BOARD AGENDA
BOARD OF WRIGHT COUNTY COMMISSIONERS
Tuesday, February 18, 2025

Tina Diedrick, District 1
Darek Vetsch, District 2
Jeanne Holland, District 3
Nadine Schoen, District 4
Robert (Kirby) Moynagh III, District 5

I. PLEDGE OF ALLEGIANCE

II. MINUTES REVIEW & APPROVAL

A. Approve Minutes from the County Board Meeting (2-4-2025)

B. Approve Minutes from the Personnel Committee of the Whole (2-4-2025)

C. Approve Minutes from the County Board Workshop (2-11-2025)

III. AGENDA REVIEW & APPROVAL

IV. CONSENT AGENDA REVIEW & APPROVAL

A. ADMINISTRATION

1. Approve Charitable Gambling Application, Form LG220, DC Trapshooting Booster Club Inc, Gambling Premises: Rainbow Sportsmens Club, 1500 Oliver Ave SW, Cokato, MN 55321, Date of Activity: 5-26-2025

B. COURT SERVICES

1. Approve Application for Grants to Offset Funding Received from Alternative to Incarceration (ATI) - Ends 6/30/25- and The Adult Drug Court Grant - Ended 12/31/24

C. FINANCE & TAXPAYER SERVICES

1. Approve Authorization to Proceed with CIP #2025-FTPS-01, Cashier Solution that Integrates with Oracle Fusion and #2025-FTPS-02, Credit Card Analysis and Implementation

2. Approve the List of Restricted Amounts Required by Law and Authorization of Standard Carryovers from 2024 Budget and the Carryovers Requested by Departments to the 2025 Budget.

   Approve the Authorization to Designate Fund Balance in the Special Revenue, Debt Service, and Capital Projects Funds According to the County's Fund Balance Policy and Accounting Standards.

3. Approve the Reimbursement of the American Rescue Plan (ARP) Act Funds as Follows:
   Approve the Use of ARP Funds from 01-099-493-8467
   $210,000.00 5.9 Clean Water: Nonpoint Source-City of Otsego

4. Motion to Approve Attached Budget Amendments for December 2024 Through February 03, 2025

5. Acknowledge Warrants Issued Between January 29 thru February 10, 2025

D. HEALTH & HUMAN SERVICES

1. Approve Request to Re-Hire One Full-time Eligibility Specialist Position

E. HUMAN RESOURCES

1. Approve Request to Rehire One Full-Time Human Resources Technician

F. PARKS & RECREATION

1. Accept the Bid, Award the Contract, and Authorize Signatures for the Preliminary Planning of Segment "B" of the Crow River Regional Trail

G. PLANNING & ZONING

1. Approve Request to Rehire One Full-time Office Technician Position

V. TIMED AGENDA

A. 9:05 AM - ALICIA O'HARE, WRIGHT SOIL & WATER CONSERVATION

1. Approve and Adopt Resolution to Delegate Administration and Implementation of Comprehensive Watershed Management Plans

   Approve and Adopt Resolution to Implement The Mississippi River St. Cloud Comprehensive Watershed Management Plan

   Authorize Signatures on the Joint Powers Agreement for Implementation of the Mississippi River St. Could Watershed Comprehensive Water Management Plan

B. 9:10 AM - RYAN FERGUSON, SHERIFF

1. Set Date for 911 Planning Committee to Update County Board on Next Phase of Upgrades to Main and Backup Communications Centers

C. 9:15 AM - MATT TREICHLER, SHERIFF

1. Request to Schedule a Public Meeting to Allow for Comment and Input Related to the Draft Sheriff's Office Policy for Body Worn Cameras

VI. ITEMS FOR CONSIDERATION

A. ADMINISTRATION

1. Approve Resolution in Support of the Wright Technical Center's Bonding Request

2. Approve Changes to Commissioner Handbook

B. COMMITTEE RECOMMENDATIONS APPROVAL

1. Approve Recommendations from the County Board Workshop (2-11-2025)

2. Approve One of the Two Recommendations from the Ways & Means Committee Meeting (2-11-2025)

VII. ADJOURNMENT

VIII. WARRANTS ISSUED

A. Warrants Issued

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Greg Kryzer

Requestor Title
County Administrator

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
2/18/2025 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 (this is what will appear on the Agenda) *
Approve Minutes from the County Board Meeting (2-4-2025)

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Minutes from the County Board Meeting (2-4-2025)

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

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

Agenda Item Attachments (1)

Document Name	Attachment Type
2-4-2025 Wright County Board Meeting Minutes DRAFT.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

MINUTES

BOARD OF WRIGHT COUNTY COMMISSIONERS

Tuesday, February 4, 2025

DATE APPROVED: [DRAFT]

Tina Diedrick	District 1
Darek Vetsch	District 2
Jeanne Holland	District 3
Nadine Schoen	District 4
Robert (Kirby) Moynagh III	District 5

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

Present and responding to roll call were the following:

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

PLEDGE OF ALLEGIANCE

9:00 a.m. - The meeting was called to order by Chair Vetsch. The board recited the Pledge of Allegiance

MINUTES - DISPENSE WITH READING, APPROVE AS WRITTEN/REVISED

9:01 a.m. - Motion was made to amend the minutes of the November 19, 2024 Committee of the Whole-Sheriff and Attorney Salary meeting, the December 17, 2024 County Board meeting, and the January 21, 2025 County Board meeting by adding "a data request regarding the sheriff was discussed by Commissioners Schoen and Holland." Motion failed 3-1 with 1 abstention.

Motion by Diedrick and seconded by Holland
Aye: 1; Nay: 3; Abstain: 1; Absent: 0; Recused: 0

For: Diedrick
Against: Holland, Schoen, Vetsch
Abstain: Moynagh

9:09 a.m. Motion was made to approve the minutes from the January 21, 2025 County Board meeting and the January 27, 2025 Personnel Committee of the Whole meeting as presented. Motion passed 4-1.

Motion by Holland and seconded by Schoen
Aye: 4; Nay: 1; Abstain: 0; Absent: 0; Recused: 0

For: Holland, Schoen, Moynagh, Vetsch
Against: Diedrick

A. Approve Minutes from the County Board Meeting (1-21-2025)

DRAFT

B. Approve Minutes from the Personnel Committee of the Whole Meeting (1-27-2025)

REVIEW & APPROVAL OF AGENDA

9:09 a.m. - Motion was made to approve the agenda as presented with the addition of item A2 to Items for Consideration to Schedule a Committee of the Whole-Public Health. Motion passed 5-0.

Motion by Moynagh and seconded by Holland
For: 5; Against: 0; Abstain: 0; Absent: 0; Recused: 0

CONSENT AGENDA

9:11 a.m. - Motion was made to approve the consent agenda as presented. Motion passed 5-0.

Motion by Moynagh and seconded by Schoen
For: 5; Against: 0; Abstain: 0; Absent: 0; Recused: 0

A. ADMINISTRATION

1. **Authorize the Board Chair to Sign a Joint Powers Agreement for the Enforcement and Regulation of Cannabis with the City of Rockford**

B. COURT SERVICES

1. **Approve Request to Rehire One Full-time Assistant Probation Officer Position**

C. EXTENSION

1. **Approve 4-H Pledge Agreement between Wright County, Wright County Agricultural Society, and University of Minnesota Extension Setting Terms for 4-H Fundraising for a New Building on the Wright County Fairgrounds**

D. FINANCE & TAXPAYER SERVICES

1. **Approve Request to Rehire Two Full-time License Center Specialist Positions**

2. **Acknowledge Warrants Issued January 15, 2025 - January 28, 2025**

E. HIGHWAY

1. **Authorize Final Acceptance and Final Payment to Sir Lines-A-Lot for the 2024 Pavement Marking Contract Work in the Amount of $1,490.30**

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2. **Authorize Signatures from the County Administrator and County Board Chair on the Professional Engineering Services Agreement with SRF Consulting Group, Inc. to Provide Preliminary and Final Design Services for Two County Highway Bridges: CSAH 12 and CR 108**

F. PARKS & RECREATION

1. **Cancel the Redetermination of Benefits Public Hearing on County Ditch #7 and Judicial Ditch #1 Scheduled at 1:00 p.m. Tuesday, March 4, 2025**

2. **Accept the Minnesota Department of Agriculture Noxious Weed Grant for Fiscal Year 2025 in the Amount of $15,000**

3. **Authorize Permission to Apply for the Noxious and Invasive Plant Grant through the Minnesota Department of Agriculture**

4. **Authorize Permission to Apply for the Multipurpose Drainage Management Grant through the Minnesota Board of Water and Soil Resources**

5. **Authorize Permission to Apply for the Water Quality and Storage Program through the Board of Water and Soil Resources**

G. SHERIFF

1. **Approve Request to Rehire One Full-time Office Technician II Position**

H. SURVEYOR

1. **Authorize Signatures on the Amended Contract with Eagleview - Pictometry 2025 Contract**

TIMED AGENDA ITEMS

A. 9:05 AM - GREG PICKARD, VETERAN SERVICES

1. **Approve and Adopt Resolution to Accept Donation from Disabled American Veterans Chap. 37 in the Amount of $2000.00 to be Used for Veterans' Services**

9:11 a.m. - Director of Veteran Services Greg Pickard requested the board's approval to accept a $2,000 donation from Hutchinson DAV Chapter 37. Pickard explained the donations are used to provide direct Veteran support when a program is not available, criteria for a program is not met, or waiting for program resources and have an emergency essential need such as food or clothing.

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Motion was made to approve and adopt the resolution. Motion passed 5-0.

Motion by Diedrick and seconded by Holland
Aye: 5; Nay: 0; Abstain: 0; Absent: 0; Recused: 0

For: Diedrick, Holland, Schoen, Moynagh, Vetsch

2. Approve and Adopt Resolution to Accept Donation from Wright-Hennepin Cooperative Electric Association of $1550.00 in Gift Cards

9:13 a.m. - Pickard requested the board's approval to accept a $1,550 donation in the form of assorted gift cards from Wright-Hennepin Cooperative Electrical Association. Pickard said the donation came from coordinated efforts from Wright-Hennepin Cooperative Electric employees to support Veterans. Pickard said the collection occurred prior to rule changes were made to no longer accept gift cards and the Finance Department advised Pickard to bring forward the request to accept the donation of gift cards.

Motion was made to approve and adopt a resolution to accept the donation from Wright-Hennepin Cooperative Electric Association. Motion passed 5-0.

Motion by Schoen and seconded by Holland
Aye: 5; Nay: 0; Abstain: 0; Absent: 0; Recused: 0

For: Diedrick, Holland, Schoen, Moynagh, Vetsch

B. 9:10 AM - MATT DETJEN, PARKS & RECREATION

1. Review the Repair Request from Woodland Township for Repairs on County Ditch #23 Pursuant to Minnesota Statute 103E.715

9:15 a.m. - Ag Drainage & Natural Resources Supervisor Matt Detjen requested board determination for repair as the Drainage Authority for County Ditch (CD) #23. Detjen said a repair request was received from Woodland Township, which is a benefited landowner on CD #23.

Motion was made to direct staff to get engineering quotes for a reestablishment of records and bring back to the board for review. Motion passed 5-0.

Motion by Diedrick and seconded by Moynagh
For: 5; Against: 0; Abstain: 0; Absent: 0; Recused: 0

2. Approve the Findings and Order Correcting Drainage System Records for Wright County Ditch #19

9:18 am - Detjen requested the board's consideration, as the Drainage Authority, to approve the findings and order correcting the drainage system records for CD #19 located in French Lake Township.

Motion was made to approve the findings and order correcting drainage system records for CD 19. Motion passed 5-0.

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Motion by Moynagh and seconded by Diedrick
Aye: 5; Nay: 0; Abstain: 0; Absent: 0; Recused: 0

For: Diedrick, Holland, Schoen, Moynagh, Vetsch

C. 9:18 AM - JAMI GOODRUM, HEALTH & HUMAN SERVICES

1. HEALTH & HUMAN SERVICES CONSENT AGENDA

9:20 a.m. - Health & Human Services (HHS) Director Jami Goodrum explained a request to rehire a Case Aide position was a result of an internal promotion to another vacant position.

Motion was made to approve the Health & Human Services consent agenda as presented. Motion passed 5-0.

Motion by Schoen and seconded by Holland
For: 5; Against: 0; Abstain: 0; Absent: 0; Recused: 0

i. Approve Request to Rehire One Full-time Case Aide Position

ii. Approve Seasonal Liquor License for Albion Ridges 2025

iii. Approve Federal Centers for Disease Control and Prevention: Drug-Free Communities Grant Application for Years September 30, 2025 - September 29, 2029 for $625,000 in Funding

2. HEALTH & HUMAN SERVICES TIMED AGENDA

i. Recognize Dr. Jennifer Ray-Mader for 19+ Years of Membership and Service to the Public Health Task Force and the HHS Advisory Committees

9:21 a.m. - Goodrum recognized Dr. Jennifer Ray-Mader for 19+ years of membership and service to the Public Health Task Force and the HHS Advisory Committees. Public Health Director Sarah Grosshuesch noted the instrumental role Ray-Mader has played in championing Wright County Public Health successes such as the Wright County Dental Center, MEADA, and the Respiratory Protection Safety Program.

ii. Approve and Adopt Resolution HHS 25-02 to Accept January 2025 Donations

9:25 a.m. - Goodrum requested board approval to accept January 2025 donations in the amount of $750.00.

Motion was made to adopt resolution HHS 25-02 to accept January 2025 donations. Motion passed 5-0.

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Motion by Diedrick and seconded by Holland
Aye: 5; Nay: 0; Abstain: 0; Absent: 0; Recused: 0

For: Diedrick, Holland, Schoen, Moynagh, Vetsch

iii. HHS Director's Comments

1. Public Health Task Force Dental Update

2. Financial Services Update

9:25 a.m. - Goodrum provided a Public Health Task Force (PHTF) update for 2024 with a Dental Innovation Coordinator Report Summary, PHTF Dental Workgroup-Community Dental Care Statistics, and Benton County as the designated fiscal agent of the Blue Cross Blue Shield-Dental Innovation Coordinator Position for the 7W Region as of January 1, 2025. The Dental Clinic had 15,053 total patient visits in 2024 with 45 percent of visitors from Wright County.

Goodrum provided a Financial Services update for 2024. The team processed more than 74,000 calls, processed more than 600 food support applications, processed 6,467 CAFS and emergency applications, 453 childcare applications, 1,372 healthcare applications, and 13,752 auto renewal applications. Goodrum said the hiring of an internal fraud investigator in 2024 has resulted in significant increased cost savings compared to 2023.

Goodrum informed the board that she signed two letters of support on behalf of Wright County HHS. One letter was in support of the Minnesota Department of Transportation Infrastructure Grant Application for Project 3 for a shared use path connecting Prairie View Middle School and Prairie View Elementary School in Wright County. The other letter was in of the Central Minnesota Mental Health Center's application for a grant through the Department of Human Services for kids ages 0 to 5 to enhance mental health services.

ITEMS FOR CONSIDERATION

A. COMMITTEE RECOMMENDATIONS

1. Approve and Adopt Recommendations from the Personnel Committee of the Whole Meeting (1-27-2025)

9:31 a.m. - Motion was made to approve and adopt recommendations from the January 27, 2025 Personnel Committee of the Whole meeting. Motion passed 5-0.

Motion by Moynagh and seconded by Holland
For: 5; Against: 0; Abstain: 0; Absent: 0; Recused: 0

2. Schedule a Committee of the Whole-Public Health meeting.

9:35 a.m. - Motion was made to schedule at 10:30 a.m. Tuesday, February 18, 2025 Committee of the Whole-HHS Public Health meeting. Motion passed 5-0.

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Motion by Holland and seconded by Schoen
For: 5; Against: 0; Abstain: 0; Absent: 0; Recused: 0

B. ADMINISTRATION

1. Set Agenda for Tuesday, February 11, 2025, County Board of Commissioners Workshop

9:35 a.m. - Motion was made to approve the February 11, 2025 County Board Workshop Agenda as presented. Motion passed 5-0.

Motion by Schoen and seconded by Holland
For: 5; Against: 0; Abstain: 0; Absent: 0; Recused: 0

2. Adopt Resolution Appointing Greg Kryzer as Wright County Administrator and Authorizing Signatures

9:36 a.m. - Motion was made to adopt a resolution appointing Greg Kryzer as the Wright County Administrator and authorizing signature on the employment contract. Motion passed 4-1.

Motion by Moynagh and seconded by Schoen
Aye: 4; Nay: 1; Abstain: 0; Absent: 0; Recused: 0

For: Holland, Schoen, Moynagh, Vetsch
Against: Diedrick

ADVISORY COMMITTEE / ADVISORY BOARD UPDATES

ADJOURNMENT

9:40 a.m. - Chair Vetsch adjourned the meeting.

WARRANTS ISSUED

A. Warrants Issued

Wright County board meeting 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
Greg Kryzer

Requestor Title
County Administrator

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
2/18/2025 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 (this is what will appear on the Agenda) *
Approve Minutes from the Personnel Committee of the Whole (2-4-2025)

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Minutes from the Personnel Committee of the Whole (2-4-2025)

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

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

Agenda Item Attachments (1)

Document Name	Attachment Type
2-4-2025 Personnel COTW Minutes.docx	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

MEETING MINUTES

PERSONNEL COMMITTEE OF THE WHOLE

TUESDAY, FEBRUARY 4, 2025

8:15 A.M.

DATE APPROVED: DRAFT

Tina Diedrick	District 1
Darek Vetsch	District 2
Jeanne Holland	District 3
Nadine Schoen	District 4
Robert (Kirby) Moynagh III	District 5

Members Present:	Tina Diedrick, Jeanne Holland, Kirby Moynagh, Nadine Schoen, Darek Vetsch
Others Present:	Schawn Johnson, Brian Lutes, Marc Mattice, Clay Wilfahrt

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

I. County Administrator Position

Commissioner Vetsch began the meeting at 8:20 a.m. by noting two changes to the County Administrator Agreement since the last review. One change aligned the employee agreement's leave benefits with the county's Personnel Policy Manual, and the other updated language on professional development costs related to Minnesota attorney licensure and required continuing legal education.

Discussion centered on various topics, including administrative salaries, wage recalibration, the Minnesota maximum compensation statute, the impact of retirements, job performance during the interim period, and opportunities for employee growth.

While Holland, Moynagh, Schoen, and Vetsch supported the agreement, Diedrick opposed the salary, the professional development language related to attorney licensure costs, and the termination clause allowing return to an Assistant County Attorney position.

The consensus of the committee was to bring forward the agreement as presented for board approval at the February 4, 2025 regular board meeting. The meeting ended at 8:35 a.m.

RECOMMENDATION: Informational only as the board approved and adopted Resolution 25-09 Appointing Greg Kryzer to the Office of Wright County Administrator at the February 4, 2025 Wright County Board Meeting.

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
Greg Kryzer

Requestor Title
County Administrator

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
2/18/2025 9:00 AM - Board of Wright County Commissioners

Agenda Item Type
○ RFBA ◉ Minutes Submission ○ Warrants Submission

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○ Consent Agenda ○ Timed Agenda
○ Item for Consideration

Originator
KAK4327

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve Minutes from the County Board Workshop (2-11-2025)

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Minutes from the County Board Workshop (2-11-2025)

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

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

Agenda Item Attachments (0)

Document Name	Attachment Type

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

WORKSHOP MEETING MINUTES

BOARD OF WRIGHT COUNTY COMMISSIONERS

FEBRUARY 11, 2025

DATE APPROVED: DRAFT

Tina Diedrick	District 1
Darek Vetsch	District 2
Jeanne Holland	District 3
Nadine Schoen	District 4
Robert (Kirby) Moynagh III	District 5

Members Present:	Tina Diedrick, Jeanne Holland, Kirby Moynagh, Nadine Schoen, Darek Vetsch
Others Present:	Carol Bachun, Marisa Campanaro, Elizabeth Karels, Greg Kryzer, Brian Lutes, Marc Mattice, Lindsey Meyer, Barry Rhineberger, Sally Stevens, Jacob Wagaman, Geoff Welles, Clay Wilfahrt

9:00 a.m. - Commissioner Darek Vetsch began the meeting.

1. 9:00 AM - Schedule Meetings as Needed

9:00 a.m. - County Administrator Greg Kryzer requested an amendment to the agenda, adding Agenda Item 7: 10:30 AM –Closed Session Meeting to Discuss the Purchase of Real Property. Kryzer said the closed session meeting would be held pursuant to Minnesota Statute 13D.05 Subd. 3. The board agreed to amend the agenda as requested.

***RECOMMENDATION**: Informational Only.*

2. 9:05 AM - Wright County Historical Society Year-End Review and 2025 Goals

9:01 a.m. - Wright County Historical Society (WCHS) staff, Archivist Marisa Campanaro, Business Manager Sally Stevens, and Outreach Coordinator Geoff Welles, presented a 2024 year-end review and 2025 goals to the board. WCHS highlighted performance measures for 2024 in areas of volunteer involvement, historical collections work, visitor engagement, research requests, programs and participation, social and electronic media, and revenue. WCHS staff reported positive increases these areas from 2023 to 2024 and outlined plans to continue growing participation and revenue in 2025, supporting a wide range of services and programs.

Discussion included WCHS's service and value to the citizens of Wright County, WCHS's partnership with the county identifying performance measures and implementing goals, WCHS's staffing, and increased data trends since 2020 due to staffing, performance measures, and goal implementation.

***RECOMMENDATION:** Informational Only.*

3. 9:15 AM - Recycling Grant Program Considerations

9:17 a.m. - Assistant County Administrator Marc Mattice reviewed timelines and meetings for the Select Committee on Recycling and the Environment (SCORE) program since September 2023. Mattice presented a list of SCORE options aimed at addressing the core pillars of the SCORE funding: 1) increasing recycling rates, 2) providing outreach and education on the benefits of recycling, and 3) funding the start-up of new programs rather than offsetting existing expenses.

Board discussion covered several points, including the challenges townships face in offering recycling services and the potential for adjusting formulas for cities and townships to ensure greater equity. The board also discussed the option of county support for townships in facilitating hauler contracts and the language of the county recycling ordinance. Additional topics included the costs associated with administering programs, past

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practices of using SCORE funding, and the cost-benefit analysis of SCORE funding relative to Household Hazardous Waste (HHW)/Recycling Center operational costs and the number of citizens served. The planned use of the HHW/Recycling Center site was also addressed.

RECOMMENDATION: *The consensus of the board was to direct staff to:*

- *move forward with the example Memorandum of Understanding (MOU) in the workshop agenda and distribute to eligible townships to utilize the HHW/Recycling Center for the disposal of certain materials and distribute to townships that do not have a yard waste or brush collection site with an expiration date to February 1, 2029.*
- *move forward with researching the feasibility and desire of townships on refuse and recycling collection programs through a Joint Powers Agreement pursuant to Minnesota statute 115A.94.*

4. 9: 30 AM - 2026 Proposed Budget Schedule Review and Adoption

9:49 a.m. - County Administrator Greg Kryzer presented the 2026 budget process to the board, outlining the budget timeline and calendar, long-term planning (including assessment and budget forecasts, levy, and tax shifts), and budget narrative expectations (such as template requirements and revenue/expenditure summaries). The proposed timeline as presented in the agenda packet was revised with the following:

- August 5 changed to July 22: Budget Committee of the Whole (COTW) will review the Capital Improvement Plan (CIP) and staff requests.
- August 12 changed to August 11: Budget COTW/Retreat Q&A for Property Services, scheduled from 9 a.m. to 12 p.m.
- August 14 changed to August 12: Budget COTW/Retreat Q&A for Centralized Services, also from 9 a.m. to 12 p.m.

Board discussion included improvements made to the budget review process, commissioner access to the budget books both electronically and hard copy, and the implementation of Oracle by Finance staff being used to perform double-entry accounting during budget cycle to increase the accuracy of the budget process.

RECOMMENDATION: *The consensus of the board was to direct staff to move forward with scheduling meetings as presented with revisions for the 2026 budget review process.*

5. 9:45 AM - American Rescue Plan and General Fund Project Review

10:00 a.m. - Project Administrator Elizabeth Karels provided the board with a summary on American Rescue Plan (ARP) and Lost Revenue fund balances. Karels said all ARP funds were obligated by the end of 2024, in compliance with ARP requirements, with $2,114,029.04 unallocated under Lost Revenue that does not have a specific time in which funds must be used. Karels clarified that ARP funds are different than Lost Revenue funds and must be spent by the end of 2026.

The board discussed options in which the unallocated funds may be used and reached the consensus to leave the Lost Revenue funds unallocated at this time.

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RECOMMENDATION: *Informational Only.*

6. 10:15 AM - Review Request to Gain Opinion from The Outside Counsel on The Legality of Funding Drainage Projects with General Fund Money

10: 13 a.m. – The board reviewed and discussed a commissioner request to gain opinion from the outside counsel on the legality of funding drainage authority projects with general fund money. County Attorney Brian Lutes said his legal opinion on the use of general funds approved by the board as the acting drainage authority have been done so legally under state statutes.

Lutes said his duty as County Attorney to give opinions and advice, upon the request of the county board or any office, upon all matters in which the county may be interested, or in relation to the official duties of the board or officer pursuant to Minnesota Statute 388.051. Lutes acknowledged that the county has a law firm on retainer in cases where the county is challenged or there may be a conflict of interest; however, statutory duties of the County Attorney is as legal advisor to the board of commissioners and all the offices.

RECOMMENDATION: *The consensus of the board was to direct staff to draft Commissioner Handbook policy language for seeking outside counsel as a collective board and/or individual commissioner.*

7. 10:30 AM – Closed Session Meeting

10:20 - Kryzer announced pursuant to Minnesota Statute 13D.05 Subd. 3. the meeting was moved to closed session to discuss the purchase of real property PID 209000153406.

The closed session meeting adjourned at 10:45 a.m.

8. 11:00 AM – Adjourn

10:45 a.m. Vetsch adjourned the meeting.

Meeting 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
Greg Kryzer

Requestor Title
County Administrator

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
2/18/2025 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
JAE4296

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve Charitable Gambling Application, Form LG220, DC Trapshooting Booster Club Inc, Gambling Premises: Rainbow Sportsmens Club, 1500 Oliver Ave SW, Cokato, MN 55321, Date of Activity: 5-26-2025

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Charitable Gambling Application, Form LG220

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

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

Agenda Item Attachments (1)

Document Name	Attachment Type
LG220 - DC Trapshooting Booster Club.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than $50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be $1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **$100**; otherwise the fee is **$150.**

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: DC TRAPSHOOTING BOOSTER CLUB INC

Previous Gambling Permit Number: X-95492-24-001

Minnesota Tax ID Number, if any:

Federal Employer ID Number (FEIN), if any: 92-2649737

Mailing Address: 12421 75TH ST SW

City: HOWARD LAKE State: MN Zip: 55349 County: WRIGHT

Name of Chief Executive Officer (CEO): ANGIE LORENTZ

CEO Daytime Phone: 320-282-5579 CEO Email: ANGIELORENTZ07@GMAIL.COM

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO):

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☑ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☐ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

☑ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): RAINBOW SPORTSMENS CLUB

Physical Address (do not use P.O. box): 1500 OLIVER AVE SW

Check one:

☐ City: Zip: County:

☑ Township: COKATO Zip: 55321 County: WRIGHT

Date(s) of activity (for raffles, indicate the date of the drawing):

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☑ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to ***www.mn.gov/gcb*** and click on ***Distributors*** under the ***List of Licensees*** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: _____

Signature of City Personnel:

_____

Title: _____ Date: _____

The city or county must sign before submitting application to the Gambling Control Board.

COUNTY APPROVAL for a gambling premises located in a township

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: _____

Signature of County Personnel:

_____

Title: _____ Date: _____

TOWNSHIP (if required by the county)
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: Cokato

Signature of Township Officer: _____

Title: Chairman Date: 1-13-2025

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: _____ Date: 1-13-25
(Signature must be CEO's signature; designee may not sign)

Print Name: ANGIE LORENTZ

REQUIREMENTS

Complete a separate application for:
- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

____ a copy of your proof of nonprofit status; and

____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **$100**; otherwise the fee is **$150.** Make check payable to **State of Minnesota.**

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

An equal opportunity employer

Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

Date:
07/03/2023
Employer ID number:
92-2649737
Person to contact:
Name: Customer Service
ID number: 31954
Telephone: (877) 829-5500
Accounting period ending:
June 30
Public charity status:
170(b)(1)(A)(vi)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
January 16, 2023
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053466002653

DC TRAPSHOOTING BOOSTER CLUB INC
C/O ANGIE LORENTZ
12421 75TH ST SW
HOWARD LAKE, MN 55349

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

We sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Mike MacMillan

Requestor Title
Court Services Director

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

Target Meeting Date *
2/18/2025 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
BTP5489

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve Application for Grants to Offset Funding Received from Alternative to Incarceration (ATI) - Ends 6/30/25- and The Adult Drug Court Grant - Ended 12/31/24

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Application for Grants to Offset Funding Received from Alternative to Incarceration (ATI) - Ends 6/30/25- and The Adult Drug Court Grant - Ended 12/31/24

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

Briefly describe how the request aligns with the selected value stream.
VISION
Court Services strives to provide the best service possible to the Court, County, Community, and Clients. We have designed our supervision and programs using Best Practices to make sure our staff has the best tools possible for working with the clients under our supervision. Court Services supervises adult and juvenile clients on pre-trial, probation, court-ordered services, and diversion status.
Court Services strives to provide the best service possible to the Court, County, Community, and Clients. We have designed our supervision and programs using Best Practices to make sure our staff has the best tools possible for working with clients under our supervision. The funding we could receive by applying for these grants will allow the department to continue to provide the current level of services to clients.

Describe the impact on staffing resources.
No Impact

Fiscal Impact:
The funding we could receive by applying for these grants will offset the funding that is currently received from ATI - Alternatives to Incarceration and The Adult Drug Court Grant. Allowing the department to continue to provide person-centered supervision while remaining fiscally responsible.

Background/Justification:
Improving Adult and Youth Crisis Stabilization and Community Reentry Program (O-BJA-2025-172294)
Adult Treatment Court (O-BJA-2025-172333)
Comprehensive Opioid, Stimulant, and Substance Use, Site-Based Program (O-BJA-2025-172334)
All three grants will be over $200,000
Court Services would like to apply for the three grants listed above. The funding would be used to assist in holding probationers accountable for their actions and providing them with access to a diverse range of needed services. Probation Clients will be equipped with the necessary tools to lead productive, drug-free and crime-free lives while the County remains fiscally responsible. It should be noted these grants are currently unavailable for application with the pause in place by the Federal Government.

Route for Review and Approval

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

Agenda Item Attachments (0)

Document Name	Attachment Type

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Notes

County Administrator Review

County Administrator Decision

Approved

Notes

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Lindsey Meyer

Requestor Title
Finance Director

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

Target Meeting Date *
2/18/2025 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
LMM8602

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve Authorization to Proceed with CIP #2025-FTPS-01, Cashier Solution that Integrates with Oracle Fusion and #2025-FTPS-02, Credit Card Analysis and Implementation

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Authorization to Proceed with CIP #2025-FTPS-01, Cashier Solution that Integrates with Oracle Fusion and #2025-FTPS-02, Credit Card Analysis and Implementation

Value Stream the request primarily aligns with:
Develop County Infrastructure

Briefly describe how the request aligns with the selected value stream.
Integrate credit card acceptance into the existing Tyler Cashiering system and implement throughout the county. This will replace our Forte card processing system and our old IFS cashiering system.

Describe the impact on staffing resources.
Staff time required for implementation efforts.

Fiscal Impact:
Budgeted for a total of $100,000 the two projects in the CIP.

Background/Justification:
During the analysis phase of the credit card analysis project, Tyler Payments was selected. This will integrate seamlessly into the Tyler Cashiering system and Public access which we have in place in for property taxation. This will reduce staff time required of the Tax and Finance teams in receipting and subsequent reconciliation of online payments. We will then slowly roll out the cashiering and/or credit card acceptance to all other departments utilizing the current systems.

Route for Review and Approval

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

Agenda Item Attachments (1)

Document Name	Attachment Type
Tyler Technologies - cashier amendment 1.22.2025.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

AMENDMENT

This amendment ("Amendment") is effective as of the date of signature of the last party to sign as indicated below ("Amendment Effective Date"), by and between Tyler Technologies, Inc. with offices at One Tyler Way, Moraine, OH 45439 ("Tyler") and Wright County, Minnesota with offices at 3800 Braddock Avenue NE, Buffalo, Minnesota 55313 ("Client").

WHEREAS, Tyler and the Client are parties to an agreement dated April 13, 2020 ("Agreement");

WHEREAS, Tyler and Client desire to amend the terms of the Agreement as provided herein.

NOW THEREFORE, in consideration of the mutual promises hereinafter contained, Tyler and the Client agree as follows:

1. Adding Tyler Payments Platform and Tyler Cashiering. The items set forth in Exhibit 1 to this Amendment, are hereby added to the Agreement. The fees are set forth in Exhibit 1.
2. Terms and Conditions. Tyler and Client agree that the use of the items set forth in Exhibit 1 will be subject to additional terms and conditions provided in Exhibit 1 to this Amendment, and all such covenants, terms, and conditions are incorporated by reference as if set forth at length herein.

3. This Amendment shall be governed by and construed in accordance with the terms and conditions of the Agreement.

4. Except as expressly indicated in this Amendment, all other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the dates set forth below.

Tyler Technologies, Inc.

By: _____

Name: Hannah May

Title: General Counsel, State & Federal Group

Date: 01/22/2025

Wright County, Minnesota By:

By: _____

Name: Greg T. Kryzer

Title: Interim County Administrator

Date: 1-22-2025

Exhibit 1
Tyler Payments Platform and Tyler Cashiering Terms and Pricing

TYLER CASHIERING: This stand-alone software solution is designed to centralize and manage revenue collection from multiple locations across a government enterprise. It is used as a standalone application, alongside Tyler's billing and payment solutions, or integrated with third-party billing systems. Tyler Cashiering allows for a customized experience by payment type and method to meet the unique needs of government agencies and payers. This is is separate from the previously implemented and embedded *EntA&T Cashiering with* iasWorld EntA&T.

TYLER PAYMENTS PLATFORM:

Services
Under this Amendment, Tyler Technologies will provide Wright County, MN with a subscription to the Tyler Payments Platform Hosted Software and Services listed below, for payment processing of online and in-person credit or debit cards, and eCheck / ACH transactions for any service or department within the County.

Hosted Software
Tyler Payments Omni-Channel Gateway – Tyler's proprietary payment gateway will act as the interface between Tyler's Hosted Checkout or any other 3rd Party checkout, and the credit card/ACH authorization networks to obtain authorization and settlement of funds from End-Users.

Tyler Payments Hosted Checkout – Tyler's proprietary web-based application that will act as the interface for the End-User to input certain data, including name, address, and credit card information, necessary to process a payment.

Direct API & Integration Platform – Provides options for integration into a variety of solutions and systems through our industry leading integration platform and direct integration API to our Omni-Channel Payments Gateway. Through our unique approach, we can quickly create and deploy integrations that empower the automation of your data and application integrations with Tyler and other 3rd party solutions.

Payments Enterprise Portal – A customizable, public-facing portal that unifies complex payment ecosystems into a simple view. Integrates with any billing application and enables transparent payment workflows with any billing application to reflect real-time and updated account and bills paid data, independent of back-office system. Provides mobile-responsive user interfaces that are accessible from any smart device.

Tyler Payments Administration – Secure access to real–time online reporting tools to issue refunds, order research, daily and monthly reporting, and accounts reconciliation.

Services

Tyler Payments Platform Implementation Fees – Included in the per Transaction Fees in the Fee Schedule

Tyler Payments Platform Integration Support – Included in the per Transaction Fees in the Fee Schedule

Additional Requirements

- Tyler will assign an implementation team, led by a Project Manager, who will oversee implementation and transition of participating Wright County departments or agencies to Tyler's Payment Platform, in accordance with Tyler's standard implementation process. Wright County will assign a Project Manager that will have responsibility for the completion of tasks assigned to the County, any participating County department or agency, and any third party provider providing software or services to the County.
- Tyler and County will conduct initial kick-off meetings to discuss priorities, objectives, timelines, and overall goals and objectives for this engagement. At the completion of the kick-off meetings, Tyler will finalize and provide an overall implementation plan.
- Both Tyler and the County's Project Managers will work collaboratively to on-board each participating department or agency. Onboarding includes Tyler provisioning Merchant-IDs (MIDs); the participating County department or agency defining integration methods and payment types to be allowed; jointly developing test plans; jointly defining acceptance criteria; and documenting business requirements and projected Go-Live dates.
- County is responsible for all software solutions that will be integrating to the Tyler Payments Platform, including, without limitation, ensuring the security of such software solutions provided by County and third party solutions. County will ensure that all third parties providing solutions to integrate with the Tyler Payment Platform comply with all applicable PCI DSS requirements, as may be amended from time to time, and keep the integration specifications confidential. County will have the option of leveraging services and tools provided by Tyler to support the effort described in this paragraph.

Exhibit 1

Your use of Tyler Cashiering and the Tyler Payments Platform and any related items included on this order is subject to the terms found at: https://www.tylertech.com/client-terms/payment-processing-license-and-services-agreement. By signing this order or the agreement in which it is included, you agree you have read, understand, and agree to such terms. Please see the fee schedule below.

Payer Electronic Payment Costs If passing transaction costs to the payer	
Payer Card Cost – Payment Processing Fee per card transaction with Visa, MasterCard, Discover, and American Express for transactions. Applied to: - Payment Enterprise Portal - All Tyler Access Portals - Tyler Cashiering	2.5%
Payer eCheck Cost – per electronic check transaction	$1.00
Client Electronic Payment Costs If absorbing the transaction costs	
Client Paid Value Add Technology Fee per Transaction - Integration with Tyler's purpose-built portal, to deliver business process and workflows across all Tyler products with an integrated payment portal. Applied to: - All Tyler Access Portals	~~$1.00~~ Transaction fee is waived; provided, however, fees may be adjusted as described in the linked terms set forth in this proposal
Tyler Cashiering	
Enterprise Cashiering SaaS*	$18,000
Cashiering API SaaS for 3rd party revenue systems	$5,485
SnapLogic - up to 5 integrations	$4,000
SnapLogic - Up to 10 integrations	$7,600
Cash Station Hardware Package (Includes Handheld Scanner & Stand, Printer, and Cash Drawer per Workstation)	$20,000 20 Cash Station Hardware Packages at $1,000 per Workstation
Tyler Terminals	
Ingenico Lane Series Devices – Point-to-Point Encryption terminals that increase payment security supporting EMV chip, contactless, NFC, and mobile wallets	~~$7,200~~ 20 terminals at $600 per Device is waived to the County, including a 1 year warranty
Tyler Payments Enterprise Portal	
A customizable, public-facing portal that unifies complex payment ecosystems into a simple view. Integrates with any billing application and enables transparent payment workflows to reflect real-time account and paid data.	$1.00 per transaction

**In addition to what the County is currently paying for EntA&T Cashiering. SaaS fees will be invoiced on an annual basis beginning on the execution of this Amendment.*

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 *
2/18/2025 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 (this is what will appear on the Agenda) *
Approve the List of Restricted Amounts Required by Law and Authorization of Standard Carryovers from 2024 Budget and the Carryovers Requested by Departments to the 2025 Budget.

Approve the Authorization to Designate Fund Balance in the Special Revenue, Debt Service, and Capital Projects Funds According to the County's Fund Balance Policy and Accounting Standards.

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve the List of Restricted Amounts Required by Law and Authorization of Standard Carryovers from 2024 Budget and the Carryovers Requested by Departments to the 2025 Budget.
Approve the Authorization to Designate Fund Balance in the Special Revenue, D

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:
These carryovers represent known costs that didn't occur in the 2024 Budget but will occur in the 2025 Budget due to timing or other varies reasons.

Background/Justification:
This is an annual request to designate fund balance in the Financial Statements in compliance with Governmental Accounting Standards Board Statement Number 54 (GASB #54) and to be in compliance with audit requirements.

Route for Review and Approval

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

Agenda Item Attachments (1)

Document Name	Attachment Type
2024 Carryover - Updated.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

2024 Budget Carryforwards to 2025

Dept #	Dept Name	Justification	Carryover Amount	Account Number
522	AGRICULTURE/DITCH	PUSHED BACK DUE TO SWCD LOSING THEIR ENGINEER-CAUSING PROJECT TO BE PUT ON HOLD	28,500.00	01-522-000-0000-6261
522	AGRICULTURE/DITCH	PUSHED BACK DUE TO ONGOING CONSTRUCTION PROJECTS	1,600.00	01-522-000-0000-6338
105	ASSESSOR OFFICE	SPENT IN 2024 BUT NOT INVOICED BY VENDOR UNTIL 2025	135.00	01-105-000-0000-6806
105	ASSESSOR OFFICE	COMPUTER MONITORS WHICH MAY NEED REPLACEMENT-NOT SPENT IN 2024	3,000.00	01-105-000-0000-6480
105	ASSESSOR OFFICE	CARRYOVER FROM TYLER PAYING TO COME TO WC TO THE CAM/TAX ENHANCEMENT FUND	16,500.00	01-105-000-0000-6261
031	COUNTY ADMINISTARTOR	CARRY FORWARD FOR ADMINISTRATION TO ATTEND WASHINGTON FLY-IN	4,300.00	01-031-000-0000-6338
031	COUNTY ADMINISTRATION	1 TRAINING REGISTERED FOR; NOT BILLED. 1 TRAINING PLANNED FOR; NOT YET REGISTERED	4,724.00	01-031-000-0000-6338
031	COUNTY ADMINISTRATION	ESRI CREDITS PURCHASED IN 2024, DID NOT COMPLETE EXPENSE REPORT UNTIL JAN 2025	120.00	01-031-120-0000-6261
005	COUNTY BOARD	CARRY FORWARD TO REPLACE LAPTOP CD #2 - AND PROGRAM TO BE PURCHASED ON ELECTION YEARS	1,350.00	01-005-000-0000-6480
005	COUNTY BOARD	LEGISLATIVE MEETING	2,025.00	01-005-002-0000-6338
032	HUMAN RESOURCES	CARRYOVER FOR 2025 ERP RELATED SERVICES AND ENHANCEMENTS-FUNDS WILL BE TRANSFERRED TO DEPT 800	244.61	01-032-000-0000-6203
032	HUMAN RESOURCES	CARRYOVER FOR 2025 ERP RELATED SERVICES AND ENHANCEMENTS-FUNDS WILL BE TRANSFERRED TO DEPT 800	1,000.00	01-032-000-0000-6205
032	HUMAN RESOURCES	CARRYOVER FOR 2025 ERP RELATED SERVICES AND ENHANCEMENTS-FUNDS WILL BE TRANSFERRED TO DEPT 800	3,553.00	01-032-000-0000-6235
032	HUMAN RESOURCES	CARRYOVER FOR 2025 ERP RELATED SERVICES AND ENHANCEMENTS-FUNDS WILL BE TRANSFERRED TO DEPT 800	5.00	01-032-000-0000-6242
032	HUMAN RESOURCES	CARRYOVER FOR 2025 ERP RELATED SERVICES AND ENHANCEMENTS-FUNDS WILL BE TRANSFERRED TO DEPT 800	1,546.61	01-032-000-0000-6245
032	HUMAN RESOURCES	CARRYOVER FOR 2025 ERP RELATED SERVICES AND ENHANCEMENTS-FUNDS WILL BE TRANSFERRED TO DEPT 800	8,650.85	01-032-000-0000-6260
032	HUMAN RESOURCES	CARRYOVER FOR 2025 ERP RELATED SERVICES AND ENHANCEMENTS-FUNDS WILL BE TRANSFERRED TO DEPT 800	436.01	01-032-000-0000-6333
032	HUMAN RESOURCES	CARRYOVER FOR 2025 ERP RELATED SERVICES AND ENHANCEMENTS-FUNDS WILL BE TRANSFERRED TO DEPT 800	100.00	01-032-000-0000-6334
032	HUMAN RESOURCES	CARRYOVER FOR 2025 ERP RELATED SERVICES AND ENHANCEMENTS-FUNDS WILL BE TRANSFERRED TO DEPT 800	3,263.52	01-032-000-0000-6338
032	HUMAN RESOURCES	CARRYOVER FOR 2025 ERP RELATED SERVICES AND ENHANCEMENTS-FUNDS WILL BE TRANSFERRED TO DEPT 800	210.10	01-032-000-0000-6842
032	HUMAN RESOURCES	CARRYOVER FOR 2025 ERP RELATED SERVICES AND ENHANCEMENTS-FUNDS WILL BE TRANSFERRED TO DEPT 800	2,971.43	01-032-000-0000-7999
041	FINANCE TAXPAYER SERVICES	UPDATED STAMPS FOR THE LICENSE CENTER	1,078.00	01-041-043-0000-6410
041	FINANCE TAXPAYER SERVICES	EXPECTED CONTRACTOR AMOUNTS FOR TAX ADMIN. & TRAINING OF THE TAX ADMINISTRATOR	290,192.57	01-041-046-0000-6261
041	FINANCE TAXPAYER SERVICES	ELECTIONS EQUIPMENT FUND CARRYOVER FROM PRIOR YEARS AND EXCESS BUDGET FROM 2024	230,454.06	01-041-071-0000-6621
041	FINANCE TAXPAYER SERVICES	ELECTIONS EQUIPMENT FUND CARRYOVER FROM PRIOR YEARS AND EXCESS BUDGET FROM 2024	174,576.45	01-041-071-0000-6621
091	COUNTY ATTOURNEY	HIRE EXPERTS FOR TRIALS OF LEVEL III SEXUAL OFFENDERS	10,000.00	01-091-000-0000-6261
100	OTHER GENERAL GOVERNMENT	TO COVER TUITION REIMBURSEMENT PROGRAM	18,600.00	01-100-000-0000-6170
100	OTHER GENERAL GOVERNMENT	TO COVER THE POTENTIAL IMPACT OF RECALIBRATION STUDY (move to 6199)	10,000.00	01-100-000-0000-6171
100	OTHER GENERAL GOVERNMENT	TO COVER 4TH QUARTER AND MAKE UP BILLING FROM TRAILBLAZER	170,000.00	01-100-000-0000-6211
100	OTHER GENERAL GOVERNMENT	PROFESSIONAL SERVICES	1,552,097.00	01-100-000-0000-6261
100	OTHER GENERAL GOVERNMENT	TRAINING FOR ASSETWORKS AS NEEDED	20,000.00	01-100-000-0000-6335
100	OTHER GENERAL GOVERNMENT	CARRY FORWARD BALANCE FOR LONG RANGE REPAIR AND MAINTENANCE PLAN	1,427,314.00	01-100-000-0000-6602
100	OTHER GENERAL GOVERNMENT	PWB SAFETY IMPROVEMENTS, DELAYED DUE TO RETIREMENT AND POSSIBLE RESTRUCTURE	75,000.00	01-100-000-0000-6605
100	OTHER GENERAL GOVERNMENT	SAFETY PROGRAM & PPE ITEMS	21,000.00	01-100-000-0000-6912
103	SURVEYOR	POSTERS FOR JOB FAIR EXHIBITS AND BUSINESS CARDS FOR FIELD CREW	6,366.89	01-103-000-0000-6235
103	SURVEYOR	NEED ADDITIONAL FUNDS FOR SCANNING PLSS NOTES	9,418.66	01-103-000-0000-6261
103	SURVEYOR	NEED ADDITIONAL FUNDS DUE TO COST INCREASES FOR CABLES & BATTERIES FOR GPS BASE STATIONS	3,100.86	01-103-000-0000-6301
103	SURVEYOR	INCREASED COST FOR CONFERENCES AND UPCOMING NEW EMPLOYEE TRAINING	2,342.17	01-103-000-0000-6338
103	SURVEYOR	NEED ADDITIONAL FUNDS TO COVER COST INCREASE FOR PLSS MONUMENTS	1,363.78	01-103-000-0000-6411
111	FACILITIES	EXPENSES FROM 2024 BUT NOT INVOICED UNTIL 2025	200,000.00	01-111-000-0000-6251
111	FACILITIES	EXPENSES FROM 2024 BUT NOT INVOICED UNTIL 2025	15,918.00	01-111-000-0000-6301
111	FACILITIES	EXPENSES FROM 2024 BUT NOT INVOICED UNTIL 2025	2,512.00	01-111-000-0000-6480
111	FACILITIES	PROJECT ADMINISTRATION OFFICE CONSTRUCTION & PUBLIC WORKS ENTRY RENOVATION	54,153.73	01-111-000-0000-6605

2024 Budget Carryforwards to 2025

Dept #	Dept Name	Justification	Carryover Amount	Account Number
201	SHERIFF	TO FUND CELLEBRITE PHONE OPENING SOFTWARE PURCHASE IN 2026	50,000.00	01-201-000-0000-6260
201	SHERIFF	HEALTHY BUDGET FOR RAPID FUEL FLUCTUATIONS AND UNPREDICTABLITY	279,069.00	01-201-000-0000-6451
201	SHERIFF	REDUCE OVERALL INCREASES DUE TO VARIOUS MARKET DEMANDS AS WELL AS OFFSETTING INSURANCE LOSSES	90,456.74	01-201-000-0000-6633
201	SHERIFF	UNSPENT BY UNINTENTIONAL DELAY WAITING FOR INSURANCE PROCEEDS FOR REPLACEMENT VEHICLE	47,055.36	01-201-000-0000-6633
201	SHERIFF	DUE TO FLUCTUATION OF 800 MHZ (RADIO COMMUNICATIONS) MAINTENANCE & REPAIRS. STATE INCREASE 3-3.5% ANNUALLY	89,000.00	01-201-282-0000-6305
521	PARKS	CONTRACTOR AND SUPPLY AVAILABILITY - CIP POLICY	3,061.00	01-521-000-0000-6235
521	PARKS	CONTRACTOR AND SUPPLY AVAILABILITY - CIP POLICY	14,445.00	01-521-000-0000-6260
521	PARKS	CONTRACTOR AND SUPPLY AVAILABILITY - CIP POLICY	32,298.00	01-521-000-0000-6621
802	OTHER GENERAL GOVERNMENT	PUBLIC SAFETY FUNDS - MOVE TO DEPARTMENT 802	2,161,022	01-802-000-0000-6260
380	HIGHWAY	CARRY FORWARD TIRES FOR JD PAYLOADER - TO BE REPURPOSED AT HHW FACILITY	6,000.00	03-380-000-0000-6570
380	HIGHWAY	CARRY FORWARD ALL REMAINING BALANCE TO OFFSET FUTURE EXPENSES AS PER THE FLEET PROGRAM	106,760.00	03-380-000-0000-6621
380	HIGHWAY	CARRY FORWARD ALL REMAINING BALANCE TO OFFSET FUTURE EXPENSES AS PER THE FLEET PROGRAM	109,000.00	03-380-000-0000-6633
430	HHS SOCIAL SERVICES	OPIOID ALLOCATION FOR 2024 WAS UNDERSPENT-DHS APPROVED CARRYOVER OF UNSPENT FUNDS TO 2025	16,053.23	11-430-710-1586-6030
430	HHS SOCIAL SERVICES	OPIOID ALLOCATION FOR 2024 WAS UNDERSPENT-DHS APPROVED CARRYOVER OF UNSPENT FUNDS TO 2025	19,375.00	11-430-710-1586-6338
150	CAPITAL IMPROVEMENT PROJECTS	BEEBE LAKE PLAYGROUND - ADDITIONAL STRUCTURE	75,000.00	34-150-000-8064-6261
150	CAPITAL IMPROVEMENT PROJECTS	BEEBE LAKE PLAYGROUND - ADDITIONAL STRUCTURE	218,505.54	34-150-000-8064-6602
150	CAPITAL IMPROVEMENT PROJECTS	BEEBELAKE COUNTY PARK; ADA IMPROVEMENTS AND TRAIL PAVING	300,000.00	34-150-000-8066-6602
150	CAPITAL IMPROVEMENT PROJECTS	PUBLIC WORKS HVAC MECHANICAL REPLACEMENT	66,701.75	34-150-000-8473-6602
150	CAPITAL IMPROVEMENT PROJECTS	SHERIFF'S CONFERENCE ROOM	10,754.33	34-150-000-8480-6602
150	CAPITAL IMPROVEMENT PROJECTS	BODY CAMERA/LE RMS PROJECT - CONTINGENCY FUND	300,000.00	34-150-000-8517-6261
150	CAPITAL IMPROVEMENT PROJECTS	COMPOST FACILITY FUTURE SITE USE IMPROVEMENTS AND MODIFICATIONS	418,927.28	34-150-107-8114-6602
150	CAPITAL IMPROVEMENT PROJECTS	HEAT PUMP REPLACEMENT LEC	130,000.00	34-150-111-8055-6261
150	CAPITAL IMPROVEMENT PROJECTS	REPAVE PWB PARKING LOT	263,325.77	34-150-111-8058-6602
150	CAPITAL IMPROVEMENT PROJECTS	LEC ROOF REPLACEMENT – ADMIN/OFFICE	12,250.00	34-150-111-8529-6602
150	CAPITAL IMPROVEMENT PROJECTS	LEC ROOF REPLACEMENT - JAIL	20,750.00	34-150-111-8530-6602
150	CAPITAL IMPROVEMENT PROJECTS	STANLEY EDDY - RESTORATIONS	35,045.00	34-150-521-8180-6261
150	CAPITAL IMPROVEMENT PROJECTS	ROBERT NEY REGIONAL PARK SKI TRAIL LIGHTING AND ADA IMPROVEMENTS	75,000.00	34-150-521-8421-6261
150	CAPITAL IMPROVEMENT PROJECTS	CONSTRUCTION OF THE CROW RIVER REGIONAL TRAIL	133,000.00	34-150-521-8552-6261
165	CAPITAL IMPROVEMENT PROJECTS	ASSR - ONLINE BATCH PROCESSING	25,000.00	34-165-101-8472-6261
165	CAPITAL IMPROVEMENT PROJECTS	ONLINE PERMITTING	1,360.00	34-165-101-8513-6261
170	CAPITAL IMPROVEMENT PROJECTS	BODY CAMERAS + SERVER SOFTWARE	218,829.00	34-170-000-8007-6480
170	CAPITAL IMPROVEMENT PROJECTS	VOICE ENHANCEMENTS	275,685.74	34-170-000-8037-6261
170	CAPITAL IMPROVEMENT PROJECTS	E HEALTH MANDATE IMPLEMENTATION PLAN	100,000.00	34-170-000-8207-6261
170	CAPITAL IMPROVEMENT PROJECTS	EDMS REDACTION SOLUTION (SHERIFF PILOT)	40,000.00	34-170-000-8223-6261
170	CAPITAL IMPROVEMENT PROJECTS	COMMVAULT STORAGE RESTRUCTURE	300,000.00	34-170-000-8476-6602
170	CAPITAL IMPROVEMENT PROJECTS	RELATIONSHIP MANAGEMENT FOR INTEGRATED SERVICES	50,000.00	34-170-000-8516-6261
170	CAPITAL IMPROVEMENT PROJECTS	REFURBISH/REPLACE UNINTERRUPTIBLE POWER SUPPLY UNITS	14,000.00	34-170-063-8515-6261
170	CAPITAL IMPROVEMENT PROJECTS	ATTORNEY RECORDS SYSTEM REPLACEMENT	175,294.03	34-170-091-8019-6260
170	CAPITAL IMPROVEMENT PROJECTS	SECURITY THREAT ASSESSMENT IMPROVEMENTS	75,000.00	34-170-111-8514-6261
170	CAPITAL IMPROVEMENT PROJECTS	CAMERAS AT OUTPOST LOCATIONS	18,000.00	34-170-521-8234-6261
			10,755,747.07	

12/31/2024

2024 Budget Carryforwards to 2025

Dept #	Dept Name	Justification	Carryover Amount	Account Number
		Restricted Fund Balance	Oracle Amount	Account Number
		Nonspendable prepaid	1,994,218.32	01-000-000-0000-2762
		Nonspendable prepaid	71.08	02-000-000-0000-2762
		Law library	309,252.34	02-021-000-0000-2752
		Victim witness	48,729.93	02-022-000-0000-2729
		Richard Ahlers	3,653.84	02-023-000-0000-2746
		Juvenile restitution	99,587.65	02-025-000-0000-2743
		Attorney	156,796.39	02-092-000-0000-2768
		Attorney DWI seizure	73,421.43	02-095-000-0000-2734
		Recorders' technology	1,904,719.31	02-101-000-0000-2754
		Gravel	662,715.83	02-148-000-0000-2748
		Sheriff Contingency	562.62	02-204-000-0000-2733
		Attorney Contingency	476,840.00	02-205-000-0000-2733
		Conceal and Carry law	425,783.05	02-211-000-0000-2751
		911 capital expenditures	981,906.89	02-226-000-0000-2756
		Drug abuse prevention	12,583.67	02-227-000-0000-2737
		Sheriff's seizure	125,180.42	02-228-000-0000-2744
		Sheriff's Forfeiture	37,628.81	02-229-000-0000-2744
		Jail canteen	142,399.33	02-230-000-0000-2736
		Mounted Patrol	9,774.35	02-231-000-0000-2761
		Sheriff's Civil	124,947.57	02-232-000-0000-2761
		Sheriff DWI	54,806.86	02-234-000-0000-2742
		Sheriff's NG911	114,816.76	02-235-000-0000-2742
		Septic loans	762,640.87	02-392-000-0000-2765
		Dedicated donations - Ney Park	40,165.23	02-525-000-0000-2775
		Fairhaven Mill	19,960.47	02-526-000-0000-2781
		Buffer Grant	235,367.59	02-527-000-0000-2778
		County parks	1,138,134.96	02-529-000-0000-2776
		Economic development loans	296,973.85	02-724-000-0000-2758
		Missing Heirs	500.00	02-834-000-0000-2750
		Solar Farms	942,312.97	02-871-000-0000-2775
		Nonspendable prepaid	193,279.20	03-000-000-0000-2762
		Transportation projects	7,869,237	03-000-000-0000-2767
		Nonspendable prepaid	3,064,174	11-430-000-0000-2762
		Opioid Remediation	1,605,108.48	12-450-000-0000-2803
		Landfill closure/post closure	282,828.42	20-391-000-0000-2760
		SCORE program	911,392.57	20-393-000-0000-2732
		Administration Building	1,967,866.57	34-163-000-0000-2706
		Recorders' compliance	1,864,750.87	34-165-000-0000-2755
		Debt service	3,475,626.97	36-000-000-0000-2720
			$ 32,430,716.95	

2024 Budget Carryforwards to 2025

Dept #	Dept Name	Justification	Carryover Amount	Account Number
		Assigned Fund Balance	**Amount**	**Account Number**
		Subsequent years budget (General Fund)	7,146,130.40	01-000-000-0000-2803
		Road & Bridge operations	221,760.00	03-000-000-0000-2803
		Human Service operations	35,428.23	11-000-000-0000-2803
		Capital Project operations	3,352,428.44	34-000-000-0000-2803
			10,755,747.07	

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 *
2/18/2025 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 (this is what will appear on the Agenda) *
Approve the Reimbursement of the American Rescue Plan (ARP) Act Funds as Follows:
Approve the Use of ARP Funds from 01-099-493-8467
$210,000.00 5.9 Clean Water: Nonpoint Source-City of Otsego

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve the Reimbursement of the American Rescue Plan (ARP) Act Funds as Follows:
Approve the Use of ARP Funds from 01-099-493-8467
$210,000.00 5.9 Clean Water: Nonpoint Source-City of Otsego

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 February 05, 2025, for eligibility. The ARP Committee is recommending the request for reimbursement as listed above.

Route for Review and Approval

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

Agenda Item Attachments (0)

Document Name	Attachment Type

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

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 *
2/18/2025 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 (this is what will appear on the Agenda) *
Motion to Approve Attached Budget Amendments for Year End December 01, 2024 thru February 03, 2025.

Short Title (what will appear on Agenda outline - 250 character max.) *
Motion to Approve Attached Budget Amendments for Year End December 01, 2024 thru February 03, 2025.

Value Stream the request primarily aligns with:
Optimize Civic Engagement

Briefly describe how the request aligns with the selected value stream.
The budget and financial reports require the County to be accountable to the public.

Describe the impact on staffing resources.
NA

Fiscal Impact:
Budget adjustments within funds and departments would be re-allocations between line items that would result in no change to the
Department's overall levy requests. Some of the departments required the use of fund balance to balance their increase in expenditure line items.

Background/Justification:
These budget amendments were required to pay out bills that we are statutorily ordered to pay within the time period because we were
obligated to pay for those invoices. In the future, departments will be utilizing more purchase orders which will require them to
identify the expenditure source before issuing the purchase order.

Route for Review and Approval

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

Agenda Item Attachments (1)

Document Name	Attachment Type
Final list to board 2 18 2025.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

2025 List of Approved Budget Amendments

BA #	Dept.	JUSTIFICATION	USE OF FUND BALANCE 5911	REVENUE	Amount	Revenue GL Accounts	EXPENSE	Expense GL Accounts	Approved on
BA 96	Sheriff	2024 Year-End (YE) Attorney Fees in Fund 02 -reduce revenue and transfers out	-	Sheriff Contracts	475,320.01	01 201 000 0000 5532	Transfer Out	01 201 000 0000 6910	2/18/2025
BA 97	Sheriff	Year-End adjustment to payroll calculation for speciality payroll line items not calculated in 2024 budget	-	Transfer In	479,879.44	01 201 000 0000 5910	Medicare & Reg Pay	01 250 000 0000 61's	2/18/2025
	Corrections	Year-End adjustment to payroll calculation for speciality payroll line items not calculated in 2024 budget	-	Transfer In	444,896.76	01 250 000 0000 5910	Medicare & Reg Pay	01 201 000 0000 61's	
	Dept 100	Year-End adjustment to payroll calculation for speciality payroll line items not calculated in 2024 budget	708,385.15	Transfer Out	924,776.20	01 100 000 0000 5911	Transfer Out	01 100 000 0000 6199	
BA 01	Highway	Cover the construction of Maple Lake/Annandale Outlying Shop	911,000.00	Transfer In	911,000.00	03 326 000 0000 5910	Building Construction	34 150 000 8475 6602	2/18/2025
							Transfer Out	03 326 000 0000 6910	
BA 02	Parks	Budgeted for fleet department-transfer to parks		Transfer In	215,850.00	01 521 000 0000 5910	Vehicles Purchased	01 521 000 0000 6633	2/18/2025
							Vehicles Maintenance	01 521 000 0000 6452	
							Transfer Out	03 380 000 0000 6910	
							Vehicles Purchased	03 380 000 0000 6633	
							Vehicles Maintenance	03 380 000 0000 6452	
BA 03	Highway	Transportation COTW approved 5 year contract for CSAH 18 Nov 25 2024	200,000.00	-	200,000.00		Professional Services	03 320 000 0000 6261	2/18/2025
BA 05	CIP #8133	Building Construction final payment to Ford Metro	84,872.85	-	-		Building Construction	34 163 100 8133 6602	2/18/2025
BA 06	Sheriff	Year-End (YE) adjustment specialty pay not calculated in 25' budget	-	Transfer In	292,412.00	01 250 000 0000 5910	Medicare & Reg Pay	01 250 000 0000 61's	2/18/2025
	Dept 100	Year-END (YE) adjustment specialty pay not calculated in 25' budget	-	Transfer Out	292,412.00	01 201 000 0000 6910	Medicare & Reg Pay	01 201 000 0000 61's	
						- - - - -	Transfer Out	01 100 000 0000 6199	

Sheriff Office	**1,692,508.21**
Highway	**1,111,000.00**
Parks	**215,850.00**
CIP 8133	**84,872.85**
	3,104,231.06

2024 Budget Amendment Form

Request Type: Operating Line Item Request

Department: Sheriff Office BA 96

Justification: Receivables received for Attorney Fees in Fund 02 therefore reducing the amount in the Transfer Out account and revenue account 5532 Sheriff Contracts.

Budget Year: 2024

Related Items

Revenues

Line Item	Description	Amount
01-201-000-0000-5532	Sheriff Contracts	$475,320.01
	2024 Year to Date Balance	
	TOTAL:	475,320.01

Expenses

Line Item	Description	Cost
01-201-000-0000-6910	Transfers Out	$ (475,320.01)
	TOTAL:	(475,320.01)
	Net adjustment	-

Budget Tracking	
Finance Reviewed:	
Approval Required:	PERSONNEL
Committee Date:	
Board Approval Date:	
Posted Date:	

2024 Budget Amendment Form

Request Type: Operating Line Item Request

Department: Sheriff speciality pay adjustments Year End BA 97

Justification: Year-End adjustment to payroll calculation for specialty payroll line items not calculated in 2024 budget

Budget Year: 2024

Related Items

Revenues

Line Item	Description	Amount
01-250-000-0000-5910	Transfer In	($444,896.76)
01-201-000-0000-5910	Transfer In	($479,879.44)
01-100-000-0000-5911	Use of Fund Balance	$708,385.15
	TOTAL:	(216,391.05)

Expenses

Line Item	Description	Cost
01-250-000-0000-6162	Medicare	$ 58,441.76
01-250-000-0000-6101	Regular Full Time Personnel	$ 361,350.00
01-250-000-0000-6101	Regular Full Time Personnel	$ 25,105.00
01-201-000-0000-6101	Regular Full Time Personnel	$ 218,524.00
01-201-000-0000-6162	Medicare	$ 219,728.44
01-201-000-0000-6101	Regular Full Time Personnel	$ 41,627.00
01-100-000-0000-6199	Unallocated Personel Services	$ (216,391.05)
01-100-000-0000-6910	Transfer Out	$ (924,776.20)
	TOTAL:	(216,391.05)
	Net adjustment	-

Budget Tracking	
Finance Reviewed:	
Approval Required:	PERSONNEL
Committee Date:	
Board Approval Date:	
Posted Date:	

2025 Budget Amendment Form

Request Type:	**CIP Line Item Request**
Department:	**CIP and Highway BA 01**
Justification:	Transferring money from Highway LOST funds to cover the construction of the Maple Lake / Annandale Outlying Shop
Budget Year:	2025

Related Items

Revenues

Line Item	Description	Amount
34-150-000-8475-5910	TRANSFER IN	$911,000.00
03-326-000-0000-5911	USE OF FUND BALANCE	$911,000.00
	TOTAL:	1,822,000.00

Expenses

Line Item	Description	Cost
03-326-000-0000-6910	TRANSFER OUT	$ 911,000.00
34-150-000-8475-6602	BUILDING CONSTRUCTION (NEW)	$ 911,000.00
	TOTAL:	1,822,000.00
	Net adjustment	-

Budget Tracking	
Finance Reviewed:	
Approval Required:	PERSONNEL
Committee Date:	
Board Approval Date:	
Posted Date:	

2025 Budget Amendment Form

Request Type:	**Operating Line Item Request**
Department:	**Highway and Parks BA 02**
Justification:	Transferring money that was budgeted for fleet department to transfer it to Parks Department so that they can put in their own orders and parts.
Budget Year:	2025

Related Items

Revenues

Line Item	Description	Amount
01-521-000-0000-5910-000000	Transfer in	$215,850.00
	TOTAL:	215,850.00

Expenses

Line Item	Description	Cost
01-521-000-0000-6633-000000	Vehicles Purchased	$ 158,850.00
01-521-000-0000-6452-000000	Vehicles Maintenance	57,000.00
03-380-000-0000-6910-000000	Transfer Out	215,850.00
03-380-000-0000-6633-000000	Vehicles Purchased	(158,850.00)
03-380-000-0000-6452-000000	Vehicles Maintenance	(57,000.00)
	TOTAL:	215,850.00
	Net adjustment	-

Budget Tracking	
Finance Reviewed:	
Approval Required:	PERSONNEL
Committee Date:	
Board Approval Date:	
Posted Date:	

2025 Budget Amendment Form

Request Type:	**Operating Line Item Request**
Department:	**Highway BA 03**
Justification:	Transportation Committee of the whole approved five year construction plan 11/25/2024. This plan recommends the use of fund balance for Professional Services to begin engineering for CSAH 18.
Budget Year:	**2025**

Related Items

Revenues

Line Item	Description	Amount
03-320-000-0000-5911	Use of Fund Balance	$200,000.00
	TOTAL:	200,000.00

Expenses

Line Item	Description	Cost
03-320-000-0000-6261	Professional Services	$ 200,000.00
	TOTAL:	200,000.00
	Net adjustment	-

Budget Tracking	
Finance Reviewed:	
Approval Required:	PERSONNEL
Committee Date:	
Board Approval Date:	
Posted Date:	

2025 Budget Amendment Form

Request Type: Operating Line Item Request

Department: Capital Improvement Project BA 05

Justification: Set up 2025 initial budget for Building Construction. Final payment due to Ford Metro.

Budget Year: 2025

Related Items

Revenues

Line Item	Description	Amount
34-163-100-8133-5911	USE OF FUND BALANCE	($84,872.85)
	TOTAL:	(84,872.85)

Expenses

Line Item	Description	Cost
34-163-100-8133-6602	BUILDING CONSTRUCTION	$ 84,872.85
	TOTAL:	84,872.85
	Net adjustment	-

Budget Tracking	
Finance Reviewed:	
Approval Required:	PERSONNEL
Committee Date:	
Board Approval Date:	
Posted Date:	

2025 Budget Amendment Form

Request Type: Operating Line Item Request

Department: Sheriffs Office BA 06

Justification: Additional expenses that weren't initially budgeted for in the 2025 budget. This amendment is what is needed to cover the additional payroll costs within the Sheriff's Office for the 2025 budget year.

Budget Year: 2025

Related Items

Revenues

Line Item	Description	Amount
01-201-000-000-5910	TRANSFER IN	$ 292,412
	TOTAL:	292,412

Expenses

Line Item	Description	Cost
01-201-000-0000-6101	FULL TIME PERSONNEL	$ (125,273)
01-201-000-0000-6162	MEDICARE	23,728
01-201-000-0000-6163	PERA	233,324
01-201-000-0000-6110	SHIFT DIFFERENTIAL	160,633
01-100-000-0000-6199	UNALLOCATED PERSONEL	(292,412)
01-100-000-0000-6910	TRANSFER OUT	292,412
	TOTAL:	292,412.00
	Net adjustment	-

Budget Tracking	
Finance Reviewed:	
Approval Required:	PERSONNEL
Committee Date:	
Board Approval Date:	
Posted Date:	

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 *
2/18/2025 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 (this is what will appear on the Agenda) *
Acknowledge Warrants Issued Between January 29 thru February 10, 2025.

Short Title (what will appear on Agenda outline - 250 character max.) *
Acknowledge Warrants Issued Between January 29 thru February 10, 2025.

Value Stream the request primarily aligns with:
Optimize Civic Engagement

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

Describe the impact on staffing resources.
NA

Fiscal Impact:
Acknowledgment of Wright County's Invoices/Bills for payment. The expenses are approved in the 2025 Budget.

Background/Justification:

Route for Review and Approval

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

Agenda Item Attachments (0)

Document Name	Attachment Type

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

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 *
2/18/2025 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 (this is what will appear on the Agenda) *
Approve Request to Re-Hire One Full-time Eligibility Specialist Position

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Request to Re-Hire One Full-time Eligibility Specialist Position

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

Briefly describe how the request aligns with the selected value stream.
Eligibility Specialists perform eligibility determinations and benefit distribution of TANF programs such as MFIP and DWP, SNAP (Food Support), Child Care Assistance and Medical Assistance to thousands of residents. Eligibility Specialists screen clients in person and by phone to explain program process, respond to questions from clients or outside agencies and vendors regarding client eligibility; assist clients with diverse cultural and language backgrounds with the financial application process and monitor continued compliance and eligibility. This position ensures that clients in need receive assistance for basic needs, improving peoples's safety and well-being.

Describe the impact on staffing resources.
Financial Services employs 35 Eligibility Specialists. The activities this position provides are required by Federal law and State Statute and must conform to strict regulatory deadlines and thresholds. Re-hiring this position accelerates case processing, offsetting an already backlogged system. Ensuring continued service through adequate staffing positively impacts community service, staff morale, reducing costly turnover.

Fiscal Impact:
The position was previously approved for the 2024 budget. Funding for this position is approximately 55% funded by the time study (IMRMS) and 45% funded by the county levy.

Background/Justification:
The FAB team consists of 15 Eligibility Specialists and one Fraud Investigator. The Eligibility Specialists process Adult and Family Income Maintenance cases. We currently have the following cases on the FAB team.

Adult- 1472 cases for Jan 2025
Family- 1371 cases for Jan 2025
Total for the FAB team- 2843 for Jan 2025

The FAB team processed the following applications and renewals in 2024. This number is expected to stay consistent moving forward.

Family total applications/program requests for 2024 was 3658
Adult total application/program requests for 2024 was 3157

Route for Review and Approval

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

Agenda Item Attachments (3)

Document Name	Attachment Type
Re-Hire Request - Eligibility Specialist.pdf	Attachment
Eligibility Specialist.pdf	Attachment
FS Org Chart.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

WRIGHT COUNTY
ADMINISTRATION

Position Backfill Request

Name of Department:	Health & Human Services
Department Head/Supervisor:	Jami Goodrum/Michelle Czech/Kimberly Johnson
Position Title:	Eligibility Specialist
Date of Resignation:	2-3-2025

1. Will this position directly contribute to a county's strategic objective?
    a. Make Disciplined Investments for a Stable Future
    b. Continue Transparency and Empower Community Engagement
    c. Improve Operational Excellence

2. How many FTE's does your department currently have budgeted for this position?

    FTEs: 35

3. Is there a direct impact on Wright County's citizens?
    a. Yes. Eligibility Specialists perform eligibility determinations and benefit distribution of TANF programs such as MFIP and DWP, SNAP (Food Support), Child Care Assistance and Medical Assistance to thousands of residents. Eligibility Specialists interview clients in person and by phone to explain program process, respond to questions from clients or outside agencies and vendors regarding client eligibility; assist clients with diverse cultural and language backgrounds with the financial application process and monitor continued compliance and eligibility. This position ensures that clients in need receive assistance for basic needs, improving people's safety and well-being.

4. Direct risk or cost for not backfilling this position?
    a. Yes☒ or No☐, and please explain.
    Financial Services employs 35 Eligibility Specialists. The activities this position provides are required by Federal law and State Statute and must conform to strict regulatory deadlines and thresholds. Re-hiring this position accelerates case processing, offsetting an already backlogged system. Ensuring continued service through adequate staffing positively impacts community service, staff morale, reducing costly turnover.

5. Are there external funding sources tied to this position used?
    a. If yes ☒ – explain.
    The position was previously approved for the 2024 budget. Funding for this position is approximately 55% funded by the time study (IMRMS) and 45% funded by the county levy.

6. Key activity or performance indicators that show the need for this position?
    a. The FAB team consists of a group of 15 Eligibility Specialists and one Fraud Investigator. The Eligibility Specialists process Adult and Family Income Maintenance cases. We currently have the following cases on the FAB team.
        i. Adult- 1472 cases for Jan 2025
        ii. Family- 1371 cases for Jan 2025
        iii. Total for the FAB team- 2843 cases for Jan 2025
    b. The FAB team processed the following applications in 2024. This number is expected to stay consistent moving forward.
        i. Total applications/program requests for family in 2024 was 3658
        ii. Total applications/program requests for adult in 2024 was 3157

7. Attach the Department organization chart highlighting the position along with the position description.

Recommendation for Board Approval: Yes ☒ No ☐

Date of Recommendation: February 18, 2025

Eligibility Specialist

Department/Division: Health & Human Services/Financial Services

FLSA Status: *Non-Exempt*

Union/Non-Union: Union

General Definition of Work

Performs intermediate skilled administrative support work determining initial and ongoing eligibility for State and Federal public assistance programs for individuals and/or families in a manner compliant with applicable County, State, and Federal laws, regulations, and rules; and working with clients to establish and/or maintain self-sufficiency and economic independence. Work is performed under the limited supervision of the Financial Assistance Supervisor.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Assesses, reviews and determines eligibility by performing intakes and assessments for new applicants for financial, emergency/crisis and health care programs, Issues program benefits for eligible clients and monitors continued compliance and eligibility.

Interviews and screens clients in person and by phone to explain program eligibility and requirements; assists clients with diverse cultural and language backgrounds with the application process; verifies income, financial resources, work history, assesses client needs and makes referrals to other agencies, programs and community resources; processes applications in multiple software systems to determine appropriate program benefits.

Complies information and testifies during appeal hearings.

Enters information into and reviews State database(s) regarding client eligibility and benefit programs; checks interfaces with other County, State, and Federal agencies and departments; verifies accuracy of benefit determination; refers cases and individuals to the Fraud Investigator when financial abuse is suspected; notifies clients of determination; responds to questions from clients, outside facilities, agencies and vendors regarding client benefits and eligibility.

Performs case management activities.

Develops and maintains knowledge of public assistance programs; serves as a resource and provides training to other staff members.

Communicates information with internal and external partners on County, State, and Federal guidelines.

Performs other duties and activities as assigned.

Knowledge, Skills, and Abilities

Knowledge of, and adherence to, State statutes regarding Confidentiality, Privacy, and Protected information; skill in the use of standard office equipment, including computer and software programs; verbal and written communication skills sufficient to effectively present information and respond to questions from a wide variety of audiences; reading comprehension skills sufficient to read and interpret court orders, legal documents and technical documents related to financial services; interpersonal skills sufficient to exchange and/or convey information, receive work direction, and maintain effective working relationships; ability to learn, apply and interpret laws and regulations related to State and Federal financial/healthcare programs, some of which may be complex and interrelated; ability to learn County government work flows and processes; ability to perform data entry into various databases; ability to problem solve using knowledge of multiple programs and the rules of application; ability to use de-escalation techniques with non-cooperative/non-compliant clients and when deemed necessary report escalating behaviors to law enforcement personnel; ability to learn accounting and financial systems and programs used to

Eligibility Specialist

support department's financial function; ability to interpret a variety of client provided information, such as tax returns or financial data; ability to effectively organize time and anticipate, plan and successfully respond to changing circumstances; ability to perform all job duties in compliance with safety guidelines and with an ongoing awareness of safety practices; ability to communicate courteously and professionally while maintaining positive working relationships with others when carrying out all job functions.

Education and Experience

High school diploma or GED, and three years of experience in human services, collections, legal, financial or customer service-related field working with State and Federal benefit eligibility programs, or equivalent combination of education and experience. Associates /Technical degree is preferred.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires repetitive motions and occasionally requires standing, walking, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

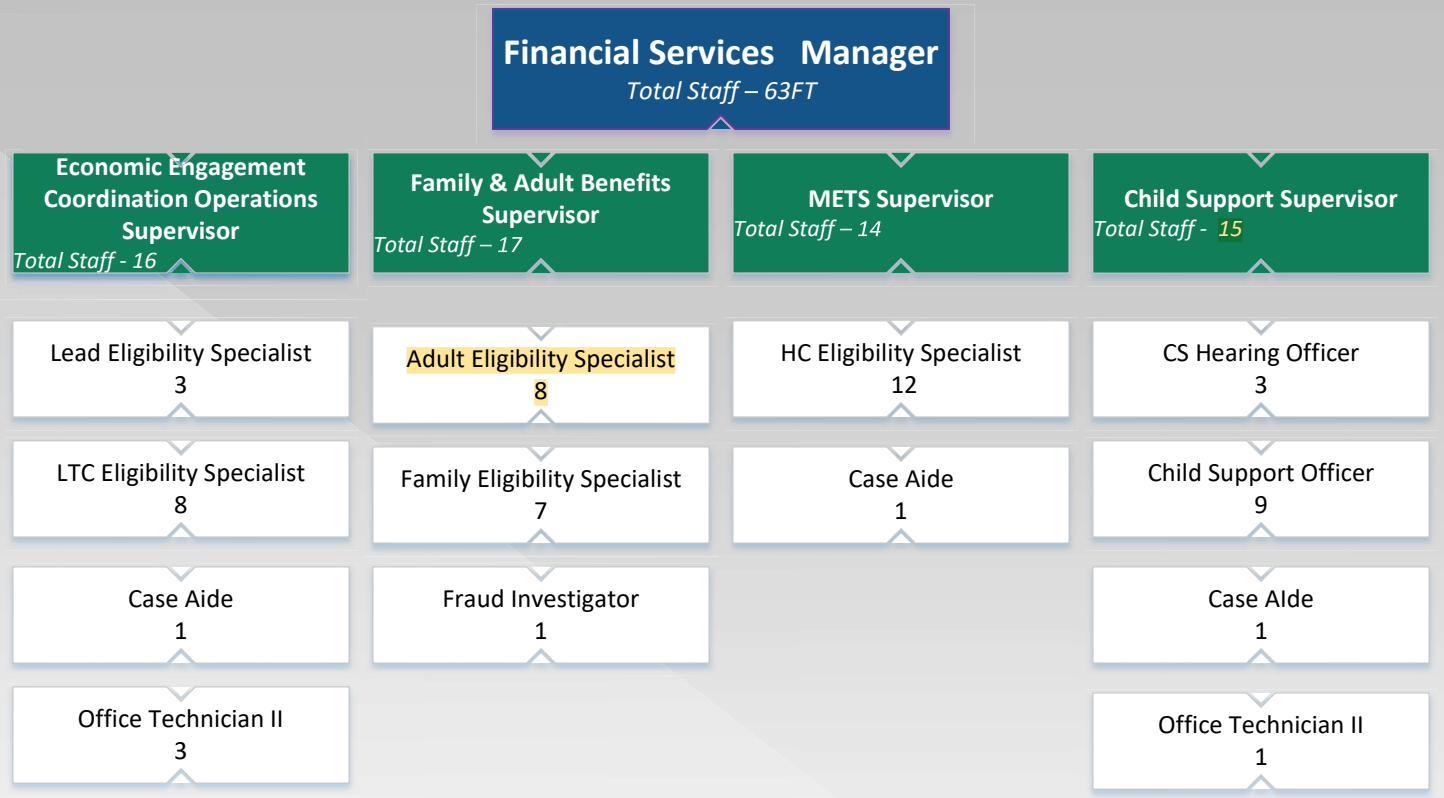
Special Requirements

A valid driver's license or evidence of equivalent mobility is required upon hire.

Last Revised: 5/6/2024

Financial Services

Total Employees – 63(Full Time)



Lead Eligibility Specialist- 3
Eligibility Specialist – 35
Child Support Officer – 9
Child Support Hearing Officer – 3
Fraud Investigator - 1
Case aide – 3
Office Tech II – 4
Supervisor – 4
Manager - 1

REVISED
1/2/25 (nmb7429)

FS

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 *
2/18/2025 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 (this is what will appear on the Agenda) *
Approve Request to Rehire One Full-Time Human Resources Technician

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Request to Rehire One Full-Time Human Resources Technician

Value Stream the request primarily aligns with:
Optimize Civic Engagement

Briefly describe how the request aligns with the selected value stream.
The Human Resources Technician serves a vital role for the County working with the Human Resources Representatives and Assistant Human Resources Director ensuring that administrative and technical functions in the Human Resources Department such as processing and maintaining employee records, inputting information into the ERP system, assisting with employment recruitment's, employee benefits, training, records maintenance, and report compilation are performed and completed in a timely and efficient manner and compliance with federal and state laws. The Human Resources Technician work is performed under the general direction of the Assistant Human Resources Director and Human Resources Director.

Describe the impact on staffing resources.
Wright County currently has one Human Resources Technician that is included in the 2025 budget. This position is open due to an internal promotion of the existing Human Resources Technician to a vacant Human Resources Representative position that became available due to a scheduled retirement. If this position was not filled, the Human Resources Department would not be as effective and would fall behind in successfully managing or keeping up with the day-to-day operations of the department which include assisting with managing the inputting of data into the ERP-HRIS system, employee recruitment's, employee orientations, monitoring the County's employee benefits plans, processing benefit plan enrollments, insurance billing, administering leave programs (FMLA/Medical/Military), monitoring flexible spending balances and inputting employee benefit information in a timely manner.

Fiscal Impact:
The Human Resources Technician is an existing position that was approved in the 2025 County budget.

Background/Justification:
The Human Resources Department recently promoted the County's Human Resources Technician to a vacant Human Resources Representative position. The Human Resources Department is requesting approval from the County Board to recruit and fill this open position.

Route for Review and Approval

- [x] Finance Review
- [x] Legal Review
- [ ] Risk Mgmt Review
- [ ] Skip Workflow

Agenda Item Attachments (3)

Document Name	Attachment Type
Memo-HR Technician Replacement February 18, 2025.docx	Attachment
HR Technician-JD.docx	Attachment
Human Resources Organizational Chart- Janaury 2025.docx	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

Finance Review

Finance Decision
Approved

Notes
included in 2025 budget.

Legal Review

Legal Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

WRIGHT COUNTY
MINNESOTA

Position Backfill Request

Name of Department	Human Resources
Department Head/Supervisor:	Schawn Johnson/Lori Pawelk
Position Title:	Human Resources Technician
Date of Resignation:	February 2025-Position became available due to an internal promotion of the current Human Resources Technician to a vacant Human Resources Representative position.

1. Will this position directly contribute to a county's strategic objective?
   - ✓ Make Disciplined investments for a stable future.
   - ✓ Continue Transparency and Empower Community Engagement
   - ✓ Improve Operational Excellence
2. How may FTE's does your department currently have budgeted for this position?

   FTEs: 1 Human Resources Technician

3. Is there a direct impact on Wright County's citizens?
   - ✓ Yes. The Human Resources Technician serves a vital role for the County working with the Human Resources Representatives and Assistant Human Resources Director ensuring that administrative and technical functions in the Human Resources Department such as processing and maintaining employee records, inputting information into the ERP system, assisting with employment recruitments, employee benefits, training, records maintenance, and report compilation are performed and completed in a timely and efficient manner and compliance with federal and state laws. The Human Resources Technician work is performed under the general direction of the Assistant Human Resources Director and Human Resources Director.
4. Direct risk or cost for not backfilling this position?
   - ✓ Yes
   - o No

Wright County currently has one Human Resources Technician FTE's that is included in the 2025 budget. This position is open due to an internal promotion of the existing Human Resources Technician to a vacant Human Resources Representative position that became available due to a scheduled retirement. If this position was not filled, the Human Resources Department would not be as effective and would fall behind in successfully managing or keeping up with the day-to-day operations of the department which include managing the ERP-HRIS system, employment recruitments, background checks, employee orientations, monitoring the County's employee benefits plans, processing benefit plan enrollments, insurance billing, administering leave programs (FMLA/Medical/Military), monitoring flexible spending balances and inputting online benefit management information into our ERP system in a timely manner.

WRIGHT COUNTY
MINNESOTA

5. Are there internal or external funding sources tied to this position?
   a. Yes- This position was approved in the 2025 budget. This position was developed in 2023 to create internal development and professional growth opportunities for newer HR staff and develop future home-grown talent that can move into the Human Resources Representatives positions when they become available due to retirements or attrition.

6. Key activity of performance indicators that show the need for this position?

   The Human Resources Department is responsible for managing the employee recruitment processes, benefit management, employee leave programs , and on-line benefit management systems for roughly 878 FTE's that constitutes nineteen different departments. Human Resources also manages employee benefits for the Soil & Water Conservation District and Historical Society employees. On an annual basis the Human Resources department conducts roughly 175 recruitment processes each year. This includes the recruitment process, employee orientations, onboarding and offboarding processes, benefit administration (open enrollment, COBRA, billing, etc.).

   Recommendation for Board Approval:

   - ✓ Yes
   - o No

   Date of Recommendation: February 7, 2025 (for the February 18, 2025, board meeting).

.

Human Resources Technician

Department/Division: Human Resources

FLSA Status: Non-*Exempt*

Union/Non-Union: Non-Union

General Definition of Work

Performs intermediate administrative work conducting a variety of human resources functions with an emphasis on administrative and technical functions such as processing and maintaining employee records, inputting information into the County's ERP system, assisting with recruitment efforts, report compilation, compensation and maintaining the employee performance appraisal system, and related work as apparent or assigned. Work is performed under the general direction of the Assistant Human Resources Director.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Serves as a subject matter expert on various human resource related software used by the County. This position serves as a resource to human resource department staff, County employees and management on the imputing of data into the County's Enterprise Resource Program (ERP) system.

Maintain and update information in multiple human resource related systems (ERP, recruitment software, SharePoint, OnBase and County website).

Assists with processing benefit information for employees and updates into the County's ERP system.

Creates and maintains personnel records and reports including databases, personnel files and required reports, records for recruitment, employment, benefits programs, training programs.

Assist in compiling reports, forms and surveys as requested. Assist in the planning of meetings and training events including, but not limited to, reserving conference rooms and required materials and equipment.

Complete various surveys and verifications of employment that are received by the department.

Assists the Human Resources Department with recruitment preparations for all non-elected County employees including advertising job openings, preparing candidate interview packets, completing reference checks/verifications of employment, and assisting with new hire orientation and general employee training.

Performs other duties and activities as assigned.

Knowledge, Skills, and Abilities

Knowledge of, and ability to interpret and comply, with local, State, and Federal laws and regulations relating to human resources; knowledge of human resource management and public personnel administration practices related to training, discipline, delegation, benefits, computer skill including intermediate level word processing, spreadsheets, database and ability to learn computer systems specific to the County and Department; verbal and written communication skills sufficient to effectively present information and respond to questions from a wide variety of audiences including all levels of employees and management and to conduct training; interpersonal skills sufficient to exchange and or convey information, receive work direction, and maintain effective working relationships with all levels of employees, committees and groups, and to diffuse situations/conversations that have escalated beyond normal limits; ability to maintain confidentiality of all information that is not public information; ability to prioritize and manage multiple and concurrent projects; ability to analyze complex problems and recommend effective solutions; ability to apply business math and statistics; ability to perform data entry into various databases; ability to pay attention to detail and effectively organize time and anticipate, plan, and successfully respond to changing circumstances; ability to perform all job duties in compliance with safety

Human Resources Technician

guidelines and with an ongoing awareness of safety practices; ability to communicate courteously and professionally while maintaining positive working relationships with others when carrying out all job functions.

Education and Experience

Associates degree in human resources, organizational leadership, business administration, or related field, and at least two years of experience in human resources related work environment, or equivalent combination of education and experience. Bachelor's degree is preferred.

Physical Requirements

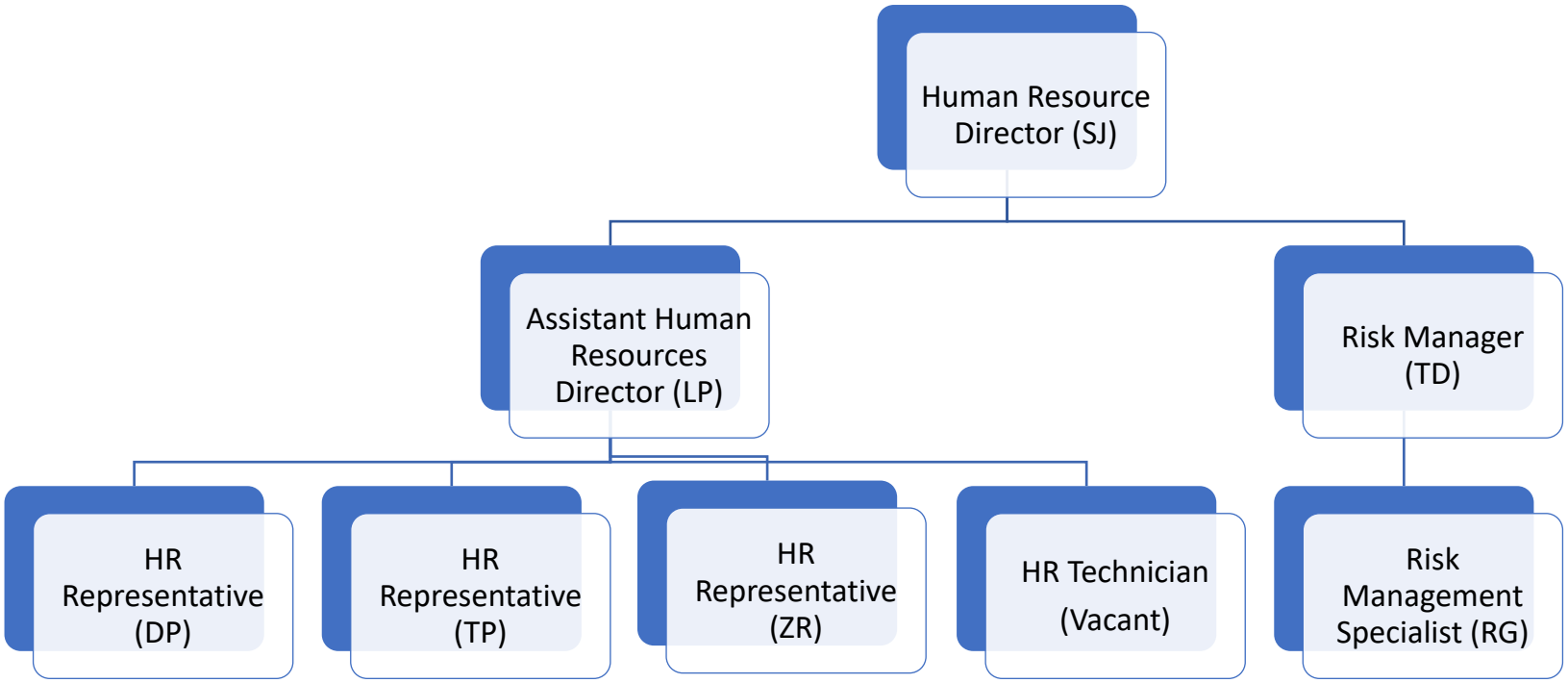
This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires repetitive motions and occasionally requires standing, walking, reaching with hands and arms and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

A valid driver's license or evidence of equivalent mobility is required upon hire.

Last Revised: 5/16/23

HUMAN RESOURCES/RISK MANAGEMENT DEPARTMENT ORGANIZATIONAL CHART- January 2025



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 *
2/18/2025 9:00 AM - Board of Wright County Commissioners

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

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

Originator
RED4097

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Accept the Bid, Award the Contract, and Authorize Signatures for the Preliminary Planning of Segment "B" of the Crow River Regional Trail

Short Title (what will appear on Agenda outline - 250 character max.) *
Accept the Bid, Award the Contract, and Authorize Signatures for the Preliminary Planning of Segment "B" of the Crow River Regional Trail

Value Stream the request primarily aligns with:
Develop County Infrastructure

Briefly describe how the request aligns with the selected value stream.
Planning for the construction of approximately 6 miles of trail along County Road 20 between the City of Rockford and Hanover.

Describe the impact on staffing resources.
Staff time working with the consultant to complete the project.

Fiscal Impact:
Funding was included in the County's approved 2025 Capital Improvement Plan.

Background/Justification:
In 2016, Wright Board of Commissioners approved the Crow River Regional Trail (CRRT) Masterplan. The 32-mile CRRT route travels from the Luce Line State Trail to the planned West Mississippi River Regional Trail, through the communities of Watertown Township, Minnetrista, Independence, Franklin Township, Delano, Greenfield, Rockford, Rockford Township, Hanover, Rogers, Otsego and Dayton.

Phase 1 of the Crow River Regional Trail included a 2.5-mile portion of the trail that runs from the northern terminus of the Luce Line State Trail to the City of Delano along County Road 17. Construction of this phase was completed in 2021. The next phase in Wright County, includes a portion of the trail designated as Segment "B" which will be approximately 6.5 miles of trail that will connect the Communities of Rockford and Hanover along County Road 20.
In 2023, the Wright County Parks and Recreation Department was notified that they received a Transportation Alternative grant in the amount of $719,000 for the construction of Segment "B". As part of grant application, the County has identified $180,000 in the 2025 Capital Improvement Plan as the required match for the grant. In addition to these funds, the County Board approved moving $133,000 of unspent funds, which was originally designated for the construction of the Phase 1, to Segment "B". This action was taken in November of 2024.

To determine the routing, potential right-a-way acquisition, trail amenities, and trail crossings the Parks and Recreation Department developed a request for sealed bids for the preliminary planning services for Segment "B" in January of 2025. The Department received 3 viable proposals and is recommended moving forward with the lowest bid from WSB in the amount of $142,996.72.

Route for Review and Approval

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

Agenda Item Attachments (2)

Document Name	Attachment Type
CRRT.pdf	Attachment
WSB Contract CRRT Seg B (2).pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes
Moved to legal review

Legal Review

Legal Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

Project Number:	2025-PARK-01	Department:	Parks & Recreation
Project Name:	Construction of the Crow River Regional Trail	Department Priority:	1

Funding Source	Funding to Date	Actuals to date	Balance	2025	2026	2027	2028	2029	Beyond	Total
New CIP Levy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
CIP	$ 133,000.00	$ -	$ 133,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 133,000.00
General Funds	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Federal Grant	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
State Grant	$ 719,000.00	$ -	$ 719,000.00	$ -	$ -	$ 2,092,866.00	$ 2,092,865.00	$ -	$ -	$ 4,904,731.00
Park Dedication Funds	$ -	$ -	$ -	$ 120,000.00	$ -	$ -	$ -	$ -	$ -	$ 120,000.00
Campground Improvement Funds	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
SCORE Funds	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
LOST Funds	$ -	$ -	$ -	$ 60,000.00	$ 100,000.00	$ 47,333.00	$ -	$ -	$ -	$ 207,333.00
Recorder's Technology Fund	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Recorder's Compliance Fund	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	**$ 852,000.00**	**$ -**	**$ 852,000.00**	**$ 180,000.00**	**$ 100,000.00**	**$ 2,140,199.00**	**$ 2,092,865.00**	**$ -**	**$ -**	**$ 5,365,064.00**

Project Expenses	Pre 2025	2025	2026	2027	2028	2029	Beyond	Total
Acquisition	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Construction	$ -	$ -	$ -	$ 1,886,628.00	$ 2,055,372.00	$ -	$ -	$ 3,942,000.00
Contingency	$ -	$ 14,263.00	$ 43,640.00	$ 34,507.00	$ 37,593.00	$ -	$ -	$ 130,003.00
Development	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Equipment	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Furnishings	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Hardware	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Hosting	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Implementation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Professional Services	$ -	$ 420,250.00	$ 872,811.00	$ -	$ -	$ -	$ -	$ 1,293,061.00
Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	**$ -**	**$ 434,513.00**	**$ 916,451.00**	**$ 1,921,135.00**	**$ 2,092,965.00**	**$ -**	**$ -**	**$ 5,365,064.00**

Current Year CIP Summary	Pre 2024	2025	2026	2027	2028	2029	Beyond	Total
CIP Department Requested	$ 719,000.00	$ 180,000.00	$ 319,064.00	$ 4,014,100.00	$ -	$ -	$ -	$ 5,232,164.00
CIP Staff Committee Recommended	$ 719,000.00	$ 180,000.00	$ 100,000.00	$ 2,140,299.00	$ 2,092,865.00	$ -	$ -	$ 5,232,164.00
Admin Recommended	$ 719,000.00	$ 180,000.00	$ 100,000.00	$ 2,140,299.00	$ 2,092,865.00	$ -	$ -	$ 5,232,164.00
CIP Board Approved	$ 852,000.00	$ 180,000.00	$ 100,000.00	$ 2,140,299.00	$ 2,092,865.00	$ -	$ -	$ 5,365,164.00

Comments:

The CIP staff committee recommends the current funding split, with $120k from the Rockford Township Park Dedication Fund. It is also recommended to have the County Board consider adding this project to the Local Option Sales Tax (LOST) list to reduce CIP funds. The recommended LOST contribution is up to 10% of project costs, and is reflected in this document. Recommend increasing grant request from $2,500,000 to $4,185,731, which is 80% of total project costs. Legacy Grants can fund up to 80% of eligible projects.

WRIGHT COUNTY, MINNESOTA
CROW RIVER REGIONAL TRAIL SEGMENT
"B" PLANNING

THIS AGREEMENT, made by and between **Wright County, Minnesota**, hereinafter called the "County",

and **WSB** hereinafter called the "Contractor".

WITNESSETH, that the County and the Contractor, for the consideration hereinafter stated, agree as

follows:

I. **Scope of Services** - The Contractor covenants and agrees to provide Wright County with all labor, equipment, materials and other items necessary to perform all operations of various services & projects as set forth in Exhibit A.

II. **Term** - This agreement shall commence **February 18, 2025**, on and expire on **October 1, 2025.**

III. **Contractor/Vendor Compensation** - The Contractor/Vendor agrees to charge, and the County agrees to pay the amounts as detailed in Attachment 'A'.

IV. **General Considerations –** Contractor guarantees all workmanship and services furnished for a period of one (1) year after final acceptance of the contract or the Contractors standard guarantee (whichever is greater). If during the guarantee period any defects or faulty workmanship is found, Contractor will immediately, upon notification, replace or repair the same at its own expense, along with any damages to finishes, fixtures, equipment, and furnishings damaged as a result of the defective workmanship.

V. **Invoicing, Discounts, Taxes** - All invoices and contract-related correspondence shall be sent to:

Wright County Parks and
Recreation Department 3500
Braddock Avenue NE Buffalo,
MN 55313

The County agrees to pay the Contractor within 35 days of date of receipt per Minnesota State Statute #471.425 subd 2a. "Date of receipt" means the completed delivery of the goods or services or the satisfactory installation, assembly or specified portion thereof, or the receipt of the invoice for the delivery of goods or services, whichever is later. For purposes of any payment discount provided by Contractor, "days" shall constitute business days. The discount period shall commence on the date the invoice is received by the County. The date of the check shall determine if the County is entitled to the discount.

Per Minnesota State Statute 471.425 Subd. 4a., the Contractor shall make payment to any authorized Sub-Contractor or Contractor/Vendor within ten (10) days of the Contractors receipt of payment from the County for undisputed services provided by the Sub-Contractor or Contractor/Vendor. The Contractor shall pay interest of 1- 1/2 percent per month or any part of a month to the Sub- Contractor or Contractor/Vendor on any undisputed amount not paid on time to the Sub- Contractor or Contractor/Vendor.

Per Minnesota State Statute 297A.70, Wright County is exempt from the current State imposed sales tax rate. However, in certain circumstances, a purchase may be taxable, in which case the County will either notify the Contractor/Vendor to include sales tax or will pay the applicable tax as a use tax to the State.

VI. **County Right of Setoff** - If the Contractor is more than 30 days past due on any account due to the County, the County may apply payments due to the Contractor under this Agreement to the Contractor's overdue account in lieu of payment directly to the Contractor. The application of payments to the overdue account shall be deemed payments due under this Agreement.

VII. **Conflict Of Interest** - No employee, officer or agent of Wright County shall participate in the administration of this Agreement if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when one of the following has a financial or other interest in Contractor/Vendor:

(1) The employee, or an officer or agent of the employee;
(2) Any member of the employee's immediate family;
(3) The employee's business partner; or
(4) An organization which employs, or is about to employ, any of the above.

Wright County's officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from Contractors or Contractor/Vendors, potential Contractor/Vendors, Sub-Contractor/Vendors, or other parties to sub-agreements whereby the intent could reasonably be inferred as influencing the employee in the performance of his or her duties or was intended as a reward for any official act on his or her part.

VIII. **Ownership of Instruments of Service** - All reports, plans, specifications, field data and notes documents and other work product, including all electronic media, prepared by Contractor/Contractor/Vendor, as instruments of service for the County pursuant to this Agreement shall remain the property of the County.

IX. **Independent Contractor** – Contractor/Contractor/Vendor is an Independent Contractor. Nothing contained in this Agreement is intended or should be construed as creating the relationship of co-partners or joint ventures with the County. No tenure or any rights or benefits, including workers' compensation, unemployment insurance, medical care, sick leave, vacation leave, severance pay, or other

benefits available to the County employees, shall accrue to Contractor/Vendor or employees of Contractor/Vendor performing services under this Agreement.

X. **Legal Compliance** - During the performance of its responsibilities under this Agreement, Contractor/Contractor/Vendor agrees to the following: No person shall, on the ground of race, color, religion, age, sex, disability, marital status, public assistance status, affectional preference, familial status, ancestry, creed, or national origin be excluded from full employment rights in, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable Federal and State laws against discrimination.

Data Privacy. For purposes of this Agreement all data created, collected, received, stored, used, maintained, or disseminated by Contractor/Vendor in the performance of this Agreement is subject to the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Chapter 13 and the Minnesota Rules implementing the Act now in force or hereafter adopted as well as the Federal laws on data privacy. If Contractor/Vendor is performing a governmental function as defined in Minn. Stat. Section 13.05, Subd. 11 as part of its contract duties, it must comply with those requirements as if it were a governmental entity. The remedies in Minn. Stat. Section
13.08 apply to the Contractor/Vendor. Contractor/Vendor does not have a duty to provide access to public data to the public if the public data are available from the County, except as required by the terms of this Agreement. All subcontracts shall contain the same or similar data practices compliance requirements.

Business Records. Contractor/Contractor/Vendor shall keep such business records pursuant to this Agreement as would be kept by a reasonably prudent practitioner of Contractor/Contractor/Vendor's profession. Contractor/Contractor/Vendor shall maintain such records for at least 6 years from the date services or payment were last provided or made or longer if any audit in progress requires a longer retention period. All accounting records shall be kept in accordance with generally accepted accounting practices. County shall have the right to audit and review all such documents and records at any time during Contractor/Vendor's regular business hours or upon reasonable notice. These records are subject to examination, duplication, transcription and audit by County and either the Legislative or State Auditor of the State of Minnesota pursuant to Minnesota Statute § 16C.05, subd 5. Such evidences are also subject to review by the Comptroller General of the United States, or a duly authorized representative, if federal funds are used for any work under this Agreement.

XI. **Indemnification –** Contractor/Contractor/Vendor agrees to protect, defend, indemnify and hold Wright County, its officers, employees and agents, free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings or causes of action of every kind and character (hereinafter collectively "claims") in connection with or arising directly or indirectly out of the

Agreement or the performance hereof by the Contractor/Vendor or any subcontractor. Without limiting the generality of the foregoing, any and all such claims, relating to personal injury, infringement of any patent, trademark, copyright (or application for any thereof) or of any other tangible or intangible personal or property right, or actual or alleged violation of any applicable statute, ordinance, administrative order, rule or regulation, or decree of any court, shall be included in the indemnity hereunder.

Contractor/Vendor further agrees to investigate, handle, respond to, provide defense for, and defend any such claims, at its sole expense and agrees to bear all other costs and expenses related thereto, whether or not it is alleged or determined that the Contractor/Vendor was negligent, and without regard to whether such claim is groundless, false, or fraudulent.

Contractor/Vendor agrees, to the fullest extent permitted by law, to indemnify and hold the County harmless from any damage, liability or cost (including reasonable attorneys' fees and costs of defense) to the extent caused by Contractor/Vendor's negligent acts, errors or omissions in the performance of professional services under this Agreement and those of its Sub-Contractor/Vendors or anyone for whom Contractor/Vendor is legally liable.

Wright County shall be liable for its own acts to the extent provided by law and hereby agrees to indemnify, hold harmless and defend the Contractor/Vendor, its officers, employees against any all liability, loss, costs, damages, expenses, claims and actions, including reasonable attorney's fees which the Contractor/Vendor, its officers and employees, may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the County, its agents, obligations pursuant to this Agreement. It is understood and agreed that the County's liability shall be limited by the provisions of Minnesota Statutes Chapter 466 or other applicable law. In addition, the County does not waive its right to claim applicable defenses or immunities to which it may be entitled under state or federal law.

XII. **Insurance -** The Contractor/Vendor shall purchase, provide and maintain, at its own expense, such insurance as will protect the Contractor/Vendor from claims set forth below. Proof of such insurance shall be furnished to the County prior to the commencement of any work and shall be maintained throughout the life of this Agreement and shall be evidenced by the carriers certificates, filed with the County. The Contractor/Vendor shall supply the County with a list of Sub- Contractor/Vendors and shall verify and take responsibility for the Sub-Contractor/Vendor's proof of insurance. Insurance shall be in force the first day of the Agreement. Insurance shall not be canceled, limited in scope of coverage or non-renewed until after Thirty (30) days written notice has been given to:

Wright County Parks and Recreation
3500 Braddock Avenue NE
Buffalo, MN 55313

It is agreed that any insurance maintained by the County will not contribute with insurance provided by this policy.

The Contractor/Vendor shall not commence work until the Contractor/Vendor has obtained required insurance and filed an acceptable certificate of insurance with the County. All insurance policies shall be open to inspection by the County, and copies of policies shall be submitted to the County upon written request. The insurance certificate shall note Wright County as the certificate holder and Wright County shall be named as Additional Insured: Wright County Attn: Risk Management, 3650 Braddock Ave NE, Buffalo, MN 55313.

COMMERCIAL GENERAL LIABILITY
A single or combined limit occurrence based general liability insurance policy which shall include a broad form comprehensive liability endorsement and a contractual endorsement, which shall include the following coverages at a minimum:

$1,500,000 per occurrence
$3,000,000 aggregate

AUTOMOBILE LIABILITY
A single or combined limit auto liability insurance policy for all owned, non-owned and hired vehicles, if any, using the provision of services under this Agreement, which shall include the following coverage's at a minimum:

$1,500,000 per occurrence

UMBRELLA

$1,000,000 each occurrence/aggregate
*(may require higher limit for certain jobs)

WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE
Contractor/Vendor shall procure and maintain a policy that at least meets Minnesota statutory minimum and is covered for work in Minnesota.

The above subparagraphs establish minimum insurance requirements, and it is the sole responsibility of the Contractor/Vendor to purchase and maintain additional insurance that may be necessary in connection with this Agreement.

XIII. **Contract Modifications** - Oral change orders will not be permitted. No change in the Agreement shall be made unless an authorized employee or representative of Wright County gives its prior written approval. Contractor/Vendor shall be liable for all costs resulting from, and/or for satisfactorily correcting, any change not properly

ordered by written modification to the Agreement and signed by Wright County. Within seven (7) calendar days after receipt of the written change order to modify the Agreement, Contractor/Vendor shall submit to Wright County a detailed price and schedule proposal for the work to be performed. This proposal shall be subject to negotiations between Contractor/Vendor and Wright County. After the proposal is accepted by the County, detailed modifications shall be executed in writing by both parties. Disagreements that cannot be resolved with negotiations shall be resolved in accordance with the contract disputes clause, herein.

XIV. **Dispute Resolution -** In the event of a dispute between the Contractor/Vendor and the County, the parties shall engage in mediation of the dispute. The Contractor/Vendor and the County shall select an independent, mutually acceptable third party to mediate the matter. This independent third party shall mediate the dispute, and failing to reach an agreement, shall have exclusive and final jurisdiction to render a decision in a dispute with a monetary value not to exceed $10,000. In a dispute in excess of this amount, the parties may agree to an arbitrator or submit the dispute to Wright County District Court or any applicable federal court with jurisdiction. The Contractor/Vendor and the County will split the cost of mediation or arbitration, with each party paying half the cost.

XV. **Waiver Of Terms And Conditions -** The failure of Wright County or Contractor/Vendor to enforce one or more of the terms or conditions of the Agreement or to exercise any of its rights or privileges, or the waiver by Wright County of any breach of such terms or conditions, shall not be construed as thereafter waiving any such terms, conditions, rights, or privileges, and the same shall continue and remain in force and effect as if no waiver had occurred.

XVI. **Assignment Of Contractual Rights -** It is agreed that the Contractor/Vendor will not assign, transfer, convey or otherwise dispose of the Agreement or its right, title as the County may deem necessary. The Contractor/Vendor shall be responsible for the performance of all Sub-Contractor/Vendors.

XVII. **Interpretation, Jurisdiction, And Venue -** All contractual agreements shall be subject to, governed by, and construed and interpreted solely according to the laws of the State of Minnesota. The Contractor/Vendor hereby consents and submits to the jurisdiction of the appropriate courts of Minnesota or of the United States having jurisdiction in Minnesota for adjudication of any suit or cause of action arising under or in connection with the contract documents, or the performance of such Agreement, and agrees that any such suit or cause of action may be brought in any such court.

XVIII. **Severability -** To the extent that this Agreement may be executed and performance of the obligations of the parties may be accomplished within the intent of the Agreement, the terms of this Agreement are severable, and should any term or

provision hereof be declared invalid or become inoperative for any reason, such invalidity or failure shall not affect the validity of any other term or provision hereof.

XIX. **Termination** - The Agreement may be terminated by the mutual consent of both parties, or by either party upon 30 days notice, with or without cause, by notifying the authorized representative.

The County may terminate this Agreement effective upon delivery of written notice to the Contractor/Vendor, or at such later date as may be established by the County, under any of the following conditions:

a. If County funding from federal, state, or other sources is not obtained and continued at levels sufficient to allow for purchase of the indicated quantity of services. The Agreement may at the County's option or in the County's sole discretion be modified to accommodate a reduction in funds.

b. If federal or state regulations or guidelines are modified, changed, or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this Agreement or are no longer eligible for the funding proposed for payments authorized by this Agreement.

c. If any license or certificate required by law or regulation to be held by the Contractor/Vendor to provide the services required by this Agreement is for any reason denied, revoked, or not renewed.

Any such termination of the Agreement shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination.

Time is of the essence in this agreement and failure by the Contractor/Vendor to perform its obligations in a timely manner may be considered by the County to be a material breach of this agreement. The County by written notice of default (including breach of contract) to the Contractor/Vendor may terminate the whole or any part of this agreement:

a. If the Contractor/Vendor fails to provide services called for by this Agreement within the time specified herein or any extension thereof; or

b. If the Contractor/Vendor fails to perform any of the other provisions of this Agreement, or so fails to pursue the work as to endanger performance of this Agreement in accordance with its terms, and after receipt of written notice from the County, fails to correct such failures within a period of 10 calendar days or such longer period as the County may authorize in writing after receipt of notice from the County specifying such failure. If the County grants Contractor/Vendor an extension of time to perform, any such extension of time shall not operate to release any surety from its obligations; or

c. If Contractor/Vendor admits in writing it is bankrupt, or by a filing by the Contractor/Vendor of a voluntary petition under the Federal Bankruptcy Act; or the filing of an involuntary petition under the Federal Bankruptcy Act against the Contractor/Vendor, unless dismissed within ninety (90) days; or

d. If the Contractor/Vendor makes any arrangement with or for the benefit of Contractor/Vendor's creditors involving an assignment to a trustee, receiver or similar beneficiary; or

e. If the Contractor/Vendor makes any material misrepresentations in the documents provided and relied upon by the County in the making of this agreement; or

f. If a court of competent jurisdiction finds that the Contractor/Vendor persistently disregards laws, ordinances, rules, regulations or orders of any public authority having jurisdiction.

In such event, the Contractor/Vendor shall be entitled to compensation for work performed in compliance with the contract specifications up to the date of termination based upon payment terms of this Agreement. Such payment will not exceed the maximum amount provided for by the terms of this Agreement.

The rights and remedies of the County provided in this clause related to defaults (including breach of contract) by the Contractor/Vendor shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

If said Agreement is terminated in whole or in part for default, the County may procure, upon such terms and in such manner, as the County may deem appropriate, an Agreement similar to that so terminated. The Contractor/Vendor shall be liable to the County for any excess costs for such similar procurement and shall continue the performance of said Agreement to the extent not terminated under the provisions of this clause.

XX. **Force Majeure** - Neither party shall be held responsible for delay or failure to perform caused by fire, flood, epidemic, strikes, riot, acts of God, unusually severe weather, terrorism, war, acts of public authorities other than Wright County or delays or defaults caused by public carriers which was beyond a party's reasonable control, provided the defaulting party gives notice as soon as possible to the other party of the inability to perform.

XXI. **Confidential Information Exposure** - While performing the Services identified in this agreement, Contractor/Vendor may be exposed to confidential information of Wright County. Contractor/Vendor agrees and will not, during or subsequent to or use the Confidential Information for any purpose other than in performance of the services specified in this agreement. It is understood that Confidential

Information shall remain the sole property of Wright County. Contractor/Vendor further agrees to take all reasonable precautions to prevent any unauthorized disclosure of such Confidential Information and Contractor/Vendor bears sole responsibility of all employees (if any) and their exposure to Confidential Information.

Owners Representative:
Wright County Parks Department
3500 Braddock Avenue NE
Buffalo, MN 55313
Telephone Number: 763-682-7693

Contractor:
WSB
701 Xenia Ave. S
Suite 300
Minneapolis, MN 55416

IN WITNESS WHEREOF, the parties hereto set their hands and seals the day and year written above.

By: _____
Darek Vetsch, County Board Chair Date

By: _____
Greg Kryzer, County Administrator Date

By: _____ 1/31/2025
Travis Wieber, WSB Project Principal & Vice President Date

ATTACHMENT 'A'

wsb

A PROPOSAL FOR

Preliminary Design of Segment “B” of the Crow River Regional Trail

FOR WRIGHT COUNTY

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701 XENIA AVE S | SUITE 300 | MINNEAPOLIS, MN 55416 | TEL: 763.541.4800 | FAX: 763.541.1700 | WSBENG.COM

January 10, 2025

Wright County Parks and Recreation Department
C/O Ross Demant, Parks and Recreation Director
3500 Braddock Ave. NE
Buffalo, MN 55313
Email: ross.demant@co.wright.mn.us

Dear Mr. Demant and Members of the Selection Committee:

By partnering with WSB, Wright County can be confident that a preliminary design of the Crow River Regional Trail (Segment B) will be analyzed thoroughly and a game plan for final design and construction cost will be discovered. WSB will identify the challenges and potential mitigation measures for placing a trail within a topography that may be difficult, especially as the trail meanders near the Crow River.

The Wright County Highway Department and WSB have cooperated together to deliver numerous projects within Wright County over the last several years. We believe this trust can also be shifted to other departments within the County, to also implement successful projects. We feel we have a team of experts who share the same dedication to Wright County as the proposed project manager, Andrew Plowman. The WSB team has considered Wright County one of their most valued clients and has striven to be considered an extension of County staff.

WSB appreciates this opportunity to present our proposal for this important project. Should you have any questions or require further information, please do not hesitate to contact me at 612-360-1311 or email at aplowman@wsbeng.com.

Sincerely,
WSB

Andrew J. Plowman, PE
Sr. Project Manager

Travis Wieber, PE
Project Principal & Vice President

701 XENIA AVE S | SUITE 300 | MINNEAPOLIS, MN 55416 | TEL: 763.541.4800 | FAX: 763.541.1700 | WSBENG.COM

Firm Overview

Forge ahead.

WSB is a design and consulting firm specializing in engineering, community planning, environmental, and construction services. Together, our staff improves the way people engage with communities, transportation, infrastructure, energy and our environment. We offer services that seamlessly integrate planning, design and implementation.

We share a vision to connect your dreams for tomorrow to the needs of today—the future is ours for the making.

LOCAL LOCATION: 701 XENIA AVE S | SUITE 300 | MINNEAPOLIS, MN 55416

YEARS IN BUSINESS: 29 YEARS

1,500+	50+	45+	10
STAFF	SERVICE AREAS	OFFICES	STATES

Alternative Project Delivery | Asset Management | Biogas | Bridges & Structures | City Engineering | Community Planning | Constructability Review | Construction Materials Testing & Special Inspection | Contractor Modeling | Drinking Water | Economic Development | Environmental Compliance | Geohazard Risk Management | Geospatial | Geotechnical Engineering | GIS Services | Grants & Funding | Health & Safety Compliance | Intelligent Transportation Systems | Investigation & Remediation | Land Development | Landscape Architecture | Managed Services | Natural Resources | Pavement Management | Pipeline | Project Management & Construction Administration | Public Engagement | Public Works Management | Right of Way | Roadway Design | Smart Cities | Solar | Survey | Sustainability | Technology Solutions | Traffic Engineering | Transit Planning | Transportation Planning | Urban Design | Vibration Monitoring | Visualizations | Water Resources | Water Reuse | Wind

Proposed Team

Andrew Plowman, PE

PROJECT MANAGER

Andrew is a project manager who has worked on a variety of trail projects throughout his 23 years at WSB. He has also worked extensively on projects for the Wright County Highway Department and understands the goals and values of the County. Andrew is a firm believer in continuous and effective communication, so the client understands the risks and timeline as a project progresses. He has a track record of delivering successful projects

REGISTRATION:
Professional Engineer
Minnesota #44200

EDUCATION:
Bachelor of Civil Engineering, University of Minnesota, 2000

CSAH 35 Reconstruction | St. Michael, MN

CLIENT: WRIGHT COUNTY

The City of St. Michael was experiencing significant growth along the CSAH 35 corridor, west of the downtown area. To accommodate the mobility and recreational needs of the area, Wright County and the City of St. Michael cooperated to create a revised corridor to meet the goals of the community. A trail was a large component of the project, to connect to an existing trail along Jameson Avenue and downtown St. Michael on CSAH 19. The County hired WSB and project manager, Andrew Plowman, to deliver the project and lead the public engagement. WSB led the project from start to finish and developed multiple alternatives to ensure the project was seen as a success. The project was completed in 2024 and opened to the public.

CSAH 19 Reconstruction | Hanover, MN

CLIENT: CITY OF HANOVER

The City of Hanover had operational issues and safety concerns regarding the amount of traffic and lack of pedestrian accommodations along the CSAH 19 corridor. The high frequency of driveways and access points, further complicated the issue. WSB was hired by the City of Hanover, in cooperation with Wright County, to complete preliminary design, final design lead the public engagement and construction administration. The project included converting the corridor to a 4-lane, divided roadway and roundabouts along the corridor. In addition, accommodations were made for the future Crow River Regional Trail. This includes the use of an rectangular, rapid flashing beacon at the roadway crossing.

Marcus VanderBrug, PE

DESIGN LEAD

Marcus has over 10 years of experience and has worked on various preliminary and final design projects with numerous responsibilities that were critical to project delivery. These include plan production, design calculations and utility coordination. Marcus has more recently taken a larger role in being the lead roadway design engineer on projects where he has developed and strengthened many engineering skills while working on County, State Aid and Trunk Highway Projects with various types of funding (federal aid, state aid, and safe routes to school). These skills range from roadway geometrics, OpenRoads Designer modeling, and knowledge of design standards that need to be adhered to.

REGISTRATION:
Professional Engineer
Minnesota #56164

EDUCATION:
Bachelor of Science in Civil Engineering, Calvin University, 2011

Monticello High School and Pinewood Elementary Safe Routes to School Projects | Monticello, MN

CLIENT: CITY OF MONTICELLO

Marcus was the lead project engineer on both projects and was tasked with the trail/sidewalk design, plan production and special provisions. The Monticello High School project consisted of adding a trail on the south side of School Blvd along with adding two RRFB systems with improved pedestrian crossings. The Pinewood Elementary project consisted of adding concrete sidewalk along Elm Street, 4th Street and 6th Street, updating various pedestrian ramps and crossings to be ADA compliant and an RRFB crossing at Elm Street and 3rd Street. Both projects required coordination with city staff and the school district to provide the least amount of impact to school operations. With the Safe Routes to School funding, Marcus lead both projects through the required State Aid reviews and approvals.

East Gull Lake Trail | East Gull Lake, MN

CLIENT: CITY OF EAST GULL LAKE

Marcus was the lead project engineer for the final design of this project which consisted of adding 0.7 miles of trail along Gull Point Road. Project also included a pedestrian bridge that crosses a small boating channel. Marcus was tasked with the alignment and profile design of the trail, plan production and coordinating with the bridge designer to ensure cohesiveness between the trail and bridge. Marcus also led the project through the federal reviews and approvals since there was federal funds being used on the project.

TH 13 Trail Connection | Prior Lake, MN

CLIENT: CITY OF PRIOR LAKE

Marcus was the lead project engineer for the final design of this project which consisted of adding 0.3 miles of trail along TH 13. This project was critical to the client as it provided a connection between the recently built trail system at the Eagle Creek Ave and TH 13 roundabout, south to the existing trail at Anna Trail and TH 13. Marcus was tasked with the alignment and profile design of the trail, plan production and coordinating with the water resources engineer. As part of MnDOT's review, they required a 4 foot ditch bottom to be maintained and culverts to be adjusted accordingly. Marcus also led the project through the federal reviews and approvals since there was federal funds being used on the project.

Bob Slipka, PLA

TRAIL AMENITIES AND WAYFINDING

As a Senior Landscape Architect and project manager, Bob has over 25 years of project experience. Over his career, he has been involved in a range of project types including park and trail planning, recreational facilities, riverfront improvements, streetscapes, corridor enhancements and site development projects. Bob's daily responsibilities include project management, master planning, inventory and analysis, site design and detailing, preparation of construction documents and associated specifications, cost estimating, bidding, and construction administration. Through his experience working with municipal staffs, park boards and public groups, he has a proven track record of creating successful planning and design solutions.

REGISTRATION:
Landscape Architect
MN #44337
CO #0001260

Council of Landscape Architectural Registration Boards (CLARB)
Certification #6378

EDUCATION:
Bachelor of Landscape Architecture, North Dakota State University, 1998

Bachelor of Science in Environmental Design, North Dakota State University, 1998

Mississippi Landing Trailhead | Brainerd, MN

CLIENT: CITY OF BRAINERD

Since 2014, the City of Brainerd has been working on opportunities to provide access to and the development of the Mississippi River riverfront from Rotary Park to the Brainerd hydroelectric dam. Following a master planning process and receipt of state funds, steps were taken to develop construction documents for the development of this existing site which currently provided parking to residents and the high school. As Lead Landscape Architect, Bob facilitate refinement of the concept plan leading to development of construction documents for bidding in Winter 2022. Construction of the $2.6 million park is planned for Summer 2022.

Blake Road | Hopkins, MN

CLIENT: CITY OF HOPKINS

Blake Road is a highly urbanized corridor with Knollwood Mall anchoring the northern end of the project area and several commercial and service businesses located along most of its length to CSAH 3. WSB identified improvements along the corridor, including multi-use trails and sidewalk connections and key crossing locations for pedestrians. Improvements at TH 7 and CSAH 3 were incorporated in addition to a roundabout near the center of the corridor. Transit stops, landscaping, and stormwater treatment enhancements were also identified.

Lake Marion Trail | Burnsville, MN

CLIENT: CITY OF BURNSVILLE

This trail segment of the regional Lake Marion Greenway closes a gap in the regional bicycle/pedestrian network, and improves safety conditions by providing a multi-use trail connecting existing bicycle/pedestrian trails at Sunset Pond Park to existing bicycle/pedestrian lanes on Burnsville Parkway/Hanrehan Lake Boulevard, which lead to the Murphy-Hanrehan Park Reserve. This segment included an 1100 foot elevated boardwalk over a high-value wetland, shared railroad underpass at CR42, property acquisition at several commercial parcels, and segments within existing city right-of-way. Sidewalk construction along the north side of Burnsville Parkway from Hanrehan Trail within Savage city limits to the crossing at Cam Ram Park was also incorporated into the project in order to make the final connection to the park. Bob led the preliminary design and public engagement phases of this project and maintained involvement through the final design and construction. Communication was key between staff with the city, county, railroad, residents and property owners. WSB also completed the feasibility study, permitting, utility coordination, and ROW acquisition.

Chuck Kochmann

CAD TECH

Chuck is a Senior CADD Engineering Specialist with 30 years of experience. He has a diverse background in computer aided design, including use of MicroStation, GEOPAK™, OpenRoads Designer, SignCAD, and AutoTurn. Chuck provides detail design and data management services for infrastructure engineering projects. He has worked on a wide array of projects including preliminary and final design, feasibility reports, environmental documents, and studies. Chuck is responsible for quality control, design, and CADD drafting for a variety of transportation. He will prepare layouts and exhibits for the project.

EDUCATION:

Technical Degree – Drafting, Minneapolis Drafting School, 1990

General Course Work, St. Cloud State University

Investment in Excellence, The Pacific Institute, 1992

Preliminary Design Experience

Within the preliminary design of a project, Chuck is involved in creating DTM Models, setting alignments, creating complex geometrics, running truck turning templates, producing large roll layouts over aerial mapping, and creating figures for reports, studies, and presentations.

- East Side Corridor, Steele County, MN
- TH 97, Forest Lake, MN
- TH 10, Wadena, MN
- TH 169 and Hwy 282/County Road 9, Jordan, MN
- CSAH 42, Dakota County, MN
- TH 25, Wright County, MN

Final Design Experience

Within the final design of a project, Chuck is also involved with creating DTM Models, setting alignments, creating complex geometrics, running truck turning templates, and producing cross sections. His responsibilities also include producing and reviewing many parts of the construction plans including; title sheets, general layouts, typical sections, construction staging and traffic control, alignment layouts and tabulations miscellaneous removal plans, construction plans, roadway profiles, intersection details, retaining wall plans, drainage and superelevation plans, turf establishment and erosion control plans, signing and striping plans, signal plans, cross sections, and right of way plans.

- TH 94 GAP Project, Wright County, MN
- TH 61, Washington County, MN
- CSAH 30, Chisago County, MN
- TH 10 / TH 75, Moorhead, MN
- CSAH 35, Wright County, MN
- TH 169 Elk River, Sherburne County, MN
- CSAH 39, Wright County, MN
- TH 169, Champlin, MN

Ryan Earp

PUBLIC ENGAGEMENT

Ryan is a creative and collaborative strategist with nearly twenty years of experience working in the fields of stakeholder engagement and strategic communications. During this time, Ryan has worked with a variety of private and public sector clients to develop impactful strategic communications plans and execute stakeholder and community engagement initiatives. Ryan is passionate about integrating emerging tools and technologies to meet stakeholder outreach objectives for our WSB clients.

EDUCATION:

Master of Business Administration, St. Thomas University

Master of Public Policy, Humphrey School of Public Affairs, University of Minnesota

MEMBERSHIPS:

International Association for Public Participation

Street Improvement Project | Champlin, MN

CLIENT: CITY OF CHAMPLIN

Ryan and team were responsible for delivering open and clear communication related to annual road improvements for the City of Champlin. For project communications and engagement, he worked closely with project engineers and contractors to send pre-construction notifications to impacted residents, answer resident inquiries in a timely manner, created weekly Facebook updates, and provided the latest information to residents via email. Ryan and team managed the construction helpline and coordinated timely communications to project stakeholders and community members. At the close of each construction season, he created and sent a survey to residents impacted by the project to gather feedback on project communications. Each year, all engagement efforts were organized in a summary and shared the summary with City Council Members for review.

Community Forest Management Plan | Minnetonka, MN

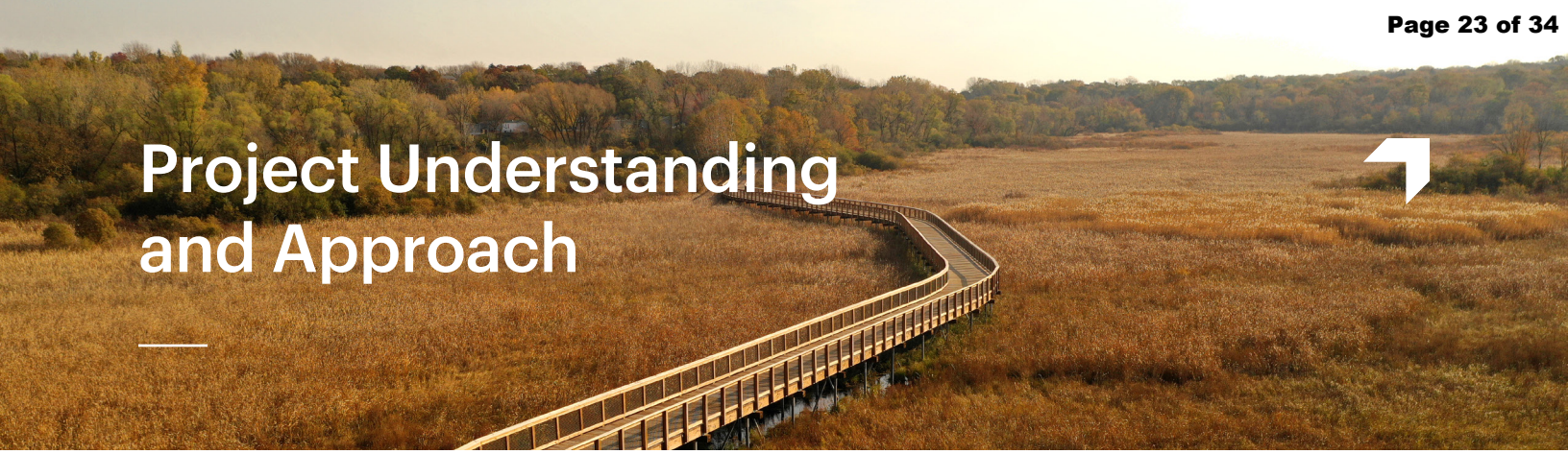
CLIENT: CITY OF MINNETONKA

Ryan oversaw engagement planning and efforts associated with the City of Minnetonka's Community Forest Management Plan. Ryan and team were responsible for strategic planning, community engagement, and collection and integration of stakeholder input. Other engagement efforts included an internal performance audits, community pop-up events, survey creation, and small stakeholder group meetings. Finally, Ryan oversaw the creation of branded graphics to support the engagement efforts. Feedback gathered from this engagement process will be used to shape the final Community Forest Management Plan.

Galpin Boulevard Roadway | Chanhassen, MN

CLIENT: CITY OF CHANHASSEN

Ryan oversaw the engagement team for the Galpin Boulevard Roadway Project in Carver County. Engagement deliverables included communications support, presentation materials for both in-person events and online engagement efforts, management of project website, online survey and analysis, and more.



Project Understanding and Approach

Project Understanding

The Crow River Regional Trail (CRRT) will ultimately become a 32-mile, recreational, and important trail connection that extends from Dayton to Watertown Township.

The trail will generally follow the Crow River alignment providing not only a connection for residential, business, and downtown areas but also a unique and picturesque view of the Crow River and the surrounding topography.

The corridor is planned to be divided into several segments. Wright County Parks and Recreation has requested proposals to complete the preliminary design for Segment B, including the segment from Rockford to Hanover. The CRRT is accommodated through the new roundabout being constructed at CSAH 20 and CSAH 19.

WSB has the advantage of having worked with the Wright County Highway Department on several projects, including extensive work on the nearby CSAH 19 project in the City of Hanover, and is currently the City Engineer for the City of Hanover. WSB also has substantial experience developing trail corridors.

Approach

WSB will approach the project in a way to determine impacts, costs, and challenges that may be encountered when the project enters the final design phase of the project. Our Project Manager, Andrew Plowman, PE, has worked extensively with Wright County over the last decade and knows how to successfully deliver a project, including a project that may present challenges.

Methodology and Tasks

Project Start-Up, Kickoff Meeting & Review Existing Conditions

WSB will start the project off effectively by leading a kickoff meeting that sets expectations, discusses the project's history, and confirms the goals of the client. WSB will develop a game plan to analyze the existing corridor, identify risks and challenges, and provide potential mitigation options to build the project. Ultimately, we will provide a thorough plan to complete a solid preliminary design that can be developed further in the final design stage.

DELIVERABLES:

- **Meeting Agenda and Minutes:** Agendas and meeting minutes for each meeting noting key decisions, risks, and mitigations.
- **Existing Conditions Documentation:** Photos and a layout of the corridor that identifies key challenges. A drone flight of the corridor will be completed to help in identifying key aspects of the corridor.

Public Input

WSB's public input process for Segment B of the CRRT will be led by Ryan Earp. The 6.5-mile Segment B which extends from Rockford to Hanover through Rockford Township, follows the Crow River, and has a unique landscape that allows direct interaction with the river, making public input essential to shaping the trail's design and amenities.

The goal is to create a comprehensive, inclusive engagement strategy that aligns the trail with community priorities, enhancing recreation, transportation, and economic opportunities while preserving natural features and landmarks like the Hanover pedestrian bridge. WSB will develop trail-related theme-based questions (related to accessibility, connectivity, economic development, preferred recreational activities, and safety) to guide dialogue, ensuring public input reflects diverse perspectives and addresses any potential concerns.

Ryan will prioritize inclusivity by engaging residents, businesses, and environmental groups. Materials will be ADA-compliant, with translation, and interpretation services to mitigate communication barriers. The approach aims to eliminate racial, cultural, and linguistic obstacles, ensuring broad participation across all demographics.

The public input process begins with a kickoff meeting, where Ryan will gather feedback from agency stakeholders to shape the engagement plan. This process will involve:

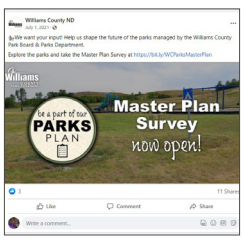
STAKEHOLDER IDENTIFICATION

WSB will identify and engage stakeholders, including Wright County residents, local businesses, visitors, accessibility, and environmental groups. The process will draw from past planning documents, including the Crow River Regional Trail Master Plan, the Metropolitan Council's 2040 Regional Parks Policy Plan, and Wright County's 2011 Trail and Bikeway Plan.

WEB-BASED PUBLIC ENGAGEMENT

WSB will implement Social Pinpoint, an interactive platform allowing residents to provide feedback through maps, surveys, and comment boards. Participants can "pin" comments directly on project area maps, sharing insights on trail alignment, amenities, and biking/pedestrian needs. This tool ensures engagement from those unable to attend in-person meetings. Ryan will manage the platform, ensuring it aligns with project goals and maximizes participation.

To promote engagement, WSB will distribute information through email, social media, and community networks. QR codes linked to printed materials and signage will provide easy access. Social Pinpoint data will be regularly analyzed to track feedback and identify themes for actionable insights.



PUBLIC MEETINGS

WSB will host two public meetings with Wright County to encourage broad participation:

- **First Meeting (Early Phase):** Introduces the project, gathers initial input, and familiarizes attendees with Social Pinpoint.
- **Second Meeting (Near Completion):** Presents findings, refines designs, and collects final input.

To support these meetings, Ryan will prepare presentations, outreach materials, and interactive exhibits. A virtual option will be available to ensure accessibility.

INPUT SYNTHESIS

WSB will compile feedback from Social Pinpoint and meetings into a comprehensive report. Thematic analysis will highlight patterns and key concerns, including safety, accessibility, and environmental preservation. This report will be shared with Wright County staff and stakeholders for review before finalization.

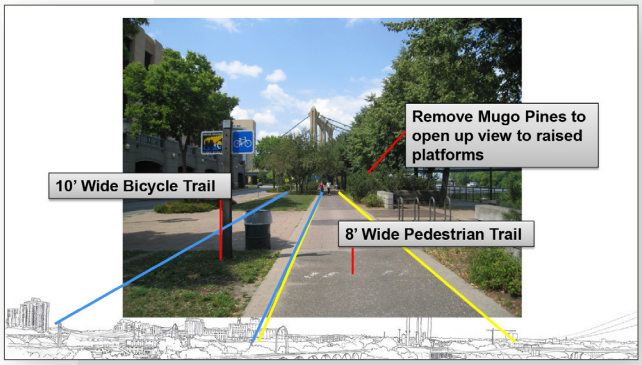
By fostering inclusive, community-driven trail development, WSB will ensure that the CRRT planning process reflects the aspirations of Wright County residents and meets the objectives of the Master Plan.

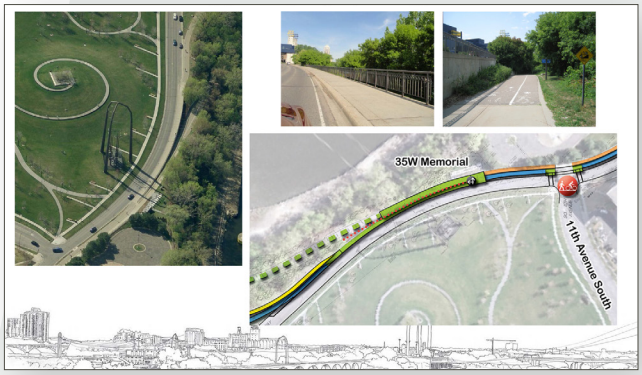
DELIVERABLES:

- **Meeting Notes:** ADA-compliant summaries capturing feedback and key insights.
- **Public Input Summary Report:** Visually engaging documents synthesizing findings, complete with maps and charts.
- **Outreach Materials:** Flyers, social media graphics, and website updates promoting engagement events.

Conceptual Design

WSB will develop a conceptual design for the corridor, which will include up to three iterations for the corridor. They will use Lidar data to create an impact corridor model for the project. The concepts will include key challenges of the alternatives and possible mitigation measures. WSB will develop concepts for trail crossings and wayfinding features. Cross sections will be developed along the corridor and more frequently than 1-mile, as listed in the RFP. The impacts to floodplain and wetlands will need to be understood for overall impact of each alternative. WSB plans to hold monthly project management team (PMT) meetings to go through the concepts and impacts.





DELIVERABLES:

- **Meeting Agenda and Minutes:** All agenda and minutes from each PMT meeting.
- **Project Cross Sections:** Cross sections at a minimum of 500' spacing.
- **Final Layout:** Layout of final conceptual design.
- **CAD files of corridor.**

Construction Phased Plan and Cost Estimate

WSB will identify a concept plan and cost estimates for three distinctive segments for construction phasing. Detailed cost estimates will be developed that will include trail construction, right of way, wetland mitigation, and final design costs.

DELIVERABLES:

- **Phasing Plan:** A breakout of the recommended segments.
- **Cost Estimate.**

Relevant Experience

CSAH 35 Trail | City of St. Michael

Scope: The City of St. Michael received federal funding to add a pedestrian trail to the south side of the CSAH 35 corridor, connecting the new trail to other regional trails in the area. | **Complexity:** Certain complexities such as crossing Regal Creek and limiting the impact to adjacent residences were challenges that had to be overcome. | **Duration:** Sept 2021 — Nov 2024 (design and construction) | **Achieving Project Goals:** The project achieved its goals and was completed on schedule in November 2024.

Safe Routes to School: School Blvd | City of Monticello

Scope: The City of Monticello was successful in obtaining Safe Routes to School Funding for trail and pedestrian improvements along School Boulevard. The project included a multi-use trail, enhanced lighting, enhanced pedestrian crossings and rectangular, and rapid flashing beacons to aid in the crossings. WSB developed the environmental document and final plan set, performed construction administration, and designed the improvements to require only right of way from the partnering school district and no private residences. | **Complexity:** This project was complex due to the proximity of neighboring properties and the topography to stay within the right of way. | **Duration:** June 2021 — Aug 2023 | **Achieving Project Goals:** The project achieved its goals of providing an important connection and easier access to the Monticello Schools.

Gull Point Trail Extension | City of East Gull Lake

Scope: WSB was selected to develop engineering plans, project memo/CATEX, hydraulic analysis, permits, special provisions, and construction inspection and testing for the new federally funded .7-mile trail connecting a gap in the East Gull Lake trail system with a bicycle/ pedestrian bridge over a Gull Lake channel. WSB is managing all phases of preliminary, final design, and construction administration for the 10' wide multi-use trail. WSB worked closely with SHPO and tribal contacts for archaeological clearances due to its location to the nearby Gull River. The project met federal, MnDOT, and MnDNR legacy fund requirements. WSB permitting staff handled all permit needs for WCA, MnDNR, MPCA, and ACOE. | **Complexity:** There were some complex aspects to this project which included limiting the amount of temporary easements and acquiring all the necessary approvals for the crossing of the Gull Lake Channel. | **Duration:** Sept 2022 — Current | **Achieving Project Goals:** The project achieved all the project goals and is in the process of being constructed now.

References

Chad Hausmann

Highway Engineer
Wright County Highway Department
chad.hausmann@co.wright.mn.us
763.682.7388

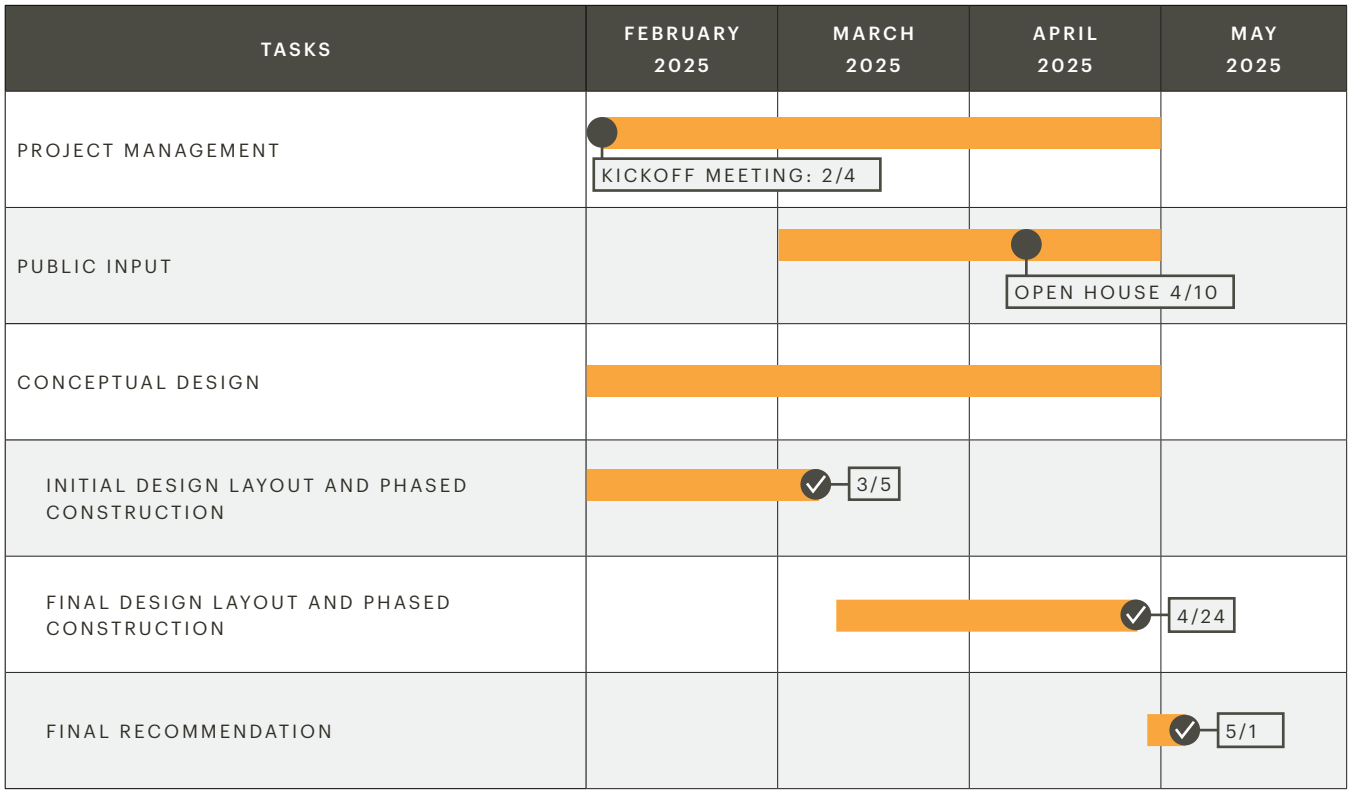
Matt Leonard

Public Works Director/City Engineer
City of Monticello
matt.leonard@ci.monticello.mn.us
763.271.3271

Nick Preisler

City Engineer
City of St. Michael
nickp@stmichaelmn.gov
763.416.7936

Schedule



Fee Proposal

TASK | DESCRIPTION	STAFF HOURS							TOTAL	
	Manager	Engineer	Engineer	Architect	Engineer	Engmnt. Coord.	Technician	HRS.	FEE
1 PROJECT START-UP, KICKOFF MEETING AND REVIEW EXISTING CONDITIONS									
Kick-off Meeting	8	4	4					16	$3,061.23
Design Strategies Discussion	8	8						16	$3,246.76
Site Inspection	16	16	8					40	$7,421.17
2 PUBLIC INPUT									
On-line Engagement	4	12	16			24		56	$8,534.35
Public Open House (Assume 2)	12	12	4			48	12	88	$15,004.69
Summarize Input			8			16		24	$3,432.29
3 CONCEPTUAL DESIGN									
Preliminary Design and Layout	48	156	84	24	24		72	408	$68,182.03
Project Meetings	16	4	4	4				28	$5,797.79
General Coordination	20	8						28	$6,168.85
Identify Challenges/ Mitigations	12	8	4					24	$4,684.62
4 CONSTRUCTION PHASED PLAN AND COST ESTIMATE									
Phased Construction Plan	8	16	4				8	36	$6,447.14
Cost Estimate	4	24	36		8		4	76	$11,015.80
Total Hours (Base)	156	268	172	28	32	88	96	840	
Hourly Costs	$84.00	$56.00	$40.00	$68.00	$54.00	$54.00	$62.00		
Direct Labor Costs	$13,104.00	$15,008.00	$6,880.00	$1,904.00	$1,728.00	$4,752.00	$5,952.00		$49,328.00
Overhead Costs (Rate = 1.5883)	$20,813.08	$23,837.21	$10,927.50	$3,024.12	$2,744.58	$7,547.60	$9,453.56		$78,347.66
Labor + Overhead	$33,917.08	$38,845.21	$17,807.50	$4,928.12	$4,472.58	$12,299.60	$15,405.56		$127,675.66
Fee (12%)	$4,070.05	$4,661.42	$2,136.90	$591.37	$536.71	$1,475.95	$1,848.67		$15,321.08
Salaries + Overhead + Fee	$37,987.13	$43,506.63	$19,944.40	$5,519.50	$5,009.29	$13,775.55	$17,254.23		$142,996.74
Expenses (Mailings, Mileage, Permit Fees)									$5,000.00
TOTAL COST									**$147,996.74**

PROPOSAL FORM
PRILIMINARY PLANNING OF SEGMENT 'B' OF THE CROW RIVER REGIONAL TRAIL

Wright County Parks and Recreation Department
C/O Ross Demant, Parks and Recreation Director
3500 Braddock Avenue NE
Buffalo, MN 55313

The undersigned have familiarized themselves with the local conditions affecting the cost of the work and within the Request for Proposal documents as prepared and at this moment proposes and agrees to furnish all labor, materials, equipment, and services required to complete the project for the following amount:

FEES FOR SERVICES:

1. **Project Start-Up, Kick-off Meeting & Review Existing Conditions** $13,729.17
2. **Public Input** $26,971.33
3. **Conceptual Design** $84,833.29
4. **Construction Phased Plan and Cost Estimate** $17,462.95

TOTAL $147,996.74

In submitting this quote, it is understood that the Owner reserves the right to reject any or all proposals.

If awarded the contract for work, the proposer agrees to commence the work on or before February 3, 2025, consistent with the weather and material supply, after receipt of executed copy of the contract, and to complete the work prior to May 1, 2025.

Date: 1/10/2025

Firm Name: WSB LLC Signature:

Title: Senior Project Manager Printed Name: Andrew Plowman

Phone: 612.360.1311 Email: aplowman@wsbeng.com

Official Address: 701 Xenia Avenue S, Suite 300
Minneapolis MN 55416

Proposals due: **January 3rd, 2025, at 12:00 p.m.**

An Equal Opportunity Employer

2024 Budget Carryforwards to 2025

Dept #	Dept Name	Justification	Carryover Amount	Account Number
522	AGRICULTURE/DITCH	PUSHED BACK DUE TO SWCD LOSING THEIR ENGINEER-CAUSING PROJECT TO BE PUT ON HOLD	28,500.00	01-522-000-0000-6261
522	AGRICULTURE/DITCH	PUSHED BACK DUE TO ONGOING CONSTRUCTION PROJECTS	1,600.00	01-522-000-0000-6338
105	ASSESSOR OFFICE	SPENT IN 2024 BUT NOT INVOICED BY VENDOR UNTIL 2025	135.00	01-105-000-0000-6806
105	ASSESSOR OFFICE	COMPUTER MONITORS WHICH MAY NEED REPLACEMENT-NOT SPENT IN 2024	3,000.00	01-105-000-0000-6480
105	ASSESSOR OFFICE	CARRYOVER FROM TYLER PAYING TO COME TO WC TO THE CAM/TAX ENHANCEMENT FUND	16,500.00	01-105-000-0000-6261
031	COUNTY ADMINISTARTOR	CARRY FORWARD FOR ADMINISTRATION TO ATTEND WASHINGTON FLY-IN	4,300.00	01-031-000-0000-6338
031	COUNTY ADMINISTRATION	1 TRAINING REGISTERED FOR; NOT BILLED. 1 TRAINING PLANNED FOR; NOT YET REGISTERED	4,724.00	01-031-000-0000-6338
031	COUNTY ADMINISTRATION	ESRI CREDITS PURCHASED IN 2024, DID NOT COMPLETE EXPENSE REPORT UNTIL JAN 2025	120.00	01-031-120-0000-6261
005	COUNTY BOARD	CARRY FORWARD TO REPLACE LAPTOP CD #2 - AND PROGRAM TO BE PURCHASED ON ELECTION YEARS	1,350.00	01-005-000-0000-6480
005	COUNTY BOARD	LEGISLATIVE MEETING	2,025.00	01-005-002-0000-6338
032	HUMAN RESOURCES	CARRYOVER FOR 2025 ERP RELATED SERVICES AND ENHANCEMENTS-FUNDS WILL BE TRANSFERRED TO DEPT 800	244.61	01-032-000-0000-6203
032	HUMAN RESOURCES	CARRYOVER FOR 2025 ERP RELATED SERVICES AND ENHANCEMENTS-FUNDS WILL BE TRANSFERRED TO DEPT 800	1,000.00	01-032-000-0000-6205
032	HUMAN RESOURCES	CARRYOVER FOR 2025 ERP RELATED SERVICES AND ENHANCEMENTS-FUNDS WILL BE TRANSFERRED TO DEPT 800	3,553.00	01-032-000-0000-6235
032	HUMAN RESOURCES	CARRYOVER FOR 2025 ERP RELATED SERVICES AND ENHANCEMENTS-FUNDS WILL BE TRANSFERRED TO DEPT 800	5.00	01-032-000-0000-6242
032	HUMAN RESOURCES	CARRYOVER FOR 2025 ERP RELATED SERVICES AND ENHANCEMENTS-FUNDS WILL BE TRANSFERRED TO DEPT 800	1,546.61	01-032-000-0000-6245
032	HUMAN RESOURCES	CARRYOVER FOR 2025 ERP RELATED SERVICES AND ENHANCEMENTS-FUNDS WILL BE TRANSFERRED TO DEPT 800	8,650.85	01-032-000-0000-6260
032	HUMAN RESOURCES	CARRYOVER FOR 2025 ERP RELATED SERVICES AND ENHANCEMENTS-FUNDS WILL BE TRANSFERRED TO DEPT 800	436.01	01-032-000-0000-6333
032	HUMAN RESOURCES	CARRYOVER FOR 2025 ERP RELATED SERVICES AND ENHANCEMENTS-FUNDS WILL BE TRANSFERRED TO DEPT 800	100.00	01-032-000-0000-6334
032	HUMAN RESOURCES	CARRYOVER FOR 2025 ERP RELATED SERVICES AND ENHANCEMENTS-FUNDS WILL BE TRANSFERRED TO DEPT 800	3,263.52	01-032-000-0000-6338
032	HUMAN RESOURCES	CARRYOVER FOR 2025 ERP RELATED SERVICES AND ENHANCEMENTS-FUNDS WILL BE TRANSFERRED TO DEPT 800	210.10	01-032-000-0000-6842
032	HUMAN RESOURCES	CARRYOVER FOR 2025 ERP RELATED SERVICES AND ENHANCEMENTS-FUNDS WILL BE TRANSFERRED TO DEPT 800	2,971.43	01-032-000-0000-7999
041	FINANCE TAXPAYER SERVICES	UPDATED STAMPS FOR THE LICENSE CENTER	1,078.00	01-041-043-0000-6410
041	FINANCE TAXPAYER SERVICES	EXPECTED CONTRACTOR AMOUNTS FOR TAX ADMIN. & TRAINING OF THE TAX ADMINISTRATOR	290,192.57	01-041-046-0000-6261
041	FINANCE TAXPAYER SERVICES	ELECTIONS EQUIPMENT FUND CARRYOVER FROM PRIOR YEARS AND EXCESS BUDGET FROM 2024	230,454.06	01-041-071-0000-6621
041	FINANCE TAXPAYER SERVICES	ELECTIONS EQUIPMENT FUND CARRYOVER FROM PRIOR YEARS AND EXCESS BUDGET FROM 2024	174,576.45	01-041-071-0000-6621
091	COUNTY ATTOURNEY	HIRE EXPERTS FOR TRIALS OF LEVEL III SEXUAL OFFENDERS	10,000.00	01-091-000-0000-6261
100	OTHER GENERAL GOVERNMENT	TO COVER TUITION REIMBURSEMENT PROGRAM	18,600.00	01-100-000-0000-6170
100	OTHER GENERAL GOVERNMENT	TO COVER THE POTENTIAL IMPACT OF RECALIBRATION STUDY (move to 6199)	10,000.00	01-100-000-0000-6171
100	OTHER GENERAL GOVERNMENT	TO COVER 4TH QUARTER AND MAKE UP BILLING FROM TRAILBLAZER	170,000.00	01-100-000-0000-6211
100	OTHER GENERAL GOVERNMENT	PROFESSIONAL SERVICES	1,552,097.00	01-100-000-0000-6261
100	OTHER GENERAL GOVERNMENT	TRAINING FOR ASSETWORKS AS NEEDED	20,000.00	01-100-000-0000-6335
100	OTHER GENERAL GOVERNMENT	CARRY FORWARD BALANCE FOR LONG RANGE REPAIR AND MAINTENANCE PLAN	1,427,314.00	01-100-000-0000-6602
100	OTHER GENERAL GOVERNMENT	PWB SAFETY IMPROVEMENTS, DELAYED DUE TO RETIREMENT AND POSSIBLE RESTRUCTURE	75,000.00	01-100-000-0000-6605
100	OTHER GENERAL GOVERNMENT	SAFETY PROGRAM & PPE ITEMS	21,000.00	01-100-000-0000-6912
103	SURVEYOR	POSTERS FOR JOB FAIR EXHIBITS AND BUSINESS CARDS FOR FIELD CREW	6,366.89	01-103-000-0000-6235
103	SURVEYOR	NEED ADDITIONAL FUNDS FOR SCANNING PLSS NOTES	9,418.66	01-103-000-0000-6261
103	SURVEYOR	NEED ADDITIONAL FUNDS DUE TO COST INCREASES FOR CABLES & BATTERIES FOR GPS BASE STATIONS	3,100.86	01-103-000-0000-6301
103	SURVEYOR	INCREASED COST FOR CONFERENCES AND UPCOMING NEW EMPLOYEE TRAINING	2,342.17	01-103-000-0000-6338
103	SURVEYOR	NEED ADDITIONAL FUNDS TO COVER COST INCREASE FOR PLSS MONUMENTS	1,363.78	01-103-000-0000-6411
111	FACILITIES	EXPENSES FROM 2024 BUT NOT INVOICED UNTIL 2025	200,000.00	01-111-000-0000-6251
111	FACILITIES	EXPENSES FROM 2024 BUT NOT INVOICED UNTIL 2025	15,918.00	01-111-000-0000-6301
111	FACILITIES	EXPENSES FROM 2024 BUT NOT INVOICED UNTIL 2025	2,512.00	01-111-000-0000-6480
111	FACILITIES	PROJECT ADMINISTRATION OFFICE CONSTRUCTION & PUBLIC WORKS ENTRY RENOVATION	54,153.73	01-111-000-0000-6605

2024 Budget Carryforwards to 2025

Dept #	Dept Name	Justification	Carryover Amount	Account Number
201	SHERIFF	TO FUND CELLEBRITE PHONE OPENING SOFTWARE PURCHASE IN 2026	50,000.00	01-201-000-0000-6260
201	SHERIFF	HEALTHY BUDGET FOR RAPID FUEL FLUCTUATIONS AND UNPREDICTABLITY	279,069.00	01-201-000-0000-6451
201	SHERIFF	REDUCE OVERALL INCREASES DUE TO VARIOUS MARKET DEMANDS AS WELL AS OFFSETTING INSURANCE LOSSES	90,456.74	01-201-000-0000-6633
201	SHERIFF	UNSPENT BY UNINTENTIONAL DELAY WAITING FOR INSURANCE PROCEEDS FOR REPLACEMENT VEHICLE	47,055.36	01-201-000-0000-6633
201	SHERIFF	DUE TO FLUCTUATION OF 800 MHZ (RADIO COMMUNICATIONS) MAINTENANCE & REPAIRS. STATE INCREASE 3-3.5% ANNUALLY	89,000.00	01-201-282-0000-6305
521	PARKS	CONTRACTOR AND SUPPLY AVAILABILITY - CIP POLICY	3,061.00	01-521-000-0000-6235
521	PARKS	CONTRACTOR AND SUPPLY AVAILABILITY - CIP POLICY	14,445.00	01-521-000-0000-6260
521	PARKS	CONTRACTOR AND SUPPLY AVAILABILITY - CIP POLICY	32,298.00	01-521-000-0000-6621
802	OTHER GENERAL GOVERNMENT	PUBLIC SAFETY FUNDS - MOVE TO DEPARTMENT 802	2,161,022	01-802-000-0000-6260
380	HIGHWAY	CARRY FORWARD TIRES FOR JD PAYLOADER - TO BE REPURPOSED AT HHW FACILITY	6,000.00	03-380-000-0000-6570
380	HIGHWAY	CARRY FORWARD ALL REMAINING BALANCE TO OFFSET FUTURE EXPENSES AS PER THE FLEET PROGRAM	106,760.00	03-380-000-0000-6621
380	HIGHWAY	CARRY FORWARD ALL REMAINING BALANCE TO OFFSET FUTURE EXPENSES AS PER THE FLEET PROGRAM	109,000.00	03-380-000-0000-6633
430	HHS SOCIAL SERVICES	OPIOID ALLOCATION FOR 2024 WAS UNDERSPENT-DHS APPROVED CARRYOVER OF UNSPENT FUNDS TO 2025	16,053.23	11-430-710-1586-6030
430	HHS SOCIAL SERVICES	OPIOID ALLOCATION FOR 2024 WAS UNDERSPENT-DHS APPROVED CARRYOVER OF UNSPENT FUNDS TO 2025	19,375.00	11-430-710-1586-6338
150	CAPITAL IMPROVEMENT PROJECTS	BEEBE LAKE PLAYGROUND - ADDITIONAL STRUCTURE	75,000.00	34-150-000-8064-6261
150	CAPITAL IMPROVEMENT PROJECTS	BEEBE LAKE PLAYGROUND - ADDITIONAL STRUCTURE	218,505.54	34-150-000-8064-6602
150	CAPITAL IMPROVEMENT PROJECTS	BEEBELAKE COUNTY PARK; ADA IMPROVEMENTS AND TRAIL PAVING	300,000.00	34-150-000-8066-6602
150	CAPITAL IMPROVEMENT PROJECTS	PUBLIC WORKS HVAC MECHANICAL REPLACEMENT	66,701.75	34-150-000-8473-6602
150	CAPITAL IMPROVEMENT PROJECTS	SHERIFF'S CONFERENCE ROOM	10,754.33	34-150-000-8480-6602
150	CAPITAL IMPROVEMENT PROJECTS	BODY CAMERA/LE RMS PROJECT - CONTINGENCY FUND	300,000.00	34-150-000-8517-6261
150	CAPITAL IMPROVEMENT PROJECTS	COMPOST FACILITY FUTURE SITE USE IMPROVEMENTS AND MODIFICATIONS	418,927.28	34-150-107-8114-6602
150	CAPITAL IMPROVEMENT PROJECTS	HEAT PUMP REPLACEMENT LEC	130,000.00	34-150-111-8055-6261
150	CAPITAL IMPROVEMENT PROJECTS	REPAVE PWB PARKING LOT	263,325.77	34-150-111-8058-6602
150	CAPITAL IMPROVEMENT PROJECTS	LEC ROOF REPLACEMENT – ADMIN/OFFICE	12,250.00	34-150-111-8529-6602
150	CAPITAL IMPROVEMENT PROJECTS	LEC ROOF REPLACEMENT - JAIL	20,750.00	34-150-111-8530-6602
150	CAPITAL IMPROVEMENT PROJECTS	STANLEY EDDY - RESTORATIONS	35,045.00	34-150-521-8180-6261
150	CAPITAL IMPROVEMENT PROJECTS	ROBERT NEY REGIONAL PARK SKI TRAIL LIGHTING AND ADA IMPROVEMENTS	75,000.00	34-150-521-8421-6261
150	CAPITAL IMPROVEMENT PROJECTS	CONSTRUCTION OF THE CROW RIVER REGIONAL TRAIL	133,000.00	34-150-521-8552-6261
165	CAPITAL IMPROVEMENT PROJECTS	ASSR - ONLINE BATCH PROCESSING	25,000.00	34-165-101-8472-6261
165	CAPITAL IMPROVEMENT PROJECTS	ONLINE PERMITTING	1,360.00	34-165-101-8513-6261
170	CAPITAL IMPROVEMENT PROJECTS	BODY CAMERAS + SERVER SOFTWARE	218,829.00	34-170-000-8007-6480
170	CAPITAL IMPROVEMENT PROJECTS	VOICE ENHANCEMENTS	275,685.74	34-170-000-8037-6261
170	CAPITAL IMPROVEMENT PROJECTS	E HEALTH MANDATE IMPLEMENTATION PLAN	100,000.00	34-170-000-8207-6261
170	CAPITAL IMPROVEMENT PROJECTS	EDMS REDACTION SOLUTION (SHERIFF PILOT)	40,000.00	34-170-000-8223-6261
170	CAPITAL IMPROVEMENT PROJECTS	COMMVAULT STORAGE RESTRUCTURE	300,000.00	34-170-000-8476-6602
170	CAPITAL IMPROVEMENT PROJECTS	RELATIONSHIP MANAGEMENT FOR INTEGRATED SERVICES	50,000.00	34-170-000-8516-6261
170	CAPITAL IMPROVEMENT PROJECTS	REFURBISH/REPLACE UNINTERRUPTIBLE POWER SUPPLY UNITS	14,000.00	34-170-063-8515-6261
170	CAPITAL IMPROVEMENT PROJECTS	ATTORNEY RECORDS SYSTEM REPLACEMENT	175,294.03	34-170-091-8019-6260
170	CAPITAL IMPROVEMENT PROJECTS	SECURITY THREAT ASSESSMENT IMPROVEMENTS	75,000.00	34-170-111-8514-6261
170	CAPITAL IMPROVEMENT PROJECTS	CAMERAS AT OUTPOST LOCATIONS	18,000.00	34-170-521-8234-6261
			10,755,747.07	

12/31/2024

2024 Budget Carryforwards to 2025

Dept #	Dept Name	Justification	Carryover Amount	Account Number
		Restricted Fund Balance	Oracle Amount	Account Number
		Nonspendable prepaid	1,994,218.32	01-000-000-0000-2762
		Nonspendable prepaid	71.08	02-000-000-0000-2762
		Law library	309,252.34	02-021-000-0000-2752
		Victim witness	48,729.93	02-022-000-0000-2729
		Richard Ahlers	3,653.84	02-023-000-0000-2746
		Juvenile restitution	99,587.65	02-025-000-0000-2743
		Attorney	156,796.39	02-092-000-0000-2768
		Attorney DWI seizure	73,421.43	02-095-000-0000-2734
		Recorders' technology	1,904,719.31	02-101-000-0000-2754
		Gravel	662,715.83	02-148-000-0000-2748
		Sheriff Contingency	562.62	02-204-000-0000-2733
		Attorney Contingency	476,840.00	02-205-000-0000-2733
		Conceal and Carry law	425,783.05	02-211-000-0000-2751
		911 capital expenditures	981,906.89	02-226-000-0000-2756
		Drug abuse prevention	12,583.67	02-227-000-0000-2737
		Sheriff's seizure	125,180.42	02-228-000-0000-2744
		Sheriff's Forfeiture	37,628.81	02-229-000-0000-2744
		Jail canteen	142,399.33	02-230-000-0000-2736
		Mounted Patrol	9,774.35	02-231-000-0000-2761
		Sheriff's Civil	124,947.57	02-232-000-0000-2761
		Sheriff DWI	54,806.86	02-234-000-0000-2742
		Sheriff's NG911	114,816.76	02-235-000-0000-2742
		Septic loans	762,640.87	02-392-000-0000-2765
		Dedicated donations - Ney Park	40,165.23	02-525-000-0000-2775
		Fairhaven Mill	19,960.47	02-526-000-0000-2781
		Buffer Grant	235,367.59	02-527-000-0000-2778
		County parks	1,138,134.96	02-529-000-0000-2776
		Economic development loans	296,973.85	02-724-000-0000-2758
		Missing Heirs	500.00	02-834-000-0000-2750
		Solar Farms	942,312.97	02-871-000-0000-2775
		Nonspendable prepaid	193,279.20	03-000-000-0000-2762
		Transportation projects	7,869,237	03-000-000-0000-2767
		Nonspendable prepaid	3,064,174	11-430-000-0000-2762
		Opioid Remediation	1,605,108.48	12-450-000-0000-2803
		Landfill closure/post closure	282,828.42	20-391-000-0000-2760
		SCORE program	911,392.57	20-393-000-0000-2732
		Administration Building	1,967,866.57	34-163-000-0000-2706
		Recorders' compliance	1,864,750.87	34-165-000-0000-2755
		Debt service	3,475,626.97	36-000-000-0000-2720
			$ 32,430,716.95	

2024 Budget Carryforwards to 2025

Dept #	Dept Name	Justification	Carryover Amount	Account Number
		Assigned Fund Balance	**Amount**	**Account Number**
		Subsequent years budget (General Fund)	7,146,130.40	01-000-000-0000-2803
		Road & Bridge operations	221,760.00	03-000-000-0000-2803
		Human Service operations	35,428.23	11-000-000-0000-2803
		Capital Project operations	3,352,428.44	34-000-000-0000-2803
			10,755,747.07	

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Barry Rhineberger

Requestor Title
Zoning Administrator

Department (please use dropdown to select department) *
PLANNING & ZONING

Target Meeting Date *
2/18/2025 9:00 AM - Board of Wright County Commissioners

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

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

Originator
SLD7338

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve Request to Rehire One Full-time Office Technician Position

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Request to Rehire One Full-time Office Technician Position

Value Stream the request primarily aligns with:
Optimize Civic Engagement

Briefly describe how the request aligns with the selected value stream.
Planning and Zoning Office Technicians provide administrative support to both customers, Planning & Zoning staff and the Compost and Recycling Facility. This position primary role involves answering questions at the front counter, over the phone, and through email regarding building permits, public meetings, land use, general zoning as well as addressing questions related to the Compost and Recycling Facility and setting up drop-off appointments. A significant portion of their day is spent receiving and processing building/septic permits, as well as coordinating building and septic inspections. The position is responsible ensuring permit application details are complete, permit file is complete and accurate, calculating permit fees and processing payments. The position is also responsible for managing permit records, setting up files for public hearings, preparing affidavits, and tracking legal deadlines for public notices. The Office Technician also serves a very important role as the backup minute taker and transcriber for Planning & Zoning public meetings.

Describe the impact on staffing resources.
Not filling this position will place a strain on the Planning & Zoning team, as it will increase individual workloads due to the added responsibilities of assisting customers at the front counter and answering the phone. This will negatively impact the permit processing turnaround time and overall office efficiency.

Fiscal Impact:
None. This position is replacing staff that resigned and is in the 2025 budget.

Background/Justification:
This position is typically the initial point of contact, handling customer inquiries, setting up inspections, and scheduling appointments. If left unfilled, the burden will shift to other staff members, taking time away from their daily tasks and reducing overall productivity. As a result, permit issuance will be delayed, and response times for returning calls will slow. This position is essential for meeting the growing demand for building/septic permits and supporting the increased use of the Compost and Recycling Facility.

Route for Review and Approval

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

Agenda Item Attachments (4)

Document Name	Attachment Type
Office Technician II - Job Description.pdf	Attachment
Office Technician II Backfill Request - Feb 2025.pdf	Attachment
Supporting Data.pdf	Attachment
Planning and Zoning Organizational Chart.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

Moved to agenda

County Administrator Review

County Administrator Decision

Notes

WRIGHT COUNTY
ADMINISTRATION

Position Backfill Request

Name of Department: Planning & Zoning

Department Head/Supervisor Barry Rhineberger/ Sheryl Daniels

Position Title Office Technician II

Date of Resignation: 2/14/2025

1. Will this position directly contribute to a county's strategic objective?
   a. Make Disciplined Investments for a Stable Future
   b. Continue Transparency and Empower Community Engagement
   c. Improve Operational Excellence – This position provides administrative support by delivering customer service, clerical assistance, and general office support. The majority of the time, this role serves as the first point of contact for customers and plays a crucial role in all aspects of office operations, including phone, counter, and email communications, permit processing, fee collection, scheduling inspections, records management, and serves as a backup minute taker. This position also answers many questions regarding the Wright County Compost and Recycling Facility and schedules appointments.

2. How many FTE's does your department currently have budgeted for this position?

   FTE's 2

3. Is there a direct impact on Wright County's citizens?
   a. Yes or no, and please explain. Yes, this position has a direct impact on Wright County's citizens. As the primary point of contact for most customers, this role ensures efficient communication and timely processing of permits, inspections, and other essential services. By managing customer interactions, fee collections, and maintaining records, the position contributes to the smooth operation of services that directly affect the community. This ensures that citizens have access to necessary resources and that their needs are addressed in a timely and effective manner.

4. Direct risk or cost for not backfilling this position?
   a. Yes or no, and please explain. Yes, if this position is not backfilled, there would be significant risks and costs to Wright County. Without proper administrative support, customer service may be delayed, leading to frustration among citizens who rely on timely assistance for services such as permit processing, inspections, and recycling facility appointments. Additionally, the absence of this role could result in an increased workload for other staff members, potentially causing bottlenecks in critical tasks like fee collection, records management, and minute-taking.

This could lead to inefficiencies, reduced productivity, and an overall decline in the quality of service provided to the public, ultimately affecting the county's ability to function smoothly.

5. Are there external funding sources tied to this position used?
    a. If yes – explain. No

6. Key activity or performance indicators that show the need for this position?
    a. Show the statistical data specific to the position.
    In 2024 the Wright County Compost and Recycling Facility saw a total of 4,807 appointments set, with 9,627 visitors. Overall call intake for the facility is not tracked, but calls do vary from general inquiries to appointment scheduling with the Office Technician taking the majority of the calls.

    Key activity indicators are attached.

7. Attach the Department organization chart highlighting the position along with the position description.

Recommendation for Board Approval: Yes _____ No _____

Date of Recommendation: _____

Office Technician II

Department/Division: Various

FLSA Status: *Non-Exempt*

Union/Non-Union: Union

General Definition of Work

Performs intermediate skilled administrative support work providing customer service, clerical, office support and/or financial activities to assist Department /Office management in administering programs and services provided to the County and the general public. Work is performed under the limited supervision of a unit supervisor and/or Department Director. Limited oversight/training is exercised over less experienced office staff.

This position is assigned to specialized functions within a Department.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Interacts with the public, vendors, others in the work unit, across units and with other agencies in person, on-line, or via telephone to exchange general information related to the Department's/Office's programs and activities; explains processes and requirements; receives and responds to complaints of both a routine and confidential nature requiring knowledge of policies, procedures, activities, and rules regarding data privacy.

Performs records management duties specific to the Department/Office assigned.

Responsible for complying with State of Minnesota data practices laws.

Assists with record maintenance and maintains Department/Office specific records; i.e. scans, indexes, and maintains all current and historical files; recommends disposition of records to storage, and archives; relocates and reorganizes records as necessary, purges and/or shreds records in accordance with record retention policies; determines proper coding and enters into system.

Performs typing and computer input of data, correspondence, activities, and other statistics.

Accesses and enters information into databases; prepares forms, listings, informational, statistical reports, and documents by determining required data, gathering, receiving, and compiling data from several sources; reviews and compares information to verify accuracy; formats data appropriately; transmits reports as required.

Calculates, collects, receipts, and processes all incoming fees, taxes, payments or other revenue, including entry into computer system as required; tracks and calculates Department/Office and/or program expenses; prepares purchase requisitions.

Balances daily receipts and prepares for deposit; maintains accurate records of fees and other accounting information; generates financial reports for internal and external agencies.

Composes and/or types letters, meeting minutes, forms, memoranda, and reports from abbreviated notes, tapes, and records; assists in preparing, updating and maintaining various Department/Office plans, manuals, and forms; prints, scans, faxes and makes copies of materials; sorts and distributes mail; tracks shipments as required; tracks and monitors the administrative office supply inventory and arranges for replenishment of items as necessary.

Sets up appointments and meetings for Department/Office staff.

Performs other duties and activities as assigned.

Office Technician II

Knowledge, Skills, and Abilities

Knowledge of, or ability to learn, County government work flows and processes; knowledge of basic office procedures; skill in the use of standard office equipment; including computer and software programs; verbal and written communication skills sufficient to effectively present information and respond to questions from a wide variety of audiences; reading comprehension skills sufficient to read and understand technical documents specific to the activities; and writing skills sufficient to compose a variety of letters, reports and forms; interpersonal skills sufficient to exchange and/or convey information, receive work direction and maintain effective working relationships; ability to perform data entry into various databases; ability to learn and use computer systems and programs used to administer Department/Office programs; ability to format and prepare basic business communications; ability to apply program policies and guidelines related to Department/Office programs; ability to perform math calculations to calculate fees; ability to deal effectively with demanding/challenging individuals; ability to maintain a high level of confidentiality regarding sensitive information; ability to pay attention to detail and effectively organize time and anticipate, plan and successfully respond to changing circumstances; ability to perform all job duties in compliance with safety guidelines and with an ongoing awareness of safety practices; ability to communicate courteously and professionally while maintaining positive working relationships with others when carrying out all job functions.

Education and Experience

High school diploma or GED and two years of experience in administrative support with public walk-in contact, or equivalent combination of education and experience. Associates/Technical degree is preferred.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires standing and walking and occasionally requires reaching with hands and arms, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word;
hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Requires the ability to type 35 words per minute.
May require possession of, or ability to obtain, specific licenses and/or certifications depending on departmental assignment.
A valid driver's license or evidence of equivalent mobility is required upon hire.

Last Revised: 12/12/2023

Office Technician II

Addendum/Other Assignments

Office Technician II – Finance & Taxpayer Services, Elections

Assists with performing duties in support of the County elections.

Reviews, maintains, updates voter records in the Statewide Voter Registration System.

Assists with coordinating and managing the absentee voting process.

Assists with preparing and conducting election-related trainings, maintaining online election judge training access, and tracking election judge training certifications.

Loads electronic roster files and posts voter history and voter registration information post-election.

Coordinate's election activities with city, township and school district officials in Wright County.

Responds to questions and inquiries from voters and election officials in Wright County.

Assists with researching and interpreting election-related statutes and laws.

Office Technician II – Finance & Taxpayer Services, Property Tax Operations

Serves as a passport acceptance agent for the County. Responsible for reviewing applications to verify that all required information has been provided and that appropriate fees are collected.

Prepares passport transmittal report for U.S. Department of State and compiles required information for the Federal Government.

Take and examines digital photos to ensure that they meet the specific requirements of the U.S Department of State.

Processes and records Finance and Taxpayer Services legal documents in person, by mail or electronically.

Exhibits confidentiality when dealing with personal documents such as divorce decrees, death certificates, birth records, Recognition of Parentage (ROP), driver's license information, gender changes, and Safe at Home participants.

Assists with property tax inquiries, calculates basic property tax estimates. Processes address information, Tax Clearance Certificates and processes statutorily required mass mailings to taxpayers.

Processes property tax payments and prepares refunds by uploading and processing online payment files. Balances cash drawers for cash, checks, and credit card transactions

Responsible for processing incoming and outgoing mail for the department. Prepares and tracks certified mail and postage allocation.

Provides office support for County elections.

Office Technician II - Court Services

This position performs confidential technical case management work, and requires successful completion of training, including but not limited to: Motivational Interviewing, Secondary Trauma, Evidence Based Practices, Safety/Self-Defense, BCA, and DVS certifications.

Creates, updates, and maintains confidential case files in State tracking database; researches and resolves discrepancies in files; links electronic documents in tracking system.

Researches and maintains information on bankruptcy cases and sealed/expunged cases.

Runs and reviews confidential system reports and background checks for offenders using systems that require individual certification.

Office Technician II

Contributes to formulation of Statewide and Department policies and procedures regarding State tracking and other Statewide supervision systems.

Accesses Minnesota Judicial E-filing and Serve system to file all required documents.

Greets and assists offenders by deciphering court orders to help and direct them to the appropriate staff member, including offenders who may be aggressive, hostile, or suffering from a mental illness.

Updates the State of Minnesota Revenue Recapture System and the public website for Department; registers and processes classes for clients or as requested.

Prepares and disburses refunds for overpayments; calculates and determines fees for adult and juvenile monitoring service and placements; works with agents, offenders, and/or parents to determine any waiver eligibility; arranges and maintains payment schedules.

Performs additional general office administrative duties, schedules conference rooms; creates and maintains office calendars.

Office Technician II – Health & Human Services

Assists with caseload requirements, opens and closes cases, retrieves and redacts confidential client data, and contacts clients on behalf of the case manager.

Processes Prepaid Medical Assistance Plan Enrollment (PMAP).

Assists with publications of newsletter and annual report.

Updates accounts on the computer system; works with provider to resolve genetic testing or personal-service billing problems.

Serves as point-of-contact for technical issues.

Office Technician II - Sheriff's Office

This position performs various administration support functions when assigned to the Sheriff's Office.

Maintains, updates, and distributes list of fingerprints needed; compares daily court calendar to fingerprint file; enters fingerprint alerts; informs individuals of fingerprints needed; updates and maintains fingerprint information for criminal history file.

Runs confidential criminal histories as needed; checks and maintains active criminal history files; conducts background checks for issuance of various permits; issues permit and maintains permit files.

Processes paperwork for court dates and seized items; compares pawn shop inventory records with stolen property records; verifies stolen property submitted by BCA with stolen property owners; tracks items seized by narcotics unit; enters stolen property into database; works with Evidence staff to disburse, auction, and release items.

Reviews and handles incoming inmate mail searching for contraband and receipting money; meets with inmates to review money owed.

Office Technician II - Planning & Zoning Office

This position provides administrative support to the entire Planning and Zoning Office and requires occasional attendance at public hearings during work hours and evenings to take and transcribe minutes in a timely manner. This position also requires a fundamental understanding of County zoning laws in order to answer general zoning, land use, feedlot, and building permit application questions as well as a general understanding of construction practices.

Performs general phone and counter reception while determining customer needs; notarizes customer documents.

Compiles information related to building/sewer/hearing permit applications.

Handles communication with applicant, contractor, or property owner throughout the application process.

Conducts permit and land record reviews of property prior to taking in building permit applications; files and maintains permit records and files; verifies information is complete for application and fees are paid. Ability to cross-check, analyze and detect records not tied to the correct parcel, make necessary changes to ensure the integrity of the records program.

Office Technician II

Verifies that Permit Program activities are complete to issue permits; delivers, mails, and provides copies of issued permits to applicants, Townships and intra-government Departments.

Sets up files for public hearing requests; prepares affidavits, tracks legal deadlines for public notices and Board decisions according to State Statue, maintains current, continued, and closed hearing files; schedules appointments in an efficient manner for building and septic inspectors, as well as the off-site compost facility while communicating acceptable hazardous or recyclable items.

Determines property locations based on tax parcel numbers or legal descriptions used to verify zoning districts and map designations for planning and permitting purposes and in response to phone inquiries, permitting and file purposes; measures distances using mapping tools to determine setbacks and location for building projects.

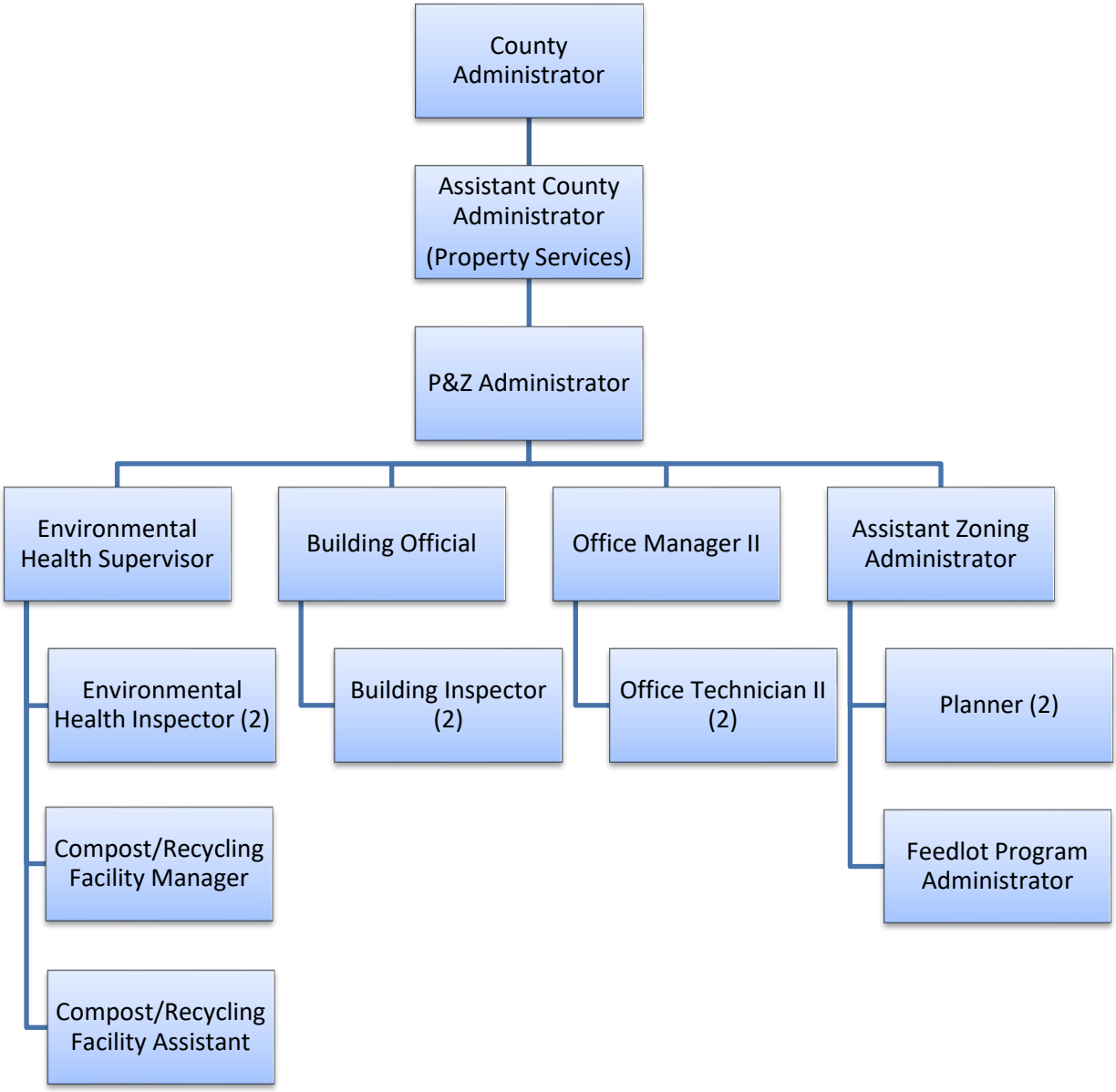
Reviews County tax records to determine/verify land ownership and legal descriptions.

Uses GIS mapping program to generate lists and labels to meet notification requirements for public hearings.

Office Technician II – Assessor Office

Provides administrative and clerical support to the entire Assessor Department.
Makes independent judgments in dealing with the public, outside agencies, within the department and interdepartmentally within the county organization in a professional manner within the position's authority.
Has a fundamental understanding of Minnesota property tax laws to address questions from the public relating to property tax programs and applications.
Manages the administration of property tax programs, making independent judgements and decisions regarding eligibility, fulfillment of requirements, maintenance within the CAMA/TAX system and reporting to the Department of Revenue.
Assists property owners with filing electronic applications using online software through the CAMA/TAX system.
Responsible for reviewing eligibility and enrollment in various property tax programs. Communicates (both orally and in a written form) to property owners concerning the status of their enrollment or application to property tax programs.
Researches and resolves homestead issues with other Minnesota counties. Informs appraisal staff of corrections to property classifications according to results of research and collaboration with those counties for the proper removal of social security numbers required by the Minnesota Department of Revenue.
Maintains property owner mailing address changes in CAMA/TAX system.
Exhibits comprehensive knowledge of department CAMA/TAX software and Microsoft Office software, the ability to operate personal computer equipment and peripherals to maintain office databases.

Planning and Zoning Department



Septic Permits By Month						
	2020	2021	2022	2023	2024	Average
January	51	48	62	49	69	**56**
February	57	68	38	70	123	**71**
March	99	159	116	104	145	**125**
April	145	199	121	156	227	**170**
May	164	212	181	205	205	**193**
June	211	290	204	237	162	**236**
July	238	223	199	246	175	**227**
August	202	193	268	263	307	**232**
September	257	200	209	273	321	**235**
October	241	184	207	240	297	**218**
November	112	138	123	177	152	**138**
December	97	85	76	112	117	**93**
	1,874	**1,999**	**1,804**	**2,132**	**2,300**	**1,991**

Inspections by Year	
	Number
2020	4,365
2021	4,014
2022	3,814
2023	4,571
2024	4,674
	21,438

HHW Visits	
	Total
2020	6,843
2021	7,210
2022	7,474
2023	8,295
2024	9,627
	39,449

Public Hearings by Year					
	2020	2021	2022	2023	2024
Board of Adjustment	73	70	79	93	70
Planning Commission	61	88	52	70	70

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Alicia O'Hare

Requestor Title
Water Resource Specialist

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
2/18/2025 9:00 AM - Board of Wright County Commissioners

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

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

Originator
MAM7693

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve and Adopt Resolution to Implement The Mississippi River St. Cloud Comprehensive Watershed Management Plan

Adopt and Adopt Resolution to Delegate Administration and Implementation of Comprehensive Watershed Management Plans

Authorize Signatures on the Joint Powers Agreement for Implementation of the Mississippi River St. Could Watershed Comprehensive Water Management Plan

Short Title (what will appear on Agenda outline - 250 character max.) *
Adopt Two Resolutions and Authorize Signatures On the Joint Powers Agreement:

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:

Background/Justification:
By authorizing signatures on the JPA for the implementation of the Mississippi River St. Cloud Watershed Comprehensive Water Management Plan. The third and final management plan will be adopted. Creating the need for two resolutions. One resolution is the formal adoption of the plan, and the second resolution designates Wright SWCD as the representative responsible for administration and implementation.

Route for Review and Approval

- [ ] Finance Review
- [x] Legal Review
- [ ] Risk Mgmt Review
- [ ] Skip Workflow

Agenda Item Attachments (5)

Document Name	Attachment Type
St. Cloud MS 1W1P JPE Final.docx	Attachment
BWSR Board Order 25-05 Mississippi River St. Cloud MRSC CWMP.pdf	Attachment
BWSR Board Order 25-05 Letter.pdf	Attachment
SWCD Resolution Watershed FLAT.pdf	Attachment
SWCD Resolution Watershed Adopt FLAT.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

Legal Review

Legal Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

RESOLUTION ##
BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:

Tina Diedrick	District 1
Darek Vetsch	District 2
Jeanne Holland	District 3
Nadine Schoen	District 4
Robert (Kirby) Moynagh III	District 5

RESOLUTION ##

Resolution To Delegate Administration and Implementation of Comprehensive Watershed Management Plans

Whereas, the County of Wright was tasked with the development of a County water plan pursuant to Minnesota Statute Chapter 103B;

Whereas, the County of Wright delegated the development, administration and implementation of the Wright County Local Water Management Plan to Wright Soil and Water Conservation District;

Whereas, to facilitate the development, implementation and revision of the Wright County Local Water Management Plan, the County created the Wright County Water Management Task Force;

Whereas, the Minnesota Board of Water and Soil Resources has directed that the water resource planning is best served on a watershed level as opposed to the County level which geographic area may or may not reflect a watershed boundary.

Whereas, on the 18th day of February, 2025, the Wright County Board of Commissioners adopted the third and final Comprehensive Watershed Management Plan,

Based upon the foregoing, the Wright County Board of Commissioners hereby makes the following:

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

Roll Call Vote:

	YES	ABSENT	NO	ABSTAIN
DIEDRICK				
VETSCH				
HOLLAND				
SCHOEN				
MOYNAGH				

STATE OF MINNESOTA)

ss.

County of Wright)

[DATE] now on file in my office, and have found the same to be

IN TESTIMONY WHEREOF, I have hereunto signed my name and caused the seal of the County of Wright to be affixed.

Select Signer

RESOLUTION ##

BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:

Tina Diedrick	District 1
Darek Vetsch	District 2
Jeanne Holland	District 3
Nadine Schoen	District 4
Robert (Kirby) Moynagh III	District 5

RESOLUTION ##

1. The Wright County Board of Commissioners hereby revokes its delegation of power to the Wright Soil and Water Conservation District for the development, administration and implementation of the Wright County Local Water Management Plan

2. The Wright County Board of Commissioners disbands the Wright County Water Management Task Force and commend those who have so generously served the County with their time and talent on the Committee.

3. The Board of Commissioners hereby recognizes that the County of Wright will continue to partner with Wright Soil and Water Conservation District in watershed planning for the benefit of its citizens.

4. The County of Wright shall delegate to Wright Soil and Water Conservation District the administration and implementation of the Comprehensive Watershed Management plans that have been adopted by both the County of Wright and the Wright Soil and Water Conservation District; specifically including the allocation of any grant monies or flow through dollars from Minnesota Board of Water and Soil Resources for the implementation of the watershed projects and such other matching monies as the County Board so allocates.

RESOLUTION ##
BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:

Tina Diedrick	District 1
Darek Vetsch	District 2
Jeanne Holland	District 3
Nadine Schoen	District 4
Robert (Kirby) Moynagh III	District 5

RESOLUTION ##

Page 1 of 2

Resolution to Adopt and Implement the Mississippi River St. Cloud Comprehensive Watershed Management Plan

WHEREAS, Wright County has been notified by the Minnesota Board of Water and Soil Resources that the Mississippi River St. Cloud Comprehensive Watershed Management Plan has been approved according to Minnesota Statutes §103B.101, Subdivision 14 and Board Resolution #25-05

NOW; BE IT RESOLVED: Wright County hereby adopts and will begin implementation of the approved Comprehensive Watershed Management Plan for the area of the county identified within the Plan. The Comprehensive Watershed Management Plan replaces the Wright County Water Plan for County purposes for the area of the county identified within the Plan.

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

Roll Call Vote:

	YES	ABSENT	NO	ABSTAIN
DIEDRICK				
VETSCH				
HOLLAND				
SCHOEN				
MOYNAGH				

STATE OF MINNESOTA)

ss.

County of Wright)

IN TESTIMONY WHEREOF, I have hereunto signed my name and caused the seal of the County of Wright to be affixed.

Select Signer

Version 2

RESOLUTION ##

BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:

Tina Diedrick	District 1
Darek Vetsch	District 2
Jeanne Holland	District 3
Nadine Schoen	District 4
Robert (Kirby) Moynagh III	District 5

RESOLUTION ##

BE IT FURTHER RESOLVED: Wright County terminates its rights and obligations under the Mississippi River St. Cloud Watershed Memorandum of Agreement with the last date of the signature being September 28, 2022 for developing the Comprehensive Watershed Management Plan and the establishment of an organizational structure for the implementation of the Plan.

BE IT FURTHER RESOLVED: Wright County shall enter into the joint powers agreement for the Implementation of the Mississippi River St. Cloud Comprehensive Watershed Management Plan with such entity being known as the "Mississippi River St. Cloud Watershed Entity" and authorizes it chair to execute such document.

BE IT FURTHER RESOLVED: that, pursuant to the terms of said joint powers agreement, Wright County Board of Commissioners shall appoint a representative annually, to serve as a representative of Wright County on the Mississippi River St. Cloud JPE Board.

BE IT FURTHER RESOLVED: that Wright County Board authorizes one member of each Wright County and Wright Soil and Water Conservation District staff to serve as part of the Mississippi River St. Cloud Implementation Planning Committee upon appointment by the Mississippi River St. Cloud JPE Board.

JOINT POWERS AGREEMENT FOR THE IMPLEMENTATION OF THE MISSISSIPPI RIVER ST. CLOUD WATERSHED COMPREHENSIVE WATER MANAGEMENT PLAN

Pursuant to Minnesota Statutes, section 471.59, this Joint Powers Agreement ("Agreement") is entered into by and among the political subdivisions and local governmental units of the State of Minnesota as follows:

The Counties of Benton, Meeker, Stearns, Sherburne, and Wright each by and through its respective Board of Commissioners, (collectively referred to as the "Counties");

The Benton, Meeker, Mille Lacs, Stearns, Sherburne, and Wright Soil and Water Conservation Districts, each by and through its respective Board of Supervisors (collectively referred to as the "SWCDs"); and

Together, the above identified Counties and Soil and Water Conservation Districts ("SWCDs"), collectively enter into a plan to implement protection and restoration efforts for the Mississippi River St. Cloud Watershed. For purposes of this Agreement, said political subdivisions, local units of government and those added in accordance with the terms of this Agreement, are herein collectively referred to as "Parties" and individually as a "Party."

Recitals

WHEREAS, pursuant to Minnesota Statutes, sections 103B.305, subdivision 5 and 103B.3363, each of the Parties to this Agreement is a local unit of government having the responsibility and authority to separately or cooperatively, by joint agreement pursuant to Minnesota Statutes, section 471.59, to prepare, develop, adopt, implement, and administer a comprehensive local water management plan, or a substitute thereof, and carry out implementation actions, programs, and projects toward achievement of goals and objectives of such plans; and

WHEREAS, pursuant to Minnesota Statutes, sections 103B.101 and 103B.801, the Minnesota Board of Water and Soil Resources (BWSR) is authorized, to coordinate the water and resource planning and implementation activities of counties, SWCDs, municipalities, watershed districts, and watershed management organizations and to administer and oversee the Minnesota Comprehensive Watershed Management Planning Program, known as the One Watershed, One Plan program; and

WHEREAS, each of the Parties exercises water management authority and responsibility within the Mississippi River St. Cloud Watershed Management Area, a geographical area consisting of those portions of Benton, Meeker, Mille Lacs, Stearns, Sherburne, and Wright counties that drain into the Mississippi River St. Cloud Watershed as depicted on Exhibit A, attached hereto and incorporated herein; and

WHEREAS, some of the Parties had previously entered into the Mississippi River St. Cloud Watershed Memorandum of Agreement ("MOA") with the last date of signature being September 28, 2022, to develop the One Watershed, One Plan ("Plan") for the Mississippi River St. Cloud Watershed. Under the terms of the MOA, the Plan will be completed, be submitted to the Minnesota Board of Water and Soil Resources ("BWSR") for approval and will then be considered for adoption by the Parties to this Agreement. Those governmental entities that approve the Plan shall be eligible to be a part of this Agreement. The terms of the MOA also require that the structure for administration of the Plan be determined. The MOA will expire coterminous with the One Watershed, One Plan grant from BWSR dated April 15, 2024. This Agreement shall not be construed as to modify or supplant the terms or provisions of the MOA; and

WHEREAS, with matters that relate to coordination of water management authorities pursuant to Minnesota Statutes, chapters 103B, 103C, and 103D, and with public drainage systems pursuant to Minnesota Statutes, chapter 103E, this Agreement does not change the rights or obligations of the public drainage system authorities; and

WHEREAS, this Agreement and the Mississippi River St. Cloud Watershed Comprehensive Watershed Management Plan does not replace or supplant local land use or the planning/zoning authority of the respective Parties and the Parties intend that this Agreement shall not be construed in that manner.

TERMS AND CONDITIONS

NOW THEREFORE, pursuant to Minnesota Statutes, section 471.59 and other relevant state law and in consideration of the mutual promise and benefits that the Parties shall derive herefrom, all Parties hereby agree:

1. Purpose and Establishment

    a) Purpose: This Agreement establishes the terms and conditions, governing structure, and processes by which the Parties will institute the implementation of the Plan. The Plan provides a framework for consistency and cooperation for entities that operate within the Mississippi River St. Cloud Watershed to allow for the implementation of projects and programs within the watershed that provide the highest return on investment for addressing water quality/quantity issues within the watershed, and to allow the funding from the BWSR" to be passed through to the Parties for administration consistent with State statutes, guidelines, grant requirements and the Plan. Consistent with its terms and conditions, this Agreement authorizes the Parties to cooperatively exercise their common and similar power of local water planning and management notwithstanding the territorial limits within which they may otherwise exercise separately and to take action that will promote the goals listed in Minnesota Statutes, section 103B.801 and fulfill responsibilities under Minnesota Statutes, chapter 103B.

b) Established: This Agreement establishes a joint powers entity (hereinafter, the "Entity"). The name of the Entity is "Mississippi River St. Cloud Watershed Entity".

c) Recitals: All recitals set forth above are hereby incorporated into this Agreement.

2. Eligibility and Procedure to Become a Party

a) Qualifying Party: A county, SWCD, municipality, watershed district, or watershed management organization located and authorized to carry out water planning and resource management responsibilities within the Mississippi River St. Cloud Watershed Management Area is eligible to become a Party to this Agreement. To become a Party, the county, SWCD, municipality, watershed district or watershed management organization shall have first adopted the Plan.

b) Initial Parties: A county, SWCD, watershed district, or watershed management organization may be an Initial Party by qualifying under section 2(a), by adopting the Plan and by its governing board agreeing to become a Party and be bound by the terms of this Agreement within 60 days of State approval of the Plan. Such local unit of government shall also give notice of plan adoption in accordance with provisions of Minnesota Statutes, chapters 103B and 103D. Any qualifying county, SWCD, watershed district, or water management organization that desires to become a Party after expiration of the 60-day period for joining as an Initial Party, will be eligible to become a Party as an additional party pursuant to Section 2.c., below.

c) Adding Additional Parties: A qualifying local unit of government that desires to become a Party to this Agreement at any time later than 60-days following State approval of the Plan, may become a Party upon the adoption of the Plan by the Party's governing board and by submitting to the Entity evidence its governing board adopted the Plan and agrees to the terms and conditions of this Agreement and to be bound by the same.

Upon receipt of such evidence, the governing board shall issue a signature page to the local government unit and instructions to execute and return the same to the Entity along with the name and contact data of the representatives appointed by the local government unit to serve on the governing board.

3. Powers and Formation of the Governing Board

a) Board: A governing board ("Board") shall be formed to oversee the implementation of the Plan. The Board shall consist of one individual selected by each Party to the Agreement. The Party shall determine the elected and appointed officials that will serve as its representative and alternate to serve in the absence of the representative. Appointed officials shall only be allowed from watershed management organizations or watershed districts. The Party will be allowed to remove its representative that serves on the Board and or replace its alternate. If both the representative and alternate are present at the meeting, only the representative will have the ability to participate on the Board and cast a vote. Each member of the board shall have one vote. Each entity shall only have one vote. There shall be no votes by proxy. Members of the Board are neither deemed employees of the Board nor entitled to any compensation from the Entity.

b) Board Term and Vacancy: The term of a Board representative shall be for a period of two years with the ability of the Party to appoint a representative to successive terms. If the Party fails to appoint a representative, the incumbent shall serve until such appointment occurs. If a representative resigns or is no longer able to serve, the alternate shall serve until a representative is appointed.

c) Officers: The Board shall elect from its members a Chair and a Vice Chair at the first meeting of each new calendar year. The duties of the Chair include presiding at all meetings, acting as the administrative leader of the Entity, and carrying out such functions as the Board assigns to the Chair. The Vice Chair shall act as the Chair in the Chair's absence. The Board may elect or appoint such other officers as it deems necessary to conduct the affairs of the Entity.

d) Open Meeting Law: The Board shall comply with the Minnesota Open Meeting law as set forth in Minnesota Statutes, chapter 13D. The Board members are permitted to appear remotely if the requirements of the Open Meeting Law are followed.

e) Operations: The Board shall meet twice a year or more often as deemed necessary by the Board. The Board may adopt bylaws consistent with this Agreement and applicable law and may amend the same on a vote of simple majority of all the Board representatives. The Board may act only if there is a quorum. A quorum is a simple majority of the Board.

f) Budget and Plan: The Board shall approve the budget for the organization and the implementation plan and any amendments thereto by super majority of 75% of the Board. The Plan and Budget may be up two years and shall identify specific projects and programs for implementation. Once

a program has been approved by the Entity, individual landowners who meet the requirements of the program may be contracted with by the Party.

g) Fiscal Agent: The Board, with a Party's consent, shall identify a Party to act as fiscal agent. The fiscal agent shall be responsible for: 1) retention of all data collected, created, received, maintained or disseminated for any purpose of the activities undertaken pursuant to this Agreement and retain the same for a minimum of six years after the termination of the Agreement or as required by law or any funding source, whichever is longer in duration; 2) to ensure a full accounting using generally accepted auditing practices of all financial obligations of the Entity; 3) to allow, as required by Minnesota Statutes, section 16C.05, access and the right to examine, audit, excerpt or transcribe any documents pertinent to the accounting practices and procedures and fiscal transactions relating to this Agreement for the purposes of auditing by any Party, the State Auditor or others as the Board directs; 4) to provide to the Board reports on the fiscal transactions that have occurred for their approval; and 5) to ensure that any reporting requirement from funding sources is abided by.

h) Committees:

1.) Implementation Planning Committee. The Board shall have an Implementation Planning Committee. It is the duty of the Implementation Planning Committee to draft a yearly or biannual implementation plan consistent with the Plan and a yearly or biannual budget for consideration by the Board. The Implementation Planning Committee will solicit from each Party programs and/or projects that are consistent with the Plan and further the goals of the Plan for consideration of the Implementation Planning Committee as a whole.

The Implementation Planning Committee shall have one representative and an alternate from each Party who is appointed by the Party's governing board and is a staff member from the Party. Each person appointed shall have one vote. The implementation plan shall identify the projects/ and or programs for funding, the timeline for the completion of the project/programs and who is proposed to oversee the project/programs. The plan shall coincide with the fiscal year for the State of Minnesota. The plan shall be evaluated in accord with the goals of Plan, the guidelines set forth in statute and by BWSR. The Implementation Planning Committee may have ex officio members to assist the Committee is its efforts. The ex officio members shall not have a vote on the Committee.

2.) The Board may establish other committees for the purposes of implementation of the Plan. Any committees established by the Board shall be identified in the Board's By-Laws. The By-Laws shall

establish the purpose of any committee, identify the process for appointing members and the qualifications of those members, and describe the process and procedures for the committee. All committees shall comply with the terms of this Agreement.

3.) The Board does not have the authority to delegate any of its powers under this Agreement to a committee. Committees are not permitted to make final decisions for the Board, enter into contracts for the Board, or receive any fiscal funds on behalf of the Board.

i) Powers: The Board shall have the following powers:

i) The Board may apply for and accept gifts, grants or money, other personal property or assistance that is available through the United States government, the State of Minnesota or any person, association or agency in the furtherance of the goals and objectives of the Plan;

ii) The Board may make such agreements or contracts as necessary to implement the terms of the Plan including the contracting for a project coordinator, administrative, fiscal agent, legal or expert services. If a coordinator is contracted for, the payment for the coordinator shall be funded by grant funds or gifts;

iii) The Board may contract with a Party to implement Program(s) and or Project(s) set forth in the Implementation plan and budget;

iv) The Board shall procure insurance coverage and any necessary surety bonds for the Entity with such costs being paid for by the Entity;

v) The Board shall direct development of a budget and project plan to be implemented and shall provide notice to all the Parties' governing boards of the proposed budget and plan and seek feedback on the same;

vi) The Board may adopt bylaws for the operation of the Entity so long as the bylaws are consistent with state law and this Agreement;

vii) The Board shall pay for services performed consistent with the purpose of the Agreement and the Plan. The Board may develop a process for the payment of invoices provided that all payments shall be subject to ratification by the Board at the next meeting. The Board shall account for disbursement of funds in a manner consistent with generally accepted accounting practices; and

viii) The Board shall hold such incidental powers as are necessary to effectuate this Agreement.

j) Reservation of Powers: Any powers not specifically enumerated shall be reserved to the Parties. Specifically, and without limitation, the following powers are reserved: the ability to hire staff; the ability to own real property; the ability to own personal property unless such properties are purchased with grant monies or are a gift; the ability to levy; and the ability to incur debt or bond.

k) Funding of Operations: The funding of the Entity and the implementation of the plan shall be limited to grant revenues, gifts, and monies including any accrued interest from any person, entity, or association. The Parties shall only be responsible for agreed upon contributions of in-kind services and staff time, unless the Party's governing board, in its sole discretion, affirmatively elects to provide additional funding for an identified project, program or operational cost.

4. Term and Termination

a) Effective Date: This Agreement is effective upon signature of all Initial Parties and will remain in effect unless terminated consistent with terms of this Agreement or as otherwise provided under the law. This Agreement will be reviewed every five years to evaluate the efficacy of the Entity or sooner as requested by the Parties.

b) Termination: This Agreement terminates: 1) by motion or resolution adopted by the governing bodies of all then-existing Parties; 2) by resolution or motion by the Board upon ongoing failure to obtain adequate funding for Plan implementation; 3) by order of a Court of competent jurisdiction; or 4) if only three Parties remain party to this Agreement. Parties acknowledge their respective and applicable obligations, if any, under Minnesota Statutes, section 471.59, subdivision 5 after the Agreement has been terminated or the purpose of the Agreement has been completed.

c) Asset Disbursement: Upon termination, any assets remaining shall be disbursed as follows: 1) assets that have been purchased with pass through funding wherein the agreement requires tracing of the asset and specific disposal requirement shall be disposed of in accord with the funding agreement; 2) remaining assets shall be liquidated and any monies shall first be applied to any debt or obligation remaining; 3) after satisfaction of any debt or obligation there remains any assets, it shall be divided evenly to the then remaining Parties to the Agreement at the time of termination.

d) Withdrawal: A Party may withdraw from this Agreement by motion or resolution of its governing body of intent to withdraw. Any motion to withdraw made on or before January 1st shall be effective for the following June 30th. Any motion to withdraw made after January 1st shall not be

effective until the second June 30th.The withdrawal shall not relieve any Party of an obligation in effect for the existing terms of a grant agreement nor shall it relieve Mississippi River St. Cloud Watershed Entity of paying for any obligation assumed by the Party until such time as the withdrawal is effective. A Party may withdraw earlier upon agreement from all remaining Parties. Notice shall be done by certified US Mail delivered to the fiscal agent and the current Board Chair.

e) Duties on Withdrawal: Notwithstanding the Notice to Withdraw, the Party shall continue to discharge its responsibilities under the current BWSR grant. The withdrawing Party shall not be entitled, under this Agreement, to any disbursement of property or funds.

5. General Provisions

a) Compliance with Laws/Standards: The Parties agree to abide by all applicable federal, state, and local laws, statutes, ordinances, rules, and regulations.

b) Timeliness: The Parties agree to perform obligations under this Agreement in a timely manner and inform each other about delays that may occur.

c) Applicability: The Entity shall be considered a separate and distinct public entity to which the Parties have transferred all responsibility and control for actions taken pursuant to this Agreement. The Entity shall comply with all laws and rules that govern a public entity in the State of Minnesota and shall be entitled to the protections of Minnesota Statutes, chapter 466.

d) Indemnification and Hold Harmless: The Entity shall fully defend, indemnify, and hold harmless the Parties against all claims, losses, liability, suits, judgments, costs and expenses by reason of the action or inaction of the Governing Board and/or employees and/or the agents of the Entity. This Agreement to indemnify and hold harmless does not constitute a waiver by any participant on limitations on liability provided under Minnesota Statutes, section 466.04 or any other statutes regarding the limitation of liability for political entities of the State of Minnesota.

To the full extent permitted by law, actions by the Parties pursuant to this Agreement are intended to be and shall be construed as a “cooperative activity” and it is the intent of the Parties that they shall be deemed a “single governmental unit” for the purpose of liability, as set forth in Minnesota Statutes, section 471.59, subdivision 1a(a); provided further that for purposes of the statute, each Party to this Agreement expressly declines responsibility for the acts or omissions of the other Party.

The Parties of this Agreement are not liable for the acts or omissions of the other participants to this Agreement except to the extent to which they have agreed in writing to be responsible for acts or omissions of the other Parties.

e) Amendments: Any proposed amendments to this Agreement may be initiated by the Board and, if approved by the Board by a supermajority of 75%, the Board may send the same to the Parties' governing bodies for consideration. No amendment to this Agreement is effective until all Parties' governing boards have approved the amendment.

f) Dispute Resolution: If a dispute arises out of or relates to this Agreement, or the alleged breach thereof, and if the Parties to the dispute are unable to resolve the issue through good faith discussions, the Parties agree to use mediation services to attempt to resolve the dispute. The Parties shall work cooperatively to select a mediator, the cost of which shall be shared equally among the Parties to the dispute. If mediation fails to resolve a dispute between Parties, then the Parties will resolve the dispute through litigation.

6. Miscellaneous

a) Counterparts: This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and all of which when taken together shall constitute one and the same Agreement. Any counterpart signature transmitted by facsimile or by sending a scanned copy by electronic mail or similar electronic transmission shall be deemed an original signature. This executed Agreement, including all counterparts, shall be filed with each Party to this Agreement with a notification of the Agreement's effective date.

b) Savings Clause: In the event any provision of this Agreement is determined by a court of law to be null and void, the remaining provisions of this Agreement shall continue in full force and effect.

The remainder of this page left intentionally blank.

County of Sherburne

_____

Chair

Dated: _____

Approved as to form and execution:

_____

Kathleen A. Heaney

Sherburne County Attorney

Dated: _____

Sherburne Soil and Water Conservation District

_____

Chair

Dated: _____

Approved as to form and execution:

_____

Kathleen A. Heaney

Sherburne County Attorney

Dated: _____

County of Benton

_____

Ed Popp

Chair

Dated: _____

Attest:

_____

Montgomery Headley

County Administrator

Dated:_____

Approved as to form and execution:

_____

Michelle L. Meyer

Assistant Benton County Attorney

Dated: _____

Benton Soil and Water Conservation District

_____

_____

Chair

Dated: _____

Attest:

_____

_____

Dated:_____

Approved as to form and execution:

_____

Michelle L. Meyer

Assistant Benton County Attorney

Dated: _____

County of Wright

_____

Darek Vetsch, Board Chair

Dated: _____

Attest:

_____

Greg Kryzer, County Administrator

Dated: _____

Approved as to form and execution:

_____

Brain Lutes; Wright County Attorney

Dated: _____

Wright Soil and Water Conservation District

_____

_____

Chair

Dated: _____

Attest:

_____

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Dated:_____

Approved as to form and execution:

_____

_____

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Dated: _____

County of Stearns

_____
Jeff Bertram, Chair
Stearns County Board of Commissioners

Date: _____

Attest:

_____
Randy R. Schreifels, Stearns County Auditor-Treas.
Clerk, Stearns County Board of Commissioners

Date:_____

Approved as to form and execution:

_____
Brenda L. Theis
Assistant Stearns County Attorney

Date: _____

Stearns Soil and Water Conservation District

_____

_____

Chair

Dated: _____

Attest:

_____

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Dated:_____

Approved as to form and execution:

_____

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Dated: _____

County of Meeker

_____

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Chair

Dated: _____

Attest:

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Dated:_____

Approved as to form and execution:

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Dated: _____

Meeker Soil and Water Conservation District

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Chair

Dated: _____

Attest:

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Dated:_____

Approved as to form and execution:

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Dated: _____

Mille Lacs Soil and Water Conservation District

_____

_____

Chair

Dated: _____

Attest:

_____

_____

Dated:_____

Approved as to form and execution:

_____

_____

_____

Dated: _____

BOARD DECISION #25-05

Minnesota Board of Water and Soil Resources
520 Lafayette Road North
St. Paul, Minnesota 55155

In the Matter of the review of the Comprehensive Watershed Management Plan for the Mississippi River - St. Cloud Watershed, pursuant to Minnesota Statutes, Sections 103B.101, Subdivision 14 and 103B.801.	**ORDER APPROVING COMPREHENSIVE WATERSHED MANAGEMENT PLAN**

Whereas, the Mississippi River - St. Cloud Partnership submitted a Comprehensive Watershed Management Plan (Plan) to the Minnesota Board of Water and Soil Resources (Board) on December 16, 2024 pursuant to Minnesota Statutes, Sections 103B.101, Subdivision 14 and 103B.801 and Board Resolution #21-08, and;

Whereas, the Board has completed its review of the Plan;

Now Therefore, the Board hereby makes the following Findings of Fact, Conclusions, and Order:

FINDINGS OF FACT

1. **Partnership Establishment.** The Mississippi River - St. Cloud Partnership (Partnership) was established through adoption of a Memorandum of Agreement for the purposes of developing a Comprehensive Watershed Management Plan. The members of the Partnership include Benton County, Benton Soil and Water Conservation District (SWCD), Meeker County, Meeker SWCD, Mille Lacs SWCD, Stearns County, Stearns SWCD, Sherburne County, Sherburne SWCD, Wright County and Wright SWCD.

2. **Authority to Plan.** Minnesota Statutes, Sections 103B.101, Subdivision 14 allows the Board to adopt resolutions, policies or orders that allow a comprehensive plan, local water management plan, or watershed management plan, developed or amended, approved and adopted, according to Chapters 103B, 103C, or 103D to serve as substitutes for one another or be replaced with a comprehensive watershed management plan. Minnesota Statutes, Sections 103B.801, established the Comprehensive Watershed Management Planning Program; also known as the One Watershed, One Plan (1W1P) program. Board Decision #21-08 adopted the One Watershed, One Plan Program's *Operating Procedures (Version 2.1)* and Board Decision #19-41 adopted the One Watershed, One Plan Program's *Plan Content Requirements (Version 2.1)* policies.

3. **Nature of the Watershed.** The Mississippi River - St. Cloud watershed covers 1,080 square miles (691,200 acres), spanning seven counties. Most of the watershed is dominated by agricultural land use (54% by area), but also includes large areas of deciduous forest (13%) and emergent wetlands(11%) The watershed has 374 lakes and 907 stream miles, with 59.5 of those miles being Mississippi River reaches. Within the watershed, there are ample recreational opportunities and valuable habitat.

4. **Plan Development.** The Plan was developed as a single, concise, and coordinated approach to watershed management. The Plan consolidates policies, programs, and implementation strategies from existing data, studies and plans, and incorporates input from multiple planning partners and public input to provide a single plan for management of the watershed. The Plan focuses on prioritized, targeted, and measurable implementation actions to protect and restore the water quality of lakes and streams, address groundwater quality and knowledge gaps, restore and preserve habitat and natural resources, and tackles surface water hydrology issues in the watershed.

5. **Plan Review.** On December 16, 2024, the Board received the Plan, a record of the public hearing, and copies of all written comments and responses for final State review pursuant to Board Resolution #21-08. During the development of the Plan, State agency representatives attended and provided input at advisory committee meetings. The following review agency comments were received during the comment period.

   A. Minnesota Department of Agriculture (MDA): "Thank you for the opportunity to review the Mississippi River-St. Cloud One Watershed One Plan (plan). The Minnesota Department of Agriculture (MDA) appreciates the opportunity to work with BWSR and local staff on the development and review of this plan. As written, we believe this plan sufficiently addresses the resource concerns present in this watershed. The MDA recommends the approval of this plan.

      Thanks again for the opportunity to participate and provide comment."

   B. Minnesota Department of Health (MDH): "On behalf of MDH and consistent with the 60-day letter I submitted on August 13, 2024, I am recommending approval of the Mississippi River-St. Cloud Comprehensive Watershed Plan. I feel the Plan is written in a manner that satisfactorily incorporates MDH's priority concerns pertaining to groundwater and drinking water, while reflecting the priorities of residents of the watershed and the capacities of the local entities that will implement the Plan."

   C. Minnesota Department of Natural Resources (DNR): "The Minnesota DNR has received the final Mississippi River – St. Cloud Comprehensive Watershed Management Plan (1W1P) and reviewed responses to comments submitted of the draft plan. The DNR is satisfied with the responses to issues raised during our review, has no additional comments, and recommends that BWSR approve the plan.

      Thank you for the opportunity to participate in this process. We look forward to working with watershed partners to help implement the plan."

   D. Minnesota Pollution Control Agency (MPCA): "The Minnesota Pollution Control Agency (MPCA) has reviewed the draft Mississippi River - St. Cloud Comprehensive Watershed Management Plan (Plan) dated December 2024. Overall, the Plan is very well written, concise, and thorough. We have no further comments as part of the official 90-day Review and Comment Period and recommend it for approval.

      The MPCA greatly appreciates the opportunity to participate and provide input throughout the Plan development process. The MPCA sincerely values the efforts that you and the watershed partners put forth in coordinating and completing this important Plan."

   E. Minnesota Environmental Quality Board (EQB): Policy requires that EQB be notified of the final draft document. EQB confirmed receipt of the Plan and did not provide comments on the 90-day final draft Plan.

F. Minnesota Board of Water and Soil Resources (BWSR): BWSR finds that the partnership has adequately addressed our comments provided during the 60-day review. During our final review, we find that the plan meets all items found within the One Watershed, One Plan Content Requirements (version 2.1). Therefore, we recommend approval of the plan as submitted.

6. **Plan Summary and Highlights.** The highlights of the Plan include:

- The Partnership sought community engagement during the early stages of the planning process including public input from two public kick-off meetings (in person and virtual), and several Citizen Advisory Committee meetings throughout the planning process. The comments were used during plan development to inform issues, goals, and actions and provided an opportunity for public input on the implementation actions.
- The advisory committee identified 27 original resource concerns, which were narrowed down to seven priority issue statements grouped into seven resource categories. The partnership identified 42 lakes as a priority for restoration or protection.
- Within those seven issue categories, the partners developed 21 measurable goals for the watershed. These goals include reducing sediment loading in the watershed by 2,200 tons/year, reducing phosphorus loading within the watershed by 10,200 pounds/year, delisting 10 waterbodies from the state's impaired waters list, reducing high stream flows by storing 5,200 acre feet of water, conducting feasibility studies and reducing internal phosphorus budgets by 60% on 5 waterbodies, sealing 77 wells, increasing permanently protected land by acquiring 23 new conservation easements, increasing landscape resiliency by implementing 47,700 acres of soil health practices, among other goals.
- The partnership undertook a Multi-Benefit Analysis (MBA) which consisted of the compilation of numerous available data layers related to each priority issue. The layers were overlapped, evaluated, and refined to reflect the areas within the watershed where maximum progress towards watershed goals would be achieved.
- The Plan goals were estimated using models (primarily HSPF and HSPF-SAM) and then further refined based on local staff professional judgement for realistic, yet optimistic, expectations for what could be accomplished over 10 years.

7. **Planning Boundary Adjustment**. The Board maintains a suggested boundary map for the One Watershed, One Plan program. The Mississippi River St. Cloud partnership proposed a boundary adjustment that divided the suggested Planning Area 11 boundary into two HUC 8 Watersheds – Mississippi River – St. Cloud and Mississippi River - Sartell. The partnership provided documentation of local concurrence, rationale, and justification for the adjusted boundary, including support from 18 of the 19 potential partners in the Area 11 suggested planning boundary. The adjusted boundary was approved by Board staff per the One Watershed, One Plan Operating Procedures. The adjusted boundary is included as an attachment to the Board Order. Additionally, a detailed review of the boundary found that a small area of Sherburne County, approximately 175 acres, was not covered by the Mississippi River St. Cloud Watershed Planning boundary. For planning and implementation purposes, the Mississippi River St. Cloud Policy Committee requested that BWSR approve the addition of this area as a part of the Mississippi River St. Cloud Watershed. This request was approved. Maps have not been recreated to accommodate this change. Figure 0.1 on page 10 of the plan shows this area in relation to the rest of the Watershed.

8. **Central Regional Committee.** On January 6, 2025, the Central Regional Committee met to review and discuss the Plan. Those in attendance were Joe Collins, Jill Crafton, Joel Larson, Jayne Hager Dee, Heather Johnson, Grant Wilson, Steve Robertson, Mark Zabel, and Mike Runk. The representatives from the Partnership were Dan Cibulka and Stephanie Hatzenbihler. BWSR staff in attendance were Brad Wozney, Zach Guttormson, and Marcey Westrick. Board regional staff provided its recommendation of Plan approval to the Committee. After discussion, the Committee's decision was to present a recommendation of approval of the Plan to the full Board.

9. This Plan will be in effect for a ten-year period until January 22, 2035.

CONCLUSIONS

1. All relevant substantive and procedural requirements of law have been fulfilled.

2. The Board has proper jurisdiction in the matter of approving a Comprehensive Watershed Management Plan for the Mississippi River - St. Cloud Watershed pursuant to Minnesota Statutes, Sections 103B.101, Subd. 14 and 103B.801 and Board Resolution #21-08.

3. The Mississippi River - St. Cloud Comprehensive Watershed Management Plan attached to this Order states water and water-related problems within the planning area; priority resource issues and possible solutions thereto; goals, objectives, and actions of the Partnership; and an implementation program.

4. The attached Plan is in conformance with the requirements of Minnesota Statutes Section 103B.101, Subd. 14 and 103B.801 and Board Resolution #21-08.

5. The attached Plan when adopted through local resolution by the members of the Partnership will replace the comprehensive plan, local water management plan, or watershed management plan, developed or amended, approved and adopted, according to Chapters 103B, 103C, or 103D, but only to the geographic area of the Plan.

ORDER

The Board hereby approves the attached Comprehensive Watershed Management Plan of the Mississippi River - St. Cloud Watershed, submitted December 16, 2024.

Dated at St. Paul, Minnesota, this twenty-second day of January 2025.

MINNESOTA BOARD OF WATER AND SOIL RESOURCES

Date: 1/22/2025

Todd Holman, Chair
Board of Water and Soil Resources

BOARD OF WATER AND SOIL RESOURCES

January 22, 2025

Mississippi River St Cloud Watershed Policy Committee
c/o Dan Cibulka, Sherburne Soil & Water Conservation District
425 Jackson Ave NW
Elk River, MN 55330

RE: Approval of the Mississippi River St. Cloud Watershed Comprehensive Watershed Management Plan

Dear Mississippi River St. Cloud Watershed Policy Committee:

The Minnesota Board of Water and Soil Resources (BWSR) is pleased to inform you the Mississippi River St. Cloud Comprehensive Watershed Management Plan (Plan) was approved at its regular meeting held on January 22, 2025. Attached is the signed Board Order that documents approval of the Plan and indicates the Plan meets all relevant requirements of law, rule, and policy.

This Plan is effective for a ten-year period until January 22, 2035. Please be advised, the partners must adopt and begin implementing the plan within 120 days of the date of the Order in accordance with Minnesota Statutes §103B.101, Subd. 14 and 103B.801, and the One Watershed, One Plan Operating Procedures.

The members of the partnership and participants in the plan development process are to be commended for writing a plan that clearly presents water management goals, actions, and priorities of the Partnership, and for participating in the One Watershed, One Plan program. BWSR looks forward to working with you as you implement this Plan and document its outcomes.

Please contact Board Conservationist Zach Guttormson of our staff at 320-407-2339 or zach.guttormson@state.mn.us for further assistance in this matter.

Sincerely,

Todd Holman, Chair
Minnesota Board of Water and Soil Resources

Enclosure: BWSR Board Order

CC: Listed on next page.

CC: Reid Christianson, MDA (via email)
Casey Field, MDA (via email)
Carrie Raber, MDH (via email)
Chad Anderson, MDH (via email)
Dan Lais, DNR (via email)
Reid Northwick, DNR (via email)
Barbara Weisman, DNR (via email)
Phil Votruba, MPCA (via email)
Jeff Risberg, MPCA (via email)
Catherine Neuschler, EQB (via email)
Marcey Westrick, BWSR Central Region Manager (via email)
Zach Guttormson, BWSR Board Conservationist (via email)
Rachel Mueller, BWSR (file copy)
Julie Westerlund, BWSR 1W1P Coordinator (via email)

Equal Opportunity Employer

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Ryan Ferguson

Requestor Title
Captain

Department (please use dropdown to select department) *
SHERIFF

Target Meeting Date *
2/18/2025 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
RJF7727

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Set Date for 911 Planning Committee to Update County Board on Next Phase of Upgrades to Main and Backup Communications Centers

Short Title (what will appear on Agenda outline - 250 character max.) *
Set Date for 911 Planning Committee to Update County Board on Next Phase of Upgrades to Main and Backup Communications Centers

Value Stream the request primarily aligns with:
Develop County Infrastructure

Briefly describe how the request aligns with the selected value stream.
upgrading and updating hardware in the main and backup communications centers to comply with State of Minnesota requirements and improve efficiency

Describe the impact on staffing resources.
no impact on staffing outside of normal workload

Fiscal Impact:
all money from restricted 911 Funds being used for stated statutory purpose

Background/Justification:
Continuation to next phase in planned project laid out in 2022

Route for Review and Approval

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

Agenda Item Attachments (0)

Document Name	Attachment Type

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Notes

County Administrator Review

County Administrator Decision
Approved

Notes

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Matt Treichler

Requestor Title
Chief Deputy

Department (please use dropdown to select department) *
SHERIFF

Target Meeting Date *
2/18/2025 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
MWT7727

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Request to Schedule a Public Meeting to Allow for Comment and Input Related to the Draft Sheriff's Office Policy for Body Worn Cameras.

Short Title (what will appear on Agenda outline - 250 character max.) *
Request to Schedule a Public Meeting to Allow for Comment and Input Related to the Draft Sheriff's Office Policy for Body Worn Cameras.

Value Stream the request primarily aligns with:
Optimize Civic Engagement

Briefly describe how the request aligns with the selected value stream.
This request aligns with the statutory requirement to allow public comment and input prior to implementing a body worn camera program.

Describe the impact on staffing resources.
None at this time.

Fiscal Impact:
None at this time.

Background/Justification:
We are looking to schedule a pubic meeting to meet the requirement of MN Statute 626.8473 Subd. 2 "A local law enforcement agency must provide an opportunity for public comment before it purchases or implements a portable recording system. At a minimum, the agency must accept public comments submitted electronically or by mail, and the governing body with jurisdiction over the budget of the law enforcement agency must provide an opportunity for public comment at a regularly scheduled meeting."

Route for Review and Approval

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

Agenda Item Attachments (1)

Document Name	Attachment Type
Body Worn Camera Policy – Draft.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Notes

County Administrator Review

County Administrator Decision
Approved

Notes

Policy
419

Wright County Sheriff's Office
Wright Cnty SO Policy Manual

Body Worn Cameras (BWC)

419.1 PURPOSE AND SCOPE

This policy will provide the Office's licensed personnel, in an enforcement role, with procedures for the use and management of Body Worn Camera (BWC) equipment, and the access, retention, storage, and retrieval of recorded media captured by BWC equipment pursuant to Minn. Stat. §13.825 https://www.revisor.mn.gov/statutes/cite/13.825. The purpose of BWC equipment used by licensed deputies, in an enforcement role is to accomplish the following:

(a) Enhance accountability and public trust by preserving evidence of deputy interaction with citizens.

(b) Capture digital audio-video evidence for criminal, civil and traffic-related court cases.

(c) Serve as a training tool for deputy safety and best practices in the Office.

(d) To enhance deputy safety.

419.1.1 DEFINITIONS

Definitions related to this policy include:

Activation: Any process that causes the BWC system to record audio or video data.

Authorized Personnel: Personnel designated by the Sheriff or designee, to manage data recorded by the BWC. Such management includes duplication, redaction and lawful destruction of data as required by law and the Office's Records Retention Policy.

Body Worn Camera (BWC): A portable recording system, designed to be worn by a member, capable of both video and audio recording of the member's activities, interactions with others and collecting digital multimedia evidence as part of an investigation.

BWC Equipment Check: An audio-video test to ensure that the BWC equipment is in working order. This check shall include a test of the video and microphone recording components, and a date and time check.

BWC Operational Guide: Training manual that outlines the protocol for operating the BWC system/equipment.

BWC Uploading: The act of transferring recorded data from the BWC to the storage server.

Classify: To categorize an event that has been recorded and for which a predetermined retention period has been set.

Critical Incident: An incident involving any of the following situations occurring in the line of

duty:

(a) The use of deadly Force by or against a Deputy;

(b) Any incident that has caused or is likely to have caused great bodily harm or death to any person to include Office employees;

(c) Any incident deemed critical by the Sheriff or designee.

Deadly Force: As defined by Minn. Stat. §609.066, which states that: “Force which the actor uses with the purpose of causing, or which the actor should reasonably know creates a substantial risk of causing death or great bodily harm. The intentional discharge of a firearm other than a firearm loaded with less-lethal munitions and used by a peace officer within the scope of official duties, in the direction of another person, or at a vehicle in which another person is believed to be, constitutes deadly force.”

Deactivation: Any process that causes the BWC system to stop recording. Deactivation will be done manually.

Designated Upload Site: Location where deputies complete the task of uploading BWC recordings to a storage server through a PC or docking station.

Great Bodily Harm: Bodily injury which creates a high probability of death, or which causes serious permanent disfigurement, or which causes a permanent or protracted loss or impairment of the function of any bodily member or organ, or other serious bodily harm.

Portable Recording System Data: Means audio or video data collected by a BWC system.

Pre-Event Recording: Video stored by the BWC system prior to manual activation. This is a configurable feature for the digital BWC system and is preset to record video prior to manual activation. The pre-event recording is included as part of the incident and is viewable during playback.

Record Mode: Any time BWC equipment is recording audio or video as indicated on the LCD monitor, wireless microphone or DVR.

Recorded Media: Audio-video signals recorded on any of several storage devices, including but not limited to, portable digital storage devices (e.g. CD, DVD, hard drive, flash drive).

Redact: Means to blur/distort video and or audio so that the identity of the subject in a recording is obscured sufficiently to render the subject unidentifiable.

419.2 POLICY

The Wright County Sheriff's Office may provide Deputies and members in an enforcement role with access to Body Worn Cameras (BWC) for use during the performance of their duties. The use of recorders is intended to enhance the mission of the Office by accurately capturing contacts between members of the Office and the public. This policy shall remain in compliance with all applicable laws and statutes including but not limited to MN. Statute 626.8473 https://www.revisor.mn.gov/statutes/cite/626.8473

Body worn cameras provide documentary evidence for criminal investigations, internal or administrative investigations and civil litigation. Deputies, and members working in an enforcement role for the remainder of this policy, assigned this equipment, shall utilize this device in accordance with the provisions in this policy to maximize the effectiveness of the audio/video documentation to achieve operational objectives and to ensure evidence integrity.

Body Worn Cameras may be assigned to any Uniformed Deputy or member of the office working in an enforcement role to include: Emergency Response Team, Special Investigations Unit, Criminal Investigations Unit, School Resource Deputies while engaged in an enforcement action.

419.3 MEMBER PRIVACY EXPECTATION

All recordings made by members acting in an official capacity shall remain the property of the Office regardless of whether those recordings were made with Office-issued or personally owned recorders. Members shall have no expectation of privacy or ownership interest in the content of these recordings.

419.4 MEMBER RESPONSIBILITIES

(a) Members assigned a BWC shall use it in accordance with Office training, Office policies, and the manufacturer's recommendations.

(b) Members shall wear the BWC in accordance with Office training, using mounting equipment provided by the Office. BWC must be worn at or above the mid-line of the waist in a position that maximizes the recording system's capacity to record video footage https://www.revisor.mn.gov/statutes/cite/626.8473 (Subd. 3 (2)). Any alterations to the prescribed use of this equipment must be approved by the Sheriff or designee.

(c) Members shall complete Office authorized training in the use and operation of the BWCs prior to being assigned a BWC.

(d) Prior to going into service, each member assigned a BWC will be responsible for testing the unit and making sure that he/she is equipped with a portable recorder

issued by the Office and that the recorder is in good working order (Minn. Stat. § 13.825). Testing should be conducted in a manner that avoid inadvertent activation of other BWCs in the area. Testing includes:

1. The BWC is functional and has an adequate power source;
2. The BWC is connected to the recording equipment;
3. The view of the camera is free of obstruction;
4. The camera lens is operational;
5. The camera is facing the intended direction;
6. The recording mechanism is capturing both audio and video information;
7. The system plays back both audio and video tracks; and
8. The date and time are accurate.

(e) Members shall notify their immediate supervisor as soon as practical of any missing, damaged, or malfunctioning BWC equipment.

(f) If the BWC is not in working order or the member becomes aware of a malfunction at any time, the member shall promptly report the failure to his/her supervisor and obtain a functioning device as soon as practicable.

(g) Members shall notify their immediate supervisor of any recorded event to be of value for administrative review.

(h) Members shall upload all BWC digital data at the conclusion of their shift, or as soon as practical, utilizing Office approved uploading procedures.

(i) Members are encouraged, but not required to inform members of the public that they are being recorded. If asked, members should inform those inquiring that audio-video recording equipment is in use, unless doing so would be unsafe for the office member or members of the public.

419.4.1 SUPERVISOR RESPONSIBILITIES

(a) Supervisors shall ensure that members follow established procedures for the use and maintenance of BWC equipment and the completion of BWC documentation. This includes periodic review of BWC recordings to ensure proper procedures are being followed.

(b) Supervisors shall ensure that appropriate measures are taken when informed of any missing, damaged or malfunctioning BWC equipment.

(c) Supervisors shall respond to the scene of an incident that requires immediate retrieval of recordings and ensure appropriate uploading procedures are followed.

1. If an incident occurs that involves substantial or great bodily harm or death, the supervisor shall ensure that members upload the video as soon as

practical following any necessary duties as part of the incident.

2. The same requirements shall apply to any incident the supervisor deems may be a high-profile incident.

(d) When conducting use of force reviews, supervisors shall view any pertinent BWC video as part of the review.

419.5 ACTIVATION OF THE BODY WORN CAMERA (BWC)

This policy is not intended to describe every possible situation in which the BWC should be used, although there are many situations where its use is appropriate. Members assigned a BWC shall activate the BWC in any of the following situations:

(a) All enforcement and investigative contacts including stops and field interview situations.

(b) Calls for service

(c) When self-initiating a call, as soon as possible but prior to contacting a person or exiting the squad;

(d) Prior to taking any law enforcement action;

(e) When any situation becomes adversarial;

(f) When ordered to do so by a supervisor;

(g) Prior to any response to resistance. If a BWC is not activated prior to a use of force, it shall be activated as soon as it is safe to do so.

(h) Within a health care facility, while performing law enforcement activities.

Anytime a member feels it is appropriate to preserve audio/visual data when taking a statement from a victim, suspect or witness. Members are encouraged, but not required to notify a victim or witness of the use of the BWC. If asked, members should inform those inquiring that audio-video recording equipment is in use unless doing so would be unsafe for the office member or members of the public.

Recognizing the unique privacy and security concerns within the jail, courtrooms, and school settings. The BWC should not be activated while conducting routine, non-confrontational business to include but not limited to routine escorts or court security presence in courtrooms, routine school presence and business, until or unless the situation changes and one of the other situations occur requiring activation.

The BWC shall not be activated solely for the purpose of surveillance of, or identification of individuals engaged in constitutionally protected activities conducted in a lawful manner.

If there is failure to activate the BWC in any of the above situations, the member shall document the reasons for the failure in their report.

At no time is a member of this Office expected to jeopardize his/her safety in order to activate a BWC.

419.6 DEACTIVATION OF BODY WORN CAMERA

Once activated, the BWC shall be left in the record mode until the conclusion of the event or as directed by a supervisor.

Notwithstanding the above, once an event has been stabilized and if the member or supervisor reasonably believes there is no longer necessary audio or visual evidence to capture, and that none of the circumstances requiring activation will likely occur, the BWC may be deactivated:

(a) To protect the identity of a member in an undercover capacity.

(b) To protect the identity of a confidential reliable informant.

(c) The incident or event is of such duration that it is necessary to deactivate the BWC to conserve power or storage.

(d) To discuss issues surrounding the incident/investigation with a supervisor or another member in private.

(e) When ordered to do so by a supervisor.

(f) Within a health care facility, to preserve the privacy and dignity of a patient.

If a request is made for a BWC to be turned off by a party being contacted, the member should consider the overall circumstances. For example, a member may choose to turn off the BWC if its operation is inhibiting a victim or witness from giving a statement. Factors to consider may include the type of call and the vulnerability of the victim.

Prior to deactivating a BWC, members shall provide an audible narration prior to deactivation. If a report is prepared, the deactivation and the reason shall also be documented in the report or supplement. If a report is not prepared, the reason for the deactivation shall be documented via added remarks in the Call for Service (CFS) in the Computer Aided Dispatch (CAD).

When employees are inside of a Sheriff’s Office building and the likelihood of contact with the public does not exist, employees may turn their BWC off.

419.6.1 SURREPTITIOUS USE OF THE AUDIO RECORDER

Minnesota law permits an individual to surreptitiously record any conversation in which one party to the conversation has given his/her permission (Minn. Stat. § 626A.02).

Members of the Office may surreptitiously record any conversation during the course of a criminal investigation in which the deputy reasonably believes that such a recording will be beneficial to the investigation.

Members shall not surreptitiously record another Office member without a court order or unless

lawfully authorized by the Sheriff or the authorized designee.

419.7 RESTRICTIONS FOR USE OF BODY WORN CAMERAS (BWC)

(a) Members shall not use the BWC for personal use or for any other reason inconsistent with this policy.

(b) Members shall not use any personally owned recording device to capture audio, video or photographic data while on duty. Only devices issued by the Office are authorized for such use.

(c) Disabling BWC equipment, intentionally interfering with audio or video recording capabilities, and altering, duplicating, deleting or destroying BWC recordings are prohibited, except by Authorized Personnel in the course and scope of their lawful job duties and in accordance with record retention laws and policies and the provisions of this policy. Only the Sheriff or designee can designate such Authorized Personnel.

(d) Members shall not use Office issued BWCs while working for another law enforcement agency or while off-duty.

(e) Members shall not use the BWC outside of Office business unless authorized by the Sheriff or designee.

(f) Members will try to avoid recording videos of persons who are nude or when bare human body areas are exposed;

(g) The BWC shall not be activated in places such as squad rooms, locker rooms, dressing rooms or restrooms unless the incident is occurring in that location.

419.7.1 EXPLOSIVE DEVICE

Many portable recorders, including BWCs emit radio waves that could trigger an explosive device. Therefore, these devices should not be used where an explosive device may be present.

419.8 REVIEW OF RECORDINGS

When preparing written reports, members should review their recordings as a resource. However, members shall not retain personal copies of recordings. Members should not use the fact that a recording was made as a reason to write a less detailed report.

Supervisors are authorized to review relevant recordings any time they are investigating alleged misconduct or reports of meritorious conduct or whenever such recordings would be beneficial in reviewing the member’s performance.

Recorded files may also be reviewed:

(a) Upon approval by a supervisor, by any member of the Office who is participating in an official investigation, such as a personnel complaint, administrative investigation

or criminal investigation.

(b) Pursuant to lawful process or by court personnel who are otherwise authorized to review evidence in a related case.

(c) By media personnel with permission of the Sheriff or the authorized designee.

(d) In compliance with the Minnesota Data Practices Act request, if permitted or required by the Act, and in accordance with the Records Maintenance and Release Policy.

All recordings should be reviewed by the Custodian of Records prior to public release (see the Records Maintenance and Release Policy). Recordings that unreasonably violate a person's privacy or sense of dignity should not be publicly released unless disclosure is required by law or order of the court.

419.9 RETENTION OF RECORDINGS

Any time a member records any portion of a contact that the member reasonably believes constitutes evidence in a criminal case, the member shall record the related case number and transfer the file in accordance with current procedure for storing digital files and document the existence of the recording in the related case report. Transfers should occur at the end of the member's shift, or any time the storage capacity is nearing its limit.

Any time a member reasonably believes a recorded contact may be beneficial in a non-criminal matter (e.g., a hostile contact), the member should promptly notify a supervisor of the existence of the recording.

419.10 RETENTION REQUIREMENTS

Portable recordings may be considered criminal investigative data subject to public disclosure (Minn. Stat. § 13.82, Subd. 7). All recordings shall be retained for a period consistent with the requirements of the organization's records retention schedule but in no event for a period less than 90 days.

419.11 BWC SYSTEM DATA CLASSIFICATION AND REQUESTS FOR RECORDINGS

Data collected by a portable recording system are governed by Minn. Stat. 13.825, subd. 2, other applicable state law and provisions of this policy:

All BWC recordings are the property of the Office and original BWC system recordings shall remain in the sole custody of the Office, unless necessary for the preparation of civil, criminal or administrative matters, used in court as evidence, provided to an expert for analysis, provided to another law enforcement agency in the scope of their investigation, if required to be provided to another by lawful order or as may otherwise be required by the Minnesota Government Data Practices Act or other applicable state law.

(a) All BWC system recordings shall be handled in accordance with the Minnesota Government Data Practices Act, Minn. Stat. 13.825 and Office Policy.

(b) In no event shall any recording be used or shown for the purpose of ridiculing, embarrassing or intimidating any person.

(c) Recorded data may only be replayed or displayed for training purposes with the approval of the Sheriff or designee. Nothing herein prohibits the Training Unit from having access to BWC recording for the purpose of training.

(d) Data captured by the BWC may be accessed by authorized Office personnel, provided the access is in the course and scope of the employee's lawful job duties, or used as evidence relating to:

1. Pending administrative, criminal, civil or traffic matters;
2. A complaint of misconduct made against a member;
3. In situations where evidence of deputy misconduct is discovered during the course of authorized access (including force reviews);
4. A random or uniform review of BWC data regarding equipment functionality, policy compliance; or
5. Any other purpose authorized under this policy and consistent with State and Federal law.

(e) Requests by Office personnel for duplication of BWC data for purposes of official Office business shall be directed to their Divisional Captain.

(f) Employees are prohibited from using recording devices to duplicate BWC video or audio in any form, including cell phones or video cameras.

(g) All requests for BWC recordings shall be referred to the Sheriff's Records Division and will be considered in accordance with the Minnesota Government Data Practices Act, Minn. Stat. 13.825 or other applicable state law.

(h) Members shall not share BWC recordings with any member of the public or any Office employee, unless it is required in the performance of their official duties and consistent with State and Federal law.

(i) All accesses of the BWC data are documented automatically as part of the BWC equipment technology. Data relating to accesses will be retained in accordance with the retention schedule for the BWC data that was accessed.

(j) Any necessary and lawful redaction or other editing of BWC recordings shall only be completed by designated trained staff in the course and scope of their lawful job duties and in accordance with Minn. Stat. §13.825, other applicable state law and the provisions of this policy.

1. The original recording shall remain intact and stored within the authorized storage system in accordance with Office policies, record management

retention schedules and pursuant to Minn. Stat. §13.825.

419.12 CRITICAL INCIDENTS INVOLVING BWC

(a) Involved or witness members shall maintain custody of their BWC equipment until collected by a supervisor.

1. In the event that any members will be photographed as part of the Critical Incident protocol, members shall leave BWC equipment on their uniform until photographs are completed.
2. Each division Lieutenant will be responsible for ensuring any BWC recordings are properly uploaded.
3. Once all uploads are completed, the assigned investigator(s) will be responsible for authorizing release of the BWC equipment to the member or other appropriate personnel.
4. When investigation of the incident is transferred to another law enforcement agency, members will provide their BWC to the investigating agency, as directed by their supervisor.

(b) In any Critical Incident or use of deadly force, the attorney or legal counsel representing an involved member may view and/or listen to BWC data of the incident only after:

1. The member has met with legal counsel (or union representative), if those entities are requested by the member, and
2. The member and selected legal counsel have met with the investigating entity or designee regarding the process for a critical incident.

(c) Notwithstanding section 13.82, subdivision 7, when an individual dies as a result of a use of force by a peace officer, an involved officer's law enforcement agency must allow the following individuals, upon their request, to inspect all portable recording system data, redacted no more than what is required by law.

1. the deceased individual's next of kin;
2. the legal representative of the deceased individual's next of kin; and
3. the other parent of the deceased individual's child.

A law enforcement agency may deny a request to inspect portable recording system data under paragraph (b) if the agency determines that there is a compelling reason that inspection would interfere with an active investigation. If the agency denies access under this paragraph, the chief law enforcement officer must provide a prompt, written denial to the individual in paragraph (b) who requested the data with a short description of the compelling reason access was denied and must provide notice that relief may be sought from the district court pursuant to

section 13.82, subdivision 7.

419.13 ACCOUNTABILITY
Any employee who accesses or releases recordings without authorization may be subject to discipline, including and up to discharge (Minn. Stat. § 626.8473.)

419.14 INVENTORY OF PORTABLE RECORDING SYSTEM TECHNOLOGY
Pursuant to Minn. Stat. §13.825, subd. 5, an agency that uses a portable recording system must maintain the following public data:

(a) The total number of recording devices owned or maintained by the Office;

(b) A daily record of the total number of BWC recording devices actually deployed and used by members;

(c) The policies and procedures for use of BWC systems required by section 626.8473; and

(d) The total amount of recorded audio and video data collected by the BWC system and maintained by the Office, the Office's retention schedule for the data, and the procedures for destruction of the data.

419.15 BIENNIAL AUDIT
Pursuant to Minn. Stat. 13.825, subd. 9, the Sheriff's Office must:

(a) Maintain records showing the date and time BWC system data were collected and the applicable classification of the data;

(b) Arrange for the biennial audit of the data.

(c) A report summarizing the results of each audit must be provided to the governing body with jurisdiction over the budget of the law enforcement agency, to the Legislative Commission on Data Practices and Personal Data Privacy, and to the chairs and ranking minority members of the committees of the house of representatives and the senate with jurisdiction over data practices and public safety issues no later than 60 days following completion of the audit.

The results of the audit are public, except for data that are otherwise classified under law.

419.16 TRAINING
Supervisors and members that use the BWC shall successfully complete an instruction and training session on this policy and the use and care of the equipment and media prior to being able to deploy the BWC. There shall also be periodic training to ensure continued and effective use of the equipment and established procedures.

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Greg T. Kryzer

Requestor Title
County Administrator

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
2/18/2025 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
GTK7344

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve Resolution in Support of the Wright Technical Center's Bonding Request

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Resolution in Support of the Wright Technical Center's Bonding Request

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.

Fiscal Impact:

Background/Justification:
The Wright Technical Center has made a bonding request to the Minnesota State Legislature for infrastructure investments to modernize classrooms and equipment and to ensure that all students receive the education and training they need to succeed in the workforce. This resolution is in support of their bonding request and recognizes the significant role the Wright Technical Center provides to students in Wright County.

Route for Review and Approval

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

Agenda Item Attachments (1)

Document Name	Attachment Type
WTC Resolution FLAT.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

RESOLUTION ##
BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:

Tina Diedrick	District 1
Darek Vetsch	District 2
Jeanne Holland	District 3
Nadine Schoen	District 4
Robert (Kirby) Moynagh III	District 5

RESOLUTION

RESOLUTION IN SUPPORT OF MINNESOTA STATE BONDING PROCEEDS FOR THE WRIGHT TECHNICAL CENTER

WHEREAS, the Wright Technical Center ("WTC"), located in the City of Buffalo, Wright County, Minnesota, provides essential vocational and technical education to high school students and adult learners, preparing them for successful careers in industries that are critical to the state's economy; and

WHEREAS, WTC offers a variety of programs in fields such as health sciences, advanced manufacturing, automotive technology, information technology, and other in-demand sectors, aligning with the workforce development needs of Minnesota's employers; and

WHEREAS, the infrastructure at Wright Technical Center requires vital upgrades and expansions to meet the growing demand for skilled labor and to continue providing high-quality, hands-on training in state-of-the-art environments; and

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

Roll Call Vote:

	YES	ABSENT	NO	ABSTAIN
DIEDRICK				
VETSCH				
HOLLAND				
SCHOEN				
MOYNAGH				

STATE OF MINNESOTA)

ss.

County of Wright)

[DATE] now on file in my office, and have found the same to be

IN TESTIMONY WHEREOF, I have hereunto signed my name and caused the seal of the County of Wright to be affixed.

Select Signer

RESOLUTION ##

BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:

Tina Diedrick	District 1
Darek Vetsch	District 2
Jeanne Holland	District 3
Nadine Schoen	District 4
Robert (Kirby) Moynagh III	District 5

RESOLUTION ##

WHEREAS, Minnesota's workforce development strategy relies on equipping students with the skills and knowledge necessary for success in the modern economy, and the Wright Technical Center plays a key role in that strategy by providing training that supports industries and employers across the state; and

WHEREAS, investments in the facilities and infrastructure of the Wright Technical Center, including modernized classrooms, labs, and equipment, will ensure that students receive the education and training they need to succeed in the workforce; and

WHEREAS, the Minnesota State Bonding Bill is an important tool for supporting critical infrastructure improvements and community development projects across the state, including those that contribute to the growth of Minnesota's workforce and educational institutions; and

WHEREAS, the Wright Technical Center is an integral part of the state's educational system and a vital resource for local communities, providing opportunities for career advancement and economic mobility for residents of Wright County and surrounding areas; and

NOW, THEREFORE, BE IT RESOLVED that the Wright County Board of Commissioners strongly supports the allocation of Minnesota State Bonding proceeds to fund infrastructure improvements at the Wright Technical Center, including the expansion of facilities, upgrades to training equipment, and modernization of educational spaces to meet the current and future needs of students and employers in Minnesota.

BE IT FURTHER RESOLVED that Wright County Board of Commissioners calls on the Minnesota State Legislature to prioritize the funding of these critical infrastructure improvements as part of the upcoming State Bonding Bill, in recognition of the significant role the Wright Technical Center plays in advancing Minnesota's workforce development efforts.

BE IT FURTHER RESOLVED that a copy of this resolution be sent to Governor Tim Walz, State Senator Sandra L. Pappas, State Representative Mary Franson, and other relevant stakeholders to express our strong support for the inclusion of the Wright Technical Center in the State Bonding Bill.

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Greg Kryzer

Requestor Title
County Administrator

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
2/18/2025 9:00 AM - Board of Wright County Commissioners

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

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

Originator
MAM7693

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve Changes to Commissioner Handbook

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Changes to Commissioner Handbook

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:
Staff were directed at the February County Board Workshop to recommend changes to the Commissioner Handbook under Section IV. Recommended changes are highlighted in red on page 16.

Route for Review and Approval

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

Agenda Item Attachments (1)

Document Name	Attachment Type
Commissioner Handbook 2025 (02-18-2025).pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

WRIGHT COUNTY
BOARD OF COMMISSIONERS
HANDBOOK

Approved by County Board on February 16, 2021

Updated by Records Manager on January 26, 2023

Updated and Approved November 19, 2024

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Wright County History:

Farmland, rivers, and lakes characterize the landscape of Wright County that encompasses 714 square miles and includes 53 square miles of water – the result of glacial deposits that created the diverse terrain. The county was established in 1855, and named after New York politician Silas Wright, a former U.S. senator, U.S. representative, and governor of the State of New York who defeated future President Millard Fillmore for the governorship.

Settlers were primarily from New York, the reason many cities in the county are named after cities, counties, landmarks, or people from New York. Wright County was part of the Great River Road – a trail that extended from Lake Itasca to the Gulf of Mexico along the Mississippi River. In 1855, three years before Otsego was incorporated as a township, a petition was granted to improve the trail where County Road 39 now sits. It became the first designated road in Wright County.

Long before there were highways, rivers were the primary form of migration and navigation. Nestled between the Mississippi and Crow Rivers, Wright County has been a destination for centuries and was settled, and fought over, several times. Some of the bloodiest battles in Minnesota history were waged by indigenous tribes – in the 1770s, the Ojibwe and Dakota nations fought over land that is now Otsego, Albertville and Monticello because of their rich natural resources. Even prior to that time, the scars of battle were left on Wright County. Early historians discovered the landscape dotted with burial mounds of previous civilizations from centuries earlier.

Monticello was the original seat of Wright County. In 1868, thirteen years after Wright County was established, the county seat was moved to Buffalo where it remains today. One of the primary selling points for new settlers—the majority from Germany and Sweden—was its location in the “Big Woods”, a vast expanse of forest of red oak, elm, sugar maple, basswood, ash, willow, and cottonwood. Many settlers traveling west stopped in Wright County because they could make a good living off the land. And its proximity to the Mississippi River enabled them to send lumber downstream to mills in Minneapolis and St. Paul. In the Otsego area there was a large pocket of white birch, a staple tree of the Native American culture due to its many practical uses. Originally known as Pleasant Grove Precinct, the name was changed to Otsego, a word used by the Mohawk tribe of the Iroquois Nation of central New York that translated to “friendly meeting place.”

Wright County grew quickly because many settlers earned their living off the land. The population in 1860 was 3,729. By 1875, it had grown to 13,775 and was at 29,157 by 1900. The population remained largely unchanged until the 1960s but has grown exponentially in the last 50 years. In 1970 the population was 38,933. In 1980 it grew to 58,681 as farmland along I-94, and State Highways 55 and 12 was sold and homes were built. That allowed residents to work in the Twin Cities metro area and enjoy the comforts and security of raising a family outside the large city. Wright County continues to be one of the largest growing counties in the State with a population estimated at approximately 141,337. 2023 Minnesota State Demographer. As of the last decennial census, Wright County did not have any cities with more than 20,000 people, but the Minnesota State Demographer currently estimates the cities of Otsego and St. Michael are currently over that threshold. .

With respect for its past, planned development, a strong educational system, the pledge to preserve and maintain agricultural land, and a robust parks system to take advantage of the natural beauty, Wright County has a future filled with promise as a place where people of different backgrounds and cultures call home.

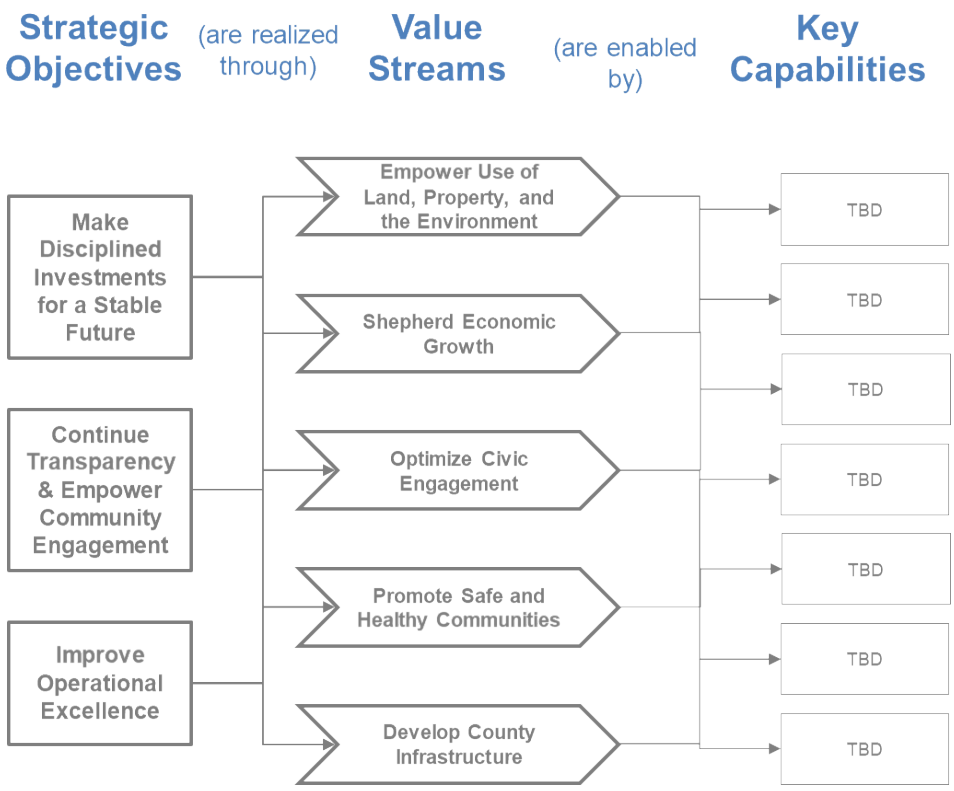
Wright County Vision:

To be an affordable, safe, and family-friendly County

Wright County Mission:

Lead with fiscal responsibility, innovation, and compassion

Wright County Strategy Map for Wright County, Minnesota:



Value Stream Descriptions:

Empower Use of Land, Property, and the Environment

- Cities and Townships are the stewards of the land and environment within their boundaries. The County supports their land use plans.
- The County strives to protect our natural resources and public lands, develop parks, and provide recreational opportunities.

Optimize Civic Engagement

Wright County:

- Supports local efforts to maximize community engagement in civic affairs so every citizen has a voice.
- Provides a forum for intergovernmental dialogue between cities and townships.
- Acts as the conduit between local government units and state and federal governments.

Promote Safe and Healthy Communities

Wright County Officials:

- Coordinate a broad range of health services to individuals, families, and communities to promote health and prevent illness.
- Act as the Emergency Management team, coordinating county and county-wide response agencies to protect life and property of Wright County residents. This includes all seventeen cities, eighteen townships, schools and business/industry entities.
- Promote a high quality of life through adult education, youth programs, wellness and lifestyle initiatives, cultural programs, and the arts.

Shepherd Economic Growth

Wright County:

- Encourages economic growth as the cornerstone of a strong community.
- Partners with local jurisdictions to help them achieve economic success.
- Promotes flourishing industries, entrepreneurial success, high local employment levels, and income opportunities.

Develop County Infrastructure

Wright County:

- Encourages infrastructure development to enhance the quality of life. This includes, but is not restricted to: transit, telecommunications, water management, waste management, energy, and recreation.

I. County Board Introduction

A. Purpose

The Wright County Board of Commissioners is the body of elected officials that operate as a deliberative and legislative assembly charged by law with overseeing the management and administration of the County.

They represent the county's interests at the state and federal level. They develop policies, participate in long range planning, and manage the county's budget and finances, which guide the affairs of Wright County.

The County Board functions within the statutory framework of Minnesota law. General duties, powers and responsibilities are found in Minnesota Statutes, primarily but not exclusively Chapters 370, 373 and 375. Minnesota Statutes supersede all bylaws, rules and policies established by the Board.

B. Statement of Principles

The rules are representative of the organization's vision, mission and core values. The seven essential components of these principles include the following:

1. *Governing Wright County*. Elected Officials work in tandem with a strong professional managed work force to accomplish the goals and objective of Wright County.

2. *Commitment to our Customers*. Wright County government will provide fiscally prudent, risk sensitive, cost-effective solutions, with the objective being to serve those who use our services to the best of our ability.

3. *Commitment to Staff*. Wright County government is committed to providing a positive and healthy work environment. We are committed to preparing and educating our workers to provide quality services.

4. *Expectations of Each Other*. We expect honesty, integrity, and a commitment to the values of our organization without regard for position or title.

5. *Leading County Government.* Our goal is to create an organizational culture which fosters creativity, responsibility and a willingness to take reasonable risks with an acceptance of responsibility, accountability and authority.

6. *Measuring Government Performance.* We will monitor key performance indicators to continuously improve our services to our citizens.

7. *Open Government.* The County Board and Wright County will be recognized as an organization with a high standard of excellence. We will accomplish this through engaging the citizens and local government agencies by being as transparent as the law allows using all media types to present easy to understand documents.

II. Wright County Board Organization

A. Membership

The Board of Commissioners consists of five (5) members elected from single-member apportioned districts based on population, as provided by law.

B. Commissioner Districts

The boundaries of commissioner districts, including the procedures to follow in the event that a redistricting is needed, are established pursuant to Minnesota Statute §375.025. Commissioners District Map

C. Terms of Office

The term of office of all elective county officers shall begin on the first Monday in January of the odd-numbered year following their election pursuant to Minnesota Statute §204D.02 Subd. 2. The term of each Board member is four (4) years, except as otherwise established pursuant to Minnesota Statute §375.03, when a County Board is enlarged.

D. Vacancy

A County Commissioner office vacancy is filled in one of two ways, either by a special election or through an appointment process~~,~~ pursuant to Minnesota Statute §375.101.

E. Officers

The County Board, at its statutory meeting on the first Tuesday after the first Monday of each year, elects a Chair and a Vice Chair. The Chair presides at the County Board meetings, follows Robert's Rule of Order, calls for a first and second motion, discussion, and a vote on actions items, and signs all necessary documents. The Chair's signature, attested by the County Administrator, is binding as the signature of the County Board. In the absence or incapacity of the Chair, the Vice Chair performs the Chair's duties.

If the Chair and Vice Chair are absent from any meeting, the members present shall choose one of their members as temporary Chair, and all documents requiring the signature of the County Board shall be signed by a majority and attested to by the County Administrator pursuant to Minnesota Statute §375.13.

At the statutory meeting and if applicable during the year, the Chair of the County Board shall have the authority to recommend committee chairs, appoint members of the County Board to standing committees and other County Board-member appointed committees, organizations, and groups, subject to approval by the County Board.

III. Structure of Wright County Government

Wright County operates under the Administrator model, as outlined in Minnesota Statute§ 375A.06.

A. The County Administrator

This is an appointed position and shall be chosen based on training, experience, and administrative qualifications, and need not be a resident of the county. The appointment may be for an indefinite period of time and the administrator may be removed at any time by the County Board. If the person removed from office held the position for over one year, he or she can demand that written charges be drafted, and a public hearing be held on the charges. If this demand is filed, the date for removal is extended until the conclusion of this process. While the removal process is pending, the person may be suspended from the office.

The County Administrator is the administrative head of the county and is responsible for proper administration of the affairs of the county. The administrator shall exercise general supervision over all non-elected county departments and agencies and, with the approval of the county board, coordinates the various activities of the county and management of its affairs. Responsibilities shall include, but not limited to, serving as administrator to the County Board of Commissioners, participating in the planning, development, recommendation, implementation and evaluation of County policies, procedures, contracts, and budgets, and is the Department Head for the Administration Department, consisting of Human Resources, Risk Management, Law Library, and Facility Management.

B. Elected Positions

As outlined in Minnesota Statutes 375A.10-Elected /Appointed

County Attorney, per Minnesota Chapter §388, represents the Wright County Attorney's Office and the citizens of Wright County. The County Attorney supervises the Assistant County Attorneys and support staff, establishes policy and guidelines to be used by them, and performs administration to ensure that the duties of the office are properly carried out.

Sheriff, per MN Statute §387**,** oversees the Wright County Sheriff's Office, the third largest sheriff's office in Minnesota, provides law enforcement services to the unincorporated areas of the County, and contracts police services with thirteen cities. There are six (6) divisions within the Sheriff's Office: Administration, Business Administration, Criminal, Operations, Patrol, and Corrections. Each division has multiple units and is led by a sworn officer with the rank of Captain or above. The sheriff's office also provides Wright County school districts the option to contract for School Resource Officers.

C. Appointed Positions

Auditor / Treasurer, as permitted under MN Statute §375A.10 and MN Statute §375A.1205 this position was established as an appointed position December 15, 2020. This position reports directly to the County Board and shall execute all duties assigned by the County Board, which may include, but are not necessarily limited to the following:

- Auditing of County financials, as requested by the County Board of Commissioners
- Forecasting of County financials
- Management of County investments
- Management of County fund balances
- Monitoring of Funding for current and future county projects
- Serve as a member of the Board of Equalization, Canvassing Board, and Secretary of the Extension Committee

County Assessor, per MN Statute §273.061~~,~~ serves as the department head for the County Assessor's office, provides leadership and direction to all appraisal operations/services within the County. The County Assessor establishes goals, objectives, priorities, quality standards, and procedures within the policy directives set by the County Board, and in accordance with applicable state and local statutes, and requirements of the appraisal profession. The County Assessor interprets appraisal/assessment rules and regulations, plans, organizes, and oversees the valuing of property for real estate tax purposes to comply with such rules. The County Assessor plans and directs the discovery, listing, valuing, and classifying of all taxable and exempt real estate and personal property in Wright County to ensure that no property is overlooked and that the value and classification of all properties are equalized.

Finance/Taxpayer Services Director, per MN Statute §375A serves as part of the administrative branch of county government and interacts with county departments, county residents, vendors, local government, state and federal agencies, school districts and special districts. The Director oversees the property tax administration which includes the calculation of, collection of, and monitoring of current and delinquent real estate taxes. The Finance Director oversees the duties of the chief election officer and acts as the liaison between benefited property owners on official county drainage ditches and the county board. The Finance Director invests all surplus county funds, maintaining and monitoring the county's investment portfolio and all county bank accounts. The Finance Director oversees the Driver's License Center as well as a variety of licenses, permits, and passports.

Highway Engineer, per MN Statute §163.07, provides strategic and operational managerial direction, coordination, and professional engineering leadership in the planning, development, and administration of the Wright County's 512-mile highway system. This system is split into 406 miles of County State Aid Highways, that are financed largely by state-aid gas tax funds and federal funds, and 106 miles of County Roads, financed by local property tax). About 50 bridges under County jurisdiction are also included on these routes. Personnel in the organization, over 50 full-time are divided into 4 main divisions:

- Engineering
- Maintenance
- Fleet Services / Shop / Equipment
- Highway Accounting

Health and Human Services Director, per MN Statute §402.05**,** oversees the HHS Agency which offers many services to meet the needs of County residents in three main areas: Social Services, Public Health, and Financial Services. The agency provides federal- and state-mandated financial programs, along with support services, community information, and public health services.

County Recorder, per MN Statue §386, is the custodian of more than 350 different types of historical legal documents pertaining to real estate and personal property. The recorder is responsible for the evaluation, recording, protection, and preservation of all real estate documents in accordance with State Statutes. Some of the most commonly recorded documents include deeds, mortgages, assignments, satisfactions, easements, liens, and plats. And serves as the Registrar of Titles by statute under the Torrens or Registered Land System. The Registrar of Titles, along with the Examiner of Titles, must examine documents presented to determine if they meet the legal requirements for transfer.

Surveyor, per MN Statute §389.011, provides professional surveying support to the County and ascertains that land measurements and locations of all parcels of property in Wright County are properly defined. This department also serves as the primary agency for:

- Plat Checking / Plat Review
- 1/2 Section Maps
- Aerial Photographs and LiDAR Data
- Government Corner Location Documents
- County Highway Right-of-Way Plats
- Recorded Subdivisions

Veteran Service Officer, per MN Statute §197.60, assists veterans and their families with understanding their benefits, rights, and services. Veteran Services is available to assist veterans with filing claims for a service-connected disability, burial benefits, and other possible benefits provided by the Department of Veteran Affairs. Call Veteran Services with any questions if you are a veteran or a veteran's family member.

Emergency Management Director, per MN Statute §12.25 Subd.2, under the Wright County Sheriff's Office, plans, coordinates, conducts training, directs and implements emergency plans in the event of a man-made or natural disaster. This position serves as an expert on emergency management issues, works to improve local emergency procedures and plans in coordination with emergency preparedness stakeholders that includes local government, fire, police, emergency medical services, county residents, etc. The Emergency Management Director is responsible to maintain and update a working copy of the County's Emergency Operations Plan, in compliance with state and federal regulations, and obtains grants to fund emergency management initiatives.

The Emergency Management Director also serves as the Nuclear Director. In this role, the position directs, coordinates, plans, and carries out emergency plans for, and in the event of, an incident/accident at the Monticello Nuclear Power Plant. This position is responsible for the operational readiness of the Emergency Operations Center (EOC). The Director will coordinate EOC activities during emergencies and disasters in Wright County.

Emergency Management Deputy Director, per MN Statute §12.25 Subd.2, assists the Emergency Management Director with the overall operations of the Wright County Sheriff's Office Emergency Management Division. This position will support all Emergency Operations Center's objectives. Also assists the Emergency Management Director in the role of Nuclear Director.

D. Other Department Head Positions

Information Technology (IT) Director provides the County with technologies that promote the efficiency and effectiveness of county programs. To this end, the department plans for the implementation of appropriate technologies, provides ongoing support of existing systems, provides users with computer training, and works with county departments in establishing internal support structures.

Law Library Librarians provides residents with public information, local ordinances, state statutes, agency rules, public forms such as family law, conciliation, etc. and other legal resources. However, they cannot offer legal advice. The Library is open to the public.

Parks & Recreation Director, per MN Statute §398.35, oversees the Parks Department which is responsible to acquire, develop and maintain County parks and trails for recreational use. The vision of the Parks Department "is to preserve key natural resources within Wright County, while working to provide and protect sufficient open space and develop facilities for outdoor recreation activities. By doing so, we hope to provide evidence that our generation took steps in preserving for future generations and had concerns for quality of life today and into the future." The parks department also includes oversight of the public drainage system within Wright County.

Planning and Zoning Administrator, per MN Statute §394.29, administers and enforces zoning, land use, and subdivision regulations for unincorporated areas of the County. Planning and Zoning oversees the Feedlot Division, Environmental Health, Building Department, Planning Commission, and Board of Adjustment. Other areas of responsibility include solid waste management, water quality testing, on-site sewage treatment regulation, construction plan review and building inspections, and feedlot administration. The Department provides staff support to the County Planning Commission and Board of Adjustment, complaint investigations, and a number of related issues.

E. Employees

Wright County employs approximately 880 persons. Employees are identified and classified as Exempt, Non-Exempt, Union and Non-Union, Full-Time and Part-Time, Temporary and Seasonal.

Currently there are seven (7) Bargaining Unions that represent the majority of Wright County employees. These Unions may negotiate with representatives of the County's Labor Relations committee. Two members of the County Board are appointed to serve on the Labor Relations Committee to represent the County Board in collective bargaining negotiations. The collective agreement functions as a contract between the employer, Wright County, and the union represented employees. Collective bargaining consists of the process of negotiation between representatives of a union and employer for the terms and conditions of employment, such as wages, hours of work, working conditions, grievance procedures, and the rights and responsibilities of trade unions. The parties often refer to the final product of the negotiation process a "collective bargaining agreement" (CBA) or as a "collective employment agreement" (CEA).

IV. Job of an Effective Commissioner

As a commissioner, you are authorized and required to make policy for the county. Policy-making means defining high-level goals and long-range outcomes for county government. This includes choosing the direction and the ways to achieve those outcomes, as well as guiding the decision-making process leading to them.

The primary legislative powers of the board of commissioners include budgeting and appropriation of funds for all county activities, including but not limited to building and maintaining county roads and making and enforcing resolutions and ordinances not in conflict with state law. Supporting and implementing state and federal mandates; overseeing all appointed county agencies; constructing and maintaining public buildings; setting the tax levies for the county and its subordinate jurisdictions; authorizing payments owed by the county; and auditing all officers having control of county funds.

Duties and Powers

County policies impact citizens, and for that reason, those citizens expect county commissioners to influence the direction of county government. Policymaking is far more of an art than a science. The key to good policymaking is to discern the patterns between the details.

Keep in mind Wright County's mission and whether the county is following that direction to realize the

long-range outcomes. Policymaking describes outcomes; it is what you want. How your ideas are realized and implemented is administration.

Recognizing competing interests among the public and staff and cultivating support from these groups by involving them in your policy development is critical. Doing this varies from county to county and from board to board. Policy development first requires you to confirm or define the county's mission and direction. "For what purpose is the county here, and where must it be pointed to accomplish that purpose?" After that:

- Identify issues and needs that hinder your mission and direction.
- Set goals and objectives to address obstacles and realize your mission.
- Determine strategies to meet goals and objectives.
- Set priorities and timelines for completing goals and objectives.
- Accomplish the work.
- Evaluate the results.

Commissioners are responsible for the first two or three of these elements, and there are opportunities throughout for stakeholder involvement.

It is the duty of the Wright County Board to ensure the county fulfills its duties under the law and lawfully exercise its powers. Commissioners are the County's key policymakers and oversee the operations and administration of the County.

There are more demands and numerous committees and advisory boards, that Commissioners are required to serve on to provide direct or indirect services to the County. These may include Great River Regional Library Board, Soil & Water Conservation District, Ag Society, Regional Crime Lab, as well as other boards or commissions that relate to transportation, economic development, public health, etc.

Commissioners meet regularly in policy-specific subcommittees to thoroughly examine county issues. The number and topics of subcommittees are unique to each county, but generally include committees related to the topics of parks, public health, public safety, zoning and land use, etc.

Commissioners statutory duties are to be performed, almost without exception, by the Board as a whole. Individual commissioners may not supervise administrative officers, formulate policies, or exercise county powers. The most important responsibility of a County Commissioner is to participate in Board

meetings. Each member has the authority to make and second motions, participate in discussions, and vote on every matter before the Board.

Wright County Commissioners may receive various work-related questions or concerns from staff members. It is recommended that you forward these questions or concerns to the County Administrator. The County Administrator serves as the County Board's designated representative and liaison to department heads and all other employees through supervision, leadership, and independent judgement to oversee the County's personnel issues.

The County Administrator, Assistant County Administrator(s), and Human Resources Director manage the day-to-day personnel issues for the County. They address those issues per the County's personnel policies or forward the information to the proper department head for necessary follow-up on a particular matter.

The County may contract with consultants for professional services from time to time. Outside consultants and professional services may include engineers, attorneys, auditors, etc. All contact with consultants shall be between the County Administrator, Assistant County Administrators, or designated staff during the course of their regular job duties. All contact with outside legal Counsel shall occur through the County Administrator, County Attorney's Office, or designated staff acting as representees of the Board of Commissioners. Commissioners may communicate with consultants only when a majority of the Board grants the authority for the Commissioner to do so.

A. Conflicts of Interest

The County has adopted a conflict of interest policy that is located in the Finance Policy.
The policy is designed to help identify situations that present potential conflicts of interest.

B. Compensation and Reimbursements

County Board members receive an annual salary for services set by resolution of the County Board. The salary must be established prior to the end of the preceding year and is effective January 1 of the following year. The resolution contains a statement of the new salary as defined on an annual basis and must be published in the official County newspaper, and one other newspaper in the County per Minnesota Statute §375.055.

County Board members previously discontinued the practice of receiving per diem payments.

Members of the county board shall not receive a per diem for service on the Board of Auditors, the Board of Equalization, or the Canvassing Board per Minnesota Statute §375.055 Subd. 5.

County Board members shall also receive out-of-state mileage reimbursement for use of their personal automobile in the performance of official duties, as defined ~~with~~in the County's Personnel Policy, 506.

An Expense Report shall be submitted by each Board member within sixty (60) days of the incurred expenses. If not submitted in a timely manner, reimbursements may become taxable based on IRS rules. County Board members are each budgeted an individual travel and expense budget. Any budget amendments to an individual commissioner's budget require a formal budget amendment and can only be amended by allocating funds from another commissioner's travel budget object code.

C. Annual Organizational Meeting

On the first Tuesday, following the first Monday in January, the County Board establishes:
1. Dates and times of regular County Board meetings for the upcoming year;
2. Elects a Chair and Vice Chair; and
3. Appoints Commissioners to serve on various established boards, committees, and commissions.

The County Administrator, acting as the chairperson pro tempore, calls the Annual Organization Meeting to order at 9:00 a.m. in the Commissioner's Boardroom. The County Administrator only has the authority to accept motions for the nomination of the chairperson or for adjournment to a specified date and time.

D. County Board Budget

The County Board is allocated an annual budget that includes salaries, per diems, benefits, conferences, meetings, and related expenses, telephone and office supplies. See Annual Budget Process in Section VIII of this Handbook.

E. Other Duties of Commissioners Defined by Statute

Community Health Board per Minnesota Statute §145A the County is required to either establish a Community Health Board or join a Community Health Board with contiguous counties within their region. A county board or a joint powers board that establishes a Community Health Board and has, or establishes an operational Human Services Board under Minnesota Statute §402 may assign the powers and duties of a Community Health Board to a Human Services Board. Eligibility for funding from the Minnesota Commissioner of Health will be maintained if all requirements of section145A.03 and 145A.04 are met. Wright County's Health and Human Services Board has been assigned those duties.

The Wright County Commissioners serves as the Health and Human Services Board and assumes the powers and duties of a Human Services Board as defined in Chapter 402. Minnesota Statute §402
They shall:
1. Manage the public resources devoted to human services delivered or purchased by the county;
2. Employ staff to carry out the purposes as defined by statute;
3. Deliver services directly or through contract;
4. Plan for the delivery of human services that shall include corrections services, public health services, public assistance, developmental disability services, social services, mental health services and others of similar classification; and
5. Receive and expend funds for these purposes.

Drainage Authority per Minnesota Statute §103.E, the County Board serves as the Drainage Authority. The Authority's responsibilities include protecting drainage rights, preventing damages and unauthorized use, and ensuring property owners' rights.

After the construction of a drainage system, the Authority shall inspect and shall maintain the drainage system that is located within its jurisdiction and provide necessary repairs. Repairs of a system may include preservation, restoration, or enhancements. This can include the re- sloping of ditches and leveling of waste banks to stabilize it, realignment to restore the effectiveness, removal of obstructions, and straightening and replacement of tiles.

If a system is damaged by the installation of an obstruction, such as a bridge or culvert, the party that is responsible shall remove the obstruction, or show why the obstruction shall not be removed. A person cannot cause or construct a drain that outlets into a drainage system without permission.

Property that benefits from the construction or repair of a drainage system or drains into the system will be assessed as a benefiting property.

If a system does not serve any useful purpose to any affected properties and is not a public benefit or utility, the Drainage Authority or the courts shall make findings, and shall, by order, abandon the drainage system Partially per 103.E.806, or completely per 103E.811.

The Board shall provide funds to pay the costs of drainage projects and systems. The account must be credited with all money from assessments and other sources for the drainage system. The account must be debited with every item of expense made for the drainage system, per Minnesota Statute §103E.651.

Planning and Zoning Authority per Minnesota Statute §394.21, the County Board shall appoint a Planning Commission. The Planning Commission is a seven-member board consisting of six citizens appointed by the County Board and the seventh member is an appointed County Commissioner. The citizen members serve three-year terms and the County Board member a one-year term. Members can serve consecutive terms and there are no term limits. The County Board may remove any member for non-performance of duty, or misconduct by resolution, per County Ordinance 155.027.

Wright County implements and enforces land use controls employing the Wright County Land Use Plan and the Wright County Code of Ordinances Planning and Zoning. These documents are approved and updated by a public process that involves citizen participation, involvement from local units of government, that includes cities and townships, and recommendations and decisions made by Wright County Planning Boards and the County Board of Commissioners. The Wright County Planning Commission and Wright County Board of Adjustment are the two formal planning citizen boards.

The Wright County Planning Commission makes recommendations on the Wright County Land Use Plan, proposals to change zoning districts, and changes to the text of the Planning and Zoning Ordinance. The County Board of Commissioners reviews these recommendations and makes the final

decision on these matters.

The Planning Commission also acts on conditional use permits, subdivision review, and the use of building entitlements. The Planning Commission is the final decision maker on these issues.

The Wright County Board of Adjustment reviews variance requests to requirements on matters such as setbacks and other building requirements and limitations. It also hears appeals on determinations made by the Wright County Zoning Administrator with regard to enforcement of the zoning ordinance. This is a five-member citizen board, and its members are appointed by the County Commissioners. They each serve three-year terms. Members can serve consecutive terms with no term limits.

V. County Board Meetings

A. Statutory Meetings

The County Board meets in the Board of Commissioners' Room in the Wright County Government Center for the transaction of business on the first Tuesday after the first Monday in January. The County Board transacts organizational business during this meeting, including:

1. Election of Chair and Vice Chair
2. Action to recall all unused clerk hire and unused budgets from the preceding year
3. Action to set the County Board's regular sessions
4. Appointments to Board Committees and Advisory Board positions

B. Regular Meetings

At the annual organizational meeting, the County Board shall adopt a schedule of regular board meetings for the upcoming year. The schedule will include the location, date and time of the meetings. During the year the schedule may be amended by vote of the County Board. For months with five Tuesdays, one meeting is cancelled by Board action. Action can be taken at any time but generally occurs 1-2 months prior to the month with five Tuesdays.

Unless otherwise stated, all regular meetings of the County Board will be convened in the Board of Commissioners' Room in the Wright County Government Center, Buffalo, Minnesota. All regular meetings of the County Board are open to the public.

C. Open Meeting Law

All meetings of the Wright County Board and Board Committees are subject to the Open Meeting Law, Minnesota Statute Chapter §13D, and shall be open to the public. In practice, this means that the open meeting law applies to all board and committee meetings that have a quorum of the governing body's members.

D. Closed Meetings

The County Board may hold closed meetings as authorized by Minnesota Statute §13D.03 and §13D.05. Business that may be considered in closed session is in accordance with the attorney/client privilege, to consider strategies for labor negotiations, to review the performance of the County Administrator, or as otherwise required or permitted by the Minnesota Open Meeting Law. Before closing a meeting, the County Board will state on the record the specific grounds permitting the meeting to be closed and describe the subject to be discussed.

E. Special/Emergency Meetings

Procedures to schedule any special or emergency meetings shall be in accordance with Minnesota Statute §13D.04. Emergency meetings may be called, and a good faith effort to provide notice of the meeting shall be made. Special meetings shall be preceded by a minimum three days' notice and must conform to the notice requirements provided under the Minnesota Open Meeting Law.

Adjourned or reconvened meetings may be held at a specified time, date and place the Board may adopt, without additional notice. The time, date and place must be publicly specified by the Board prior to adjourning the meeting.

The County Board may schedule work sessions, retreats, forums, or additional meetings. A schedule of such meetings shall be maintained in the County Administration Office. Work sessions and other informal meetings of the Board not regularly held shall be subject to the same notice requirements of the Open Meeting Law.

A joint meeting with the Wright County Board and any other political subdivision may be held within boundaries of either subdivision, the location shall be specified in the meeting notice.

F. Public Hearings

From time to time, the County Board conducts formal public hearings. In addition to those required by law, the County Board may hold public hearings on matters they decide are in the best interest of the public, or for other issues under consideration.

The order of business for public hearings generally follows this procedure:

1. Presiding officer opens the hearing and states the purpose.
2. Brief description of issue by County staff or other appropriate persons.
3. Presentation, if applicable, by affected or interested persons.
4. Open discussion by members of the public.
5. Discussion by the County Board.
6. Public hearing closed.
7. Decision by the County Board.

At any time during the process, the County Board may address any questions as deemed appropriate. The County Board may alter the public hearing procedure as needed to assure that the hearings are conducted in an orderly, fair, and expeditious manner, that includes establishing reasonable time

limits for speakers, individually, or on each side of the issue before the Board.

Rules adopted for public hearing procedures are intended to promote orderly discussion, to give every person an opportunity to be heard, and to ensure that no individual is embarrassed by exercising the right to free speech.

Individuals making comments shall first give their full name and address. This is required for an official record of the public hearing.

G. Audience Participation at Board Meetings

The intention of these rules is to support the interest of the public in following Board business during their meetings.
To encourage efficiency and early resolution of issues, the County Board recommends that citizens first contact staff to try to resolve matters before requesting to be placed on an upcoming County Board agenda.

H. Broadcasting

Wright County Board Meetings are streamed live and accessible on the Wright County website at www.co.wright.mn.us. Meeting videos are archived for one year.

I. Quorum

A quorum is necessary for the transaction of business. A majority of members constitutes a quorum, and no business shall be transacted unless approved by a majority of three votes of the County Board, per Minnesota Statute §375.07. Less than a majority of members may convene a meeting, but no business may be transacted.

A County Board member who, for any reason, anticipates or plans an absence at any regular or special meeting, is encouraged to contact the County Board Chair or the County Administrator to note his or her planned absence.

J. Role of Presiding Officer

The Chair is the presiding officer of the meeting. In the Chair's absence, the Vice Chair will preside. The duties and powers of that officer includes:

1. Preside at all meetings of the County Board.
2. Preserve order and decide questions raised by members subject to appeal.
3. To vote all questions moved and announce the result.
4. Serve as representative of the Board in execution of contracts, orders, resolutions, determinations, board minutes, and certification of tax rolls.
5. The Board Chair may pass the gavel to make a motion and has the same voting rights and responsibilities as other Board members.
6. Declare a recess or adjournment of any meeting.

7. Close county facilities in the event of an emergency or inclement weather.
8. Call special or emergency meetings of the Board.
9. Schedule committee meetings.
10. Cancel or reschedule any meeting or committee of the Board.
11. Designate alternate members on any committee or advisory Board.

K. Addressing the Chair

Formal protocol is used when speaking to the County Board. The County Board Chair is addressed as "Mr. /Madam Chair." County Board members are addressed as "Commissioner (last name)."
Any member of the County Board, county staff, or members of the public may speak on any matter before the County Board when recognized by the Chair, and within established procedures as outlined in the rules.

L. County Administrator

The County Administrator or designee shall attend all meetings of the County Board. The County Administrator may participate in the discussion or recommend a resolution or action to the County Board. A Board member may call on the County Administrator to participate in the discussion for a verbal recommendation on any subject pending before the Board.

The County Administrator's office is responsible for the preparation of a written agenda for all regular and special meetings of the County Board. The County Administrator or designee also:

1. Makes regular entries of all Board resolutions and decisions upon all questions.
2. Records the vote of each member on any question submitted to the Board.
3. Preserves and files all business acted upon by the Board.
4. Certifies, under seal of the county, copies of all resolutions of the Board.
5. Performs such further duties as designated by the Board.
6. Leads collaborative efforts across County departments, county agencies, and across County lines.

M. Order of Business of the County Board Meetings

The Order of Business for each regular meeting of the County Board shall be as follows:

1. Call to Order.
2. Pledge of Allegiance.
3. Approval of Board Minutes.
4. Approval of Agenda.
5. Items may be petitioned onto the Agenda if they are time-sensitive and non-controversial.
6. Items can be removed from the Agenda, if desired.
7. Approval of Consent Agenda
   - One motion covers approval of all items.
   - Includes action or informational items that do not require discussion.
   - Items can be pulled for discussion by Board members and voted on separately.

- Resolutions cannot be placed on Consent Agenda as a roll call vote is required for them.

8. Timed Agenda Items
   - Items that require discussion or action, and may include department presentations/requests, public hearings, resolutions, requests for out-of-state travel, etc.
   - Can include action or informational items.
   - Items should not be addressed prior to the assigned time on the Agenda.
   - Per Minnesota Statute §471.661, out-of-state travel requires pre-authorization by the County Board.
9. Items for Consideration
   - Items that require discussion or action.
   - Includes items such as committee minutes, resolutions, authorizing attendance at meetings, etc.
   - Includes action or informational items.
   - Items can be addressed throughout the meeting if desired, such as in the case where it is not yet time for the next Timed Agenda Item.
10. Advisory Committee / Advisory Board Updates
    - The County Administrator and each Board member provides a brief summary on attendance at recent committee/advisory meetings.
11. Adjournment

Board Meetings can be viewed live online at www.co.wright.mn.us.

N. Preparation and Distribution of the County Board Agenda

The County Administrator shall cause preparation of the agenda and supporting material for each regular and special meeting. The following process will be used to add items on to the agenda:

- County staff, County-affiliated organizations, the Wright County Sheriff's Office, and the Wright County Attorney's Office will request items be added to the agenda by the County Administrator or Assistant County Administrator. The County Administrator will have final approval on what staff, affiliated organization, Sheriff's Office, and Attorney's Office requests will be placed on the Board agenda.
- Citizens can request an item be added to the agenda in a formal request to the Administrator who will make a decision on whether or not an item will be placed on the agenda together with the Board Chair. Citizen requests will only be placed on the agenda if they are pertinent to County business.
- Commissioners can add an item to the agenda by requesting that the Board Chair add the item to the agenda. Commissioners can also petition an item on to the agenda by getting a motion, second, and majority vote at a meeting to add the item to the agenda.

The deadline for submission is the end of the business day on the Tuesday prior to the meeting, for publication Thursday end-of- day, and includes written materials such as handouts, contracts, agreements, resolution drafts, etc. In the case of holiday administration will establish and communicate the deadline for board submissions for that meeting.

The County Board agenda packet material is available on the Wright County website at

www.co.wright.mn.us.

O. Conduct of Debate

Principles

The rules of Parliamentary Practice in Robert's Rules of Order shall govern the Board in all applicable cases, except in the following circumstances:

a. When deviation is required by Minnesota Statutes
b. Rule 44 is amended to remove the requirement for a formal vote on motions to call the question

Parliamentarian

The Rules of Order governing County Board meetings shall be referred to the County Board Chair for interpretation and enforcement. The County Board Chair may consult with Board members, the County Administrator or the County Attorney to interpret and decide upon rules and questions of order.

Role of the Chair

The Chair shall preside over the debate to ensure equality and fairness in discussion. The Chair restates the motion, who made the motion, who seconded the motion, and announces the result of the vote.

Main Motion

A Board member may make only one main motion at a time. The Board member(s) may present an initial motion and subsequently debate the question. Or the Board member(s) may call upon staff for additional information prior to introduction of the motion.
The introduction of a main, or substantive, motion is out of order while another main motion is pending. While the question is under debate, no other motion shall be received or entertained, except for procedural motions permitted in the rules.

Second Required

All motions before the Board shall be seconded prior to consideration by the Board. The second may occur after a brief informal discussion. Subsequent to the second of the motion, formal debate may ensue between the members of the Board before the formal vote is called.

Amended Motion

A motion may be amended at any time before it is adopted. The amended motion shall take precedence over an existing motion and may be discussed before it is voted on. If the amended motion fails, the main motion may proceed for consideration. If the amended motion passes, the amended motion becomes the main motion and may proceed for consideration. Once an amended motion is voted on, a second amended motion may be entertained.

Division of the Question

Upon the request of any Board member, a resolution in debate may be divided and separated into more than one action, provided the Chair rules that the resolution will allow such a division. Each of the resulting resolutions must be complete to allow independent consideration and action.

Withdrawal of Motion

After a motion has been stated by the Chair, it is deemed to be in the possession of the Board it may be withdrawn by the member who introduced the motion before it is voted on. The Chair must accept or reject the withdrawal request. This motion cannot be debated or amended. If the motion is withdrawn, the effect is the same as if it had never been made.

Discussion Procedures

The following operating rules shall guide debate:

a. Any Commissioner desiring to speak shall address the Chair, and not proceed until being recognized. When two or more members address the Chair at the same time, the Chair shall designate the order of speaking.
b. After recognition from the Chair, the Board member who made the motion has precedence to address the Board first, with the option to explain the reasons the motion was made. Subsequently, the floor is open to any member of the board. There is no time limit for comments from individual Board members.
c. A member, once recognized, shall not be interrupted when speaking, unless it is to call that member to order. No member shall interrupt another in debate without his or her consent. To obtain such consent, he or she shall first address the Chair.

Adoption

A motion or resolution shall be adopted if approved by a majority of the whole Board, per Minnesota Statute §375.07

Procedural Motions

In addition to substantive motions, the need to follow procedural motions is in order. This is a partial list of motions from Robert's Rules that are most often used. It is not intended to be a complete list.

These motions shall be considered in the following order of precedence as taken from Robert's Rules of Order:

a. Motion to Adjourn
b. Motion to Recess
c. Motion to Suspend the Rules
d. Motion for Division of the Question
e. Motion to Defer Consideration, or Motion to Lay on the Table
f. Call of the Previous Question
g. Motion to Postpone to Certain Time or Day
h. Motion to Refer to Committee
i. Motion to Amend
j. Motion to Reconsider

Voting

It is the duty of every member to vote. The vote is called by the Chair as those in favor signify by an "aye" vote and those opposed use the same sign. Voting records are recorded by the County

Administrator or designee and duly noted in the minutes.

P. Types of Board Action

Resolution
The County Board takes formal action by resolution, per Minnesota Statute §373.02. Any member of the Board or staff may introduce a resolution for consideration and action, pursuant to general rules and operating procedure. A copy of the resolution is included as part of the Board agenda packet. County Board may at any time refer an item or resolution to the appropriate Committee for further review and deliberation.

Ordinance
The County Board may take formal action by ordinance, per Minnesota Statute §375.51, with a motion. An ordinance is a legislative act prescribing general, uniform, and permanent rules of conduct that relate to affairs of the County. County Board action shall be taken by ordinance when required by law, to prescribe permanent rules of conduct that continue in force until repealed, or where such conduct is enforced by penalty.

General Consensus
The County Board provides informal direction by consensus. Informal direction is most often used to provide staff with preliminary Board perspective on a matter that will require future formal action. Informal direction is also used to provide additional insight into formal actions previously taken. Informal direction alone does not establish Board policy or authorize action.

Policy Development
Policy development authority in Wright County is granted to the County Board through Minnesota Statute Chapter 373, Counties, Powers, Duties, and Privileges, Minnesota Statute Chapter 375, County Boards, and in other statutes. With the powers granted within these statutes, the County Board may delegate certain authority, as appropriate, through Board resolutions. These delegations of authority may be rescinded at any time by the Board.

VI. Committees and Advisory Boards

The County Board appoints individuals to various boards, committees, or commissions annually, at the first Board Meeting in January. The Administration Office maintains a list of committee and advisory board appointments. The County Board may also appoint members of the public to various boards, committees or commissions that have been established by the County Board or pursuant to Minnesota Statutes.

Minutes of the County Board appointed committee meetings shall be kept and shall become official upon approval by the County Board. Actions of the committees are considered recommendations to the County Board.

Minutes of advisory boards that the Board members serve on are kept by that entity and not presented

to or approved by the County Board.

A. Committees

Aggregate TaxCommittee (two commissioners) – 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

Ditch Committee (one commissioner and an alternate commissioner appointed by the Chair) & Joint Ditch Meetings – Oversees the condition of county ditches as the ditch authority. Commissioners on this committee are authorized to spend up to $30,000 for ditch maintenance and repairs without having to come to the full board for authorization. Meets as needed. Joint Ditch Meetings – Oversees condition of ditches that are located within two or more counties. This requires up to 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.

CIP Committee (two commissioners) – Reviews and oversees the county's Capital Improvement Plan and projects within it. Meets as needed..

Noxious Weed Appeal Committee (two commissioners) – Reviews appeals to county Notice to Eradicate Weeds. A field inspection is required within five business days of an appeal being filed. Meets as needed.

Personnel/Employee Relations Committee (two commissioners) – 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. Meets as needed.

Security Committee (two commissioners) – 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. Meets as needed.

Tax-Forfeit Committee (two commissioners) – Reviews properties that have gone into tax forfeiture and oversees the sale of those properties. Meets as needed.

Technology Committee (two commissioners) – Reviews and updates technology plans for all departments and integrates projects into the county's Capital Improvement Plan. Meets on the second and/or fourth Wednesday as needed.

Transportation Committee of the Whole (all commissioners) – Discusses and reviews transportation issues and highway projects in process and those identified in the Highway Department 5-Year Plan. Meets as needed.

Ways & Means Committee (two commissioners) – Reviews and makes recommendations on various contracts and reviews and makes recommendations on administrative issues. Reviews loss

control activities and the county's annual Risk Management Summary. 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. Reviews monthly revenue/expenditure budget reports. Meets as needed.

911 Planning Committee (two commissioners) – Discusses and reviews the county's 911 Plan, the Text-to-911 initiative and 911 backup. Meets as needed.

Committee minutes will only state those in attendance and the recommended action item.

B. Advisory Committees

Aquatic Invasive Species Advisory Board (two commissioners) – Reviews and discusses protocols for identifying and eradicating AIS is county lakes and rivers. Meets as needed.

Area Transportation Planning (one commissioner) – 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.

.**Central Minnesota Council on Aging (one commissioner) –** An advisory committee that is run in conjunction with the Human Services Board and deals with issues related to the elderly population of Wright County. Meets approximately four times a year.

Central Minnesota Economic Development 7W District Joint Powers Board (one commissioner) – Coordinates and implements economic development activities in District 7W, which includes Benton, Sherburne, Stearns and Wright counties. The board typically meets twice a year.

Central Minnesota Emergency Services Board (one commissioner) – Also known as the Regional Radio Board, it serves 19 counties and provides regional administration of emergency service-related functions. **Central Minnesota EMS Region Joint Powers Board (one commissioner) –** An 11-county regional board that promotes Emergency Medical Services and provides training to agencies in the district. The board is responsible for approving training and equipment grants.

Central Minnesota Home Visiting Coalition (one commissioner) – An arm of the Human Services Board, the coalition provides the governing board for the Joint Powers Agreement (JPA) to implement evidence-based home visiting grant funds and related programming for a four-county region: Benton, Sherburne, Stearns and Wright. Per the JPA, the coalition meets a minimum of twice a year.

Central Minnesota Jobs & Training Joint Powers Board/Workforce Center (one commissioner) – The board works to maintain the success and viability of the Workforce Center for unemployed residents. It provides oversight to the Workforce Investment Board, preserves local control efforts and supports the Central Minnesota Workforce Service Area (WSA) joint powers agreements.

Central Mississippi River Regional Planning Partnership (CMRP) (two commissioners) – A partnership between the cities and townships of Wright and Sherburne counties that border the Mississippi Rivers, including the cities on Monticello, Big Lake and Becker, as well as Monticello,

Silver Creek, Becker and Big Lake Townships. The goal of CMRP is not only to get bridge crossing, but also looking to create a regional vision for economic development and growth, land use, environment/recreation, and infrastructure. Meets from 7:30 a.m. to 9:30 a.m. the last Thursday of each month at the Sherburne County Government Center in Elk River.

County Extension Service (two commissioners) – 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. Meets the first Thursday of every month.

Delegates to the Association of Minnesota Counties (all commissioners) – Members serve as voting members for AMC in shaping policy and platform issues it wants to pursue from the State Legislature. Meets as needed.

East Central Joint Powers Board (one commissioner) – The board oversees the East Central Juvenile Correction Facility in Lino Lakes. The board meets quarterly at the facility in Lino Lakes.

Economic Development Authority (all commissioners) – The primary focus is the liquidation of county facilities that are being relocated leaving vacated buildings. Additionally, will assist cities and townships with related needs.

Economic Development Partnership Board (one commissioner) – 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. Meets quarterly in various locations.

Energy Transition Advisory Committee (one commissioner) – Established by the legislature per MN Statute §116J.5492 the committee was charged with developing a statewide energy transition plan and to advise the governor, the commissioner, and the legislature on transition issues, established transition programs, economic initiatives, and transition policy. Meets the last Tuesday of the month.

Great River Regional Library Board (one commissioner) – Oversees the operation of the seven-county library system that has numerous branches in Wright County. Meets at 7 p.m. on the third Tuesday of most (but not all) months at the GRRL hub facility in St. Cloud.

Highway 55 Coalition (two commissioners) – Lobbies for state and federal funding for improvements to Hwy. 55 – in and outside of Wright County. Meets quarterly on the third Friday of the month.

Historical Society (one commissioner) – Serves as an ex-officio member of the Wright County Historical Society Board of Directors. Meets at 1:30 p.m. on the third Wednesday of each month at the Historical Society building.

Human Services Advisory Committee (one commissioner) – An arm of the Human Services Board, the committee vets out issues for Health & Human Services, Public Health and HHS divisions. Meets as needed.

I-94 Coalition (one commissioner) – Seeks out funding for improvements and expansion of Interstate 94 in the portions that run through Wright County. Meets as needed.

Law Library Board (one commissioner) – Reviews and signs financial reports and approves the budget for the Law Library of the 10th Judicial District. Meets as needed.

Legislative Matters (all commissioners) – Meets with legislators that represent Wright County at the Minnesota Legislature and U.S. Congress to express the most pressing needs of the county. Meets as needed.

Mental Health Advisory Council (one commissioner) – 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. Meets at 3:15 p.m. on the second Tuesday of the month at the Human Services Center.

MnDOT Policy Advisory Committee (PAC) (one commissioner) - Providing updates to policy makers and opportunities for cities and counties to provide feedback on the direction and findings of the study commissioned for the Northwest Metro Mississippi River Crossings Feasibility Analysis.

Monticello Joint Planning Board (one commissioner) – A planning board for the transition area of Monticello Township that is being incorporated into the City of Monticello. Meets at 7:30 p.m. on the second Wednesday of the month when needed.

One Watershed One Plan Policy Committee (one commissioner) – Helps to implement the statewide plan to have identical watershed plans, which involve the North and South Fork of the Crow River. Meets as needed.

Opioid Settlement Advisory Council (one commissioner) – Established by the Minnesota Attorney General's Office when it joined the $26 billion multi-state settlement agreement with pharmaceutical distributors and opioid manufacturers. The settlement will bring $300 million to Minnesota counties and cities. The Opioid Settlement Advisory council is committed to reducing the negative impacts associated with opioid use disorders and will guide the spending of settlement dollars to save lives and prevent further damage. Meets the second Tuesday of each month.

Parks Advisory Board (one commissioner) – Helps advise the Parks and Recreation Department and makes recommendations to the county board on pressing issues that impact the county parks system. Meets at 6 p.m. the second Monday of every other month at the Public Works Building.

.**Planning Commission (one commissioner) -** The commission hears petitions for Conditional Use Permits and can impose additional conditions that they may deem necessary to protect the interest of the surrounding area or community. The commission also makes recommendations to the County Board of Commissioners regarding zoning amendments, both to the text of the ordinance and the zoning map. Meets one or twice per month, on Thursday evenings, on he dates and times established and voted on by the Planning Commission.

Public Health Task Force (one commissioner) – An arm of the Human Services Board, the task force deals with issues related to Public Health, including programs, information campaigns and programs for needy residents. Meets at 9 a.m. on the second Monday of March, June, September and December.

Public Works Labor/Management (one commissioner) – The committee works as a liaison between administration and the county labor force. Meets quarterly at 8:15 a.m. on the second Thursday in March, Jun, September, and December at the Public Works Building.

Region 7W Interagency Early Intervention Committee (one commissioner) – An arm of the Human Services Boards that deals specifically with the needs of children in the county. Meets as needed at the Daycare Center on Clearwater Road.

Region 7W Transportation (one commissioner) – Oversees and promotes federal and state road and bridge appropriations. Meets as needed at the MnDOT facility in St. Cloud.

Midwest Regional Crime Lab (one commissioner) – *Aka Tri-County or Midwest Regional Crime Lab***.** The committee reviews the lab's activities and operations, recommends budgets and staffing levels for the crime lab in Anoka County. Meets at 2 p.m. Tuesdays in April, August and December, alternating at Wright, Sherburne, and Anoka Counties.

Safe Communities of Wright County (one commissioner) – Develops education for residents on topics to reduce traffic crashes through education enforcement and engineering. Meets at 9 a.m. on the second Friday of every other month at the Wright County Law Enforcement Center.

Safe Harbor Task Force (one commissioner) – 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.

State Community Health Services Advisory Committee (one commissioner) – An arm of the Human Services Board, the committee is a partnership of elected officials, community health directors, and state executives to discuss public health policies and practices. Meets quarterly at 10 a.m. on the third Friday of selected months at Amherst H. Wilder Foundation/Wilder Center in St. Paul or in Brainerd.

Trailblazer Joint Powers Board (one commissioner) – Oversees public transit in Wright, McLeod and Sibley counties. Meets as needed at the Trailblazer facility in Buffalo.

Truancy Task Force (one commissioner) – Also known as the Children's Justice Initiative, this arm of the Human Services Board deals with Court Services for truancy/discipline issues with students. Meets as needed.

The Turn Steering Committee (one commissioner) – 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. Meets quarterly in March, June, September and December, as needed.

Twin Cities Urbanized Area Boundaries (one commissioner) – Deals with issues related to urban growth of the seven-county metro area expanding into collar counties like Wright. Meets as needed.

Water Management Task Force (one commissioner) – Works on issues dealing with water quality of lakes and rivers and run-off issues. Meets at 8 p.m. the first Monday of each month at the Wright Soil & Water Conservation District building in Buffalo.

Wright County Area Transportation Advisory Board (two commissioners) – Formerly WCAT, this is a carryover committee that has largely been eliminated and incorporated into the Trailblazer Transit Joint Powers Board, but still takes input from municipalities dealing with specific transportation issues. Meets as needed.

Wright County Community Action Council (two commissioners) – Deals with Head Start programs, energy assistance and issues of importance to seniors in need. Meets at 6:30 p.m. on the second Tuesday of each month at the WCCA office in Maple Lake.

Wright County Multi-Jurisdictional Hazard Mitigation Planning Committee (one commissioner) – Plans in advance for emergency situations, responses and mitigation. Meets as needed.

Wright Soil and Water Conservation District (one commissioner) - 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 incentive programs.

Alternates will not be formally appointed to advisory boards unless required by the organizational documents or bylaws of the advisory group.

C. Reimbursements

Individuals appointed by the Board to committees may receive a per diem reimbursement for attendance at regular or special meetings of such committees.

Some committees are funded separately from the County and dictate per diems through their specific operating rules or bylaws. Per diem levels are set by the County Board.

D. Attendance Policy

Attendance and residency criteria are guided by each committee and advisory board by the rules or bylaws they follow.

E. Resignations

It is the responsibility of each committee chair to inform County Administration of any resignations or vacancies. Administration will then initiate the process of filling the vacancy.

F. Ex-Officio Members

Ex-officio members on any committee are non-voting members.

VII. County Board Official Records

The Administration Office shall prepare the official minutes of each Board meeting. Board meeting minutes shall be kept in accordance with all provisions of statute to provide an accurate record of County Board actions. The record is not intended to be a verbatim transcript of all discussion and debate; the record is primarily a compilation of official actions.

The minutes of the County Board meeting shall be prepared and submitted for approval at the next succeeding County Board meeting. Official proceedings of County Board meetings shall be published in the official County newspaper, per Minnesota Statute §375.12 and are available on the Wright County website at www.co.wright.mn.us under Agendas and Minutes. Minutes shall be retained per State Record Retention requirements.

VIII. Annual Budgeting Process

The formal budgeting process provides the mechanisms where key decisions are made regarding the levels and types of services to be provided, given the anticipated level of available resources.

The County Board will recognize efforts by Departments to increase value and improve efficiencies during the budget year, and encourage short-term and long-range planning as a proactive measure when faced with service demands and federal/state funding shortfalls.

The County Board's goal is to approve a budget that is balanced in terms of the total available resources equaling the projected use of funds.

The budgeting process begins in late to mid-May when the County Board identifies budgetary targets. These targets can be based on current financial conditions, future priorities, and current and future initiatives. This information assists in guiding department heads to develop their proposed preliminary budgets that will be presented to the Board in August.

In September, the preliminary budget is finalized and adopted at a time the Board sets for a public meeting, in late November or early December where the preliminary budget is presented. The final budget must be approved in December, and includes the certification of the final tax levy to the State.

The County has adopted Finance Policies, where further details relative to the annual budgeting process and expectations can be found. (Finance Policy)

XII. Data Practices

As a governmental entity, Wright County is subject to Minnesota Statutes, Chapter 13, also known as

the Minnesota Government Data Practices Act. This chapter regulates the collection, storage, maintenance, dissemination, and access to government data. Government data includes all data collected, created, received, maintained or disseminated by the County regardless of its physical form, storage media or conditions of use.

Data held by the County which identifies an individual or individuals can be classified as either public, private or confidential. When data is classified as public, it is available to anyone upon request. When data is classified as private, only the data subject(s), or someone given written permission by the data subject(s), can access the data. When data is classified as private or confidential, County personnel with a need to access the data may do so.

There is a presumption that, unless otherwise classified, government data is available to the public. However, much of the data held by certain County departments, such as Health and Human Services, is private or confidential data on individuals. An example of confidential data is data collected as part of an active investigation by the County Sheriff's Office or by Health and Human Services. Once such an investigation is no longer active, the data usually becomes either public or private, depending on the type of data.

Correspondence between a Commissioner and a constituent, or any other individual who is acting on their own behalf and not acting on behalf of a company or organization, is classified as private data. However, that correspondence may be made public by either the sender or the recipient.

Some data on individuals, as well as data of companies or organizations, is protected under the Minnesota Government Data Practices Act. It is imperative that the County protect the security of the data it holds, as well as the privacy rights of individuals, companies, and organizations. The County can incur civil liability for violations of the data practices laws. In addition, willful violation of such laws can be criminally prosecuted and can constitute just cause for suspension without pay or dismissal of a public employee.

The County Administrator is the responsible authority for most County departments. The County Attorney's Office provides advice and assistance to the County Administrator and all County departments on data practices issues. As a commissioner, if you receive requests for data, you should direct the requestor to the Department of Administration's Requests for Public Data webpage. If you have questions dealing with data practices, please contact the County Administrator, the County Records Manager, or the County Attorney's Office.

XIII. Records Management - Retention of Records

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

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

In addition to paper records, counties are increasingly producing records electronically. Electronic records include electronically created documents, emails, text messages, digital photographs, maps, video and audio recordings. Government records that are created and stored electronically are deemed official records, and laws governing creation, retention, destruction, and public access to paper documents apply equally to electronic records. Any destruction of paper or electronic records must be documented and this documentation is kept as a permanent record.

Minnesota state statute Chapter 13 Government and Data Practices drives all records management for Wright County. Refer to Wright County Retention Schedule for further guidance on records that are private and what is public; this also gives guidance on how long we need to keep records. Additional training to help give guidance on email, records repositories, and defining county records can be found at the following link under the topic "Commissioner Training" for the most recent year.

The main expectations for Records Management within the county is to keep and properly maintain any items that are defined on the records retention schedule. These items have been identified as records that need to be saved for a pre-determined length of time. For additional guidance or questions, you may email the Records Manager.

XIV. Media Policy

From time to time, you may be asked to take part in a media interview. In most instances, these requests are innocuous, seeking a quote to go along with a news or feature story. However, there may be instances, such as the 2017 data breach, where media contacts may be more adversarial in nature. In those instances, there are some guidelines Commissioners should follow.

They include:

- Anticipate that any media member calling you for comment is recording that conversation because, in almost all instances, it will be recorded.
- Keep answers short and to the point. Don't be evasive but answer the questions as concisely as possible. Embellishing an answer can often send out the wrong message and lead to follow-up questions that can make you seem evasive if you try to step back from a comment after providing extraneous information.
- Be friendly, but don't view the media as your friend. Their job is to dig up information (good or bad) and they're using you to do so.
- If you don't know an answer, don't guess or speculate. Admit you don't know the answer to that question and tell the reporter, "I will try find the answer to that question and will follow

up with you when I find it."

- Unless you specifically state that you are expressing your own opinion, any comment you make will likely be deemed to be the opinion of the county board as a whole. Be careful not to make statements that may come back on the board.
- Choose your words carefully. We live in a litigious society and people are always looking to sue for monetary gain. Anything you say to a media member that is disseminated to the public can be used against you if the event of litigation.
- If you are aware an interview is coming and have concerns about the questions that may be asked, reach out to the County Attorney's Office, Administration and/or the Communications Specialist. They can provide you with valuable guidance on how to answer questions that have the potential to be misconstrued.
- You have the right not to answer questions. Saying "No comment" is a buzz phrase that often implies some sort of guilt, so try to avoid that. Saying something like, "I don't have an answer to that" or "I'm not going to get into that discussion" make the same point and is, in fact, a comment to the question. It may not be the answer the media member wants, but you're not in a courtroom when being questioned and aren't under any obligation to comment if you don't want to.

If you have any concerns heading into an interview, reach out to those who may be able to provide guidance to you. The more prepared you are heading into what may be an adversarial interview seeking your comment, the better you can handle uncomfortable situations.

XV. Personnel Policies

The County Board establishes personnel policies that are administered by the Administration Office.

The policies include but are not limited to the following:

1. Recruiting, selecting, and advancing on the basis of an employee's relative ability, knowledge, experience and skills.
2. Providing equitable and adequate compensation, both in salary and benefits, based on comparable work and pay equity.
3. Training to assure continued growth of knowledge and skill in the employee's area of expertise; and for maintaining a high level of service to Wright County residents.
4. Retaining on the basis of satisfactory performance, correcting unsatisfactory performance, and terminating employees with continued unsatisfactory performance.
5. Assuring fair and equitable treatment of all employees and applicants in all aspects of personnel administration and employment without regard to race, age, gender, marital status, sexual orientation, political affiliation, color, creed, religion, ethnicity, national origin, disability, and public assistance status with regard to the individual's privacy and constitutional rights as citizens, see Policy 102.01, Recruitment and Selection.
6. Assuring that the best interests of Wright County citizens are being served.

XVI. Voice Mail User Guide

The Voice Mail User Guide will provide you with instructions on how to log into your voicemail box while in the office as well as when out of the office; how to retrieve message, recover deleted messages, and record personal greetings. This document can be found on the County's SharePoint site: https://wrightnet.co.wright.mn.us/departments/administration/AdminDocs/Forms/Policy.aspx

XVII. Expense Reports – Commissioners Reimbursement Process

Commissioners can request reimbursement for a variety of expenses. Please review the County's Personnel Policy, Section 506 for guidance on what is and what is not a reimbursable event.

- Complete the Commissioner's Expense Reimbursement Form
  - Expenses must be incurred and supported
  - Receipts must be attached for non-mileage related reimbursements
- Submit the completed form to Payroll (Auditor/Treasurer's Office).

IX. Acronyms – County Board Related

ACSIC	As Constructed and Subsequently Improved Condition
AIS	Aquatic Invasive Species
AMC	Association of Minnesota Counties
BCA	Bureau of Criminal Apprehension
BCOTW	Budget Committee of the Whole
BOA	Wright County Board of Adjustment
BWSR	Board of Water & Soil Resources
CAFR	Comprehensive Annual Financial Report
CAMA	Computer Aided Mass Appraisal (Assessor's Office)
CD	County Ditch
CIP	Capital Improvement Plan
CMRP	Central Mississippi River Regional Planning Partnership
COOP	Continuance of Operation Plan / Ask Continuity of Operations
COTW	Committee of The Whole (all Board members)
CRWD	Clearwater River Watershed District
CSAH	County State Aid Highway
CUP	Conditional Use Permit
DAV	Disabled American Veterans
DNR	Department of Natural Resources
EAW	Environmental Assessment Worksheet
EDP	Economic Development Partnership
EIS	Environmental Impact Statement
EMAC	Emergency Management Advisory Committee
EMS	Emergency Medical Services

ERP	Enterprise Resource Planning
GIS	Geographic Information System
Greater MSP	Greater Minneapolis Saint Paul Regional Economic Development Partnership
GRRL	Great River Regional Library
HHS	Health & Human Services

HSIP	Highway Safety Improvement Plan
I-94	Interstate 94
IEIC	Region 7W Interagency Early Intervention Committee
IT	Information Technology
JPA	Joint Powers Agreement
MCIT	Minnesota Counties Intergovernmental Trust
MEADA	Mentorship Education and Drug Awareness Coalition of Wright County
MnCCC	Minnesota Counties Computer Cooperative
MnDOT	Minnesota Department of Transportation
MPCA	Minnesota Pollution Control Agency
MPELRA	Minnesota Public Employees Labor Relations Association
MSAS	Municipal State Aid Street
North Fork Crow1W1P	North Fork Crow One Watershed One Plan
NRCD	Natural Resources Conservation District
PC	Planning Commission
PHEP	Public Health Emergency Preparedness
PID	Parcel Identification Number
PUC	Public Utilities Commission
RFBA	Request For Board Action Form
RFP	Request For Proposal
SCHSAC	State Community Health Services Advisory Committee
SCWC	Safe Communities of Wright County
SRO	School Resource Officer
STIP	Statewide Transportation Improvement Program
SWCD	Soil & Water Conservation District
SWMP	Solid Waste Management Plan
TCOTW	Transportation Committee Of The Whole (all Board members)
TH	Trunk Highway
TIF	Tax Increment Financing
WCA	Wetland Conservation Act
WCAT	Wright County Area Transit
WCCA	Wright County Community Action
WCEDP	Wright County Economic Development Partnership
WMA	Wildlife Management Area
WRIP	Wright Regional Inspection Program

X. Acronyms – Health and Human Services Related

AA	Alcoholics Anonymous

ABAWD	Able Bodied Adults without Children
ABE	Adult Basic Education
AC	Alternative Care program
AC#	Application Case Number
ACA	Affordable Care Act
ACCESS	Access to Child Care for Educational Support and Success
ACP	Arrearage Collection Project
ACS	Agency Collection System
ACT	Assertive Community Treatment
ADC	Adult Day Care
ADHD	Attention Deficit Hyperactivity Disorder
ADL	Activities of Daily Living
AFC	Adult Foster Care
AFCARS	Adoption and Foster Care Analysis and Reporting System
AILS	Assistance in Independent Living Skills
AIW	Automatic Income Withholding
ALP	Assisted Living Plus
ALS	Assisted Living Services
ALS	Adolescent Living Skills
AMH	Adult Mental Health
AMPP	Arrears Management Prevention Policy
AMSSA	Association of Minnesota Social Service Accountants
APS	Adult Protection Services
APTC/CSR	Advanced Premium Tax Credit/ Cost Sharing Reduction
ARMHS	Adult Rehabilitative Mental Health Services
AS	Adult Services
BAC	Blood Alcohol Content
BCA	Bureau of Criminal Apprehension, State of Minnesota
BC/BS	Blue Cross/Blue Shield
BI	Brain Injury
BIW	Brain Injury Waiver
BIA	Bureau of Indian Affairs
BIP	Benefits Information Portal
BP	Blue Plus
BPD	Borderline Personality Disorder
BRASS	Budgeting, Reporting & Accounting for Social Services
BSF	Basic Sliding Fee
C&TC	Child and Teen Checkups
CA	Case Aide
CABHS	Child and Adolescent Behavioral Health Services
CAC	Community Alternative Care
CADI	Community Access for Disability Inclusion
CAFAS	Child & Adolescent Functional Assessment Scale
CAPTA	Child Abuse Prevention and Treatment Act

CARE	Community Addictions Recovery Enterprise
CAREFACTS	Computer software used in Public Health
CASII	Child and Adolescent Service Intensity Instrument
CB	County Burial
CBHH	Community Behavioral Health Hospital
CBT	Computer Based Training
CC	Child Care
CCAP	Child Care Assistance Program.
CCDTF	Consolidated Chemical Dependency Treatment Fund
CCF	County Crisis Fund
CCL	Child Care Licensing
CCR&R	Child Care Resource and Referral
CD	Chemical Dependency
CDC	Center for Disease Control
CDCS	Consumer Directed Community Supports
CEI	Cost Effective Insurance
CEJ	Continuous Exclusive Jurisdiction
CEP	Common Entry Point
CFC	Child Foster Care
CFFS	Community First Services and Supports
CFR	County of Financial Responsibility
CFSR	Child and Family Service Reviews
CHIP	Children's Health Insurance Program
CHIPS	Child in Need of Protection or Services
CMCOA	Central Minnesota Council on Aging
CMH	Children's Mental Health
CMJTS	Central Minnesota Jobs and Training Services
CMMHC	Central Minnesota Mental Health Center
CMS	Centers for Medicare and Medicaid Services
COA	Chart of Accounts
COFARS	County Financial Accounting and Reporting Standards
COLA	Cost of Living Adjustment
CommUNITY	Adult Mental Health Initiative for Stearns, Sherburne, Benton & Wright
CP	Custodial Parent
CPP	Concurrent Permanency Planning
CPS	Child Protective Services
CRT	County Crisis Response Team
CS	Children's Services
CSED	Child Support Enforcement Division
CSP	Community Support Program
CSR	Client Summary Report (Social Services)
CTSS	Children's Therapeutic Services and Supports
CW	Child Welfare
CWB	Child Well Being

CW-TCM	Child Welfare-Targeted Case Management r
DA	Diagnostic Assessment
DAANES	Drug and Alcohol Abuse Normative Evaluation
DD	Developmentally Disabled
DHS	Department of Human Services
DJT	Department of Jobs & Training.
DRG	Diagnosis Related Group Classification System
DOC	Department of Corrections
DOC	Difficulty of Care
DOD	Date of Death
DRA	Deficit Reduction Act
DSM	Diagnosis and Statistical Manual for Mental Disorders, 5th Edition
DT&H	Day Training & Habilitation
DWP	Diversionary Work Program
EA	Emergency Assistance
EAP	Employee Assistance Program
EBD	Emotional Behavior Disorder.
EBP	Evidenced Based Practice.
ECRJC	East Central Regional Juvenile Center
ECS	Essential Community Supports. Funding
ED	Emotionally Disturbed
EDMS	Electronic Document Management System
EFC	Extended Foster Care
EHDI	Early Hearing Detection and Intervention
EHM	Electronic Home Monitoring
EL	Extraordinary Level
EMSA	Emergency Minnesota Supplemental Aid
EPD	Employed Persons with Disabilities
EPSDT	Early Prevention Services Diagnostic Treatment
ESFA	Elementary and Secondary Education Act
ESI	Employer Sponsored Insurance
ESL	English As A Second Language
ETO	Efforts to Outcomes
EW	Elderly Waiver
FA	Financial Assistance
FA	Functional Assessment
FAS	Financial Assistance Supervisor
FBS	Family Based Services
FC	Foster Care
FCSP	Family Community Support Plan
FCSS	Family Community Support Services
FEIN	Federal Employer Identification Number
FFP	Federal Financial Participation
FGDM	Family Group Decision Making

FH	Foster Home
FMLA	Family Medical Leave Act
FNS	Food and Nutrition Service
FPG	Federal Poverty Guidelines
FPL	Federal Poverty Level
FPSP	Family Planning Special Projects Grant
FS	Family Services
FS	Financial Services
FSA	Family Service Aide.
FSE	Fiscal Support Entity
FSET	Food Support Employment & Training -
FSG	Family Support Grant
GA	General Assistance
GA-EA	General Assistance-Emergency Assistance
GAL	Guardian ad Litem
GAMC	General Assistance Medical Care
GED	Graduate Equivalency Diploma
GGK	Growing Great Kids
GRF	Group Residential Facility
GRH	Group Residential Housing
HCAPP	Health Care Application
HCBS	Home and Community Based Services
HCBW	Home and Community Based Medicaid Waiver
HCFA	Health Care Financing Administration
HCPC	Health Care Procedure Codes
HDM	Home Delivered Meals
HHA	Home Health Aide
HIPAA	Health Insurance Portability and Accountability Act
HIV/AIDS	Human Immunodeficiency Virus/Acquired Immunodeficiency Syndrome
HMO	Health Maintenance Organization
HRA	Housing Redevelopment Authority
HRF	Household Report
HHS	Health & Human Services
HS	Human Services
HSC	Human Services Center
HUD	Housing and Urban Development.
IA	Insurance Affordability
IAP	Insurance Affordability Programs
IC	Integrated Case
IC#	Integrated Case Number
ICD-10	International Classification of Diseases
ICE	US Immigration and Customs Enforcement
ICF	Intermediate Care Facility
ICF/DD	Intermediate Care Facility/Developmental Disability

IFCSP	Individual Family Community Support Plan
ICP	Individual Care Plan
ICPC	Interstate Compact on the Placement of Children
ICRS	Intensive Community Rehabilitation Services
ICSP	Individual Community Support Plan
ICWA	Indian Child Welfare Act
IEIC	Interagency Early Childhood Intervention Committee
IEP	Individual Education Plan
IEVS	Income and Eligibility Verification System
IHP	Individual Habilitation Plan
IIIP	Interagency Individual Intervention Plan
ILS	Independent Living Skills
IMD	Institution for Mental Disease
IPI	Immunization Practices Improvement
IPP	Individual Program Plan
IRT	Intensive Residential Facility
ISP	Individual Service Plan
ITP	Individual Treatment Plan
JTPA	Job Training Partnership Act
LAA	Legacy Adoption Assistance
LCTS	Local Collaborative Time Study
LD	Learning Disabled/Disability
LEC	Law Enforcement Center
LENM	Local Epidemiology Network of Minnesota
LEP	Limited English Proficiency
LFC	Legacy Foster Care
LNDX	Licensed Provider Index
LOCUS	Level of Care Utilization System
LPHA	Local Public Health Association
LSS	Lutheran Social Service
LSSA	Local Social Service Agency
LTC	Long-Term Care
LTCC	Long Term Care Consultation
LTFC	Long Term Foster Care
MA	Medical Assistance (Medicaid or Title XIX)
MA-AD	Medical Assistance-Aid to the Disabled
MA-Bl	Medical Assistance-Aid to the Blind
MA-ED	Medical Assistance - Elderly Disabled
MA-EPD	Medical Assistance for Employed Persons with Disabilities
MA-ID	Medical Assistance-Identification Card
MA-PW	Medical Assistance - Pregnant Women
MAARC	Minnesota Adult Abuse Reporting Center
MACSSA	Minnesota Association of County Social Service Administrators
MAGI	Modified Adjusted Gross Income

MAPCY	Minnesota Assessment of Parenting for Children and Youth
MARN	Minnesota Adoption Resource Network
MAWSECO	Meeker and Wright Special Education Cooperative
MAXIS	Master computer system - track, record, and monitor all public assistance benefits
MBA	Minnesota Board on Aging
MCE	Minnesota Collection Enterprise
MCF	Minnesota Correctional Facility
MCH	Maternal and Child Health
MCHA	Minnesota Comprehensive Health Association
MCO	Managed Care Organization (may replace HMO)
MCRE	Minnesota Care
MDH	Minnesota Department of Health
MEADA	Methamphetamine Education and Drug Awareness
MEC	Minimum Essential Coverage
MEC2	Child Care Assistance computer system for processing child care
MDES	Minnesota Electronic Disease Surveillance System
MFIA	Minnesota Fraud Investigator's Association
MFIP	Minnesota Family Investment Plan
MFIP-CC	Minnesota Family Investment Program-Child Care
MFIP-TY	Minnesota Family Investment Program-Transition Year
MFPP	Minnesota Family Planning Program – also known as the 1115 MA Waiver
MFSRC	Minnesota Family Support and Recovery Council
MGA	Minnesota Government Access
MGD	Minnesota Grant Diversion for MFIP
MH	Mental Health
MHAC	Mental Health Advisory Council
MHCP	Minnesota Health Care Program
MHM	Moving Home Minnesota
MHP	Mental Health Practitioner / Mental Health Professional
MI	Mental Illness
MI & D	Mentally Ill and Dangerous
MIIC	Minnesota Immunization Information Connection
MIS	Management Information System
MITH	Minnesota Intensive Treatment Homes
MMB	Minnesota Management and Budget
MMIS	Medicaid Management Information System
MNCARE	MinnesotaCare
MnCHOICES	Automated, comprehensive and person-centered assessment and support planning application for long-term services and supports.
MN/DHO	Minnesota Disability Health Options
MN/DOT	Minnesota Department of Transportation
MNET	Minnesota Non-Emergency Transportation
MnPD	Minnesota Permanency Demonstration Project

MNsure	Central insurance marketplace for Minnesotans
MnVFC	Minnesota Vaccines for Children
MNYTD	Minnesota Youth in Transition Database
MOE	Maintenance of Effort
MP	Minor Parent
MSA	Metropolitan Statistical Area
MSA	Minnesota Supplemental Assistance
MSC+	Minnesota Senior Care Plan
MSHO	Minnesota Senior Health Options
MSP	Medicare Savings Program
MSRS	Minnesota State Retirement System
MSSA	Minnesota Social Service Association
MTM	Medical Transportation Management
NAA	Northstar Adoption Assistance
NACAC	North American Council on Adoptable Children
NASW	National Association of Social Workers
NCANDS	National Child Abuse and Neglect Data System
NCAST	Nursing Child Assessment Satellite Training
NCP	Non-custodial Parent
NF	Nursing Facility
NFP	Nurse Family Partnership
NKA	Northstar Kinship Assistance
NOD	Notice of Determination
Non-MAGI	Individuals whose eligibility is not subject to "modified adjusted gross income"
NPA	Non Public Assistance
OAH	Office of Administrative Hearings
OFP	Order for Protection
OHP	Out-of-Home Placement
OHPP	Out-of-Home Placement Plan
OMB	Office of Management and Budget
PA	Public Assistance case
PACER	Parent Advocacy Coalition for Educational Rights
PART H	Early Intervention Program for Infants & Toddlers with Disabilities.
PAS	Pre-Admission Screening
PAS/ARR	Preadmission Screening-Annual Resident Review
PCA	Personal Care Assistant.
PCPO	Personal Care Provider Organization
PDC	Product Delivery Case
PDF	Portable Document Format
PDN	Private Duty Nursing
PDP	Prescription Drug Program
PERS	Personal Emergency Response Services
PH	Public Health

PHEP	Public Health Emergency Preparedness
PHI	Protected Health Information
PHN	Public Health Nurse
PIPE	Partners in Parenting Education
PMAP	Prepaid Medical Assistance Program.
PMC	Parent of a Minor Caretaker
PMI	Person Master Index
PO	Probation Officer
PPO	Preferred Public Office
PPS	Prospective Payment System
PRISM	Providing Resources to Improve Support in Minnesota
PRO	Peer Review Organization
PSOP	Parent Support Outreach Program
PTMA/PTYMA	Potential Transitional Medical Assistance/Potential Transition Year Medical Assistance
PTSD	Post Traumatic Stress Disorder
QDDP	Qualified Developmental Disabilities Professional
QHP	Qualified Health Plan
QMB	Qualified Medicare Beneficiary
RCA	Relative Custody Assistance
RCS	Residential Care Services
RFI	Request for Information
RFP	Request For Proposal
RMA	Refugee Medical Assistance
ROP	Recognition of Parentage parentage.
RPM	Revenue Processing Module
RR	Revenue Recapture
RRP	Refugee Resettlement Program
RRS	Regional Resource Specialist
RSC	Regional Services Center for the Hearing
RSC	Relocation Service Coordination.
RSDI	Retirement, Survivors, Disability Insurance
RTC	Regional Treatment Center (state hospital)
Rule 79	Minnesota Rule pertaining to case management of mentally ill clients and severely emotionally disturbed children (SED).
RUM	Refugee Unaccompanied Minor.
SA	Service Arrangement
SACWIS	Statewide Automated Child Welfare Information System
SAE	State Adoption Exchange
SAIL	Senior Agenda for Independent Living
SAIL	Support and Advocacy for Independent Living
SAU	State Adoption Unit
SBS	Shaken Baby Syndrome
SDM	Structured Decision Making

SDS	Service Delivery System
SEA	Support Enforcement Aide
SEAGR	Social Services Expenditure and Grant Reconciliation
SED	Severely Emotionally Disturbed
SELF	Support for Emancipation and Living Functionally
SEP	Supported Employment Program
SFY	State Fiscal Year - July 1st through June 30th
SHIP	State Health Improvement Plan
SIDS	Sudden Infant Death Syndrome
SIL	Supervised Independent Living
SILS	Semi-Independent Living Services
SIR	Secure Information Repository
SLMB	Service Limited Medicare Beneficiary
SNAP	Supplemental Nutrition Assistance Program. (previously known as Food Stamps.)
SNF	Skilled Nursing Facility
SOBRA	Second Omnibus Reconciliation Act of 1986.
SOS	Signs of Safety
SOS	State Operated Services
SPA	State Planning Agency
SPMI	Serious and Persistent Mental Illness
SS	Social Services
SSA	Social Security Administration
SSDI	Social Security Disability Insurance
SSI	Supplemental Security Income
SSIS	Social Service Information System
SSN	Social Security Number
SSS	Social Services Supervisor
SSTS	Social Service Time Study
SW	Social Worker
SWNDX	Statewide Index with the Social Services Information System
SWS	Social Welfare System
SX	Symptoms
TANF	Temporary Assistance for Needy Families
TAP	Telephone Assistance Plan
TAPPP	Teenage Pregnancy Prevention and Parenting Program
TCM	Targeted Case Management
TEFRA	Tax Equity and Fiscal Responsibility Act of 1982
TDD	Telephone Device for the Deaf
THV	Trial Home Visit
TIP	Targeted Intervention Program
TPL	Third Party Liability
TPLPC	Transfer of Permanent Legal and Physical Custody
TPR	Termination of Parental Rights

TX	Treatment
TY	Transition Year
UA	Urinalysis
UBS	United Behavioral Services
UCARE	Minnesota UCare
UIFSA	Uniform Interstate Family Support Act
VA	Vulnerable Adult
VCA	Vulnerable Children and Adults Grant –
VOA	Volunteers of America
VPA	Voluntary Placement Agreement
VPC	Virtual Presence Communication
WCCA	Wright County Community Action
WCHHS	Wright County Health & Human Services
WCSO	Wright County Sheriff's Office
WG	Work group
WIC	Women, Infants and Children: Wright County Community Action nutrition program.
WOW	Wellness on Wheels

So You Want to Be a County Commissioner?

A publication of the Association of Minnesota Counties.

Citizens depend on county government more today that ever before. This makes it especially important that county commissioners not only be qualified for the office, but dedicated to it as well. This overview is intended to explain some of the responsibilities of a county commissioner and answer some of the questions you may have during your first few months in office.

County Commissioners in Minnesota

County Commissioners in Minnesota come from a variety of backgrounds: teachers, farmers, business people, lawyers and homemakers have all been elected as county commissioners. Each brings to the office his/her personal expertise and individual areas of interest. Once in office, most county commissioners find they must build on these interests.

There are many state and federal laws, rules and regulations that affect what counties can and cannot do, as well as the why and how of they way they *must* do it. In addition, changing county needs must be dealt with and weighed in relationship to county budget constraints and resources.

To stay current with topics/issues facing your county, be sure to:

- Read the information provided to you by your county auditor, administrator, department heads and others.
- Read the *Minnesota Counties* newspaper and AMC UPDATE, published by the Association of Minnesota Counties (AMC).
- Attend meetings sponsored by AMC and the National Association of Counties (NACo).
- Talk to your state and federal representatives, as well as your constituents.

The better informed you are, the better decisions you will make as a county commissioner.

Some Powers and Responsibilities of the County Board

- Provide for law enforcement and correctional services in the county.
- Plan and provide for parks, playgrounds and other recreational facilities.
- Build and maintain storm water collection systems and drainage ditches.
- Develop and enforce building codes.
- Store, purify and distribute water.
- Provide for the protection of the general health and welfare of county residents.
- Promote economic and industrial development.
- Administer and provide human services and income maintenance programs.
- Undertake comprehensive planning, zoning and development controls.
- Provide emergency management.

*Because some other county officials are elected directly by the people of the county, county commissioners cannot directly control all county policies. Even though the county board has budget oversight for these offices, county commissioners have little say in how they operate. County commissioners (as well as citizens) need to understand that their power is limited in this way. Some of the other elective offices of county government are county attorney, county auditor, county treasurer, county recorder, county sheriff and coroner. Also, school systems in Minnesota operate independently of the county government; the county commissioner does not exercise control over its local school districts, school board or school tax levy.

AMC unites Minnesota's counties to achieve public service excellence.

Some of the Problems Facing County Government Today

Mandates

As a new commissioner, one of the first things that you will discover is that many decisions affecting your term of office have already been made. One reason for this involves the issue of mandates.

Mandates are legal requirements imposed by federal and state governments. Local government mandates are often passed without funding by state and federal lawmakers. In these cases, local governments may have to pay the cost of implementing the mandate. Some examples of unfunded mandates are those setting requirements for waste management, pollution control, treatment of prisoners, providing court-appointed legal representation for those citizens who cannot afford it, voter registration, public health, welfare and social services, and training for various licensed personnel.

When commissioners begin working on the county budget, many of the expenditures have already been determined by mandates that must be met by certain deadlines. Because the end-of-year budget must balance, only a portion of the budget is left to pay for everything else that county citizens want. Make sure you know what is legally mandated by the state and federal government before promising to eliminate certain programs and services—the decision may not be yours to make!

When you look at the types of services that counties choose to provide, you see that no two counties provide exactly the same set of services.
Rather, each provides its own unique mix of a broad range of services, including street maintenance, garbage pick-up, landfills, hospitals, libraries, parks and recreation, police and fire protection and water and sewer facilities.
For some counties, providing such services is relatively new and reflects the shifting and expanding responsibilities counties and county commissioners must undertake.

Revenue Sources

Raising the revenue to pay for all the services that county government performs is one of the biggest challenges facing county commissioners. Citizens often expect government to deliver more and better services to meet challenging community needs but they are rarely enthusiastic about paying the bill. Because raising taxes is never popular, counties are always looking at ways to spread the tax burden by expanding their sources of revenue or finding new ones to keep up with increasing demands. Minnesota law limits the opportunities that counties have to raise revenue, so commissioners are not always free to take any approach that seems attractive. The county property tax accounts for about 38 percent of all county resources. At the same time, commissioners need to find ways to conduct government business more efficiently and eliminate waste so that tax dollars are spent wisely.

Liability

County commissioners can be held personally responsible for official actions they take. For example, a commissioner could be sued in response to injuries resulting from the enforcement of a county policy or custom, even when the policy is carried out in good faith. The good news is that, when proper procedures are followed, the likelihood of public officials winning such liability suits is excellent.

A good approach to minimize this problem is to learn the basic procedures for reducing or eliminating the possibility of successful suits against the county or its officials. The Minnesota Counties Intergovernmental Trust (MCIT) and the Association of Minnesota Counties provide opportunities to attend workshops on this subject. Written materials on this subject are available as well. And don't forget to go to your county attorney with questions and concerns!

Minnesota counties face many varied issues on a day-to-day basis. These issues range from controlling the county profits, tax levy and how to deliver social and human services.

How to Spend Your Time

For most commissioners, the office of county commissioner is a part-time job. Although the salary is consistent with this provision, the actual time spent on commission duties may seem like a full-time job. The number of hours per day or week varies widely depending on your county and the number of committees or organizations you elect to get involved with as a commissioner. Make sure you take time to get acquainted with the various aspects of the job, learning about the issues as well as the day-to-day process, and how to juggle all the new activity in the context of family and job demands. The following are a few important things to spend time on as a county commissioner.

Talking with constituents is a big part of the job. They call you at home trying to influence your vote on upcoming issues, collar you at the movies to complain about the property tax, or expect you to help them solve a drainage problem on a Sunday afternoon. Being a good county commissioner means being available and responsive to constituents and their needs. After all, they elected you to office and are, in effect, your "bosses." So plan time to get out in the community and listen to constituents when they approach you with issues and concerns. As an elected representative, you have to make decisions that are in the best interest of the entire county, and keeping up on what's going on in the county is the best way to help you make informed decisions.

Attending meetings will take time, too. Plan your schedule to allow time for regular meetings as well as special work sessions, special meetings and public hearings. Then make time to attend "unofficial" gatherings in your community, like pancake breakfasts and fish fries.

Gathering information is crucial to making good decisions and being an effective county commissioner. This takes time but is well worth the investment! Make sure you utilize all the resources available to you, including your county staff, other county officials, libraries, professional associations and organizations, and the Association of Minnesota Counties.

Learning about issues and developing reasons for why you support/view issues the way you do is also very important. Always remember that other people have valid reasons for their positions. Once you know where they stand and why, you will be in a better position to discuss the issue, persuade your peers to join you in the vote, and know in which areas you are willing to compromise. Remember that, as a commissioner, you are part of a team and little can be accomplished without the support of others on your team.

Making an effort to communicate with other county officials is worth the time it requires. You have to approve the budgets for all of these offices, and knowledge of their functions and responsibilities will help you get things done in the long run and will help you become a knowledgeable leader.

Communicating with and educating your constituents should be a high priority. Time should be spent working with the media, holding public hearings, maybe even issuing a newsletter to make sure the public knows what you're doing and why.

Get to know the county administrator or coordinator. This person reports directly to the Board and is responsible for carrying out your decisions. The administrator or coordinator is a vital member of the management team.

Of the different levels of government, local government has the most immediate effect on people's lives because it's so close to where they live. Citizens are apt to participate more directly in local government because their elected officials are so readily accessible. This means that you, as a county commissioner, must make sure that you are accessible to constituents. It also means dealing with people's immediate problems, such as getting a ditch cleaned or pothole filled, in addition to the larger issues of the county.

It is important to remember that your decisions as a county commissioner have a direct impact on county residents. The things that you do will have a noticeable and lasting impact on the county and people will associate you with little community improvements, such as the installation of stop signs on a corner, as well as the problems that were not dealt with, or not dealt with properly. Just remember: make responsible decisions that are in the best interest of your community. That is how to be a true public servant and leader.

County Government as a Business

You may find it helpful to think of government as being similar to a business. A private business has the objectives of operating efficiently, providing consumers with the goods or services they demand, and making a profit. In the same way, a government seeks to operate efficiently and provide citizens with the services they want. While government is not interested in making a profit, it is interested in having sufficient finances to accomplish its goal of providing for citizen needs. The "bottom line" in government is to serve the people, whether rich or poor, sick or healthy, young or old.

In the private sector, if a product line is not popular you can discontinue it and try again with another product. In government, the products—running courts, maintaining roads and streets, and providing social, health and jail services—cannot be dropped just because of "unpopularity."

In business, decisions can be made quickly and with little dissent. But government is different. In county government the authority to make decisions is often shared with other officials. Citizens also deserve an opportunity to voice their views on public matters. Reaching a compromise that partially satisfies the various segments of the population that have conflicting views on an issue is often the only way to make progress. That process may be inefficient, slow and often frustrating. Nevertheless, no one has found a better way to run a free society.

Minnesota counties are trusted partners in strengthening communities.

AMC is here to help county officials better serve their communities.

The Association of Minnesota Counties (AMC) is a voluntary, non-partisan statewide organization that has assisted the state's 87 counties in providing effective county governance to the people of Minnesota since 1909. The association works closely with the legislative and administrative branches of government in seeing that legislation and policies favorable to counties are enacted.

AMC provides legislative advocacy, educational programs and training, research and communications for its member counties.

Visit **www.mncounties.org** for more information on issues that matter most to counties.

Learn More About Minnesota County Government

If you want to know more about county government and your role as a county commissioner, talk with current county commissioners and officials. Also, try to attend meetings of the various departments and organizations that deal with your county.

AMC publishes a bi-monthly newspaper, legislative updates, and fact sheets on important county issues. AMC's web site at www.mncounties.org holds a wealth of information that can help you in your new role as a county commissioner.

AMC also holds an annual conference, various policy committee, and legislative meetings throughout the year to keep county commissioners informed and educated about county government issues.

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Duties of a County Commissioner

A publication of the Association of Minnesota Counties.

County commissioners are a county's key policymakers, overseeing the operation and administration of the county. Commissioners are the elected officials of a county's legislative branch, the County Board of Commissioners, serving in a similar role as a city councilmember or a state representative or senator. Commissioners are responsible for overseeing the county's management and administration, representing county interests at the state and federal level, participating in long-range planning, and managing the county budget and finances.

Constituent and County Representative

Similar to other legislative bodies, the members of the County Board of Commissioners are elected by specific geographic districts in their home county. Your commissioner is responsible for representing the interests of your community during regular meetings of the county board and at state and federal events.

Commissioners meet regularly in policy-specific sub-committees to thoroughly examine county issues. The number and topics of sub-committees are unique to each county, but most counties include committees related to the topics of parks, public health, public safety, etc. Commissioners can choose to serve on their county's board of appeal and equalization to respond to disputes regarding appraised property values.

Much of a commissioner's time is spent serving on advisory boards or commissions that provide direct and indirect county services. These include: airports, libraries, community corrections, local public health boards, day care centers, nursing homes, hospitals, and joint solid waste commissions.

Most county boards meet on Tuesdays, three times per month. Commissioners determine the meeting schedule at the start of each year.

Commissioners serve as county representatives at public and private industry events at the state and federal level. Commissioners communicate their home county's concerns to state legislators and federal policymakers, and promote economic development in the county at events for business groups and civic organizations.

County Management

State law defines the roles and responsibilities of commissioners including what commissioners can regulate through ordinances and resolutions. Commissioners develop and adopt county laws on a wide variety of topics such as public health, parks, solid waste management, roads and highways, zoning and land use.

One of the central roles commissioners perform in county management is overseeing the personnel system. Commissioners authorize personnel rules that affect county employee recruitment, classification, compensation, and termination. In many counties, they hire the administrative head of the county who is responsible for the day-to-day management of county services. Commissioners are also responsible for filling mid-term vacancies for the elected county offices of auditor, treasurer, sheriff, recorder, attorney, and coroner.

County boards have five commissioners, unless the county has 100,000+ residents and decides to increase to a seven-member board.

Commissioners also participate in activities that shape the future of their county through long-range planning initiatives, such as:

- Lake improvement districts: A program that preserves and protects an identified lake area.
- Capital improvement plan: A timeline for improvements to county assets such as administrative buildings, roads and bridges, public works facilities.
- Comprehensive plan: A guide for the future development of the county or any portion of the county including the development of policies, statements, goals, and interrelated plans; only for counties with fewer than 300,000 residents.

In Minnesota, the average salary for a commissioner is $26,845 per year.

Interested in becoming a commissioner?

To be eligible, you must be:

- A district resident for 30+ days.
- 21+ years of age.
- Eligible to vote.
- A citizen of the United States.

County Budgets and Finances

Commissioners have the difficult tasks of approving the annual county budget and determining the county's tax levy. Commissioners have to balance the needs of the county with the ability to raise revenues and pay for mandated state and federal programs. In their budget decisions, commissioners consult with county departments and their constituents to decide the funding for programs and projects in transportation, human services, public safety, public health, and energy and environment.

Mandated state programs are a major cost driver for counties and are often under-funded by the state. Commissioners authorize the receipt of and/or application for state and federal grants to pay for these programs, in addition to using local property tax dollars to supplement costs.

Commissioners also develop and approve the county's capital improvement budget, which includes projects that usually last multiple years and require a significant public funding investment. Commissioners may adopt a capital improvement plan spanning at least five years and covering a wide variety of county needs from new highway maintenance vehicles to remodeling a historic courthouse.

Once commissioners know the total expenditures of the county budget, they determine the property tax levy. Outside of raising the levy, commissioners may explore other revenue sources such as new taxes and fees to cover the costs of the operating and capital budgets. For example, commissioners may decide to instate a wheelage tax or local option sales tax to support highway and other transportation projects.

In addition to the budget approval process, commissioners are responsible for the ongoing financial concerns of the county. Commissioners can direct the treasurer to invest public funds into governmental bonds, notes, bills, mortgages, and other securities. They also settle receipts and expenses of the county and monitor its overall fiscal health through reports from county officials and staff. ■

Did you know?

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General Ethics Guide for Counties

A publication of the Association of Minnesota Counties.

There are many statutes dealing with ethics in government, ranging from the Ethics in Government Act, (Minn. Stat. Chapter 10A) to Codes of Ethics for executive branch employees (Minn. Stat. 43A.38) to specific prohibitions on public officials having interests in contracts (see Minn. Stat. 471.87). Regardless of the specific prohibition or directive set forth by statutes, all of these statutes attempt to insure that public confidence in elected officials is not eroded by irresponsible conduct by elected officials.

County board members and officials should ensure that no conflicts of interest exist in matters that come before them for official action. County officials must not appear to trade on his or her position for any personal advantage.

All county officials must expect to be the subject of constant public scrutiny and officials may be required to accept restrictions on his or her conduct that may be viewed as burdensome by the ordinary citizen. County Board members must avoid impropriety and the appearance of impropriety. Although there is not a test for what gives rise to the appearance of impropriety, a yard stick one might use is to ask whether a person aware of the facts might reasonably entertain a doubt that the county official would be able to act with integrity, impartiality and competence.

The Ethics in Government Act (10A.01) at et. seq. applies not only to state officials but also to local officials of metropolitan governmental units and counties. However, many of the provisions set forth therein, such as conflicts of interest (under section 10A.07), are specifically made non-applicable to local officials with respect to a matter governed by Minn. Stat. 471.87 and 471.88.

Officials holding positions with any of the seven counties making up the metropolitan area need to refer more carefully to Minn. Stat. 10A.01 et. seq., for specific rules and regulations that apply to them. Statements of economic interest may also be required under section 10A.09 for officials in the metropolitan area.

Specific Prohibited Conduct

No county official may have a direct or indirect interest in any contract, labor or business in which the county is a party (Minn. Stat. 10A.09).

1. This includes any contracts involving the purchase or sale of any property by or to the county. These sales constitute a direct conflict of interest (Minn. Stat. 382.18). Under Minnesota Statute 471.87, public officials are prohibited from voluntarily having a personal financial interest in any sale, lease or contract, or to personally benefit therefrom, when that public officer is authorized to take part in the making of that sale, lease or contract.
2. A violation of these provisions is a gross misdemeanor.
3. Examples of transactions that have been held to be prohibited:
   - A county may not contract with a newspaper in which one commissioner is an interested party.
   - A member of the county welfare board may not be compensated for services as appraiser.
   - A veterinarian who was a county commissioner could be barred from testing cattle under county contract.

There is a list of exceptions to this rule under Minn. Stat. 471.88 and this list should be referred to when questions arise. *Some of those exceptions are as follows:*

1. Dealings with a bank or savings association as an authorized depository for public funds.
2. The designation of an official newspaper if it is the only newspaper complying with statutory requirements relating to publication.
3. A contract with a cooperative association of which the county official is a shareholder or stockholder but not an officer or manager.
4. A contract for which competitive bids are not required by law.
5. A contract for renting space in a public facility, as long as it is at a rate commensurate with that paid by other members of the public.
6. Loans or grants to an officer from a local development organization.
7. The purchase or sale of property under condemnation proceedings.

Prohibitions on Acceptance of Gifts

A county board member may not accept gifts from a person or a representative of a person or association that has a direct financial interest in decisions that the county board member is authorized to make (Minn. Stat. 479.895, 10A.071).

However, a county board member or official may accept the following:

1. A contribution defined as anything of monetary value given or loaned to a candidate or committee for a political purpose (Minn. Stat. 211A.01, subd. 5)
2. Services to assist the county board member in the performance of official duties, including but not limited to providing advice, consultation, information and communication in connection with legislation and services to constituents.
3. Services of insignificant monetary value.
4. A plaque or similar memento recognizing individual services.
5. A trinket or memento of insignificant value.
6. Informational material of unexceptional value.
7. A food or beverage given at a reception, meal or meeting away from the county board member's place of work by an organization before whom the board member appears to make a speech or answer questions as part of a program.
8. The prohibitions against gifts do not apply if a family member is giving the gift.

Incompatible Offices

As a county commissioner you may not hold another elected office during tenure as a board member. Nor may the county (Minn. Stat. 375.09) employ county commissioners.

Minn. Stat. 375.09 provides that no commissioner shall receive any money or other valuable thing as a condition of voting or inducement to vote for any contract or other thing under consideration by the board. Every such election, contract or payment voted for or made contrary to this section is void. Any violation of that statute is malfeasance in office.

Avoidance of Conflicts of Interest

- Do not use non-public information, which, if released prematurely or in a non-summary form, could provide an unfair economic advantage, or adversely affect the competitive position of an individual or business.
- Do not accept outside employment or involvement in a business or activity that might require the disclosure or use of such confidential or non-public information.
- Do not use or allow the use of county time, supplies, or county-owned or leased property and/or equipment for private interest or for any other use not in the interest of the county, except as provided by law.
- When you believe the potential for a conflict of interest exists, it is your duty to attempt to avoid the situation. When in doubt, seek the advice of the county attorney to determine if a conflict of interest exists.
- Under the Ethics and Government Act (section 10A.02), a state ethical practices board has been created. That board may provide advisory opinions upon request of an individual or association that wishes to use the opinion to guide the individuals or the association's own conduct.

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Quick Guide to Parliamentary Procedure

A publication of the Association of Minnesota Counties.

Fundamentals of Parliamentary Procedure

1. Justice and courtesy to all.
2. Address only one issue at a time.
3. The majority rules.
4. Respect the rights of the minority.
5. Each proposition is entitled to full and free debate.
6. The purpose is to facilitate action, not to obstruct it.

The underlying principles of parliamentary procedure include the following:

1. The organization is paramount.
2. All members are equal.
3. An established minimum number of voting members are present at the meeting.
4. Only one member has the floor at any one time.
5. Discussion is not in order unless there is a pending question.
6. It is the issue under discussion, not the person; personal remarks are not in order.
7. A question once decided may not be brought up again at the same meeting.
8. A majority vote decides.
9. A 2/3 vote is necessary if a member's fundamental rights are being reduced or taken away.
10. Silence is regarded as consent.

Meeting Minutes Content

1. Date, time and place of meeting; attendance of members.
2. Every motion.
3. Identity of the maker of the motion.
4. That the motion was seconded.
5. Other motions that apply to the main motion.
6. The disposition of all motions.

Items ordinarily NOT included in the minutes:

1. The identity of the seconder of the motion.
2. The debate/discussion held on a motion.

Gender Protocol

The term "Chairman" or "Chair" is the same as the title of president, mayor or secretary. Use the honorific "Mister" or "Madam" to recognize and respect gender (e.g. "Madam Chair," "Mister Chairman," "Mister Mayor" or "Madam Mayor."

Order of Business

Call to Order

Opening Exercises (optional)

Quorum Established (number necessary to transact business legally)

Minutes (motion to accept is not in order)

Treasurer's Report (motion to accept is not in order)

Reports of Officers

Reports of Standing Committees

Reports of Special Committees

Special Orders (matters that have been previously assigned priority)

Unfinished Business (never old business)

New Business

Program (acceptable to "close" business meeting here but not to adjourn)

Announcements

Adjournment

Presenting & Processing a Motion

Formal Method:

1. Member rises and addresses the chair.
2. Chair recognizes member.
3. Member makes a motion (introduces the business).
4. Another member seconds the motion.
5. Chair repeats the motion.
6. Chair calls for discussion.
7. Chair takes vote on motion (putting the question).
8. Chair announces result of vote.

Informal Method:

In routine and noncontroversial matters, the chair may use a method known as "general consent." The chair may identify an issue or matter that needs action and he/she could merely say, "Without objection, we will (describe action to be taken)." If there is no objection from the assembly to the proposed action, the chair can declare the action to be adopted. If there is so much as one objection, however, general consent may not be used and the manner must then be processed as a formal motion.

Amendments to Motion

To modify wording of a pending motion, it must be germane to the pending motion but the result may be to produce the opposite effect intended by the pending motion.

How Classified:

- Primary (First Degree) only applies to a main motion.
- Secondary (Second Degree) applies to a pending amendment; is also referred to as an amendment to an amendment.
- There can be no Third Degree amendments (the amendment to the amendment to the amendment).

Form of Amendment:

You say, "I move to amend the motion to:

- Insert or add (word/s)
- Strike (word/s)
- Strike (word/s) and Insert (word/s)
- Substitute (paragraph/s)

NOTE: After a motion is "stated" by the chair, the motion belongs to the assembly, not to the maker and any amendments thereto must be, and may be, adopted only by the assembly. Amendments must be processed either as a formal motion and must be voted upon by the assembly, or if the modification appears to be of a corrective or noncontroversial nature, the chair may process the modification informally under the rules of "general consent." Note that if "general consent" is used that it is the unanimous consent of the "assembly" and not the consent of the "maker" that is obtained.

If You Want To...	*Then You Say:*
Introduce business	"I move that…"
Adjourn the meeting	"I move that we adjourn."
Recess the meeting	"I move that we recess for/until …"
Complaint about noise, temperature, etc.	"Point of Privilege."
Defer action/put off discussion	"I move we table the motion."
End debate	"I move the previous question."
Postpone consideration of something	"I move we postpone the matter until …"
Have something studied further	"I move we refer to the committee …"
Amend a motion	"I move to amend the motion to …"
Object to procedure	"Point of Order."
Request information	"Point of Information."
Request verification of voice vote	"I call for a division of the house."
Take up a matter previously tabled	"I move we take from the table …"
To reconsider (from prevailing side only)	"I move we reconsider …"
Consider something out of scheduled order	"I move we suspend the rules to …"
Challenge the ruling of the chair	"I appeal the ruling of the chair."
Rescind	"I move we rescind."

Statutory Authority

The primary procedural statutes that apply to county boards are:

- MS 471.705, Minnesota Open Meeting Law
- MS 373.02, How the powers are exercised
- MS 375.07, Meetings; Quorum
- MS 375.13, Chair

The county board may adopt its own specific procedural rules; those rules should also adopt a parliamentary authority *(e.g. Robert's Rules of Order Newly Revised*) to cover situations not otherwise addressed by statute or by its specific procedural rules.

NOTE: This information is not intended to provide legal advice and may not be relied upon as such. Please consult your own legal counsel to maintain compliance with applicable laws.

Source of parliamentary information: Robert's Rules of Order Newly Revised, 1990 Edition 9th Edition.

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Association *of* Minnesota Counties

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Minnesota's Open Meeting Law

A publication of the Association of Minnesota Counties.

The Open Meeting Law requires that public business be conducted in public. The public has a right to attend the meeting and observe the transaction of public business. All formal and informal county board meetings, as well as county committee and subcommittee meetings, fall under this law. "Chance social gatherings" are exempt as long as no public business is discussed.

Neither the Open Meeting Law nor any other law guarantees the public an opportunity to speak during a meeting. The Open Meeting Law does not prevent the county board from adopting reasonable rules for the conduct of the meeting. Ultimately, the county board is responsible for conducting the public meeting and may restrict, order or adjust the flow of business in any manner it deems appropriate.

Open Meeting Law Requirements

Under the Open Meeting Law, counties are required to maintain, in a journal, a record of all votes taken at open meetings. This journal must be available to the public during regular business hours. A copy of the agenda must be available to the public during the meeting, along with all written materials prepared by the county and distributed to members of the county board. This includes written materials distributed to board members during the meeting as well as materials distributed before the meeting. The only materials exempt are those that are classified as non-public under the Data Practices Act. (Minn. Stat. 471.705, subd. 1b.)

Open Meeting Law Notice Requirements

Under the Open Meeting Law, there are three kinds of meetings subject to varying notice requirements. Regular meetings refer to those meetings which are conducted routinely or on a prescribed schedule. Counties are required to keep a schedule of regular meetings on file at its primary office. Special meetings refer to meetings that are not conducted as part of the normal routine but are planned far enough in advance to be scheduled. Counties must post a written notice of the date, time, place and purpose of the meeting on the county bulletin board and the notice must be mailed or otherwise delivered at least three days before the meeting to each person who has filed a written request for notice of special meetings. As an alternative to mailing the notice, a county may publish notice in the official newspaper three days prior to the special meeting.

If an emergency meeting is called, all news mediums that have filed a request for notice of special meetings must be informed of the emergency meeting, either by telephone or any other means. Notification of the emergency meeting must include the subject of the meeting. An emergency meeting is defined as "a special meeting called because of circumstances that, in the judgment of the public body, require immediate consideration by the public body." (Minn. State. 471.705, subd. 1c).

If a county board meeting or committee, special meeting or emergency meeting is recessed or continued, the meeting may be taken up without further notice, provided the time and place of the meeting was established during the previous meeting.

These notice requirements apply to all closed meetings as well as open meetings.

Exceptions to Open Meeting Requirements

There are four situations when the county board can hold a closed meeting:

1. TO DISCUSS LABOR RELATIONS STRATEGY. This includes "negotiation strategies or developments or discussion and review of labor negotiation proposals" conducted in compliance with PELRA (Public Employee Labor Relations Association). While these meetings can be closed, the time and place of the meeting must be announced at an open meeting, a written roll of those attending the closed meeting must be made available to the public following the meeting, and a tape recording of the meeting must be made. This recording must be made available to the public after all contracts are signed and must be retained for two years after the last contract is signed. This is the only type of closed meeting that must be tape recorded.

2. DURING A PRELIMINARY DISCUSSION OF ALLEGATIONS OR CHARGES AGAINST AN INDIVIDUAL SUBJECT TO THE COUNTY'S AUTHORITY. The county board must close the meeting for a preliminary discussion of allegations or charges against an individual subject to the county's authority. If the board concludes that discipline is warranted, further meetings or hearings may also be closed if they are a continuation of the initial meeting. Note that the meeting must be open if the person who is the subject of the allegations/charges requests the meeting to be open.

3. DURING EMPLOYEE PERFORMANCE REVIEWS. The county board may close a meeting to review the performance of a county employee as long as the person who is to be reviewed is identified prior to closing the meeting, and the board summarizes the results of the meeting at the next open meeting. The meeting must be opened if the person subject to the review requests the meeting to be open.

4. WHEN MEETING WITH COUNSEL TO DISCUSS ACTUAL OR THREATENED LITIGATION AGAINST THE COUNTY. The county board may close a meeting to discuss actual or threatened litigation with counsel. The Court appears to place on council the burden of deciding appropriateness of closure under this exception, and encourages lawyers to use this exception sparingly. This exception cannot be used when seeking general legal advice from council nor if litigation is assumed but not actually threatened or filed.

Interactive Television and Open Meetings

The 1997 Minnesota Legislature passed a law that allows local government bodies to meet by interactive television if certain criteria are met. Specifically, the law states that interactive meetings are permissible provided that:

- All members of the body can hear and see each other;
- Members of the public present at the regular meeting location can see and hear all discussion and testimony and all votes of members of the body;
- At least one member of the body is physically present at the regular meeting place;
- And all required public notice is provided, and includes information that the meeting will be conducted via interactive television.

Under the law, each member of a body participating in the meeting via interactive television is considered present and can participate in all proceedings, as long as the organization's rules permit it.

Violations of the Open Meeting Law

Anyone who believes the county board has violated the open meeting law can seek legal action against individual members of the board. This is done by going through the county's district court. Neither the county itself nor non-board members, such as the county auditor or the county coordinator, can be named in legal action resulting over violations of the Open Meeting Law.

Individual board members can face penalties of $300 per Open Meeting Law violation and removal from office after the third violation and removal from office after the third violation. Board members may also be liable for court costs and opponent's attorney's fees of up to $13,000.

According to the 1994 Open Meeting Law amendments, only willful violations of the law are subject to penalty. This means that "good faith" can qualify as a valid defense (i.e., reliance on an attorney's opinion that the meeting can be closed would probably provide a "good faith" defense).■

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LEAGUE of MINNESOTA CITIES

HANDBOOK FOR MINNESOTA CITIES

Chapter 7
Meetings, Motions, Resolutions, and Ordinances

Review requirements city councils must follow when conducting meetings and public hearings, such as the open meeting law and its exceptions, taking and publishing minutes, and rules of order. Learn when to use a motion, resolution, or an ordinance to do city business and the procedures required for each.

RELEVANT LINKS:

See LMC information memo, *Meetings of City Councils*, for more information.

I. Types of council meetings and notice requirements

The city council exercises its authority when it meets as a group. Under state law, there are certain requirements for council meetings.

A. Regular meetings

Minn. Stat. § 412.191, subd. 2.

State law does not govern the time, place, or frequency of council meetings. Regular meetings of the council, however, must be held at times and places established by council rules. Councils typically meet once or twice a month in the city hall or at another public place in the city.

Minn. Stat. § 13D.04, subd. 1.
Minn. Stat. § 645.44, subd. 5.

The council must keep a schedule of its regular meetings on file at its primary office. The council should also set an alternate meeting day for any regular meeting days that fall on a legal holiday. If the council decides to hold a meeting at a different time or place from that stated in its schedule of regular meetings, it generally must give the notice required for a special meeting.

B. Special meetings

Minn. Stat. § 13D.04, subd. 2. Minn. Stat. § 412.191, subd. 2. *Elseth v. Hille*, No A12-1496 (Minn. Ct. App. May 13, 2013) (unpublished decision). DPO 10-013. DPO 04-004. See I-B-2-*Notice to the public.*

A special meeting of the council refers to any meeting at a time or place different from that stated in the council's schedule of regular meetings. The council may transact any business within its powers at a special meeting if proper notice has been provided. The commissioner of the Minnesota Department of Administration has advised that a city council should not discuss or decide topics that have not been included as the stated purpose of a special meeting in the notice to the public. All statutory provisions governing regular meetings, including the open meeting law, apply to special meetings.

This material is provided as general information and is not a substitute for legal advice. Consult your attorney for advice concerning specific situations.

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RELEVANT LINKS:

Minn. Stat. § 412.191, subd. 2.

Special meetings may be called by the mayor or by any two members of a five-member council or three members of a seven-member council. Special meetings are called by filing a written statement with the city clerk. Home rule charter cities may have different requirements for special meetings.

Minn. Stat. § 13D.04, subd. 2.

Unless otherwise expressly established by statute, the following notice requirements apply to all special meetings.

1. Notice to the council

Minn. Stat. § 412.191, subd. 2.
A.G. Op. 471-e (Jan. 22, 1957).
Minn. Stat. § 13D.04, subd. 7.

When a special meeting has been called, the clerk must mail a notice to all council members, at least one day before the meeting, stating the time and place of the meeting. If all the council members attend and participate in the meeting, the notice requirements will be considered to have been satisfied. In addition, if a person receives actual notice of a meeting at least 24 hours before the meeting, all notice requirements under the open meeting law are satisfied regardless of the method of receipt.

2. Notice to the public

Minn. Stat. § 13D.04, subd. 2.

Rupp v. Mayasich, 533 N.W.2d 893 (Minn. Ct. App. 1995).

The clerk also must post written notice of the date, time, place, and purpose of the special meeting on the city's principal bulletin board at least three days before the meeting. A principal bulletin board must be located in a place reasonably accessible to the public. If the city does not have a principal bulletin board, the notice must be posted on the door of its usual meeting room.

Minn. Stat. § 13D.04, subd. 2 (b), (c).

See LMC information memo, *Newspaper Publication,* for more information.

Minn. Stat. § 331A.05, subd. 7.

In addition to posting notice, the city must also mail or deliver notice to each person who has filed with the city a written request for notice of special meetings. Notice to these individuals must be mailed or delivered at least three days before the meeting. As an alternative to mailing or delivering the notice, the city may publish the notice once in its official newspaper at least three days before the meeting. If there is no official newspaper, notice must be published in a qualified newspaper of general circulation that covers the city. If, through no fault of the city, an error occurs in the publication of a notice, the error generally does not impact the validity of a public meeting. In cases where the error is the fault of the newspaper, the political subdivision shall not be charged for the publication.

RELEVANT LINKS:

Minn. Stat. § 645.15. *In re Appeal from an Order of Lake Valley Twp. Bd.,* 305 Minn. 488, 234 N.W.2d 815 (1975).

In calculating the number of days for providing notice, the first day the notice is given should not be counted, but the last day should be counted. But if the last day is a Saturday, Sunday, or a legal holiday, that day is omitted from the calculation and the following day is considered the last day. For example, if a special meeting is scheduled for a Thursday, notice must be given by Monday at the latest to meet the three-day notice requirement.

In this example, Tuesday is day one, Wednesday is day two, and Thursday is day three. Monday is not included in the time computation. Similarly, if a special meeting is planned for Monday, notice must be given by Friday at the latest; Saturday is day one, Sunday is day two, and Monday is day three. Saturday and Sunday are included in the time computation since they are not the last day of the fixed period.

Minn. Stat. § 13D.04, subd. 2 (d).

A person filing a written request for notice of special meetings may limit the request to notification of special meetings that cover a particular subject. In this case, the city only needs to send notice of special meetings addressing those subjects.

Minn. Stat. § 13D.04, subd. 2 (e), (f).

Cities may set an expiration date for written requests for notices of special meetings and require people to refile a request once each year. The city must notify each person of the requirement not more than 60 days before the refiling is due.

A.G. Op. 63a-5 (Aug. 28, 1996).
DPO 16-005.

If a council committee or other public body meets and a quorum of city council members attends and observes the meeting, the city most likely does not need to give additional notice of a special city council meeting if proper notice of the committee or other public meeting has been given. If council members participate in discussions or deliberations during the meeting of the committee or other public body, however, an additional separate notice of a special city council meeting may be required.

DPO 13-015.

The commissioner of the Minnesota Department of Administration has advised that when a town board changed the time and location of a meeting on the same day it was scheduled to occur, the town board violated the open meeting law by failing to provide the required three-day notice for a special meeting. The town board had changed the time and place of the meeting due to the weather and the lack of air conditioning in the town hall meeting room.

RELEVANT LINKS:

C. Emergency meetings

Minn. Stat. § 13D.04, subd. 3. DPO 06-027 (advising that the city council improperly held an emergency meeting to consider complaints about the city's building inspector). *Slipy v. Rach,* No C5-06-3574 (9th Jud. Dist. June 8, 2007) (after the commissioner issued the advisory opinion, the district court held that the city council's decision to hold the emergency meeting complied with the open meeting law).

An emergency meeting is a special meeting called by the council due to circumstances that, in its judgment, require immediate council consideration. The procedure for notifying council members of emergency meetings is the same as that for special meetings. The public notice requirements, however, are different. The council must make good-faith efforts to provide notice of the emergency meeting to all media that have filed a written request for notice. Notice must be by telephone or by any other method used to notify council members. The notice must include the subject of the meeting. A published or posted notice is not necessary.

Minn. Stat. § 13D.04, subd. 3(f).

If matters not directly related to the emergency are discussed or acted upon at an emergency meeting, the meeting minutes must include a specific description of them.

D. Closed meetings

See section II-F for more information about the specific exceptions that authorize certain closed meetings. Minn. Stat. § 13D.04, subd. 5.

A closed meeting is a meeting of a public body that the public is not allowed to attend. A public meeting only may be closed if it meets the requirements of one of the seven specific exceptions listed in the open meeting law. The same notice requirements that apply to open meetings also apply to closed meetings. For example, if a closed meeting takes place at a regular meeting, the notice requirements for a regular meeting apply. Likewise, if a closed meeting takes place at a special meeting or an emergency meeting, the notice requirements for a special meeting or emergency meeting apply.

E. Annual meeting (first meeting of the year)

Minn. Stat. § 412.02, subd. 2.
Minn. Stat. § 205.07, subd. 1a.

At its first meeting of the year, sometimes referred to as the annual meeting, the council must perform certain functions. State law does not set a date for the annual meeting, but council bylaws usually establish when it will occur. The annual meeting usually takes place on or shortly after the first Monday in January, which is when the terms of new council members begin. At this first meeting, the council must:

Minn. Stat. § 412.831.
Minn. Stat. § 331A.02. See also LMC information memo, *Newspaper Publication*, for more information.

- Designate a newspaper of general circulation as its official newspaper in which the city will publish ordinances and other matters as required by law.
- Select an official depository, by resolution, for city funds. This must be done within 30 days of the start of the city's fiscal year.

RELEVANT LINKS:

Minn. Stat. §§ 427.01-.12.
Minn. Stat. § 118A.02, subd. 1.

Minn. Stat. § 412.121.

- Elect an acting mayor from among the council members. The acting mayor shall perform the duties of the mayor during the mayor's disability or absence from the city, or, if there is a vacancy, until a successor has been appointed.

Councils should also, on at least an annual basis:

Minn. Stat. § 424A.04, subd. 1.

- Review different council appointments to city boards and commissions. For example, the council must appoint one elected city official and one elected or appointed city official to serve with the city's fire chief on the board of trustees for a city fire department's volunteer relief association.
- Review the council's bylaws and rules of order, and make any necessary changes. An ordinance amendment is necessary if the bylaws are in ordinance form; otherwise a resolution or motion is sufficient.
- Assign committee duties to members.

Minn. Stat. § 412.111.

- Approve official bonds that have been filed with the clerk.

F. Adjourned meetings

City officials often use the terms "adjourned," "continued," and "recessed" interchangeably when referring to meetings that are postponed to a future time for lack of a quorum, for convenience, or to complete pending business from a regular meeting.

Minn. Stat. § 412.191, subd. 1.

Although a quorum (majority of a city council in statutory cities) is necessary to conduct business, less than a quorum may adjourn or postpone a regularly organized meeting to a fixed, future time. When the council calls an adjourned meeting to complete pending business, the adjournment should be treated as a recess.

Minn. Stat. § 13D.04, subd. 4.

If the date, time, and place of the adjourned, continued, or recessed meeting are announced at the previous meeting and the information is recorded in the meeting minutes, no additional public notice is necessary. Otherwise, the notice required for a special meeting is necessary.

G. Meetings conducted by interactive technology

Minn. Stat. § 13D.02.
DPO 08-034.

A city council meeting may be conducted by interactive technology in compliance with the open meeting law if all of the following requirements are met:

- At least one council member is physically present at the regular meeting location.
- All council members must be able to hear and see each other and all discussion and testimony presented at any location at which at least one council member is present.

RELEVANT LINKS:

- All members of the public at the regular meeting location must be able to hear and see all discussion, testimony, and votes of all council members.
- All votes are conducted by roll call so each member's vote on each issue can be identified and recorded; and
- Each location at which a council member is present is open and accessible to the public.

Minn. Stat. § 13D.02 subd. 1(b).

However, a meeting satisfies the requirements of the open meeting law even though a member of the public body participates from a location that is not open to the public if the member has not participated more than three times in a calendar year from a location that is not open or accessible to the public, and:

- The member is serving in the military and is at a required drill, deployed or on active duty; ot
- The member has been advised by a health care professional against being in a public place for personal or family medical reasons. This clause only applies when a state of emergency has been declared under section 12.31, and expires 60 days after the removal of the state of emergency.

Minn. Stat. § 13D.001, subd. 2.

"Interactive technology" means a device, software program, or other application that allows individuals in different physical locations to see and hear one another. Skype, Zoom, WebEx, and similar programs with an audio and video connection satisfy this requirement.

Minn. Stat. § 13D.02, subd. 3.

When conducting meetings via interactive technology, the public body shall, to the extent practical, allow a person to monitor the meeting electronically from a remote location.

Minn. Stat. § 13D.02, subd. 4.

Notice of Interactive Technology Meeting, LMC Model.

Minn. Stat. § 13D.04.

If interactive technology is used to conduct a regular, special, or emergency meeting, the public body shall provide notice of the regular meeting location and notice of any site where a member of the public body will be participating by interactive technology. The timing and method of providing notice is the same as for regular, special, and emergency meetings per Minnesota Statute 13D.04. The minutes for a meeting that included members appearing via interactive technology must reflect the names of any members appearing by interactive technology and state the reason or reasons for the appearance by interactive technology.

Minn. Stat. 13D.02, subd. 6.

H. Meetings During Pandemic or Chapter 12 Emergency

Meetings may be conducted by telephone or interactive technology if all of the following conditions are met:

RELEVANT LINKS:

Minn. Stat. § 13D.021, subd. 1.

- The presiding officer, chief legal counsel, or chief administrative officer for the affected governing body determines that an in-person meeting or a meeting conducted through interactive technology is not practical or prudent because of a health pandemic or an emergency declared under chapter 12 of the Minnesota Statutes.
- All members of the governing body participating in the meeting can hear each other and can hear all discussion and testimony.
- Members of the public present at the regular meeting location can hear all discussion, testimony, and votes of the members of the body, unless attendance at the regular meeting location is not feasible due to the health pandemic or emergency declaration.
- At least one member of the governing body, chief legal counsel, or chief administrative officer is physically present at the regular meeting location, unless unfeasible due to the health pandemic or emergency declaration.
- All votes are conducted by roll call so that each member's vote on each issue can be identified and recorded.
- If meeting is conducted through interactive technology or telephone because of a health pandemic, a quorum may not be present at the in-person meeting location.

DPO 21-003

Minn. Stat. § 13D.021, subd. 2.

Each member of the governing body participating in a meeting by telephone or other interactive technology is considered present at the meeting for purposes of determining a quorum and participating in all proceedings.

Minn. Stat. § 13D.021, subd. 3.

If telephone or interactive technology is used to conduct a meeting, to the extent practical, the public body shall allow a person to monitor the meeting electronically from a remote location.

Minn. Stat. § 13D.021, subd. 5.

If attendance at the regular meeting location is not feasible due to the health pandemic or emergency declaration and the public body's practice is to offer a public comment period at in-person meetings, members of the public shall be permitted to comment from a remote location during the public comment period of the meeting, to the extent practical.

Minn. Stat. § 13D.021, subd. 4.

If telephone or interactive technology is used to conduct a regular, special, or emergency meeting, the public body shall provide notice of the regular meeting location, of the fact that some members may participate by telephone or interactive technology, and, if practical, the option of connecting to the meeting remotely.

Minn. Stat. § 13D.04.

Notice of Pandemic or State of Emergency Meeting, LMC Model.

The timing and method of providing notice will depend on whether the meeting is a regular, special, or emergency meeting.

RELEVANT LINKS:

I. Public Hearings

A public hearing is a meeting that is held where members of the public can express their opinions regarding a particular issue. The council is there to regulate the hearing and make sure that people who want to speak get an opportunity to do so. The council does not deliberate or discuss matters during the public-hearing portion of a meeting; instead, it listens to the public. Once the public-comment period is finished, the council will often end the meeting. To continue a public hearing, the council should not formally end the public-comment part of the hearing and should state the date, time, and place of the continued public hearing and record this information in the meeting minutes.

See section I-F for more information on adjourned meetings.

There are two types of hearings, those that are discretionary and are held because the public body chooses to do so and those that are mandatory and are held because they are required by a specific statute, ordinance, or charter provision.

1. Discretionary hearings

Many city councils will hold public hearings even when they are not legally required to do so. Generally, hearings of this type allow the public to comment on a specific issue. Such hearings can be helpful in raising concerns about an issue that the council may not have considered.

2. Required hearings

When a specific statute, ordinance, or charter provision requires the council to hold a public hearing, any notice requirements must be followed. For example, required hearings for zoning ordinance amendments and for the consideration of proposed special assessments have special notice requirements. There are other situations that may require a public hearing. Contact the League if you are unsure about a specific situation.

Here are some required public hearings:

Minn. Stat. § 412.851.
Minn. Stat. § 414.033, subd. 2b.
Minn. Stat. § 429.031, subd. 1.
Minn. Stat. § 429.061.
Minn. Stat. § 444.18, subd. 3.
Minn. Stat. § 469.003, subd. 2.

- Street vacation.
- Annexation by ordinance.
- Local improvement projects that will be paid for with special assessments.
- When special assessments are made to property.
- Purchase and improvement of waterworks, sewers, drains, and storm sewers by storm sewer improvement districts.
- Adoption of a housing redevelopment authority (HRA) enabling resolution.

RELEVANT LINKS:

Minn. Stat. § 469.093, subd. 1.

Minn. Stat. § 469.065, subd. 2.

Minn. Stat. § 469.105, subd. 2.
Minn. Stat. § 469.107, subd. 2.

Minn. Stat. § 340A.602.

Minn. Stat. § 275.065, subd. 6.
Minn. Stat. § 462.357, subd. 3.
Minn. Stat. § 462.358, subd. 3b.
Minn. Stat. § 462.3595, subd. 2.
Minn. Stat. § 410.12, subd. 7.
Minn. Stat. § 462.355, subd. 4.

- Adoption of an economic development authority (EDA) enabling resolution.
- Sale of port authority land.
- Sale of EDA land.
- Increase of levy for an EDA.
- Continuation of a municipal liquor store after a net loss for two of three consecutive years.
- Truth-in-taxation.
- Adoption or amendment of a zoning ordinance.
- Subdivision applications.
- Granting of a conditional use permit.
- Adoption of a charter amendment by ordinance.
- Certain interim ordinances.

J. Days and times when meetings cannot be held

Minn. Stat. § 645.44, subd. 5.

State law establishes a set of public holidays when no public business can be transacted, except to deal with emergencies. The transaction of public business includes conducting public meetings. The public holidays are:

- New Year's Day (Jan. 1).
- Martin Luther King's Birthday (the third Monday in January).
- Washington's and Lincoln's Birthday (the third Monday in February).
- Memorial Day (the last Monday in May).
- Independence Day (July 4).
- Labor Day (the first Monday in September).
- Christopher Columbus Day (the second Monday in October).
- Veterans Day (Nov. 11).
- Thanksgiving Day (the fourth Thursday in November).
- Christmas Day (Dec. 25).

See Proclamation, Governor Mark Dayton, State of Minnesota, Oct. 8, 2018 (recognizing the second Monday in October as Indigenous Peoples Day). Note: State statute refers to this holiday as Columbus Day.

Minn. Stat. § 645.44, subd. 5.

All cities have the option, however, of deciding whether Christopher Columbus Day and the Friday after Thanksgiving shall be holidays. If these days are not designated as holidays, public business may be conducted on them.

Juneteenth is a federal holiday celebrated annually on June 19 commemorating the emancipation of enslaved African Americans. Minnesota does not recognize it as a holiday, but some cities have designated it themselves.

RELEVANT LINKS:

Minn. Stat. § 645.44, subd. 5.

If a holiday falls on a Saturday, the preceding Friday is considered to be a holiday. If a holiday falls on a Sunday, the next Monday is considered to be a holiday.

Minn. Stat. § 645.15. See Section I-B-2 for more information about notice for special meetings.

State law does not prohibit meetings on weekends. However, state law regulating how time is computed for the purpose of giving any required notice provides that if the last day of the notice falls on either a Saturday or a Sunday, that day cannot be counted. For example, if notice for a special meeting to be held on a Saturday or Sunday is required, the third day of that notice would need to be provided on the preceding Friday.

Minn. Stat. § 204C.03.
Minn. Stat. § 202A.19.

Minnesota election law provides that meetings are prohibited between 6 p.m. and 8 p.m. on any election day, including a local general or special election.

Therefore, if a school district is holding a special election on a particular day, no other unit of government totally or partially within the school district may hold a meeting between 6 p.m. and 8 p.m. Meetings are also prohibited after 6 p.m. on the day of a major political precinct caucus.

II. Open meeting law

A. Purpose

See LMC information memo, *Meetings of City Councils,* for more information about the open meeting law.

Minn. Stat. § 13D.01. *St. Cloud Newspapers, Inc. v. Dist. 742 Community Schools,* 332 N.W.2d 1 (Minn. 1983).

The open meeting law requires that meetings of public bodies must generally be open to the public. It serves three vital purposes:

- Prohibits actions from being taken at a secret meeting where the interested public cannot be fully informed of the decisions of public bodies or detect improper influences.
- Ensures the public's right to be informed.
- Gives the public an opportunity to present its views.

B. Public notice

See section I-*Types of council meetings and notice requirements*. Minn. Stat. § 13D.04, subd. 7.

Public notice generally must be provided for meetings of a public body subject to the open meeting law. The notice requirements depend on the type of meeting. However, if a person receives actual notice of a meeting at least 24 hours before the meeting, all notice requirements under the open meeting law are satisfied regardless of the method of receipt.

RELEVANT LINKS:

C. Location

Quast v. Knutson, 276 Minn. 340, 150 N.W.2d 199 (1967). (Holding that a school board violated the open meeting law when it held a meeting in a room located 20 miles outside the school district). DPO 18-003.

The Minnesota Supreme Court has held that, to meet the statutory requirement that meetings of public bodies shall be open to the public, "it is essential that such meetings be held in a public place located within the territorial confines of the [public body] involved."

D. Printed materials

Minn. Stat. § 13D.01, subd. 6. DPO 08-015. DPO 17-006. DPO 13-015 (noting that the open meeting law "is silent with respect to agendas; it neither requires them nor prohibits them"). DPO 18-003. DPO 18-011. Minn. Stat. § 13D.01, subd. 6.

At least one copy of the printed materials relating to agenda items that are provided to the council at or before a meeting must also be made available for public inspection in the meeting room while the governing body considers the subject matter. This requirement does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

E. Groups governed by the open meeting law

Minn. Stat. § 13D.01, subd. 1.

Under the Minnesota open meeting law, all city council meetings and executive sessions must be open to the public with only a few exceptions.

Minn. Stat. § 465.719, subd. 9.

The open meeting law also requires meetings of a public body or of any committee, subcommittee, board, department, or commission of a public body to be open to the public. For example, the governing bodies of local public pension plans, housing and redevelopment authorities, economic development authorities, and city-created corporations are subject to the open meeting law.

Southern Minnesota Municipal Power Agency v. Boyne, 578 N.W.2d 362 (Minn. 1998).

The Minnesota Supreme Court has held, however, that the governing body of a municipal electric power agency is not subject to the open meeting law because the Legislature has granted these agencies authority to conduct their affairs as private corporations.

F. Gatherings governed by the open meeting law

Moberg v. Indep. Sch. Dist. No. 281, 336 N.W.2d 510 (Minn. 1983). *St. Cloud Newspapers, Inc. v. Dist. 742 Community Schools,* 332 N.W.2d 1 (Minn. 1983).

The open meeting law does not define the term "meeting." The Minnesota Supreme Court, however, has ruled that meetings are gatherings of a quorum or more members of the governing body—or a quorum of a committee, subcommittee, board, department, or commission thereof—at which members discuss, decide, or receive information as a group on issues relating to the official business of that governing body.

RELEVANT LINKS:

Minn. Stat. § 412.191, subd. 1.
Minn. Stat. § 645.08(5).

For most public bodies, including statutory cities, a majority of its qualified members constitutes a quorum. Charter cities may provide that a different number of members of the council constitutes a quorum.

See Section II-G-4 for more information about serial meetings.

The open meeting law does not generally apply in situations where less than a quorum of the council is involved. However, serial meetings, in groups of less than a quorum, that are held to avoid the requirements of the open meeting law may be found to violate the law, depending on the specific facts.

G. Open meeting law exceptions

Minn. Stat. § 13D.05, subd. 1(d).

The open meeting law is designed to favor public access. Therefore, the few exceptions that exist are carefully limited to avoid abuse. All closed meetings (except those closed under the attorney-client privilege) must be electronically recorded at the expense of the public body. Unless otherwise provided by law, the recordings must be preserved for at least three years after the date of the meeting.

Minn. Stat. § 13D.01, subd. 3.

Before closing a meeting under any of the following exceptions, a city council must make a statement on the record that includes the specific grounds that permit the meeting to be closed and describes the subject to be discussed.

DPO 14-005. DPO 13-012. DPO 06-020. DPO 14-005. See *The Free Press v. County of Blue Earth*, 677 N.W.2d 471 (Minn. Ct. App. 2004)

The commissioner of the Minnesota Department of Administration has advised that a member of the public body (and not its attorney) must make the statement on the record. The commissioner has also advised that citing the specific statutory authority that permits the closed meeting is the simplest way to satisfy the requirement for stating the specific grounds permitting the meeting to be closed.

(holding that the county's statement that it was closing a meeting under the attorney-client privilege to discuss "pending litigation" did not satisfy the requirement of describing the subject to be discussed at the closed meeting).

Both the commissioner and the Minnesota Court of Appeals have concluded that something more specific than a general statement is needed to satisfy the requirement of providing a description of the subject to be discussed.

Minn. Stat. § 13D.04, subd. 5.

The same notice requirements that apply to open meetings also apply to closed meetings. For example, if a closed meeting takes place at a regular meeting, the notice requirements for a regular meeting apply. Likewise, if a closed meeting takes place as a special meeting or as an emergency meeting, the notice requirements for a special meeting or an emergency meeting would apply.

RELEVANT LINKS:

1. Labor negotiations

Minn. Stat. § 13D.03, subd. 1 (b).
DPO 13-012.
Minn. Stat. §§ 179A.01-.25.

The city council may, by majority vote in a public meeting, decide to hold a closed meeting to consider its strategy for labor negotiations, including negotiation strategies or developments or discussion of labor-negotiation proposals conducted pursuant to Minnesota Statutes sections 179A.01 to 179A.25. The council must announce the time and place of the closed meeting at the public meeting.

Minn. Stat. § 13D.03, subds. 1(d), 2.

See Closing a Meeting from DPO.

DPO 05-027.
DPO 00-037.

After the closed meeting, a written record of all members of the city council and all other people present must be available to the public. The council must record the proceedings at city expense and preserve the recording for two years after signing the contract. The tape-recording must be available to the public after all labor contracts are signed for the current budget period.

Minn. Stat. § 13D.03, subd. 3.

If someone claims the council conducted public business other than labor negotiations at the closed meeting, a court must privately review the recording of the meeting.

If the court finds the law was not violated, the action must be dismissed, and the recording sealed and preserved. If the court determines a violation of the open meeting law may exist, the recording may be introduced at trial in its entirety, subject to any protective orders requested by either party and deemed appropriate by the court.

2. Not public data under the Minnesota Government Data Practices Act

Minn. Stat. § 13D.05, subd. 2.

The general rule is that meetings cannot be closed to discuss data that are not public under the Minnesota Government Data Practices Act. A meeting must be closed, however, if certain not public data is discussed.

Any portion of a meeting must be closed if expressly required by law or if any of the following types of not public data are discussed:

- Data that would identify victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults.
- Active investigative data created by a law-enforcement agency, or internal-affairs data relating to allegations of law-enforcement personnel misconduct.
- Educational, health, medical, welfare, or mental-health data that are not public data.
- Certain medical records.

Minn. Stat. §§ 144.291-.298.

RELEVANT LINKS:

Minn. Stat. § 13D.05, subd. 1(d).

A closed meeting held to discuss any of the not public data listed above must be electronically recorded, and the recording must be preserved for at least three years after the meeting.

Minn. Stat. § 13D.05, subd. 1 (b), (c).
DPO 09-012.

Other not public data may be discussed at an open meeting without liability or penalty if the disclosure relates to a matter within the scope of the public body's authority, and it is reasonably necessary to conduct the business or agenda item before the public body. The public body, however, should make reasonable efforts to protect the data from disclosure. Data discussed at an open meeting retains its original classification; however, a record of the meeting shall be public.

3. Misconduct allegations or charges

Minn. Stat. § 13D.05, subds. 1(d), 2(b). DPO 03-020. (Advising that when a meeting is closed under this exception, Minn. Stat. § 13.43, subd. 2 requires the government entity to identify the individual who is being discussed).

A public body must close one or more meetings for "preliminary consideration" of allegations or charges of misconduct against an individual subject to its authority. This type of meeting must be open at the request of the individual who is the subject of the meeting.

If the public body concludes discipline of any nature may be warranted, further meetings or hearings relating to the specific charges or allegations that are held after that conclusion is reached must be open. This type of meeting must be electronically recorded, and the recording must be preserved for at least three years after the meeting.

DPO 14-004.

The commissioner of the Minnesota Department of Administration has advised that a city could not close a meeting under this exception to consider allegations of misconduct against a job applicant who had been extended a conditional offer of employment. The job applicant was not a city employee.

The commissioner reasoned that the city council had no authority to discipline the job applicant or to direct his actions in any way; therefore, he was not "an individual subject to its authority."

DPO 10-001.
Minn. Stat. § 13.43.

The commissioner has also advised that a recording of a closed meeting for preliminary consideration of misconduct allegations is private personnel data under Minn. Stat. § 13.43, subd. 4, and is accessible to the subject of the data but not to the public. The commissioner noted that at some point in time, some or all of the data on the recording may become public under Minn. Stat. § 13.43, subd. 2.

For example, if the employee is disciplined and there is a final disposition, certain personnel data becomes public.

RELEVANT LINKS:

4. Performance evaluations

Minn. Stat. § 13D.05, subds. 1(d), 3(a). *See* DPO 14-007, DPO 15-002, and DPO 16-002 (discussing what type of summary satisfies the open meeting law).

A public body may close a meeting to evaluate the performance of an individual who is subject to its authority. The public body must identify the individual to be evaluated before closing the meeting.

DPO 05-013 (advising that a government entity could close a meeting under this exception to discuss its contract with an independent contractor when that contractor is an individual human being).

At its next open meeting, the public body must summarize its conclusions regarding the evaluation. This type of meeting must be open at the request of the individual who is the subject of the meeting. If this type of meeting is closed, it must be electronically recorded, and the recording must be preserved for at least three years after the meeting.

5. Attorney-client privilege

Minn. Stat. § 13D.05, subd. 3 (b). *Brainerd Daily Dispatch, LLC v. Dehen,* 693 N.W.2d 435 (Minn. Ct. App. 2005). *Prior Lake American v. Mader,* 642 N.W.2d 729 (Minn. 2002). *Northwest Publications, Inc. v. City of St. Paul,* 435 N.W.2d 64 (Minn. Ct. App. 1989).

A meeting may be closed if permitted by the attorney-client privilege. Meetings between a government body and its attorney to discuss active or threatened litigation may only be closed, under the attorney-client privilege, when a balancing of the purposes served by the attorney-client privilege against those served by the open meeting law dictates the need for absolute confidentiality.

Minneapolis Star & Tribune v. Housing and Redevelopment Authority in and for the City of Minneapolis, 251 N.W.2d 620 (Minn. 1976). DPO 14-005. DPO 14-017. DPO 16-003. DPO 17-003.

The need for absolute confidentiality should relate to litigation strategy and will usually arise only after the city has made a substantive decision on the underlying matter. This privilege may not be abused to suppress public observations of the decision-making process and does not include situations where the council will be receiving general legal opinions and advice on the strengths and weaknesses of a proposed underlying action that may give rise to future litigation.

6. Purchase or sale of real or personal property

Minn. Stat. § 13D.05, subd. 3 (c).

A public body may close a meeting to:

- Determine the asking price for real or personal property to be sold by the public body.
- Review confidential or protected nonpublic appraisal data.
- Develop or consider offers or counteroffers for the purchase or sale of real or personal property.

Minn. Stat. § 13.44, subd. 3.

Minn. Stat. § 13D.05, subd. 3 (c).

Before holding a closed meeting under this exception, the public body must identify on the record the particular real or personal property that is the subject of the closed meeting.

RELEVANT LINKS:

See Closing a Meeting from DPO.
Vik v. Wild Rice Watershed Dist., No. A09-1841 (Minn. Ct. App. Aug. 10, 2010) (unpublished decision) (holding that this exception authorizes closing a meeting to discuss the development or consideration of a property transaction and is not limited to the discussion of specific terms of advanced negotiations). DPO 08-001. DPO 14-014.

The closed meeting must be recorded. The recording must be preserved for eight years and must be made available to the public only after all real or personal property discussed at the meeting has been purchased or sold, or after the public body has abandoned the purchase or sale. The real or personal property that is being discussed must be identified on the recording. A list of members and all other persons present at the closed meeting must be made available to the public after the closed meeting. The actual purchase or sale of the real or personal property must be approved at an open meeting, and the purchase or sale price is public data.

7. Security reports

Minn. Stat. § 13D.05, subd. 3 (d).

Meetings may be closed to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency-response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information would pose a danger to public safety or compromise security procedures or responses. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.

Before closing a meeting under this exception, the public body must, when describing the subject to be discussed, refer to the facilities, systems, procedures, services or infrastructures to be considered during the closed meeting. The closed meeting must be recorded, and the recording must be preserved for at least four years.

See Closing a Meeting from DPO.

H. Common issues

1. Interviews

Channel 10, Inc. v. Indep. Sch. Dist. No. 709, 215 N.W.2d 814 (Minn. 1974).

The Minnesota Supreme Court has ruled that a school board must interview prospective employees for administrative positions in open sessions. The court reasoned that the absence of a statutory exception indicated that the Legislature intended such sessions to be open.

As a result, a city council should conduct any interviews of prospective officers and employees at an open meeting if a quorum or more of the council will be present.

Mankato Free Press v. City of North Mankato, 563 N.W.2d 291 (Minn. Ct. App. 1997).

The Minnesota Court of Appeals considered a situation where individual council members conducted separate, serial interviews of candidates for a city position in one-on-one closed interviews.

RELEVANT LINKS:

The district court found that no "meeting" of the council had occurred because there was never a quorum of the council present during the interviews.

However, the court of appeals sent the case back to the district court for a determination of whether the council members had conducted the interview process in a serial fashion to avoid the requirements of the open meeting law.

Mankato Free Press v. City of North Mankato, No. C9-98-677 (Minn. Ct. App. Dec. 15, 1998) (unpublished decision).

On remand, the district court found that the individual interviews were not done to avoid the requirements of the open meeting law. This decision was also appealed, and the court of appeals affirmed the district court's decision. Cities that want to use this type of interview process should first consult their city attorney.

2. Informational meetings and committees

St. Cloud Newspapers, Inc. v. Dist. 742 Community Schools, 332 N.W.2d 1 (Minn. 1983).

The Minnesota Supreme Court has held that informational seminars about school-board business, which the entire board attends, must be noticed and open to the public. As a result, it appears that any scheduled gatherings of a quorum or more of a city council must be properly noticed and open to the public, regardless of whether the council takes or contemplates taking action at that gathering. This includes meetings and work sessions where members receive information that may influence later decisions.

Many city councils create committees to make recommendations regarding a specific issue. Commonly, such a committee will be responsible for researching the issue and submitting a recommendation to the council for its approval.

DPO 08-007.
DPO 13-015.

These committees are usually advisory, and the council is still responsible for making the final decision. This type of committee may be subject to the open meeting law. Some factors that may be relevant in deciding whether a committee is subject to the open meeting law include: how the committee was created and who its members are; whether the committee is performing an ongoing function, or instead, is performing a one-time function; and what duties and powers have been granted to the committee.

DPO 05-014.

For example, the commissioner of the Minnesota Department of Administration has advised that "standing" committees of a city hospital board that were responsible for management liaison, collection of information, and formulation of issues and recommendations for the board were subject to the open meeting law. The advisory opinion noted that the standing committees were performing tasks that relate to the ongoing operation of the hospital district and were not performing a one-time or "*ad hoc*" function.

RELEVANT LINKS:

DPO 07-025.

In contrast, the commissioner has advised that a city's Free Speech Working Group, consisting of citizens and city officials appointed by the city to meet to develop and review strategies for addressing free-speech concerns relating to a political convention, was not subject to the open meeting law. The advisory opinion noted that the group did not have decision-making authority.

A.G. Op. 63a-5 (Aug. 28, 1996).
Sovereign v. Dunn, 498 N.W.2d 62 (Minn. Ct. App. 1993).
DPO 07-025.

It is common for city councils to appoint individual council members to act as liaisons between the council and particular council committees or other government entities. The Minnesota Court of Appeals considered a situation where the mayor and one other member of a city council attended a series of mediation sessions regarding an annexation dispute that were not open to the public.

The Court of Appeals held that the open meeting law did not apply to these meetings concluding "that a gathering of public officials is not a 'committee, subcommittee, board, department or commission' subject to the open meeting law unless the group is capable of exercising decision-making powers of the governing body."

The Court of Appeals also noted that the capacity to act on behalf of the governing body is presumed where members of the group comprise a quorum of the body and could also arise where there has been a delegation of power from the governing body to the group.

If a city is unsure whether a meeting of a committee, board, or other city entity is subject to the open meeting law, it should consult its city attorney or consider seeking an advisory opinion from the commissioner of the Minnesota Department of Administration.

Thuma v. Kroschel, 506 N.W.2d 14 (Minn. Ct. App. 1993).
DPO 16-005.

Notice for a special meeting of the city council may be needed if a quorum of the council will be present at a committee meeting and will be participating in the discussion. For example, when a quorum of a city council attended a meeting of the city's planning commission, the Minnesota Court of Appeals ruled that there was a violation of the open meeting law not because the council members simply attended the meeting but because the council members conducted public business in conjunction with that meeting.

A.G. Op. 63a-5 (Aug. 28, 1996).

Based on this decision, the attorney general has advised that mere attendance by council members at a meeting of a council committee held in compliance with the open meeting law would not constitute a special city council meeting requiring separate notice. The attorney general cautioned, however, that the additional council members should not participate in committee discussions or deliberations absent a separate special-meeting notice of a city council meeting.

RELEVANT LINKS:

3. Social gatherings

St. Cloud Newspapers, Inc. v. Dist. 742 Community Schools, 332 N.W.2d 1 (Minn. 1983). *Moberg v. Indep. Sch. Dist. No. 281,* 336 N.W.2d 510 (Minn. 1983). *Hubbard Broadcasting, Inc. v. City of Afton*, 323 N.W.2d 757 (Minn. 1982).

Social gatherings of city council members will not be considered a meeting subject to the requirements of the open meeting law if there is not a quorum present, or, if a quorum is present, if the quorum does not discuss, decide, or receive information on official city business. The Minnesota Supreme Court has ruled that a conversation between two city council members over lunch about a land-use application did not violate the open meeting law because a quorum of the council was not present.

4. Serial meetings

Moberg v. Indep. Sch. Dist. No. 281, 336 N.W.2d 510 (Minn. 1983). DPO 10-011. DPO 06-017.

The Minnesota Supreme Court has noted that meetings of less than a quorum of a public body held serially to avoid a public meeting or to fashion agreement on an issue of public business may violate the open meeting law.

Mankato Free Press v. City of North Mankato, 563 N.W.2d 291 (Minn. Ct. App. 1997).

The Minnesota Court of Appeals considered a situation where individual council members conducted separate, serial interviews of candidates for a city position in one-on-one closed interviews. The district court found that no "meeting" of the council had occurred because there was never a quorum of the council present during the interviews.

However, the court of appeals sent the case back to the district court for a determination of whether the council members had conducted the interview process in a serial fashion to avoid the requirements of the open meeting law.

Mankato Free Press v. City of North Mankato, No. C9-98-677 (Minn. Ct. App. Dec. 15, 1998) (unpublished decision).

On remand, the district court found that the individual interviews were not done to avoid the requirements of the open meeting law. This decision was also appealed, and the court of appeals affirmed the district court's decision. Cities that want to use this type of interview process with job applicants should first consult their city attorney.

5. Training sessions

Compare *St. Cloud Newspapers, Inc. v. Dist. 742 Community Schools,* 332 N.W.2d 1 (Minn. 1983) and A.G. Op. 63a-5 (Feb. 5, 1975). DPO 16-006.

It is not clear whether the participation of a quorum or more of the members of a city council in a training program would be defined as a meeting under the open meeting law. The determining factor would likely be whether the program includes a discussion of general training information or a discussion of specific matters relating to an individual city.

A.G. Op. 63a-5 (Feb. 5, 1975). DPO 16-006.

The attorney general has advised that a city council's participation in a non-public training program devoted to developing skills was not a meeting subject to the open meeting law.

RELEVANT LINKS:

The commissioner of the Department of Administration has likewise advised that a school board's participation in a non-public team-building session to "improve trust, relationships, communications, and collaborative problem solving among Board members," was not a meeting subject to the open meeting law if the members are not "gathering to discuss, decide, or receive information as a group relating to 'the official business' of the governing body."

However, the opinion also advised that if there were to be any discussion of specific official business by the attending members, either outside or during training sessions, it could be a violation of the open meeting law.

6. Telephone, email, and social media

Moberg v. Indep. Sch. Dist. No. 281, 336 N.W.2d 510 (Minn. 1983). DPO 17-005 (advising communication through a letter violated the open meeting law).

It is possible that communication through telephone calls, email, or other technology could violate the open meeting law. The Minnesota Supreme Court has indicated that communication through letters and telephone calls could violate the open meeting law under certain circumstances. Best practice to share information with the entire council is to send it to city staff and have them distribute it. If a council member needs to email the entire council, they should use blind carbon copy (BCC) to add recipients to avoid accidental use of reply all which may constitute the initiation of a discussion among a quorum of the public body.

DPO 09-020. DPO 14-015.

The commissioner of the Department of Administration has advised that back-and-forth email communications among a quorum of a public body that was subject to the open meeting law in which the members commented on and provided direction about official business violated the open meeting law.

However, the commissioner also advised that "one-way communication between the chair and members of a public body is permissible, such as when the chair or staff sends meeting materials via email to all board members, as long as no discussion or decision-making ensues."

O'Keefe v. Carter, No. A12-0811 (Minn. Ct. App. Dec. 31, 2012) (unpublished decision).

In contrast, an unpublished decision by the Minnesota Court of Appeals concluded that email communications are not subject to the open meeting law because they are written communications and are not a "meeting" for purposes of the open meeting law.

The decision also noted that even if email communications are subject to the open meeting law, the substance of the emails in question did not contain the type of discussion that would be required for a prohibited "meeting" to have occurred. The court of appeals noted that the substance of the email messages was not important and controversial; instead, the email communications discussed a relatively straightforward operational matter.

RELEVANT LINKS:

The decision also noted that the town board members did not appear to make any decisions in their email communications.

Because this decision is unpublished, it is not binding precedent on other courts. In addition, the outcome of this decision might have been different if the email communications had related to something other than operational matters, for example, if the board members were attempting to build agreement on a particular issue that was going to be presented to the town board at a future meeting.

Minn. Stat. § 13D.065.

The open meeting law was amended in 2014 to provide that "the use of social media by members of a public body does not violate the open meeting law as long as the social media use is limited to exchanges with all members of the general public." Email is not considered a type of social media under the new law.

The open meeting law does not define the term "social media," but this term is generally understood to mean forms of electronic communication, including websites for social networking like Facebook, LinkedIn, Instagram, and Twitter through which users create online communities to share information, ideas, and other content.

It is important to remember that the use of social media by council members could still be used to support other claims such as claims of defamation or of conflict of interest in decision-making. As a result, council members should make sure that any comments they make on social media are factually correct and should not comment on issues that will come before the council in the future for a quasi-judicial hearing and decision, such as the consideration of whether to grant an application for a conditional use permit.

See II-G-4 - *Serial meetings*.

It is also important to remember that serial discussions between less than a quorum of the council could violate the open meeting law under certain circumstances.

As a result, city councils and other public bodies should take a conservative approach and should not use telephone calls, email, or other technology to communicate back and forth with other members of the public body if both of the following circumstances exist:

- A quorum of the council or public body will be contacted regarding the same matter.
- Official business is being discussed.

RELEVANT LINKS:

Minn. Stat. § 13.02, subd. 7.

Another thing council members should be careful about is which email account they use to receive emails relating to city business because such emails likely would be considered government data that is subject to a public-records request under the Minnesota Government Data Practices Act (MGDPA).

The best option would be for each council member to have an individual email account that the city provides, and city staff manage. However, this is not always possible for cities due to budget, size, or logistics.

If council members don't have a city email account, there are some things to think about before using a personal email account for city business. First, preferably only the council member should have access to the personal email account. Using a shared account with other family members could lead to incorrect information being communicated from the account, or incoming information being inadvertently deleted. Also, since city emails are government data, city officials may have to separate personal emails from city emails when responding to a public-records request under the MGDPA.

Second, if the account a city council member wants to use for city business is tied to a private employer, that private employer may have a policy that restricts this kind of use.

Even if a private employer allows this type of use, it is important to be aware that in the event of a public-records request under the MGDPA or a discovery request in litigation, the private employer may be compelled to have a search done of a council member's email communications on the private employer's equipment or to restore files from a backup or archive.

See Handbook, *Records Management*, for more information about records management.

What may work best is to use a free, third-party email service, such as Gmail or Hotmail, for your city account and to avoid using that email account for any personal email or for anything that may constitute an official record of city business since such records must be retained in accordance with the state records-retention requirements.

I. Advisory opinions

1. Department of Administration

Minn. Stat. § 13.072, subd. 1 (b). See Minnesota Department of Administration, Data Practices for an index of advisory opinions.

The commissioner of the Minnesota Department of Administration has authority to issue non-binding advisory opinions on certain issues related to the open meeting law. A $200 fee is required. The Data Practices Office (DPO) handles these requests.

RELEVANT LINKS:

See Requesting an Open Meeting Law Advisory Opinion.

A public body, subject to the open meeting law, can request an advisory opinion. A person who disagrees with the way members of a governing body perform their duties under the open meeting law can also request an advisory opinion.

2. Attorney General

Minn. Stat. § 8.07. See index of Attorney General Advisory Opinions from 1993 to present.

The Minnesota Attorney General is authorized to issue written advisory opinions to city attorneys on "questions of public importance." The Attorney General has issued several advisory opinions on the open meeting law.

J. Penalties

Minn. Stat. § 13D.06, subd. 1.

Claude v. Collins, 518 N.W.2d 836 (Minn. 1994).

Any person who intentionally violates the open meeting law is subject to personal liability in the form of a civil penalty of up to $300 for a single occurrence. The public body may not pay the penalty. A court may consider a council member's time and experience in office to determine the amount of the civil penalty.

Minn. Stat. § 13D.06, subd. 2.

O'Keefe v. Carter, No. A12-0811 (Minn. Ct. App. Dec. 31, 2012) (unpublished decision).

An action to enforce this penalty may be brought by any person in any court of competent jurisdiction where the administrative office of the governing body is located.

In an unpublished decision, the Minnesota Court of Appeals concluded that this broad grant of jurisdiction authorized a member of a town board to bring an action against his own town board for alleged violations of the open meeting law. This same decision also concluded that a two-year statute of limitations applies to lawsuits under the open meeting law.

Minn. Stat. § 13D.06, subd. 4. See LMC information memo, *LMCIT Liability Coverage Guide*, for information about insurance coverage for lawsuits under the open meeting law.

The court may also award reasonable costs, disbursements, and attorney fees of up to $13,000 to any party in an action alleging a violation of the open meeting law. The court may award costs and attorney fees to a defendant only if the action is found to be frivolous and without merit.

A public body may pay any costs, disbursements, or attorney fees incurred by or awarded against any of its members.

Minn. Stat. § 13D.06, subd. 4.

If a party prevails in a lawsuit under the open meeting law, an award of reasonable attorney fees is mandatory if the court determines that the public body was the subject of a prior written advisory opinion from the commissioner of the Minnesota Department of Administration, and the court finds that the opinion is directly related to the lawsuit and that the public body did not act in conformity with the opinion. A court is required to give deference to the advisory opinion.

RELEVANT LINKS:

Minn. Stat. § 13D.06, subd. 4 (d). *Coalwell v. Murray*, No. C6-95-2436 (Minn. Ct. App. Aug 6, 1996) (unpublished decision). *Elseth v. Hille*, No A12-1496 (Minn. Ct. App. May 13, 2013) (unpublished decision).

No monetary penalties or attorney fees may be awarded against a member of a public body unless the court finds that there was intent to violate the open meeting law.

Minn. Stat. § 13D.06, subd. 3 (a). *Brown v. Cannon Falls Twp.,* 723 N.W.2d 31 (Minn. Ct. App. 2006).

If a person is found to have intentionally violated the open meeting law in three or more separate actions involving the same governing body, that person must forfeit any further right to serve on the governing body or in any other capacity with the public body for a period of time equal to the term of office the person was serving.

Minn. Stat. § 13D.06, subd. 3 (b).

Minn. Const. art. VIII, § 5.

Jacobsen v. Nagel, 255 Minn. 300, 96 N.W.2d 569 (1959).

If a court finds a separate, third violation that is unrelated to the previous violations, it must declare the position vacant and notify the appointing authority or clerk of the governing body. As soon as practicable, the appointing authority or governing body shall fill the position as in the case of any other vacancy. Under the Minnesota Constitution, the Legislature may provide for the removal of public officials for malfeasance or nonfeasance. To constitute malfeasance or nonfeasance, a public official's conduct must affect the performance of official duties and must relate to something of a substantial nature directly affecting the rights and interests of the public.

Jacobsen v. Nagel , 255 Minn. 300, 96 N.W.2d 569 (1959). *Claude v. Collins,* 518 N.W.2d 836 (Minn. 1994).

"Malfeasance" refers to evil conduct or an illegal deed. "Nonfeasance" is described as neglect or refusal, without sufficient excuse, to perform what is a public officer's legal duty to perform. More likely than not, a violation of the open meeting law would be in the nature of nonfeasance. Although good faith does not nullify a violation, good faith is relevant in determining whether a violation amounts to nonfeasance.

Sullivan v. Credit River Twp., 299 Minn. 170, 217 N.W.2d 502 (1974). *Hubbard Broadcasting, Inc. v. City of Afton,* 323 N.W.2d 757 (Minn. 1982). *In re D & A Truck Line, Inc*., 524 N.W.2d 1 (Minn. Ct. App. 1994*).*

The open meeting law does not address whether actions taken at a meeting that does not comply with its requirements would be valid.

Sullivan v. Credit River Township, 217 N.W.2d 502 (Minn. 1974). *Lac Qui Parle-Yellow Bank Watershed Dist. v. Wollschlager,* No. C6-96-1023 (Minn. Ct. App. Nov. 12, 1996) (unpublished decision*).* DPO 11-004.

Minnesota courts have generally refused to invalidate actions taken at an improperly closed meeting because this is not a remedy the open meeting law provides.

RELEVANT LINKS:

Quast v. Knutson, 276 Minn. 340, 150 N.W.2d 199 (1967).

But the Minnesota Supreme Court has held that an attempted school district consolidation was fatally defective when the initiating resolution was adopted at a meeting that was not open to the public.

III. Meeting procedures

A. Citizen involvement

Any person may observe council meetings. In fact, the council should encourage citizen attendance to help raise awareness of the city's problems and help create support for programs suggested by the council.

Minn. Stat. § 13D.01, subd. 6.

Citizens must be able to hear the discussion at a meeting and must be able to determine who votes for or against a motion.

DPO 08-015. DPO 17-006.

One copy of any printed materials relating to the agenda items of the meeting that have been distributed or made available to all members of the council must be made available to the audience unless doing so would violate the Minnesota Government Data Practices Act.

Minn. Stat. § 412.191, subd. 2.

Although anyone can attend council meetings, citizens cannot speak or otherwise participate in any discussions unless the mayor or the presiding officer recognizes them for this purpose. The decision to recognize speakers is usually up to the mayor or presiding officer, but the council can overrule this decision. The council can, through a motion, decide to hear one or more speakers from the audience.

Participation in council meetings can be intimidating for the average citizen. Councils should make sure citizens are invited to participate when appropriate and listened to with courtesy. Individual council members should not argue with citizens. Citizens attend council meetings to give information for the council to consider. Discussions or debates between individual council members and citizens during council meetings is inappropriate and may reflect badly on the decision-making process.

B. Recording and broadcasting of meetings

A.G. Op. 63a-5 (Dec. 4, 1972).

The public may make an audio or videotape of an open meeting if doing so does not have a significantly adverse impact on the order of the meeting. The city council may not prohibit dissemination or broadcast of the tape.

Minn. Stat. § 13.03, subd. 1. Minn. Stat. § 13.02, subd. 7.

Cities may also choose to record council meetings. The recording is a government record that must be kept in compliance with the city's records-retention policy. It must also be made available to the public if it contains public data.

RELEVANT LINKS:

Minn. Stat. § 13D.05, subd. 1(d). See Part II-F for more information about the exceptions to the open meeting law.

All closed meetings, except meetings closed under the attorney-client privilege, must be electronically recorded at the city's expense. Unless otherwise provided by law, the recordings must be preserved for at least three years after the date of the meeting.

Minn. Stat. § 363A.12. 42 U.S.C. §§ 12101-12213. 28 C.F.R. § 35.160. See *Effective Communication,* U.S. Department of Justice.

Many cities broadcast their council meetings over cable television. Broadcasts may need to be closed-captioned or signed to provide effective communication for persons with disabilities.

While the Americans with Disabilities Act has always required cities to provide auxiliary aids and services when necessary to ensure effective communication, federal regulations now specifically allow for the use of video remote-interpreting services if the city complies with certain performance standards addressing high-speed internet connection, video and audio quality, and user training.

28 C.F.R § 35.160.

Bahl v. Ramsey County, 695 F.3d 778 (8th Cir. 2012). *Loye v. Dakota County,* 625 F.3d 494 (8th Cir. 2010).

The regulations also provide guidance on cities' obligations to communicate with disabled family members and other companions and on using children as interpreters (which is prohibited unless no other interpreter is available, and an emergency situation exists). A city should never require an individual to bring his or her own interpreter but may honor a specific request to allow an adult accompanying a disabled individual to interpret where reliance on that person is appropriate.

C. Meeting room

Minn. Stat. § 144.414, subd. 1. Minn. Stat. § 144.412.

State law prohibits smoking at a public meeting to protect city employees and the public from the hazards of secondhand smoke and involuntary exposure to aerosol or vapor from electronic delivery devices. This prohibition also applies to the use of electronic cigarettes.

Minn. Stat. § 363A.12, subd. 1. 42 U.S.C. §§ 12101-12213. See U.S. Department of Justice, Civil Rights Division, *The ADA and City Governments: Common Problems* (2008).

Both the meeting and the meeting room must be accessible. To ensure accessibility, the meeting should be located in a room that all people, including people with disabilities, can access.

D. Maintaining order

Minn. Stat. § 412.191, subd. 2. Minn. Stat. § 609.72, subd. 1(2).

Note: The Minnesota Supreme Court held that this statutory provision is unconstitutional in violation of the First Amendment because it is overbroad.

Although meetings must be open to the public, individuals who are noisy or unruly do not have the right to remain in council chambers.

When individuals abuse their right to be present in the council chamber, the mayor, as presiding officer (subject to being overruled by the council), should order their removal from the room. If the presiding officer fails to act, the council may, by motion, issue such an order. The council has authority to preserve order at its meetings.

RELEVANT LINKS:

See State v. Hensel, 901 N.W.2d 166 (Minn. 2017). *State v. Occhino,* 572 N.W.2d 316 (Minn. Ct. App. 1997). *Steinburg v. Chesterfield County Planning Comm'n,* 527 F.3d 377 (4th Cir. 2008).

When individuals abuse their right to be present in the council chamber, the mayor, as presiding officer (subject to being overruled by the council), should order their removal from the room. If the presiding officer fails to act, the council may, by motion, issue such an order. The council has authority to preserve order at its meetings. The council can use necessary force, including use of the police, to carry out the mandate. If a person is excluded from a meeting, the council should provide an opportunity for the excluded person to give his or her interpretation of the exclusion to a designated city staff member to satisfy any due-process concerns.

See Section I-F for more information about adjourned meetings.

If the audience becomes so disorderly that it is impossible to carry on a meeting, the mayor can declare the council meeting adjourned to some other time. The members of the council can also move for adjournment.

No matter how disorderly a meeting may be, it is a legal meeting and any action the council takes in proper form is valid. The council cannot issue contempt citations against individuals whose disorderly conduct disrupts or interferes with the transaction of city business.

E. Rules of order

Minn. Stat. § 412.191, subd. 2.

The city council has the power to regulate its own procedure, including meeting procedures. The most efficient and effective way to manage meetings and reduce the risk of mishandling important matters is by adoption of, and general adherence to, rules of order. These are rules designed to preserve order, expedite business, and protect the rights of those involved in making decisions. Rules of order are also referred to as parliamentary rules of procedure, parliamentary procedure, rules of procedure or procedural rules. The best rules of order are written, formally adopted and easy enough to allow every member to participate as fully as possible. It's very important to adopt written rules of order before there is a problem that rules of order could solve. If a meeting becomes contentious for whatever reason, it may be impossible to get back on track if there isn't already agreement on how the meeting should proceed.

See Minnesota Mayors Handbook for sample Rules of Order for City Councils.

Most cities formally or informally follow some version of Robert's Rules of Order, even though these rules are long, complicated and not ideally suited for smaller bodies made up of individuals with limited time or experience in rules of order. The League and Minnesota Mayor's Association provide a sample of simplified rules of order (complete with a 2-page cheat sheet) in the *Minnesota Mayor's Handbook.*

RELEVANT LINKS:

1. Agendas

The bylaws should establish an order of business and a process for placing items on an agenda. Many councils have found the following order of business convenient:

- Call to order
- Roll call
- Approval of minutes from previous meeting
- Consent agenda
- Petitions, requests, and complaints
- Reports of officers, boards, and committees
- Reports from staff and administrative officers
- Ordinances and resolutions
- Presentation of claims (The authorization for paying city claims and bills are often included in the consent agenda.)
- Unfinished business
- New business
- Miscellaneous announcements
- Adjournment

2. Consent agenda

By resolution or through bylaws, a council may establish a consent agenda containing routine, non-controversial items that need little or no deliberation. The clerk or the person responsible for placing items on the agenda prepares the consent agenda. By a majority or higher vote, the council can approve all actions on the consent agenda with one vote.

If a council member objects to an item being placed on the consent agenda, it should be removed and acted on as a separate agenda item.

3. Tips for managing meetings

In addition to the consent agenda, councils may consider the following suggestions for managing meetings.

Council bylaws may set a closing date for placing items on the agenda. For example, the clerk must receive all requests to include items on the agenda five days before the meeting. This is especially important if council members need to review written material before the meeting. The council might make an exception in special situations. The council should set a definite time for adjournment and observe this rule.

RELEVANT LINKS:

834 VOICE v. Indep. Sch. Dist. No. 834, 893 N.W.2d 649 (Minn. Ct. App. 2017) (upholding school board's public speaking time restrictions).

At some time during the meeting, often at the beginning, many city councils establish a specific time when citizens can present concerns to the council. In such an open forum, the mayor or presiding officer should provide a limited time for each person who wishes to speak. No action should be taken on any of the issues raised. Rather, if appropriate, the issues should be placed on the agenda of a future council meeting.

When the council is going to discuss a major public issue, the bylaws, or the council, by resolution, may provide a limited, specific amount of time for each side to express its views. The council may also follow this procedure for all items on the agenda.

F. Voting procedures

State law does not regulate the process of council voting. The council may generally use whatever procedures it prefers, subject to charter provisions in home rule charter cities.

Minn. Stat. § 13D.01, subd. 4.

The council's bylaws can include voting rules. Otherwise, the council may use voice voting or standing voting unless a council member calls for voting by ballot. The bylaws can also set the order in which council members vote. Whether the vote is unanimous or not, the minutes must record the votes of the members of the council and the vote of each member must be recorded on each appropriation of money, except for payments of judgments, claims, and amounts fixed by statute.

Mankato Free Press v. City of North Mankato, 563 N.W.2d 291 (Minn. Ct. App. 1997).

In addition, The Minnesota Court of Appeals has concluded that secret voting violates the purposes of the open meeting law.

DPO 10-011. See LMC information memo, *Meetings of City Councils* for more information about voting.

The Court of Appeals reasoned that a meeting is not "open" to the public if voting is conducted in secret because it denies the public the right to observe the decision-making process, to know council members' stance on issues, and to be fully informed about the councils' actions.

G. Role of the mayor and clerk

Minn. Stat. § 412.02, subd. 2a. Minn. Stat. § 412.191, subd. 2. Minn. Stat. § 412.121.
See LMC information memo, *Role with It: Individual versus Council Authority.*

Mayors have the same powers as council members to make, second, and vote on motions in statutory cities. The mayor does not have a veto, and the mayor generally may not vote twice to break a tie. If there is a tie vote in filling a vacancy in elective office, however, the mayor must break the tie by making the appointment. The mayor presides at council meetings, and the clerk keeps the minutes. In the absence of the mayor, the acting mayor must perform the mayor's duties. The acting mayor is chosen at the first meeting each year.

RELEVANT LINKS:

In some charter cities, the mayor has veto power. Charter cities should consult their charters for more information.

In Plan A or Plan B statutory cities, the clerk attends council meetings and records the minutes but may not make, second, or vote on motions. In addition, unless the council extends the privilege, the clerk lacks the right to participate in discussions.

Minn. Stat. § 412.191.

In Standard Plan statutory cities, the clerk is an elected member of the council and has the same voting powers as the other council members. Charter cities should consult their charters for more information about the clerk's role.

H. Minutes of council meetings

Minn. Stat. § 15.17. Minn. Stat. § 412.151, subd. 1.

The council must keep a full and accurate record of its actions at every council meeting. In statutory cities, the clerk records the council proceedings in a minute book. In the clerk's absence, the council should delegate the duty of taking minutes for that meeting.

The clerk determines the actual wording of the minutes, unless the council adopts a standard form by motion or specifically directs the clerk to change the wording. The minutes should be written in language average citizens can understand. Reference to numbers of ordinances, resolutions, and other matters also should include a brief description of their subject matter.

A.G. Op. 470-c (Feb. 18, 1959).

If the council finds a mistake in the minutes of the previous meeting, the clerk should correct the minutes. If the clerk declines, the council can order the change by motion and a vote.

The clerk must then make the change and show in the minutes that the change was made by order of the council.

Once the council has formally approved the minutes of any meeting, they should not be changed under any circumstance. The council can dispense with the reading of the minutes if all council members have received them prior to the meeting.

Minn. Stat. § 412.221, subd. 1. Minn. Stat. § 15.17, subd. 1.

The council must provide books and stationery for keeping minutes. State law requires all cities to keep minutes on a physical medium that is of a quality that will ensure permanent records.

Minn. Stat. § 412.151, subd. 1.

Because minutes would likely be considered official papers of the city, they should be signed by the clerk. Although not required by law, in many cities the mayor also signs the minutes after the council approves them.

RELEVANT LINKS:

For more information, see LMC information memo, *Data Practices: Analyze, Classify, Respond.*

Minn. Stat. § 13D.01, subd. 5
DPO 22-002

If the minute book includes only a clipping from the published proceedings, the clerk should sign the clipping even though the signatures of the clerk and mayor are already printed on the clipping.

Minutes of open meetings are public records and must be open to the public during all normal business hours where records of the public body are kept.

1. Publication of council minutes

Minn. Stat. § 412.191, subd. 3. Minn. Stat. § 331A.01, subd. 10. Minn. Stat. § 331A.08, subd. 3.

After every regular or special meeting, statutory cities with populations over 1,000 (according to the latest federal census) must publish the official council minutes or a summary of the official minutes unless the city alternatively chooses to mail (at city expense) a copy of the minutes to any resident upon request. The summary must include action on motions, resolutions, ordinances, and other official proceedings.

The summary must state that the full text of the official minutes is available for public inspection at a designated location or by standard or electronic mail. Publication of the council minutes must generally occur within 30 days of the meeting. If a city council does not conduct a regular meeting more than once every 30 days, however, the city does need not publish the meeting minutes until 10 days after they have been approved by the governing body.

Minn. Stat. § 412.191, subd. 3.

Cities with a population of less than 1,000 are not required to publish the council minutes but may choose to do so. The publication requirement in state law does not cover home rule charter cities; therefore, charter cities should consult their charter to determine whether it has publication requirements.

2. Content of council minutes

Minn. Stat. § 13D.01, subd. 4. Minn. Stat. § 412.191, subd. 3. Minn. Stat. § 331A.01, subd. 6.

The clerk must include the following information in the minutes:

- The members of the public body who are present.
- The members who make or second motions.
- Roll-call vote on motions.
- Subject matter of proposed resolutions or ordinances.
- Whether the resolutions or ordinances are defeated or adopted.
- The votes of the members of the council.
- The vote of each council member must be recorded on each appropriation of money, except for payments of judgments, claims, and amounts fixed by statute.

RELEVANT LINKS:

Minn. Stat. § 412.151, subd. 1.

Ordinances, resolutions, and claims considered by the council do not need to be fully detailed in the minutes if they appear in other permanent records kept by the clerk and can be accurately identified by the description given in the minutes.

See Office of the State Auditor, *Statement of Position: Meeting Minutes*.

The Office of the State Auditor has recommended that meeting minutes include the following information in addition to the information required by state statute.

- Type of meeting (regular, special, emergency, etc.).
- Type of group meeting (whether the meeting is a meeting of the governing body or committee, for example).
- Date and place the meeting was held.
- Time the meeting was called to order.
- Approval of minutes of the previous meeting, with any corrections.
- Identity of parties to whom contracts were awarded.
- Abstentions from voting due to a conflict and the member's name and reason for abstention.
- Reasons the governing body awarded a particular contract to a bidder other than the lowest bidder.
- Granting of variances and special use permits.
- Approval of hourly rates paid for services provided, mileage rates, meal-reimbursement amounts, and per-diem amounts.
- Listing of all bills allowed or approved for payment, noting the recipient, purpose, and amount.
- List of all transfers of funds.
- Appointments of representatives to committees or outside organizations.
- Reports of the officers.
- Authorizations and directions to invest excess funds, information on investment redemptions and maturities.
- Time the meeting concluded.

3. Making an adequate record

It is very important to make an adequate record of council decisions and of the information on which council members base their decisions. Minutes are the primary record of the decision-making process and are critical if council actions are challenged.

Council actions are generally classified as either legislative or administrative in nature. The establishment of general policies and procedures is legislative action and is subject to limited judicial review. Courts typically will not substitute their judgment for a council's judgment on these topics.

RELEVANT LINKS:

Administrative or quasi-judicial actions involve the application of a general policy to a specific person or situation.

An example of a quasi-judicial decision is a city council's decision regarding whether an applicant has satisfied the criteria for a conditional use permit. Administrative actions are subject to greater judicial scrutiny, and will be set aside if they are arbitrary, unreasonable, or capricious. Therefore, it is important for the council to develop an accurate record and findings.

Metro 500, Inc. v. City of Brooklyn Park, 297 Minn. 294, 211 N.W.2d 358 (1973). *Inland Constr. Co. v. City of Bloomington*, 292 Minn. 374, 195 N.W.2d 588 (1972). *Bank of America, FSB v. City of St. Paul, No.* C7-97-1073 (Minn. Ct. App. Feb. 17, 1998) (unpublished decision).

See Handbook, *Comprehensive Planning, Land Use, and City Owned Land*.

For a court to meaningfully review council actions, the minutes must clearly and precisely state the council's findings of facts and how those facts led to the council's decision. Findings of fact serve not only to improve the decision-making process, but also aid in judicial review. The findings are part of the record. When a court reviews council proceedings it will rely on the records the city actually kept and not on the records the city might have maintained.

4. Parts of the record

When the city council or other public body holds a hearing, the record usually consists of two separate parts: the transcript, which preserves testimony, and the final order or determination. Following is a sample final-order outline for a conditional use permit. The elements of the order reflect the steps taken by a hearing body in arriving at a decision.

- A caption or title, such as, "In the matter of Ms. X's application for a conditional use permit."
- A preamble that summarizes the council's actions at the hearing and states the purpose of the application.
- Findings of fact (individually numbered).
- Conclusions or reasons.
- A decision.
- An opinion (if any).
- A copy of the transcript, tape recording or, at minimum, detailed minutes that include all objections and rulings on them (if any).

When a council prepares precise findings of relevant facts, the result is a well-reasoned decision. When a council can demonstrate its conclusions are consistent with all the facts in the record, its decision is likely to be upheld if challenged.

RELEVANT LINKS:

The record should also demonstrate compliance with all constitutional requirements, as well as with all procedural requirements. Often, due-process deficiencies, such as lack of notice, provide grounds for appeal.

IV. Motions, resolutions, and ordinances

A. Passing motions, resolutions, and ordinances

See Section IV C - *Ordinances* for information regarding the requirements for providing notice of proposed ordinances.

Any council member, including the mayor, may introduce an ordinance or resolution. When ordinances or resolutions are before the council, the council may act upon them at once, refer them to a committee for study and recommendation, postpone consideration to some future time, or take any of the other subsidiary or privileged motion actions.

After the council has completed all consideration and discussion of the matter, the presiding officer should read the ordinance or resolution and call for a vote.

If the council decides to refer the matter to a committee, the committee may investigate and recommend passage of the ordinance or resolution in its original form or in an amended form, or it may reject the ordinance or resolution. Debate on the ordinance or resolution may take place at the time of its introduction, while a committee is considering it, and after the committee has reported its findings and recommendations.

Most resolutions and procedural motions of the council must receive a majority of the votes cast to be adopted. To illustrate: if two members of the council vote in favor of a resolution, one votes against it, and two abstain from voting, the resolution passes.

Minn. Stat. § 412.191, subd. 4.
Minn. Stat. § 412.851.

State law requires some resolutions to be adopted by more than a majority of those voting on the resolution. For example, a resolution to approve summary publication of an ordinance requires a four-fifths vote of the members of the council. Likewise, a four-fifths vote of the members of the council is required to vacate a street.

Minn. Stat. § 412.191, subd. 4.

Minn. Stat. § 462.357, subd. 2b.

Ordinances in statutory cities must be enacted by "a majority vote of all the members of the council," except where a larger number is required by law. Therefore, on a five-member council, an ordinance would need at least three favorable votes to pass. State law requires a larger number in some circumstances. For example, a two-thirds vote of all the members of a city council is required to change the classification of land in a zoning district from residential to commercial or industrial.

RELEVANT LINKS:

B. Differences between motions, resolutions, and ordinances

1. Motions

A motion is a matter of the rules of order.

Motions generally are made orally and may introduce ordinances and resolutions, amend them, and take any other action.

2. Resolutions

Lindahl v. Indep. Sch. Dist. No. 306, 270 Minn. 164, 133 N.W. 2d 23 (Minn. 1965).

A resolution is essentially a formal, written expression of an approved motion. Councils should use resolutions for any action of a temporary, routine, or administrative nature. For example, resolutions should be used to approve contracts and may be helpful to record findings of fact regarding planning and zoning decisions. Courts may view motions that are approved and recorded to be the equivalent of resolutions. A resolution must be used when required by law, for example, a resolution must be used when approving a contract under an exception to the conflict of interest prohibition.

Minn. Stat. § 471.89.

If the council has any doubt whether a motion or a resolution is necessary to take a particular action, it is generally best to proceed as if the action requires a resolution.

Standard Resolution Template, LMC Model Resolution.

In its traditional form, a resolution begins with a "whereas" clause or clauses explaining the reason for the action, followed by the substance of the resolution beginning with "Therefore, be it resolved" or some similar phrase distinguishing the action from "The council ordains" enacting clause of an ordinance. In more recent practice, the preamble is omitted and the material setting out the reason for the action is given as a separately numbered section or sections of the body of the resolution.

3. Ordinances

See, *Hanson v. City of Granite Falls,* 529 N.W.2d 485 (Minn. Ct. App. 1995).

If the council has any doubt whether a resolution or an ordinance is necessary to take a particular action, it is generally best to proceed as if the action requires an ordinance.

Any council enactment that regulates people or property and provides a penalty if violated should be adopted in the form of an ordinance. As a result, the council must pass, in ordinance form, all police regulations for public health, morals, economic well-being, welfare, and safety. Ordinance regulations should be of general application within the city, and of a permanent and continuing nature.

RELEVANT LINKS:

Minn. Stat. § 609.0332.
Minn. Stat. § 609.034 (increased the maximum fine to $1,000 (misdemeanors) and $300 (petty misdemeanors)).
State v. Weltzin, 618 N.W.2d 600 (Minn. Ct. App. 2000).

Violations of an ordinance may be specified in the ordinance to be either a misdemeanor or a petty misdemeanor. State law establishes the maximum penalty for each violation. The maximum penalty for a misdemeanor is a $1,000 fine or imprisonment for up to 90 days, or both. The maximum penalty for a petty misdemeanor is a $300 fine. Generally, if an ordinance does not provide for the penalty of imprisonment, individuals prosecuted for its violation are not entitled to a jury trial.

State law requires city councils to adopt ordinances to take certain actions, including the following:

Minn. Stat. § 44.02.
- Establish a municipal merit system.

Minn. Stat. § 160.232(d).
- Authorize mowing of ditches outside city.

Minn. Stat. § 205.07, subd. 1.
- Hold elections in odd number years and set transition terms.

Minn. Stat. § 238.084.
- Grant cable franchise.

Minn. Stat. § 272.67.
- Create urban and rural service districts.

Minn. Stat. § 273.1321, subd. 1.
- Establish a program to encourage redevelopment of vacant commercial properties.

Minn. Stat. § 299F.362, subd. 9.
- Adopt more restrictive rules for installation of smoke detectors in single-family homes.

Minn. Stat. § 346.47, subd. 2.
- Establish a longer time for redemption of impounded animals.

Minn. Stat. § 349.213, subd. 1(f).
- Require an organization conducting lawful gambling to make an expenditure to the city.

Minn. Stat. § 410.12, subd. 5.
- Propose amendments to a home rule charter.

Minn. Stat. § 412.02, subd. 2a.
- Establish conditions under which a special election to fill a vacancy will be held.

Minn. Stat. § 412.02, subd. 3. Minn. Stat. § 412.591, subd. 2.
- Combine or separate the office of clerk and treasurer.

Minn. Stat. § 412.02, subd. 6.
- Submit question to voters to increase or reduce number of council members.

Minn. Stat. § 412.021, subd. 5.
- Set the initial salaries for mayor and council member upon incorporation.

Minn. Stat. § 412.022, subd. 1.
- Establish a four-year term, or reestablish a two-year term, for mayor.

Minn. Stat. § 412.151, subd. 2.
- Delegate bookkeeping duties of clerk to another officer or employee.

Minn. Stat. § 412.221, subd. 6.
- Regulate the use of streets and other public grounds to prevent encumbrances or obstructions, and to require the owners or occupants of buildings and the owners of vacant lots to remove any snow, ice, dirt or rubbish from sidewalks, and to assess the cost of removal against the owners.

Minn. Stat. § 412.221, subd. 8.
- Regulate the setting out and protection of trees, shrubs, and flowers in the city or upon its property.

Minn. Stat. § 412.221, subd. 11.
- Regulate the use of wells, cisterns, reservoirs, waterworks, and other means of water supply.

RELEVANT LINKS:

Minn. Stat. § 412.221, subd. 12.

- Regulate the location, construction, and use of piers, docks, wharves, and boat houses on navigable waters, and to maintain public docks and warehouses.

Minn. Stat. § 412.221, subd. 14.

- Regulate tourist camps and automobile parking facilities.

Minn. Stat. § 412.221, subd. 16.

- Establish a hospital board and authorize it to establish a separate fund in the city treasury.

Minn. Stat. § 412.221, subd. 17.

- Prevent, control, or extinguish fires.

Minn. Stat. § 412.221, subd. 18.

- Name or rename streets and public places, number and renumber the lots and blocks of the city and make and record a consolidated plat of the city.

Minn. Stat. § 412.221, subd. 19. Minn. Stat. § 330.025. Minn. Stat. § 437.02.

- License and regulate transient merchants, dealers, hawkers, peddlers, solicitors, and canvassers. (Cities can no longer license auctioneers.)

Minn. Stat. § 412.221, subd. 20.

- License taxis and automobile rental agencies.

Minn. Stat. § 412.221, subd. 21.

- Regulate animals, including the keeping of animals, running of animals at large, and impounding of animals.

Minn. Stat. § 412.221, subd. 22.

- Establish various health regulations, including establishing a board of health.

Minn. Stat. § 412.221, subds. 23, 24.

- Regulate nuisances, and noise and disorder.

Minn. Stat. § 412.221, subd. 25.

- Regulate amusements.

Minn. Stat. § 412.221, subd. 26.

- Restrain vice.

Minn. Stat. § 412.221, subd. 27.

- Regulate public dances.

Minn. Stat. § 412.221, subd. 28. Minn. Stat. § 326B.121.

- Regulate the construction of buildings. (The city only may adopt regulations found in the state building code).

Minn. Stat. § 412.221, subd. 30.

- License and regulate restaurants.

Minn. Stat. § 412.221, subd. 31.

- Require sewer connections.

Minn. Stat. § 412.331.

- Create a utility commission.

Minn. Stat. § 412.501.

- Create a park board if the city's population is more than 1,000.

Minn. Stat. § 412.221, subd. 32.

- Provide for the governance and good order of the city; the prevention of vice; the prevention of crime; the protection of public and private property; the benefit of residence; trade and commerce; and the promotion of health, safety, order, convenience, and the general welfare.

Minn. Stat. § 412.671.

- Enact an administrative code.

Minn. Stat. § 412.681.

- Plan B cities: create or abolish officers subordinate to the city manager.

Minn. Stat. § 412.741.

- Plan B cities: adopt regulations for safekeeping and disbursement of funds.

Minn. Stat. § 412.751.

- Plan B cities: authorize issuance of emergency debt certificates.

Minn. Stat. § 413.02.

- Change name of city.

Minn. Stat. § 414.033.

- Annex property by ordinance.

RELEVANT LINKS:

Minn. Stat. § 415.02.	• Declare codification of ordinances to be prima facie evidence of the law.
Minn. Stat. § 415.11.	• Set the salaries for mayor and council members.
Minn. Stat. § 416.01.	• Establish memorials for veterans.
Minn. Stat. § 419.01. Minn. Stat. § 419.02.	• Create a police civil service commission; combine police civil service commission with existing fire commission.
Minn. Stat. § 420.01.	• Create a fire civil service commission.
Minn. Stat. § 428A.02.	• Establish a special services district.
Minn. Stat. § 428A.13, subd. 2.	• Adopt housing improvement area.
Minn. Stat. § 429.061, subds. 1 and 3.	• Authorize partial prepayment of a special assessment.
Minn. Stat. § 429.101.	• Collection of unpaid special charges.
Minn. Stat. § 430.01.	• First class cities: various activities related to parks, parking lots, and pedestrian malls.
Minn. Stat. § 435.193.	• Adopt standards for deferring assessments for senior, disabled, or military persons.
Minn. Stat. § 435.26.	• First class cities: issue certificates of indebtedness for sprinkling streets.
Minn. Stat. § 435.44, subd. 1.	• Establish a sidewalk improvement district.
Minn. Stat. § 440.11.	• Change street name.
Minn. Stat. § 440.37.	• First class city: extend street outside corporate limits.
Minn. Stat. § 441.48.	• Elect to exercise powers granted in Minn. Stat. §§ 441.47-.55 (toll bridges).
Minn. Stat. § 441.49.	• Issue revenue bonds for toll bridges.
Minn. Stat. § 441.50.	• Establish tolls for toll bridges and create fund for certain revenue from toll bridges.
Minn. Stat. § 443.015.	• Assess costs for garbage collection.
Minn. Stat. § 443.28.	• First class cities: establish rates for operation of solid waste facilities.
Minn. Stat. § 443.31.	• First class cities: regulate garbage collection.
Minn. Stat. § 443.35.	• First class cities: impose penalties related to garbage accumulation, collection, or disposition.
Minn. Stat. § 444.17.	• Establish a storm sewer improvement tax district.
Minn. Stat. § 447.41.	• Establish and make rules for operation of nursing home.
Minn. Stat. § 448.54.	• First class cities: adopt penalties for violations relating to parkways.
Minn. Stat. § 449.15.	• Impose license fee on amusement machines.
Minn. Stat. § 450.20.	• First class cities: establish city art commission.
Minn. Stat. § 451.07.	• First class cities: permit public service corporation to use streets to supply utilities.
Minn. Stat. § 452.08.	• First class cities: own, construct, acquire, purchase, maintain, operate, or lease any public utility.
Minn. Stat. § 452.09.	• First class cities: issue certificates of indebtedness for operation of a public utility.
Minn. Stat. § 458.33.	• First class cities: issue and sell bonds to pay for levees.
Minn. Stat. § 459.14.	• Set fees for parking facilities.

RELEVANT LINKS:

Minn. Stat. § 461.19.

Minn. Stat. § 462.353.

Minn. Stat. § 462.353, subd. 4.

Minn. Stat. § 462.355.

Minn. Stat. § 462.357, subd. 1e.

Minn. Stat. § 462.357, subds. 1 and 4.

Minn. Stat. § 462.358.

Minn. Stat. § 463.251, subd. 4.

Minn. Stat. § 465.27.

Minn. Stat. § 465.30.

Minn. Stat. § 465.48.

Minn. Stat. § 465.74, subd. 5.

Minn. Stat. § 471.193.

Minn. Stat. § 471.195.

Minn. Stat. § 471.345, subd. 7.

Minn. Stat. § 471.57.

Minn. Stat. § 471.635.

Minn. Stat. § 471.985.

Minn. Stat. § 471.9996, subd. 2.

Minn. Stat. § 473.192, subd. 3.

Minn. Stat. § 473.206.

Minn. Stat. § 473.4055.

Minn. Stat. § 475.53, subd. 8.

Minn. Stat. § 473.811, subds. 4a and 5.

Minn. Stat. § 475.525, subd. 3.

- Regulate tobacco.
- Adopt and amend a comprehensive plan.
- Establish planning and zoning fees. (Cities that collect an annual total of $5,000 or less, however, may simply refer to a fee schedule in their planning and zoning ordinances. The fee schedule may be adopted by ordinance or resolution following public notice and hearing).
- Adopt an interim ordinance.
- Regulate nonconformities.
- Adopt and amend a zoning ordinance.
- Adopt and amend subdivision regulations.
- Provide for emergency securing of vacant buildings.
- First class cities: adopt survey and map before diversion of stream; appoint appraisers to determine damages for use of eminent domain authority.
- First class cities: prescribe penalties for violation related to diverted channel.
- Grant a district heating franchise.
- Establish and regulate a heritage preservation commission.
- Provide for custody and disposal of unclaimed property.
- Establish prevailing wage and working conditions.
- Establish public works reserve fund.
- Regulate location of firearms dealers.
- Prohibit trespassing for purpose of consuming alcohol or controlled substances.
- Establish rent control.
- Metropolitan area cities in aircraft noise zones: regulate building methods to reduce the effect of airport noise.
- Metropolitan area cities: adoption of model ordinances to protect resources.
- Metropolitan area cities: regulate horns, whistles, and warnings of light rail transit vehicles.
- Reserve a portion of unencumbered debt limit related to a solid waste disposal facility.
- Metropolitan area cities: regulate solid waste collection and management.
- Authorize housing and redevelopment authority to issue district heating bonds.

RELEVANT LINKS:

C. Ordinances

Minn. Stat. § 412.191, subd. 4. A.G. Op. 4720 (July 31, 1959). Minn. Stat. § 412.221, subd. 33.

Only the city council has the power to enact ordinances. Generally, ordinances do not need voter approval. The statutes do not authorize a council to seek voter consent to a proposed ordinance or even to ask for an advisory opinion on its desirability. In home rule charter cities, the charter may provide for voter approval of or advisory elections on particular ordinances.

Mangold Midwest Co. v. Village of Richfield, 274 Minn. 347, 143 N.W.2d 813 (1966). *City of Birchwood Village v. Simes*, 576 N.W.2d 458 (Minn. Ct. App. 1998). *Nordmarken v. City of Richfield*, 641 N.W.2d 343 (Minn. Ct. App. 2002).

City councils can only deal with subjects that the Legislature has expressly authorized them to act on or that directly relate to a statutory grant of authority. In some areas, statutory cities may enact ordinances on subjects state law already regulates, if the ordinances are consistent with state law. But the city's regulation of an area, including those areas where authority may be generally granted in the statutory city code, may be pre-empted if state law has so extensively regulated a particular area of law that it has become solely a matter of state concern.

In addition, councils must adhere to the following general requirements when enacting ordinances:

Press v. City of Minneapolis, 553 N.W.2d 80 (Minn. Ct. App. 1996). *State v. Becker*, 351 N.W.2d 923 (Minn. 1984). *State v. Northwest Poultry & Egg Co*., 203 Minn. 438, 281 N.W. 753 (1938). *State v. Suess,* 236 Minn. 174, 52 N.W.2d 409 (1952*). State v. Hayes*, C0-01-241 (Minn. Ct. App. Nov. 6. 2001) (unpublished decision).

- An ordinance must not be unconstitutionally vague. Ordinances must be reasonably certain in their terms and set forth objective standards that provide adequate notice of what is required or prohibited.

Holt v. City of Sauk Rapids, 559 N.W.2d 444 (Minn. Ct. App. 1997). *Cascade Motor Hotel, Inc. v. City of Duluth,* 348 N.W.2d 84 (Minn. 1984). See *City of Eveleth v. Town of Fayal*, C2-00-1882 (Minn. Ct. App. June 5, 2001) (unpublished decision).

- Ordinances must be consistent with the constitution and laws of the United States and Minnesota. (A city ordinance is presumed constitutional so long as it is substantially related to health, safety, or the general welfare. It also must be reasonable; that is, it must be fair, general, and impartial in operation.)

See cases cited above.

State v. Hensel, No. A15-005 (Minn. Sept. 13, 2017).

- Ordinances must not limit or deny any common law or constitutional rights.
- An ordinance must not be unconstitutionally overbroad.
- Ordinance provisions must not constitute an unreasonable restraint of trade.

RELEVANT LINKS:

See Handbook, *Liability. Lorshbough v. Twp. of Buzzle,* 258 N.W.2d 96 (Minn. 1977). *Pelican Lake Property Owners Ass'n v. County of Crow Wing,* Nos. C5-98-1549, C3-98-1940 (Minn. Ct. App. Aug. 17, 1999) (unpublished decision). *Schultz v. Frank*, No. C1-00-285 (Minn. Ct. App. Aug 1, 2000) (unpublished decision). *State v. Howard,* 360 N.W.2d 637 (Minn. Ct. App. 1985).

When adopting an ordinance, city officials should be aware that the city must follow any procedures established in the ordinance and that the city might be liable for not enforcing its ordinance. However, if the language of the ordinance does not make its enforcement mandatory, the city may have discretion not to enforce it. Cities should not adopt or retain an ordinance they do not intend to enforce. The council can adopt an ordinance to respond to a pre-existing problem or nuisance, and the city may generally prosecute a person who violates an ordinance after it has been adopted even if the person began the activity prior to the existence of the ordinance.

1. Form, content, and adoption of ordinances

Because ordinances have the force and effect of law, their form is important. While the law does not require an attorney to draft ordinances, those who do draft ordinances should have a sound understanding of the law. The city should consult an attorney to help prepare its ordinances or to review them before they are adopted.

Standard Ordinance Template, LMC Model Ordinance.
Minn. Stat. § 412.191, subd. 4.

Ordinances must meet certain requirements and follow a certain form. Charter cities should also look to their own charter provisions for requirements about adopting ordinances.

Minn. Stat. § 412.191, subd. 4.

The procedural requirements for the adoption of ordinances in statutory cities are found in state statute that provides in part that all ordinances must be:

- Approved by a majority of all members of the council, except where a larger number is required by law.
- Signed by the mayor and attested by the clerk.
- Published once in the official newspaper. There is an exception that allows for summary publication under certain circumstances.

See Part IV-C-*3 Publication of ordinances.*

a. Title

Every ordinance should have a title that briefly yet adequately describes its contents.

The phrases: "repealing ordinances inconsistent herewith" and "providing penalties for the violation thereof" should not be part of the title.

b. Number

Each ordinance should have an identifying number as part of its title.

RELEVANT LINKS:

c. Findings and purpose

An ordinance should provide an explanation or findings of fact stating the reasons and authority for adopting the ordinance and describing its purpose.

d. Enacting clause

Minn. Stat. § 412.191, subd. 4.

All ordinances, after a suitable title, should begin substantially in this form: "The City Council of _____ ordains. . ."

e. Body

The text of the ordinance should be written in clear and brief terms. If definitions are helpful, they should be contained in one beginning section. The sections should be short to make subsequent amendments easier and cheaper. All sections and subsections should have a number and an identifying word or short title.

f. Repeal

If prior ordinances are to be repealed, a section to this effect should be included. Each ordinance to be repealed should be specifically referred to by number, title, and adoption date.

g. Penalty

Minn. Stat. § 412.231.
Minn. Stat. § 169.89, subd. 2.
Minn. Stat. § 609.02, subds. 3, 4a.
Minn. Stat. § 609.0332.
Minn. Stat. § 609.034.

This section is for enforcement purposes. Cities may impose maximum penalties for misdemeanors of a $1,000 fine or 90 days in jail, or both. In addition, the costs of prosecution may be added. The maximum penalty for a petty misdemeanor is a fine of $300. Certain traffic offenses only may be prosecuted as petty misdemeanors.

h. Closing

The closing should read: "Passed by the (name of city) Council this (date) day of (month), (year)." If the council wants an effective date later than the date of publication, this section should state the effective date.

i. Maps

A.G. Op. 477-b-34 (Sept. 20, 1962).
A.G. Op. 59-a-9 (April 13, 1957).

If the ordinance refers to maps and they are an integral part of the ordinance, they must be included in the published ordinance. Because it is expensive to publish maps, a city may choose to omit all reference to the map in the ordinance and rely instead on word descriptions.

The city then could prepare a separate, unofficial map.

RELEVANT LINKS:

j. Notice of proposed ordinance

Minn. Stat. § 415.19. Minn. Stat. § 462.355, subd. 4. *Notice of Proposed Ordinance*, LMC Model Ordinance.

State statute requires statutory and home rule charter cities to provide notice of most proposed ordinances at least ten days before the city council meeting at which the proposed ordinance is scheduled for a final vote. The ten-day notice requirements also apply to proposed amendments to an existing ordinance. These requirements do not apply to interim ordinances.

Minn. Stat. § 415.19.

If a city has an electronic notification system that distributes general city information or notices through email, it must provide notice of a proposed ordinance through this email system at least ten days before the proposed ordinance is scheduled for a final vote. If a city has an electronic notification system, the city must notify a person of this notification procedure at the time the person applies for a new business license or license renewal.

Minn. Stat. § 415.19.

If a city does not have an electronic notification system, it must post a proposed ordinance in the same location as other public notices at least ten days before the proposed ordinance is scheduled for a final vote.

Minn. Stat. § 415.19.

If the city posts ordinances on its website, it must also post a proposed ordinance on its website at least ten days before the proposed ordinance is scheduled for a final vote. If the city does not post ordinances on its website, the city does not have to comply with this requirement.

Minn. Stat. § 415.19.

Failure to provide notice of a proposed ordinance does not invalidate the ordinance. These requirements are minimum requirements. A city may provide more notice if it has the ability to do so.

k. Deliberation

The council should discuss the ordinance according to the council's rules before passing it, even though failing to abide by these rules probably would not invalidate an ordinance if it meets statutory requirements. The statutes do not specify that an ordinance in a statutory city must have a certain number of readings, nor do they require the council to consider it at more than one meeting. Unless the council has rules to the contrary, it may pass an ordinance at the same meeting at which it is introduced.

Minn. Stat. § 415.19. See Section IV C 1 j - *Notice of Proposed Ordinance* for more information about these notice requirements.

However, state statute requires statutory and home rule charter cities to provide notice of most proposed ordinances at least ten days before the city council meeting at which the proposed ordinance is scheduled for a final vote.

RELEVANT LINKS:

l. Passage

Minn. Stat. § 412.191, subd. 4.

Ordinances in statutory cities must receive a majority vote of all the members of the council to pass, except where a larger number is required by law. This means, in effect, if the council has five members, at least three council members must vote in favor of an ordinance.

Both the clerk and the mayor in Standard Plan cities have the power to vote on ordinances. The mayor has no veto power.

m. Attestation

Minn. Stat. § 412.191, subd. 4. Minn. Stat. § 599.13. *City of Akeley v. Nelson*, No. C4-02-915 (Minn. Ct. App. Nov. 25, 2003) (unpublished decision). *Union Public Service Co. v. Village of Minneota*, 212 Minn. 92, 2 N.W.2d 555 (1942).

After the council passes an ordinance, the mayor and the clerk must sign it. The clerk should also affix the city seal to it. If either the mayor or clerk refuses to sign the ordinance, a court order can require them to do so if the court finds that the ordinance is legal.

n. Effective date

Union Public Service Co. v. Village of Minneota, 212 Minn. 92, 2 N.W.2d 555 (1942).

Unless otherwise specified within the ordinance, an ordinance becomes effective after its publication in the official newspaper. Before an ordinance takes effect, it may be revoked or repealed by the city council by motion, resolution, or ordinance.

2. Ordinance book

Minn. Stat. § 412.151, subd. 1. Minn. Stat. § 412.191, subd. 4.

Each statutory city must maintain an ordinance book containing copies of all ordinances passed by the council. Every ordinance must be recorded in the ordinance book within 20 days of its publication.

The ordinance book is a public record and is evidence in court. If the clerk uses printed copies of the ordinance clipped from the newspaper, a printer's affidavit should be attached to each ordinance in the book.

The city should have a numbering system adequate for indexing its ordinances. In most small cities where there are few ordinances, chronological order is satisfactory. When the number of ordinances is large or when the city is recodifying its ordinances, a more complicated system of decimal numbers might be advisable.

3. Publication of ordinances

The following publication requirements apply to statutory cities.

RELEVANT LINKS:

Minn. Stat. § 412.191, subd. 4. Minn. Stat. § 331A.02. Minn. Stat. § 331A.04. See LMC information memo, *Newspaper Publication,* for more information.

Every ordinance must be published once in the city's official newspaper. To qualify as an official newspaper, the newspaper must be a legal newspaper under state statute, and the council must have designated it as the city's official newspaper. Cities usually publish ordinances separately. If the city publishes them in full as part of the minutes, the publication meets all statutory requirements.

Minn. Stat. § 331A.05, subd. 2(c). A.G. Op. 277b-4 (Feb. 11, 1986).

An ordinance must be published within 45 days after being passed. Failure to publish within 45 days, however, will not necessarily invalidate the ordinance.

Minn. Stat. § 412.191, subd. 4.

A statutory city council may publish a summary of a lengthy ordinance. Publishing the title and summary shall be deemed to fulfill all legal publication requirements as completely as if the entire ordinance had been published. To do this, the city council must do the following:

See Minn. Stat. § 331A.01, subd. 10.

- The council must determine that publication of the title and a summary of the ordinance would clearly inform the public of the intent and effect of the ordinance.
- The council must approve summary publication by a four-fifths vote of its members.
- The title and summary must conform to Minn. Stat. § 331A.01, subd. 10.
- The summary must include notice that a printed copy of the ordinance is available for inspection by any person during regular office hours at the office of the city clerk and at any other location designated by the council or by standard or electronic mail.
- The council must approve the text of the summary prior to its publication and determine that it clearly informs the public of the intent and effect of the ordinance.
- A copy of the entire text of the ordinance must be posted in the community library or, if no library exists, in any other public location designated by the council.
- The text of the summary must be published in a font type no smaller than brevier or eight-point type.
- Proof of the publication must be attached to and filed with the ordinance.

It is advisable to use summary-publication authority in cases where the public interest in doing so is clear, as in the case of a lengthy and complex zoning ordinance where the length of the actual ordinance obscures its content, and where maps and descriptions of procedures can clarify the meaning.

RELEVANT LINKS:

Another example might be an annexation ordinance containing legal property descriptions where a summary identifying the property by using popularly understood location points like a street or watercourse line would better inform the public of its purpose and intent.

W.H. Barber Co. v. City of Minneapolis, 227 Minn. 77, 34 N.W.2d 710 (1948).

Errors in the publication of an ordinance may affect its validity. If the error is minor so that the correct meaning is clear from the context, the error has no effect on the ordinance's validity. When the error is more substantial, however, the ordinance provision containing the error is ineffective and void.

Minn. Stat. § 331A.05, subd. 6.

In home rule charter cities, the charter can impose additional or special requirements for the publication of ordinances.

4. Recording

Minn. Stat. § 462.36.
Minn. Stat. § 507.093.
Bruce Twp. v. Schmitz, No. A15-1163 (Minn. Ct. App. May 31, 2016) (unpublished decision).

A certified copy of every ordinance, resolution, map, or regulation relating to subdivisions, conditional use permits, and official maps must be filed with the county recorder. Failure to record an ordinance, resolution, map, regulation, variance or order shall not affect its validity or enforceability.

5. Adoption by reference

Minn. Stat. § 471.62.

Statutory and charter cities can reduce costs for publication when adopting certain complicated regulatory codes in ordinance form by using the process of adoption by reference. In effect, cities can adopt certain regulations by passing and publishing an ordinance that identifies the statute or other rule by name. Cities may only adopt regulations by reference on subjects about which they have authority to legislate.

Minn. Stat. § 471.62.

See also *Raymond v. Baehr*, 163 N.W.2d 51 (Minn. 1968) (holding a city may also incorporate a "public record" by reference in an ordinance).

Cities may adopt the following by reference:

- Minnesota statutes.
- State agency administrative rules or regulations.
- The state building code and the uniform fire code.
- Codes (or parts of codes) prepared for general distribution in printed form as a standard or model by any governmental, trade, or professional association on the subject of building construction (limited to the state building code), plumbing, electrical wiring, flammable liquids, sanitary provisions, public health, safety or welfare.
- Compilations or regulations or standards prepared by regional and county planning agencies on the subject of planning, zoning, subdivision regulation, and housing regulation.

RELEVANT LINKS:

Minn. Stat. § 471.62.

All other statutory publication requirements apply to the ordinance that incorporates another statute, rule, ordinance, or code by reference. In addition, prior to publication or posting, at least one copy of the incorporated statute, rule, ordinance, or code must be marked as the official copy and filed in the clerk's office for public use and examination. The clerk must furnish a copy of any incorporated statute or code to any person upon request. The clerk may levy a charge sufficient to cover the cost of providing the copy.

A.G. Op. 59-a-9 (July 18, 1967).
A.G. Op. 59-a-9 (March 27, 1956).

Codes, statutes, rules, regulations, and ordinances the council adopts by reference remain effective in their original form until changed or repealed by the council.

The city, when adopting the code by reference, most likely cannot stipulate that any future revisions by the issuing agency will be automatically incorporated by the city. If the city wishes to incorporate changes made by the issuing agency, the best practice would be for the city to pass an amending ordinance.

6. Alteration of ordinances

a. Amendment

See Section IV C 1 j - *Notice of Proposed Ordinance* for more information about the notice requirements of Minn. Stat. § 415.19.

The council must follow the same procedures for amending an ordinance as those followed for passing the ordinance. A city must provide notice of a proposed ordinance amendment at least ten days before the city council meeting at which the proposed amendment is scheduled for a final vote. After the amendment is passed by a majority of all members of the council, it must be attested to, published, and included in the ordinance book. In addition, the form of the amendment should be like new ordinances with respect to title, enacting clause, body, closing, and signatures. The council cannot change an ordinance by resolution. Instead, it must pass an amending ordinance.

Amending an Existing Ordinance Template, LMC Model Ordinance.

If the ordinance is short or if the changes are numerous, the council will usually re-pass the entire ordinance in its amended form, repealing the old ordinance in a separate section. An optional form would be to title the new ordinance as an amendment, and then recite the entire ordinance as it would read after amendment.

If the ordinance to be amended is so long that the cost of publishing it in its entirety would be prohibitive, the council may pass an amending ordinance that sets forth only the sections that will change. The council may include several amendments to the same ordinance in different sections of the same amending ordinance.

RELEVANT LINKS:

The council should label an amending ordinance as such, and should state the ordinance and sections in the proposed changes.

The council should avoid the practice of amending a single word or picking out a single sentence from a paragraph. This practice frequently leads to confusion. A better practice is to reprint the section or subsection in full as it would read after amendment.

If the council wishes to re-number its present ordinances, it may pass a re-numbering ordinance. The city must publish the re-numbering ordinance, but it does not have to include the text of the old ordinances.

b. Repeal

See Section IV C 1 j - *Notice of Proposed Ordinance* for more information about the notice requirements of Minn. Stat. § 415.19.

A city may repeal an ordinance only by passing another ordinance stating the title, number, subject, and date of the ordinance being repealed. The ordinance must explicitly state it is repealing the ordinance. A city must provide notice of the proposed repealing ordinance at least ten days before the city council meeting at which the proposed repealing ordinance is scheduled for a final vote.

To repeal an ordinance, the council must follow the same requirements for adopting ordinances. The council can repeal any number of ordinances in a single repealing ordinance.

Frequently, when a council passes a new ordinance or revises an ordinance, the new ordinance will contain provisions that are inconsistent with or replace similar provisions in an existing ordinance. Some cities insert a provision in the new ordinance repealing any or all ordinances or portions of ordinances inconsistent herewith. A better practice is to repeal, by name and number, any inconsistent provisions of former ordinances. If this is impractical, it is best to say nothing about the repeal of inconsistent ordinance provisions since the new ordinance automatically supersedes all inconsistent provisions in existing ordinances.

7. Codification of ordinances

a. Purposes of codification

Citizens have a right to know what their government requires of them. This is a fundamental due process right in our legal system.

If a citizen is to know the law on a particular matter, he or she must first know where to find it.

RELEVANT LINKS:

If a citizen is interested in knowing the city's current law on a particular matter, where does the search begin? In the book covering the minutes for the last 65 years? In the clerk's files? In the basement of city hall? Depending on the current state of affairs in the particular city, the answer to any or all of these questions could be "yes."

In assessing the need for codification, a city should begin by asking the following questions: What condition are the ordinances in? Are they organized in one place? Are they properly indexed? Are they cross-referenced? Are they up to date? Are they internally consistent? Are they in compliance with state and federal laws? Are they complete?

A codification of city ordinances allows city officials to respond affirmatively to all of these questions. A proper codification project encompasses all of the following:

- Identification of conflicting ordinances, and repeal or re-drafting of inconsistent or unclear ordinance provisions.
- Removal of archaic and unconstitutional ordinances.
- Development of a system that facilitates access to the city's laws and provides for continuous updating.
- Development of comprehensive indexing and cross-referencing.
- Review of the entire body of city ordinances for omissions.
- Organization of city ordinances into an easy-to-use reference book known as the city code.

Actual codes vary from the very simple to the very complex, depending partly on the size, age, and functions of the city. The simplest codes are compilations of all the ordinances currently in effect in the city, including the original title, number, enacting clauses, and concluding clause and signatures for each ordinance. Other codes re-number the ordinances to fit a subject-matter classification. Some other codes include new material adopted for the first time; in fact, in many instances, the whole code is adopted as new ordinance material even though much comes from existing ordinances in the same or slightly altered form.

A well-drafted city code helps a city operate efficiently and effectively. Ordinances are grouped together by subject, not by the chronological order in which they were passed. This eliminates the need to sort through stacks of loose ordinances to find a regulation on a particular subject.

Cities have a number of options for completing a codification of ordinances. Occasionally, the city attorney or city clerk will do the codification, but in many cases competing demands on their time make it difficult for them to undertake the project.

RELEVANT LINKS:

Cities can also hire private consulting firms that specialize in charter revision and ordinance codification.

The League of Minnesota Cities, in consultation with its codification consultant, American Legal Publishing Corporation, provides codification services to cities. Most Minnesota cities that have codes use the League's service. The service is designed to provide each city with a customized city code that meets the needs of that particular city. The League, in consultation with American Legal Publishing Corporation, provides the following services as part of its codification service:

For more information about Codification contact LMC Research at 800-925-1122 or 651-281-1200.

- Sorting, integrating, and organizing all current ordinances.
- Reviewing all ordinances and making suggestions about bringing them into compliance with current state and federal laws.
- Simplifying and using gender-neutral language.
- Suggesting new ordinances.
- Numbering all sections to allow the easy insertion of future amendments.
- Submitting a full-text draft for city review and approval.
- Delivering multiple copies of the final code with a detailed table of contents and complete index. Options are available for electronic editions of the code with full text search capacity and Internet support of the city code with links to the city's designated website and to the League's website.
- Updating existing codes by incorporating new ordinances into the code.

For more information about the Minnesota Basic Code, contact LMC Research at (800) 925-1122 or (651) 281-1200.

The League also has available for purchase a basic city code for Minnesota cities, which can be customized by the League's codification service to meet the needs of individual cities.

b. Codification procedures

Minn. Stat. § 415.02.

The city council has authority to codify any general or special laws, ordinances, resolutions, rules, and bylaws in force in the city.

Minn. Stat. § 412.191, subd. 4.

Adoping a City Code, LMC Model Ordinance.

An ordinance adopting a city code must be approved at a meeting of the city council. Cities should provide notice of a proposed ordinance adopting a city code at least ten days before the council meeting at which the proposed ordinance is scheduled for a final vote.

See Section IV C 1 j - *Notice of Proposed Ordinance* for more information about the notice requirements of Minn. Stat. § 415.19.

For statutory cities, an ordinance adopting the city code must be passed by a majority vote of all the members of the council, unless it includes material that must be adopted by a larger number.

RELEVANT LINKS:

If your code, for example, amends any portion of a zoning ordinance which changes all or part of the existing classification of a zoning district from residential to either commercial or industrial, a two-thirds majority vote of all members of the city council is required to adopt that portion of the code.

Minn. Stat. § 462.357, subd. 3.

Hearing Notice on Adopting City Ordinance Code, LMC Model Form.

Whether a notice of hearing regarding adoption of a city code is required to be given to certain persons or to be published depends on the contents of the code. Published notice is generally not required for statutory cities to adopt a code unless the code contains a zoning ordinance or amendments to a zoning ordinance, or if the code includes a new ordinance or major revisions to an existing ordinance, which, if adopted as a separate ordinance or as an amendment to a separate ordinance, would require published notice. Some city charters require a notice of hearing regarding adoption of a code to be published.

Minn. Stat. § 462.357, subd. 3.

Minn. Stat. § 461.19.

Mailed, written notice is required in at least two circumstances. First, if a code contains an amendment from a previous ordinance that changes zoning-district boundaries affecting an area of five acres or less, written mailed notice must be given to each owner of affected property and property situated wholly or partly within 350 feet of the property to which the amendment relates at least 10 days before the day of the hearing. Second, if the code contains amendments to a previous ordinance relating to the sale of tobacco, or if it adopts the League's model tobacco ordinance, written notice must be mailed to all licensed tobacco retailers in the city at least 30 days before the meeting at which the ordinance or amendments to the ordinance will be considered.

Minn. Stat. § 412.191, subd. 4.

Once the ordinance adopting the code has been passed, the ordinance must be published in the manner required by law for statutory cities or by the city charter if applicable. For statutory cities, the ordinance takes effect on the date of publication unless otherwise specified in the ordinance.

In some codes, provision is made for all fees to be adopted in a fee schedule adopted by a new ordinance that is not codified. This makes it possible to amend the fee schedule periodically without the need to make changes in the code.

Notice of hearing on the ordinance establishing a fee schedule need not be given if the fees in the schedule are the same as they were under the ordinances that are being codified.

Minn. Stat. § 340A.408, subd. 3a.

If the fee increases are to be included in the ordinance establishing or amending the fee schedule, written notice of the hearing should be mailed at least 30 days before the hearing at which the ordinance is to be considered, to all persons who hold business licenses in the city whose license fees are to be increased.

RELEVANT LINKS:

This is required for liquor-license fees, and it is a good idea for other types of business-license fees as well.

The hearing on the ordinance adopting the fee schedule can be held at the same time as the hearing on the adoption of the code. If not held at that time, it should be held soon after the hearing on the ordinance adopting the code. The ordinance adopting the code should also provide that until the fee schedule is adopted, existing fees continue until they are amended.

Minn. Stat. § 415.021.

The city may print and publish a code in book, pamphlet, or newspaper form. Newspaper publication is not necessary if the city prints a substantial number of copies of the code for general distribution to the public. A copy of any ordinances adopted by the city must be furnished to the county law library or its designated depository. A city, upon request, shall be reimbursed a reasonable charge by the county library for a copy furnished.

Minn. Stat. § 415.02.
Minn. Stat. § 599.13.

A city council may declare, by ordinance, that the codification is prima facie evidence of the city's law. After three years, the compilation and publication of any codification book or pamphlet is conclusive proof of the regularity of the ordinances' adoption and publication.

8. Prosecution responsibilities

Minn. Stat. § 412.231.
Minn. Stat. § 609.02, subds. 3, 4a. Minn. Stat. § 609.034. Minn. Stat. § 609.0332.

The city council has the power to declare the violation of any ordinance to be a crime and to prescribe penalties. The maximum penalty for a misdemeanor is a fine of $1,000 or imprisonment for 90 days, or both. The maximum penalty for a petty misdemeanor is a fine of $300.

Minn. Stat. § 412.861, subd. 1. Minn. Stat. § 484.87, subd. 3.

All prosecutions for ordinance violations are brought in the name of the city upon complaint and warrant as in other criminal cases. The city may hire an attorney, including the county attorney, for this purpose.

Minn. Stat. § 412.861, subd. 1.

If the accused is arrested without a warrant, a written complaint must be made. The accused must then plead guilty or not guilty, and a warrant shall be issued and served by either the sheriff or a police officer.

The city may have the sheriff or a city police officer serve an ordinance violator with a warrant for the arrest. City police officers, however, cannot serve criminal warrants outside the city limits.

Minn. Stat. § 412.861, subd. 2.

The complaint must describe the violated ordinance at least by section and number or chapter. When the complaint describes ordinances in this manner, the court considers them general laws that do not need proof in evidence.

RELEVANT LINKS:

Minn. Stat. § 484.87 subd. 2. Minn. Stat. § 388.051, subd. 2.

In Hennepin and Ramsey Counties, the attorney for the city in which the violation is alleged to have occurred prosecutes all violations of state laws (except as provided below and in Minn. Stat. § 388.051, subd. 2), including violations which are gross misdemeanors, and violations of municipal charter provisions, ordinances, rules, and regulations.

Minn. Stat. § 484.87 subd. 2.

In Hennepin and Ramsey Counties, the county attorney prosecutes criminal violations if either of the following occurs:

Minn. Stat. § 484.87 subd. 2.

- The county attorney is specifically designated by law as the prosecutor for the particular violation charged.

Minn. Stat. § 484.87 subd. 2.

- The alleged violation is of state law and is alleged to have occurred in a city whose population according to the most recent federal decennial census is less than 2,500 and whose governing body has accepted prosecution by the county attorney under this statute by majority vote, and if the defendant is cited or arrested by a member of the staff of the sheriff of Hennepin County or by a member of the State Patrol. A city seeking to use the county attorney under this statute, shall notify the county board at least 60 days prior to the adoption of the board's annual budget.

Minn. Stat. § 484.87 subd. 2. Minn. Stat. § 388.051, subd. 2.

In Anoka, Carver, Dakota, Scott, and Washington Counties, violations of state law that are petty misdemeanors, misdemeanors, or gross misdemeanors (except as provided in Minn. Stat. § 388.051, subd. 2) must be prosecuted by the attorney for the city where the violation is alleged to have occurred. The city may enter into an agreement with the county board and the county attorney to provide prosecution services for any criminal offense.

All violations of a city ordinance, charter provision, rule, or regulation must be prosecuted by the attorney for the city that promulgated it or by the county attorney with whom the city has contracted to prosecute these matters.

Minn. Stat. § 484.87, subd. 3. Minn. Stat. § 609.52. Minn. Stat. § 609.535. Minn. Stat. § 609.595. Minn. Stat. § 609.631. Minn. Stat. § 609.821.

In all counties except Hennepin, Ramsey, Anoka, Carver, Dakota, Scott, and Washington counties, violations of state law that are petty misdemeanors or misdemeanors that must be prosecuted by the attorney of the city where the violation is alleged to have occurred, if the city has a population greater than 600. If a city has a population of 600 or less, it may, by council resolution and with the approval of the board of county commissioners, give the duty to the county attorney.

In cities of the first, second, and third class, gross misdemeanor violations of sections 609.52, 609.535, 609.595, 609.631, and 609.821 must be prosecuted by the attorney of the city where the violation is alleged to have occurred.

RELEVANT LINKS:

The city may enter into an agreement with the county board and the county attorney to provide prosecution services for any criminal offense.

All violations of a municipal ordinance, charter provision, rule, or regulation must be prosecuted by the attorney for the city that promulgated it, regardless of its population, or by the county attorney with whom the city has contracted to prosecute these matters.

Minn. Stat. § 484.90, subd. 6.

In all cases prosecuted in district court by an attorney for a city for violations of state statute, or of an ordinance, or charter provision, rule or regulation of a city (except for cases prosecuted in Hennepin County and Ramsey County), the court administrator pays fines and penalties to the state treasury and it is generally distributed as follows: (1) 100 percent of all fines or penalties for parking violations for which complaints and warrants have not been issued to the treasurer of the city or town in which the offense was committed; and (2) two-thirds of all other fines to the treasurer of the city or town in which the offense was committed and one-third credited to the state general fund.

There is an exception to this division of fines and penalties under the state law relating to fines and forfeited bail money from state patrol traffic arrests. In these cases, the division of fines is as follows:

Minn. Stat. § 299D.03, subd. 5 (a).

- If the arrest occurs within a city and the city attorney prosecutes the offense and the defendant pleads not guilty, one-third of the money goes to the city, one-third to the state's general fund, and one-third is distributed as designated by state law between the Minnesota grade crossing safety account and the state trunk highway fund.

Minn. Stat. § 299D.03, subd. 5 (a).

- In all other cases, three-eighths of the money goes to the state's general fund, five-eighths is distributed as designated by state law between the Minnesota grade crossing safety account and the state trunk highway fund, and none to the city.

V. Local approval of special laws

Minn. Const. art. XII, § 2.
Minn. Stat. § 645.021.

Under the Minnesota Constitution, any law that affects a single unit of local government or a group of such units must name the unit or units. Also, the law generally does not take effect until a majority of the city council passes a resolution approving it. Unless otherwise required by the special law, the usual procedural requirements apply to resolutions. Publication is not necessary.

Local approval is necessary except for the following cases:

RELEVANT LINKS:

Minn. Stat. § 645.023, subd. 1.

Minn. Stat. § 645.023, subd. 1.

Minn. Stat. § 645.023, subd. 1.

Minn. Stat. § 645.021, subd. 3.

Minn. Stat. § 645.02.
Approving a Special Law, LMC Model Resolution.

- A law enabling one or more local government units to exercise authority not granted by general law.
- A law bringing a local government unit within the general law by repealing a special law, by removing an exception to the applicability of a general statutory provision, by extending the applicability of a general statutory provision, or by reclassifying local government units.
- A law that applies to a single unit or a group of units with a population of more than one million people.

When local action is necessary to approve the special law, the city must file a certificate of approval with the secretary of state. The secretary of state usually furnishes the city with certificate forms when the city receives notice of the passage of the special law. The local unit must approve the special law by the first day of the next regular session of the legislature for it to take effect.

Special laws take effect the day after the city files the certificate of approval unless the special law provides otherwise.

VI. How this chapter applies to home rule charter cities

Several sections of this chapter may be useful to charter cities.

The section on types of council meetings generally only applies to statutory cities, although the sections discussing meetings held by interactive technology, telephone or electronic meetings, and emergency meetings apply to all cities. The portions that discuss the open meeting law apply to all cities.

The sections on agendas, rules of order, and making an adequate record apply to all cities, except that in some charter cities, mayors may not be members of the council, may not vote except in the case of a tie, and may have veto power.

The section on motions, resolutions, and ordinances generally applies only to statutory cities. Home rule charter cities may have different requirements in their charters.

The section on local approval of special laws, applies to all cities. Under the provisions of this law, charters could not be amended by special law without local approval except for the specific, limited instances.

Citizens of Wright County

Wright County Board of Commissioners

Office Of Wright County Sheriff

Office of Wright County Attorney

County Administrator

Assistant County Administrator
Central Services

Office of County Administrator
*Office Administration
*Communications

Assistant County Administrator
Property Services

BOLD = Department

*= Division

Human Resources
* Risk Management

Health & Human Services
*Financial Services
* Public Health
* Social Services
* Tech Development

IT
* Infrastructure
* Tech and Support

Finance/Taxpayer Services
* Lic. Center
* Elections
* Finance
* Taxpayer Services

Facility Services
* Building Trades
*Facility/Grounds Maintenance

Highway
*Engineering/ Construction
* Fleet Services
* Hwy. Maint.

Parks and Recreation
* Park/NR Maintenance
*Park/Recreation Services
* Ag & Drainage
* Extension

Recorder
* Recording
* Land Records
* Vital Statistics

Veterans Services

Law Library

Project Administration
* GIS

Assessor
* Commercial
* Residential
* Ag

Surveyor
* PLSS Maintenance
* Plat Review

Planning & Zoning
* Enviromental Health
*Planning
*Building Inspections/Permits

Court Administration

Court Services

02.01 COUNTY ASSESSORS

Overview

This section provides an overview of the role of the county assessor. More information on this role can be found in the Property Tax Administrator's Manual on the Department of Revenue website.

Each county in the state is required to have a county assessor who is appointed by the county board of commissioners based on his or her knowledge and training in the field of property assessment and taxation. The Commissioner of Revenue must approve the appointment before it becomes effective.[1]

A county assessor term is four years, with a new term beginning on January 1 of every fourth year after 1973 (2013, 2017 2021, 2025…). When a vacancy occurs, the county board of commissioners must fill the office for the remainder of the term, by appointment, within 90 days. During that time, the deputy assessor (or if there is no deputy, the county auditor's appointee) will perform the functions of the assessor.[2]

The county board may terminate the term of the county assessor at any time on charges of **malfeasance**, **misfeasance**, or **nonfeasance** made by the Commissioner of Revenue.[3]

Malfeasance can be defined as wrong or illegal conduct, or an unlawful act, especially those committed by politicians or civil servants. This term is often used when a professional or public official commits an illegal act that interferes with the performance of his or her duties. An example of malfeasance would be an elected official who accepts a bribe in exchange for political favors or an assessor who intentionally undervalues a county commissioner's house.

Misfeasance can be defined as illegally performing something legal, acting improperly or illegally in performing an action that is in itself lawful, or general incompetence. This term is frequently used when a professional or public official does his job in a way that is not technically illegal but is nevertheless mistaken or wrong. Examples of misfeasance include a lawyer who is mistaken about a deadline and files an important document too late, a doctor who accidentally writes the wrong dosage on a prescription, or an assessor exempting his own house.

Nonfeasance can be defined as the failure to meet legal obligations. It is the failure to perform or the complete neglect of a contractual duty. An example of nonfeasance would be an assessor who does not physically inspect properties in their jurisdiction at least once every 5 years.

If the county board does not intend to reappoint a county assessor, they must present written notice to the county assessor no later than 90 days before the end of the term. If written notice is not made by this day, the county assessor will be automatically reappointed by the county board.[4]

[1] Minn. Stat. § 273.061, subd. 1.
[2] Minn. Stat. § 273.061, subd. 2.
[3] Minn. Stat. § 273.061, subd. 2.
[4] Minn. Stat. § 273.061, subd. 2.

Code of Conduct and Ethics

Licensed Minnesota assessors must abide by the ethical and professional guidelines established in the Code of Conduct and Ethics developed by the Commissioner of Revenue. The Code of Conduct and Ethics can be found on the Department of Revenue's website. The purpose of this code of conduct and ethics is to instill public confidence in property assessment and promote fairness and uniformity of assessment practices. To complement this code of conduct and ethics, an ethics seminar is required for all licensed assessors to be completed once in every four year period starting July 1, 2004.[5]

Basic Duties of the County Assessor

The duties of the county assessor include:[6]

- To direct and instruct local assessors in the county to perform their duties under the laws of the state to ensure that a uniform and equalized assessment of all property in the county is attained;
- To keep the local assessors in the county advised of all changes in assessment laws and all instructions which the assessor receives from the commissioner of revenue relating to their duties;
- To prepare and maintain a topographical land map and a land valuation map of the county, in such forms as may be prescribed by the Commissioner of Revenue, which shall be kept available in the assessor's office for the guidance of local assessors, local boards of review, and the county equalization board;
- To prepare, and keep available in the assessor's office, tables showing fair average minimum and maximum market values per acre of cultivated, meadow, pasture, cutover, timber and waste lands of each township in the county;
- To regularly examine and keep on file all conveyances of land outside the corporate limits of cities of the first and second class filed with the county recorder;
- To advise and assist local boards of review and the county board of equalization as needed, in part by being familiar with values of different items of personal property and providing necessary charts, tables, comparisons and data;
- To investigate the property and submit a report regarding applications for reductions of valuation and abatements and settlements at the request of the board of county commissioners or the Commissioner of Revenue;
- To search each year for property which has been omitted from assessment in the county and report all such omissions to the county auditor;
- To regularly confer with county assessors in neighboring counties in order to uniformly assess and equalize the value of similar properties and classes of property across counties;
- To maintain a record, in conjunction with other county offices, of all transfers of property to assist in determining the proper classification of property;
- To perform appraisals, review assessments, prepare appraisal reports, and testify before any court or other body as an expert or otherwise on property in the assessor's jurisdiction;
- To exchange data on property with the Commissioner of Revenue, county assessors, and local assessors to promote more uniform assessment and review of assessment across counties;
- To make the final valuation of all property in the assessor's jurisdiction, based on local assessor's reported appraisals;

[5] Minn. Stat. § 273.0755, para. (c).
[6] Minn. Stat. § 273.061, subd. 8 to 9.

- To personally view and determine the value of any property which may be difficult for the local assessor to appraise;
- To make changes ordered by the local boards of review;
- To enter all assessments in the assessment books furnished by the county auditor;
- To prepare any items prescribed by the Commissioner of Revenue, including the Spring and Fall Mini-Abstracts, the Assessment Abstract, and the Exempt Abstract;
- To perform other duties and services pertaining to the assessment of property in the county as required by the board of county commissioners or the Commissioner of Revenue.

Additionally, the county assessor must examine the appraisal records of each local assessor any time after December 1 of each year. If deficiencies in assessment with regards to quantity of or quality of work are found, the governing body of that district shall be notified. If these deficiencies are not substantially corrected after 30 days from the time of notice, the county assessor shall complete the assessment. When the assessments are completed, the local assessor shall resume the assessment function within the district.[7]

Staff Appraisers

The county assessor may employ one or more deputies, assistants (appraisers), and clerical help in order to successfully perform the duties of the office. Appraisers must meet the qualifications set forth by the State Board of Assessors. Typically, staff appraisers will have essentially the same duties as a local assessor but are responsible for any duties assigned to the county assessor's office, under the direction of the county assessor.[8]

Local Assessors

Local assessors are hired by local jurisdictions to perform the assessment in those districts.[9] The duty of a local assessor is to view, appraise, and classify all property in their assessment district. The final value of all property subject to assessment and taxation shall be determined by the county assessor, and any other book work, such as mailing of valuation notices, is done by the county assessor.[10]

In first class cities, the city assessor shall perform the duties of the county assessor. In cities with a population of 30,000 or more, the city assessor shall perform the duties of the county assessor, with the county assessor retaining his or her supervisory role as described in Minn. Stat. § 273.061, subd. 8.[11]

[7] Minn. Stat. § 273.064.
[8] Minn. Stat. § 276.06.
[9] Minn. Stat. § 273.05, subd. 1.
[10] Minn. Stat. § 273.061, subd. 7.
[11] Minn. Stat. § 273.063.

02.02 COUNTY AUDITORS

Overview

Each county has a county auditor. Auditors are elected in each county under Minn. Stat. § 384.01, however a county board may decide to make it an appointed position. Many counties have a combined auditor-treasurer office.[1]

County auditors may appoint a deputy auditor, who will have the same authority and responsibility as the auditor.[2]

Basic Duties of the County Auditor

The duties of the county auditor vary from county to county, depending upon the decisions of the county board. Duties that county auditors perform are outlined in Chapter 384 of the Minnesota Statutes and may include any of the following:

- Serve as clerk to the county board, responsible for preparing and preserving the minutes and preparing the annual financial statement for the county
- Maintain the official financial records for the county, including ledger journals
- Sign all warrants issued against the county and oversee the monthly trial balance
- Serve as recipient of all bids on behalf of the county construction projects, equipment, and services provided
- Calculate the tax capacity rates for all taxing jurisdictions in the county and compute the tax on each parcel of land
- Send the Truth-in-Taxation and annual tax statements to taxpayers
- Collect delinquent taxes and distribute collections to proper taxing districts
- Research the legality of and initiate Confessions of Judgment relating to the payment of taxes
- Work with property tax credits and the deferment of tax to qualifying Agricultural Preserve Programs and Green Acres Program
- Collect special assessments for cities and townships and distribute collections to proper taxing authority
- Initiate or concur with assessor in the preparation and issuance of tax abatements
- Identify, track, and implement legal proceedings of the tax forfeiture process and conduct tax forfeited land sales
- Remain involved with the Department of Natural Resources on lease lots, state leases, forestry issues and severed minerals
- Issue tax certificates under the seal of the office indicating whether taxes are paid or not
- Complete the auditor's certificate for requesting entities with all pertinent taxing information relating to the taxing district
- Administer the fiscal disparities program, which involves calculating a contributions and redistributing aid
- Administer all aspects of tax increment financing

[1] See Section 02.03 for more information on the role of the county treasurer.
[2] Minn. Stat. § 384.08.

- Maintain up to date records on each parcel of land in the county, including legal description and ownership and any transfers, sales, splits, mortgages, etc.
- Record all county and judicial ditch proceedings and assess any payments ordered by the ditch board
- Act as the chief election administrator for the county
- Serve as the deputy registrar for the county
- Serve as the administrator for vital statistics
- Issue liquor, wine, beer, auctioneer, dance, dangerous dog, charitable gambling, and other licenses deemed by the county to be appropriate
- Serve as a member of the Board of Equalization, Canvassing Board, and Secretary of the Extension Committee.

The above list is just an example of the types of duties a county auditor may be required to perform. These duties will vary from county to county. In addition, every auditor has many personnel duties to attend to.

02.04 COUNTY RECORDERS

Duties of the County Recorder

The duties of the county recorder vary from county to county, depending upon the decisions of the county board. Duties that county recorders perform are outlined in Chapter 386 of the Minnesota Statutes and may include any of the following:

- Perform abstract services and employ licensed abstractors
- Charge and collect all fees as prescribed by law, which shall be paid to the county at least every month
- Keep an index as a grantor's and grantee's reception index
- Enter in the index all deeds and other instruments left, and all copies left, as cautions or notices of liens
- Note within the tract index the date, time, and minute of every instrument affecting the title to any land filed for recording
- Endorse each instrument received for record with a consecutive number and enter the number in all indexes kept in the office
- Keep an index of all records kept in the office showing the number of instrument consecutively, the kind, the time of its reception, and where the same is recorded
- Exhibit any of the records or papers in the recorder's custody to the inspection of any person
- Record certificates of military discharge and releases or transfers from active duty at no fee
- Maintain the power of a public notary
- Keep suitable word-for-word records of all instruments left with the recorder
- Accept security deposits to guarantee payments of charges
- Serve as registrar
- Enter all first and subsequent certificates of title by entering them into the books
- Enter accurate descriptions of all registered lands in tract indexes
- Maintain vital statistics for the county
- Accept, prepare, and issue marriage licenses and certificates
- Hold custody of all records for the county pertaining to real estate title, including deeds and mortgages
- Record military discharge papers and issue certified copies of them
- Record state and federal tax liens
- Hold custody of the original government land survey
- Maintain all legal records of all real estate in the county
- Provide abstracts of title, handle driver's license renewals, issue birth and death certificates, marriage licenses, file notary commissions, and provide passports

The above list is just an example of the types of duties a county recorder may be required to perform. These duties will vary from county to county. Additional duties can also be found throughout Minnesota Statutes, Laws, and Rules.

02.03 COUNTY TREASURERS

Overview

Each county has a county treasurer. Treasurers are elected in each county under Minnesota Statute 385.01, however a county board may decide to make it an appointed position. Many counties have a combined auditor-treasurer office.[1]

County treasurer may appoint a deputy treasurer, who will have the same authority and responsibility as the treasurer.[2]

Basic Duties of the County Treasurer

The duties of the county treasurer vary from county to county, depending upon the decisions of the county board. Duties that county treasurers perform are outlined in Chapter 385 of the Minnesota Statutes and may include any of the following:

- Keep a full and accurate account of all money received and pay out money as directed by law or the proper authority
- Invest excess county funds in order to receive the highest and safest return for the county
- Keep public funds separate from any private funds of any person
- Apply Legislative updates to office procedures
- Comply with Minnesota's retention schedule and determine the disposition of files and records of the office
- Provide information as requested by state agencies, the general public, and other county personnel
- Attend meetings of professional organizations, county/state committees, and agencies to provide services directly related to county treasurer duties
- Maintain and balance the cashbook
- Direct day-to-day operations of the treasurer's office
- Prepare and deposit county funds and account transfers
- Balance funds daily and twice a month with the auditor's office
- Balance and close all ledger accounts for the previous year and prepare reports for audit purposes for the state audit team at the end of the year
- Maintain sufficient liquidity to cover disbursements, ensure appropriate and sufficient collateral is pledged, and maintain a principal/interest earned record on investments and securities
- Work with brokers/banks on Certificates of Deposits and investments
- Mail statements and accept payment for real estate not delinquent, personal property, mineral interest, and mobile home taxes
- Maintain and collect delinquent mobile home taxes
- Mail Truth-in-Taxation notices
- Mail and distribute county payroll, auditor warrants, commissioner warrants, and welfare warrants
- Maintain the escrow listing and escrow transactions
- Maintain mailing addresses on the tax system

[1] See Section 02.02 for more information on the role of the county auditor.
[2] Minnesota Statute 385.02, subd. 1.

- Maintain tax books showing taxes paid or unpaid and changes in ownership or tax payer
- Provide tax searches for the general public, real estate sales agents, mortgage companies, and escrow agencies.
- Collect deed tax and mortgage registration tax and distribute these receipts to the appropriate units of government
- Examine and sign off on county recorder documents for compliance with statute
- Collect NSF checks, refund overpayments, prepare stop payments on outstanding checks, answer correspondence, and prepare media advertisements for tax deadlines
- Sign off on affidavit/permits for manufactured homes for titling and relocation purposes
- Prepare documents to report delinquent manufactured home taxes to the Department of Revenue
- File unclaimed property with the Department of Revenue
- Prepare most of the settlement for payment after each tax deadline
- Handle driver's license renewals, issue birth and death certificates, marriage licenses, and file notary commissions and ministerial credentials

PUBLIC DRAINAGE SYSTEMS:

DRAINAGE AUTHORITY RESPONSIBILITIES

Public Drainage Systems: Drainage Authority Responsibilities

John C. Kolb
Rinke-Noonan
St. Cloud, Minnesota

888-899-6700
jkolb@rinkenoonan.com

I The Drainage Authority

- "Drainage authority" means the board or joint county drainage authority having jurisdiction over a drainage system or project. Minn. Stat. §103E.011, subd. 9.
- A watershed district shall take over a joint county or county drainage system within the watershed district if directed by a county or joint county drainage authority. Minn. Stat. §103D.625, subd. 1.
- Watershed management organizations may accept transfer of drainage systems under sections 103B.205 to 103B.255. Minn. Stat. §103D.227, subd. 7.

Drainage Authority's Role

- The drainage authority "is in an appropriate position to assert the property owners' drainage rights, since it is the only entity authorized to conduct work in the ditch." McLeod County v. MDNR, 549 N.W.2d 630 (Minn. Ct. App. 1996).
- When a drainage system is established, the drainage authority acquires jurisdiction over its constituent property, and landowners recovering damages or incurring assessments acquire property rights in the ditch system. Fischer v. Town of Albin, 258 Minn. 154, 156, 104 N.W.2d 32, 34 (Minn. 1960)

Property Owners Rights

- Drainage Benefits/Drainage Rights
  - A landowner assessed for benefits in a public drainage system has a vested property right in the maintenance of the ditch in the same condition as it was then originally established. Fischer v. Town of Albin, 104 N.W.2d 32, 33 (Minn. 1960).
    - The landowner is entitled to have all of the conditions upon which a drainage system is based, as well as the ditch itself, maintained so that the system will function substantially as established. IQ. at 35. The vested rights of assessed landowners to the as constructed ditch condition does not, under the law, diminish over time.

Drainage Authority's Responsibilities

- Protect the drainage right
  - Keep system in state of repair
  - Prevent damage
  - Prevent unauthorized use
  - Ensure "fair share"
- Balance interests
  - Economic interests
  - Environmental interests

Keep system in state of repair

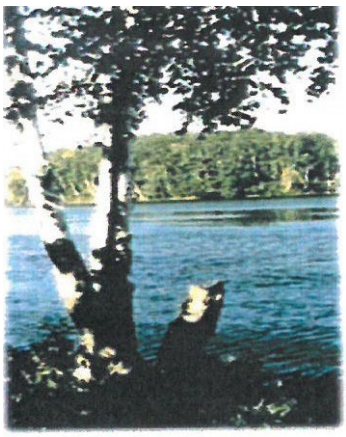
- After the construction of a drainage system has been completed, the drainage authority shall inspect and shall maintain the drainage system that is located in its jurisdiction and provide the repairs necessary to make the drainage system efficient

Repairs (103E.701)

- Repair means to restore all or a part of a drainage system as nearly as practicable to the same hydraulic capacity as originally constructed and subsequently improved, including:
  - resloping of ditches and leveling of waste banks to stabilize
  - realignment to original construction to restore the effectiveness
  - routine operations that may be required to remove obstructions
  - incidental straightening and replacement of tiles

Repairs

- Repair of a drainage system may include the preservation, restoration, or enhancement of wetlands; wetland replacement under section 103G.222; the realignment of a drainage system to prevent drainage of a wetland; and the incorporation of measures to reduce channel erosion and otherwise protect or improve water quality.



Prevent damage

- If a drainage system has been obstructed, including by the installation of bridges or culverts of insufficient hydraulic capacity, the board shall direct the responsible party to remove th obstruction or show why the obstruction should not be removed. Minn. Stat. §103E.075
- A person may not cause or construct a drain that outlets into a drainage system without permission
- A person may not willfully obstruct or damage a drainage project or system.
- Violation of this section is a misdemeanor. Minn. Stat. §103E.081

Unauthorized use

- If the engineer determines or is made aware that property that was not assessed for benefits for construction of the drainage system has been drained into the drainage system or has otherwise benefited from the drainage system, the engineer shall identify the benefitting land. Minn. Stat. §103E.741, subd. 1.
- The drainage authority shall appoint viewers as provided by section 103E.305 before the repair contract is awarded. The viewers shall determine the benefits to all property and entities benefited by the original construction of the drainage system and not assessed for benefits arising from its construction.

.) Unauthorized use

- A public or private drainage system that drains property not assessed for benefits for the established drainage system may not be constructed to use the established drainage system as an outlet without obtaining express authority from the drainage authority. Minn. Stat. § 103E.401

Unauthorized use

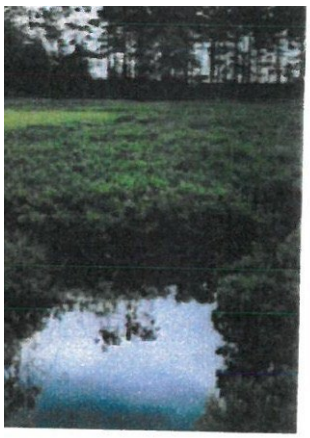
- The drainage authority shall consider the capacity of the outlet drainage system.
- The drainage authority shall state the terms and conditions for use of the established drainage system as an outlet
- The drainage authority shall set the amount to be paid as an outlet fee.

Ensure Fair Share

- If the drainage authority determines that the original benefits or damages determined in a drainage proceeding do not reflect reasonable present day land values or that the benefited or damaged areas have changed, the drainage authority may appoint three viewers to redetermine and report the benefits and damages and the benefited and damaged areas.

Balancing interests

- Drainage Authorities have an obligation to administer ditches in a manner consistent with the policies established by the legislature in various environmental laws. McLeod County
- The appellate courts will construe **drainage** laws **liberally** to promote the public health and the drainage and reclamation of wet or overflowed land.



Slama vs. Pine County

(No. A0?-1091, 2008 WL 1972914 (Minn. Ct. App. May 6, 2008)

- Issue: May a landowner compel maintenance of a public drainage system to as constructed conditions
- Ruling: The drainage authority may exercise its discretion in decide the scope of a repair
- Remaining issues: At what point will a failure to act by the drainage authority create a compensible damage to the landowner

Drainage System Abandonment

- If the drainage system does not serve any useful purpose to any affected property and is not of public benefit and utility, the drainage authority or court shall make findings and shall, by order, abandon the drainage system.
- Abandonment may be partial (103E.806) or complete (103E.811).
- Abandonment may only be accomplished by petition.
- A petition 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. (Complete)
- an owner of benefited property may petition for partial abandonment.

De Facto Abandonment

- The drainage authority must consider and weigh competing environmental and public interests in order to determine "whether [a] project will be of public utility, benefit, or welfare." Minn.Stat. § 103E.015.
- The drainage authority, has discretion to determine the manner in which the ditch will be maintained.
- A lack of maintenance over time may limit the scope of future maintenance or prevent maintenance altogether.
- Whether lack of maintenance can result in de facto abandonment or whether it simply results in a claim for damages is not addressed in statute and has not been addressed by the courts.

Managing funds

- The board shall provide funds to pay the costs of drainage projects and systems.
- The treasurer shall keep a separate account for each drainage system.
  - The account must be credited with all money from assessments and other sources for the drainage system.
  - The account must be debited with every item of expense made for the drainage system. Minn. Stat. §103E.651

Inspection Requirement

- After the construction of a drainage system has been completed, the drainage authority shall ... have the drainage system inspected on a regular basis by an inspection committee of the drainage authority or a drainage inspector appointed by the drainage authority.
- Inspection shall include the permanent strips of perennial vegetation.
- Open drainage ditches shall be inspected at a minimum of every five years when no grass strip violation is found and annually when a grass strip violation is found, until one year after the violation is corrected.

Drainage Inspector

- Where constructed drainage systems have an aggregate cost of more than $50,000, the board shall appoint a competent person as drainage inspector.
- The inspector shall examine the drainage systems designated by the board.
- The board shall specify the appointment period and compensation.

4 Inspections

- Periodic/systematic
  - On a set schedule
  - Budgeted
  - Specified criteria
  - Allows for proactive maintenance
- Reactive (no, no)
  - Complaint driven
  - Compromises rights

Stearns County Ditch 50

(Blaine v. City of Sartell, 865 N.W.2d 723 (Minn. Ct. App. 2015))

- Ditch established and constructed in 1986.
- Blaine constructs home in benefitted area in 1989
- 2009 Drainage Authority adopts inspection policy: "only at the request of a benefitted property owner."
- As of 2011 no complaints or requests for maintenance
- June and July 2011 after consecutive .S" and 1" rains, Blaine's property floods.
- Blaine sues City (negligent design/maintenance of stormwater system) and DA (negligent maintenance of drainage system)
- Drainage authority claims discretionary immunity and wins in the trial court (SJ).
- Court of Appeals reverses stating: "County has no discretion to use a reactive system." Statute mandates regular inspections.

Inspection Policy

- Drainage Authorities should have a written policy for inspecting public drainage systems, and the wording of the policy should be such as to establish a "regular basis" for inspections (it may provide for inspection at other times as well).
- Drainage Authority may choose whatever frequency it deems appropriate (consistent with statute).
- Drainage Authority, though its policy should reference the relevant considerations (such as the weighing of cost, maintenance history, susceptibility of systems to blockage, etc.).

Funding Inspections

- **By ditch**
- From central fund
- Basis of assessment

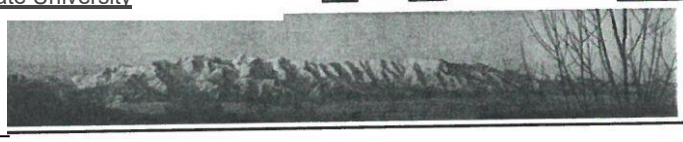
Questions/Discussion

John C. Kolb
Rinke-Noonan
St. Cloud, Minnesota

888-899-6700
jkolb@rinkenoonan.com

Targeted water storage to maintain productive land and restore clean water

Patrick Belmont
Department of Watershed Sciences
Utah State University



None of our work would be possible without the tireless and meticulous work of innumerable state and local agency staff
and
the interest and support of south central Minnesotans.

UMN HydroJocy | UMN-D OCY | UMN EcolOlY | UIUC Hydrolocv | USU Sect. Transpon | usu Geomorphofosy

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Karthik Kumarasamy

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Bruce Call
Shayler Levine
Patrick Adams
Adam Fisher

Funding provided by:

CLEAN WATER LAND & LEGACY

Ion Control Agency

MINNESOTA CORN GROWERS ASSOCIATION

MINNESOTA DEPARTMENT of AGRICULTURE

LEAGUE of MINNESOTA CITIES

HANDBOOK FOR MINNESOTA CITIES

Chapter 7
Meetings, Motions, Resolutions, and Ordinances

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This material is provided as general information and is not a substitute for legal advice. Consult your attorney for advice concerning specific situations.

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8/30/2022
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WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Greg Kryzer

Requestor Title
County Administrator

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
2/18/2025 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 (this is what will appear on the Agenda) *
Approve Recommendations from the County Board Workshop (2-11-2025)

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Recommendations from the County Board Workshop (2-11-2025)

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

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

Agenda Item Attachments (0)

Document Name	Attachment Type

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

WORKSHOP RECOMMENDATIONS

BOARD OF WRIGHT COUNTY COMMISSIONERS

FEBRUARY 11, 2025

DATE APPROVED: DRAFT

Tina Diedrick	District 1
Darek Vetsch	District 2
Jeanne Holland	District 3
Nadine Schoen	District 4
Robert (Kirby) Moynagh III	District 5

---

1. **Schedule Meetings as Needed**

   RECOMMENDATION*: Informational Only.*

2. **Wright County Historical Society Year-End Review and 2025 Goals**

   RECOMMENDATION: *Informational Only.*

3. **Recycling Grant Program Considerations**

   RECOMMENDATION: *The consensus of the board was to direct staff to:*
   - *move forward with the example Memorandum of Understanding (MOU) in the workshop agenda and distribute to eligible townships to utilize the HHW/Recycling Center for the disposal of certain materials and distribute to townships that do not have a yard waste or brush collection site with an expiration date to February 1, 2029.*
   - *move forward with researching the feasibility and desire of townships on refuse and recycling collection programs through a Joint Powers Agreement pursuant to Minnesota statute 115A.94.*

4. **2026 Proposed Budget Schedule Review and Adoption**

   RECOMMENDATION: *The consensus of the board was to direct staff to move forward with scheduling meetings as presented with revisions for the 2026 budget review process.*

5. **American Rescue Plan and General Fund Project Review**

   RECOMMENDATION: *Informational Only.*

6. **Review Request to Gain Opinion from The Outside Counsel on The Legality of Funding Drainage Projects with General Fund Money**

   RECOMMENDATION: *The consensus of the board was to direct staff to draft Commissioner Handbook policy language for seeking outside counsel as a collective board and/or individual commissioner.*

7. **10:30 AM – Closed Session Meeting**

8. **11:00 AM – Adjourn**

DRAFT

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Marc Mattice

Requestor Title
Assistant County Administrator

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
2/18/2025 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
BTP5489

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve One of the Two Recommendations from the Ways & Means Committee Meeting (2-11-2025)

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve One of the Two Recommendations from the Ways & Means Committee Meeting (2-11-2025)

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

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

Agenda Item Attachments (2)

Document Name	Attachment Type
2.11.25 Ways & Means Committee Recommendation.docx	Attachment
2025-02-10 11-17.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

MEETING RECOMMENDATIONS

WAYS AND MEANS COMMITTEE

FEBRUARY 11, 2025

DATE APPROVED: DRAFT

Tina Diedrick	District 1
Darek Vetsch	District 2
Jeanne Holland	District 3
Nadine Schoen	District 4
Robert Moynagh III	District 5

Members Present: Jeanne Holland, Nadine Schoen

Others Present: Greg Kryzer, Marc Mattice

I. Discussion of Purchase of Real Property

RECOMMENDATION*: The consensus of the committee was to bring forward for board approval one of the two following options:*

1) **Approve the Letter of Intent and Authorize Signatures**

or

2) **Move to Closed Session to Further Discuss**

DRAFT

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 *
2/18/2025 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 (this is what will appear on the Agenda) *
Warrants Issued

Short Title (what will appear on Agenda outline - 250 character max.) *
Warrants Issued

Agenda Item Attachments (1)

Document Name	Attachment Type
WC Disbursements.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

WRIGHT COUNTY MINNESOTA

Disbursements by Warrant Number

Report Date GMT 2/11/25 4:22 PM

Warrant#	Warrant Date	Vendor Name / Account Number	Amount	Description	Invoice Number	1099

Date Range: 1/29/2025 to 2/10/2025

PII: NO **Business Unit:** 300000006871689

115654	46433	MN DEPT OF PUBLIC SAFETY				
	2025-01-29	84-041-000-0000-6820-000000	$24,584.35	MNDRIVE	20250129MV	N
115654	**46433**	**MN DEPT OF PUBLIC SAFETY**	**$24,584.35**			
115655		Kyle Joel Anderson				
	2025-01-29	01-201-270-0000-6805-000000	$1,422.00	-SBA-WOS M2X Z Carrier NASPO Covert series-$117.00.-SBA-WSXM2 Z Ball Panel set NASPO-$930.00.-PRT-WTP IMPACT 58 Trauma plate impact HT-$99.00.-SBA-WOS V1WEB 656 Carrier Overt V1 Molle-	EX000062055079	
115655		**Kyle Joel Anderson**	**$1,422.00**			
115656		Zachary James Tabor				
	2025-01-29	01-201-000-0000-6805-000000	$1,848.90	Vest reimbursement	EX000057384404	
115656		**Zachary James Tabor**	**$1,848.90**			
115658	321	BRAUN INTERTEC CORPORATION				
	2025-01-29	03-326-000-0000-6261-000000	$835.00	CSAH 135 BITUMINOUS PLANT INSPECTIONS	B415724	N
	2025-01-29	03-320-000-0000-6505-000000	$1,585.00	SAP 603-025 CSAH 3 BITUMINOUS PLANT TESTING	B415725	N
	2025-01-29	03-326-000-0000-6261-000000	$892.50	CSAH 148 BITUMINOUS PLANT INSPECTIONS	B415726	N
115658	**321**	**BRAUN INTERTEC CORPORATION**	**$3,312.50**			
115659	936	WRUCK SEWER AND PORTABLE RENTAL				
	2025-01-29	01-111-000-0000-6251-000000	$195.00	Sheriff Support Building Pump Holding Tank	I26146	N
	2025-01-29	01-111-000-0000-6251-000000	$195.00	Maple Lake Shop Pump Holding Tank	I26151	N
115659	**936**	**WRUCK SEWER AND PORTABLE RENTAL**	**$390.00**			
115660	1436	STREICHERS				
	2025-01-29	01-250-000-0000-6411-000000	$339.91	3/8-inch Custom Cutout: Gold	I1741698	N
	2025-01-29	01-250-000-0000-6806-000000	$169.98	New Hire - Uniform Allowance	I1741865	N
115660	**1436**	**STREICHERS**	**$509.89**			
115661	2828	CUSTOM TOWING LLC				
	2025-01-29	01-201-000-0000-6261-000000	$268.44	Towing Case# 24034440	4168	Y
	2025-01-29	01-201-000-0000-6261-000000	$171.80	Towing	5434	Y
115661	**2828**	**CUSTOM TOWING LLC**	**$440.24**			
115662	3365	WSB & ASSOCIATES INC				
	2025-01-29	03-320-000-0000-6507-000000	$1,028.75	MONARCH CCAA APPLICATION	R-026333-000-5	N
115662	**3365**	**WSB & ASSOCIATES INC**	**$1,028.75**			
115663	4235	SCHNEIDER GEOSPATIAL, LLC				
	2025-01-29	02-101-101-0000-6260-000000	$7,056.00	Quarterly Beacon Cost	I006155	Y

115663	**4235**	**SCHNEIDER GEOSPATIAL, LLC**	**$7,056.00**			
115664	4257	CANON FINANCIAL SERVICES, INC				
	2025-01-29	11-420-600-0020-6343-000000	$446.45	MACHINERY OR EQUIPMENT LEASE	37547065	N
	2025-01-29	11-430-700-0020-6343-000000	$995.94	MACHINERY OR EQUIPMENT LEASE	37547065	N
	2025-01-29	11-450-430-0020-6343-000000	$274.74	MACHINERY OR EQUIPMENT LEASE	37547065	N
	2025-01-29	11-420-600-0020-6343-000000	$164.29	MACHINERY OR EQUIPMENT LEASE	37547128	N
	2025-01-29	11-430-700-0020-6343-000000	$366.51	MACHINERY OR EQUIPMENT LEASE	37547128	N
	2025-01-29	11-450-430-0020-6343-000000	$101.10	MACHINERY OR EQUIPMENT LEASE	37547128	N
	2025-01-29	11-420-600-0020-6343-000000	$40.07	MACHINERY OR EQUIPMENT LEASE	37547280	N
	2025-01-29	11-430-700-0020-6343-000000	$89.39	MACHINERY OR EQUIPMENT LEASE	37547280	N
	2025-01-29	11-450-430-0020-6343-000000	$24.66	MACHINERY OR EQUIPMENT LEASE	37547280	N
	2025-01-29	11-450-430-0020-6343-000000	$29.77	MACHINERY OR EQUIPMENT LEASE	37645276	N
	2025-01-29	11-420-600-0020-6343-000000	$48.38	MACHINERY OR EQUIPMENT LEASE	37645276	N
	2025-01-29	11-430-700-0020-6343-000000	$107.91	MACHINERY OR EQUIPMENT LEASE	37645276	N
115664	**4257**	**CANON FINANCIAL SERVICES, INC**	**$2,689.21**			
115665	4713	GUARDIAN FLEET SAFETY LLC				
	2025-01-29	01-201-000-0000-6452-000000	$250.00	Vehicle Maintenance - Bad Speaker	301502	N
115665	**4713**	**GUARDIAN FLEET SAFETY LLC**	**$250.00**			
115666	4902	BURDAS TOWING				
	2025-01-29	01-201-000-0000-6261-000000	$234.61	Towing 25002061	#25-218288	Y
115666	**4902**	**BURDAS TOWING**	**$234.61**			
115667	6027	ENVIROTECH SERVICES INC				
	2025-01-29	03-330-000-0000-6533-000000	$6,757.50	APEX C DEICER	CD202506751	N
115667	**6027**	**ENVIROTECH SERVICES INC**	**$6,757.50**			
115668	6231	CINTAS CORPORATION NO. 2				
	2025-01-29	03-310-000-0000-6806-000000	$43.46	HIGHWAY UNIFORMS - OTSEGO	04213577314	N
	2025-01-29	03-310-000-0000-6806-000000	$52.96	HIGHWAY UNIFORMS - WAVERLY	04213966067	N
	2025-01-29	03-310-000-0000-6806-000000	$45.27	HIGHWAY UNIFORMS - OTSEGO	04214321432	N
	2025-01-29	03-310-000-0000-6806-000000	$52.96	HIGHWAY UNIFORMS - WAVERLY	04214701442	N
	2025-01-29	03-310-000-0000-6806-000000	$52.96	HIGHWAY UNIFORMS - WAVERLY	04215502607	N
	2025-01-29	03-310-000-0000-6806-000000	$52.96	HIGHWAY UNIFORMS - WAVERLY	4216859456	N
	2025-01-29	03-310-000-0000-6806-000000	$52.96	HIGHWAY UNIFORMS - WAVERLY	4217637771	N
	2025-01-29	03-310-000-0000-6806-000000	$52.96	HIGHWAY UNIFORMS - WAVERLY	4218377969	N
	2025-01-29	03-310-000-0000-6806-000000	$311.46	HIGHWAY UNIFORMS - BUFFALO	4218378751	N
	2025-01-29	03-310-000-0000-6806-000000	$51.63	HIGHWAY UNIFORMS - MAPLE LAKE	4218540250	N
	2025-01-29	03-310-000-0000-6806-000000	$29.47	HIGHWAY UNIFORMS - COKATO	4218683446	N
	2025-01-29	03-310-000-0000-6806-000000	$43.46	HIGHWAY UNIFORMS - OTSEGO	4218737120	N
	2025-01-29	03-310-000-0000-6806-000000	$52.96	HIGHWAY UNIFORMS - WAVERLY	4219105903	N
	2025-01-29	03-310-000-0000-6806-000000	$311.46	HIGHWAY UNIFORMS - BUFFALO	4219106619	N

115668	**6231**	**CINTAS CORPORATION NO. 2**	**$1,206.93**			
115670	200183	ROUTEWARE, INC.				
	2025-01-29	20-393-111-0000-6840-000000	$3,912.00	ReCollect Waste Wizard 01/11/2025 - 01/10/2026	CI-1000028	N
	2025-01-29	20-393-111-0000-6840-000000	$1,740.00	ReCollect Essential Success Package 01/11/2025 - 01/10/2026	CI-1000028	N
115670	**200183**	**ROUTEWARE, INC.**	**$5,652.00**			
115671	200788	REPUBLIC SERVICES 894				
	2025-01-29	01-111-000-0000-6251-000000	$91.52	3-0894-0121467 TTC Waste Hauling 1/1/25-1/31/25	0894-006997916	N
	2025-01-29	01-111-000-0000-6251-000000	$335.05	3-0894-0121467 JC Waste Hauling 1/1/25-1/31/25	0894-006997916	N
	2025-01-29	01-111-000-0000-6251-000000	$169.13	3-0894-0121467 HWY Waste Hauling 1/1/25-1/31/25	0894-006997916	N
	2025-01-29	03-350-000-0000-6521-000000	$662.26	30 Cu Yd On call Service Dry Waste Dumpster	0894-006997916	N
	2025-01-29	01-111-000-0000-6251-000000	$275.68	3-0894-0121467 PW Waste Hauling 1/1/25-1/31/25	0894-006997916	N
	2025-01-29	01-111-000-0000-6251-000000	$1,680.86	3-0894-0121467 LEC Waste Hauling 1/1/25-1/31/25	0894-006997916	N
	2025-01-29	01-111-000-0000-6251-000000	$561.42	3-0894-0121467 GC Waste Hauling 1/1/25-1/31/25	0894-006997916	N
	2025-01-29	01-111-000-0000-6251-000000	$34.54	3-0894-0121467 Late fee	0894-006997916	N
	2025-01-29	01-111-000-0000-6251-000000	$40.59	3-0899-0128224 Otsego Shop Waste Hauling Feb 2025	0899-004668328	N
115671	**200788**	**REPUBLIC SERVICES 894**	**$3,851.05**			
115675	200846	KLJ SOLUTIONS				
	2025-01-30	03-320-000-0000-6505-000000	$13,888.48	CSAH 16 & 30 CORRIDOR STUDY	10216122	N
115675	**200846**	**KLJ SOLUTIONS**	**$13,888.48**			
115676		Michael John MacMillan				
	2025-01-30	01-025-021-0000-6333-000000	$235.77	Meeting MACPO Director - Itasca County Planning Meeting. Communicated with Greg Kryzer about use of personal vehicle	EX000061693261	
115676		**Michael John MacMillan**	**$235.77**			
115678	609	DESIGN ELECTRICAL INC-COLD SPRING ELEC.				
	2025-01-30	03-350-000-0000-6543-000000	$4,861.55	CSAH 3/30 LIGHT POLE REPLACEMENT	25238	N
	2025-01-30	03-350-000-0000-6543-000000	$1,295.17	CSAH 19/18 SIGNAL MAINTENANCE	25239	N
	2025-01-30	03-350-000-0000-6543-000000	$119.00	TH 24/CR 128 LIGHT MAINTENANCE	25240	N
	2025-01-30	03-350-000-0000-6543-000000	$583.50	SIGNAL MAINTENANCE CSAH 8/CR 106	25241	N
	2025-01-30	03-350-000-0000-6543-000000	$249.83	TH 25/CSAH 37 SIGNAL MAINTENANCE	25243	N
	2025-01-30	03-350-000-0000-6543-000000	$245.83	TH 55/CSAH 3 SIGNAL MAINTENANCE	25244	N
	2025-01-30	03-350-000-0000-6543-000000	$606.00	CSAH 37/11 LIGHT MAINTENANCE	25245	N
	2025-01-30	03-350-000-0000-6543-000000	$583.50	CSAH 39/PARNELL CIR LIGHT MAINTENANCE	25246	N
115678	**609**	**DESIGN ELECTRICAL INC-COLD SPRING ELEC.**	**$8,544.38**			
115679	681	CLIFTONLARSONALLEN LLP				
	2025-01-30	01-041-042-0000-6262-000000	$3,465.00	Progress Billing #2 related to the December 31, 2024 audit	L251038579	Y
115679	**681**	**CLIFTONLARSONALLEN LLP**	**$3,465.00**			
115680	1264	DELL MARKETING LP				
	2025-01-30	01-201-000-0000-6480-000000	$1,029.23	OptiPlex Small Form Factor (7020);OptiPlex Small Form Factor 7020	10796738569	N
	2025-01-30	01-201-000-0000-6480-000000	$4,239.46	Precision 3680 Tower; Precision 3680 Tower BTX Base	10796738569	N
	2025-01-30	01-063-062-0000-6480-000000	$284.99	BASE,DS,WD22TB4 US 180W;Dell Thunderbolt 4 Dock - WD22TB4	10796786619	N

	2025-01-30	01-063-062-0000-6480-000000	$1,706.21	Base; Dell Latitude 5550 XCTO Base	10796786619	N
115680	**1264**	**DELL MARKETING LP**	**$7,259.89**			
115681	1436	STREICHERS				
	2025-01-30	01-201-000-0000-6411-000000	$11.99	Nameplate	I1741900	N
115681	**1436**	**STREICHERS**	**$11.99**			
115682	2180	MN CONTINUING LEGAL EDUCATION				
	2025-01-30	02-021-000-0000-6411-000000	$59.00	MN Probate & Trust Deskbook	INV1348011	N
	2025-01-30	02-021-000-0000-6411-000000	$99.00	MN Debtor Creditor Handbook	INV1351256	N
115682	**2180**	**MN CONTINUING LEGAL EDUCATION**	**$158.00**			
115683	4244	INSIGHT PUBLIC SECTOR INC				
	2025-01-30	01-063-066-0000-6261-000000	$28,423.18	Sheriff Watchguard NetApp E-Series Support - 2yr7mo	1101237224	N
115683	**4244**	**INSIGHT PUBLIC SECTOR INC**	**$28,423.18**			
115684	5642	TRUST IN US LLC				
	2025-01-30	01-100-000-0000-6261-000000	$58.00	Pre-employment DOT	103016	N
115684	**5642**	**TRUST IN US LLC**	**$58.00**			
115685	6097	ODP BUSINESS SOLUTIONS, LLC				
	2025-01-30	01-250-000-0000-6480-000000	$386.24	Chair	408504473001	N
	2025-01-30	01-250-000-0000-6410-000000	$83.98	Paper	409285692001	N
115685	**6097**	**ODP BUSINESS SOLUTIONS, LLC**	**$470.22**			
115686	6433	BOLTON & MENK INC				
	2025-01-30	03-320-000-0000-6505-000000	$28,646.50	Central Mississippi River Project (CMRP)Planning & Env. Linkage (PEL) study	0340171	N
	2025-01-30	03-320-000-0000-6505-000000	$71,353.50	Central Mississippi River Project (CMRP)Planning & Env. Linkage (PEL) study	0342602	N
	2025-01-30	03-320-000-0000-6505-000000	$11,751.50	PEL STUDY TH 25 AREA	0342602	N
	2025-01-30	03-320-000-0000-6505-000000	$20,937.50	PEL STUDY TH 25 AREA	0353890	N
	2025-01-30	03-320-000-0000-6505-000000	$39,408.50	PEL STUDY TH 25 AREA	347369	N
	2025-01-30	03-320-000-0000-6505-000000	$27,697.00	PEL STUDY TH 25 AREA	349545	N
	2025-01-30	03-320-000-0000-6505-000000	$35,655.00	PEL STUDY TH 25 AREA	351733	N
115686	**6433**	**BOLTON & MENK INC**	**$235,449.50**			
115687	6641	THOMSON REUTERS WEST PUBLISHING CORP				
	2025-01-30	02-021-000-0000-6411-000000	$1,171.85	Westlaw Proflex Database 12/1/2024 to 12/31/2024	851282424	N
	2025-01-30	02-021-000-0000-6411-000000	$415.19	Westlaw Behind the Desk Database 12/1/2024 to 12/31/2024	851317192	N
	2025-01-30	02-021-000-0000-6411-000000	$1,571.52	Westlaw Complete Library Print Subscription 1/1/2025 to 1/31/2025	851352806	N
115687	**6641**	**THOMSON REUTERS WEST PUBLISHING CORP**	**$3,158.56**			
115688	7544	CENTRA SOTA COOPERATIVE - BUFFALO				
	2025-01-30	03-380-000-0000-6563-000000	$771.90	DEF BULK DELIVERY	6120355	N
	2025-01-30	03-380-000-0000-6563-000000	$139.88	DEF BULK DELIVERY	6120366	N
	2025-01-30	03-380-000-0000-6563-000000	$1,667.13	DIESEL FUEL - WAVERLY	6120393	N
	2025-01-30	03-380-000-0000-6563-000000	$1,822.19	DIESEL FUEL - COKATO	6120396	N
	2025-01-30	03-380-000-0000-6563-000000	$290.52	DEF BULK DELIVERY	6120463	N

	2025-01-30	03-380-000-0000-6563-000000	$2,885.12	DIESEL FUEL - MAPLE LAKE	6317572	N
	2025-01-30	03-380-000-0000-6563-000000	$5,753.68	DIESEL FUEL - BUFFALO	8108634	N
	2025-01-30	03-380-000-0000-6564-000000	$14,100.60	DIESEL FUEL - BUFFALOUNLEADED FUEL	8108634	N
	2025-01-30	03-380-000-0000-6563-000000	$12,236.14	DIESEL FUEL - BUFFALO	8108732	N
	2025-01-30	03-380-000-0000-6564-000000	$9,628.00	DIESEL FUEL - BUFFALOUNLEADED FUEL	8108732	N
115688	**7544**	**CENTRA SOTA COOPERATIVE - BUFFALO**	**$49,295.16**			
115689	8732	STELLIS HEALTH PA				
	2025-01-30	11-450-472-0010-6261-000000	$2,608.02	PHFP Billing Oct 2024	202410	Y
	2025-01-30	11-450-472-0010-6261-000000	$649.63	PHFP Billing - Nov 2024	202411	Y
	2025-01-30	11-450-472-0010-6261-000000	$522.21	PHFP Billing - Dec 2024	202412	Y
115689	**8732**	**STELLIS HEALTH PA**	**$3,779.86**			
115690	13590	INTEGRIPRINT INC				
	2025-01-30	11-450-475-0010-6411-000000	$81.11	Decals - Window Cling (	64045	N
115690	**13590**	**INTEGRIPRINT INC**	**$81.11**			
115692	200271	M & J COLLISION INC				
	2025-01-30	01-100-000-0000-6352-000000	$3,619.00	Claim #24PC1543	20250123	N
115692	**200271**	**M & J COLLISION INC**	**$3,619.00**			
115696	46433	MN DEPT OF PUBLIC SAFETY				
	2025-01-30	84-041-000-0000-6820-000000	$32,803.37	MNDRIVE	20250130MV	N
115696	**46433**	**MN DEPT OF PUBLIC SAFETY**	**$32,803.37**			
115697	1347	AMAZON BUSINESS				
	2025-01-31	01-031-021-0000-6411-000000	$17.05	Cardinal Economy 3 Ring Binder, 2 Inch, Presentation View, White, Holds 475 Sheets, Nonstick, PVC Free, 4 Pack of Binders (79520)	1FP7-61WN-6CG9	N
	2025-01-31	01-031-021-0000-6411-000000	$23.58	Better Office Products Sheet Protectors, 200 Piece	1FP7-61WN-6CG9	N
	2025-01-31	01-031-021-0000-6411-000000	$24.80	MINDEPOT Desk File Organizer 5 Sections Desktop Organizer File Mail Sorter Office Organization File Folder Holder for Office School & Classroom (Black, 5 Section - 2Pack)	1FP7-61WN-6CG9	N
115697	**1347**	**AMAZON BUSINESS**	**$65.43**			
115698	200148	PROPIO LS, LLC				
	2025-01-31	11-420-650-4401-6040-000000	$82.50	DTP Layout	2025-001766-1F	N
	2025-01-31	11-420-650-4401-6040-000000	$274.21	Translation Supplemental Summary Charts MT for RL.docx	2025-001766-1F	N
	2025-01-31	11-420-650-4401-6040-000000	$141.44	Translation Assessment Summary MT for RL.docx	2025-001766-1F	N
115698	**200148**	**PROPIO LS, LLC**	**$498.15**			
115699	194	ELK RIVER MUNICIPAL UTILITIES				
	2025-01-31	03-350-000-0000-6543-000000	$51.42	LIGHT ON CR 36LIGHT ON CR 42	DEC 2024 22826	N
	2025-01-31	03-350-000-0000-6543-000000	$56.67	LIGHT ON CR 37LIGHT ON CR 42	DEC 2024 22827	N
	2025-01-31	03-350-000-0000-6543-000000	$128.51	RAB LIGHT 39	DEC 2024 42073	N
	2025-01-31	03-350-000-0000-6543-000000	$143.85	RAB LIGHT 42RAB LIGHT 39	DEC 2024 42074	N
	2025-01-31	03-350-000-0000-6543-000000	$118.42	RAB ODEAN AVE	DEC 2024 42076	N
	2025-01-31	03-350-000-0000-6543-000000	$69.84	OHLAND AVE RAB	DEC 2024 42077	N
	2025-01-31	03-350-000-0000-6543-000000	$48.76	LIGHT ON CSAH 39	DEC 2024 42322	N
115699	**194**	**ELK RIVER MUNICIPAL UTILITIES**	**$617.47**			

115700	1075	BUFFALO/CITY OF				
	2025-01-31	73-845-000-0000-6411-000000	$20.94	ELECTRIC LAKE PULASKI LID 11/30/24-12/31/24Electric5000040000-3000020000100000 - 7 - ,	11-070060-02 0125	N
115700	**1075**	**BUFFALO/CITY OF**	**$20.94**			
115701	46433	MN DEPT OF PUBLIC SAFETY				
	2025-01-31	84-041-000-0000-6820-000000	$45,538.36	MNDRIVE	20250131MV	N
115701	**46433**	**MN DEPT OF PUBLIC SAFETY**	**$45,538.36**			
115702	46433	MN DEPT OF PUBLIC SAFETY				
	2025-02-03	84-041-000-0000-6820-000000	$48,286.31	MNDRIVE	20250203MV	N
115702	**46433**	**MN DEPT OF PUBLIC SAFETY**	**$48,286.31**			
115704	1347	AMAZON BUSINESS				
	2025-02-03	11-450-474-0010-6411-000000	$50.80	Melissa & Doug First Shapes Jumbo Knob Wooden Puzzle - Wooden Peg Chunky Baby Puzzle, Preschool Learning Shapes Knob Puzzle Board For Toddlers Ages 1+ ASIN: B000EK59H0 Sold by: Amazon.com	1C3M-X6RQ-3CXN	N
	2025-02-03	11-450-474-0010-6411-000000	$9.99	Project Nursery Portable Sound Soother for Baby, White Noise Sound Machine and Sleep Soother with 4 Natural Sounds and 2 Lullabies, Sleep Timer, Volume Control and Flexible Clip, White ASIN: B075TJ6W6X	1C3M-X6RQ-3CXN	N
	2025-02-03	11-450-474-0010-6411-000000	($2.99)	Promotions & discounts	1C3M-X6RQ-3CXN	N
	2025-02-03	11-450-474-0010-6411-000000	$0.43	freight	1C3M-X6RQ-3CXN	N
	2025-02-03	11-450-474-0010-6411-000000	$0.12	freight	1C3M-X6RQ-3CXN	N
	2025-02-03	11-450-474-0010-6411-000000	$0.23	freight	1C3M-X6RQ-3CXN	N
	2025-02-03	11-450-474-0010-6411-000000	$0.03	freight	1C3M-X6RQ-3CXN	N
	2025-02-03	11-450-474-0010-6411-000000	$0.14	freight	1C3M-X6RQ-3CXN	N
	2025-02-03	11-450-474-0010-6411-000000	$0.23	freight	1C3M-X6RQ-3CXN	N
	2025-02-03	11-450-474-0010-6411-000000	$0.15	freight	1C3M-X6RQ-3CXN	N
	2025-02-03	11-450-474-0010-6411-000000	$0.15	freight	1C3M-X6RQ-3CXN	N
	2025-02-03	11-450-474-0010-6411-000000	$0.10	freight	1C3M-X6RQ-3CXN	N
	2025-02-03	11-450-474-0010-6411-000000	($0.03)	freight	1C3M-X6RQ-3CXN	N
	2025-02-03	11-450-474-0010-6411-000000	$0.15	freight	1C3M-X6RQ-3CXN	N
	2025-02-03	11-450-474-0010-6411-000000	$0.15	freight	1C3M-X6RQ-3CXN	N
	2025-02-03	11-450-474-0010-6411-000000	$0.09	freight	1C3M-X6RQ-3CXN	N
	2025-02-03	11-450-474-0010-6411-000000	$0.56	freight	1C3M-X6RQ-3CXN	N
	2025-02-03	11-450-474-0010-6411-000000	$0.49	freight	1C3M-X6RQ-3CXN	N
	2025-02-03	11-450-474-0010-6411-000000	$15.98	Vicoloon Cloth Books, 3D touch feel High Contrast (rabbit)	1C3M-X6RQ-3CXN	N
	2025-02-03	11-450-474-0010-6411-000000	$15.98	Vicoloon Cloth Books, 3D touch feel High Contrast (elephant)	1C3M-X6RQ-3CXN	N
	2025-02-03	11-450-474-0010-6411-000000	$44.95	Dr Rapeti Tummy Time Floor Mirror for baby	1C3M-X6RQ-3CXN	N
	2025-02-03	11-450-474-0010-6411-000000	$8.99	Padonise Wrist Rattle floor finder sock set	1C3M-X6RQ-3CXN	N
	2025-02-03	11-450-474-0010-6411-000000	$58.15	Bright Starts KaledioCubes 9pk Stack & Squeeze Blocks Baby Bath Toys - Play & Learn with Colors, Numbers & Shapes, Ages 3 Months+, Multicolor ASIN: B08R5XJHL5 Sold by: Amazon.com Services, Inc	1C3M-X6RQ-3CXN	N
	2025-02-03	11-450-474-0010-6411-000000	$23.99	Unnivoll Fleece Baby Sleep Sack 0-6 Months Long Sleeve 2.0 Tog Baby Wearable Blanket with 2-Way Zipper Warm Sleeping Sack for Toddler Infant Newborn - Small White Brown Moon ASIN: B0D7Z94QBC	1C3M-X6RQ-3CXN	N
	2025-02-03	11-450-474-0010-6411-000000	$3.59	Bright Starts Oball Shaker Rattle Toy, Ages Newborn Plus ASIN: B008J1QP7Y Sold by: Amazon.com Services, Inc Order # 114-7573300-1944230	1C3M-X6RQ-3CXN	N
	2025-02-03	11-450-474-0010-6411-000000	$14.36	Bright Starts Oball Shaker Rattle Toy, Ages Newborn Plus ASIN: B008J1QP7Y Sold by: Amazon.com Services, Inc Order # 114-7573300-1944230	1C3M-X6RQ-3CXN	N
	2025-02-03	11-450-474-0010-6411-000000	$23.75	Nuby Ice Gel Teether Keys ASIN: B003N9M6YI Sold by: Amazon.com Services, Inc Order # 114-9089041-1381007	1C3M-X6RQ-3CXN	N
	2025-02-03	11-450-474-0010-6411-000000	$12.72	P is for Potty! (Sesame Street) (Lift-the-Flap) ASIN: 038538369X Sold by: Amazon.com Services, Inc Order # 114-9089041-1381007	1C3M-X6RQ-3CXN	N
	2025-02-03	11-450-474-0010-6411-000000	$15.14	Sassy Stacks of Circles Stacking Ring STEM Learning Toy, Age 6+ Months, Multi, 9 Piece Set ASIN: B07NXDJ52C Sold by: Amazon.com Services, Inc Order # 114-9089041-1381007	1C3M-X6RQ-3CXN	N

	2025-02-03	11-450-474-0010-6411-000000	$15.98	Vicloon Cloth Books, 3D Touch Feel High Contrast Cloth Book, Baby Books Toys for Baby 0-12 Months, Soft Baby Books Touch and Feel Crinkle for Infants Toddler Gifts Toy(Lion) ASIN: B0BPS6BWYM Sold by:	1C3M-X6RQ-3CXN	N
	2025-02-03	11-450-474-7101-6411-000000	$67.99	Evenflo Versatile Play Space Adjustable Play Area, 6-Panel (Cool Gray) ASIN: Sold by: Amazon.com Services, Inc B072LTSWND Order # 111-1866752-4642607	1D34-GJQX-394K	N
	2025-02-03	11-450-474-0010-6411-000000	$6.99	RORMGO Anti Tip Furniture Anchors (6 Packs) Furniture Anchors for Baby Proofing, Earthquake Straps for Furniture Dresser Wall Safety Anchor Furniture Safety Straps Wall Straps, Black ASIN: B0CGLWNMXQ	1WQY-CKQJ-1L61	N
	2025-02-03	11-450-474-0010-6411-000000	$58.15	Bright Starts KaledioCubes 9pk Stack & Squeeze Blocks Baby Bath Toys - Play & Learn with Colors, Numbers & Shapes, Ages 3 Months+, Multicolor ASIN: B08B5XJHL5 Sold by: Amazon.com Services, Inc	1XR4-CQVW-CDQH	N
115704	**1347**	**AMAZON BUSINESS**	**$447.50**			
115705	1851	CLEARWATER/CITY OF				
	2025-02-03	20-393-111-0000-6840-000000	$904.40	Recycling Quarterly Reimbursement for Q4 for 2024	20250123	N
115705	**1851**	**CLEARWATER/CITY OF**	**$904.40**			
115706	2820	FEDERATED CO-OPS				
	2025-02-03	01-521-021-0000-6251-000000	$431.71	Propane-Bertram Beach House	2620115	N
	2025-02-03	01-521-021-0000-6251-000000	$449.25	Propane-Bertram Chalet	2620119	N
	2025-02-03	01-521-523-0000-6251-000000	$296.65	Propane-Bertram Campground Office	2620122	N
	2025-02-03	01-521-021-0000-6251-000000	$299.20	Propane at Bertram campground bathroom	2620123	N
115706	**2820**	**FEDERATED CO-OPS**	**$1,476.81**			
115707	3417	DATABANK IMX LLC				
	2025-02-03	01-063-064-0000-6260-000000	$236,247.01	Hyland Enterprise Licensing Subscription & Maintenance - yr 2 of 5 (yr 1 was paid in 2024)	6110051051	Y
115707	**3417**	**DATABANK IMX LLC**	**$236,247.01**			
115708	4902	BURDAS TOWING				
	2025-02-03	01-201-000-0000-6261-000000	$344.13	Towing 25002386	#25-218636	Y
115708	**4902**	**BURDAS TOWING**	**$344.13**			
115711	6231	CINTAS CORPORATION NO. 2				
	2025-02-03	03-310-000-0000-6806-000000	$52.96	HIGHWAY UNIFORMS - WAVERLY	4216166475	N
	2025-02-03	01-521-021-0000-6806-000000	$135.62	Parks Uniforms	4219106504	N
	2025-02-03	01-522-000-0000-6806-000000	$12.63	Ag & Drainage Uniforms	4219106504	N
	2025-02-03	01-103-122-0000-6806-000000	$37.77	Surveyors Uniforms	4219106504	N
	2025-02-03	03-310-000-0000-6806-000000	$51.63	HIGHWAY UNIFORMS - MAPLE LAKE	4219264481	N
115711	**6231**	**CINTAS CORPORATION NO. 2**	**$290.61**			
115712	6915	OFFICE OF MN IT SERVICES				
	2025-02-03	11-430-760-6150-6030-000000	$66.15	INTRPR SVCS-ADMIN	W24120582	N
	2025-02-03	11-450-430-0010-6035-000000	$478.35	INTRPR SCVS-PH CARSEAT/Non-MA	W24120582	N
	2025-02-03	11-430-710-1150-6030-000000	$34.65	INTRPR SVCS-FS/SS CHILD Non-MA	W24120582	N
	2025-02-03	11-430-760-6150-6030-000000	$323.40	INTRPR SVCS-FS/SS ADULT Non-MA	W24120582	N
	2025-02-03	11-420-650-4401-6040-000000	$1,700.56	INTRPR SVCS-MA	W24120582	N
115712	**6915**	**OFFICE OF MN IT SERVICES**	**$2,603.11**			
115714	4702	STERICYCLE INC				
	2025-02-03	20-393-111-0000-6840-000000	$420.07	Sharps Disposal	8009571699	N
115714	**4702**	**STERICYCLE INC**	**$420.07**			
115715	200745	ENVIRONMENTAL RESOURCE ASSOCIATES, INC.				
	2025-02-03	11-450-430-0010-6411-000000	$208.19	WASTEWATER COLIFORM MICROBE LOT PROJECT: P360-A83A	101260	N

115715	**200745**	**ENVIRONMENTAL RESOURCE ASSOCIATES, INC.**	**$208.19**			
115729	46433	MN DEPT OF PUBLIC SAFETY				
	2025-02-04	84-041-000-0000-6820-000000	$17,860.54	MNDRIVE	20250204MV	N
115729	**46433**	**MN DEPT OF PUBLIC SAFETY**	**$17,860.54**			
115730	15459	ISD 466 - DASSEL COKATO				
	2025-02-04	78-413-815-7564-6007-000000	$4,579.83	LCTS PHASE III PMT# 103	20240406	N
115730	**15459**	**ISD 466 - DASSEL COKATO**	**$4,579.83**			
115731	19585	ISD 728 - ELK RIVER				
	2025-02-04	78-413-825-7823-6007-000000	$10,204.41	LCTS PHASE III PMT# 103	20240406	N
	2025-02-04	78-413-825-7823-6007-000000	$19,376.22	LCTS Pmt #103	20240406	N
115731	**19585**	**ISD 728 - ELK RIVER**	**$29,580.63**			
115732	58277	ISD 885 - ST MICHAEL ALBERTVILLE				
	2025-02-04	78-413-855-7564-6007-000000	$10,498.39	LCTS PHASE III PMT# 103	20040406	N
115732	**58277**	**ISD 885 - ST MICHAEL ALBERTVILLE**	**$10,498.39**			
115733	200075	VERIZON CONNECT FLEET USA LLC				
	2025-02-04	01-201-000-0000-6203-000000	$843.10	Data Cards	362000065629	N
115733	**200075**	**VERIZON CONNECT FLEET USA LLC**	**$843.10**			
115734	200981	THE PITNEY BOWES BANK INC				
	2025-02-04	01-100-000-0000-1462-000000	$10,000.00	Set Post Meter - Reserve Account # 53739298	53739298 0225	N
115734	**200981**	**THE PITNEY BOWES BANK INC**	**$10,000.00**			
115735	461	AT&T MOBILITY				
	2025-02-04	01-201-000-0000-6204-000000	$2,312.45	Data Cards	287286574740X02032025	Y
	2025-02-04	01-201-281-0000-6203-000000	$49.51	Rep Phone	287286574740X02032025	Y
	2025-02-04	01-250-000-0000-6203-000000	$140.57	Jail Phone	287286574740X02032025	Y
	2025-02-04	02-226-000-0000-6203-000000	$187.43	E911 Phone	287286574740X02032025	Y
	2025-02-04	01-201-280-0000-6203-000000	$49.50	EMPG Phone	287286574740X02032025	Y
	2025-02-04	01-201-000-0000-6203-000000	$8,272.21	Sheriff Telephone	287286574740X02032025	Y
	2025-02-04	01-201-000-0000-6204-000000	($2,312.45)	Move to 01-201-000-0000-6203-000000	287286574740X02032025	Y
	2025-02-04	01-201-000-0000-6203-000000	$2,312.45	Data Cards	287286574740X02032025	Y
115735	**461**	**AT&T MOBILITY**	**$11,011.67**			
115736	1054	J.R.'S ADVANCED RECYCLERS				
	2025-02-04	20-393-111-0000-6840-000000	$20.00	Air Conditioners	114832	N
	2025-02-04	20-393-111-0000-6840-000000	$45.00	Stoves	114832	N
	2025-02-04	20-393-111-0000-6840-000000	$25.00	Washers	114832	N
	2025-02-04	20-393-111-0000-6840-000000	$55.00	Water Heaters	114832	N
	2025-02-04	20-393-111-0000-6840-000000	$35.00	Water Softeners	114832	N
	2025-02-04	20-393-111-0000-6840-000000	$25.00	Fuel Surcharge Fee	114832	N
	2025-02-04	20-393-111-0000-6840-000000	$50.00	Dehumidifiers	114832	N
	2025-02-04	20-393-111-0000-6840-000000	$50.00	Dishwashers	114832	N

	2025-02-04	20-393-111-0000-6840-000000	$30.00	Dryers	114832	N
	2025-02-04	20-393-111-0000-6840-000000	$25.00	Freezers	114832	N
	2025-02-04	20-393-111-0000-6840-000000	$25.00	Commercial Appliance - Refrigerator	114832	N
	2025-02-04	20-393-111-0000-6840-000000	$130.00	Microwaves	114832	N
	2025-02-04	20-393-111-0000-6840-000000	$5.00	Misc Appliance	114832	N
	2025-02-04	20-393-111-0000-6840-000000	$100.00	Refrigerators	114832	N
115736	**1054**	**J.R.'S ADVANCED RECYCLERS**	**$620.00**			
115737	1264	DELL MARKETING LP				
	2025-02-04	02-101-000-0000-6485-000000	$387.99	Dell 34 Curved Gaming Monitor - S3422DWG,34", WQHD;Dell 34 Curved Gaming Monitor - S3422DWG 34", WQHD, FreeSync Premium Pro, 144Hz, 1ms(MPRT)	10797389931	N
115737	**1264**	**DELL MARKETING LP**	**$387.99**			
115738	1347	AMAZON BUSINESS				
	2025-02-04	11-450-475-0010-6411-000000	$15.90	Sprite SODA CAN 12oz Diversion Safe STASH Secret Hidden Storage ASIN: B01LOLTC9S Sold by: Larry Mave Order # 111-1805773-2051422	14Y3-YTMJ-1CCR	N
	2025-02-04	11-450-475-0010-6411-000000	$16.85	Secret Diversion Safe Can Stash In 1.8 oz Men's Speed Stick, Hidden Property Container, Functions with Top Remove ASIN: Sold by: CHENGCHIEH CHEN B08C1DHSBX Order # 111-6571054-2613040	14Y3-YTMJ-1CCR	N
	2025-02-04	11-450-475-0010-6411-000000	$9.99	Zipper Scrunchie Safe (3 Pack) - Velvet Stasher scrunchies Compartment for Cash Cards Keys Pills Valuables	Hair bun ties Secret Pocket ponytails women Diversion safes disguise container Accessories	14Y3-YTMJ-1CCR	N
	2025-02-04	11-450-475-0010-6411-000000	$7.98	BarGifts Fake Pen Diversion Safe Keep your valuables	14Y3-YTMJ-1CCR	N
	2025-02-04	01-111-000-0000-6411-000000	$16.96	Water Hose Nozzle	1F9V-6KP6-4MN6	N
	2025-02-04	11-450-474-0010-6411-000000	$67.99	Evenflo Versatile Play Space Adjustable Play Area, 6-Panel (Cool Gray) ASIN: Sold by: Amazon.com Services, Inc B072LTSWND Order # 111-7861896-2916203	1TYL-MKXN-39NX	N
115738	**1347**	**AMAZON BUSINESS**	**$135.67**			
115739	1520	SKYNORTH SOFTWARE LLC				
	2025-02-04	01-063-000-0000-6261-000000	$820.00	Consulting Services Jan 2025	2183	N
115739	**1520**	**SKYNORTH SOFTWARE LLC**	**$820.00**			
115740	1743	ANNANDALE PUBLIC SCHOOL 876				
	2025-02-04	78-413-800-7564-6007-000000	$4,579.83	LCTS PHASE III PMT# 103	20240406	N
115740	**1743**	**ANNANDALE PUBLIC SCHOOL 876**	**$4,579.83**			
115741	1841	ISD 879 - DELANO				
	2025-02-04	78-413-820-7564-6007-000000	$5,073.05	LCTS PHASE III PMT# 103	20240406	N
115741	**1841**	**ISD 879 - DELANO**	**$5,073.05**			
115742	3417	DATABANK IMX LLC				
	2025-02-04	11-430-700-0020-6260-000000	$1,082.86	DocuSign Business Pro Edition – Envelope Subscription	6110051472	Y
	2025-02-04	11-420-600-0020-6260-000000	$485.42	DocuSign Business Pro Edition – Envelope Subscription	6110051472	Y
	2025-02-04	11-450-430-0020-6260-000000	$298.72	DocuSign Business Pro Edition – Envelope Subscription	6110051472	Y
	2025-02-04	11-450-430-0020-6260-000000	$44.80	Docusign Premier Support	6110051472	Y
	2025-02-04	11-430-700-0020-6260-000000	$162.40	Docusign Premier Support	6110051472	Y
	2025-02-04	11-420-600-0020-6260-000000	$72.80	Docusign Premier Support	6110051472	Y
115742	**3417**	**DATABANK IMX LLC**	**$2,147.00**			
115743	3688	ISD 2687 - HOWARD LAKE-WAVERLY-WINSTED				
	2025-02-04	78-413-830-7564-6007-000000	$3,593.41	LCTS PHASE III, PMT# 103	20240406	N
115743	**3688**	**ISD 2687 - HOWARD LAKE-WAVERLY-WINSTED**	**$3,593.41**			
115744	6171	EXPEDITIONARY SERVICES LLC				

	2025-02-04	01-201-000-0000-6261-000000	$7,470.40	January 2025 Consult	31	Y
115744	**6171**	**EXPEDITIONARY SERVICES LLC**	**$7,470.40**			
115745	6231	CINTAS CORPORATION NO. 2				
	2025-02-04	01-521-021-0000-6806-000000	$635.05	Parks Uniforms	4216167275	N
	2025-02-04	01-522-000-0000-6806-000000	$12.63	Ag & Drainage Uniforms	4216167275	N
	2025-02-04	01-103-122-0000-6806-000000	$37.77	Surveyors Uniforms	4216167275	N
	2025-02-04	01-111-000-0000-6301-000000	$127.34	Facilities Uniforms	4219106514	N
115745	**6231**	**CINTAS CORPORATION NO. 2**	**$812.79**			
115746	46433	MN DEPT OF PUBLIC SAFETY				
	2025-02-05	84-041-000-0000-6820-000000	$20,343.38	MNDRIVE	20250205MV	N
115746	**46433**	**MN DEPT OF PUBLIC SAFETY**	**$20,343.38**			
115747		Keith Camaron Bennett				
	2025-02-05	11-450-452-0010-6333-000000	$67.97	Driving to and from Cambridge for an ASIST Suicide Prevention 2-Day Training	EX000061730481	
	2025-02-05	11-450-452-0010-6333-000000	$67.97	Driving to and from Cambridge for an ASIST Suicide Prevention 2-Day Training	EX000061730481	
115747		**Keith Camaron Bennett**	**$135.94**			
115748		Daniel Paul Stone				
	2025-02-05	01-201-274-0000-6842-000000	$1,848.90	Over Carrier Vest	EX000062187107	
115748		**Daniel Paul Stone**	**$1,848.90**			
115749		Daphne Justine Grambart				
	2025-02-05	11-430-700-0010-6338-000000	$15.31	Lunch -Out of County training MI	EX000060477670	
	2025-02-05	11-430-700-0010-6338-000000	$15.50	Lunch -Out of county MI training	EX000060477670	
	2025-02-05	11-430-700-0010-6338-000000	$15.44	Lunch - Out of County training -Ramsey County	EX000060477670	
	2025-02-05	11-430-700-0010-6338-000000	$19.92	Lunch - Out of County training -Ramsey County	EX000060477670	
115749		**Daphne Justine Grambart**	**$66.17**			
115751	533	GLOVER CONSULTING LLC				
	2025-02-05	01-063-062-0000-6261-000000	$5,445.00	OnBase KTLO - Updates, Enhancements, Tickets Jan 2025	20552	N
115751	**533**	**GLOVER CONSULTING LLC**	**$5,445.00**			
115753	1075	BUFFALO/CITY OF				
	2025-02-05	01-111-000-0000-6251-000000	$2,303.18	Public Works Utilities 11/30/24-12/31/2	11-059850-00 1/31/25	N
	2025-02-05	01-111-000-0000-6251-000000	$310.34	Public Works Electric 11/30/24-12/31/24	11-059855-00 1/31/25	N
	2025-02-05	01-111-000-0000-6251-000000	$41,294.05	LEC Utilities 11/30/24-12/31/24	27-009010-01 1/31/25	N
	2025-02-05	01-111-000-0000-6251-000000	$7,447.00	HWY Dept Utilities 11/30/24-12/31/24	27-009020-00 1/31/25	N
	2025-02-05	01-111-000-0000-6251-000000	$14,812.23	GC Utilities 11/30/24-12/31/24	27-009025-00 1/31/25	N
	2025-02-05	01-111-000-0000-6251-000000	$10,245.67	JC Utilities 11/30/24-12/31/24	27-009030-00 1/31/25	N
115753	**1075**	**BUFFALO/CITY OF**	**$76,412.47**			
115754	1192	TOTAL PRINTING				
	2025-02-05	01-041-042-0000-6411-000000	$1,450.00	45 boxes of 500 window envelopes (52909 #10)	14097	Y
115754	**1192**	**TOTAL PRINTING**	**$1,450.00**			
115755	1203	CATHLEEN GABRIEL				

	2025-02-05	01-013-000-0000-6270-000000	$8,240.00	February 2025 Appropriation	20250203	Y
115755	**1203**	**CATHLEEN GABRIEL**	**$8,240.00**			
115756	1264	DELL MARKETING LP				
	2025-02-05	01-603-021-0000-6480-000000	$284.99	BASE,DS,WD22TB4 US 180W;Dell Thunderbolt 4 Dock - WD22TB4	10797803806	N
	2025-02-05	01-603-021-0000-6480-000000	$323.74	Dell 24 Monitor - P2425H;Dell 24 Monitor - P2425H	10797803806	N
	2025-02-05	01-603-021-0000-6480-000000	$1,734.29	Base;Dell Latitude 5550 XCTO Base	10797803806	N
	2025-02-05	01-063-062-0000-6480-000000	$341.99	Base;Dell Performance Dock- WD19DCS 210w Power Delivery	10797803822	N
	2025-02-05	01-063-062-0000-6480-000000	$3,849.00	Base;Dell Mobile Precision Workstation 5690	10797803822	N
115756	**1264**	**DELL MARKETING LP**	**$6,534.01**			
115757	1280	RICHARD HERMES				
	2025-02-05	01-013-000-0000-6261-000000	$129.43	Contract Vistior Claim PR-24-6814	20250124	Y
	2025-02-05	01-013-000-0000-6261-000000	$125.00	Contract Visitor Claim PR-24-6586	20250124	Y
	2025-02-05	01-013-000-0000-6261-000000	$49.00	Contract Visitor Claim Mileage PR-24-6586	20250124	Y
	2025-02-05	01-013-000-0000-6261-000000	$125.00	Contract Visitor Claim PR-24-5807	20250124	Y
	2025-02-05	01-013-000-0000-6261-000000	$79.80	Contract Visitor Claim Mileage PR-24-5807	20250124	Y
115757	**1280**	**RICHARD HERMES**	**$508.23**			
115758	1347	AMAZON BUSINESS				
	2025-02-05	11-430-700-0020-6411-000000	$18.54	ADM OPERATING SUPPLIES	19QT-QRYJ-FH7K	N
	2025-02-05	11-420-600-0020-6411-000000	$8.31	ADM OPERATING SUPPLIES	19QT-QRYJ-FH7K	N
	2025-02-05	11-450-430-0020-6411-000000	$5.12	ADM OPERATING SUPPLIES	19QT-QRYJ-FH7K	N
	2025-02-05	11-420-600-0020-6411-000000	($0.78)	ADM OPERATING SUPPLIES	19QT-QRYJ-FH7K	N
	2025-02-05	11-430-700-0020-6411-000000	($1.73)	ADM OPERATING SUPPLIES	19QT-QRYJ-FH7K	N
	2025-02-05	11-450-430-0020-6411-000000	($0.48)	ADM OPERATING SUPPLIES	19QT-QRYJ-FH7K	N
	2025-02-05	11-420-600-0020-6411-000000	$44.72	ADM OPERATING SUPPLIES	19QT-QRYJ-FH7K	N
	2025-02-05	11-430-700-0020-6411-000000	$99.75	ADM OPERATING SUPPLIES	19QT-QRYJ-FH7K	N
	2025-02-05	11-450-430-0020-6411-000000	$27.52	ADM OPERATING SUPPLIES	19QT-QRYJ-FH7K	N
	2025-02-05	11-420-600-0020-6411-000000	$0.78	ADM OPERATING SUPPLIES	19QT-QRYJ-FH7K	N
	2025-02-05	11-450-430-0020-6411-000000	$0.48	ADM OPERATING SUPPLIES	19QT-QRYJ-FH7K	N
	2025-02-05	11-430-700-0020-6411-000000	$1.73	ADM OPERATING SUPPLIES	19QT-QRYJ-FH7K	N
	2025-02-05	01-063-065-0000-6411-000000	$164.00	Crestron PW-2407WU 24VDC Wall Mount Universal Power Supply	1YW9-Y3KT-F7P1	N
	2025-02-05	01-063-065-0000-6411-000000	$8.95	Tag-A-Room Color Coded Arrow Stickers Labels, 536 Count	1YW9-Y3KT-F7P1	N
	2025-02-05	01-063-065-0000-6411-000000	$12.33	Zerone USB OTG Micro Mini USB2.0 Male to Female Adapter, Multiple F/M USB Coupler Connector Set Support Data Transmission and Charging, Pack of 12 Pcs	1YW9-Y3KT-F7P1	N
	2025-02-05	01-063-065-0000-6411-000000	$11.98	AkoaDa USB A to USB A Cable 6.6 FT, USB 3.0 Male to Male Cable,Braided Nylon High-Speed Transfer USB 3.0 to USB 3.0 Cable for Hard Drive Enclosures, Cameras, DVD Player, Laptop More (Grey)	1YW9-Y3KT-F7P1	N
	2025-02-05	01-063-065-0000-6411-000000	$14.89	Acer USB Hub 4 Ports, Multiple USB 3.0 Hub, USBA Splitter for Laptop with Type C Power Port, Extender for A Port Laptop, PC, Desktop and More (2ft)	1YW9-Y3KT-F7P1	N
115758	**1347**	**AMAZON BUSINESS**	**$416.11**			
115759	1852	COKATO/CITY OF				
	2025-02-05	20-393-111-0000-6840-000000	$865.80	Recycling Quarterly Reimbursement for 2024 for Q4	20250131	N
115759	**1852**	**COKATO/CITY OF**	**$865.80**			
115760	1856	ROCKFORD/CITY OF				

	2025-02-05	20-393-111-0000-6840-000000	$1,352.45	Recycling Quarterly Reimbursement for Q4 for 2024	20250128	N
115760	**1856**	**ROCKFORD/CITY OF**	**$1,352.45**			
115761	3417	DATABANK IMX LLC				
	2025-02-05	01-063-064-0000-6622-000000	$14,680.00	OnBase integration for Hyland Content Portal - unlimited forms, Jadu Content Portal - on prem, Jadu OnBase Connector - Year 1	6110051240	Y
	2025-02-05	01-063-064-0000-6622-000000	$40,500.00	OnBase integration for Hyland Content Portal - unlimited forms, Jadu Content Portal - on prem, Jadu OnBase Connector - Year 1	6110051292	Y
	2025-02-05	01-063-062-0000-6485-000000	$2,147.00	2025 Annual DocuSign Subscription	6110051390	Y
115761	**3417**	**DATABANK IMX LLC**	**$57,327.00**			
115762	5719	ABDO LLP				
	2025-02-05	01-041-046-0000-6261-000000	$969.00	Mueller, David J Account Reconciliation	501247	Y
	2025-02-05	01-041-046-0000-6261-000000	$63.75	Mueller, David J Final Levy Survey	501247	Y
	2025-02-05	01-041-046-0000-6261-000000	$127.50	Mueller, David J Account Reconciliation	501247	Y
	2025-02-05	01-041-046-0000-6261-000000	$446.25	Mueller, David J Settlement Preparation	501247	Y
	2025-02-05	01-041-046-0000-6261-000000	$127.50	Mueller, David J Tax Calculation Preparation	501247	Y
	2025-02-05	01-041-046-0000-6261-000000	$127.50	Mueller, David J Settlement Preparation	501247	Y
	2025-02-05	01-041-046-0000-6261-000000	$127.50	Mueller, David J Tax Calculation Preparation	501247	Y
	2025-02-05	01-041-046-0000-6261-000000	$510.00	Mueller, David J Settlement	501247	Y
	2025-02-05	01-041-046-0000-6261-000000	$191.25	Mueller, David J Meeting/Staff Questions	501247	Y
	2025-02-05	01-041-046-0000-6261-000000	$637.50	Mueller, David J Tax Calc Prep	501247	Y
	2025-02-05	01-041-046-0000-6261-000000	$382.50	Mueller, David J Outstanding Indebtedness	501247	Y
	2025-02-05	01-041-046-0000-6261-000000	$1,147.50	Mueller, David J Meetings/Staff Questions	501247	Y
	2025-02-05	01-041-046-0000-6261-000000	$255.00	Mueller, David J Tax Calc Prep	501247	Y
	2025-02-05	01-041-046-0000-6261-000000	$637.50	Mueller, David J Settlement	501247	Y
	2025-02-05	01-041-046-0000-6261-000000	$255.00	Mueller, David J Tax Calc Prep	501247	Y
	2025-02-05	01-041-046-0000-6261-000000	$127.50	Mueller, David J System Maintenance	501247	Y
	2025-02-05	01-041-046-0000-6261-000000	$1,045.50	Mueller, David J	501247	Y
	2025-02-05	01-041-046-0000-6261-000000	$127.50	Mueller, David J TIF Review/maintenance	501247	Y
	2025-02-05	01-041-046-0000-6261-000000	$765.00	Mueller, David J Settlement	501247	Y
	2025-02-05	01-041-046-0000-6261-000000	$1,530.00	Mueller, David J Settlement	501247	Y
	2025-02-05	01-041-046-0000-6261-000000	$63.75	Mueller, David J School District Apportionment	501247	Y
	2025-02-05	01-041-046-0000-6261-000000	$127.50	Mueller, David J School Tax Abatement Report	501247	Y
	2025-02-05	01-041-046-0000-6261-000000	$256.00	Mueller, David J Travel to/from Wright County	501247	Y
	2025-02-05	01-041-046-0000-6261-000000	$918.00	Mueller, David J Settlement	501247	Y
	2025-02-05	01-041-046-0000-6261-000000	$573.75	Mueller, David J Year end Rollover	501247	Y
	2025-02-05	01-041-046-0000-6261-000000	$510.00	Mueller, David J School Tax Abatement Report	501247	Y
	2025-02-05	01-041-046-0000-6261-000000	$127.50	Mueller, David J Tax Information Request	501247	Y
	2025-02-05	01-041-046-0000-6261-000000	$318.75	Mueller, David J Year End Rollover	501247	Y
	2025-02-05	01-041-046-0000-6261-000000	$127.50	Mueller, David J Meeting - Special Assessments/Escrow	501247	Y
	2025-02-05	01-041-046-0000-6261-000000	$382.50	Mueller, David J Settlement Questions	501247	Y
	2025-02-05	01-041-046-0000-6261-000000	$127.50	Mueller, David J Settlement	501247	Y

	2025-02-05	01-041-046-0000-6261-000000	$127.50	Mueller, David J Tax Calc Prep	501247	Y
	2025-02-05	01-041-046-0000-6261-000000	$867.00	Mueller, David J Values	501247	Y
	2025-02-05	01-041-046-0000-6261-000000	$63.00	Mueller, David J Mileage to/from Wright County-90 miles	501247	Y
	2025-02-05	01-041-046-0000-6261-000000	$127.50	Mueller, David J TIF Review	501247	Y
	2025-02-05	01-041-046-0000-6261-000000	$76.50	Mueller, David J Meeting	501247	Y
	2025-02-05	01-041-046-0000-6261-000000	$255.00	Mueller, David J Reporting - MDE	501247	Y
	2025-02-05	01-041-046-0000-6261-000000	$369.75	Mueller, David J Reporting - State General	501247	Y
	2025-02-05	01-041-046-0000-6261-000000	$446.25	Mueller, David J Tax Calc Prep	501247	Y
	2025-02-05	01-041-046-0000-6261-000000	$127.50	Mueller, David J Reporting - State General	501247	Y
	2025-02-05	01-041-046-0000-6261-000000	$127.50	Mueller, David J Settlement Questions	501247	Y
	2025-02-05	01-041-046-0000-6261-000000	$102.00	Mueller, David J Meeting - Special Assessments	501247	Y
	2025-02-05	01-041-046-0000-6261-000000	$637.50	Mueller, David J Tax Calc Prep	501247	Y
	2025-02-05	01-041-046-0000-6261-000000	$76.50	Mueller, David J Meeting - Reporting w/ Christa	501247	Y
	2025-02-05	01-041-046-0000-6261-000000	$637.50	Mueller, David J Account Reconciliation	501247	Y
	2025-02-05	01-041-046-0000-6261-000000	$331.50	Mueller, David J Reporting - State General	501247	Y
	2025-02-05	01-041-046-0000-6261-000000	$51.00	Mueller, David J Meeting - Public Access	501247	Y
	2025-02-05	01-041-046-0000-6261-000000	$127.50	Mueller, David J Settlement Questions	501247	Y
	2025-02-05	01-041-046-0000-6261-000000	$255.00	Mueller, David J Tax Calc Prep	501247	Y
	2025-02-05	01-041-046-0000-6261-000000	$127.50	Mueller, David J System Maintenance	501247	Y
	2025-02-05	01-041-046-0000-6261-000000	$63.75	Mueller, David J Settlement Questions	501247	Y
	2025-02-05	01-041-046-0000-6261-000000	$127.50	Mueller, David J TIF Admin	501247	Y
	2025-02-05	01-041-046-0000-6261-000000	$280.50	Mueller, David J Tyler Webinar - Tax Calc	501247	Y
	2025-02-05	01-041-046-0000-6261-000000	$510.00	Mueller, David J Account Reconciliation Preferred payments can be made through our website at www.abdosolutions.com. We accept electronic checking/savings and debit/credit card payments. A 3.0%	501247	Y
	2025-02-05	01-041-046-0000-6261-000000	$191.25	Mueller, David J Final Levy Survey	501247	Y
115762	**5719**	**ABDO LLP**	**$19,240.00**			
115763	5748	CORRECTEK, INC.				
	2025-02-05	01-250-000-0000-6261-000000	$600.00	Monthly MAR Technical Support & Upgrade Fee - February	8176	N
115763	**5748**	**CORRECTEK, INC.**	**$600.00**			
115764	5984	ACF TECHNOLOGIES, INC.				
	2025-02-05	11-430-700-0020-6260-000000	($24.77)	EXT0400: SMS Text Block	#INV6690	N
	2025-02-05	11-450-430-0020-6260-000000	($8.14)	EXT0400: SMS Text Block	#INV6690	N
	2025-02-05	11-420-600-0020-6260-000000	$38.40	EXT0400: SMS Text Block	#INV6690	N
	2025-02-05	11-420-600-0020-6260-000000	($11.32)	EXT0400: SMS Text Block	#INV6690	N
	2025-02-05	11-450-430-0020-6260-000000	$27.60	EXT0400: SMS Text Block	#INV6690	N
	2025-02-05	11-480-895-0020-6260-000000	$0.00	EXT0400: SMS Text Block	#INV6690	N
	2025-02-05	01-041-043-0000-6260-000000	$0.00	EXT0400: SMS Text Block	#INV6690	N
	2025-02-05	11-430-700-0020-6260-000000	$84.00	EXT0400: SMS Text Block	#INV6690	N
115764	**5984**	**ACF TECHNOLOGIES, INC.**	**$105.77**			
115765	6641	THOMSON REUTERS WEST PUBLISHING CORP				

	2025-02-05	01-091-000-0000-6260-000000	$1,755.72	Monthly Westlaw- January	851424338	N
	2025-02-05	01-201-000-0000-6260-000000	$234.86	CLEAR LAW ENFORCEMENT PLUS ENTERPRISE	851443206	N
	2025-02-05	01-091-000-0000-6235-000000	$483.39	Monthly Library Plan- February	851495690	N
115765	**6641**	**THOMSON REUTERS WEST PUBLISHING CORP**	**$2,473.97**			
115766	6915	OFFICE OF MN IT SERVICES				
	2025-02-05	01-063-000-0000-6260-000000	$3,489.20	Network Charges Internet Access Dec 2024	DV24120412	N
115766	**6915**	**OFFICE OF MN IT SERVICES**	**$3,489.20**			
115767	7338	GOPHER STATE ONE CALL				
	2025-02-05	01-063-000-0000-6261-000000	$1.35	WTCITF01 Email Tickets: 1 at $1.35 WTCITF01 total billable tickets 1	5011617	N
	2025-02-05	01-063-000-0000-6261-000000	$50.00	2025 Annual Facility Operator Fee	5011617	N
115767	**7338**	**GOPHER STATE ONE CALL**	**$51.35**			
115769	31299	HOLIDAY COMPANIES CORPORATE OFFICE				
	2025-02-05	01-201-000-0000-6452-000000	$1,028.50	Car Washes	025001022500	N
115769	**31299**	**HOLIDAY COMPANIES CORPORATE OFFICE**	**$1,028.50**			
115770	67002	BLUUM OF MINNESOTA, LLC				
	2025-02-05	01-063-065-0000-6480-000000	$1.77	LAN/RJ45 Snag Free Connector Strain Relief Boots	1026421	N
	2025-02-05	01-063-065-0000-6480-000000	$170.00	Black Category 6 F/UTP EN series 23 AWG 4 pair shielded cable Reel	1026421	N
	2025-02-05	01-063-065-0000-6480-000000	$7.58	Category 6 shielded 8P8C RJ45 Plug with 360 degree shielding Package	1026421	N
	2025-02-05	01-063-065-0000-6480-000000	$3,621.84	Ceiling Array Microphone, Square, White, 24 Inch	1026421	N
	2025-02-05	01-063-065-0000-6480-000000	$192.93	Shipping Cost	1026421	N
115770	**67002**	**BLUUM OF MINNESOTA, LLC**	**$3,994.12**			
115774	4702	STERICYCLE INC				
	2025-02-05	01-250-000-0000-6458-000000	$134.05	Steri-Safe OSHA Compliance Subscription	8009648807	N
115774	**4702**	**STERICYCLE INC**	**$134.05**			
115776	200782	RELX INC				
	2025-02-05	01-201-000-0000-6260-000000	$100.00	LexisNexis Subscription Content Feature	3095578038	N
115776	**200782**	**RELX INC**	**$100.00**			
115777		Kristen Lynn Cayler				
	2025-02-05	11-450-430-0010-6333-000000	$17.82	TW-MT-TW	EX000061687849	
	2025-02-05	11-450-430-0010-6333-000000	$17.29	TW-MT-TW P.V. Home Visit	EX000061687849	
	2025-02-05	11-450-430-0010-6333-000000	$17.89	TW-MT-TW K.A. Home Visit	EX000061687849	
	2025-02-05	11-450-430-0010-6333-000000	$21.78	TW-HL-TW B.H. Home Visit	EX000061687849	
	2025-02-05	11-450-430-0010-6333-000000	$13.00	TW-CW-TW C.H. Home Visits	EX000061687849	
	2025-02-05	11-450-430-0010-6333-000000	$20.64	TW-MT-TW K.F. Home Visit	EX000061687849	
	2025-02-05	11-450-430-0010-6333-000000	$18.16	TW-MT-TW A.S. Home Visit	EX000061687849	
	2025-02-05	11-450-430-0010-6333-000000	$26.53	TW-CK-TW R.S. Home Visit	EX000061687849	
115777		**Kristen Lynn Cayler**	**$153.11**			
115778		Valerie Ann Stoll				
	2025-02-05	11-450-474-7101-6333-000000	$10.78	HV ZJ Approved	EX000062360128	

	2025-02-05	11-450-474-7101-6333-000000	$10.78	HV ZJ Approved	EX000062360128	
	2025-02-05	11-450-474-7101-6333-000000	$10.57	HV JA Approved	EX000062360128	
	2025-02-05	11-450-474-7101-6333-000000	$5.04	HV GM Approved	EX000062360128	
	2025-02-05	11-450-474-7101-6333-000000	$11.55	HV AR Approved	EX000062360128	
	2025-02-05	11-450-474-7101-6333-000000	$8.68	HV TD Approved	EX000062360128	
	2025-02-05	11-450-474-7101-6333-000000	$18.97	HV NZ Approved	EX000062360128	
	2025-02-05	11-450-474-7101-6333-000000	$5.04	HV GM Approved	EX000062360128	
	2025-02-05	11-450-474-7101-6333-000000	$10.85	HV KW Approved	EX000062360128	
	2025-02-05	11-450-474-7101-6333-000000	$7.21	HV IR Approved	EX000062360128	
	2025-02-05	11-450-474-7101-6333-000000	$8.75	HV SB Approved	EX000062360128	
	2025-02-05	11-450-474-7101-6333-000000	$5.04	HV GM Approved	EX000062360128	
	2025-02-05	11-450-474-7101-6333-000000	$16.10	HV MB Approved	EX000062360128	
115778		**Valerie Ann Stoll**	**$129.36**			
115779		Anna Morris Radloff				
	2025-02-05	11-430-700-0010-6333-000000	$23.58	TW-St. Michael (KD session)-Delano-TW (AD session)	EX000059152465	
	2025-02-05	11-430-700-0010-6333-000000	$27.02	TW-Rockford-TW (SE session)-Monticello-TW (AP session)	EX000059152465	
	2025-02-05	11-430-700-0010-6333-000000	$23.31	St. Michael-Delano-TW (AD session)	EX000059152465	
	2025-02-05	11-430-700-0010-6333-000000	$8.54	TW-St. Michael-TW (RC session)	EX000059152465	
	2025-02-05	11-430-700-0010-6333-000000	$27.02	TW- Rockford-TW (SE session)-Monticello-TW (AP session)	EX000059152465	
	2025-02-05	11-430-700-0010-6333-000000	$29.54	TW- St. Michael-TW(KD session)-St. Michael (RC session)-Delano-TW (AD session)	EX000059152465	
	2025-02-05	11-430-700-0010-6333-000000	$34.37	TW-Rockford-TW (SE)-Monticello(AP)-St. Michael (RC)- TW	EX000059152465	
	2025-02-05	11-430-700-0010-6333-000000	$34.30	TW-Rockford-TW (SE)-St. Michael (RC)- Monticello-TW (AP)	EX000059152465	
	2025-02-05	11-430-700-0010-6333-000000	$25.13	TW- St. Michael (KD session)-TW-Delano-TW (AD session)	EX000059152465	
115779		**Anna Morris Radloff**	**$232.81**			
115780		Karmen KAY Christenson				
	2025-02-05	11-450-430-0010-6333-000000	$17.99	tw-hanover-tw, hv nh	EX000062175992	
	2025-02-05	11-450-430-0010-6333-000000	$30.24	tw-cokato-tw, hv AM	EX000062175992	
	2025-02-05	11-450-430-0010-6333-000000	$11.41	tw-montrose-tw, hv KW	EX000062175992	
	2025-02-05	11-450-430-0010-6333-000000	$41.93	tw-elk-river-tw, mtg sc	EX000062175992	
	2025-02-05	11-450-430-0010-6333-000000	$30.45	tw-cokato-tw, hv bh	EX000062175992	
	2025-02-05	11-450-430-0010-6333-000000	$11.41	tw-montrose-tw, hv kw	EX000062175992	
	2025-02-05	11-450-430-0010-6333-000000	$9.24	tw-rockford-tw, hv sm	EX000062175992	
	2025-02-05	11-450-430-0010-6333-000000	$1.89	tw-delano-tw, hv kk	EX000062175992	
115780		**Karmen KAY Christenson**	**$154.56**			
115781		Mary Frances Lee				
	2025-02-05	11-450-430-0010-6333-000000	$15.61	TW-WV-TW home visit TB, supervisor approved mileage	EX000062176228	
	2025-02-05	11-450-430-0010-6333-000000	$35.56	TW-OT-TW home visit PD Otsego, supervisor approved mileage	EX000062176228	
	2025-02-05	11-450-430-0010-6333-000000	$28.00	GC-OT-GC home visit LS, car denied	EX000062176228	
	2025-02-05	11-450-430-0010-6333-000000	$35.28	TW-OT-TW home visit LA Otsego, supervisor approved mileage	EX000062176228	

	2025-02-05	11-450-430-0010-6333-000000	$36.68	TW-OT-AL-TW home visits EK and LM, supervisor approved mileage	EX000062176228	
	2025-02-05	11-450-430-0010-6333-000000	$26.81	TW-SM-TW home visit LG, supervisor approved mileage	EX000062176228	
	2025-02-05	11-450-430-0010-6333-000000	$35.28	TW-OT-TW home visit LA, supervisor approved mileage	EX000062176228	
	2025-02-05	11-450-430-0010-6333-000000	$23.24	TW-HL-TW home visit WZ supervisor approved mileage	EX000062176228	
	2025-02-05	11-450-430-0010-6333-000000	$28.28	TW-AL-TW home visit LM, supervisor approved mileage	EX000062176228	
115781		**Mary Frances Lee**	**$264.74**			
115782	46433	MN DEPT OF PUBLIC SAFETY				
	2025-02-06	84-041-000-0000-6820-000000	$19,062.59	MNDRIVE	20250206MV	N
115782	**46433**	**MN DEPT OF PUBLIC SAFETY**	**$19,062.59**			
115783	284	MN COUNTIES COMPUTER COOPERATIVE				
	2025-02-06	11-420-650-0010-6261-000000	$386.40	Clarity Users Group)- Dec activity- Script inventory, Benefits	2412114	N
115783	**284**	**MN COUNTIES COMPUTER COOPERATIVE**	**$386.40**			
115784	1075	BUFFALO/CITY OF				
	2025-02-06	01-111-000-0000-6251-000000	$5.00	106 2nd St NW Park Lot Light 11/30/24-12/31/24	01-147020-03 1/31/25	N
	2025-02-06	01-111-000-0000-6251-000000	$43.83	GC 10 2nd St NW Utilities 11/30/24-12/31/24	02-068000-00 1/31/25	N
115784	**1075**	**BUFFALO/CITY OF**	**$48.83**			
115785	4628	VERIZON WIRELESS SERVICES LLC				
	2025-02-06	01-201-000-0000-6203-000000	$3,428.88	Phone 12/28/24-1/27/25	6104654882	N
115785	**4628**	**VERIZON WIRELESS SERVICES LLC**	**$3,428.88**			
115787	6221	SUBURBAN TIRE WHOLESALE INC				
	2025-02-06	03-380-000-0000-6570-000000	$1,308.32	HWY TIRES	10205361	N
115787	**6221**	**SUBURBAN TIRE WHOLESALE INC**	**$1,308.32**			
115791	200742	GENUINE PARTS COMPANY INC.				
	2025-02-06	03-380-000-0000-6574-000000	($5.24)	HWY REPAIR PARTS	909825	N
	2025-02-06	03-380-000-0000-6574-000000	$15.10	HWY REPAIR PARTS	912855	N
	2025-02-06	03-380-000-0000-6574-000000	$52.43	HWY REPAIR PARTS	913200	N
	2025-02-06	03-380-000-0000-6574-000000	$191.07	HWY REPAIR PARTS	913283	N
	2025-02-06	03-380-000-0000-6574-000000	$33.24	HWY REPAIR PARTS	913285	N
	2025-02-06	03-380-000-0000-6574-000000	$89.40	HWY REPAIR PARTS	913315	N
	2025-02-06	03-380-000-0000-6574-000000	$23.30	HWY REPAIR PARTS	913693	N
	2025-02-06	03-380-000-0000-6574-000000	$431.42	HWY REPAIR PARTS	913788	N
	2025-02-06	03-380-000-0000-6574-000000	$95.92	HWY REPAIR PARTS	913789	N
	2025-02-06	03-380-000-0000-6574-000000	$9.60	HWY REPAIR PARTS	913845	N
	2025-02-06	03-380-000-0000-6574-000000	$31.96	HWY REPAIR PARTS	913877	N
	2025-02-06	03-380-000-0000-6574-000000	$296.97	HWY REPAIR PARTS	913995	N
	2025-02-06	03-380-000-0000-6574-000000	$243.33	HWY REPAIR PARTS	914012	N
	2025-02-06	03-380-000-0000-6574-000000	$10.46	HWY REPAIR PARTS	914044	N
	2025-02-06	03-380-000-0000-6480-000000	$77.96	SMALL TOOLS	914089	N
	2025-02-06	03-380-000-0000-6574-000000	$31.38	HWY REPAIR PARTS	914154	N

	2025-02-06	03-380-000-0000-6574-000000	$10.65	HWY REPAIR PARTS	914211	N
	2025-02-06	03-380-000-0000-6574-000000	$16.02	HWY REPAIR PARTS	914215	N
	2025-02-06	03-380-000-0000-6574-000000	$274.17	HWY REPAIR PARTS	914256	N
	2025-02-06	03-380-000-0000-6574-000000	$8.62	HWY REPAIR PARTS	914316	N
	2025-02-06	03-380-000-0000-6411-000000	$6.18	SHOP SUPPLIES	914466	N
	2025-02-06	03-380-000-0000-6574-000000	$70.54	HWY REPAIR PARTS	914493	N
115791	**200742**	**GENUINE PARTS COMPANY INC.**	**$2,014.48**			
115792	200770	CHERRYROAD TECHNOLOGIES				
	2025-02-06	01-041-042-0000-6261-000000	$1,120.00	WRIG0001 Alan Lovett	2025-00172	N
	2025-02-06	01-041-042-0000-6261-000000	$1,040.00	WRIG0001 Krishna Kannan	2025-00172	N
	2025-02-06	01-041-042-0000-6261-000000	$320.00	WRIG0001 Murali K Nakka	2025-00172	N
	2025-02-06	01-041-042-0000-6261-000000	$1,760.00	WRIG0001 Ranjit Palavalas	2025-00172	N
	2025-02-06	01-041-042-0000-6261-000000	$4,800.00	WRIG0001 Rajareddy Chowdavaram	2025-00172	N
	2025-02-06	01-041-042-0000-6261-000000	$1,200.00	WRIG0001 Rajesh Kumar Gorla	2025-00172	N
	2025-02-06	01-041-042-0000-6261-000000	$16,890.00	Oracle Support Dec 2024	2025-00173	N
115792	**200770**	**CHERRYROAD TECHNOLOGIES**	**$27,130.00**			
115793	46433	MN DEPT OF PUBLIC SAFETY				
	2025-02-07	84-041-000-0000-6820-000000	$27,829.31	MNDRIVE	20250207MV	N
115793	**46433**	**MN DEPT OF PUBLIC SAFETY**	**$27,829.31**			
115794	159	INTEGRATED FIRE & SECURITY				
	2025-02-07	01-111-000-0000-6301-000000	$245.00	Initial Dispatch	99143	N
	2025-02-07	01-111-000-0000-6301-000000	$195.00	Labor - 1/29/2025	99143	N
	2025-02-07	01-111-000-0000-6301-000000	$95.00	Truck/Service Charge	99143	N
	2025-02-07	01-111-000-0000-6301-000000	$682.50	Labor - 1/30/2025	99143	N
	2025-02-07	01-111-000-0000-6301-000000	$95.00	Truck/Service Charge	99143	N
	2025-02-07	01-111-000-0000-6301-000000	$162.30	Variable Temp Sensor Winland	99143	N
115794	**159**	**INTEGRATED FIRE & SECURITY**	**$1,474.80**			
115795	321	BRAUN INTERTEC CORPORATION				
	2025-02-07	03-320-000-0000-6505-000000	$770.00	CP 041-242 BITUMINOUS PLANT INSPECTIONS	B416523	N
115795	**321**	**BRAUN INTERTEC CORPORATION**	**$770.00**			
115796	929	TW VENDING INC				
	2025-02-07	02-230-000-0000-6411-000000	$171.00	Turnkey Indigent Sales January 2025	15976	N
115796	**929**	**TW VENDING INC**	**$171.00**			
115797	1075	BUFFALO/CITY OF				
	2025-02-07	03-350-000-0000-6543-000000	$16.32	09-190000-00 STREET LIGHT	02250919000000	N
	2025-02-07	03-350-000-0000-6543-000000	$16.32	16-090100-00 STREET LIGHT	02251609010000	N
	2025-02-07	03-350-000-0000-6543-000000	$151.25	27-001705-00 STREET LIGHT	02252700170500	N
115797	**1075**	**BUFFALO/CITY OF**	**$183.89**			
115798	1264	DELL MARKETING LP				

	2025-02-07	01-521-021-0000-6480-000000	$854.97	BASE,DS,WD22TB4 US 180W;Dell Thunderbolt 4 Dock - WD22TB4	10798239010	N
	2025-02-07	01-521-021-0000-6480-000000	$485.61	Dell 24 Monitor - P2425H;Dell 24 Monitor - P2425H	10798239010	N
	2025-02-07	01-521-021-0000-6480-000000	$5,202.87	Base;Dell Latitude 5550 XCTO Base	10798239010	N
115798	**1264**	**DELL MARKETING LP**	**$6,543.45**			
115799	1347	AMAZON BUSINESS				
	2025-02-07	01-032-036-0000-6411-000000	$118.56	Panasonic CR2 3.0 Volt Long Lasting Lithium Batteries for Golf Rangefinders, Cameras, Flashlights and Other Devices, 12-Battery Pack	16DN-RJL1-MGJ3	N
115799	**1347**	**AMAZON BUSINESS**	**$118.56**			
115800	1436	STREICHERS				
	2025-02-07	01-250-000-0000-6806-000000	$174.99	New Jailer: Uniform Allowance	I1739140	N
	2025-02-07	01-201-000-0000-6411-000000	$599.85	Equipment Bag	I1739703	N
	2025-02-07	01-201-000-0000-6806-000000	$90.00	New Hire - Uniform Allowance	I1742463	N
	2025-02-07	01-201-000-0000-6806-000000	$73.00	Uniform Allowance	I1742816	N
	2025-02-07	01-201-000-0000-6411-000000	$1,814.02	Ammunition	I1743696	N
	2025-02-07	01-201-000-0000-6411-000000	$2,085.00	Ammunition	I1743697	N
115800	**1436**	**STREICHERS**	**$4,836.86**			
115801	1504	DONWIN(SCOTT) PETERSON				
	2025-02-07	01-603-000-0000-6114-000000	$50.00	Per Diem for CEC February 5, 2025 Meeting	20250205	Y
	2025-02-07	01-603-000-0000-6114-000000	$11.90	17 (RT) mileage @.70/mile: February 5, 2025	20250205	Y
115801	**1504**	**DONWIN(SCOTT) PETERSON**	**$61.90**			
115802	1840	ISD 877 - BUFFALO				
	2025-02-07	78-413-805-7564-6007-000000	$8,525.54	LCTS PHASE III, PMT # 103	20240406	N
115802	**1840**	**ISD 877 - BUFFALO**	**$8,525.54**			
115803	1847	FRANKLIN TOWNSHIP				
	2025-02-07	03-325-000-0000-6650-000000	$12,579.38	086-599-029 & 086-599-030 Franklin Twp Bridge Engineering and Tree Clearing - Township Bridge Reimbursement	74681	N
115803	**1847**	**FRANKLIN TOWNSHIP**	**$12,579.38**			
115804	3365	WSB & ASSOCIATES INC				
	2025-02-07	03-326-000-0000-6261-000000	$9,193.63	CSAH 35 Construction Services and Material Testing	R-020473-000-31	N
	2025-02-07	03-326-000-0000-6261-000000	$16,656.48	CR 137 - I94 to Marx Reconstruct (Engineering Services)	R-024469-000-11	N
	2025-02-07	03-320-021-0000-6505-000000	$4,273.83	614-011 Roundabout TH12-CSAH 14	R-025304-000-6	N
	2025-02-07	03-326-000-0000-6261-000000	$5,165.07	TH 25-CR 113 RAB - Design Engineering 2024	R-025878-000-5	N
	2025-02-07	03-320-000-0000-6505-000000	$12,558.50	083-001 TH 25-CSAH 83 Roundabout - Construction Services	R-026487-000-5	N
115804	**3365**	**WSB & ASSOCIATES INC**	**$47,847.51**			
115805	3817	SQUIRES,WALDSPURGER & MACE P.A.				
	2025-02-07	01-100-000-0000-6261-000000	$10,438.76	Professional Services Dec 2024	00554	N
115805	**3817**	**SQUIRES,WALDSPURGER & MACE P.A.**	**$10,438.76**			
115806	3868	GARY COBUS				
	2025-02-07	01-603-000-0000-6114-000000	$50.00	Per diem for CEC Meeting: February 4, 2025	20250205	Y
	2025-02-07	01-603-000-0000-6114-000000	$23.80	34 (RT) mileage @.70/mile: February 4, 2025	20250205	Y
115806	**3868**	**GARY COBUS**	**$73.80**			

115807	8732	STELLIS HEALTH PA				
	2025-02-07	11-450-472-0010-6261-000000	$1,483.61	FHFP -9.1.24-9-26.24	202409	Y
115807	**8732**	**STELLIS HEALTH PA**	**$1,483.61**			
115808	46490	MINNESOTA MONITORING INC				
	2025-02-07	02-230-000-0000-6261-000000	$666.00	Inmate Monitoring	16839	N
115808	**46490**	**MINNESOTA MONITORING INC**	**$666.00**			
115809	68948	VILLAGE RANCH INC				
	2025-02-07	01-025-000-0000-6265-000000	$1,333.10	January 2025 Juvenile Correctional fee	063407	N
115809	**68948**	**VILLAGE RANCH INC**	**$1,333.10**			
115810	200679	DSC COMMUNICATIONS				
	2025-02-07	01-201-000-0000-6261-000000	$950.00	FCC License	2501114	N
	2025-02-07	01-201-000-0000-6411-000000	$980.00	Battery 2000Mah IMPRES Li-Ion	2501183	N
115810	**200679**	**DSC COMMUNICATIONS**	**$1,930.00**			
115811	461	AT&T MOBILITY				
	2025-02-07	11-430-700-0020-6260-000000	$228.93	SOFTWARE OR SYSTEMS SUPPORT	287303087977X02032025	Y
	2025-02-07	11-420-600-0020-6260-000000	$102.62	SOFTWARE OR SYSTEMS SUPPORT	287303087977X02032025	Y
	2025-02-07	11-450-430-0020-6260-000000	$63.15	SOFTWARE OR SYSTEMS SUPPORT	287303087977X02032025	Y
	2025-02-07	11-430-700-0010-6203-000000	$6,143.21	Monthly Cell Phone Service 12/26/24-1/25/25	287303087977X02032025	Y
	2025-02-07	11-430-700-0030-6203-000000	$649.09	Monthly Cell Phone Service 12/26/24-1/25/25	287303087977X02032025	Y
	2025-02-07	11-420-605-0010-6203-000000	$49.93	Monthly Cell Phone Service 12/26/24-1/25/25	287303087977X02032025	Y
	2025-02-07	11-420-600-0030-6203-000000	$149.79	Monthly Cell Phone Service 12/26/24-1/25/25	287303087977X02032025	Y
	2025-02-07	11-450-430-0010-6203-000000	$1,186.62	Monthly Cell Phone Service 12/26/24-1/25/25	287303087977X02032025	Y
	2025-02-07	11-450-491-0010-6203-000000	$149.79	Monthly Cell Phone Service 12/26/24-1/25/25	287303087977X02032025	Y
	2025-02-07	11-450-475-0010-6203-000000	$49.93	Monthly Cell Phone Service 12/26/24-1/25/25	287303087977X02032025	Y
	2025-02-07	11-450-474-7101-6203-000000	$99.86	Monthly Cell Phone Service 12/26/24-1/25/25	287303087977X02032025	Y
	2025-02-07	11-450-473-0010-6203-000000	$149.79	Monthly Cell Phone Service 12/26/24-1/25/25	287303087977X02032025	Y
	2025-02-07	11-450-472-0010-6203-000000	$49.93	Monthly Cell Phone Service 12/26/24-1/25/25	287303087977X02032025	Y
	2025-02-07	11-450-451-0010-6203-000000	$49.93	Monthly Cell Phone Service 12/26/24-1/25/25	287303087977X02032025	Y
	2025-02-07	11-450-451-7103-6203-000000	$49.93	Monthly Cell Phone Service 12/26/24-1/25/25	287303087977X02032025	Y
115811	**461**	**AT&T MOBILITY**	**$9,172.50**			
115812	46433	MN DEPT OF PUBLIC SAFETY				
	2025-02-10	84-041-000-0000-6820-000000	$37,319.41	MNDRIVE	20250210MV	N
115812	**46433**	**MN DEPT OF PUBLIC SAFETY**	**$37,319.41**			
115814	200788	REPUBLIC SERVICES 894				
	2025-02-10	01-201-000-0000-6261-000000	$279.39	3-0894-3470371 Shredding	0894-007021674	N
115814	**200788**	**REPUBLIC SERVICES 894**	**$279.39**			
115815	3685	AMERICAN DATABANK LLC				
	2025-02-10	01-100-000-0000-6261-000000	$263.81	Background Check Fee	2501233	Y
115815	**3685**	**AMERICAN DATABANK LLC**	**$263.81**			

115816	200846	KLJ SOLUTIONS				
	2025-02-10	03-320-000-0000-6505-000000	$6,508.92	CSAH 16 & 30 CORRIDOR STUDY	10220634	N
115816	**200846**	**KLJ SOLUTIONS**	**$6,508.92**			
115819	1048	MARTIN-MCALLISTER CONSULTING				
	2025-02-10	01-201-000-0000-6261-000000	$6,900.00	Public Safety Assessment	16694	N
115819	**1048**	**MARTIN-MCALLISTER CONSULTING**	**$6,900.00**			
115820	1347	AMAZON BUSINESS				
	2025-02-10	01-063-066-0000-6411-000000	$252.00	Jabra Evolve2 65 Flex Stereo Headset with Bluetooth, Wireless Charging Pad - Noise-Cancelling ClearVoice Technology & Hybrid Active Noise Cancellation - Certified for Microsoft Teams - Black	1Y4W-PQRX-4L7H	N
115820	**1347**	**AMAZON BUSINESS**	**$252.00**			
115821	1436	STREICHERS				
	2025-02-10	01-201-000-0000-6806-000000	$349.98	Uniform Allowance	I1742779	N
115821	**1436**	**STREICHERS**	**$349.98**			
115822	3346	STANTEC CONSULTING SERVICES INC				
	2025-02-10	03-326-000-0000-6261-000000	$43,538.00	SAP 086-608-034 - CSAH 8 BRIDGE BR86538 P#193806783	2313683	N
	2025-02-10	03-326-000-0000-6261-000000	$13,665.50	SAP 608-034 CSAH 8 BRIDGE #86503 REPLACEMENT	2313683	N
	2025-02-10	03-326-000-0000-6261-000000	$4,100.00	SAP 086-608-034 - CSAH 8 BRIDGE BR86538 P#193806783	2326516	N
115822	**3346**	**STANTEC CONSULTING SERVICES INC**	**$61,303.50**			
115824	5476	NELSON SANITATION & RENTAL INC				
	2025-02-10	34-150-000-8475-6602-000000	$135.00	Maple Lake Shop Construction	INV/2025/0235	N
	2025-02-10	34-150-000-8475-6602-000000	$135.00	Maple Lake Shop Construction	INV/2025/1210	N
115824	**5476**	**NELSON SANITATION & RENTAL INC**	**$270.00**			
115826	6027	ENVIROTECH SERVICES INC				
	2025-02-10	03-330-000-0000-6533-000000	$7,510.50	APEX C DEICER	CD202507518	N
115826	**6027**	**ENVIROTECH SERVICES INC**	**$7,510.50**			
115827	6231	CINTAS CORPORATION NO. 2				
	2025-02-10	03-310-000-0000-6806-000000	$299.92	HIGHWAY UNIFORMS - BUFFALO	04213966746	N
	2025-02-10	03-310-000-0000-6806-000000	$43.46	HIGHWAY UNIFORMS - OTSEGO	4219405639	N
	2025-02-10	03-310-000-0000-6806-000000	$29.47	HIGHWAY UNIFORMS - COKATO	4219426178	N
	2025-02-10	01-111-000-0000-6301-000000	$127.34	Facilities Uniforms	4219831213	N
	2025-02-10	03-310-000-0000-6806-000000	$311.46	HIGHWAY UNIFORMS - BUFFALO	4219831276	N
	2025-02-10	03-310-000-0000-6203-000000	$51.63	HIGHWAY UNIFORMS - MAPLE LAKE	4219978751	N
	2025-02-10	03-310-000-0000-6806-000000	$29.47	HIGHWAY UNIFORMS - COKATO	4220126493	N
	2025-02-10	03-310-000-0000-6806-000000	$43.46	HIGHWAY UNIFORMS - OTSEGO	4220165291	N
	2025-02-10	01-521-021-0000-6806-000000	($499.43)	CM Parks Uniforms	9306295132	N
115827	**6231**	**CINTAS CORPORATION NO. 2**	**$436.78**			
115830	6433	BOLTON & MENK INC				
	2025-02-10	03-320-000-0000-6505-000000	$28,901.50	PEL STUDY TH 25 AREA	355506	N
115830	**6433**	**BOLTON & MENK INC**	**$28,901.50**			
115831	6759	RTVISION INC				

	2025-02-10	03-310-000-0000-6260-000000	$1,400.00	ANNUAL SUPPORT NEW ROADS	INV993	N
115831	**6759**	**RTVISION INC**	**$1,400.00**			
115832	7338	GOPHER STATE ONE CALL				
	2025-02-10	03-350-000-0000-6543-000000	$114.80	HWY LOCATES - JAN 48 LOCATES2025 FACILITY OPERATOR FEE	5011616	N
115832	**7338**	**GOPHER STATE ONE CALL**	**$114.80**			
115833	7544	CENTRA SOTA COOPERATIVE - BUFFALO				
	2025-02-10	34-150-000-8475-6602-000000	$839.98	Maple Lake Shop Construction	4229439	N
	2025-02-10	34-150-000-8475-6602-000000	$1,007.73	Maple Lake Shop Construction	4229993	N
	2025-02-10	34-150-000-8475-6602-000000	$683.43	Maple Lake Shop Construction	4230188	N
	2025-02-10	34-150-000-8475-6602-000000	$769.91	Maple Lake Shop Construction	4230189	N
	2025-02-10	34-150-000-8475-6602-000000	$819.45	Maple Lake Shop Construction	4230404	N
	2025-02-10	34-150-000-8475-6602-000000	$788.17	Maple Lake Shop Construction	4230405	N
	2025-02-10	34-150-000-8475-6602-000000	$837.82	Maple Lake Shop Construction	8108785	N
	2025-02-10	34-150-000-8475-6602-000000	$852.33	Maple Lake Shop Construction	8108786	N
	2025-02-10	34-150-000-8475-6602-000000	$664.54	Maple Lake Shop Construction	8108870	N
	2025-02-10	34-150-000-8475-6602-000000	$645.02	Maple Lake Shop Construction	8108871	N
115833	**7544**	**CENTRA SOTA COOPERATIVE - BUFFALO**	**$7,908.38**			
115834	13590	INTEGRIPRINT INC				
	2025-02-10	11-450-430-0020-6411-000000	$4.58	ADM OPERATING SUPPLIES	64130	N
	2025-02-10	11-430-700-0020-6411-000000	$16.60	ADM OPERATING SUPPLIES	64130	N
	2025-02-10	11-420-600-0020-6411-000000	$7.44	ADM OPERATING SUPPLIES	64130	N
115834	**13590**	**INTEGRIPRINT INC**	**$28.62**			
115835	31299	HOLIDAY COMPANIES CORPORATE OFFICE				
	2025-02-10	11-420-000-0000-1461-000000	$2,950.00	Fuel Only Gas Cards for Health & Human Services Clients	202501	N
115835	**31299**	**HOLIDAY COMPANIES CORPORATE OFFICE**	**$2,950.00**			
115836	43808	MCKESSON MEDICAL-SURGICAL				
	2025-02-10	01-250-000-0000-6458-000000	$1,140.82	Jail Medical Supplies	23278226	Y
115836	**43808**	**MCKESSON MEDICAL-SURGICAL**	**$1,140.82**			
115838	46490	MINNESOTA MONITORING INC				
	2025-02-10	01-025-000-0000-6265-000000	$217.00	January 2025 Juvenile EHM detention fee	16806	N
	2025-02-10	01-025-000-0000-6265-000000	$126.00	January 2025 Juvenile EHM Correctional fee	16806	N
115838	**46490**	**MINNESOTA MONITORING INC**	**$343.00**			
115840	74343	WRIGHT HENNEPIN COOP ELECTRIC ASSOC				
	2025-02-10	01-111-000-0000-6251-000000	$47.95	150-1683-4363 LEC Elevator/Fire Panel Monitoring 2/28/25	35031918791	N
	2025-02-10	01-111-000-0000-6251-000000	$37.90	150-1690-5805 Sheriff Support Monitoring 2/28/25	35031918791	N
	2025-02-10	01-111-000-0000-6251-000000	$42.95	150-1690-5904 Sheriff Support Fire Panel Monitoring/Testing 2/28/25	35031918791	N
115840	**74343**	**WRIGHT HENNEPIN COOP ELECTRIC ASSOC**	**$128.80**			
13125	97	KLATT TRUE VALUE ELECTRIC				
	2025-01-29	01-521-021-0000-6452-000000	$83.97	PROPANE	75369	N

13125	**97**	**KLATT TRUE VALUE ELECTRIC**	**$83.97**			
13126	1813	COLLINS BROS TOWING				
	2025-01-29	01-201-000-0000-6261-000000	$91.27	Squad Tow	118451	N
	2025-01-29	01-201-000-0000-6261-000000	$200.79	Squad Tow	118724	N
13126	**1813**	**COLLINS BROS TOWING**	**$292.06**			
13128	6712	HENNEPIN COUNTY TREASURER				
	2025-01-29	11-420-650-4400-6261-000000	$8.56	12/31/2024 -12/31/2024 SFY 2024 - 2 Units Med Trans Admin 50% FFP Rate: $4.280 Total: $8.56 Services 01/01/2024 through 06/30/2024. Warrant date 12/31/2024	1000237916	N
13128	**6712**	**HENNEPIN COUNTY TREASURER**	**$8.56**			
13130	200150	ROTARY CLUB OF BUFFALO FOUNDATION				
	2025-01-29	01-091-000-0000-6245-000000	$20.00	Quarterly Buffalo Rotary Dues-Jan-Mar 2025	1916	N
	2025-01-29	01-091-000-0000-6245-000000	$149.50	Quarterly meals charge Jan-Mar 2025	1916	N
	2025-01-29	01-091-000-0000-6245-000000	$9.00	Semi annual billing for Rotarian magazine -Jan-June 2025	1916	N
	2025-01-29	01-091-000-0000-6245-000000	$38.50	Semi annual dues District 5950: Jan- June 2025	1916	N
	2025-01-29	01-091-000-0000-6245-000000	$39.25	Semi annual dues to Rotary International - Jan-June 2025	1916	N
13130	**200150**	**ROTARY CLUB OF BUFFALO FOUNDATION**	**$256.25**			
13131	200460	SALT SOURCE LLC				
	2025-01-29	03-330-000-0000-6533-000000	$8,895.39	BRINE MAKER SALT	29612	N
	2025-01-29	03-330-000-0000-6533-000000	$5,854.64	BRINE MAKER SALT	29675	N
13131	**200460**	**SALT SOURCE LLC**	**$14,750.03**			
13132	200590	LAWSON PRODUCTS INC.				
	2025-01-29	01-521-021-0000-6452-000000	$44.00	7/8 Thru-Hardened Steel Flat Washer USS	9312164080	N
13132	**200590**	**LAWSON PRODUCTS INC.**	**$44.00**			
13133	200710	WHITE CAP, LP				
	2025-01-29	03-320-000-0000-6503-000000	$446.98	Engineering Field Supplies - 4" Swivel Disk Crafco	50026832636	N
	2025-01-29	03-330-000-0000-6537-000000	$28,479.75	RUBBERIZED CRACK FILLER	50029923802	N
13133	**200710**	**WHITE CAP, LP**	**$28,926.73**			
13134	201054	KARIN SCHAEFER				
	2025-01-29	11-450-430-0020-6337-000000	$8.00	ADM ADVISORY COMMITTEE	20250113	N
	2025-01-29	11-430-700-0020-6337-000000	$29.00	ADM ADVISORY COMMITTEE	20250113	N
	2025-01-29	11-420-600-0020-6337-000000	$13.00	ADM ADVISORY COMMITTEE	20250113	N
13134	**201054**	**KARIN SCHAEFER**	**$50.00**			
13135	201057	DISPLAY SALES CO				
	2025-01-29	01-201-000-0000-6411-000000	$715.00	Sheriff Office Custom Flags (6)	INV5811	N
13135	**201057**	**DISPLAY SALES CO**	**$715.00**			
13136		KORRI SLUSSER				
	2025-01-30	01-025-000-0000-5501-000000	$25.00	REFUND OVERPAYMENT 86CR25493	20250128	
13136		**KORRI SLUSSER**	**$25.00**			
13137	207	ASSOCIATION OF MINNESOTA COUNTIES				
	2025-01-30	01-031-021-0000-6245-000000	$439.00	2025 MACA Dues CW	13451-25	N

	2025-01-30	01-031-021-0000-6245-000000	$1,079.00	2025 MACA Dues GK	15052-25	N
	2025-01-30	01-031-021-0000-6245-000000	$439.00	2025 MACA Dues MM	3620-25	N
	2025-01-30	20-393-111-0000-6840-000000	$300.00	2025 SWAA Dues	Cash-13967	N
13137	**207**	**ASSOCIATION OF MINNESOTA COUNTIES**	**$2,257.00**			
13138	2396	MATTHEW BENDER & CO INC				
	2025-01-30	02-021-000-0000-6411-000000	$550.61	Matthew Bender - Dunnell's MN Digest Vol 6	43090745	N
	2025-01-30	02-021-000-0000-6411-000000	$337.00	Matthew Bender – Dunnell's Interim Sup	43918573	N
	2025-01-30	02-021-000-0000-6411-000000	$36.31	Shipping & Handling	43918573	N
	2025-01-30	02-021-000-0000-6411-000000	$403.31	Matthew Bender – MN Civil Practice	44064810	N
13138	**2396**	**MATTHEW BENDER & CO INC**	**$1,327.23**			
13139	4858	BUFFALO AUTO VALUE				
	2025-01-30	01-521-021-0000-6452-000000	$44.99	OXYGEN SENSOR	82275561	N
	2025-01-30	01-521-021-0000-6452-000000	$25.99	Part for Parks	82276022	N
	2025-01-30	01-521-021-0000-6480-000000	$5.49	NO 06 BRITE DRILL CD	82276301	N
	2025-01-30	01-521-021-0000-6452-000000	$208.98	Battery	82276514	N
13139	**4858**	**BUFFALO AUTO VALUE**	**$285.45**			
13140	6066	LOFFLER COMPANIES INC				
	2025-01-30	11-430-700-0020-6343-000000	$1,042.84	MACHINERY OR EQUIPMENT LEASE	4904542	N
	2025-01-30	11-450-430-0020-6343-000000	$287.68	MACHINERY OR EQUIPMENT LEASE	4904542	N
	2025-01-30	11-420-600-0020-6343-000000	$467.48	MACHINERY OR EQUIPMENT LEASE	4904542	N
13140	**6066**	**LOFFLER COMPANIES INC**	**$1,798.00**			
13141	6148	SANDRA WORTMAN				
	2025-01-30	02-230-000-0000-6261-000000	$296.00	Hair Cuts and Beard Trims for Inmates	12725	Y
13141	**6148**	**SANDRA WORTMAN**	**$296.00**			
13143	4433	XCEL ENERGY				
	2025-01-30	03-350-000-0000-6543-000000	$21.67	51-0011082266-6STREET LIGHT	910512861	N
	2025-01-30	03-350-000-0000-6543-000000	$22.43	51-0011082265-5STREET LIGHT	910519900	N
	2025-01-30	03-350-000-0000-6543-000000	$21.59	51-0012246861-6STREET LIGHT	910534041	N
	2025-01-30	03-350-000-0000-6543-000000	$18.12	51-0012426162-2STREET LIGHT	910535946	N
	2025-01-30	03-350-000-0000-6543-000000	$40.94	51-0014842512-0STREET LIGHT	910638001	N
13143	**4433**	**XCEL ENERGY**	**$124.75**			
13144	200788	REPUBLIC SERVICES 894				
	2025-01-30	01-521-523-0000-6301-000000	$733.99	3-0894-0120291 Schroeder Park Refuse Svc 12/1/24-12/31/24	0894-006938447	N
	2025-01-30	01-521-021-0000-6301-000000	$8.70	3-0899-0127032 Parks Refuse Svc 12/1/24-12/31/24	0894-006938447	N
	2025-01-30	01-521-021-0000-6301-000000	$52.00	3-0894-0120291 Ney Park Refuse Svc 12/1/24-12/31/24	0894-006938447	N
	2025-01-30	01-521-021-0000-6301-000000	$41.75	3-0894-0120291 Humphrey Arends Refuse Svc 12/1/24-12/31/24	0894-006938447	N
	2025-01-30	01-521-523-0000-6301-000000	$470.33	3-0894-0120291 Collinwood Refuse Svc 12/1/24-1/31/25	0894-006938447	N
	2025-01-30	01-521-021-0000-6301-000000	$27.83	3-0894-0120291 Bertram Refuse Svc 12/1/24-12/31/24	0894-006938447	N
	2025-01-30	01-521-021-0000-6301-000000	$347.47	3-0894-0120291 Clearwater Pleasant Refuse Svc 12/1/24-12/31/24	0894-006938447	N

	2025-01-30	01-521-021-0000-6301-000000	$27.83	3-0894-0120291 Crow Springs Refuse Svc 12/1/24-12/31/24	0894-006938447	N
	2025-01-30	01-521-021-0000-6301-000000	$41.75	3-0894-0120291 Oscar and Anna Johnson Refuse Svc 12/1/24-12/31/24	0894-006938447	N
	2025-01-30	01-521-021-0000-6301-000000	$55.67	3-0894-0120291 Riverside Park Refuse Svc 12/1/24-12/31/24	0894-006938447	N
	2025-01-30	01-111-000-0000-6251-000000	$87.93	3-0894-0121467 TTC Waste Hauling 12/1/24-12/31/24	0894-006938521	N
	2025-01-30	01-111-000-0000-6251-000000	$326.85	3-0894-0121467 JC Waste Hauling 12/1/24-12/31/24	0894-006938521	N
	2025-01-30	01-111-000-0000-6251-000000	$239.75	3-0894-0121467 HWY Waste Hauling 12/1/24-12/31/24	0894-006938521	N
	2025-01-30	01-111-000-0000-6251-000000	$268.08	3-0894-0121467 PW Waste Hauling 12/1/24-12/31/24	0894-006938521	N
	2025-01-30	01-111-000-0000-6251-000000	$820.24	3-0894-0121467 LEC Waste Hauling 12/1/24-12/31/24	0894-006938521	N
	2025-01-30	01-111-000-0000-6251-000000	$559.88	3-0894-0121467 GC Waste Hauling 1/1/25-1/31/25	0894-006938521	N
13144	**200788**	**REPUBLIC SERVICES 894**	**$4,110.05**			
13145	1039	JUSTICE BENEFITS INC				
	2025-01-31	01-250-000-0000-6261-000000	$1,731.40	SCAAP FY 2024	201706946	N
13145	**1039**	**JUSTICE BENEFITS INC**	**$1,731.40**			
13146	5583	FORD METRO INC				
	2025-01-31	34-163-100-8133-6602-000000	$84,872.85	Final Payment GC	20250129	N
13146	**5583**	**FORD METRO INC**	**$84,872.85**			
13147	200087	AAA COURIER EXPRESS, LLC				
	2025-01-31	01-250-000-0000-6458-000000	$673.88	Jail Medical Lab Courier	20250129	N
13147	**200087**	**AAA COURIER EXPRESS, LLC**	**$673.88**			
13148	200523	GOPHER SIGN COMPANY				
	2025-01-31	01-521-523-0000-6605-000000	$922.00	EXHIBIT TUBE FRAME MONUMENT 96X48 WITH 4X6X108 POSTS	114286	N
	2025-01-31	01-521-523-0000-6605-000000	$1,275.51	IMAGELOC CUSTOM SIGN 95.88X47.88 DF	114286	N
	2025-01-31	01-521-523-0000-6605-000000	$55.00	IMAGELOC SIGN SETUP FEE CNC AND ARTWORK FILE	114286	N
	2025-01-31	01-521-523-0000-6605-000000	$27.50	IMAGELOC SIGN SETUP FEE ADD'T ARTWORK FILES	114286	N
	2025-01-31	01-521-523-0000-6605-000000	$300.00	FREIGHT	114286	N
13148	**200523**	**GOPHER SIGN COMPANY**	**$2,580.01**			
13150	1691	DEPARTMENT OF HUMAN SERVICES				
	2025-02-03	84-420-660-0000-6801-000000	$5.00	MSA RECV- NOV24	A300MX86261	N
	2025-02-03	84-420-660-0000-6801-000000	$704.00	GRH RECV - NOV24	A300MX86261	N
	2025-02-03	11-420-650-4101-6020-000000	$3,140.74	GRH IMD CNTY SHR - NOV24	A300MX86261	N
	2025-02-03	84-420-610-0000-6801-000000	$105.00	MFIP Post TANF RECV - NOV24	A300MX86261	N
13150	**1691**	**DEPARTMENT OF HUMAN SERVICES**	**$3,954.74**			
13151	3308	M & M EXPRESS LUBE				
	2025-02-03	01-032-036-0000-6411-000000	$79.49	Hus Functional Helmet-wheel	552847	Y
	2025-02-03	01-032-036-0000-6411-000000	$34.97	Hus Glove Funct Saw Prot-M	552847	Y
	2025-02-03	01-032-036-0000-6411-000000	$127.19	Hus Chap-Technical (36/38)	552847	Y
13151	**3308**	**M & M EXPRESS LUBE**	**$241.65**			
13152	3654	C & C EMBROIDERY				
	2025-02-03	01-032-036-0000-6411-000000	$205.00	Safety Equipment-PPE-Cold weather embroidery	7778	Y

13152	**3654**	**C & C EMBROIDERY**	**$205.00**			
13153	4364	MARCO TECHNOLOGIES LLC				
	2025-02-03	02-021-000-0000-6411-000000	$88.64	500-0719446-000 Copy Contract 1/10/25 to 2/10/25	547062711	N
13153	**4364**	**MARCO TECHNOLOGIES LLC**	**$88.64**			
13154	10754	CENTRAL MN MENTAL HEALTH CENTER				
	2025-02-03	11-450-472-0010-6261-000000	$340.00	Dec 24 Public Health - MM	103286	N
13154	**10754**	**CENTRAL MN MENTAL HEALTH CENTER**	**$340.00**			
13156	6158	ARAMARK SERVICES INC				
	2025-02-03	01-250-000-0000-6459-000000	$10,252.57	INMATE MEALS JANUARY 23-29	200723300-001070	N
13156	**6158**	**ARAMARK SERVICES INC**	**$10,252.57**			
13158	201042	M & M EXPRESS SALES AND SERVICE BUFFALO				
	2025-02-03	01-032-036-0000-6411-000000	$66.99	Chainsaw hard hat replacement-chainsaw PPE	553045	N
13158	**201042**	**M & M EXPRESS SALES AND SERVICE BUFFALO**	**$66.99**			
13163	207	ASSOCIATION OF MINNESOTA COUNTIES				
	2025-02-04	01-111-000-0000-6245-000000	$350.00	MCCFMA 2025 Membership Dues	Cash-10218	N
13163	**207**	**ASSOCIATION OF MINNESOTA COUNTIES**	**$350.00**			
13165	5974	CENTERPOINT ENERGY				
	2025-02-04	01-111-000-0000-6251-000000	$1,872.03	Gas Svc Albertville Hwy Dept 12/27/24-1/27/25	6708158-8 0125	N
	2025-02-04	01-111-000-0000-6251-000000	$171.90	5811649-2 Gas Svc Sheriff's Storage at Hwy 12/12/24-1/13/25	8000065366-9 0125	N
	2025-02-04	01-111-000-0000-6251-000000	$17,708.92	7915763-2 Gas Svc LEC 12/12/24-1/13/25	8000065366-9 0125	N
13165	**5974**	**CENTERPOINT ENERGY**	**$19,752.85**			
13166	6076	INOVALON PROVIDER, INC.				
	2025-02-04	11-450-430-0010-6260-000000	$427.12	JANUARY 2025 SOFTWARE SUPPORT	25M-0010115	N
13166	**6076**	**INOVALON PROVIDER, INC.**	**$427.12**			
13168	48251	NACCHO				
	2025-02-04	11-450-451-7103-6338-000000	$850.00	2025 Preparedness Summit Registration: Individual, Non- Profit/Government "Early"	407114	N
	2025-02-04	11-450-451-7103-6338-000000	$800.00	2025 Preparedness Summit Registration: Individual, Non- Profit/Government "Early"	407114	N
	2025-02-04	11-450-451-7103-6338-000000	$800.00	2025 Preparedness Summit Registration: Individual, Non- Profit/Government "Early"	407114	N
	2025-02-04	11-450-451-7103-6338-000000	$850.00	2025 Preparedness Summit Registration: Individual, Non- Profit/Government "Early"	407114	N
	2025-02-04	11-450-451-7103-6338-000000	$850.00	2025 Preparedness Summit Registration: Individual, Non- Profit/Government "Early"	407114	N
13168	**48251**	**NACCHO**	**$4,150.00**			
13169	200604	KIRK WULF				
	2025-02-04	11-450-485-0010-6261-000000	$1,600.00	COVID Recovery RFP - Community mental health (mental health first aid)	INV-000009	Y
13169	**200604**	**KIRK WULF**	**$1,600.00**			
13170	200926	RECONROBOTICS, INC				
	2025-02-04	01-201-000-0000-6411-000000	$185.00	Throwbot XT & XT Audio 4-Pin AC Dual DC Battery Charger	77020	N
13170	**200926**	**RECONROBOTICS, INC**	**$185.00**			
13171	200957	DRELLISHAK AND DRELLISHAK INC				
	2025-02-04	01-201-000-0000-6480-000000	$23,970.00	STRYKER-III-20X34-VP Stryker Shield III, viewport, straight bar handle	INV4675	N

	2025-02-04	01-201-000-0000-6480-000000	$120.00	Shipping & Handling charges	INV4675	N
13171	**200957**	**DRELLISHAK AND DRELLISHAK INC**	**$24,090.00**			
13172	201050	WINDSTREAM HOLDING II				
	2025-02-04	01-111-000-0000-6251-000000	$256.85	320-963-1933 Trng Ctr Phone Svc 1/25/25-2/24/25	091987002 0225	N
13172	**201050**	**WINDSTREAM HOLDING II**	**$256.85**			
13173	201058	THE I LOVE U GUYS FOUNDATION				
	2025-02-04	01-201-000-0000-6338-000000	$8,000.00	School Training	3543	N
13173	**201058**	**THE I LOVE U GUYS FOUNDATION**	**$8,000.00**			
13174	201065	LAMAR TEXAS LIMITED PARTNERSHIP				
	2025-02-04	11-450-473-0010-6235-000000	$1,100.00	Monticello Media Type Bulletins	116719376	N
	2025-02-04	11-450-473-0010-6235-000000	$775.00	St Cloud Media Type Vinyl	116719376	N
	2025-02-04	11-450-473-0010-6235-000000	$25.00	Freight	116719376	N
13174	**201065**	**LAMAR TEXAS LIMITED PARTNERSHIP**	**$1,900.00**			
13175		KODEX INC				
	2025-02-05	01-201-000-0000-6261-000000	$50.00	SUBPOENA 24029677	D0924EFD-0001	
13175		**KODEX INC**	**$50.00**			
13176	253	CENTRACARE CLINIC				
	2025-02-05	01-250-000-0000-6458-000000	$21.78	Jail Medical	520984120	Y
13176	**253**	**CENTRACARE CLINIC**	**$21.78**			
13177	525	CENTURY LINK				
	2025-02-05	01-100-000-0000-6203-000000	$423.78	Phone Bill Monthly Allocation 1/25/25-2/24/25	333412686 0225	N
13177	**525**	**CENTURY LINK**	**$423.78**			
13179	1628	JUNCTION TOWING & AUTO REPAIR				
	2025-02-05	01-201-000-0000-6261-000000	$144.96	Towing	58866	N
13179	**1628**	**JUNCTION TOWING & AUTO REPAIR**	**$144.96**			
13180	2013	ALLINA HEALTH EMS				
	2025-02-05	01-250-000-0000-6458-000000	$609.63	PII: Jail Medical	TR01309791C1	Y
13180	**2013**	**ALLINA HEALTH EMS**	**$609.63**			
13181	2267	CIVIC RESEARCH INSTITUTE INC				
	2025-02-05	01-250-000-0000-6235-000000	$179.95	Subscription Renewal	3138558-R1	N
13181	**2267**	**CIVIC RESEARCH INSTITUTE INC**	**$179.95**			
13182	2490	UNITED PARCEL SERVICE				
	2025-02-05	01-201-000-0000-6261-000000	$8.66	Shipping	0000R6172Y045	N
13182	**2490**	**UNITED PARCEL SERVICE**	**$8.66**			
13184	4817	HERALD JOURNAL PUBLISHING INC				
	2025-02-05	01-041-021-0000-6235-000000	$40.16	DHJ 2025 Budget Summary	20250131FI	N
	2025-02-05	01-041-021-0000-6235-000000	$104.76	DHJ Minutes Dec 13 W/warrants	20250131FI	N
	2025-02-05	01-041-021-0000-6235-000000	$89.24	DHJ Minutes Jan 7 with warrants	20250131FI	N
	2025-02-05	01-041-021-0000-6235-000000	$142.59	DHJ Minutes Dec 17 W/Warrants	20250131FI	N

	2025-02-05	01-107-000-0000-6235-000000	$69.37	Jan 2025 public notices for PC/BOA	20250131PZ	N
13184	**4817**	**HERALD JOURNAL PUBLISHING INC**	**$446.12**			
13185	4858	BUFFALO AUTO VALUE				
	2025-02-05	03-380-000-0000-6571-000000	$485.97	HWY BATTERIES	82275790	N
13185	**4858**	**BUFFALO AUTO VALUE**	**$485.97**			
13186	5357	ELECTION SYSTEMS & SOFTWARE LLC				
	2025-02-05	01-041-071-0000-6410-000000	$629.25	March Township Ballot Layout Cost	CD2113878	N
13186	**5357**	**ELECTION SYSTEMS & SOFTWARE LLC**	**$629.25**			
13187	5818	MN DEPARTMENT OF LABOR & INDUSTRY				
	2025-02-05	01-111-000-0000-6245-000000	$10.00	127785 Boiler	ABR0347525X	N
	2025-02-05	01-111-000-0000-6245-000000	$10.00	127786 Boiler	ABR0347525X	N
	2025-02-05	01-111-000-0000-6245-000000	$10.00	554716 Pressure Vessel	ABR0347525X	N
	2025-02-05	01-111-000-0000-6245-000000	$10.00	133062 Boiler	ABR0347525X	N
	2025-02-05	01-111-000-0000-6245-000000	$400.00	GC Elevator Operating Permit	ALR0172651X	N
13187	**5818**	**MN DEPARTMENT OF LABOR & INDUSTRY**	**$440.00**			
13188	6066	LOFFLER COMPANIES INC				
	2025-02-05	11-450-473-0010-6232-000000	$52.10	Contract Overage Charges Dec 2024	4908648	N
	2025-02-05	11-450-472-0010-6232-000000	$0.02	Contract Overage Charges Dec 2024	4908648	N
	2025-02-05	11-450-475-0010-6232-000000	$1.77	Contract Overage Charges Dec 2024	4908648	N
	2025-02-05	11-420-640-0010-6232-000000	$15.26	Contract Overage Charges Dec 2024	4908648	N
	2025-02-05	11-450-430-0010-6232-000000	$164.03	Contract Overage Charges Dec 2024	4908648	N
	2025-02-05	11-450-430-0020-6232-000000	$22.65	ADM POSTAGE	4908648	N
	2025-02-05	11-420-600-0020-6232-000000	$36.81	ADM POSTAGE	4908648	N
	2025-02-05	11-430-700-0020-6232-000000	$82.11	ADM POSTAGE	4908648	N
	2025-02-05	11-430-700-0010-6232-000000	$163.24	Contract Overage Charges Dec 2024	4908648	N
	2025-02-05	11-420-600-0010-6232-000000	$146.11	Contract Overage Charges Dec 2024	4908648	N
	2025-02-05	01-100-000-0000-6343-000000	$6.27	Contract Overage Charges Dec 2024	4908648	N
13188	**6066**	**LOFFLER COMPANIES INC**	**$690.37**			
13190	19621	ECM PUBLISHERS INC				
	2025-02-05	01-107-000-0000-6235-000000	$56.25	Feb 13 PH Barthel IUP	1033618	N
	2025-02-05	01-107-000-0000-6235-000000	$56.25	Feb 13 PH Carlson Rezone	1033619	N
	2025-02-05	01-107-000-0000-6235-000000	$52.50	Feb 13 PH Haho CUP	1033620	N
	2025-02-05	01-107-000-0000-6235-000000	$52.50	Feb 13 PH Kolasa IUP	1033621	N
	2025-02-05	01-107-000-0000-6235-000000	$52.50	Feb 13 PH Raisanen CUP	1033622	N
	2025-02-05	01-107-000-0000-6235-000000	$60.00	Feb 13 PH Raisanen Rezone	1033623	N
13190	**19621**	**ECM PUBLISHERS INC**	**$330.00**			
13192	200150	ROTARY CLUB OF BUFFALO FOUNDATION				
	2025-02-05	11-430-700-0010-6245-000000	$149.50	Quarterly meals charge Jan-Mar 2025	1911	N
	2025-02-05	11-430-700-0010-6245-000000	$20.00	Quarterly Buffalo Rotary Club Dues - Jan-Mar 2025	1911	N

	2025-02-05	11-430-700-0010-6245-000000	$38.50	Semi annual dues District 5950: Jan-June 2025	1911	N
	2025-02-05	11-430-700-0010-6245-000000	$39.25	Semi annual dues to Rotary International - Jan-June 2025	1911	N
	2025-02-05	11-430-700-0010-6245-000000	$9.00	Semi annual billing for Rotarian magazine -Jan-June 2025	1911	N
13192	**200150**	**ROTARY CLUB OF BUFFALO FOUNDATION**	**$256.25**			
13193	6158	ARAMARK SERVICES INC				
	2025-02-05	02-230-000-0000-6459-000000	$642.94	FRESH FAVORITES JANUARY 23-29	200723300-001071	N
13193	**6158**	**ARAMARK SERVICES INC**	**$642.94**			
13194	200692	WIDSETH SMITH NOLTING & ASSOCIATES, INC				
	2025-02-05	34-150-000-8475-6602-000000	$8,896.45	Professional Services-Maple Lake Highway Facility	236071	N
13194	**200692**	**WIDSETH SMITH NOLTING & ASSOCIATES, INC**	**$8,896.45**			
13196	526	STAN VANDER KOOI				
	2025-02-06	01-603-000-0000-6114-000000	$50.00	Per diem for CEC Meeting: February 5, 2025	20250204	Y
	2025-02-06	01-603-000-0000-6114-000000	$11.34	16.2 (RT) mileage @.70/mile: February 5, 2025	20250204	Y
13196	**526**	**STAN VANDER KOOI**	**$61.34**			
13197	1118	CULLIGAN OF BUFFALO				
	2025-02-06	01-111-000-0000-6411-000000	$9.80	Water Svc HWY Dept French Lake Shop Feb 2025	173X04271500	N
	2025-02-06	01-111-000-0000-6411-000000	$9.80	Bottled Water Equipment Rental Service	173X04274702	N
	2025-02-06	01-111-000-0000-6411-000000	$15.00	Seasonal Bottled Water Equipment Rental Service	173X04274702	N
	2025-02-06	01-111-000-0000-6411-000000	$58.40	40lb Solar salt	173X04276400	N
	2025-02-06	01-111-000-0000-6411-000000	$7.00	Sanitization pack	173X04276400	N
	2025-02-06	01-111-000-0000-6411-000000	$58.40	40lb Solar salt	173X04285203	N
	2025-02-06	01-111-000-0000-6411-000000	$7.00	Sanitization pack	173X04285203	N
13197	**1118**	**CULLIGAN OF BUFFALO**	**$165.40**			
13198	1168	ALL STATE COMMUNICATIONS INC				
	2025-02-06	01-111-000-0000-6301-000000	$474.76	VIDEO LICENSES	349053	N
13198	**1168**	**ALL STATE COMMUNICATIONS INC**	**$474.76**			
13200	4858	BUFFALO AUTO VALUE				
	2025-02-06	03-380-000-0000-6571-000000	$157.99	HWY BATTERIES	82276076	N
	2025-02-06	03-380-000-0000-6571-000000	$1,013.00	HWY BATTERIES	82276307	N
13200	**4858**	**BUFFALO AUTO VALUE**	**$1,170.99**			
13201	5699	ACTION TARGET INC.				
	2025-02-06	01-100-000-0000-6605-000000	$20,654.71	Training Center Lead Mitigation	136828-1	N
13201	**5699**	**ACTION TARGET INC.**	**$20,654.71**			
13202	6401	COMM OF MMB, TREAS DIV				
	2025-02-06	84-041-000-0000-6902-000000	$28.60	SIU Cash Forfeit WC19026691, 86CV195415	20250205	N
	2025-02-06	84-041-000-0000-6902-000000	$286.00	SIU Cash Forfeit WC22008082, 86CO22381	20250205	N
13202	**6401**	**COMM OF MMB, TREAS DIV**	**$314.60**			
13207	1042	AT&T MOBILITY NATIONAL ACCOUNTS, LLC				
	2025-02-07	01-201-000-0000-6261-000000	$70.00	Tower Search Requested - CCN 24035766	543879	N

	2025-02-07	01-201-000-0000-6261-000000	$70.00	Area Search Requested - CCN 24035766	544456	N
13207	**1042**	**AT&T MOBILITY NATIONAL ACCOUNTS, LLC**	**$140.00**			
13208	1622	ALLINA HOSPITALS & CLINIC				
	2025-02-07	01-201-000-0000-6338-000000	$3,664.50	1st Quarter Education and Medical Directions	CI00062287	Y
13208	**1622**	**ALLINA HOSPITALS & CLINIC**	**$3,664.50**			
13209	1663	COMMISSIONER OF TRANS				
	2025-02-07	03-326-000-0000-6261-000000	$103.90	SAP 599-029 REPLACE BRIDGE #86502SP 605-026 CSAH 5 BRIDGE #86536SAP 635-042	P00019512	N
	2025-02-07	03-320-000-0000-6505-000000	$1,202.09	SAP 599-029 REPLACE BRIDGE #86502SP 605-026 CSAH 5 BRIDGE #86536SAP 635-042	P00019512	N
13209	**1663**	**COMMISSIONER OF TRANS**	**$1,305.99**			
13210	1959	ERICKSON ENGINEERING COMPANY				
	2025-02-07	03-326-000-0000-6261-000000	$915.00	SAP 607-023 CSAH 7 BRIDGE #86535	16866	N
	2025-02-07	03-326-000-0000-6261-000000	$807.50	602-012 CSAH 2 Bridge Inspection	16898	N
	2025-02-07	03-326-000-0000-6261-000000	$95.00	605-026 CSAH 5 Bridge Construction Inspection	16899	N
	2025-02-07	03-326-000-0000-6261-000000	$804.50	605-026 CSAH 5 Bridge Construction Inspection	17058	N
13210	**1959**	**ERICKSON ENGINEERING COMPANY**	**$2,622.00**			
13211	2766	KEITH DUSKE				
	2025-02-07	01-603-000-0000-6114-000000	$50.00	Per diem for CEC Meeting: February 4, 2025	20250205	Y
	2025-02-07	01-603-000-0000-6114-000000	$16.80	24 (RT) mileage @.70/mile: February 4, 2025	20250205	Y
13211	**2766**	**KEITH DUSKE**	**$66.80**			
13212	3850	MN STATE LAW LIBRARY				
	2025-02-07	02-021-000-0000-6411-000000	$350.00	MN State Law Library Tier 1	#25-31	N
13212	**3850**	**MN STATE LAW LIBRARY**	**$350.00**			
13213	4516	VERIZON WIRELESS VSAT NORTH				
	2025-02-07	01-201-000-0000-6261-000000	$75.00	Cell Tower Dump	9022386674	Y
	2025-02-07	01-201-000-0000-6261-000000	$10.00	Cell Tower (MARS)	9022386674	Y
	2025-02-07	01-201-000-0000-6261-000000	$25.00	Cell Tower (MARS)	9022387882	Y
	2025-02-07	01-201-000-0000-6261-000000	$75.00	Cell Tower Dump	9022387882	Y
13213	**4516**	**VERIZON WIRELESS VSAT NORTH**	**$185.00**			
13214	6712	HENNEPIN COUNTY TREASURER				
	2025-02-07	11-420-650-4400-6261-000000	$3,723.60	12/31/2024 -12/31/2024 SFY 2025 - 870 Units Med Trans Admin 50% FFP Rate $4.280 Total: $3,723.60 Services 07/01/2024 through 12/26/2024. Warrant date 12/31/2024	1000237917	N
13214	**6712**	**HENNEPIN COUNTY TREASURER**	**$3,723.60**			
13215	64031	DHS- SWIFT				
	2025-02-07	11-420-650-4101-6020-000000	$3,140.74	GRH IMD CNTY SHR - DEC24	A300MX86262I	N
	2025-02-07	84-420-610-0000-6801-000000	$1,464.38	MF HOUSING RECV TANF - DEC24	A300MX86262I	N
	2025-02-07	84-420-610-0000-6801-000000	$7,369.97	MFIP Post TANF RECV - DEC24	A300MX86262I	N
	2025-02-07	84-420-610-0000-6801-000000	$131.08	MFFS RECV- DEC24	A300MX86262I	N
	2025-02-07	84-420-610-0000-6801-000000	$5.00	MAXIS INVOICE - DEC24	A300MX86262I	N
13215	**64031**	**DHS- SWIFT**	**$12,111.17**			
13216	200241	BENTON COUNTY HUMAN SERVICES				

	2025-02-07	11-430-740-0000-5296-000000	$3,867.53	REFUND OF DUPLICATE PAYMENT OF PATH GRANT IN JAN-25	20250204	N
13216	**200241**	**BENTON COUNTY HUMAN SERVICES**	**$3,867.53**			
13217	200487	S.M. HENTGES & SONS, INC.				
	2025-02-07	03-326-000-0000-6650-000000	$542,972.56	CSAH 35 Construction Project St. MichaelSAP-086-635-042	CONT 2304 PAYMENT 10	N
13217	**200487**	**S.M. HENTGES & SONS, INC.**	**$542,972.56**			
13218	200656	ELLIOT SALA				
	2025-02-07	01-603-000-0000-6114-000000	$50.00	Per diem for CEC Meeting: February 4, 2025	20250205	Y
	2025-02-07	01-603-000-0000-6114-000000	$14.28	20.4 (RT) mileage @.70 mile: February 4, 2025	20250205	Y
13218	**200656**	**ELLIOT SALA**	**$64.28**			
13219	200699	PAUL BERNING				
	2025-02-07	01-603-000-0000-6114-000000	$50.00	Per diem for CEC Meeting: February 4, 2025	20250205	Y
	2025-02-07	01-603-000-0000-6114-000000	$14.98	21.4 (RT) mileage @.70 mile: February 4, 2025	20250205	Y
13219	**200699**	**PAUL BERNING**	**$64.98**			
13220	200721	TREESTORY INC				
	2025-02-07	01-521-021-0000-6261-000000	$13,000.00	Cut down and remove trees	20250131	N
	2025-02-07	01-521-021-0000-6261-000000	$6,500.00	Grind Stumps/ Haul Grindings	20250131	N
	2025-02-07	01-521-021-0000-6261-000000	$6,000.00	Trim Deadwood/ Thin Canopy	20250131	N
	2025-02-07	01-521-021-0000-6261-000000	$3,500.00	Daily trimming rate based off 8HR day	20250131	N
	2025-02-07	01-521-021-0000-6261-000000	$500.00	Additional cost 1 1 tree remove and grind stump	20250131	N
13220	**200721**	**TREESTORY INC**	**$29,500.00**			
13221	201050	WINDSTREAM HOLDING II				
	2025-02-07	03-310-000-0000-6203-000000	$181.63	INTERNET TO SHOP 4	0124 092228404	N
	2025-02-07	03-310-000-0000-6203-000000	$156.63	INTERNET TO SHOP 5	0124 092228405	N
	2025-02-07	03-310-000-0000-6203-000000	$169.57	INTERNET TO SHOP	0124 092229344	N
13221	**201050**	**WINDSTREAM HOLDING II**	**$507.83**			
13222	201069	KIMBERLY HUNCHA				
	2025-02-07	01-603-000-0000-6114-000000	$50.00	Per Diem for CEC February 4, 2025 Meeting	20250205	Y
	2025-02-07	01-603-000-0000-6114-000000	$5.04	7.2 (RT) mileage @.70/mile: February 5, 2025	20250205	Y
13222	**201069**	**KIMBERLY HUNCHA**	**$55.04**			
13223	338	BRETH ZENZEN FIRE PROTECTION LLC				
	2025-02-10	34-150-000-8475-6602-000000	$38,760.00	Maple Lake Shop Construction	1	N
13223	**338**	**BRETH ZENZEN FIRE PROTECTION LLC**	**$38,760.00**			
13224	525	CENTURY LINK				
	2025-02-10	03-310-000-0000-6203-000000	$113.29	INTERNET SHOP 7	0125 430864594	N
13224	**525**	**CENTURY LINK**	**$113.29**			
13226	1619	SHERBURNE COUNTY SHERIFF				
	2025-02-10	11-420-640-0010-6267-000000	$80.00	Service Fee	250178	N
13226	**1619**	**SHERBURNE COUNTY SHERIFF**	**$80.00**			
13227	1959	ERICKSON ENGINEERING COMPANY				

	2025-02-10	03-326-000-0000-6261-000000	$1,360.00	SAP 607-023 CSAH 7 BRIDGE #86535	17020	N
13227	**1959**	**ERICKSON ENGINEERING COMPANY**	**$1,360.00**			
13228	4817	HERALD JOURNAL PUBLISHING INC				
	2025-02-10	41-666-000-0000-6261-000000	$31.55	Publication fee for public hearing on County Ditch #19	20250131CD	N
13228	**4817**	**HERALD JOURNAL PUBLISHING INC**	**$31.55**			
13229	4985	CHOSEN VALLEY TESTING INC				
	2025-02-10	34-150-000-8475-6602-000000	$731.00	Maple Lake Shop Construction	53512	N
13229	**4985**	**CHOSEN VALLEY TESTING INC**	**$731.00**			
13230	5085	CONTEGRITY GROUP				
	2025-02-10	34-150-000-8475-6602-000000	$5,675.00	Maple Lake Shop Construction	2025060	N
	2025-02-10	34-150-000-8475-6602-000000	$2,835.00	On Site Supervision Fee	2025061	N
	2025-02-10	34-150-000-8475-6602-000000	$20.40	Copies	2025061	N
	2025-02-10	34-150-000-8475-6602-000000	$2.60	Color Copies	2025061	N
13230	**5085**	**CONTEGRITY GROUP**	**$8,533.00**			
13231	5958	DUANE'S SEPTIC SERVICE LLC				
	2025-02-10	03-330-000-0000-6533-000000	$960.00	PUMP WASHBAY AND SAND TRAP	7100	N
13231	**5958**	**DUANE'S SEPTIC SERVICE LLC**	**$960.00**			
13233	200694	TOM KRAEMER, INC.				
	2025-02-10	34-150-000-8475-6602-000000	$367.00	Maple Lake Shop Construction	686030	N
13233	**200694**	**TOM KRAEMER, INC.**	**$367.00**			
13234	4433	XCEL ENERGY				
	2025-02-10	03-350-000-0000-6543-000000	$18.11	51-0011082852-6STREET LIGHT	912855536	N
13234	**4433**	**XCEL ENERGY**	**$18.11**			
13235	200881	ELECTRICAL PRODUCTION SERVICES, INC				
	2025-02-10	34-150-000-8475-6602-000000	$4,750.00	Maple Lake Shop Construction	APPLICATION: 5	N
13235	**200881**	**ELECTRICAL PRODUCTION SERVICES, INC**	**$4,750.00**			
13237	200973	MN FWA BUYER LLC				
	2025-02-10	03-310-000-0000-6203-000000	$206.67	INTERNET SHOP 2	0125 118642	N
13237	**200973**	**MN FWA BUYER LLC**	**$206.67**			
13238	201002	VOSS PLUMBING & HEATING OF PAYNESVILLE				
	2025-02-10	34-150-000-8475-6602-000000	$28,215.00	Maple Lake Shop Construction	3	N
13238	**201002**	**VOSS PLUMBING & HEATING OF PAYNESVILLE**	**$28,215.00**			
13239	201014	SALTUS TECHNOLOGIES LLC				
	2025-02-10	34-170-000-8007-6480-000000	$44,075.00	digiTICKET Enterprise and Configurations	2411-78	N
	2025-02-10	34-170-000-8007-6261-000000	$6,250.00	Standard Implementation & Training Services	2411-78	N
13239	**201014**	**SALTUS TECHNOLOGIES LLC**	**$50,325.00**			
13240	201037	MID CENTRAL DOOR COMPANY				
	2025-02-10	34-150-000-8475-6602-000000	$4,410.85	Maple Lake Shop Construction	2	N
13240	**201037**	**MID CENTRAL DOOR COMPANY**	**$4,410.85**			

13242	201068	SUNBELT RENTALS				
	2025-02-10	34-150-000-8475-6602-000000	$992.25	Maple Lake Shop Construction	162905827-0001	N
13242	**201068**	**SUNBELT RENTALS**	**$992.25**			
13243	3959	NEW LOOK CONTRACTING INC				
	2025-02-10	34-150-000-8475-6602-000000	$4,455.00	Maple Lake Shop Construction	9821	N
13243	**3959**	**NEW LOOK CONTRACTING INC**	**$4,455.00**			
13244	201067	PALMER WEST CONSTRUCTION COMPANY INC				
	2025-02-10	34-150-000-8475-6602-000000	$1,535.00	Maple Lake Shop Construction	44442	N
13244	**201067**	**PALMER WEST CONSTRUCTION COMPANY INC**	**$1,535.00**			
8002107		Katie Lynn Brown				
	2025-01-29	01-000-000-0000-6801-000000	($224.58)	Corporate card transaction reversal.	EX000061363987	
	2025-01-29	11-430-710-1670-6030-000000	$142.46	Purchased groceries for client	EX000061363987	
	2025-01-29	11-430-710-1670-6030-000000	$82.12	Purchased groceries for client.	EX000061363987	
8002107		**Katie Lynn Brown**	**$0.00**			
8002108		Loren Louise Green				
	2025-01-29	01-000-000-0000-6801-000000	($601.20)	Corporate card transaction reversal.	EX000061968813	
	2025-01-29	03-310-000-0000-6410-000000	$49.45	5 DESK CALENDARS	EX000061968813	
	2025-01-29	03-310-000-0000-6410-000000	$40.98	PUSH PINS, BADGE HOLDERS	EX000061968813	
	2025-01-29	03-310-000-0000-6410-000000	$53.00	COFFEE CUPS - BREAK ROOMS	EX000061968813	
	2025-01-29	03-310-000-0000-6410-000000	$15.69	BLUE PENS - OFFICE SUPPLIES	EX000061968813	
	2025-01-29	03-310-000-0000-6410-000000	$75.12	PENS/MARKERS - OFFICE SUPPLIES	EX000061968813	
	2025-01-29	03-310-000-0000-6410-000000	$366.96	PAPER ORDER - 1/2 YEAR	EX000061968813	
8002108		**Loren Louise Green**	**$0.00**			
8002109		Joshua Tyson Hinton				
	2025-01-29	01-000-000-0000-6801-000000	($622.00)	Corporate card transaction reversal.	EX000061343857	
	2025-01-29	01-201-000-0000-6338-000000	$622.00	ntoa patrol response to critical incident	EX000061343857	
8002109		**Joshua Tyson Hinton**	**$0.00**			
8002110		Robbie Ryan Klimmek				
	2025-01-29	01-000-000-0000-6801-000000	($2,130.14)	Corporate card transaction reversal.	EX000059396078	
	2025-01-29	01-111-012-0000-6301-000000	$435.47	ceiling diffusers for new office	EX000059396078	
	2025-01-29	01-111-012-0000-6505-000000	($435.47)	ceiling diffusers for new office	EX000059396078	
	2025-01-29	01-111-012-0000-6301-000000	$1,242.03	replacement humidifier pods LEC dispatch	EX000059396078	
	2025-01-29	01-111-012-0000-6301-000000	$323.11	install gas reg on MAU PWB	EX000059396078	
	2025-01-29	01-111-012-0000-6301-000000	$71.14	gas pipe repair at PWB	EX000059396078	
	2025-01-29	01-111-012-0000-6301-000000	$4.38	spray insulation for PWB	EX000059396078	
	2025-01-29	01-111-012-0000-6301-000000	$209.03	ceiling diffusers for new office	EX000059396078	
	2025-01-29	01-111-012-0000-6505-000000	$226.44	ceiling diffusers for new office	EX000059396078	
	2025-01-29	01-111-012-0000-6301-000000	$54.01	radiant tube heater repair Otsego HWY	EX000059396078	
	2025-01-29	01-111-012-0000-6301-000000	($435.47)	ceiling diffusers for new office	EX000059396078	

	2025-01-29	01-111-012-0000-6301-000000	$435.47	ceiling diffusers for new office	EX000059396078	
8002110		**Robbie Ryan Klimmek**	**$0.00**			
8002111		Brandi JO Kirkpatrick				
	2025-01-29	01-000-000-0000-6801-000000	($49.65)	Corporate card transaction reversal.	EX000061801977	
	2025-01-29	11-430-710-1460-6030-000000	$49.65	1 month of phone payment for KC	EX000061801977	
8002111		**Brandi JO Kirkpatrick**	**$0.00**			
8002112		Ashlee Marie Weiers				
	2025-01-29	01-000-000-0000-6801-000000	($813.87)	Corporate card transaction reversal.	EX000061910596	
	2025-01-29	01-201-272-0000-6480-000000	$229.99	Webcam for Conference Room	EX000061910596	
	2025-01-29	01-201-000-0000-6411-000000	$71.14	iPhone 15 Cases and Screen Protectors	EX000061910596	
	2025-01-29	01-201-000-0000-6411-000000	$188.96	K9 Fish Oil	EX000061910596	
	2025-01-29	01-201-000-0000-6411-000000	$109.78	Squad Car Cleaning Supplies	EX000061910596	
	2025-01-29	01-201-000-0000-6480-000000	$107.00	Coffee Maker	EX000061910596	
	2025-01-29	01-201-000-0000-6480-000000	$107.00	TC Coffee Maker	EX000061910596	
8002112		**Ashlee Marie Weiers**	**$0.00**			
8002113		Kent Thomas Lipelt				
	2025-01-29	01-000-000-0000-6801-000000	($529.00)	Corporate card transaction reversal.	EX000062059967	
	2025-01-29	01-250-000-0000-6801-000000	$529.00	Printer for Sergeants office	EX000062059967	
8002113		**Kent Thomas Lipelt**	**$0.00**			
8002114		Cody Robert Allen				
	2025-01-29	01-000-000-0000-6801-000000	($12.48)	Corporate card transaction reversal.	EX000061910612	
	2025-01-29	03-330-330-0000-6411-000000	$12.48	Wire wheel and drill adapters	EX000061910612	
8002114		**Cody Robert Allen**	**$0.00**			
8002115		Delia Adare Scepaniak				
	2025-01-30	01-000-000-0000-6801-000000	($371.96)	Corporate card transaction reversal.	EX000061363951	
	2025-01-30	01-521-021-0000-6410-000000	$39.60	1/12/25, Amazon, Pens for Copier room, $39.60	EX000061363951	
	2025-01-30	01-521-021-0000-6338-000000	$159.99	Marketing Bootcamp, 1/17/25, $159.99, 52eighty Creative	EX000061363951	
	2025-01-30	01-521-021-0000-6450-000000	$102.38	1/22/25, Recreation Program Supplies, $102.38, Amazon	EX000061363951	
	2025-01-30	01-521-021-0000-6235-000000	$69.99	Amazon, 1/23/25, Gimbal for Media, $69.99	EX000061363951	
8002115		**Delia Adare Scepaniak**	**$0.00**			
8002116		Kevin Charles Worcester				
	2025-01-30	01-000-000-0000-6801-000000	($3,337.43)	Corporate card transaction reversal.	EX000061685564	
	2025-01-30	01-111-010-0000-6411-000000	$84.24	"D" size batteries	EX000061685564	
	2025-01-30	01-111-010-0000-6411-000000	$53.53	N95 Respirators, Self- stick Carpet Protector.	EX000061685564	
	2025-01-30	01-111-010-0000-6301-000000	$94.11	Elkay Reset Switch	EX000061685564	
	2025-01-30	01-111-010-0000-6301-000000	$86.92	Materials for safety sign holders	EX000061685564	
	2025-01-30	01-111-010-0000-6411-000000	$45.01	Shop Supplies	EX000061685564	
	2025-01-30	01-111-010-0000-6411-000000	$19.97	Key Chain Retractors	EX000061685564	
	2025-01-30	01-111-010-0000-6245-000000	$38.00	Bi-Annual Renewal - State of MN Backflow Prevention Tester License - Andrew Henderson	EX000061685564	

	2025-01-30	01-111-010-0000-6301-000000	$220.97	Paint and supplies	EX000061685564	
	2025-01-30	01-111-010-0000-6411-000000	($2,571.33)	Racks/Shelving for Furniture Room. Vendor entered transaction as a return thus the credit. Notified vendor to correct entry.	EX000061685564	
	2025-01-30	01-111-010-0000-6301-000000	$97.06	Elkay Water filter	EX000061685564	
	2025-01-30	01-111-010-0000-6301-000000	$26.29	Carburetor repair kit for Seeder	EX000061685564	
	2025-01-30	01-111-010-0000-6411-000000	$5,142.66	Racking/Shelving for Furniture Room. Correction for the transaction on 12/20/2024. Copies of both transactions	EX000061685564	
8002116		**Kevin Charles Worcester**	**$0.00**			
8002117		Albert JACOB Lutgens				
	2025-01-30	01-000-000-0000-6801-000000	($155.00)	Corporate card transaction reversal.	EX000061369592	
	2025-01-30	02-211-000-0000-6411-000000	$155.00	Safe for Gun Permits	EX000061369592	
8002117		**Albert JACOB Lutgens**	**$0.00**			
8002118		Kurt Gary Eich				
	2025-02-05	01-000-000-0000-6801-000000	($151.98)	Corporate card transaction reversal.	EX000061730543	
	2025-02-05	01-521-021-0000-6842-000000	$151.98	Safety Boots, Full Time Employee, $151.98, 1/20/25, Amazon	EX000061730543	
8002118		**Kurt Gary Eich**	**$0.00**			
8002119		Kristin Kay Otto				
	2025-02-05	01-000-000-0000-6801-000000	($21.00)	Corporate card transaction reversal.	EX000062424395	
	2025-02-05	11-430-710-1980-6030-000000	$10.50	CFC fingerprints JM	EX000062424395	
	2025-02-05	11-430-710-1980-6030-000000	$10.50	CFC fingerprints- CM	EX000062424395	
8002119		**Kristin Kay Otto**	**$0.00**			
8002120		Jeffrey LEE Putnam				
	2025-02-05	01-000-000-0000-6801-000000	($16.46)	Corporate card transaction reversal.	EX000061730577	
	2025-02-05	01-521-021-0000-6301-000000	$16.46	Walmart, 1/21/25, Cleaning Supplies for Sprayers & Chainsaws, $16.46	EX000061730577	
8002120		**Jeffrey LEE Putnam**	**$0.00**			
8002121		Anthony Paul Rasmuson				
	2025-02-05	01-000-000-0000-6801-000000	($301.99)	Corporate card transaction reversal.	EX000062059710	
	2025-02-05	01-105-027-0000-6411-000000	$301.99	2 - cameras	EX000062059710	
8002121		**Anthony Paul Rasmuson**	**$0.00**			
8002122		Marc Allen Mattice				
	2025-02-05	01-000-000-0000-6801-000000	($24.31)	Corporate card transaction reversal.	EX000059726770	
	2025-02-05	01-100-000-0000-6808-000000	$24.31	Coffee Cups For Years of Service Awards - January 2025	EX000059726770	
	2025-02-05	01-000-000-0000-6801-000000	($144.00)	Corporate card transaction reversal.	EX000062424536	
	2025-02-05	01-031-021-0000-6260-000000	$144.00	Grammarly Software Annual Fee	EX000062424536	
8002122		**Marc Allen Mattice**	**$0.00**			
8002123		Thomas Lee Fedor				
	2025-02-05	01-000-000-0000-6801-000000	($206.08)	Corporate card transaction reversal.	EX000061363956	
	2025-02-05	01-521-021-0000-6301-000000	$41.11	1/9/25, Menards, Drywall used for nature center project at ney park, $41.11, tools for #661	EX000061363956	
	2025-02-05	01-521-021-0000-6301-000000	$41.13	1/9/25, Menards, Marking paint to have on hand, $41.13	EX000061363956	
	2025-02-05	01-521-021-0000-6301-000000	$32.57	1/13/25, Menards, Ney Nature Center Office Project, $32.57	EX000061363956	
	2025-02-05	01-521-021-0000-6301-000000	$91.27	1/15/25, Menards, Sheet Rocking Supplies, Shop Supplies, $91.27	EX000061363956	

8002123		**Thomas Lee Fedor**	**$0.00**			
8002124		Joshua Tyson Hinton				
	2025-02-05	01-000-000-0000-6801-000000	($25.00)	Corporate card transaction reversal.	EX000062176077	
	2025-02-05	01-201-000-0000-6338-000000	$25.00	SOTA membership for training	EX000062176077	
8002124		**Joshua Tyson Hinton**	**$0.00**			
8002125		Bradley Scott Harrington				
	2025-02-05	01-000-000-0000-6801-000000	($2,452.96)	Corporate card transaction reversal.	EX000062059616	
	2025-02-05	01-521-021-0000-6450-000000	$34.90	torch and lighter fluid for programs at Nature Center	EX000062059616	
	2025-02-05	01-521-021-0000-6411-000000	$8.06	Zoom Account for GMPT-will be reimbursed	EX000062059616	
	2025-02-05	01-521-021-0000-6338-000000	$1,310.00	CPSI Course for Josh Thompson and Brad Harrington (Includes exam fee)	EX000062059616	
	2025-02-05	01-521-021-0000-6338-000000	$510.00	CPSI Course for Chad Hadley (Course Only, No Exam)	EX000062059616	
	2025-02-05	01-521-021-0000-6411-000000	$590.00	Survey software for programs and activities	EX000062059616	
8002125		**Bradley Scott Harrington**	**$0.00**			
8002126		Amanda Marie Johnson				
	2025-02-05	01-000-000-0000-6801-000000	($373.68)	Corporate card transaction reversal.	EX000061343268	
	2025-02-05	01-091-093-0000-6235-000000	$249.00	Global Leadership Subscription- L Winterhalter	EX000061343268	
	2025-02-05	01-091-093-0000-6410-000000	$41.13	Lysol Wipes/Legal Pads	EX000061343268	
	2025-02-05	01-091-093-0000-6410-000000	$13.49	Legal Pads	EX000061343268	
	2025-02-05	01-091-093-0000-6410-000000	$70.06	Highlighters, pens, forks	EX000061343268	
8002126		**Amanda Marie Johnson**	**$0.00**			
8002127		Delia Adare Scepaniak				
	2025-02-05	01-000-000-0000-6801-000000	($341.88)	Corporate card transaction reversal.	EX000061730535	
	2025-02-05	01-521-021-0000-6450-000000	$341.88	4imprint, logo hat, program supplies, $341.88, 1/23/25	EX000061730535	
8002127		**Delia Adare Scepaniak**	**$0.00**			
8002128		Austin Joseph Brandjord				
	2025-02-05	01-000-000-0000-6801-000000	($2,823.35)	Corporate card transaction reversal.	EX000060244457	
	2025-02-05	01-521-021-0000-6301-000000	$206.98	Lumber for Bench Rack Auth Code : 090076	EX000060244457	
	2025-02-05	01-521-021-0000-6452-000000	$2,597.54	Two Point Dual Kit 2DMO-SQI24	EX000060244457	
	2025-02-05	01-521-021-0000-6452-000000	$18.83	Brass Fittings for Hosty Pressure Washer Auth Code: 080377	EX000060244457	
8002128		**Austin Joseph Brandjord**	**$0.00**			
8002129		Michael WAYNE McGill				
	2025-02-05	01-000-000-0000-6801-000000	($50.00)	Corporate card transaction reversal.	EX000061730238	
	2025-02-05	01-201-000-0000-6338-000000	$50.00	BCA Portals	EX000061730238	
8002129		**Michael WAYNE McGill**	**$0.00**			
8002130		Kristen MARIE Hoyne				
	2025-02-05	01-000-000-0000-6801-000000	($31.80)	Corporate card transaction reversal.	EX000062206653	
	2025-02-05	01-201-000-0000-6801-000000	$31.80	West Central Investigator's Meeting	EX000062206653	
8002130		**Kristen MARIE Hoyne**	**$0.00**			
8002131		Joshua William Wilson				

	2025-02-05	01-000-000-0000-6801-000000	($1,407.88)	Corporate card transaction reversal.	EX000059726035	
	2025-02-05	01-521-021-0000-6338-000000	$130.00	NPDES Construction Installer Recert. for Josh Wilson - Transaction Basket # 897518	EX000059726035	
	2025-02-05	01-521-021-0000-6338-000000	$107.36	Applicator Renewal for KE, CL, TO, JO, JP, BW & JW Confirmation # MNRAGR000189938	EX000059726035	
	2025-02-05	01-521-021-0000-6301-000000	$16.44	Batteries D Size for stock - Order# 111-2257748-4605840	EX000059726035	
	2025-02-05	01-521-021-0000-6301-000000	$37.95	Ney Nature Center 786-360 Security Sensor Batteries - Order# 111-1544661-5386628	EX000059726035	
	2025-02-05	01-521-021-0000-6301-000000	$15.98	Safety Signs for shelf above chainsaw cage at PWB " Forklift Access Only" - Order# 111-4248493-9916222	EX000059726035	
	2025-02-05	01-521-021-0000-6301-000000	$33.74	Vacuum cord hook replacement 786-360 - Order# 111-5987953-2653068	EX000059726035	
	2025-02-05	01-521-021-0000-6480-000000	$513.00	Picnic Table Boards for Non-Fee areas - Order# SCE1362170	EX000059726035	
	2025-02-05	01-521-021-0000-6480-000000	$553.41	Picnic Table Boards for Fee areas - Order# SCE1362165	EX000059726035	
8002131		**Joshua William Wilson**	**$0.00**			
8002132		Cody Robert Allen				
	2025-02-05	01-000-000-0000-6801-000000	($25.96)	Corporate card transaction reversal.	EX000062883894	
	2025-02-05	03-330-330-0000-6411-000000	$25.96	Flag tape	EX000062883894	
8002132		**Cody Robert Allen**	**$0.00**			
8002133		Russell Daniel Gerads				
	2025-02-05	01-000-000-0000-6801-000000	($105.57)	Corporate card transaction reversal.	EX000061685875	
	2025-02-05	01-032-036-0000-6411-000000	$105.57	Safety Equipment - PPE - High Vis Jackets & Vest	EX000061685875	
	2025-02-05	01-000-000-0000-6801-000000	($90.32)	Corporate card transaction reversal.	EX000061685883	
	2025-02-05	01-032-036-0000-6411-000000	$90.32	Safety Equipment - PPE - Gloves & Hard Hats	EX000061685883	
	2025-02-05	01-000-000-0000-6801-000000	($108.00)	Corporate card transaction reversal.	EX000062059891	
	2025-02-05	01-032-036-0000-6411-000000	$108.00	Safety Equipment - PPE - Gloves	EX000062059891	
8002133		**Russell Daniel Gerads**	**$0.00**			
				264	**Warrants Printed**	
			$2,485,180.39	**Final Total**		