TTC Electric Svc 11/1-12/1/23	35030974294	N
7936	**1535**	**WRIGHT HENNEPIN ELECTRIC**	**$2,414.90**			
7938	2001	HILLYARD INC - MINNEAPOLIS				
	2023-12-22	01-111-000-0000-6419-000000	$46.73	MIN70071659711 DUSTER EASY TRAP 8X6INX125FT 250SH WH 1C	605319109	N
	2023-12-22	01-111-000-0000-6419-000000	$1,702.08	GEO89420 TOWEL ENMOTION HI CAP 8IN WH 700FT 6CS	605339052	N

	2023-12-22	01-111-000-0000-6419-000000	$171.63	HIL0081025 ARSENAL 1 TOP CLEAN	605339052	N
	2023-12-22	01-111-000-0000-6419-000000	$49.45	LLI2433100K LINER 12-16GAL 24X33 .98MIL BLK 250CS D	605339052	N
	2023-12-22	01-111-000-0000-6419-000000	$46.73	MIN70071659711 DUSTER EASY TRAP 8X6INX125FT 250SH WH 1C	605339052	N
	2023-12-22	01-111-000-0000-6419-000000	$162.80	LRI3860150K LINER 60GAL 38X58 1.5MIL BLK 100CS	605339052	N
	2023-12-22	01-111-000-0000-6419-000000	$51.81	UPUJAN12 PUMICE SCOURING STICK 12 CS	605339052	N
	2023-12-22	01-111-000-0000-6419-000000	$85.94	HIL30009 GOGGLE SAFETY	605339052	N
	2023-12-22	01-111-000-0000-6419-000000	$27.48	HIL20411 MOP BOWL SWAB 201 DELUXE BLUE HANDLE	605339052	N
	2023-12-22	01-111-000-0000-6419-000000	$150.97	HIL0091806 DEEP ACTION	605339052	N
	2023-12-22	01-111-000-0000-6419-000000	$1,373.76	GEO19378 TISSUE CORELESS COMPACT 2PLY 1500RL 18CS	605339052	N
	2023-12-22	01-111-000-0000-6419-000000	$487.60	GEO42714 SOAP FM ENMOTION GENTLE NG FF 1200ML 2CS	605339052	N
	2023-12-22	01-111-000-0000-6419-000000	$68.18	HIL30411 GLOVE NITRILE PF 3.7MIL MD BL 100BX	605339052	N
	2023-12-22	01-111-000-0000-6419-000000	$34.09	HIL30412 GLOVE NITRILE PF 3.7MIL LG BL 100BX	605339052	N
	2023-12-22	01-111-000-0000-6419-000000	$24.90	HOS260 LINER KRAFT WAXED PAPER FOR WALL 500 CS	605339052	N
	2023-12-22	01-111-000-0000-6419-000000	$55.48	HIL0010604 CREME CLEAN QTS	605339052	N
	2023-12-22	01-111-000-0000-6419-000000	$82.11	HIL0101804 SPRAY CLEAN HD	605339052	N
	2023-12-22	01-111-000-0000-6419-000000	$161.16	HIL0080225 ARSENAL 1 WINDO-CLEAN+	605339052	N
	2023-12-22	01-111-000-0000-6419-000000	$288.00	GEO89460 TOWEL ROLL HI CAPACITY ENMOTION 6CS	605339053	N
	2023-12-22	01-111-000-0000-6419-000000	$226.56	HIL0041103 SOAP AFFINITY GREEN PREM FOAM 1250ML 4CS	605339053	N
	2023-12-22	01-111-000-0000-6419-000000	$79.50	LHI334016N LINER 33GAL 33X40 16MIC NAT 250CS STELL	605339053	N
	2023-12-22	01-111-000-0000-6419-000000	$60.39	HIL0011204 MILD BOWL AND PORCELAIN CLEANER QTS	605339053	N
	2023-12-22	01-111-000-0000-6419-000000	$171.63	HIL0081025 ARSENAL 1 TOP CLEAN	605339053	N
	2023-12-22	01-111-000-0000-6419-000000	$457.92	GEO19378 TISSUE CORELESS COMPACT 2PLY 1500RL 18CS	605339054	N
	2023-12-22	01-111-000-0000-6419-000000	$567.36	GEO89420 TOWEL ENMOTION HI CAP 8IN WH 700FT 6CS	605339054	N
	2023-12-22	01-111-000-0000-6419-000000	$81.40	LRI3860150K LINER 60GAL 38X58 1.5MIL BLK 100CS	605339054	N
	2023-12-22	01-111-000-0000-6419-000000	$80.64	HIL0103455 AEROSOL OIL STAINLESS STEEL CLEANER 15OZ	605339054	N
	2023-12-22	01-111-000-0000-6419-000000	$250.97	LH24338N LINER 12-16GAL 24X33 8MIC NAT 1M/CS STEL	605339055	N
	2023-12-22	01-111-000-0000-6419-000000	$420.42	GEO19375 TISSUE CORELESS COMPACT 2PLY 1000RL 36CS	605339055	N
	2023-12-22	01-111-000-0000-6419-000000	$567.36	GEO89420 TOWEL ENMOTION HI CAP 8IN WH 700FT 6CS	605339055	N
	2023-12-22	01-111-000-0000-6419-000000	$44.73	HIL30432 GLOVE NITRILE PF EXAM 5.3MIL LG BK 100BX	605339055	N
	2023-12-22	01-111-000-0000-6419-000000	$192.11	LH386022N LINER 60GAL 38X60 22MIC NAT 150/CS STELL	605339055	N
	2023-12-22	01-111-000-0000-6419-000000	$68.18	HIL30413 GLOVE NITRILE PF 3.7MIL XL BL 100BX	605339055	N
	2023-12-22	01-111-000-0000-6419-000000	$32.02	MIN61500044914 PAD 13 IN BUFFER 5100 RED 5 CS	605339055	N
	2023-12-22	01-111-000-0000-6419-000000	($1,296.00)	GEO89460 TOWEL ROLL HI CAPACITY ENMOTION 6CS	800655617	N
7938	**2001**	**HILLYARD INC - MINNEAPOLIS**	**$7,076.09**			
7939	2030	POWER OF PARTNERSHIP LLC				
	2023-12-22	11-430-710-1586-6338-000000	$750.00	SUPPORT & RESOURCE TRAINING	2142	Y
	2023-12-22	11-430-710-1586-6338-000000	$700.00	SUPPORT & RESOURCE TRAINING	2142	Y
	2023-12-22	11-430-710-1586-6338-000000	$750.00	SUPPORT & RESOURCE TRAINING	2142	Y
	2023-12-22	11-430-710-1586-6338-000000	$700.00	SUPPORT & RESOURCE TRAINING	2142	Y
	2023-12-22	11-430-710-1586-6338-000000	$350.00	SUPPORT & RESOURCE TRAINING	2142	Y
	2023-12-22	11-430-710-1586-6338-000000	$750.00	SUPPORT & RESOURCE TRAINING	2142	Y
	2023-12-22	11-430-710-1586-6338-000000	$750.00	SUPPORT & RESOURCE TRAINING	2142	Y
	2023-12-22	11-430-710-1586-6338-000000	$525.00	SUPPORT & RESOURCE TRAINING	2142	Y
7939	**2030**	**POWER OF PARTNERSHIP LLC**	**$5,275.00**			
7940	3873	WEST ADULT BASIC EDUCATION				
	2023-12-22	02-230-000-0000-6261-000000	$2,500.00	INMATE ABE 7/1/23-12/31/23	120823	N
7940	**3873**	**WEST ADULT BASIC EDUCATION**	**$2,500.00**			
7941	4364	MARCO TECHNOLOGIES LLC				
	2023-12-22	02-211-000-0000-6343-000000	$276.89	MARCO EQUIP LEASE 12/1/23-1/1/24	517573713	N
	2023-12-22	01-250-000-0000-6343-000000	$1,105.78	MARCO EQUIP LEASE 12/1/23-1/1/24	517573713	N
	2023-12-22	01-201-000-0000-6343-000000	$1,004.47	MARCO EQUIP LEASE 12/1/23-1/1/24	517573713	N
	2023-12-22	01-250-000-0000-6343-000000	$307.53	OVERAGES PHOTO COPYING 5/1/23-11/1/23	517573713	N
	2023-12-22	02-211-000-0000-6343-000000	$307.53	OVERAGES PHOTO COPYING 5/1/23-11/1/23	517573713	N
	2023-12-22	01-201-000-0000-6343-000000	$307.53	OVERAGES PHOTO COPYING 5/1/23-11/1/23	517573713	N
7941	**4364**	**MARCO TECHNOLOGIES LLC**	**$3,309.73**			
7942	4407	HELLMAN'S OUTDOOR SERVICES INC				
	2023-12-22	01-111-000-0000-6301-000000	$1,125.00	Lawn-Per time Lawn care- Sept, Oct	6730	N
7942	**4407**	**HELLMAN'S OUTDOOR SERVICES INC**	**$1,125.00**			
7943	4433	XCEL ENERGY				
	2023-12-22	01-111-000-0000-6251-000000	$327.97	Waverly Hwy Shop Gas 10/30/23-11/30/23	856717730	N
	2023-12-22	01-111-000-0000-6251-000000	$174.64	Waverly Hwy Shop Electric 10/30/23-11/30/23	856717730	N
	2023-12-22	01-111-000-0000-6251-000000	$459.50	Cokato Hwy Shop Electric 10/31/23-12/03/23	856717730	N
7943	**4433**	**XCEL ENERGY**	**$962.11**			
7944	5974	CENTERPOINT ENERGY				
	2023-12-22	01-111-000-0000-6251-000000	$2,324.79	Gas svc Hwy Dept 11/13/23-12/11/23	10557862-9 1223	N
	2023-12-22	01-111-000-0000-6251-000000	$3,767.68	Gas svc JC 11/13/23-12/11/23	11185827-0 1223	N
	2023-12-22	01-111-000-0000-6251-000000	$3,579.35	Gas Svc GC 11/13-12/11/23	11335209-0 1223	N
	2023-12-22	01-111-000-0000-6251-000000	$321.21	Gas Svc Impound 11/13-12/11/23	7410820-0 1223	N
	2023-12-22	01-111-000-0000-6251-000000	$1,152.82	5866092-9 Gas Svc Public Works 10/14-11/13/23	8000017219-9 1223	N
	2023-12-22	01-111-000-0000-6251-000000	$443.76	5942963-9 Gas Svc Cokato Hwy Shop 11/7-12/6/23	8000017219-9 1223	N
7944	**5974**	**CENTERPOINT ENERGY**	**$11,589.61**			
7945	6712	HENNEPIN COUNTY TREASURER				
	2023-12-22	11-420-650-4400-6261-000000	$27.69	MED TRANSPORTATION SERVICE FEE	1000216613	N

	2023-12-22	11-420-650-4400-6261-000000	$1,878.31	Med Transport Admin Fees Cty	1000216614	N
7945	**6712**	**HENNEPIN COUNTY TREASURER**	**$1,906.00**			
7946	10754	CENTRAL MN MENTAL HEALTH CENTER				
	2023-12-22	78-413-810-7833-6007-000000	$366.30	LCTS PHASE III PMT#94	PMT#94-#95-#96-#97	N
	2023-12-22	78-413-810-7833-6007-000000	$412.05	LCTS PHASE III PMT#95	PMT#94-#95-#96-#97	N
	2023-12-22	78-413-810-7833-6007-000000	$543.14	LCTS PHASE III PMT#96	PMT#94-#95-#96-#97	N
	2023-12-22	78-413-810-7833-6007-000000	$596.17	LCTS PHASE III PMT#97.	PMT#94-#95-#96-#97	N
7946	**10754**	**CENTRAL MN MENTAL HEALTH CENTER**	**$1,917.66**			
7947	18431	ASL INTERPRETING SERVICES INC				
	2023-12-22	11-430-760-6150-6030-000000	$138.00	INTERPRETER SERVICES, Form# 7942, SS Adult, Non-MA	23.16805	N
7947	**18431**	**ASL INTERPRETING SERVICES INC**	**$138.00**			
7948	45637	METRO LEGAL SERVICES INC				
	2023-12-22	11-420-600-0010-6266-000000	$60.00	Legal Process Service-Bad Address Maher Anthony Roman Paul 11/22 A Plymouth [1-1]	3473350	N
	2023-12-22	11-420-600-0010-6266-000000	$65.00	Legal Process Service-Bad Address Maher Anthony Roman Paul 12/01 C [1-2]	3473350	N
	2023-12-22	11-420-600-0010-6266-000000	$75.00	Legal Process Service Maher Anthony Roman Paul 12/05 C St. Michael [2-1]	3473350	N
	2023-12-22	11-420-600-0010-6266-000000	$25.00	1 Unsuccessful Attempt Jalloh Amin 12/04 A Otsego [1-2]	3473523	N
	2023-12-22	11-420-600-0010-6266-000000	$75.00	Legal Process Service Jalloh Amin 12/06 C Otsego [1-3]	3473523	N
	2023-12-22	11-420-600-0010-6266-000000	$15.00	Legal Process Service Jalloh Ramatu 12/06 C Otsego [2-2]	3473523	N
	2023-12-22	11-420-640-0010-6267-000000	$90.00	PROFESSIONAL SERVICE FEE	3474121	N
	2023-12-22	11-420-640-0010-6267-000000	$95.00	PROFESSIONAL SERVICE FEE	3474121	N
	2023-12-22	11-420-640-0010-6267-000000	$100.00	PROFESSIONAL SERVICE FEE	3474893	N
	2023-12-22	11-420-640-0010-6267-000000	$75.00	PROFESSIONAL SERVICE FEE	3474893	N
	2023-12-22	11-420-640-0010-6267-000000	$45.00	PROFESSIONAL SERVICE FEE	3474893	N
	2023-12-22	11-420-640-0010-6267-000000	$60.00	PROFESSIONAL SERVICE FEE	3474893	N
	2023-12-22	11-420-600-0010-6266-000000	$95.00	LPBE	3474928	N
7948	**45637**	**METRO LEGAL SERVICES INC**	**$875.00**			
7949	54030	PRECISION PRINTS OF WRIGHT CO				
	2023-12-22	01-031-000-0000-6411-000000	$220.83	2024 Wall Calendars	23-1969	N
	2023-12-22	01-107-000-0000-6411-000000	$17.32	2024 Wall Calendars	23-1969	N
	2023-12-22	01-101-000-0000-6411-000000	$21.65	2024 Wall Calendars	23-1969	N
	2023-12-22	01-201-000-0000-6411-000000	$86.60	2024 Wall Calendars	23-1969	N
	2023-12-22	01-103-000-0000-6411-000000	$43.30	2024 Wall Calendars	23-1969	N
	2023-12-22	01-091-000-0000-6410-000000	$4.33	2024 Wall Calendars	23-1969	N
	2023-12-22	01-111-000-0000-6411-000000	$38.97	2024 Wall Calendars	23-1969	N
	2023-12-22	01-005-000-0000-6411-000000	$30.31	2024 Wall Calendars	23-1969	N
	2023-12-22	01-603-000-0000-6411-000000	$4.33	2024 Wall Calendars	23-1969	N
	2023-12-22	01-041-042-0000-6411-000000	$112.38	2024 Wall Calendars	23-1969	N
	2023-12-22	11-450-430-0020-6411-000000	$278.85	ADM OPERATING SUPPLIES	23-1969	N
	2023-12-22	11-420-600-0020-6411-000000	$387.97	ADM OPERATING SUPPLIES	23-1969	N
	2023-12-22	11-430-700-0020-6411-000000	$848.68	ADM OPERATING SUPPLIES	23-1969	N
	2023-12-22	03-310-000-0000-6411-000000	$90.93	2024 Wall Calendars	23-1969	N
	2023-12-22	01-063-000-0000-6411-000000	$151.55	2024 Wall Calendars	23-1969	N
7949	**54030**	**PRECISION PRINTS OF WRIGHT CO**	**$2,338.00**			
7950	61422	SHERBURNE CNTY HEALTH & HUMAN SERV				
	2023-12-22	11-450-474-7101-6261-000000	$6,054.00	OCTOBER-DECEMBER 2023 FIRST STEPS COLLABORATIVE PROGRAM MGR	20231211	N
7950	**61422**	**SHERBURNE CNTY HEALTH & HUMAN SERV**	**$6,054.00**			
7952	5486	MARCO TECH				
	2023-12-22	02-021-000-0000-6411-000000	$86.57	500-0555116-000 Copy Contract 12/10/23-1/10/24	518064753	N
7952	**5486**	**MARCO TECH**	**$86.57**			
7953	200080	CENTURY_LINK				
	2023-12-22	01-100-000-0000-6203-000000	$16.78	ACCT 92213716 PHONE BILL MONTHLY ALLOCATION	668705318	N
7953	**200080**	**CENTURY_LINK**	**$16.78**			
7954	200489	GE SOFTWARE, INC.				
	2023-12-22	03-310-000-0000-6485-000000	$1,840.00	EKOS ROUTER FOR HWY	1662	N
7954	**200489**	**GE SOFTWARE, INC.**	**$1,840.00**			
7955	200497	LOOKOUT PORTABLE SECURITY				
	2023-12-22	01-100-000-0000-6912-000000	$210.00	EN1233S Panic Buttons - Plus shipping	42473	N
7955	**200497**	**LOOKOUT PORTABLE SECURITY**	**$210.00**			
7957	461	AT&T MOBILITY				
	2023-12-22	11-450-430-0020-6260-000000	$69.01	SOFTWARE OR SYSTEMS SUPPORT	287303087977X12032023	Y
	2023-12-22	11-430-700-0020-6260-000000	$210.05	SOFTWARE OR SYSTEMS SUPPORT	287303087977X12032023	Y
	2023-12-22	11-420-600-0020-6260-000000	$96.02	SOFTWARE OR SYSTEMS SUPPORT	287303087977X12032023	Y
	2023-12-22	11-430-700-0030-6203-000000	$647.01	EQUIP CHARGE-NOV 2023	287303087977X12032023	Y
	2023-12-22	11-420-600-0030-6203-000000	$49.77	EQUIP CHARGE-NOV 2023	287303087977X12032023	Y
	2023-12-22	11-450-430-0010-6203-000000	$1,282.48	EQUIP CHARGE-NOV 2023	287303087977X12032023	Y
	2023-12-22	11-450-491-0010-6203-000000	$149.31	EQUIP CHARGE-NOV 2023	287303087977X12032023	Y
	2023-12-22	11-450-475-0010-6203-000000	$99.54	EQUIP CHARGE-NOV 2023	287303087977X12032023	Y
	2023-12-22	11-450-474-7101-6203-000000	$99.54	EQUIP CHARGE-NOV 2023	287303087977X12032023	Y
	2023-12-22	11-450-473-0010-6203-000000	$149.31	EQUIP CHARGE-NOV 2023	287303087977X12032023	Y
	2023-12-22	11-450-472-0010-6203-000000	$49.77	EQUIP CHARGE-NOV 2023	287303087977X12032023	Y
	2023-12-22	11-450-451-0010-6203-000000	$49.77	EQUIP CHARGE-NOV 2023	287303087977X12032023	Y
	2023-12-22	11-430-700-0010-6203-000000	$6,103.85	EQUIP CHARGE-NOV 2023	287303087977X12032023	Y
7957	**461**	**AT&T MOBILITY**	**$9,055.43**			

7967	43	FORTE PAYMENT SYSTEMS INC				
	2023-12-26	02-025-000-0000-6480-000000	$516.58	EQUIPMENT-VERIFONE-V400C-CABLES	1613197	N
	2023-12-26	02-025-000-0000-6480-000000	$516.58	Verifone V400C Plus + Cables	1613197	N
	2023-12-26	02-025-000-0000-6480-000000	($516.58)	Verifone V400C Plus + Cables	1613197	N
7967	**43**	**FORTE PAYMENT SYSTEMS INC**	**$516.58**			
7968	1535	WRIGHT HENNEPIN ELECTRIC				
	2023-12-26	01-100-000-0000-6305-000000	$308.56	150-1684-6962 Armer Electric Charge Howard Lake Tower 11/6/23-12/6/23	35030979540	N
	2023-12-26	01-100-000-0000-6305-000000	$371.87	150-1684-6963 Armer Electric Charge Annandale Tower 11/6/23-12/6/23	35030979540	N
	2023-12-26	01-100-000-0000-6305-000000	$72.90	150-1691-9342 Armer Security Annandale Tower 1/31/24	35030979540	N
	2023-12-26	01-100-000-0000-6305-000000	$72.90	150-1691-9344 Armer Security Howard Lake Tower 1/31/24	35030979540	N
7968	**1535**	**WRIGHT HENNEPIN ELECTRIC**	**$826.23**			
7969	1959	ERICKSON ENGINEERING COMPANY				
	2023-12-26	03-326-000-0000-6261-000000	$240.00	SP 602-012 CSAH 2 BRIDGE #8653	15966	N
7969	**1959**	**ERICKSON ENGINEERING COMPANY**	**$240.00**			
7970	2762	MACO				
	2023-12-26	01-041-021-0000-6245-000000	$3,090.00	2024 MACO DUES	20231211	N
7970	**2762**	**MACO**	**$3,090.00**			
7971	4407	HELLMAN'S OUTDOOR SERVICES INC				
	2023-12-26	01-111-000-0000-6301-000000	$6,125.00	Lawn-Per time Lawn care-Sept, Oct	6729	N
	2023-12-26	01-111-000-0000-6301-000000	$625.00	Fertilize Fertilization- Late summer Application with weed controle	6729	N
7971	**4407**	**HELLMAN'S OUTDOOR SERVICES INC**	**$6,750.00**			
7972	5984	ACF TECHNOLOGIES, INC.				
	2023-12-26	11-420-600-0020-6260-000000	$19.64	EXT0400: SMS Text Block	INV4841	N
	2023-12-26	11-450-430-0020-6260-000000	$14.12	EXT0400: SMS Text Block	INV4841	N
	2023-12-26	11-430-700-0020-6260-000000	$42.97	EXT0400: SMS Text Block	INV4841	N
	2023-12-26	11-480-895-0020-6260-000000	$0.00	EXT0400: SMS Text Block	INV4841	N
	2023-12-26	01-041-043-0000-6260-000000	$0.00	EXT0400: SMS Text Block	INV4841	N
7972	**5984**	**ACF TECHNOLOGIES, INC.**	**$76.73**			
7973	200231	SROA - STORAGE RENTALS OF AMERICA LLC				
	2023-12-26	73-847-000-0000-6342-000000	$112.00	Rent 1/1-1/31	1712	N
	2023-12-26	73-847-000-0000-6342-000000	$14.00	Insurance 1/1-1/31	1712	N
7973	**200231**	**SROA - STORAGE RENTALS OF AMERICA LLC**	**$126.00**			
7974	6158	ARAMARK SERVICES INC				
	2023-12-26	02-230-000-0000-6459-000000	$275.00	FRESH FAVORITES OCT 26-NOV 1	200723300-000905	N
	2023-12-26	02-230-000-0000-6459-000000	$135.00	FRESH FAVORITES DECEMBER 14-20	200723300-000922	N
7974	**6158**	**ARAMARK SERVICES INC**	**$410.00**			
8000774		Tarah Jo Huston				
	2023-12-15	01-000-000-0000-6801-000000	($234.43)	Corporate card transaction reversal.	EX000017896756	
	2023-12-15	01-603-021-0000-6205-000000	$19.99	Stamps.com monthly subscription	EX000017896756	
	2023-12-15	01-603-021-0000-6244-000000	$23.15	Meeting Refreshments, rcvd 11/28, Trans#383332680102175	EX000017896756	
	2023-12-15	01-603-021-0000-6411-000000	$61.30	Kleenex, rcvd 11/29/23, Order# 343430231-001	EX000017896756	
	2023-12-15	01-603-021-0000-6244-000000	$129.99	Evernote annual subscription, from 11/30/23-11/29/24, Inv#16940945	EX000017896756	
	2023-12-15	01-000-000-0000-6801-000000	($145.66)	Corporate card transaction reversal.	EX000018481807	
	2023-12-15	01-603-021-0000-6244-000000	$62.78	New Club Supplies, rcvd 12/13/23, Order #199309	EX000018481807	
	2023-12-15	01-603-021-0000-6244-000000	$70.89	Meeting Supplies for Farm Land Rent, rcvd 12/4/23, trans# 303338625825232	EX000018481807	
	2023-12-15	01-603-021-0000-6411-000000	$11.99	Cricut parts, rcvd 12/6/23, order# 122-1771485-8135451	EX000018481807	
8000774		**Tarah Jo Huston**	**$0.00**			
8000775		Judy Marie Voigt				
	2023-12-15	01-000-000-0000-6801-000000	($499.95)	Corporate card transaction reversal.	EX000018716859	
	2023-12-15	01-201-000-0000-6410-000000	$499.95	Waiting for refund - rcvd 12/4	EX000018716859	
	2023-12-15	01-201-000-0000-6410-000000	$299.97	Waiting for refund - rcvd 12/4	EX000018716859	
	2023-12-15	01-201-272-0000-6410-000000	($299.97)	Refund on items not received	EX000018716859	
8000775		**Judy Marie Voigt**	**$0.00**			
8000776		LeeAnn M Thimell				
	2023-12-15	01-000-000-0000-6801-000000	($437.71)	Corporate card transaction reversal.	EX000018718130	
	2023-12-15	11-430-760-6040-6030-000000	$437.71	Moving expenses for JS	EX000018718130	
8000776		**LeeAnn M Thimell**	**$0.00**			
8000777		Brian Matthew Johnson				
	2023-12-15	01-000-000-0000-6801-000000	($750.00)	Corporate card transaction reversal.	EX000015896534	
	2023-12-15	01-201-267-0000-6801-000000	($300.00)	refund	EX000015896534	
	2023-12-15	01-201-267-0000-6801-000000	$1,050.00	Ice dive training for 3 team members	EX000015896534	
	2023-12-15	01-000-000-0000-6801-000000	($210.00)	Corporate card transaction reversal.	EX000018716847	
	2023-12-15	01-201-267-0000-6801-000000	$210.00	I-94 Conference, Kunkel, Treichler Ferg	EX000018716847	
8000777		**Brian Matthew Johnson**	**$0.00**			
8000778		Merissa Maude Johnson				
	2023-12-15	01-000-000-0000-6801-000000	($112.16)	Corporate card transaction reversal.	EX000018904759	
	2023-12-15	01-521-021-0000-6411-000000	$9.53	Suet for Ney Nature Center	EX000018904759	
	2023-12-15	01-521-021-0000-6605-000000	$2.79	Nuts & Bolts for feeders at Ney	EX000018904759	
	2023-12-15	01-521-021-0000-6411-000000	$99.84	Suet for Ney Bird Feeders	EX000018904759	
8000778		**Merissa Maude Johnson**	**$0.00**			
8000779		Sheryl Lynn Daniels				
	2023-12-15	01-000-000-0000-6801-000000	($810.09)	Corporate card transaction reversal.	EX000018921253	
	2023-12-15	01-107-113-0000-6410-000000	$210.09	General office supplies	EX000018921253	

	2023-12-15	01-107-113-0000-6338-000000	$600.00	MOWA Training - Scott D. and Troy J.	EX000018921253	
8000779		**Sheryl Lynn Daniels**	**$0.00**			
8000780		Anthony Paul Rasmuson				
	2023-12-15	01-000-000-0000-6801-000000	$493.28	Corporate card transaction reversal.	EX000018367816	
	2023-12-15	01-105-027-0000-6338-000000	($575.00)	Refund for cancelled course	EX000018367816	
	2023-12-15	01-105-027-0000-6245-000000	$1.72	CC fee to State Board for form report grading.	EX000018367816	
	2023-12-15	01-105-027-0000-6245-000000	$80.00	Form report grading for AMA certification - Adam	EX000018367816	
8000780		**Anthony Paul Rasmuson**	**$0.00**			
8000781		Matthew James Detjen				
	2023-12-15	01-000-000-0000-6801-000000	($460.85)	Corporate card transaction reversal.	EX000018707844	
	2023-12-15	01-522-021-0000-6411-000000	$32.18	50ft measuring tape, orange marking paint, orange flagging	EX000018707844	
	2023-12-15	01-522-021-0000-6338-000000	$428.67	Minnesota Association of Watershed Districts Annual Conference fees	EX000018707844	
8000781		**Matthew James Detjen**	**$0.00**			
8000782		Michael Vaughn Lindquist				
	2023-12-15	01-000-000-0000-6801-000000	($30.00)	Corporate card transaction reversal.	EX000018717732	
	2023-12-15	02-228-000-0000-6859-000000	$30.00	SIU RECONYX camera(s) monthly subsription	EX000018717732	
	2023-12-15	01-000-000-0000-6801-000000	($30.00)	Corporate card transaction reversal.	EX000018717760	
	2023-12-15	02-228-000-0000-6859-000000	$30.00	WCSO SIU RECONYX monthly subscription for camera(s)	EX000018717760	
8000782		**Michael Vaughn Lindquist**	**$0.00**			
8000783		Jeremy John Wirkkula				
	2023-12-15	01-000-000-0000-6801-000000	($42.84)	Corporate card transaction reversal.	EX000016059401	
	2023-12-15	01-201-271-0000-6333-000000	$42.84	Paid for Deputy Lisic Fuel by phone card reader was not working at Albertville Coborns	EX000016059401	
8000783		**Jeremy John Wirkkula**	**$0.00**			
8000784		Jessica Lynn Miller				
	2023-12-15	01-000-000-0000-6801-000000	($8,626.57)	Corporate card transaction reversal.	EX000017589352	
	2023-12-15	02-025-000-0000-6261-000000	$395.00	Reimbursed by Alternatives to Detention Funding	EX000017589352	
	2023-12-15	01-025-000-0000-6801-000000	$300.00	N Ramey Recovery Coaching - Reimbursed by Federal Grant	EX000017589352	
	2023-12-15	01-025-000-0000-6365-000000	$296.82	N Ramey Child Care - Reimbursed by Federal Grant	EX000017589352	
	2023-12-15	02-025-000-0000-6261-000000	$356.20	Reimbursed by Alternatives to Incarceration Funding	EX000017589352	
	2023-12-15	02-025-000-0000-6261-000000	$125.00	Reimbursed by Alternatives to Incarceration Funding	EX000017589352	
	2023-12-15	02-025-000-0000-6261-000000	$60.00	Reimbursed by ATI funding	EX000017589352	
	2023-12-15	01-025-000-0000-6410-000000	$232.18	Court Services Pens	EX000017589352	
	2023-12-15	01-025-000-0000-6410-000000	$87.11	Desk rack, UA gloves, badge holders, cell screen protectors, cell phone case, notebooks	EX000017589352	
	2023-12-15	01-025-000-0000-6410-000000	$81.69	Wall clock	EX000017589352	
	2023-12-15	01-025-000-0000-6261-000000	$30.07	Supplies for Buffalo High School Career Fair	EX000017589352	
	2023-12-15	01-025-000-0000-6338-000000	$511.26	Cynthia Weiland Hotel stay MCA conference	EX000017589352	
	2023-12-15	01-025-000-0000-6365-000000	$296.82	N Ramey Child Care - The Turn reimbursed by Federal Grant	EX000017589352	
	2023-12-15	02-025-000-0000-6261-000000	$125.00	Reimbursed by ATI funding	EX000017589352	
	2023-12-15	01-025-000-0000-6410-000000	$43.16	business cards	EX000017589352	
	2023-12-15	01-025-000-0000-6338-000000	$750.71	Cassie Martin - Domestic Violence Training - Trainer	EX000017589352	
	2023-12-15	01-025-000-0000-6410-000000	$60.49	Paper	EX000017589352	
	2023-12-15	01-025-000-0000-6261-000000	$6.22	Client Incentives	EX000017589352	
	2023-12-15	01-025-000-0000-6261-000000	$6.22	Client Incentives	EX000017589352	
	2023-12-15	01-025-000-0000-6261-000000	$5.99	Client Incentives	EX000017589352	
	2023-12-15	01-025-000-0000-6261-000000	$6.29	Client Incentive	EX000017589352	
	2023-12-15	01-025-000-0000-6365-000000	$75.00	M Steiger The Turn - Reimbursed by Federal Grant	EX000017589352	
	2023-12-15	01-025-000-0000-6410-000000	$43.16	Business Cards	EX000017589352	
	2023-12-15	01-025-000-0000-6410-000000	$58.19	pens. batteries, journal	EX000017589352	
	2023-12-15	01-025-000-0000-6261-000000	$7.05	Client Incentives	EX000017589352	
	2023-12-15	01-025-000-0000-6338-000000	$375.00	J Backes domestic violence training	EX000017589352	
	2023-12-15	01-025-000-0000-6365-000000	$296.82	N Ramey Child Care The Turn - Reimbursed by Federal Grant	EX000017589352	
	2023-12-15	01-025-000-0000-6365-000000	$320.95	N Ramey Xcel Energy The Turn - Reimbursed by Federal Grant	EX000017589352	
	2023-12-15	01-025-000-0000-6365-000000	$296.82	N Ramey Child Care - The Turn reimbursed by Federal Grant	EX000017589352	
	2023-12-15	01-025-000-0000-6263-000000	$2,504.05	UA 12 Panel Cups - 15 cases	EX000017589352	
	2023-12-15	01-025-000-0000-6263-000000	$95.50	Latex gloves, UA Collector Pans	EX000017589352	
	2023-12-15	01-025-000-0000-6365-000000	$27.80	D Johnson BC - Reimbursed by Federal Grant	EX000017589352	
	2023-12-15	01-025-000-0000-6263-000000	$100.00	The Turn random UA program - Reimbursed by Federal Grant	EX000017589352	
	2023-12-15	01-025-000-0000-6365-000000	$650.00	O Galla The Turn - reimbursed by Federal Grant	EX000017589352	
8000784		**Jessica Lynn Miller**	**$0.00**			
8000785		Loren Louise Green				
	2023-12-15	01-000-000-0000-6801-000000	($382.50)	Corporate card transaction reversal.	EX000018331881	
	2023-12-15	03-310-000-0000-6410-000000	$87.50	OFFICE SUPPLIES	EX000018331881	
	2023-12-15	03-320-000-0000-6338-000000	$130.00	CONSTRUCTION SITE MANAGMENT RECERT - JORDAHL, JOHN	EX000018331881	
	2023-12-15	03-320-000-0000-6338-000000	$165.00	DESIGN CONSTRUCTION SWPPP RECERT - JORDAHL, JOHN	EX000018331881	
	2023-12-15	01-000-000-0000-6801-000000	($1,575.00)	Corporate card transaction reversal.	EX000018332456	
	2023-12-15	03-320-000-0000-6338-000000	$1,575.00	TRAINING: AGGREGATE, GRADING, BITUMINOUS - NIELSEN, CHRIS	EX000018332456	
8000785		**Loren Louise Green**	**$0.00**			
8000786		Thomas Lee Fedor				
	2023-12-15	01-000-000-0000-6801-000000	($332.43)	Corporate card transaction reversal.	EX000018465981	
	2023-12-15	01-521-000-0000-6842-000000	$239.99	Redwing Shoes, $239.99, Safety Boots, 11/14/23	EX000018465981	
	2023-12-15	01-521-021-0000-6301-000000	$87.15	Menards, All matl used for trail bridge at new park, 11/16/23, $87.15	EX000018465981	
	2023-12-15	01-521-021-0000-6301-000000	$5.29	Menards, All matl used for trail bridge at ney park, $5.29, 11/16/23	EX000018465981	
8000786		**Thomas Lee Fedor**	**$0.00**			

8000787		Joshua Tyson Hinton				
	2023-12-15	01-000-000-0000-6801-000000	($75.00)	Corporate card transaction reversal.	EX000018800288	
	2023-12-15	01-201-000-0000-6338-000000	$75.00	lisic recert DMT	EX000018800288	
8000787		**Joshua Tyson Hinton**	**$0.00**			
8000788		Robbie Ryan Klimmek				
	2023-12-15	01-000-000-0000-6801-000000	($2,283.41)	Corporate card transaction reversal.	EX000018294116	
	2023-12-15	01-111-012-0000-6301-000000	$187.20	replace flue sensor in boiler 2 at JC	EX000018294116	
	2023-12-15	01-111-012-0000-6301-000000	$24.61	water heater repair LEC	EX000018294116	
	2023-12-15	01-111-012-0000-6301-000000	($14.00)	credit on shipping	EX000018294116	
	2023-12-15	01-111-012-0000-6301-000000	$1,390.60	replace fire eye on hot water heater#1 LEC	EX000018294116	
	2023-12-15	01-111-012-0000-6301-000000	$695.00	replace humidifier pods on both lieberts TTC	EX000018294116	
8000788		**Robbie Ryan Klimmek**	**$0.00**			
8000789		Joshua Buchele Kruse				
	2023-12-15	01-000-000-0000-6801-000000	($744.98)	Corporate card transaction reversal.	EX000018629595	
	2023-12-15	03-340-000-0000-6574-000000	$579.98	stock parts	EX000018629595	
	2023-12-15	03-340-000-0000-6574-000000	$165.00	repair parts	EX000018629595	
8000789		**Joshua Buchele Kruse**	**$0.00**			
8000790		Patricia Jean Larson				
	2023-12-15	01-000-000-0000-6801-000000	($421.70)	Corporate card transaction reversal.	EX000018940331	
	2023-12-15	11-450-472-0010-6411-000000	$421.70	Family Planning T shirts	EX000018940331	
8000790		**Patricia Jean Larson**	**$0.00**			
8000791		Kevin Charles Worcester				
	2023-12-15	01-000-000-0000-6801-000000	($1,002.79)	Corporate card transaction reversal.	EX000017856049	
	2023-12-15	01-111-010-0000-6301-000000	$151.94	Oil and filter for the Tool Cat	EX000017856049	
	2023-12-15	01-111-010-0000-6301-000000	$72.29	Electrical whip for the furniture in Assessors.	EX000017856049	
	2023-12-15	01-111-010-0000-6301-000000	$89.99	Metal roofing snow stops for the Compost site.	EX000017856049	
	2023-12-15	01-111-010-0000-6301-000000	$187.49	Purchase of shop supplies.	EX000017856049	
	2023-12-15	01-111-010-0000-6301-000000	$57.89	Parts for the snow blower for the JD at TTC.	EX000017856049	
	2023-12-15	01-111-010-0000-6301-000000	$443.19	2 - 42" lower wood furniture panels.Assessors	EX000017856049	
8000791		**Kevin Charles Worcester**	**$0.00**			
8000792		Lisa Marie Spencer				
	2023-12-15	01-000-000-0000-6801-000000	($139.80)	Corporate card transaction reversal.	EX000018905029	
	2023-12-15	11-420-650-4401-6040-000000	$139.80	Interpreting, C. Tebben, MA Client, video interpreting/Vietnamese on 10/19/2023	EX000018905029	
8000792		**Lisa Marie Spencer**	**$0.00**			
8000793		Steven ANTHONY Jobe				
	2023-12-15	01-000-000-0000-6801-000000	($7.50)	Corporate card transaction reversal.	EX000018939732	
	2023-12-15	01-103-021-0000-6338-000000	$7.50	PARKING FOR MACS MTG IN MINNEAPOLIS	EX000018939732	
8000793		**Steven ANTHONY Jobe**	**$0.00**			
8000794		Dean Douglas Olson				
	2023-12-15	01-000-000-0000-6801-000000	($114.87)	Corporate card transaction reversal.	EX000018800338	
	2023-12-15	01-201-000-0000-6411-000000	$114.87	Camera backpack case	EX000018800338	
8000794		**Dean Douglas Olson**	**$0.00**			
8000795		Ashlee Marie Weiers				
	2023-12-15	01-000-000-0000-6801-000000	($103.33)	Corporate card transaction reversal.	EX000018799906	
	2023-12-15	01-201-000-0000-6411-000000	$103.33	K9 Vitamins	EX000018799906	
8000795		**Ashlee Marie Weiers**	**$0.00**			
8000796		Joshua William Wilson				
	2023-12-15	01-000-000-0000-6801-000000	($461.50)	Corporate card transaction reversal.	EX000016220362	
	2023-12-15	01-521-021-0000-6301-000000	$79.99	Reflective driveway markers 699-321 Order# 114-7518413-5643463	EX000016220362	
	2023-12-15	01-521-021-0000-6842-000000	$309.75	Safety Jackets HiViz Winter Order# 114-2866110-6936204	EX000016220362	
	2023-12-15	01-521-021-0000-6301-000000	$71.76	Plow Markers - PWB new road - Order# 114-5110967-1353830	EX000016220362	
8000796		**Joshua William Wilson**	**$0.00**			
8000797		Donald Maxwell Baron				
	2023-12-15	01-000-000-0000-6801-000000	($953.26)	Corporate card transaction reversal.	EX000018799731	
	2023-12-15	01-100-000-0000-6912-000000	$953.26	SDS Safety Centers and PPE Safety Centers - Bins and Compliance Center	EX000018799731	
8000797		**Donald Maxwell Baron**	**$0.00**			
8000798		Max Christopher Welter				
	2023-12-15	01-000-000-0000-6801-000000	$485.00	Corporate card transaction reversal.	EX000018597374	
	2023-12-15	01-521-021-0000-6452-000000	($485.00)	Refund for returned part, #644, $-485.00, Auth: 070855	EX000018597374	
8000798		**Max Christopher Welter**	**$0.00**			
8000799		Chad Michael Hadley				
	2023-12-15	01-000-000-0000-6801-000000	($983.46)	Corporate card transaction reversal.	EX000018449605	
	2023-12-15	01-521-021-0000-6301-000000	$37.58	Menards, $37.58, Ney Park Bridge, 786-332,11/17/23	EX000018449605	
	2023-12-15	01-521-021-0000-6301-000000	$693.11	Menards, Schroeder woodshed for new office, $693.11, 11/28/23	EX000018449605	
	2023-12-15	01-521-021-0000-6301-000000	$198.43	Menards, Nature Center Remodel, $198.43, 11/28/23	EX000018449605	
	2023-12-15	01-521-021-0000-6451-000000	$54.34	Holiday, 11/30/23, Gas, $54.34	EX000018449605	
8000799		**Chad Michael Hadley**	**$0.00**			
8000800		Matthew William Treichler				
	2023-12-15	01-000-000-0000-6801-000000	($300.00)	Corporate card transaction reversal.	EX000018628763	
	2023-12-15	01-201-261-0000-6338-000000	$300.00	2 night stay to attend the MSA Winter Conference	EX000018628763	
	2023-12-15	01-000-000-0000-6801-000000	($300.00)	Corporate card transaction reversal.	EX000018629003	
	2023-12-15	01-201-261-0000-6338-000000	$300.00	MSA Winter Conference registration for Sheriff Deringer	EX000018629003	
	2023-12-15	01-000-000-0000-6801-000000	($839.63)	Corporate card transaction reversal.	EX000018708407	

	2023-12-15	01-201-261-0000-6338-000000	$489.35	Lodging and meals for MSA Conference - Sheriff Deringer	EX000018708407	
	2023-12-15	01-201-261-0000-6338-000000	$350.28	Lodging and meals MSA Conference	EX000018708407	
8000800		**Matthew William Treichler**	**$0.00**			
8000801		Christine Lee Kraklau-Treichler				
	2023-12-15	01-000-000-0000-6801-000000	($27.80)	Corporate card transaction reversal.	EX000018921138	
	2023-12-15	11-480-000-0000-6030-000000	$27.80	Special Needs Fund payment for birth certificate so client can obtain employment	EX000018921138	
8000801		**Christine Lee Kraklau-Treichler**	**$0.00**			
				542	**Warrants Printed**	
			$4,374,873.00	**Final Total**		