BOARD AGENDA
BOARD OF WRIGHT COUNTY COMMISSIONERS
Tuesday, October 7, 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 (9-23-2025)

III. REVIEW & APPROVAL OF AGENDA

IV. CONSENT AGENDA

A. ADMINISTRATION

1. Approval of Charitable Gambling Application, Form LG240B, Cardinal Athletic Foundation, Inc., Gambling Premises: The Boathouse at 'Tween Lakes, 8980 MN-24, Annandale, MN 55302, Date of Activity: 11/08/2025

B. FACILITIES

1. Authorize Contract Award and Board Chair Signature for the LEC 2026 Roof Replacement - Palmer West Construction

C. FINANCE & TAXPAYER SERVICES

1. Approve Request to Rehire One Full Time Assistant Finance Director

2. Approve Budget Amendment 53, Court Services

3. Motion to Approve Budget Amendment 55, SO Intergovernmental Expenditures

4. Approve the Reimbursement of the American Rescue Plan Act Funds (ARP) as Follows:
Approval of Use of ARP Funds from 01-099-493
$252,583.28 5.19 Broadband: "Last Mile" Project-Frontier
$ 42,400.00 2.22-Strong Healthy Communities: Neighborhood Features that Promote Health and Safety

5. Acknowledge Warrant Disbursements Issued Between September 15 through September 28, 2025

D. HIGHWAY

1. Authorize Additional Services with SRF for Construction Engineering Services

V. TIMED AGENDA ITEMS

A. 9:05 A.M. - JAMI GOODRUM - HEALTH & HUMAN SERVICES DIRECTOR

1. HEALTH & HUMAN SERVICES CONSENT AGENDA

i. Approve Amendment to Cannabis and Substance Use Prevention Grant.
Newly Amended Contract Through 2028-06-30, Amount $233,160.00
(Original Contract Approved by Board Through 2026-06-30, Amount $141,770.00)

ii. Approve Renewal of Statewide Health Improvement Partnership(SHIP) 5-Year Allocation for Period 2025-11-01 Through 2030-10-31 with Minnesota Department of Health.

iii. Approve Tobacco License for Afshar Tobacco LLC (DBA: Tommy's Tobacco & Vape) in Cokato

iv. 1. Approve New Opioid Settlement Advisory Council Member: Travis Hanson
2. Replace Opioid Settlement Advisory Council Member Chad Miller with Jami Goodrum.

v. Aceept Mental Health Advisory Council (MHAC) Member Application and Approve Two-Year Term Reappointment:
1. Roxanne DoBrava, District 2 - New Member

2. Kirk Wulf, District 1 - Reappointment. First Term Ends 2025/12/12

vi. Accept Two-Year Term Public Health Task Force (PHTF) Member Resignation and Approve Two-Year Term Reappointment:
1. Melissa Pribyl, District 5 – Resignation Effective 2025-10-11
2. Bonita Bryant (V-Chair), District 1 – Reappointment. Second Term Ends 12/13/25
3. Jamie Stang, District 5 – Reappointment. Fist Term Ends 12/12/25

2. HEALTH & HUMAN SERVICES TIMED AGENDA

i. Recognition of Service: Social Worker Theresa Novacek Retires on October 7, 2025

ii. Adopt Resolution HHS 25-10: Proclaim October 15, 2025 as County and Tribal Financial Worker & Case Aide Day in Wright County

iii. Adopt Resolution HHS 25-11 to Accept September 2025 Donations

iv. HHS Director's Comments:
1. Introduction: Public Health Supervisor Tina Prior, Collaborative Health Services Team
2. Wright County in Collaboration with Other Counties for a Grant Project for MNBenefits-to-MAXIS System Integration

B. 9:30 A.M. - PUBLIC HEARING - PROPOSED CRAWFORD LAKE IMPROVEMENT DISTRICT

1. PUBLIC HEARING: Proposed Crawford Lake Improvement District

VI. ITEMS FOR CONSIDERATION

A. ADMINISTRATION

1. Approve Resolution 25-57, of Final Acceptance for Contract 2507 and Authorize Final Payment to Corrective Asphalt Materials, LLC. in the Amount of $114,400

2. Set Agenda for Tuesday, October 14, 2025, County Board of Commissioners Workshop

3. Set Date and Time for Public Hearing Related to Changes in the Fees for Service Schedule;
Suggested Date and Time: Tuesday, November 4, 2025 at 9:30 a.m.

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 *
10/7/2025 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 (9-23-2025)

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Minutes from County Board Meeting (9-23-2025)

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
9-23-2025 Wright County Board Meeting Minutes.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, September 23, 2025

DATE APPROVED: [ ]

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.

2025 QUARTER THREE YEARS OF SERVICE RECOGNITION

A. 2025 Quarter Three Years of Service Recognition

At 9:01 a.m. Vetsch commenced the Years of Service recognition with County Administrator Greg Kryzer announcing the staff's names.

MINUTES - DISPENSE WITH READING, APPROVE AS WRITTEN/REVISED

A. Approve Minutes from County Board Meeting (9-9-2025)

At 9:08 a.m. Vetsch requested approval of the agenda.

Motion by Commissioner Jeanne Holland and seconded by Commissioner Tina Diedrick

Aye: 4; Nay: 0; Abstain: 0; Absent: 1; Recused: 0
For: Diedrick, Holland, Moynagh, Vetsch
Absent: Schoen

REVIEW & APPROVAL OF AGENDA

At 9:09 a.m. Vetsch requested approval of the agenda.

Motion by Diedrick and seconded by Holland

Aye: 4; Nay: 0; Abstain: 0; Absent: 1; Recused: 0
For: Diedrick, Holland, Moynagh, Vetsch
Absent: Schoen

CONSENT AGENDA

At 9:10 am Vetsch requested approval of the Consent Agenda.

Motion by Commissioner Kirby Moynagh and seconded by Holland

Aye: 4; Nay: 0; Abstain: 0; Absent: 1; Recused: 0
For: Diedrick, Holland, Moynagh, Vetsch
Absent: Schoen

A. ADMINISTRATION

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

B. ASSESSOR

1. **Approve Request to Rehire One Full Time Property Appraiser**

C. COURT SERVICES

1. **Authorize Signatures on State of Minnesota Cooperative Agreement between Wright County Probation & Court Services (Court Services) and the State of Minnesota for Salary Reimbursement for the Coordinator Position in the Wright County Drug Court Program**

D. FACILITIES

1. **Authorize the Back-fill of a Facilities Maintenance Technician Position**

E. FINANCE & TAXPAYER SERVICES

1. **Approve Budget Amendment 47, Uniform Allowance**

2. **Approve Reimbursement of the American Rescue Plan Act Funds (ARP) as Follows:**
   Approval of Use of ARP funds from 01-099-493
   $11,254.98 5.6 Clean Water: Stormwater-Maple Lake Township

3. **Approval to Transfer the Remaining 2019A Bond Funds of 1,882,993.72 from the Capital Improvement Fund 34-163-000-0000-6910 to the Debt Service Fund 36-836-000-0000-5910**

4. **August 2025 Budget to Actual**

5. **Acknowledge Warrant Disbursements Issued Between August 30 through September 14, 2025**

F. HEALTH & HUMAN SERVICES

1. **Approve New Tobacco License for Brothers Smoke and More, Monticello**

G. HIGHWAY

1. **Authorize Additional Services with WSB for Construction Engineering Services**

2. **Approve Authorization to Fill Vacant Highway Maintenance Worker Position (Due to a Retirement on 5/14/2025) and Any Vacant Positions Resulting from the Internal Recruitment/Posting Process**

H. SHERIFF

1. **Approval of Medical Contract with WellPath for Jail Medical Services**

TIMED AGENDA ITEMS

A. 9:15 AM - EXTENSION STAFF

1. **Adopt Resolution 25-51, Declaring October 5-11, 2025 as National 4-H Week in Wright County by Extension Staff: Kelly Strei, Kimberly Fox, and 4-H Member: Sophie Salmela**

At 9:10 a.m. 4-H member Sophie Salmela spoke on Resolution 25-51, Declaring October 5-11, 2025, as National 4-H Week in Wright County. Vetsch requested a motion to approve the Resolution.

Motion by Diedrick and seconded by Holland

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

B. 9:25 AM - BRIAN LUTES - COUNTY ATTORNEY

1. **Authorize Signatures on Resolution 25-55, Joint Powers Agreement (JPA) and Court Services Subscriber Amendment to Criminal Justice Data Communications Network (CJDN) Subscriber Agreement with the State of Minnesota for Continued Access to the**

Bureau of Criminal Apprehension's CJDN Network for the County Attorney's Office and Sheriff's Department

At 9:15 a.m. County Attorney Brian Lutes spoke on Resolution 25-55, JPA and Court Services Subscriber Amendment to CJDN Subscriber Agreement with the State of Minnesota. Vetsch requested a motion to approve the resolution.

Motion by Commissioner Nadine Schoen and seconded by Holland

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

C. 9:30 AM - MATT DETJEN - AGRICULTURE & DRAINAGE SUPERVISOR

1. **1. Approve the Low Bids and Authorize the Agricultural, Drainage, and Natural Resources Supervisor to Sign Contracts for the Following**
   A. Reach #1 Tree Removal from Clearview Tree Services LLC for $22,715.
   B. Wuetherich Drainage, Inc for Reach #1 Repairs. Reject Bid Alternatives #7 and #8 for a Total Contract Amount of $20,950.
   C. Kotila Brothers Excavating, LLC for Reach #2 Repairs. Reject Bid Alternative $6 and #7 for a Total Contract Amount of $7,975.

   2. Reject All Bids for Reach #4 Repairs and Direct Staff to Continue to Work on Permitting Items on this Section, and Rebid at that Time.

At 9:27 a.m. Agriculture & Drainage Supervisor Matt Detjen spoke on bids and history of County Ditch #19. Diedrick spoke on bids for County Ditch #19. Vetsch requested a motion to authorize Detjen to sign the low bid contracts.

Motion by Schoen and seconded by Moynagh

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

A. Reach #1 Tree Removal from Clearview Tree Services LLC for $22,715.

Vetsch requested a motion to approve contract for Tree Removal on Reach #1.

Motion by Schoen and seconded by Diedrick

Aye: 4; Nay: 1; Abstain: 0; Absent: 0; Recused: 0
For: Diedrick, Holland, Schoen, Vetsch
Against: Moynagh

B. Wuetherich Drainage, Inc for Reach #1 Repairs. Reject Bid Alternatives #7 and #8 for a Total Contract Amount of $20,950.

Vetsch requested a motion to approve contract for Reach #1 repairs.

Motion by Schoen and seconded by Holland

Aye: 4; Nay: 1; Abstain: 0; Absent: 0; Recused: 0
For: Diedrick, Holland, Schoen, Vetsch
Against: Moynagh

C. Kotila Brothers Excavating, LLC for Reach #2 Repairs. Reject Bid Alternative $6 and #7 for a Total Contract Amount of $7,975.

Vetsch requested a motion to approve contract for Reach #2 repairs.

Motion by Schoen and seconded by Holland.

Aye: 4; Nay: 1; Abstain: 0; Absent: 0; Recused: 0
For: Diedrick, Holland, Schoen, Vetsch
Against: Moynagh

2. Reject All Bids for Reach #4 Repairs and Direct Staff to Continue to Work on Permitting Items on this Section

At 9:36 a.m. Detjen explained rejecting bids for Reach #4. Vetsch, Diedrick and Moynagh all spoke on County Ditch #19. Kryzer also spoke on County Ditch #19. Vetsch requested a motion to reject all bids.

Motion by Schoen and seconded by Moynagh

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

D. 9:40 AM - GREG KRYZER - COUNTY ADMINISTRATOR

1. Approve the Preliminary 2026 Budget & Adopt Resolution 25-56

At 9:40 a.m. Kryzer spoke on the 2026 budget. Vetsch, Schoen, Holland, Moynagh, and Diedrick spoke on 2026 budget. Vetsch requested a motion to approve the 2026 budget and adopt Resolution 25-56.

Motion by Schoen and seconded by Holland.

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

2. Take Action To Set Truth and Taxation Public Hearing Related to 2026 County Budget - 6:00 pm on December 11, 2025

At 9:58 a.m. Kryzer spoke on setting the Truth and Taxation public hearing. Vetsch requested motion to set the public hearing for 6 p.m. Thursday, December 11, 2025.

Motion by Holland and seconded by Moynagh

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

ITEMS FOR CONSIDERATION

A. COMMITTEE MINUTES

1. Approve Minutes & Recommendations from the County Board Workshop (9-9-2025)

At 9:18 a.m. Vetsch requested motion to approve minutes and recommendations from the County Board workshop.

Motion by Schoen and seconded by Moynagh

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

2. Approve and Adopt Recommendations from the Revisors Workgroup (9-15-2025)

At 9:18 a.m. Vetsch requested a motion to approve the recommendations from Revisors Workgroup to:

1. Schedule public hearing for October 21st for modifications to dangerous dog ordinance.

2. Schedule public hearing for October 21st for modifications to the park ordinance related mainly to e-bikes

3. Refer to planning commission for public hearing on October 23rd. For modifications to county park dedications.

Diedrick spoke about recommendations process. Kryzer and Vetsch responded.

Motion by Schoen and seconded by Holland

Aye: 4; Nay: 1; Abstain: 0; Absent: 0; Recused: 0
For: Holland, Schoen, Moynagh, Vetsch
Against: Diedrick

3. Approve and Adopt Recommendations from the Personnel Advisory Meeting (9-15-2025)

At 9:26 a.m. Vetsch requested a motion to approve the recommendations to move forward with the fleet organization with the implementation in January 2026. Diedrick spoke about recommendations process.

Motion by Moynagh and seconded by Holland

Aye: 4; Nay: 1; Abstain: 0; Absent: 0; Recused: 0
For: Holland, Schoen, Moynagh, Vetsch
Against: Diedrick

ADJOURNMENT

At 9:59 a.m Vetsch adjourned the meeting.

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 *
10/7/2025 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) *
Approval of Charitable Gambling Application, Form LG240B, Cardinal Athletic Foundation, Inc., Gambling Premises: The Boathouse at 'Tween Lakes, 8980 MN-24, Annandale, MN 55302, Date of Activity: 11/08/2025

Short Title (what will appear on Agenda outline - 250 character max.) *
Approval of Charitable Gambling Application, Form LG240B, Cardinal Athletic Foundation, Inc., Gambling Premises: The Boathouse at 'Tween Lakes, 8980 MN-24, Annandale, MN 55302, Date of Activity: 11/08/2025

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
Cardinal Athletic Foundation LG240B.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

MINNESOTA LAWFUL GAMBLING

LG240B Application to Conduct Excluded Bingo — No Fee

5/24
Page 1 of 2

ORGANIZATION INFORMATION

Organization Name: Cardinal Athletic Foundation, Inc

Previous Gambling Permit Number:

Minnesota Tax ID Number, if any:

Federal Employer ID Number (FEIN), if any:

Mailing Address: 855 Hemlock Street East

City: Annandale State: MN Zip: 55302 County: Wright

Name of Chief Executive Officer (CEO): Tim Wolff, President

CEO Daytime Phone: 612-625-9994 CEO Email: Cardinalathleticf@gmail.com
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO):

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☑ Other Nonprofit Organization

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

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

☑ **Current calendar year Certificate of Good Standing**
Don't have a copy? This certificate must be obtained each year from:

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

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

☑ **Internal Revenue Service-IRS income tax exemption 501(c) letter in your organization's name**
Don't have a copy? Obtain a copy of your federal income tax exempt letter by having an organization officer contact the IRS at 877-829-5500.

☐ **Internal Revenue Service-Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

EXCLUDED BINGO ACTIVITY

Has your organization held a bingo event in the current calendar year? ☐ Yes ☑ No

If yes, list the dates when bingo was conducted:

The proposed bingo event will be:

☑ one of four or fewer bingo events held this year. Dates: 11/08/2025
-OR-
☐ conducted on up to 12 consecutive days in connection with a:

- ☐ county fair Dates:
- ☐ civic celebration Dates:
- ☐ Minnesota State Fair Dates:

Person in charge of bingo event: Angela Swanson, Treasurer Daytime Phone: 612-581-3558

Name of premises where bingo will be conducted: The Boathouse at 'Tween Lakes

Premises street address: 8980 MN-24

City: Annandale If township, township name: Corinna Township County: Wright

LG240B Application to Conduct Excluded Bingo

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

CITY APPROVAL
for a gambling premises
located within city limits

On behalf of the city, I approve this application for excluded bingo activity at the premises located within the city's jurisdiction.

Print City Name: _____

Signature of City Personnel:

_____

Title: _____ Date: _____

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

COUNTY APPROVAL
for a gambling premises
located in a township

On behalf of the county, I approve this application for excluded bingo activity at the premises located within the county's jurisdiction.

Print County Name: Wright County

Signature of County Personnel:

_____

Title: _____ Date: _____

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

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge.

Chief Executive Officer's Signature: _____ Date: 9-24-25
(Signature must be CEO's signature; designee may not sign)

Print Name: Tim Wolff, President

MAIL OR FAX APPLICATION & ATTACHMENTS

Mail or fax application and a copy of your proof of nonprofit status to:

Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113
Fax: 651-639-4032

An excluded bingo permit will be mailed to your organization. Your organization must keep its bingo records for 3-1/2 years.

Questions?
Call a Licensing Specialist at 651-539-1900.

Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. Otherwise, bingo hard cards, bingo paper, and bingo number selection devices must be obtained from a distributor licensed by the Minnesota Gambling Control Board. A list of licensed distributors is available on the Gambling Control Board's website at www.mn.gov/gcb.

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

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

An equal opportunity employer

Office of the Minnesota Secretary of State
Certificate of Good Standing

I, Steve Simon, Secretary of State of Minnesota, do certify that: The business entity listed below was filed pursuant to the Minnesota Chapter listed below with the Office of the Secretary of State on the date listed below and that this business entity is registered to do business and is in good standing at the time this certificate is issued.

Name:	CARDINAL ATHLETIC FOUNDATION, INC.
Date Filed:	10/11/2005
File Number:	1537537-2
Minnesota Statutes, Chapter:	317A
Home Jurisdiction:	Minnesota
This certificate has been issued on:	09/22/2025

Steve Simon
Secretary of State
State of Minnesota

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUN 21 2006

CARDINAL ATHLETIC FOUNDATION INC
[redacted]

Employer Identification Number:
[redacted]
DLN:
[redacted]
Contact Person:
[redacted]
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
October 11, 2005
Contribution Deductibility:
Yes
Advance Ruling Ending Date:
December 31, 2009

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Information for Exempt Organizations Under Section 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

If you distribute funds to other organizations, your records must show whether they are exempt under section 501(c)(3). In cases where the recipient organization is not exempt under section 501(c)(3), you must have evidence the funds will be used for section 501(c)(3) purposes.

Letter 1045 (DO/CG)

CARDINAL ATHLETIC FOUNDATION INC

If you distribute funds to individuals, you should keep case histories showing the recipient's name and address; the purpose of the award; the manner of selection; and the relationship of the recipient to any of your officers, directors, trustees, members, or major contributors.

Sincerely,

Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Enclosures: Information for Organizations Exempt Under Section 501(c)(3)
Statute Extension

Letter 1045 (DO/CG)

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Alan Wilczek

Requestor Title
Facilities Services Director

Department (please use dropdown to select department) *
FACILITIES

Target Meeting Date *
10/7/2025 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
AMW7382

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Authorize Contract Award and Board Chair Signature for the LEC 2026 Roof Replacement - Palmer West Construction

Short Title (what will appear on Agenda outline - 250 character max.) *
Authorize Contract Award and Board Chair Signature for the LEC 2026 Roof Replacement - Palmer West Construction

Value Stream the request primarily aligns with:
Develop County Infrastructure

Briefly describe how the request aligns with the selected value stream.
Maintain the County infrastructure through replacement of the failing roof membrane.

Describe the impact on staffing resources.
None

Fiscal Impact:
Budgeted and fully funded project through CIP.

Background/Justification:
The original roof membrane is in need of replacement due to age and deteriorating condition. This project has been identified on the approved CIP plan since 2023. The contract will replace both the jail & office portions of the building all in 2026.

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
Recommendation for Award.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes
Moved forward in work flow

Finance Review

Finance Decision
Approved

Notes
costs within budget for the 2026 CIP plan

County Administrator Review

County Administrator Decision

Notes

MEMO

Re: LEC & Jail Roof Replacement CIP Project

Date: October 2, 2025

From: Alan Wilczek, Facilities Services Director

The Law Enforcement Center & Jail roofing system is original to the construction of the facility in 2008. The system was installed as a 10-year warranty ballasted EPDM. The system has been failing in areas with seem separation, shrinkage at parapets, and failures at skylights as we enter year 18.

The project was submitted and accepted to the CIP plan in 2022 as a two-phase process, first the office side of the building and then the jail.

Authorization to proceed with the project was approved at the County Board of Commissioners meeting on October 15, 2024. RSI was selected as a consultant for the project and designed a new 20-year warranty system for replacement.

Portions of the facility were designed to remain as ballasted EPDM due to structure type and cost effectiveness; other portions will be replaced with a fully adhered EPDM like exists on many other County facilities. The project was bid as a base and alternate/add in an effort to allow for the most flexibility in awarding while still maximizing the efficiencies of the project scale. However, the base and alternate are simply Phase I (Office) and Phase II (Jail). In lieu of splitting the project to multiple years, the project award request is for full building replacement all in 2026. This will minimize impact to the site operations and contain potential disruptions to a single event.

The project bid is under budget and request award to allow for procurement of material and securing reservation on the contractor’s schedule.

September 9, 2025

Mr. Alan Wilczek
Wright County
3650 Braddock Avenue NE, Suite 3200
Buffalo, MN 55313

Phone: 763/682-7382
Email: alan.wilczek@co.right.mn.us

2400 Prior Avenue N.
St. Paul, MN 55113
651-639-0644
www.rsi-be.com

SUBJECT: WRIGHT COUNTY LAW ENFORECEMENT CENTER
3800 PRADDOCK AVENUE NE
BUFFALO, MN 55313
RSI PROJECT #24-14162-03

Dear Alan,

We have reviewed the project with the apparent low bidder Palmer West Construction they indicated that they have addressed all aspects of the project within their bid and can meet the proposed project schedule.

Based on this, we recommend the contract be awarded to Palmer West Construction for the Base Bid amount of $602,600.00 and Addition #1 in the amount of $1,288,600.00 for a **total contract amount of $1,891,200.000**

If you should have any questions or require further information, please contact our office. Thank you.

Respectfully,

RSI BUILDING ENVELOPE.

Andrea Noonan, RRO, RRC
Senior Consultant

Attachment – Bid Tabulation

All information is submitted as the confidential property of our clients. Any copies or extractions are reserved pending our written approval.

Wright County Law Enforcement Center Roof Replacement - Bid Opening
Wright County Boardroom - 3650 Braddock Ave NE, Buffalo, MN 55313
Alan Wilczek - Wright County, Peter Kile - Wright County, Andrea Noonan - RSI Building Envelope

Contractor	Palmer West Construction	Peterson Brothers	Gag Sheet Metal	Central Roofing Company
Bid Received Time/Date	9/5/2025 10:24:00AM	9/5/2025 1:49PM	9/5/2025 1:45PM	9/5/2025 1:54PM
Acknowledge Addendum 1 & 2	Yes	Yes	Yes	Yes
Bond	Yes	Yes	Yes	Yes
Responsible Contractor Form	Yes	Yes	Yes	Yes
Base Bid	$602,600.00	$694,000.00	$559,350.00	$646,000.00
Add	$1,288,600.00	$1,524,000.00	$1,386,600.00	$1,535,000.00
Deduct for Both	$0.00	$8,000.00	-	$38,000.00
Total for Both	$1,891,200.00	$2,210,000.00	$1,918,300.00	$2,143,000.00
Days to Complete From Signature	450	120	303	100
Metal Deck Unit PSF	$22.00	$35.00	$45.00	$29.00
Concrete Deck Unit PSF	$100.00	$500.00	$100.00	$48.00
Insulation Unit / Bd Ft	$4.00	$4.00	$3.00	$3.25
Drain Bowl Unit Ea	$1,300.00	$5,000.00	$3,000.00	$2,800.00
Attended Prebid	Yes	Yes	Yes	Yes

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 *
10/7/2025 9:00 AM - Board of Wright County Commissioners

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

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

Originator
LMM8602

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve Request to Rehire One Full Time Assistant Finance Director

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Request to Rehire One Full Time Assistant Finance Director

Value Stream the request primarily aligns with:
Develop County Infrastructure

Briefly describe how the request aligns with the selected value stream.
This position assists in the oversight of the overall County financial operations.

Describe the impact on staffing resources.
Filling this position is necessary to ensure overall direction setting and accountability of the finance unit.

Fiscal Impact:
The position is included in the 2025 and 2026 budgets.

Background/Justification:
Personnel advisory committee met on 9/15/25 to discuss the back-fill of the vacant Assistant Finance Director position and recommended the position be rehired.

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
Backfill Request- AFD.docx	Attachment
Assistant Finance Director.pdf	Attachment
FTpS Org Chart.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

WRIGHT COUNTY
ADMINISTRATION

Position Backfill Request

Name of Department: Finance and Taxpayer Services

Department Head/Supervisor Lindsey Meyer

Position Title Assistant Finance Director

Date of Resignation: June 30, 2025

1. Will this position directly contribute to a county's strategic objective?
   a. Make Disciplined Investments for a Stable Future-Yes
      - This position ensures overall sound financial planning and accounting practices to ensure continued
   b. Continue Transparency and Empower Community Engagement-Yes
      - This position will be responsible for budgetary leadership and accounting direction to ensure sound decision making and appropriate publication of the County's financial records.
   c. Improve Operational Excellence- Yes
      - This position is responsible for ensuring efficient and cost effective practices in all financial operations.

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, Through participation in the overall financial strategy of the County, this position will have the ability to influence the outcome of the County's financial plan.

4. Direct risk or cost for not backfilling this position?
   a. Yes or no, and please explain.
      Yes, without this position, the Finance Director has reduced oversight capacity to lead all departmental initiatives.

5. Are there external funding sources tied to this position used?
   a. If yes – explain.
      Yes, a percentage of this staff time is costed in the Indirect Cost Plan. Which results in revenue from the federal government.

6. Key activity or performance indicators that show the need for this position?
    a. Show the statistical data specific to the position.

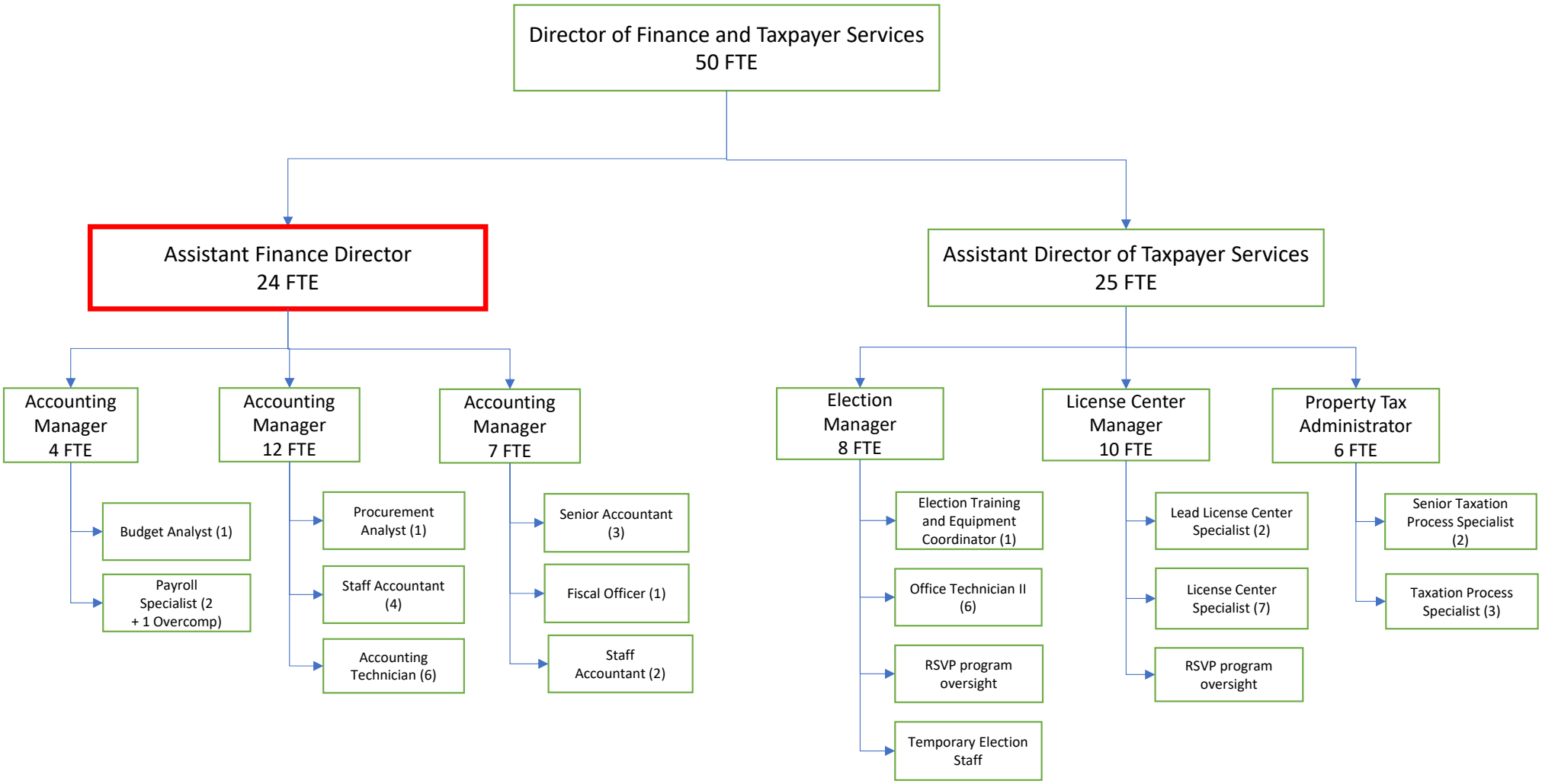
    This position is responsible for setting the direction and oversight of the County's financial operations, including a $224M operating budget.

7. Attach the Department organization chart highlighting the position.

Recommendation for Board Approval: Yes ___x___ No _____

Date of Recommendation: ____9.15.25_____

Finance & Taxpayer Services Org Chart 2.5.2025



Assistant Finance Director

/

Department/Division: Finance & Taxpayer Services FLSA Status: *Exempt*

Union/Non-Union: Non-Union

General Definition of Work

Performs difficult professional work providing direction and oversight for the Finance Division's financial activities and support functions involving the setting of policies, establishing divisional goals, budgeting and finance, technology services, accounting, collections, contracting, and purchasing. Work is performed under the general direction of the Finance Director. Divisional supervision is exercised over personnel within the Division.

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

Administers and monitors County and Finance Division financial operations to ensure adequate cash flow and maximum funding opportunities.

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.

Oversees general ledgers and prepares analysis of ledger accounts; compiles data and supervises preparation of billings and invoices; analyzes cash flow data and disbursement estimates; oversees journal entries and month-end closing procedures; oversees year-end closing procedures and related reporting; supervises, assigns, and coordinates preparation and/or entry of payroll, accounts receivable, accounts payable, reconciliations and benefits; analyzes, identifies, and implements solutions to resolve accounting and collection problems; monitors and audits various County contracts.

Administers the County-wide budget process; presents budget to the County Board by providing fiscal analysis and trend developments and facilitating training; monitors spending and cash flow; prepares monthly and year-to-date revenue and expenditure reports to unit management; coordinates budget practices and continuity among County Departments; monitors funding sources for current and future projects; negotiates contracts and programs.

Administers and provides direction of fiscal management, including overseeing the County budget, payroll, general ledger and accounting transactions, cash and investment levels, accounting systems and internal controls, and audits.

Administers the preparation and proofing of financial schedules, budget preparation, five-year projections, and reports for the Annual Comprehensive Financial Report (ACFR).

Ensures that departments receive timely and consistent financial systems support and training. Develop evaluation tools/metrics to ensure financial objectives of the County and departments are met.

Oversees implementation of State, Federal, and agency program and/or grant requirements; collaborates with internal and external partners in administration of programs; manages staff and systems to administer programs as effectively as possible with the resources allocated; fosters an environment of innovation and continuous improvement. Coordinates the Finance Division's technology development and direction; prepares annual technology plan; oversees hardware and software purchases and expenditures; evaluates and measures the effectiveness of automation systems and projects; oversees security and access; supervises physical inventory equipment and makes appropriate adjustment entries to ensure proper allocation.

Acts as Division Head designee for County Board meetings, leadership meetings, County committee meetings, and in daily decision making when directed by the Finance Director.

Assistant Finance Director

Performs 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 the Finance Division's financial function; knowledge of, and ability to interpret and apply, laws and regulations related to State and Federal grants; knowledge of governmental programs and funding sources; knowledge of methods, procedures, and principles of public and business administration; knowledge of computer systems used to administer financial and/or County programs; skill in the use of standard office equipment, including computer and software programs; verbal and written 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, give and receive work direction, and maintain effective working relationships; ability to prepare and analyze program budgets and financial reports; ability to perform data entry into various databases; 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

Bachelor's degree in accounting, finance, business management or related field, and six-years of experience in accounting/finance/budgeting/public administration including two years of supervisory experience, or equivalent combination of education and experience. Previous government work experience and master's degree is preferred.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires repetitive motions and occasionally requires standing, 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 and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

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

Last Revised: 9/15/2025

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 *
10/7/2025 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 53, Court Services

Short Title (what will appear on Agenda outline - 250 character max.) *
Motion to Approve Budget Amendment 53, Court Services

Value Stream the request primarily aligns with:
Develop County Infrastructure

Briefly describe how the request aligns with the selected value stream.
Aligning Court Services with the state statute develops county infrastructure by ensuring compliance-driven improvements, unlocking state resources, and promoting coordinated planning efforts that enhance facility upgrades, technology integration, and long-term service capacity.

Describe the impact on staffing resources.
Additional staffing resources are being added to Court Services.

Fiscal Impact:
See budget amendment for detail. Seeking budget relief through Use of Fund Balance to the amount of $290,907.

Background/Justification:
Court Services is changing the probation delivery system to align with MN Statute 401, approved by Ways and Means Committee & Commissioners in Spring 2025. This amendment will allow Wright County Probation & Court Services to begin streamlining probation services starting October 13, 2025. The County Board previously approved this change on 4/15/25 Resolution #25 -28. Revenue sources have been adjusted accordingly to offset the majority of expenses, however, a $290,907 use of fund balance is being requested to make up the difference.

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
BA 53 Court Services.xlsx	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

Budget Amendment Form

Request Type: Operating Line Item Request

Department: Court Services

Justification:

Wright County Court Services will become Wright County Probation & Court Services on October 13, 2025. Court Services is changing the probation delivery system to align with MN Statute 401, approved by Ways and Means Committee & Commissioners in Spring 2025. This budget amendment will allow Wright County Probation & Court Services to begin streamlining probation services starting October 13, 2025. The County Board previously approved this change on 4/15/25 Resolution #25 -28. Revenue sources have been adjusted accordingly to offset the majority of expenses, however, a $290,907 use of fund balance is being requested to make up the difference.

Budget Year: 2025

Related Items

Revenues

Line Item	Description	Amount
01-025-000-0000-5229	State Shared Revenue	-316,020.00
01-025-000-0000-5501	Fees and Service Charges	-32,050.00
01-025-000-0000-5557	Random Drug Testing Fees	-7,500.00
01-025-000-0000-5830	Salary Reimbursement from State JPA	-103,945.88
01-025-000-0000-5911	Use of Fund Balance	-290,907.00
	TOTAL:	-750,422.88

Expenses

Line Item	Description	Cost
01-025-000-0000-6101	Full Time Personnel (salary & benefits) 11-1-25 to 12-31-25	324,877.00
01-025-000-0000-6101	Full Time Personnel (salary & benefits) JPA	103,945.88
01-025-000-0000-6203	Telephone	2,300.00
01-025-000-0000-6205	Postage	600.00
01-025-000-0000-6245	Memberships Dues & Fees	1,600.00
01-025-000-0000-6260	Software or Systems Support	22,800.00
01-025-000-0000-6261	Professional Services	6,000.00
01-025-000-0000-6263	Random Drug Testing	2,500.00
01-025-000-0000-6359	Credit Card Surcharge	800.00
01-025-000-0000-6480	Equipment Less Than $5,000	79,000.00
34-150-021-0370-6602	Building Construction (New)	106,000.00
01-025-000-0000-6490	Small Furniture	100,000.00
`	**TOTAL:**	750,422.88
	Net adjustment	0.00

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

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Lindsey Meyer

Requestor Title
Finance Director

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

Target Meeting Date *
10/7/2025 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 55, SO Intergovernmental Expenditures

Short Title (what will appear on Agenda outline - 250 character max.) *
Motion to Approve Budget Amendment 55, SO Intergovernmental Expenditures

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

Briefly describe how the request aligns with the selected value stream.
Having the County Sheriff's Office support local city law enforcement strengthens public safety efforts, enhances resource sharing, and fosters collaboration that promotes safe and healthy communities for all Wright County residents.

Describe the impact on staffing resources.
Duties are performed by the Sheriff Office to support local community law enforcement needs.

Fiscal Impact:
No net incremental financial impact.

Background/Justification:
Our Sheriff Office has performed more labor than anticipated during budget season to support the local communities. Additional funding is needed to ensure adequate law enforcement support is provided throughout Wright County, as needs arise. Labor is incurred and paid by the County and then reimbursed by the communities that receive that support.

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
BA 55 SO Intergovernmental Expenditures.xlsx	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

Budget Amendment Form

Request Type: Operating Line Item Request

Department: Court Services

Justification: Incremental funds requested to cover supplemented labor performed by Sheriff Office for our local communities. This labor is paid for by the communities and accounted for in Police Aid (5230).

Budget Year: 2025

Related Items

Revenues

Line Item	Description	Amount
01-201-000-0000-5230	POLICE AID	-667,850.00
	TOTAL:	-667,850.00

Expenses

Line Item	Description	Cost
01-201-000-0000-6810	INTERGOVERNMENTAL EXPENDITURES	667,850.00
`	**TOTAL:**	667,850.00
	Net adjustment	0.00

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

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Lindsey Meyer

Requestor Title
Finance Director

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

Target Meeting Date *
10/7/2025 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
$252,583.28 5.19 Broadband: "Last Mile" Project-Frontier
$ 42,400.00 2.22-Strong Healthy Communities: Neighborhood Features that Promote Health and Safety

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
$252,583.28 5.19 Broadband: "Last Mile" Project-Frontier
$ 42,400.00 2.22-Strong Healthy Communities:

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 September 24, 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. (1)

Document Name	Attachment Type
ARP SUMMARY – 2025.10.07.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

CATEGORY	STATUS	PROGRAM	PROJECT / GRANT	SERVICE CODE	END DATE	GRANTED	SPENT TO DATE 9/23/2025	% DISBURSED	REMAINING
INFRASTRUCTURE	GRANT DISPURSE	ACCESS IMPROVEMENTS AT COUNTY PARKS	ACC-001 ACCESS IMPROVEMENTS AT MONTISSIPPI PARK	8531	12/31/2026	$ 150,000.00	$ -	0%	$ 150,000.00
INFRASTRUCTURE	GRANT DISPURSE	BROADBAND IMPROVEMENTS	BB-003-002 2022 BORDER TO BORDER - CHARTER ROCKFORD TWP, ST. MIC	8495	12/31/2025	$ 65,000.00	$ -	0%	$ 65,000.00
INFRASTRUCTURE	GRANT DISPURSE	BROADBAND IMPROVEMENTS	BB-004-002 2023 BORDER TO BORDER - FRONTIER CLEARWATER TWP	8497	12/31/2026	$ 780,000.00	$ 195,000.00	25%	$ 585,000.00
INFRASTRUCTURE	GRANT DISPURSE	BROADBAND IMPROVEMENTS	BB-004-003 2023 BORDER TO BORDER - ARVIG ALBION TWP, ROCKFORD TV	8498	6/30/2026	$ 439,873.00	$ 59,704.35	14%	$ 380,168.65
INFRASTRUCTURE	GRANT DISPURSE	WATER AND SEWER GRANTS	CITY-004 SOUTH HAVEN	8469	12/31/2026	$ 6,832.00	$ 6,490.40	95%	$ 341.60
INFRASTRUCTURE	GRANT DISPURSE	ARMER 800 MHZ RADIO EQUIPMENT UPGRADES	SHF-03 ARMER 800 MHZ RADIO EQUIPMENT UPGRADES	8541	12/31/2025	$ 178,000.00	$ 119,579.00	67%	$ 58,421.00
INFRASTRUCTURE	GRANT DISPURSE	WATER QUALITY IMPROVEMENT PROJECTS	WCAG-009 WETLAND RESTORATION NEAR GRANITE LAKE	8544	12/31/2026	$ 100,000.00	$ -	0%	$ 100,000.00
INFRASTRUCTURE	GRANT DISPURSE	TOWNSHIP GRANTS	TOWN-011 MAPLE LAKE 2	8537	8/20/2025	$ 28,479.68	$ 28,274.19	99%	$ 205.49
INFRASTRUCTURE	GRANT DISPURSE	PARK MAINTENANCE AND UPGRADES	WCPK-006 MONTISSIPPI PARK – PLAYGROUND REPLACEMENT	8465	12/31/2026	$ 208,706.38	$ -	0%	$ 208,706.38
INFRASTRUCTURE	GRANT DISPURSE	WATER QUALITY IMPROVEMENT PROJECTS	WCAG-017 JD 15 SIDE INLET AND BANK STABILIZATION	8501	12/31/2025	$ 9,000.00	$ -	0%	$ 9,000.00
INFRASTRUCTURE	GRANT DISPURSE	WATER QUALITY IMPROVEMENT PROJECTS	WCAG-018 COUNTY DITCH #33 BRANCH #4 EMERGENCY REALIGNMENT	8401	12/31/2026	$ 25,000.00	$ 14,219.35	57%	$ 10,780.65
INFRASTRUCTURE	GRANT DISPURSE	WATER QUALITY GRANTS	WQG-004 DELANO DITCH 34 IMPROVEMENTS	8506	9/30/2026	$ 400,000.00	$ -	0%	$ 400,000.00
INFRASTRUCTURE	CLOSED	WATER AND SEWER GRANTS	CITY-015 DELANO	8509	COMPLETE	$ 239,443.00	$ 239,443.00	100%	$ -
BUSINESS & ECONOMIC RELIEF	CLOSED	CCT FURNITURE REPLACEMENT PROGRAM	CCT-001 COKATO CHARITABLE TRUST - REPLACE FURNITUR	8453	COMPLETE	$ 50,000.00	$ 50,000.00	100%	$ -
BUSINESS & ECONOMIC RELIEF	CLOSED	ECONOMIC ASSISTANCE FOR COMMUNITY DENTAL CARE	CDC-001 ECONOMIC ASSISTANCE FOR COMMUNITY DENTAL	8471	COMPLETE	$ 200,000.00	$ 200,000.00	100%	$ -
BUSINESS & ECONOMIC RELIEF	CLOSED	ECONOMIC ASSISTANCE FOR WRIGHT COUNTY 4-H	WC4H-001 ECONOMIC ASSISTANCE FOR WRIGHT COUNTY 4-H	8416	COMPLETE	$ 60,677.00	$ 60,677.00	100%	$ -
BUSINESS & ECONOMIC RELIEF	CLOSED	ECONOMIC ASSISTANCE FOR WRIGHT COUNTY FAIR	WCF-001 ECONOMIC ASSISTANCE FOR WRIGHT COUNTY FAIR	8503	COMPLETE	$ 40,000.00	$ 40,000.00	100%	$ -
EDUCATION & TRAINING	CLOSED	TECHNOLOGY SUPPORT AND TRAINING FOR SENIORS	SCS-001 TECHNOLOGY SUPPORT & TRAINING FOR SENIORS	8419	COMPLETE	$ 66,000.00	$ 66,000.00	100%	$ -
FAMILIES	CLOSED	EXPAND EMERGENCY ASSISTANCE	HHS-001 AUXILIARY EMERGENCY ASSISTANCE	8433	COMPLETE	$ 87,360.96	$ 87,360.96	100%	$ -
FAMILIES	CLOSED	OPERATION LIVING HOPE	OLH-001 OPERATION LIVING HOPE PROGRAMS	8444	COMPLETE	$ 11,600.79	$ 11,600.79	100%	$ -
FAMILIES	CLOSED	VOLUNTEER RECRUITMENT FOR SAFE FAMILIES	SF-001 VOLUNTEER RECRUITMENT FOR SAFE FAMILIES	8436	COMPLETE	$ 19,461.55	$ 19,461.55	100%	$ -
INFRASTRUCTURE	CLOSED	BROADBAND IMPROVEMENTS	BB-002-05 BROADBAND GRANT PROGRAM - WINDSTREAM SOUTHSIDE ANI	8470	COMPLETE	$ 323,859.00	$ 323,859.00	100%	$ -
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-006 SOUTHSIDE	8470	COMPLETE	$ 49,118.00	$ 49,118.00	100%	$ -
INFRASTRUCTURE	CLOSED	WATER QUALITY IMPROVEMENT PROJECTS	WCAG-001 OTSEGO STREAMBANK RESTORATION EXPANSION	8420	COMPLETE	$ 70,000.00	$ 70,000.00	100%	$ -
INFRASTRUCTURE	CLOSED	WATER AND SEWER GRANTS	CITY-014 ANNANDALE	8423	COMPLETE	$ 122,971.00	$ 122,971.00	100%	$ -
INFRASTRUCTURE	CLOSED	BROADBAND IMPROVEMENTS	BB-003-001 2022 BORDER TO BORDER - CHARTER MULTIPLE TOWNSHIPS	8494	COMPLETE	$ 106,705.00	$ 106,705.00	100%	$ -
INFRASTRUCTURE	CLOSED	BROADBAND IMPROVEMENTS	BB-001 BROADBAND FEASIBILITY STUDY	8414	COMPLETE	$ 69,768.93	$ 69,768.93	100%	$ -
INFRASTRUCTURE	CLOSED	BROADBAND IMPROVEMENTS	BB-002-01 BROADBAND GRANT PROGRAM - CITY OF SOUTH HAVEN - MEEK	8536	COMPLETE	$ 137,443.00	$ 137,443.00	100%	$ -
INFRASTRUCTURE	CLOSED	BROADBAND IMPROVEMENTS	BB-002-06 BROADBAND GRANT PROGRAM - MIDCO SILVER CREEK TWP	8463	COMPLETE	$ 239,000.00	$ 239,000.00	100%	$ -
INFRASTRUCTURE	CLOSED	BROADBAND IMPROVEMENTS	BB-002-07 BROADBAND GRANT PROGRAM - MEEKER COOP STOCKHOLM	8462	COMPLETE	$ 115,238.00	$ 115,238.00	100%	$ -
INFRASTRUCTURE	CLOSED	REPLACEMENT OF PUMPING SYSTEM AT LAKE PULASKI	LID-001 LAKE PULASKI PUMP REPLACEMENT	8454	COMPLETE	$ 300,000.00	$ 300,000.00	100%	$ -
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-001 CORINNA TOWNSHIP	8447	COMPLETE	$ 81,233.00	$ 81,233.00	100%	$ -
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-002 CLEARWATER TOWNSHIP	8424	COMPLETE	$ 45,449.00	$ 45,449.00	100%	$ -
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-003 WOODLAND TOWNSHIP 1	8511	COMPLETE	$ 11,315.33	$ 11,315.33	100%	$ -
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-004 BUFFALO	8519	COMPLETE	$ 49,339.00	$ 49,339.00	100%	$ -
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-005 COKATO	8521	COMPLETE	$ 53,614.00	$ 53,614.00	100%	$ -
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-007 STOCKHOLM	8518	COMPLETE	$ 47,584.00	$ 47,584.00	100%	$ -
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-008 VICTOR	8520	COMPLETE	$ 50,869.00	$ 50,869.00	100%	$ -
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-009 ALBION	8527	COMPLETE	$ 54,729.00	$ 54,729.00	100%	$ -
INFRASTRUCTURE	CLOSED	WATER AND SEWER GRANTS	CITY-001 HOWARD LAKE	8434	COMPLETE	$ 76,479.00	$ 76,479.00	100%	$ -
INFRASTRUCTURE	CLOSED	WATER AND SEWER GRANTS	CITY-002 CLEARWATER	8435	COMPLETE	$ 70,828.00	$ 70,828.00	100%	$ -
INFRASTRUCTURE	CLOSED	WATER AND SEWER GRANTS	CITY-003 OTSEGO	8466	COMPLETE	$ 737,311.00	$ 737,311.00	100%	$ -
INFRASTRUCTURE	CLOSED	WATER AND SEWER GRANTS	CITY-005 ROCKFORD	8447	COMPLETE	$ 149,375.00	$ 149,375.00	100%	$ -
INFRASTRUCTURE	CLOSED	WATER AND SEWER GRANTS	CITY-006 MONTROSE	8448	COMPLETE	$ 139,404.00	$ 139,404.00	100%	$ -
INFRASTRUCTURE	CLOSED	WATER AND SEWER GRANTS	CITY-007 BUFFALO	8449	COMPLETE	$ 597,057.00	$ 597,057.00	100%	$ -
INFRASTRUCTURE	CLOSED	WATER AND SEWER GRANTS	CITY-008 COKATO	8452	COMPLETE	$ 103,362.00	$ 103,362.00	100%	$ -
INFRASTRUCTURE	CLOSED	WATER AND SEWER GRANTS	CITY-009 MONTICELLO	8464	COMPLETE	$ 533,799.00	$ 533,799.00	100%	$ -
INFRASTRUCTURE	CLOSED	WATER AND SEWER GRANTS	CITY-010 MAPLE LAKE	8482	COMPLETE	$ 79,728.00	$ 79,728.00	100%	$ -
INFRASTRUCTURE	CLOSED	WATER AND SEWER GRANTS	CITY-011 ALBERTVILLE	8484	COMPLETE	$ 291,586.00	$ 291,586.00	100%	$ -
INFRASTRUCTURE	CLOSED	WATER AND SEWER GRANTS	CITY-012 ST. MICHAEL & HANOVER	8483	COMPLETE	$ 779,815.00	$ 779,815.00	100%	$ -
INFRASTRUCTURE	CLOSED	WATER QUALITY IMPROVEMENT PROJECTS	WCAG-006 COUNTY DITCH #33 IMPOUNDMENTS	8401	COMPLETE	$ 139,236.68	$ 139,236.68	100%	$ -
INFRASTRUCTURE	CLOSED	WATER QUALITY IMPROVEMENT PROJECTS	WCAG-008 CARP MANAGEMENT	8410	COMPLETE	$ 112,915.81	$ 112,915.81	100%	$ -
INFRASTRUCTURE	CLOSED	BROADBAND IMPROVEMENTS	BB-002-10 BROADBAND GRANT PROGRAM - MEEKER COOP FRENCH LAKE	8461	COMPLETE	$ 26,289.00	$ 26,289.00	100%	$ -
INFRASTRUCTURE	CLOSED	BROADBAND IMPROVEMENTS	BB-002-11 BROADBAND GRANT PROGRAM - BUFFALO FIBER BUFFALO TOW	8450	COMPLETE	$ 185,138.00	$ 185,138.00	100%	$ -

ARP Project List

October 7, 2025

CATEGORY	STATUS	PROGRAM	PROJECT / GRANT	SERVICE CODE	END DATE	GRANTED	SPENT TO DATE 9/23/2025	% DISBURSED	REMAINING
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-010 MAPLE LAKE 1	8533	COMPLETE	$ 40,448.32	$ 40,448.32	100%	$ -
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-012 MIDDLEVILLE	8535	COMPLETE	$ 48,623.00	$ 48,623.00	100%	$ -
INFRASTRUCTURE	CLOSED	WATER AND SEWER GRANTS	CITY-013 WAVERLY	8489	COMPLETE	$ 70,164.00	$ 70,164.00	100%	$ -
INFRASTRUCTURE	CLOSED	PARK MAINTENANCE AND UPGRADES	WCPK-001 ROBERT NEY REGIONAL PARK SKI TRAIL LIGHTING AND ADA IMP	8421	COMPLETE	$ 150,000.00	$ 150,000.00	100%	$ -
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-014 ROCKFORD	8533	COMPLETE	$ 91,118.00	$ 91,118.00	100%	$ -
INFRASTRUCTURE	CLOSED	WATER QUALITY IMPROVEMENT PROJECTS	WCAG-010 COUNTY DITCH #10 WASCOBS	8402	COMPLETE	$ 71,372.28	$ 71,372.28	100%	$ -
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-013 MONTICELLO	8557	COMPLETE	$ 87,734.00	$ 87,734.00	100%	$ -
INFRASTRUCTURE	CLOSED	BROADBAND IMPROVEMENTS	BB-004-001 2023 BORDER TO BORDER - MEEKER COOP FRENCH LAKE	8496	COMPLETE	$ 776,192.00	$ 776,192.00	100%	$ -
INFRASTRUCTURE	CLOSED	WATER QUALITY IMPROVEMENT PROJECTS	WCAG-011 IN-LAKE STUDIES	8409	COMPLETE	$ 31,986.03	$ 31,986.03	100%	$ -
INFRASTRUCTURE	CLOSED	WATER QUALITY IMPROVEMENT PROJECTS	WCAG-012 BASINS AND GRADE STABILIZATION ON THE NOR	8408	COMPLETE	$ 77,763.55	$ 77,763.55	100%	$ -
INFRASTRUCTURE	CLOSED	BROADBAND IMPROVEMENTS	BB-005 2023 BROADBAND – COKATO TOWNSHIP PROJECT	8522	COMPLETE	$ 204,000.00	$ 204,000.00	100%	$ -
INFRASTRUCTURE	CLOSED	PARK MAINTENANCE AND UPGRADES	WCPK-003 HARRY LARSON PARKING LOT	8423	COMPLETE	$ 37,748.75	$ 37,748.75	100%	$ -
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-015 SILVER CREEK	8532	COMPLETE	$ 83,996.00	$ 83,996.00	100%	$ -
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-016 WOODLAND	8525	COMPLETE	$ 34,095.67	$ 34,095.67	100%	$ -
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-017 FRANKLIN	8534	COMPLETE	$ 85,936.62	$ 85,936.62	100%	$ -
INFRASTRUCTURE	CLOSED	WATER QUALITY IMPROVEMENT PROJECTS	WCAG-016 COUNTY DITCH #31 SIDE INLETS	8467	COMPLETE	$ 14,204.00	$ 14,204.00	100%	$ -
INFRASTRUCTURE	CLOSED	WATER QUALITY IMPROVEMENT PROJECTS	WCAG-019 COUNTY DITCH #38 ENGINEERING EXPENSES FOR REALIGNM	8526	COMPLETE	$ 26,176.00	$26,176.00	100%	$ -
INFRASTRUCTURE	CLOSED	WATER QUALITY GRANTS	WQG-001 COKATO STORMWATER POND	8502	COMPLETE	$ 250,000.00	$ 250,000.00	100%	$ -
INFRASTRUCTURE	CLOSED	PARK MAINTENANCE AND UPGRADES	WCPK-004 SCHROEDER PARK REDEVELOPMENT	8424	COMPLETE	$ 1,601,363.41	$ 1,601,363.41	100%	$ -
INFRASTRUCTURE	CLOSED	WATER QUALITY GRANTS	WQG-003 INDIAN LAKE GULLY REPAIR	8490	COMPLETE	$ 159,375.00	$ 159,375.00	100%	$ -
INFRASTRUCTURE	CLOSED	WATER QUALITY GRANTS	WQG-005 OTSEGO CREEK RESTORATION PROJECT	8507	COMPLETE	$ 210,000.00	$ 210,000.00	100%	$ -
INTERNAL COUNTY EXPENSES	CLOSED	WRIGHT COUNTY CERTIFIED WELL WATER TESTING	WCPH-02 WRIGHT COUNTY CERTIFIED WELL WATER TESTING	-	COMPLETE	$ 4,109.29	$ 4,109.29	100%	$ -
INTERNAL COUNTY EXPENSES	CLOSED	SHERIFF'S OFFICE RADIO COMPLIANCE PROJECT	SHF-001 SHERIFF'S OFFICE RADIO COMPLIANCE PROJECT	8467	COMPLETE	$ 1,799,960.84	$ 1,799,960.84	100%	$ -
INTERNAL COUNTY EXPENSES	CLOSED	RETENTION PAY FOR SHERIFF'S OFFICE	SHF-002 SHERIFF'S OFFICE EMPLOYEE RETENTION	8486	COMPLETE	$ 1,500,000.00	$ 1,500,000.00	100%	$ -
INTERNAL COUNTY EXPENSES	CLOSED	ADMINISTRATION TIME	WC-001 ADMINISTRATION TIME	8427	COMPLETE	$ 52,166.65	$ 52,166.65	100%	$ -
INTERNAL COUNTY EXPENSES	CLOSED	PAYROLL FOR PUBLIC HEALTH EMPLOYEES	WC-002 PAYROLL FOR PUBLIC HEALTH EMPLOYEES	-	COMPLETE	$ 10,000,000.00	$ 10,000,000.00	100%	$ -
INTERNAL COUNTY EXPENSES	CLOSED	PPE AND OTHER SUPPLIES	WC-003 PPE AND OTHER SUPPLIES	8429	COMPLETE	$ 12,599.65	$ 12,599.65	100%	$ -
INTERNAL COUNTY EXPENSES	CLOSED	PPE AND OTHER SUPPLIES	WC-004 TESTING SUPPLIES	8430	COMPLETE	$ 17.75	$ 17.75	100%	$ -
INTERNAL COUNTY EXPENSES	CLOSED	PPE AND OTHER SUPPLIES	WC-005 LEC HOLDING CELL MODIFICATIONS	8431	COMPLETE	$ 3,498.95	$ 3,498.95	100%	$ -
INTERNAL COUNTY EXPENSES	CLOSED	CONSULTANT SUPPORT	WC-006 CONSULTANT SUPPORT	8428	COMPLETE	$ 77,805.98	$ 77,805.98	100%	$ -
INTERNAL COUNTY EXPENSES	CLOSED	CUSTOMER FLOW MANAGEMENT SYSTEM	WC-007 CUSTOMER FLOW MANAGEMENT SYSTEM	8415	COMPLETE	$ 132,151.41	$ 132,151.41	100%	$ -
INTERNAL COUNTY EXPENSES	CLOSED	COMMUNITY HEALTH NEEDS ASSESSMENT	WCPH-001 COMMUNITY HEALTH NEEDS ASSESSMENT	8413	COMPLETE	$ 27,509.74	$ 27,509.74	100%	$ -

$ 3,688,087.36	TOTAL ALLOCATED	$ 26,878,110.00
	TOTAL SPENT	$ 24,910,486.23
	TOTAL REMAINING	$ 1,967,623.77

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 *
10/7/2025 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 September 15 through September 28, 2025

Short Title (what will appear on Agenda outline - 250 character max.) *
Acknowledge Warrant Disbursements Issued Between September 15 through September 28, 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
WC Disbursements by Funds 9.15.25 - 9.28.25.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

Date Range: 9/15/2025 to 9/28/2025**Pii:**

Fund	Description	Amount
01	GENERAL REVENUE FUND	601,299.65
02	RESERVES FUND	279,306.21
03	ROAD AND BRIDGE FUND	793,696.94
11	HUMAN SERVICES FUND	382,148.03
12	OPIOID REMEDIATION	150.00
20	WASTE MANAGEMENT FUND	18,210.82
34	CAPITAL IMPROVEMENTS FUND	13,016.82
41	DITCH FUND	144.70
71	HISTORIAN FUND	146.64
72	SOIL AND WATER FUND	2,607.77
73	LAKE IMPROVEMENT DISTRICTS	6,237.59
77	ESTATE RECOVERIES	215,078.02
84	STATE COLLECTIONS FUND	270,772.79
85	REFUNDING ACCOUNT FUND	4,633.39
87	SOCIAL WELFARE FUND	4,115.00
	Total	**2,591,564.37**

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 *
10/7/2025 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 Additional Services with SRF for Construction Engineering Services

Short Title (what will appear on Agenda outline - 250 character max.) *
Authorize Additional Services with SRF for Construction Engineering Services

Value Stream the request primarily aligns with:
Develop County Infrastructure

Briefly describe how the request aligns with the selected value stream.
The authorization outlines the scope of work, additional engineering, deliverables and cost to complete the CSAH 35-CSAH 8 construction administration, surveying and inspection.

Describe the impact on staffing resources.
Staff time to administer the contract.

Fiscal Impact:
$285,720.92

Background/Justification:
The county entered into a contract with SRF Consulting in June 2023 for the design of the CSAH 35-CSAH 8 intersection after receiving $750,000 in federal safety money due to a history of severe crashes. The county awarded construction to New Look Contracting at their 9/9/2025 board meeting. The attached authorization adds construction administration, inspection, survey and material testing services to the existing contract with SRF.

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
10.7.2025.Csah35and8.AddService.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes
moved forward in workflow

Finance Review

Finance Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

September 16, 2025

Sara Buermann, PE
Assistant Highway Engineer
Wright County Highway Department
Sara.Buermann@wright.mn.us

Subject: Proposal for Amendment for In-Construction Services for CSAH35/CSAH8 Roundabout SAP 086-070-024

Dear Sara:

SRF Consulting Group, Inc. (SRF) has been assisting the County by preparing the final design of the CSAH 35/CSAH 8 Roundabout Project. The final design is complete and the project was recently bid and construction is beginning in October of 2025. As requested, we are prepared to support the County with professional services during the construction phase of this project.

Scope of Services

Our scope of work will include construction contract administration, construction observation, construction staking, materials compliance, and design support necessary for shop drawing review and plan clarifications. Field sampling, field testing, bituminous plant monitoring, concrete plant monitoring and support related to surcharges will be coordinated by SRF but will be performed by Braun Intertec.

Assumptions

We have developed our scope of services based on the following assumed project schedule:

- We anticipate construction beginning on approximately October 7, 2025 and being substantially complete by August 28, 2026. We anticipate 8 weeks of construction in 2025 and 16 weeks of construction in 2026.

Keeping the project on schedule may be the most significant factor that will impact our proposed construction services budget. However, as with any construction project, other factors beyond our control (such as weather, contractor efficiency and contractor quality) can influence the time required to be spent on construction services.

Basis of Payment/Budget

We propose to be reimbursed for our services on a cost plus fixed fee basis, consistent with our current contract for design services, for the actual time expended. Other direct project expenses such as printing, supplies, reproduction, etc., will be billed at cost and mileage will be billed at the current allowable IRS rate for business miles. Invoices are submitted on a monthly basis for work performed during the previous month. Payment is due within 35 days.

Our estimated fee for providing in-construction services for this project is $285,720.92. The fee has been estimated based on our proposed work plan, our project experience to date, and our current understanding of the project schedule. We anticipate that this scope of work would be incorporated into our existing contract as Amendment 2. That contract currently includes Amendment 1 which was for the construction administration of the CSAH 19/CSAH 39 project which is currently on hold until a future time. The budget currently remaining for that construction administration could be transferred to this project. That would reduce the amount of amendment 2 by $224,380.33 making the total amendment amount $285,720.92 - $224,380.33 = **$61,340.59**

Changes in the Scope of Services

It is understood that if the scope or extent of work changes, the cost will be adjusted accordingly. Before any out-of-scope work is initiated, however, we will submit a budget request for the new work and will not begin work until we receive authorization from you.

Acceptance/Notice to Proceed

A signed copy of this proposal, mailed or emailed to our office, will serve as acceptance of this proposal and our notice to proceed. Return to your project manager, his email address is bmoore@srfconsulting.com

We appreciate your consideration of this proposal and look forward to working with you on this important project. Please feel free to contact us if you have any questions or need additional information.

Sincerely,

SRF CONSULTING GROUP, INC.

Bob Moore

Vice President

RM

Approved (Wright County)

_____

(signature)

Name _____

Title _____

Date _____

This cost proposal is valid for a period of 90 days. SRF reserves the right to adjust its cost estimate after 90 days from the date of this proposal.

H:\Projects\16000\16719\Management\Contracts\Construction Admin Amendment\35 and 8 Full Admin\20250904_16719.00_Wright Co_CSAH 35 and 8_ CA (Amend).docx

SRF Consulting Group, Inc.

Client: Wright County

Project: CSAH 35/8
Construction observation and Surveying

Subconsultants: Braun intertec

Work Tasks and Person-Hour Estimates

16719.PP

TASK NO.	SUMMARY OF TASKS
1.0	Contract Administration
2.0	Construction Inspection
3.0	Material Sampling and Testing Coordination
4.0	Construction Survey
5.0	Design Support

Project Overview:
Provide construction administration to oversee the project through construction. Services would include construction contract administration, construction inspection, construction staking, and materials compliance. The project includes State-Aid funding. Construction is assumed to take place in two construction seasons assuming 8 weeks in 2025 (October 7 to November 28) and 16 weeks in 2026 (April 20 to August 28)

TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. V	PROF. IV	PROF. III	TECH. IV	TECH. III	TECH II	TOTALS	EST. FEE
	General Assumptions									
a.	It is the goal of this contract to provide Contract Administration, Construction inspection, Construction Staking, and materials compliance services for this project.									
b.	Project utilizes State-aid funds									
c.	Active construction anticipated to be 8 weeks in 2025 and 16 weeks in 2026									
d.	It is assumed that SRF field staff will generally be working 6 hour days in 2025 and 9 hour days in 2026, 5 days per week, during active construction.									
	SRF will provide the following services:									
1.0	**Contract Administration** Assumptions: Assume 4 hours/week during active construction and 20 hours for preparation and final for Project Engineer to assist County Project Manager									
1.1	Contract Administation - Schedule and conduct a preconstruction conference and weekly construction meetings, including private utilities for the project. - Review Construction Contractor's Schedule for compliance with the contract specifications and provide recommendations for acceptance or rejection of baseline and update schedules to the County Project Manager. - At least once each month, tabulate the quantity of each pay item satisfactorily completed to date. Quantities will be based on daily records or calculations. The tabulation will be used for preparation of the Monthly Pay Voucher using OneOffice software.	12	-	116	-	-	-		128	$21,535.12

TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. V	PROF. IV	PROF. III	TECH. IV	TECH. III	TECH II	TOTALS	EST. FEE
	- In the event that the construction contractor for the project submits a claim for additional compensation, SRF will analyze the submittal for consistency with the project specifications and prepare a recommendation to the County Project Manager covering validity and reasonableness of the charges and conduct negotiations leading to recommendations for settlement of the claim. SRF will maintain complete and accurate records of work involved in claims. - Review shop drawings and maintain a complete log of all submittals of shop drawings, noting the dates of first submittal and subsequent reviews and re-submittals, approvals, etc. - Assist with coordination between the construction contractor and utility companies. - Videotape and/or photograph the preconstruction conditions throughout the project limits. Provide a photo record of project activities, with heavy emphasis on potential claim items/issues, and on easement areas. - Prepare construction contract change documents and obtain state-aid approval for participating items. Contract changes will be developed using the County's standard template in addition to being entered in OneOffice. - Obtain, review, distribute, and close-out all required Project permits ensuring contractor permitted activities meet requirements. - Perform periodic quality control reviews of project documentation, inspection, and survey procedures. - Prepare final project documentation package and provide a copy to the County. This documentation may include: final quantities, final quantity cost splits, letter stating conformance of project with project requirements, and material certification documentation.									
	SUBTOTAL - TASK 1	**12**	**0**	**0**	**116**	**0**	**0**	**0**	**128**	**$21,535.12**
2.0	**Construction Inspection** Assumptions: Assume 30 hours/week in 2025 and 45 hours/week in 2026 during active construciton, 20 hours to prep for project and 80 hours to final projects									
2.1	Construction Observation - Provide daily observation of the construction contractors operations as necessary to ensure the contractors operations are consistent with the project contract documents. Maintain on a daily basis complete and accurate records of activities and events relating to the project - Attend, and when necessary, direct meetings necessary for close coordination during day-to-day progress of the work or as required to carry out the construction contract. - Perform daily reviews of construction signing, detour signing, and construction traffic control maintenance. Keep a diary of reviews and recommendations made to the construction contractor for remedial action to be taken.		-	-	-		40	1,020	1,060	$123,823.90

TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. V	PROF. IV	PROF. III	TECH. IV	TECH. III	TECH II	TOTALS	EST. FEE
	- Prepare and submit such periodic, intermediate and final data and records as may be required by the County and State, and as are applicable to the project. - Collect documentation, in accordance with the State's Contract Administration Manual, for work quantities completed. Measure and compute quantities of all materials incorporated in the work and items of work completed, and record data on item record account sheets. - Perform reviews of temporary and permanent erosion control measures on the project for compliance with applicable permits and specifications. Keep a diary of reviews and recommendations made to the construction contractor for remedial action to be taken. - Final Inspection – conduct final inspection with County and State Aid staff and recommend project acceptance. - Prepare final documentation of construction pay item quantities, as per the approved plans, Specifications, Special Provisions, and Contract Administration Manual. - Prepare Final Payment Voucher – generate a final voucher and submit to the County Project Manager for review and approval.									
	SUBTOTAL - TASK 2	**0**	**0**	**0**	**0**	**0**	**40**	**1,020**	**1,060**	**$123,823.90**
3.0	**Material Sampling and Testing Coordination** Assumptions: *Hours for coordinating materials sampling and testing are included in tasks 1 and 2* *Costs included in subconsultant Braun Intertec below*									
3.1	Material Sampling and Testing Coordination - Field sampling and testing of grading, concrete and bituminous materials - Materials testing will be done in accordance with the current State Schedule of Materials Control and State Standard Specifications or as modified by the contract special provisions. Where the State Schedule of Materials Control specifies laboratory/Agency testing, those tests will be performed at the identified Mn/DOT District Materials Laboratory. SRF will be responsible for delivering the samples to the identified Mn/DOT District Materials Laboratory. - Produce the necessary concrete, bituminous and grading and base reports and submit them as required during the same week that the construction work is done, or as needed to keep the project on schedule. - Make certain that test report records or certificates of compliance have been received, prior to the incorporation of materials in the work, for materials tested off the project site. - SRF will coordinate with testing firm to prepare a materials certification binder for the Project and include a copy with the final project documentation.	-	-	-	-	-	-		0	$0.00
	SUBTOTAL - TASK 3	**0**	**0**	**0**	**0**	**0**	**0**		**0**	**$0.00**
4.0	**Construction Survey** Assumptions:									

TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. V	PROF. IV	PROF. III	TECH. IV	TECH. III	TECH II	TOTALS	EST. FEE
	SRF surveyors will set all stakes and marks necessary for the construction contractor to build the project.									
4.1	Construction Survey - Establish control points - Construction limits - Right of way and easements - Limits for removals - Alignment and grades for private utility relocates - Alignment and grades for roadway subgrade - Alignment and grades for storm sewer - Alignment and grades for curb and gutter Zero points for pedestrian curb ramps - Final grades for top of aggregate base - Alignment and grades for walks and trails	8	40		-	225	-	200	473	$72,981.15
	SUBTOTAL - TASK 4	**8**	**40**	**0**	**0**	**225**	**0**	**200**	**473**	**$72,981.15**
5.0	**Design Support** Assumptions: Design staff shall be available on an as-needed basis to assist with shop drawing reviews and intepretation of construction plans.									
5.1	Design support	2	6	6	6	-	-		20	$3,820.75
	SUBTOTAL - TASK 5	**2**	**6**	**6**	**6**	**0**	**0**		**20**	**$3,820.75**
	Project Deliverables - Monthly pay vouchers - Construction contract change orders - Diaries, logs, notebooks, accounts and records for project - Material certifications and testing results - Monthly invoices and progress reports - Draft final voucher - Final project documentation									
	TOTAL ESTIMATED PERSON-HOURS	**22**	**46**	**6**	**122**	**225**	**40**	**1,220**	**0**	**0**	**1,681**	
	AVERAGE HOURLY PAYROLL RATE	$96.00	$69.00	$57.00	$51.00	$57.00	$47.00	$38.00	$0.00	$0.00		
	ESTIMATED LABOR	$2,112.00	$3,174.00	$342.00	$6,222.00	$12,825.00	$1,880.00	$46,360.00	$0.00	$0.00		$72,915.00
	ESTIMATED OVERHEAD COST										172.04%	$125,442.97
	ESTIMATED LABOR AND OVERHEAD											$198,357.97
	FIXED FEE										12.00%	$23,802.96
	SRF ESTIMATED DIRECT NON-SALARY EXPENSES											$13,800.00
										SUBTOTAL: (SRF Labor and Expenses)		$235,960.92

TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. V	PROF. IV	PROF. III	TECH. IV	TECH. III	TECH II	TOTALS	EST. FEE
									SUBCONSULTANTS:	$49,760.00
	TOTAL ESTIMATED FEE (SRF and Subconsultants combined)									**$285,720.92**
SRF ESTIMATE OF DIRECT NON-SALARY EXPENSES:										
	MILEAGE:	Personal Vehicles		19000	Miles @	$0.700				$13,300.00
	SUPPLIES:	Survey Materials								$500.00
									SRF EXPENSES:	**$13,800.00**
SUBCONSULTANTS:										
	Braun Intertec									$49,760.00
									SUBCONSULTANTS:	**$49,760.00**

BRAUN INTERTEC

September 5, 2025 Proposal QTB221500

Robert Moore, PE
SRF Consulting Group, Inc.
3701 Wayzata Boulevard
Suite 100
Minneapolis, MN 55416

Re: Proposal for Construction Materials Testing Services
CSAH 35 & CSAH 8 Roundabout Project
SAP 086-070-024
Wright County, Minnesota

Dear Mr. Moore:

Braun Intertec Corporation (Braun Intertec) submits this proposal to provide construction materials testing services for CSAH 35 & CSAH 8 Roundabout Project in Wright County, Minnesota.

Our Understanding of Project

We understand this project will include the construction of a new roundabout, pavement subgrade preparation, common and select granular embankment placement, aggregate base placement, new concrete curb and gutter, and sidewalk along with new concrete and bituminous pavements. Improvements to the storm utilities will also be part of this project.

This is a Wright County project with state-aid funding. Projects that are constructed with state-aid funding are required to perform Quality Control and Quality Assurance (QC/QA) testing in accordance with the Minnesota Department of Transportation's (MnDOT's) 2020 Standard Specifications for Construction and MnDOT's Schedule of Materials Control. This project is using MnDOT's 2024 State Aid for Local Transportation (SALT) Schedule of Materials Control. Personnel with MnDOT certifications must complete the monitoring and testing. Braun Intertec will perform the QA field testing and plant monitoring on the project as listed in our scope of services and as shown on our attached cost estimate table. The contractor will be responsible for performing all of the required QC testing and submitting all the documentation upon completion of the project. An audit of the project could be conducted upon completion. The audit may include reviewing tests and paperwork provided by your QC/QA representative.

Available Project Information

This proposal was prepared using the following documents and information.

- Project plans and specifications prepared by SRF and Wright County, respectively, dated August 14, 2025 and July 29, 2025, respectively.
- Project Addendum numbered No. 1, dated August 14, 2025.
- A geotechnical report prepared by Braun Intertec Corporation, dated May 6, 2024.
- Discussions with you about scope of services.

Braun Intertec Project Personnel

For this project, we will provide technicians that are MnDOT certified in each specialized field. For the proposed scope of services, our staff will have the following certifications:

- Aggregate Production
- Grading & Base Tester
- Concrete Field Tester
- Concrete Plant Tester
- Bituminous Plant Tester
- MnDOT or ACI Strength Testing

Scope of Services

Testing services will be performed on an on-call, as-needed basis as requested and scheduled by you or your on-site project personnel. Based on our understanding of the project, we propose the following services.

Soil Related Services

- Perform nuclear gauge density tests during embankment construction, subgrade preparation, and utility backfill.
- Perform Dynamic Cone Penetrometer (DCP) tests on aggregate base material.
- Perform moisture content tests at the time of compaction for embankment filling, subgrade preparation, fine aggregate bedding, utility backfill, Class 5 aggregate base, and aggregate shouldering materials.

- Perform gradation tests on fine aggregate bedding, select granular embankment, and aggregate base materials.
- Perform laboratory standard Proctor tests on backfill and fill materials.
- Prepare the preliminary and final grading and base report along with assembling the random sampling locations report for the aggregate base according to MnDOT Specifications.

Concrete Field Testing Related Services

- Sample and test the plastic concrete for slump, air content, temperature prior to placement. We assume that we will be able to appropriately dispose of excess concrete (and associated wash water) on site at no additional cost to us.
- Prepare 4-inch by 8-inch cylinders for compressive strength testing. A set of three cylinders will be tested at 28 days for each set cast. If field cure cylinders are requested, each additional cylinder will be charged at the unit price listed in our cost estimate.
- Laboratory compressive strength testing of cylinders.
- Perform concrete ready-mix batch plant inspections which include periodic observations of plant operations, collecting and submitting aggregate samples, cement samples and admixture samples for testing. Review and periodically observe contractor's quality control gradation and moisture testing of coarse and fine aggregates. Perform concrete plant monitoring per MnDOT 2461 specification.
- Perform coarse and fine aggregate verification gradation tests. Compare agency test results with contractor's test results for compliance with MnDOT 2461 specification.

Bituminous Related Services

- Perform bituminous plant inspections which includes periodically observing the contractor's quality control testing, observing one set of contractor tests per day and collecting companion samples for quality assurance tests. Perform bituminous plant monitoring per MnDOT's 2360 specification.
- Collect verification samples per MnDOT's 2360 specification and randomly select one sample per day per mix to run quality assurance tests on. Perform quality assurance tests on the verification samples which include the following tests: Rice specific gravity, asphalt content, extracted aggregate gradation, gyratory density, coarse aggregate angularity, and fine aggregate angularity. Compare agency test results with contractor's test results for compliance with MnDOT 2360 specification.
- Randomly determine bituminous core locations by using MnDOT's random core worksheet and mark pavement core locations.
- Observe the contractor coring and core testing in accordance with MnDOT 2360 specification, which include watching quality control personnel weigh the cores at their laboratory.

- Collect companion cores and test for thickness and density of pavement cores. Compare agency test results with contractor's test results for compliance with MnDOT 2360 specification. Review incentive and disincentive sheets completed by contractor.

Reporting and Project Management

Test results will be issued weekly for the project as the various tasks are performed. If, at any time, there are failing tests which do not appear to be in accordance with the plans and specifications or MnDOT's Schedule of Materials Control, we will notify the engineer's representative and any others that we are directed to notify.

Before the final project closeout, we will issue a final report. The report will include the following:

- Braun Intertec technician roster for technicians that conducted testing on the project.
- Completed MnDOT Materials Certification Exceptions Summary for items tested by Braun Intertec.
- Completed Preliminary and Final Grading and Base Report.
- Completed IA Summary Report.
- Moisture, Density, DCP, Proctor and Gradation tests.
- Concrete mix designs.
- Concrete compressive strength results.
- Concrete batch plant inspection field forms.
- Completed test reports for samples sent to the MnDOT Materials Lab.
- Bituminous mix designs.
- Bituminous batch plant inspection field forms.
- Bituminous verification test results.
- Bituminous contractor's summary sheets.
- Random core log location worksheets.
- Completed density incentive/disincentive worksheets.
- Copies of concrete and bituminous plant certifications.

Basis of Scope of Work

The costs associated with the proposed scope of services were estimated using the following assumptions. If the construction schedule is modified or the contractor completes the various phases of the project at different frequencies or durations than shown in this proposal, we may need to adjust the overall cost accordingly. The scope of work and number of trips required to perform these services are as shown in the attached table. Notable assumptions in developing our estimate include:

- It will take 15 trips to complete the nuclear density gauge density testing on this project.
- Compaction testing on aggregate base will be performed using the Dynamic Cone Penetration (DCP) method; a minimum of three tests will be conducted each trip with three trips assumed.
- 21 sets of concrete tests will be required to complete the project.
- One coarse aggregate and one fine aggregate will be sampled for each ready-mix plant inspection.
- The read- mix concrete for this project will come out of one ready-mix plant.
- Bituminous paving will be completed in three days for this project.
- MnDOT will calibrate and certify the ready-mix concrete plant.
- Your full-time on-site construction observer will observe the test rolling for this project.
- The project engineer of record will review and approve the contractor's quality control submittals and test results.
- You, or others you may designate, will provide us with current and approved plans and specifications for the project. Modification to these plans must also be sent to us so we can review their incorporation into the work.
- We will require a minimum of 24 hours' notice for scheduling inspections for a specific time. Shorter than 24 hours' notice may impact our ability to perform the requested services, and the associated impacts will be the responsibility of others.

If the work is completed at different rates than described above, this proposal should be revised.

Cost and Invoicing

We will furnish the services described herein for an estimated fee **of $49,760**. **Our estimated costs are based on industry averages for construction production. Depending on the contractor's performance, our costs may be significantly reduced or slightly higher than estimated**. A tabulation showing our estimated hourly and/or unit rates associated with our proposed scope of services is also attached. The actual cost of our services will be based on the actual units or hours expended to meet the requirements of the project documents.

This cost estimate was developed with the understanding that the scope of services defined herein will be required and requested during our normal work hours of 6:00 a.m. to 4:00 p.m., Monday through Friday. Services that we are asked to provide to meet the project requirements or the contractor's construction schedule outside our normal business hours will be invoiced using an overtime rate factor. The factor for services provided **outside** our normal work hours or on Saturday will be 1.25 times the listed hourly rate for the service provided. The factor for services provided on Sunday or legal holidays will be 1.5 times the listed hourly rate for the service provided. We have not included premiums for overtime in our cost estimate; however, we recommend that allowances and contingencies be made for overtime charges based on conversations with the contractor. You will be billed only for services provided on a time and materials basis.

Because our services are directly controlled by the schedule and performance of others, the actual cost may vary from our estimate. It is difficult to project all of the services and the quantity of services that may be required for any project. If services are required that are not discussed above, we will provide them at the rates shown in the attached table or, if not shown, at our current Schedule of Charges. We will invoice you on a monthly basis.

General Remarks

We based the proposed fee on the scope of services described and the assumption that you will authorize our services within 30 days and that others will not delay us beyond our proposed schedule. If anything in this proposal is not consistent with your requirements, please let us know immediately.

We understand you will provide an amendment to our existing contract for this project.

We appreciate the opportunity to present this proposal to you. We will be happy to meet with you to discuss our proposed scope of services further and clarify the various scope components. Braun Intertec will not release any written reports until we have received a signed agreement. Ordering services from Braun Intertec constitutes acceptance of the terms of this proposal.

To have questions answered or schedule a time to meet and discuss our approach to this project further, please contact Keith Kluempke at 320.980.3181, or kkluempke@braunintertec.com.

Sincerely,

Braun Intertec Corporation

Keith J. Kluempke
Project Manager

Steven A. Thayer, PE
Senior Manager, Senior Engineer

Attachments:
Project Proposal

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Project Proposal

QTB221500

CSAH 35 & CSAH 8 Roundabout Project - SAP 086-070-024

Client:	Work Site Address:	Service Description:
SRF Consulting Group, Inc. Robert Moore 3701 Wayzata Boulevard Suite 100 Minneapolis, MN 55416 (763) 475-0010	CSAH 35 & CSAH 8 Rassat, MN	Construction Materials Testing

	Description	Quantity	Units	Unit Price	Extension
Phase 1	**MnDOT Testing**				
Activity 1.1	**Soil Testing**				**$12,086.00**
207	**Compaction Testing - Nuclear**	37.50	Hour	98.00	$3,675.00
	Work Activity Detail ***Qty Units*** ***Hrs/Unit*** ***Extension***				
	Subgrade Prep *2.00 Trips* *2.50* *5.00*				
	Common Embankment *2.00 Trips* *2.50* *5.00*				
	Select Granular Embankment *4.00 Trips* *2.50* *10.00*				
	Utilities, Storm Sewer *3.00 Trips* *2.50* *7.50*				
	Utilities, Culverts *4.00 Trips* *2.50* *10.00*				
1308	**Nuclear moisture-density meter charge, per hour**	37.50	Each	34.00	$1,275.00
217	**Compaction Testing - DCP's**	9.00	Hour	98.00	$882.00
	Work Activity Detail ***Qty Units*** ***Hrs/Unit*** ***Extension***				
	Aggregate Base *3.00 Trips* *3.00* *9.00*				
209	**Sample pick-up**	10.00	Hour	98.00	$980.00
1318	**Moisture Density Relationship (Proctor)**	6.00	Each	208.00	$1,248.00
1162	**Sieve Analysis with 200 wash, per sample**	8.00	Each	164.00	$1,312.00
1688AG	**Percent Crushed, Aggregate Base, per sample**	1.00	Each	98.00	$98.00
1530AG	**Asphalt Content of Aggregate Base, per sample**	1.00	Each	170.00	$170.00
128	**Senior Engineer - Surcharge Support**	6.00	Hour	216.00	$1,296.00
1861	**CMT Trip Charge**	23.00	Each	50.00	$1,150.00
Activity 1.2	**Concrete Testing**				**$20,958.00**
261	**Concrete Testing**	75.00	Hour	98.00	$7,350.00
	Work Activity Detail ***Qty Units*** ***Hrs/Unit*** ***Extension***				
	Curb Ramp Walk *2.00 Trips* *3.00* *6.00*				
	Sidewalks *4.00 Trips* *3.00* *12.00*				
	Curb & Gutter *6.00 Trips* *3.00* *18.00*				
	Pavement *6.00 Trips* *5.00* *30.00*				
	Light Pole Bases *3.00 Trips* *3.00* *9.00*				
278	**Concrete Cylinder Pick up**	22.50	Hour	98.00	$2,205.00
	Work Activity Detail ***Qty Units*** ***Hrs/Unit*** ***Extension***				
	Cylinder Pickup *15.00 Trips* *1.50* *22.50*				
1364	**Compressive strength of concrete cylinders, per specimen**	63.00	Each	42.00	$2,646.00
	Work Activity Detail ***Qty Units*** ***Hrs/Unit*** ***Extension***				
	Curb Ramp Walk *2.00 Set* *3.00* *6.00*				
	Sidewalks *4.00 Set* *3.00* *12.00*				
	Curb & Gutter *6.00 Set* *3.00* *18.00*				
	Pavement *6.00 Set* *3.00* *18.00*				
	Light Pole Bases *3.00 Set* *3.00* *9.00*				
215	**Concrete Ready Mix Plant Monitoring**	30.00	Hour	125.00	$3,750.00
	Work Activity Detail ***Qty Units*** ***Hrs/Unit*** ***Extension***				
	Concrete Plant Monitoring *6.00 Trips* *5.00* *30.00*				
1162CO	**Sieve Analysis, per sample**	12.00	Each	171.00	$2,052.00

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Project Proposal

QTB221500

CSAH 35 & CSAH 8 Roundabout Project - SAP 086-070-024

226	**Project Manager**		4.50	Hour	190.00	$855.00
1861	**CMT Trip Charge**		42.00	Each	50.00	$2,100.00
Activity 1.3	**Pavement Testing**					**$8,940.00**
222	**Bituminous Verification Testing**		27.00	Hour	125.00	$3,375.00
	Work Activity Detail	***Qty Units***	***Hrs/Unit***		***Extension***	
	Bituminous Plant Monitoring	*3.00 Trips*	*9.00*		*27.00*	
2689	**MnDOT Bituminous Verification, per sample**		3.00	Each	807.00	$2,421.00
221	**Mark and Observe Contractor Coring**		18.00	Hour	125.00	$2,250.00
	Work Activity Detail	***Qty Units***	***Hrs/Unit***		***Extension***	
	Mark & Observe Contractor Coring & Testing	*3.00 Trips*	*6.00*		*18.00*	
1542	**Thickness and Density of Bituminous Core**		9.00	Each	66.00	$594.00
1861	**CMT Trip Charge**		6.00	Each	50.00	$300.00
Activity 1.4	**Project Management**					**$7,776.00**
226	**Project Manager**		20.00	Hour	190.00	$3,800.00
125	**Project Control Specialist**		5.00	Hour	156.00	$780.00
138	**Project Assistant**		10.00	Hour	98.00	$980.00
228	**Senior Project Manager**		1.00	Hour	216.00	$216.00
1230	**MnDOT Final Report**		1.00	Each	2,000.00	$2,000.00
					Phase 1 Total:	**$49,760.00**

Proposal Total:	**$49,760.00**

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Jami Goodrum

Requestor Title
Department Head

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

Target Meeting Date *
10/7/2025 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 Amendment to Cannabis and Substance Use Prevention Grant.
Newly Amended Contract Through 2028-06-30, Amount $233,160.00
(Original Contract Approved by Board Through 2026-06-30, Amount $141,770.00)

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Amendment to Cannabis and Substance Use Prevention Grant.
Newly Amended Contract Through 2028-06-30, Amount $233,160.00

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

Briefly describe how the request aligns with the selected value stream.
Public Health departments use CSUP funds to create prevention, education, and recovery programs focusing on substance misuse prevention and treatment options with an emphasis on cannabis-related initiatives. Coordinator also assists with cannabis licensing and county cannabis ordinance compliance.

Describe the impact on staffing resources.
Cannabis and Substance Use Prevention supports .8 FTE of one health promotion coordinator.

Fiscal Impact:
These grant funds will continue to support a .8 FTE health promotion coordinator through fiscal year 2027. A slight decrease in overall funds will reduce 2026 budgeted contracted substance-use prevention and treatment professional services.

Background/Justification:
Funding for the Cannabis and Substance Use Prevention grant program comes from the state general fund. During the 2023 legislative session, local and tribal public health agencies in Minnesota were given ongoing funding focused on cannabis prevention beginning in fiscal year 2025 (Minn. Stat. § 144.197).

Breakdown:
First 19 months = 141,770 = 7461/month
Second 24 months = 233,160 = 9715 / month

If split it into 12 month periods
- Year 1 = 12 x 7461 = $89,532
- Year 2 = 7x 7461 + 5 x 9715 = $100,802
- Year 3 = 12 x 9715 =$116,580
- Year 4 (7 months) = 7 x 9715 = $68,005

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
Cannabis and Substance Use Prevention Grant.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

Minnesota Department of Health
Grant Project Amendment Cover Sheet

You have received a grant project amendment from the Minnesota Department of Health (MDH). Information about the grant project amendment, including funding details, are included below. Contact your MDH Grant Manager if you have questions about this cover sheet.

Attachment: Amendment
Contact for MDH: Fred Ndip, 651-431-2449, health.csup.mdh@state.mn.us

CHB SWIFT Information	Grant Project Agreement Information	Program & Funding Information
Name of MDH Grantee: Wright County Community Health Board	**Grant Project Agreement Number:** 260451	**MDH Program Name:** CSUP
SWIFT Vendor Number: 0000197323 **SWIFT Vendor Location Code:** 001	**Effective Date:** November 21, 2024, OR the date all signatures are collected, and the agreement is fully executed, whichever is later. **Expiration Date:** 6/30/2028	**Total State Grant Funds:** $374,930 **Total Federal Grant Funds:** $0 **Total Grant Funds *(all funds)***: $374,930

Minnesota Department of Health
Community Health Board Grant Project Amendment

Grant Project Agreement Effective Date:	11/21/2024	Original Grant Project Agreement Amount:	$141,770
Original Grant Project Agreement Expiration Date:	6/30/2026	Previous Amendment(s) Amount:	$0
Current Grant Project Agreement Expiration Date:	6/30/2026	This Amendment Amount:	$233,160
New Grant Project Agreement Expiration Date:	6/30/2028	New Grant Project Agreement Total:	$374,930

This Grant Project Amendment is between the State of Minnesota, acting through its Commissioner of the Minnesota Department of Health (hereinafter "MDH") and Wright County Community Health Board, 3650 Braddock Ave. NE, Suite 2100, Buffalo, MN, 55313 (hereinafter "Grantee").

Recitals

1. MDH has a grant project agreement with Grantee identified as **260451** ("Original Grant Project Agreement") to award grants to local public health departments to create prevention and education programs focusing on cannabis and substance use prevention.

2. This grant is being amended to extend the end date and add two additional years of funding for the grantee to continue to create prevention and education programs focusing on cannabis and substance use prevention.

3. MDH and Grantee are willing to amend the Original Grant Project Agreement as stated below.

Grant Project Amendment

Amended or deleted grant project agreement terms will be ~~struck out~~, and the added grant project agreement terms will be underlined.

REVISION 1. Clause 2.2. "Expiration date" is amended as follows:

~~June 30, 2026,~~ June 30, 2028, or until all obligations have been fulfilled to the satisfaction of MDH, whichever occurs first.

REVISION 2. Clause 4.1. "Grant Award" is amended as follows:

Reimbursement will be in accordance with the agreed-upon budget contained in ~~Exhibit B,~~ Exhibit B1, which is attached and incorporated into this grant project agreement.

REVISION 3. Clause 4.3. "Total Obligation" is amended as follows:

The total obligation of MDH for all compensation and reimbursements to Grantee under this grant project agreement will not exceed ~~$141,770~~ $374,930.

REVISION 4. Clause 6.1. MDH's Authorized Representative

MDH's Authorized Representative for purposes of administering this grant project agreement is ~~Kristine Igo, Director,~~ Fred Ndip, Community Initiatives Supervisor, Office of Statewide Health Improvement Initiatives, P.O. Box 64975, St. Paul MN 55164-0975, ~~651-201-5809, kris.igo@state.mn.us,~~ 651-431-2449, fred.ndip@state.mn.us or their successor, and has the responsibility to monitor Grantee's performance and the final authority to accept the activities performed under this grant project agreement. If the activities performed are satisfactory, MDH's Authorized Representative will certify acceptance on each invoice submitted for payment.

REVISION 5. Clause 12. "Suspension for Insufficient Funding" is added as follows:

In the event of temporary lack of funding or appropriation, MDH may suspend its obligations under this Grant Agreement without terminating it. This suspension will be for the duration of the lack of funding or appropriation and shall not be considered a termination of the Grant Agreement. MDH will not be assessed any penalty if the Grant Agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds.

12.1 Grantee will be notified in writing of the temporary suspension, and Grantee's ability to perform under the Grant Agreement will be suspended during this period. MDH will provide reasonable notice to Grantee of the lack of funding or appropriation and shall notify Grantee once funding is restored or appropriated, and at MDH's discretion, performance under the Grant Agreement may resume.

12.2 MDH may convert the suspension for insufficient funding to termination under clause 11 upon written notice to Grantee.

12.3 Grantee may reject MDH's suspension for insufficient funding by written response to the notice of suspension. If Grantee rejects suspension, the notice of suspension shall be effective as a notice of termination under clause 11 with the same effective date as was provided for the suspension.

REVISION 6. Clause 13. "Requirements for Other Legal Agreements" is added as follows:

13.1 Grantee must utilize a formal legal agreement if it engages with another party to carry out a portion of the activities listed in this Grant Agreement. Grantee must provide timely notice to MDH of any such agreement prior to the other party/ies performing work under this Grant Agreement. Such notice must include the name of the other party; description of the activities to be performed; dates activities will be performed; and the total budget.

13.2 Grantee must monitor the activities of the other party/ies to ensure funds are used for authorized purposes; is in compliance with the terms and conditions of the legal agreement, Minn. Stat. § 16B.97, subd. 4(a)(1), and other relevant statutes and regulations; and that performance goals are achieved.

13.3 If MDH becomes aware of unsatisfactory performance and or noncompliance, MDH reserves the right to require Grantee to terminate the legal agreement with the other party.

13.4 No legal agreement with any other party shall terminate or in any way affect the legal responsibility of the Grantee to MDH for timely and satisfactory performance of the Grant Agreement.

13.5 Grantee and the other party must not enter into a legal agreement with vendors who are suspended or debarred by the State of Minnesota or the federal government. The list of debarred vendors in Minnesota is available at: Suspended/Debarred Vendors (https://mn.gov/admin/osp/government/suspended-debarred/). The list of suspended and debarred entities by the federal government is available at www.sam.gov.

Revision 7. "Digital Materials" is added as follows:

Any digital materials created, and shared outside of the grantee's organization, Grantee is required to comply with State of Minnesota's Digital Accessibility Standard. This requirement flows down to any subcontractors and or any third-party entity the Grantee may utilize and compensate with MDH grant funds. The statewide Standard can be viewed online at Accessibility | Policies & Standards / Minnesota IT Services

Except as amended herein, the terms and conditions of the Original Grant Project Agreement and all previous amendments remain in full force and effect. The Original Grant Project Agreement, and all previous amendments, are incorporated by reference into this amendment.

[signatures on next page]

APPROVED:

1. State Encumbrance Verification

Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 *and* 16C.05.

Signature: Sarah Martin Digitally signed by Sarah Martin Date: 2025.09.23 09:15:38 -05'00'

SWIFT Contract & Initial PO: 260451_3000127408

2. Grantee

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

Signature: _____ Signature: _____

Title: _____ Title: _____

Date: _____ Date: _____

Signature: _____ Signature: _____

Title: _____ Title: _____

Date: _____ Date: _____

3. Minnesota Department of Health

Grant project agreement approval and certification that State funds have been encumbered as required by Minn. Stat. §§ 16A.15 *and* 16C.05.

Signature:
(with delegated authority) _____

Title: _____

Date: _____

Distribution:

All parties on the DocuSign envelope will receive a copy of the fully executed grant project agreement.

Exhibit B1 – Grantee's Budget

The budget shown below is for reference only and is non-binding.

Category	Budget Period 1 November 21, 2024 – October 31, 2025	~~Total~~
Salary/Fringe	$67,522.00	~~$67,522.00~~
Contractual Services	$50,000.00	~~$50,000.00~~
Travel	$	~~$~~
Supplies & Equipment	$7,860.00	~~$7,860.00~~
Other	$3,500.00	~~$3,500.00~~
Subtotal (direct)	$128,882.00	~~$128,882.00~~
Indirect	$12,888.00	~~$12,888.00~~
Total	**$141,770.00**	**~~$141,770.00~~**

Category	Budget Period 2 November 1, 2025 – October 31, 2026
Salary/Fringe	$93,528.00
Contractual Services	$11,214.00
Travel	$100.00
Supplies	$540.00
Equipment	$0
Other	$600.00
Subtotal (direct)	$105,982.00
Indirect	$10,598.00
Total	**$116,580.00**

Grantee's Indirect Cost Rate for this Grant Agreement is as follows. MDH will notify Grantee, in writing, if the rate allowed changes and the effective date of such change.

☒ Indirect costs are allowed by Funder

~~☒ Grantee does not have a NICRA and is requesting to use the federal de minimis rate~~

~~Rate: 10%~~

☒ Grantee requesting to use other rate, not to exceed the federal de minimis rate:

Rate: 10%

Ensure that administrative costs are explained and justifiable. MDH will accept up to the Grantee's current federally approved indirect cost rate agreement. If Grantee does not have a federally approved indirect cost rate agreement, MDH will accept an indirect rate of up to ~~10~~ 15 percent of the total direct charges.

Future Budget Periods

Budget Period 3	November 1, 2026 – October 31, 2027	Award:	$116,580

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 *
10/7/2025 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 Renewal of Statewide Health Improvement Partnership(SHIP) 5-Year Allocation for Period 2025-11-01 Through 2030-10-31 with Minnesota Department of Health.

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Renewal of Statewide Health Improvement Partnership(SHIP) 5-Year Allocation for Period 2025-11-01 Through 2030-10-31 with Minnesota Department of Health.

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

Briefly describe how the request aligns with the selected value stream.
The SHIP program works with all county communities and organizations to reduce chronic disease risks by promoting active living, healthy eating, mental well-being and tobacco-free living.

Describe the impact on staffing resources.
The yearly SHIP allocation supports 2 FTEs divided among four health promotion coordinators and one case aide.

Fiscal Impact:
The SHIP allocation for Nov. 1, 2025 to Oct. 31, 2026 is $328,049.00. This increased award has a 2026 budget impact due to increased revenue compared to previous allocations.

Background/Justification:
Wright County Public Health SHIP staff have a strong history of collaboration with county communities and organizations in promoting healthy objectives. Each year, staff implement 15-20 health projects and distribute over $75,000.00 in funds to county cities and organizations through contractually agreements. Some examples include expanded food shelves, park & trail plans, community vegetable gardens, healthy aging initiatives, school mental well-being, healthy nutrition programs and safe transportation.

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
2026 SHIP Grant.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

Minnesota Department of Health
Grant Project Agreement Cover Sheet

You have received a Grant Project Agreement from the Minnesota Department of Health (MDH). Information about the Grant Project Agreement, including funding details, are included below. Contact your MDH Grant Manager if you have questions about this Cover Sheet.

Attachment: Grant Project Agreement
Contact for MDH: Fred Ndip, Office of Statewide Health Improvement Initiatives, Community Initiatives Supervisor, fred.ndip@state.mn.us.

CHB SWIFT Information	Grant Project Agreement Information	Program & Funding Information
Name of CHB: (as it appears in SWIFT)**:** Wright County Community Health Board	**SWIFT Contract Number:** 276592	**MDH Program Name:** SHIP
SWIFT Vendor Number: 0000197323 **SWIFT Vendor Location Code:** 001	**Effective Date:** November 1, 2025, OR the date all signatures are collected, and the agreement is fully executed, whichever is later. **Expiration Date:** October 31, 2030	**Total State Grant Funds:** $328,049.00 **Total Grant Funds *(all funds)*:** $328,049.00

Minnesota Department of Health

Grant Project Agreement

This Grant Project Agreement, and amendments and supplements, is between the State of Minnesota, acting through its Commissioner of Health ("MDH") and Wright County Community Health Board, an independent organization, not an employee of the State of Minnesota, address 3650 Braddock Ave. NE, Suite 2100, Buffalo, MN, 55313 ("Grantee").

Recitals

1. MDH is empowered to enter into a Grant Project Agreement under Minn. Stat.§§ 144.05, 144.0742 and 145.986.
2. MDH and Grantee have entered into Master Grant Agreement number 12-700-00103 ("Master Grant Agreement") effective January 1, 2025, or subsequent Master Grant Agreements, amendments, and supplements thereto;
3. The vision of MDH is for health equity in Minnesota, where all communities are thriving and all people have what they need to be healthy. Health equity is achieved when every person has the opportunity to attain their health potential. Grantee agrees, where applicable, to perform its work with advancing health equity as a goal.
4. Grantee represents that it is duly qualified and willing to perform all the activities according to the terms of this Grant Project Agreement.

Grant Project Agreement

1. Incorporation of Master Grant Agreement

All terms and conditions of the Master Grant Agreement are hereby incorporated by reference into this Grant Project Agreement.

2. Term of Agreement

2.1 ***Effective date***

November 1, 2025 , or the date MDH obtains all required signatures under Minn. Stat. § 16B.98, subd. 5(a), whichever is later. Per Minn. Stat. § 16B.98, subd. 7, no payments will be made to the Grantee until this Grant Project Agreement is fully executed. Grantee must not begin work until this Grant Project Agreement is fully executed and MDH's Authorized Representative has notified Grantee that work may commence. No costs may be incurred prior to the Grant Project Agreement being fully executed.

2.2 ***Expiration date***

October 31, 2030, or until all obligations have been fulfilled to the satisfaction of MDH, whichever occurs first.

3. Activities

3.1 *MDH's Activities*

MDH activities, in accordance with the Minnesota Department of Administration's Office of Grants Management's policies and federal regulations, may include but are not limited to financial reconciliations, site visits, programmatic monitoring of activities performed, and grant activity evaluation.

3.2 *Grantee's Activities*

Grantee shall conduct the activities specified in Exhibit A, which is attached and incorporated into this Grant Project Agreement.

4. Award and Payment

MDH will award funds to Grantee for activities performed in accordance with this Grant Project Agreement.

4.1 *Grant Award*

Reimbursement will be in accordance with the agreed-upon budget contained in Exhibit B, which is attached and incorporated into this Grant Project Agreement.

4.2 Administrative Costs

Grantee agrees that administrative costs must be necessary and reasonable as a condition of this Grant Project Agreement pursuant to Minn. Stat. § 16B.98, subd 1. Administrative costs will be reimbursed in accordance with the agreed upon budget.

4.3 *Budget Modifications*

Grantee may modify any line item in the most recently agreed-upon budget by up to 10 percent without prior written approval from MDH. Grantee must notify MDH of any modifications up to 10 percent in writing no later than the next invoice. Grantee must obtain prior written approval from MDH for line-item modifications greater than 10 percent. Grantee's failure to obtain MDH's prior approval may result in denial of modification request, loss of funds, or both. The total obligation of MDH for all compensation and reimbursements to Grantee shall not exceed the total obligation listed under "Total Obligation."

4.4 *Total Obligation*

The total obligation of MDH for all compensation and reimbursements to Grantee under this Grant Project Agreement will not exceed the amount listed in Exhibit B, plus amounts listed in future funding letters sent to Grantee for this grant agreement.

4.5 *Terms of Payment*

4.5.1 *Invoices*

MDH will promptly pay Grantee after Grantee presents an itemized invoice for the activities actually performed and MDH's Authorized Representative accepts the invoiced activities. Invoices must be submitted at least quarterly or according to a schedule agreed upon by the Parties. The final invoice is due 30 calendar days after the expiration date of the Grant Project Agreement.

4.5.2 ***Matching Requirements***

Grantee certifies that the following matching requirement, for the grant, will be met by Grantee: A local match of ten percent of the total SHIP funding allocation must be provided and documented. Grantee shall record the match on their monthly invoices. Grantee is required to send source documentation of the local match on their first invoice containing recorded local match.

5. Conditions of Payment

All activities performed by Grantee pursuant to this Grant Project Agreement must be performed in accordance with the terms of this Grant Project Agreement, as determined in the sole discretion of MDH's Authorized Representative. Furthermore, all activities performed by Grantee must be in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. Applicable state laws include, but are not limited to, the Minnesota Human Rights Act (Minn. Stat. ch. 363A) which prohibits discrimination on the basis of race, color, creed, religion, national origin, sex, gender, identity, sexual orientation, age, marital status, public assistance status, familial status, and disability. MDH will not pay Grantee for work that MDH determines is noncompliant with the terms and conditions of this Grant Project Agreement or performed in violation of federal, state, or local law, ordinance, rule, or regulation.

6. Requirements for Other Legal Agreements

6.1 Grantee must utilize a formal legal agreement if it engages with another party to carry out a portion of the activities listed in this Grant Project Agreement. Grantee must provide timely notice to MDH of any such agreement prior to the other party/ies performing work under this Grant Project Agreement. Such notice must include the name of the other party; description of the activities to be performed; dates activities will be performed; and the total budget.

6.2 Grantee must monitor the activities of the other party/ies to ensure funds are used for authorized purposes; is in compliance with the terms and conditions of the legal agreement, Minn. Stat. § 16B.97, subd. 4(a)(1), and other relevant statutes and regulations; and that performance goals are achieved.

6.3 If MDH becomes aware of unsatisfactory performance and or noncompliance, MDH reserves the right to require Grantee to terminate the legal agreement with the other party.

6.4 No legal agreement with any other party shall terminate or in any way affect the legal responsibility of the Grantee to MDH for timely and satisfactory performance of the Grant Project Agreement.

6.5 Grantee and the other party must not enter into a legal agreement with vendors who are suspended or debarred by the State of Minnesota or the federal government. The list of debarred vendors in Minnesota is available at: Suspended/Debarred Vendors (https://mn.gov/admin/osp/government/suspended-debarred/). The list of suspended and debarred entities by the federal government is available at www.sam.gov.

7. Authorized Representatives

7.1 ***MDH's Authorized Representative***

MDH's Authorized Representative for purposes of administering this Grant Project Agreement is Fred Ndip, Office of Statewide Health Improvement Initiatives, Community Initiatives Supervisor, 625 Robert Street N, PO Box 64975, St. Paul, MN, 55164-0975, fred.ndip@state.mn.us, 651-431-2449, or their successor, and has the responsibility to monitor Grantee's performance and the final authority to accept the activities performed under this Grant Project Agreement. If the activities performed are satisfactory, MDH's Authorized Representative will certify acceptance on each invoice submitted for payment.

7.2 ***Grantee's Authorized Representative***

Grantee's Authorized Representative is Sarah Grosshuesch, CHS Administrator, 3650 Braddock Ave NE, Suite 2100, Buffalo, MN, 55313, 763-682-7404, Sarah.Grosshuesch@@wrightcountymn.gov,I or their successor. Grantee's Authorized Representative has full authority to represent Grantee in fulfillment of the terms, conditions, and requirements of this agreement. If Grantee selects a new Authorized Representative at any time during this Grant Project Agreement, Grantee must immediately notify MDH's Authorized Representative.

8. Ownership of Equipment and Supplies

8.1 ***Equipment***

"Equipment" is defined as tangible personal property having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds $10,000. MDH shall have the right to require transfer of all Equipment purchased with grant funds (including title) to MDH or to an eligible non-State party named by MDH. MDH may require the transfer of Equipment if the grant program is transferred to another grantee. At the end of this Grant Project Agreement, Grantee must contact MDH's Authorized Representative for further instruction regarding the disposition of Equipment.

8.2 ***Supplies***

"Supplies" is defined as all tangible personal property other than those described in the definition of Equipment. Grantee must notify MDH's Authorized Representative regarding any remaining Supplies with an aggregate market value of $10,000 or more for further instruction regarding the disposition of those Supplies. For the purpose of this section, Supplies includes but is not limited to computers and incentives.

9. Publicity

Any publicity given to the program, publications, or activities performed from this Grant Project Agreement, including, but not limited to, websites, social media platforms, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for Grantee or its employees individually or jointly with others, or any subgrantees, must identify MDH as a sponsoring agency. If publicity is not specifically authorized under this Grant Project Agreement, Grantee must obtain prior written approval from MDH's Authorized Representative.

10. Clerical Error

Notwithstanding the Master Grant Agreement, MDH reserves the right to unilaterally fix clerical errors, defined as misspellings, minor grammatical or typographical mistakes or omissions, that do not have a substantive impact on the terms of the Grant Project Agreement without executing an

amendment. MDH must inform Grantee of clerical errors that have been fixed pursuant to this paragraph within a reasonable period of time.

11. Incentives

When included in the approved Work Plan or Budget, the following language applies.

11.1 *Handling of Incentives*

Grantee is required to have policies and procedures in place addressing the purchasing, security, distribution, and asset tracking of incentives. All grantee staff involved in the purchase, distribution, security, and reconciling of incentives must be trained on the grantee's policies and procedures prior to the grantee placing any order for incentives. Those policies and procedures must, at a minimum, include the provisions outlined in this section.

11.2 *Separation of duties*

More than one Grantee staff person must be involved in the management and handling of the incentives. The Grantee staff who authorizes the purchase of incentives must not have sole physical access to the incentives. The Grantee staff who will have physical access to the incentives cannot have sole access to modify the incentives records. Handoff of incentive from one person to another must be documented.

11.3 *Distribution of Incentives*

Incentives may only be used for approved purposes by MDH.

a) Only one incentive can be given to an individual per occurrence/event.

b) Undistributed incentives must always be kept in a secure location. Incentive instruments must never be stored in any personal homes, they must always be securely stored in the grantee's business space.

c) Grantee will purchase and have on hand no more than three months' worth of incentives at any given time. The three months' worth must be based off the most currently approved workplan. All incentives must be distributed prior to grantee purchasing additional incentives.

d) Grantee will be responsible for the costs of any incentives that remain undistributed at the end of the Grant Project Agreement.

e) If MDH provided the grantee with the incentives, the return of undistributed incentives to MDH must occur in person with MDH's Authorized Representative within 30 calendar days of the grant expiration date. If in-person return is not possible, the grantee must return undistributed incentives via courier or via US Mail that requires signatures and a tracking number within 30 calendar days of the grant expiration date.

f) The tracking log must be returned separately from the physical cards. Electronic return is the preferred method for the tracking log.

11.4 *Incentive tracking documentation*

The tracking documentation the Grantee is required to maintain must not contain any private data. The tracking system must record the following:

a) Number of incentives on hand, including starting balance and any additional incentives purchased;
b) Description of the incentives;
c) Quantity of incentive(s) distributed to each participant;
d) The last four digits of any pre-paid card number;
e) Value/amount;
f) A unique non-identifiable data point for each participant (e.g. case number, file number);
g) Date participant received incentive(s); and
h) Signature of Grantee staff member providing incentive(s) to participant(s).

11.5 ***Reconciliation***

At least two different Grantee staff must reconcile the incentives at least quarterly. The Grantee staff conducting the reconciliation must not also be the handlers of the incentives. The reconciliation must include the dates and signature of the two people who perform the reconciliation. Grantee must submit the reconciliation documentation to MDH's Authorized Representative no less than two weeks after each reconciliation.

11.6 ***Subcontracting/Subgranting***

The Grantee must communicate and verify that their subcontracts/subgrants will only use incentives for MDH approved purposes. The Grantee will be responsible for monitoring, oversight, and reconciliation of any incentives that its subcontractors or subgrantees purchase and distribute and will include this same language in any of its subgrants or subcontracts that it enters as part of its work for MDH.

11.7 ***Lost or stolen incentives***

The Grantee bears all financial responsibility for any unaccounted for, lost, or stolen incentives.

11.8 ***Invoicing***

If the Grantee purchased the incentives themselves, the Grantee must only invoice MDH for the incentives after they've been distributed.

11.9 ***Failure to Comply***

For grantees who do not have effective written policies and procedures in place before purchasing incentives, MDH reserves the right to withhold payment and or request reimbursement in the amount equal to the unallowable costs. Withheld payments will be released when the grantee provides documentation to MDH that it has written effective policies and procedures in place. Grantees who do not comply with this requirement may be subject to increased monitoring and will be offered technical assistance. MDH also reserves the right to terminate a Grant Project Agreement for failure to comply with these requirements.

12. Suspension for Insufficient Funding.

In the event of temporary lack of funding or appropriation, MDH may suspend its obligations under this Grant Project Agreement without terminating it. This suspension will be for the duration of the lack of funding or appropriation and shall not be considered a termination of the Grant Project Agreement. MDH will not be assessed any penalty if the Grant Project Agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds.

12.1 Grantee will be notified in writing of the temporary suspension, and Grantee's ability to perform under the Grant Project Agreement will be suspended during this period. MDH will provide reasonable notice to Grantee of the lack of funding or appropriation and shall notify Grantee once funding is restored or appropriated, and at MDH's discretion, performance under the Grant Project Agreement may resume.

12.2 MDH may convert the suspension for insufficient funding to termination under clause 14.3. upon written notice to Grantee.

12.3 Grantee may reject MDH's suspension for insufficient funding by written response to the notice of suspension. If Grantee rejects suspension, the notice of suspension shall be effective as a notice of termination under clause 14.3 with the same effective date as was provided for the suspension.

13. Termination

13.1 ***Termination by MDH or Grantee***

MDH or Grantee may terminate this Grant Project Agreement without cause, with at least 21 calendar days' written notice (i.e., by mail, email, or both) to the other party. Upon termination, Grantee will be entitled to payment, determined on a pro rata basis, for activities satisfactorily performed.

13.2 ***Termination for Cause***

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

13.3 ***Termination for Insufficient Funding***

MDH may immediately terminate this Grant Project Agreement if it does not obtain funding from the Minnesota Legislature or other funding sources; or if funding cannot be continued at a level sufficient to allow for the payment of the work scope covered in this Grant Project Agreement. Termination must be by written notice to Grantee; i.e., mail, email, or both. MDH is not obligated to pay for any work performed after notice and effective date of the termination. However, Grantee will be entitled to payment, determined on a pro rata basis, for activities satisfactorily performed to the extent that funds are available. MDH will not be assessed any penalty if this Grant Project Agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. MDH must provide Grantee notice of the lack of funding within a reasonable time of MDH receiving notice of the same.

13.4 ***Termination by Commissioner of Administration***
The Commissioner of Administration may immediately and unilaterally terminate this Grant Project Agreement if further performance under the agreement would not serve MDH's purposes or performance under the Grant Project Agreement is not in the best interests of the State of Minnesota.

Exhibits

The following Exhibits are attached and incorporated into this Grant Project Agreement. In the event of a conflict between the terms of this Grant Project Agreement and its Exhibits, or between Exhibits, the order of precedence is first the Grant Project Agreement, and then in the following order:

1. Exhibit A – Grantee's Activities / Scope of Work
2. Exhibit B – Grantee's Budget

[Signatures on following page]

APPROVED:

1. State Encumbrance Verification

Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.

Signature: _____

SWIFT Contract & Initial PO: 276592_3000127219

2. Grantee

Grantee certifies that the appropriate persons(s) have executed the Grant Project Agreement on behalf of Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

Signature: _____ Signature: _____

Title: _____ Title: _____

Date: _____ Date: _____

Signature: _____ Signature: _____

Title: _____ Title: _____

Date: _____ Date: _____

1. Minnesota Department of Health

Grant agreement approval and certification that State funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.

Signature:
(with delegated authority) _____

Title: _____

Date: _____

Distribution:
All parties on the DocuSign envelope will receive a copy of the fully executed Grant Project Agreement.

Exhibit A – Grantee's Activities / Scope of Work

Grantee is expected to perform the following activities. Modifications to Exhibit A must be discussed with MDH. MDH will communicate, in writing, with Grantee as to whether modifications are approved or require a formal grant amendment.

Activity/Work Plan	Responsible Position	Completion Date
In compliance with the work plan requirements by funding Tier listed in the SHIP Implementation Guide, Grantee will plan, implement and evaluate effective, sustainable, community-driven policy, system, and environmental change strategies that promote Commercial Tobacco-Free Living, Healthy Eating, Active Living, and Mental Wellbeing in the SHIP settings (Active Living in Community Settings, Food Access in Community Settings, Commercial Tobacco-Free in Community Settings, Healthcare, Workplace, Schools, Child Care) to advance health equity and reduce chronic disease risks in their communities.	Local Public Health SHIP Staff	November 1, 2025 - October 31, 2030
Grantee shall develop an annual Work Plan in accordance with the SHIP requirements by funding Tier. Work Plan shall include, but is not limited to, the components listed in the Work Plan template provided by MDH in the SHIP Information System (SIS). Grantee shall submit work plan and any modifications, to MDH, as specified by MDH, for review and approval by MDH prior to the utilization or dissemination of Work Plan.	Local Public Health SHIP Staff	Initial Work Plan due to state by November 1, 2025, and then sent as a component of the Biannual report due April 30 and October 1 each grant year.
Grantee shall develop an annual Budget in accordance with the SHIP requirements by funding Tier. Budget shall include, but is not limited to, the components listed in the Budget template provided by MDH, for review and approval by MDH prior to the utilization or dissemination of grant funds.	Local Public Health SHIP Staff	November 1, 2025, and then as a component of the Biannual report due April 30 and October 1 each grant year.
Grantee is required to adhere to guidance and requirements listed in the SHIP Implementation Guide.	Local Public Health SHIP Staff	Ongoing

Activity/Work Plan	Responsible Position	Completion Date
Grantee will contact MDH if Grantee is no longer able to fulfill a work plan activity and Grantee must request approval before pursuing any additional activities not described in the original work plan. If Grantee fails to complete grant deliverables in a satisfactory manner, MDH has the authority to withhold further funds.	Local Public Health SHIP Staff	Ongoing
Grantee will designate or hire a SHIP project coordinator at .75 FTE or equivalent for Tier I Grantees and 1.00 FTE or equivalent for Tier 3 Grantees.	Local Public Health SHIP Staff	Ongoing
Designate a SHIP staff person to facilitate evaluation tasks and communicate with MDH evaluation staff and contractors.	Local Public Health SHIP Staff	Ongoing
Grantee will designate, hire, or contract project, fiscal, and administrative staff with the appropriate training and experience to implement all SHIP activities and to fulfill payroll, accounting, and administrative functions.	Local Public Health SHIP Staff	Ongoing
Grantee will participate in regularly scheduled calls and meetings with community specialists.	Local Public Health SHIP Staff	Ongoing
Grantee will participate in MDH-sponsored technical assistance calls, webinars and trainings.	Local Public Health SHIP Staff	Ongoing
Grantee will attend MDH-sponsored conferences, meetings and in-person trainings.	Local Public Health SHIP Staff	Ongoing
Grantee will comply with MDH product approval outlined in the SHIP Communications Guide.	Local Public Health SHIP Staff	Ongoing
Grantee will allow MDH and others to use any products or materials produced with SHIP funds	Local Public Health SHIP Staff	Ongoing
In accordance with Minn. Stat. § 16B.98, subd. 5(d), Grantee must clearly post on Grantee's website the names of, and contact information for, the Grantee's leadership and the employee or other person who directly manages and oversees this Grant Project Agreement on behalf of the Grantee.	Local Public Health SHIP Staff	Ongoing

Activity/Work Plan	Responsible Position	Completion Date
Any digital materials created, and shared outside of the grantee's organization, Grantee is required to comply with State of Minnesota's Digital Accessibility Standard. This requirement flows down to any subcontractors and or any third-party entity the Grantee may utilize and compensate with MDH grant funds. The statewide Standard can be viewed online at Accessibility | Policies & Standards / Minnesota IT Services	Local Public Health SHIP Staff	Ongoing

Grantee is subject to a variety of compliance activities, as outlined below.

Report Type	Reporting Period / Frequency	Due to MDH
Progress Report(s)	Bi-annual reports due April 30 and October 1 of each grant year. Annual Report due November 30 of each grant year. Components of reports will be communicated to Grantees.	April 30, October 1, November 30 of each grant year
Assessment and Prioritization	Adhere to Assessment and Prioritization requirements listed in the SHIP Implementation Guide.	November 1, 2025/May 1, 2027
Invoice(s)	Submit invoices monthly, Invoices are due 45 calendar days after the last day of the month being invoiced. *June Invoices are due 30 days after the last day of the month	45 calendar days after the end of the reporting period*
Monitoring/On-Site Visit(s)	Grantee will participate in the annual monitoring site visit in compliance with MDH Office of Grants Management Policy 08-10.	MDH will contact Grantee with additional information.
Future Work Plans	Grantee shall submit future Work Plans to MDH in the SHIP Information System (SIS), subject to review and written approval by MDH.	A component of Biannual reports due April 30 and October 1 of each grant year

Report Type	Reporting Period / Frequency	Due to MDH
Future Budgets	Grantee shall submit future Budgets in the SHIP Information System (SIS), subject to review and written approval by MDH.	A component of Biannual reports due April 30 and October 1 of each grant year
Reporting Required 10% Local Match	Ensure that a local match equaling at least ten percent of the total funding award is provided and documented on the monthly invoice. Source documentation must accompany the first invoice that contains a recording of local match.	Ongoing
Supplanting	Ensure SHIP funding does not supplant work funded through other sources. Grantees must use funds to develop new activities, expand or modify current activities or replace discontinued state, federal or third-party funds that work to reduce commercial tobacco use and exposure, poor diet and inactivity.	Ongoing

Exhibit B – Grantee's Budget

The budget shown below is for reference only and is non-binding.

Category	Year 1 November 1, 2025 – October 31, 2026
Salary/Fringe	$202,604.00
Equipment	$
Supplies	$1,380.00
Travel	$1,200.00
Contractual	$74,476.00
Other	$5,600.00
Subtotal	$285,260.00
Indirect (if allowed)	$42,789.00
Total	**$328,049.00**

Grantee's Indirect Cost Rate for this Grant Project Agreement is as follows. MDH will notify Grantee, in writing, if the rate allowed changes and the effective date of such change.

☒ Indirect costs are allowed by Funder (select ONE):

☒ Grantee does not have a NICRA and is requesting to use the federal de minimis rate

Rate: 15%

Future Budget Period Date(s)	Budget Amount
November 1, 2026 – October 31, 2027	*To be listed in funding letter*
November 1, 2027 – October 31, 2028	*To be listed in funding letter*
November 1, 2028 – October 31, 2029	*To be listed in funding letter*
November 1, 2029 – October 31, 2030	*To be listed in funding letter*

Grantee shall reference annual funding letter from MDH indicating future budget period(s) and awarded amount(s).

Match Funds

A local match of 10% is required for SHIP funding awards.

Year 1 SHIP Match $32,804.90

Future Budget Period Date(s)	Match Amount
November 1, 2026 – October 31, 2027	*To be listed in funding letter*
November 1, 2027 – October 31, 2028	*To be listed in funding letter*
November 1, 2028 – October 31, 2029	*To be listed in funding letter*
November 1, 2029 – October 31, 2030	*To be listed in funding letter*

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 *
10/7/2025 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 Tobacco License for Afshar Tobacco LLC (DBA: Tommy's Tobacco & Vape) in Cokato

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Tobacco License for Afshar Tobacco LLC (DBA: Tommy's Tobacco & Vape) in Cokato

Value Stream the request primarily aligns with:
Shepherd Economic Growth

Briefly describe how the request aligns with the selected value stream.
The Licensing and Compliance team within Health & Human Services (Public Health) aims to support local businesses that sell tobacco.

Describe the impact on staffing resources.
Time spent processing application, seeking Board approval, processing approved/denied application, conducting compliance checks annually, and processing renewal application each year.

Fiscal Impact:
$300 license fee paid at time of application.

Background/Justification:
Location will not operate as a Tobacco Product Shop thus not requiring setbacks.

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
Tommy's Tobacco Vape 10.7.25 - Recommended.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

WRIGHT COUNTY
MINNESOTA

TOBACCO LICENSURE

HEALTH & HUMAN SERVICES

The following establishment(s) are seeking a tobacco license and is recommended by Public Health.

Name of Establishment	City	Commissioner District	Paperwork Completed & Received (Application, Workers Compensation, CT102, Certificate of Liability Insurance)	Payment Received	Violations in Last 5 Years
Tommy's Tobacco & Vape	Cokato	5	Yes	Yes	N/A

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 *
10/7/2025 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) *
1. Approve New Opioid Settlement Advisory Council Member: Travis Hanson
2. Replace Opioid Settlement Advisory Council Member Chad Miller with Jami Goodrum.

Short Title (what will appear on Agenda outline - 250 character max.) *
1. Approve New Opioid Settlement Advisory Council Member: Travis Hanson
2. Replace Opioid Settlement Advisory Council Member Chad Miller with Jami Goodrum.

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

Briefly describe how the request aligns with the selected value stream.
The OSAC group is dedicated to ensuring the County's share of the National Opioid Settlement dollars are spent to best meet the needs of the community.

Describe the impact on staffing resources.
None

Fiscal Impact:
Spending of Opioid Settlement funds if member chooses to seek a stipend for meeting attendance.

Background/Justification:
As Chief Strategist, Public Health has committed to accepting new OSAC applications and facilitating meetings. We have agreed to bring all member appointment recommendations to the Board of Commissioners for final approval.

With the addition of Travis and replacement of Chad, the Advisory Council will be at 25 members.

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 *
10/7/2025 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) *
Aceept Mental Health Advisory Council (MHAC) Member Application and Approve Two-Year Term Reappointment:
1. Roxanne DoBrava, District 2 - New Member
2. Kirk Wulf, District 1 - Reappointment. First Term Ends 2025/12/12

Short Title (what will appear on Agenda outline - 250 character max.) *
Aceept Mental Health Advisory Council (MHAC) Member Application and Approve Two-Year Term Reappointment:
1. Roxanne DoBrava, District 2 - New Member
2. Kirk Wulf, District 1 - Reappointment. First Term Ends 2025/12/12

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 Mental Health Advisory Council is to use the knowledge of a broad range of people who use mental health services, provide services or are concerned about public policy to find ways to improve local mental health services. This council focuses on making recommendations for services and identifying gaps and needs in mental health to our local Health & Human Services Advisory Board.

Describe the impact on staffing resources.
None

Fiscal Impact:
None

Background/Justification:
The Wright County Mental Health Advisory Council shall possess, exercise and discharge all duties and powers as are given to mental health advisory councils in the State of Minnesota by the Minnesota Comprehensive Adult Mental Health Act (M.S. 245.466, Subd. 5 et seq.), the Children's Mental Health Act (M.S. 245.4875, Subd. 5) and any subsequent amendments thereto.

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 *
10/7/2025 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) *
Accept Two-Year Term Public Health Task Force (PHTF) Member Resignation and Approve Two-Year Term Reappointment:
1. Melissa Pribyl, District 5 - Resignation Effective 2025-10-11
2. Bonita Bryant (V-Chair), District 1 - Reappointment. Second Term Ends 12/13/25
3. Jamie Stang, District 5 - Reappointment. Fist Term Ends 12/12/25

Short Title (what will appear on Agenda outline - 250 character max.) *
Accept Two-Year Term Public Health Task Force (PHTF) Member Resignation and Approve Two-Year Term Reappointment:
1. Melissa Pribyl, District 5 - Resignation Effective 2025-10-11
2. Bonita Bryant (V-Chair), District 1 - Reappointment. Second Term Ends 12

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 *
10/7/2025 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) *
Recognition of Service: Social Worker Theresa Novacek Retires on October 7, 2025

Short Title (what will appear on Agenda outline - 250 character max.) *
Recognition of Service: Social Worker Theresa Novacek Retires on October 7, 2025

Value Stream the request primarily aligns with:
Optimize Civic Engagement

Briefly describe how the request aligns with the selected value stream.
HHS recognizes its staff's loyalty and long service to the community as an employee of Wright County Health & Human Services.

Describe the impact on staffing resources.
None

Fiscal Impact:
None

Background/Justification:
HHS wishes its retiring staff a great retirement from public service. HHS acknowledges and thanks staff's efforts to uphold the Agency's mission to Strengthen, Support and Serve.

Route for Review and Approval

☐ 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 *
10/7/2025 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 25-10: Proclaim October 15, 2025 as County and Tribal Financial Worker & Case Aide Day in Wright County

Short Title (what will appear on Agenda outline - 250 character max.) *
Adopt Resolution HHS 25-10: Proclaim October 15, 2025 as County and Tribal Financial Worker & Case Aide Day in Wright County

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

Briefly describe how the request aligns with the selected value stream.
Wright County recognizes and supports the work of Wright County Health and Human Services Financial Workers and Case Aides.

Describe the impact on staffing resources.
None

Fiscal Impact:
None

Background/Justification:
The Wright County Board supports and adopts the Governor's proclamation, recognizing the important role that Financial Workers and Case Aides play in strengthening, supporting and serving individuals, families and communities by administering public assistance programs.

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 25-10 - County and Tribal FW and CA Day.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

RESOLUTION #RESOLUTION # HHS-25-1

BOARD OF WRIGHT COUNTY
HEALTH & HUMAN SERVICES

DATE ADOPTED:
October 7, 2025

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

COUNTY AND TRIBAL FINANCIAL WORKER & CASE AIDE DAY

WHEREAS: County and Tribal financial workers and case aides provide outstanding service to people in Minnesota through their administration of public assistance programs; and

WHEREAS: These dedicated professionals are responsible for the prudent expenditure of millions of dollars annually and must meet high standards of job performance in determining eligibility for public assistance; and

WHEREAS: County and Tribal financial workers and case aides are well-versed in several areas and maintain detailed knowledge of public assistance programs, ensuring the delivery of effective services to clients and the public; and

WHEREAS: County and Tribal financial workers address barriers that prevent people in Minnesota from achieving and maintaining self-sufficiency, allowing for the highest possible degree of independence from public assistance; and

WHEREAS: Minnesota recognizes the valuable services county and Tribal financial workers and case aides provide through the delivery of person-centered case management and accessible community services.

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 Health & Human Services Director 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 Health & Human Services Board of County Commissioners, Wright County, Minnesota, at their session held on October 7, 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

Add Page

RESOLUTION #RESOLUTION # HHS-25-1

BOARD OF WRIGHT COUNTY
HEALTH & HUMAN SERVICES

DATE ADOPTED:
October 7, 2025

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

COUNTY AND TRIBAL FINANCIAL WORKER & CASE AIDE DAY

 Delete Page Add Page

NOW, THEREFORE, LET IT BE RESOLVED that the Wright County Health & Human Services Board of Commissioners adopt the Proclamation this 7th day of October, for the citizens of Wright County, declaring October 15, 2025 as:

COUNTY AND TRIBAL FINANCIAL WORKER AND CASE AIDE DAY

Wright County supports and values those employed at Wright County Health & Human Services.

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 *
10/7/2025 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 25-11 to Accept September 2025 Donations

Short Title (what will appear on Agenda outline - 250 character max.) *
Adopt Resolution HHS 25-11 to Accept September 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 25-11 - September 2025 Donation.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

RESOLUTION #RESOLUTION # HHS-25-1

BOARD OF WRIGHT COUNTY
HEALTH & HUMAN SERVICES

DATE ADOPTED:
October 7, 2025

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

ACCEPT SEPTEMBER 2025 DONATION

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 September, Wright County Health & Human Services respectively received a total of Five Thousand One Hundred Ninety-Five ($5,195.00) 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 Health & Human Services Director 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 Health & Human Services Board of County Commissioners, Wright County, Minnesota, at their session held on October 7, 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

Add Page

RESOLUTION #RESOLUTION # HHS-25-1

BOARD OF WRIGHT COUNTY
HEALTH & HUMAN SERVICES

DATE ADOPTED:
October 7, 2025

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

ACCEPT SEPTEMBER 2025 DONATION

Page 2 of 2 Delete Page Add Page

PROGRAM	AMOUNT	DONOR
Child Safety Seat	$ 5,000.00	Wright County Area United Way
HHS Donation Closet	$ 195.00	HHS Staff
TOTAL	**$ 5,195.00**	

Version 2

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 *
10/7/2025 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) *
HHS Director's Comments:
1. Introduction: Public Health Supervisor Tina Prior, Collaborative Health Services Team
2. Wright County in Collaboration with Other Counties for a Grant Project for MNBenefits-to-MAXIS System Integration

Short Title (what will appear on Agenda outline - 250 character max.) *
HHS Director's Comments:
1. Introduction: New Public Health Supervisor Tina Prior, Collaborative Health Services Team

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.

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 *
10/7/2025 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:

Originator
BTP5489

Item Details

Board Action Requested (this is what will appear on the Agenda) *
PUBLIC HEARING: Proposed Crawford Lake Improvement District

Short Title (what will appear on Agenda outline - 250 character max.) *
PUBLIC HEARING: Proposed Crawford Lake Improvement District

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. (2)

Document Name	Attachment Type
2025-09-30-CrawfordLakeLIDAdvisoryReport.pdf	Attachment
Crawford.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

DEPARTMENT OF NATURAL RESOURCES

MINNESOTA DEPARTMENT OF NATURAL RESOURCES
CENTRAL OFFICE
500 LAFAYETTE ROAD, BOX 25
SAINT PAUL, MN 55155
651-296-6157
888-646-6367

September 30, 2025

Wright County Board of Commissioners
Wright County Government Services Center
3650 Braddock Avenue NE
Buffalo, MN 55313

Re: DNR Advisory Report on the Formation of the Lake Crawford Improvement District, Wright County

Dear County Commissioners:

I am writing to inform you that the Minnesota Department of Natural Resources (DNR) has reviewed the petition submitted to create the Lake Crawford Improvement District and prepared this Advisory Report in accordance with Minnesota Rules, part 6115.0970, subp. 5.

We approve of the proposed boundary for the Lake Crawford LID for the purposes of:

- managing curlyleaf pondweed,
- managing native submerged aquatic plants that are present at nuisance levels,
- monitoring water quality,
- conducting research to determine the source of mucky sediment in the lake, and
- removing debris from the lake.

Goals of the Proposed Lake Improvement District

The primary goals of the proposed Lake Improvement District for Lake Crawford are to:

- manage curlyleaf pondweed (*Potamogeton crispus*, CLP),
- manage native aquatic species that are present at nuisance levels,
- monitor water quality,
- determine the source of mucky sediment in the lake, and
- remove solid debris (trash and solid waste) from the lake.

Background Information on Lake Crawford

1. Lake Crawford (DOW Lake ID Number 86004600) is classified as Recreational Development (RD). In Wright County, RD lakes have structure setbacks of 100 feet above the Ordinary High Water Level (OWHL).
2. Lake Crawford is approximately 110 acres in size, with almost all of it (107 acres, or 97%) considered to be littoral (15 feet deep or less per M.R. part 6280.0100, sub 9). Generally, the littoral zone is the part of a lake where rooted aquatic plants can grow, though the maximum depth at which plants can grow depends on water clarity and so varies from lake to lake and even from year to year within the same lake.
3. The lake's immediate catchment has an area of approximately 456 acres[1], yielding a lake: catchment ratio of approximately 4:1.

1. MNDNR - Division of Ecological and Water Resources - Watershed Delineation Project

4. The lakes' catchment basin reflects a variety of different land uses. Agriculture accounts for approximately half of the land surface, mostly in pasture. Total natural upland (forests, scrub/shrub and herbaceous uplands) accounts for about 22%, with total wetland area accounting for another 11%. Areas with structural developments on them account for about 15%.[2]
5. According to the Minnesota Pollution Control Agency (MPCA), the lake has an overall trophic state index of 52 and is upper mesotrophic-lower eutrophic. It is suitable for aquatic recreation. Water clarity is highly variable from year to year. The lake has an overall C+ health grade, with phosphorus, water clarity, and plant community quality at or above goals or thresholds, and is considered to be of Higher sensitivity to phosphorus[3].
6. The lake has an abundant black bullhead (*Ameiurus melas*) population. The lake was treated with rotenone in 1998, but this did not kill all the bullheads. Channel catfish (*Ictalurus punctatus*) have been stocked since 2014 to control the black bullhead population.[4]
7. An aeration system has been in use since 2001 to prevent winterkill. The aeration system failed in 2014, and a partial winterkill occurred.[5]
8. Curlyleaf pondweed (*Potamogeton crispu*s, CLP) is present in the lake.
9. The lake has no natural inlet or outlet.
10. A county park, Crawford Lake Park, is at the southern end of the lake.
11. The proposed method of the LID formation is by citizen petition.

Issue Analysis

Aquatic Invasive Species Management

An aquatic plant survey conducted in July 2023 identified the presence of CLP, and some homeowners on the lake have been independently treating CLP for an unstated amount of time. The LID is being proposed to take over management of CLP for the lake, but the proposal does not include any specific management or treatment approach, nor is the 2023 survey included. In addition, July is too late in the year to reliably draw any conclusions about CLP distribution and abundance in the lake, because this plant often dies back by June or July. Any CLP management regimen must be designed based upon the life history characteristics of this species, and treatment sizes and locations must be determined based upon lake vegetation surveys conducted before summer dieback. Before proceeding with AIS management, an aquatic plant survey earlier in the year should be conducted to identify treatment locations and area. The proposers should contact the local Aquatic Invasive Species specialists Christine Jurek (Christine.jurek@state.mn.us) and Emelia Hauck Jacobs (Emelia.hauck-jacobs@state.mn.us) for further guidance on aquatic plant management in general and AIS management in particular.

The DNR also suggests that the LID contact Habitattitude (https://www.habitattitude.net) for further information on the proper handling of unwanted aquarium pets and to conduct workshops for LID residents on the proper surrender of unwanted pets and disposal of aquarium water and plant trimmings.

2. 2019 Land Cover Dataset, U.S. Geological Survey
3. MPCA Watershed Health Assessment Framework: Lakes
4. MN DNR LakeFinder
5. MN DNR LakFfinder

Native Aquatic Plant Management

Crawford is a shallow lake that is almost entirely littoral, and consequently there is very abundant plant growth throughout the basin. According to the DNR, the quality of the lake plant community is at or above threshold values[6]. The proposers report that native coontail (*Ceratophyllum demersum*) is very dense, sometimes making surface recreation difficult. Chara, a macroalga, is also present. The LID is proposing to manage native aquatic plants sufficient to improve surface water recreational activities.

Management of native plants is more challenging than is management of invasive species. Minnesota's Aquatic Plant Management rules allow the removal of submerged vegetation without a permit, under certain conditions, to provide a boat channel and access to open water, and the LID or the lake association can apply to the DNR for navigational channels. However, the proposers should remember that the presence of native vegetation is an essential component of a healthy aquatic ecosystem, and management for aquatic recreation and water access must be balanced against the health of the ecosystem. With respect to Lake Crawford, this is additionally challenging because the lake is shallow enough that its entire area could in theory support aquatic plant life. One of the functions of aquatic plants is to remove nitrogen and phosphorus from the lake, and removal of too much aquatic plant matter could result in excessive algae growth, loss of water clarity, and possibly growth of toxic blue green algae. The proposers would need to work very closely with DNR aquatic plant management staff to determine appropriate strategies for native plant management to balance the recreational interests of property owners against the health of the lake's ecosystem.

The proposal mentions the presence of chara in the northwest portion of the lake. The DNR discourages the removal of chara unless absolutely necessary due to interference with boating or swimming. The alga provides several important ecological functions, including stabilizing bottom sediments and providing food and structure for waterfowl, fish, and other aquatic organisms. Given the facts that Crawford has a very soft, silty bottom, it may be preferable to leave the chara in place as partial protection for sediment suspension. The proposers should discuss the impacts of retaining and removing chara with the DNR Regional Environmental Assessment Ecologist (REAE), Melissa Collins (melissa.collins@state.mn.us)

Debris (Solid Waste) Removal

The proposers state that there is a large amount of solid waste (e.g., barbed wire, appliances, tires, and other solid trash) in the east end of the lake, and propose that the LID engage in a project to remove this trash from the lake. This trash poses a safety hazard and could pose a contamination hazard as well, and is an appropriate activity for the LID to take on. The DNR suggests that the proposers contact MPCA's Solid Waste Program for further guidance on the proper removal and disposal of this waste. In addition, depending on the scope required for removal of the trash, a public water work permit (excavation permit) may be required. The LID should consult their area hydrologist, James Bedell (james.bedell@state.mn.us) for further guidance on this.

Sediment Characterization

The proposers maintain that the sediment in the lakebed is mucky and propose conducting further research into the sediment to identify feasible approaches to reduce it. No existing information on the nature of the lakebed's sediment was provided with the proposal, nor does the proposal include any plan to guide investigation or research into this question.

6. MN DNR Watershed Health assessment Framework: Lakes

Investigating the nature and source of the lakebed's sediments is a legitimate and reasonable program for the LID to pursue. This information is necessary both to determine whether the lake in fact does have a sediment problem, and if so, determine the source of the excess sediments. According to the MPCA, the lake's water clarity is at or above goals for this lake or lakes of this region, which suggests that the water is not extremely turbid[7]. The lake has no natural inlets or outlets, so it is probably not receiving sediment directly from other water bodies. Other possible sources of sediment include runoff from properties in the lake's catchment basin, an accumulation of organic matter from the lake's aquatic plant and algae community, and resuspension of existing sediments from fish activities. Approximately half of the lake's catchment basin is devoted to agricultural use, including on the lakeshore, and such land use often results in sedimentation of water bodies. The proposers should join the MPCA's Citizen Lake Monitoring Program (CLMP) for guidance on devising a suitable water sampling plan to identify possible sources of sediment-laden runoff from the surrounding lands, and to engage in regular water quality monitoring for turbidity, nutrients, and other lake water quality parameters. The DNR also suggests that the proposers seek guidance from the MPCA on undertaking a sediment sampling program from the lake, to determine the depth of loose sediments as well as their organic matter content.

Water Quality

One of the goals of the proposed LID is to undertake lake water quality sampling. MPCA currently conducts some water quality monitoring on the lake, and the LID's participation in water quality sampling would support some of its other goals, including plant management and identification of the source(s) of sediment in the lake. The DNR encourages the LID to participate in MPCA's CLMP to share data and to receive sampling and monitoring guidance. Because CLP has an unusual life cycle pattern, with early emergence in early spring and die off in mid-late summer, MN DNR suggests that the water quality sampling schedule overlap this time frame to capture the possible effects of CLP growth and dieback on phosphorus in the lake. Water quality monitoring is also necessary to identify any paths of sediment-rich runoff into the lake which may be contributing to sediment accumulation.

Natural shoreland restoration

Although the proposal does not specifically mention improving aquatic and shoreline habitat as one of the LID's possible objectives, doing so would be an appropriate project for the LID to pursue and it would help reduce runoff entering the lake. Replacement of turfgrass at the water's edge with a buffer composed of native grasses, shrubs, and trees would both intercept runoff from the land and enhance wildlife habitat. The LID could host workshops and provide educational materials for property owners on the ecology of natural shorelines and could initiate pilot projects on the shorelines of willing property owners to demonstrate the concept and benefits.

Factors and conditions that improve shoreline buffer effectiveness include:

- Width of buffer (as width increases effectiveness increases; buffers > 50 feet preferred)
- Slope to water (slopes less than 3:1 increase effectiveness)
- Soil type (sandier soils encourage infiltration)
- Type and amount of land-disturbing activities and impervious surfaces near the buffer
- Use of pesticides and fertilizers
- Presence of pet wastes
- Trees and shrubs with extensive roots within the buffer (a healthy, naturally vegetated buffer is preferred)
- Presence of organic matter within the buffer
- Runoff velocity (lawns have higher runoff rates and volume)

7. MPCA Lakes and streams water quality dashboard (https://webapp.pca.state.mn.us/surface-water/impairment/86-0046-00)

DNR strongly encourages the LID to include natural shoreland restoration and installation of buffers as a component of its strategies to improve water quality, promote sustainable uses, and promote lakeshore BMPs. DNR also strongly encourages the LID to consider working with BWSR's Lawns to Legumes program, which encourages native plantings for pollinator habitat, and Blue Thumb, which promotes native plantings to improve water quality. Both organizations host workshops, provide advice on plantings, and have grant programs.

Impact of Climate Change

Climate change could impact the environmental health of Lake Crawford in several ways. These include shifts in the viable living zones of species; increased precipitation and increased intensity of precipitation events; and expected increase in water temperatures. Shifting living zones for species may result in additional AIS being introduced into the lake. Water temperatures have already risen approximately 3-4 degrees Fahrenheit since 1970, and are expected to increase further; this will result in longer growing seasons and accelerated and more abundant growth of both plants and algae. Finally, increased precipitation and increased intensity of precipitation events would increase the amount of storm-event runoff reaching the lake, resulting in increased sediment and nutrient inputs.

Recommendations/Conclusions

Proposed LID Boundaries

The boundaries of the proposed LID include all properties with lake frontage. MR Part 6115.0920 subpart 5 requires that the boundaries include all lands and waters within the direct drainage basin of the lake (shown on the attached map). However, this rule also allows the County Board or City Council to create a boundary less than the entire drainage basin with written Commissioner approval if the boundary selected includes enough of the lake's watershed to develop and implement feasible solutions to the problems the LID intends to address. The proposed boundaries are sufficient to address the inlake problems of AIS management, water quality monitoring, and proposed possible shoreline projects. Restriction of the district's boundary to these properties is sufficient to address the in-lake activities for which the LID is being proposed. Therefore, in accordance with these rules, the DNR approves the proposed boundaries identified in the resolution.

Advisory Comments & Recommendations

Thank you for consideration of these comments. Please contact Kathy Metzker, DNR Land Use Hydrologist at 651-259-5694, if you have any questions. If approved, please provide the name and address of the primary contact of the Board of Directors for the LID and remind the LID of its obligation to provide DNR notice of annual meetings and copies of annual reports per MS § 103B.571.

Sincerely,
DIVISION OF ECOLOGICAL AND WATER RESOURCES

Randall Doneen

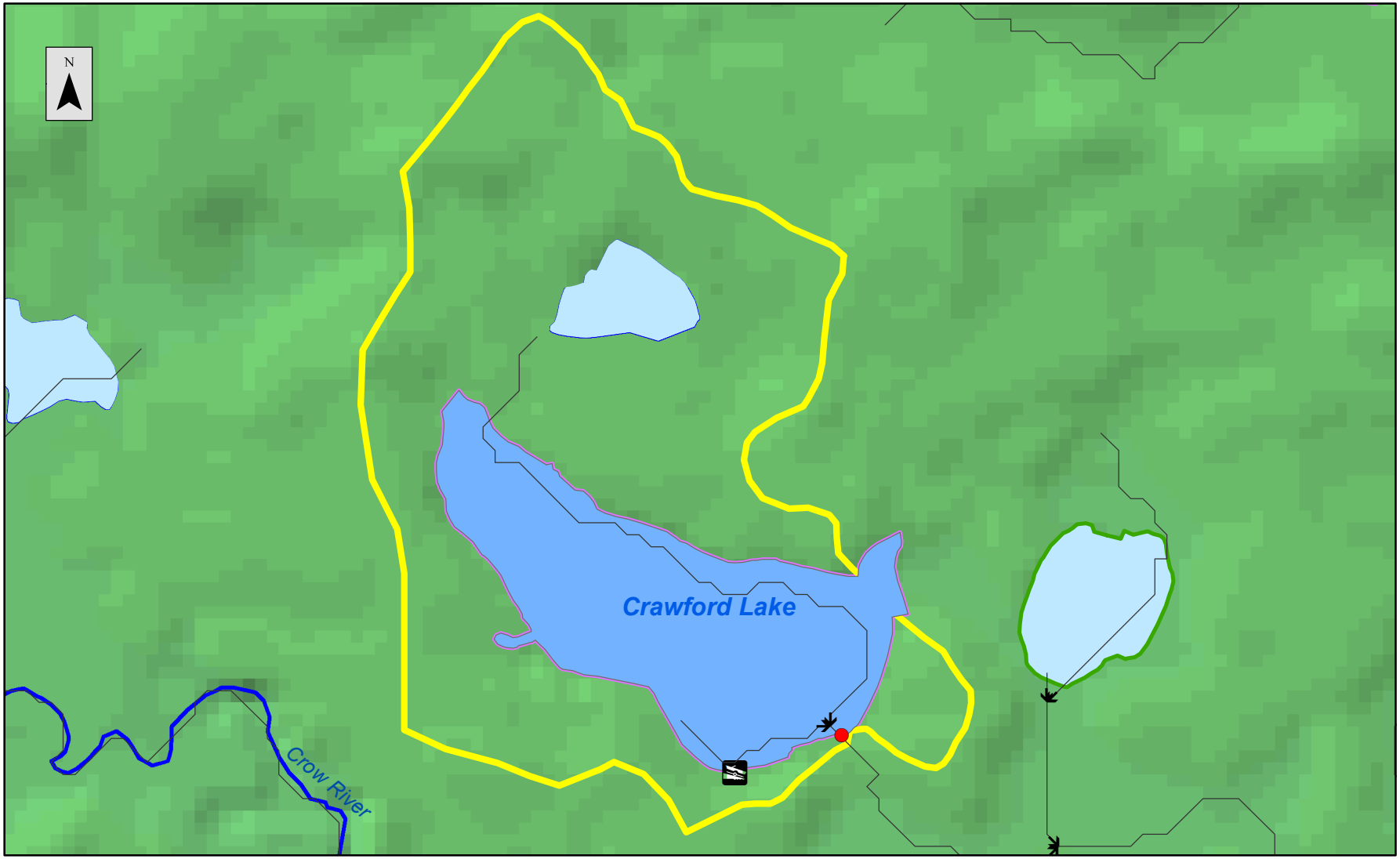
Digitally signed by Randall Doneen
Date: 2025.09.30 10:20:31 -05'00'

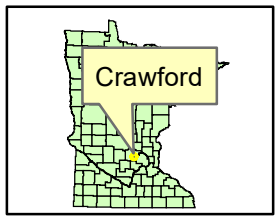
Randall Doneen
Manager, Conservation Assistance and Regulations (CAR) Section

Attachment

c: Emily Javens, DNR Land Use Programs Supervisor
Dan Petrik, Land Use Specialist
Melissa Collins, Regional Environmental Assessment Ecologist
James Bedell, DNR Area Hydrologist
Ricky Hoffman, Shoreland and Floodplain Planner
Kyle Lamb, Wright County Property Tax Administrator
Christine Jurek, DNR Aquatic Invasive Species Specialist
Emilia Hauck-Jacobs, DNR Aquatic Invasive Species Specialist
Jerry Erickson, Crawford Lake Association
Mary Erickson, Crawford Lake Association

Crawford Lake





The watershed data presented here are part of the National Watershed Boundary Dataset (WBD).
A Hydrologic Unit (HU) is the smallest division in the nested, hierarchical watershed classification system of the WBD.
Electronic data for use in a GIS (Geographic Information System) can be downloaded from the DNR Data Deli:
http://deli.dnr.state.mn.us/

Flow Paths
Pour Points
Catchment

Watershed	Area	
	Acres	Square Miles
Crawford Lake DOW Lake Number 86004600	110	0.17
Direct Catchment Watershed North Fork Crow River	456	0.71
Total Upstream Contributing Watershed	456	0.71

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 *
10/7/2025 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 25-57, of Final Acceptance for Contract 2507 and Authorize Final Payment to Corrective Asphalt Materials, LLC. in the Amount of $114,400

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Resolution 25-57, of Final Acceptance for Contract 2507 and Authorize Final Payment to Corrective Asphalt Materials, LLC. in the Amount of $114,400

Value Stream the request primarily aligns with:
Develop County Infrastructure

Briefly describe how the request aligns with the selected value stream.
Pavement maintenance extends the service life of the pavement on the county highway system.

Describe the impact on staffing resources.
Highway staff developed the construction plans/specifications for bidding and performed the construction inspection and administration.

Fiscal Impact:
The final value of the maintenance treatment is $114,400 and is budgeted in the 330 Maintenance Division for pavement preservation.

Background/Justification:
The Highway Department received bids on July 22, 2025 and awarded the bid to Corrective Asphalt Material, LLC. to preform the Maltene based restorative seal treatment on County Highway 75 in Monticello.
Attached: Final Invoice, Engineer's Certificate of Final Acceptance, and Resolution of Final Acceptance

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. (3)

Document Name	Attachment Type
25140MN Invoice.pdf	Attachment
10.7.25.Resolution.Final 2507.Maltene Restore.pdf	Attachment
CP.2507.MalteneRestore.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes
moved forward for review

Finance Review

Finance Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

Invoice

Corrective Asphalt Materials, LLC

Maltene Replacement Technology Experts
Reliable, Efficient Asphalt Preservation

Phone # 618-254-3855 Fax: 618-254-2200

www.cammidwest.com

Invoice: 25140MN
Invoice Date: 9/19/2025
Due Date: 10/19/2025
Project: 25140MN REC NP MN
P.O. Number:

Bill To:

County of Wright, MN
3600 Braddock Ave NE
Buffalo, MN 55313

Description	Amount
Furnish & Apply Reclamite to 92,500 Square Yards per Contract Specifications	99,900.00
Mobilization	6,650.00
Traffic Control	7,850.00
Sales Tax	0.00

Thank you for your business!

Remit Payment to:
300 Daniel Boone Trail
South Roxana, IL 62087

Total	$114,400.00
Payments/Credits	$0.00
Balance Due	$114,400.00

RESOLUTION #25-57
BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:
October 7, 2025

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

RESOLUTION #25-57

Page 1 of 1

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 2507 for the 2025 Maltene Based Restorative Seal Project and hereby does authorize final payment in the amount of $114,400 to Corrective Asphalt Materials, LLC.

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

Roll Call Vote:

	YES	ABSENT	NO	ABSTAIN
DIEDRICK	☐	☐	☐	☐
VETSCH	☐	☐	☐	☐
HOLLAND	☐	☐	☐	☐
SCHOEN	☐	☐	☐	☐
MOYNAGH	☐	☐	☐	☐

STATE OF MINNESOTA)
ss.
County of Wright)

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

Select Signer

Version 2

WRIGHT COUNTY
MINNESOTA

Highway Department

CERTIFICATE OF PERFORMANCE

2025 Maltene Based Restorative Seal Project

COUNTY OF WRIGHT
Wright County Highway Department Contract No. 25-07

Scope of Work/Project Description:

Contractor: Corrective Asphalt Materials, LLC.

Total Value of Work: $ 114,400.00

I HEREBY CERTIFY to the Board of Commissioners of Wright County, that to the best of my knowledge, the items of work shown in the Statement of Work Certified in the Final Voucher, have been completed and performed as measured by and in accordance with the Plans and Specifications per the terms of said contract.

DATE: 9/29/2025 SIGNATURE: Sara C Buermann.

Sara Buermann, Assistant County Engineer

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 *
10/7/2025 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) *
Set Agenda for Tuesday, October 14, 2025, County Board of Commissioners Workshop

Short Title (what will appear on Agenda outline - 250 character max.) *
Set Agenda for Tuesday, October 14, 2025, County Board of Commissioners Workshop

Value Stream the request primarily aligns with:
Optimize Civic Engagement

Briefly describe how the request aligns with the selected value stream.
Provides transparency to items being discussed

Describe the impact on staffing resources.
Establish agenda, development of meeting materials, facility setup, and minutes

Fiscal Impact:
NA

Background/Justification:
The County Board has established a workshop on the second Tuesday of each month. Draft agenda attached for approval or modification.

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
10_14_2025 CB Workshop Agenda.docx	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes
moved to agenda

County Administrator Review

County Administrator Decision

Notes

BOARD WORKSHOP AGENDA

BOARD OF WRIGHT COUNTY COMMISSIONERS

October 14, 2025

Commissioner Conference Room 1105

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

Proposed Agenda

9:00 A.M. – Schedule Meetings as Needed

9:05 A.M. – Ehlers Quarterly Update

9:30 A.M. – GIS Open Data Policy

9:40 A.M. – Ag and Drainage Buffer Fund, Expense Review and Purchase Recommendations

9:50 A.M. – 2026 Fee Schedule Review

10:10 A.M. – Per Diem and Mileage Expenses

10:20 A.M. – Adjourn

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 *
10/7/2025 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
KAK4327

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Set Date and Time for Public Hearing Related to Changes in the Fees for Service Schedule;
Suggested Date and Time: Tuesday, November 4, 2025 at 9:30 a.m.

Short Title (what will appear on Agenda outline - 250 character max.) *
Set Date and Time for Public Hearing Related to Changes in the Fees for Service Schedule;
Suggested Date and Time: Tuesday, November 4, 2025 at 9:30 a.m.

Value Stream the request primarily aligns with:
Optimize Civic Engagement

Briefly describe how the request aligns with the selected value stream.
Provides opportunity for citizens to express concerns.

Describe the impact on staffing resources.
Slight impact on staff time to update and publish fees for service schedules.

Fiscal Impact:
Publishing public notices and printing fee schedule updates.

Background/Justification:
This is an annual request and hearing. Information scheduled for review by County Board at October 14, 2025 workshop.

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