BOARD AGENDA
BOARD OF WRIGHT COUNTY COMMISSIONERS
Tuesday, September 9, 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 - DISPENSE WITH READING, APPROVE AS WRITTEN/REVISED

A. Approve Minutes from County Board Meeting (8-19-2025)

III. REVIEW & APPROVAL OF AGENDA

IV. CONSENT AGENDA

A. ADMINISTRATION

1. Authorize Signatures on Joint Powers Agreement with Cokato and Maple Lake Townships for Enforcement and Regulation of Cannabis

2. Approve Amendment to Oracle ERP Contract

B. FINANCE & TAXPAYER SERVICES

1. Motion to Approve the Reimbursement of the American Rescue Plan Act Funds (ARP) as Follows:
Approval of Use of ARP Funds from 01-099-493
$239,443.00 5.11 Drinking Water Transmission & Distribution-City of Delano

2. Motion to Approve Budget Amendment 45, Compost Recycling Center Equipment

3. Acknowledge Warrant Disbursements Issued Between August 12 through August 29, 2025

C. HIGHWAY

1. Authorize Signature on Letter of Support for the I-94 Corridor Purpose, Need, and Vision Study in Maple Grove for Inclusion in the Corridors of Commerce Program

D. PARKS & RECREATION

1. Approve Permission to Apply for the County Agricultural Inspector Grant Fiscal Year 2026

E. PLANNING & ZONING

1. Accept the Recommendation of the Planning Commission to Rezone the Following Property: Allen Dubbeldee - (Southside Twp.) Parcels 217-000-044400, 217-000-091202 & 217-000-091205 from AG - General Agriculture to A/R Agricultural/Residential

2. Accept the Recommendation of the Planning Commission to Rezone the Following Property: Xcel Energy - (Silver Creek Twp.) a Portion of Parcel 216-100-212300 Outside of the 1,000-ft Shoreland Zone of Locke Lake from General Business (B-2) and Agricultural/Residential (A/R) to General Industry (I-1)

F. PROJECT ADMINISTRATION

1. Approve Date Changes for American Rescue Plant (ARP) Grant WQG-004 City of Delano Ditch 34 Improvements ($400,000): Construction start date, from 9/1/2023 to 11/1/2025, Construction end date, from 6/30/2024 to 5/31/2026, and Grant end date from 6/30/2025 to 9/30/2026.

G. SHERIFF

1. Approve Reclassification of Vacant Sheriff's Office Account Technician to a Collection's Officer to be Filled with an Internal Posting

H. SURVEYOR

1. Approve Request to Backfill Deputy County Surveyor Position

V. TIMED AGENDA ITEMS

A. 9:05 A.M. - CHAD HAUSMANN - HIGHWAY ENGINEER

1. Award Contract No. 2505, CSAH 35-CSAH 8 Roundabout Improvements to New Look Contracting, Inc. in the amount of $2,839,838.75
SAP 086.070.024

2. Award Contract No. 2508, HSIP Pedestrian and Bicycle Signal Improvements (subject to authorization of award by the MnDOT Civil Rights Office) to Design Electric in the Amount of $787,487.00
SP 086.070.023

B. 9:15 A.M. - LINDSEY MEYER - FINANCE DIRECTOR

1. Schedule a Public Hearing for the Proposed Creation of Crawford Lake Improvement District on October 7, 2025 at 9:30 am

C. 9:17 A.M. - MATT DETJEN - AGRICULTURE DRAINAGE & NATURAL RESOURCES SUPERVISOR

1. Approve the Findings and Order Directing a Repair to Wright County Ditch 19 Pursuant to MINN.STAT § 103E.715

D. 9:20 A.M. - JAMI GOODRUM - HEALTH & HUMAN SERVICES DIRECTOR

1. HEALTH & HUMAN SERVICES CONSENT AGENDA

i. Approve Public Health Task Force (PHTF) Member Application:
1. Wendy Winkelman, District 2

2. HEALTH & HUMAN SERVICES TIMED AGENDA

i. Adopt Resolution HHS 25-09 to Accept July and August 2025 Donations

ii. HHS Director's Comments:

1. Introduction: Hope Spooner, Financial Services Supervisor - Family and Adult Benefits Team
2. DHS Performance Management Report: Child Safety & Permanency and Self-Support Index

VI. ITEMS FOR CONSIDERATION

A. HIGHWAY

1. Approve Resolution 25-52, of Final Acceptance for Contact 2409 and Authorize Final Payment to New Look Contracting of Rogers, MN in the Amount of $78,527.04

B. ADMINISTRATION

1. Approve Changes to County Board Of Commissioners Meeting Schedule

C. COMMITTEE MINUTES

1. Approve Minutes from Public Hearing on Repair Report for County Ditch #19 (08.14.2025)

2. Approve and Adopt Recommendations from the Aggregate Tax Committee Meeting (08.27.2025)

VII. ADJOURNMENT

VIII. 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 *
9/9/2025 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 Minutes from County Board Meeting (8-19-2025)

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Minutes from County Board Meeting (8-19-2025)

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 – File names have to be 64 characters or less (including spaces, special characters, etc.) or they WILL NOT attach to the RFBA. If your file name is longer than that, please rename your file. (1)

Document Name	Attachment Type
8-19-2025 County Board Meeting Minutes - Draft.docx	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

BOARD MINUTES

BOARD OF WRIGHT COUNTY COMMISSIONERS

Tuesday, August 19, 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 were the following:
Board of Commissioners: Tina Diedrick
Jeanne Holland
Kirby Moynagh
Nadine Schoen
Darek Vetsch

PLEDGE OF ALLEGIANCE

At 9:00 a.m. Chair Darek Vetsch called meeting to order.

MINUTES - DISPENSE WITH READING, APPROVE AS WRITTEN/REVISED

At 9:01 a.m. Vetsch requested passage of the minutes.

Motion by Commissioner Jeanne Holland and seconded by Commissioner Nadine Schoen
Aye: 5; Nay: 0; Abstain: 0; Absent: 0; Recused: 0
For: Diedrick, Holland, Schoen, Moynagh, Vetsch

A. Approve Minutes from County Board Meeting (7-29-2025)

B. Approve Minutes from County Board Meeting (8-5-2025)

REVIEW & APPROVAL OF AGENDA

At 9:01 a.m. Vetsch requested approval of the agenda.

Motion by Holland and seconded by Schoen
Aye: 5; Nay: 0; Abstain: 0; Absent: 0; Recused: 0
For: Diedrick, Holland, Schoen, Moynagh, Vetsch

CONSENT AGENDA

At 9:01 a.m. Vetsch requested approval of the consent agenda.

Motion by Commissioner Tina Diedrick and seconded by Commissioner Kirby Moynagh
Aye: 5; Nay: 0; Abstain: 0; Absent: 0; Recused: 0
For: Diedrick, Holland, Schoen, Moynagh, Vetsch

A. ADMINISTRATION

1. **Authorize Signatures on Joint Powers Agreement with Victor Township for Enforcement and Regulation of Cannabis**

B. FACILITIES

1. **Authorize Backfill of Facilities Supervisor Position Due to Retirement**

C. FINANCE & TAXPAYER SERVICES

1. **Approve Budget Amendment 43, Usage of Septic Grant Funds**

2. **Approve Assessment to be Levied Against Benefited Land Owners for County Ditch Systems, Payable Year 2026.**

3. **Approve Budget Amendment 44, Highway Projects**

4. **Acknowledge Warrant Disbursements Issued Between July 22 through August 11, 2025**

D. HEALTH & HUMAN SERVICES

1. **Approve New Ownership/Licensee for St. Michael Tobacco, LLC (Formerly VIP Tobacco)**

2. **Approve Opioid Settlement Advisory Council (OSAC) Bylaws, Updated 2025**

3. **Approve Request to Rehire One Full-Time Office Lead Eligibility Specialist Position**

E. PROJECT ADMINISTRATION

1. **Approve Change to Grant End Date From 08/20/2025 to 10/31/2025 for ARP Grant TOWN-011 Maple Lake Township Surface Transportation Grant 2 ($28,479.68)**

2. **Approve Request to Rehire Vacant Project Manager - Business Analyst II Position (Internal Posting Only)**

TIMED AGENDA ITEMS

A. 9:05 AM - DIANA RISTAMAKI - CENTRAL MINNESOTA JOBS & TRAINING SERVICES

1. Presentation by Central Minnesota Jobs & Training Services

At 9:01 a.m. Diana Ristamaki, Youth Program Manager at Central Minnesota Jobs & Training Services (CMJTS), presented on the organization's youth programs**.** Also present from CMJTS were Jodi Lee, Abdul Adowaa, and Maurice Johnson. Schoen questioned the ages of camp attendees and Holland thanked Ristamaki for the hard work of CMJTS.

B. 9:15 AM - LINDSEY MEYER - FINANCE DIRECTOR

1. Appoint Wright County Commissioners to Wright County Canvassing Board for August 26 Special Primary Election

At 9:20 a.m. Finance Director Lindsey Meyer and Elections Manager Tyler Webster spoke on appointing commissioners to the Wright County Canvassing Board. Moynagh nominated Holland and Schoen. Holland asked whether any of the ballots indicated an endorsement of a candidate. Webster responded that they did not. Diedrick questioned if absentee ballots were mailed due to the short time frame of the special primary. Webster responded that absentee ballots have been mailed.

At 9:23 Vetsch requested passing of motion to nominate Holland and Schoen.

Motion by Moynagh and seconded by Diedrick
Aye: 5; Nay: 0; Abstain: 0; Absent: 0; Recused: 0
For: Diedrick, Holland, Schoen, Moynagh, Vetsch

C. 9:20 AM - CHAD HAUSMANN - HIGHWAY ENGINEER

1. Approve Resolution 25-48, Authorizing Submission of a Transportation Economic Development Infrastructure (TEDI) Application for the CSAH 35 Realignment and Redevelopment Project

At 9:23 a.m. Highway Engineer Chad Hausmann spoke on Resolution 25-48. Diedrick questioned the amount Wright County is asking for in the application. Hausmann responded with about half a million dollars. Vetsch requested a motion to pass the resolution.

Motion by Schoen and seconded by Holland
Aye: 5; Nay: 0; Abstain: 0; Absent: 0; Recused: 0
For: Diedrick, Holland, Schoen, Moynagh, Vetsch

2. Authorize Signatures on MnDOT Agreement No. 1060643 and Approve Resolution 25-49, for $1,500,000 in Local Road Improvement Program (LRIP) Funds

At 9:26 a.m. Hausmann spoke on the MnDOT agreement. Vetsch requested motion to authorize and approve Resolution 25-49.

Motion by Moynagh and seconded by Schoen
Aye: 5; Nay: 0; Abstain: 0; Absent: 0; Recused: 0
For: Diedrick, Holland, Schoen, Moynagh, Vetsch

3. Approve Agreement No. 25-51 Between the Cities of Otsego and Albertville and Wright County for the Improvements to County Highways 137/37 Planned for 2025-2026 Construction

At 9:26 a.m. Hausmann spoke on Agreement 25-51. Vetsch requested motion to approve the agreement.

Motion by Holland and seconded by Schoen
Aye: 5; Nay: 0; Abstain: 0; Absent: 0; Recused: 0
For: Diedrick, Holland, Schoen, Moynagh, Vetsch

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

1. Authorize the Parks and Recreation Department to Coordinate a Special Archery Hunt in 2025

At 9:27 a.m. Parks & Recreation Director Ross Demant spoke on the Special Archery Hunt. Diedrick questioned who could apply for the special hunt. Moynagh asked about special accommodation for hunters with handicaps. Vetsch requested a motion to authorize.

Motion by Holland and seconded by Schoen
Aye: 5; Nay: 0; Abstain: 0; Absent: 0; Recused: 0
For: Diedrick, Holland, Schoen, Moynagh, Vetsch

E. 9:32 AM - BARRY RHINEBERGER - PLANNING & ZONING ADMINISTRATOR

1. 1. Action to approve Ordinance 25-3 - Amending the Wright County Code of Ordinances, Chapter 155 - Land Use and Zoning
2. Action on Resolution Approving Publication of Summary Language of Adoption of Ordinance 25-3

At 9:31 a.m. Planning & Zoning Administrator Barry Rhineberger spoke on Ordinance 25-3. County Administrator Greg Kryzer asked about Article 1, Section 2 and questioned what was underlined or stricken in the ordinance. Clarification was requested and that Rhineberger come back later to the meeting.

At 9:59 a.m. Rhineberger returned to clarify the questions. Vetsch requested approval of the amending of the Ordinance.

Motion by Moynagh and seconded by Schoen

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

For: Diedrick, Holland, Schoen, Moynagh, Vetsch

At 10:00 a.m. Vetsch requested approval of the publication of summary language.

Motion by Moynagh and seconded by Schoen

Aye: 5; Nay: 0; Abstain: 0; Absent: 0; Recused: 0
For: Diedrick, Holland, Schoen, Moynagh, Vetsch

F. 9:37 AM - JAMI GOODRUM - HEALTH & HUMAN SERVICES DIRECTOR

1. Act on the Recommendation of the Wright County Opioid Settlement Advisory Council

At 9:36 a.m. Health & Human Services Director Jami Goodrum spoke on the recommendations of the Wright County Opioid Settlement Advisory Council. Vetsch questioned recommendations one to three. Moynagh questioned the scope of recommendations and the shift from previous recommendations. County Attorney Brian Lutes spoke about the Advisory Council. Court Services Director Mike MacMillian spoke about the Advisory Council. Vetsch asked Kryzer for a way to move forward with the council. Kryzer suggested moving the recommendations to a Board Workshop or to schedule a Committee of the Whole meeting. Holland questioned who sits on the council and if board member was on council. Moynagh proposed a workgroup discussion with Public Health, Court Services, Sheriff's Office and County Board members. Director of Public Health Sarah Grosshuesch spoke about the council background. Vetsch requested a motion to move forward with recommendations four and five.

Motion by Schoen and seconded by Holland
Aye: 5; Nay: 0; Abstain: 0; Absent: 0; Recused: 0
For: Diedrick, Holland, Schoen, Moynagh, Vetsch

ITEMS FOR CONSIDERATION

A. COMMITTEE MINUTES

1. Approve and Adopt Recommendation from the Ways & Means Committee Meeting (07-29-2025)

At 10:05 a.m. Kryzer spoke on the recommendation from the Ways & Means Committee to approve the acquisition of a 41-acre parcel to expand Harry Larson Park at a purchase price of $287,000. Vetsch requested approval of the Ways & Means recommendation.

Motion by Holland and seconded by Moynagh
Aye: 5; Nay: 0; Abstain: 0; Absent: 0; Recused: 0
For: Diedrick, Holland, Schoen, Moynagh, Vetsch

ADJOURNMENT

At 10:06 Vetsch adjourned the meeting

WARRANTS ISSUED

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Clay Wilfahrt

Requestor Title
Assistant County Administrator

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
9/9/2025 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) *
Authorize Signatures on Joint Powers Agreement with Cokato and Maple Lake Townships for Enforcement and Regulation of Cannabis

Short Title (what will appear on Agenda outline - 250 character max.) *
Authorize Signatures on Joint Powers Agreement with Cokato and Maple Lake Townships for Enforcement and Regulation of Cannabis

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

Briefly describe how the request aligns with the selected value stream.
Provides authority of Sheriff's Office to enforce regulations and HHS Compliance

Describe the impact on staffing resources.
Staff time will be spent on regulation and compliance

Fiscal Impact:
Unknown

Background/Justification:
In July of 2023, the County Board requested that the Attorney's Office present a Joint Powers Agreement (JPA) to cities and townships within Wright County for the regulation and enforcement of Cannabis. Cokato and Maple Lake Townships sent the attached agreements for approval and signature by the County.

Route for Review and Approval

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

Agenda Item Attachments – File names have to be 64 characters or less (including spaces, special characters, etc.) or they WILL NOT attach to the RFBA. If your file name is longer than that, please rename your file. (2)

Document Name	Attachment Type
Maple Lake JPA.pdf	Attachment
JPA Cannabis.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

JOINT POWERS AGREEMENT BETWEEN THE COUNTY OF WRIGHT AND MAPLE LAKE TOWNSHIP FOR THE ENFORCEMENT AND REGULATION OF CANNABIS

This agreement is made between the County of Wright and Maple Lake Township for administration and regulation of cannabis as regulated under Minnesota Chapter 342 and the rules and regulations promulgated thereunder.

This agreement is authorized by Minnesota Statutes § 342.22, subdivision 1 and Minn. Stat. § 471.59.

The County of Wright and Township of Maple Lake agree that:

1. The County of Wright will act in place of the Maple Lake Township as the local government unit for the regulation and enforcement of cannabis under Minnesota Chapter 342 and any rules or regulations adopted under Minnesota Chapter 342 by the State of Minnesota or the Office of Cannabis Management.

2. The County of Wright is authorized to adopt, administer, and enforce within the jurisdictional limits of Maple Lake Township any ordinances, laws, regulations, or registration requirements concerning cannabis including, but not limited to, the adoption of a moratorium.

3. The County of Wright is authorized and has the consent of the Maple Lake Township to register and enforce all registration requirements under Minnesota Statute §342.22. Any fees or penalties collected for registration and enforcement will remain entirely with the County of Wright. The parties will retain any Local Government Cannabis Aid allocated to them by the State of Minnesota.

4. The County of Wright will annually provide sufficient funding for the administration, enforcement and registration of the possession, sale and use of cannabis within the jurisdiction limits of Maple Lake Township. Source of funds shall be through State grant funds, County cannabis aid funds, general revenue funds and the collection of fees and penalties as established by the County of Wright.

5. The Maple Lake Township shall retain all authority granted to it under Minnesota Chapter 462.

6. Any ordinance adopted by the County of Wright with regards to cannabis shall be construed to supersede any local municipal regulation or ordinance to the extent the local municipal regulation is less restrictive. Where the

conditions imposed by any ordinance provision are either more restrictive or less restrictive than comparable conditions imposed by any other law, ordinance, statute, resolution or regulation of any kind, the regulations which are more restrictive, or which impose higher standards or requirements shall prevail.

7. The parties to this agreement will be subject to and follow the terms of the Minnesota Government Data Practice Act as provided under Minnesota Statutes Chapter 13 for all requests for access to data. The County of Wright shall maintain all records, accounts and reports for the regulation and registration of cannabis.

8. The County of Wright shall account for any funds and the County of Wright shall provide a report of all receipts and disbursements upon request. If any surplus property or funds are obtained through this joint powers agreement they shall be distributed to the County of Wright in the event this agreement is terminated.

9. Wright County shall be solely responsible for the compensation of its employees and elected members, including specifically but not exclusively worker's compensation insurance and all taxes, while performing their duties under this agreement. Maple Lake Township shall be solely responsible for the compensation of its employees and elected members, including specifically but not exclusively worker's compensation insurance and all taxes, while performing their duties under this agreement. No employee of Wright County shall become an employee of Maple Lake Township, and no employee of Maple Lak Township shall become an employee of Wright County, by virtue of this agreement.

10. All responsibilities not specifically set out to be jointly exercised by the Parties under this Agreement are hereby reserved to the Parties individually. Nothing in this Agreement shall act as a waiver by a participating Party of its individual power and legal authority to provide services.

11. Indemnification and Hold Harmless:

    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, subd. 1a(a); provided further that for purposes of that statute, each Party to this Agreement expressly declines responsibility for the acts or omissions of the other Party.

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.

This agreement may be amended by mutual agreement of the County of Wright and the Maple Lake Township by resolutions of their respective boards.

This agreement shall become effective upon signature of all duly authorized signatures, and shall remain in effect until terminated by agreement of the parties or thirty days after written notice of termination by either party.

County of Wright Board Chair	Date
Tom Hayle	8-19-25
Maple Lake Township Town Board Chair	Date

JOINT POWERS AGREEMENT BETWEEN THE COUNTY OF WRIGHT AND COKATO TOWNSHIP FOR THE ENFORCEMENT AND REGULATION OF CANNABIS

This agreement is made between the County of Wright and Cokato Township for administration and regulation of cannabis as regulated under Minnesota Chapter 342 and the rules and regulations promulgated thereunder.

This agreement is authorized by Minnesota Statutes § 342.22, subdivision 1 and Minn. Stat. § 471.59.

The County of Wright and Cokato Township agree that:

1. The County of Wright will act in place of Cokato Township as the local government unit for the regulation and enforcement of cannabis under Minnesota Chapter 342 and any rules or regulations adopted under Minnesota Chapter 342 by the State of Minnesota or the Office of Cannabis Management.

2. The County of Wright is authorized to adopt, administer, and enforce within the jurisdictional limits of Cokato Township any ordinances, laws, regulations, or registration requirements concerning cannabis including, but not limited to, the adoption of a moratorium.

3. The County of Wright is authorized and has the consent of Cokato Township to register and enforce all registration requirements under Minnesota Statute §342.22. Any fees or penalties collected for registration and enforcement will remain entirely with the County of Wright. The parties will retain any Local Government Cannabis Aid allocated to them by the State of Minnesota.

4. The County of Wright will annually provide sufficient funding for the administration, enforcement and registration of the possession, sale and use of cannabis within the jurisdiction limits of Cokato Township. Source of funds shall be through State grant funds, County cannabis aid funds, general revenue funds and the collection of fees and penalties as established by the County of Wright.

5. Cokato Township shall retain all authority granted to it under Minnesota Chapter 462.

6. Any ordinance adopted by the County of Wright with regards to cannabis shall be construed to supersede any local municipal regulation or ordinance to the extent the local municipal regulation is less restrictive. Where the conditions imposed by any ordinance provision are either more restrictive or

less restrictive than comparable conditions imposed by any other law, ordinance, statute, resolution or regulation of any kind, the regulations which are more restrictive, or which impose higher standards or requirements shall prevail.

7. The parties to this agreement will be subject to and follow the terms of the Minnesota Government Data Practice Act as provided under Minnesota Statutes Chapter 13 for all requests for access to data. The County of Wright shall maintain all records, accounts and reports for the regulation and registration of cannabis.

8. The County of Wright shall account for any funds and the County of Wright shall provide a report of all receipts and disbursements upon request. If any surplus property or funds are obtained through this joint powers agreement they shall be distributed to the County of Wright in the event this agreement is terminated.

9. Wright County shall be solely responsible for the compensation of its employees and elected members, including specifically but not exclusively worker's compensation insurance and all taxes, while performing their duties under this agreement. Cokato Township shall be solely responsible for the compensation of its employees and elected members, including specifically but not exclusively worker's compensation insurance and all taxes, while performing their duties under this agreement. No employee of Wright County shall become an employee of Cokato Township, and no employee of Cokato Township shall become an employee of Wright County, by virtue of this agreement.

10. All responsibilities not specifically set out to be jointly exercised by the Parties under this Agreement are hereby reserved to the Parties individually. Nothing in this Agreement shall act as a waiver by a participating Party of its individual power and legal authority to provide services.

11. Indemnification and Hold Harmless:

    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, subd. 1a(a); provided further that for purposes of that statute, each Party to this Agreement expressly declines responsibility for the acts or omissions of the other Party.

    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.

This agreement may be amended by mutual agreement of the County of Wright and Cokato Township by resolutions of their respective boards.

This agreement shall become effective upon signature of all duly authorized signatures, and shall remain in effect until terminated by agreement of the parties or thirty days after written notice of termination by either party.

County of Wright
Board Chair

Date

Cokato Township
Board Chair

9-4-2025
Date

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 *
9/9/2025 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 Amendment to Oracle ERP Contract

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Amendment to Oracle ERP Contract

Value Stream the request primarily aligns with:
Develop County Infrastructure

Briefly describe how the request aligns with the selected value stream.
This amendment will provide for the continued use of the Oracle ERP test environment

Describe the impact on staffing resources.
None

Fiscal Impact:
$5,000/year, Three year contract

Background/Justification:
During the recent contract renewal with Oracle there was an reduction in the number of test environments (two to one) the County was going to contract for in the ERP system. Oracle instead of reducing it to one test environment reduced it to zero. After the contract was approved and signed by the Board, Oracle notified Wright County that both test environments would be removed. To keep one test environment, Oracle proposed to charge Wright County $30,000 over three years ($10,000/year).

Route for Review and Approval

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

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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
Lindsey Meyer

Requestor Title
Finance Director

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

Target Meeting Date *
9/9/2025 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
RJK8456

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Motion to approve the reimbursement of the American Rescue Plan Act Funds (ARP) as follows:
Approval of use of ARP funds from 01-099-493
$239,443.00 5.11 Drinking Water Transmission & Distribution-City of Delano

Short Title (what will appear on Agenda outline - 250 character max.) *
Motion to approve the reimbursement of the American Rescue Plan Act Funds (ARP) as follows:
Approval of use of ARP funds from 01-099-493
$239,443.00 5.11 Drinking Water Transmission & Distribution-City of Delano

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 August 27, 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 – File names have to be 64 characters or less (including spaces, special characters, etc.) or they WILL NOT attach to the RFBA. If your file name is longer than that, please rename your file.

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
Lindsey Meyer

Requestor Title
Finance Director

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

Target Meeting Date *
9/9/2025 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
BMR5794

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Motion to Approve Budget Amendment 45, Compost Recycling Center Equipment

Short Title (what will appear on Agenda outline - 250 character max.) *
Motion to Approve Budget Amendment 45, Compost Recycling Center Equipment

Value Stream the request primarily aligns with:
Develop County Infrastructure

Briefly describe how the request aligns with the selected value stream.
Certain asset purchases promote the development of County infrastructure by providing the appropriate equipment to ensure employee safety and efficiency for operational needs.

Describe the impact on staffing resources.
N/A

Fiscal Impact:
Budget adjustments within funds and departments are re-allocations between line items resulting in no change to the County's overall levy and expenditure budget.

Background/Justification:
$41,200 in budget is being transferred among line items within the Planning & Zoning Score funds to appropriately account for the purchase of a forklift and pallet jack at $35,500 and $5,700, respectively, to support the operation. The asset purchases will be accounted for in Equipment Greater than $5,000.

Route for Review and Approval

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

Agenda Item Attachments – File names have to be 64 characters or less (including spaces, special characters, etc.) or they WILL NOT attach to the RFBA. If your file name is longer than that, please rename your file. (1)

Document Name	Attachment Type
RFBA September 9 2025 BA 45.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

Finance Review

Finance Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

WRIGHT COUNTY MINNESOTA

REQUEST FOR BOARD ACTION

Board Meeting Date:	09/09/2025	✓	**Consent Agenda**
Requester's Name:	Lindsey Meyer		**Timed**
Title:	Finance Director		**Time Required:**
Department:	Finance		**Item for Consideration**

Board Action Requested:

Motion to Approve Budget Amendment 45, Compost Recycling Center Equipment.

Select which Value Stream the request primarily aligns with:

Develop County Infrastructure

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

Certain asset purchases promote the development of County infrastructure by providing the appropriate equipment to ensure employee safety and efficiency for operational needs.

Describe the impact on staffing resources.

NA

Describe the impact on financial resources.

Budget adjustments within funds and departments are re-allocations between line items resulting in no change to the County's overall levy and expenditure budget.

Background/Justification:

$41,200 in budget is being transferred among line items within the Planning & Zoning Score funds to appropriately account for the purchase of a forklift and pallet jack at $35,500 and $5,700, respectively, to support the operation. The asset purchases will be accounted for in Equipment Greater than $5,000.

Has the request been reviewed by the Attorney's Office?	N/A
Risk Management?	N/A
Number of original documents requiring signature	0

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 *
9/9/2025 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
KMD7520

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Acknowledge Warrant Disbursements Issued Between August 12 through August 29, 2025

Short Title (what will appear on Agenda outline - 250 character max.) *
Acknowledge Warrant Disbursements Issued Between August 12 through August 29, 2025

Value Stream the request primarily aligns with:
Optimize Civic Engagement

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

Describe the impact on staffing resources.

Fiscal Impact:

Background/Justification:
Acknowledgement of Wright County's Invoices/Bills for payment. The expenses are approved in the 2025 Budget.

Route for Review and Approval

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

Agenda Item Attachments – File names have to be 64 characters or less (including spaces, special characters, etc.) or they WILL NOT attach to the RFBA. If your file name is longer than that, please rename your file. (1)

Document Name	Attachment Type
8.12.25 - 8.29.25 WC Disbursements by Funds.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 Funds Report

Report Date GMT 8/29/25 6:33 PM

Date Range: 8/12/2025 to 8/29/2025 **Pii:**

Fund	Description	Amount
01	GENERAL REVENUE FUND	1,108,048.71
02	RESERVES FUND	74,341.58
03	ROAD AND BRIDGE FUND	3,717,165.76
11	HUMAN SERVICES FUND	505,614.12
12	OPIOID REMEDIATION	1,634.02
20	WASTE MANAGEMENT FUND	3,811.70
34	CAPITAL IMPROVEMENTS FUND	459,226.66
41	DITCH FUND	11,752.00
71	HISTORIAN FUND	462.14
72	SOIL AND WATER FUND	5,656.57
73	LAKE IMPROVEMENT DISTRICTS	61.80
78	WCFSC COLLABORATIVE FUND	51,116.73
84	STATE COLLECTIONS FUND	433,002.22
85	REFUNDING ACCOUNT FUND	21,253.95
87	SOCIAL WELFARE FUND	27,760.48
	Total	**6,420,908.44**

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Chad Hausmann

Requestor Title
Highway Engineer

Department (please use dropdown to select department) *
HIGHWAY

Target Meeting Date *
9/9/2025 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
SCB7391

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Authorize Signature on Letter of Support for the I-94 Corridor Purpose, Need, and Vision Study in Maple Grove for Inclusion in the Corridors of Commerce Program

Short Title (what will appear on Agenda outline - 250 character max.) *
Authorize Signature on Letter of Support for the I-94 Corridor Purpose, Need, and Vision Study in Maple Grove for Inclusion in the Corridors of Commerce Program

Value Stream the request primarily aligns with:
Develop County Infrastructure

Briefly describe how the request aligns with the selected value stream.
The letter of support will aid in securing Corridors of Commerce Readiness funds towards identifying potential future improvements for the corridor, evaluate feasibility and determine triggers and timelines for implementation.

Describe the impact on staffing resources.
none

Fiscal Impact:
none

Background/Justification:
Support letter attached provides summary of current status and purpose of the study.

Route for Review and Approval

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

Agenda Item Attachments – File names have to be 64 characters or less (including spaces, special characters, etc.) or they WILL NOT attach to the RFBA. If your file name is longer than that, please rename your file. (1)

Document Name	Attachment Type
9.9.25.Readiness Fish Lake Ltr support.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

Board of Commissioners

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

3650 Braddock Ave NE
Suite 1200
Buffalo, MN 55313

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

www.co.wright.mn.us

September 9, 2025

MnDOT Corridors of Commerce Program
Minnesota Department of Transportation
395 John Ireland Blvd
St. Paul, MN 55155

To Whom It May Concern:

On behalf of Wright County, we are writing to strongly support the **I-94 Corridor Purpose, Need, and Vision Study** in Maple Grove for inclusion in the Corridors of Commerce program. This $2,500,000 project is a vital step toward shaping the future of the I-94 corridor, ensuring that planned improvements are both well-informed and strategically timed to maximize economic and mobility benefits.

This initiative will support and complete a thorough Purpose, Need, and Vision Study to identify potential future improvements for the corridor, evaluate their feasibility, and determine triggers and timelines for implementation. The study's results will directly influence two major projects aimed at improving commerce along the I-94 corridor. First, it will assist in planning the future layout of the Fish Lake Interchange, including I-94, I-94/I-694, and I-494, a complex interchange critical for freight and commuter traffic. Second, it will guide improvements between the I-94/Maple Grove Parkway interchange and the Fish Lake Interchange, including the Weaver Lake Road Interchange, to upgrade the corridor and related interchanges until the full Fish Lake Interchange design is completed.

The I-94 corridor is more than just a transportation route; it is the key to regional commerce. I-94 transports over 20,000 heavy commercial vehicles each day, and careful planning will ease bottlenecks, enhance delivery times, and reduce costs for businesses. Reliable traffic flow will make commuting more predictable, boosting workforce retention and attraction across the region. By aligning infrastructure improvements with economic and community needs, this project will aid in bringing new businesses, expanding existing ones, and supporting the long-term vitality of the local and regional economy.

We commend MnDOT for their ongoing dedication to strengthening Minnesota's transportation network. This project is a wise, forward-thinking investment that will yield benefits for decades. We respectfully urge MnDOT to prioritize this study within the Corridors of Commerce program, as its results will guide smart, timely investments that benefit the entire region.

Sincerely,

Darek Vetsch, Board Chair

An Equal Opportunity Employer

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Matt Detjen

Requestor Title
Ag Drainage & Natural Resources Supervisor

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

Target Meeting Date *
9/9/2025 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
MJD7571

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Permission to Apply for the County Agricultural Inspector Grant Fiscal Year 2026

Short Title (what will appear on Agenda outline - 250 character max.) *
Permission to Apply for the County Agricultural Inspector Grant Fiscal Year 2026

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:
Reimbursement grant with no match required.

Background/Justification:
The Minnesota Department of Agriculture (MDA) is now offering grant opportunities to counties to help cover costs of county agricultural inspectors (CAIs) required duties. This funding is being funneled through the County Agriculture Inspector Grant Program as a reimbursable grant for staff time, equipment, ex. The legislature has appropriated $500,000 throughout the state for the 2026 fiscal year, so staff would like to request funding to help offset cost of this position which the county is required to appoint. *** Ross Demant will be able to answer quesitons regarding this grant.

Staff Request: Grant staff permission to apply for the County Agricultural Inspector Grant for the 2026 fiscal year.

Route for Review and Approval

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

Agenda Item Attachments – File names have to be 64 characters or less (including spaces, special characters, etc.) or they WILL NOT attach to the RFBA. If your file name is longer than that, please rename your file.

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
Barry Rhineberger

Requestor Title
Planning & Zoning Administrator

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

Target Meeting Date *
9/9/2025 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
STD2320

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Accept the Recommendation of the Planning Commission to Rezone the Following Property: Allen Dubbeldee - (Southside Twp.) Parcels 217-000-044400, 217-000-091202 & 217-000-091205 from AG - General Agriculture to A/R Agricultural/Residential

Short Title (what will appear on Agenda outline - 250 character max.) *
Accept the Recommendation of the Planning Commission to Rezone the Following Property: Allen Dubbeldee - (Southside Twp.) Parcels 217-000-044400, 217-000-091202 & 217-000-091205 from AG - General Agriculture to A/R Agricultural/Residential

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

Briefly describe how the request aligns with the selected value stream.
The Planning Commission Believes Rezoning Of The Property Is Aligned With The Goals And Policies Of The Northwest Quadrant Land Use Plan.

Describe the impact on staffing resources.
None

Fiscal Impact:
None

Background/Justification:
Rezoning Requests Require County Board Approval. The Planning Commission Recommends Approval Of The Above Request.

Accept The Recommendation Of The Planning Commission To Rezone The Following Property: Allen Dubbeldee - (Southside Twp.) With A Unanimous Vote, The Planning Commission Recommends Approval To Rezone Those Portions of Tax Parcels 217-000-044400, 217-000-091202 & 217-000-091205 Lying North Of Co Rd 3, From AG-General Agriculture to A/R - Agricultural Residential, With S-2 Residential-Recreational Shoreland Overlay District Because The Property is Aligned With the Goals & Policies Of The Northwest Quadrant Land Use Plan And The Township Approves.

Route for Review and Approval

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

Agenda Item Attachments - File names have to be 64 characters or less (including spaces, special characters, etc.) or they WILL NOT attach to the RFBA. If your file name is longer than that, please rename your file. (5)

Document Name	Attachment Type
dubbeldee august 21.pdf	Attachment
dubbeldee july 31.pdf	Attachment
dubbeldee july 10.pdf	Attachment
dubbeldee june 12.pdf	Attachment
dubbeldee staff report.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

3. **ALLEN DUBBELDEE** – Cont. 6/12 & 7/10 & 7/31

LOCATION: 11066 PITTMAN AVE NW– PRT OF SE1/4 & GOV LT1 LY S OF LK CAROLIN and PRT OF NW1/4 NE1/4 in Section 04 & 09, all in Township 122, Range 28, Wright County, Minnesota. (Lake Caroline - Southside Twp.) Tax #217-000-044400, 217-000-091202, 217-000-091205 Property Owner: ALLEN & DEBS DUBBELDEE REVTR and ALLEN R DUBBELDEE & DEBS JM DUBBELDEE REVTR

Petitions to rezone that portion of tax parcels 217-000-044400, 217-000-091202, and 217-000-091205, north of County Road 3, as approved by the Board of Adjustment on 1/10/2025, from General Agriculture (AG) with a Residential-Recreational Shorelands District Overlay (S-2) to Agricultural/Residential (A/R) with a Residential-Recreational Shorelands District Overlay (S-2), as regulated in Sections 155.028, 155.047, 155.048 & 155.057, Title XV, Land Usage & Zoning of the Wright County Code of Ordinances.

Present: Allen and Debs Dubbeldee

A. Rhineberger displayed the proposed plan and reviewed the request. The item had been continued multiple times for various reasons, but most recently to allow the applicant time to decide whether to pursue the request. The delay stemmed from the requirement to build a new driveway to serve the new house planned for what would become the easterly lot. While construction of the driveway is necessary for the subdivision to proceed, it is not required for rezoning.

B. A. Dubbeldee stated that, at this time, they are only requesting to proceed with the rezoning. The current plan is to renovate the existing home, build the new home, and wait 1–2 years before addressing the driveway and subdivision. Rhineberger confirmed with the applicant that “fixing up the existing house” refers to converting it into a guest house, per the existing issued permit. D. Dubbeldee confirmed conversion of the existing dwelling to a guest house.

C. Mol clarified that rezoning would not create any new property lines. Rhineberger confirmed this and explained that property lines would be addressed during the subdivision process. He noted that while a concept plan is required at the rezoning stage to show the reasoning behind the request, rezoning would not move forward if the concept plan is not acceptable. In this case, he pointed out that the Commission has not yet established the justification for rezoning and encouraged the members to discuss that provision.

D. No comments from the public.

E. Bravinder confirmed that even if the property is rezoned, it will continue to be treated as a single parcel until it is subdivided, at which point the driveway requirements will be addressed.

F. Holland asked what could be done with the gutted house if the property is not subdivided. Rhineberger explained that the existing house could still be converted into a guest house, and the applicant currently holds a permit to do so.

G. Bravinder moved to recommend approval to the County Board of Commissioners to rezone tax parcels those portions of Tax Parcels 217-000-044400, 217-000-091202, 217-000-091205, lying north of County Road 3, from AG-General Agriculture to A/R-Agricultural Residential, with S-2 Residential-Recreational Shoreland Overlay District because we find the property is aligned with the goals and policies of the Northwest Quadrant Land Use Plan and the Township approves. Motion seconded by Holland.

VOTE: CARRIED UNANIMOUSLY

WRIGHT COUNTY PLANNING COMMISSION
Meeting of: July 31, 2025
Minutes

The Wright County Planning Commission met on Thursday, July 31, 2025, in the County Commissioners Board Room at the Wright County Government Center, Buffalo, Minnesota. Chairman, Dan Mol, called the meeting to order at 7:30 p.m. with members present: Jeanne Holland, Ken Felger, Sandy Greninger (arrived during item #3), and Dan Bravinder. Absent was Pat Mahlberg and noting that Larry Smith resigned. Brian Wold, Assistant County Attorney, was the legal counsel present. Barry Rhineberger, Planning & Zoning Administrator, represented the Planning & Zoning office.

ACTION ON JULY 11, 2025, MINUTES

Holland motioned to adopt the minutes for the July 11, 2025 meeting as printed. Seconded by Bravinder.

VOTE: CARRIED UNANIMOUSLY

PUBLIC HEARINGS:

1. **Allen Dubbeldee** – Cont. 6/12 & 7/11

LOCATION: 11066 PITTMAN AVE NW– PRT OF SE1/4 & GOV LT1 LY S OF LK CAROLIN and PRT OF NW1/4 NE1/4 in Section 04 & 09, all in Township 122, Range 28, Wright County, Minnesota. (Lake Caroline - Southside Twp.) Tax #217-000-044400, 217-000-091202, 217-000-091205 Property Owner: ALLEN & DEBS DUBBELDEE REVTR and ALLEN R DUBBELDEE & DEBS JM DUBBELDEE REVTR

Petitions to rezone that portion of tax parcels 217-000-044400, 217-000-091202, and 217-000-091205, north of County Road 3, as approved by the Board of Adjustment on 1/10/2025, from General Agriculture (AG) with a Residential-Recreational Shorelands District Overlay (S-2) to Agricultural/Residential (A/R) with a Residential-Recreational Shorelands District Overlay (S-2), as regulated in Sections 155.028, 155.047, 155.048 & 155.057, Title XV, Land Usage & Zoning of the Wright County Code of Ordinances.

No representative present.

A. Rhineberger noted that this item was continued to allow staff and legal counsel to review the requirements for access along the lot's frontage. It was determined that direct access to new lots must be located within the frontage of the respective lot. Therefore, if the rezoning and subdivision are approved, a new driveway for the house currently under construction must be built to enter and exit from County Road 3, and that driveway must be used. Due to this requirement, the applicant requested that the matter be continued to the August 21st meeting so they can evaluate their options.

B. No comments from the public.

C. Motion made by Felger to continue the matter to the August 21st meeting, at the applicant's request. Motion seconded by Holland.

VOTE: CARRIED UNANIMOUSLY

Noted that Greninger was not present for this item.

7. **Allen Dubbeldee** – Cont. 6/12

LOCATION: 11066 PITTMAN AVE NW– PRT OF SE1/4 & GOV LT1 LY S OF LK CAROLIN and PRT OF NW1/4 NE1/4 in Section 04 & 09, all in Township 122, Range 28, Wright County, Minnesota. (Lake Caroline - Southside Twp.) Tax #217-000-044400, 217-000-091202, 217-000-091205 Property Owner: ALLEN & DEBS DUBBELDEE REVTR and ALLEN R DUBBELDEE & DEBS JM DUBBELDEE REVTR

Petitions to rezone that portion of tax parcels 217-000-044400, 217-000-091202, and 217-000-091205, north of County Road 3, as approved by the Board of Adjustment on 1/10/2025, from General Agriculture (AG) with a Residential-Recreational Shorelands District Overlay (S-2) to Agricultural/Residential (A/R) with a Residential-Recreational Shorelands District Overlay (S-2), as regulated in Sections 155.028, 155.047, 155.048 & 155.057, Title XV, Land Usage & Zoning of the Wright County Code of Ordinances.

Present: Allen and Debs Dubbeldee

A. Rhineberger displayed the proposed site plan and noted that the item had been continued from the prior meeting for a site visit. No further information was submitted.

B. A. Dubbeldee explained that the original plan was to use the old house as a guest house, with family visiting during the summers. Because it is a guest house, they are not allowed to have a kitchen or bedrooms—essentially, it would be one large room with a bathroom that must meet all building codes. They would like to fix up the house and live in it while building the new home.

C. No comments from the public.

D. Greninger stated that during the site visit, she had asked what each building was used for and wanted clarification on the existing house. She noted it appeared very basic and was unsure where they were currently residing. A. Dubbeldee explained they are staying in Rogers with their son.

E. Bravinder questioned how the proposed 23 acres would be accessed. A. Dubbeldee stated they would use the existing driveway. Bravinder asked how that was possible with two parcels. Rhineberger explained this would be addressed during the subdivision stage. Typically, subdivisions are not approved with shared or easement access. The new home location was approved on the premise that the existing home would be torn down. The Commission could require access via the frontage side. He noted he was not aware of any situation where that was not the case. A. Dubbeldee stated it would be nearly impossible to construct a driveway through the bluff. Rhineberger said, given that, the Commission should consider whether the property can support two lots if driveway access is a concern and cannot be obtained via the property's own frontage. Bravinder referenced a similar issue in Cokato Township, where a public cartway had to be installed. He agreed that a shared driveway is not an option. Rhineberger clarified that shared access has been accepted in some cases, but typically it's located along the common property line and access is only shared for a short distance.

F. Holland questioned whether the Highway Department would allow access off County Road 3. Mol pointed out that there is already a field road access at the bottom corner of the property off County Road 3. Technically, the proposed site should have access, and if they choose to use the existing access, it is up to them. A. Dubbeldee noted the steep topography in that area. Mol stated that for the rezoning request and its criteria, there is access onto County Road 3. Rhineberger clarified that the property has road frontage and used Beacon to show where the new home is being built. Bravinder reminded the group that this is a rezoning request, but any subdivision would need to address the access challenge. A. Dubbeldee added beyond the bluff there are also several ponds in that area.

G. Felger asked how the new home would be accessed. A. Dubbeldee replied, via the existing driveway. Felger confirmed the new home would sit on the proposed easterly parcel, which currently has no access off County Road 3. Holland confirmed that construction of the new home had already started. Rhineberger used Beacon to show the new home's location, the proposed division, and the current access. Felger asked what would happen if the westerly lot were sold how would the easterly lot be accessed. A. Dubbeldee said that would not happen in their lifetime; the plan is for their son to eventually own both properties. Rhineberger pointed out the Commission must consider what happens if that doesn't go according to plan. He also clarified that the existing guest house would become a full-time residential structure. Felger asked why the applicant wanted to divide the property. A. Dubbeldee said they wanted a full house, not just a guest house. Rhineberger explained that guest houses can have bathrooms and multiple bedrooms, are limited to 750 sq. ft., and can be designed to meet those needs. The applicant is currently permitted to build a new home and construction has already begun. This request is before the Commission because they want to keep the existing house as a residence, not a guest house, which isn't allowed without subdivision.

H. Greninger asked what would happen if the request were not approved. Rhineberger clarified that they would be required to convert the existing house to meet guest house requirements, and they already have a permit to do so.

I. Mol understands the applicants want to rezone the property to create two lots with two homes. He sees the major difficulty being the lack of access to the new home. There is a bluff over 40 feet high in the way. At some point, a separate driveway would need to be constructed through the bluff, given DNR regulations and ordinances that would be a significant challenge. Greninger asked council whether both homes could legally share the same driveway. Holland clarified that the ordinance does not allow it. A. Dubbeldee asked whether a cartway is permitted. Rhineberger stated the ordinance requires driveway access along the frontage of the lot. Wold said he would need to research further and deferred to Rhineberger. Bravinder added that if a cartway were allowed, both parcels would need 300 ft. of frontage. Rhineberger noted that with a cartway the proposed property would only have 66 ft. of frontage.

J. Mahlberg acknowledged that the ordinance requires access to be located on the lot itself. Greninger expressed concern about how legal access would be provided to the second lot.

Mahlberg questioned whether, during the subdivision process, a condition could be imposed requiring the properties to remain under common ownership until legal physical access is created along the frontage of the second lot. Rhineberger read from the ordinance, stating: *"All lots or parcels shall have direct adequate physical access for emergency vehicles along the frontage of the lot or parcel from either an existing dedicated public roadway or an existing private roadway approved by the County Planning Commission, the County Board, or township board."* Mahlberg responded that such access does not currently exist and concluded that it would be unlawful to establish a separate lot without legal frontage access. He questioned whether the Commission had any discretion in this matter. He emphasized that this question of legality is the most important consideration and even if the subdivision could theoretically work later, the Commission should not begin the process by acting unlawfully. Rhineberger then read from the subdivision ordinance, which states: *"The Planning Commission may recommend an exception to the provisions of this chapter when, in its opinion, undue hardship may result from strict compliance."* He acknowledged that this would be a difficult question to resolve, particularly because the first issue to consider is whether the land is *especially suited* for residential development. Mahlberg added that it's unclear whether approving the rezoning at this stage would itself create an unlawful situation, since there is no physical access for emergency vehicles from the road. Rhineberger clarified that approving the rezoning alone would not create a legal issue, the issue arises at the subdivision stage, where access must be addressed. The property could be rezoned without being subdivided, or it could be subdivided later under a different plan. However, Rhineberger also questioned why the Commission would approve rezoning if they would be unwilling to approve the necessary subdivision afterward. He noted that zoning changes are judicial decisions involving the County Board, and once the rezoning is approved, it is final. If the subdivision were later denied, the new zoning would still apply and might not be appropriate for the property as it exists. Additionally, a rezoning request cannot simply be withdrawn after it has been heard by the County Board. Therefore, while the subdivision is technically a separate step, it cannot be entirely disregarded when considering the rezoning, especially when access and legal compliance are unresolved.

K. Greninger stated that she would like to continue the matter to allow time for legal counsel to review the situation and provide advice. Her primary concern is the access issue, specifically, what is legally allowed regarding shared or common access. Rhineberger noted that a shared access would require an easement but expressed concern that easements can have limitations over time. If the easement were to lapse or the properties came under separate ownership, legal and logistical problems could arise. Mahlberg clarified that easements themselves do not expire and what Rhineberger might be thinking of is the Marketable Title Act. However, he stated that this is not typically a major concern and was unsure how it would apply in this specific case. Greninger emphasized that she does not want to create an issue that could become a major burden for future property owners.

L. Felger noted that the Commission is currently at the rezoning stage and heard from Rhineberger that they should not focus too heavily on potential issues that might arise during the subdivision phase. Rhineberger clarified that while the subdivision is not currently being approved and remains only a concept plan, the Commission cannot completely disregard it. Issues such as

access are valid concerns that could impact whether the property is ultimately suitable for division. He added that adjustments to the concept plan could potentially resolve the access problem. Mahlberg acknowledged that access is typically addressed more thoroughly during the subdivision process. However, he emphasized that when determining whether a property is *especially suited for residential development*, a key factor in rezoning, it must be considered whether the property can lawfully be developed for residential use. In this case, that question hinges on access that isn't there. Mol stated that the core issue is the location of the new home. It was started below the bluff, in an area that has no direct access, with the only viable access point being in a far corner. If the applicants had requested rezoning before starting construction, they could have placed the home in a location that met access requirements. The fact that the home has already been started in a difficult location is what makes the decision complicated. Holland asked who had designed the proposed parcel division lines and whether there might be a different way to split the property. Rhineberger responded that, due to the location of the existing structures, alternative configurations are limited or not feasible. Mol reiterated that the main challenge is the premature construction of the second home. He pointed out that there is plenty of room to build in the field within the area proposed for division. As the new home currently sits, however, he cannot see a way with MN DNR regulations and local ordinances that there is a way to build a driveway through the bluff, which remains the central challenge.

M. Greninger asked how construction of the house began. Mol explained that they were approved to build a new home and convert the old house into a guest house. The applicants changed their minds and now want two full residences. Greninger understands their intent but is concerned about the lack of access.

N. A. Dubbeldee asked if they could be required to have a sperate driveway, if broken up. Mol responded that it's something that could be discussed but emphasized the significant challenge: any new driveway would have to go through a 40-foot bluff, which presents substantial difficulties. Rhineberger clarified that the subdivision is the legal division of the parcel and must occur before a second home can be retained on the property. Even if the property is rezoned to A/R (Agricultural/Residential), two single-family homes cannot exist on a single parcel. Once the subdivision occurs, the properties must be legally split. He further explained that ownership alone does not determine what is permitted. If the intent is simply to have family stay overnight or for short visits, a guest house is allowed. If the current guest house design is not desirable, there is always the option to design and build a new guest house that meets requirements. Rhineberger mentioned that he had repeatedly heard references to the guest house being just a "single room," so he pulled up a recently approved guest house plan that included two bedrooms, a living area, and a bathroom, demonstrating that guest houses can be reasonably designed to accommodate guests while still complying with the ordinance. He concluded by stating that the core challenge of this request is the fact that the new home has already been started, and its location, below the bluff, with no direct access, is what is complicating the situation.

O. Greninger asked if the applicant would like time to consider options and have legal counsel advice on access. Mol asked the applicants for their thoughts on guest house options and the

access concerns. He expressed doubts that the rezoning would be approved given the current challenges. He also asked whether the applicants would be willing to continue the item. Rhineberger explained that only one continuation is available unless the applicant signs a 120-day waiver. Greninger emphasized the applicants should understand their options. She questioned whether, if divided into two parcels, legal access from the existing residence to the new home would be allowed. Mol and Bravinder both confirmed it would not. Bravinder noted a cartway would require 300 ft. of frontage for both parcels. Holland agreed that a redesign might be necessary, as a driveway through the bluff isn't feasible.

P. Mol questioned whether the item should be continued, allowing for further discussion among the members regarding voting options or possible lot reconfiguration. Mahlberg feels that if the applicant can present a concept plan that clearly demonstrates compliance with access requirements, then it is something the Commission could reasonably consider. However, in the absence of such a plan, he believes the Commission is still facing the fundamental question of whether the property is *"especially suited for residential development",* particularly given that the current residential construction does not have lawful access. Rhineberger used Beacon to display a concept with potential lot lines, showing that subdivision could be possible with the new home kept on the current driveway. However, doing so would require removal or conversion of the existing home and the construction of a new home on the newly created lot. Mahlberg observed that the applicant's intent doesn't appear to be constructing a second new home from scratch in the field but rather to retain both existing structures. He acknowledged that there's a lot for the applicant to consider, and the general consensus among the Commission seemed to be that there is no clear path forward at this time for what is being requested. If the matter is continued, the key question for the next meeting will be whether there is legal access to the proposed parcel. Mol reminded everyone that a decision must be made within 120 days, but if additional time is needed, the applicant has the option to sign a 120-day waiver to extend the review period. A. Dubbeldee confirmed they would be willing to sign the waiver.

Q. Hollan moved to continue the item to the July 31st meeting. Seconded by Greninger.

VOTE: CARRIED UNANIMOUSLY

DISCUSSION: Bravinder wants to ensure the applicant understands what is being asked. Both parcels need to be accessed legally. Rhineberger stated that he will set up a time to meet with council to discuss the situation.

10. **Allen Dubbeldee** – New

LOCATION: 11066 PITTMAN AVE NW– PRT OF SE1/4 & GOV LT1 LY S OF LK CAROLIN and PRT OF NW1/4 NE1/4 in Section 04 & 09, all in Township 122, Range 28, Wright County, Minnesota. (Lake Caroline - Southside Twp.) Tax #217-000-044400, 217-000-091202, 217-000-091205 Property Owner: ALLEN & DEBS DUBBELDEE REVTR and ALLEN R DUBBELDEE & DEBS JM DUBBELDEE REVTR

Petitions to rezone that portion of tax parcels 217-000-044400, 217-000-091202, and 217-000-091205, north of County Road 3, as approved by the Board of Adjustment on 1/10/2025, from General Agriculture (AG) with a Residential-Recreational Shorelands District Overlay (S-2) to Agricultural/Residential (A/R) with a Residential-Recreational Shorelands District Overlay (S-2), as regulated in Sections 155.028, 155.047, 155.048 & 155.057, Title XV, Land Usage & Zoning of the Wright County Code of Ordinances.

Present: Allen and Debs Dubbledee

A. Rhineberger displayed the property details and proposed concept plan while reviewing the request. The applicant owns four separate parcels and previously went through the Board of Adjustment (BOA) in early 2025. That approval allowed a lot line adjustment to address the applicant owning property on both sides of the county road. This current request seeks to rezone all land north of County Road 3. The area is currently zoned General Agriculture (AG), with a Residential-Recreational Shorelands District Overlay (S-2) applied to land within 1,000 feet of Lake Caroline. According to the Northwest Quadrant (NWQ) Land Use Plan, the 35 acres are designated as Agricultural. The A/R zoning district and being riparian requires each lot to have a minimum of 300 feet of both road frontage and lakeshore frontage, along with 300 feet of depth from both. A submitted concept plan outlines the potential creation of two separately saleable lots. One of these lots currently has an open building permit for a new home, with the condition that the existing home be converted to a guest house or storage. This rezoning request would allow the existing home to remain as a primary residence. Southside Township has recommended approval. One additional public comment was received, though it related more to the previous BOA request.

B. A. Dubbledee explained that they received the permit for a new home, as well as approval to convert the existing home into a guest house. However, after starting the process, their children encouraged them to renovate the existing house and make it a full-time home. The existing house is in poor condition and needs significant repairs, including major electrical work. Rhineberger clarified that if the intention were only to use the existing house as a guest house, this rezoning request would not be necessary. The current request is needed to allow both homes to exist as full residences.

A. No comments from the public.

B. A. Dubbledee added that the farmland on the property is in such poor condition that the farmer who rents the land has chosen not to farm it this year as it "doesn’t grow anything."

C. Mahlberg asked about the lake classification. Rhineberger responded that Lake Caroline is classified as a Recreational Development (RD) lake. Mahlberg observed that the lake appears fairly developed, especially across the water. D. Dubbledee stated that the lake is private, with no formal public access, though a river runs through it. Felger asked whether a lake that spans two counties must share the

same classification. Rhineberger explained that counties can classify lakes differently and that there are examples of that within the county. Mahlberg inquired whether the property to the northwest of the guest house is developed or vacant. D. Dubbledee confirmed that there is a new home on that lot. Mahlberg noted that the development around the RD-classified lake differs from development proposals near swamps or creeks, suggesting this site is more appropriate for residential use.

D. Felger moved to continue the matter to the July 10th meeting for a site inspection. Motion seconded by Smith.

VOTE: CARRIED UNANIMOUSLY

SITE INSPECTION

The Commission scheduled a site inspection for Monday July 7th, with the Commission to meet at 8:30 a.m. at the Government Center.

Meeting adjourned at 10:57 p.m.

Respectfully submitted,



Barry Rhineberger
Planning & Zoning Administrator

BR:sd
cc: Planning Commission
Twp. Clerks

3. **ALLEN DUBBELDEE** – Cont. 6/12 & 7/10 & 7/31

LOCATION: 11066 PITTMAN AVE NW– PRT OF SE1/4 & GOV LT1 LY S OF LK CAROLIN and PRT OF NW1/4 NE1/4 in Section 04 & 09, all in Township 122, Range 28, Wright County, Minnesota. (Lake Caroline - Southside Twp.) Tax #217-000-044400, 217-000-091202, 217-000-091205 Property Owner: ALLEN & DEBS DUBBELDEE REVTR and ALLEN R DUBBELDEE & DEBS JM DUBBELDEE REVTR

Petitions to rezone that portion of tax parcels 217-000-044400, 217-000-091202, and 217-000-091205, north of County Road 3, as approved by the Board of Adjustment on 1/10/2025, from General Agriculture (AG) with a Residential-Recreational Shorelands District Overlay (S-2) to Agricultural/Residential (A/R) with a Residential-Recreational Shorelands District Overlay (S-2), as regulated in Sections 155.028, 155.047, 155.048 & 155.057, Title XV, Land Usage & Zoning of the Wright County Code of Ordinances.

(A) The applicant owns four different parcels within Southside Township. In January 2025, the Board of Adjustment approved a lot line adjustment to alter the current property lines seen today. This request is to rezone everything north of County Road 3. The area north of County Road 3 is roughly 35 acres above the ordinary high-water mark of Lake Caroline, a Recreational Development Lake, based on measurements taken by Staff on Beacon. The area is zoned General Agriculture (AG) with a Residential-Recreational Shorelands District Overlay (S-2) on land within 1,000 feet of Lake Caroline. The Northwest Quadrant (NWQ) Land Use Plan designates the 35 acres as Agricultural. The property has one residential building entitlement remaining.

(B) As mentioned, this request is to rezone everything north of County Road 3. The specific request is to rezone this roughly 35 acres from General Agriculture (AG) with a Residential-Recreational Shorelands District Overlay (S-2) to Agricultural/Residential (A/R) with the S-2 overlay. The A/R zoning district has a minimum lot size requirement of 10 acres. Additionally, the A/R zoning district requires a minimum of 300 feet of road frontage and lakeshore (lot width) with 300 feet of depth off the road frontage and lakeshore per lot. A concept plan submitted illustrates a potential layout that includes two separately saleable lots.

(C) Southside Township has recommended approval. One additional comment has been received. However, it more directly references the January Board of Adjustment hearing.

(D) The NWQ Land Use Plan states: Agricultural - "*Designates those areas appropriate to remain in agricultural use over the long term. The purpose is to both preserve productive farmland for the future and to protect agricultural activity from encroachment by other activities. Existing land types may include productive farmland, pasture, farm woodlots, wetlands and other agricultural or open lands.* ***Appropriate zoning will generally include only the Agricultural District. Rezoning to other districts will be considered only in rare and unique circumstances, or for riparian lots on shorelands especially suited to residential development."***

(E) Four of the County's residential zoning districts are represented within a half-mile radius of the subject property. These include Urban/Rural Transition (R-1), Suburban Residential (R-2), Suburban Residential-a (R-2a), Agricultural/Residential (A/R), and General Agriculture (AG).

- R-1 (Urban/Rural Transition): Located west of County Road 2 and found on platted subdivisions from the 1960s and early 1980s off Lake Marie.
- R-2 (Suburban Residential): Found on two lots west of County Road 2
- R-2a (Suburban Residential-a): Found on a lot to the northwest that is abutting the property.
- A/R (Agricultural/Residential): Found on a Planned Unit Development subdivision southwest of the subject 35 acres and west of County Road 2

- AG (General Agriculture): Makes up the surrounding area beyond the residential zones.

The land use designations within a half-mile radius include Public Lands, Residential, Residential Large Lot, Rural Residential, and Agricultural.

- Public Lands: Includes property the County owns.
- Residential: Applies to existing R-1 zoning west of County Road 2.
- Rural Residential: Found west of County Road 2 on properties not zoned R-1.
- Agricultural: Fills out the rest of the area, including the subject property.

ACTION – This matter was so the applicant could decide whether they wanted to pursue this request, due to needing to build a new driveway to service the new house being built on what would be the easterly lot. Staff is still looking for direction from the Commission on how they would like to proceed.

Depending on how the Commission wants to act on this request, Staff has prepared two potential motions:

- **To recommend approval to the County Board of Commissioners to rezone tax parcels those portions of Tax Parcels 217-000-044400, 217-091202, 217-000-091205, lying north of County Road 3, from AG-General Agriculture to A/R-Agricultural Residential, with S-2 Residential-Recreational Shoreland Overlay District because we find the property is aligned with the goals and policies of the Northwest Quadrant Land Use Plan.**

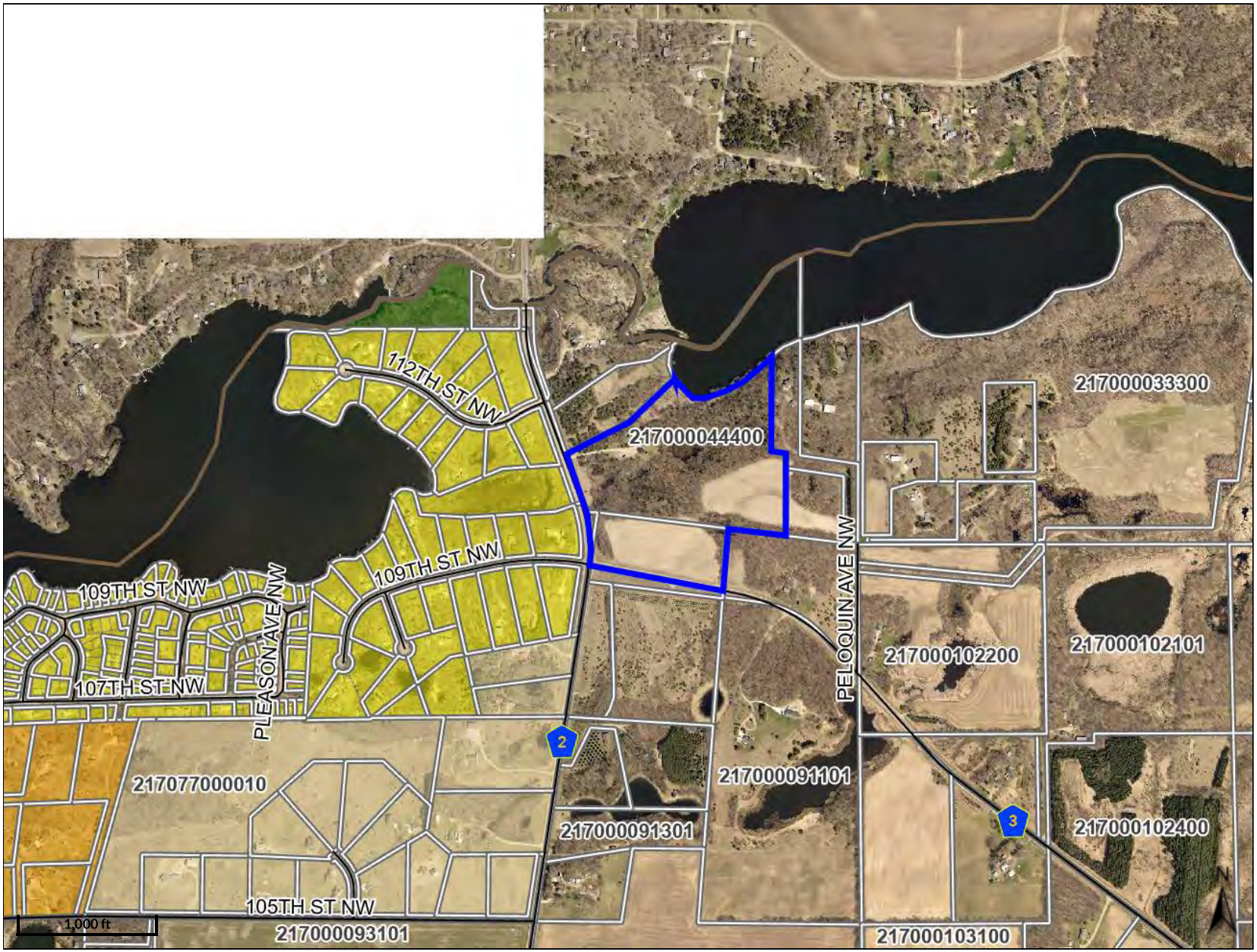
- **To close the public hearing and direct counsel to prepare findings based on the record and discussion, consistent with the denial of the request, and continue the matter to the July 31, 2025, Planning Commission hearing.**

  It should be noted that if a recommendation for denial seems likely, the applicant should also be given the opportunity to withdraw the request. If that is the case, the motion would be to dismiss the matter, without prejudice, at the applicant's request.

Dubbeldee Concept Plan



Dubbeldee Land Use



Legend

Highways
- Interstate
- State Hwy
- US Hwy

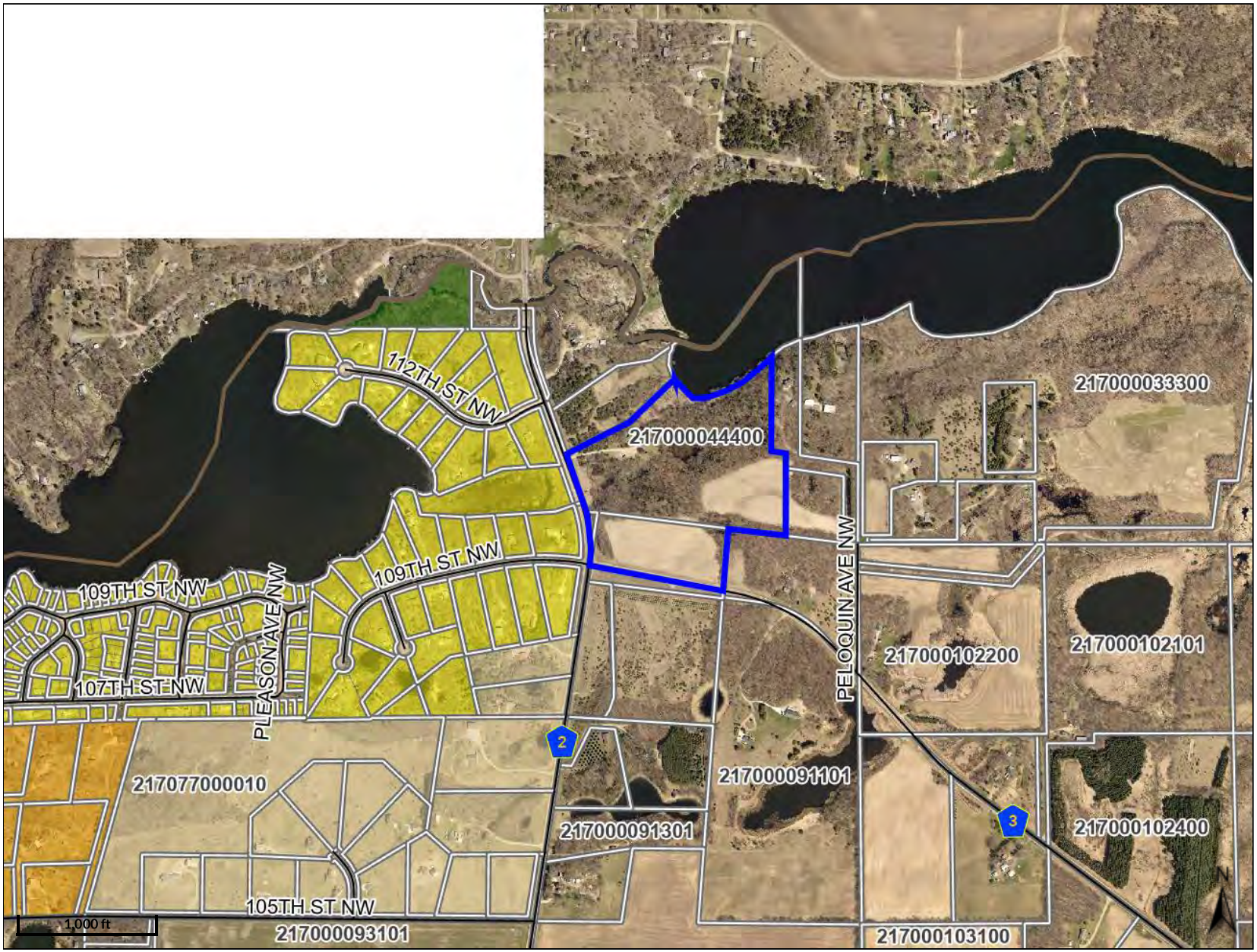
Roads

City/Township Limits
- c
- t

Parcels

Landuse
- Agricultural
- Aggregate Resource Area
- Commercial
- Limited Industrial
- Public Lands
- Residential
- Resource Land
- Residential Large Lot
- Rural Residential
- Transition Area

Dubbeldee Land Use



Legend

Highways
- Interstate
- State Hwy
- US Hwy

Roads

City/Township Limits
- c
- t

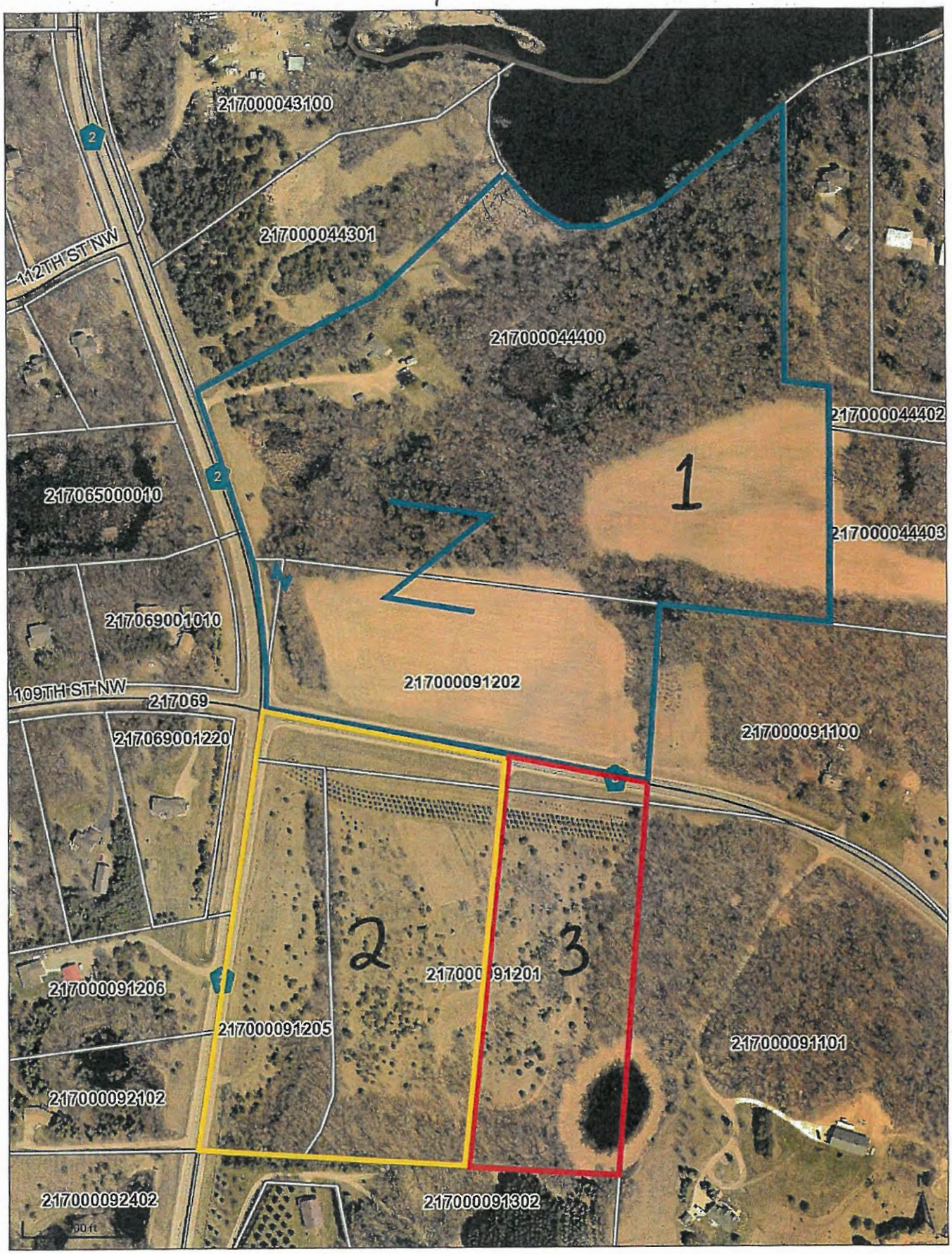
Parcels

Landuse
- Agricultural
- Aggregate Resource Area
- Commercial
- Limited Industrial
- Public Lands
- Residential
- Resource Land
- Residential Large Lot
- Rural Residential
- Transition Area

EXHIBIT # A

Proposed

From BOA Approval



NOTICE OF PUBLIC HEARING - WRIGHT COUNTY PLANNING COMMISSION

TOWNSHIP RESPONSE FORM

TOWNSHIP: Southside Twp.

HEARING DATE: Thursday, June 12, 2025, at 7:30 p.m

Allen Dubbeldee
(763) 670-8870

LOCATION: 11066 PITTMAN AVE NW– PRT OF SE1/4 & GOV LT1 LY S OF LK CAROLIN and PRT OF NW1/4 NE1/4 in Section 04 & 09, all in Township 122, Range 28, Wright County, Minnesota. (Lake Caroline - Southside Twp.) Tax #217-000-044400, 217-000-091202, 217-000-091205 Property Owner: ALLEN & DEBS DUBBELDEE REVTR and ALLEN R DUBBELDEE & DEBS JM DUBBELDEE REVTR

Petitions to rezone that portion of tax parcels 217-000-044400, 217-000-091202, and 217-000-091205, north of County Road 3, as approved by the Board of Adjustment on 1/10/2025, from General Agriculture (AG) with a Residential-Recreational Shorelands District Overlay (S-2) to Agricultural/Residential (A/R) with a Residential-Recreational Shorelands District Overlay (S-2), as regulated in Sections 155.028, 155.047, 155.048 & 155.057, Title XV, Land Usage & Zoning of the Wright County Code of Ordinances.

STAFF NOTES: The request does not comply with the Land Use Plan's designation as "Agricultural."

* *

THE TOWN BOARD SHOULD COMPLETE THE FOLLOWING AT A TOWN BOARD MEETING. IF THE TOWNSHIP IS RECOMMENDING ACTION WHICH CONFLICTS WITH THE COMPREHENSIVE PLAN, PLEASE STATE THE REASONS. IF NO WRITTEN RESPONSE IS RECEIVED FROM THE TOWNSHIP BEFORE THE HEARING, THE WRIGHT COUNTY PLANNING COMMISSION WILL HAVE TO CONTINUE THE HEARING OR ASSUME THAT THE TOWN BOARD PREFERS TO LEAVE THE MATTER UP TO THE COUNTY.

TOWNSHIP APPROVES OF THE REQUEST BECAUSE: Board has no objection to rezoning and splitting property into 2 parcels

TOWNSHIP DISAPPROVES OF THE REQUEST BECAUSE: _____

TOWNSHIP COMMENTS OR PROPOSED CONDITIONS: See attached meeting minutes from May 6 + June 3 meetings

SIGNED: Robin K. Reichel Southside Township Clerk/Treasurer

May 6, 2025

Debs and Allen Dubbeldee presented information for Rezoning of their property: 11066 Pitman Ave NW PID 217-000-044400 and PID 217-000-091202. Supervisor Ferguson made a motion that the Board has no objection to the rezoning and splitting property into 2 parcels. Supervisor Otto seconded the motion. Motion carried.

Mike Klein was present to make a request for re-zoning/lot split of his parcel. Property located at: 13924 100th Street NW PID 217-000-142205. Property is currently zoned R5 and he would like to divide into 2 parcels and rezone to R2. Supervisor Otto made a motion that the Board has no objection to rezoning and proposed sub-division as presented at this time. Supervisor Ferguson seconded the motion. Motion carried.

Attorney Mike Couri presented a draft of an Ordinance Prohibiting Dogs from Habitually Barking. The Board discussed and reviewed this proposed Ordinance. Chairman Berg made a motion to approve the Ordinance Prohibiting Dogs from Habitually Barking and the Summary of Southside Township Animal Control Ordinance as presented by the Township Attorney. Supervisor Otto seconded the motion. Motion carried.

Review and Award Bid for 2025 Dust Control. 1 bid was received from Central Minnesota Dust Control, LLC.

Quote for 2025 application of 33% DustGard PLUS Liquid Magnesium Chloride for road stabilization and dust control on unpaved road surfaces.
Prices are based on the product application rate of .30 per square yard, equivalent of 1/3rd gallon of product being applied per square yard.
Prices per mile and foot include product, product application and any applicable taxes
1 mile x 18 feet wide = $4012.80
1 mile x 12 feet wide = $2692.80
1 foot x 18 feet wide Price per foot = $.76
1 foot x 12 feet wide Price per foot = $.51

Chairman Berg made a motion to accept the Estimate/Bid from Central Minnesota Dust Control, LLC for the 2025 season. Supervisor Otto seconded the motion. Motion carried.

Response to a Property Owner inquiry regarding Lake Access improvements/maintenance off 71st Street NW. Supervisor Otto reviewed the site. He stated that the improvements to the beach and landing area looked good and a nice job was done.

Josh Maurer was present to meet the board and discuss lawn maintenance services for 2025. He will work with Supervisor Otto, a member of the cemetery commission, on maintenance needs for 2025. Supervisor Ferguson thanked him for always doing a great job and that his work and attention to details is much appreciated.

The following bills were approved:

June 3, 2025

Joseph Lindell (Property Owner Jodi A. Wallner): PID: 217-000-261104 & 217-000-261107 - 13010 79th St NW Request: Variance as regulated in Section 155.026 and 155.049(F)(2) of Chapter 155, Title XV, Land Usage & Zoning of the Wright County Code of Ordinances to construct an addition to the existing home that would be within the road setback. Property Owners or representative were not in attendance. This will need to be heard at a future meeting.

Alex Evavold/CAP Custom Homes (Property Owner: Lake Effect Trust): PID: 217-022-000120, 217-022-000121 - 15095 64th ST NW

INFORMATION ONLY: Request: Lot line adjustment as regulated in Section 155.026 of Chapter 155, Title XV, Land Usage & Zoning of the Wright County Code of Ordinances to adjust the property boundaries between PID 217-022-000120 and 217-022-000121. REASON FOR REQUEST: Lot line adjustments are heard by the Board of Adjustment. **If the Lot line adjustment is approved, the following variance request was reviewed:**

Request: Variance as regulated in Section 155.026, 155.049(F)(2), 155.057(E)(1), and 155.090(Table 3) of Chapter 155, Title XV, Land Usage & Zoning of the Wright County Code of Ordinances to construct a new home and Type IV septic system. The home would be within the lake and road setback and the septic would be within the setback from the property line and house. REASON FOR REQUEST: A variance is required to construct a new 1,883 sq. ft. home with 355 sq. ft. deck that would be 68.4 ft. from the ordinary high-water of the lake (75 ft. required) and 34.6 ft. from the centerline of the road (65 ft. required). The septic system would be a Type IV (Type I required) and be 15.3 ft. from the house (20 ft. required), 5 ft. from the south property line (10 ft. required), and 6 ft. from the west property line (10 ft. required). Alex Evavold with CAP Custom Homes; Bernie Miller with MSTS, and property owner were in attendance to present site plans and information. Owner would like to construct a new home on a lot that was purchased as a lot of record with a building entitlement. This owner is experiencing practical difficulty because they cannot build something on this lot that would meet all the setbacks without obtaining variances. Supervisor Ferguson made a motion to approve the above requested variances (upon approval of the lot line adjustment) and based on the plans as presented this evening to construct the best structure that can be done given the practical difficulty and hardship experienced by the property owner. Chairman Berg seconded the motion. Motion carried.

Michael Klein: PID's 217-000-142205 & 217-052-002030 - 13924 100th Street NW
Petitions to rezone from Suburban Residential-a (R2-a) with a Residential-Recreational Shorelands District Overlay (S-2) and PID 217-052-002030 from Urban/Rural Transition (R-2) with a Residential-Recreational Shorelands District Overlay (S-2) to Suburban Residential (R-2) with a Residential-Recreational Shorelands District Overlay (S-2), as regulated in Sections 155.028, 155.049, 155.050, 155.051 & 155.057, Title XV, Land Usage & Zoning of the Wright County Code of Ordinances. This was reviewed by the Board at the May 6, 2025 meeting.

Allen & Debs Dubbeldee: PID's Tax #217-000-044400, 217-000-091202, 217-000-091205 - 11066 Pittman Ave NW
Petitions to rezone that portion of tax parcels 217-000-044400, 217-000-091202, and 217-000-091205, north of County Road 3, as approved by the Board of Adjustment on 1/10/2025, from General Agriculture (AG) with a Residential-Recreational Shorelands District Overlay (S-2) to Agricultural/Residential (A/R) with a Residential-Recreational Shorelands District Overlay (S-2), as regulated in Sections 155.028, 155.047, 155.048 & 155.057, Title XV, Land Usage & Zoning of the Wright County Code of Ordinances. This was reviewed by the Board at the May 6, 2025 meeting.

The Road Tour was conducted on May 16, 2025. A number of projects are to be reviewed.
The Nevens Avenue/Train Tressel area needs to be addressed. The City of Annandale will maintain Nevens Ave to the intersection with 80th Street which leaves the Train Tressel boulevard for the township to maintain.
62nd & Porter drainage project to be completed in June/July 2025; Chip seal on 80th St & 62nd St to be completed June/July 2025; Dust Control is being completed, still a few road to finish; 105th St may be reclaimed instead of paved as a 2027 project; several clean up and right of way encroachment letters were mailed out to property owners.

Bids were opened and reviewed for recycling service contracts. Our existing contract expires on July 31, 2025. Two bids were received each with pricing for a 3 year or 5 year term.

> West Central Sanitation bid a monthly rate of $8.50 for a 3 year term and a monthly rate of $7.50 for a 5 year term, with service every other week
>
> Waste Management bid a monthly rate for year 1 of $5.09 for a 3 year term with a 4% annual increase for a year 2 rate of $5.29 and year 3 rate of $5.51; a monthly rate for year 1 of $4.99 for a 5 year term with a 4% annual

Barry Rhineberger

From: Daniel Lund <henrilund@yahoo.com>
Sent: Thursday, June 12, 2025 12:30 PM
To: Barry Rhineberger
Subject: Fwd: FromCurt Lund 11004 Peloquin Ave NW South Haven MN. 55382. C 320-493-3945

You don't often get email from henrilund@yahoo.com. Learn why this is important

CAUTION: This email originated from outside of Wright County. Do not click links or open attachments unless you verify with the sender and know the content is safe.

Sent from my iPad

RECEIVED
JUN 11 2025
BY: .....

Begin forwarded message:

From: Dan & Marlys Lund <henrilund@yahoo.com>
Date: June 12, 2025 at 12:25:25 PM CDT
To: Daniel Lund <henrilund@yahoo.com>

RECEIVED
JUN 11 2025
BY:



Jun 12

Cancel

Dubbeldee proposal

To: Barry.Rhineberger@co.wright.mn.us

Cc/Bcc, From: curtlund@windstream.net

Subject: Dubbeldee proposal

As a neighbor to the properties involved, I am concerned with the proposal to char boundaries on lot 2(parcel#217000091205) and lot 3(parcel #21700091201), whic would result in one 7 acre parcel and one 22 acre parcel. My concern is that as thi change could result in 4 buildable parcels in the future. This would change the neighborhood into more of an urban/suburban setting, changing from a rural setting/culture. Also this would likely increase neighboring land valuations, substantially increasing real estate taxes of all neighbors, of whom many are retire on fixed incomes. I would ask the Board of Adjustment to deny this portion of the variance.

A concerned citizen,
Curtis Lund
Sent from my iPad

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Barry Rhineberger

Requestor Title
Planning & Zoning Administrator

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

Target Meeting Date *
9/9/2025 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
STD2320

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Accept the Recommendation of the Planning Commission to Rezone the Following Property: Xcel Energy - (Silver Creek Twp.) a Portion of Parcel 216-100-212300 Outside of the 1,000-ft Shoreland Zone of Locke Lake from General Business (B-2) and Agricultural/Residential (A/R) to General Industry (I-1)

Short Title (what will appear on Agenda outline - 250 character max.) *
Accept the Recommendation of the Planning Commission to Rezone the Following Property: Xcel Energy - (Silver Creek Twp.) a Portion of Parcel 216-100-212300 Outside of the 1,000-ft Shoreland Zone of Locke Lake from General Business (B-2) and Agricultural

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

Briefly describe how the request aligns with the selected value stream.
The Planning Commission Believes Rezoning Of The Property Is Aligned With the Goals And Policies Of The Northwest Quadrant Land Use Plan.

Describe the impact on staffing resources.
None

Fiscal Impact:
None

Background/Justification:
Rezoning Requests Require County Board Approval. The Planning Commission Recommends Approval Of The Above Request. Accept The Recommendation Of The Planning Commission To Rezone The Following Property: Xcel Energy – (Silver Creek Twp.) With A 5-0 Vote With One Member Abstaining, The Planning Commission Recommends Approval To Rezone That Portion Of Parcel 216-100-212300 Outside Of The 1,000-ft Shoreland Zone Of Locke Lake From General Business (B-2) and Agricultural/Residential (A/R) To General Industry (I-1) Because The Commission Finds The Property Is Aligned With The Goals And Policies Of The Northwest Quadrant Land Use Plan.

Route for Review and Approval

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

Agenda Item Attachments – File names have to be 64 characters or less (including spaces, special characters, etc.) or they WILL NOT attach to the RFBA. If your file name is longer than that, please rename your file. (2)

Document Name	Attachment Type
xcel 821 minutes.pdf	Attachment
xcel 821 staff report.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

10. **XCEL ENERGY** – New

LOCATION: 14772 COUNTY ROAD 8 NW - S1/2OF NW1/4 & TH PRT OF NW1/4 OF NW1/4WH LIES SLY OF SLY R/W LN OF I-94 in Section 21, Township 122, Range 26, Wright County, Minnesota. (Silver Creek Twp.) Tax #216-100-212300. Property Owner: VORANDESOTO LLC

Petitions to rezone the portion of the property outside of the 1,000-foot shoreland zone of Locke Lake from General Business (B-2) and Agricultural/Residential (A/R) to General Industry (I-1), as regulated in Sections 155.028, 155.047 & 155.055, Title XV, Land Usage & Zoning of the Wright County Code of Ordinances.

Present: Tim Mauseth

A. Rhineberger displayed property maps and a proposed site plan as he reviewed the request. Over roughly the past year, the Commission has heard a rezoning request, an unplatted subdivision, and an Interim Use Permit (IUP) request for this property. In 1996, the property was split-zoned, with the General Business (B-2) zoning district covering approximately 32 acres and the Agricultural/Residential (A/R) zoning district covering approximately 60 acres. In June 2024, the County Board approved a rezoning expansion of the B-2 district, and in August 2024, the Planning Commission approved a three-lot unplatted subdivision. As a result, there are now two lots zoned B-2 and one lot zoned A/R. In December 2024, the Planning Commission approved an IUP for a truck sales business with diesel service and repair operations on one of the B-2 lots. The current request is to rezone the portions of the property outside of the shoreland district from B-2 and A/R to General Industry (I-1). If approved, the applicant plans to apply for a commercial contractor's yard. The Land Use Plan designates the property as commercial, so the existing A/R zoning is inconsistent with that designation. Silver Creek Township had a split vote regarding the rezoning request. Since the motion did not pass, the response included reasoning from both sides of the discussion. The full township response is included in the staff report packet, along with a subsequent statement submitted after the meeting minutes were finalized. That statement specifically noted that the *"Board of Supervisors motioned to not issue any driveway permits for 148th until it is realigned with County Road 8,"* which would prohibit Xcel's proposed driveway onto 148th. While this would not directly impact the IUP, it may affect the applicant's site layout and future planning. No additional public comments have been received.

B. Mauseth stated they have been searching for a suitable site for over two years. Once operational, this would be a unique site for Xcel, offering immediate benefits to both the company and its customers. They are committed to being a good neighbor and believe the site is a strong fit. He met with the three residents immediately south of the site and reported that those conversations were productive. They plan to incorporate some design changes based on that feedback. Mol asked about screening, and Mauseth responded that there is an existing grove of trees 20–30 feet wide. While there were concerns about tree removal, they are committed to starting disturbance at the edge of the currently cultivated field, preserving the mature trees.

C. Public Comment

- Johann Massmann, a resident of Silver Creek Township, stated that he and many of his neighbors oppose the rezoning request. He referenced ongoing discussions regarding the need to realign 148th Street and emphasized that this issue should be addressed as part of the current planning process. He noted that the Township Board recently reaffirmed that no driveway permits will be issued for 148th Street until the road is realigned. Massmann recalled prior conversations about the necessary improvements to the road, stating that this has been a longstanding concern and should be incorporated into the rezoning stage. He reported that the Township Planning & Zoning Commission considered the proposal with the motion to approve not passing. On Tuesday evening, the Township Board took further action to make it explicitly clear that a driveway permit will not be granted for 148th Avenue until the realignment is complete. He noted that the Highway Department has also been involved in these conversations, which are not new, and that the general consensus is that the cost of the improvements should be the responsibility of the property owner or buyer. Massmann argued that the proposed plan is not viable without a driveway permit and reiterated that the Township does not support the proposed access. He also pointed out a discrepancy in Xcel's proposal with one bullet point indicates the site is within their service territory, a later section states otherwise. He clarified that the area is actually serviced by Wright-Hennepin Electric, though he acknowledged this may not pose a major issue. He stressed that road safety is a significant concern for the Township. If the rezoning is approved, he would like to see dust control, stormwater management, and site lines addressed in detail. Massmann also mentioned he had spoken with neighboring property owners regarding the existing tree line, and they expressed interest in purchasing a small portion of that land. While he was unsure if that option is viable, he suggested it could be considered. Finally, he expressed concern that the proposed use could negatively impact nearby lake properties. He noted that once Xcel completes its work in the area, the company may sell the property, creating uncertainty about what type of industry might move in. He emphasized that now may be the appropriate time to exercise more control over future development on the site.

D. Mol noted that the site plan shows access off County Road 8 and asked whether that could serve as the sole access point. Mauseth confirmed it could, though they would prefer an emergency exit as well. They are open to working with relevant parties on improvements to the 148th St. intersection. Mol confirmed the project could function with only the County Road 8 access. Mauseth said they would be open to an emergency exit on 148th, possibly limited to left turn only or small vehicles, and are willing to collaborate on restrictions.

E. Felger inquired about long-term use. Mauseth confirmed this is the long term plan with the site dedicated to Xcel's transmission line construction group and serving as a regional hub for material storage and distribution. He explained that Xcel currently uses several inefficient leased sites across the region, and this location was chosen for its central position. Felger

asked about screening, and Mauseth said they plan to build a berm around the perimeter and install a security fence inside the berm. The entire site will have either Type II granite or chloride type surface.

F. Bravinder recalled that the County Highway Department had previously denied access off County Road 8 for another proposal, but this access is proposed slightly farther south. He asked whether the Highway Department had reviewed the current plans. Mauseth confirmed they had, and that this was the recommended location. The driveway will be as wide as possible with an automatic gate placed far enough back to prevent trucks from obstructing traffic. Bravinder asked about hours of operation. Mauseth replied that they would follow union hours, which are 7 a.m. to 5 p.m., Monday through Friday, with an average of 4–6 trucks per day. Some days could have zero or as many as 12 trucks. Weekend activity would only occur during storm events. Bravinder also asked about lighting. Mauseth stated there would be motion-sensor lights around the perimeter and one light at the entrance that would remain on overnight.

G. Felger suggested confirming with the Highway Department that 40 feet of access width is sufficient. Multiple members agreed that 40 feet is adequate. Felger also asked about the type of material being transported. Mauseth explained the poles are in segments, there will be crossarms, matting, and wire spools.

H. Mol asked is there will be a building with staff on-site. Mauseth responded that there are no current plans for permanent staff. Trucks would arrive, be loaded, and leave. If a structure were needed in the future, they would return to amend the IUP accordingly.

I. Felger acknowledged the need for an emergency exit but questioned who would be responsible for addressing it. Rhineberger explained that access details would be discussed more thoroughly during the IUP phase. A strong recommendation can be made during rezoning, but access decisions will be determined during IUP review. Rezoning approvals cannot be conditioned on access. He noted that in a previous IUP request, 148th St. was proposed as the sole access.

J. Mol reminded the Commission that this discussion pertains to the rezoning phase only. Rhineberger reiterated the Township's statement: *"The Board of Supervisors motioned to not issue any driveway permits for 148th until it is realigned with County Road 8."* This does not mean they are opposed to the rezoning in general, just that they will not permit access onto 148th St. Mol confirmed there is available access via County Road 8.

K. Bravinder commented that the neighboring truck stop is already zoned I-1. He sees no major issue with the proposed rezoning and noted that a large wetland will provide a buffer between the laydown yard and nearby residences

L. Felger moved to recommend approval to the County Board of Commissioners to rezone that portion of tax parcel 216-100-212300 outside of the 1,000-foot shoreland zone of Locke Lake from General Business (B-2) and Agricultural/Residential (A/R) to General Industry (I-1) because we find the property is aligned with the goals and policies of the Northwest Quadrant Land Use Plan.

VOTE: Mol, Holland, Felger, Bravinder & Greninger

ABSTAINED: Mahlberg

MOTION PASSED

10. **XCEL ENERGY** – New
LOCATION: 14772 COUNTY ROAD 8 NW - S1/2OF NW1/4 & TH PRT OF NW1/4 OF NW1/4WH LIES SLY OF SLY R/W LN OF I-94 in Section 21, Township 122, Range 26, Wright County, Minnesota. (Silver Creek Twp.) Tax #216-100-212300. Property Owner: VORANDESOTO LLC
Petitions to rezone the portion of the property outside of the 1,000-foot shoreland zone of Locke Lake from General Business (B-2) and Agricultural/Residential (A/R) to General Industry (I-1), as regulated in Sections 155.028, 155.047 & 155.055, Title XV, Land Usage & Zoning of the Wright County Code of Ordinances.

(A) This property is located just south of the I-94 Hasty/Silver Creek exit in Silver Creek Township. Technically, the property has been approved for three lots, totaling approximately 91.48 acres. The property has road frontages with County Road 8 NW to the east and 148th Street NW to the north. The property is split-zoned General Business (B-2) (54.985 acres) and Agricultural/Residential (A/R) (36.49 acres) with small portions of the property within 1,000 feet of Locke Lake, a Minnesota DNR designated general development lake.
- In 1996, the property was split zoned, with the B2 zoning district taking roughly 32 acres and the A/R zoning district making up approximately 60 acres.
- In June 2024, the County Board approved the expansion of the B2 zoning district.
- In August 2024, the Planning Commission approved the earlier-mentioned three-lot unplatted subdivision. Two lots comprise the B-2 zoning district, while the third lot includes the entirety of the A/R zoning district.
- In December 2024, the Planning Commission approved an Interim Use Permit for a truck sales business with diesel services and repair business on one of the B-2 lots. That operation may not commence.

(B) Today's request is to rezone the portions of the property outside of the 1,000-foot shoreland zone of Locke Lake from B-2 and A/R to General Industry (I-1). If the rezoning is approved, the applicant plans to revoke the Conditional Use Permit for the 3-lot unplatted subdivision and the Interim Use Permit for the truck sales, diesel services, and repair business. Then, apply for an Interim Use Permit for a commercial contractor's yard. A preliminary site plan has been provided by the applicant.

(C) Silver Creek Township had split vote regarding approval of the rezoning. Since the motion ultimately did not pass, the response indicated reasons for both sides of the discussion. The full response is in the staff report packet. No other comments have been received.

(D) The NWQ Land Use Plan states: "*Commercial - Designates existing commercial areas and undeveloped land well suited to commercial development that does not require a significant level of urban services. The purpose is to provide for limited commercial development in areas that are especially well suited to such use. Existing land types may include areas near major highway interchanges, existing service centers (unincorporated communities) or adjacent to urban commercial areas. Appropriate zoning may include the B-l or B-2 district.*"

Although this property is NOT designated Limited Industrial in the Plan, the wording for areas designated for Limited Industrial are extremely similar: *"Limited Industrial Designates existing industrial areas as well as undeveloped land considered especially well suited to industrial uses that do not require urban services. The purpose is to provide for certain industrial uses that may not be appropriate in urban areas, or are near urban industrial areas, or on land especially well-suited to industrial use. Existing land types may include areas near major highway interchanges, land with*

access to rail lines, and land near urban areas with a high suitability to industrial use. Appropriate zoning includes the I-l district."

(E) Within a half mile of the property, there are 7 zoning districts (not including the parcel's own A/R zoning). The seven zoning districts include Urban/Rural Transition (R-1), Suburban Residential (R-2), Suburban Residential-a (R-2a), General Agriculture (AG), Highway Business (B-1), General Business (B-2), and General Industry (I-1). There are R2-a zoned properties adjacent to the south of the property. The Hasty Truck Stop and Marcus Zumbrunnen County Park are located directly to the west. Several residential land use designations are within a half mile, including Residential, Large Lot Residential, Rural Residential, and Agricultural. However, almost all the parcels that border the Hasty/Silver Creek I-94 exit are designated as Commercial, including this parcel.

ACTION – Staff is seeking direction from the Commission on how you would like to proceed. Based on the NWQ land use plan, it is questionable whether rezoning to I-1 would be consistent with the Plan. Although, the Hasty Truck stop located directly west of County Road 8 from the property is zoned General Industry (I-1), the adjoining property to the south is zoned R2a-Suburban Residential. Since the Commission is extremely familiar with this location, given the recent rezoning, subdivision, and IUP request applied for on this property, a site inspection does not seem necessary.

Given the Township's response, the Commission will have to determine how you wish to proceed. Staff has provided options for motions, depending on the direction the Commission wishes to go.

- **To recommend approval to the County Board of Commissioners to rezone that portion of tax parcel 216-100-212300 outside of the 1,000-foot shoreland zone of Locke Lake from General Business (B-2) and Agricultural/Residential (A/R) to General Industry (I-1) because we find the property is aligned with the goals and policies of the Northwest Quadrant Land Use Plan.**

- **To close the public hearing and direct counsel to prepare findings based on the record and discussion, consistent with the denial of the request, and continue the matter to the September 11, 2025, Planning Commission hearing.**

  It should be noted that if a recommendation for denial seems likely, the applicant should also be given the opportunity to withdraw the request. If that is the case, the motion would be to dismiss the matter, without prejudice, at the applicant's request.

Xcel Energy – Hasty Transmission Line Storage Yard Project

Project Narrative

Xcel Energy is seeking approval to construct a new transmission line material storage yard in Hasty, Minnesota. The proposed facility will be located on a 94.3-acre parcel southeast of the intersection of County Road 8 NW and 148th Street NW in Wright County (Parcel ID: 216100212300). This facility will serve as the new laydown storage yard for transmission operations, replacing an existing smaller storage site and leased locations. It is intended solely for use by the Xcel Energy Transmission Construction & Line Operations organization and will not be open to the public or Xcel Energy customers.

Constructing this storage site is critical to Xcel Energy's ability to plan and execute capital projects in central Minnesota. The company's current land portfolio does not meet the operational needs for this use. As a result, acquiring land to construct a new laydown area is necessary to effectively serve our customers and municipalities in the region.

Several key requirements were considered in identifying this site as the preferred location:

Central location within our service territory.
Quick and safe access to major highways.
Adequate parcel size to meet current and future needs.
Reasonable cost to acquire and develop.
Clear pathway to permitting.

Xcel Energy evaluated several alternative sites during a two-year site search. The subject property was determined to be far superior based on the key criteria listed above. Although the site is outside Xcel Energy's distribution territory, it is centrally located when considering the overall location relative to Xcel Energy regional transmission infrastructure. The proximity to Interstate 94 and a gas station is a significant positive attribute of the site. The property owner was willing to sell at a reasonable price and development expenses are expected to be reasonable. As there is no suitable excess land in Xcel Energy's current portfolio, land acquisition is essential for this project.

Xcel Energy has met with Wright County staff on multiple occasions and received positive feedback regarding the proposed project. The company is committed to working collaboratively with all stakeholders to design and construct a facility that benefits both the company and the surrounding communities.

The site plan will be thoughtfully designed to minimize impacts to surrounding properties. The project will incorporate design features to screen and buffer the site, include security designs to enhance safety and deter criminal activity. The site is not expected to overburden existing infrastructure while also providing increased property tax benefits associated with the property. The site plan will not include improvements to the land lying east of the wetlands and all delineated wetlands are expected to be preserved. A comprehensive stormwater management plan will be submitted as part of the site plan to ensure proper drainage and environmental compliance.

Xcel Energy is committed to being a responsible steward of the land and a collaborative partner with Wright County and Silver Creek Township. We believe this project will support regional

Xcel Energy – Hasty Transmission Line Storage Yard Project

infrastructure needs while aligning with local planning goals. We appreciate your consideration of this rezoning request and look forward to working together to bring this project to fruition. Accordingly, Xcel Energy respectfully requests that Wright County rezone the property from General Business (B-2) and Agricultural/Residential (A/R) to General Industrial (I-1).

Requested County Actions:

1. Rezoning Approval

The applicant requests approval to rezone Wright County Parcel 216100212300. The current zoning designations are General Business (B-2) for the northern portion and Agricultural/Residential (A/R) for the southern portion. This application proposes to rezone the entire parcel to General Industrial (I-1). We believe this proposed laydown yard aligns well with the intended use of this zoning classification, as the site is identified as “Commercial” on the Wright County Land Use Map. The proposal is consistent with the area’s current character, with a truck stop located to the west, Interstate 94 to the north, and recent commercial development approved on 148th St. NW. Commercial contractor yards are considered interim uses in this district.

Existing Zoning:

North Parcel: General Business (B-2)

South Parcel: Agricultural / Residential (A/R)

Proposed Zoning:

General Industrial (I-1)

Future Requested County Actions:

1. Revoke Current 3 Lot Subdivision CUP
2. Interim Use Permit



LEGEND

- POLE STORAGE
- ESTIMATED BUILDABLE AREA (41 ACRES)
- SCREENING BUFFERS
- STORMWATER MANAGEMENT AREAS
- EASTERLY UPLAND (13 ACRES)
- DRIVE AISLE (40' WIDE)
- DRIVE AISLE (24' WIDE)

XCEL ENERGY HASTY LAYDOWN YARD

148th St NW, Hasty, MN 55320

XCEL ENERGY

LOUCKS
PLANNING
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LAND SURVEYING
LANDSCAPE ARCHITECTURE
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7200 Hemlock Lane, Suite 300
Maple Grove, MN 55369
763.424.5505
www.loucksinc.com

CADD QUALIFICATION

CADD files prepared by the Consultant for this project are instruments of the Consultant professional services for use solely with respect to this project. These CADD files shall not be used on other projects, for additions to this project, or for completion of this project by others without written approval by the Consultant. The Consultant grants permission to the user to download or obtain copies of the CADD drawing files for information and reference only. All intentional or unintentional revisions, additions, or deletions to these CADD files shall be made at the full risk of that party making such revisions, additions or deletions and that party shall hold harmless and indemnify the Consultant from any & all responsibilities, claims, and liabilities.

SUBMITTAL/REVISIONS

PROFESSIONAL SIGNATURE

QUALITY CONTROL

CALL BEFORE YOU DIG!
Gopher State One Call
TWIN CITY AREA: 651-454-0002
TOLL FREE: 1-800-252-1166

WARNING:

THE CONTRACTOR SHALL BE RESPONSIBLE FOR CALLING FOR LOCATIONS OF ALL EXISTING UTILITIES. THEY SHALL COOPERATE WITH ALL UTILITY COMPANIES IN MAINTAINING THEIR SERVICE AND / OR RELOCATION OF LINES.

THE CONTRACTOR SHALL CONTACT GOPHER STATE ONE CALL AT 651-454-0002 AT LEAST 48 HOURS IN ADVANCE FOR THE LOCATIONS OF ALL UNDERGROUND WIRES, CABLES, CONDUITS, PIPES, MANHOLES, VALVES OR OTHER BURIED STRUCTURES BEFORE DIGGING. THE CONTRACTOR SHALL REPAIR OR REPLACE THE ABOVE WHEN DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.

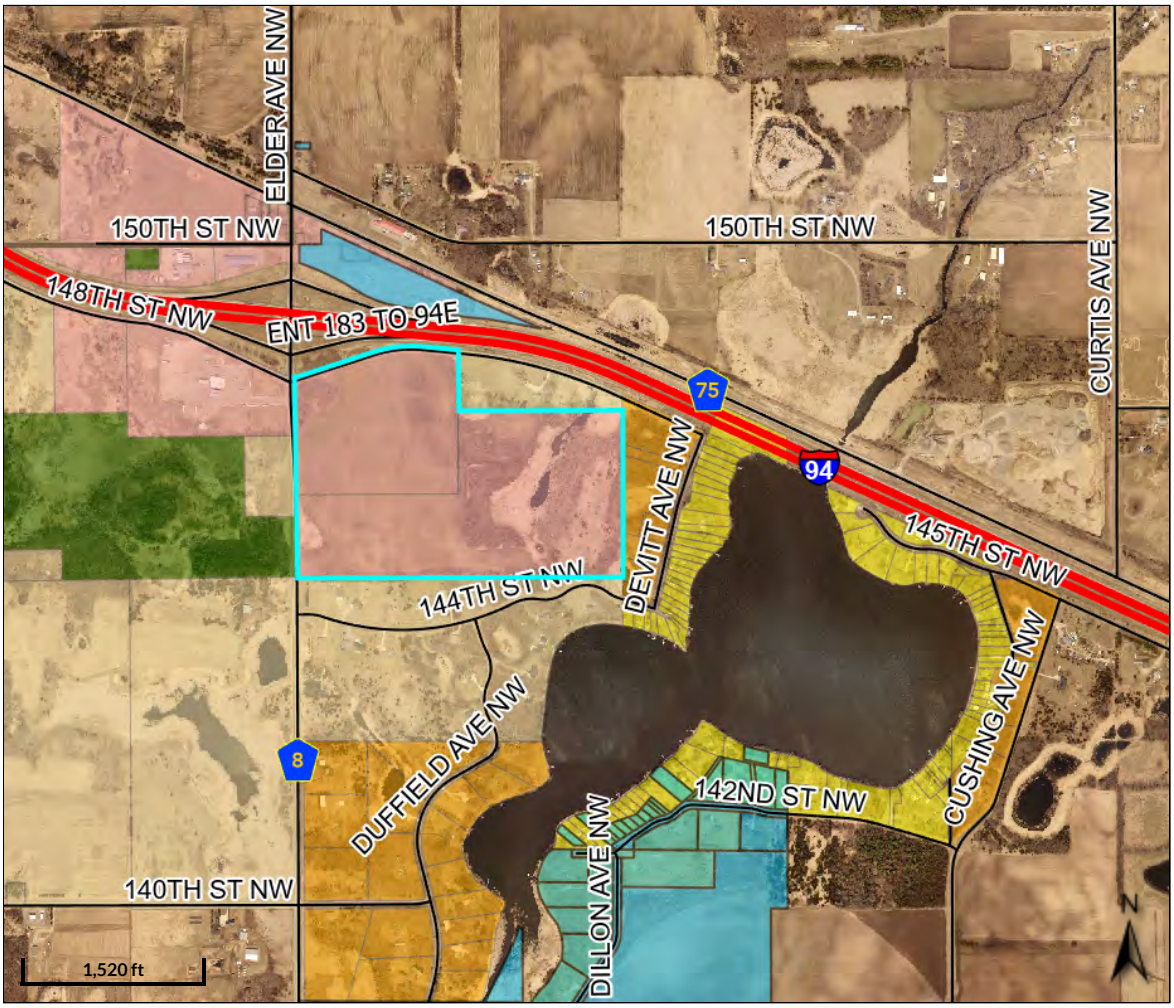
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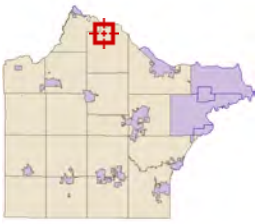
SITE PLAN
C2-1

Plotted: 03 /14 / 2025 8:47 AM W:\2025\250017\CADD DATA\CIVIL\.dwg Sheet Files\Exhibits\C2-1 SITE PLAN

Beacon™ Wright County, MN



Overview



Legend

Highways
- Interstate
- State Hwy
- US Hwy

Roads

City/Township Limits
- c
- t

Parcels

Torrens

Landuse
- Agricultural
- Aggregate Resource Area
- Commercial
- Limited Industrial
- Public Lands
- Residential
- Resource Land
- Residential Large Lot
- Rural Residential
- Transition Area

Parcel ID	216100212300	**Alternate ID**	(3203) TOWN OF SILVER CREEK-0882	**Taxpayer Address**	14772 COUNTY ROAD 8 NW
Sec/Twp/Rng	21-122-026				
Property Address	14772 COUNTY ROAD 8 NW MONTICELLO	**Class**	101 - 2A/1B/4BB AGRICULTURAL;111 - 2B/1B RURAL VACANT LAND		
		Acreage	94.34 Acres		

District 5175 - AG UNIMP OVER 80 AC

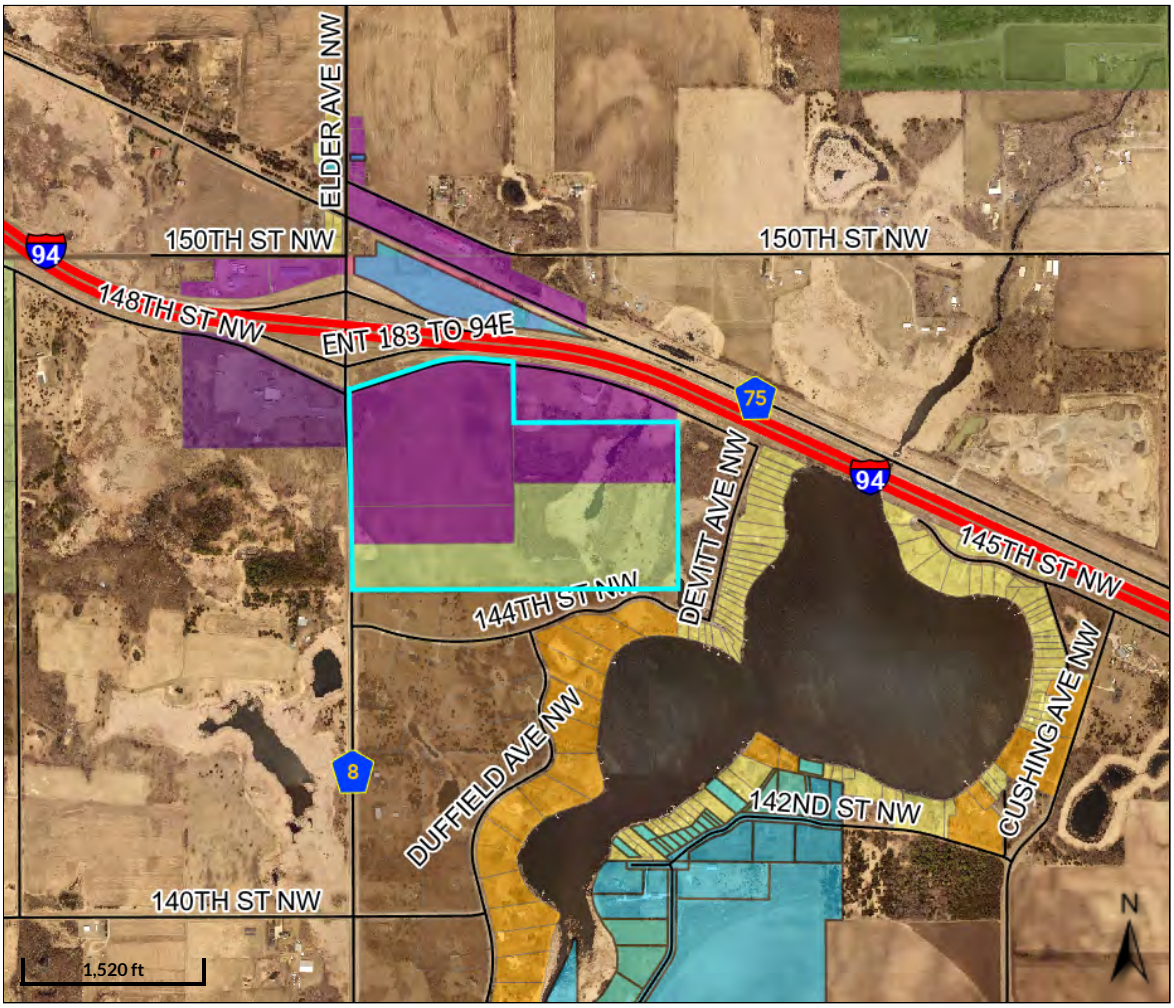
Brief Tax Description SECT-21 TWP-122 RANGE-026 UNPLATTED LAND SILVER CRK TWP2 94.36 AC S1/2OF NW1/4&TH PRT OF NW1/4OF NW1/4WH LIES SLY OF SLY R/W LN OF I-94

(Note: Not to be used on legal documents)

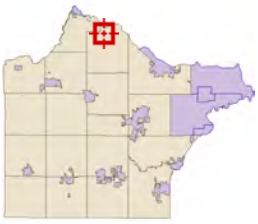
Date created: 7/1/2025
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Beacon™ Wright County, MN



Overview



Legend

Highways
- Interstate
- State Hwy
- US Hwy
- **Roads**

City/Township Limits
- c
- t
- **Parcels**
- **Torrens**

Zoning
- (AG) General Agricultural
- (A/R) Agricultural/Residen
- (B-1) Highway Business
- (B-2) General Business
- BAZ
- (I-1) Limited Industrial
- (R-1) Urban/Rural Transition
- (R-2) Suburban Residential (2.5 acres)
- (R-2a) Suburban Residential (a)(5 acres)
- (S-3) Commercial Shoreland
- (W) Wild and Scenic River

Parcel ID	216100212300	**Alternate ID**	(3203) TOWN OF SILVER CREEK-0882	**Taxpayer Address**	14772 COUNTY ROAD 8 NW
Sec/Twp/Rng	21-122-026				
Property Address	14772 COUNTY ROAD 8 NW MONTICELLO	**Class**	101 - 2A/1B/4BB AGRICULTURAL;111 - 2B/1B RURAL VACANT LAND		
		Acreage	94.34 Acres		

Joshua C. Butteris

From: Alana Paumen <alanapaumen@silvercreektwp.com>
Sent: Wednesday, August 20, 2025 10:33 AM
To: Joshua C. Butteris
Subject: RE: Xcel Energy - Rezoning
Attachments: Xcel Response Form 08-05-25.pdf

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Alana Paumen

Silver Creek Township, Clerk-Treasurer
763-878-2600
3827 134th St NW Monticello, MN 55362

From: Joshua C. Butteris <Joshua.Butteris@wrightcountymn.gov>
Sent: Wednesday, August 20, 2025 9:40 AM
To: Alana Paumen <alanapaumen@silvercreektwp.com>
Subject: Xcel Energy - Rezoning

Good morning Alana - Has Xcel Energy met with the Township regarding a rezoning request at PID 216-100-212300? If they have met with the Township, are you able to provide a response before tomorrow night?

Best Wishes,

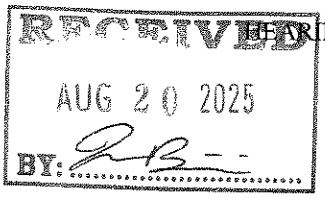
Josh Butteris • Planner
WRIGHT COUNTY, MINNESOTA: PLANNING & ZONING
direct: (763) 682-7337 • fax: (763) 682-7872
3650 Braddock Ave NE, Suite 1600, Buffalo, MN 55313
www.co.wright.mn.us

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NOTICE OF PUBLIC HEARING - WRIGHT COUNTY PLANNING COMMISSION

TOWNSHIP RESPONSE FORM

TOWNSHIP: Silver Creek Twp.



HEARING DATE: Thursday, August 21, 2025, at 7:30 p.m

XCEL ENERGY
Tim Mauseth (612) 216-9371

LOCATION: 14772 COUNTY ROAD 8 NW - S1/2OF NW1/4 & TH PRT OF NW1/4 OF NW1/4WH LIES SLY OF SLY R/W LN OF I-94 in Section 21, Township 122, Range 26, Wright County, Minnesota. (Silver Creek Twp.) Tax #216-100-212300. Property Owner: VORANDESOTO LLC

Petitions to rezone the portion of the property outside of the 1,000-foot shoreland zone of Locke Lake from General Business (B-2) and Agricultural/Residential (A/R) to General Industry (I-1), as regulated in Sections 155.028, 155.047 & 155.055, Title XV, Land Usage & Zoning of the Wright County Code of Ordinances.

STAFF NOTES: The Planning Commission may deem the request appropriate with the Land Use Plan's designation as "Commercial."

* *

THE TOWN BOARD SHOULD COMPLETE THE FOLLOWING AT A TOWN BOARD MEETING. IF THE TOWNSHIP IS RECOMMENDING ACTION WHICH CONFLICTS WITH THE COMPREHENSIVE PLAN, PLEASE STATE THE REASONS. IF NO WRITTEN RESPONSE IS RECEIVED FROM THE TOWNSHIP BEFORE THE HEARING, THE WRIGHT COUNTY PLANNING COMMISSION WILL HAVE TO CONTINUE THE HEARING OR ASSUME THAT THE TOWN BOARD PREFERS TO LEAVE THE MATTER UP TO THE COUNTY.

TOWNSHIP DISAPPROVES OF THE REQUEST BECAUSE: **A motion was made by Geyen to approve the rezoning request as written, second by Nelson, motion tied 4-4. Discussion: Those not in favor agree that this property should be better utilized with commercial properties due to its location. Those in favor agree that this property has been vacant for too long and that this is a good use of the land with minimal impact on neighbors.**
A second motion was made by Klein approving an IUP with conditions, should the rezoning go through, second by Geyen, carried 8-0.

TOWNSHIP COMMENTS OR PROPOSED CONDITIONS: **Should the rezoning go through, the P&Z Board motioned to approve an IUP with the following conditions recommended: Minimal to no access onto 148th Street, 4 members in favor, 4 members not in favor of this condition. Members all in favor of following conditions. No overnight lighting except at entry gates, Stormwater plan approved by WCSW, Dust control plan and follow through, Comply with county signage and requirements. There was a discussion on back up alarms on trucks and equipment affecting neighbors, a suggestion was made that they use alternative safety equipment such as white noise/lights.**

SIGNED: _____

Joshua C. Butteris

From: Alana Paumen <alanapaumen@silvercreektwp.com>
Sent: Wednesday, August 20, 2025 3:12 PM
To: Joshua C. Butteris
Subject: Re: Xcel Energy - Rezoning

CAUTION: This email originated from outside of Wright County. Do not click links or open attachments unless you verify with the sender and know the content is safe.

I havent finished our minutes from last nights meeting, but the board of supervisors motioned to not issue any driveway permits for 148th until it is realigned with cty rd 8, which would not allow Xcels proposed driveway onto 148th.

Sent via the Samsung Galaxy S25+, an AT&T 5G smartphone
Get Outlook for Android

From: Joshua C. Butteris <Joshua.Butteris@wrightcountymn.gov>
Sent: Wednesday, August 20, 2025 1:09:44 PM
To: Alana Paumen <alanapaumen@silvercreektwp.com>
Subject: RE: Xcel Energy - Rezoning

Thank you for the quick response!!

From: Alana Paumen <alanapaumen@silvercreektwp.com>
Sent: Wednesday, August 20, 2025 10:33 AM
To: Joshua C. Butteris <Joshua.Butteris@wrightcountymn.gov>
Subject: RE: Xcel Energy - Rezoning

CAUTION: This email originated from outside of Wright County. Do not click links or open attachments unless you verify with the sender and know the content is safe.

Alana Paumen

Silver Creek Township, Clerk-Treasurer
763-878-2600
3827 134th St NW Monticello, MN 55362

From: Joshua C. Butteris <Joshua.Butteris@wrightcountymn.gov>
Sent: Wednesday, August 20, 2025 9:40 AM
To: Alana Paumen <alanapaumen@silvercreektwp.com>
Subject: Xcel Energy - Rezoning

Good morning Alana - Has Xcel Energy met with the Township regarding a rezoning request at PID 216-100-212300? If they have met with the Township, are you able to provide a response before tomorrow night?

Best Wishes,

Josh Butteris • Planner
WRIGHT COUNTY, MINNESOTA: PLANNING & ZONING
direct: (763) 682-7337 • fax: (763) 682-7872
3650 Braddock Ave NE, Suite 1600, Buffalo, MN 55313
www.co.wright.mn.us

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WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Elizabeth Karels

Requestor Title
Project Administrator

Department (please use dropdown to select department) *
PROJECT ADMINISTRATION

Target Meeting Date *
9/9/2025 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
EBK8604

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve Date Changes for American Rescue Plant (ARP) Grant WQG-004 City of Delano Ditch 34 Improvements ($400,000): Construction start date, from 9/1/2023 to 11/1/2025, Construction end date, from 6/30/2024 to 5/31/2026, and Grant end date from 6/30/2025 to 9/30/2026.

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Date Changes for American Rescue Plant (ARP) Grant WQG-004

Value Stream the request primarily aligns with:
Develop County Infrastructure

Briefly describe how the request aligns with the selected value stream.
The project will address infrastructure within Wright County

Describe the impact on staffing resources.
No impacts to staffing.

Fiscal Impact:
No financial impacts.

Background/Justification:
The City of Delano requested an extension to their Water Quality Grant, with the date changes listed above, due to the project schedule. The Board previously approved this grant on 3/7/2023.

Route for Review and Approval

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

Agenda Item Attachments – File names have to be 64 characters or less (including spaces, special characters, etc.) or they WILL NOT attach to the RFBA. If your file name is longer than that, please rename your file. (1)

Document Name	Attachment Type
ARP Grant Amendment - WQG-004 City of Delano.docx	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

WRIGHT COUNTY
MINNESOTA

American Rescue Plan
State and Local Fiscal Recovery Funds
Water Quality Grant Agreement

Amendment 1

This amendment is made to Grant Agreement WQG-004 between Wright County Minnesota, Recipient and City of Delano, Subrecipient.

The amendments to the Agreement are as follows:

	Original Grant Agreement	Amendment #1
Construction Start:	9/1/2023	11/1/2025
Construction End:	6/30/2024	5/31/2026
Term or End Date:	6/30/2025	9/30/2026

All other terms and conditions of the original Grant Agreement apply.

The Wright County Board of Commissioners approved this amendment on September 9, 2025.

Signature/Title of Applicant: Date:

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Shawna Athman

Requestor Title
Office Administrator

Department (please use dropdown to select department) *
SHERIFF

Target Meeting Date *
9/9/2025 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 Reclassification of Vacant Sheriff's Office Account Technician to a Collection's Officer to be Filled with an Internal Posting

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Reclassification of Vacant Sheriff's Office Account Technician to a Collection's Officer to be Filled with an Internal Posting

Value Stream the request primarily aligns with:
Shepherd Economic Growth

Briefly describe how the request aligns with the selected value stream.
Changing medical contract allows for the reorganization of work and work needs to be completed at a higher level.

Describe the impact on staffing resources.
Overall reduction of one FTE when process is complete.

Fiscal Impact:
2026 impact will be a reduction of $83K.

Background/Justification:
Due to a changing jail medical contract, reclassify the Sheriff's Office open account tech position to a Collection's Officer and fill with an internal only posting. Discussed in budget meeting as part of the overall jail medical contract scenario.

Route for Review and Approval

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

Agenda Item Attachments – File names have to be 64 characters or less (including spaces, special characters, etc.) or they WILL NOT attach to the RFBA. If your file name is longer than that, please rename your file. (3)

Document Name	Attachment Type
Collection Officer.docx	Attachment
Account Technician.docx	Attachment
1-29-25 Business Management.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Notes

County Administrator Review

County Administrator Decision
Approved

Notes

Accounting Technician

Department/Division: Various

FLSA Status: *Non-Exempt*

Union/Non-Union: Union

General Definition of Work

Performs intermediate technical work administering, maintaining, and preparing financial records and reports, and performing a variety of other financial clerical duties. Work is performed under the limited supervision of a Supervisor and/or Department Director.

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

Assists in administering and monitoring Department financial operations.

Monitors and/or maintains ledgers and prepares analysis of ledger accounts; compiles data and supervises preparation of billings and invoices; analyzes cash flow data and disbursement estimates; completes reports, forms and documents; administers the month-end closing procedures.

Projects future Department revenues and expenditures based on historical data, State projections and trends; analyzes, identifies and implements solutions to resolve accounting problems.

Prepares and processes journal entries and enters into financial system.

Provides informed input into the Department budget.

Coordinates Department audits and assists other Departments with their Department audits.

Monitors, reviews, and interprets County, State, and Federal laws, regulations and policies pertaining to programming funding.

Interacts with others in the work unit, the public, vendors, departments, and various State agencies to exchange detailed and/or technical information, including initiating conflict resolution with providers, vendors, and agency staff regarding billing and payment issues.

Perform other duties and activities as assigned.

Knowledge, Skills, and Abilities

Knowledge of government accounting methods, principles and practices; knowledge of County government work flows and processes; knowledge of financial and accounting systems and programs used to support departmental financial functions; knowledge of payroll programs and funding sources knowledge of methods, procedures and principals of public and business administration; knowledge of local, State, and Federal laws, regulations, and coding to finance; knowledge of computer systems used to administer accounting and payroll systems; 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 technical financial documents; 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 analyze department budget and financial reports; ability to effectively organize time and anticipate, plan and successfully respond to changing circumstances; ability to pay attention to detail and exercise strong organizational skills; ability to perform all job duties in compliance with safety guidelines and with an ongoing awareness of safety practices; ability to communicate

Accounting Technician

courteously and professionally while maintaining positive working relationships with others when carrying out all job functions.

Education and Experience

Associates/Technical degree in accounting, or related field, and three years of experience in accounting with some payroll, budgetary, and/or audit support experience, or equivalent combination of education and experience. Bachelor's 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 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, visual inspection involving small defects and/or small parts, 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.

Special Requirements

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: 01/31/2023

Accounting Technician

Addendum/Other Assignments

Accounting Technician – Finance Division

Assists other departments with their audits and assists in the preparation of the County's Comprehensive Annual Financial Report.

Assists with a wide variety of County financial and legal compliance operations.

Maintains the County's Capital Assets and Inventory Records for audit; reviews new State statues for changes that would affect the depreciable life of any asset held by the County.

Provides technical and support system of County-wide finance systems.

Creates and processes payment data files and reconcile accounts.
Assists in administering and monitoring financial and cost accounting procedures for the Highway Department.

Reviews Department timesheets for accuracy; reviews proper cost account coding of time and accuracy of hours worked; reviews inventory withdrawal and equipment coding for accuracy; transmits data to cost accounting program and reviews for accuracy.
Fulfills agency goals of maximizing non-county funding sources and ensures that the County is the payer of last resort.

Provides technical and system support of Human Services program funding.

Trains department staff and service providers on system documentation, funding sources,
and State and Federal policies.

Provides department support on technical and policy issues; uses and troubleshoots complex County and State systems.

Handles confidential and private data to determine proper funding sources.

Enters and transmits client billing, data to State agencies, acts as the agency billing agent for state and federal claiming systems; serves as a liaison between work units and agency providers to ensure prompt and accurate transfer of reimbursement information.

Accounting Technician - Sheriff's Office

Fulfills Department goals of maximizing non-county funding sources.

Applies various funding sources in order to plan coding schemes which properly document billable activities.

Recommends system changes to management that will maximize revenue.

Acts as the Department Billing Agent for State and Federal claiming systems.

Provides technical and system support of Sheriff's Department finance systems.

Collection Officer

Department/Division: Sheriff

FLSA Status: *Non-Exempt*

Union/Non-Union: Union

General Definition of Work

Performs difficult skilled administrative work explaining the rights and obligations of debt collection to staff and debtors and physically locating debtors to confirm employer, income, and assets. Work is performed under the limited supervision of the office administrator.

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

Determines fees, establishes debts, investigates new or existing funding sources to enforce various debt collection activities; composes necessary paperwork and legal documentation for debt collection to establish orders and/or payment agreements and files documentation with the judicial system.

Negotiates with individuals to obtain payment plans for debit collection/settlement.

Leads investigative efforts to locate debtors, employers, income and assets; engages in property seizure efforts to satisfy estate claims.

Negotiates, prepares, monitors and evaluates contracts and grant agreements in conjunction with Department program staff and vendors to ensure compliance with terms and conditions established by Wright County and within the procurement policy. Collaborates in grant-writing projects and assures compliance and required reporting for funded grants.

Research financial responsibility to assure services are provided in the correct jurisdiction and seek collections activity from appropriate jurisdiction based on financial responsibility findings.

Draft documentation, file documentaiton and Represent Wright County at collection related court hearings.

Provides advice on the development and maintenance of the Department budget.

Performs other duties and activities as assigned.

Knowledge, Skills, and Abilities

Knowledge of laws and regulations related to State and Federal financial/healthcare programs; knowledge of contracts and ability to research, understand, and interpret Minnesota statutes; knowledge of Minnesota Data Practices Act and Minnesota Revenue Recapture Act; knowledge of the expedited legal process and the judicial process; knowledge of statutes pertaining to collections activity and contempt of court; knowledge of accounting and financial systems and programs used to support department's financial function; knowledge of County government work flows and processes; 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 and operate computer systems and programs used to administer collection programs; ability to perform data entry into various databases; ability to explain complex program rules, court rules and protocol and provide statutory references; ability to facilitate discussions and negotiate with debtors on sensitive matters concerning income, employment, and assets; ability to analyze financial and real estate transactions and procedures and other accounting records; ability to learn, interpret, and apply laws and regulations related to collections activity; ability to create and

Collection Officer

format legal documents; ability to testify in court and work with debtors who are in the legal system; 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

Associates/Technical degree in accounting, finance or related field, and three years of experience in collections, accounting, banking, or legal/law with experience in a law enforcement agency preferred, or equivalent combination of education and experience. Bachelor's degree is preferred.

Physical Requirements

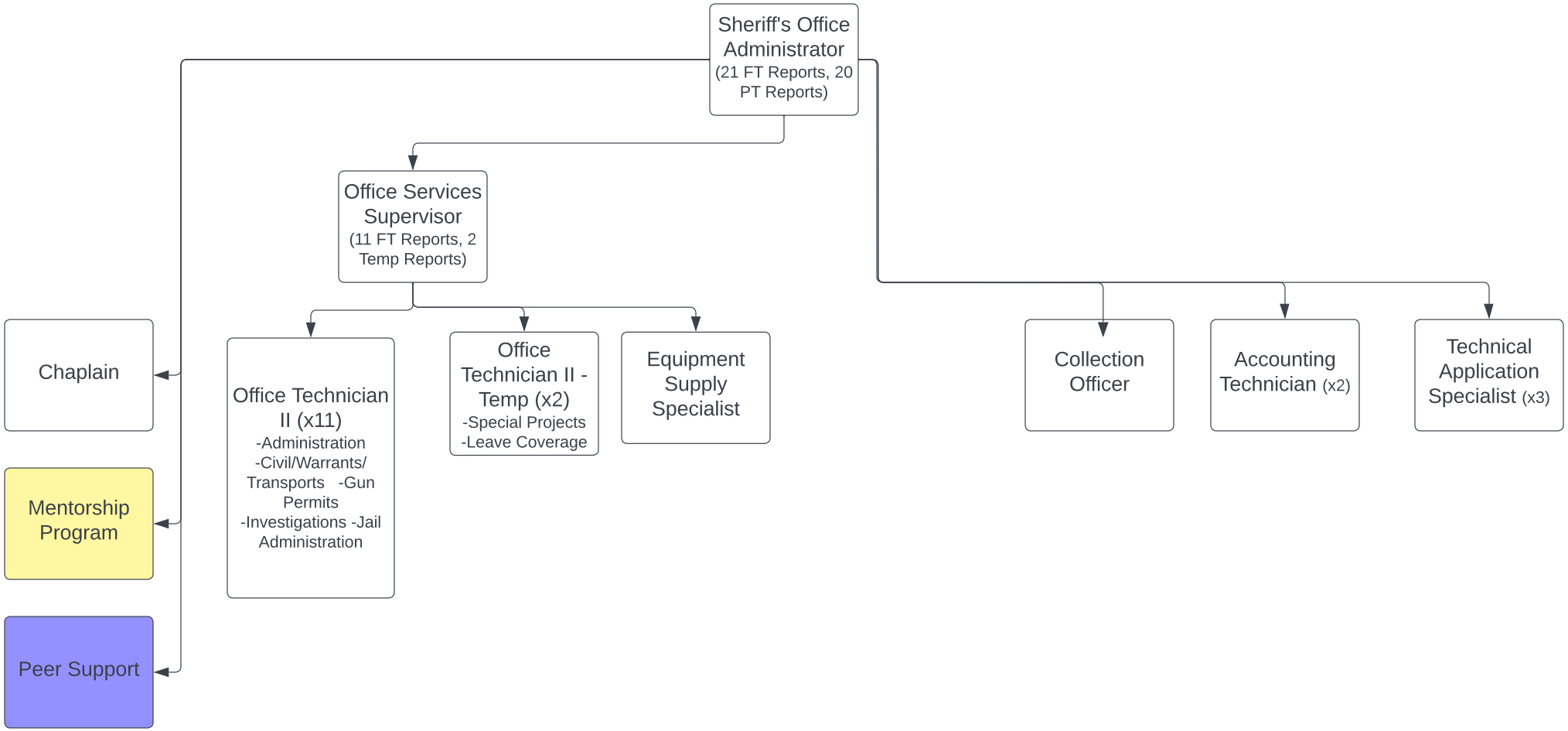
This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires pushing or pulling and repetitive motions and occasionally requires reaching with hands and arms and lifting; work 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, 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

A valid driver’s license or evidence of equivalent mobility is required upon hire.
Must be able to pass a background check investigation.
BCA certification required within 3 months of hire and renewed at designated intervals

Last Revised: 6/16/2022

Business Administration Division
Current as of 01-29-25



WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Charles Webb

Requestor Title
County Surveyor

Department (please use dropdown to select department) *
SURVEYOR

Target Meeting Date *
9/9/2025 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
CEW7889

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve Request to Backfill Deputy County Surveyor Position

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Request to Backfill Deputy County Surveyor Position

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.
This position is part of a team which provides critical support of the public and private land boundaries within Wright County. This support is necessary for the organized development, maintenance and use of public and private land.

Describe the impact on staffing resources.

Fiscal Impact:
This position is included within the 2025 budget.

Background/Justification:
This position supports the department in providing quick turnover of the plat review and the timely preservation of the county section corners. This position will manage the review of plats and provide support for the County Section Corner monumentation, drafting of County Highway Plats and County Ditch/Park surveys.

Route for Review and Approval

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

Agenda Item Attachments – File names have to be 64 characters or less (including spaces, special characters, etc.) or they WILL NOT attach to the RFBA. If your file name is longer than that, please rename your file. (1)

Document Name	Attachment Type
Deputy County Surveyor Back Fill Request.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: County Surveyor

Department Head/Supervisor Charles Webb

Position Title Deputy County Surveyor

Date of Resignation: May 19, 2025

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

   This position provides support to various county departments, businesses and Wright County citizens. The investment in this position will ensure a timely review of subdivision plats and also help facilitate proper engagement with the community on survey matters. The replacement of this advanced staff member will help maintain and improve the operational performance of the County Surveyor Department.

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

   FTE's 1

3. Is there a direct impact on Wright County's citizens?
   a. Yes or no, and please explain.
   Yes, A direct impact is the timely review for plats, maintenance of the county section corners and providing guidance to the general public on land surveying matters.

   An indirect impact of this position includes the management of survey projects generated from the Parks, Ditch and Highway Departments, all of which provide a benefit to Wright County citizens and businesses.

4. Direct risk or cost for not backfilling this position?
   a. Yes or no, and please explain.
   Yes, Plat review could be delayed because of low staffing. The replacement of section corners could also be delayed if field personnel are reassigned to the office to offset low office staffing.

5. Are there external funding sources tied to this position used?
   a. If yes – explain.
      Yes, A fee is collected prior to the commencement of plat checking services.

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

   The County Surveyor is tasked with the review and approval of all new Subdivision, Registered Land Surveys and Common Interest Community Plats and the maintenance of the Public Land Survey Systems. This position supports the department in providing quick turnover of the plat review and the timely preservation of the county section corners. The Deputy County Surveyor position also provides support for the computing and drafting of County Highway Plats and County Ditch/Park surveys.

   a. Show the statistical data specific to the position.

Activity	Actual 2018	Actual 2019	Actual 2020	Actual 2021	Actual 2022	Actual 2023	Actual 2024	TYD 2025
Plats Reviewed	47	57	51	69	65	39	53	33
Lots Reviewed	908	979	717	2,111	1,280	817	1,102	755
PLSS Monuments Set	67	110	85	106	65	74	35	33
Certificates of Location Created	73	128	216	213	103	98	13	87
Highway Right of Way Plats	1	1	1	2	1	1	0	1

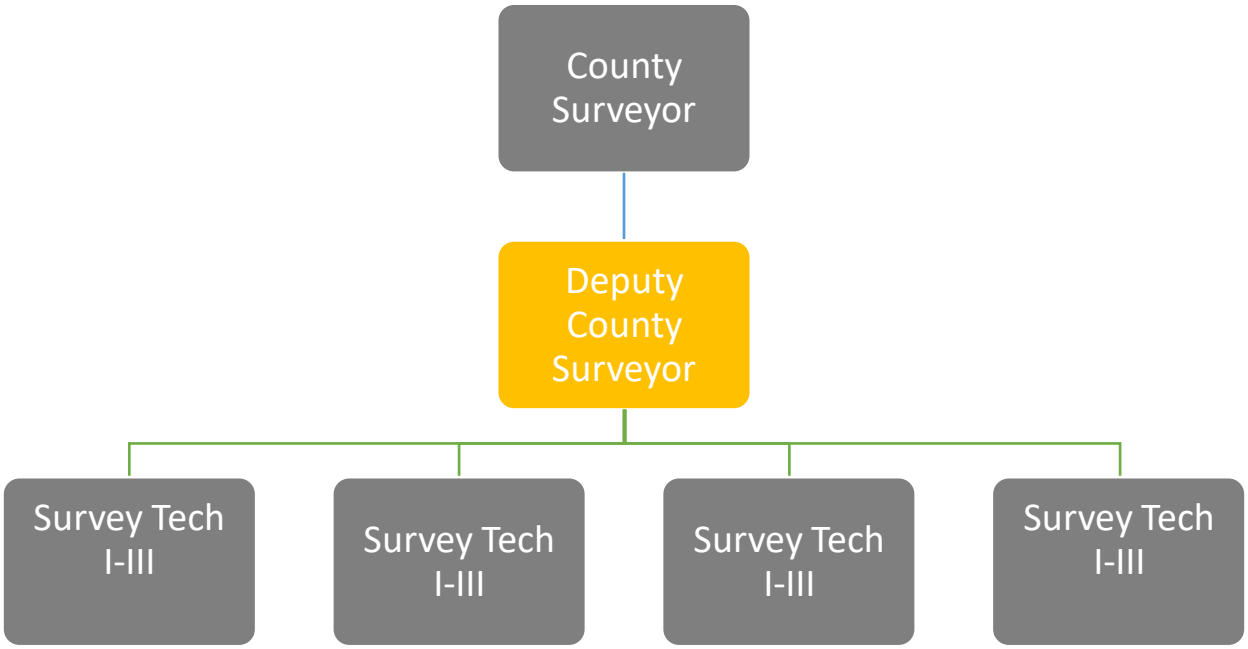
7. Attach the Department organization chart highlighting the position along with the position description.

   (See attached)

Recommendation for Board Approval: Yes _____ No _____

Date of Recommendation: _____

ORGANIZATION CHART



Deputy County Surveyor

Department/Division: Surveyor

FLSA Status: *Exempt*

Union/Non-Union: Non-Union

General Definition of Work

Performs difficult advanced technical work providing leadership and supervisory assistance to the County Surveyor in the areas of administering land survey, mapping, and Federal Public Land Survey System (PLSS) activities in the County; performs professional land survey work as determined by State and Federal laws and County Board actions, and development and execution of County policy and programs relating to County survey activities. Work is performed under the limited supervision of the County Surveyor. Departmental supervision is exercised over all personnel within the 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

Directs and coordinates the development of systems for the review of subdivision plats, Common Interest Community (CIC) plats, Registered Land Surveys (RLS), and Torrens applications. Approves, and in the absence of the County Surveyor, signs subdivision plats, CIC plats, and RLS for compliance with State statutes, county regulations and policies, and professional standards.

Uses independent judgment providing supervision and leadership to personnel under position's span of control; makes and participates in decisions on matters of hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, reward, adjusting grievances or disciplining employees under position's span of control; sets goals and objectives for others to work towards and monitors performance; creates and maintains a positive work environment fostering effective performance of staff.

Provides instruction to staff on use of instruments and surveying methods and techniques; responds to questions from private surveyors and County residents on location of government corners and survey-related issues; prepares reports and maintains records of corners.

Directs and coordinates the development of systems to support and preserve the Federal Public Land Survey System (PLSS) and the county's geodetic control network. Directs staff in the procurement and use of support technologies such as Global Navigation Satellite Systems/Global Positioning Systems (GNSS/GPS), Geographic Information Systems (GIS), Computer Aided Design (CAD), and associated computer software systems.

Directs and coordinates the development of systems for the development of highway right-of-way plats used for highway right-of-way acquisition. Assist with preparing and generating parcel sketches, exhibits, legal descriptions, documents, and highway right-of-way plats for various highway projects, assists with land title research and analysis on parcels for right-of-way acquisition, reviews, approves and signs title work and highway right-of-way plats prepared by technicians and consultants for right-of-way acquisition.

Represents the Department by providing Professional Land Surveying services to County Board, municipalities, and other County Departments; participates in various meetings for County Board and public meetings; responds to citizen groups and individuals to resolve land survey questions.

Develops and implements long-term planning goals.

Contributes to the development of the Department budget.

In the absence of the County Surveyor, represents the County at various leadership and multi-jurisdictional meetings.

Performs other duties and activities as assigned.

Knowledge, Skills, and Abilities

Knowledge of local, State, and Federal laws and regulations related to land surveying; knowledge of the principles and practices of land surveying and subdivision platting; knowledge of the Federal Public Land Survey System (PLSS); knowledge of drafting and preparing maps and drawings; knowledge of relevant collective bargaining agreements as they govern the management of personnel within the Department; knowledge of or ability to learn County government work flows and processes; knowledge of budgeting principles sufficient to develop and manage a Department budget; skill in the use of standard office equipment, including computer and software programs; proven leadership qualities with ability to motivate employees; verbal and written communication skills sufficient to effectively draft and present technical information and respond to questions from a wide variety of audiences; reading comprehension skills sufficient to understand and interpret complex legal and technical documents; interpersonal skills sufficient to exchange and or convey information, receive work direction, and maintain effective working relationships; ability to measure lines, angles, elevations, and natural and manmade features; ability to draft legal property descriptions and understand and interpret recorded property descriptions; ability to plat and design land subdivisions, including the topography and alignment and grades of streets; ability to draw maps from survey information and records and drawings; ability to establish and maintain a survey filing system; 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

Bachelor's degree in land surveying, or related field, and three years of experience in land surveying with some progressive supervisory experience preferred, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking, sitting, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and repetitive motions and occasionally requires climbing or balancing, tasting or smelling 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, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock, exposure to vibration and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Currently a licensed Professional Land Surveyor in the State of Minnesota or able to obtain the licensure within one year of employment.

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

Last Revised: 1/23/2023

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Chad Hausmann

Requestor Title
Highway Engineer

Department (please use dropdown to select department) *
HIGHWAY

Target Meeting Date *
9/9/2025 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:
3

Originator
SCB7391

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Award Contract No. 2505, CSAH 35-CSAH 8 Roundabout Improvements to New Look Contracting, Inc. in the amount of $2,839,838.75
SAP 086.070.024

Short Title (what will appear on Agenda outline - 250 character max.) *
Award Contract No. 2505, CSAH 35-CSAH 8 Roundabout Improvements to New Look Contracting, Inc. in the amount of $2,839,838.75
SAP 086.070.024

Value Stream the request primarily aligns with:
Develop County Infrastructure

Briefly describe how the request aligns with the selected value stream.
The intersection reconstruction project will provide safety and mobility improvements.

Describe the impact on staffing resources.
Engineering division staff is in charge of overseeing/performing construction staking, inspection, testing and contract administration tasks for this project.

Fiscal Impact:
$750,000 in federal Highway Safety Improvement Program (HSIP) funds and the balance is State Aid Regular $2,089,838.75.

Background/Justification:
The intersection is part of a Highway Safety Improvement Program (HSIP) grant with the purpose of converting the existing two-way stop-controlled intersection into a single-lane roundabout. The conversion to roundabout control is expected to improve safety and mobility through the intersection which is above the critical rate for fatal and serious injury crashes. By converting this intersection into a roundabout, mainline driver speeds are expected to be reduced in order to navigate the roundabout. Additionally, the angle crash frequency is expected to be reduced due to the revised geometry of the roundabout.
Attached: Bid Summary

Route for Review and Approval

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

Agenda Item Attachments – File names have to be 64 characters or less (including spaces, special characters, etc.) or they WILL NOT attach to the RFBA. If your file name is longer than that, please rename your file. (1)

Document Name	Attachment Type
9.9.2025.Bid Summary.070.024-2505.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

Finance Review

Finance Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

Contract RAB Intersection CSAHs 35 & 8 - Bid Summary

Report Date	State	Bid Release	Bid Opening
8/26/2025	SAP 086-070-024	7/30/2025	2025-08-26T14:00:00.000Z

Bid Name	Total
New Look Contracting, Inc.	$2,839,838.75
Ashwill Companies	$2,874,959.07
KNIFE RIVER	$2,973,838.69
Fehn Companies, Inc.	$3,088,158.35
Minger Construction Company Inc.	$3,167,290.08
Park Construction Company	$3,251,879.57
Northern Lines Contracting	$3,256,068.95
Peterson Companies Inc.	$3,269,813.82
Duininck, Inc.	$3,324,790.20
S.M. Hentges & Son, Inc.	$3,424,793.63
Meyer Contracting Inc.	$3,447,862.61
Valley Paving Inc	$3,464,242.25

Report Date	Federal	Bid Release	Bid Opening
8/18/2025	086-070-023	7/22/2025	2025-08-18T15:00:00.000Z

	Total
Design Electric	$787,487.00
Hunt Electric dba Granite Ledge Electrical Contractors	$812,820.42

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Chad Hausmann

Requestor Title
Highway Engineer

Department (please use dropdown to select department) *
HIGHWAY

Target Meeting Date *
9/9/2025 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:
3

Originator
SCB7391

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Award Contract No. 2508, HSIP Pedestrian and Bicycle Signal Improvements (subject to authorization of award by the MnDOT Civil Rights Office) to Design Electric in the Amount of $787,487.00
SP 086.070.023

Short Title (what will appear on Agenda outline - 250 character max.) *
Award Contract No. 2508, HSIP Pedestrian and Bicycle Signal Improvements (subject to authorization of award by the MnDOT Civil Rights Office) to Design Electric in the Amount of $787,487.00
SP 086.070.023

Value Stream the request primarily aligns with:
Develop County Infrastructure

Briefly describe how the request aligns with the selected value stream.
Pedestrian and bicycle safety improvements for 9 county signal systems.

Describe the impact on staffing resources.
Hwy staff management of the contract and overseeing project payments an reimbursement of federal funds for the project.

Fiscal Impact:
The project was awarded $436,950 in federal Highway Safety Improvement Program funds and the balance is budgeted in 2025 Local Levy funds.

Background/Justification:
The project upgrades nine urban intersections with various systemic vehicle, pedestrian and bicycle safety strategies as recommended by the Wright County Road Safety Plan Phase 2; updated signal head hardware (yellow reflective shield), confirmation lights, meet MUTCD requirements, countdown timers, ADA compliant push buttons, landings and curb ramps.

Route for Review and Approval

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

Agenda Item Attachments – File names have to be 64 characters or less (including spaces, special characters, etc.) or they WILL NOT attach to the RFBA. If your file name is longer than that, please rename your file. (1)

Document Name	Attachment Type
9.9.25.Bid Summary.070.023-2508.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

Finance Review

Finance Decision
Approved

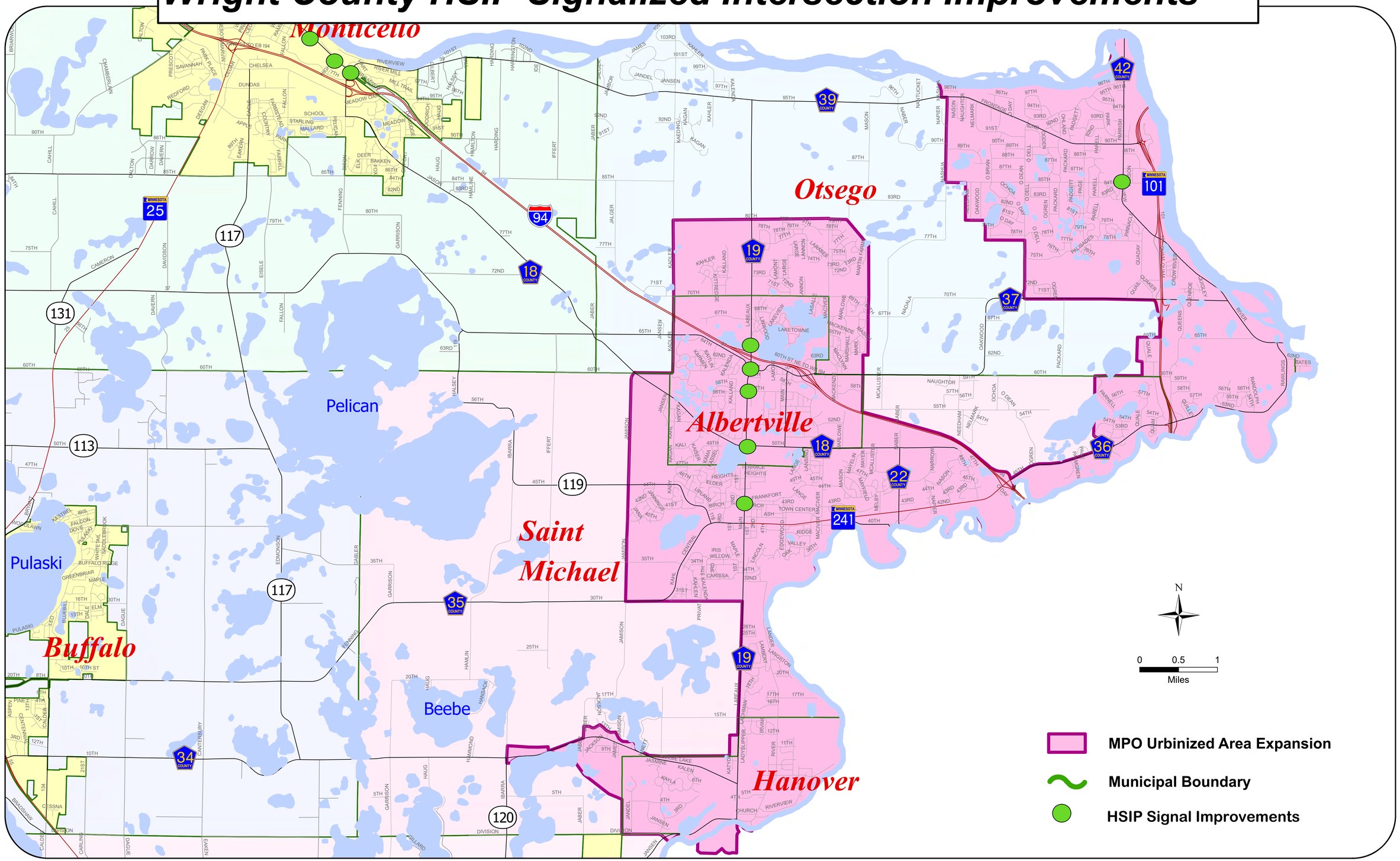
Notes

County Administrator Review

County Administrator Decision

Notes

Wright County HSIP Signalized Intersection Improvements



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 *
9/9/2025 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) *
Schedule a Public Hearing for the Proposed Creation of Crawford Lake Improvement District on October 7, 2025 at 9:30 am

Short Title (what will appear on Agenda outline - 250 character max.) *
Schedule a Public Hearing for the Proposed Creation of Crawford Lake Improvement District on October 7, 2025 at 9:30 am

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.
Allows local management of the lake.

Describe the impact on staffing resources.
None.

Fiscal Impact:
They are seeking to levy taxes on homes within the proposed district boundaries.

Background/Justification:
On 8/28, Taxpayer Services received a petition for the creation of the Crawford Lake Improvement District. Staff have validated that the petition contains 71% of property owner signatures from within the proposed boundary.

Route for Review and Approval

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

Agenda Item Attachments – File names have to be 64 characters or less (including spaces, special characters, etc.) or they WILL NOT attach to the RFBA. If your file name is longer than that, please rename your file. (2)

Document Name	Attachment Type
Crawford CLID Petition.pdf	Attachment
Crawford Proposed Map.jpg	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

Legal Review

Legal Decision
Approved

Notes
Approved by Brian Lutes per Bryan P.

County Administrator Review

County Administrator Decision

Notes

Proposed
Crawford Lake Improvement District (CLID)

Outline

1. **An overview of the lake and its problems and a statement about the objections of the proposed LID.**
    - Crawford Lake is approximately 110 acres and is located halfway between Buffalo and Delano along Highway 25. It is a shallow lake for the most part, with the exception to a swimming hole in the middle. There is no inlet or outlet to the lake. During winter, when there is a fair amount of snow, aerators are cut into the ice to introduce oxygen to the lake. There are 32 residents on the lake and a public access maintained by Wright County Parks and Trails. Also, on the lake, there is some farmland and woods.
    - Crawford Lake has a variety of fish including green sunfish, hybrid sunfish, white sucker, black bullheads, black crappies, bluegill, brown bullhead, channel catfish, largemouth bass, pumpkin seed, walleye, and yellow perch.
    - There are a number of different aquatic plants including flat-stem pondweed, coontail, northern watermilfoil, southern naiad, water stargrass, narrow-leaf pondweed, arrowhead, and hard-stem bulrush.
    - Aquatic plants are a problem making it just about impossible to motor around the lake and one resident has been overrun with coontail.
    - According to Craig Mueller (Aquatic solutions of MN) a business that has been doing chemical treatments for a number of residents on Crawford Lake and made some general comments about our lake which stated that:
        i. VERY thick weeds and silty/shallow that made it one of the more difficult treatments that he had done in 25 years of service.
        ii. Heavy coontail on the SW and NE shores. Though it can be controlled, it is a non-rooted plant that can float in from outside the treatment areas quickly.
        iii. Heavy chara on 2 homes on the NW corner, this looks like a bright green carpet. This algae form is very difficult to get control over.
        iv. Curlyleaf pondweed is very dense around the lake. This is an exotic plant that can take over a lake if not managed. He suggested documenting growth and possibly treat in the future before it

becomes the dominant plant. This plant can lead to monoculture of plants and will eventually make water quality decline as it releases phosphorus into the water when it dies off in late June producing algae blooms.

v. There is a lot of algae around the lake.

- The east end of the lake has barbed wire fence that has gotten into propellers. Another problem is the number of garbage items taken out of the lake on the east end which included a refrigerator, tires, water trough, toilet, sink, bicycle, as well as other items. Maybe a garage dump??

2. **A statement about the proposed types of programs and activities to be undertaken by LID. This must include a detailed statement of the intended studies, management programs, and other activities to be pursued.**
   - In July of 2023, Freshwater Scientific Services did an Aquatic Invasive Species Sentinel Survey and they found just a few curley leaf plants. Curley leaf normally dies off mid-June. A spring survey is recommended. According to the survey, the lake is heavily vegetated. We would like to have a Point-Intercept Aquatic Vegetation Survey done to have a base.
   - To address the curly leaf issue, we would be looking for guidance either through chemical, mechanical or whatever the DNR may suggest.
   - Any aquatic plant management, such as coon tail, needs to be carried out following the advice and guidance of the DNR's aquatic plant management program. This would help to navigate the lake better with also helping with improved ecology.
   - A channel around the lake so marine craft could motor and not have gathering vegetation on the propellers which leads to overheating the motors caused by vegetation on the motor water intakes.
   - One resident has coontail stopping them from using the lake. Maybe we can look at options for them.
   - We would like to research as to what is creating muck or sediment and try to reduce it.
   - Ongoing expenses include the water testing done during the year, maintaining the aerators (which includes electricity), signage on the lake and lake access, insurance, required newspaper info, and storage.

3. **A statement of the means by which the programs will be financed.**
    - We have talked with lake residents and would like to levy a tax of .02418 percent (allowed by the state) on all taxable lake property on estimated market value. Along with that, we will be pursuing grants and donations.

4. **A map showing the boundaries of the district, with the number and locations of homes shown. The map must also include a scale and basic geographical information (such as township/section/range information).**
    - We have a 3-year-old map with all of the required information. We are currently looking into getting an updated one from the county.

5. **The number of directors proposed for the LID.**
    - Our plan is to have 5 directors that live on Crawford Lake property.

6. **Copies of local ordinances which regulate use of the lake or any public access.**
    - We have been in contact with our township and county and are not aware of any local ordinances other than the general zoning ordinance.

7. **Any information indicating the degree of local interest in the LID and commitment to its future management.**
    - We have approximately 80% of the residents signed up to support the LID and they have been signed up for 3 years.

8. **The identification of any lands and waters that may be adversely affected by the LID's proposed actions, and a preliminary assessment of these adverse effects.**
    - With no inlet or outlet, we don't believe that any harm could happen.

9. **A statement outlining the adequacy and ownership of public access.**
    - The water public access is maintained by Wright County Parks and Trails along with a small park near the access.

10. **An estimate of the total equalized valuation of the property within the district.**
    - In 2022, the valuation was just under $13,000,000.

11. Any other information demonstrating accordance with the criteria and standards for establishment as contained In Minnesota Rules part 6115.0960.

- To our knowledge, there are no conflicts with our LID.

Our Goal

Our goal is to work side-by-side with the DNR, Wright County Soil and Water, and anyone else that is willing to help us improve our lake for boaters, swimmers, and fishing enthusiasts while maintaining or improving our water quality and fish population as well as controlling vegetation.

BOARD MEMBERS FOR THE CRAWFORD LAKE IMPROVEMENT DISTRICT

1. Jerry Erickson-President
2. Bill Yonak-First Vice President
3. Jeff Vergin-Second Vice President
4. Mary Erickson-Treasurer
5. Brian Frieberg-Secretary

MINNESOTA BALLOT QUESTION PETITION (Lake Improvement District)

SIGNER'S OATH

"I solemnly swear (or affirm) that I know the contents and purpose of this petition, that I do not intend to vote at the primary election for the office for which this nominating petition is made, and that I signed this petition of my own free will."

ALL INFORMATION ON THIS PETITION IS SUBJECT TO PUBLIC INSPECTION

***********ALL INFORMATION MUST BE FILLED IN BY PERSON(S) SIGNING THE PETITION UNLESS DISABILITY PREVENTS THE PERSON(S) FROM DOING SO.************

DATE	PRINT FIRST, MIDDLE, AND LAST NAME	YEAR OF BIRTH (If born in 2003 list month and day)	SIGNATURE	LOCATION OF LAND OWNED WITHIN PROPOSED LAKE IMPROVEMENT DISTRICT (Not a P.O. Box)	CITY OR TOWNSHIP	COUNTY
8/21/25	Perry Roy Ditty	11/2/1989	Perry Ditty	1616 37th St SE	Rockford	Wright
8/21/25	Jo Ann Willette	08/24/1948	Jo Ann Willette	1562 37th St SE	Rockford	Wright
8/21/25	Deborah Sipes	~~12/23/1967~~ 12/23/1967		1034 33rd St SE	Rockford	Wright
8/21	Randall Huss	58	Randall Huss	1044 33rd ST SE	Rockford	Wright
8/21	Jane & Robert Thoma	—	Jane Robert Thoma	10660 33RD ST S.E.	Rockford	Wright
8/21	Missy Evarts	—	Missy Evarts	1140 33rd. St SE	Rockford	Wright
8/21	Lloyd Lenart	~~1958~~ 1959	Lloyd Lenart	RP215-116-003140	ROCKFORD	WRIGHT
8/21	William Thomas Vonnahme	1960	William Vonnahme	Parcel # 215-100203201	Rockford	Wright
8-24	Tom & Karen Malone	1956/1959	Tom Malone Karen	Lot-005 Bloc K-003	Rockford	Wright
8/22	Brian Freiberg	1990		1016 33RD ST SE	BUFFALO	WRIGHT

MINNESOTA BALLOT QUESTION PETITION (Lake Improvement District)

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DATE	PRINT FIRST, MIDDLE, AND LAST NAME	YEAR OF BIRTH (If born in 2003 list month and day)	SIGNATURE	LOCATION OF LAND OWNED WITHIN PROPOSED LAKE IMPROVEMENT DISTRICT (Not a P.O. Box)	CITY OR TOWNSHIP	COUNTY
20 Aug 25	Carol Gilmythie	67	Carol Gilmythie	1375 30th St. SE	Buffalo	55313
20 Aug 25	Brian Freiberg	35		1016 33RD ST SE	Buffalo	55313
20/Aug/25	Mike & Nancy Simmons	70/70		1116 39TH St SE	"	"
"	Karen & Tom Moline	54/56	Tom Moline	1201 30th St SE	"	"
8/20/25	Craig & Jackie Fautsch	1957	Craig Fautsch	1086 33rd ST SE	Buffalo	Wright
	Craig & Jackie Fautsch	1957	Craig Fautsch	1098 33rd ST SE		
	Craig & Jackie Fautsch	1957	Craig Fautsch	Lot 17 33rd ST SE		
8/20/25	Jerry & Peggy Frechette	1952	Jerry Frechette	1247 30th ST S	Buffalo	Wright
8/20/25	Tony & Denise Broughton	1967/1965	Denise Broughton	1367 30th St SE	Buffalo	Wright
8/21/25	SHARE & KAUILANI	1966		1231 30th ST SE	BUFFALO	"

MINNESOTA BALLOT QUESTION PETITION (Lake Improvement District)

SIGNER'S OATH

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DATE	PRINT FIRST, MIDDLE, AND LAST NAME	YEAR OF BIRTH (If born in 2003 list month and day)	SIGNATURE	LOCATION OF LAND OWNED WITHIN PROPOSED LAKE IMPROVEMENT DISTRICT (Not a P.O. Box)	CITY OR TOWNSHIP	COUNTY
8/20/25	Gerald K Erickson	54	Gerald K Erickson	1307 30th ST. S.E.	Rockford	Wright
8-20-25	Edo Marlene Christianson	53	Marlene Christianson	1475 30th St. S.E	Rockford	Wright
8/20/25	GREG DODGE	62		1106 33RD St SE	"	"
8/2025	Jeff Voigt	70		1291 30ST E	"	"
8/20/25	Matti Dietrg	89	Matt Dietrg	1497 30th ST SE	RKfd	RKfd
8/20/25	Austin Pietrg	90		1497 30th ST SE	RKfd	RKfd
8/20/25	JACK MACHUD	40	Jack Machud	1617 37TH ~~ST~~ SE	RKTS	WRIGHT
8/20/25	Matt F / Bri			1066 33RD ST SE	Rockford	wright
8/20/25	Deb Dodge	62	Deb M Dodge	1106 33rd St, SE	Buffalo	55313
8/20/25	Lloyd Lynette Lockert	59	Lloyd Lockert	1333 30th St SE	Buffalo	55313

MINNESOTA BALLOT QUESTION PETITION (Lake Improvement District)

SIGNER'S OATH

"I solemnly swear (or affirm) that I know the contents and purpose of this petition, that I do not intend to vote at the primary election for the office for which this nominating petition is made, and that I signed this petition of my own free will."

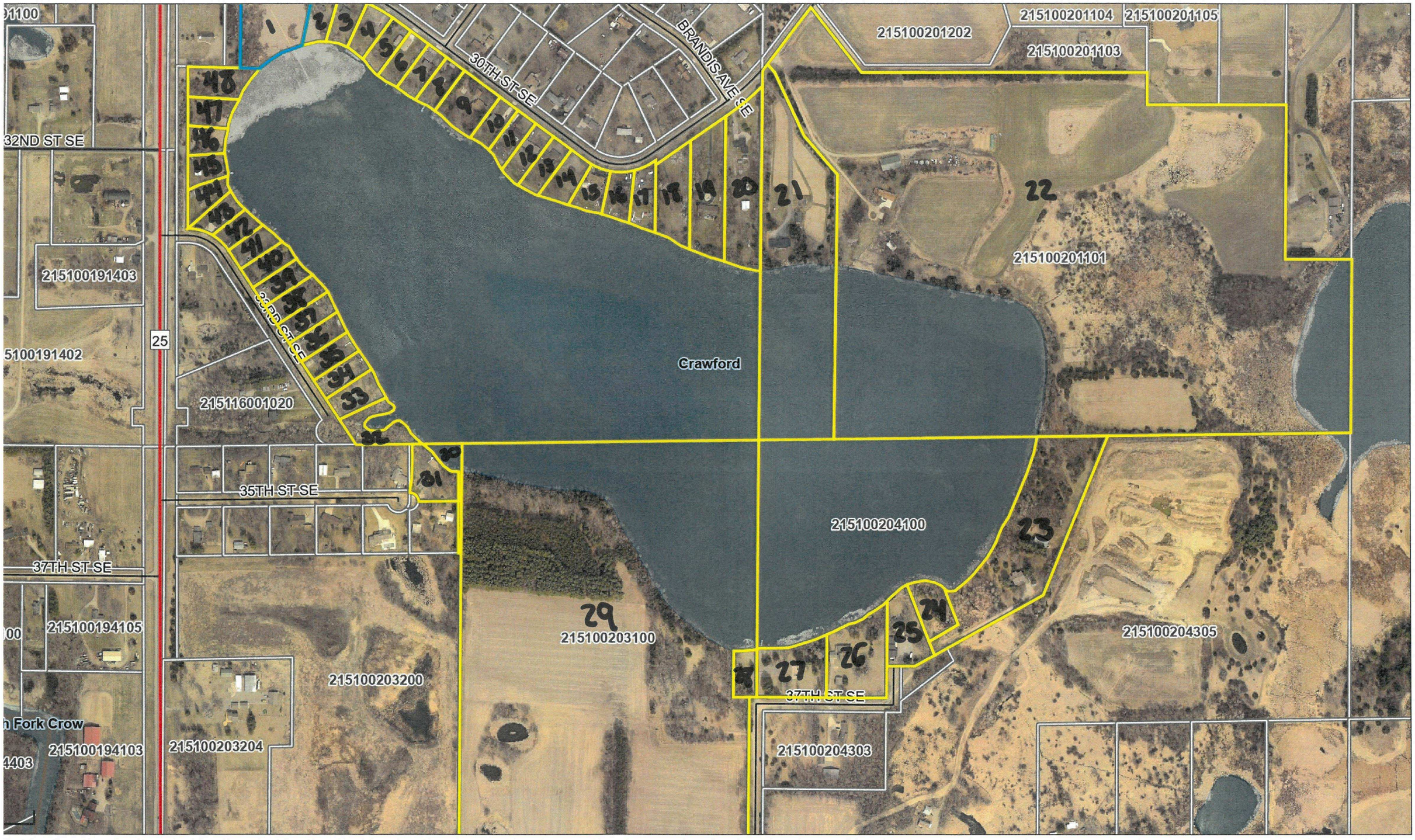
ALL INFORMATION ON THIS PETITION IS SUBJECT TO PUBLIC INSPECTION

***********ALL INFORMATION MUST BE FILLED IN BY PERSON(S) SIGNING THE PETITION UNLESS DISABILITY PREVENTS THE PERSON(S) FROM DOING SO.************

DATE	PRINT FIRST, MIDDLE, AND LAST NAME	YEAR OF BIRTH (If born in 2008 list month and day)	SIGNATURE	LOCATION OF LAND OWNED WITHIN PROPOSED LAKE IMPROVEMENT DISTRICT (Not a P.O. Box)	CITY OR TOWNSHIP	COUNTY
8/2025	Mary S. Erickson	55	Mary S. Erickson	1307 30th St SE	Rockford	Wright
8-20-25	Sally Camacho	50	Sally Camacho	1413 30th St SE	Rockford	Wright
8-20-25	William Thomas Voth	1960	William Voth	1202 35th St SE	Rockford	Wright
8-20-25	Jackie Fautsch	1956	Jackie Fautsch	1098 33rd St SE	Rockford	wright
8-20-25	Ty + Jocelyn Schultz	1980	[illegible]	1453 30th ST SE Rockford	Buffalo	"
8-20-25	Sinyx Vinar	63	Sinyx Vinar	1202 35th St. SE Rockford	Buffalo	
8-20-25	Chris Holasek	26 FAG	Chris Holasek	1319 30th St. SE Rockford	Buffalo	Wright
8-20-25	Joy Holasek	1972	[illegible]	1319 30th St SE	Rockford	Wright
8/20/25	Stan VanderKooi	1947	Stan VanderKooi	1499 30th St SE	Rockford Buffalo	Wright
8-20-25	Carol VanderKooi	1949	Carol VanderKooi	"	Rockford	Wright

ISYS\Candidates and Ballot Questions\Petition Form and Rules\2021 Petition Files\2021 Ballot Question Petition (Lake Improvement District) Rev. 4-2021

M.S. 204B.07, M.R. 8205.1010


215100201104
215100201105
215100201202
215100201103
30TH ST SE
BRANDISAVE SE
32ND ST SE
215100191403
25
215100191402
Crawford
22
215100201101
215116001020
35TH ST SE
215100204100
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37TH ST SE
215100194105
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215100204305
215100203200
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WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Matt Detjen

Requestor Title
Ag Drainage & Natural Resources Supervisor

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

Target Meeting Date *
9/9/2025 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
MJD7571

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve the Findings and Order Directing a Repair to Wright County Ditch 19 Pursuant to MINN.STAT § 103E.715

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve the Findings and Order Directing a Repair to Wright County Ditch 19 Pursuant to MINN.STAT § 103E.715

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:
Cost of repairs on County Ditch #19 would be assessed to the benefited landowners on County Ditch #19, and County Ditch #16 in the form of an outlet fee.

Background/Justification:
A public hearing on the repair report for County Ditch #19 was held on August 14th, 2025. Three members of the Drainage Authority at this hearing directed staff to prepare an Order on the acceptance of repairs and award a contract for the repair of the drainage system pursuant to Minnesota Statute 103E Subd 4b. Bids for these repairs shall include the areas shown in the repair report as Reach #1, Reach #2,, and Reach #4 consistent with the engineers' recommendation for a functional repair. Staff was directed to prepare an Order to the presented to the Board no later than September 9, 2025. Staff was directed to accept bids for repairs and bring these back for drainage authority's approval at a subsequent board meeting.

***Matt Detjen will be out of the office on 9/9/2025, so Brian Wold will be presenting this resolution

Route for Review and Approval

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

Agenda Item Attachments – File names have to be 64 characters or less (including spaces, special characters, etc.) or they WILL NOT attach to the RFBA. If your file name is longer than that, please rename your file. (3)

Document Name	Attachment Type
Attached document has been deleted (Document ID: 14113150).	Attachment
Attached document has been deleted (Document ID: 14113151).	Attachment
CD 19 Exhibits_9_9_2025.pdf	Attachment
Order Ditch 19 Repairs.pdf	Attachment
25-54 CD 19 Resolution FLAT.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

Finance Review

Finance Decision
Approved

Notes

Legal Review

Legal Decision
Approved

Notes
Approved with revisions made to Findings and Order and Resolution. Exhibits B and C are missing.

County Administrator Review

County Administrator Decision

Notes

Exhibit A

Action Request Form

Wright County Auditor/Treasurer's Office
10 2nd St NW, Room 232
Buffalo, MN 55313
763-682-7579

Date of Request: 02/27/2020 **Ditch No.:** 19 ☑ County Ditch ☐ Joint Ditch

Name of Petitioner: Daniel Roller **Parcel No.:** 209019000150

Address: 9110 Ingram ave. , Annandale , Mn. 55302

Phone: (cell) 3202244825 (wk) _____ (hm) _____

E-mail: dbrainiacs@yahoo.com

Name of Property Owner (if different): _____

Address: _____

Phone: (cell) _____ (wk) _____ (hm) _____

E-mail: _____

Description: (please write a brief description of your request. Include location, parcel number, ditch number and any other pertinent information)
Please clean ditch #19 going out of the body of water referred to as " French Lake" in western wright county as the parcel lot above stated is having issues with flooding out every year. The ditch is in desire need of cleaning out according to wright county officials even.

Thank you for considering my request,

Daniel Roller

Signature Daniel Roller Date: 02/27/2020

Signature _____ Date: _____

cc: Wright County Commissioner Borrell
B. Hiivala
J. Edmonson
M, Detjen

Exhibit B

moore engineering, inc.

Two Carlson Parkway, Ste 110, Plymouth, MN
55447
P: 612.355.7726

Memorandum

Date: 11/7/2024

Prepared By: Garrett Monson, PE
Quentin Scott, PE

Project: Wright County, MN
Moore Project #24188

Subject: Reestablishment of Wright County Ditch 19

Introduction

The purpose of this memorandum is to provide Wright County with the results of the investigation and analysis of the Wright County Ditch 19 (CD 19) public drainage system. CD 19 is an open channel ditch, which serves predominantly agricultural land, located in French Lake Township. This report contains the necessary description of the alignment; cross-section; profile; hydraulic structure locations, materials, dimensions, and elevations; and right-of-way of the drainage system to reestablish records as requested by the Board of Commissioners. Minnesota Statute 103E.101 subd. 4a allows for the drainage authority to reestablish records if, after an investigation of drainage system records, it is found that the records establishing the alignment, cross-section, profile, or right-of-way of a drainage system are lost, destroyed or otherwise incomplete. The drainage authority may, by order, reestablish records defining the alignment; cross-section; profile; hydraulic structure locations, materials, dimensions, and elevations; and right-of-way of the drainage system which define the “As Constructed and Subsequently Improved Condition” or ACSIC. This report documents the investigation of drainage system records and physical investigation of the drainage system used by the engineer to recommend reestablished records to define the alignment, grade, and geometry as necessary to maintain the historic function of the drainage system. No other historical reviews or reviews of the as-constructed profile of this system are known to exist.

Location

CD 19, shown in **Figure 1** and **Attachment A**, is located in Sections 14 and 15 (T168N R35W) in French Lake Township. The Main Trunk generally flows from the northeast to the southwest, beginning in the SW quarter of Section 14 and continues into French Creek in the SW quarter of Section 15. CD 19 starts at the outlet of French Lake and ends at the crossing under Peloquin Avenue. In addition to the Main Trunk there is also a Lateral on CD 19 that connects with the Main Trunk in the northeast corner of Section 15 and continues north and northeast to Section 11. There is also a Branch tributary to Lateral 1 that connects with Lateral 1 in Section 15 with its beginning in Section 10. An additional ditch drains into Lateral 1 that is not documented to be part of the original ditch. This additional alignment follows closely along the south edge of Norris Avenue and is approximately 1,700 feet long. This alignment was



CD 19 Alignment
Wright County Ditch 19 Reestablishment

Figure 1
Wright County

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not shown in the original 1913 Engineer's Report but is currently shown on the County ditch online inventory map. Since **Attachment B** does not show this portion it is assumed to be a private ditch and shown incorrectly on the current county map.

History of the Public Drainage System

A petition was received by the county on August 12th, 1912. An Engineer's Report, **Attachment B**, was submitted on March 28th, 1913. A document titled *Order Establishing Ditch* was approved by the Wright County board on May 20th, 1913. The project was bid multiple times with no returned bids on June 27th, July 25th, and October 6th, 1913. A portion of ditch, Stations (STAs) 25+50 to 32+50, that was supposed to be tile was instead constructed as open channel which allowed for the project cost to be reduced. An undated letter from December 1913 stated that S.E Anderson was awarded the work to construct CD 19 in accordance with the plans and specifications. The Engineer's Report to County Board of Completion of Ditch document from October 3rd, 1914, shows that all work was completed on the Main Trunk from STAs 0+00 to 93+06, on Lateral 1 from STAs 0+00 to 23+53, and on Branch 1 of Lateral 1 from STAs 0+00 to 14+26. A ditch profile was provided and considered to be representative of what was constructed in 1914 but not legally considered an as-built profile.

Existing Alignment

The existing condition of CD 19 was determined by a review of the available records, field survey, aerial imagery, and other available historical evidence. CD 19 consists entirely of an open channel ditch with several culvert crossings. **Attachment A** shows the system's existing alignment and stationing. Stationing was reversed from what was shown in **Attachment B** for consistency with modern standards, such that the outfall of each alignment was at STA 0+00. All references to stationing in this report refer to the stationing established in **Attachment A**.

Main Trunk:

The downstream end of the Main Trunk alignment starts in the SW corner of Section 15 (T168N R35W) at Station 0+00, at the Peloquin Avenue crossing. The alignment runs generally northeast until STA 39+00 where it turns to the east until STA 66+00 where it then turns to the southeast until it connects with French Lake. The alignment crosses under County Road 3 at STA 37+00 and under Oliver Avenue at STA 72+00. The Main Trunk intersects with Lateral 1 near STA 66+00.

Lateral 1:

The downstream end of the Lateral 1 alignment begins at STA 0+00 near the center of the east edge of Section 15. The alignment continues towards the north and crosses under Oliver Avenue near STA 0+50. The alignment connects with Branch 1 at STA 5+50. The alignment ends at STA 23+53 in the southwest quadrant of Section 11.

Branch 1:

Branch 1 outfalls to Lateral 1 flowing from the northwest to southeast. Branch 1 connects with Lateral 1 in the northeast quadrant of Section 15. A field access road crosses the alignment at STA 2+00. Branch 1 continues to the northwest until it reaches STA 14+26 in the southeast quadrant of Section 10.

Source of Survey Data Used in this Assessment

Survey data was collected in July and September 2024 to determine the current conditions of the drainage system. All survey data collected uses the Wright County Coordinate System and the North American Vertical Datum 1988 (NAVD88). Staff from both the Minnesota Department of Natural

Resources (MnDNR) and Wright Soil and Water Conservation District (SWCD) were on site for a portion of the survey collection and soil probing.

Known System Modifications

Any legal modifications to the system should have been documented through the County as drainage authority. No major system modifications are on record. A list of dated repair requests, authorizations, and payments are shown in **Attachment C**.

Analysis of Current Function in Historical Context

The grade of CD 19 described in the original Engineer's Report uses elevations based on a local datum, with relative to benchmarks set on site, and is not based on any historical datum or coordinate system. In order to correlate the original elevations to modern day elevations, soil probes were collected during field survey along the centerline of CD 19 to ascertain where the soil profile changes from accumulated sediment to native soil. Locations of where the soil probes were collected are shown in **Attachment A**.

A statistical comparison of the soil probes and original design profile elevations was then performed to determine the ACSIC profile. Through this process, a datum adjustment factor was calculated to convert the design profile from the local datum to NAVD 88. Standard deviations for each specific alignment were determined. Any soil probe not within one standard deviation of the alignment specific datum adjustment were deemed outliers and were removed from the final datum adjustment.

The original 1914 alignment was overlayed with the current surveyed alignment to find where the soil probe locations were compared to the 1914 stations. Elevations at those stations were then compared to the collected elevations to determine a datum adjustment factor to convert the local datum elevation to NAVD 88. Adjustment factors of 918.01, 916.77, and 929.50 were used for the Main Trunk, Lateral 1, and Branch 1 respectively. There were four outliers for the Main Trunk out of eleven total probes. The conforming probe elevations were all within 1.5-feet above and 2.1-feet below the adjusted profile. There was one outlier for Lateral 1 out of three collected probes with the two non-outlying elevations being within 0.1-feet of the adjusted profile. Both probe elevations were used on Branch 1 and were within 0.5-feet of the adjusted. **Tables 1 through 3** below show the measured elevation in the field compared to the ACSIC profile, asterisks next to the soil probe deviations marks outliers that were removed from the ACSIC profile determination.

WCD 19 Main Trunk Alignment Station	Soil Probe Elev	ACSIC Profile	Soil Probe Deviation
6+14	1007.59	1005.51	-2.08
16+27	1010.06	1007.53	-2.53*
26+77	1011.69	1008.76	-2.93*
34+57	1010.85	1009.56	-1.29
35+53	1010.49	1009.71	-0.78
39+82	1009.42	1009.96	0.54
60+99	1011.74	1012.38	0.64
69+33	1011.71	1013.19	1.48
81+26	1012.70	1014.22	1.52
85+88	1010.79	1014.52	3.73*

Table 1: Main Trunk Profile

WCD 19 Lateral 1 Alignment Station	Soil Probe Elev	ACSIC Profile	Soil Probe Deviation
09+30	1012.42	1012.50	0.08
18+16	1014.61	1013.40	-1.22*
22+05	1013.84	1013.77	-0.08

Table 2: Lateral 1 Profile

WCD 19 Branch 1 Alignment Station	Soil Probe Elev	ACSIC	Soil Probe Deviation
1+19	1014.50	1014.98	0.48
9+78	1015.75	1015.27	-0.48

Table 3: Branch 1 Profile

Crossings on CD 19

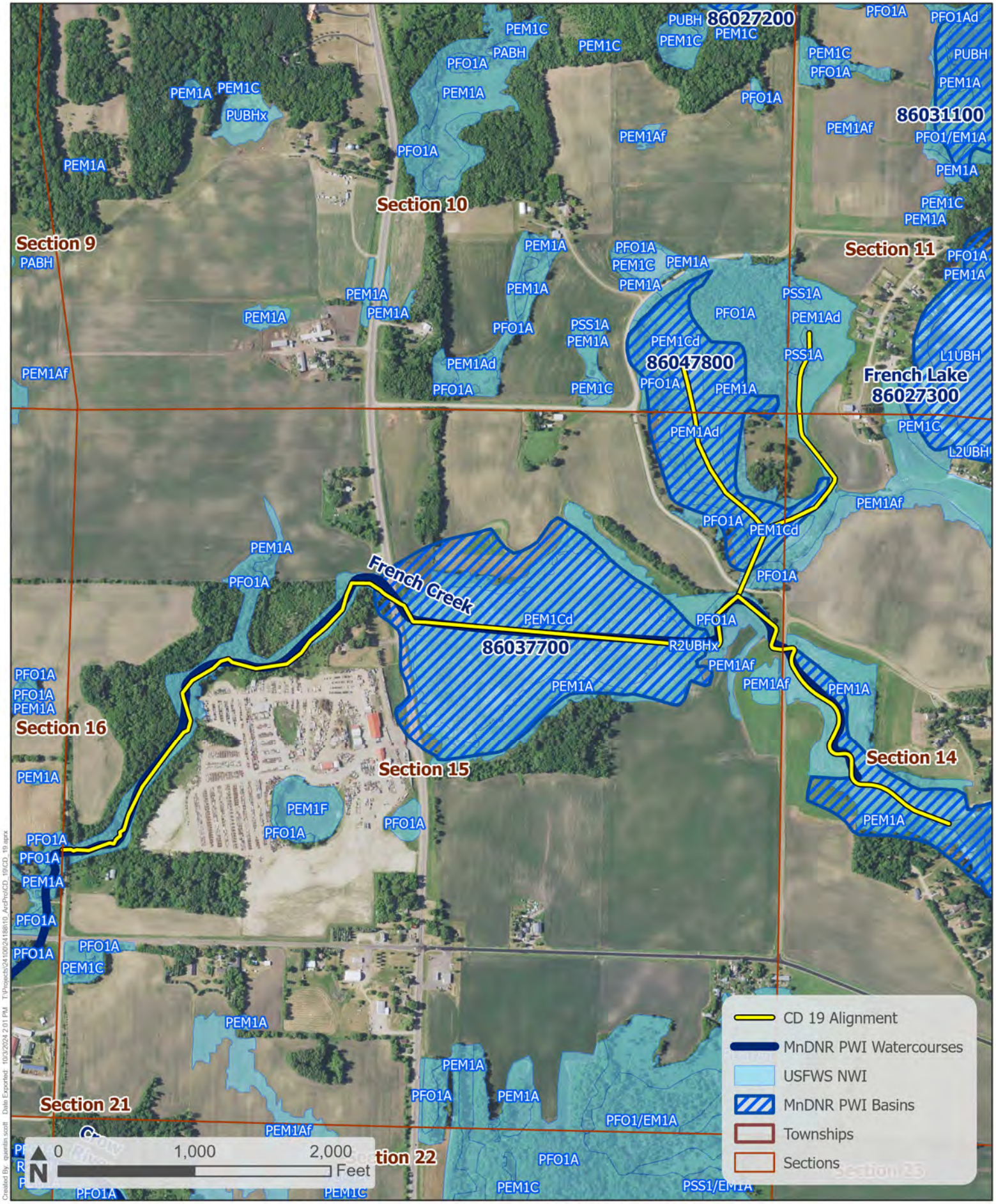
Both County Road 3 and Oliver Avenue are shown in **Attachment B** and labeled as "Highway". No culvert install, cost, or other crossing information is provided in **Attachment B**, so it is assumed that the culverts at County Road 3, Oliver Avenue, and the crossing on Lateral 1 and Branch 1 were not installed as part of the original ditch project. The ACSIC profile is within one vertical foot of the crossings on the Main Trunk alignment. There are two crossings on Lateral 1, the one nearest the connection of Lateral 1 and the Main Trunk is significantly higher than the ACSIC profile and the other crossing at STA 11+50 is within one and a half vertical feet of the ACSIC profile. There is only one crossing on Branch 1 and that is within one and half vertical feet of the ACSIC profile.

ACSIC Geometry

Attachment 2 shows the Main Trunk having a channel width of 6-feet with 1:1 side slopes for the majority of the ditch. From STA 25+50 to 32+50 the channel width was reduced to 3.2-feet and supplemented with 36-inch draintile, this draintile was not constructed due to project cost. Therefore, it is assumed the ditch width remained 6-feet through this section. The grade for the Main Trunk was set to 0.1 percent from STA 93+06 to STA 18+00 and from STA 18+00 to 0+00 the slope changed to 0.2 percent. Both Lateral 1 and Branch 1 were set to have 6-foot bottoms and 1:1 side slopes. Lateral 1's profile grade was 0.1 percent and Branch 1's grade was 0.25 percent.

Regulatory Context

As shown in **Figure 2**, much of CD 19 is fringed by wetland communities identified on the U.S. Fish and Wildlife Service (USFWS) National Wetlands Inventory (NWI). A summary of wetland types by Cowardin classification is provided in **Table 4** below. The Main Trunk of CD 19 is also mapped as a Minnesota Department of Natural Resources (MnDNR) public watercourse, named French Creek (M-064-019.2). The Main Trunk of CD 19 also passes through an unnamed MnDNR public water wetland (86037700) and enters into a public water basin, French Lake (86027300). Lateral 1 of CD 19 also passes through an unnamed public water wetland (86047800).



Wetlands Intersected by CD19
Wright County Ditch 19 Reestablishment

Figure 2
Wright County

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Cowardin Class	Description	Number of Basins
PFO1A	Palustrine, Forested, Broad-Leaved, Temporarily Flooded	4
PEM1A	Palustrine, Emergent, Persistent, Temporarily Flooded	4
PEM1Cd	Palustrine, Emergent, Persistent, Seasonally Flooded (Ditched)	2
R2UBHx	Riverine, Lower Perennial, Unconsolidated Bottom, Permanently Flooded (Excavated)	1
PSS1A	Palustrine, Scrub-Shrub, Broad-Leaved, Temporarily Flooded	1
PEM1Ad	Palustrine, Emergent, Persistent, Temporarily Flooded (Ditched)	1
L2UBH	Lacustrine, Littoral, Unconsolidated Bottom, Permanently Flooded	1
PEM1Af	Palustrine, Emergent, Persistent, Temporarily Flooded (Farmed)	1
Total		15

Table 4: Summary of NWI Wetland Community Types Intersected by CD-19

Projects which propose work on public drainage systems may be regulated by the Minnesota Wetland Conservation Act (WCA), Federal Clean Water Act (CWA), and Minnesota Public Waters Law. As of August 1, 2024, recent statute changes under the state WCA have taken effect, which has modified applicable drainage exemptions. Sec. 80 of Minnesota Statutes 2022, Section 103G.2241, Subdivision 2, has been amended to read:

"(a) A replacement plan is not required for draining or filling of wetlands, except for draining wetlands that have been in existence for more than 25 years, resulting from maintenance and repair of existing drainage systems, including public drainage systems;

(b) A public drainage authority may, as part of the repair of a public drainage system, as defined in section 103E.005, subdivision 12, install control structures, realign the ditch, construct dikes along the ditch, or make other modifications as necessary to prevent the drainage of wetlands."

According to Board of Water and Soil Resources guidance, the effect of this change includes "the elimination of the prior drainage exemptions in Subdivision 2, except for the drainage of wetlands that have existed for 25 years or less resulting from maintenance and repair of existing drainage systems. The amended exemption eliminates wetland type as a consideration for eligibility and applies to both public and private drainage systems. Paragraph (b) clarifies that certain activities associated with repairs completed by public drainage authorities only apply to public drainage systems as defined under 103E.005 Subdivision 12." The removal of wetland type-based exemption language narrows the scope of this exemption to evaluate whether the public drainage system has exhibited functional drainage or has documented maintenance within the last 25 years. To qualify for the exemption under paragraph (a), documentation would need to be provided to demonstrate that wetlands proposed to be drained by drainage system maintenance activities have not existed for more than 25 years.

Public drainage projects may also be regulated by the U.S. Army Corps of Engineers under the Clean Water Act (CWA). Section 404 regulates the discharge of dredged/fill material into wetlands, streams, lakes, and other waters regulated by the program. Drainage system projects that involve placement of fill into wetlands or other waters may require authorization from the U.S. Army Corp of Engineers (St. Paul District) under the Section 404 regulatory program. Public drainage repair projects may be regulated under a Nationwide Permit (NWP), such as NWP 3, Maintenance. This NWP allows for Repair, rehabilitation, or replacement of previously authorized, currently serviceable structures or fills. Projects meeting these criteria may include those with the intent to restore a public drainage system to its intended design functionality.

Repair work on a public drainage system may not require a MnDNR Public Waters permit but does require pre-project notification and sharing of the repair plans. Continued coordination with the DNR Area Hydrologist once project repair plans are developed is recommended.

Recommendation

The Drainage Authority initiated proceedings to correct the drainage system record through a resolution and order by the County Board. This report having been completed and filed, the engineer recommends that the Drainage Authority schedule, notice and hold a public hearing, and consider adopting corrected records consistent with this report. The corrected drainage system records should be based on the alignment, grade, and geometry described within this historical review and in **Attachment A**. The alignment, grade, and geometry are, in the Opinion of the Engineer, necessary to reestablish the historic function of the legal drainage system to be the basis for maintenance and repair of the public drainage systems. We further recommend that the Drainage Authority submit the alignment, grade and geometry of the ACSIC to the Minnesota Department of Natural Resources and the Wright County Soil and Water Conservation District for their review and concurrence.

Attachments

A. Wright County Ditch 19 Record Reestablishment Plans
B. 1913 Engineer's Report
    a. Petition for Wrigth County Ditch 19
    b. Exhibit No. 1 - Ditch Alignment
    c. Exhibit No. 2 – Ditch Profile
    d. Exhibit No. 3 – Time and Manner in Which Work Must be Done
C. Ditch 19 Repair History

Attachment A
Reestablishment Plans

FILE LOCATION: R:\Projects\24000\24100\24188\CIVIL\PRODUCTION\24188_COVER.dwg

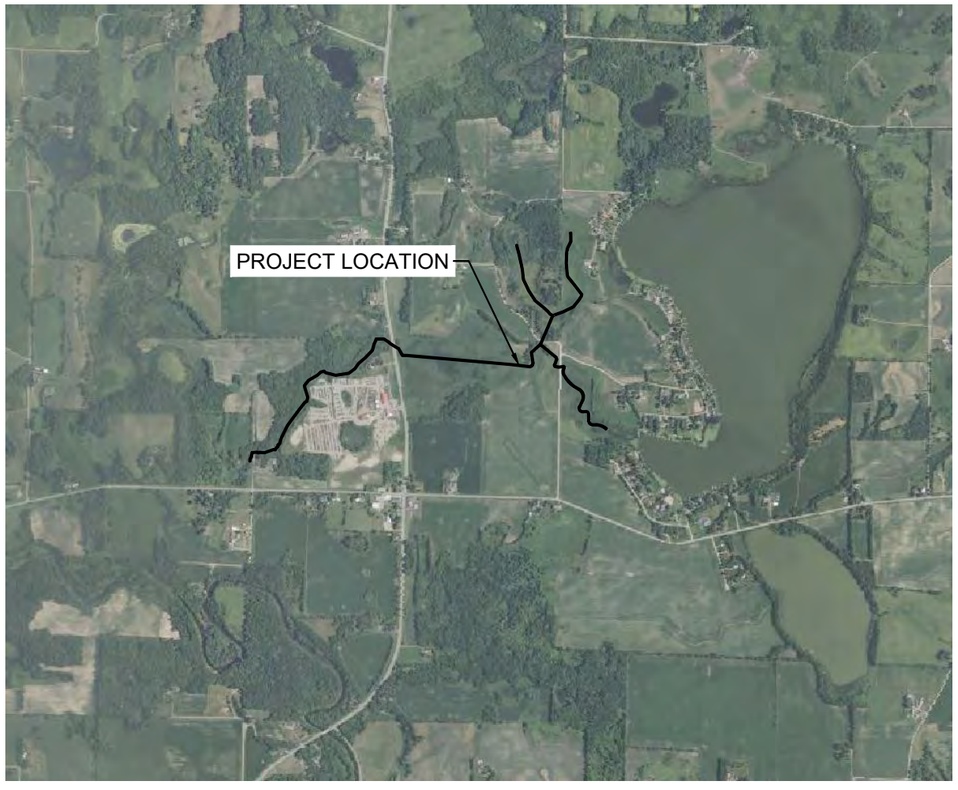
WRIGHT COUNTY DITCH NO. 19 RECORD REESTABLISHMENT

WRIGHT COUNTY DITCH NO. 19

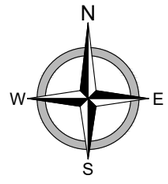
WRIGHT COUNTY, MINNESOTA

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VICINITY MAP



SHEET LIST TABLE	
SHEET NUMBER	SHEET TITLE
G-001	COVER
C-001	CIVIL LEGEND
C-101	PROJECT LAYOUT
C-401	DRAIN NO. 19
C-402	DRAIN NO. 19
C-403	DRAIN NO. 19
C-404	DRAIN NO. 19
C-405	LATERAL NO. 1
C-406	BRANCH NO. 1 OF LATERAL NO. 1



PRELIMINARY

PROJECT No. 24188

FILE LOCATION: R:\Projects\24000\24100\24188\CIVIL\PRODUCTION\24188_COVER.dwg

CIVIL LEGEND

EXISTING

- BENCHMARK
- IRON MONUMENT FOUND
- EXISTING PROPERTY LINE
- EXISTING PLAT LOT LINE
- EXISTING RIGHT OF WAY LINE
- EXISTING EASEMENT LINE
- EXISTING PLAT EASEMENT LINE
- EXISTING GAS LINE MARKER
- EXISTING GAS GATE VALVE
- EXISTING POWER POLE
- EXISTING LIGHT POLE
- EXISTING LIGHT POLE W/SIGN
- EXISTING GUY WIRE
- EXISTING TRAFFIC SIGNAL ARM
- EXISTING SIGN
- EXISTING CULVERT W/FLARED END SECTION (F.E.S.)
- EXISTING FLARED END SECTION (F.E.S.)
- EXISTING CURB STOP
- EXISTING HYDRANT W/GATE VALVE
- EXISTING GATE VALVE
- EXISTING PROPANE TANK
- EXISTING SANITARY SEWER MANHOLE
- EXISTING SANITARY SEWER CLEANOUT
- EXISTING STORM SEWER CATCH BASIN
- EXISTING STORM SEWER MANHOLE
- EXISTING WATER MAIN
- EXISTING WATER SERVICE W/CURB STOP
- EXISTING SANITARY SEWER
- EXISTING SANITARY SEWER (RELINE W/ CIPP)
- EXISTING SANITARY FORCEMAIN
- EXISTING SANITARY SEWER SERVICE
- EXISTING STORM SEWER
- EXISTING STORM SEWER FORCEMAIN
- EXISTING STEAM PIPE
- EXISTING AIR CONDITIONER
- EXISTING UTILITY PEDESTAL
- EXISTING UTILITY MANHOLE
- EXISTING UTILITY VAULT
- EXISTING UNDERGROUND COMMUNICATIONS
- EXISTING UNDERGROUND FIBER
- EXISTING UNDERGROUND TELEPHONE
- EXISTING OVERHEAD TELEPHONE
- EXISTING UNDERGROUND TELEVISION
- EXISTING OVERHEAD TELEVISION
- EXISTING UNDERGROUND GAS
- EXISTING UNDERGROUND ELECTRIC
- EXISTING OVERHEAD POWER
- EXISTING BARBED WIRE FENCE
- EXISTING CHAIN LINK/STEEL FENCE
- EXISTING PVC/WOOD FENCE
- EXISTING RAILROAD
- EXISTING SHRUB
- EXISTING STUMP
- EXISTING BOULDER
- EXISTING TREE/TREE CLUSTER
- EXISTING SPRINKLER HEAD
- EXISTING CLUSTER BOX UNIT (CBU)
- EXISTING MAILBOX
- EXISTING CURB AND GUTTER

PROPOSED

- NEW PROPERTY LINE
- NEWPLAT LOT LINE
- NEW RIGHT OF WAY LINE
- NEW EASEMENT LINE
- NEW PLAT EASEMENT LINE
- CONSTRUCTION EASEMENT
- CONSTRUCTION LIMITS
- NEW LIGHT POLE
- NEW LIGHT POLE W/SIGN
- NEW GUY WIRE
- NEW SIGN
- TRAFFIC CONTROL – DRUM
- TRAFFIC CONTROL – TUBULAR MARKER
- NEW CULVERT W/FLARED END SECTION (F.E.S.)
- NEW FLARED END SECTION (F.E.S.)
- NEW CURB STOP
- NEW HYDRANT W/GATE VALVE
- NEW GATE VALVE
- NEW TAPPING SLEEVE
- NEW FITTINGS
- NEW PLUG
- NEW SANITARY SEWER MANHOLE
- NEW SANITARY SEWER CLEANOUT
- NEW STORM SEWER CATCH BASIN
- NEW STORM SEWER MANHOLE
- NEW WATER MAIN
- NEW WATER SERVICE W/CURB STOP (S.B. ELEV.)
- NEW SANITARY SEWER
- NEW SANITARY FORCEMAIN
- NEW SANITARY SEWER SERVICE (S.S. ELEV.)
- NEW STORM SEWER
- NEW STORM SEWER FORCEMAIN
- NEW STEAM PIPE
- INSULATION PER DETAIL
- NEW BARBED WIRE FENCE
- NEW CHAIN LINK/STEEL FENCE
- NEW PVC/WOOD FENCE
- NEW CLUSTER BOX UNIT (CBU)
- NEW MAILBOX
- NEW LARGE DECIDUOUS TREE
- NEW SMALL DECIDUOUS TREE
- NEW SHRUB
- NEW LARGE EVERGREEN TREE
- NEW SMALL EVERGREEN TREE

REMOVALS

- INDICATES REMOVAL
- REMOVE CURB AND GUTTER
- REMOVE ASPHALT PAVEMENT
- REMOVE CONCRETE PAVEMENT
- REMOVE AGGREGATE SURFACE

PAVEMENT REHAB

- UNIFORM MILL & OVERLAY
- TAPERED MILL & OVERLAY
- LEVELING COURSE
- RECLAIM
- ASPHALT PATCH
- CHIP SEAL

PAVEMENT

- NEW INFLOW CURB AND GUTTER
- NEW OUTFLOW CURB AND GUTTER
- NEW ASPHALT SURFACE
- NEW CONCRETE SURFACE
- NEW GRANULAR SURFACE
- NEW CRUSHED CONCRETE SURFACE
- NEW DECORATIVE COLORED CONCRETE
- NEW ASPHALT SIDEWALK/MULTI–USE PATH
- NEW CONCRETE SIDEWALK/MULTI–USE PATH
- NEW CONCRETE APPROACH/DRIVEWAY
- NEW DETECTABLE WARNING PANEL
- NEW GRAVEL APPROACH/DRIVEWAY
- NEW CONCRETE VALLEY GUTTER
- NEW MEDIAN NOSE APRON
- NEW ADA RAMP W/WARNING PANEL

SOIL DISTURBANCE

- DISTURBANCE AREA / TOPSOIL REMOVAL
- REMOVE STOCKPILE
- EXISTING STOCKPILE
- TEMPORARY STOCKPILE
- PERMANENT STOCKPILE
- REAR YARD GRADING
- GRASS BUFFER STRIP

SOIL STABILIZATION

- DISTURBED SOIL STABILIZATION
- STRAW MULCH
- SEEDING & STRAW MULCH
- SEEDING & HYDRO MULCH
- TOPSOIL, SEEDING & STRAW MULCH
- TOPSOIL, SEEDING & HYDRO MULCH
- TOPSOIL, SEEDING & BLANKET

MISCELLANEOUS

- EXISTING RIPRAP
- NEW RIPRAP
- EXISTING LANDSCAPING AREA
- NEW LANDSCAPING AREA
- EXISTING WATER SURFACE
- NEW WATER SURFACE
- EXISTING WETLAND

EROSION CONTROL

- DRAINAGE BREAK LINE
- EXISTING DRAINAGE DIRECTION
- FINISHED DRAINAGE DIRECTION & SLOPE (2.0%)
- FINISHED GRADE (4:1)
- EXISTING CONTOUR ELEVATION (895)
- FINISHED CONTOUR ELEVATION (895)
- GRADE ELEVATIONS (FL: 900.07)
- SEDIMENTATION CONTROL WATTLE
- SEDIMENTATION CONTROL FENCE
- ROCK CHECK
- STABILIZED CONSTRUCTION ENTRANCE (S.C.E.)
- CONCRETE WASHOUT
- INLET PROTECTION DEVICE

ABBREVIATIONS:

BOC	=	BACK OF CURB
BOW	=	BACK OF WALK
C	=	COMMUNICATION
CB#	=	STORM SEWER CATCH BASIN
CIPP	=	CURED IN PLACE PIPE
CL	=	CENTERLINE
CSP	=	CORRUGATED STEEL PIPE
CO#	=	SANITARY SEWER CLEANOUT
CS#	=	CONTROL STRUCTURE
DIA	=	DIAMETER
DIP	=	DUCTILE IRON PIPE
E	=	ELECTRICAL
ECC	=	EDGE OF CRUSHED CONCRETE
EG	=	EXISTING GRADE
EOC	=	EDGE OF CONCRETE
EOG	=	EDGE OF GRAVEL
EOP	=	EDGE OF PAVEMENT
EOW	=	EDGE OF WALK
EX	=	EXISTING
F	=	FIBER OPTIC
FES	=	FLARED END SECTION
FG	=	FINISHED GRADE
FL	=	FLOWLINE
FM	=	FORCEMAIN
G	=	GAS LINE
HP	=	HIGH POINT
INV	=	INVERT
LP	=	LOW POINT
MA	=	MATCH
M#	=	STORM SEWER MANHOLE
MT#	=	STORM SEWER TEE MANHOLE
MM#	=	STORM SEWER MULTI–MANHOLE
MC	=	MIDPOINT OF CURVE
OHP	=	OVERHEAD POWER
OHT	=	OVERHEAD TELEPHONE
OHTV	=	OVERHEAD TELEVISION
PC	=	POINT OF CURVATURE
PRC	=	POINT OF REVERSE CURVE
PVC	=	POLYVINYL CHLORIDE PIPE
PT	=	POINT OF TANGENCY
RIM	=	RIM OF STRUCTURE
S#	=	SANITARY SEWER MANHOLE
S.B. ELEV	=	STOP BOX ELEVATION
S.S. ELEV	=	SANITARY SEWER SERVICE INVERT
SS	=	SANITARY SEWER
ST	=	STORM SEWER
STA	=	ALIGNMENT STATION
T	=	TELEPHONE
TOC	=	TOP OF CONCRETE
TOP	=	TOP OF PAVEMENT
TOP	=	TOP OF PIPE
TOW	=	TOP OF WALK
TR#	=	SANITARY TELEVISING RISER
TRANS	=	TRANSFORMER
TV	=	TELEVISION
U	=	UTILITY (UNKNOWN UTILITY)

PRELIMINARY

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CIVIL
WRIGHT COUNTY DITCH NO. 19 RECORD REESTABLISHMENT
WRIGHT COUNTY DITCH NO. 19
WRIGHT COUNTY, MINNESOTA
CIVIL LEGEND

DATE:	10.03.24
REV DATE:	----
REV NUM:	----
RECORD:	----
PROJECT No.	24188
MANAGER:	DTE
DESIGNER:	QDS
DRAFTER:	DWA
REVIEWER:	GMM

C-001

FILE LOCATION: R:\Projects\24000\24100\24188\CIVIL\PRODUCTION\24188_PROJECTLAYOUTS.dwg

HORIZONTAL CONTROL

MN COUNTY COORDINATE SYSTEM
US SURVEY FOOT

VERTICAL CONTROL

NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD88)

BENCHMARKS/SURVEY CONTROL

PRIOR TO PROJECT START, OWNER WILL SET AND ESTABLISH BENCHMARKS AND SURVEY CONTROL FOR THE PROJECT, AND CLEARLY MARK RIGHT-OF-WAY.

BENCHMARK LIST

VERTICAL DATUM: 1988 NORTH AMERICAN VERTICAL DATUM
HORIZONTAL DATUM: MN COUNTY COORDINATE SYSTEM, WRIGHT COUNTY

NO.	DESCRIPTION	LOCATION	ELEV.
1	RAILROAD SPIKE	NW SIDE OF POWER POLE	1021.98
2	TOP NUT ON HYDRANT	NE SIDE OF POWER POLE	1021.77



N
W E
S
0 700
Scale in Feet

PRELIMINARY

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PROJECT LAYOUTS
WRIGHT COUNTY DITCH NO. 19 RECORD REESTABLISHMENT
WRIGHT COUNTY DITCH NO. 19
WRIGHT COUNTY, MINNESOTA
PROJECT LAYOUT

DATE:	10.03.24
REV DATE:	----
REV NUM:	----
RECORD:	----
PROJECT No.	24188
MANAGER:	DTE
DESIGNER:	QDS
DRAFTER:	DWA
REVIEWER:	GMM

C-101

FILE LOCATION: R:\Projects\24000\24100\24188\CIVIL\PRODUCTION\24188_PP.dwg

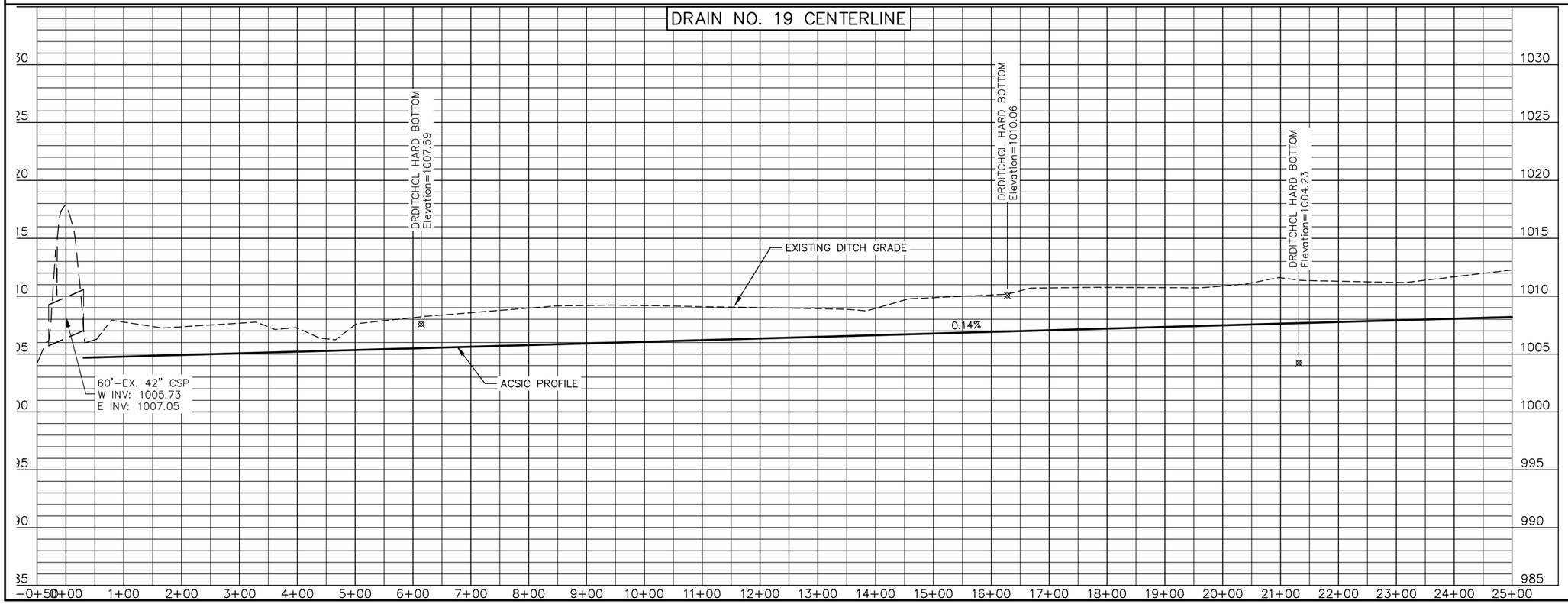


PRELIMINARY



0 200
Scale in Feet

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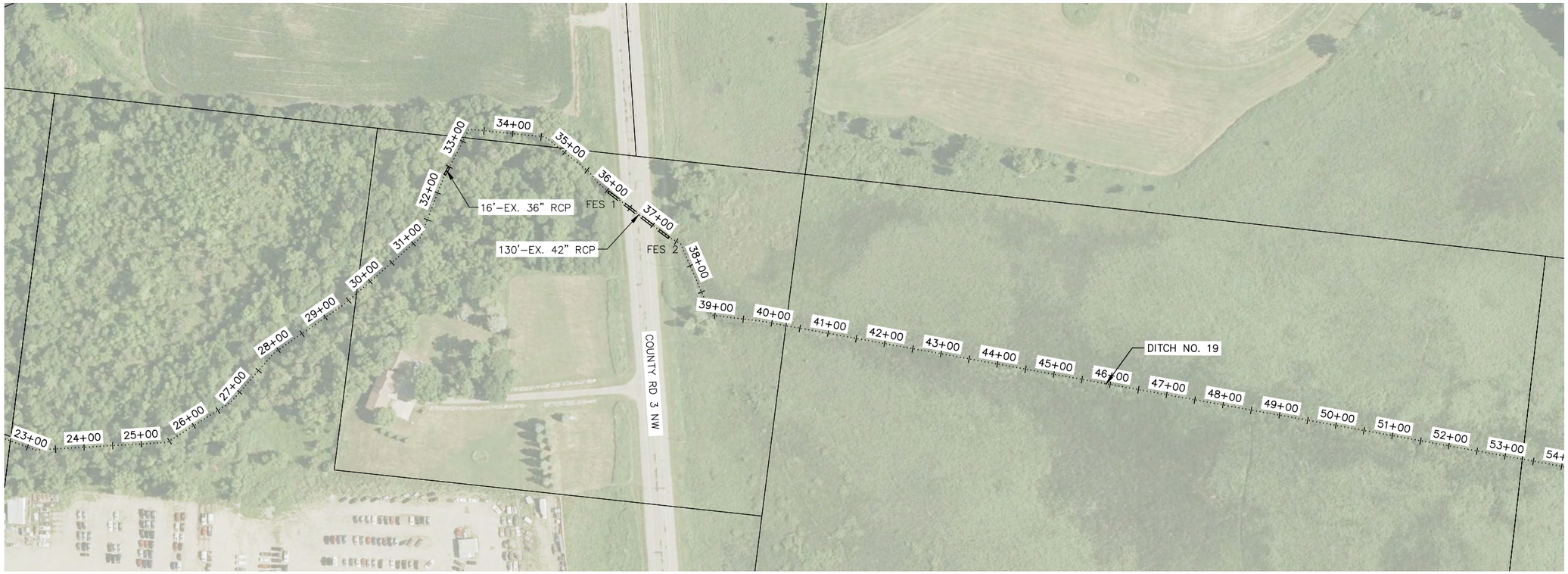


PLAN & PROFILE
WRIGHT COUNTY DITCH NO. 19 RECORD REESTABLISHMENT
WRIGHT COUNTY DITCH NO. 19
WRIGHT COUNTY, MINNESOTA
DRAIN NO. 19

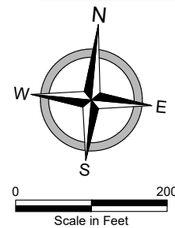
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REV NUM:	----
RECORD:	----
PROJECT No.	24188
MANAGER:	DTE
DESIGNER:	QDS
DRAFTER:	DWA
REVIEWER:	GMM

C-401

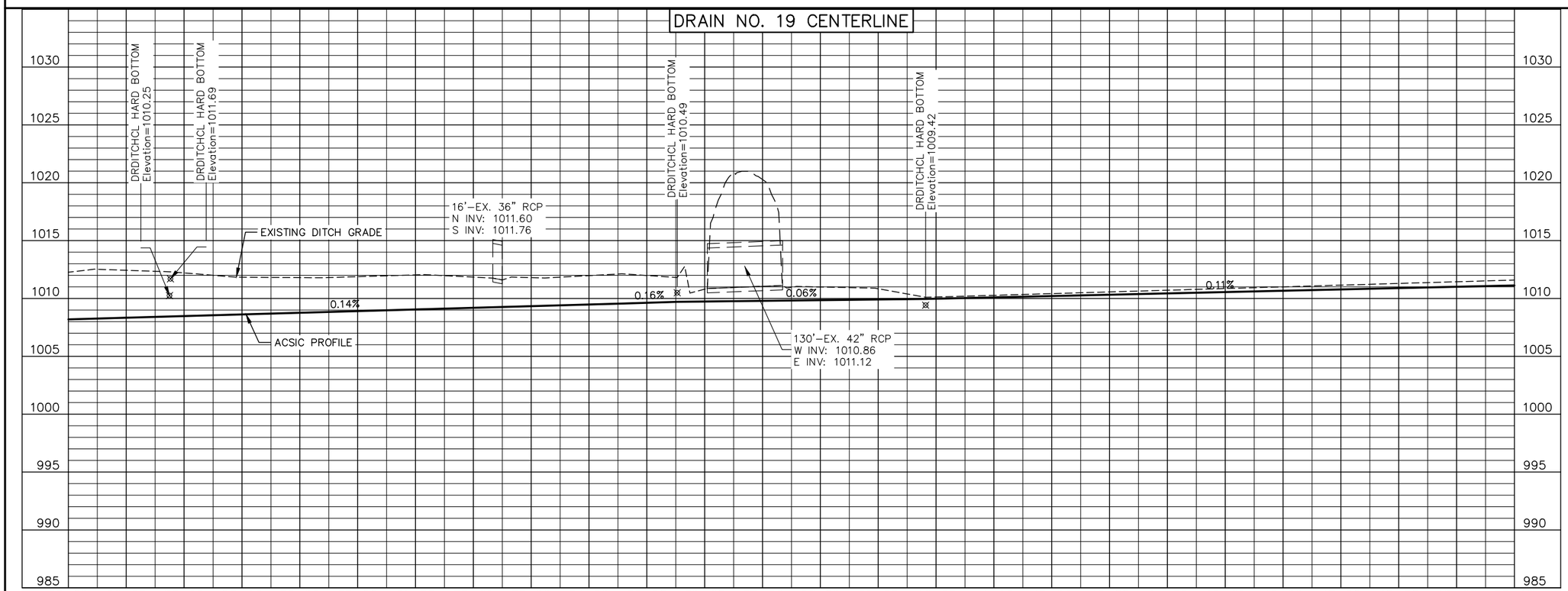
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PRELIMINARY



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PLAN & PROFILE
WRIGHT COUNTY DITCH NO. 19 RECORD REESTABLISHMENT
WRIGHT COUNTY DITCH NO. 19
WRIGHT COUNTY, MINNESOTA
DRAIN NO. 19

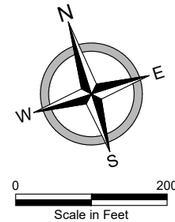
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C-402

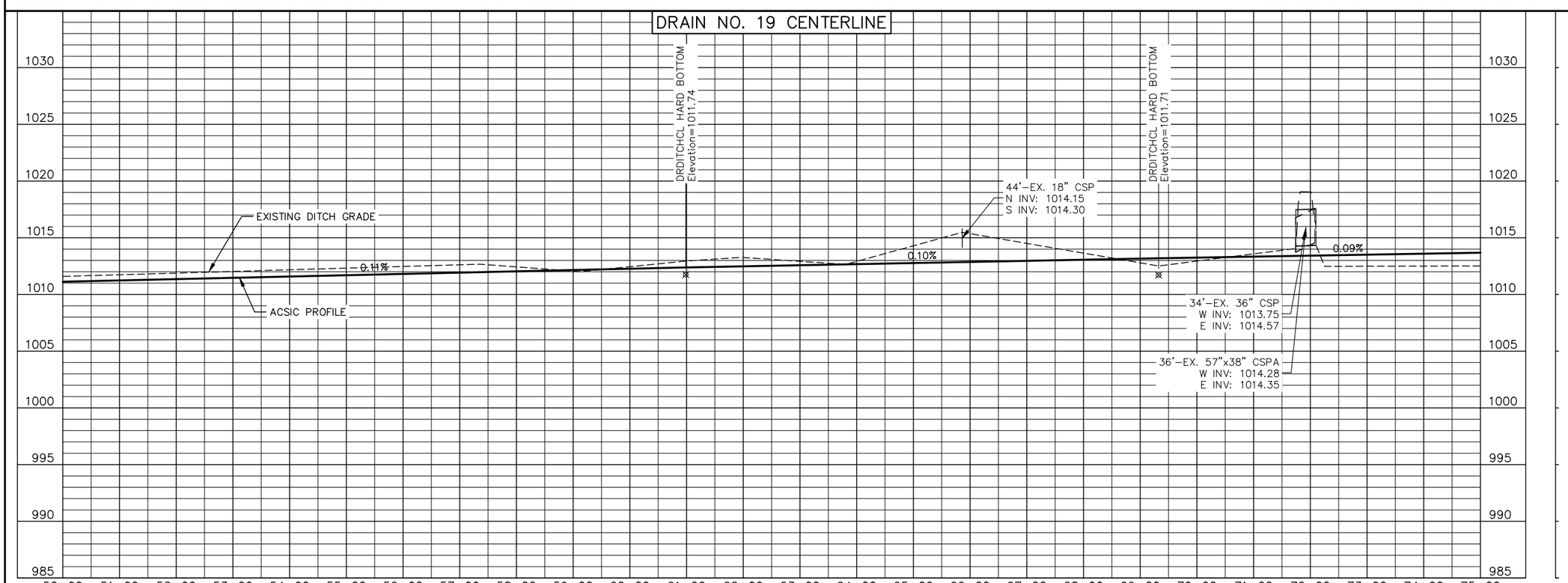
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PRELIMINARY



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PLAN & PROFILE
WRIGHT COUNTY DITCH NO. 19 RECORD REESTABLISHMENT
WRIGHT COUNTY DITCH NO. 19
WRIGHT COUNTY, MINNESOTA
DRAIN NO. 19

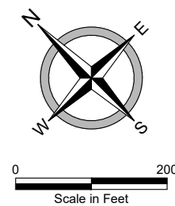
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REVIEWER:	GMM

C-403

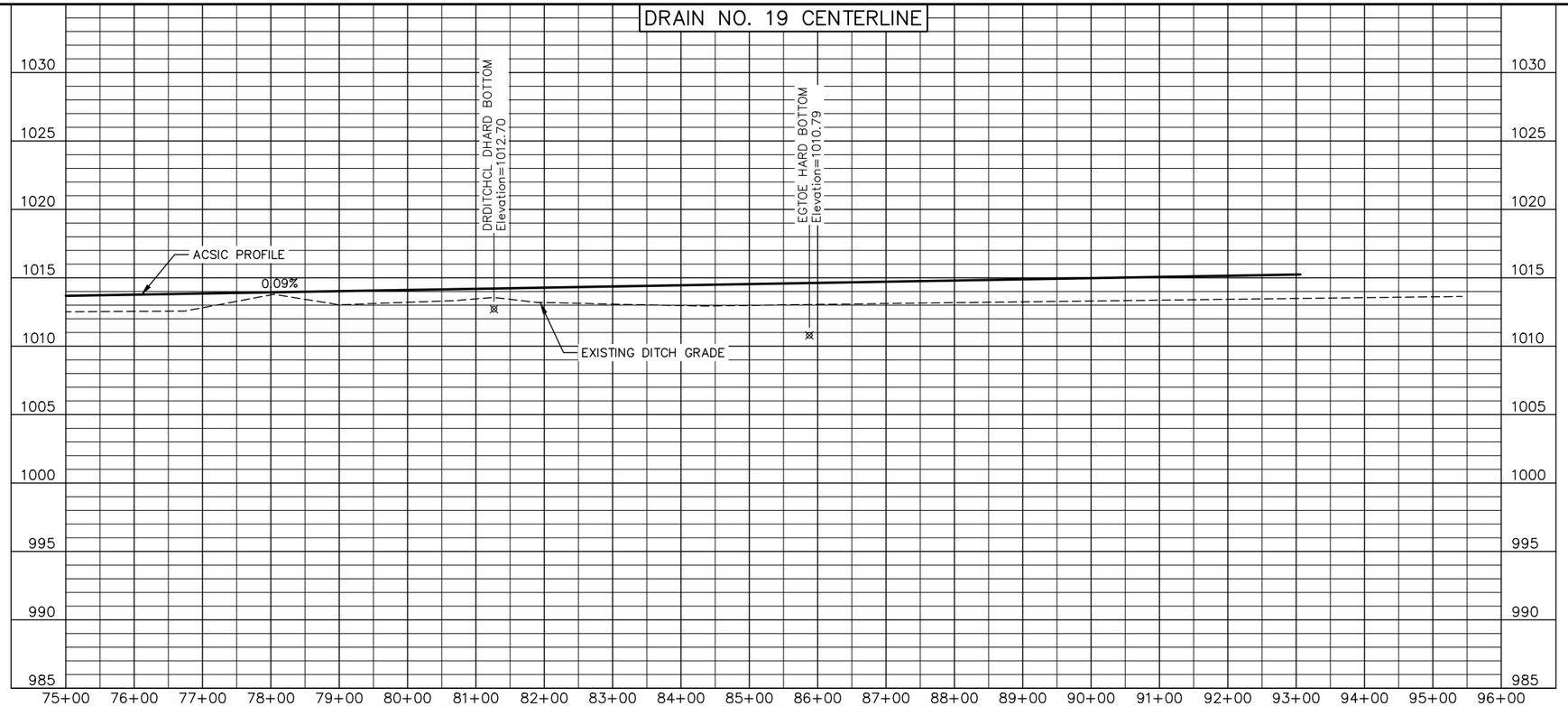
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Scale in Feet



moore engineering, inc.

PLAN & PROFILE
WRIGHT COUNTY DITCH NO. 19 RECORD REESTABLISHMENT
WRIGHT COUNTY DITCH NO. 19
WRIGHT COUNTY, MINNESOTA
DRAIN NO. 19

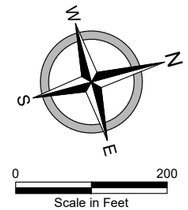
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DESIGNER:	QDS
DRAFTER:	DWA
REVIEWER:	GMM

C-404

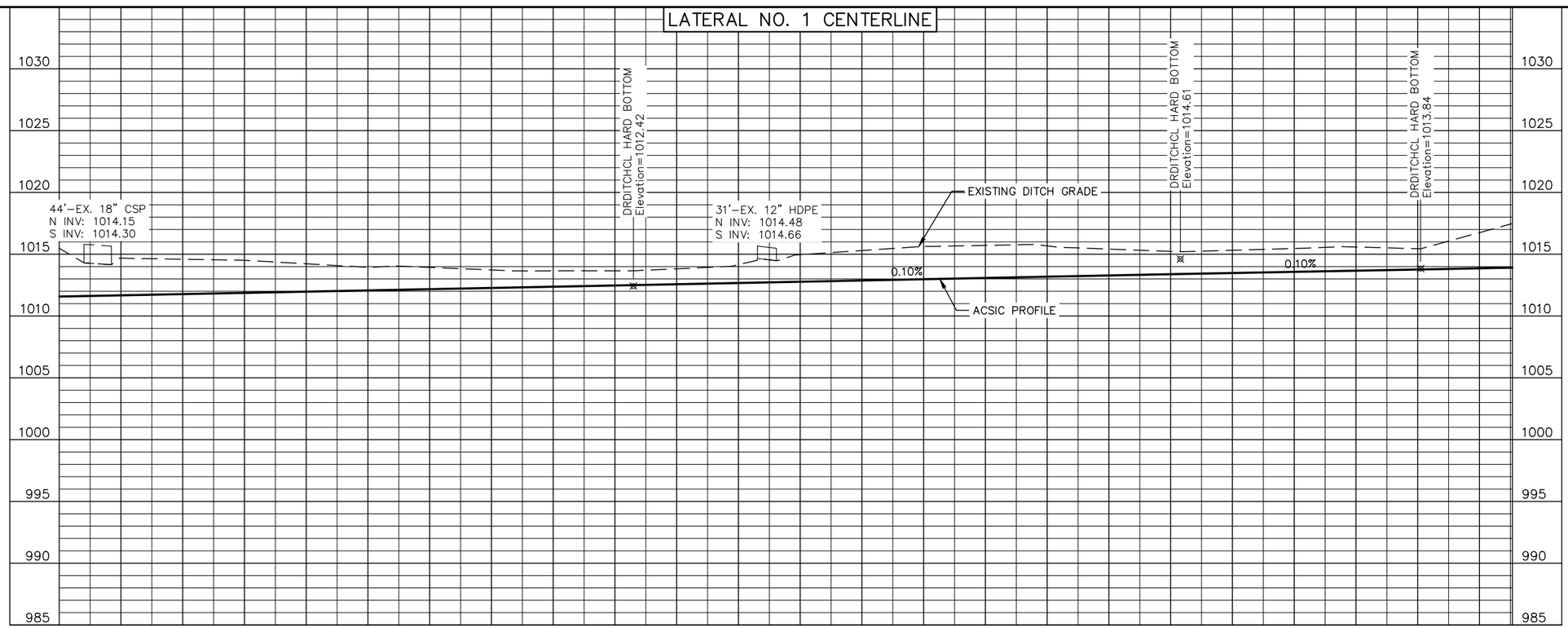
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PRELIMINARY



moore engineering, inc.



PLAN & PROFILE
WRIGHT COUNTY DITCH NO. 19 RECORD REESTABLISHMENT
WRIGHT COUNTY DITCH NO. 19
WRIGHT COUNTY, MINNESOTA
LATERAL NO. 1

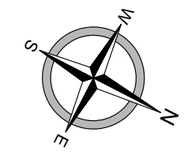
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DRAFTER:	DWA
REVIEWER:	GMM

C-405

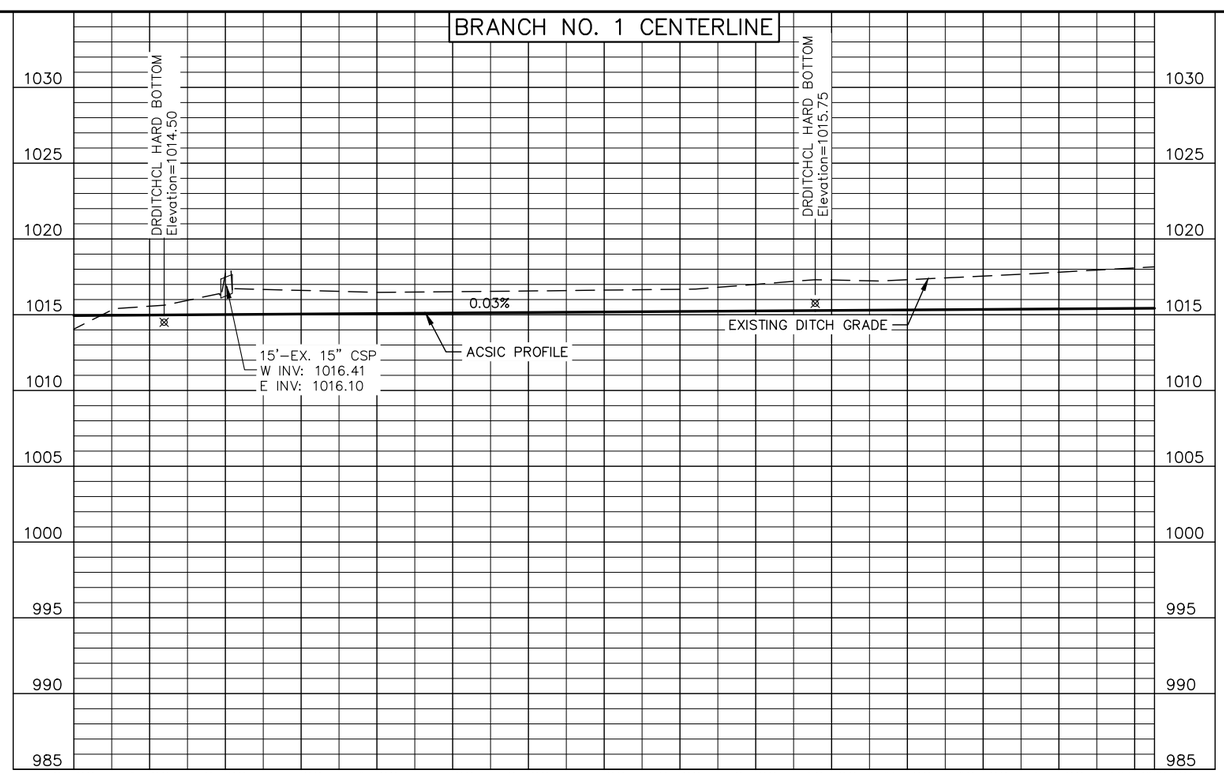
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PRELIMINARY



moore engineering, inc.



PLAN & PROFILE
WRIGHT COUNTY DITCH NO. 19 RECORD REESTABLISHMENT
WRIGHT COUNTY DITCH NO. 19
WRIGHT COUNTY, MINNESOTA
BRANCH NO. 1 OF LATERAL NO. 1

DATE:	10.03.24
REV DATE:	----
REV NUM:	----
RECORD:	----
PROJECT No.	24188
MANAGER:	DTE
DESIGNER:	QDS
DRAFTER:	DWA
REVIEWER:	GMM

C-406

Attachment B
Engineer's Report

And did cause to be made a statement of the names of the laborers, and the time each was employed by him, and every other item of expense by him incurred in and about said work, which statement is made a part of this report and hereto attached, marked Exhibit 4 of Engineers Report

and I do further report and return herewith a form of contract to be executed by the Contractor of said work, which form of contract is hereto attached and made a part hereof and marked Exhibit No.5 of Engineers Report

And (in case said ditch drains, either in whole or in part, any public or corporate road or railroad, or benefits any of said roads) did

(Here state what was done as to road.)

Respectfully submitted,

J. E. Van Kruchten

Civil Engineer.

Dated March 28, 19 13

Subscribed and sworn to before me this 28 *day of* March, *A. D.* 19 13

John A. Lee

COUNTY AUDITOR,
Wright County, Minn.

Ditch No. 19

ENGINEER'S REPORT

In the Matter of the Petition of

AND OTHERS

Filed March 28, *A. D.* 19 13

John A. Lee

COUNTY AUDITOR,
Wright County, Minn.

MILLER-DAVIS PRINTING CO.

-12-

In the Matter of the Petition of P. B. O'Loughlin

and Others, for a Public Ditch in the County of Wright

State of Minnesota, Designated and Numbered as County Ditch No. 19

To the Board of County Commissioners

of the County of Wright State of Minnesota:

The undersigned Civil Engineer, appointed by your order bearing date the Twenty-third *day of* October, 19 12, *to view the route proposed in the petition of* P. B. O'Loughlin and others

for a public ditch

would respectfully report that at the time specified in your said order, he made an accurate survey of the line of said proposed Public ditch *from its source to its outlet, and caused stakes to be set along said line, numbered progressively down stream at each 100 feet, and caused a plat of said survey of said proposed ditch to be made, showing among other things a complete description of the lands over which said ditch is surveyed, which plat is made a part of this report and attached hereto, marked Exhibit 1* of Engineers Report

And did make a computation of the number of cubic yards of earth to be excavated and removed from said ditch No. 19 *between each of the 100-foot stakes, and the estimated cost per cubic yard for the removal thereof, and did sum up the total number of cubic yards to be excavated and removed from the entire length of said ditch* No. 19 *and an estimate of the total cost of laying out, establishing and constructing of the whole work, including all preliminary and other expenses connected therewith and with the inspecting and certifying to the work when and as the same is completed. And did cause the same to be prepared in tabular form, also giving the depth of cut, width at the bottom and width at the top, at the source, outlet and each one hundred foot stake of said* Public Ditch *which tabulated statement is made a part of this report and hereto attached, marked Exhibit 2* of Engineers Report

And did, as by law required, specify the time and manner in which said work shall be done, and (in case of underground work) did specify the size and kind of tile to be used, or other material necessary in such underground work, and did estimate the cost of the same as a part of the total cost of said work, which statement and specifications and estimates are made a part of this report and hereto attached, marked Exhibit 3 2 and 3 of Engineers Report

and did specify and tabulate all cleaning of obstructions of water courses, building of flumes of other wood or masonry work, construction of fences for the protection of the ditch, bridges or other additional construction work

EXHIBIT NO 1
OF
ENGINEER'S REPORT ON COUNTY DITCH Nº 19
WRIGHT COUNTY MINNESOTA

Scale 500ft = one inch.

J. C. Van Krevelen, Civil Engineer.

T. 120. R. 28.

Thomas P. O'Loughlin | Anna Kean | Michael J. Keahn. | Jacob Metajarvi | Matti Lehtola | Alex Simonson | G. W. Strand

John F. Nivola | Jacob Jacobson | Herman Lampi

Lot Nº 2 62.27 | Lot. Nº 1 64.90

Lot Nº 3 36.45 Charles J. Mabus

10 | 11

Bridget O'Donahue

Thomas P. O'Loughlin | Charles J. Mabus

Chas. & Mary K. Jude Lot Nº 4. 30.0

Gov. Meander Lines.

FRENCH LAKE

Branch No 1 of Lateral No 1 Sta. 0

Sta. 0 of Lateral No 1

693.0' | 660.0' | M.C

Anthony Guntire

Minnie King

Lot Nº 7 98.36 Chas & Mary K. Jude

Peter O Berg

John Becklund | C. M. Peterson | Israel Peterson

Water Level

Lot Nº 6. 67.75

15 | 14

Stone

Sta. 0 of Main Ditch.

Mary N. Thompson. | Desire Gerard | Bergstrom Bros. | Israel Peterson

Lot. Nº 5 39.96

Mathias Wigren Lot 2. 37.42

Robert J. Gerard | Augusta M. Rousseau | P. B. O'Loughlin

Lot. Nº 4 98.23 | Lot. Nº 3. 46.63

EXHIBIT No 2
Of
ENGINEERS' REPORT ON COUNTY DITCH No 19
WRIGHT COUNTY MINNESOTA

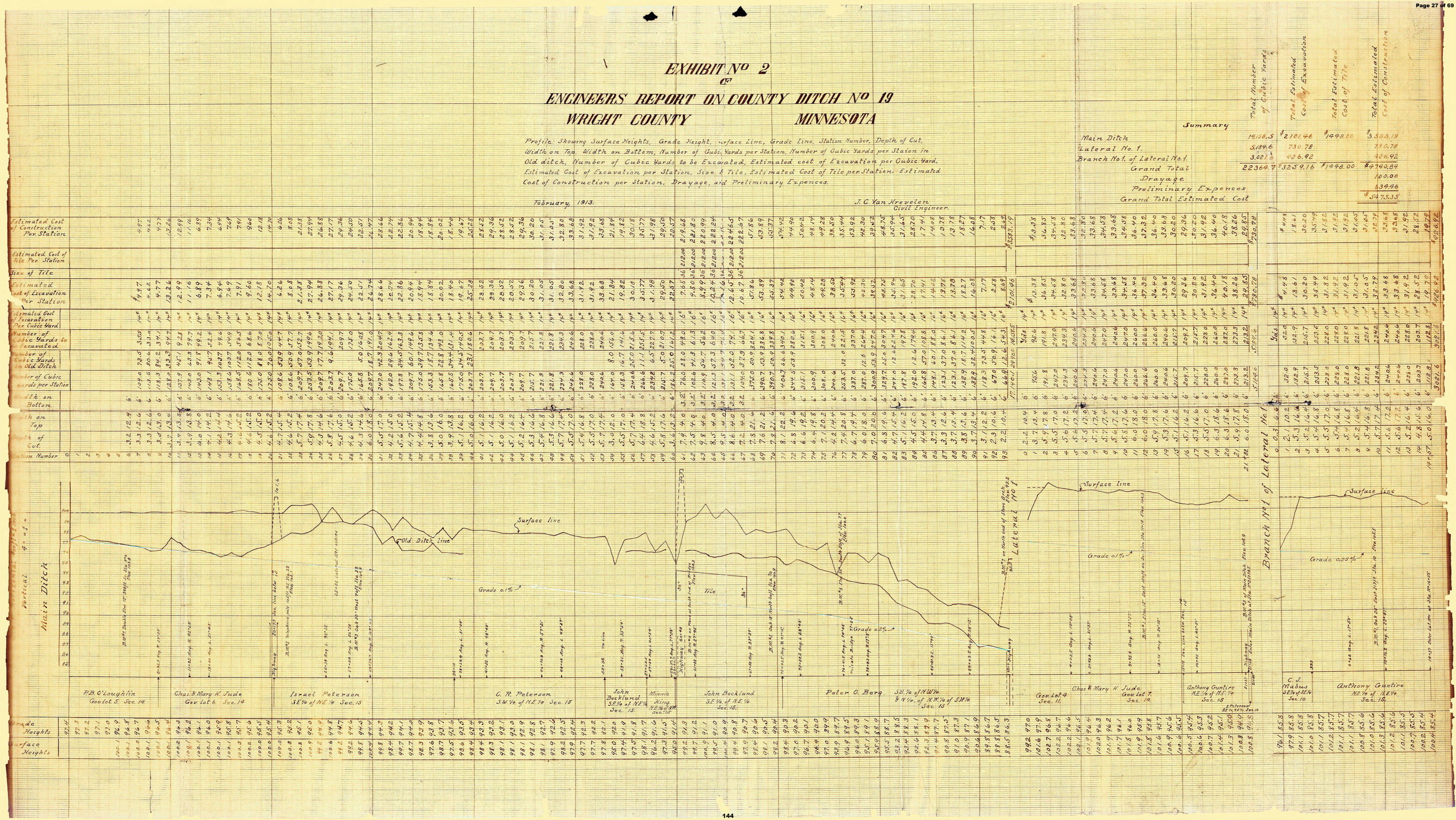
Profile Showing Surface Heights, Grade Height, Surface Line, Grade Line, Station Number, Depth of Cut, Width on Top, Width on Bottom, Number of Cubic Yards per Station, Number of Cubic Yards per Station in Old ditch, Number of Cubic Yards to be Excavated, Estimated cost of Excavation per Cubic Yard, Estimated Cost of Excavation per Station, Size of Tile, Estimated Cost of Tile per Station, Estimated Cost of Construction per Station, Drayage, and Preliminary Expenses.

February, 1913.

J. C. Van Hreveler
Civil Engineer.

Summary

	Total Number of Cubic Yards	Total Estimated Cost of Excavation	Total Estimated Cost of Tile	Total Estimated Cost of Construction
Main Ditch	14158.5	$2101.46	$1448.00	$3583.19
Lateral No. 1.	5184.6	730.78		730.78
Branch No 1. of Lateral No 1.	3021.6	426.92		426.92
Grand Total	22364.7	$3259.16	$1448.00	$4740.89
Drayage				100.00
Preliminary Expences				634.46
Grand Total Estimated Cost				$5475.35



-16-

EXHIBIT 3.

Engineer's Report

IN

Ditch Proceedings.

Filed in the Office of the County Auditor
of Wright County, Minn. This 28
day of March A. D. 1913

J. Johnson
County Auditor.

By _____ Deputy Auditor

MILLER-DAVIS PRINTING CO., MINNEAPOLIS

No. 2563—Engineer's Report in Ditch Proceedings
MILLER-DAVIS PTG. CO. MINNEAPOLIS, MINN.

Exhibit 3 of Engineer's Report in Ditch Proceedings.

Showing Time and Manner in which same must be done. Ditch No. 19

SECTION	TIME WITHIN WHICH WORK MUST BE DONE	MANNER IN WHICH WORK MUST BE DONE	MATERIALS USED	COST OF MATERIALS AND WORK
Stake No. 0+00 to Stake No. 60+00 Stake No 65+00 to Stake No. 93+00 Main Ditch	Jan. 1st. 1915	Hand and Team and scraper work. All banks to have smooth and even finish with a slope of 1 to 1		$2027.00
Stake No. 60+00 to Stake No. 65+00	Jan. 1st 1915	Tile as shown on Exhibit No. 2 with wingwalls of concrete as may be required by the engineer in charge.	36 inch Tile	$1223.30 ~~$1256.10~~
Lateral No. 1 Stake No. 0+00 to Stake No. 21+82	Jan. 1st 1915.	All work to be done by hand and team and scraper All banks to have amooth and even finish with a slope of 1 to 1.		$730.78
Branch No. 1 of Lat.No.1 Stake No. 0+00 to Stake No. 14+57	Jan. 1st. 1915	Same as Lateral No.1		$426.92
Stake No. ... to Stake No. ...				
Stake No. ... to Stake No. ...				
Stake No. ... to Stake No. ...				

EXHIBIT 4

Engineer's Report

IN

Ditch Proceedings.

Filed in the Office of the County Auditor of Wright County, Minn. This 28th day of March A. D. 1913

John Berry
County Auditor.

By _____ Deputy Auditor.

Exhibit 4 of Engineer's Report in Ditch Proceedings.

Statement of Names of Laborers and Time Employed and Compensation Received together with the time of the Engineer on said work and all items of expense incurred in connection therewith

County Ditch No. 19

NAMES OF LABORERS AND ASSISTANTS	NO. OF DAYS EMPLOYED	AMOUNT PAID PER DAY	TOTAL AMOUNT PAID	OTHER EXPENSES INCURRED
J. C. Van Krevelen, Engineer	24	$8.00	$192.00	
Frank C. Warta, Chainman	8	2.00	16.00	
" rodman	2	2.50	5.00	
Emil C. Scarp chainman	10	2.00	20.00	
P. B. O'Loughlin "	3	2.00	6.00	
Israel Peterson axman	5	2.00	10.00	
E. G. Boslough conveyance				$6.00
L.C.St.Johns "				5.00
Israel Peterson "				2.00
Thomas Rader "				3.00
P. B. O'Loughlin stake lumber				6.60
Israel Peterson Board				32.00
J. C. Van Kerevelen R.R. fare				1.86
" board				1.50
Israel Peterson conveyance				2.00
J. C. Van Krevelen Engineer	3	8.00	24.00	5.50
			$273.00	$65.46

Attachment C
Ditch 19 Repair History

County Ditch #19 Repair History

May 3rd, 1960: Unknown repairs for $18.90

August 6th, 1963: Repairs were authorized for $1,400.00 and

August 19th, 1964: Repairs authorized for $700.00 and $610.55 was paid on November 3rd, 1964. Scope of repairs unknown.

April 6th, 1965: $65.00 was paid for labor on CD 19. Scope of repairs unknown.

September 23rd, 1965: $77.00 was paid for repairs on CD 19. Scope of repairs unknown.

November 9th, 1965: During a public hearing repair were authorized for $400.00. on January 4th, 1966, statement of claims was made for "*Dynamiting on Co Ditch #19*" for $322.25 and $51.00 respectively.

December 6th, 1966: Levy was made against CD 19 for $500. Scope of repairs is unknown.

November 22nd, 1967: $190.62 was approved for dynamite on CD 19. Scope of repairs unknown.

December 2nd, 1975: Invoice from Tri County Surfacing for "Ditch work on CD #19" for $1,300. Scope of repairs unknown.

July 20th, 1980: Approval was given to alter the existing 38in culver under CR 3 and enlarge it to a 42in.

October 29th, 1985: A Ditch Committee was created. On November 5th, 1985, they postposed repairs until the DNR review the outlet, and no other mention of repairs are made aside from a $150.00 charge.

August 12th, 1986: $1,200 was requested to clean out two areas "*the outlet by Township Road and the outlet by County Rd. 3*" but the motion failed.

November 5th, 2002: First meeting on extensive repairs that "*cleanout should start at CSAH 37 and continue back to CR #3 to see what impact this has on the flow of water. There appeared to be blockage between CR #3 and Peloquin Avenue. North of French Lake, there is an approximate 1000' area which needs cleanout"* Bids were received on December 3rd, 2002, and payment was made to Fyles Excavating & Honey Wagon on January 14th, 2003, for $5,600.

February 10th, 2004: French Lake Improvement Association brought request for repairs to the board. DNR Hydrologist Dale Homuth completed extensive review of the system. On July 6th, 2004, the minutes state "*Mattson referenced discussion involving Ditch 19 and said the landowner cleaned out the ditch at no cost to the County.*"

August 28th, 2012: French Lake Homeowners Association requested permission to clean out portions of CD 19 at their own expense and this was approved. More review is needed to see if this private work was completed.

Exhibit C

moore engineering, inc.

925 10th Avenue E, Ste 1, West Fargo, ND 58078
P: 701.282.4692

Memorandum

Date: 06/20/2025

Prepared By: Garrett Monson, PE
Quentin Scott, PE

Project: Wright County, MN
Moore Project #24188

Subject: Wright County Ditch 19 Repair Report

Introduction

As requested by the Commissioners of Wright County (County), Moore Engineering Inc. (Moore) has been contracted to investigate the condition of Wright County Ditch #19 (CD 19) and determine what repairs may be necessary to restore the ditch.

This report will discuss Moore's findings regarding the current condition of CD 19 and identify the reaches that require repair. Recommended repairs with cost estimates and preliminary construction plans have also been prepared and are attached to this report, Attachments A and B. Wrigth County retains the decision whether to accept, reject, or modify the Engineer's recommendation.

Background

CD 19, shown in Figure 1, is located in Sections 14 and 15 (T168N R35W) in French Lake Township. The Main Trunk generally flows from the northeast to the southwest, beginning in the SW quarter of Section 14 and continues into French Creek in the SW quarter of Section 15. CD 19 starts at the outlet of French Lake and ends at the crossing under Peloquin Avenue. In addition to the Main Trunk there is also a Lateral on CD 19 that connects with the Main Trunk in the northeast corner of Section 15 and continues north and northeast to Section 11. There is also a Branch tributary to Lateral 1 that connects with Lateral 1 in Section 15 with its beginning in Section 10.



Figure 1: CD 19 Location

In 2024 Wright County received a petition to repair CD 19. The County reviewed historical documents of the ditch and determined that no records properly established the alignment, grade, and geometry of the ditch. In order to act on the repair request, a reestablishment of records was first completed. Moore submitted a memorandum titled “Reestablishment of Wright County Ditch 19” dated 11/07/2024 to the Wright County board of directors. This reestablishment of records was accepted and adopted by the board on 1/13/2025 as the corrected record for the As Constructed and Subsequently Improved Condition (ACSIC) of CD 19. Once the reestablishment of records was adopted, the County could act on the submitted repair petition consistent with Mn Stat 103E.715.

The following is a summary of the documents on record pertaining to the ditch. The intent of this summary is to provide the known historical timeline regarding the ditch’s construction, improvements, and maintenance. This information may be carried forward, and updated as necessary, from previous reports.

- 1913 Original Engineering’s Report, including a plan and profile sheet of the intended design.
- 2004 DNR Survey of CD 19, reviewing the resizing of the culvert under Oliver Avenue as it relates to flooding concerns on French Lake.
- 2004 French Lake Associate Cleanout, details the cleanout of CD 19 from French Lake to Oliver Avenue.
- Repair history of CD 19 stating dates of repairs, project cost, and scope if known.
- Reestablishment of Wright County Ditch 19

Based on the original 1913 engineer’s report the entirety of CD 19 was to have a six-foot bottom with 1:1 side slopes. The channel slope varied between 0.1 percent and 0.05 percent.

Current Conditions

Moore’s procedure for analysis of CD 19 included a review of the existing profile, cross sections, and structures in the project area. As part of the reestablishment of record, Moore completed a ditch survey that documented the ditch’s geometry including cross sections, alignment, and crossing information.

After the field survey and review with county staff, CD 19 was broken into four reaches. The four reaches are: 1) from CR 3 to Peloquin Avenue (STA 0+00 to 37+00)[1], 2) from CR3 to Oliver Avenue (STA 37+00 to 72+00), 3) from Oliver Avenue to the French Lake outlet (STA 72+00 to 9.+06), and 4) Lateral 1 and Branch 1.

Reach 1 has a significant number of trees and vegetation covering the channel the entire length of the reach. There was tree coverage on both sides of the channel. Based on a comparison between the existing ditch bottom and the ACSIC profile, there is two to five feet of sediment in the ditch. There is a 36-inch culvert at STA 32+50 where the crossing has failed and the culvert exposed on the top and both sides. This crossing is a private crossing and is currently an obstruction. At the downstream end of Reach 1 is Peloquin Avenue which had a culvert that was two feet higher than the ACSIC

Reach 2 has a large public water wetland (PWW 860-377) that is crossed by the Main Trunk of CD 19. Starting at STA 60+00 and continuing to STA 69+00 there were several trees close to the ditch. These trees have been removed as part of recent maintenance. There was also large sediment delta where

[1] All stationing in the body of this report is approximate

Lateral 1 drains into the Main Trunk, approx. STA 66+00. This sediment delta has created an obstruction in the ditch and is likely backing up water upstream of this point.

Reach 3 had a large amount of vegetation within the waterway of the ditch. This buildup of vegetation was noted both in the field and after reviewing aerials of the ditch. The vegetation had grown to a point of restricting the hydraulic capacity of CD 19. This vegetation has been removed as part of recent maintenance through coordination with the MnDNR.

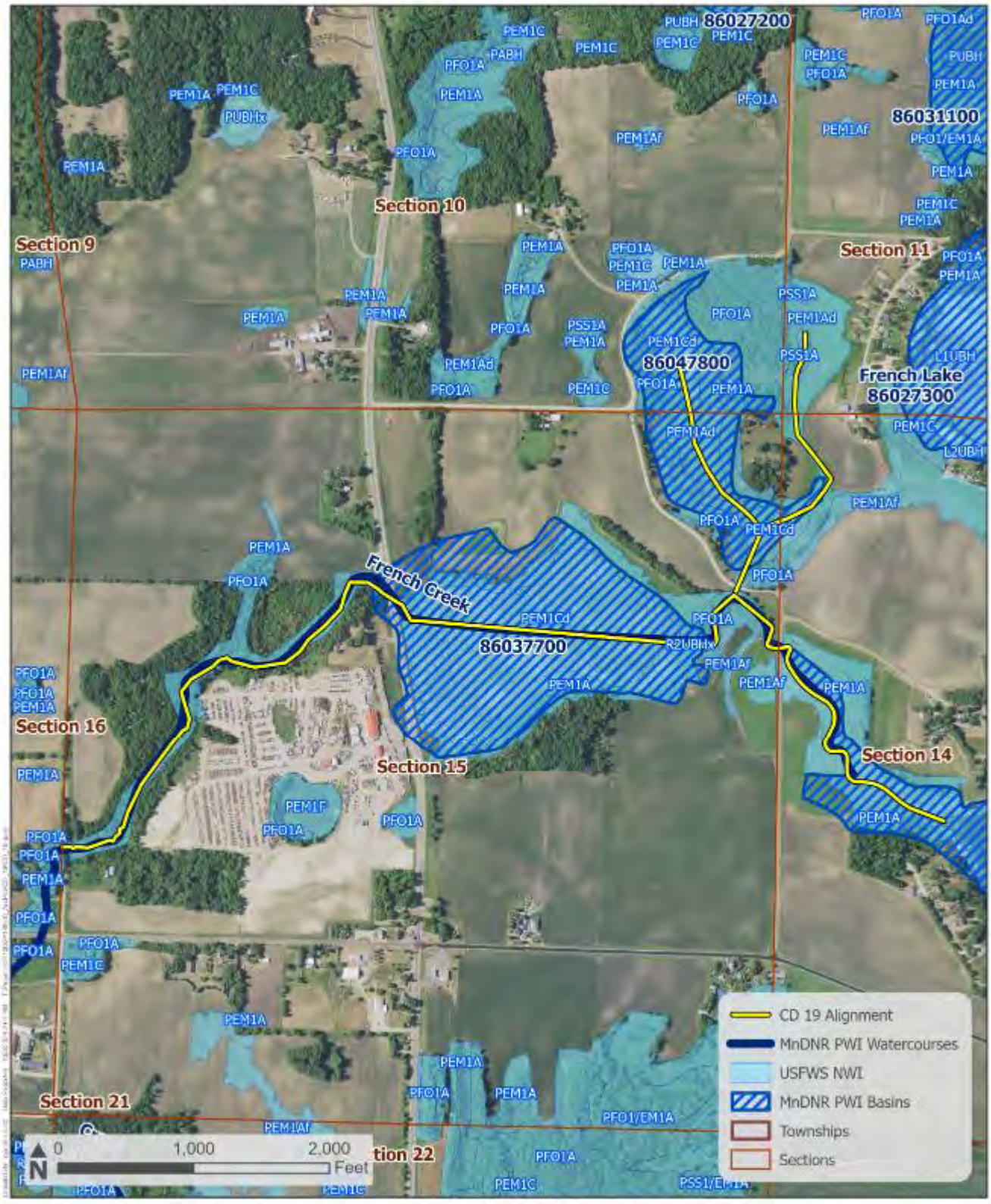
Reach 4 contains both Lateral 1 and Branch 1. The crossing under Oliver Avenue connecting Lateral 1 and the Main Trunk is significantly higher than the ACSIC profile for both the Main Trunk and Lateral. This perched culvert is likely contributing to the sediment deposition on the Main Trunk and restricting flow from Lateral 1. Lateral 1's current profile is one to three feet higher than the ACSIC, likely due to the channel being within pasture which is prone to trampling. Between Oliver Avenue and STA 8+50 Lateral 1 has a negative slope. Branch 1 has similar issues to Lateral 1 with it being one to two feet higher than the ACSIC and trampled side slopes.

Natural Resources

As shown in Figure 2, much of CD 19 is fringed by wetland communities identified on the U.S. Fish and Wildlife Service (USFWS) National Wetlands Inventory (NWI). A summary of wetland types by Cowardin classification is provided in Table 1 below. The Main Trunk of CD 19 is also mapped as a Minnesota Department of Natural Resources (MnDNR) public watercourse, named French Creek (M-064-019.2). The Main Trunk of CD 19 also passes through an unnamed MnDNR public water wetland (860-377) and enters into a public water basin, French Lake (86-273). Lateral 1 of CD 19 also passes through an unnamed public water wetland (86-478).

Cowardin Class	Description	Number of Basins
PFO1A	Palustrine, Forested, Broad-Leaved, Temporarily Flooded	4
PEM1A	Palustrine, Emergent, Persistent, Temporarily Flooded	4
PEM1Cd	Palustrine, Emergent, Persistent, Seasonally Flooded (Ditched)	2
R2UBHx	Riverine, Lower Perennial, Unconsolidated Bottom, Permanently Flooded (Excavated)	1
PSS1A	Palustrine, Scrub-Shrub, Broad-Leaved, Temporarily Flooded	1
PEM1Ad	Palustrine, Emergent, Persistent, Temporarily Flooded (Ditched)	1
L2UBH	Lacustrine, Littoral, Unconsolidated Bottom, Permanently Flooded	1
PEM1Af	Palustrine, Emergent, Persistent, Temporarily Flooded (Farmed)	1
Total		15

Table 1: Summary of NEW Wetland Community Types Intersected by CD 19



Wetlands Intersected by CD19
Wright County Ditch 19 Reestablishment

Figure 2
Wright County

moore engineering, inc.

Proposed Repairs

Repair Reach 1

The first reach of CD 19 that requires repairs is from CR 3 to Peloquin Ave, STA 0+00 to 36+00, see Figure 3 for proposed repairs. The recommended repair for this reach would focus on clearing the trees within the channel and along the adjacent north bank for access and a functional cleanout repair of the ditch itself. The south banks are extremely steep and would require extra effort to clear trees and regrade banks for access which is why clearing, and access will stay focused on the north bank. The top of bank in this reach is approximately ten feet from the center of the ditch, trees would be cleared within 20 feet of the top of bank. The total width of the tree clearing would be 30 feet along the functional repair, which will be between STA 14+00 to 36+00, for a total of 2.5 acres of clearing. The existing spoil banks would be leveled and an access path rough graded as needed as part of the repair.

Instead of a full-deep repair to the ACSIC, which would require additional tree clearing, ditch access, and replacing the culvert at Peloquin Avenue, a functional repair is recommended for Reach 1. There is a high point within this reach at STA 25+50, this high point is higher than the invert of the culvert under CR 3. To remove this high point and return positive drainage, starting at STA 14+00 a two-stage ditch section will be excavated that will be graded at a constant slope to match the downstream invert of the culvert crossing at CR 3.

This functional cleanout would restore hydraulic efficiency within the ditch and would avoid altering the functioning culvert at either end of the reach. The repaired ditch would have a low flow section that would have a six-foot bottom, as originally designed, with side slopes at a minimum 3:1 instead of the original 1:1 to increase bank stability. This low flow section would match the functional repair profile with the intent of conveying the two-year flow event. Then a high flow second stage would be excavated to convey flows larger than the two-year, this would match the elevation of the south bank's toe. Currently this reach's bottom width has widened to be around ten to twelve feet, causing water to slow and sediment to deposit. The two-stage ditch section will concentrate smaller flows which will help prevent mass sediment deposition while still keeping the higher stage area for relief during larger events. The dimensions and cross section of the two-stage ditch will be finalized as part of final design of the project. Given the existing side slopes surrounding the ditch, sediment removed from within the channel and from the side slopes would need to be carted to a disposal area. The disposal area would need to be agreed upon with adjacent landowners, an assumed one-acre spoil area was used when estimating costs this area will also be finalized as part of the final design of the project. The failed private culvert at STA 32+50 will also be removed as part of the repairs.

Any disturbed areas outside of the ditch and the ditch bank would then be seeded with native seed mixes to restore vegetation and stabilize the site. Replacing the removed trees with native grasses and leveling the spoil banks along the ditch would allow for better future access to monitor and maintain the ditch.

Repair Reach Two

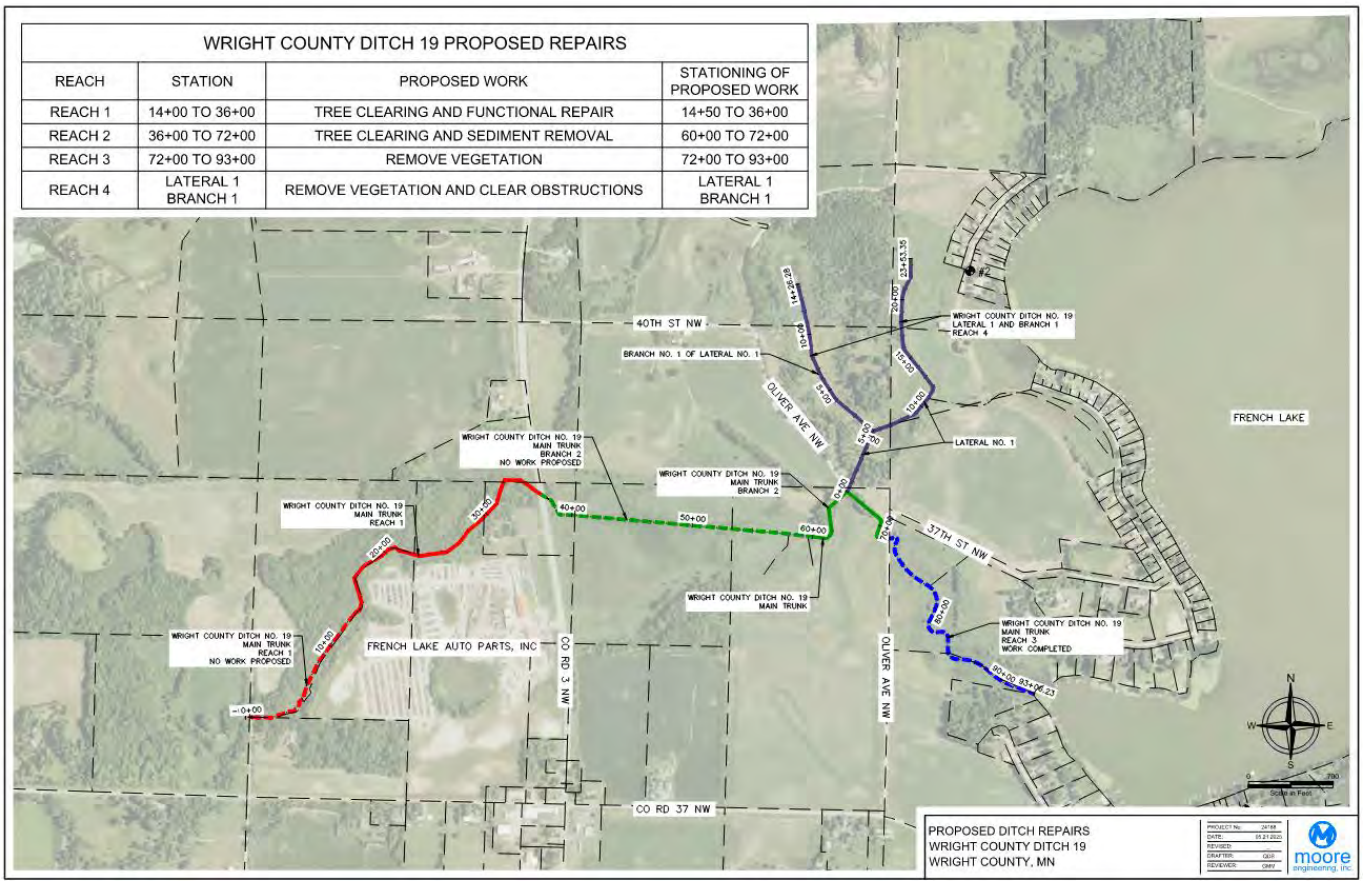
The sediment delta at STA 66+00 would be removed to the ACSIC profile as the existing channel bottom closely matches the ACSIC elevation both upstream and downstream of this delta. Removal of any new deadfalls or other obstructions would also be required within this reach. Access to the ditch was restored during recent ditch maintenance. The spoil banks will be leveled as part of the repair. Disturbed areas will then be seeded to restore vegetation while allowing for future access and monitoring of the ditch.

Repair Reach 3

Through the review of the petition for repair and in coordination with drainage authority staff, it was determined that to the historical hydraulic capacity of CD 19, vegetation removal within this reach was needed. Historical aerials showed existing spoil piles along CD 19. Through coordination with the DNR, vegetation was removed and placed on the existing spoil piles. The existing cross section closely matched the ACSIC and no material outside of the vegetation and associated root mass was removed from this portion. The repair work for this reach was authorized over the winter of 2024/2025 and has since been completed.

Repair Reach 4

While the culvert under Oliver Ave at the downstream end of Lateral 1 is perch and significantly higher than the ACSIC profile, lowering this culvert may affect the public water wetland that Lateral 1 flows through. Lowering this culvert is not currently recommended until specifically requested and further wetland analysis can be completed. To partially restore channel capacity, regrading Lateral 1 to remove vegetation and obstructions and re-establish a positive slope, as shown in the attached plans is recommended.



Hydraulic Impacts of Repair

Removing the high point in Reach 1 and restoring a positive drainage slope will increase the overall hydraulic capacity of this reach. The low stage was designed to match the original ditch width of six feet with the added capacity of 3:1 slopes instead of the original 1:1 slopes. The depth of flow will be lower

than the original due to not excavating to the ACSIC which is why there is a high stage in the proposed ditch section.

Removing the sediment delta in Reach 2 will allow for water to freely flow in this reach. Based on surveyed cross sections the hydraulic capacity either matches or is greater than the original capacity which is why no channel work outside of the sediment removal is proposed.

Removing the vegetation in Reach 3 has restored the original capacity. The current channel bottom closely matches the ACSIC and no sediment removal is necessary.

Vegetation within a channel can restrict flow up to half the design capacity of the same channel with short or no grass. Therefore, vegetation removal in all reaches will restore much of the hydraulic capacity of the drainage system.

Regulatory Considerations

Wetland Conservation Act

Projects which propose work on public drainage systems may be regulated by the Minnesota Wetland Conservation Act (WCA), Federal Clean Water Act (CWA), and Minnesota Public Waters Law. As of August 1, 2024, recent statute changes under the state WCA have taken effect, which has modified applicable drainage exemptions. Sec. 80 of Minnesota Statutes 2022, Section 103G.2241, Subdivision 2, has been amended to read:

“(a) A replacement plan is not required for draining or filling of wetlands, except for draining wetlands that have been in existence for more than 25 years, resulting from maintenance and repair of existing drainage systems, including public drainage systems;

(b) A public drainage authority may, as part of the repair of a public drainage system, as defined in section 103E.005, subdivision 12, install control structures, realign the ditch, construct dikes along the ditch, or make other modifications as necessary to prevent the drainage of wetlands.”

According to Board of Water and Soil Resources guidance, the effect of this change includes “the elimination of the prior drainage exemptions in Subdivision 2, except for the drainage of wetlands that have existed for 25 years or less resulting from maintenance and repair of existing drainage systems. The amended exemption eliminates wetland type as a consideration for eligibility and applies to both public and private drainage systems. Paragraph (b) clarifies that certain activities associated with repairs completed by public drainage authorities only apply to public drainage systems as defined under 103E.005 Subdivision 12.” The removal of wetland type-based exemption language narrows the scope of this exemption to evaluate whether the public drainage system has exhibited functional drainage or has documented maintenance within the last 25 years. To qualify for the exemption under paragraph (a), documentation would need to be provided to demonstrate that wetlands proposed to be drained by drainage system maintenance activities have not existed for more than 25 years.

Clean Water Act

Public drainage projects may also be regulated by the U.S. Army Corps of Engineers under the Clean Water Act (CWA). Section 404 regulates the discharge of dredged/fill material into wetlands, streams, lakes, and other waters regulated by the program. Drainage system projects that involve placement of fill into wetlands or other waters may require authorization from the U.S. Army Corp of Engineers (St. Paul District) under the Section 404 regulatory program. Public drainage repair projects may be

regulated under a Nationwide Permit (NWP), such as NWP 3, Maintenance. This NWP allows for Repair, rehabilitation, or replacement of previously authorized, currently serviceable structures or fills. Projects meeting these criteria may include those with the intent to restore a public drainage system to its intended design functionality.

Public Waters Permitting

Repair work on a public drainage system may not require a MnDNR Public Waters permit but does require pre-project notification and sharing of the repair plans. Continued coordination with the DNR Area Hydrologist once project repair plans are developed is recommended.

Opinion Of Cost

Table 2 below shows a summary of recommended repairs per reach and the associated construction cost. A detailed opinion of cost has been prepared for this maintenance request and is included as Attachment A.

Reach	Recommendation	Project Cost
Reach 1	Clear trees and functional repair	$291,980
Reach 2	Remove sediment	$32,180
Reach 3	Remove vegetation within channel	Work completed
Reach 4	Partial repair, clear obstructions, and remove vegetation with channel	$47,200

Table 2: Opinion of Cost Summary

Crossing Summary

There are seven total crossings on CD 19. There are four crossings on the main trunk, two on Lateral 1, and 1 on Branch 1. Two of the four crossings are within one vertical foot on the ACSIC profile. The crossing at Peloquin Ave has over one foot of fall on it. There was a private crossing between Peloquin and CR 3, but it has since been washed out and failed. The culvert is 36 inches, but both the upstream and downstream culvert are 42 inches, meaning this crossing was likely undersized. The crossing at CR 3 controls the water level within the wetland between CR 3 and Oliver Ave. All the crossings on Lateral 1 and Branch 1 are more than one vertical foot above the ACSIC profile, see Table 3 below.

Reach	Crossing	Size and Material	Relation to ACSIC	Responsibility	Recommendation
Main Trunk	Peloquin Ave	42" CSP	Above	Township	No Action
Main Trunk	Private Access	36" RCP	Above	Private	Remove
Main Trunk	County Road 3	42" RCP	Within 1'	County	No Action
Main Trunk	Oliver Ave	57"x38" CSPA	Within 1'	Township	No Action
Lateral 1	Oliver Ave	18" CSP	Above	Township	No Action
Lateral 1	Private Access	12" HDPE	Above	Private	No Action
Branch 1	Private Access	15" CSP	Above	Private	No Action

Table 3: Crossing Summary

Recommendation

This repair outlined in this report is recommended as detailed in the attached plans. Excavation of the ditch should be completed using best management practices. All vegetation should be removed from the channel bottom and all deadfalls and obstructions be removed from the channel, even where existing grades are below the ACSIC. All spoils should be placed along the ditch on the existing spoil banks and graded to allow for proper drainage. Any future replacement of culverts should include an analysis of ditch capacity prior to replacement.

It is the Opinion of the Engineer that completion of repairs as described would not impact wetlands or require wetland or public water permitting at the local, state, or federal level. Due to the proximity of this repair to public waters the drainage authority shall notify the commissioner of this repair.

Attachments

- Repair Plans
- Opinion of Probable Cost

Attachment A: Repair Plans

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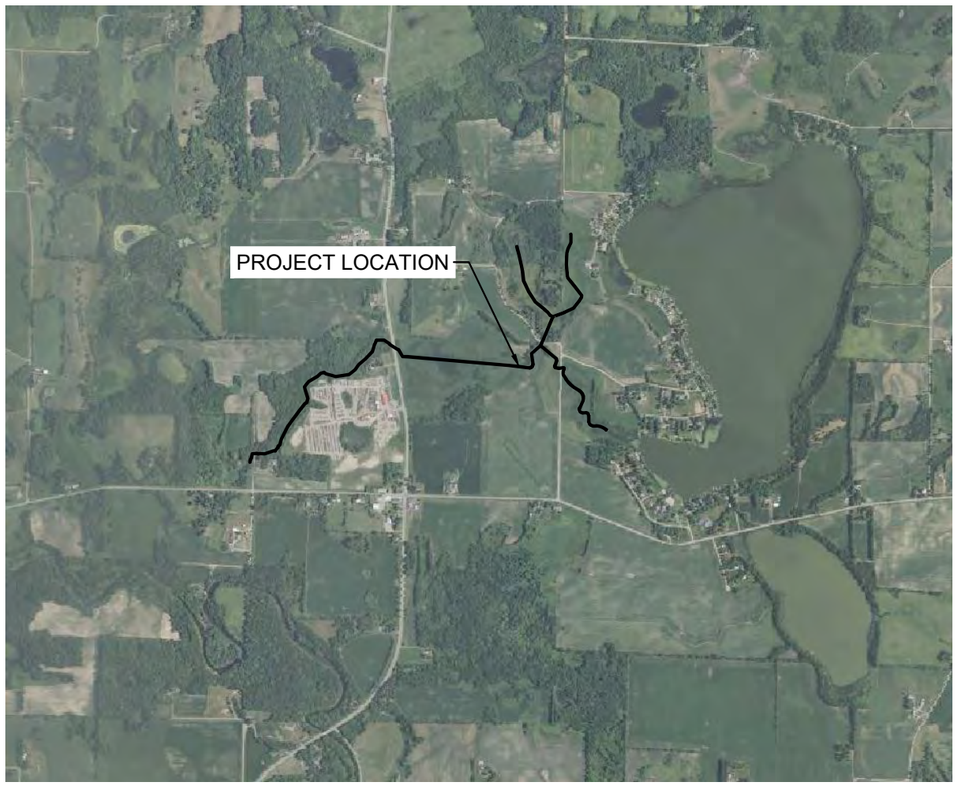
WRIGHT COUNTY DITCH 19 NO.19 REPAIR

WRIGHT COUNTY DITCH NO. 19

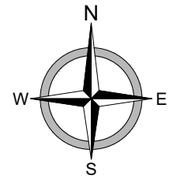
WRIGHT COUNTY, MN

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VICINITY MAP



SHEET LIST TABLE	
SHEET NUMBER	SHEET TITLE
G-001	COVER
C-001	CIVIL LEGEND
C-101	PROJECT LAYOUT
C-401	REACH 1
C-402	REACH 1
C-403	REACH 2
C-404	REACH 3
C-405	LATERAL 1
C-406	BRANCH 1
C-801	CROSS SECTIONS



PROJECT No. 24188

PRELIMINARY

FILE LOCATION: R:\Projects\24000\24100\24188\CIVIL\PRODUCTION\Repair\24188_COVER.dwg

CIVIL LEGEND

EXISTING

- BENCHMARK
- IRON MONUMENT FOUND
- EXISTING PROPERTY LINE
- EXISTING PLAT LOT LINE
- EXISTING RIGHT OF WAY LINE
- EXISTING EASEMENT LINE
- EXISTING PLAT EASEMENT LINE
- EXISTING GAS LINE MARKER
- EXISTING GAS GATE VALVE
- EXISTING POWER POLE
- EXISTING LIGHT POLE
- EXISTING LIGHT POLE W/SIGN
- EXISTING GUY WIRE
- EXISTING TRAFFIC SIGNAL ARM
- EXISTING SIGN
- EXISTING CULVERT W/FLARED END SECTION (F.E.S.)
- EXISTING FLARED END SECTION (F.E.S.)
- EXISTING CURB STOP
- EXISTING HYDRANT W/GATE VALVE
- EXISTING GATE VALVE
- EXISTING PROPANE TANK
- EXISTING SANITARY SEWER MANHOLE
- EXISTING SANITARY SEWER CLEANOUT
- EXISTING STORM SEWER CATCH BASIN
- EXISTING STORM SEWER MANHOLE
- EXISTING WATER MAIN
- EXISTING WATER SERVICE W/CURB STOP
- EXISTING SANITARY SEWER
- EXISTING SANITARY SEWER (RELINE W/ CIPP)
- EXISTING SANITARY FORCEMAIN
- EXISTING SANITARY SEWER SERVICE
- EXISTING STORM SEWER
- EXISTING STORM SEWER FORCEMAIN
- EXISTING STEAM PIPE
- EXISTING AIR CONDITIONER
- EXISTING UTILITY PEDESTAL
- EXISTING UTILITY MANHOLE
- EXISTING UTILITY VAULT
- EXISTING UNDERGROUND COMMUNICATIONS
- EXISTING UNDERGROUND FIBER
- EXISTING UNDERGROUND TELEPHONE
- EXISTING OVERHEAD TELEPHONE
- EXISTING UNDERGROUND TELEVISION
- EXISTING OVERHEAD TELEVISION
- EXISTING UNDERGROUND GAS
- EXISTING UNDERGROUND ELECTRIC
- EXISTING OVERHEAD POWER
- EXISTING BARBED WIRE FENCE
- EXISTING CHAIN LINK/STEEL FENCE
- EXISTING PVC/WOOD FENCE
- EXISTING RAILROAD
- EXISTING SHRUB
- EXISTING STUMP
- EXISTING BOULDER
- EXISTING TREE/TREE CLUSTER
- EXISTING SPRINKLER HEAD
- EXISTING CLUSTER BOX UNIT (CBU)
- EXISTING MAILBOX
- EXISTING CURB AND GUTTER

PROPOSED

- NEW PROPERTY LINE
- NEWPLAT LOT LINE
- NEW RIGHT OF WAY LINE
- NEW EASEMENT LINE
- NEW PLAT EASEMENT LINE
- CONSTRUCTION EASEMENT
- CONSTRUCTION LIMITS
- NEW LIGHT POLE
- NEW LIGHT POLE W/SIGN
- NEW GUY WIRE
- NEW SIGN
- TRAFFIC CONTROL – DRUM
- TRAFFIC CONTROL – TUBULAR MARKER
- NEW CULVERT W/FLARED END SECTION (F.E.S.)
- NEW FLARED END SECTION (F.E.S.)
- NEW CURB STOP
- NEW HYDRANT W/GATE VALVE
- NEW GATE VALVE
- NEW TAPPING SLEEVE
- NEW FITTINGS
- NEW PLUG
- NEW SANITARY SEWER MANHOLE
- NEW SANITARY SEWER CLEANOUT
- NEW STORM SEWER CATCH BASIN
- NEW STORM SEWER MANHOLE
- NEW WATER MAIN
- NEW WATER SERVICE W/CURB STOP (S.B. ELEV.)
- NEW SANITARY SEWER
- NEW SANITARY FORCEMAIN
- NEW SANITARY SEWER SERVICE (S.S. ELEV.)
- NEW STORM SEWER
- NEW STORM SEWER FORCEMAIN
- NEW STEAM PIPE
- INSULATION PER DETAIL
- NEW BARBED WIRE FENCE
- NEW CHAIN LINK/STEEL FENCE
- NEW PVC/WOOD FENCE
- NEW CLUSTER BOX UNIT (CBU)
- NEW MAILBOX
- NEW LARGE DECIDUOUS TREE
- NEW SMALL DECIDUOUS TREE
- NEW SHRUB
- NEW LARGE EVERGREEN TREE
- NEW SMALL EVERGREEN TREE

REMOVALS

- INDICATES REMOVAL
- REMOVE CURB AND GUTTER
- REMOVE ASPHALT PAVEMENT
- REMOVE CONCRETE PAVEMENT
- REMOVE AGGREGATE SURFACE

PAVEMENT REHAB

- UNIFORM MILL & OVERLAY
- TAPERED MILL & OVERLAY
- LEVELING COURSE
- RECLAIM
- ASPHALT PATCH
- CHIP SEAL

PAVEMENT

- NEW INFLOW CURB AND GUTTER
- NEW OUTFLOW CURB AND GUTTER
- NEW ASPHALT SURFACE
- NEW CONCRETE SURFACE
- NEW GRANULAR SURFACE
- NEW CRUSHED CONCRETE SURFACE
- NEW DECORATIVE COLORED CONCRETE
- NEW ASPHALT SIDEWALK/MULTI–USE PATH
- NEW CONCRETE SIDEWALK/MULTI–USE PATH
- NEW CONCRETE APPROACH/DRIVEWAY
- NEW DETECTABLE WARNING PANEL
- NEW GRAVEL APPROACH/DRIVEWAY
- NEW CONCRETE VALLEY GUTTER
- NEW MEDIAN NOSE APRON
- NEW ADA RAMP W/WARNING PANEL

SOIL DISTURBANCE

- DISTURBANCE AREA / TOPSOIL REMOVAL
- REMOVE STOCKPILE
- EXISTING STOCKPILE
- TEMPORARY STOCKPILE
- PERMANENT STOCKPILE
- REAR YARD GRADING
- GRASS BUFFER STRIP

SOIL STABILIZATION

- DISTURBED SOIL STABILIZATION
- STRAW MULCH
- SEEDING & STRAW MULCH
- SEEDING & HYDRO MULCH
- TOPSOIL, SEEDING & STRAW MULCH
- TOPSOIL, SEEDING & HYDRO MULCH
- TOPSOIL, SEEDING & BLANKET

MISCELLANEOUS

- EXISTING RIPRAP
- NEW RIPRAP
- EXISTING LANDSCAPING AREA
- NEW LANDSCAPING AREA
- EXISTING WATER SURFACE
- NEW WATER SURFACE
- EXISTING WETLAND

EROSION CONTROL

- DRAINAGE BREAK LINE
- EXISTING DRAINAGE DIRECTION
- FINISHED DRAINAGE DIRECTION & SLOPE (2.0%)
- FINISHED GRADE (4:1)
- EXISTING CONTOUR ELEVATION (895)
- FINISHED CONTOUR ELEVATION (895)
- GRADE ELEVATIONS (FL: 900.07)
- SEDIMENTATION CONTROL WATTLE
- SEDIMENTATION CONTROL FENCE
- ROCK CHECK
- STABILIZED CONSTRUCTION ENTRANCE (S.C.E.)
- CONCRETE WASHOUT
- INLET PROTECTION DEVICE

ABBREVIATIONS:

BOC	=	BACK OF CURB
BOW	=	BACK OF WALK
C	=	COMMUNICATION
CB#	=	STORM SEWER CATCH BASIN
CIPP	=	CURED IN PLACE PIPE
CL	=	CENTERLINE
CSP	=	CORRUGATED STEEL PIPE
CO#	=	SANITARY SEWER CLEANOUT
CS#	=	CONTROL STRUCTURE
DIA	=	DIAMETER
DIP	=	DUCTILE IRON PIPE
E	=	ELECTRICAL
ECC	=	EDGE OF CRUSHED CONCRETE
EG	=	EXISTING GRADE
EOC	=	EDGE OF CONCRETE
EOG	=	EDGE OF GRAVEL
EOP	=	EDGE OF PAVEMENT
EOW	=	EDGE OF WALK
EX	=	EXISTING
F	=	FIBER OPTIC
FES	=	FLARED END SECTION
FG	=	FINISHED GRADE
FL	=	FLOWLINE
FM	=	FORCEMAIN
G	=	GAS LINE
HP	=	HIGH POINT
INV	=	INVERT
LP	=	LOW POINT
MA	=	MATCH
M#	=	STORM SEWER MANHOLE
MT#	=	STORM SEWER TEE MANHOLE
MM#	=	STORM SEWER MULTI–MANHOLE
MC	=	MIDPOINT OF CURVE
OHP	=	OVERHEAD POWER
OHT	=	OVERHEAD TELEPHONE
OHTV	=	OVERHEAD TELEVISION
PC	=	POINT OF CURVATURE
PRC	=	POINT OF REVERSE CURVE
PVC	=	POLYVINYL CHLORIDE PIPE
PT	=	POINT OF TANGENCY
RIM	=	RIM OF STRUCTURE
S#	=	SANITARY SEWER MANHOLE
S.B. ELEV	=	STOP BOX ELEVATION
S.S. ELEV	=	SANITARY SEWER SERVICE INVERT
SS	=	SANITARY SEWER
ST	=	STORM SEWER
STA	=	ALIGNMENT STATION
T	=	TELEPHONE
TOC	=	TOP OF CONCRETE
TOP	=	TOP OF PAVEMENT
TOP	=	TOP OF PIPE
TOW	=	TOP OF WALK
TR#	=	SANITARY TELEVISING RISER
TRANS	=	TRANSFORMER
TV	=	TELEVISION
U	=	UTILITY (UNKNOWN UTILITY)

PRELIMINARY

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GENERAL
WRIGHT COUNTY DITCH 19 NO.19 REPAIR
WRIGHT COUNTY DITCH NO. 19
WRIGHT COUNTY, MN
CIVIL LEGEND

DATE:	6/18/2025
REV DATE:	----
REV NUM:	----
RECORD:	----
PROJECT No.	24188
MANAGER:	GMM
DESIGNER:	QDS
DRAFTER:	DWA
REVIEWER:	----

C-001

FILE LOCATION: R:\Projects\24000\24100\24188\CIVIL\PRODUCTION\Repair\24188_PROJECTLAYOUTS_Repair.dwg

HORIZONTAL CONTROL

MN COUNTY COORDINATE SYSTEM
US SURVEY FOOT

VERTICAL CONTROL

NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD88)

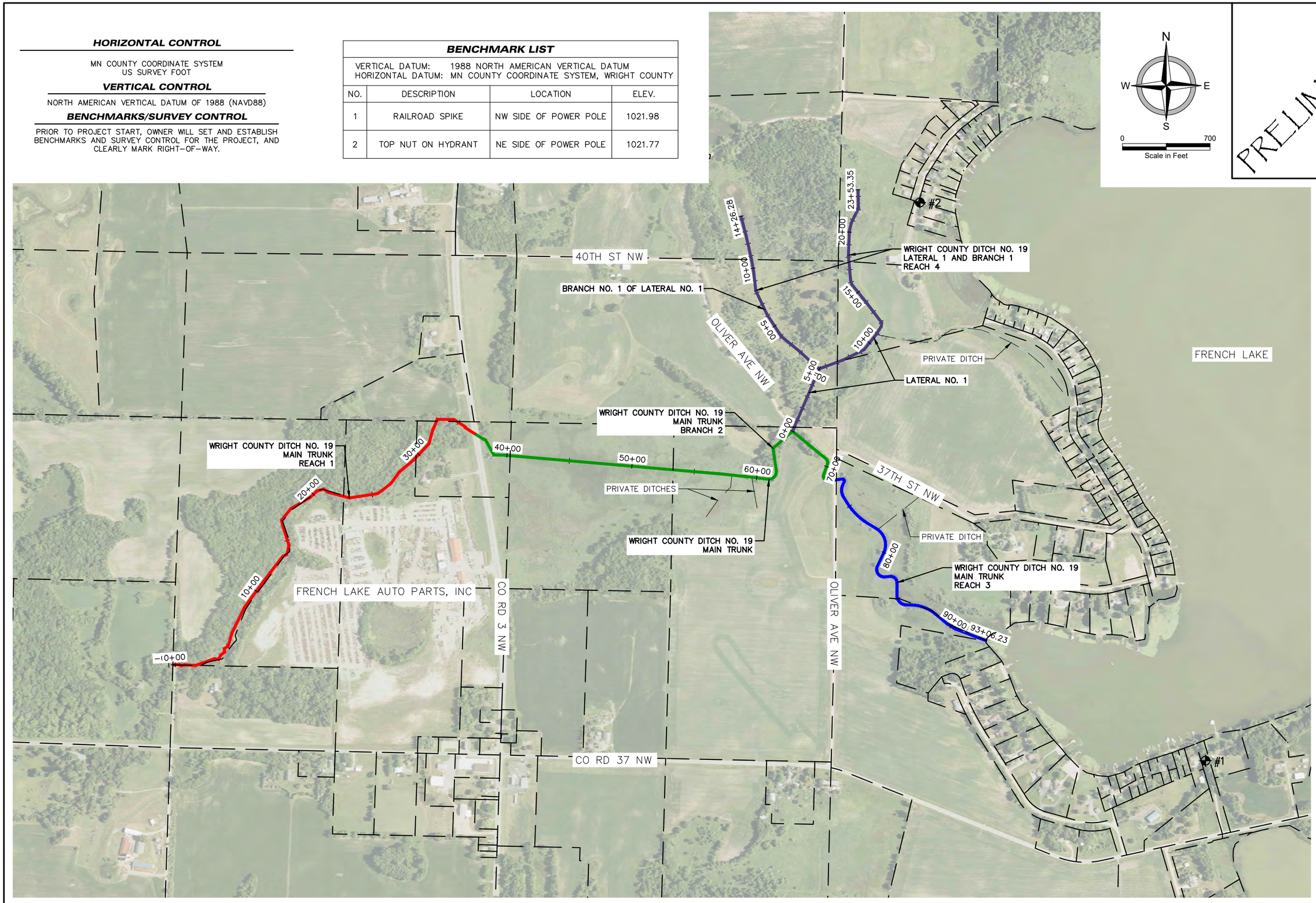
BENCHMARKS/SURVEY CONTROL

PRIOR TO PROJECT START, OWNER WILL SET AND ESTABLISH BENCHMARKS AND SURVEY CONTROL FOR THE PROJECT, AND CLEARLY MARK RIGHT-OF-WAY.

BENCHMARK LIST

VERTICAL DATUM: 1988 NORTH AMERICAN VERTICAL DATUM
HORIZONTAL DATUM: MN COUNTY COORDINATE SYSTEM, WRIGHT COUNTY

NO.	DESCRIPTION	LOCATION	ELEV.
1	RAILROAD SPIKE	NW SIDE OF POWER POLE	1021.98
2	TOP NUT ON HYDRANT	NE SIDE OF POWER POLE	1021.77



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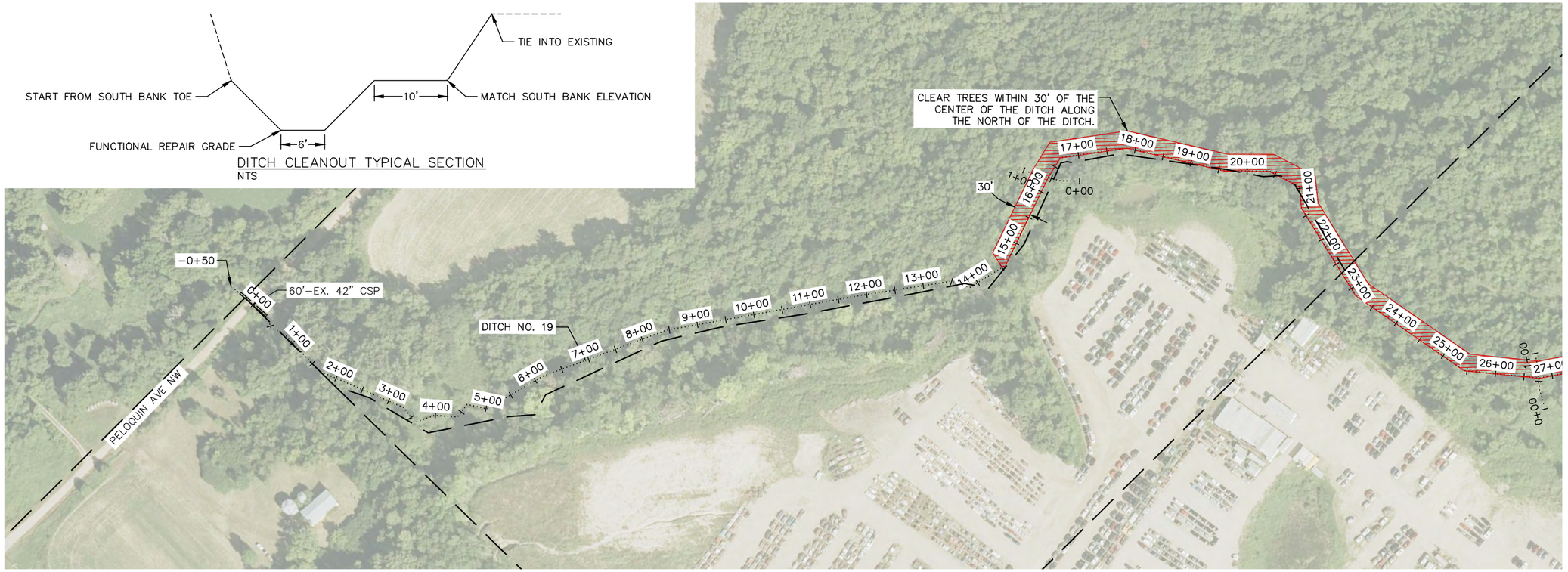
PROJECT LAYOUTS
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WRIGHT COUNTY DITCH NO. 19
WRIGHT COUNTY, MN
PROJECT LAYOUT

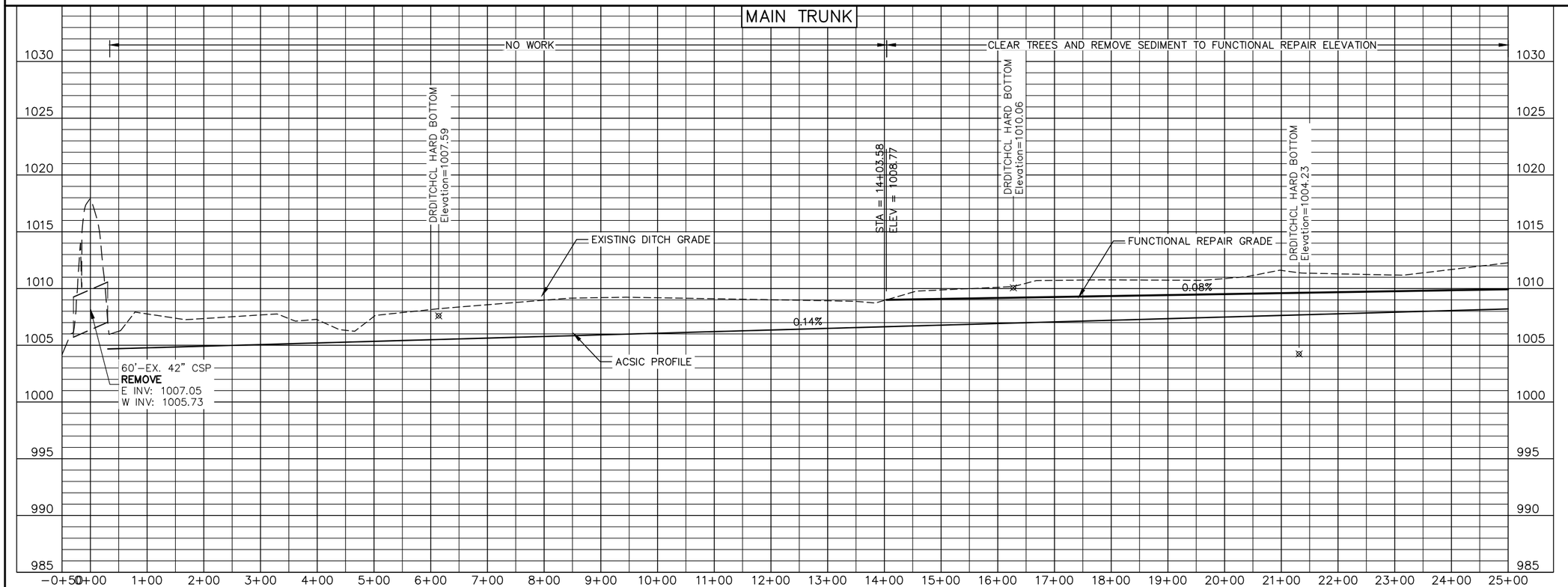
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DRAFTER:	DWA
REVIEWER:	----

C-101

FILE LOCATION: R:\Projects\24000\24100\24188\CIVIL\PRODUCTION\Repair\24188_PP_REPAIR.dwg

DITCH CLEANOUT TYPICAL SECTION
NTS





PRELIMINARY



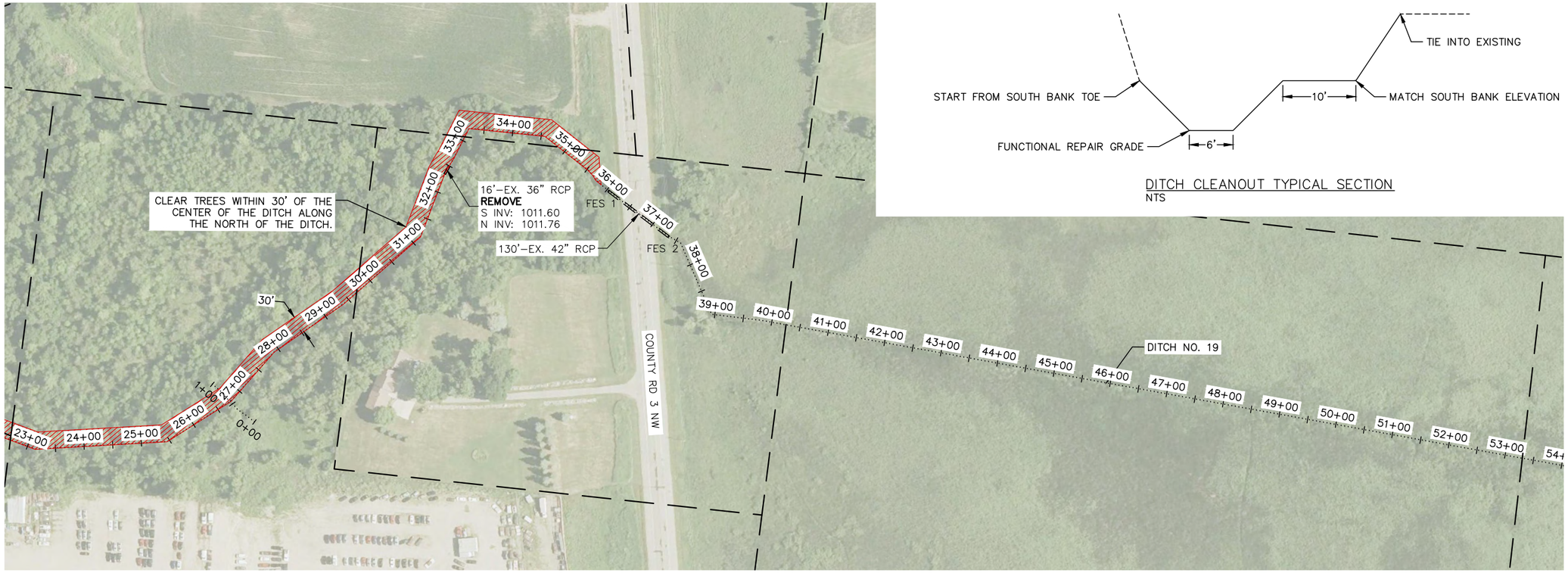
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SITE PLANS
WRIGHT COUNTY DITCH 19 NO.19 REPAIR
WRIGHT COUNTY DITCH NO. 19
WRIGHT COUNTY, MN
REACH 1

DATE:	6/18/2025
REV DATE:	----
REV NUM:	----
RECORD:	----
PROJECT No.	24188
MANAGER:	GMM
DESIGNER:	QDS
DRAFTER:	DWA
REVIEWER:	----

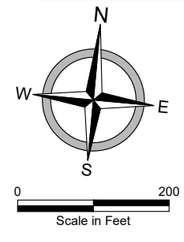
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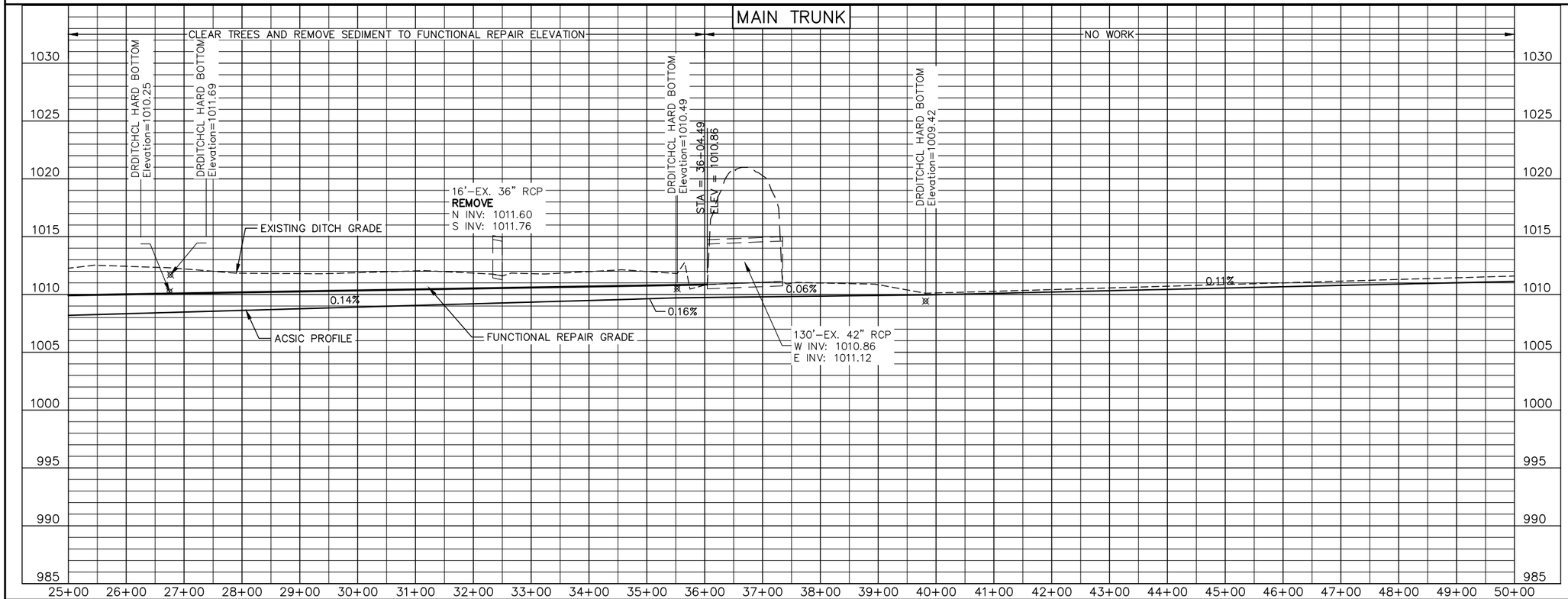


DITCH CLEANOUT TYPICAL SECTION
NTS

PRELIMINARY



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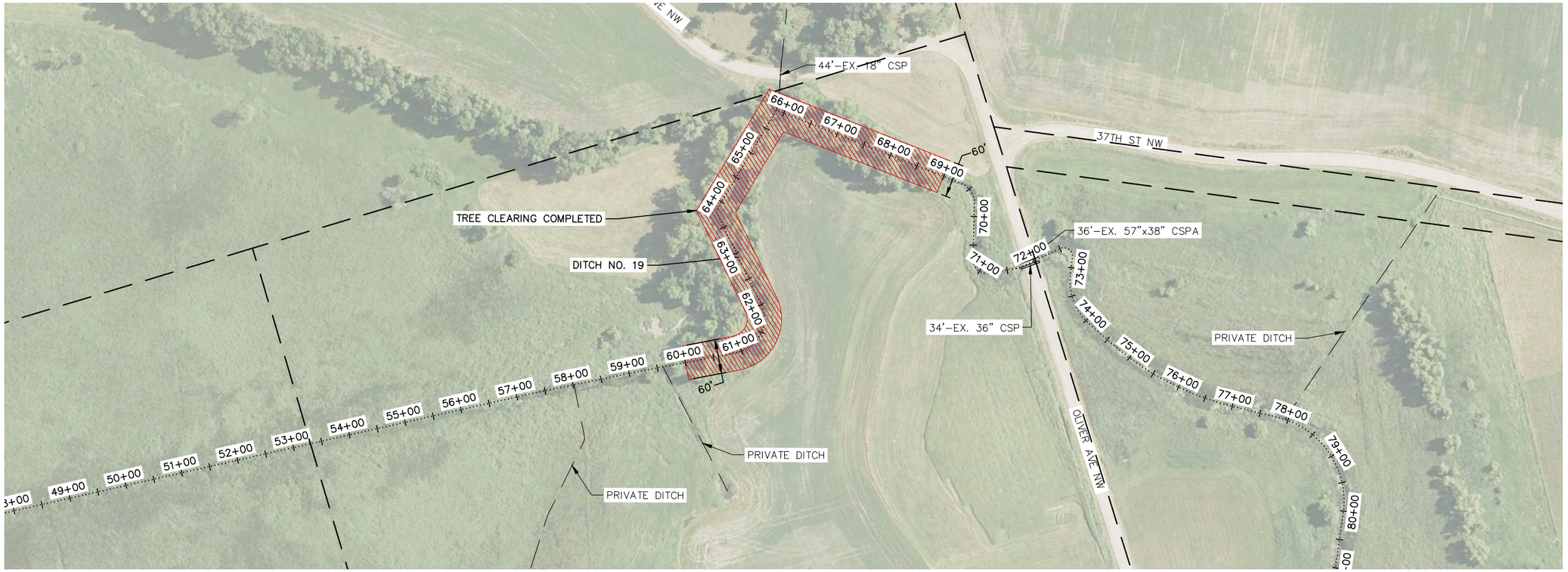


SITE PLANS
WRIGHT COUNTY DITCH 19 NO.19 REPAIR
WRIGHT COUNTY DITCH NO. 19
WRIGHT COUNTY, MN
REACH 1

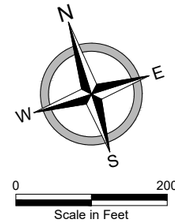
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PROJECT No.	24188
MANAGER:	GMM
DESIGNER:	QDS
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REVIEWER:	----

C-402

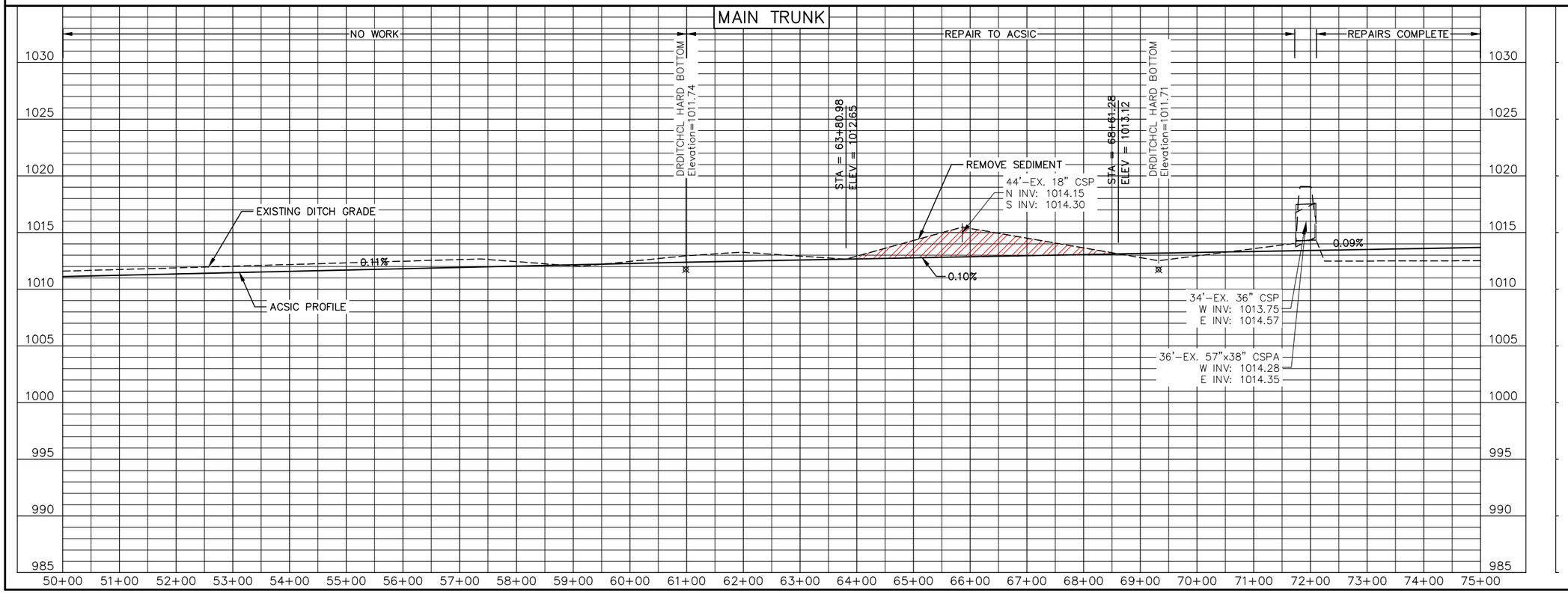
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PRELIMINARY



moore engineering, inc.

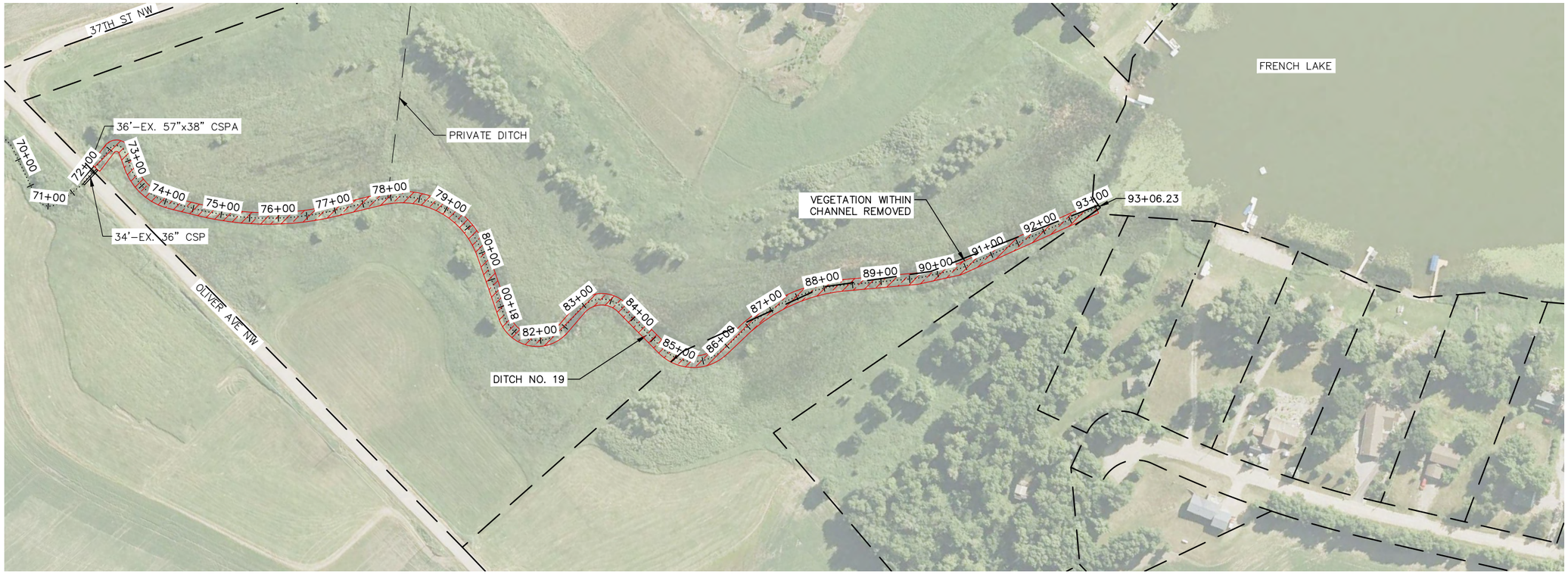


SITE PLANS
WRIGHT COUNTY DITCH 19 NO.19 REPAIR
WRIGHT COUNTY DITCH NO. 19
WRIGHT COUNTY, MN
REACH 2

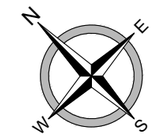
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REV NUM:	----
RECORD:	----
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MANAGER:	GMM
DESIGNER:	QDS
DRAFTER:	DWA
REVIEWER:	----

C-403

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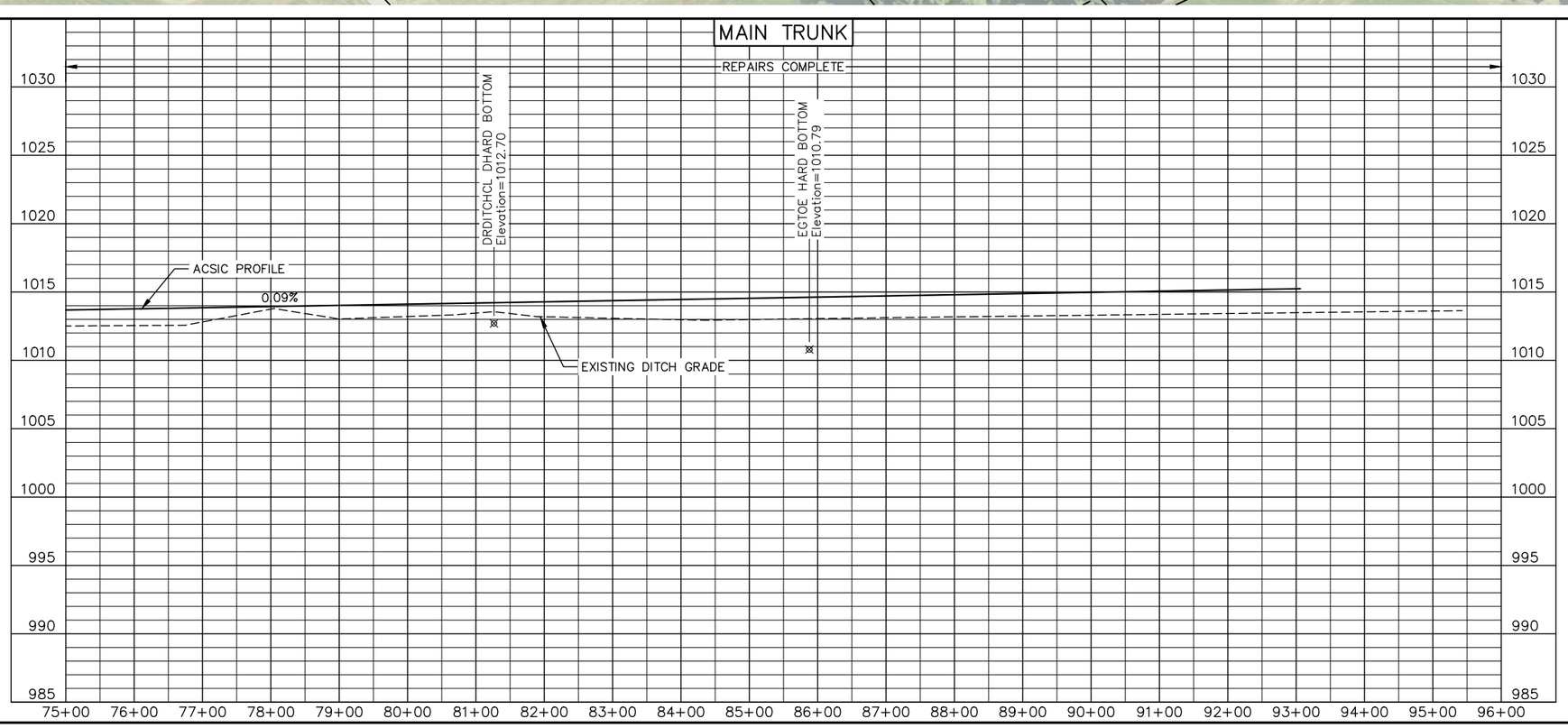


PRELIMINARY



0 200
Scale in Feet

moore engineering, inc.



SITE PLANS
WRIGHT COUNTY DITCH 19 NO.19 REPAIR
WRIGHT COUNTY DITCH NO. 19
WRIGHT COUNTY, MN
REACH 3

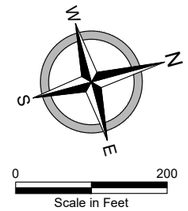
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MANAGER:	GMM
DESIGNER:	QDS
DRAFTER:	DWA
REVIEWER:	----

C-404

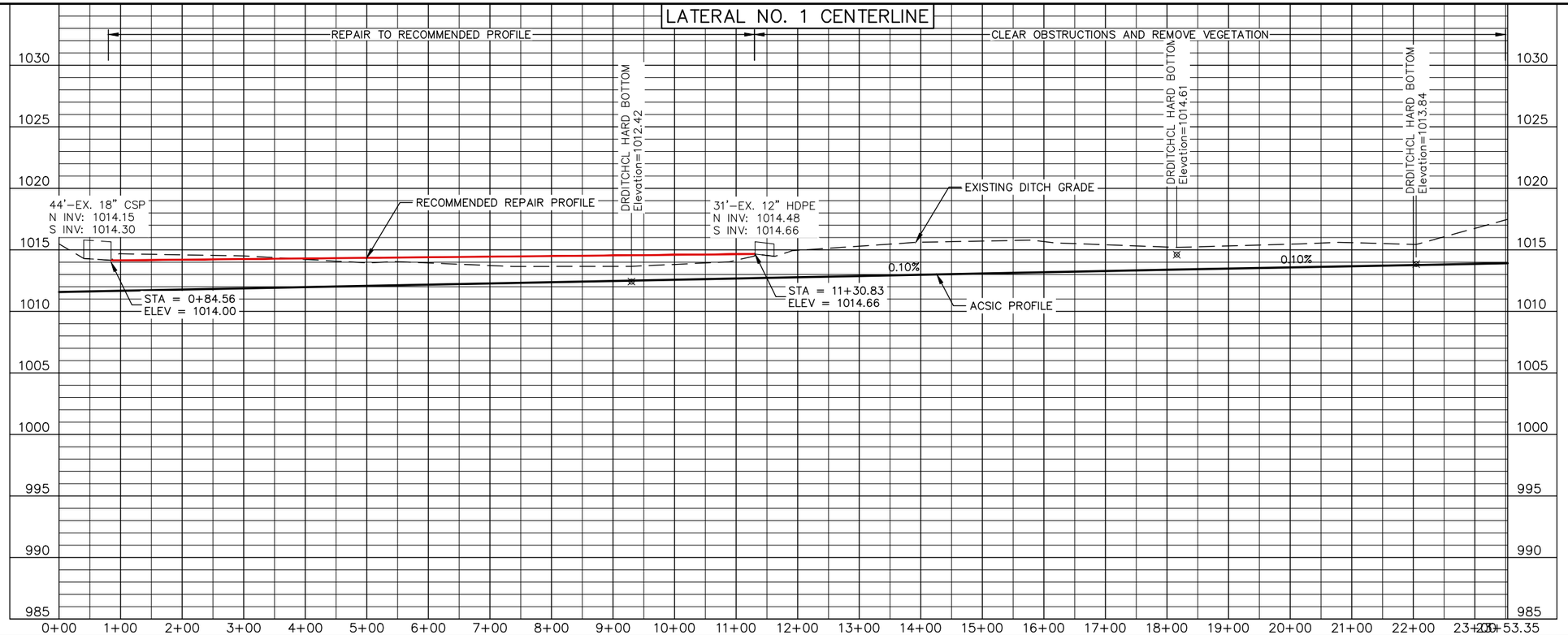
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PRELIMINARY



moore engineering, inc.



SITE PLANS
WRIGHT COUNTY DITCH 19 NO.19 REPAIR
WRIGHT COUNTY DITCH NO. 19
WRIGHT COUNTY, MN
LATERAL 1

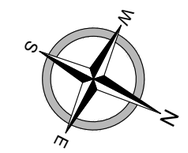
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MANAGER:	GMM
DESIGNER:	QDS
DRAFTER:	DWA
REVIEWER:	----

C-405

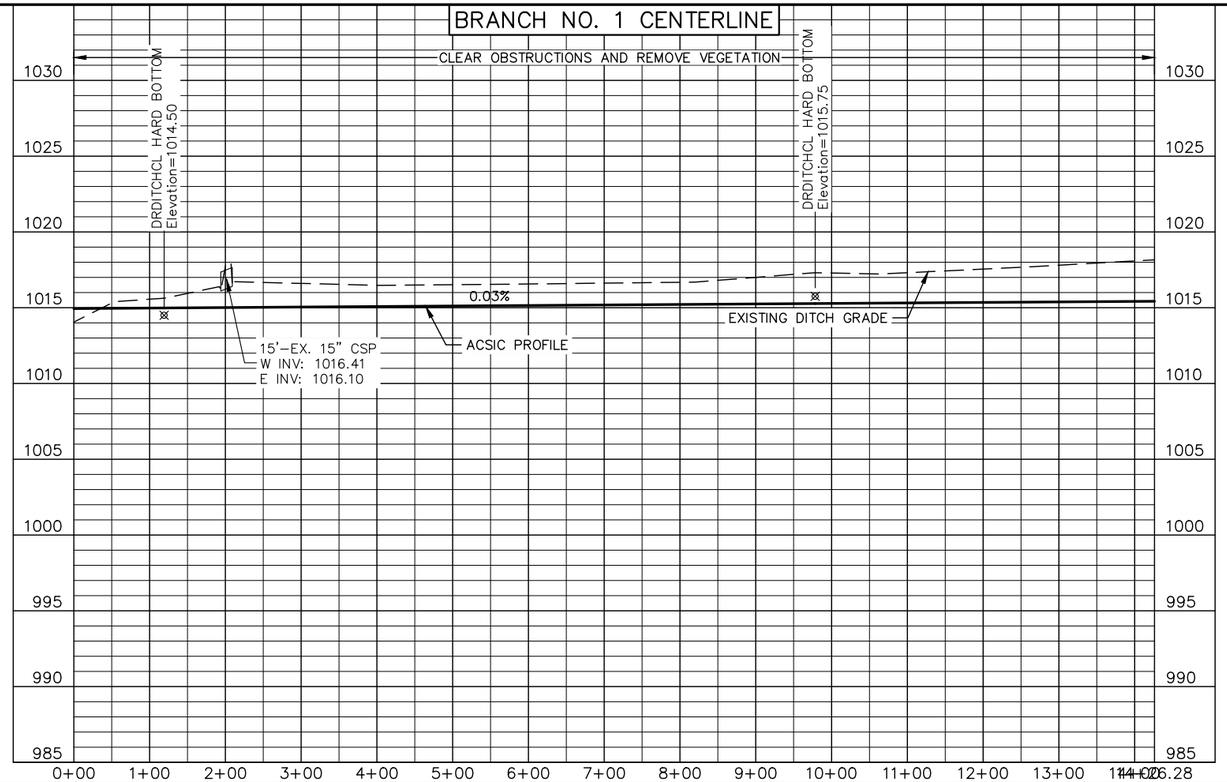
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PRELIMINARY



moore engineering, inc.

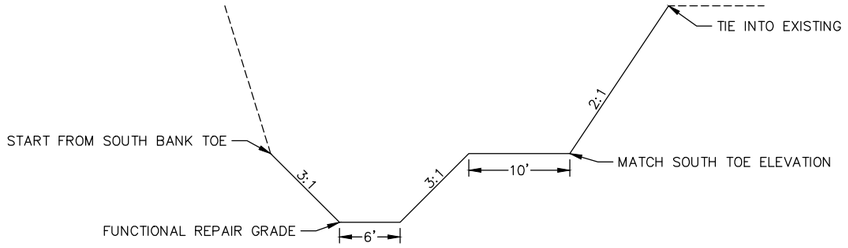


SITE PLANS
WRIGHT COUNTY DITCH 19 NO.19 REPAIR
WRIGHT COUNTY DITCH NO. 19
WRIGHT COUNTY, MN
BRANCH 1

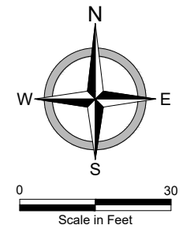
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REV DATE:	----
REV NUM:	----
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MANAGER:	GMM
DESIGNER:	QDS
DRAFTER:	DWA
REVIEWER:	----

C-406

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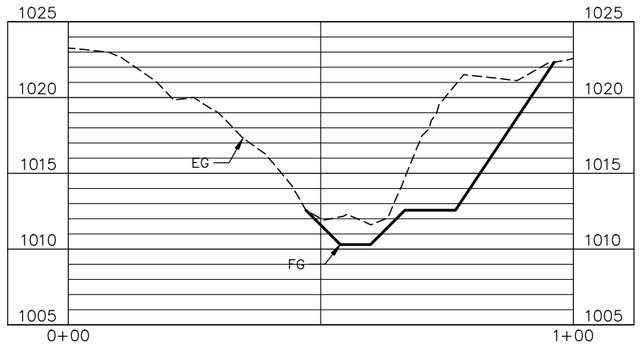
PROPOSED FUNCTIONAL REPAIR CROSS SECTION
TWO–STAGE OPTION



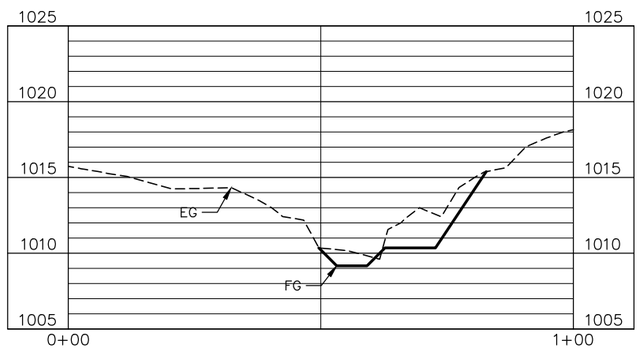
PRELIMINARY

moore engineering, inc.

Alignment: STA 26+75 CROSS SECTION
STA 0+00 to 1+00
3 Vertical Units = 1'
Dwg Scale: 1" = 30'



Alignment: STA 16+25 CROSS SECTION
STA 0+00 to 1+00
3 Vertical Units = 1'
Dwg Scale: 1" = 30'



CROSS SECTIONS
WRIGHT COUNTY DITCH 19 NO.19 REPAIR
WRIGHT COUNTY DITCH NO. 19
WRIGHT COUNTY, MN
CROSS SECTIONS

DATE:	6/18/2025
REV DATE:	----
REV NUM:	----
RECORD:	----
PROJECT No.	24188
MANAGER:	GMM
DESIGNER:	QDS
DRAFTER:	DWA
REVIEWER:	----

C-801

Attachment B: Opinion of Probable Cost

Wright County Ditch 19
Wright County, MN

Engineer's Preliminary Opinion of Probable Cost

Spec	*BID ITEM NO. & DESCRIPTION*	*UNIT*	*QUANTITY*	*UNIT PRICE*	*TOTAL*
REPAIR REACH 1 (STA 0+00 to 37+00)					
012000	Mobilization	LS	1	$5,000.00	$5,000.00
024200	Culvert - Remove (All Types & Sizes)	LF	16	$35.00	$560.00
311000	Tree Clearing	AC	2.50	$15,000.00	$37,500.00
312500	Storm Water Management	LS	1	$2,000.00	$2,000.00
312213	Excavation - Channel Cleanout (P)	CY	1,150	$8.00	$9,200.00
312213	Excavation - Sideslope Repair (P)	CY	6,940	$10.00	$69,400.00
312213	Relocate to Disposal Area (LV)	CY	11,330	$4.00	$45,320.00
329223	Vegetation Establishment	AC	2.50	$10,000.00	$25,000.00
				Construction Subtotal	$193,980.00
				Contingencies (+/- 15%)	$30,000.00
				Permitting	$3,000.00
				Final Design & Bidding	$45,000.00
				Contract Management and Construction Admin	$20,000.00
				PROJECT COST	$291,980.00
REPAIR REACH 2 (STA 37+00 TO STA 72+00)					
012000	Mobilization	LS	1	$5,000.00	$5,000.00
311000	Tree Clearing	AC	1.20	$5,000.00	$6,000.00
312213	Spoil Bank Leveling	Mile	0.20	$5,000.00	$1,000.00
312213	Excavation - Channel Cleanout	LF	436	$5.00	$2,180.00
312500	Storm Water Management	LS	1	$2,000.00	$2,000.00
329223	Vegetation Establishment	AC	1.20	$5,000.00	$6,000.00
				Construction Subtotal	$16,180.00
				Contingencies (+/- 15%)	$3,000.00
				Permitting	$3,000.00
				Final Design & Bidding	$10,000.00
				PROJECT COST	$32,180.00
REPAIR REACH 3 (STA 72+00 TO 93+06)					
	Repairs Completed				
REPAIR REACH 4 (Lateral 1 & Branch 1)					
012000	Mobilization	LS	1	$10,000.00	$10,000.00
015000	Traffic Control	LS	1	$200.00	$200.00
311000	Vegetation Removal	Mile	0.50	$8,000.00	$4,000.00
312213	Spoil Bank Leveling	Mile	0.20	$5,000.00	$1,000.00
312213	Excavation - Channel Cleanout	Mile	0.20	$30,000.00	$6,000.00
312213	Excavation - Sideslope Repair	Mile	0.20	$15,000.00	$3,000.00
312500	Storm Water Management	LS	1	$2,000.00	$2,000.00
				Construction Subtotal	$26,200.00
				Contingencies (+/- 15%)	$4,000.00
				Permitting	$10,000.00
				Final Design & Bidding	$7,000.00
				PROJECT COST	$47,200.00
				TOTAL PROJECT COST	$371,360.00

moore engineering, inc.

STATE OF MINNESOTA
WRIGHT COUNTY BOARD OF COMMISSIONERS
DRAINAGE AUTHORITY FOR WRIGHT COUNTY DITCH 19

In the Matter of the Proceedings for the Repair of Wright County Ditch 19	**ORDER INITIATING REPAIR PROCEEDINGS UNDER MINN. STATUTES SECTION 103E.715**

At a regular meeting of the Wright County, Minnesota, Board of Commissioners, Drainage Authority for Wright County Ditch (CD) 19 on September 9 , 2025, Commissioner _____ moved, seconded by Commissioner _____ to adopt the following Findings and Order:

FINDINGS

1. The Wright County Board of Commissioners is the Drainage Authority for Wright County Ditch 19 (CD 19).

2. On February 27, 2020, the Drainage Authority received a repair request from a benefited landowner on CD 19. This repair petition was filed pursuant to Minnesota Statute § 103E.715 Subd. 1.. A true and correct copy of this repair request is on file with drainage authority and is incorporated herein by reference as **Exhibit A**.

3. Prior to this repair request, Viewers were appointed on April 30th, 2019 to redetermine benefits and damages pursuant to Minnesota Statute § 103E.351 on County Ditch #19. The Drainage Authority determined that this process must first be completed prior to addressing petitioned repairs to ensure the cost of repair would not exceed the total benefits of the system. The Findings and Order accepting the viewer's report and adopting redetermined benefits was approved on January 16th, 2024.

4. On May 8th, 2024 the Drainage Authority reviewed the repair request from February 27th, 2020 pursuant to Minnesota Statute § 103E.715 Subd. 2. The Drainage Authority determined that repairs to the CD 19 system were necessary. Staff was directed to seek proposals for the engineering services needed for the repair report and to bring these back to the board on June 4th, 2024.

5. At the May 8th, 2024 meeting, the Drainage Authority also determined pursuant to Minnesota Statute § 103E.101 Subd. 4a. that drainage system records for CD 19 were incomplete. An order was made to reestablish records in conjunction with the repair report, and to bring quotes for these engineering services back to the Drainage Authority on June 4th, 2024.

6. At the June 4th, 2024 meeting staff presented two quotes for professional engineering services for the repair report and for the reestablishment of records on CD 19. Moore Engineering provided the lowest responsible bid for these services at $41,300. Garrett Monson PE from Moore Engineering was thus appointed as the engineer pursuant to Minnesota Statute § 103E.715 Subd. 2.

7. On July 1st, 2024 the engineer held a site visit with staff members from the Minnesota Department of Natural Resources and Wright Soil and Water Conservation District in attendance. Soil probes were collected to determine the legal ditch bottom, and additional survey shots including cross sections and culvert elevations were also collected.

8. On December 10th, 2024 the Drainage Authority set the public hearing on the reestablishment of records pursuant to Minnesota Statute § 103E. 101 Subd. 4a. (C). This public hearing was set for January 13th, 2025.

9. On January 13th, 2025 the Drainage Authority held a public hearing on the correction of drainage system records for CD 19. All notices required by law were served and published.

10. The Drainage Authority pursuant to Resolution Number #25-08 adopted Findings and Order Correcting Drainage System Records for Wright County Ditch 19 (103E.101, sub. 4a) on February 4th, 2025. A true and correct copy of the Order and the Engineer's Historical Review Memorandum dated November 7th, 2024 is on file with the Drainage Supervisor and are incorporated herein by reference as **Exhibit B**. This order is binding. *Minnesota Dept. of Nat. Resources v. Chippewa/Swift Jt. Bd. of Commissioners*, 925 N.W.2d 244, 249 (Minn. 2019).

11. On June 2, 2025 staff held a virtual meeting to discuss the engineer's findings of the repair report thus far. This informational meeting was held with staff from the Wright Soil and Water Conservation District, Minnesota Department of Natural Resources, and the Minnesota Board of Water and Soil Resources. The main topic that was discussed at this meeting was if repairs from STA 36+00 to STA 14+00, now known as Reach #1, would have an impact on upstream wetlands or the Public Water Wetland #86037700. It was

determined that no impact would result from these repairs, if the culvert under County Road 3 was not altered with repairs. It was determined that a joint recommendation and/or review pursuant to Minnesota Statute § 103E.701 Subd 2. was not required for the proposed repairs along Reach #1 and Reach #2.

12. The engineer filed the repair report on/dated June 20th, 2025 pursuant to Minnesota Statute § 103E.715 Subd. 3 shown as **Exhibit C**. This repair report details the necessary repairs, estimated cost of the repairs, and all details, plans, and specifications necessary to prepare and award a contract for the repairs.

13. The public hearing on the repair report was set at the July 8th, 2025 board meeting for August 14th, 2025 at 1:00PM in the Wright County Commissioner Boardroom.

14. Notice of the hearing was published in the Delano Journal on July 11th, 18th, 25th, August 1st, and 8th.

15. Notice of the public hearing was mailed to all benefitted landowners on CD #19 and County Ditch #16 (CD16), which pays outlet fees on CD 19, on July 15th, 2025.

16. Notice of the public hearing along with a copy of the repair report was mailed to the Executive Director of the Minnesota Board of Water and Soil Resources as well as the Commissioner of the Minnesota Department of Natural Resources on July 15th, 2025.

17. On August 14th, 2025 at 1:00PM the Drainage Authority held a public hearing in the Wright County Commissioner Boardroom on the repair report for CD 19 pursuant to Minnesota Statute § 103E.715 Subd. 4.

18. Garrett Monson, PE from Moore Engineering, presented the repair report to the Drainage Authority and members of the public in attendance. Mr. Monson recommended functional repairs to Reach #1, Reach #2, and Reach #4 described in the repair report. Sections of these functional repairs are above the As-Constructed and Subsequently Improved Condition (ACSIC) condition of the ditch found during the Minnesota Statute § 103E.101 Subd. 4a proceeding. Repairs above the ACSIC were recommended due to the consideration for wetland restoration and water quality pursuant to Minnesota Statute § 103E.701 Subd. 6. Mr. Monson provided his Opinion of Preliminary Cost for Reach #1, #2, and #4 for an

estimated cost of $371,360. During the hearing, verbal comments were received by interested residents including Dan Vanderlinde, Peter Forare, Robert Ziedler, Patrick Splinter, Carol Symalla, Ken Felder, and Chris Gunderson. Prior to the public hearing, written comments were received by Mary Weigel, Susan Sylvester, Dawn Anderson, Daniel Roller, and Gretchen Nelson.

19. Minnesota Statute § 103E.715 Subd. 4.(1) allows repair by petition to be made if "*the drainage authority determines from the repair report and the evidence presented that the repairs recommended are necessary for the best interests of the affected property owners*".

20. Based on all repair petitions, evidence provided, and the repair report submitted by the engineer Garrett Monson of Moore Engineering the Drainage Authority finds that repairs are necessary and in the best interest of the affected property owners. These repairs to County Ditch #19 are to include functional repairs along Reach #1 from STA 36+00 to STA 14 +00, Reach #2 from STA 72+00 to STA 60+00, and Reach #4 from STA 0+84 to STA 11+30. The Drainage Authority thus exercises its discretion in deciding the scope of the repair pursuant to the determination of the Minnesota Court of Appeals in *Slama v. Pine County, 2008 WL 1972914 (Minn. App. 2008)*.

21. Staff was directed to proceed and prepare an award for a contract for the repairs along Reach #1, #2, and #4. Staff is to bring back the lowest responsible bids for these repairs to the September 23rd, 2025 board meeting for approval by the Drainage Authority.

Therefore, based on the forgoing findings, the Drainage authority makes the following:

ORDER

A. The Drainage Authority shall proceed to initiate the repair of CD 19 along Reach #1, #2, and #4 as recommended by the engineer in the repair report titled *Wright County Ditch 19 Repair Report* submitted on June 20th, 2025 as shown in **Exhibit C.**

B. The Drainage Authority will proceed with repairs and prepare and award a contract for the repair of the CD 19.

C. Proposals for this work will be brought to the regularly scheduled county board meeting on September 23rd, 2025 where an order for repair may be made based on the result of the bids received.

After discussion, the Board Chair called the question. The question was on the adopting of the forgoing Findings and Order, and there were _____ yeas and _____ nays as follows:

Upon vote, the Chair declared the motion passes and the Findings and Order adopted.

* * * * * * * * * * * *

I, Lindsey M. Meyer, Finance Director of Wright County and designated Auditor-Treasurer, do hereby certify that I have compared the above motion; Findings and Order with the original thereof as the same appears of record and on file with the Wright County Board of Commissioners and find the same to be a true and correct transcript thereof. The above Order was filed with me on _____, 2025.

IN TESTIMONY WHEREOF, I hereunto set my hand this ____ day of _____, 2025.

_____
Lindsey M. Meyer, Finance Director

RESOLUTION # 25-54

BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:
September 9, 2025

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

RESOLUTION # 25-54

STATE OF MINNESOTA
WRIGHT COUNTY BOARD OF COMMISSIONERS
DRAINAGE AUTHORITY FOR WRIGHT COUNTY DITCH 19

FINDINGS AND ORDER DIRECTING A REPAIR TO WRIGHT COUNTY DITCH 19 PURSUANT TO MINN.STAT. § 103E.715

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)

9th day of September, 2025, now on file in my office, and have found the same to be a true and correct copy thereof.

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

9th day of September, 2025

_____
Select Signer

RESOLUTION ##

BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:

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

RESOLUTION ##

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RESOLUTION ##

BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:

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

RESOLUTION ##

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RESOLUTION ##

BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:

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

RESOLUTION ##

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RESOLUTION ##

BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:

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

RESOLUTION ##

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18. Garrett Monson, PE from Moore Engineering, presented the repair report to the Drainage Authority and members of the public in attendance. Mr. Monson recommended functional repairs to Reach #1, Reach #2, and Reach #4 described in the repair report. Sections of these functional repairs are above the As-Constructed and Subsequently Improved Condition (ACSIC) condition of the ditch found during the Minnesota Statute § 103E.101 Subd. 4a proceeding. Repairs above the ACSIC were recommended due to the consideration for wetland restoration and water quality pursuant to Minnesota Statute § 103E.701 Subd. 6. Mr. Monson provided his Opinion of Preliminary Cost for Reach #1, #2, and #4 for an estimated cost of $371,360. During the hearing, verbal comments were received by interested residents including Dan Vanderlinde, Peter Forare, Robert Ziedler, Patrick Splinter, Carol Symalla, Ken Felder, and Chris Gunderson. Prior to the public hearing, written comments were received by Mary Weigel, Susan Sylvester, Dawn Anderson, Daniel Roller, and Gretchen Nelson.

19. Minnesota Statute § 103E.715 Subd. 4.(1) allows repair by petition to be made if

"the drainage authority determines from the repair report and the evidence presented that the repairs recommended are necessary for the best interests of the affected property owners".

20. Based on all repair petitions, evidence provided, and the repair report submitted by the engineer Garrett Monson of Moore Engineering the Drainage Authority finds that repairs are necessary and in the best interest of the affected property owners. These repairs to County Ditch #19 are to include functional repairs along Reach #1 from STA 36+00 to STA 14+00, Reach #2 from STA 72+00 to STA 60 +00, and Reach #4 from STA 0+84 to STA 11+30. The Drainage Authority thus exercises its discretion in deciding the scope of the repair pursuant to the determination of the Minnesota Court of Appeals in *Slama v. Pine County, 2008 WL 1972914 (Minn. App. 2008).*

21. Staff was directed to proceed and prepare an award for a contract for the repairs along Reach #1, #2, and #4. Staff is to bring back the lowest responsible bids for these repairs to the September 23rd, 2025 board meeting for approval by the Drainage Authority.

Therefore, based on the forgoing findings, the Drainage authority makes the following:

RESOLUTION ##

BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:

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

RESOLUTION ##

ORDER

A. The Drainage Authority shall proceed to initiate the repair of CD 19 along Reach #1, #2, and #4 as recommended by the engineer in the repair report titled *Wright County Ditch 19 Repair Report* submitted on June 20th, 2025 as shown in **Exhibit C.**

B. The Drainage Authority will proceed with repairs and prepare and award a contract for the repair of the CD 19.

C. Proposals for this work will be brought to the regularly scheduled county board meeting on September 23rd, 2025 where an order for repair may be made based on the result of the bids received.

After discussion, the Board Chair called the question. The question was on the adopting of the forgoing Findings and Order, and there were _____ yeas and _____ nays as follows:

Upon vote, the Chair declared the motion passes and the Findings and Order adopted.

RESOLUTION ##

BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:

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

RESOLUTION ##

* * * * * * * * * * * *

I, Lindsey M. Meyer, Finance Director of Wright County and designated Auditor-Treasurer, do hereby certify that I have compared the above motion; Findings and Order with the original thereof as the same appears of record and on file with the Wright County Board of Commissioners and find the same to be a true and correct transcript thereof. The above Order was filed with me on _____, 2025.

IN TESTIMONY WHEREOF, I hereunto set my hand this ____ day of _____, 2025.

_____
Lindsey M. Meyer, Finance Director

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 *
9/9/2025 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 Public Health Task Force (PHTF) Member Application:
1. Wendy Winkelman, District 2

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Public Health Task Force (PHTF) Member Application:
1. Wendy Winkelman, District 2

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

Briefly describe how the request aligns with the selected value stream.
The Wright County Public Health Task Force advises on public health responsibilities and essential local public health activities include assuring an adequate local public health infrastructure; promoting healthy communities and healthy behaviors; preventing the spread of infectious disease; protecting against environmental health hazards; preparing for and responding to disasters, assist communities in recovery; and assuring the quality and accessibility of health services.

Describe the impact on staffing resources.
None

Fiscal Impact:
None, unless member requests a stipend for their time

Background/Justification:
The Wright County Public Health Task Force was established pursuant to Minnesota Statute 145A.10, Subdivision 10 (Community Health Services Act). Members of the Task Force advise, consult with and make recommendations to the Health & Human Services Advisory Committee and/or the Health & Human Services Board directly, on matters relating to the maintenance, funding, and evaluation of public health services.

Route for Review and Approval

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

Agenda Item Attachments – File names have to be 64 characters or less (including spaces, special characters, etc.) or they WILL NOT attach to the RFBA. If your file name is longer than that, please rename your file.

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 *
9/9/2025 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:
2 Minutes

Originator
NMB7429

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Adopt Resolution HHS 25-09 to Accept July and August 2025 Donations

Short Title (what will appear on Agenda outline - 250 character max.) *
Adopt Resolution HHS 25-09 to Accept July and August 2025 Donations

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

Briefly describe how the request aligns with the selected value stream.
HHS accepts donations for programs to continue supporting client needs.

Describe the impact on staffing resources.
None

Fiscal Impact:
May reduce budget cost and/or levy expenditure dependent on type and use of donated funds.

Background/Justification:
Health & Human Services accepts donations from private individuals, businesses and public entities to assist our customers and to enhance our operations pursuant to MN Statute 465.03 (Gifts to Municipalities) and Title 2 CFR Subtitle A Chapter II Part 200 Subpart E § 200.434 Contributions and Donations.

Route for Review and Approval

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

Agenda Item Attachments – File names have to be 64 characters or less (including spaces, special characters, etc.) or they WILL NOT attach to the RFBA. If your file name is longer than that, please rename your file. (1)

Document Name	Attachment Type
HHS 25-09 Jul and Aug 2025 Donations.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

RESOLUTION #25-09
BOARD OF WRIGHT COUNTY
Health & Human Services

DATE ADOPTED:
September 9, 2025

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

July & August 2025 DONATIONS

Page 1 of 2 Add Page

WHEREAS Wright County Health & Human Services is authorized to accept and maintain donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens; and

WHEREAS in July and August, Wright County Health & Human Services respectively received a total of Five Thousand Six Hundred Twenty-Five ($5,625.00) cash and in-kind donations from the following persons and entities (Page 2) who have offered to contribute the donations set forth to Wright County:

WHEREAS all such donations have been contributed to Wright County for the benefit of its citizens, as allowed by law; and

WHEREAS the Wright County Health & Human Services Board finds that it is appropriate to accept the donations offered.
NOW, THEREFORE, BE IT RESOLVED BY THE WRIGHT COUNTY HEALTH & HUMAN SERVICES BOARD, AS FOLLOWS:
1. The donations described herewith are accepted and shall be used as allowed by law.
2. The Wright County Health & Human Services Agency is hereby directed to acknowledge to each donor the County's acceptance of the donation

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

Roll Call Vote:

	YES	ABSENT	NO	ABSTAIN
DIEDRICK	☐	☐	☐	☐
VETSCH	☐	☐	☐	☐
HOLLAND	☐	☐	☐	☐
SCHOEN	☐	☐	☐	☐
MOYNAGH	☐	☐	☐	☐

STATE OF MINNESOTA)
ss.
County of Wright)

I, Jami Goodrum, duly appointed and qualified of the County of Wright, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Wright County, Minnesota, at their session held on Tuesday, Sept 9, 2025, now on file in my office, and have found the same to be a true and correct copy thereof.

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

_____
Jami Goodrum, Health & Human Services Director

Version 2

RESOLUTION #25-09

BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:
September 9, 2025

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

July & August 2025 DONATIONS

Page 2 of 2 Delete Page Add Page

PROGRAM	AMOUNT	DONOR
Car Seats	$ 500.00	Rotary Club of Buffalo
Special Needs Fund	$ 5,000.00	Wright County Area United Way
HHS Donation Closet	$ 125.00	HHS Staff (July)
TOTAL	**$ 5,625.00**	

Version 2

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Jami Goodrum

Requestor Title
Jami Goodrum

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

Target Meeting Date *
9/9/2025 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 Minutes

Originator
NMB7429

Item Details

Board Action Requested (this is what will appear on the Agenda) *
HHS Director's Comments:
1. Introduction: Hope Spooner, Financial Services Supervisor - Family and Adult Benefits Team
2. DHS Performance Management Report: Child Safety & Permanency and Self-Support Index

Short Title (what will appear on Agenda outline - 250 character max.) *
HHS Director's Comments:
1. Introduction: Hope Spooner, Financial Services Supervisor - Family and Adult Benefits Team
2. DHS Performance Management Report: Child Safety & Permanency and Self-Support Index

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

Briefly describe how the request aligns with the selected value stream.
The HHS Director regularly apprises the Board with matters deemed for informational purposes that may or may not require future Board action. This is in line with the Agency's mission for transparency and open communication.

Describe the impact on staffing resources.
None

Fiscal Impact:
None

Background/Justification:
The Wright County Health & Human Services Board exercises authority and oversees the HHS Agency, with the expectation that the department maintain an open and transparent line of communication with the Board.

Route for Review and Approval

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

Agenda Item Attachments – File names have to be 64 characters or less (including spaces, special characters, etc.) or they WILL NOT attach to the RFBA. If your file name is longer than that, please rename your file. (1)

Document Name	Attachment Type
Child Safety, MFIP-DWP Self-Support Index.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

Wright County
Performance Report

Child Safety and Permanency and MFIP/DWP Self-Support Index
August 2025

Reporting Periods

Child Safety and Permanency: Jan. 1, 2024 – Dec. 31, 2024
MFIP/DWP Self-Support Index: April 1, 2024 – March 31, 2025

MINNESOTA

For more information contact:
Human Services Performance Management System
HSPM@state.mn.us | (651) 431-5780

Child Safety and Permanency and MFIP/DWP Self-Support Index Performance Report

About this Report

The purpose of this report is to share county performance data on the Child Safety and Permanency and Minnesota Family Investment Program/Diversionary Work Program (MFIP/DWP) Self-Support Index measures as they relate to the Human Services Performance Management system (referred to hereafter as the Performance Management system). The Performance Management system is a joint effort between the Department of Human Services and the Department of Children, Youth, and Families.

This report contains data on four measures including:

- Jan. 1, 2024 – Dec. 31, 2024 performance for Child Safety and Permanency measures,
- annualized April 2024 to March 2025 performance for the MFIP/DWP Self-Support Index measure,
- performance data trends for recent years, and
- a performance comparison to other counties in the same Minnesota Association of County Social Services Administrators (MACSSA) region.

This report compares county performance to the thresholds established for the Performance Management system. The Performance Management system defines a threshold as the minimum level of acceptable performance, below which counties will need to complete a Performance Improvement Plan (PIP) as defined in statute (Minnesota Statutes Chapter 402A). For counties below the threshold, an official PIP notification—with instructions for accessing PIP forms, PIP completion directions, and available technical assistance—will be sent in addition to this report.

Counties with Small Denominators

Child Safety and Permanency - When a county has a denominator of 20 or fewer, performance is assessed using the updated small numbers policy outlined on page three of this report.

Self-Support Index - The Minnesota Family Investment Program/Diversionary Work Program Self-Support Index measure does not exclude counties with small denominators.

Additional Information

Supplemental and background information about the Performance Management System can be found on PartnerLink:
https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=dhs16_191395

MINNESOTA

Threshold Details

Human Services Performance Management Threshold Suspension for Child Safety and Permanency

The Human Services Performance Council voted to suspend the thresholds for the three Child Safety and Permanency measures for the Performance Management system. Data will continue to be reported and performance monitored, but performance below the historical thresholds will not result in performance improvement plans (PIPs).

Rationale

The Performance Management team, in collaboration with its partners, is working to develop a proposal to the Council for more meaningful indicators of county performance related to Child Safety and Permanency. The thresholds are suspended while the team works to evaluate whether to keep, revise or replace the measures.

Human Services Performance Management Threshold for Self-Support Index (S-SI)

The Performance Management system threshold for the S-SI compares performance and the range of expected performance across two years of data. A county will be below the threshold if performance falls below the range of expected performance for two consecutive years.

Rationale

The S-SI is currently used by both the Performance Management system and the Economic Assistance and Employment Supports Division (EAESD) at DCYF to assess county performance. The Performance Management team shares and reviews PIPs with the MFIP team, housed within EAESD. Counties are not required to submit separate PIPs to each team. Both the Performance Management system and EAESD require a PIP if a county is below the range of expected performance for two consecutive years. Aligning the timing of when PIPs are required creates clear and consistent requirements from both DCYF teams, reduces confusion for counties and enables the Performance Management team to work more closely with the MFIP team to provide improvement assistance.

About the Racial and Ethnic Groups Performance Data

Performance Data by Racial and Ethnic Groups

This report provides performance data for counties by racial and ethnic groups where there were 30 or more people of a group included in the denominator. The race and ethnicity is that of the case applicant; other household members may have a different race and/or ethnicity that is not reported here.

Child Safety and Permanency

Child Safety and Permanency measures report Hispanic or Latino ethnicity separately from race. People are counted once by Hispanic ethnicity and again with their reported race, so groups added together may exceed the total number of cases.

Self-Support Index

This report contains state-level performance data by racial and ethnic group for the Self-Support Index.

Purpose

The racial and ethnic data included in this report is for informational and planning purposes. We encourage you to review this data to identify opportunities for improvement. As the Performance Management reports evolve, we intend to add additional demographic data to help counties better understand their performance and improve outcomes for all Minnesotans. The racial and ethnic group data included in this report does not give a complete picture of county performance, the communities being served, nor systemic inequities. The Performance Management system is not currently using this data to assess a county's need for PIPs.

No Data Available

Counties with low numbers (fewer than 30) for all but one racial or ethnic group do not have a graph of performance by racial and ethnic group available in this report.

Details for Child Safety and Permanency Measures

Ongoing Performance Reports for CSP Measures

The Child Safety and Permanency and Charts and Analysis teams at DCYF recommend using the public-facing dashboards (https://mn.gov/dhs/partners-and-providers/news-initiatives-reports-workgroups/child-protection-foster-care-adoption/child-welfare-data-dashboard/) to check your county's ongoing performance for CSP measures. The dashboards are refreshed monthly and feature a tab for 2025 Progress/Performance information.

Where to Find Measures included in the Performance Management Report on the CSP Dashboard:

	Child Repeat Maltreatment	Permanency	Relative Placement
Performance Management System Measures	Of all children who were victims of a substantiated maltreatment report during a 12-month reporting period, the percent who were not victims of another substantiated maltreatment report within 12 months of their initial report.	Of all children who enter foster care in a 12-month period, the percent who are discharged to permanency within 12 months of entering foster care. (Includes discharges from foster care to reunification with the child's parents or primary caregivers, living with a relative, guardianship, or adoption.)	Of all days that children spent in family foster care settings during a 12-month reporting period, the percentage of days spent with a relative.
Location on Child Safety and Protection Dashboards	**Federal Performance Measures Dashboard** Performance Measure: (1) Maltreatment Reoccurrence *Note: Performance Management measures the inverse outcome. To find your percentage for Performance Management, subtract the CSP dashboard performance data from 100.*	**Federal Performance Measures Dashboard** Performance Measure: (4) Permanency: 12 Months	**State Performance Measures Dashboard** Performance Measure: (3) Relative Care

About the Measure

Outcome: Children are safe and secure

Percent of children with a substantiated maltreatment report who do not experience a repeat substantiated maltreatment report within 12 months.

What is this measure?
Of all children who were victims of a substantiated maltreatment report during a 12-month reporting period, the percent who were not victims of another substantiated maltreatment report within 12 months of their initial report.

Why is this measure important?
County social services should increase the likelihood that children are safe from abuse and neglect. When a maltreatment determination is made, there is a responsibility of the county to mitigate the threat of future harm to children. A repeat maltreatment determination indicates that the risk to the child may not have been fully addressed following the first maltreatment determination.

What affects performance on this measure?

- System factors that may influence this measure are: availability of training for new child welfare staff; availability of community resources; funding sources for services; structural and systemic racism; support from external partners such as schools, law enforcement, courts, county attorneys and tribal partners; culture of the county or Service Delivery Authority (SDA); support from management and the County Board; clear support and guidance from the Department of Human Services (department); and historical trauma caused by child welfare and other government systems.
- Staff factors that may influence this measure are: adequate staffing capacity and current staffing shortages; level of staff experience and training; the availability of experienced supervisors with sufficient time and workloads to mentor staff; and sufficient cultural awareness and humility for diverse populations.
- Participant factors that may influence this measure are: substance use/misuse; mental health; economic stability and poverty; housing stability; history of child protection and systems involvement; protective factors such as the availability of safety net support for the parents and caregivers (i.e. family, friends, and the community); parent and caregiver's cognitive, behavioral and emotional protective capacities; and cultural perception of minimally adequate parenting as compared to ideal parenting.
- Environmental and external factors that may influence this measure are: systemic oppression and barriers that have caused generational harm to families; structural and systemic racism; lack of awareness and urgency about the importance of unique opportunities to support individual and community protective factors; cultural bias and lack of understanding of cultural differences in child rearing; the diversity of new immigrant populations; existing cultural biases, both implicit and explicit; and the availability of transportation and available housing.

Wright County Performance

Outcome: Children are safe and secure.

Percent of children with a substantiated maltreatment report who do not experience a repeat substantiated maltreatment report within 12 months.

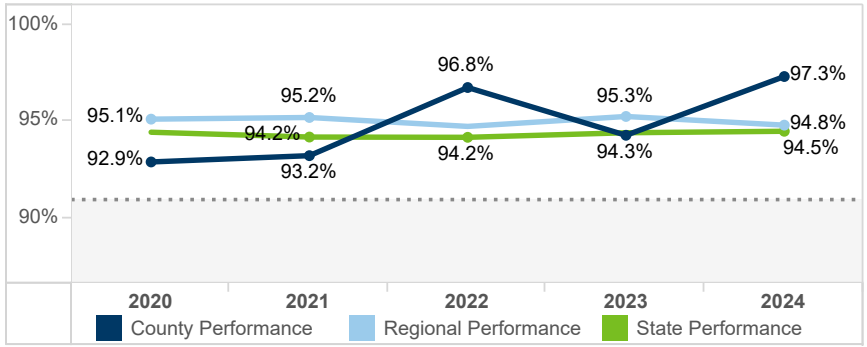
County Performance by Year

	2020	2021	2022	2023	2024
County Performance	92.9%	93.2%	96.8%	94.3%	97.3%
Denominator	141	133	154	140	112

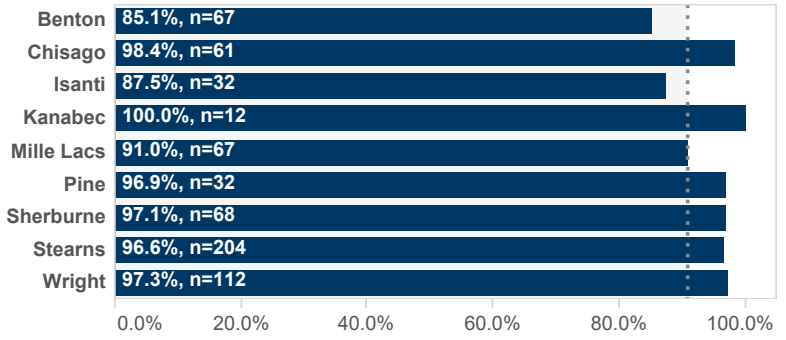
Wright County PIP Decision

No PIP Required - The Performance Management system temporarily suspended thresholds for this measure, see page 3 for details.

County/Region/State Performance Trends



Current Regional Performance



County Performance by Racial and Ethnic Group
No Data Available

Counties with low numbers (fewer than 30) for all but one racial or ethnic group do not have a graph of performance by racial and ethnic group available in this report. Additional information may be available upon request, please contact HSPM@state.mn.us for additional information.

**The dotted line on each graph indicates the historical measure threshold of 90.9%; this threshold is temporary suspended for the Human Services Performance Management System.*

About the Measure

Outcome: Children have stability in their living situation

Percent of children discharged from out-of-home placement to permanency in less than 12 months.

What is this measure?
Of all children who enter foster care in a 12-month period, the percent who are discharged to permanency within 12 months of entering foster care. (Includes discharges from foster care to reunification with the child's parents or primary caregivers, living with a relative, guardianship, or adoption.)

Why is this measure important?
For children removed from their birth family, the timely establishment of permanency is an important indicator of county efforts to ensure children have permanent families.

What affects performance on this measure?

- System factors that may influence this measure are: the availability of training for new child welfare staff; availability of community resources; funding sources for services; structural and systemic racism; support from external partners such as schools, law enforcement, courts, county attorneys and tribal partners; culture of the county or Service Delivery Authority (SDA); support from management and the County Board; clear support and guidance from DHS/DCYF; the willingness of courts and county attorneys to engage in planning for families and stay within appropriate permanency timeframes; court scheduling delays; historical trauma caused by child welfare and other government systems; and Interstate Compact on Placement of Children (ICPC) that may impact permanency plans for children.

- Staff factors that may influence this measure are: adequate staffing capacity and staffing shortages; level of staff experience and training; the availability of experienced supervisors with sufficient time/workloads to mentor staff; and sufficient cultural competency for diverse populations.

- Participant factors that may influence this measure are: a family history of maltreatment, child protection and systems involvement; substance use/misuse; mental health; economic stability and poverty; housing stability; and cultural perceptions of minimally adequate parenting as compared to ideal parenting.

- Environmental or external factors that may influence this measure are: economic conditions that support low income families; "blame and punish" societal attitude toward parents who have not been successful with services; systemic oppression and barriers that have caused generational harm to families; structural and systemic racism; lack of awareness and urgency about the importance of unique opportunities to support individual and community protective factors; cultural bias and lack of understanding of cultural differences in child rearing; existing cultural biases, both implicit and explicit; and the availability of transportation and available housing that may impact caregiver's success in achieving their goals.

Wright County Performance

Outcome: Children have stability in their living situation

Percent of children discharged from out-of-home placement to permanency in less than 12 months.

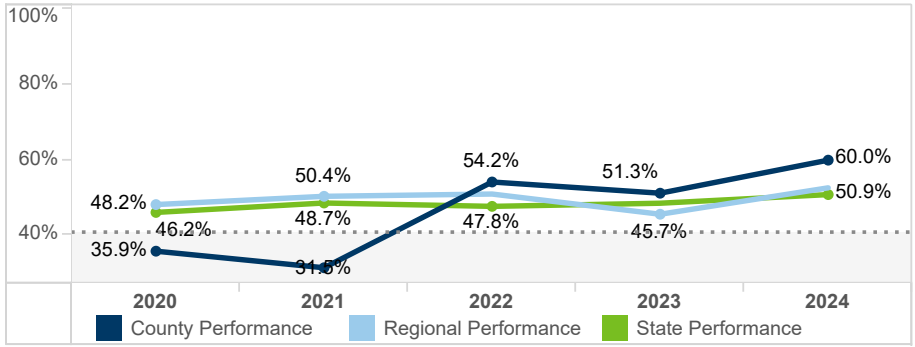
County Performance by Year

	2020	2021	2022	2023	2024
County Performance	35.9%	31.5%	54.2%	51.3%	60.0%
Denominator	78	73	83	80	40

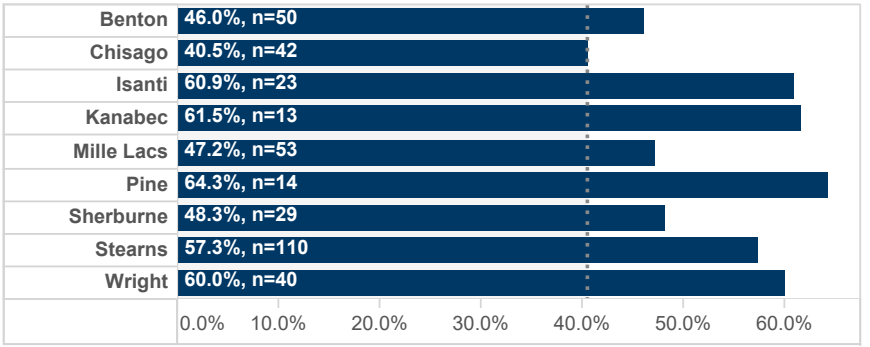
Wright County PIP Decision

No PIP Required - The Performance Management system temporarily suspended thresholds for this measure, see page 3 for details.

County/Region/State Performance Trends



Current Regional Performance



County Performance by Racial and Ethnic Group
No Data Available

Counties with low numbers (fewer than 30) for all but one racial or ethnic group do not have a graph of performance by racial and ethnic group available in this report. Additional information may be available upon request, please contact HSPM@state.mn.us for additional information.

**The dotted line on each graph indicates the historical measure threshold of 40.5%; this threshold is temporary suspended for the Human Services Performance Management System.*

About the Measure

Outcome: Children have the opportunity to develop to their fullest potential

Percent of days children in family foster care spent with a relative.

What is this measure?
Of all days that children spent in family foster care settings during a 12-month reporting period, the percentage of days spent with a relative.

Why is this measure important?
Relationships with relatives are a source of continuity for children whose lives have been disrupted by abuse or neglect. An indicator of social service emphasis on establishing and supporting important relationships in children's lives is through placement with relatives.

What affects performance on this measure?

- System factors that may influence this measure are: challenges or delays with the Interstate Compact on the Placement of Children (ICPC) across state lines; availability of training for new child welfare staff; economic support for relative caretakers; accommodations in licensing standards for relatives; the culture of the county or Service Delivery Authority (SDA); court and county attorney's office; clear support and guidance from DHS; and stability of remaining in the same neighborhood and school.

- Staff factors that may influence this measure are: adequate staffing capacity and staffing shortages; level of staff experience and training; the availability of experienced supervisors with sufficient time/workloads to mentor staff; sufficient cultural competency for diverse populations; understanding the importance of relatives or kin relationships; and the ability of staff to engage relatives in licensing or case planning process.

- Participant factors that may influence this measure are: disqualifying factors for family or kin caregiver such as their own child protection history or criminal history; historical trauma within families, caused by child welfare and other government systems; conflict between relative caregivers; distrust of the system; economic stability and poverty; substance use/misuse; economic stability; and the availability of safety net support for the parents from family, friends, and the community.

- Environmental or external factors that may influence this measure are: cultural norms that blame parents or caregivers; community understanding of cultural differences in child rearing; diversity of new immigrant populations; existing cultural biases; and the availability of transportation and housing.

Wright County Performance

Outcome: Children have the opportunity to develop to their fullest potential.

Percent of days children in family foster care spent with a relative.

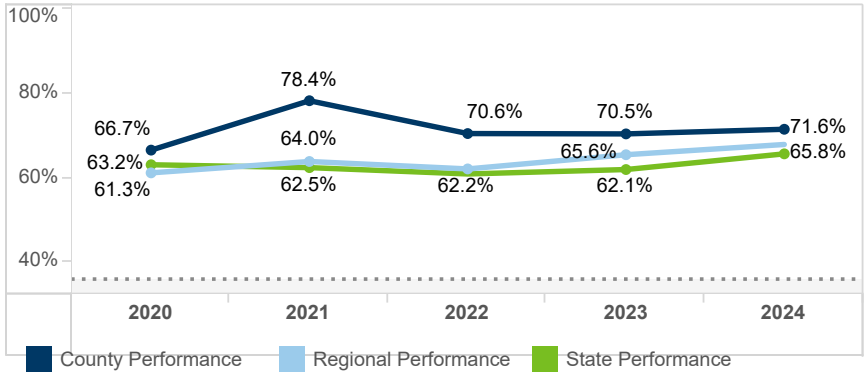
County Performance by Year

	2020	2021	2022	2023	2024
County Performance	66.7%	78.4%	70.6%	70.5%	71.6%
Number of Cases	186	163	188	164	125

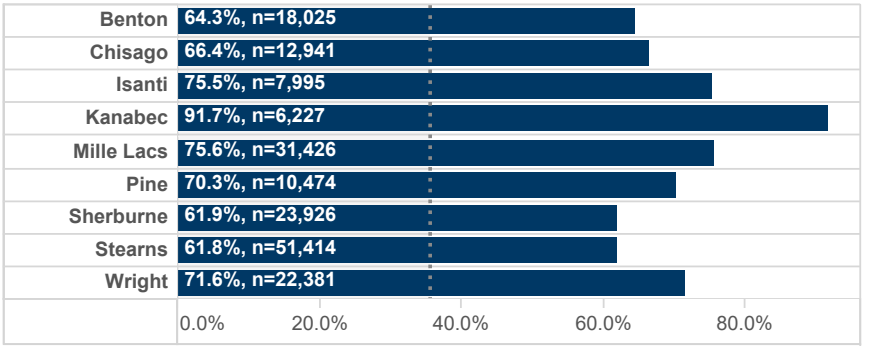
Wright County PIP Decision

No PIP Required - The Performance Management system temporarily suspended thresholds for this measure, see page 3 for details.

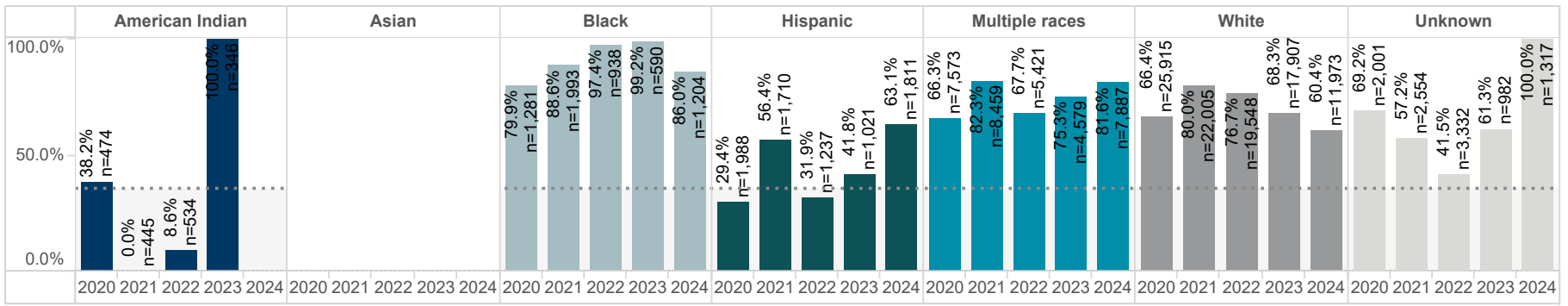
County/Region/State Performance Trends



Current Regional Performance



County Performance by Racial and Ethnic Group



**The dotted line on each graph indicates the historical measure threshold of 35.7%; this threshold is temporary suspended for the Human Services Performance Management System.*

About the Measure

Outcome: People are economically secure.

Minnesota Family Investment Program/Diversionary Work Program Self-Support Index.

What is this measure?
The MFIP/DWP Self-Support Index (S-SI) is the percent of adults eligible for MFIP or DWP that are off cash assistance or are on and working at least 30 hours per week three years after a baseline quarter. The Range of Expected Performance (REP) is a target range individual to each county or tribe that controls for variables beyond the control of the county, including caseload characteristics and economic variables.

Why is this measure important?
Providing support that allows families the opportunity to attain and maintain employment is an essential role of county government. Counties, service providers and tribes contribute to and support employment through providing employment services and coordinating other resources such as housing, child care, and transportation that support a person's ability to get and keep a job.

What affects performance on this measure?

- Service factors that may affect this measure include the quality of the employment plan, communication between county financial workers and employment service agencies, lack of interface between the DHS and Department of Employment and Economic Development's (DEED) administrative databases, availability and convenience of work supports such as child care assistance and transportation; work activity requirements of the federal Work Participation Rate (WPR) performance measure; recruitment of employers and relationships with employers; and complexity of program rules for both the participant and the staff.

- Staff factors that may affect this measure include staff education, training, and experience; caseload size, understanding of program policies; turnover; and time needed for program documentation.

- Participant and environmental/external factors that may affect this measure are controlled for in the formula used to calculate each county's unique REP for the Self-Support Index.

Wright County Performance

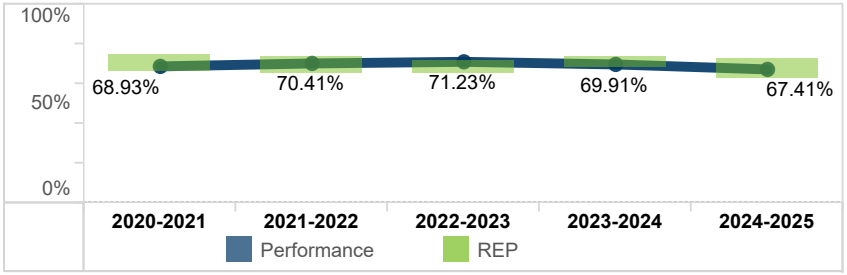
Outcome: People are economically secure.

Minnesota Family Investment Program/Diversionary Work Program Self-support Index.

Wright County PIP Decision

No PIP Required - Performance is within the Range of Expected Performance for 2024/2025.

County Performance versus Range of Expected Performance (REP)



Threshold Update (2024) - The Performance Management system threshold compares performance and the REP across two years of data. A county will be below the threshold if performance falls below the REP for two consecutive years.

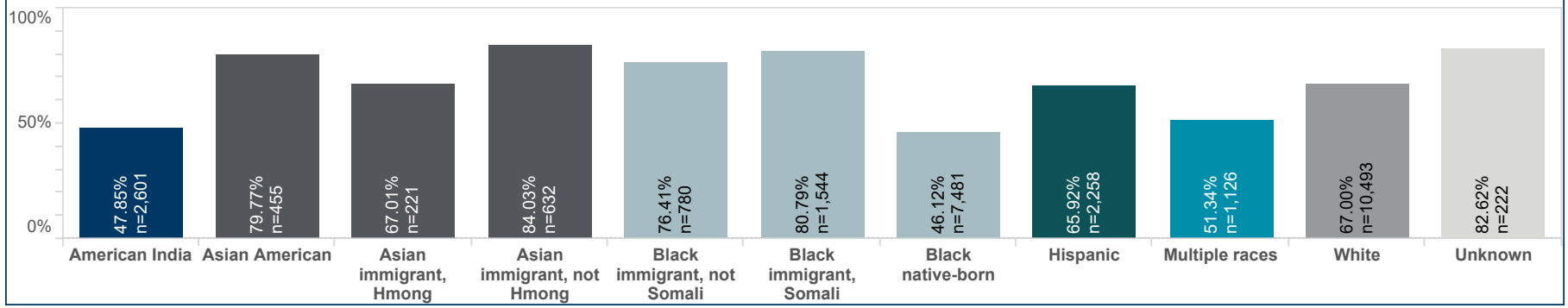
Regional Performance

County	Performance	REP-Lower	REP-Upper
Benton County	61.17%	57.62%	64.83%
Chisago County	83.12%	72.11%	80.89%
Isanti County	71.08%	68.89%	76.83%
Kanabec County	73.20%	67.33%	76.00%
Mille Lacs County	60.60%	51.20%	62.18%
Pine County	74.48%	67.43%	75.65%
Sherburne County	62.92%	62.23%	69.47%
Stearns County	67.24%	58.96%	68.34%
Wright County	67.41%	62.65%	72.47%

Performance Compared to Range of Expected Performance (REP)

Above Within

2024-2025 Statewide Performance by Racial and Ethnic Group



WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Chad Hausmann

Requestor Title
Highway Engineer

Department (please use dropdown to select department) *
HIGHWAY

Target Meeting Date *
9/9/2025 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
SCB7391

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve Resolution 25-52, of Final Acceptance for Contact 2409 and Authorize Final Payment to New Look Contracting of Rogers, MN in the Amount of $78,527.04

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Resolution 25-52, of Final Acceptance for Contact 2409 and Authorize Final Payment to New Look Contracting of Rogers, MN in the Amount of $78,527.04

Value Stream the request primarily aligns with:
Develop County Infrastructure

Briefly describe how the request aligns with the selected value stream.
Fulfills the county's obligation under the contract with New Look Contracting to make final payment for work completed, work that improved the county's highway system by reconstructing the interaction of State Hwy 25-CSAH 83 in Buffalo.

Describe the impact on staffing resources.
Highway contract administration tasks/duties by staff.

Fiscal Impact:
Final Payment in the amount of $78,527.04.

Background/Justification:
Contract 2409 reconstructed the intersection of State Hwy 25-CSAH 83 from a signal to a single lane roundabout in the City of Buffalo. The final value of the work certified is $1,467,408.81. Funding sources: State Local Partnership Program grant funds = $1,000,000 and the balance of the project is Regular State Aid and City of Buffalo.

Route for Review and Approval

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

Agenda Item Attachments - File names have to be 64 characters or less (including spaces, special characters, etc.) or they WILL NOT attach to the RFBA. If your file name is longer than that, please rename your file. (2)

Document Name	Attachment Type
9.9.25.FV 2409.pdf	Attachment
25-52 CSAH 83 Final Contract Accept - FLAT.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes
Moved forward

Finance Review

Finance Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

Wright County

3600 Braddock Ave NE
Buffalo, MN 55313

Contract Number:	2409
Final Pay Request Number:	4

Project Number	Project Description
SAP 086-683-001	CSAH 83/CR 148 RAB

Contractor:	New Look Contracting, Inc. 14045 Northdale Blvd. Rogers, MN 55374	**Vendor Number:** **Up To Date:** **Warrant Number:**	3959 07/31/2025 **Warrant Date:**

Contract Amount		**Funds Encumbered**	
Original Contract	$1,477,028.00	Original	$1,477,028.00
Contract Changes	$6,883.86	Additional	N/A
Revised Contract	$1,483,911.86	Total	$1,477,028.00

Work Certified To Date	
Base Bid Items	$1,457,024.95
Contract Changes	$10,383.86
Material On Hand	$0.00
Total	$1,467,408.81

Project	Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
SAP 086-683-001	$5,428.00	$1,467,408.81	$0.00	$1,388,881.77	$78,527.04	$1,467,408.81

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
$5,428.00	$1,467,408.81	$0.00	$1,388,881.77	$78,527.04	$1,467,408.81
Percent Retained: 0%			Percent Complete: 98.89%		
AMOUNT PAID THIS REQUEST: $78,527.04					

This is to certify that the items of work shown in this certificate of Pay Estimate have been furnished for the work comprising the above-mentioned projects in accordance with the plans and specifications heretofore approved.

Approved By

County/City Project Engineer

Date

Approved By New Look Contracting, Inc.

Contractor

Date

Final Pay Request No. : 4

Wright County
3600 Braddock Ave NE
Buffalo, MN 55313

Contract No.: 2409

Certificate of Final Contract Acceptance
Final Voucher Number: 4

This is to certify that to the best of my knowledge, the items of work shown in the Statement of Work Certified herein have been furnished in accordance with the Plans and Specifications. This Project has been completed in accordance with the Laws, Standards and Procedures of as they apply to projects in this category, and if applicable, approved by the Federal Highway Administration.

Dated 9/2/25 Signature Chl Hayes County/City/Project Engineer

The undersigned Contractor hereby certifies that the work described has been performed in accordance with the terms of the Contract and agrees that the Final Value of Work Certified on this Contract is $1,467,408.81 and agrees to the amount of $78,527.04 as Final Payment on this Contract in accordance with this Final Voucher.

Contractor: New Look Contracting, Inc. By Jon Mitchell

And _____ And _____ State of, Minnesota

On This 4th Day August, 2025, Before me appeared Jon Mitchell To me known to

(Individual Acknowledgment)

be the person who executed the foregoing Acceptance and Acknowledged that he/she executed the same as _____ free to act and deed

(Corporate Acknowledgment)

_____ And _____, to me personally known, who, being each by me duly sworn each did say that they are respectively the President and _____ of the New Look Contracting Corporation named in the foregoing instrument, and that the seal affixed to said instrument is the Corporate Seal of said Corporation, and the said instrument was signed and sealed in behalf of said Corporation by authority of its Board of Directors

_____ and said _____ and _____

acknowledged said instrument to be the free act and deed of said Corporation.

GAIL E. WALDEN
Notary Public
State of Minnesota
My Commission Expires
January 31, 2030

Notarial Seal My Commission as Notary Public in Hennepin County Expires 1/31/2030 Signature Gail E. Walden

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, the terms of the Contract is as shown in this Final Voucher.

This Contract is hereby accepted in accordance with the Specification 1516. Final acceptance of the Contract will be effective upon full Execution, by the Contractor and the Department, of the "Certificate of Final Acceptance" included with the Final Voucher.

Dated _____ Signature _____ District Engineer

Wright County
3600 Braddock Ave NE
Buffalo, MN 55313

Contract Payment Summary				
Payment Number	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	2024-09-17	$468,803.00	$23,440.15	$445,362.85
2	2024-10-25	$929,203.20	$46,460.16	$882,743.04
3	2025-02-24	$63,974.61	$3,198.73	$60,775.88
4	2025-07-31	$5,428.00	($73,099.04)	$78,527.04

Contract Funding Category Summary						
Funding Category Name	Funding Category Number	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
0171C	2	$202,517.45	$0.00	$192,391.58	$10,125.87	$202,517.45
LPP State Funds	1	$1,264,891.36	$0.00	$1,196,490.19	$68,401.17	$1,264,891.36

Contract Funding Source Summary					
Accounting Number	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
171A	LPP Funds	$50,000.01	$1,000,000.00	$1,000,000.00	$1,000,000.00
0171B	Regular (CSAH)	$18,401.16	$297,439.41	$290,555.55	$264,891.36
0171C	City of Buffalo	$10,125.87	$186,472.45	$186,472.45	$202,517.45

Project Payment Summary					
Project	Payment Number	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
SAP 086-683-001	1	2024-09-17	$468,803.00	$23,440.15	$445,362.85
SAP 086-683-001	2	2024-10-25	$929,203.20	$46,460.16	$882,743.04
SAP 086-683-001	3	2025-02-24	$63,974.61	$3,198.73	$60,775.88
SAP 086-683-001	4	2025-07-31	$5,428.00	($73,099.04)	$78,527.04

Project Funding Category Summary						
Project	Funding Category Name	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
SAP 086-683-001	0171C	$202,517.45	$0.00	$192,391.58	$10,125.87	$202,517.45
SAP 086-683-001	LPP State Funds	$1,264,891.36	$0.00	$1,196,490.19	$68,401.17	$1,264,891.36

Project Funding Source Summary					
Project	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
SAP 086-683-001	171A	$50,000.01	$1,000,000.00	$1,000,000.00	$1,000,000.00
SAP 086-683-001	0171B	$18,401.16	$297,439.41	$290,555.55	$264,891.36
SAP 086-683-001	0171C	$10,125.87	$186,472.45	$186,472.45	$202,517.45

Wright County
3600 Braddock Ave NE
Buffalo, MN 55313

Contract Item Status

Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
SAP 086-683-001	1	2011.601	AS BUILT	LS	$7,500.00	1	0	$0.00	1	$7,500.00
SAP 086-683-001	2	2021.501	MOBILIZATION	LS	$35,000.00	1	0	$0.00	1	$35,000.00
SAP 086-683-001	3	2101.502	CLEARING	EACH	$750.00	1	0	$0.00	1	$750.00
SAP 086-683-001	4	2101.502	GRUBBING	EACH	$325.00	1	0	$0.00	1	$325.00
SAP 086-683-001	5	2102.503	PAVEMENT MARKING REMOVAL	L F	$2.00	320	0	$0.00	1630.5	$3,261.00
SAP 086-683-001	6	2102.518	PAVEMENT MARKING REMOVAL	S F	$10.00	48	0	$0.00	0	$0.00
SAP 086-683-001	7	2104.502	REMOVE PIPE APRON	EACH	$750.00	2	0	$0.00	2	$1,500.00
SAP 086-683-001	8	2104.502	REMOVE DRAINAGE STRUCTURE	EACH	$750.00	3	0	$0.00	3	$2,250.00
SAP 086-683-001	9	2104.502	REMOVE DELINEATOR / MARKER	EACH	$75.00	1	0	$0.00	1	$75.00
SAP 086-683-001	10	2104.502	REMOVE SIGN	EACH	$50.00	19	0	$0.00	19	$950.00
SAP 086-683-001	11	2104.502	REMOVE SIGN TYPE SPECIAL	EACH	$75.00	1	0	$0.00	1	$75.00
SAP 086-683-001	12	2104.502	REMOVE SIGNAL SYSTEM	EACH	$5,375.00	1	0	$0.00	1	$5,375.00
SAP 086-683-001	13	2104.502	SALVAGE SIGN	EACH	$75.00	3	0	$0.00	3	$225.00
SAP 086-683-001	14	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	L F	$5.00	193	0	$0.00	169	$845.00

Wright County
3600 Braddock Ave NE
Buffalo, MN 55313

Contract Item Status

Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
SAP 086-683-001	15	2104.503	REMOVE WATER MAIN	L F	$20.00	288	0	$0.00	693	$13,860.00
SAP 086-683-001	16	2104.503	REMOVE SEWER PIPE (STORM)	L F	$20.00	141	0	$0.00	141	$2,820.00
SAP 086-683-001	17	2104.504	REMOVE BITUMINOUS PAVEMENT	S Y	$2.00	9203	0	$0.00	10067	$20,134.00
SAP 086-683-001	18	2104.518	REMOVE CONCRETE WALK	S F	$0.50	4033	0	$0.00	4033	$2,016.50
SAP 086-683-001	19	2104.603	ABANDON WATER MAIN	L F	$10.00	774	0	$0.00	428	$4,280.00
SAP 086-683-001	20	2106.507	EXCAVATION - COMMON (P)	C Y	$8.50	11636	0	$0.00	4491	$38,173.50
SAP 086-683-001	21	2106.507	EXCAVATION - SUBGRADE (P)	C Y	$8.50	3563	0	$0.00	3563	$30,285.50
SAP 086-683-001	22	2106.507	SELECT GRANULAR EMBANKMENT (CV) (P)	C Y	$5.00	3564	0	$0.00	3564	$17,820.00
SAP 086-683-001	23	2106.507	COMMON EMBANKMENT (CV) (P)	C Y	$8.00	1134	0	$0.00	1134	$9,072.00
SAP 086-683-001	24	2118.507	AGGREGATE SURFACING (CV) CLASS 1	C Y	$75.00	27	0	$0.00	36.65	$2,748.75
SAP 086-683-001	25	2211.507	AGGREGATE BASE (CV) CLASS 6	C Y	$31.00	2072	0	$0.00	2072	$64,232.00
SAP 086-683-001	26	2360.509	TYPE SP 9.5 WEARING COURSE MIX (4,F)	TON	$105.00	1564	0	$0.00	1569.69	$164,817.45
SAP 086-683-001	27	2360.509	TYPE SP 12.5 NON WEAR COURSE MIX (4,B)	TON	$95.00	835	0	$0.00	976.81	$92,796.95
SAP 086-683-001	28	2501.502	12" RC PIPE APRON	EACH	$1,875.00	1	0	$0.00	1	$1,875.00

Wright County
3600 Braddock Ave NE
Buffalo, MN 55313

Contract Item Status

Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
SAP 086-683-001	29	2501.502	15" RC PIPE APRON	EACH	$1,925.00	3	0	$0.00	3	$5,775.00
SAP 086-683-001	30	2503.503	12" RC PIPE SEWER DES 3006 CL V	L F	$77.50	337	0	$0.00	337	$26,117.50
SAP 086-683-001	31	2503.503	15" RC PIPE SEWER DES 3006 CL V	L F	$83.50	876	0	$0.00	876	$73,146.00
SAP 086-683-001	32	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	$950.00	1	0	$0.00	1	$950.00
SAP 086-683-001	33	2504.602	CONNECT TO EXISTING WATER MAIN	EACH	$1,100.00	5	0	$0.00	5	$5,500.00
SAP 086-683-001	34	2504.602	HYDRANT	EACH	$7,750.00	1	0	$0.00	1	$7,750.00
SAP 086-683-001	35	2504.602	6" GATE VALVE & BOX	EACH	$3,100.00	1	0	$0.00	2	$6,200.00
SAP 086-683-001	36	2504.602	8" GATE VALVE & BOX	EACH	$4,050.00	1	0	$0.00	1	$4,050.00
SAP 086-683-001	37	2504.602	12" GATE VALVE & BOX	EACH	$6,550.00	4	0	$0.00	4	$26,200.00
SAP 086-683-001	38	2504.603	6" PVC WATERMAIN	L F	$50.00	33	0	$0.00	40	$2,000.00
SAP 086-683-001	39	2504.603	8" PVC WATERMAIN	L F	$60.00	91	0	$0.00	82	$4,920.00
SAP 086-683-001	40	2504.603	12" PVC WATERMAIN	L F	$78.00	1056	0	$0.00	1020	$79,560.00
SAP 086-683-001	41	2504.608	DUCTILE IRON FITTINGS	LB	$13.50	1048	0	$0.00	1526	$20,601.00

Wright County
3600 Braddock Ave NE
Buffalo, MN 55313

Contract Item Status

Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
SAP 086-683-001	42	2506.502	CASTING ASSEMBLY	EACH	$835.00	19	0	$0.00	19	$15,865.00
SAP 086-683-001	43	2506.503	CONST DRAINAGE STRUCTURE DESIGN G	L F	$650.00	15	0	$0.00	15.3	$9,945.00
SAP 086-683-001	44	2506.503	CONST DRAINAGE STRUCTURE DESIGN H	L F	$665.00	2.9	0	$0.00	2.9	$1,928.50
SAP 086-683-001	45	2506.503	CONST DRAINAGE STRUCTURE DESIGN SD-48	L F	$800.00	13.2	0	$0.00	13.2	$10,560.00
SAP 086-683-001	46	2506.503	CONST DRAINAGE STRUCTURE DESIGN SD-60	L F	$1,250.00	3.5	0	$0.00	3.5	$4,375.00
SAP 086-683-001	47	2506.503	CONST DRAINAGE STRUCTURE DES 48-4020	L F	$665.00	44	0	$0.00	44	$29,260.00
SAP 086-683-001	48	2506.503	CONST DRAINAGE STRUCTURE DES 60-4020	L F	$1,150.00	4.5	0	$0.00	4.5	$5,175.00
SAP 086-683-001	49	2506.602	ADJUST FRAME & RING CASTING	EACH	$1,250.00	2	0	$0.00	3	$3,750.00
SAP 086-683-001	50	2511.504	GEOTEXTILE FILTER TYPE 4	S Y	$10.00	58.6	0	$0.00	54	$540.00
SAP 086-683-001	51	2511.507	RANDOM RIPRAP CLASS II	C Y	$150.00	3.2	0	$0.00	3.2	$480.00
SAP 086-683-001	52	2511.507	RANDOM RIPRAP CLASS IV	C Y	$150.00	9.1	0	$0.00	9.1	$1,365.00
SAP 086-683-001	53	2521.518	4" CONCRETE WALK	S F	$5.75	5695	0	$0.00	14858.4	$85,435.80
SAP 086-683-001	54	2521.518	6" CONCRETE WALK	S F	$7.00	9830	0	$0.00	10094	$70,658.00
SAP 086-683-001	55	2521.518	7" CONCRETE WALK	S F	$8.50	9033	0	$0.00	2733	$23,230.50

Wright County
3600 Braddock Ave NE
Buffalo, MN 55313

Contract Item Status

Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
SAP 086-683-001	56	2521.518	3" BITUMINOUS WALK	S F	$3.25	4157	0	$0.00	4079	$13,256.75
SAP 086-683-001	57	2521.602	DRILL & GROUT REINF BAR (EPOXY COATED)	EACH	$11.00	45	0	$0.00	0	$0.00
SAP 086-683-001	58	2521.618	CONCRETE CURB RAMP WALK	S F	$15.25	2124	0	$0.00	1941	$29,600.25
SAP 086-683-001	59	2531.503	CONCRETE CURB & GUTTER DESIGN B424	L F	$32.00	184	0	$0.00	0	$0.00
SAP 086-683-001	60	2531.503	CONCRETE CURB & GUTTER DESIGN B624	L F	$23.50	1730	0	$0.00	1742	$40,937.00
SAP 086-683-001	61	2531.503	CONCRETE CURB & GUTTER DESIGN R424	L F	$36.00	325	0	$0.00	314	$11,304.00
SAP 086-683-001	62	2531.503	CONCRETE CURB & GUTTER DESIGN S524	L F	$23.00	2577	0	$0.00	2615	$60,145.00
SAP 086-683-001	63	2531.618	TRUNCATED DOMES	S F	$66.00	300	0	$0.00	322	$21,252.00
SAP 086-683-001	64	2545.502	LIGHTING UNIT TYPE 9-40	EACH	$4,050.00	11	0	$0.00	11	$44,550.00
SAP 086-683-001	65	2545.502	LIGHT FOUNDATION DESIGN E	EACH	$1,165.00	11	0	$0.00	11	$12,815.00
SAP 086-683-001	66	2545.502	SERVICE CABINET -TYPE L1	EACH	$10,500.00	1	0	$0.00	1	$10,500.00
SAP 086-683-001	67	2545.502	SERVICE EQUIPMENT	EACH	$3,335.00	1	0	$0.00	1	$3,335.00
SAP 086-683-001	68	2545.502	EQUIPMENT PAD B	EACH	$1,000.00	1	0	$0.00	1	$1,000.00

Wright County
3600 Braddock Ave NE
Buffalo, MN 55313

Contract Item Status

Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
SAP 086-683-001	69	2545.503	2" NON-METALLIC CONDUIT	L F	$5.25	1500	0	$0.00	1740	$9,135.00
SAP 086-683-001	70	2545.503	UNDERGROUND WIRE 1/C 8 AWG	L F	$1.50	6600	0	$0.00	8160	$12,240.00
SAP 086-683-001	71	2554.602	GUIDE POST TYPE SPECIAL	EACH	$110.00	6	0	$0.00	6	$660.00
SAP 086-683-001	72	2563.601	TRAFFIC CONTROL	LS	$5,665.00	1	0	$0.00	1	$5,665.00
SAP 086-683-001	73	2564.518	SIGN PANELS TYPE OVERLAY	S F	$55.00	10	0	$0.00	10	$550.00
SAP 086-683-001	74	2564.602	INSTALL SIGN	EACH	$1,850.00	3	0	$0.00	3	$5,550.00
SAP 086-683-001	75	2564.602	DELINEATOR / MARKER PANEL	EACH	$110.00	1	0	$0.00	1	$110.00
SAP 086-683-001	76	2564.618	SIGN	S F	$103.50	298	0	$0.00	291	$30,118.50
SAP 086-683-001	77	2564.618	SIGN PANEL	S F	$45.00	24	0	$0.00	0	$0.00
SAP 086-683-001	78	2573.501	STABILIZED CONSTRUCTION EXIT	LS	$2,500.00	1	0	$0.00	1	$2,500.00
SAP 086-683-001	79	2573.502	STORM DRAIN INLET PROTECTION	EACH	$165.00	18	0	$0.00	18	$2,970.00
SAP 086-683-001	80	2573.502	CULVERT END CONTROLS	EACH	$165.00	4	0	$0.00	4	$660.00
SAP 086-683-001	81	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	L F	$3.00	3223	0	$0.00	2855	$8,565.00
SAP 086-683-001	82	2574.507	FILTER TOPSOIL BORROW	C Y	$50.00	92	0	$0.00	87	$4,350.00

Wright County
3600 Braddock Ave NE
Buffalo, MN 55313

Contract Item Status

Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
SAP 086-683-001	83	2574.508	FERTILIZER TYPE 1	LB	$1.00	421	0	$0.00	0	$0.00
SAP 086-683-001	84	2574.508	FERTILIZER TYPE 3	LB	$1.00	668	0	$0.00	668	$668.00
SAP 086-683-001	85	2575.504	ROLLED EROSION PREVENTION CATEGORY 25	S Y	$2.50	2188	0	$0.00	2208	$5,520.00
SAP 086-683-001	86	2575.505	SEEDING	ACRE	$400.00	2.5	0	$0.00	2.5	$1,000.00
SAP 086-683-001	87	2575.508	SEED MIXTURE 22-111	LB	$5.00	69	0	$0.00	69	$345.00
SAP 086-683-001	88	2575.508	SEED MIXTURE 25-121	LB	$5.00	105	20	$100.00	125	$625.00
SAP 086-683-001	89	2575.508	SEED MIXTURE 33-261	LB	$25.00	21	0	$0.00	21	$525.00
SAP 086-683-001	90	2575.508	HYDRAULIC BONDED FIBER MATRIX	LB	$1.50	13028	3552	$5,328.00	16580	$24,870.00
SAP 086-683-001	91	2582.503	4" SOLID LINE MULTI COMP GR IN	L F	$3.50	1028	0	$0.00	943	$3,300.50
SAP 086-683-001	92	2582.503	6" SOLID LINE MULTI COMP GR IN	L F	$3.50	1043	0	$0.00	1028	$3,598.00
SAP 086-683-001	93	2582.503	6" SOLID LINE MULTI COMP GR IN (WR)	L F	$3.50	1449	0	$0.00	5748	$20,118.00
SAP 086-683-001	94	2582.503	6" DOTTED LINE MULTI COMP GR IN (WR)	L F	$15.00	64	0	$0.00	63	$945.00
SAP 086-683-001	95	2582.503	12" DOTTED LINE MULTI COMP GR IN (WR)	L F	$25.00	57	0	$0.00	48	$1,200.00

Wright County
3600 Braddock Ave NE
Buffalo, MN 55313

Contract Item Status

Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
SAP 086-683-001	96	2582.503	6" DBLE SOLID LINE MULTI COMP GR IN (WR)	L F	$6.00	1066	0	$0.00	362	$2,172.00
SAP 086-683-001	97	2582.503	24" SOLID LINE PREF THERMO GR IN	L F	$30.00	72	0	$0.00	75	$2,250.00
SAP 086-683-001	98	2582.518	CROSSWALK PREF THERMO GR IN	S F	$18.00	540	0	$0.00	540	$9,720.00
Base Bid Totals:								**$5,428.00**		**$1,457,024.95**

Project Category Totals

Project	Category	Amount This Request	Amount To Date
SAP 086-683-001	TH 25/83	$5,428.00	$1,457,024.95

Contract Change Item Status

Project	CC	CC#	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
SAP 086-683-001	BK	1	99	2574.505	ERODIBLE ACRES WITHOLDING	ACRE	($3,500.00)	1	0	$0.00	0	$0.00
SAP 086-683-001	BK	2	100	2563.601	TRAFFIC CONTROL	LS	$953.40	1	0	$0.00	1	$953.40
SAP 086-683-001	BK	3	101	2563.601	TRAFFIC CONTROL	LS	$9,430.46	1	0	$0.00	1	$9,430.46
Contract Change Totals:										**$0.00**		**$10,383.86**

Contract Total	**$1,467,408.81**

Contract Change Totals

Number	Description	Amount This Request	Amount To Date
1	Erodible Acres Withholding	$0.00	$0.00
2	Additional Traffic Control TH 25 Turn Lane Closure	$0.00	$953.40
3	Additional Traffic Control Signs at 37, 50th, and Functional Industries	$0.00	$9,430.46

Material On Hand Additions

Line	Item	Description	Date	Added	Comments

Material On Hand Balance

Wright County
3600 Braddock Ave NE
Buffalo, MN 55313

Line	Item	Description	Date	Added	Used	Remaining

AIA® Document G707™ – 1994

Consent Of Surety to Final Payment

Bond No: 9455374

PROJECT: *(Name and address)* **Contract Number: 24-09, TH 25 and CSAH 83 Reconstruction Project, Buffalo, MN**	**ARCHITECT'S PROJECT NUMBER:**	OWNER: ☑ ARCHITECT: ☐ CONTRACTOR: ☐ SURETY: ☐ OTHER: ☐
	CONTRACT FOR: General Construction	
TO OWNER: *(Name and address)* **Wright County Highway Department** **3600 Braddock Avenue NE,** **Buffalo, MN 55313**	**CONTRACT DATED:** May 7, 2024	

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the
(Insert name and address of Surety)

Fidelity and Deposit Company of Maryland
1299 Zurich Way
Schaumburg, IL 60196-1056

, SURETY,

on bond of
(Insert name and address of Contractor)

New Look Contracting, Inc.
14045 Northdale Boulevard
Rogers, MN 55374

, CONTRACTOR,

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not relieve the Surety of any of its obligations to
(Insert name and address of Owner)

Wright County Highway Department
3600 Braddock Avenue NE
Buffalo, MN 55313

, OWNER,

as set forth in said Surety's bond.

IN WITNESS WHEREOF, the Surety has hereunto set its hand on this date: **August 4, 2025**
(Insert in writing the month followed by the numeric date and year.)

Fidelity and Deposit Company of Maryland
(Surety)

Michelle Morrison
(Signature of authorized representative)

Attest:
(Seal):
Jessie Allen

Michelle Morrison, Attorney-in-Fact
(Printed name and title)

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User Notes: (1466710072)

ZURICH AMERICAN INSURANCE COMPANY
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY
FIDELITY AND DEPOSIT COMPANY OF MARYLAND
POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That the ZURICH AMERICAN INSURANCE COMPANY, a corporation of the State of New York, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, a corporation of the State of Illinois, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND a corporation of the State of Illinois (herein collectively called the "Companies"), by Christopher Nolan, Vice President, in pursuance of authority granted by Article V, Section 8, of the By-Laws of said Companies, which are set forth on the reverse side hereof and are hereby certified to be in full force and effect on the date hereof, do hereby nominate, constitute, and appoint **R. W. FRANK, Brian J. OESTREICH, Melinda C. BLODGETT, Nathan WEAVER, Joshua R. LOFTIS, R. C. BOWMAN, Ted JORGENSEN, Colby D. WHITE, Nicole STILLINGS, Sarah ROBINSON, Sandra M. ENGSTRUM, Michelle MORRISON, Joseph CARDINAL, Kristine M. BECKS, Austin K. MUEHLSCHLEGEL, Ryan-Olivia E. LUNDY, Tina DOMASK, Ross S SQUIRES of St. Louis Park, Minnesota,** its true and lawful agent and Attorney-in-Fact, to make, execute, seal and deliver, for, and on its behalf as surety, and as its act and deed: any and all bonds and undertakings, and the execution of such bonds or undertakings in pursuance of these presents, shall be as binding upon said Companies, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the ZURICH AMERICAN INSURANCE COMPANY at its office in New York, New York., the regularly elected officers of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at its office in Owings Mills, Maryland., and the regularly elected officers of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at its office in Owings Mills, Maryland., in their own proper persons.

The said Vice President does hereby certify that the extract set forth on the reverse side hereof is a true copy of Article V, Section 8, of the By-Laws of said Companies, and is now in force.

IN WITNESS WHEREOF, the said Vice-President has hereunto subscribed his/her names and affixed the Corporate Seals of the said **ZURICH AMERICAN INSURANCE COMPANY, COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and FIDELITY AND DEPOSIT COMPANY OF MARYLAND**, this 18th day of April, A.D. 2025.

ATTEST:
ZURICH AMERICAN INSURANCE COMPANY
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY
FIDELITY AND DEPOSIT COMPANY OF MARYLAND

By: Christopher Nolan
Vice President

By: Dawn E. Brown
Secretary

State of Maryland
County of Baltimore

On this 18th day of April, A.D. 2025, before the subscriber, a Notary Public of the State of Maryland, duly commissioned and qualified, **Christopher Nolan, Vice President and Dawn E. Brown, Secretary** of the Companies, to me personally known to be the individuals and officers described in and who executed the preceding instrument, and acknowledged the execution of same, and being by me duly sworn, deposeth and saith, that he/she is the said officer of the Company aforesaid, and that the seals affixed to the preceding instrument are the Corporate Seals of said Companies, and that the said Corporate Seals and the signature as such officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Corporations.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Official Seal the day and year first above written.

Genevieve M. Maison
Notary Public
My Commission Expire January 27, 2029

Authenticity of this bond can be confirmed at bondvalidator.zurichna.com or 410-559-8790

EXTRACT FROM BY-LAWS OF THE COMPANIES

"Article V, Section 8, Attorneys-in-Fact. The Chief Executive Officer, the President, or any Executive Vice President or Vice President may, by written instrument under the attested corporate seal, appoint attorneys-in-fact with authority to execute bonds, policies, recognizances, stipulations, undertakings, or other like instruments on behalf of the Company, and may authorize any officer or any such attorney-in-fact to affix the corporate seal thereto; and may with or without cause modify of revoke any such appointment or authority at any time."

CERTIFICATE

I, the undersigned, Vice President of the ZURICH AMERICAN INSURANCE COMPANY, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, do hereby certify that the foregoing Power of Attorney is still in full force and effect on the date of this certificate; and I do further certify that Article V, Section 8, of the By-Laws of the Companies is still in force.

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the ZURICH AMERICAN INSURANCE COMPANY at a meeting duly called and held on the 15th day of December 1998.

RESOLVED: "That the signature of the President or a Vice President and the attesting signature of a Secretary or an Assistant Secretary and the Seal of the Company may be affixed by facsimile on any Power of Attorney...Any such Power or any certificate thereof bearing such facsimile signature and seal shall be valid and binding on the Company."

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at a meeting duly called and held on the 5th day of May, 1994, and the following resolution of the Board of Directors of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at a meeting duly called and held on the 10th day of May, 1990.

RESOLVED: "That the facsimile or mechanically reproduced seal of the company and facsimile or mechanically reproduced signature of any Vice-President, Secretary, or Assistant Secretary of the Company, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power of attorney issued by the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate seals of the said Companies, this 4th day of August, 2025.



MJ Pethick

Mary Jean Pethick
Vice President

TO REPORT A CLAIM WITH REGARD TO A SURETY BOND, PLEASE SUBMIT A COMPLETE DESCRIPTION OF THE CLAIM INCLUDING THE PRINCIPAL ON THE BOND, THE BOND NUMBER, AND YOUR CONTACT INFORMATION TO:

Zurich Surety Claims
1299 Zurich Way
Schaumburg, IL 60196-1056
reportsfclaims@zurichna.com
800-626-4577

Authenticity of this bond can be confirmed at bondvalidator.zurichna.com or 410-559-8790

DEPARTMENT OF REVENUE

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	2-085-747-168
Submitted Date and Time:	19-Aug-2025 3:43:55 PM
Legal Name:	NEW LOOK CONTRACTING INC
Federal Employer ID:	41-1615712
User Who Submitted:	NewLookContracting
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	**783495168**
Minnesota ID:	2321133
Project Owner:	WRIGHT COUNTY
Project Number:	SAP 086-683-001
Project Begin Date:	23-Jul-2024
Project End Date:	10-Jun-2025
Project Location:	CSAH 83 & TH 25
Project Amount:	$1,467,408.81

Subcontractor Summary

Name	ID	Affidavit Number
ALLSTATES PAVEMENT RECYCLING & STABILIZATION INC.	3908651	426586112
ALL STATE TRAFFIC CONTROL INC.	4300984	451751936
DESIGN ELECTRIC INC	6387590	1388359680
GORMAN SURVEYING INC	2520295	852307968
KNIFE RIVER CORPORATION	9485354	777728000
NORBY LAND CORP	3331676	1721446400
REINER CONTRACTING	2595892	1830498304
SIR LINES A LOT INC	3509324	1988440064
STAPF CONCRETE CONSTRUCTION INC.	6036685	2830336

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Central Time.

Please print this page for your records using the print or save functionality built into your browser.

DEPARTMENT OF REVENUE

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-342-958-048
Submitted Date and Time:	6-Aug-2025 8:05:09 AM
Legal Name:	ALLSTATES PAVEMENT RECYCLING & STABILIZATION INC.
Federal Employer ID:	47-3023160
User Who Submitted:	APRSINC
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	**426586112**
Minnesota ID:	3908651
Project Owner:	WRIGHT COUNTY HIGHWAY DEPARTMENT
Project Number:	SAP 086-683-001
Project Begin Date:	06-Aug-2024
Project End Date:	15-Aug-2024
Project Location:	CSAH 83 & TH 25
Project Amount:	$10,834.88
Subcontractors:	No Subcontractors

Important Messages

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Contact Us

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DEPARTMENT OF REVENUE

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	0-097-524-192
Submitted Date and Time:	11-Aug-2025 9:40:07 AM
Legal Name:	ALL STATE TRAFFIC CONTROL INC
Federal Employer ID:	47-5418502
User Who Submitted:	ASTCMN16
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	**451751936**
Minnesota ID:	4300984
Project Owner:	WRIGHT COUNTY
Project Number:	SP 8605-56
Project Begin Date:	26-Jul-2024
Project End Date:	16-Oct-2024
Project Location:	WRIGHT COUNTY
Project Amount:	$53,275.61
Subcontractors:	No Subcontractors

Important Messages

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DEPARTMENT OF REVENUE

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	0-395-373-024
Submitted Date and Time:	5-Aug-2025 10:37:18 AM
Legal Name:	DESIGN ELECTRIC INC
Federal Employer ID:	41-1223438
User Who Submitted:	jwright@designelect.com
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	**1388359680**
Minnesota ID:	6387590
Project Owner:	WRIGHT CO
Project Number:	SP 8605-56
Project Begin Date:	11-Sep-2024
Project End Date:	04-Oct-2024
Project Location:	BUFFALO
Project Amount:	$90,457.52
Subcontractors:	No Subcontractors

Important Messages

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Contact Us

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DEPARTMENT OF REVENUE

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	0-328-231-392
Submitted Date and Time:	5-Aug-2025 7:23:45 AM
Legal Name:	GORMAN SURVEYING INC
Federal Employer ID:	41-1827941
User Who Submitted:	dgorman
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	**852307968**
Minnesota ID:	2520295
Project Owner:	WRIGHT COUNTY HIGHWAY DEPARTMENT
Project Number:	24-5640
Project Begin Date:	03-Jun-2024
Project End Date:	05-Aug-2025
Project Location:	WRIGHT COUNTY CSAH 83 & HWY 25
Project Amount:	$6,970.00
Subcontractors:	No Subcontractors

Important Messages

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Contact Us

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DEPARTMENT OF REVENUE

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-320-851-936
Submitted Date and Time:	14-Aug-2025 1:13:14 PM
Legal Name:	KNIFE RIVER CORPORATION
Federal Employer ID:	41-0906808
User Who Submitted:	32MNTAX
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	**777728000**
Minnesota ID:	9485354
Project Owner:	COUNTY OF WRIGHT
Project Number:	SP 8605-56 NLC# 24-5640
Project Begin Date:	23-Sep-2024
Project End Date:	03-Oct-2024
Project Location:	WRIGTH COUNTY TH 25 & CSAH 83
Project Amount:	$252,851.06
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

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Please print this page for your records using the print or save functionality built into your browser.

DEPARTMENT OF REVENUE

MN e-Services

NORBY LAND CORP

Confirmation

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-150-999-008
Submitted Date and Time:	15-Aug-2025 1:03:01 PM
Legal Name:	NORBY LAND CORP
Federal Employer ID:	46-4414606
User Who Submitted:	Norbyland
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number: 1721446400

Minnesota ID:	3331676
Project Owner:	MNDOT
Project Number:	8605-56
Project Begin Date:	01-Aug-2024
Project End Date:	30-May-2025
Project Location:	WRIGHT COUNTY CSAH 83 & TH 25
Project Amount:	$37,307.11
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Central Time.

DEPARTMENT OF REVENUE

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	0-063-990-240
Submitted Date and Time:	5-Aug-2025 9:47:56 AM
Legal Name:	REINER CONTRACTING INC
Federal Employer ID:	41-1831218
User Who Submitted:	ReinerContracting
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	**1830498304**
Minnesota ID:	2595892
Project Owner:	WRIGHT COUNTY HWY DEPT
Project Number:	25-5640
Project Begin Date:	09-Sep-2024
Project End Date:	09-Sep-2024
Project Location:	WRIGHT CO
Project Amount:	$2,088.64
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Central Time.

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DEPARTMENT OF REVENUE

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-837-033-952
Submitted Date and Time:	5-Aug-2025 11:12:41 AM
Legal Name:	SIR LINES-A-LOT INC
Federal Employer ID:	46-5427787
User Who Submitted:	linesalot
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	**1988440064**
Minnesota ID:	3509324
Project Owner:	WRIGHT COUNTY HIGHWAY DEPARTMENT
Project Number:	24-5640
Project Begin Date:	01-Sep-2024
Project End Date:	31-Oct-2024
Project Location:	WRIGHT COUNTY
Project Amount:	$34,068.50
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Central Time.

Please print this page for your records using the print or save functionality built into your browser.

DEPARTMENT OF REVENUE

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-571-842-528
Submitted Date and Time:	5-Aug-2025 1:40:26 PM
Legal Name:	STAPF CONCRETE CONSTRUCTION INC
Federal Employer ID:	16-1615178
User Who Submitted:	stapfconcrete
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	**2830336**
Minnesota ID:	6036685
Project Owner:	WRIGHT COUNTY HIGHWAY DEPARTMENT
Project Number:	24-5640
Project Begin Date:	12-Sep-2024
Project End Date:	28-Sep-2024
Project Location:	BUFFALO
Project Amount:	$317,301.50
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Central Time.

Please print this page for your records using the print or save functionality built into your browser.

NEW LOOK INC. CONTRACTING

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

Dated: August 19, 2025

The undersigned hereby acknowledges receipt of the sum of $48,288.37 from New Look Contracting, Inc. for the project listed below,

CHECK ONLY ONE

1. [ ] as partial payment for labor, skill and material furnished

2. [X] as payment for all labor, skill and material furnished or to be furnished (except the sum of $4,987.24 retainage or holdback)

3. [ ] as full and final payment for all labor, skill and material furnished or to be furnished to the following described real property:

LEGAL AND/OR ADDRESS

TH 25 and CSAH 83; Reconstruction Project
Job #24-5640

And for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors employed by the undersigned have been paid in full, EXCEPT:

NOTE: If this instrument is executed by a corporation, it must be signed by an officer, and if executed by a partnership, it must be signed by a partner.

ALL STATE TRAFFIC CONTROL

Laurie Kissner
By
President
Title
875 Prairie Court Cold Spring, MN 56320
Address

Address

NEW LOOK INC. CONTRACTING

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

Dated: August 19, 2025

The undersigned hereby acknowledges receipt of the sum of $10,834.88 from New Look Contracting, Inc. for the project listed below,

CHECK ONLY ONE

1. [ ] as partial payment for labor, skill and material furnished

2. [ ] as payment for all labor, skill and material furnished or to be furnished (except the sum of $_____ retainage or holdback)

3. [X] as full and final payment for all labor, skill and material furnished or to be furnished to the following described real property:

LEGAL AND/OR ADDRESS

TH 25 and CSAH 83; Reconstruction Project
Job #24-5640

And for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors employed by the undersigned have been paid in full, EXCEPT:

NOTE: If this instrument is executed by a corporation, it must be signed by an officer, and if executed by a partnership, it must be signed by a partner.

ALLSTATES PAVEMENT RECYCLING & STABILIZATION, INC.

_____
By

COO
Title

6600 Jansen Ave NE
Address

Otsego MN 55301
Address

NEW LOOK INC. CONTRACTING

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

Dated: August 19, 2025

The undersigned hereby acknowledges receipt of the sum of $85,030.07 from New Look Contracting, Inc. for the project listed below,

CHECK ONLY ONE

1. [ ] as partial payment for labor, skill and material furnished

2. [X] as payment for all labor, skill and material furnished or to be furnished (except the sum of $4,522.88 retainage or holdback)

3. [ ] as full and final payment for all labor, skill and material furnished or to be furnished to the following described real property:

LEGAL AND/OR ADDRESS

TH 25 and CSAH 83; Reconstruction Project
Job #24-5640

And for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors employed by the undersigned have been paid in full, EXCEPT:

NOTE: If this instrument is executed by a corporation, it must be signed by an officer, and if executed by a partnership, it must be signed by a partner.

DESIGN ELECTRIC INC.

By

PRESIDENT
Title

4807 HEATHERWOOD ROAD
Address

ST CLOUD MN 56301
Address

NEW LOOK INC. CONTRACTING

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

Dated: August 19, 2025

The undersigned hereby acknowledges receipt of the sum of $ 6,970.00 from New Look Contracting, Inc. for the project listed below,

CHECK ONLY ONE

1. [ ] as partial payment for labor, skill and material furnished

2. [X] as payment for all labor, skill and material furnished or to be furnished (except the sum of $348.50 retainage or holdback)

3. [ ] as full and final payment for all labor, skill and material furnished or to be furnished to the following described real property:

LEGAL AND/OR ADDRESS

TH 25 and CSAH 83; Reconstruction Project
Job #24-5640

And for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors employed by the undersigned have been paid in full, EXCEPT:

NOTE: If this instrument is executed by a corporation, it must be signed by an officer, and if executed by a partnership, it must be signed by a partner.

GORMAN SURVEYING, INC.

Christopher Weiland
By

President
Title

8640 Harriet Ave S, Suite #102
Address

Bloomington, MN 55420
Address

NEW LOOK INC. CONTRACTING

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

Dated: August 19, 2025

The undersigned hereby acknowledges receipt of the sum of $240,157.74 from New Look Contracting, Inc. for the project listed below,

CHECK ONLY ONE

1. [ ] as partial payment for labor, skill and material furnished

2. [X] as payment for all labor, skill and material furnished or to be furnished (except the sum of $12,693.33 retainage or holdback)

3. [ ] as full and final payment for all labor, skill and material furnished or to be furnished to the following described real property:

LEGAL AND/OR ADDRESS

TH 25 and CSAH 83; Reconstruction Project
Job #24-5640

And for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors employed by the undersigned have been paid in full, EXCEPT:

NOTE: If this instrument is executed by a corporation, it must be signed by an officer, and if executed by a partnership, it must be signed by a partner.

KNIFE RIVER CORPORATION

By

Controller
Title

4787 Shadowood Dr NE
Address

Sauk Rapids MN 56379
Address

NEW LOOK INC. CONTRACTING

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

Dated: August 19, 2025

The undersigned hereby acknowledges receipt of the sum of $37,307.11 from New Look Contracting, Inc. for the project listed below,

CHECK ONLY ONE

1. [ ] as partial payment for labor, skill and material furnished

2. [X] as payment for all labor, skill and material furnished or to be furnished (except the sum of $8,622.22 retainage or holdback)

3. [ ] as full and final payment for all labor, skill and material furnished or to be furnished to the following described real property:

LEGAL AND/OR ADDRESS

TH 25 and CSAH 83; Reconstruction Project
Job #24-5640

And for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors employed by the undersigned have been paid in full, EXCEPT:

NOTE: If this instrument is executed by a corporation, it must be signed by an officer, and if executed by a partnership, it must be signed by a partner.

NORBY LAND CORP

By

Accounting Manager
Title

1483 Fallon Ave NE
Address

Monticello, MN 55362
Address

NEW LOOK INC. CONTRACTING

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

Dated: August 19, 2025

The undersigned hereby acknowledges receipt of the sum of $2,088.64 from New Look Contracting, Inc. for the project listed below,

CHECK ONLY ONE

1. [ ] as partial payment for labor, skill and material furnished

2. [X] as payment for all labor, skill and material furnished or to be furnished (except the sum of $104.43 retainage or holdback)

3. [ ] as full and final payment for all labor, skill and material furnished or to be furnished to the following described real property:

LEGAL AND/OR ADDRESS

TH 25 and CSAH 83; Reconstruction Project
Job #24-5640

And for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors employed by the undersigned have been paid in full, EXCEPT:

NOTE: If this instrument is executed by a corporation, it must be signed by an officer, and if executed by a partnership, it must be signed by a partner.

REINER CONTRACTING, INC.

By

CONTROLLER
Title

21541 HWY 7 W
Address

HUTCHINSON, MN 55350
Address

NEW LOOK INC.
CONTRACTING

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

Dated: August 19, 2025

The undersigned hereby acknowledges receipt of the sum of $317,301.50 from New Look Contracting, Inc. for the project listed below,

CHECK ONLY ONE

1. [ ] as partial payment for labor, skill and material furnished

2. [X] as payment for all labor, skill and material furnished or to be furnished (except the sum of $15,865.08 retainage or holdback)

3. [ ] as full and final payment for all labor, skill and material furnished or to be furnished to the following described real property:

LEGAL AND/OR ADDRESS

TH 25 and CSAH 83; Reconstruction Project
Job #24-5640

And for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors employed by the undersigned have been paid in full, EXCEPT:

NOTE: If this instrument is executed by a corporation, it must be signed by an officer, and if executed by a partnership, it must be signed by a partner.

STAPF CONCRETE CONSTRUCTION INC.

By

President
Title

201 W. Travelers Tr., #210
Address

Burnsville, MN 55337

RESOLUTION #25-52
BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:
September 9, 2025

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

RESOLUTION #25-52

BE IT RESOLVED that, all work having been satisfactorily completed and the Engineer's Certificate of Final Contract Acceptance having been submitted, the Wright County Board of Commissioners does hereby accept Contract 2409 for the State Highway 25-CSAH 83 Reconstruction (SAP 086-683-001) and hereby does authorize final payment in the amount of $78,527.04 to New Look Contracting, Inc. of Rogers, MN.

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)

I, Select Signer, duly appointed and qualified of the County of Wright, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Wright County, Minnesota, at their session held on Monday, March 03, 2025, now on file in my office, and have found the same to be a true and correct copy thereof.

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

Select Signer

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Marc Mattice

Requestor Title
Assistant County Administrator; Property Services

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
9/9/2025 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 County Board Of Commissioners Meeting Schedule

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Changes To County Board Of Commissioners Meeting Schedule

Value Stream the request primarily aligns with:
Optimize Civic Engagement

Briefly describe how the request aligns with the selected value stream.
Provide Transparency To Meeting Schedule

Describe the impact on staffing resources.
Postings and Calendar Changes

Fiscal Impact:
NA

Background/Justification:

Route for Review and Approval

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

Agenda Item Attachments – File names have to be 64 characters or less (including spaces, special characters, etc.) or they WILL NOT attach to the RFBA. If your file name is longer than that, please rename your file. (1)

Document Name	Attachment Type
9-9-2025 Memo CB Meeting Schedule.docx	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

WRIGHT COUNTY
MINNESOTA

ADMINISTRATION

Wright County Board of Commissioners
2025 Regular Meeting and Workshop Changes

Background
Due to scheduling conflicts, the Administration Team respectfully submits the following proposed revisions to the 2025 Wright County Board of Commissioners adopted meeting schedule for consideration and approval.

Proposed Meeting Cancellations
The following previously scheduled meetings are proposed to be canceled:

1. County Board Workshop, November 11, 2025 (Veterans Day)
2. County Board Workshop, December 9, 2025 (AMC Annual Conference)

Proposed Meeting Date Changes
In place of the canceled meetings, the following revised meeting dates are proposed:

1. County Board of Commissioners Workshop – Tuesday, November 18, 2025, at 10:30 a.m. (Replacing, Tuesday, November 11, 2025)

Upon approval, a revised public meeting schedule will be posted, and the Administration Office will update calendars to reflect the changes.

Please contact the Administration Office with any questions.

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 *
9/9/2025 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 Minutes from Public Hearing on Repair Report for County Ditch #19

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Minutes from Public Hearing on Repair Report for County Ditch #19

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 – File names have to be 64 characters or less (including spaces, special characters, etc.) or they WILL NOT attach to the RFBA. If your file name is longer than that, please rename your file. (1)

Document Name	Attachment Type
Public Hearing Minutes 8-14-2025.docx	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

PUBLIC HEARING

PETITION FOR CD #19

August 14, 2025

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

DATE APPROVED:

Members Present: **Darek Vetsch, Kirby Moynaugh, Tina Diedrick**

Staff Present: **Matt Detjen, Greg Kryzer**

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

Commissioner Darek Vetsch opened the Public Hearing and 12:59 p.m. and gave an overview of County Ditch #19. Agriculture & Drainage Coordinator Matt Detjen gave a history of County Ditch #19. Garret Monson of Moore Engineering then spoke about the project and what needed to be done to the ditch.

At 1:33 p.m. Commissioner Vetsch opened the hearing for comments from the public. Commissioner Vetsch informed the public that they would be limited on time to ask questions due to large amount of people at the hearing and that all questions would be answered at the end of the Public Hearing.

Dan Vanderlinde, French Lake Township
Vanderlinde spoke about gaining tillable acreage from the fixing of County Ditch #19. He wanted to know what he had to gain from this and how many people were in the 100-year flood plain.

Peter Forare, Annandale
Forare spoke and asked why other options were not on the table to lower costs. He wanted to know what Reach #1 clearing could not be done with a drag line. Could herbicide be used to kill the roots of the trees? Could drones be used to spray vegetation? Forare also wanted to know what regulations there were to being able to raise lake lots by the property owners to help with flooding.

Robert Zeidler, Plymouth
Zeidler posed a series of questions for the Commissioners, Staff and Moore Engineering. He asked about the estimated costs that came from Moore and if the bids come in at greater expense than what Moore Engineering had thought, what happens? Zeidler wanted to know about the field investigation and into the culvert that was not part of the original ditch and if Moore Engineering had investigated it. He asked for the distance of each of the four reaches, and since Reach 3 had been completed what the total cost was for that. Zeidler asked if anyone present could give an update on the lake level for French Lake. He was pleased that there was not much excavation to be done but wanted more of an explanation on how the 2 feet of sediment would not affect the lake level.

Patrick Splinter – French Lake
Splinter stated that he had requested ditch be clean. He also noted for Zeidler that high lake levels at his property over the past 7 years.

Commissioner Vetsch asked if anyone would like to speak on a second round of questions.

Peter Forare, Annandale
Forare wanted to know if any of the seasonal bids that the County has for clearing brush and other projects could be used to look at and work on the Reaches.

Carol Symalla, Annandale
Symalla felt the project would not benefit her property or its value.

Ken Felder – Buffalo
Felder also approached and informed the Commissioners that current lake level is the highest it has been in years.

Chris Gunderson, Annandale
Gunderson asked about water levels on Route 3 and stated that he thought that natural runoff should not be charged to repair.

Dan Vanderlinde, French Lake Township
Vanderlinde sked if property assessments could be adjusted post-project.

Responses from Drainage Authority
Commissioner Vetsch addressed multiple concerns. He acknowledged floodplain issues and historical complications, but the Authority cannot undo what was done 60 years ago. He clarified that not all properties benefit equally under MN Statute 103E and because a request was made, the Authority is under legal obligation to repair the ditch. Vetsch also explained that the estimates are not final bids; bids will be solicited and if they come in above the estimates a second round of bids can be requested. Vetsch noted that Moore Engineering did not assess the culvert to Dans Lake, but the Highway Department did. Vetsch also addressed Symalla's statements about property values by asking who informed Symalla that property values would increase and explained that between benefits to the system versus property value changes are two completely different matters.

Matt Detjen explained that all cost-saving measures like selective tree removal, drag line and drone spraying are being looked at. He also explained that this is functional repairs rather than full restoration to legal low levels of the Ditch.

Commissioner Diedrick acknowledged fairness concerns but emphasized the Drainage Authority legal requirements. Diedrick then made a motion for the staff to move forward with getting bids for Reach's 1, 2 and 4. Vetsch seconded the motion but stated that he wanted staff to have flexibility on the bids and separating them out into three bids. Detjen stated that bids will be broken into pieces such as tree removal being different bid than the excavation and that this will help to lower costs. Reach 1 & 2 will be one bid, since Reach 2 is a small scope of work. Vetsch requested a motion to move forward with Reach 1, 2 and 4 with staff flexibility to break apart the bids to what will make the most sense to help with costs. Vetsch stated that moving forward with reach 4 was to get the bids to see actual costs. Diedrick made motion and Moynagh seconded. Motion passed 3-0.

The meeting adjourned at 2:19 p.m.
Public Hearing minutes submitted by Bryan Palmer, Administration Office Manager

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 *
9/9/2025 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 and Adopt Recommendations from the Aggregate Tax Committee Meeting (08.27.2025)

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve and Adopt Recommendations from the Aggregate Tax Committee Meeting (08.27.2025)

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 – File names have to be 64 characters or less (including spaces, special characters, etc.) or they WILL NOT attach to the RFBA. If your file name is longer than that, please rename your file. (1)

Document Name	Attachment Type
08.27.2025 Aggregate Tax Recommendations.docx	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

Aggregate Tax Committee Recommendations for 2025 Grant Submissions

2025 Summary:

- Five applications were received for the 2025 grant cycle
- The committee reviewed the applications and recommended funding three applicants at their fully requested amounts
- The County Board will fund up to $80,000 annually to be allocated amongst project applicants, with a maximum per applicant of $40,000. Requests cannot exceed 80% of the total project cost.

Applicant	Project Description	Total Project Cost	Requested Funding	Recommended Funding
WC Parks- Pleasant, Beebe Lake & Yager Park	Native Wildflower Restoration	$35,763	$19,908	$19,908.00
City of Otsego- Highlands of River Pointe	Native Prairie and Wetland Restoration	$302,526	$25,000	$25,000.00
Cokato Township- 2895 County Rd 4 SW	Erosion and Sediment Control from Cokato Lake	$70,000	$35,000	$35,000.00
City of Cokato- 4825 Omer Ave NE	Construction of Storage Pond	$553,000.00	$35,000	$0.00
City of Monticello- The Pointes at Cedar	Tree Planting and Prairie Seeding	$55,000	$32,450	$0.00
		$1,016,289.00	$147,358	**$79,908**

Projects recommended for funding:

City of Otsego- Highlands of River Pointe:

The project will convert 31 acres of degraded grassland and basins and 22 acres of forest to diverse native prairie and vegetation. This project will improve the site's ability to filter and store water, provide habitat for pollinators, birds, and other wildlife, and provide improved access and aesthetic beauty for park users.

Wright County Parks and Recreation- Clearwater-Pleasant Regional Park, Beebe Lake Regional Park & Yager County Park:

This project will reintroduce a mix of native wildflowers into select prairies to help bolster and support the pollinator population. This increased plant diversity will provide additional food, cover, and nesting sites for other wildlife as well. The project will provide more opportunities for park users to discover and learn about new plants with identification signage place along walking trails.

Cokato Township- 2895 County Rd 4 SW:

This project will provide engineering assistance to complete modeling and design work for erosion and sediment control associated with flooding adjacent to Cokato Lake. The engineered plans are required for Soil and Water Conservation District (SWCD) to implement the project.

AGGREGATE TAX COMMITTEE

AGGREGATE TAX RECOMMENDATIONS

DATE: AUGUST 27, 2025

Tina Diedrick	District 1
Darek Vetsch	District 2
Jeanne Holland	District 3
Nadine Schoen	District 4
Kirby Moynaghy	District 5

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

I. Review Applications and Determine Allocations

2025 Applications

Application	Score	Amount Requested	Amount Allocated
1. WC Parks - Pleasant, Beebe Lake & Yager Park **(Native Wildflower Restoration)**	89.7	$19,908.00	**$19,908.00**
2. City of Otsego - Highlands of River Pointe **(Native Prairie and Wetland Restoration)**	79.2	$25,000.00	**$25,000.00**
3. Cokato Township - 2895 County Rd 4 SW **(Erosion and Sediment Control from Cokato Lake)**	64.4	$35,000.00	**$35,000.00**
4. City of Cokato - 4825 Omer Ave NE **(Construction of Storage Pond)**	63.8	$35,000.00	**$0.00**
5. City of Monticello - The Pointes at Cedar **(Tree Planting and Prairie Seeding)**	58.2	$32,450.00	**$0.00**

RECOMMENDATION: *Approve the funding allocation as listed*

Aggregate Tax Committee Recommendations submitted by Jenn Eggersgluss, Administrative Specialist

DRAFT