



BOARD AGENDA
BOARD OF WRIGHT COUNTY
COMMISSIONERS
Tuesday, November 4, 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 (10-21-2025)
- III. REVIEW & APPROVAL OF AGENDA
- IV. CONSENT AGENDA
 - A. ADMINISTRATION
 1. Authorize Signatures on Memorandum of Agreement with Minnesota Teamsters Public and Law Enforcement Employees
 2. Authorize Signatures on Memorandum of Agreement with Wright County Deputies Association
 3. Authorize Signatures on Memorandum of Agreement with Sheriff Essential Supervisory Unit
 4. Approve Planning Commission Appointment to a Three-Year Term: Dan Bravinder, District 5 Reappointment on the Planning Commission
 5. Approve Board of Adjustment Three-Year Term Appointment: Paul Aarestad, District 4 Reappointment on the Board of Adjustment
 - B. FINANCE & TAXPAYER SERVICES
 1. Motion to Approve Budget Amendment 61, Parks & Recreation

2. Motion to Approve Budget Amendment 63, Court Administration
3. Motion to Approve Budget Amendment 64, Corrections
4. Approve Sheriff Office Acquisition of Vehicles in 2026
5. Acknowledge Warrant Disbursements Issued October 13 through October 26 , 2025

C. HUMAN RESOURCES

1. Approve the 2026 Non-Union Benefit Contributions-Effective January 1, 2026

D. PLANNING & ZONING

1. Accept the Recommendation of the Planning Commission to Rezone the Following Property: Jennifer Gardner - (Rockford Twp) Parcel 215-000-031108 from General Agriculture (AG) to Urban/Rural Transition (R-1)
2. Accept the Recommendation of the Planning Commission to Rezone the Following Property: Benjamin Simon - (Rockford Twp) Tax Parcel 215-100-044204 from B-2 General Business to I-1 General Industry

E. SHERIFF

1. Approve and Sign a School Resource Officer (SRO) Contract for Kaleidoscope Charter School for the Remainder of the 2025/2026 School Year and Approve Signatures of the Remaining SRO Contracts Due to Statutory Requirements Change

V. TIMED AGENDA ITEMS

A. 9:05 AM - ROSS DEMANT - PARKS & RECREATION DIRECTOR

1. Authorize a Joint Powers Agreement with Stearns County for the Care and Maintenance of Fairhaven Mill County Park

B. 9:10 AM - LINDSEY MEYER - FINANCE DIRECTOR

1. Approve Resolution 25-69, Regarding the Placement of a Special Assessment on Property in Buffalo
2. Approve Resolution 25-70, Regarding the Placement of a Special Assessment on Property in Monticello

C. 9:16 AM - MATT DETJEN - AG DRAINAGE & NATURAL RESOURCES SUPERVISOR

1. Approve for Staff to Obtain Quotes for Tree Removal on County Ditch #33 and County Ditch #23
2. Accept the Proposal from Houston Engineering on County Ditch #33 for a Not-to-Exceed Cost of \$39,000 and Authorize the Agricultural, Drainage, and Natural Resources Supervisor to Sign Contracts.
3. Schedule a Public Hearing on the Redetermination of Benefits for County Ditch #7 and Judicial Ditch #1 for 1:00 P.M., March 10th, 2026, Pursuant to Minnesota Statute 103E.531

D. 9:25 AM - BARRY RHINEBERGER - PLANNING & ZONING ADMINISTRATOR

1. 1. Action to Approve Ordinance No 25-4 - Amending the Wright County Code of Ordinances, Chapter 154 - Subdivisions, and Chapter 155 - Zoning
2. Action on Resolution 25-71, Approving Publication of Summary Language of Adoption of Ordinance 25-4

E. 9:30 AM - PUBLIC HEARING - 2026 FEES FOR SERVICE SCHEDULE

1. PUBLIC HEARING - 2026 Fees for Service Schedule

F. 9:35 AM - ADMINISTRATION - FEE FOR SERVICE SCHEDULE

1. Approve Wright County 2026 Fees for Service

G. 9:40 AM - JAMI GOODRUM - HEALTH & HUMAN SERVICES DIRECTOR

1. HEALTH & HUMAN SERVICES CONSENT AGENDA

- i. Approve New Tobacco License (Change in Ownership, Not New Location) for South Haven Sports
- ii.
 - 1. Approve Request to Rehire Two (2) Full-Time Eligibility Specialist (LTC) Positions in Financial Services
 - 2. Approve Request to Rehire One (1) Full-Time Eligibility Specialist (Adult) Position in Financial Services
- iii. Approve HHS Advisory Committee (HHSAC) Two-Year Term Reappointment:
 - 1. Linda Antl, District 1 – Third Term Ends 2026-01-13

2. HEALTH & HUMAN SERVICES TIMED AGENDA

- i. Adopt Resolution HHS 25-12 to Accept October 2025 Donations
- ii. Update: Central MN Council on Aging (CMCOA). Presentation by CMCOA Executive Director Lori Vrolson.
- iii. Update: AmeriCorps Retired & Senior Volunteer Program (RSVP). Presentation by RSVP Program Director Jennifer Wucherer
- iv. HHS Director's Comments:
 - 1. HHS to Present at the Association of Minnesota Counties (AMC) Conference, December 8-10, 2025
 - 2. Initiative Foundation Grant Application for Housing Study

VI. ITEMS FOR CONSIDERATION

A. ADMINISTRATION

- 1. Set Agenda for Tuesday, November 18, 2025, County Board of Commissioners Workshop
- 2. Approve Resolution 25-72, Urging Repeal of Minnesota's Moratorium on Nuclear Energy Production

B. COMMITTEE MINUTES

1. Approve Minutes from County Board Workshop (10-14-2025)
2. Approve Minutes and Adopt Recommendations from The Personnel Committee Meeting (10/28/2025)

VII. ADJOURNMENT

VIII. WARRANTS ISSUED

Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *

11/4/2025 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Greg Kryzer

Agenda Item Type

☐ RFBA ☒ Minutes Submission ☐ Warrants Submission

Requestor Title

County Administrator

Target Section

☐ Consent Agenda ☐ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department) *

ADMINISTRATION

Originator

BTP5489

Item Details

Board Action Requested (this is what will appear on the Agenda) *

Approve Minutes from County Board Meeting (10-21-2025)

Short Title (what will appear on Agenda outline – 250 character max.) *

Approve Minutes from County Board Meeting (10-21-2025)

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

[10-21-2025 Wright County Board Meeting Minutes.docx](#)

Attachment Type

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, October 21, 2025

DATE APPROVED: [DRAFT]

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

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

Present were the following:
 Board of Commissioners:

Tina Diedrick
 Jeanne Holland
 Kirby Moynagh
 Nadine Schoen
 Darek Vetsch

PLEDGE OF ALLEGIANCE

At 9:01 a.m. Chair Darek Vetsch called meeting to order.

MINUTES - DISPENSE WITH READING, APPROVE AS WRITTEN/REVISED

A. Approve Minutes from County Board Meeting (10-07-2025)

At 9:02 a.m. Vetsch requested approval of the minutes.

Motion by Commissioner Nadine Schoen and seconded by Commissioner Jeanne Holland

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

REVIEW & APPROVAL OF AGENDA

At 9:02 a.m. Vetsch asked to remove timed agenda letter G. Holland requested to add Planning Commission appointment to the timed agenda after letter A.

Motion by Schoen and seconded by Holland

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

CONSENT AGENDA

At 9:04 a.m. Vetsch requested a motion to approve the Consent Agenda

Motion by Schoen and seconded by Holland

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

A. ADMINISTRATION

1. **Approve Proceeding with Recruitment and Hiring of the Fleet and Asset Manager**
2. **Authorize Signatures on Memorandum of Agreement with Minnesota Public Employees Association Dispatch**

B. FINANCE & TAXPAYER SERVICES

1. **Motion to Approve the Reimbursement of the American Rescue Plan (ARP) Act Funds as Follows:
Approval of use of ARP funds from 01-099-493
\$311,394.00 2.22-Strong Healthy Communities: Neighborhood Features That Promote Health and Safety**
2. **Approve Budget Amendment 58, Sheriff's Office Asset Disposal**
3. **September 2025 Budget to Actual**
4. **Acknowledge Warrant Disbursements Issued Between September 29 and October 12, 2025**

C. HIGHWAY

1. **Approve County Project Candidate Submissions for the 2026 Highway Safety Improvement Project (HSIP) Solicitation**

D. SHERIFF

1. **Acceptance of and Signatures for 2026 MN Department of Public Safety Enforcement Grant**

TIMED AGENDA ITEMS

- A. **9:05 AM - KELLY STREI - EXTENSION EDUCATOR, 4-H YOUTH DEVELOPMENT**

1. 2025 Friend of 4-H - Supporter Award

At 9:05 a.m. Kelly Strei, Extension Educator, 4-H Youth Development spoke on the 2025 Friend of 4-H Supporter Award given to the Wright County Facilities Department. Moynagh asked about a 4-H fundraiser to be hosted in February.

ADDED Planning Commission appointment

At 9:10 a.m. Holland motioned the appointment of Charles Borrell to the Planning & Zoning Planning Commission. Schoen seconded the motion. Commissioner Tina Diedrick spoke in objection. Moynagh raised concerns with the appointment. Schoen called for the question.

Motion by Holland and seconded by Schoen

Aye: 3; Nay: 2; Abstain: 0; Absent: 0; Recused: 0
For: Holland, Schoen, Vetsch
Nay: Diedrick, Moynagh

B. 9:10 AM - LARKIN WALTER - GIS COORDINATOR

1. Adopt Resolution 25-61, Promoting Free and Open Geospatial Data

At 9:18 a.m. GIS Coordinator Larkin Walter spoke on Resolution 25-61, Promoting Free and Open Geospatial Data. Vetsch requested a motion to adopt Resolution 25-61.

Motion by Diedrick and seconded by Schoen

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

C. 9:13 A.M. - LINDSEY MEYER - FINANCE DIRECTOR

1. Appoint Two County Commissioners to the Wright County Canvassing Board

At 9:19 a.m. Finance Director Lindsey Meyer spoke about appointing two county commissioners to the Wright County Canvassing Board. Moynagh and Holland volunteered. Vetsch requested a motion to approve the two county commissioners to the canvassing board.

Motion by Schoen and seconded by Holland

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

D. 9:17 A.M. - PETER BORASH - MN DNR AREA WILDLIFE MANAGER**1. Review the Proposed Land Acquisition for Pelican Lake Wildlife Management Area, and Adopt Resolution 25-66**

At 9:22 a.m. MN DNR Area Wildlife Manager Peter Borash spoke on Resolution 25-66, the Proposed Land Acquisition for Pelican Lake Wildlife Management Area. Vetsch requested a motion to pass Resolution 25-66.

Motion by Holland and seconded by Schoen

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

E. 9:23 A.M. - GREG PICKARD - VETERAN SERVICES OFFICER**1. Adopt Resolution 25-60, Accepting \$500 Donation from Disabled American Veterans Chapter 37 Auxiliary**

At 9:24 a.m. Veteran Services Officer Greg Pickard spoke on Resolution 25-60, Accepting \$500 Donation from Disabled American Veterans Chapter 37 Auxiliary. Vetsch requested a motion to pass Resolution 25-60.

Motion by Moynagh and seconded by Holland

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

2. Adopt Resolution 25-62, Declaring Wright County's Participation in Operation Green Light

At 9:26 a.m. Assistant Veteran Services Officer Elissa Selleck spoke on Resolution 25-62, Declaring Wright County's Participation in Operation Green Light. Vetsch requested a motion to pass Resolution 25-62.

Motion by Moynagh and seconded by Diedrick

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

F. 9:26 AM - BARRY RHINEBERGER - PLANNING & ZONING ADMINISTRATOR**1. Accept the Determination that the Knife River Holthaus Pit Expansion in Buffalo Township, Does Not Need an Environmental**

Impact Statement (EIS), and Authorize Signatures on Resolution 25-59

At 9:27 a.m. Assistant Zoning Administrator Scott Deckert spoke on Resolution 25-59, Accepting the Determination That the Knife River Holthaus Pit Expansion in Buffalo Township Does Not Need an Environmental Impact Statement (EIS). Diedrick asked about any public comments on the pit expansion. Vetsch requested a motion to pass Resolution 25-59.

Motion by Moynagh and seconded by Schoen

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

G. 9:29 - CHAD HAUSMANN - HIGHWAY ENGINEER - PULLED

1. **Authorize Signatures on an Agreement with SRF Consulting Group, Inc. to Provide Professional Engineering Services for Environmental Documentation and for Preliminary Engineering and Design for the Reconstruction of Marked Trunk Highway 55 from Hennepin County State-Aid Highway 19, North of the City of Loretto to Hennepin County Road 118 Near the City of Medina.**

H. 9:30 AM - PUBLIC HEARING - DANGEROUS DOG ORDINANCE

1. **PUBLIC HEARING - Amendment to the County Dangerous Dog Ordinance**

At 9:30 a.m. County Administrator Greg Kryzer spoke on the changes to the ordinance. Vetsch opened the public hearing on the county's dangerous dog ordinance at 9:30 a.m. At 9:31 a.m. Vetsch closed the public hearing.

I. 9:35 AM - DANGEROUS DOG ORDINANCE

At 9:31 a.m. Vetsch requested a motion to approve language of the ordinance.

Motion by Moynagh and seconded by Schoen

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

1. **Approve the Resolution 25-64 Approving Publication of Summary Language of Adoption of Ordinance 25-6**

At 9:32 Vetsch requested a motion to approve Resolution 25-64, Approving Publication of Summary Language of Adoption of Ordinance 25-6.

Motion by Holland and seconded by Moynagh

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

J. 9:40 AM - PUBLIC HEARING - PARKS & RECREATION ORDINANCE

1. PUBLIC HEARING - Amendment to the County Parks & Recreation Ordinance

At 9:36 a.m. Director of Parks & Recreation Ross Demant spoke on the changes to the ordinance. At 9:40 a.m. Vetsch opened the public hearing on the county's Parks & Recreation ordinance. At 9:40 a.m. Vetsch closed public hearing

K. 9:45 AM - PARKS & RECREATION ORDINANCE

At 9:40 a.m. Vetsch requested a motion to approve language of ordinance.

Motion by Moynagh and seconded by Schoen

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

1. Approve the Resolution 25-63 Approving Publication of Summary Language of Adoption of Ordinance 25-5

At 9:41 a.m. Vetsch requested approval of resolution 25-63, Approving Publication of Summary Language of Adoption of Ordinance 25-5.

Motion by Diedrick and seconded by Moynagh

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

ITEMS FOR CONSIDERATION

A. ADMINISTRATION

1. Approve Resolution 25-65, Establishing Crawford Lake Improvement District

At 9:34 a.m. Kryzer spoke on Resolution 26-65, Establishing Crawford Lake Improvement District. Moynagh questioned the appointment of two

persons from within the same household. Vetsch requested a motion to approve Resolution 25-65.

Motion by Schoen and seconded by Holland

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

ADJOURNMENT

At 9:41 a.m. Vetsch adjourned the meeting.

WARRANTS ISSUED

Destination and Workflow**Meeting Type: ***

Board Meeting

Target Meeting Date *11/4/2025 9:00 AM – Board of Wright County
Commissioners**Requestor Name**

Greg Kryzer

Agenda Item Type☒ RFBA ☐ Minutes Submission ☐ Warrants Submission**Requestor Title**

County Administrator

Target Section☒ Consent Agenda ☐ Timed Agenda
☐ Item for Consideration**Department (please use dropdown to select department) ***

ADMINISTRATION

Originator

BTP5489

Item Details**Board Action Requested (this is what will appear on the Agenda) ***

Authorize Signatures on Memorandum of Agreement with Minnesota Teamsters Public and Law Enforcement Employees

Short Title (what will appear on Agenda outline – 250 character max.) *

Authorize Signatures on Memorandum of Agreement with Minnesota Teamsters Public and Law Enforcement Employees

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

[MOA Wright and Public and Law Enforcement.pdf](#)

Attachment Type

Attachment

RFBA Review**Assistant County Administrator Review****Assistant County Administrator Decision**

Approved

Notes

County Administrator Review**County Administrator Decision**

Notes

MEMORANDUM OF AGREEMENT
REGARDING LIFE AND DISABILITY INSURANCE

This Agreement is entered into by and between Wright County ("Wright County") and Minnesota Teamsters Public and Law Enforcement Employees' Union, Local No. 320 ("Union").

WHEREAS, the County and the Union are parties to a collective bargaining agreement governing the terms and conditions of certain courthouse employees

WHEREAS, the CBA expires on December 31, 2025;

WHEREAS, the parties are currently negotiating a successor to the CBA;

WHEREAS, the parties mutually desire to address certain life and disability insurance benefit language in the CBA prior to the start of the open enrollment period for 2026 benefits.

NOW, THEREFORE, the parties agree as follows:

1. Effective with the new CBA commencing January 1, 2026, the language in Section 16.4 will be modified as follows:

Employees will be provided with life insurance in the amount of ~~\$20,000~~ \$40,000.
~~Employees will be provided short term and long term disability coverage in the amount of \$100/month.~~

The parties will incorporate the above language into the new CBA upon completion of ongoing negotiations.

2. This Agreement represents the complete and total agreement between the parties regarding the agreed-upon changes to Section 16.4.

FOR THE COUNTY OF WRIGHT

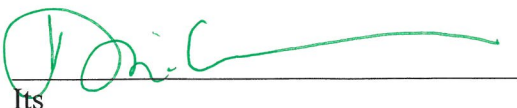
County Board Chair

Date

County Administrator

Date

FOR THE UNION


Its

10/28/25
Date

Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *

11/4/2025 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Greg Kryzer

Agenda Item Type

☒ RFBA ☐ Minutes Submission ☐ Warrants Submission

Requestor Title

County Administrator

Target Section

☒ Consent Agenda ☐ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department) *

ADMINISTRATION

Originator

BTP5489

Item Details

Board Action Requested (this is what will appear on the Agenda) *

Authorize Signatures on Memorandum of Agreement with Wright County Deputies Association

Short Title (what will appear on Agenda outline – 250 character max.) *

Authorize Signatures on Memorandum of Agreement with Wright County Deputies Association

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

[MOU Life Insurance 10-27-25.pdf](#)

Attachment Type

Attachment

RFBA Review**Assistant County Administrator Review****Assistant County Administrator Decision**

Approved

Notes

County Administrator Review**County Administrator Decision**

Notes

MEMORANDUM OF AGREEMENT
REGARDING LIFE INSURANCE

This Agreement is entered into by and between Wright County ("Wright County") and the Wright County Deputies Association ("Union").

WHEREAS, the County and the Union are parties to a collective bargaining agreement expiring on December 31, 2025;

WHEREAS, the parties are currently negotiating a successor to the CBA;

WHEREAS, the parties mutually desire to address life insurance benefit language in the CBA prior to the start of the open enrollment period for 2026 benefits.

NOW, THEREFORE, the parties agree as follows:

1. Effective with the new CBA commencing January 1, 2026, the language in Section 16.4 will be modified as follows:

Employees will be provided with life insurance in the amount of ~~\$20,000~~ \$40,000.

The parties will incorporate the above language into the new CBA upon competition of ongoing negotiations.

2. This Agreement represents the complete and total agreement between the parties regarding the agreed-upon changes to Section 16.4.

FOR THE COUNTY OF WRIGHT

County Board Chair

Date

County Administrator

Date

FOR THE WRIGHT COUNTY DEPUTIES ASSOCIATION

Bill J
Its Treasurer

10-26-25
Date

Dillon J
WCA President

10/27/25

Ant Hone
WCA Vice President

10/27/25

Destination and Workflow**Meeting Type: ***

Board Meeting

Target Meeting Date *11/4/2025 9:00 AM – Board of Wright County
Commissioners**Requestor Name**

Greg Kryzer

Agenda Item Type☒ RFBA ☐ Minutes Submission ☐ Warrants Submission**Requestor Title**

County Administrator

Target Section☒ Consent Agenda ☐ Timed Agenda
☐ Item for Consideration**Department (please use dropdown to select department) ***

ADMINISTRATION

Originator

BTP5489

Item Details**Board Action Requested (this is what will appear on the Agenda) ***

Authorize Signatures on Memorandum of Agreement with Sheriff Essential Supervisory Unit

Short Title (what will appear on Agenda outline – 250 character max.) *

Authorize Signatures on Memorandum of Agreement with Sheriff Essential Supervisory Unit

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

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Document Name

[MOU Wright County & Sheriff Supervisory Unit.pdf](#)

Attachment Type

Attachment

RFBA Review
Assistant County Administrator Review
Assistant County Administrator Decision

Approved

Notes

County Administrator Review
County Administrator Decision

Notes

MEMORANDUM OF AGREEMENT
REGARDING LIFE INSURANCE

This Agreement is entered into by and between Wright County ("Wright County") and the Minnesota Teamsters Public and Law Enforcement Employees' Union, Local No. 320, Sheriff Essential Supervisory Unit ("Union").

WHEREAS, the County and the Union are parties to a collective bargaining agreement expiring on December 31, 2025;

WHEREAS, the parties are currently negotiating a successor to the CBA;

WHEREAS, the parties mutually desire to address life insurance benefit language in the CBA prior to the start of the open enrollment period for 2026 benefits.

NOW, THEREFORE, the parties agree as follows:

1. Effective with the new CBA commencing January 1, 2026, the language in Section 12.4 will be modified as follows:

Employees will be provided with life insurance in the amount of ~~\$20,000~~ \$40,000.

The parties will incorporate the above language into the new CBA upon completion of ongoing negotiations.

2. This Agreement represents the complete and total agreement between the parties regarding the agreed-upon changes to Section 12.4.

FOR THE COUNTY OF WRIGHT

County Board Chair

Date

County Administrator

Date

FOR THE UNION

Amy Perusse

Its Amy Perusse

10/28/25

Date

Destination and Workflow

Meeting Type:* Board Meeting	Target Meeting Date* 11/4/2025 9:00 AM – Board of Wright County Commissioners
Requestor Name Commissioner Moynagh	Agenda Item Type ☒ RFBA ☐ Minutes Submission ☐ Warrants Submission
Requestor Title District 5 Commissioner	Target Section ☒ Consent Agenda ☐ Timed Agenda ☐ Item for Consideration
Department (please use dropdown to select department)* ADMINISTRATION	Originator BJR8947

Item Details

Board Action Requested (this is what will appear on the Agenda)*
 Approve Planning Commission Appointment to a Three-Year Term:
 Dan Bravinder, District 5 Reappointment on the Planning Commission

Short Title (what will appear on Agenda outline – 250 character max.)*
 Approve Planning Commission and Board of Adjustment Three-Year Term Appointments

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

Briefly describe how the request aligns with the selected value stream.
 The Appointed Member Serves on the Planning Commission, Which Makes Determination on the Use of Property Under Wright County's Zoning Jurisdiction.

Describe the impact on staffing resources.
 N/A

Fiscal Impact:
 N/A

Background/Justification:
 The request for reappointment of a term that expire 12/31/2025.

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

moved to agenda

County Administrator Review

County Administrator Decision

Notes

Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *

11/4/2025 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Commissioner Schoen

Agenda Item Type

☒ RFBA ☐ Minutes Submission ☐ Warrants Submission

Requestor Title

District 4 County Commissioner

Target Section

☒ Consent Agenda ☐ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department) *

ADMINISTRATION

Originator

BJR8947

Item Details

Board Action Requested (this is what will appear on the Agenda) *

Approve Board of Adjustment Three-Year Term Appointment:
Paul Aarestad, District 4 Reappointment on the Board of Adjustment

Short Title (what will appear on Agenda outline – 250 character max.) *

Approve Board of Adjustment Three-Year Term Appointment:
Paul Aarestad, District 4 Reappointment on the Board of Adjustment

Value Stream the request primarily aligns with:

Empower Use of Land, Property, and the Environment

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

The Appointed Member Serves on the Board of Adjustment, Which Makes Determinations on the Use of Property Under Wright County's Zoning Jurisdiction.

Describe the impact on staffing resources.

N/A

Fiscal Impact:

N/A

Background/Justification:

The request for reappointment of term that expires 12/31/2025.

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

Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *

11/4/2025 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Lindsey Meyer

Agenda Item Type

☒ RFBA ☐ Minutes Submission ☐ Warrants Submission

Requestor Title

Finance Director

Target Section

☒ Consent Agenda ☐ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department) *

FINANCE & TAXPAYER SERVICES

Originator

BMR5794

Item Details

Board Action Requested (this is what will appear on the Agenda) *

Motion to Approve Budget Amendment 61, Parks & Recreation

Short Title (what will appear on Agenda outline – 250 character max.) *

Motion to Approve Budget Amendment 61, Parks & Recreation

Value Stream the request primarily aligns with:

Empower Use of Land, Property, and the Environment

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

Appropriately managing Ash trees on Wright County properties builds community pride and creates well-managed green spaces for the public.

Describe the impact on staffing resources.

N/A

Fiscal Impact:

Requesting \$170,000 in funds from a November 2023 authorized agreement and grant approval. Only \$67,575 has been spent against this grant so far.

Background/Justification:

On November 21, 2023, the County Board authorized an agreement with MN DNR Division of Forestry for a grant award of \$426,250 to manage EAB-infected ash trees on Wright County-owned properties. \$170,000 is being requested from reserve funds. To date \$67,575 was spent in 2024, and an additional \$170,000 has been spent in 2025. Total grant reimbursement in 2026 will be \$237,575, offsetting the 2024–2025 expenses. \$188,675 remains under grant authorization. Additional expenditures are expected in 2026.

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

[BA 61 Form – Parks Dept_Shade Tree Grant 205 v2.xlsx](#)

Attachment Type

Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

2025 Budget Amendment Form

Request Type:

Operating Line Item Request

Department:

Parks Department - BA 61

Justification:

On November 21, 2023, the County Board authorized an agreement with MN DNR Division of Forestry for a grant award of \$426,250 to manage EAB-infected ash trees on Wright County-owned properties. \$170,000 is being requested from reserve funds. To date \$67,575 was spent in 2024, and an additional \$170,000 has been spent in 2025. Total grant reimbursement in 2026 will be \$237,575, offsetting the 2024-2025 expenses. \$188,675 remains under the grant authorization. Additional expenditures are expected in 2026.

Budget Year:

2025

Related Items

Revenues

Line Item	Description	Amount
01-521-000-0000-5911	FUND BALANCE	(\$170,000.00)
	TOTAL:	(170,000.00)

Expenses

Line Item	Description	Cost
01-521-000-0000-6605	SITE IMPROVEMENTS	\$ 170,000.00
	TOTAL:	170,000.00

Net adjustment

-

Budget Tracking

Finance Reviewed:

Approval Required:

Committee Date:

Board Approval Date:

Posted Date:

Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *

11/4/2025 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Lindsey Meyer

Agenda Item Type

☒ RFBA ☐ Minutes Submission ☐ Warrants Submission

Requestor Title

Finance Director

Target Section

☒ Consent Agenda ☐ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department) *

FINANCE & TAXPAYER SERVICES

Originator

BMR5794

Item Details

Board Action Requested (this is what will appear on the Agenda) *

Motion to Approve Budget Amendment 63, Court Administration

Short Title (what will appear on Agenda outline – 250 character max.) *

Motion to Approve Budget Amendment 63, Court Administration

Value Stream the request primarily aligns with:

Optimize Civic Engagement

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

The court appointed counsel supports the optimization of civic engagement through building legitimacy, trust and promoting fairness within the community.

Describe the impact on staffing resources.

N/A

Fiscal Impact:

\$75,000 from Fund Balance is being requested.

Background/Justification:

Court Appointed Counsel has been running near a \$40K monthly average. Additional funding is needed for the balance of the year to pay for expected counsel services rendered. \$5K can be pulled from the same object code family, 6261 Professional Services, while the remaining \$75K is requested to be from Fund Balance.

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
[BA 63 – Court Administration v2.xlsx](#)
Attachment Type

Attachment

RFBA Review**Assistant County Administrator Review****Assistant County Administrator Decision**

Approved

Notes**County Administrator Review****County Administrator Decision****Notes**

2025 Budget Amendment Form

Request Type: Operating Line Item Request

Department: Dept: 013 - Court Administration

Justification: Court Appointed Counsel has been running near a \$40K monthly average. Additional funding is needed for the balance of the year to pay for expected counsel services rendered. \$5K can be pulled from the same family, 6261 Professional Services, while the remaining \$75K is requested to be from Fund Balance.

Budget Year: 2025

Related Items

Revenues

Line Item	Description	Amount
01-013-000-0000-5911	FUND BALANCE	(\$75,000.00)
	TOTAL:	(75,000.00)

Expenses

Line Item	Description	Cost
01-013-000-0000-6261	PROFESSIONAL SERVICES	\$ (5,000.00)
01-013-000-0000-6270	COURT APPOINTED COUNSEL	\$ 80,000.00
	TOTAL:	75,000.00

Net adjustment -

Budget Tracking

Finance Reviewed:

Approval Required:

Committee Date:

Board Approval Date:

Posted Date:

Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *

11/4/2025 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Lindsey Meyer

Agenda Item Type

☒ RFBA ☐ Minutes Submission ☐ Warrants Submission

Requestor Title

Finance Director

Target Section

☒ Consent Agenda ☐ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department) *

FINANCE & TAXPAYER SERVICES

Originator

BMR5794

Item Details

Board Action Requested (this is what will appear on the Agenda) *

Motion to Approve Budget Amendment 64, Corrections

Short Title (what will appear on Agenda outline – 250 character max.) *

Motion to Approve Budget Amendment 64, Corrections

Value Stream the request primarily aligns with:

Promote Safe and Healthy Communities

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

Providing medical coverage for inmates while in the Wright County jail supports public safety, rehabilitation and can reduce illness, injury and even preventable death.

Describe the impact on staffing resources.

N/A

Fiscal Impact:

Requesting \$290,000 in excess Correction revenues collected to be reallocated towards Jail Medical expenses.

Background/Justification:

Driven by current and anticipated Jail Medical expenses, it is requested to have excess revenues (collected on a cash basis) be reallocated from Jail Medical & Boarding to cover these Jail Medical expenses. It is uncertain whether an additional request for Jail Medical will need to be requested in 2025. If so, we can perform a similar revenue reallocation request with those funds at that point.

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[BA 64 – Corrections.xlsx](#)**Attachment Type**

Attachment

RFBA Review**Assistant County Administrator Review****Assistant County Administrator Decision**

Approved

Notes

County Administrator Review**County Administrator Decision**

Notes

2025 Budget Amendment Form

Request Type: Operating Line Item Request

Department: Dept: 250 - Corrections

Justification: Driven by current and anticipated Jail Medical expenses, it is requested to have excess revenues (collected on a cash basis) be reallocated from Jail Medical, Boarding & Pay Phone Jail Medical to cover these expenses. It is uncertain whether an additional request for Jail Medical will need to be requested. If so, we can perform a similar revenue reallocation with those funds at that point.

Budget Year: 2025

Related Items

Revenues

Line Item	Description	Amount
01-250-000-0000-5520	JAIL MEDICAL REVENUE	(\$100,000.00)
01-250-000-0000-5533	BOARDING PRISONERS REIMBURSEMENT	(\$190,000.00)
	TOTAL:	(290,000.00)

Expenses

Line Item	Description	Cost
01-250-000-0000-6458	JAIL MEDICAL	\$ 290,000.00
	TOTAL:	290,000.00

Net adjustment -

Budget Tracking

Finance Reviewed:

Approval Required:

Committee Date:

Board Approval Date:

Posted Date:

Destination and Workflow**Meeting Type: ***

Board Meeting

Target Meeting Date *11/4/2025 9:00 AM – Board of Wright County
Commissioners**Requestor Name**

Lindsey Meyer

Agenda Item Type☒ RFBA ☐ Minutes Submission ☐ Warrants Submission**Requestor Title**

Finance Director

Target Section☒ Consent Agenda ☐ Timed Agenda
☐ Item for Consideration**Department (please use dropdown to select department) ***

FINANCE & TAXPAYER SERVICES

Originator

BMR5794

Item Details**Board Action Requested (this is what will appear on the Agenda) ***

Approve Sheriff Office Acquisition of Vehicles in 2026

Short Title (what will appear on Agenda outline – 250 character max.) *

Approve Sheriff Office Acquisition of Vehicles in 2026

Value Stream the request primarily aligns with:

Promote Safe and Healthy Communities

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

Reliable vehicles allow deputies to respond quickly and effectively to emergencies whether a crime in progress, a traffic accident, or a medical emergency. Faster response times directly contribute to saving lives and preventing harm, which are core outcomes of a safe and healthy community.

Describe the impact on staffing resources.

N/A

Fiscal Impact:

Authorization gives Sheriff's Office ability to purchase vehicles, as needs arise.

Background/Justification:

Per our Wright County Procurement Policy, the board must approve general contracts with a value greater than \$200,000. It is estimated that the following vehicles will need to be purchased for 2026:

- 16 Marked squad vehicles
- 6 Unmarked vehicles

As unforeseen circumstances arise, the Sheriff's Office may need to deviate from the above plan (e.g., accidents) to ensure we acquire the necessary vehicles to support our community.

Total 2026 Budget: \$990K

Anticipated 2025 carryover: \$25K

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

Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *11/4/2025 9:00 AM – Board of Wright County
Commissioners**Requestor Name**

Lindsey Meyer

Agenda Item Type☒ RFBA ☐ Minutes Submission ☐ Warrants Submission**Requestor Title**

Finance Director

Target Section☒ Consent Agenda ☐ Timed Agenda
☐ Item for Consideration**Department (please use dropdown to select department) ***

FINANCE & TAXPAYER SERVICES

Originator

KMD7520

Item Details

Board Action Requested (this is what will appear on the Agenda) *

Acknowledge Warrant Disbursements Issued October 13 through October 26 , 2025

Short Title (what will appear on Agenda outline – 250 character max.) *

Acknowledge Warrant Disbursements Issued October 13 through October 26 , 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

[10.13.25 – 10.26.25 Disbursements by Fund report.pdf](#)

Attachment Type

Attachment

RFBA Review**Assistant County Administrator Review****Assistant County Administrator Decision**

Approved

Notes

County Administrator Review**County Administrator Decision**

Notes



Disbursements by Funds Report

Report Date GMT 10/27/25 2:05 PM

Page 1

Date Range: 10/13/2025 to 10/26/2025 Pii:

Fund	Description	Amount
01	GENERAL REVENUE FUND	1,224,379.59
02	RESERVES FUND	62,015.41
03	ROAD AND BRIDGE FUND	2,753,240.66
11	HUMAN SERVICES FUND	287,234.88
12	OPIOID REMEDIATION	1,657.42
20	WASTE MANAGEMENT FUND	156.67
34	CAPITAL IMPROVEMENTS FUND	365,177.31
36	DEBT SERVICE FUND	643,785.00
41	DITCH FUND	21,665.00
71	HISTORIAN FUND	528.41
72	SOIL AND WATER FUND	2,881.61
73	LAKE IMPROVEMENT DISTRICTS	94.24
77	ESTATE RECOVERIES	216,723.11
78	WCFSC COLLABORATIVE FUND	65,507.53
81	CURRENT TAX, REAL ESTATE & MOBLIE HOMES	22,265,596.68
84	STATE COLLECTIONS FUND	241,702.87
85	REFUNDING ACCOUNT FUND	32,067.77
	Total	28,184,414.16

Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *

11/4/2025 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Schawn Johnson

Agenda Item Type

☒ RFBA ☐ Minutes Submission ☐ Warrants Submission

Requestor Title

Human Resources Director

Target Section

☒ Consent Agenda ☐ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department) *

HUMAN RESOURCES

Originator

SPJ8450

Item Details

Board Action Requested (this is what will appear on the Agenda) *

Approve the 2026 Non-Union Benefit Contributions–Effective January 1, 2026

Short Title (what will appear on Agenda outline – 250 character max.) *

Approve the 2026 Non-Union Benefit Contributions–Effective January 1, 2026

Value Stream the request primarily aligns with:

Develop County Infrastructure

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

County Board has directed the Administration/HR Department to implement insurance benefit contributions for non-union employees in 2026.

Describe the impact on staffing resources.

The proposed insurance benefit contributions have been included in the County's proposed 2026 budget.

Fiscal Impact:

The proposed insurance benefit contributions have been included in the County's proposed 2026 budget.

Background/Justification:

In 2026, Wright County will be providing health insurance coverage through Medica and dental insurance (preventative and comprehensive coverage) through Health Partners. The following is an overview of the recommended non-union benefit contribution levels for the 2026 calendar year:

1. Plan 4-\$1,000 Deductible (Single) / \$2,000 Deductible (Family) and Preventative Dental: County contribution for Single Coverage will be a monthly contribution of \$1,180.00 per month; County contribution for family coverage will be \$2,178.00 per month.
 2. Plan 5-\$3,000 Deductible Single) / \$6,000 Deductible (Family) and Preventative Dental (with VEBA): County contribution for Single Coverage will be a monthly contribution of \$1,097.00 per month. County contribution for family coverage will be \$2,022.00 per month.
 3. Plan 6-\$4,000 Deductible Plan (Single) / \$8,000 Deductible (Family) and Preventative Dental (with HSA): County contribution for Single Coverage will be a monthly contribution of \$1,030.26 per month; County contribution for family coverage will be \$1,854.00 per month.
 4. The VEBA contribution for Plan 5 will be \$125.00 per month for single coverage and \$250.00 per month for family coverage.
 5. The HSA contributions will \$166.66 per month for single coverage and \$333.33 per month for family coverage.
- Pursuant to IRS regulations, the Health Savings Account (HSA) contribution and maximum will be adjusted annually to keep pace with inflation. For HSA deductibles, the embedded deductible will be adjusted annually to ensure that the High Deductible Health Plan (HDHP's) qualifies annually for HSA eligibility.

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

[2025-2026 Health Insurance Contribution.xlsx](#)

Attachment Type

Attachment

RFBA Review**Assistant County Administrator Review****Assistant County Administrator Decision**

Approved

Notes**Finance Review****Finance Decision**

Approved

Notes**Legal Review****Legal Decision**

Approved

Notes

Approved with changes to RFBA language to account for family deductibles. The proposed 2026 budget was not attached so there was no legal review as to whether the insurance benefit contributions were included in the proposed 2026 budget.

County Administrator Review**County Administrator Decision****Notes**

Wright County Board 2026 County Contribution Recommendation

Benefit Plan-Monthly Cost Per Employee-Family Plan 4	Year	Premium Cost (Health and Dental)	County Contribution		Employee Cost	Wright County Cost	% County	% Employee
Medica Family Plan 4-\$2,000 Family Deductible	2026	\$ 2,481.76	\$ 2,178.00		\$ 303.76	\$ 2,178.00	88%	12%
Medica Family Plan 4-\$2,000 Family Deductible	2025	\$ 2,181.65	\$ 1,938.00		\$ 243.65	\$ 1,938.00	89%	11%
2025-2026 Difference		\$ 300.11	\$ 240.00					
			Projected Cost Difference 2025-2026		\$ 60.11	\$ 240.00		
Benefit Plan-Monthly Cost Per Employee-Family Plan 5	Year	Premium Cost (Health and Dental)	County Contribution	VEBA Monthly Contribution	Employee Cost	Wright County Cost	% County	% Employee
Medica Family Plan 5-\$6,000 Family Deductible VEBA	2026	\$ 2,301.85	\$ 2,022.00	\$ 250.00	\$ 279.85	\$ 2,272.00	88%	12%
Medica Family Plan 5-\$6,000 Family Deductible VEBA	2025	\$ 2,023.83	\$ 1,800.00	\$ 250.00	\$ 223.83	\$ 2,050.00	89%	11%
2025-2026 Difference		\$ 278.02	\$ 222.00	\$ -				
			Projected Cost Difference 2025-2026		\$ 56.02	\$ 222.00		
Benefit Plan-Monthly Cost Per Employee-Family Plan 6	Year	Premium Cost (Health and Dental)	County Contribution	HSA Monthly Contribution	Employee Cost	Wright County Cost	% County	% Employee
Medica Family Plan 6-\$8,000 Family Deductible HSA	2026	\$ 2,110.21	\$ 1,854.00	\$ 333.33	\$ 256.21	\$ 2,187.33	88%	12%
Medica Family Plan 6-\$8,000 Family Deductible HSA	2025	\$ 1,855.73	\$ 1,650.00	\$ 333.33	\$ 205.73	\$ 1,983.33	89%	11%
2025-2026 Difference		\$ 254.48	\$ 204.00	\$ -				
			Projected Cost Difference 2025-2026		\$ 50.48	\$ 204.00		

Wright County Board 2026 County Contribution Recommendation

Benefit Plan-Monthly Cost Per Employee-Single Plan 4	Year	Premium Cost (Health and Dental)	County Contribution		Employee Cost	Wright County Cost	% County	% Employee
Medica-Single Plan 4-\$1,000 Deductible	2026	\$ 1,213.93	\$ 1,180.00		\$ 33.93	\$ 1,180.00	97%	3%
Medica-Single Plan 4-\$1,000 Deductible	2025	\$ 1,066.31	\$ 1,045.00		\$ 21.31	\$ 1,045.00	98%	2%
2025-2026 Difference		\$ 147.62						
		Projected Cost Difference 2025-2026			\$ 12.62	\$ 135.00		
Benefit Plan-Monthly Cost Per Employee-Single Plan 5	Year	Premium Cost (Health and Dental)	County Contribution	VEBA Monthly Contribution	Employee Cost	Wright County Cost	% County	% Employee
Medica-Single Plan 5-\$3,000 Deductible VEBA	2026	\$ 1,124.99	\$ 1,097.00	\$ 125.00	\$ 27.99	\$ 1,222.00	98%	2%
Medica-Single Plan 5-\$3,000 Deductible VEBA	2025	\$ 988.29	\$ 988.29	\$ 125.00	\$ -	\$ 1,113.29	100%	0%
2025-2026 Difference		\$ 136.70	\$ 108.71					
		Projected Cost Difference 2025-2026			\$ 27.99	\$ 108.71		
Benefit Plan-Monthly Cost Per Employee-Family Plan 6	Year	Premium Cost (Health and Dental)	County Contribution	HSA Monthly Contribution	Employee Cost	Wright County Cost	% County	% Employee
Medica Single Plan 6-\$4,000 Deductible HSA	2026	\$ 1,030.26	\$ 1,030.26	\$ 166.66	\$ -	\$ 1,196.92	100%	0%
Medica Single Plan 6-\$4,000 Deductible HSA	2025	\$ 905.20	\$ 905.20	\$ 166.66	\$ -	\$ 1,071.86	100%	0%
2025-2026 Difference		\$ 125.06	\$ 125.06					
		Projected Cost Difference 2025-2026			\$ -	\$ 125.06		



Agenda Item

Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *

11/4/2025 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Barry Rhineberger

Agenda Item Type

☒ RFBA ☐ Minutes Submission ☐ Warrants Submission

Requestor Title

Planning & Zoning Administrator

Target Section

☒ Consent Agenda ☐ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department) *

PLANNING & ZONING

Originator

STD2320

Item Details

Board Action Requested (this is what will appear on the Agenda) *

Accept The Recommendation Of The Planning Commission To Rezone The Following Property: Jennifer Gardner – (Rockford Twp) Parcel 215-000-031108 From General Agriculture (AG) to Urban/Rural Transition (R-1)

Short Title (what will appear on Agenda outline – 250 character max.) *

Accept The Recommendation Of The Planning Commission To Rezone The Following Property: Jennifer Gardner – (Rockford Twp) Parcel 215-000-031108 From General Agriculture (AG) to Urban/Rural Transition (R-1)

Value Stream the request primarily aligns with:

Empower Use of Land, Property, and the Environment

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

The Planning Commission Believes Rezoning Of The Property Is Aligned With The Goals And Policies Of The Northeast Quadrant Land Use Plan.

Describe the impact on staffing resources.

None

Fiscal Impact:

None

Background/Justification:

Rezoning Requests Require County Board Approval. The Planning Commission Recommends Approval Of The Above Request.

Accept The Recommendation Of The Planning Commission To Rezone The Following Property: Jennifer Gardner – (Rockford Twp) With a 5–2 Vote, The Planning Commission Recommends Approval To Rezone Parcel 215–000–031108 From General Agricultural (AG) To Urban/Rural Transition (R–1) Because The Commission Finds That The Property Is Aligned With The Goals And Policies Of The Northeast Quadrant Land use Plan And The Township Approves.

Route for Review and Approval

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

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

Document Name	Attachment Type
gardner staff report.pdf	Attachment
Jennifer Gardner (min).pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

Moved to agenda

County Administrator Review

County Administrator Decision

Notes

WRIGHT COUNTY PLANNING COMMISSION

Meeting of: OCTOBER 23, 2025

Staff Report

The Wright County Planning Commission will meet on Thursday October 23, 2025 at **7:30 p.m.** in the County Commissioners Board Room at the Wright County Government Center, Buffalo, Minnesota to consider the following items:

ACTION ON OCTOBER 2, 2025, MINUTES

PUBLIC HEARINGS:

1. **JENNIFER GARDNER** – Cont. 9/11 & 10/2

LOCATION: 199 Jansen Ave SE – part of the E 1/2 of the NE 1/4 in Section 03, Township 119, Range 24, Wright County, Minnesota. (Rockford Twp.) Tax #215-000-031108. Property Owner: JENNIFER GARDNER

Petitions to rezone the property from General Agriculture (AG) to Urban/Rural Transition (R-1), as regulated in Sections 155.028, 155.048 & 155.049, Title XV, Land Usage & Zoning of the Wright County Code of Ordinances.

- (A) This approximately 5.69-acre property is located along Jansen Avenue SE (also known as County Road 20) in Rockford Township. The property is zoned General Agriculture (AG) and is designated in the Northeast Quadrant (NEQ) Land Use Plan as “Transition Area” for the City of Hanover. The property is considered a “Lot of Record,” meaning the parcel was created before August 1, 1978. As a “Lot of Record”, the property has one residential building entitlement, which is currently occupied by the existing home located on the property
- (B) Today’s request is to rezone the property from General Agriculture (AG) to Urban/Rural Transition (R-1). The R-1 zoning district has a minimum lot size requirement of 1 acre. Additionally, the R-1 zoning district requires a minimum of 150 feet of road frontage (lot width) with a minimum depth of 150 feet off the road frontage per lot. A concept plan submitted illustrates a potential layout that could include three separately saleable lots, including two possible new home sites.
- (C) Rockford Township has recommended approval of the rezoning request. The City of Hanover has expressed concerns regarding this type of development within the Transition Area of the City of Hanover, as well as the potential impact of future development and the extension of municipal services. The full comment is attached. The Wright County Highway Department has provided comments indicating that they would allow the existing home site to retain its access and permit only one new access (resulting in a total of two accesses along the frontage). The Highway Department is okay with two lots sharing an access.
- (D) The NEQ Land Use Plan states: *“Transition Area - The NEQ of Wright County is expecting significant growth over the next 15-20 years. The County has a policy that most growth be directed toward the cities. In order to accommodate this continued growth pressure, cities will need to annex land and provide municipal services to this land. The County is not advocating more annexation than is needed to accommodate a reasonable amount of growth. The purpose in establishing the Transition Area is to properly manage the land at the urban/rural fringe. Management of these areas consists of identifying and designating areas to economically and efficiently accommodate growth pressures. The proper management of these areas will avoid premature annexation, prohibit large lot residential development that would make provision of municipal services unnecessarily expensive, and limit the possibility of incompatible future land uses. In an ideal situation, orderly annexation agreements would be developed that would provide more detailed plans for the Transition Areas.”*
- (E) Within a half mile of the property, there are four different Planning and Zoning authorities. To the east, across the Crow River, is Hennepin County. The City of Hanover is approximately 500 ft. to the north and northeast, along County Road 20, with a significant residential development within the city being less than ½ of a mile from the subject property. About a half mile to the Northwest, the city limits of St. Michael also begin.

As far as the County's jurisdiction on surrounding Rockford Township properties, four of the County's residential zoning districts are represented within a half-mile radius of the subject property. These include Suburban Residential (R-2), Suburban Residential-a (R-2a), Agricultural/Residential (A/R), and General Agriculture (AG).

- R-2 (Suburban Residential): Found on five properties a ¼ mile south on Jansen Avenue SE (County Road 20) and located east of the road. The rezoning of those five properties occurred in 1989.
- R-2a (Suburban Residential-a): Found on three properties directly east across Jansen Avenue SE (County Road 20). The rezoning to R2-a on these three properties occurred in 2003.
- A/R (Agricultural/Residential): Found on two properties about 400 feet south on Jansen Avenue SE (County Road 20) and located east of the road. The rezoning of those two properties occurred in 1998.
- AG (General Agriculture): Makes up the surrounding area beyond the residential zones.

The land use designations within a half-mile radius only include the Transition Area designation for the City of Hanover.

ACTION – The proposed rezoning may or may not be consistent with the Northeast Quadrant Land Use Plan, which designates the area as Transition Area. Ideally, an orderly annexation agreement would be reached to facilitate a better and more detailed plan for the development of this area by the City of Hanover.

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

- **To recommend approval to the County Board of Commissioners to rezone tax parcel 215-000-031108, from General Agriculture (AG) to Urban/Rural Transition (R-1) because we find the property is aligned with the goals and policies of the Northeast Quadrant Land Use Plan.**
- **To close the public hearing and direct counsel to prepare findings based on the record and discussion, consistent with the denial of the request, and continue the matter to the November 20, 2025, Planning Commission hearing.**

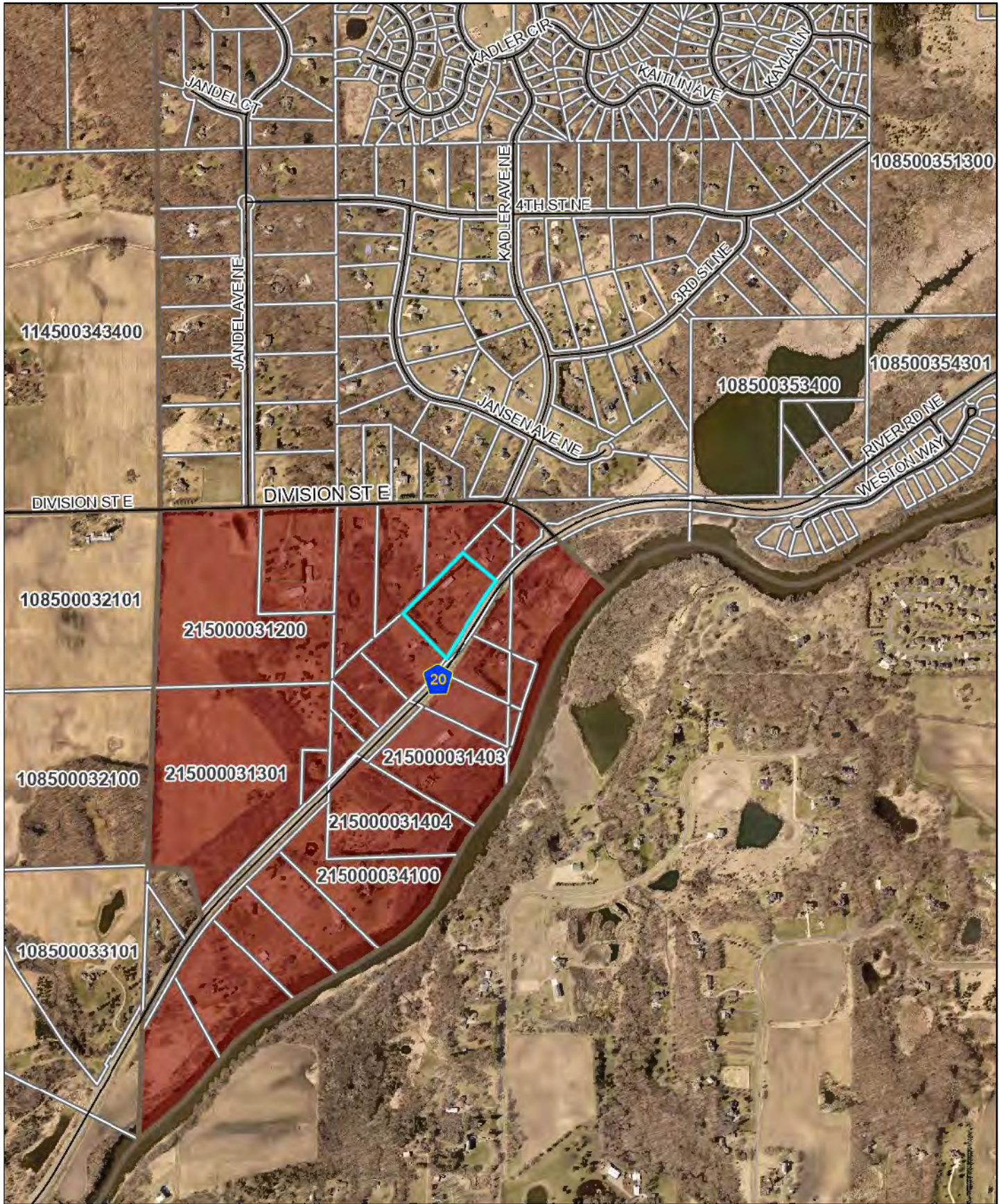
It should be noted that if a recommendation for denial seems likely, the applicant should also be given the opportunity to withdraw the request. If that is the case, the motion would be to dismiss the matter, without prejudice, at the applicant's request.

Concept Plan

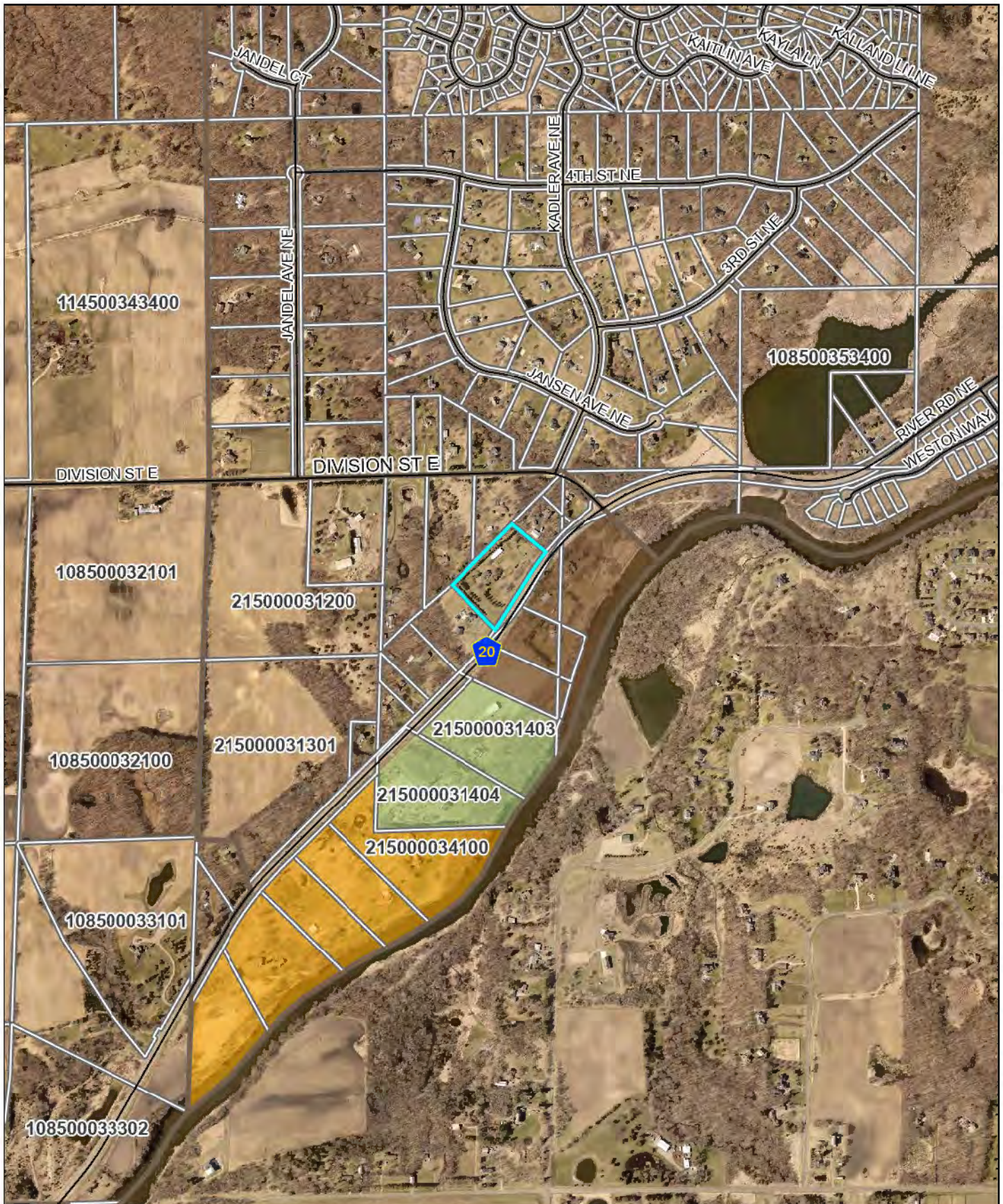
Yellow = Potential Shared Access Location



Land Use Plan



Zoning



Joshua C. Butteris

From: Connie Hunt <rockfordtownship@yahoo.com>
Sent: Wednesday, October 8, 2025 8:17 AM
To: Joshua C. Butteris
Subject: Wright County Code of Ordinance Amendment

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

Good Morning, the board carried this to the October 21, 2025, meeting—no response at this time.

Jennifer Gardner attended last night's meeting. The board agreed to the alignment of this area. Let me know what you need. Thanks

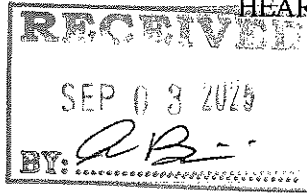
Connie Hunt
Clerk/Treasurer

Rockford Township
3039 Dague Ave. SE
Buffalo, MN 55313
763-682-3499

NOTICE OF PUBLIC HEARING - WRIGHT COUNTY PLANNING COMMISSION

TOWNSHIP RESPONSE FORM

TOWNSHIP: Rockford Twp.

HEARING DATE: Thursday, September 11, 2025,
at 7:30 p.m**JENNIFER GARDNER**
(612) 845-6534

LOCATION: 199 Jansen Ave SE – part of the E 1/2 of the NE 1/4 in Section 03, Township 119, Range 24, Wright County, Minnesota. (Rockford Twp.) Tax #215-000-031108. Property Owner: JENNIFER GARDNER

Petitions to rezone the property from General Agriculture (AG) to Urban/Rural Transition (R-1), as regulated in Sections 155.028, 155.048 & 155.049, Title XV, Land Usage & Zoning of the Wright County Code of Ordinances.

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

*

*

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

TOWNSHIP APPROVES OF THE REQUEST BECAUSE: _____

TOWNSHIP DISAPPROVES OF THE REQUEST BECAUSE: A motion was made to approve the rezoning. Motion carried 3 to 1 with Chairperson Otten opposing

TOWNSHIP COMMENTS OR PROPOSED CONDITIONS: _____

SIGNED: Connie Hunt (clerk/treasurer)

Joshua C. Butteris

From: Jenna Gardner <jenna@propertymn.com>
Sent: Thursday, September 25, 2025 9:09 AM
To: Joshua C. Butteris
Subject: Planning and Zoning File PR20250002041
Attachments: Access_Mailbox_App.pdf

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

Planning and Zoning,

Some questions came up at the last planning meeting and I wanted to address them with the facts and independent verification.

Concern: "Gravel will be on roadway causing a slipping hazard for motorcycles"

Response: Culvert: Sizing and location and driveway layouts setbacks etc are defined by Wright County Policy and inspected before permit is approved. These policies are to ensure safety and will be followed.

Concern: "There is no line of sight, which will cause accidents"

Response: Again, Wright County Highway department has policies for adding driveways. The sight line must be greater than 650 feet. The proposed driveway clearly meets and exceeds those standards according to Wright County Highway department. (See below email from Adam Backus, Wright County Highway Department who did 2 site visits and measured the site lines).

I am not asking for a variance and following all city and county ordinances my request for lot division. I have also obtained all the necessary County Highway department approvals for safety.

Thank you!

Jenna Gardner

From: Adam Backes <Adam.Backes@wrightcountymn.gov>
Sent: Monday, September 15, 2025 12:15 PM
To: Jenna Gardner <jenna@propertymn.com>
Subject: RE: Road Jansen

Hello Jenna,

Attached is a copy of our access policy and specifications for constructing a driveway along a County Highway.

When I did my site visit for your property, it met the sight distance requirement along your continuous road frontage. On a side note you are also on the outside of a curve, which also gives you more visibility/safety.

Also, below is what I commented to Planning and Zoning prior to the meeting.

The Wright County Highway Department would allow one additional access for the attached 3 lot subdivision concept if approved.

So, you will have the existing access plus one additional to access the three lots.

Once you get the layouts perfected and approved, please submit an access permit for the new access location. Access placement, culvert size, etc. will be addressed at that time.

If you have any questions, please let me know.

Thanks, Adam

WRIGHT COUNTY DRIVEWAY ACCESS POLICY

- ! These design standards have been prepared in the interest of safety and public welfare as a guide to public agencies and private owners in preparing plans and applications for entrances and exits to and from County Highways.
- ! The County has acquired controlled rights of access on some sections of the highway system. Anyone contemplating acquisition or development of property adjacent to a county highway, which will require access to the highway, should determine what limitations are in force before proceeding with plans. This includes plat development.
- ! Application for permission to construct entrance or exit driveways along county highways shall be made on forms supplied by the Wright County Highway Department and shall be submitted to the County Engineer's Office.

CONSTRUCTION

1. All work done on highway right of way is subject to approval by the Highway Department.
2. Driveway shall be so constructed as to slope down and away from the shoulder line of the highway for a distance of at least 15 feet with a fall of at least 6 inches (see above).
3. Side slopes shall not be constructed steeper than six feet horizontally to one foot vertically (6:1), unless approved by the County Engineer. The slopes shall be hand finished, seeded, or sodded.
4. Proper and adequate drainage facilities shall be provided as required by the Highway Department. The owner shall pay all construction costs including such cost of the drainage structures as may be determined by the Department per Wright County Board Resolution No. 89-46.
5. The area on highway right of way other than that of the driveway itself will normally be in the form of a ditch. Modifications may be permitted provided proper drainage is furnished and curbs, hedges or other approved safeguards are installed to prevent misuse. Proper authority for modifications must be obtained from the County Engineer of the Highway Department before any work is started.

REQUIREMENTS

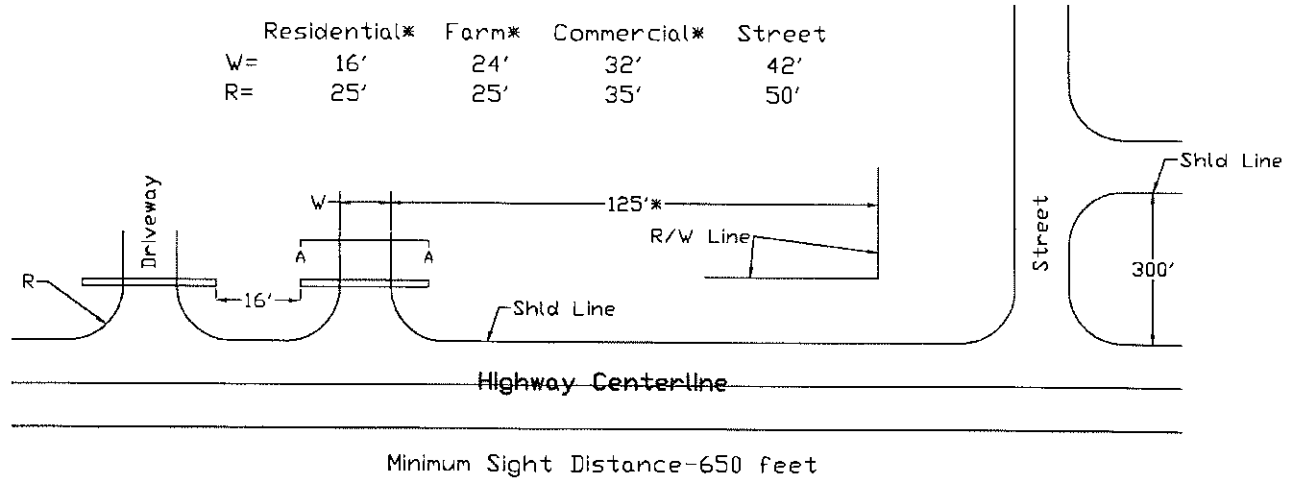
1. No work under this application is to be started until application is approved and the permit issued.
2. Only one access per residential parcel is allowed.
3. Where work on traveled roadway is necessary, traffic must be protected, and flags, flares and proper barricades must be placed in accordance with the standards of the Minnesota Department of Transportation.
4. Wright County Highway Department must deliver recommended culvert, bands, etc., as needed. No delivery will be made until the payment has been received at the office of the County Engineer. Wright County will make the delivery within 24 hours of payment receipt. (No Friday deliveries during summer months). **Do not send cash. Submit check or money order.**
5. No foreign material such as dirt, gravel, or bituminous material shall be left or deposited on the road during construction of driveway or installation of drainage facilities.
6. Roadside must be cleaned up after work is completed.
7. After driveway construction is completed the permittee shall notify the County Engineer's Office that the work has been completed and is ready for final inspection and approval by the Wright County Highway Department.
8. No changes or alterations in entrances may be made at any time without permission from the Wright County Highway Department.
9. **Failure to comply with the conditions of this Access Permit will result in the County Highway Department seeking injunctive relief preventing the use of the access until all terms of the permit have been complied with.**

DESIGN

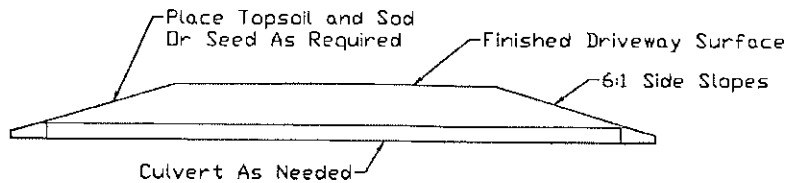
- ! DRIVEWAYS shall be at right angles to the highway for the total designed right of way width.
- ! MINIMUM SPACING between driveway culvert ends shall be 16 feet.
- ! MINIMUM DISTANCE along shoulder from driveway to projected right of way line of line of intersecting road, highway or railroad -125 feet.
- ! RESIDENCE DRIVEWAYS shall not exceed 16 feet in width measured at right angles to the centerline of the driveway.
- ! MINIMUM SIGHT DISTANCE - 650 feet.

The above-specified distances are minimums. Each access request will be reviewed on its own merits to determine if these distances are adequate.

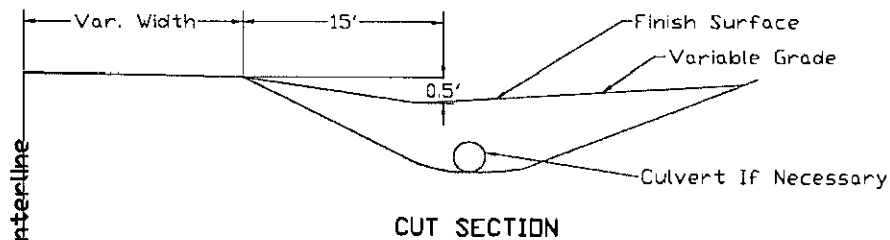
TYPICAL LAYOUT



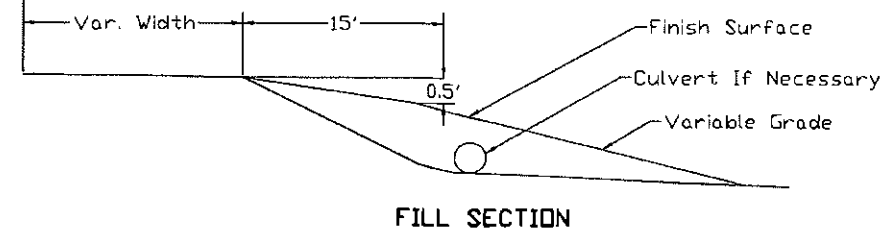
SECTION A-A



—	DITCH
—	CULV. DIA.
=	
X 6	6:1 SLOPE
=	
X 2	2 SIDES
=	
+	DRWY WIDTH
=	LENGTH
+	ROUNDING
=	CULV LENGTH



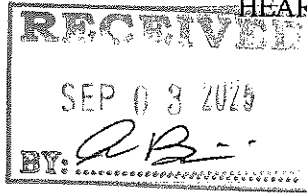
TYPICAL CROSS SECTION



NOTICE OF PUBLIC HEARING - WRIGHT COUNTY PLANNING COMMISSION

TOWNSHIP RESPONSE FORM

TOWNSHIP: Rockford Twp.

HEARING DATE: Thursday, September 11, 2025,
at 7:30 p.m.**JENNIFER GARDNER**
(612) 845-6534

LOCATION: 199 Jansen Ave SE – part of the E 1/2 of the NE 1/4 in Section 03, Township 119, Range 24, Wright County, Minnesota. (Rockford Twp.) Tax #215-000-031108. Property Owner: JENNIFER GARDNER

Petitions to rezone the property from General Agriculture (AG) to Urban/Rural Transition (R-1), as regulated in Sections 155.028, 155.048 & 155.049, Title XV, Land Usage & Zoning of the Wright County Code of Ordinances.

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

*

*

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

TOWNSHIP APPROVES OF THE REQUEST BECAUSE: _____

TOWNSHIP DISAPPROVES OF THE REQUEST BECAUSE: A motion was made to
approve the rezoning. Motion carried 3 to 1 with Chairperson Otten
opposing

TOWNSHIP COMMENTS OR PROPOSED CONDITIONS: _____

SIGNED: Connie Hunt (clerk/treasurer)

Collaborative Planning, LLC

September 4, 2025

Mr. Barry Rhineberger
Wright County
10 2nd St NW, Room 140
Buffalo, MN 55313

RE: Rezoning of 199 Jansen Ave SE

Dear Mr. Rhineberger,

Please accept the following comments on behalf of the City of Hanover regarding the proposed rezoning of the property located at **199 Jansen Avenue SE**.

As the City Planner for the City of Hanover, I understand that the subject parcel is being considered for rezoning to allow for its subdivision into additional residential lots. The City has significant concerns regarding this proposal due to its location within the transition area, which is identified in our long-range planning as a future service area for municipal water and sanitary sewer and also fronts on CR 20 which is an arterial collector road.

1. The City of Hanover has recently extended municipal water and sewer infrastructure along County Road 20 to serve the River Landing development and is actively working on plans to further extend those services toward and past Division Street, where they would serve the subject parcel.
2. Hanover has the 199 Jansen property guided under its Comprehensive Plan as Neighborhood Residential which would allow for two (2) to four (4) housing units per net acre. Under current City ordinances, properties within Hanover that are similarly guided and that currently do not have water and sewer available are permitted to develop at a density of **one unit per 40 acres** (or one housing unit per existing parcel of record), unless and until public utilities are extended to serve the development of that property.
3. Under the proposed county zoning, there could be approximately 5 lots of about one acre each, all with driveways directly onto CR 20. If the property were instead annexed to Hanover and developed under our Comprehensive Plan and zoning, there would be potential for an internal road system developed to complement CR 20 resulting in only one intersection with CR 20 in a location to be approved by County Engineering. This road would then also be stubbed to the adjacent properties to provide development potential in other directions.
4. It appears that the proposed zoning district of R-1 would create a "spot zoning" situation in this area, where this property is an island surrounded by land that is zoned differently.

The proposed rezoning would enable subdivision and development in advance of infrastructure availability, leading to **fragmented and inefficient land use patterns**. This type of premature development is inconsistent with the adopted comprehensive plans of both the City and County

Rezoning of 199 Jansen Ave NE
September 4, 2025
Page 2 of 2

and may complicate or hinder the **efficient and cost-effective extension** of utilities to adjacent properties in the future and may also impact future reconstructions of CR 20 as the background traffic level increases.

Accordingly, the **City of Hanover opposes the proposed rezoning and subdivision** of this parcel. We recommend that properties within the County's transition area—identified as future recipients of municipal services —**not be approved for increased development density** until such time as municipal infrastructure is available to serve them.

Please enter these comments into the public record. If there are any questions or if additional clarification is needed, I welcome you to contact me directly at (763) 473-0569.

With Warmest Regards,


Cynthia Nash, AICP, EDFP

Cc: Josh Butteris, Wright County
Jennifer Nash, City Administrator
Hanover City Council

Joshua C. Butteris

From: Adam Backes
Sent: Monday, July 28, 2025 9:56 AM
To: Jenna Gardner
Cc: Joshua C. Butteris
Subject: RE: Fw: Access Policy
Attachments: Possible Layout for Three-Lot Subdivision.jpg

Hello Jenna,

The Wright County Highway Department would allow one additional access for the attached 3 lot subdivision concept if approved.

So, you will have the existing access plus one additional to access the three lots.

Once you get the layouts perfected and approved, please submit an access permit for the new access location. Access placement, culvert size, etc. will be addressed at that time.

If you have any questions, please let me know.

Thanks, Adam



Adam Backes • Permit Technician

WRIGHT COUNTY, MINNESOTA: HIGHWAY DEPARTMENT

direct: 763-682-7706 • fax: 763-682-7313

Highway Department Building, 3600 Braddock Ave NE, Buffalo, MN 55313

www.co.wright.mn.us

From: Jenna Gardner <jenna@propertymn.com>
Sent: Monday, July 28, 2025 9:38 AM
To: Adam Backes <Adam.Backes@wrightcountymn.gov>
Subject: Fw: Fw: Access Policy

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

Here is my rough sketch - the middle lot would be fatter



Submitted to
Staff at 9/11/2025
meeting
BK

Travis + Kristie Larson

245 Jansen Ave SE
Buffalo, MN 55313

We are opposed to Petition
to rezone 199 Jansen Ave SE
Buffalo, MN. From (AG) to (R-1)
as we live next door. We move
here to live outside of Neighborhoods.
This area is correctly zone as
Others in this zone.

Sincerely,
Travis + Kristie Larson

WRIGHT COUNTY PLANNING COMMISSION
Meeting of: September 11, 2025
Minutes

The Wright County Planning Commission met on Thursday, September 11, 2025, in the County Commissioners Board Room at the Wright County Government Center, Buffalo, Minnesota. Chairman, Dan Mol, called the meeting to order at 7:30 p.m. with members present: Jeanne Holland, Ken Felger, Sandy Greninger, Pat Mahlberg, and Dan Bravinder. Brian Wold, Assistant County Attorney, was the legal counsel present. Barry Rhineberger, Planning & Zoning Administrator, represented the Planning & Zoning office.

JENNIFER GARDNER – New

LOCATION: 199 Jansen Ave SE – part of the E 1/2 of the NE 1/4 in Section 03, Township 119, Range 24, Wright County, Minnesota. (Rockford Twp.) Tax #215-000-031108. Property Owner: JENNIFER GARDNER

Petitions to rezone the property from General Agriculture (AG) to Urban/Rural Transition (R-1), as regulated in Sections 155.028, 155.048 & 155.049, Title XV, Land Usage & Zoning of the Wright County Code of Ordinances.

Present: Jennifer Gardner

- A. Rhineberger displayed the Land Use Plan, Zoning Map, aerial photo of the property, and the proposed concept plan as he reviewed the request. The subject property is approximately 5.69 acres in size and is located along Jansen Avenue SE, also known as County Road 20, in Rockford Township. It is currently zoned General Agriculture (AG) and is designated in the Northeast Quadrant (NEQ) Land Use Plan as a Transition Area for the City of Hanover. The request is to rezone the property from General Agriculture (AG) to Urban/Rural Transition (R-1). The submitted concept plan illustrates a potential layout that includes three separately saleable lots, with two possible new home sites. A comment from the City of Hanover expressed concerns about this type of development within the Transition Area and its impact on future development and the extension of municipal services. A written comment from a neighboring resident was received shortly before the meeting and copies were provided to each member. The Township has recommended approval of the rezoning request. The County Highway Department provided comments indicating that they would allow the existing home site to retain its access and permit only one new access. They are also open to the possibility of two lots sharing an access. There is an existing pole structure on the property. During the subdivision process, the building would need to be removed due to size requirements and setback regulations.
- B. Gardner stated the intention is to reduce the size of the pole building, not to remove it entirely. She also noted that there are other 1.3 to 1.6-acre properties in the area, so the proposed lots would be consistent with neighboring properties.
- C. Public comment.
 - Howard Larson and Cindy Lowe (residents nearby): Larson expressed concern that approving smaller lots could set a precedent, potentially leading to further subdivisions along the road and toward the Crow River. He stated that if a precedent is set, it would be difficult to deny similar requests from other landowners. This could ultimately affect property values. He said

the concept plan suggests three smaller parcels, and he questioned whether this would lead to widespread changes along the river. Mol responded that this concern could be discussed further. Larson asked when the board's opinion would be known. Mol stated that the matter would be discussed during this meeting. Lowe expressed agreement with Larson's comments.

- Craig Bruner (lives across the road from the subject property): Bruner opposed the proposed rezoning due to safety concerns. Based on his discussions with Planning & Zoning, he understood that an additional access would be created, possibly shared by the third lot. He noted that this portion of the road acts as a "speedway," and he has experienced multiple vehicles, especially those headed to Hanover, ending up in the ditch on his property. He has also nearly been rear-ended when turning into his own driveway. He stated that another access in this area increases the risk of accidents or fatalities. Additional concerns included the steep grading in the area, drainage issues after heavy rain, and gravel runoff onto County Road 20. Improper installation of the new access could lead to water ponding and even more runoff, particularly hazardous for motorcycle groups that frequently use the road. Bruner said the safest solution would be to follow the City of Hanover's recommendation, wait for annexation, and then install a road behind the property. While this could lead to more neighbors, he believes it would be a safer and more strategic approach. He is not opposed to two homes being built but strongly opposes a new access. He recommended a site visit to better understand the safety concerns.
- D. Gardner stated she had met with the Highway Department on-site, and they were the ones who selected the driveway location. She reiterated that there are already other parcels ranging from 1.3 to 1.5 acres along Jansen Avenue. She emphasized that she is not requesting a variance, only to be allowed to follow the ordinance to create three lots.
- E. Holland questioned whether a recommendation needs to be received from the City. Bravinder and Mol responded no, with Mol going on to say that there is a response from the City of Hanover included in the staff report. Even though the property is in the transition area, it is still under County jurisdiction. While the City's suggestions or concerns can be taken into consideration, ultimate authority remains with Wright County. Rhineberger explained that although the property is still within the Township, anything located in a transition area should be coordinated with the City, as County decisions could impact City growth. He noted that the Land Use Plan includes clear language on how to handle properties in the Transition Area, and a portion of that language is included in the staff report. Holland stated that she would appreciate a site visit.
- F. Bravinder stated that he has questions but will wait until after the site visit.
- G. Rhineberger referenced neighboring lots of similar sizes, noting that all three lots to the south are lots of record created in the early 1970s. These lots likely do not meet current minimum standards, but they were permitted under different rules in place at the time they were created.
- H. Greninger noted that the City of Hanover expressed significant concerns about the proposal due to its location within the transition area and its proximity to an arterial road. While she is familiar with the area, she agrees that a site inspection is warranted. Bravinder added that if a site visit is to be conducted, it is important to consider the City's comments and intentions. He also questioned whether

there is room to add a secondary road. Holland asked whether the City of Hanover would be invited to the site visit. Rhineberger stated that they could be sent the site inspection agenda. Felger reminded the Commission that no testimony would be taken during the visit.

I. Public comment.

- Howard Larson stepped forward and explained that there is a road in the back that passes through the first two lots and into the third lot. He is unsure who owns the property or whether there was a lien waiver for the driveway into the second lot from the corner.

J. Motion made by Felger and seconded by Holland to continue the matter to the October 2nd meeting for a site inspection.

VOTE: CARRIED UNANIMOUSLY

WRIGHT COUNTY PLANNING COMMISSION

Meeting of: October 2, 2025

Minutes

The Wright County Planning Commission met on Thursday, October 2, 2025, in the County Commissioners Board Room at the Wright County Government Center, Buffalo, Minnesota. Chairman, Dan Mol, called the meeting to order at 7:30 p.m. with members present: Jeanne Holland, Ken Felger, Sandy Greninger, Pat Mahlberg, and Dan Bravinder. Brian Wold, Assistant County Attorney, was the legal counsel present. Barry Rhineberger, Planning & Zoning Administrator, represented the Planning & Zoning office.

JENNIFER GARDNER – Cont. 9/11

LOCATION: 199 Jansen Ave SE – part of the E 1/2 of the NE 1/4 in Section 03, Township 119, Range 24, Wright County, Minnesota. (Rockford Twp.) Tax #215-000-031108. Property Owner: JENNIFER GARDNER

Petitions to rezone the property from General Agriculture (AG) to Urban/Rural Transition (R-1), as regulated in Sections 155.028, 155.048 & 155.049, Title XV, Land Usage & Zoning of the Wright County Code of Ordinances.

Present: Jennifer Gardner

- A. Rhineberger noted the item was continued for a site inspection, which has since been completed. No additional information has been received since the September meeting.
- B. Gardner stated she had provided the Wright County Highway Department's recommendation and review. There were no further comments.
- C. No comments from the public.
- D. As asked by Bravinder, Rhineberger displayed a map showing the current borders of the Township and the City of Hanover. It was noted that Hanover is represented in pink, Rockford Township in purplish and the City of St. Michael in light blue. Bravinder pointed out that the area to the north is referred to as Hanover Hills, consisting of approximately 2.5-acre lots. At the site, a representative from the City of Hanover stated that this area had posed challenges for development and they are trying to avoid that occurring again. Bravinder said the issue for him is that the pink area (as shown on the map), was annexed years ago and spans over 400 acres of agricultural land, is essentially holding landowners in the Transition Area hostage. No development has occurred there, and there are no plans in place. He expressed concern that landowners in the Township are unable to do what they want with their property. He referenced a similar situation in Howard Lake and mentioned that, when he asked the (Hanover) city planner about a 5- or 10-year plan, the response was that there was none. Mol confirmed. Bravinder believes the City sees potential development of the parcel as an impediment to expanding infrastructure westward. He questioned why over 400 acres of agricultural land was annexed into the City without a clear development plan.
- E. Flegler stated the property (annexed to the west) belonged to the Wetter's and he believes the owners had made efforts to develop it because the County had previously denied any activity, suggesting this was a last-ditch effort. Felger was at the site inspection and agrees that, in cases like this, cities often have vague plans to "someday" expand. He feels that allowing the Gardner's to develop their land

would not halt the City's plans. Felger believes there are greater obstacles to extending City services, such as the large wetland and the river along County Road 20. He heard the city representative acknowledge there is no concrete plan and questioned how the City of Hanover can deny a private landowner the right to develop outside City jurisdiction. He believes there has been no clear justification and stated he does not support cities restricting property rights when there is no future plan. He is in favor of the proposal and noted that Rockford Township recommended approval.

- F. Holland stated that the City of Hanover Planner, Cindy Nash, was present at the site. Holland shared that she had spoken to a Hanover Council member whose concern was that approving this request would limit the neighboring property owner's ability to redevelop land within Hanover. She emphasized that both property owners' rights must be acknowledged. Holland explained that recently Hanover's administrator gave a presentation showing increasing demand to move into the city, with Wright County being the fastest-growing county in Minnesota. She suggested placing the request on hold to allow the City of Hanover and Rockford Township to develop a joint plan. If approved, she believes the neighboring property owner would be left in limbo. She mentioned that Hanover Hills (to the north) was not able to receive trunk sewer and water service due to being landlocked, and that's a similar concern here. She encouraged a meeting between the Township and City. Felger noted he asked the City Planner at the site who initiates such conversations, and while he couldn't recall the answer, he agreed someone needs to take the first step. Bravinder referenced an annexation agreement between the City of Cokato and Cokato Township where it spelled out that land annexed but not developed within 3 years is returned to the Township. This forces cities to plan more deliberately, rather than using broad "blanket planning," which seems to be the case here. Holland also referenced a similar structure between the City of Monticello and Monticello Township, where a joint board discusses future planning. She believes Hanover and Rockford Township should follow a similar process. Felger asked how soon that could happen. He noted that the Transition Area in the Land Use Plan was meant to be collaboratively managed by the County, City, and Township, but that coordination has not occurred. Greninger added that the Transition Area has existed for 26 years and questioned how long residents must wait. She asked if there is a way to compel the City to clarify its intentions.
- G. Mol asked Rhineberger to explain Wright County's Land Use Plan for the property in question. He clarified that the County, not the City of Hanover, has jurisdiction and he wanted to know how the Plan classifies the land. Rhineberger stated that the property is designated as a Transition Area and currently is zoned General Agriculture. Transition Areas were intended to promote joint planning between growing cities and adjacent townships so that Township development wouldn't overwhelm city infrastructure. These areas do not grant cities veto power over township land but are meant to encourage communication. Ideally, orderly annexation agreements are established to outline when, where, how, and why development occurs. In this case, no such agreement exists. Ultimately, the property remains under Township jurisdiction and therefore under County authority for rezoning. The Township and City are encouraged to provide input but cannot block the request outright.
- H. Holland stated that the City Council was unaware this discussion was taking place. Although the property is within the Township, she believes the City should have been involved. She said a (City) council member confirmed the Council had no knowledge of the request. Gardner responded that she had contacted Ms. Nash before beginning the process and has an email to prove it. Holland clarified that the elected officials themselves were not informed. Felger acknowledged the Township has a newer board and stated Rockford Township supports the request. Holland questioned whether all implications were presented to the Township and whether they understood the potential consequences for neighboring landowners. She emphasized that orderly annexation processes include weighing the pros and cons jointly and believes a decision shouldn't be made without understanding what the

Township was told. Felger agreed it was odd the City Council wasn't aware. Holland said she didn't want to make a decision that could hinder the neighboring landowner's ability to sell or develop. Felger replied that the landowner could petition to return to the Township and noted that there are numerous obstacles to extending Hanover's services, especially westward along County Road 20.

- I. Bravinder referred to a September 4th letter included in the staff report from Collaborative Planning LLC. He pointed out that the bottom of the letter shows copies were sent to Jennifer Nash (City Administrator) and the City Council. He questioned why they claim to be uninformed if the communication was sent. Bravinder expressed frustration that if City officials aren't reading emails, that's not the applicant's fault. He then asked Gardner about her plans for the property. Gardner stated she had considered annexation but ruled it out due to distance, the need to cross multiple properties, and road limitations. She felt three lots were more appropriate than 15 and better suited to surrounding properties. Bravinder said the proposal fits well with the area and the riverfront. He noted that in other places, like Cokato, services can run along roads without crossing private properties. He disagreed with Holland's concerns and said this plan aligns with current land use and will be compatible for many years. He added that properties already annexed can petition to return to the Township and confirmed his support for the proposal.
- J. Mol noted that the land is currently zoned AG, and the request is to rezone to R-1. He questioned whether this would amount to spot zoning, given the surrounding agricultural land and larger lots. The Land Use Plan designates the area as Transition, not R-1. He expressed concern about precedent and whether this is appropriate planning. He asked if smaller lots could disrupt protection of surrounding larger lots. Felger replied that the area is not necessarily excluded from the possibility of R-1 zoning under the plan. Bravinder asked if the Transition Area designation affects zoning directly. Rhineberger clarified that it does not prevent a property owner from applying for rezoning. If it did, the application wouldn't be before the Commission. He explained that only potentially viable requests reach the Commission, and it's up to them to decide whether a change is appropriate. Similar to what occurs when a large agriculture parcel, in the middle of nowhere and not in the LUP, comes before the Commission for rezoning.
- K. Felger speculated that the 400 acres to the west, within Hanover, were seen by developers as prime land. He questioned why no development has occurred if the location is so ideal. He believes this proposal doesn't prevent the City from eventually developing that land. He stated that utility easements don't need to follow public roads and could run across private land if necessary. He doesn't believe the Gardner request would "put the brakes" on City development. He said the real challenge is Hanover's own infrastructure limitations. Citing examples like Golden Valley and Plymouth, he said even areas with flawed early planning can be developed if market forces support it. He does not believe the Gardner property impedes future development and reiterated his support.
- L. Rhineberger provided background on the property to the west, as previously mentioned. He noted that this is not the only area in the County where large tracts of land have been annexed into cities but remain undeveloped. This particular property was annexed in 2005, just before the economic downturn. It is likely that development was in the planning stages at the time, but circumstances halted progress, and the land has remained undeveloped since. Rhineberger also elaborated on the direction provided by the Land Use Plan (LUP) regarding Transition Areas. These areas are intended to serve as buffers between urban and rural development, while also promoting collaboration between cities and townships as they make land use decisions.
- M. Felger stated he was prepared to make a motion; however, Rhineberger interjected to point out that the proposed motion in the staff report contained incorrect parcel numbers and legal descriptions. He

offered to assist with drafting a corrected version. Before the motion was read, Mol noted that member Mahlberg had a comment.

- N. Mahlberg stated that, under Section 155.028, the amendment being considered *only be used as a means to reflect changes in the goals and policies of the Community, as reflected in the policies, plan or changes in conditions in the county*. He observed that the Planning Commission does not have the authority to compel communication between parties. He suggested that the body receiving the Commission's recommendation may be more suited for making broader policy decision. After reviewing the Land Use Plan (LUP), he expressed difficulty identifying any specific changes in community goals or policies that would justify the proposed rezoning. He questioned whether transitioning to 1-acre lots is appropriate for this area. Even setting aside the zoning issue, he noted uncertainty about how the proposed lots, slightly over 1 acre, fit within the existing character of the immediate area. He suggested that a 2.5-acre lot might be a more suitable size and stated he is struggling to see what change is being reflected or supported by approving the rezoning.
- O. Felger then requested Rhineberger to read the proposed motion from the staff report, including the corrected parcel numbers.
- P. On behalf of Felger, Rhineberger read the motion recommending approval to the Wright County Board of Commissioners to rezone Tax Parcel #215-000-031108 from General Agriculture (AG) to Urban/Rural Transition (R-1), stating that the property aligns with the goals and policies of the Northeast Quadrant Land Use Plan. Felger added that the Township of Rockford recommends approval. The motion was seconded by Bravinder.

VOTE: Bravinder & Felger NAY: Mahlberg, Holland, Mol, Greninger

MOTION FAILED

- Q. Mol asked the Commission members how they would like to proceed, whether there would be another motion or further discussion.
- R. Bravinder questioned whether the applicant would be willing to put the item on hold, possibly sign a waiver, and allow time for the Township and the City to meet and discuss. He expressed uncertainty about whether a motion could be drafted that would compel such a meeting. Mol suggested having the City and Township attend a Planning Commission meeting to explain their reasoning. Gardner stated she would need to look into what would be required to coordinate such a meeting and could not make that decision at the moment. Mol then asked the applicant whether she wished to proceed or withdraw the application. Gardner stated she did not want to withdraw and would accept a denial. Mol clarified that the last motion did not pass, so the request had not been denied; rather, a decision had not yet been made. He explained that even if this Commission recommends denial, the request would still go to the County Board, which has the final authority.
- S. Felger addressed the applicant and suggested she consider requesting two lots instead. Gardner replied, "maybe," but emphasized that she is not requesting a variance and believes her request complies with all ordinances, which is where her frustration lies. She asked whether she would need to reapply if she decided to continue. Rhineberger explained if withdrawn, the applicant could reapply at any time. If denied at the County Board level, reapplication would not be permitted for 6 to 12 months. Mahlberg pointed out that if the Commission makes a decision tonight, the public hearing

would be closed, and no additional public comments would be heard at the County Board level. He explained that the back-and-forth during the current meeting helps build the record the County Board will use to make its decision. Mahlberg expressed that a motion should be sent to the County Board. He feels that the discussion at this meeting provides a record for the Board to make the decision without official recommendation from this Commission. He believes the County Board has more leverage to facilitate discussions between the City and Township. Mol asked if Mahlberg was prepared to make a motion with Mahlberg questioning what a motion would look like. He asked Rhineberger if a such motion has ever been done. Mol said he did not recall this occurring. Rhineberger noted that a similar motion was once passed in relation to a solar setbacks ordinance amendment.

- T. Mahlberg clarified that he voted "no" on the earlier motion not because of the "Transition Area" designation, but because he doesn't see any indication of City action. He doesn't believe the area should continue to be restricted indefinitely without movement. However, he does believe R-1 zoning is inappropriate for this location. Greninger agreed with Mahlberg.
- U. Mol asked if the Commission move the request forward with no recommendation so that the applicant could take her case directly to the County Commissioners. Rhineberger explained that ordinance amendments typically originate from a demonstrated need or desire and sometimes come directly from the County Board. He feels that a lack of recommendation might be viewed as the Planning Commission not fulfilling its responsibility. Holland asked whether a motion could be crafted that would neither deny the request nor approve it but rather continue the matter until a meeting between the City of Hanover and the Township could be held. Mol agreed that continuing the matter could give the applicant time to work with the City and Township and potentially bring them to the next meeting to testify. Rhineberger noted the 120-day deadline ends on December 19th. Mol said the item could be continued to the November meeting, giving the applicant insight into the Commission's concerns and time to consider next steps. Rhineberger added that more time could be given if the applicant signs a waiver. He reviewed statutory timelines, noting that the most prudent course of action, given the uncertainty of a City/Township meeting, might be to withdraw and reapply. Mol noted that no representative from Rockford Township was present to speak, and he would like to see a representative attend and go on record with their position.
- V. Holland said the City of Hanover should also be represented. She expressed concern about potential political fallout if local property owners feel they are being restricted in how they can use their land. She warned that this could become a significant political issue for Hanover and that both the City and Township should be talking. Mahlberg asked how rezoning a single parcel in an area already full of rural residential lots could trigger political fallout. Using the original map displayed earlier by Rhineberger, Holland explained that during the site visit it was noted the property to the west (shown in pink) wouldn't have access to City sewer and water due to the need to travel along County Road 20, effectively landlocking it. Mahlberg questioned whether the division of a single lot is the critical barrier to extending sewer and water behind the property. Gardner replied that it's possible to run a line and assess the cost to the new lots. Mahlberg said infrastructure can be installed if there is motivation to do so. Bravinder reminded the Commission that during the site visit, it was noted that residents of Hanover Hills couldn't afford to extend infrastructure and currently rely on septic and wells, which are still allowed, even within the City. He noted that although infrastructure installation may not be allowed, annexation is still possible. Holland asked if the property in question could be annexed. Bravinder confirmed that it could, noting that up to 60 acres can be annexed per day under

current law. Mahlberg said the situation would be different if they were dealing with undeveloped land slated for major change. In his view, Jansen Avenue already has around 20 homes and consists of small rural lots, so he doesn't understand the City's concern over sewer and water infrastructure. Mol stated that this is why the Commission needs to focus on the rezoning issue strictly as it pertains to Wright County.

- W. Bravinder asked whether continuing the matter to the November 20th meeting would still comply with the statutory timeline. Rhineberger stated that if the Commission intends to recommend denial, another meeting would be needed to approve Findings before going to the County Board. He expressed concern that November 20th may be too late without a signed waiver. Discussion followed about process, timelines, and deadlines related to the Planning Commission and County Board. Mol asked the applicant if she would be willing to sign a waiver. Gardner asked for clarification on timing, and Mol reviewed the process, noting it could take approximately 3 months and would not fit within the 120-day deadline unless a waiver is signed. Mahlberg suggested continuing the matter to the October 23rd meeting, giving the applicant time to consider her options. If the Commission issues a denial at that meeting, there would still be time for the County Board to hear the request in December. Holland noted the last County Board meeting of the year is December 16th. Mahlberg expressed concern about that timing. Rhineberger said a recent amendment allows the Zoning Administrator to refer an application directly to the County Board without a recommendation if time constraints make that necessary. The relevant section is 155.028(B)(1). Mahlberg stated that his interpretation of that section is that the provision is only applicable when no recommendation has been made. If the Commission does make a recommendation, the provision likely does not apply. He then asked whether Findings are required for a rezoning denial. Rhineberger replied the Commission often relies on meeting minutes for approvals and Findings for denials, MCIT (Minnesota Counties Intergovernmental Trust) highly recommends formal written Findings for approval and denial.
- X. Mol concluded that he would like to see the matter continued to the next meeting. He noted that the applicant had now heard the concerns, both supporting and opposing, and that input from the Township and City may still be helpful. He explained that continuing the matter allows the applicant time to decide whether to request two lots instead of three as some members have indicated two might be more acceptable. Gardner asked what difference two lots would make. She noted that concerns seem focused on water line access, which would remain regardless of whether she added two or three lots. Mol replied he feels that two lots would better match the lot sizes in the surrounding neighborhood. With three lots, the existing structure would become nonconforming and hasn't been fully discussed. Additionally, a shared driveway between two of the lots could be a concern, as the Commission has previously struggled with shared driveway approvals. He said reducing the request to two lots would allow for a single home and single driveway, which may be more acceptable. However, he emphasized that he couldn't predict how the Commission would vote and the decision to make changes or connect with the City and Township remains with the applicant. At this point, he stated that a final decision is not being made and continuing the item is the best course of action.
- Y. Bravinder moved to continue the item to the October 23rd meeting to give the application time to address concerns of the Planning Commission with both the City of Hanover and Rockford Township and come back to with Commission on the 23rd to revisit the issue. Motioned seconded by Greninger.

VOTE: CARRIED UNANIMOUSLY

WRIGHT COUNTY PLANNING COMMISSION
Meeting of: OCTOBER 23, 2025
MINUTES

The Wright County Planning Commission met on Thursday, October 23, 2025, in the County Commissioners Board Room at the Wright County Government Center, Buffalo, Minnesota. Chairman, Dan Mol, called the meeting to order at 7:30 p.m. with members present: Jeanne Holland, Ken Felger, Sandy Greninger, Pat Mahlberg, Charlie Borrell and Dan Bravinder. Brian Wold, Assistant County Attorney, was the legal counsel present. Barry Rhineberger, Planning & Zoning Administrator, represented the Planning & Zoning office.

JENNIFER GARDNER – Cont. 9/11 & 10/2

LOCATION: 199 Jansen Ave SE – part of the E 1/2 of the NE 1/4 in Section 03, Township 119, Range 24, Wright County, Minnesota. (Rockford Twp.) Tax #215-000-031108. Property Owner: JENNIFER GARDNER

Petitions to rezone the property from General Agriculture (AG) to Urban/Rural Transition (R-1), as regulated in Sections 155.028, 155.048 & 155.049, Title XV, Land Usage & Zoning of the Wright County Code of Ordinances.

Present: Jennifer Gardner

- A. Rhineberger reminded the Commission that the item was heard on September 11 and October 2, with a continuation granted to allow time for the applicant to work with the Township and the City. The Township reaffirmed its approval of the request, and no additional comments were received from the City of Hanover.
- B. Gardner confirmed that she returned to the Township and reached out to Cindy Nash from Collaborative Planning on three separate occasions but did not receive a response. She explained that she was able to connect with Jennifer Nash earlier today, and they discussed the noted access through the River Landing development for water and sewer, which would be approximately 3,200 feet away.
- C. Greninger questioned whether it is known why Otten (with the Township) voted against the request, with Mol responding that if it is not noted in the Township's documents, the reason would be unknown.
- D. Holland asked Gardner whether the request had been brought before the City of Hanover Council. Gardner stated that she believed the proper protocol was to contact Cindy Nash of Collaborative Planning, as that office authored the original letter. Gardner confirmed that she spoke with Jennifer Nash earlier today and could provide email correspondence if the Commission so desired.
- E. No public comments.

- F. Mol clarified with Gardner that the request remains for a shared driveway with a three-parcel split. Gardner stated that the shared driveway is required per the ordinance.
- G. Bravinder read the October 8 email from Rockford Township and asked Gardner when she attended the Township meeting. Gardner explained that it would have been shortly after the October Commission meeting, which she believes was on October 7. It was confirmed that the Township's response reaffirmed its agreement with the alignment.
- H. Felger moved to recommend approval to the County Board of Commissioners to rezone tax parcel 215-000-031108, from General Agriculture (AG) to Urban/Rural Transition (R-1) because we find the property is aligned with the goals and policies of the Northeast Quadrant Land Use Plan and the Township approves. Motion seconded by Bravinder.

VOTE: Bravinder, Borrell, Holland, Greninger & Felger NAY: Mahlberg & Mol

MOTION CARRIED



Agenda Item

Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *

11/4/2025 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Barry Rhineberger

Agenda Item Type

☒ RFBA ☐ Minutes Submission ☐ Warrants Submission

Requestor Title

Planning & Zoning Administrator

Target Section

☒ Consent Agenda ☐ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department) *

PLANNING & ZONING

Originator

STD2320

Item Details

Board Action Requested (this is what will appear on the Agenda) *

Accept The Recommendation Of The Planning Commission To Rezone The Following Property: Benjamin Simon – (Rockford Twp) Tax Parcel 215-100-044204 From B-2 General Business To I-1 General Industry

Short Title (what will appear on Agenda outline – 250 character max.) *

Accept The Recommendation Of The Planning Commission To Rezone The Following Property: Benjamin Simon – (Rockford Twp) Tax Parcel 215-100-044204 From B-2 General Business To I-1 General Industry

Value Stream the request primarily aligns with:

Empower Use of Land, Property, and the Environment

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

The Planning Commission Believes Rezoning Of The Property Is Aligned with The Goals And Policies Of The Northeast Quadrant Land Use Plan.

Describe the impact on staffing resources.

None

Fiscal Impact:

None

Background/Justification:

Rezoning Requests Require County Board Approval. The Planning Commission Recommends Approval Of The Above Request.

Accept The Recommendation Of The Planning Commission To Rezone The Following Property: Benjamin Simon – (Rockford Twp) With a Unanimous Vote, The Planning Commission Recommends Approval To Rezone Tax Parcel 215-100-044204 From B-2 General Business To I-1 General Industry Because They Find The Property Is Aligned With The Goals And Policies Of The Northeast Quadrant Land Use Plan.

Route for Review and Approval

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

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

Document Name	Attachment Type
Benjamin Simon (min).pdf	Attachment
simon staff report.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

Moved to agenda

County Administrator Review

County Administrator Decision

Notes

WRIGHT COUNTY PLANNING COMMISSION
Meeting of: OCTOBER 23, 2025
MINUTES

The Wright County Planning Commission met on Thursday, October 23, 2025, in the County Commissioners Board Room at the Wright County Government Center, Buffalo, Minnesota. Chairman, Dan Mol, called the meeting to order at 7:30 p.m. with members present: Jeanne Holland, Ken Felger, Sandy Greninger, Pat Mahlberg, Charlie Borrell and Dan Bravinder. Brian Wold, Assistant County Attorney, was the legal counsel present. Barry Rhineberger, Planning & Zoning Administrator, represented the Planning & Zoning office.

BENJAMIN SIMON – New

LOCATION: 2612 STATE HIGHWAY 55 SE - PRT OF W1/2 OF SE1/4 in Section 04, Township 119, Range 25, Wright County, Minnesota. (Rockford Twp.) Tax #215-100-044204. Property Owner: LEE A & MARIAN E WALDON REVTR

Petitions to rezone the properties from General Business (B-2) to General Industry (I-1), as regulated in Sections 155.028, 155.054 & 155.055, Title XV, Land Usage & Zoning of the Wright County Code of Ordinances.

Present: Benjamin Simon

- A. Rhineberger displayed property details, including zoning, the Land Use Plan, and an aerial photo of the area, as he reviewed the request. The property is 1.63 acres in size and located between Highway 55 and Chamberlain Avenue. The request is to rezone the property from B-2 (General Business) to I-1 (General Industry) with the intent to apply for an Interim Use Permit (IUP) for a contractor's yard. The property is designated as commercial in the Land Use Plan and is currently zoned B-2. Rockford Township has approved the request, and two neighboring property owners submitted comments in opposition.
- B. Simon noted that during his initial conversation with the County, they reviewed his project narrative and agreed that much of it falls within B-2 zoning allowances. However, the contractor's yard component for material storage requires a zoning change. The intent is to store extra materials, both for sale and for use by installation crews, in the rear portion of the property. Simon explained that he plans to install a privacy fence, with the goal of keeping materials and trucks behind the building to maintain a clean appearance along Highway 55. He also noted that Rockford Township indicated the business fits appropriately within the area.
- C. Bravinder questioned whether the driveway off Chamberlain Avenue would remain in use or be closed off. Simon stated that he had not yet decided but was open to discussing it with neighbors if it is a concern.
- D. Public comment.
 - Steve Waddell – a neighboring property owner directly behind the site – stated that his main concern would be addressed with the proposed privacy fence. He added that closing the

Chamberlain Avenue driveway would be ideal, as the road is frequently used by walkers, animals, and horse riders. Waddell also expressed concern over increased traffic and safety issues, noting that a nearby trailer sales business has seen a significant rise in traffic.

- Rory Demesy – owns property directly west of the site – stated that he holds an easement through the subject property for access to Highway 55. He asked that his access not be blocked or impacted. Demesy expressed support for the rezoning request overall, with his only concern being the driveway and easement access.
 - Rebecca Waddell – lives directly behind the property – expressed concern about after-hours activity and potential noise associated with material handling, as well as traffic impacts.
- E. Rhineberger explained that most of the concerns raised would be addressed during the IUP phase of the process. The current request pertains solely to the rezoning. If the rezoning is not approved, the type of business proposed would not be permitted.
- F. Simon acknowledged the concerns and stated that he is willing to block off the rear exit. He further explained his fencing plan and confirmed that the easement would not be affected. Simon also stated that he is willing to agree to a reasonable end time for operations.
- G. Bravinder asked whether a written easement is in place. Rory Demesy returned to the podium and confirmed that the easement is perpetual and recorded on the property deed.
- H. Bravinder moved to recommend approval to the County Board of Commissioners to rezone tax parcel 215-100-044204, from B-2 - General Business to I-1 - General Industry, because we find the property is aligned with the goals and policies of the Northeast Quadrant Land Use Plan and the Township approves. Motion seconded by Felger.

VOTE: CARRIED UNANIMOUSLY

3. **BENJAMIN SIMON** – New

LOCATION: 2612 STATE HIGHWAY 55 SE - PRT OF W1/2 OF SE1/4 in Section 04, Township 119, Range 25, Wright County, Minnesota. (Rockford Twp.) Tax #215-100-044204. Property Owner: LEE A & MARIAN E WALDON REVTR

Petitions to rezone the properties from General Business (B-2) to General Industry (I-1), as regulated in Sections 155.028, 155.054 & 155.055, Title XV, Land Usage & Zoning of the Wright County Code of Ordinances.

(A) The property is located between Chamberlain Avenue SE and State Highway 55 in Rockford Township. The 1.63-acre site has access from both Chamberlain Avenue SE and State Highway 55. It is split-zoned General Business (B-2), a designation established in 1976. The property also lies within the Buffalo Airport Zone and is identified in the Northeast Quadrant (NEQ) Land Use Plan as Commercial.

An antique business has operated on the property for several decades. As noted, the property was rezoned to B-2 in 1976, at which time a Conditional Use Permit (CUP) was approved to expand the existing antique business. In 1986, another CUP was approved to permit the relocation of an old town hall building onto the property and the further expansion of the antique business. In 1997, the original 4.5-acre parent parcel was approved to be divided into two lots through a CUP with a waiver of platting requirements, creating PID 215-100-044205 (the northern parcel) and the subject property, PID 215-100-044204. In 1998, a CUP for a move-in structure was approved to permit additional expansion of the antique business.

(B) Today's request is to rezone the property from General Business (B-2) to General Industry (I-1). The I-1 zoning district requires a minimum lot size of 1 acre with minimum road frontage standards (lot width) of 150 feet and minimum lot depth standards of 150 feet. Picture a 150' by 150' box that would need to fit along the roads. The current parcel meets minimum requirements. If the rezoning is approved, the applicants would apply for an Interim Use Permit to operate a commercial contractor's yard with retail for a fence and shed business.

(C) Rockford Township has recommended approval. Two neighbors oppose the request.

(D) The NEQ Land Use Plan states: *"Commercial - Designates existing commercial areas and undeveloped land well suited to commercial development that does not require a significant level of urban services. Purpose is to provide for limited commercial development in areas that are especially well suited to such use. Existing land types may include areas near major highway interchanges, existing service centers (unincorporated communities) or adjacent to urban commercial areas. Appropriate zoning may include the B-1 or B-2 district."*

(E) Four of the County's zoning districts are represented within a half-mile radius of the subject properties. These include Urban/Rural Transition (R-1), General Agriculture (AG), Highway Business (B-1), and General Business (B-2).

- R-1 (Urban/Rural Transition): Roughly a half mile, located on two properties along Carling Avenue SE south of the Buffalo Airport.
- AG (General Agriculture): Located in all directions of the property, including on the adjacent properties, the predominant zoning district in the area.
- B-1 (Highway Business): North - Located on a property along Carling Avenue SE and State Highway 55. The property is commonly known as Norm's Wayside.
- B-2 (General Business): Located on the street of parcels south of 5th Street SE, north of 10th Street SE, west of Chamberlain Avenue SE, and east of State Highway 55. Includes properties adjacent to our subject property. The land use designations within a half-mile radius include Residential Large Lot, Rural Residential, Agricultural, Commercial, and Public Lands.
- Residential Large Lot: Located on properties to the north of 5th Street SE and west of State Highway 55.
- Rural Residential: Covers the area south of Division Street E and west of Carling Avenue SE, but north of Norm's Wayside.
- Agricultural: Located in all directions of the subject property.
- Commercial: Located at Norm's Wayside and the business strip south of 5th Street SE, north of 10th Street SE, west of Chamberlain Avenue SE, and east of State Highway 55.

- **Public Lands:** Located to the west across State Highway 55. It is a County Park named “H” Eagle Roost County Park.

ACTION – Since this is the first hearing on the rezoning request, Staff is seeking direction from the Commission on how they would like to proceed. As with many rezoning requests, the Commission may request a site inspection to better assess the property. The proposed rezoning is technically not consistent with the Northeast Quadrant Land Use Plan, which designates the area as Commercial. Therefore, the request to rezone the property to General Industry (I-1) may not align with the broader planning goals.

If the Commission wishes to conduct a site inspection, the motion should be:

- **To continue the matter to the November 20, 2025, Planning Commission hearing, for site inspection.**

However, if the Commission is ready to act tonight, either for approval or denial, either of the following motions would suffice:

- **To recommend approval to the County Board of Commissioners to rezone tax parcel 215-100-044204, from B-2 - General Business to I-1 - General Industry, because we find the property is aligned with the goals and policies of the Northeast Quadrant Land Use Plan.**
- **To close the public hearing and direct counsel to prepare findings based on the record and discussion, consistent with the denial of the request, and continue the matter to the November 20, 2025, Planning Commission hearing.**



- Legend**
- Highways
 - Interstate
 - State Highway
 - US Highway
 - Roads
 - Parcels

Land Use Plan



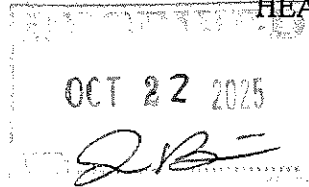
- Legend**
- Highways**
- Interstate
 - State Highway
 - US Highway
- Roads**
- Roads
- Parcels**
- Parcels
- Landuse**
- Agricultural
 - Aggregate
 - Resource Area
 - Commercial
 - Limited Industrial
 - Public Lands
 - Residential
 - Resource Land
 - Residential Large Lot
 - Rural Residential
 - Transition Area



NOTICE OF PUBLIC HEARING - WRIGHT COUNTY PLANNING COMMISSION

TOWNSHIP RESPONSE FORM

TOWNSHIP: Rockford Twp.

HEARING DATE: Thursday, October 23, 2025
at 7:30 p.m.**BENJAMIN SIMON**
(763) 344-0653

LOCATION: 2612 STATE HIGHWAY 55 SE - PRT OF W1/2 OF SE1/4 in Section 04, Township 119, Range 25, Wright County, Minnesota. (Rockford Twp.) Tax #215-100-044204. Property Owner: LEE A & MARIAN E WALDON REVTR

Petitions to rezone the properties from General Business (B-2) to General Industry (I-1), as regulated in Sections 155.028, 155.054 & 155.055, Title XV, Land Usage & Zoning of the Wright County Code of Ordinances.

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

*

*

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

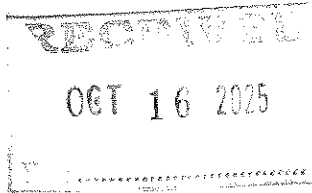
TOWNSHIP APPROVES OF THE REQUEST BECAUSE:

TOWNSHIP DISAPPROVES OF THE REQUEST BECAUSE:

TOWNSHIP COMMENTS OR PROPOSED CONDITIONS:

Supervisor Beise made a motion to rezone from (B-2) to (I-1). Supervisor Walker seconded the motion. All approved. Beise noted that will fit the landscape

SIGNED: *Connie Hunt (clerk/treasurer)*



October 12, 2025

Attention Wright County Office of Planning and Zoning,

Thank you for your ongoing efforts in community planning. We respectfully disagree with the request to rezone 2612 State Hwy 55 SE, part of W 1/2 SE of 1/4 in Section 04 Township 119. Please make note of our disagreement and share this statement with the planning and zoning committee for the upcoming meeting.

Our main reasons for opposition are as follows:

- **Reduced property values**, which could severely impact residential properties in the surrounding area.
- **Increased traffic and noise at all hours**, as industrial operations typically generate more heavy vehicle traffic and noise than commercial activity.
- **Environmental concerns**, including the potential for pollution, light spillage, and negative impacts on local water and air quality.
- **Incompatibility with surrounding use**, as industrial zoning is not in keeping with the existing commercial and nearby residential areas.
- The request appears to constitute "**spot zoning**." We believe this should not be permitted, as it does not align with the current infrastructure of the community.
- **Infrastructure strain**, given that the existing roads and utilities were not designed for industrial use and the community could experience significant disruption.

We are committed to preserving the safety and character of our neighborhood and appreciate the committee's consideration and full support of these concerns. We are open to discussing this matter further if needed and welcome continued dialogue to ensure the best outcome for all affected residents.

Thank you for considering our perspective on this issue. If you need additional information, please contact us at your earliest convenience.

Kind regards,

2584 County Road 33 SE
Buffalo, MN 55313

Joshua C. Butteris

From: Nanci Wells <nanciwells@gmail.com>
Sent: Monday, October 13, 2025 8:13 AM
To: Joshua C. Butteris
Subject: Respectfully disagree with Rezoning of 2612 State Hwy 55 SE

You don't often get email from nanciwells@gmail.com. [Learn why this is important](#)

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

Good morning

Attention Wright County Office of Planning and Zoning,

Thank you for your ongoing efforts in community planning. We respectfully disagree with the request to rezone 2612 State Hwy 55 SE, part of W 1/2 SE of 1/4 in Section 04 Township 119. Please make note of our disagreement and share this statement with the planning and zoning committee for the upcoming meeting.

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- Environmental concerns, including the potential for pollution, light spillage, and negative impacts on local water and air quality.
- Incompatibility with surrounding use, as industrial zoning is not in keeping with the existing commercial and nearby residential areas.
- The request appears to constitute "spot zoning." We believe this should not be permitted, as it does not align with the broader planning goals for the community.
- Infrastructure strain, given that the existing roads and utilities were not designed for industrial use and could experience significant disruption.

We are committed to preserving the safety and character of our neighborhood and appreciate the committee's consideration of these concerns. We are open to discussing this matter further if needed and welcome continued dialogue to ensure the best outcome for all affected residents.

Thank you for considering our perspective on this issue. If you need additional information, please contact us at your earliest convenience.

Kind regards,
 2584 County Road 33 SE

Destination and Workflow

Meeting Type:* Board Meeting	Target Meeting Date* 11/4/2025 9:00 AM – Board of Wright County Commissioners
Requestor Name Matt Treichler	Agenda Item Type ☒ RFBA ☐ Minutes Submission ☐ Warrants Submission
Requestor Title Chief Deputy	Target Section ☒ Consent Agenda ☐ Timed Agenda ☐ Item for Consideration
Department (please use dropdown to select department)* SHERIFF	Originator BTP5489

Item Details

Board Action Requested (this is what will appear on the Agenda)*
Approve and Sign a School Resource Officer (SRO) Contract for Kaleidoscope Charter School for the Remainder of the 2025/2026 School Year and Approve Signatures of the Remaining SRO Contracts Due to Statutory Requirements Change

Short Title (what will appear on Agenda outline – 250 character max.)*
Approve and Sign a School Resource Officer (SRO) Contract for Kaleidoscope Charter School for the Remainder of the 2025/2026 School Year and Approve Signatures of the Remaining SRO Contracts Due to Statutory Requirements Change

Value Stream the request primarily aligns with:

Promote Safe and Healthy Communities

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

School Resource Officers collaborate and work within the school to provide safety and security for all staff and students; build relationships with school staff and students; handle a wide variety of law enforcement issues.

Describe the impact on staffing resources.

No additional impact.

Fiscal Impact:

Increased revenue through contracted services.

Background/Justification:

Kaleidoscope Charter School has approved and signed a contract to add an SRO within their school. No additional staff are needed to fulfill this request. The Sheriff's Office has been working with Kaleidoscope to begin providing these services on Monday, November 3rd.

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. (8)

Document Name	Attachment Type
2025–2026 Dassel Cokato SRO Contract.pdf	Attachment
2025–2026 Maple Lake SRO Contract.pdf	Attachment
2025–2026 Delano SRO Contract.pdf	Attachment
2025–2026 Monticello SRO Contract.pdf	Attachment
2025–2026 SRO Contract.pdf	Attachment
2025–2026 Rockford SRO Contract.pdf	Attachment
2025–2026 St Michael Albertville SRO Contract.pdf	Attachment
KCS–Wright County SRO Agreement 2025.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Notes

County Administrator Review

County Administrator Decision

Approved

Notes

SCHOOL RESOURCE OFFICER CONTRACT

THIS AGREEMENT made and entered on this 12th day of Oct., 2025, by and between the COUNTY OF WRIGHT and the WRIGHT COUNTY SHERIFF, hereinafter referred to as "County" and the Dassel-Cokato School District ISD #466 hereinafter referred to as the "School District".

WITNESSETH:

WHEREAS, the COUNTY has a statutory obligation to provide law enforcement services within Wright County; and

WHEREAS, the School District is desirous of entering into a contract with the County for the provision of a School Resource Officer (SRO), with said SRO to be provided by the Wright County Sheriff's Office; and,

WHEREAS, the SCHOOL DISTRICT has determined that it is in the best interests of the SCHOOL DISTRICT to continue to contract with the COUNTY for SRO services; and

WHEREAS, said contracts are authorized and provided for pursuant to Minnesota Statutes 471.59, as well as statutory authority relating to schools and law enforcement;

WHEREAS, the COUNTY is agreeable to rendering such services on the terms and conditions hereinafter set forth; and

NOW THEREFORE, pursuant to the terms of the aforesaid statutes, and in consideration of the mutual covenants herein contained, it is agreed as follows:

1. That the County by way of the Sheriff agrees to provide SRO services within the District's Wright County school facilities to the extent and in the manner as hereinafter set forth:
 - a. Except as otherwise hereinafter specifically set forth, such services shall encompass only duties and functions of the type coming within the jurisdiction of the Wright County Sheriff pursuant to Minnesota Laws and Statutes and as stated in the attached job description, which is attached hereto and incorporated herein by reference as Exhibit A.
 - b. That the County by way of the Wright County Sheriff's Office agrees to provide one School Resource Officer to the School District to attend to matters at the District's Wright County schools, with said SRO to provide services as set out in the job description attached hereto and incorporated herein by reference.
 - c. Services purchased pursuant to this contract shall include enforcement of Minnesota State Statutes, including but not limited to the Traffic Code and the Criminal Code, as well as all local ordinances enacted in conformance therewith.
2. The manner and standards of performance, the discipline of peace officers and employees, and other matters incident to the provision of services under this Agreement, and the control of personnel so employed, shall be subject solely to the control of the COUNTY. In the event of a dispute between the parties as to the extent of the duties and functions to be rendered hereunder, or the level or manner of performance of such service, the determination

thereof made by the Sheriff of the COUNTY shall be final and conclusive as between the parties hereto.

3. The COUNTY shall have full cooperation and assistance from the SCHOOL DISTRICT, its officers, agents, and employees so as to facilitate the performance of this agreement. In order to facilitate a local presence of Sheriffs Deputies, the SCHOOL DISTRICT shall, if requested by the COUNTY, provide a secure office for the Sheriffs Office Employees by having adequate space for a desk with chairs, limited public visibility, a local telephone line and an adequate internet connection with support as requested by the COUNTY.
4. That the COUNTY shall furnish and supply all necessary labor, supervision, equipment, and all supplies necessary to maintain the level of service to be rendered herein.
5. All deputy sheriffs, clerks, and all other COUNTY personnel performing duties pursuant to this Agreement shall at all times be considered employees of the COUNTY for all purposes.
6. TERM

- a. Any prior contracts between the parties for the allocation of a School Resource Officer(s) is hereby void and terminated effective immediately and superseded by this agreement.
- b. The COUNTY shall commence the provision of SRO Services on September 1, 2025, and this Agreement shall remain in effect for a period of two (2) years, unless earlier terminated by operation of law or pursuant to the terms of this Agreement.
- c. This Agreement shall automatically renew for a period of one (1) year following the expiration of the initial two (2) year term and for 2 additional one (1) year renewals after that, for a total period of five (5) years.
- d. Any Party may terminate this Agreement during or prior to the renewal term by providing notice by June 1st prior to the start of the next renewal period. Notice of termination that is timely delivered shall be effective at the end of the initial or renewal term on September 1st. The Parties may voluntarily terminate this Agreement at any time by mutual agreement.

7. CONTRACTED HOURS AND COMPENSATION.

- a. The COUNTY will delegate the number of SROs as stated in paragraph one. SROs will be permitted to take time off from work (personnel or medical) as permitted under COUNTY policy or COUNTY labor agreements (hereinafter referred to as "leave"). COUNTY needs may also arise where the SRO may need to be absent from the school. The parties agree that the COUNTY will not backfill an SRO on leave unless the leave exceeds two weeks. The SCHOOL DISTRICT agrees that while an SRO is on leave the SCHOOL DISTRICT will receive law enforcement services by calling Wright County Dispatch and having a Deputy respond to any matters on School District Property. The level of service in this instance is the same as enjoyed by all citizens and businesses in the COUNTY.
- b. The SCHOOL DISTRICT agrees to pay to the COUNTY 9/12th, or the equivalent of .75 FTE, of the annual wages paid by the COUNTY to a starting deputy hired at the then-current minimum hourly rate, which for the 2025/2026 school year is \$39.00 per hour

(new employee), for each SRO provided. This equates to \$60,840 per SRO for the 2025/2026 school year. The annual amount shall be subject to adjustment each year based on changes to applicable labor agreements and wage scales. The COUNTY shall provide written notice of any rate adjustment to the SCHOOL DISTRICT no later than August 15 of each year.

8. COMPLIANCE with MN STATUTE 626.8482, Subd. 2 and Post Board Model Policy

A. Uniforms agreed upon are WCSO policy 1020.4.2, authorized Class A, Class B or SRO uniform.

1. SRO uniform shall consist of black short or long sleeve polo shirt with embroidered badge and SHERIFF markings. Pants shall consist of khaki colored duty pants. This is the general SRO uniform worn daily.
2. The selection of the SRO is the sole responsibility of the Sheriff's Office.
3. It is the responsibility of the school district to ensure proper public notification regarding the presence of the SRO.

9. GENERAL SRO DUTIES

A. Includes, but are not necessarily limited to, the following:

1. Fostering a positive school climate and constructive relationships.
2. Work in collaboration with the schools to provide campus safety training.
3. Crisis Intervention and De-escalation
 - i. Crisis intervention and de-escalation strategies should be used whenever possible in response to crisis or safety situations. The safety of the individual, SRO's, school staff, students, and others present should not be compromised during de-escalation tactics.
4. Use of Force.
 - i. SRO use of force is governed by and will comply with Minn. Stats. 609.06 Authorized Use of Force; 609.066 Authorized Use of Deadly Force by Peace Officers; 626.8475 Duty to Intercede and Report; and the Law Enforcement Agency Use of Force Policy.
5. When a criminal incident also involves a violation of school rules, SRO's should consider referral of the matter to school authorities in lieu of formal criminal referral, as appropriate for the incident, the students and families involved, the victim(s) and the larger school community.
6. SROs should exercise age-appropriate practices when interacting with children, and developmentally appropriate practices with youth and individuals known to have physical, mental health, developmental or intellectual disabilities recognizing that the individual's disability may affect their ability to understand or comply with commands from SROs.
7. Arrest considerations.
 - i. Custodial arrests in school should be avoided if reasonably practical. If a custodial arrest is necessary because of exigency or public safety considerations, the arrest should be made in a non-communal area away from the view of other students if practicable.
8. Training
 - i. The COUNTY will provide required training for the SRO pursuant to statute 626.8482,

Subd. 4.

9. Data Practices

- i. All government data that are collected, created, received, or maintained as a result of this Agreement will be handled in accordance with all applicable federal and state laws, including, but not limited to, the Minnesota Government Data Practices Act (MGDPA). The parties recognize that educational data maintained by the District are protected under the (MGDPA) and under the Family Educational Rights Privacy Act (FERPA), including its implementing regulations 34 C.F.R part 99. Nothing in this Agreement may be construed to modify the responsibilities of either party under the MGDPA or the District's responsibilities under FERPA.
- ii. Education records that can be shared are as follows:
 - a. In accordance with Minn. Stat. sec. 13.32, subd. 8, on request by the juvenile justice system when needed to serve the student:
 - i. Student's full name, home address, telephone number, date of birth, school schedule, daily attendance record, photos.
 - ii. Parents' names, home addresses, and telephone numbers
 - iii. Other data on the student related to serving the student prior to adjudication, if the juvenile justice system provides a certification of limited disclosure in accordance with Minn. Stat. sec. 13.32, subd. 3, clause (i) (see Minn. Stat. sec. 13.32, subd. 8):
 1. Use of a controlled substance, alcohol, or tobacco,
 2. Certain assaultive or threatening conduct.
 3. Possession or use of weapons or look-alike weapons.
 4. Theft.
 5. Vandalism or other damage to property.
 - b. Directory information as defined in 34 C.F.R. sec. 99.3 and described in sec. 99.37.
 - c. Pursuant to a valid court order or lawfully issued subpoena (see 34 C.F.R. sec. 99.31 and Minn. Stat. sec. 13.32, subd. 3).
 - d. As specifically authorized by law (see Minn. Stat. sec. 13.05).
 - e. When informed, signed and dated written consent of the "eligible student" or parent is obtained (see 34 C.F.R. sec. 99.30; 34 C.F.R. sec. 99.3 (definition of "eligible student")).
 - f. When the work assignment reasonably requires access (see Minn. Stat. sec. 13.05).
 - g. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals (see Minn. Stat. sec. 13.32, subd. 3, clause (1).
 - h. When the SCHOOL DISTRICT asks a law enforcement unit to investigate a possible violation of, or to enforce, any local, State, or Federal law (see 34 C.F.R. sec. 99.8).
- iii. When disclosure is in connection with a health or safety emergency under the conditions described in 34 C.F.R. sec. 99.36.
 - a. Law enforcement records that contain student and parent data that are maintained by the law enforcement agency shall be governed by the agency's data practices policy and in compliance with the requirements of the Minnesota Government Data Practices Act, Minn. Stats., chapter 13, and Minnesota Rules, parts 1205.0100-1205.2000.

10. LIABILITY

- A. During the initial and any renewal terms of this Agreement, the COUNTY shall maintain general, automotive, and workers' compensation coverage currently provided by Minnesota Counties Intergovernmental Trust at the coverage limits provided.
- B. The SCHOOL DISTRICT shall not assume any liability for the direct payment of any salaries, wages, or other compensation to any of the COUNTY'S employees providing SRO Services to the SCHOOL DISTRICT under this Agreement and the COUNTY hereby assumes said liabilities.
- C. The SCHOOL DISTRICT shall not be liable for compensation or indemnity to any of the COUNTY'S employees for injury or sickness arising out of their employment with the COUNTY and/or provision of the SRO Services to the SCHOOL DISTRICT, and the COUNTY agrees to defend, indemnify and hold the SCHOOL DISTRICT harmless against any such claims.
- D. The COUNTY agrees to defend, indemnify and hold harmless the SCHOOL DISTRICT, and its employees, officials and agents from and against all claims, actions, damages, losses and expenses, including reasonable attorney fees, arising out of the COUNTY'S performance or failure to perform its obligations under this Agreement, except as set forth below. The parties agree this indemnity obligation shall survive the completion or termination of this Agreement.
- E. The SCHOOL DISTRICT agrees to defend, indemnify and hold harmless the COUNTY, and its employees, officials and agents from and against all claims, actions, damages, losses and expenses, including reasonable attorney fees, arising out of the SCHOOL DISTRICT'S negligence or the SCHOOL DISTRICT'S performance or failure to perform its obligations under this Agreement. The parties agree this indemnity obligation shall survive the completion or termination of this Agreement.
- F. The SCHOOL DISTRICT agrees to defend, indemnify and hold harmless the COUNTY, and its employees, officials and agents, for any claims related to the interpretation of or challenges to the validity of the SCHOOL DISTRICT'S ordinances and building code enforcement.
- G. The failure to furnish SRO services because of weather, road conditions, or the unavailability of personnel or equipment, shall not be a breach of this Agreement.
- H. Nothing in this Agreement shall constitute a waiver of the statutory limits on liability set forth in Minnesota Statutes, Chapter 466 or a waiver of any available immunities or defenses. Nothing herein shall be construed to provide insurance coverage or indemnification to an employee, official or agent of any Party for any act or omission for which the employee, official agent is guilty of malfeasance in office, willful neglect of duty or bad faith. It is further understood that Minnesota Statutes, section 471.59, subd. 1a

applies to this Agreement. To the full extent permitted by law, actions by the parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the parties that they shall be deemed a "single governmental unit" for the purposes of liability, all as set forth in Minnesota Statutes, section 471.59, subd. 1a(a); provided further that for purposes of that statute, each party to this Agreement expressly declines responsibility for the acts or omissions of the other party. For purposes of determining total liability damages, the parties are considered a single governmental unit, and the total liability shall not exceed the limits on governmental liability for a single governmental unit as specified in Minnesota Statutes, section 3.736 or section 466.04.

11. GENERAL PROVISIONS.

- A. Entire Agreement. This Agreement supersedes any prior or contemporaneous representations or agreements, whether written or oral, between the Parties and contains the entire agreement.
- B. Assignment. The COUNTY may not assign this Agreement to any other person unless written consent is obtained from the SCHOOL DISTRICT.
- C. Amendments. Except as to the provisions for contracted hours and compensation under paragraph 7, any modification or amendment to this Agreement shall require a written agreement signed by both Parties.
- D. Nondiscrimination. In the hiring of employees to perform work under this Agreement, the COUNTY shall not discriminate against any person by reason of any characteristic or classification protected by state or federal law.
- E. Governing Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota. All proceedings related to this Agreement shall be venued in Wright County, Minnesota. Litigation in the federal courts involving the parties will be in the appropriate court within the State of Minnesota.
- F. Waiver. The waiver by either party of any breach or failure to comply with any provision of this Agreement by the other Party shall not be construed as, or constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this Agreement.
- G. Notices. All notices and other communications pursuant to this Agreement must be in writing and must be given by registered or certified mail, postage prepaid, or delivered by hand at the addresses set forth below:

Notice to County: Wright County Sheriff
 Wright County Law Enforcement Center
 3800 Braddock Avenue N.E.
 Buffalo, MN 55313

And

Wright County Administrator

Wright County Government
Center
3650 Braddock Avenue N.E
Buffalo, MN 55313

Notice to School: Dassel - Cokato Schools

District: _____

- H. Savings Clause. If a court finds any portion of this Agreement to be contrary to law, invalid, or unenforceable, the remainder of the Agreement will remain in full force and effect.
- I. Counterparts. This Agreement may be signed in counterparts, each of which shall be deemed an original, and which taken together shall be deemed to be one and the same document.

IN WITNESS WHEREOF, The SCHOOL DISTRICT, by resolution duly adopted by its governing body, caused this agreement to be signed by its Board Chair and attested by its Superintendent; and the County of Wright, by the County Board of Commissioners, has caused this agreement to be signed by the Chairman, County Administrator, and by the Wright County Sheriff, effective on the day and year first above written.

[THIS SPACE WAS INTENTIONALLY LEFT BLANK - SIGNATURE PAGE TO FOLLOW]

Dated: _____

COUNTY OF _____, MINNESOTA

By: _____
Its Board Chair

By: _____
Its County Administrator

and

By: _____
Its County Sheriff

IN WITNESS WHEREOF, the SCHOOL DISTRICT has caused this Agreement to be signed by its Board Chair and Superintendent.

Dated: 10/01/2025

ISD#: 466

By: _____
Its Board Chair

And

By: _____
Its Superintendent

SCHOOL RESOURCE OFFICER CONTRACT

THIS AGREEMENT made and entered on this 13 day of October, 2025, by and between the COUNTY OF WRIGHT and the WRIGHT COUNTY SHERIFF, hereinafter referred to as "County" and the Maple Lake School District ISD 881 hereinafter referred to as the "School District".

WITNESSETH:

WHEREAS, the COUNTY has a statutory obligation to provide law enforcement services within Wright County; and

WHEREAS, the School District is desirous of entering into a contract with the County for the provision of a School Resource Officer (SRO), with said SRO to be provided by the Wright County Sheriff's Office; and,

WHEREAS, the SCHOOL DISTRICT has determined that it is in the best interests of the SCHOOL DISTRICT to continue to contract with the COUNTY for SRO services; and

WHEREAS, said contracts are authorized and provided for pursuant to Minnesota Statutes 471.59, as well as statutory authority relating to schools and law enforcement;

WHEREAS, the COUNTY is agreeable to rendering such services on the terms and conditions hereinafter set forth; and

NOW THEREFORE, pursuant to the terms of the aforesaid statutes, and in consideration of the mutual covenants herein contained, it is agreed as follows:

1. That the County by way of the Sheriff agrees to provide SRO services within the District's Wright County school facilities to the extent and in the manner as hereinafter set forth:
 - a. Except as otherwise hereinafter specifically set forth, such services shall encompass only duties and functions of the type coming within the jurisdiction of the Wright County Sheriff pursuant to Minnesota Laws and Statutes and as stated in the attached job description which is attached hereto and incorporated herein by reference as Exhibit A.
 - b. That the County by way of the Wright County Sheriff's Office agrees to provide one School Resource Officer to the School District to attend to matters at the District's Wright County schools, with said SRO to provide services as set out in the job description attached hereto and incorporated herein by reference.
 - c. Services purchased pursuant to this contract shall include enforcement of Minnesota State Statutes, including but not limited to the Traffic Code and the Criminal Code, as well as all local ordinances enacted in conformance therewith.
2. The manner and standards of performance, the discipline of peace officers and employees, and other matters incident to the provision of services under this Agreement, and the control of personnel so employed, shall be subject solely to the control of the COUNTY. In the event of a dispute between the parties as to the extent of the duties and functions to be rendered hereunder, or the level or manner of performance of such service, the determination

thereof made by the Sheriff of the COUNTY shall be final and conclusive as between the parties hereto.

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4. That the COUNTY shall furnish and supply all necessary labor, supervision, equipment, and all supplies necessary to maintain the level of service to be rendered herein.
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(new employee), for each SRO provided. This equates to \$60,840 per SRO for the 2025/2026 school year. The annual amount shall be subject to adjustment each year based on changes to applicable labor agreements and wage scales. The COUNTY shall provide written notice of any rate adjustment to the SCHOOL DISTRICT no later than August 15 of each year.

8. COMPLIANCE with MN STATUTE 626.8482, Subd. 2 and Post Board Model Policy

A. Uniforms agreed upon are WCSO policy 1020.4.2, authorized Class A, Class B or SRO uniform.

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2. The selection of the SRO is the sole responsibility of the Sheriff's Office.
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9. GENERAL SRO DUTIES

A. Includes, but are not necessarily limited to, the following:

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 - i. Crisis intervention and de-escalation strategies should be used whenever possible in response to crisis or safety situations. The safety of the individual, SRO's, school staff, students, and others present should not be compromised during de-escalation tactics.
4. Use of Force.
 - i. SRO use of force is governed by and will comply with Minn. Stats. 609.06 Authorized Use of Force; 609.066 Authorized Use of Deadly Force by Peace Officers; 626.8475 Duty to Intercede and Report; and the Law Enforcement Agency Use of Force Policy.
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8. Training
 - i. The COUNTY will provide required training for the SRO pursuant to statute 626.8482,

Subd. 4.

9. Data Practices

- i. All government data that are collected, created, received, or maintained as a result of this Agreement will be handled in accordance with all applicable federal and state laws, including, but not limited to, the Minnesota Government Data Practices Act (MGDPA). The parties recognize that educational data maintained by the District are protected under the (MGDPA) and under the Family Educational Rights Privacy Act (FERPA), including its implementing regulations 34 C.F.R. part 99. Nothing in this Agreement may be construed to modify the responsibilities of either party under the MGDPA or the District's responsibilities under FERPA.
- ii. Education records that can be shared are as follows:
 - a. In accordance with Minn. Stat. sec. 13.32, subd. 8, on request by the juvenile justice system when needed to serve the student:
 - i. Student's full name, home address, telephone number, date of birth, school schedule, daily attendance record, photos.
 - ii. Parents' names, home addresses, and telephone numbers
 - iii. Other data on the student related to serving the student prior to adjudication, if the juvenile justice system provides a certification of limited disclosure in accordance with Minn. Stat. sec. 13.32, subd. 3, clause (i) (see Minn. Stat. sec. 13.32, subd. 8):
 1. Use of a controlled substance, alcohol, or tobacco,
 2. Certain assaultive or threatening conduct.
 3. Possession or use of weapons or look-alike weapons.
 4. Theft.
 5. Vandalism or other damage to property.
 - b. Directory information as defined in 34 C.F.R. sec. 99.3 and described in sec. 99.37.
 - c. Pursuant to a valid court order or lawfully issued subpoena (see 34 C.F.R. sec. 99.31 and Minn. Stat. sec. 13.32, subd. 3).
 - d. As specifically authorized by law (see Minn. Stat. sec. 13.05).
 - e. When informed, signed and dated written consent of the "eligible student" or parent is obtained (see 34 C.F.R. sec. 99.30; 34 C.F.R. sec. 99.3 (definition of "eligible student")).
 - f. When the work assignment reasonably requires access (see Minn. Stat. sec. 13.05).
 - g. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals (see Minn. Stat. sec. 13.32, subd. 3, clause (1)).
 - h. When the SCHOOL DISTRICT asks a law enforcement unit to investigate a possible violation of, or to enforce, any local, State, or Federal law (see 34 C.F.R. sec. 99.8).
- iii. When disclosure is in connection with a health or safety emergency under the conditions described in 34 C.F.R. sec. 99.36.
 - a. Law enforcement records that contain student and parent data that are maintained by the law enforcement agency shall be governed by the agency's data practices policy and in compliance with the requirements of the Minnesota Government Data Practices Act, Minn. Stats., chapter 13, and Minnesota Rules, parts 1205.0100-1205.2000.

10. LIABILITY

- A. During the initial and any renewal terms of this Agreement, the COUNTY shall maintain general, automotive, and workers' compensation coverage currently provided by Minnesota Counties Intergovernmental Trust at the coverage limits provided.
- B. The SCHOOL DISTRICT shall not assume any liability for the direct payment of any salaries, wages, or other compensation to any of the COUNTY'S employees providing SRO Services to the SCHOOL DISTRICT under this Agreement and the COUNTY hereby assumes said liabilities.
- C. The SCHOOL DISTRICT shall not be liable for compensation or indemnity to any of the COUNTY'S employees for injury or sickness arising out of their employment with the COUNTY and/or provision of the SRO Services to the SCHOOL DISTRICT, and the COUNTY agrees to defend, indemnify and hold the SCHOOL DISTRICT harmless against any such claims.
- D. The COUNTY agrees to defend, indemnify and hold harmless the SCHOOL DISTRICT, and its employees, officials and agents from and against all claims, actions, damages, losses and expenses, including reasonable attorney fees, arising out of the COUNTY'S performance or failure to perform its obligations under this Agreement, except as set forth below. The parties agree this indemnity obligation shall survive the completion or termination of this Agreement.
- E. The SCHOOL DISTRICT agrees to defend, indemnify and hold harmless the COUNTY, and its employees, officials and agents from and against all claims, actions, damages, losses and expenses, including reasonable attorney fees, arising out of the SCHOOL DISTRICT'S negligence or the SCHOOL DISTRICT'S performance or failure to perform its obligations under this Agreement. The parties agree this indemnity obligation shall survive the completion or termination of this Agreement.
- F. The SCHOOL DISTRICT agrees to defend, indemnify and hold harmless the COUNTY, and its employees, officials and agents, for any claims related to the interpretation of or challenges to the validity of the SCHOOL DISTRICT'S ordinances and building code enforcement.
- G. The failure to furnish SRO services because of weather, road conditions, or the unavailability of personnel or equipment, shall not be a breach of this Agreement.
- H. Nothing in this Agreement shall constitute a waiver of the statutory limits on liability set forth in Minnesota Statutes, Chapter 466 or a waiver of any available immunities or defenses. Nothing herein shall be construed to provide insurance coverage or indemnification to an employee, official or agent of any Party for any act or omission for which the employee, official agent is guilty of malfeasance in office, willful neglect of duty or bad faith. It is further understood that Minnesota Statutes, section 471.59, subd. 1a

applies to this Agreement. To the full extent permitted by law, actions by the parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the parties that they shall be deemed a "single governmental unit" for the purposes of liability, all as set forth in Minnesota Statutes, section 471.59, subd. 1a(a); provided further that for purposes of that statute, each party to this Agreement expressly declines responsibility for the acts or omissions of the other party. For purposes of determining total liability damages, the parties are considered a single governmental unit, and the total liability shall not exceed the limits on governmental liability for a single governmental unit as specified in Minnesota Statutes, section 3.736 or section 466.04.

11. GENERAL PROVISIONS.

- A. Entire Agreement. This Agreement supersedes any prior or contemporaneous representations or agreements, whether written or oral, between the Parties and contains the entire agreement.
- B. Assignment. The COUNTY may not assign this Agreement to any other person unless written consent is obtained from the SCHOOL DISTRICT.
- C. Amendments. Except as to the provisions for contracted hours and compensation under paragraph 7, any modification or amendment to this Agreement shall require a written agreement signed by both Parties.
- D. Nondiscrimination. In the hiring of employees to perform work under this Agreement, the COUNTY shall not discriminate against any person by reason of any characteristic or classification protected by state or federal law.
- E. Governing Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota. All proceedings related to this Agreement shall be venued in Wright County, Minnesota. Litigation in the federal courts involving the parties will be in the appropriate court within the State of Minnesota.
- F. Waiver. The waiver by either party of any breach or failure to comply with any provision of this Agreement by the other Party shall not be construed as, or constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this Agreement.
- G. Notices. All notices and other communications pursuant to this Agreement must be in writing and must be given by registered or certified mail, postage prepaid, or delivered by hand at the addresses set forth below:

Notice to County: Wright County Sheriff
 Wright County Law Enforcement Center
 3800 Braddock Avenue N.E.
 Buffalo, MN 55313

And

Wright County Administrator

Wright County Government
Center
3650 Braddock Avenue N.E
Buffalo, MN 55313

Notice to School: _____

District: _____

- H. Savings Clause. If a court finds any portion of this Agreement to be contrary to law, invalid, or unenforceable, the remainder of the Agreement will remain in full force and effect.
- I. Counterparts. This Agreement may be signed in counterparts, each of which shall be deemed an original, and which taken together shall be deemed to be one and the same document.

IN WITNESS WHEREOF, The SCHOOL DISTRICT, by resolution duly adopted by its governing body, caused this agreement to be signed by its Board Chair and attested by its Superintendent; and the County of Wright, by the County Board of Commissioners, has caused this agreement to be signed by the Chairman, County Administrator, and by the Wright County Sheriff, effective on the day and year first above written.

[THIS SPACE WAS INTENTIONALLY LEFT BLANK - SIGNATURE PAGE TO FOLLOW]

Dated: _____

COUNTY OF _____, MINNESOTA

By: _____
Its Board Chair

By: _____
Its County Administrator

and

By: _____
Its County Sheriff

IN WITNESS WHEREOF, the SCHOOL DISTRICT has caused this Agreement to be signed by its Board Chair and Superintendent.

Dated: 10/13/25

ISD#: *W. L. Mue* - 881

By: *Kathryn H. Imbrecht*
Its Board Chair

And

By: *W. L. Mue*
Its Superintendent

SCHOOL RESOURCE OFFICER CONTRACT

THIS AGREEMENT made and entered on this 22 day of September, 2025, by and between the COUNTY OF WRIGHT and the WRIGHT COUNTY SHERIFF, hereinafter referred to as "County" and the Delano School District #879 hereinafter referred to as the "School District".

WITNESSETH:

WHEREAS, the COUNTY has a statutory obligation to provide law enforcement services within Wright County; and

WHEREAS, the School District is desirous of entering into a contract with the County for the provision of a School Resource Officer (SRO), with said SRO to be provided by the Wright County Sheriff's Office; and,

WHEREAS, the SCHOOL DISTRICT has determined that it is in the best interests of the SCHOOL DISTRICT to continue to contract with the COUNTY for SRO services; and

WHEREAS, said contracts are authorized and provided for pursuant to Minnesota Statutes 471.59, as well as statutory authority relating to schools and law enforcement;

WHEREAS, the COUNTY is agreeable to rendering such services on the terms and conditions hereinafter set forth; and

NOW THEREFORE, pursuant to the terms of the aforesaid statutes, and in consideration of the mutual covenants herein contained, it is agreed as follows:

1. That the County by way of the Sheriff agrees to provide SRO services within the District's Wright County school facilities to the extent and in the manner as hereinafter set forth:
 - a. Except as otherwise hereinafter specifically set forth, such services shall encompass only duties and functions of the type coming within the jurisdiction of the Wright County Sheriff pursuant to Minnesota Laws and Statutes and as stated in the attached job description which is attached hereto and incorporated herein by reference as Exhibit A.
 - b. That the County by way of the Wright County Sheriff's Office agrees to provide one School Resource Officer to the School District to attend to matters at the District's Wright County schools, with said SRO to provide services as set out in the job description attached hereto and incorporated herein by reference.
 - c. Services purchased pursuant to this contract shall include enforcement of Minnesota State Statutes, including but not limited to the Traffic Code and the Criminal Code, as well as all local ordinances enacted in conformance therewith.
2. The manner and standards of performance, the discipline of peace officers and employees, and other matters incident to the provision of services under this Agreement, and the control of personnel so employed, shall be subject solely to the control of the COUNTY. In the event of a dispute between the parties as to the extent of the duties and functions to be rendered hereunder, or the level or manner of performance of such service, the determination

thereof made by the Sheriff of the COUNTY shall be final and conclusive as between the parties hereto.

3. The COUNTY shall have full cooperation and assistance from the SCHOOL DISTRICT, its officers, agents, and employees so as to facilitate the performance of this agreement. In order to facilitate a local presence of Sheriffs Deputies, the SCHOOL DISTRICT shall, if requested by the COUNTY, provide a secure office for the Sheriffs Office Employees by having adequate space for a desk with chairs, limited public visibility, a local telephone line and an adequate internet connection with support as requested by the COUNTY.
4. That the COUNTY shall furnish and supply all necessary labor, supervision, equipment, and all supplies necessary to maintain the level of service to be rendered herein.
5. All deputy sheriffs, clerks, and all other COUNTY personnel performing duties pursuant to this Agreement shall at all times be considered employees of the COUNTY for all purposes.

6. TERM

- a. Any prior contracts between the parties for the allocation of a School Resource Officer(s) is hereby void and terminated effective immediately and superseded by this agreement.
- b. The COUNTY shall commence the provision of SRO Services on September 1, 2025, and this Agreement shall remain in effect for a period of two (2) years, unless earlier terminated by operation of law or pursuant to the terms of this Agreement.
- c. This Agreement shall automatically renew for a period of one (1) year following the expiration of the initial two (2) year term and for 2 additional one (1) year renewals after that, for a total period of five (5) years.
- d. Any Party may terminate this Agreement during or prior to the renewal term by providing notice by June 1st prior to the start of the next renewal period. Notice of termination that is timely delivered shall be effective at the end of the initial or renewal term on September 1st. The Parties may voluntarily terminate this Agreement at any time by mutual agreement.

7. CONTRACTED HOURS AND COMPENSATION.

- a. The COUNTY will delegate the number of SROs as stated in paragraph one. SROs will be permitted to take time off from work (personnel or medical) as permitted under COUNTY policy or COUNTY labor agreements (hereinafter referred to as "leave"). COUNTY needs may also arise where the SRO may need to be absent from the school. The parties agree that the COUNTY will not backfill an SRO on leave unless the leave exceeds two weeks. The SCHOOL DISTRICT agrees that while an SRO is on leave the SCHOOL DISTRICT will receive law enforcement services by calling Wright County Dispatch and having a Deputy respond to any matters on School District Property. The level of service in this instance is the same as enjoyed by all citizens and businesses in the COUNTY.
- b. The SCHOOL DISTRICT agrees to pay to the COUNTY 9/12th, or the equivalent of .75 FTE, of the annual wages paid by the COUNTY to a starting deputy hired at the then-current minimum hourly rate, which for the 2025/2026 school year is \$39.00 per hour

(new employee), for each SRO provided. This equates to \$60,840 per SRO for the 2025/2026 school year. The annual amount shall be subject to adjustment each year based on changes to applicable labor agreements and wage scales. The COUNTY shall provide written notice of any rate adjustment to the SCHOOL DISTRICT no later than August 15 of each year.

8. COMPLIANCE with MN STATUTE 626.8482, Subd. 2 and Post Board Model Policy

A. Uniforms agreed upon are WCSO policy 1020.4.2, authorized Class A, Class B or SRO uniform.

1. SRO uniform shall consist of black short or long sleeve polo shirt with embroidered badge and SHERIFF markings. Pants shall consist of khaki colored duty pants. This is the general SRO uniform worn daily.
2. The selection of the SRO is the sole responsibility of the Sheriff's Office.
3. It is the responsibility of the school district to ensure proper public notification regarding the presence of the SRO.

9. GENERAL SRO DUTIES

A. Includes, but are not necessarily limited to, the following:

1. Fostering a positive school climate and constructive relationships.
2. Work in collaboration with the schools to provide campus safety training.
3. Crisis Intervention and De-escalation
 - i. Crisis intervention and de-escalation strategies should be used whenever possible in response to crisis or safety situations. The safety of the individual, SRO's, school staff, students, and others present should not be compromised during de-escalation tactics.
4. Use of Force.
 - i. SRO use of force is governed by and will comply with Minn. Stats. 609.06 Authorized Use of Force; 609.066 Authorized Use of Deadly Force by Peace Officers; 626.8475 Duty to Intercede and Report; and the Law Enforcement Agency Use of Force Policy.
5. When a criminal incident also involves a violation of school rules, SRO's should consider referral of the matter to school authorities in lieu of formal criminal referral, as appropriate for the incident, the students and families involved, the victim(s) and the larger school community.
6. SROs should exercise age-appropriate practices when interacting with children, and developmentally appropriate practices with youth and individuals known to have physical, mental health, developmental or intellectual disabilities recognizing that the individual's disability may affect their ability to understand or comply with commands from SROs.
7. Arrest considerations.
 - i. Custodial arrests in school should be avoided if reasonably practical. If a custodial arrest is necessary because of exigency or public safety considerations, the arrest should be made in a non-communal area away from the view of other students if practicable.
8. Training
 - i. The COUNTY will provide required training for the SRO pursuant to statute 626.8482,

Subd. 4.

9. Data Practices

- i. All government data that are collected, created, received, or maintained as a result of this Agreement will be handled in accordance with all applicable federal and state laws, including, but not limited to, the Minnesota Government Data Practices Act (MGDPA). The parties recognize that educational data maintained by the District are protected under the (MGDPA) and under the Family Educational Rights Privacy Act (FERPA), including its implementing regulations 34 C.F.R part 99. Nothing in this Agreement may be construed to modify the responsibilities of either party under the MGDPA or the District's responsibilities under FERPA.
- ii. Education records that can be shared are as follows:
 - a. In accordance with Minn. Stat. sec. 13.32, subd. 8, on request by the juvenile justice system when needed to serve the student:
 - i. Student's full name, home address, telephone number, date of birth, school schedule, daily attendance record, photos.
 - ii. Parents' names, home addresses, and telephone numbers
 - iii. Other data on the student related to serving the student prior to adjudication, if the juvenile justice system provides a certification of limited disclosure in accordance with Minn. Stat. sec. 13.32, subd. 3, clause (i) (see Minn. Stat. sec. 13.32, subd. 8):
 1. Use of a controlled substance, alcohol, or tobacco,
 2. Certain assaultive or threatening conduct.
 3. Possession or use of weapons or look-alike weapons.
 4. Theft.
 5. Vandalism or other damage to property.
 - b. Directory information as defined in 34 C.F.R. sec. 99.3 and described in sec. 99.37.
 - c. Pursuant to a valid court order or lawfully issued subpoena (see 34 C.F.R. sec. 99.31 and Minn. Stat. sec. 13.32, subd. 3).
 - d. As specifically authorized by law (see Minn. Stat. sec. 13.05).
 - e. When informed, signed and dated written consent of the "eligible student" or parent is obtained (see 34 C.F.R. sec. 99.30; 34 C.F.R. sec. 99.3 (definition of "eligible student")).
 - f. When the work assignment reasonably requires access (see Minn. Stat. sec. 13.05).
 - g. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals (see Minn. Stat. sec. 13.32, subd. 3, clause (l)).
 - h. When the SCHOOL DISTRICT asks a law enforcement unit to investigate a possible violation of, or to enforce, any local, State, or Federal law (see 34 C.F.R. sec. 99.8).
- iii. When disclosure is in connection with a health or safety emergency under the conditions described in 34 C.F.R. sec. 99.36.
 - a. Law enforcement records that contain student and parent data that are maintained by the law enforcement agency shall be governed by the agency's data practices policy and in compliance with the requirements of the Minnesota Government Data Practices Act, Minn. Stats., chapter 13, and Minnesota Rules, parts 1205.0100-1205.2000.

10. LIABILITY

- A. During the initial and any renewal terms of this Agreement, the COUNTY shall maintain general, automotive, and workers' compensation coverage currently provided by Minnesota Counties Intergovernmental Trust at the coverage limits provided.
- B. The SCHOOL DISTRICT shall not assume any liability for the direct payment of any salaries, wages, or other compensation to any of the COUNTY'S employees providing SRO Services to the SCHOOL DISTRICT under this Agreement and the COUNTY hereby assumes said liabilities.
- C. The SCHOOL DISTRICT shall not be liable for compensation or indemnity to any of the COUNTY'S employees for injury or sickness arising out of their employment with the COUNTY and/or provision of the SRO Services to the SCHOOL DISTRICT, and the COUNTY agrees to defend, indemnify and hold the SCHOOL DISTRICT harmless against any such claims.
- D. The COUNTY agrees to defend, indemnify and hold harmless the SCHOOL DISTRICT, and its employees, officials and agents from and against all claims, actions, damages, losses and expenses, including reasonable attorney fees, arising out of the COUNTY'S performance or failure to perform its obligations under this Agreement, except as set forth below. The parties agree this indemnity obligation shall survive the completion or termination of this Agreement.
- E. The SCHOOL DISTRICT agrees to defend, indemnify and hold harmless the COUNTY, and its employees, officials and agents from and against all claims, actions, damages, losses and expenses, including reasonable attorney fees, arising out of the SCHOOL DISTRICT'S negligence or the SCHOOL DISTRICT'S performance or failure to perform its obligations under this Agreement. The parties agree this indemnity obligation shall survive the completion or termination of this Agreement.
- F. The SCHOOL DISTRICT agrees to defend, indemnify and hold harmless the COUNTY, and its employees, officials and agents, for any claims related to the interpretation of or challenges to the validity of the SCHOOL DISTRICT'S ordinances and building code enforcement.
- G. The failure to furnish SRO services because of weather, road conditions, or the unavailability of personnel or equipment, shall not be a breach of this Agreement.
- H. Nothing in this Agreement shall constitute a waiver of the statutory limits on liability set forth in Minnesota Statutes, Chapter 466 or a waiver of any available immunities or defenses. Nothing herein shall be construed to provide insurance coverage or indemnification to an employee, official or agent of any Party for any act or omission for which the employee, official agent is guilty of malfeasance in office, willful neglect of duty or bad faith. It is further understood that Minnesota Statutes, section 471.59, subd. 1a

applies to this Agreement. To the full extent permitted by law, actions by the parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the parties that they shall be deemed a "single governmental unit" for the purposes of liability, all as set forth in Minnesota Statutes, section 471.59, subd. 1a(a); provided further that for purposes of that statute, each party to this Agreement expressly declines responsibility for the acts or omissions of the other party. For purposes of determining total liability damages, the parties are considered a single governmental unit, and the total liability shall not exceed the limits on governmental liability for a single governmental unit as specified in Minnesota Statutes, section 3.736 or section 466.04.

11. GENERAL PROVISIONS.

- A. Entire Agreement. This Agreement supersedes any prior or contemporaneous representations or agreements, whether written or oral, between the Parties and contains the entire agreement.
- B. Assignment. The COUNTY may not assign this Agreement to any other person unless written consent is obtained from the SCHOOL DISTRICT.
- C. Amendments. Except as to the provisions for contracted hours and compensation under paragraph 7, any modification or amendment to this Agreement shall require a written agreement signed by both Parties.
- D. Nondiscrimination. In the hiring of employees to perform work under this Agreement, the COUNTY shall not discriminate against any person by reason of any characteristic or classification protected by state or federal law.
- E. Governing Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota. All proceedings related to this Agreement shall be venued in Wright County, Minnesota. Litigation in the federal courts involving the parties will be in the appropriate court within the State of Minnesota.
- F. Waiver. The waiver by either party of any breach or failure to comply with any provision of this Agreement by the other Party shall not be construed as, or constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this Agreement.
- G. Notices. All notices and other communications pursuant to this Agreement must be in writing and must be given by registered or certified mail, postage prepaid, or delivered by hand at the addresses set forth below:

Notice to County: Wright County Sheriff
 Wright County Law Enforcement Center
 3800 Braddock Avenue N.E.
 Buffalo, MN 55313

And

Wright County Administrator

Wright County Government
Center
3650 Braddock Avenue N.E
Buffalo, MN 55313

Notice to School: _____

District: _____

- H. Savings Clause. If a court finds any portion of this Agreement to be contrary to law, invalid, or unenforceable, the remainder of the Agreement will remain in full force and effect.
- I. Counterparts. This Agreement may be signed in counterparts, each of which shall be deemed an original, and which taken together shall be deemed to be one and the same document.

IN WITNESS WHEREOF, The SCHOOL DISTRICT, by resolution duly adopted by its governing body, caused this agreement to be signed by its Board Chair and attested by its Superintendent; and the County of Wright, by the County Board of Commissioners, has caused this agreement to be signed by the Chairman, County Administrator, and by the Wright County Sheriff, effective on the day and year first above written.

[THIS SPACE WAS INTENTIONALLY LEFT BLANK - SIGNATURE PAGE TO FOLLOW]

Dated: _____

COUNTY OF _____, MINNESOTA

By: _____
Its Board Chair

By: _____
Its County Administrator

and

By: _____
Its County Sheriff

IN WITNESS WHEREOF, the SCHOOL DISTRICT has caused this Agreement to be signed
by its Board Chair and Superintendent.

Dated: 9-22-2025

ISD#: 879

By: Frank K. Rosen
Its Board Chair

And

By: Matthew W. Sch
Its Superintendent

SCHOOL RESOURCE OFFICER CONTRACT

THIS AGREEMENT made and entered on this 22 day of September, 2025, by and between the COUNTY OF WRIGHT and the WRIGHT COUNTY SHERIFF, hereinafter referred to as "County" and the Monticello School District ISD #882 hereinafter referred to as the "School District".

WITNESSETH:

WHEREAS, the COUNTY has a statutory obligation to provide law enforcement services within Wright County; and

WHEREAS, the School District is desirous of entering into a contract with the County for the provision of a School Resource Officer (SRO), with said SRO to be provided by the Wright County Sheriff's Office; and,

WHEREAS, the SCHOOL DISTRICT has determined that it is in the best interests of the SCHOOL DISTRICT to continue to contract with the COUNTY for SRO services; and

WHEREAS, said contracts are authorized and provided for pursuant to Minnesota Statutes 471.59, as well as statutory authority relating to schools and law enforcement;

WHEREAS, the COUNTY is agreeable to rendering such services on the terms and conditions hereinafter set forth; and

NOW THEREFORE, pursuant to the terms of the aforesaid statutes, and in consideration of the mutual covenants herein contained, it is agreed as follows:

1. That the County by way of the Sheriff agrees to provide SRO services within the District's Wright County school facilities to the extent and in the manner as hereinafter set forth:
 - a. Except as otherwise hereinafter specifically set forth, such services shall encompass only duties and functions of the type coming within the jurisdiction of the Wright County Sheriff pursuant to Minnesota Laws and Statutes and as stated in the attached job description, which is attached hereto and incorporated herein by reference as Exhibit A.
 - b. That the County by way of the Wright County Sheriff's Office agrees to provide two School Resource Officers to the School District to attend to matters at the District's Wright County schools, with said SRO to provide services as set out in the job description attached hereto and incorporated herein by reference.
 - c. Services purchased pursuant to this contract shall include enforcement of Minnesota State Statutes, including but not limited to the Traffic Code and the Criminal Code, as well as all local ordinances enacted in conformance therewith.
2. The manner and standards of performance, the discipline of peace officers and employees, and other matters incident to the provision of services under this Agreement, and the control of personnel so employed, shall be subject solely to the control of the COUNTY. In the event of a dispute between the parties as to the extent of the duties and functions to be rendered hereunder, or the level or manner of performance of such service, the determination

thereof made by the Sheriff of the COUNTY shall be final and conclusive as between the parties hereto.

3. The COUNTY shall have full cooperation and assistance from the SCHOOL DISTRICT, its officers, agents, and employees so as to facilitate the performance of this agreement. In order to facilitate a local presence of Sheriffs Deputies, the SCHOOL DISTRICT shall, if requested by the COUNTY, provide a secure office for the Sheriffs Office Employees by having adequate space for a desk with chairs, limited public visibility, a local telephone line and an adequate internet connection with support as requested by the COUNTY.
4. That the COUNTY shall furnish and supply all necessary labor, supervision, equipment, and all supplies necessary to maintain the level of service to be rendered herein.
5. All deputy sheriffs, clerks, and all other COUNTY personnel performing duties pursuant to this Agreement shall at all times be considered employees of the COUNTY for all purposes.
6. TERM

- a. Any prior contracts between the parties for the allocation of a School Resource Officer(s) is hereby void and terminated effective immediately and superseded by this agreement.
- b. The COUNTY shall commence the provision of SRO Services on September 1, 2025, and this Agreement shall remain in effect for a period of two (2) years, unless earlier terminated by operation of law or pursuant to the terms of this Agreement.
- c. This Agreement shall automatically renew for a period of one (1) year following the expiration of the initial two (2) year term and for 2 additional one (1) year renewals after that, for a total period of five (5) years.
- d. Any Party may terminate this Agreement during or prior to the renewal term by providing notice by June 1st prior to the start of the next renewal period. Notice of termination that is timely delivered shall be effective at the end of the initial or renewal term on September 1st. The Parties may voluntarily terminate this Agreement at any time by mutual agreement.

7. CONTRACTED HOURS AND COMPENSATION.

- a. The COUNTY will delegate the number of SROs as stated in paragraph one. SROs will be permitted to take time off from work (personnel or medical) as permitted under COUNTY policy or COUNTY labor agreements (hereinafter referred to as "leave"). COUNTY needs may also arise where the SRO may need to be absent from the school. The parties agree that the COUNTY will not backfill an SRO on leave unless the leave exceeds two weeks. The SCHOOL DISTRICT agrees that while an SRO is on leave the SCHOOL DISTRICT will receive law enforcement services by calling Wright County Dispatch and having a Deputy respond to any matters on School District Property. The level of service in this instance is the same as enjoyed by all citizens and businesses in the COUNTY.
- b. The SCHOOL DISTRICT agrees to pay to the COUNTY 9/12th, or the equivalent of .75 FTE, of the annual wages paid by the COUNTY to a starting deputy hired at the then-current minimum hourly rate, which for the 2025/2026 school year is \$39.00 per hour

(new employee), for each SRO provided. This equates to \$60,840 per SRO for the 2025/2026 school year. The annual amount shall be subject to adjustment each year based on changes to applicable labor agreements and wage scales. The COUNTY shall provide written notice of any rate adjustment to the SCHOOL DISTRICT no later than August 15 of each year.

8. COMPLIANCE with MN STATUTE 626.8482, Subd. 2 and Post Board Model Policy

A. Uniforms agreed upon are WCSO policy 1020.4.2, authorized Class A, Class B or SRO uniform.

1. SRO uniform shall consist of black short or long sleeve polo shirt with embroidered badge and SHERIFF markings. Pants shall consist of khaki colored duty pants. This is the general SRO uniform worn daily.
2. The selection of the SRO is the sole responsibility of the Sheriff's Office.
3. It is the responsibility of the school district to ensure proper public notification regarding the presence of the SRO.

9. GENERAL SRO DUTIES

A. Includes, but are not necessarily limited to, the following:

1. Fostering a positive school climate and constructive relationships.
2. Work in collaboration with the schools to provide campus safety training.
3. Crisis Intervention and De-escalation
 - i. Crisis intervention and de-escalation strategies should be used whenever possible in response to crisis or safety situations. The safety of the individual, SRO's, school staff, students, and others present should not be compromised during de-escalation tactics.
4. Use of Force.
 - i. SRO use of force is governed by and will comply with Minn. Stats. 609.06 Authorized Use of Force; 609.066 Authorized Use of Deadly Force by Peace Officers; 626.8475 Duty to Intercede and Report; and the Law Enforcement Agency Use of Force Policy.
5. When a criminal incident also involves a violation of school rules, SRO's should consider referral of the matter to school authorities in lieu of formal criminal referral, as appropriate for the incident, the students and families involved, the victim(s) and the larger school community.
6. SROs should exercise age-appropriate practices when interacting with children, and developmentally appropriate practices with youth and individuals known to have physical, mental health, developmental or intellectual disabilities recognizing that the individual's disability may affect their ability to understand or comply with commands from SROs.
7. Arrest considerations.
 - i. Custodial arrests in school should be avoided if reasonably practical. If a custodial arrest is necessary because of exigency or public safety considerations, the arrest should be made in a non-communal area away from the view of other students if practicable.
8. Training
 - i. The COUNTY will provide required training for the SRO pursuant to statute 626.8482,

Subd. 4.

9. Data Practices

- i. All government data that are collected, created, received, or maintained as a result of this Agreement will be handled in accordance with all applicable federal and state laws, including, but not limited to, the Minnesota Government Data Practices Act (MGDPA). The parties recognize that educational data maintained by the District are protected under the (MGDPA) and under the Family Educational Rights Privacy Act (FERPA), including its implementing regulations 34 C.F.R part 99. Nothing in this Agreement may be construed to modify the responsibilities of either party under the MGDPA or the District's responsibilities under FERPA.
- ii. Education records that can be shared are as follows:
 - a. In accordance with Minn. Stat. sec. 13.32, subd. 8, on request by the juvenile justice system when needed to serve the student:
 - i. Student's full name, home address, telephone number, date of birth, school schedule, daily attendance record, photos.
 - ii. Parents' names, home addresses, and telephone numbers
 - iii. Other data on the student related to serving the student prior to adjudication, if the juvenile justice system provides a certification of limited disclosure in accordance with Minn. Stat. sec. 13.32, subd. 3, clause (i) (see Minn. Stat. sec. 13.32, subd. 8):
 1. Use of a controlled substance, alcohol, or tobacco,
 2. Certain assaultive or threatening conduct.
 3. Possession or use of weapons or look-alike weapons.
 4. Theft.
 5. Vandalism or other damage to property.
 - b. Directory information as defined in 34 C.F.R. sec. 99.3 and described in sec. 99.37.
 - c. Pursuant to a valid court order or lawfully issued subpoena (see 34 C.F.R. sec. 99.31 and Minn. Stat. sec. 13.32, subd. 3).
 - d. As specifically authorized by law (see Minn. Stat. sec. 13.05).
 - e. When informed, signed and dated written consent of the "eligible student" or parent is obtained (see 34 C.F.R. sec. 99.30; 34 C.F.R. sec. 99.3 (definition of "eligible student")).
 - f. When the work assignment reasonably requires access (see Minn. Stat. sec. 13.05).
 - g. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals (see Minn. Stat. sec. 13.32, subd. 3, clause (l)).
 - h. When the SCHOOL DISTRICT asks a law enforcement unit to investigate a possible violation of, or to enforce, any local, State, or Federal law (see 34 C.F.R. sec. 99.8).
- iii. When disclosure is in connection with a health or safety emergency under the conditions described in 34 C.F.R. sec. 99.36.
 - a. Law enforcement records that contain student and parent data that are maintained by the law enforcement agency shall be governed by the agency's data practices policy and in compliance with the requirements of the Minnesota Government Data Practices Act, Minn. Stats., chapter 13, and Minnesota Rules, parts 1205.0100-1205.2000.

10. LIABILITY

- A. During the initial and any renewal terms of this Agreement, the COUNTY shall maintain general, automotive, and workers' compensation coverage currently provided by Minnesota Counties Intergovernmental Trust at the coverage limits provided.
- B. The SCHOOL DISTRICT shall not assume any liability for the direct payment of any salaries, wages, or other compensation to any of the COUNTY'S employees providing SRO Services to the SCHOOL DISTRICT under this Agreement and the COUNTY hereby assumes said liabilities.
- C. The SCHOOL DISTRICT shall not be liable for compensation or indemnity to any of the COUNTY'S employees for injury or sickness arising out of their employment with the COUNTY and/or provision of the SRO Services to the SCHOOL DISTRICT, and the COUNTY agrees to defend, indemnify and hold the SCHOOL DISTRICT harmless against any such claims.
- D. The COUNTY agrees to defend, indemnify and hold harmless the SCHOOL DISTRICT, and its employees, officials and agents from and against all claims, actions, damages, losses and expenses, including reasonable attorney fees, arising out of the COUNTY'S performance or failure to perform its obligations under this Agreement, except as set forth below. The parties agree this indemnity obligation shall survive the completion or termination of this Agreement.
- E. The SCHOOL DISTRICT agrees to defend, indemnify and hold harmless the COUNTY, and its employees, officials and agents from and against all claims, actions, damages, losses and expenses, including reasonable attorney fees, arising out of the SCHOOL DISTRICT'S negligence or the SCHOOL DISTRICT'S performance or failure to perform its obligations under this Agreement. The parties agree this indemnity obligation shall survive the completion or termination of this Agreement.
- F. The SCHOOL DISTRICT agrees to defend, indemnify and hold harmless the COUNTY, and its employees, officials and agents, for any claims related to the interpretation of or challenges to the validity of the SCHOOL DISTRICT'S ordinances and building code enforcement.
- G. The failure to furnish SRO services because of weather, road conditions, or the unavailability of personnel or equipment, shall not be a breach of this Agreement.
- H. Nothing in this Agreement shall constitute a waiver of the statutory limits on liability set forth in Minnesota Statutes, Chapter 466 or a waiver of any available immunities or defenses. Nothing herein shall be construed to provide insurance coverage or indemnification to an employee, official or agent of any Party for any act or omission for which the employee, official agent is guilty of malfeasance in office, willful neglect of duty or bad faith. It is further understood that Minnesota Statutes, section 471.59, subd. 1a

applies to this Agreement. To the full extent permitted by law, actions by the parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the parties that they shall be deemed a "single governmental unit" for the purposes of liability, all as set forth in Minnesota Statutes, section 471.59, subd. 1a(a); provided further that for purposes of that statute, each party to this Agreement expressly declines responsibility for the acts or omissions of the other party. For purposes of determining total liability damages, the parties are considered a single governmental unit, and the total liability shall not exceed the limits on governmental liability for a single governmental unit as specified in Minnesota Statutes, section 3.736 or section 466.04.

11. GENERAL PROVISIONS.

- A. Entire Agreement. This Agreement supersedes any prior or contemporaneous representations or agreements, whether written or oral, between the Parties and contains the entire agreement.
- B. Assignment. The COUNTY may not assign this Agreement to any other person unless written consent is obtained from the SCHOOL DISTRICT.
- C. Amendments. Except as to the provisions for contracted hours and compensation under paragraph 7, any modification or amendment to this Agreement shall require a written agreement signed by both Parties.
- D. Nondiscrimination. In the hiring of employees to perform work under this Agreement, the COUNTY shall not discriminate against any person by reason of any characteristic or classification protected by state or federal law.
- E. Governing Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota. All proceedings related to this Agreement shall be venued in Wright County, Minnesota. Litigation in the federal courts involving the parties will be in the appropriate court within the State of Minnesota.
- F. Waiver. The waiver by either party of any breach or failure to comply with any provision of this Agreement by the other Party shall not be construed as, or constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this Agreement.
- G. Notices. All notices and other communications pursuant to this Agreement must be in writing and must be given by registered or certified mail, postage prepaid, or delivered by hand at the addresses set forth below:

Notice to County: Wright County Sheriff
 Wright County Law Enforcement Center
 3800 Braddock Avenue N.E.
 Buffalo, MN 55313

And

Wright County Administrator

Wright County Government
Center
3650 Braddock Avenue N.E
Buffalo, MN 55313

Notice to School: _____

District: _____

- H. Savings Clause. If a court finds any portion of this Agreement to be contrary to law, invalid, or unenforceable, the remainder of the Agreement will remain in full force and effect.
- I. Counterparts. This Agreement may be signed in counterparts, each of which shall be deemed an original, and which taken together shall be deemed to be one and the same document.

IN WITNESS WHEREOF, The SCHOOL DISTRICT, by resolution duly adopted by its governing body, caused this agreement to be signed by its Board Chair and attested by its Superintendent; and the County of Wright, by the County Board of Commissioners, has caused this agreement to be signed by the Chairman, County Administrator, and by the Wright County Sheriff, effective on the day and year first above written.

[THIS SPACE WAS INTENTIONALLY LEFT BLANK - SIGNATURE PAGE TO FOLLOW]

Dated: _____

COUNTY OF _____, MINNESOTA

By: _____
Its Board Chair

By: _____
Its County Administrator

and

By: _____
Its County Sheriff

IN WITNESS WHEREOF, the SCHOOL DISTRICT has caused this Agreement to be signed
 by its Board Chair and Superintendent.

Dated: 9-22-25

ISD#: 882 - Monticello

By: 
Its Board Chair

And

By: Eric L. Olson
Its Superintendent

SCHOOL RESOURCE OFFICER CONTRACT

THIS AGREEMENT made and entered on this 23 day of September, 2025, by and between the COUNTY OF WRIGHT and the WRIGHT COUNTY SHERIFF, hereinafter referred to as "County" and the Meeker & Wright Special Education Cooperative (MAWSECO) hereinafter referred to as the "School District".

WITNESSETH:

WHEREAS, the COUNTY has a statutory obligation to provide law enforcement services within Wright County; and

WHEREAS, the School District is desirous of entering into a contract with the County for the provision of a School Resource Officer (SRO), with said SRO to be provided by the Wright County Sheriff's Office; and,

WHEREAS, the SCHOOL DISTRICT has determined that it is in the best interests of the SCHOOL DISTRICT to continue to contract with the COUNTY for SRO services; and

WHEREAS, said contracts are authorized and provided for pursuant to Minnesota Statutes 471.59, as well as statutory authority relating to schools and law enforcement;

WHEREAS, the COUNTY is agreeable to rendering such services on the terms and conditions hereinafter set forth; and

NOW THEREFORE, pursuant to the terms of the aforesaid statutes, and in consideration of the mutual covenants herein contained, it is agreed as follows:

1. That the County by way of the Sheriff agrees to provide SRO services within the District's Wright County school facilities to the extent and in the manner as hereinafter set forth:
 - a. Except as otherwise hereinafter specifically set forth, such services shall encompass only duties and functions of the type coming within the jurisdiction of the Wright County Sheriff pursuant to Minnesota Laws and Statutes and as stated in the attached job description which is attached hereto and incorporated herein by reference as Exhibit A.
 - b. That the County by way of the Wright County Sheriff's Office agrees to provide one School Resource Officer to the School District to attend to matters at the District's Wright County schools, with said SRO to provide services as set out in the job description attached hereto and incorporated herein by reference.
 - c. Services purchased pursuant to this contract shall include enforcement of Minnesota State Statutes, including but not limited to the Traffic Code and the Criminal Code, as well as all local ordinances enacted in conformance therewith.
2. The manner and standards of performance, the discipline of peace officers and employees, and other matters incident to the provision of services under this Agreement, and the control of personnel so employed, shall be subject solely to the control of the COUNTY. In the event of a dispute between the parties as to the extent of the duties and functions to be rendered hereunder, or the level or manner of performance of such service, the determination

thereof made by the Sheriff of the COUNTY shall be final and conclusive as between the parties hereto.

3. The COUNTY shall have full cooperation and assistance from the SCHOOL DISTRICT, its officers, agents, and employees so as to facilitate the performance of this agreement. In order to facilitate a local presence of Sheriffs Deputies, the SCHOOL DISTRICT shall, if requested by the COUNTY, provide a secure office for the Sheriffs Office Employees by having adequate space for a desk with chairs, limited public visibility, a local telephone line and an adequate internet connection with support as requested by the COUNTY.
4. That the COUNTY shall furnish and supply all necessary labor, supervision, equipment, and all supplies necessary to maintain the level of service to be rendered herein.
5. All deputy sheriffs, clerks, and all other COUNTY personnel performing duties pursuant to this Agreement shall at all times be considered employees of the COUNTY for all purposes.

6. TERM

- a. Any prior contracts between the parties for the allocation of a School Resource Officer(s) is hereby void and terminated effective immediately and superseded by this agreement.
- b. The COUNTY shall commence the provision of SRO Services on September 1, 2025, and this Agreement shall remain in effect for a period of two (2) years, unless earlier terminated by operation of law or pursuant to the terms of this Agreement.
- c. This Agreement shall automatically renew for a period of one (1) year following the expiration of the initial two (2) year term and for 2 additional one (1) year renewals after that, for a total period of five (5) years.
- d. Any Party may terminate this Agreement during or prior to the renewal term by providing notice by June 1st prior to the start of the next renewal period. Notice of termination that is timely delivered shall be effective at the end of the initial or renewal term on September 1st. The Parties may voluntarily terminate this Agreement at any time by mutual agreement.

7. CONTRACTED HOURS AND COMPENSATION.

- a. The COUNTY will delegate the number of SROs as stated in paragraph one. SROs will be permitted to take time off from work (personnel or medical) as permitted under COUNTY policy or COUNTY labor agreements (hereinafter referred to as "leave"). COUNTY needs may also arise where the SRO may need to be absent from the school. The parties agree that the COUNTY will not backfill an SRO on leave unless the leave exceeds two weeks. The SCHOOL DISTRICT agrees that while an SRO is on leave the SCHOOL DISTRICT will receive law enforcement services by calling Wright County Dispatch and having a Deputy respond to any matters on School District Property. The level of service in this instance is the same as enjoyed by all citizens and businesses in the COUNTY.
- b. The SCHOOL DISTRICT agrees to pay to the COUNTY 9/12th, or the equivalent of .75 FTE, of the annual wages paid by the COUNTY to a starting deputy hired at the then-current minimum hourly rate, which for the 2025/2026 school year is \$39.00 per hour

(new employee), for each SRO provided. This equates to \$60,840 per SRO for the 2025/2026 school year. The annual amount shall be subject to adjustment each year based on changes to applicable labor agreements and wage scales. The COUNTY shall provide written notice of any rate adjustment to the SCHOOL DISTRICT no later than August 15 of each year.

8. COMPLIANCE with MN STATUTE 626.8482, Subd. 2 and Post Board Model Policy

A. Uniforms agreed upon are WCSO policy 1020.4.2, authorized Class A, Class B or SRO uniform.

1. SRO uniform shall consist of black short or long sleeve polo shirt with embroidered badge and SHERIFF markings. Pants shall consist of khaki colored duty pants. This is the general SRO uniform worn daily.
2. The selection of the SRO is the sole responsibility of the Sheriff's Office.
3. It is the responsibility of the school district to ensure proper public notification regarding the presence of the SRO.

9. GENERAL SRO DUTIES

A. Includes, but are not necessarily limited to, the following:

1. Fostering a positive school climate and constructive relationships.
2. Work in collaboration with the schools to provide campus safety training.
3. Crisis Intervention and De-escalation
 - i. Crisis intervention and de-escalation strategies should be used whenever possible in response to crisis or safety situations. The safety of the individual, SRO's, school staff, students, and others present should not be compromised during de-escalation tactics.
4. Use of Force.
 - i. SRO use of force is governed by and will comply with Minn. Stats. 609.06 Authorized Use of Force; 609.066 Authorized Use of Deadly Force by Peace Officers; 626.8475 Duty to Intercede and Report; and the Law Enforcement Agency Use of Force Policy.
5. When a criminal incident also involves a violation of school rules, SRO's should consider referral of the matter to school authorities in lieu of formal criminal referral, as appropriate for the incident, the students and families involved, the victim(s) and the larger school community.
6. SROs should exercise age-appropriate practices when interacting with children, and developmentally appropriate practices with youth and individuals known to have physical, mental health, developmental or intellectual disabilities recognizing that the individual's disability may affect their ability to understand or comply with commands from SROs.
7. Arrest considerations.
 - i. Custodial arrests in school should be avoided if reasonably practical. If a custodial arrest is necessary because of exigency or public safety considerations, the arrest should be made in a non-communal area away from the view of other students if practicable.
8. Training
 - i. The COUNTY will provide required training for the SRO pursuant to statute 626.8482,

Subd. 4.

9. Data Practices

- i. All government data that are collected, created, received, or maintained as a result of this Agreement will be handled in accordance with all applicable federal and state laws, including, but not limited to, the Minnesota Government Data Practices Act (MGDPA). The parties recognize that educational data maintained by the District are protected under the (MGDPA) and under the Family Educational Rights Privacy Act (FERPA), including its implementing regulations 34 C.F.R part 99. Nothing in this Agreement may be construed to modify the responsibilities of either party under the MGDPA or the District's responsibilities under FERPA.
- ii. Education records that can be shared are as follows:
 - a. In accordance with Minn. Stat. sec. 13.32, subd. 8, on request by the juvenile justice system when needed to serve the student:
 - i. Student's full name, home address, telephone number, date of birth, school schedule, daily attendance record, photos.
 - ii. Parents' names, home addresses, and telephone numbers
 - iii. Other data on the student related to serving the student prior to adjudication, if the juvenile justice system provides a certification of limited disclosure in accordance with Minn. Stat. sec. 13.32, subd. 3, clause (i) (see Minn. Stat. sec. 13.32, subd. 8):
 1. Use of a controlled substance, alcohol, or tobacco,
 2. Certain assaultive or threatening conduct.
 3. Possession or use of weapons or look-alike weapons.
 4. Theft.
 5. Vandalism or other damage to property.
 - b. Directory information as defined in 34 C.F.R. sec. 99.3 and described in sec. 99.37.
 - c. Pursuant to a valid court order or lawfully issued subpoena (see 34 C.F.R. sec. 99.31 and Minn. Stat. sec. 13.32, subd. 3).
 - d. As specifically authorized by law (see Minn. Stat. sec. 13.05).
 - e. When informed, signed and dated written consent of the "eligible student" or parent is obtained (see 34 C.F.R. sec. 99.30; 34 C.F.R. sec. 99.3 (definition of "eligible student")).
 - f. When the work assignment reasonably requires access (see Minn. Stat. sec. 13.05).
 - g. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals (see Minn. Stat. sec. 13.32, subd. 3, clause (l)).
 - h. When the SCHOOL DISTRICT asks a law enforcement unit to investigate a possible violation of, or to enforce, any local, State, or Federal law (see 34 C.F.R. sec. 99.8).
- iii. When disclosure is in connection with a health or safety emergency under the conditions described in 34 C.F.R. sec. 99.36.
 - a. Law enforcement records that contain student and parent data that are maintained by the law enforcement agency shall be governed by the agency's data practices policy and in compliance with the requirements of the Minnesota Government Data Practices Act, Minn. Stats., chapter 13, and Minnesota Rules, parts 1205.0100-1205.2000.

10. LIABILITY

- A. During the initial and any renewal terms of this Agreement, the COUNTY shall maintain general, automotive, and workers' compensation coverage currently provided by Minnesota Counties Intergovernmental Trust at the coverage limits provided.
- B. The SCHOOL DISTRICT shall not assume any liability for the direct payment of any salaries, wages, or other compensation to any of the COUNTY'S employees providing SRO Services to the SCHOOL DISTRICT under this Agreement and the COUNTY hereby assumes said liabilities.
- C. The SCHOOL DISTRICT shall not be liable for compensation or indemnity to any of the COUNTY'S employees for injury or sickness arising out of their employment with the COUNTY and/or provision of the SRO Services to the SCHOOL DISTRICT, and the COUNTY agrees to defend, indemnify and hold the SCHOOL DISTRICT harmless against any such claims.
- D. The COUNTY agrees to defend, indemnify and hold harmless the SCHOOL DISTRICT, and its employees, officials and agents from and against all claims, actions, damages, losses and expenses, including reasonable attorney fees, arising out of the COUNTY'S performance or failure to perform its obligations under this Agreement, except as set forth below. The parties agree this indemnity obligation shall survive the completion or termination of this Agreement.
- E. The SCHOOL DISTRICT agrees to defend, indemnify and hold harmless the COUNTY, and its employees, officials and agents from and against all claims, actions, damages, losses and expenses, including reasonable attorney fees, arising out of the SCHOOL DISTRICT'S negligence or the SCHOOL DISTRICT'S performance or failure to perform its obligations under this Agreement. The parties agree this indemnity obligation shall survive the completion or termination of this Agreement.
- F. The SCHOOL DISTRICT agrees to defend, indemnify and hold harmless the COUNTY, and its employees, officials and agents, for any claims related to the interpretation of or challenges to the validity of the SCHOOL DISTRICT'S ordinances and building code enforcement.
- G. The failure to furnish SRO services because of weather, road conditions, or the unavailability of personnel or equipment, shall not be a breach of this Agreement.
- H. Nothing in this Agreement shall constitute a waiver of the statutory limits on liability set forth in Minnesota Statutes, Chapter 466 or a waiver of any available immunities or defenses. Nothing herein shall be construed to provide insurance coverage or indemnification to an employee, official or agent of any Party for any act or omission for which the employee, official agent is guilty of malfeasance in office, willful neglect of duty or bad faith. It is further understood that Minnesota Statutes, section 471.59, subd. 1a

applies to this Agreement. To the full extent permitted by law, actions by the parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the parties that they shall be deemed a "single governmental unit" for the purposes of liability, all as set forth in Minnesota Statutes, section 471.59, subd. 1a(a); provided further that for purposes of that statute, each party to this Agreement expressly declines responsibility for the acts or omissions of the other party. For purposes of determining total liability damages, the parties are considered a single governmental unit, and the total liability shall not exceed the limits on governmental liability for a single governmental unit as specified in Minnesota Statutes, section 3.736 or section 466.04.

11. GENERAL PROVISIONS.

- A. Entire Agreement. This Agreement supersedes any prior or contemporaneous representations or agreements, whether written or oral, between the Parties and contains the entire agreement.
- B. Assignment. The COUNTY may not assign this Agreement to any other person unless written consent is obtained from the SCHOOL DISTRICT.
- C. Amendments. Except as to the provisions for contracted hours and compensation under paragraph 7, any modification or amendment to this Agreement shall require a written agreement signed by both Parties.
- D. Nondiscrimination. In the hiring of employees to perform work under this Agreement, the COUNTY shall not discriminate against any person by reason of any characteristic or classification protected by state or federal law.
- E. Governing Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota. All proceedings related to this Agreement shall be venued in Wright County, Minnesota. Litigation in the federal courts involving the parties will be in the appropriate court within the State of Minnesota.
- F. Waiver. The waiver by either party of any breach or failure to comply with any provision of this Agreement by the other Party shall not be construed as, or constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this Agreement.
- G. Notices. All notices and other communications pursuant to this Agreement must be in writing and must be given by registered or certified mail, postage prepaid, or delivered by hand at the addresses set forth below:

Notice to County: Wright County Sheriff
 Wright County Law Enforcement Center
 3800 Braddock Avenue N.E.
 Buffalo, MN 55313

And

Wright County Administrator

Wright County Government
Center
3650 Braddock Avenue N.E
Buffalo, MN 55313

Notice to School: _____

District: _____

- H. Savings Clause. If a court finds any portion of this Agreement to be contrary to law, invalid, or unenforceable, the remainder of the Agreement will remain in full force and effect.
- I. Counterparts. This Agreement may be signed in counterparts, each of which shall be deemed an original, and which taken together shall be deemed to be one and the same document.

IN WITNESS WHEREOF, The SCHOOL DISTRICT, by resolution duly adopted by its governing body, caused this agreement to be signed by its Board Chair and attested by its Superintendent; and the County of Wright, by the County Board of Commissioners, has caused this agreement to be signed by the Chairman, County Administrator, and by the Wright County Sheriff, effective on the day and year first above written.

[THIS SPACE WAS INTENTIONALLY LEFT BLANK - SIGNATURE PAGE TO FOLLOW]

Dated: _____

COUNTY OF _____, MINNESOTA

By: _____
Its Board Chair

By: _____
Its County Administrator

and

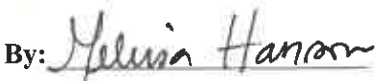
By: _____
Its County Sheriff

IN WITNESS WHEREOF, the SCHOOL DISTRICT has caused this Agreement to be signed
 by its Board Chair and Superintendent.

Dated: 9-23-2025

ISD#: 0938-52

By: 
Its Board Chair
 And

By: 
Its Superintendent

SCHOOL RESOURCE OFFICER CONTRACT

THIS AGREEMENT made and entered on this 13th day of October, 2025, by and between the COUNTY OF WRIGHT and the WRIGHT COUNTY SHERIFF, hereinafter referred to as "County" and the Rockford School District ISD #883 hereinafter referred to as the "School District".

WITNESSETH:

WHEREAS, the COUNTY has a statutory obligation to provide law enforcement services within Wright County; and

WHEREAS, the School District is desirous of entering into a contract with the County for the provision of a School Resource Officer (SRO), with said SRO to be provided by the Wright County Sheriff's Office; and,

WHEREAS, the SCHOOL DISTRICT has determined that it is in the best interests of the SCHOOL DISTRICT to continue to contract with the COUNTY for SRO services; and

WHEREAS, said contracts are authorized and provided for pursuant to Minnesota Statutes 471.59, as well as statutory authority relating to schools and law enforcement;

WHEREAS, the COUNTY is agreeable to rendering such services on the terms and conditions hereinafter set forth; and

NOW THEREFORE, pursuant to the terms of the aforesaid statutes, and in consideration of the mutual covenants herein contained, it is agreed as follows:

1. That the County by way of the Sheriff agrees to provide SRO services within the District's Wright County school facilities to the extent and in the manner as hereinafter set forth:
 - a. Except as otherwise hereinafter specifically set forth, such services shall encompass only duties and functions of the type coming within the jurisdiction of the Wright County Sheriff pursuant to Minnesota Laws and Statutes and as stated in the attached job description which is attached hereto and incorporated herein by reference as Exhibit A.
 - b. That the County by way of the Wright County Sheriff's Office agrees to provide one School Resource Officer to the School District to attend to matters at the District's Wright County schools, with said SRO to provide services as set out in the job description attached hereto and incorporated herein by reference.
 - c. Services purchased pursuant to this contract shall include enforcement of Minnesota State Statutes, including but not limited to the Traffic Code and the Criminal Code, as well as all local ordinances enacted in conformance therewith.
2. The manner and standards of performance, the discipline of peace officers and employees, and other matters incident to the provision of services under this Agreement, and the control of personnel so employed, shall be subject solely to the control of the COUNTY. In the event of a dispute between the parties as to the extent of the duties and functions to be rendered hereunder, or the level or manner of performance of such service, the determination

thereof made by the Sheriff of the COUNTY shall be final and conclusive as between the parties hereto.

3. The COUNTY shall have full cooperation and assistance from the SCHOOL DISTRICT, its officers, agents, and employees so as to facilitate the performance of this agreement. In order to facilitate a local presence of Sheriffs Deputies, the SCHOOL DISTRICT shall, if requested by the COUNTY, provide a secure office for the Sheriffs Office Employees by having adequate space for a desk with chairs, limited public visibility, a local telephone line and an adequate internet connection with support as requested by the COUNTY.
4. That the COUNTY shall furnish and supply all necessary labor, supervision, equipment, and all supplies necessary to maintain the level of service to be rendered herein.
5. All deputy sheriffs, clerks, and all other COUNTY personnel performing duties pursuant to this Agreement shall at all times be considered employees of the COUNTY for all purposes.

6. TERM

- a. Any prior contracts between the parties for the allocation of a School Resource Officer(s) is hereby void and terminated effective immediately and superseded by this agreement.
- b. The COUNTY shall commence the provision of SRO Services on September 1, 2025, and this Agreement shall remain in effect for a period of two (2) years, unless earlier terminated by operation of law or pursuant to the terms of this Agreement.
- c. This Agreement shall automatically renew for a period of one (1) year following the expiration of the initial two (2) year term and for 2 additional one (1) year renewals after that, for a total period of five (5) years.
- d. Any Party may terminate this Agreement during or prior to the renewal term by providing notice by June 1st prior to the start of the next renewal period. Notice of termination that is timely delivered shall be effective at the end of the initial or renewal term on September 1st. The Parties may voluntarily terminate this Agreement at any time by mutual agreement.

7. CONTRACTED HOURS AND COMPENSATION.

- a. The COUNTY will delegate the number of SROs as stated in paragraph one. SROs will be permitted to take time off from work (personnel or medical) as permitted under COUNTY policy or COUNTY labor agreements (hereinafter referred to as "leave"). COUNTY needs may also arise where the SRO may need to be absent from the school. The parties agree that the COUNTY will not backfill an SRO on leave unless the leave exceeds two weeks. The SCHOOL DISTRICT agrees that while an SRO is on leave the SCHOOL DISTRICT will receive law enforcement services by calling Wright County Dispatch and having a Deputy respond to any matters on School District Property. The level of service in this instance is the same as enjoyed by all citizens and businesses in the COUNTY.
- b. The SCHOOL DISTRICT agrees to pay to the COUNTY 9/12th, or the equivalent of .75 FTE, of the annual wages paid by the COUNTY to a starting deputy hired at the then-current minimum hourly rate, which for the 2025/2026 school year is \$39.00 per hour

(new employee), for each SRO provided. This equates to \$60,840 per SRO for the 2025/2026 school year. The annual amount shall be subject to adjustment each year based on changes to applicable labor agreements and wage scales. The COUNTY shall provide written notice of any rate adjustment to the SCHOOL DISTRICT no later than August 15 of each year.

8. COMPLIANCE with MN STATUTE 626.8482, Subd. 2 and Post Board Model Policy

A. Uniforms agreed upon are WCSO policy 1020.4.2, authorized Class A, Class B or SRO uniform.

1. SRO uniform shall consist of black short or long sleeve polo shirt with embroidered badge and SHERIFF markings. Pants shall consist of khaki colored duty pants. This is the general SRO uniform worn daily.
2. The selection of the SRO is the sole responsibility of the Sheriff's Office.
3. It is the responsibility of the school district to ensure proper public notification regarding the presence of the SRO.

9. GENERAL SRO DUTIES

A. Includes, but are not necessarily limited to, the following:

1. Fostering a positive school climate and constructive relationships.
2. Work in collaboration with the schools to provide campus safety training.
3. Crisis Intervention and De-escalation
 - i. Crisis intervention and de-escalation strategies should be used whenever possible in response to crisis or safety situations. The safety of the individual, SRO's, school staff, students, and others present should not be compromised during de-escalation tactics.
4. Use of Force.
 - i. SRO use of force is governed by and will comply with Minn. Stats. 609.06 Authorized Use of Force; 609.066 Authorized Use of Deadly Force by Peace Officers; 626.8475 Duty to Intercede and Report; and the Law Enforcement Agency Use of Force Policy.
5. When a criminal incident also involves a violation of school rules, SRO's should consider referral of the matter to school authorities in lieu of formal criminal referral, as appropriate for the incident, the students and families involved, the victim(s) and the larger school community.
6. SROs should exercise age-appropriate practices when interacting with children, and developmentally appropriate practices with youth and individuals known to have physical, mental health, developmental or intellectual disabilities recognizing that the individual's disability may affect their ability to understand or comply with commands from SROs.
7. Arrest considerations.
 - i. Custodial arrests in school should be avoided if reasonably practical. If a custodial arrest is necessary because of exigency or public safety considerations, the arrest should be made in a non-communal area away from the view of other students if practicable.
8. Training
 - i. The COUNTY will provide required training for the SRO pursuant to statute 626.8482,

Subd. 4.

9. Data Practices

- i. All government data that are collected, created, received, or maintained as a result of this Agreement will be handled in accordance with all applicable federal and state laws, including, but not limited to, the Minnesota Government Data Practices Act (MGDPA). The parties recognize that educational data maintained by the District are protected under the (MGDPA) and under the Family Educational Rights Privacy Act (FERPA), including its implementing regulations 34 C.F.R. part 99. Nothing in this Agreement may be construed to modify the responsibilities of either party under the MGDPA or the District's responsibilities under FERPA.
- ii. Education records that can be shared are as follows:
 - a. In accordance with Minn. Stat. sec. 13.32, subd. 8, on request by the juvenile justice system when needed to serve the student:
 - i. Student's full name, home address, telephone number, date of birth, school schedule, daily attendance record, photos.
 - ii. Parents' names, home addresses, and telephone numbers
 - iii. Other data on the student related to serving the student prior to adjudication, if the juvenile justice system provides a certification of limited disclosure in accordance with Minn. Stat. sec. 13.32, subd. 3, clause (i) (see Minn. Stat. sec. 13.32, subd. 8):
 1. Use of a controlled substance, alcohol, or tobacco,
 2. Certain assaultive or threatening conduct.
 3. Possession or use of weapons or look-alike weapons.
 4. Theft.
 5. Vandalism or other damage to property.
 - b. Directory information as defined in 34 C.F.R. sec. 99.3 and described in sec. 99.37.
 - c. Pursuant to a valid court order or lawfully issued subpoena (see 34 C.F.R. sec. 99.31 and Minn. Stat. sec. 13.32, subd. 3).
 - d. As specifically authorized by law (see Minn. Stat. sec. 13.05).
 - e. When informed, signed and dated written consent of the "eligible student" or parent is obtained (see 34 C.F.R. sec. 99.30; 34 C.F.R. sec. 99.3 (definition of "eligible student")).
 - f. When the work assignment reasonably requires access (see Minn. Stat. sec. 13.05).
 - g. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals (see Minn. Stat. sec. 13.32, subd. 3, clause (l)).
 - h. When the SCHOOL DISTRICT asks a law enforcement unit to investigate a possible violation of, or to enforce, any local, State, or Federal law (see 34 C.F.R. sec. 99.8).
- iii. When disclosure is in connection with a health or safety emergency under the conditions described in 34 C.F.R. sec. 99.36.
 - a. Law enforcement records that contain student and parent data that are maintained by the law enforcement agency shall be governed by the agency's data practices policy and in compliance with the requirements of the Minnesota Government Data Practices Act, Minn. Stats., chapter 13, and Minnesota Rules, parts 1205.0100-1205.2000.

10. LIABILITY

- A. During the initial and any renewal terms of this Agreement, the COUNTY shall maintain general, automotive, and workers' compensation coverage currently provided by Minnesota Counties Intergovernmental Trust at the coverage limits provided.
- B. The SCHOOL DISTRICT shall not assume any liability for the direct payment of any salaries, wages, or other compensation to any of the COUNTY'S employees providing SRO Services to the SCHOOL DISTRICT under this Agreement and the COUNTY hereby assumes said liabilities.
- C. The SCHOOL DISTRICT shall not be liable for compensation or indemnity to any of the COUNTY'S employees for injury or sickness arising out of their employment with the COUNTY and/or provision of the SRO Services to the SCHOOL DISTRICT, and the COUNTY agrees to defend, indemnify and hold the SCHOOL DISTRICT harmless against any such claims.
- D. The COUNTY agrees to defend, indemnify and hold harmless the SCHOOL DISTRICT, and its employees, officials and agents from and against all claims, actions, damages, losses and expenses, including reasonable attorney fees, arising out of the COUNTY'S performance or failure to perform its obligations under this Agreement, except as set forth below. The parties agree this indemnity obligation shall survive the completion or termination of this Agreement.
- E. The SCHOOL DISTRICT agrees to defend, indemnify and hold harmless the COUNTY, and its employees, officials and agents from and against all claims, actions, damages, losses and expenses, including reasonable attorney fees, arising out of the SCHOOL DISTRICT'S negligence or the SCHOOL DISTRICT'S performance or failure to perform its obligations under this Agreement. The parties agree this indemnity obligation shall survive the completion or termination of this Agreement.
- F. The SCHOOL DISTRICT agrees to defend, indemnify and hold harmless the COUNTY, and its employees, officials and agents, for any claims related to the interpretation of or challenges to the validity of the SCHOOL DISTRICT'S ordinances and building code enforcement.
- G. The failure to furnish SRO services because of weather, road conditions, or the unavailability of personnel or equipment, shall not be a breach of this Agreement.
- H. Nothing in this Agreement shall constitute a waiver of the statutory limits on liability set forth in Minnesota Statutes, Chapter 466 or a waiver of any available immunities or defenses. Nothing herein shall be construed to provide insurance coverage or indemnification to an employee, official or agent of any Party for any act or omission for which the employee, official agent is guilty of malfeasance in office, willful neglect of duty or bad faith. It is further understood that Minnesota Statutes, section 471.59, subd. 1a

applies to this Agreement. To the full extent permitted by law, actions by the parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the parties that they shall be deemed a "single governmental unit" for the purposes of liability, all as set forth in Minnesota Statutes, section 471.59, subd. 1a(a); provided further that for purposes of that statute, each party to this Agreement expressly declines responsibility for the acts or omissions of the other party. For purposes of determining total liability damages, the parties are considered a single governmental unit, and the total liability shall not exceed the limits on governmental liability for a single governmental unit as specified in Minnesota Statutes, section 3.736 or section 466.04.

11. GENERAL PROVISIONS.

- A. Entire Agreement. This Agreement supersedes any prior or contemporaneous representations or agreements, whether written or oral, between the Parties and contains the entire agreement.
- B. Assignment. The COUNTY may not assign this Agreement to any other person unless written consent is obtained from the SCHOOL DISTRICT.
- C. Amendments. Except as to the provisions for contracted hours and compensation under paragraph 7, any modification or amendment to this Agreement shall require a written agreement signed by both Parties.
- D. Nondiscrimination. In the hiring of employees to perform work under this Agreement, the COUNTY shall not discriminate against any person by reason of any characteristic or classification protected by state or federal law.
- E. Governing Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota. All proceedings related to this Agreement shall be venued in Wright County, Minnesota. Litigation in the federal courts involving the parties will be in the appropriate court within the State of Minnesota.
- F. Waiver. The waiver by either party of any breach or failure to comply with any provision of this Agreement by the other Party shall not be construed as, or constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this Agreement.
- G. Notices. All notices and other communications pursuant to this Agreement must be in writing and must be given by registered or certified mail, postage prepaid, or delivered by hand at the addresses set forth below:

Notice to County: Wright County Sheriff
 Wright County Law Enforcement Center
 3800 Braddock Avenue N.E.
 Buffalo, MN 55313

And

Wright County Administrator

Wright County Government
Center
3650 Braddock Avenue N.E
Buffalo, MN 55313

Notice to School: _____

District: _____

- H. Savings Clause. If a court finds any portion of this Agreement to be contrary to law, invalid, or unenforceable, the remainder of the Agreement will remain in full force and effect.
- I. Counterparts. This Agreement may be signed in counterparts, each of which shall be deemed an original, and which taken together shall be deemed to be one and the same document.

IN WITNESS WHEREOF, The SCHOOL DISTRICT, by resolution duly adopted by its governing body, caused this agreement to be signed by its Board Chair and attested by its Superintendent; and the County of Wright, by the County Board of Commissioners, has caused this agreement to be signed by the Chairman, County Administrator, and by the Wright County Sheriff, effective on the day and year first above written.

[THIS SPACE WAS INTENTIONALLY LEFT BLANK - SIGNATURE PAGE TO FOLLOW]

Dated: _____

COUNTY OF _____, MINNESOTA

By: _____
Its Board Chair

By: _____
Its County Administrator

and

By: _____
Its County Sheriff

IN WITNESS WHEREOF, the SCHOOL DISTRICT has caused this Agreement to be signed by its Board Chair and Superintendent.

Dated: 10/13/2025

ISD#: 883

By: 
Its Board Chair

And

By: 
Its Superintendent

SCHOOL RESOURCE OFFICER CONTRACT

THIS AGREEMENT made and entered on this 23rd day of September, 2025, by and between the COUNTY OF WRIGHT and the WRIGHT COUNTY SHERIFF, hereinafter referred to as "County" and the St. Michael-Albertville School District ISD 885, hereinafter referred to as the "School District".

WITNESSETH:

WHEREAS, the COUNTY has a statutory obligation to provide law enforcement services within Wright County; and

WHEREAS, the School District is desirous of entering into a contract with the County for the provision of a School Resource Officer (SRO), with said SRO to be provided by the Wright County Sheriff's Office; and,

WHEREAS, the SCHOOL DISTRICT has determined that it is in the best interests of the SCHOOL DISTRICT to continue to contract with the COUNTY for SRO services; and

WHEREAS, said contracts are authorized and provided for pursuant to Minnesota Statutes 471.59, as well as statutory authority relating to schools and law enforcement;

WHEREAS, the COUNTY is agreeable to rendering such services on the terms and conditions hereinafter set forth; and

NOW THEREFORE, pursuant to the terms of the aforesaid statutes, and in consideration of the mutual covenants herein contained, it is agreed as follows:

1. That the County by way of the Sheriff agrees to provide SRO services within the District's Wright County school facilities to the extent and in the manner as hereinafter set forth:
 - a. Except as otherwise hereinafter specifically set forth, such services shall encompass only duties and functions of the type coming within the jurisdiction of the Wright County Sheriff pursuant to Minnesota Laws and Statutes and as stated in the attached job description which is attached hereto and incorporated herein by reference as Exhibit A.
 - b. That the County by way of the Wright County Sheriff's Office agrees to provide three Resource Officers to the School District to attend to matters at the District's Wright County schools, with said SRO to provide services as set out in the job description attached hereto and incorporated herein by reference.
 - c. Services purchased pursuant to this contract shall include enforcement of Minnesota State Statutes, including but not limited to the Traffic Code and the Criminal Code, as well as all local ordinances enacted in conformance therewith.
2. The manner and standards of performance, the discipline of peace officers and employees, and other matters incident to the provision of services under this Agreement, and the control of personnel so employed, shall be subject solely to the control of the COUNTY. In the event of a dispute between the parties as to the extent of the duties and functions to be rendered hereunder, or the level or manner of performance of such service, the determination

thereof made by the Sheriff of the COUNTY shall be final and conclusive as between the parties hereto.

3. The COUNTY shall have full cooperation and assistance from the SCHOOL DISTRICT, its officers, agents, and employees so as to facilitate the performance of this agreement. In order to facilitate a local presence of Sheriffs Deputies, the SCHOOL DISTRICT shall, if requested by the COUNTY, provide a secure office for the Sheriffs Office Employees by having adequate space for a desk with chairs, limited public visibility, a local telephone line and an adequate internet connection with support as requested by the COUNTY.
4. That the COUNTY shall furnish and supply all necessary labor, supervision, equipment, and all supplies necessary to maintain the level of service to be rendered herein.
5. All deputy sheriffs, clerks, and all other COUNTY personnel performing duties pursuant to this Agreement shall at all times be considered employees of the COUNTY for all purposes.

6. TERM

- a. Any prior contracts between the parties for the allocation of a School Resource Officer(s) is hereby void and terminated effective immediately and superseded by this agreement.
- b. The COUNTY shall commence the provision of SRO Services on September 1, 2025, and this Agreement shall remain in effect for a period of two (2) years, unless earlier terminated by operation of law or pursuant to the terms of this Agreement.
- c. This Agreement shall automatically renew for a period of one (1) year following the expiration of the initial two (2) year term and for 2 additional one (1) year renewals after that, for a total period of five (5) years.
- d. Any Party may terminate this Agreement during or prior to the renewal term by providing notice by June 1st prior to the start of the next renewal period. Notice of termination that is timely delivered shall be effective at the end of the initial or renewal term on September 1st. The Parties may voluntarily terminate this Agreement at any time by mutual agreement.

7. CONTRACTED HOURS AND COMPENSATION.

- a. The COUNTY will delegate the number of SROs as stated in paragraph one. SROs will be permitted to take time off from work (personnel or medical) as permitted under COUNTY policy or COUNTY labor agreements (hereinafter referred to as "leave"). COUNTY needs may also arise where the SRO may need to be absent from the school. The parties agree that the COUNTY will not backfill an SRO on leave unless the leave exceeds two weeks. The SCHOOL DISTRICT agrees that while an SRO is on leave the SCHOOL DISTRICT will receive law enforcement services by calling Wright County Dispatch and having a Deputy respond to any matters on School District Property. The level of service in this instance is the same as enjoyed by all citizens and businesses in the COUNTY.
- b. The SCHOOL DISTRICT agrees to pay to the COUNTY 9/12th, or the equivalent of .75 FTE, of the annual wages paid by the COUNTY to a starting deputy hired at the then-current minimum hourly rate, which for the 2025/2026 school year is \$39.00 per hour

(new employee), for each SRO provided. This equates to \$60,840 per SRO for the 2025/2026 school year. The annual amount shall be subject to adjustment each year based on changes to applicable labor agreements and wage scales. The COUNTY shall provide written notice of any rate adjustment to the SCHOOL DISTRICT no later than August 15 of each year.

8. COMPLIANCE with MN STATUTE 626.8482, Subd. 2 and Post Board Model Policy

A. Uniforms agreed upon are WCSO policy 1020.4.2, authorized Class A, Class B or SRO uniform.

1. SRO uniform shall consist of black short or long sleeve polo shirt with embroidered badge and SHERIFF markings. Pants shall consist of khaki colored duty pants. This is the general SRO uniform worn daily.
2. The selection of the SRO is the sole responsibility of the Sheriff's Office.
3. It is the responsibility of the school district to ensure proper public notification regarding the presence of the SRO.

9. GENERAL SRO DUTIES

A. Includes, but are not necessarily limited to, the following:

1. Fostering a positive school climate and constructive relationships.
2. Work in collaboration with the schools to provide campus safety training.
3. Crisis Intervention and De-escalation
 - i. Crisis intervention and de-escalation strategies should be used whenever possible in response to crisis or safety situations. The safety of the individual, SRO's, school staff, students, and others present should not be compromised during de-escalation tactics.
4. Use of Force.
 - i. SRO use of force is governed by and will comply with Minn. Stats. 609.06 Authorized Use of Force; 609.066 Authorized Use of Deadly Force by Peace Officers; 626.8475 Duty to Intercede and Report; and the Law Enforcement Agency Use of Force Policy.
5. When a criminal incident also involves a violation of school rules, SRO's should consider referral of the matter to school authorities in lieu of formal criminal referral, as appropriate for the incident, the students and families involved, the victim(s) and the larger school community.
6. SROs should exercise age-appropriate practices when interacting with children, and developmentally appropriate practices with youth and individuals known to have physical, mental health, developmental or intellectual disabilities recognizing that the individual's disability may affect their ability to understand or comply with commands from SROs.
7. Arrest considerations.
 - i. Custodial arrests in school should be avoided if reasonably practical. If a custodial arrest is necessary because of exigency or public safety considerations, the arrest should be made in a non-communal area away from the view of other students if practicable.
8. Training
 - i. The COUNTY will provide required training for the SRO pursuant to statute 626.8482,

Subd. 4.

9. Data Practices

- i. All government data that are collected, created, received, or maintained as a result of this Agreement will be handled in accordance with all applicable federal and state laws, including, but not limited to, the Minnesota Government Data Practices Act (MGDPA). The parties recognize that educational data maintained by the District are protected under the (MGDPA) and under the Family Educational Rights Privacy Act (FERPA), including its implementing regulations 34 C.F.R. part 99. Nothing in this Agreement may be construed to modify the responsibilities of either party under the MGDPA or the District's responsibilities under FERPA.
- ii. Education records that can be shared are as follows:
 - a. In accordance with Minn. Stat. sec. 13.32, subd. 8, on request by the juvenile justice system when needed to serve the student:
 - i. Student's full name, home address, telephone number, date of birth, school schedule, daily attendance record, photos.
 - ii. Parents' names, home addresses, and telephone numbers
 - iii. Other data on the student related to serving the student prior to adjudication, if the juvenile justice system provides a certification of limited disclosure in accordance with Minn. Stat. sec. 13.32, subd. 3, clause (i) (see Minn. Stat. sec. 13.32, subd. 8):
 - 1. Use of a controlled substance, alcohol, or tobacco,
 - 2. Certain assaultive or threatening conduct.
 - 3. Possession or use of weapons or look-alike weapons.
 - 4. Theft.
 - 5. Vandalism or other damage to property.
 - b. Directory information as defined in 34 C.F.R. sec. 99.3 and described in sec. 99.37.
 - c. Pursuant to a valid court order or lawfully issued subpoena (see 34 C.F.R. sec. 99.31 and Minn. Stat. sec. 13.32, subd. 3).
 - d. As specifically authorized by law (see Minn. Stat. sec. 13.05).
 - e. When informed, signed and dated written consent of the "eligible student" or parent is obtained (see 34 C.F.R. sec. 99.30; 34 C.F.R. sec. 99.3 (definition of "eligible student")).
 - f. When the work assignment reasonably requires access (see Minn. Stat. sec. 13.05).
 - g. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals (see Minn. Stat. sec. 13.32, subd. 3, clause (1)).
 - h. When the SCHOOL DISTRICT asks a law enforcement unit to investigate a possible violation of, or to enforce, any local, State, or Federal law (see 34 C.F.R. sec. 99.8).
- iii. When disclosure is in connection with a health or safety emergency under the conditions described in 34 C.F.R. sec. 99.36.
 - a. Law enforcement records that contain student and parent data that are maintained by the law enforcement agency shall be governed by the agency's data practices policy and in compliance with the requirements of the Minnesota Government Data Practices Act, Minn. Stats., chapter 13, and Minnesota Rules, parts 1205.0100-1205.2000.

10. LIABILITY

- A. During the initial and any renewal terms of this Agreement, the COUNTY shall maintain general, automotive, and workers' compensation coverage currently provided by Minnesota Counties Intergovernmental Trust at the coverage limits provided.
- B. The SCHOOL DISTRICT shall not assume any liability for the direct payment of any salaries, wages, or other compensation to any of the COUNTY'S employees providing SRO Services to the SCHOOL DISTRICT under this Agreement and the COUNTY hereby assumes said liabilities.
- C. The SCHOOL DISTRICT shall not be liable for compensation or indemnity to any of the COUNTY'S employees for injury or sickness arising out of their employment with the COUNTY and/or provision of the SRO Services to the SCHOOL DISTRICT, and the COUNTY agrees to defend, indemnify and hold the SCHOOL DISTRICT harmless against any such claims.
- D. The COUNTY agrees to defend, indemnify and hold harmless the SCHOOL DISTRICT, and its employees, officials and agents from and against all claims, actions, damages, losses and expenses, including reasonable attorney fees, arising out of the COUNTY'S performance or failure to perform its obligations under this Agreement, except as set forth below. The parties agree this indemnity obligation shall survive the completion or termination of this Agreement.
- E. The SCHOOL DISTRICT agrees to defend, indemnify and hold harmless the COUNTY, and its employees, officials and agents from and against all claims, actions, damages, losses and expenses, including reasonable attorney fees, arising out of the SCHOOL DISTRICT'S negligence or the SCHOOL DISTRICT'S performance or failure to perform its obligations under this Agreement. The parties agree this indemnity obligation shall survive the completion or termination of this Agreement.
- F. The SCHOOL DISTRICT agrees to defend, indemnify and hold harmless the COUNTY, and its employees, officials and agents, for any claims related to the interpretation of or challenges to the validity of the SCHOOL DISTRICT'S ordinances and building code enforcement.
- G. The failure to furnish SRO services because of weather, road conditions, or the unavailability of personnel or equipment, shall not be a breach of this Agreement.
- H. Nothing in this Agreement shall constitute a waiver of the statutory limits on liability set forth in Minnesota Statutes, Chapter 466 or a waiver of any available immunities or defenses. Nothing herein shall be construed to provide insurance coverage or indemnification to an employee, official or agent of any Party for any act or omission for which the employee, official agent is guilty of malfeasance in office, willful neglect of duty or bad faith. It is further understood that Minnesota Statutes, section 471.59, subd. 1a

applies to this Agreement. To the full extent permitted by law, actions by the parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the parties that they shall be deemed a "single governmental unit" for the purposes of liability, all as set forth in Minnesota Statutes, section 471.59, subd. 1a(a); provided further that for purposes of that statute, each party to this Agreement expressly declines responsibility for the acts or omissions of the other party. For purposes of determining total liability damages, the parties are considered a single governmental unit, and the total liability shall not exceed the limits on governmental liability for a single governmental unit as specified in Minnesota Statutes, section 3.736 or section 466.04.

11. GENERAL PROVISIONS.

- A. Entire Agreement. This Agreement supersedes any prior or contemporaneous representations or agreements, whether written or oral, between the Parties and contains the entire agreement.
- B. Assignment. The COUNTY may not assign this Agreement to any other person unless written consent is obtained from the SCHOOL DISTRICT.
- C. Amendments. Except as to the provisions for contracted hours and compensation under paragraph 7, any modification or amendment to this Agreement shall require a written agreement signed by both Parties.
- D. Nondiscrimination. In the hiring of employees to perform work under this Agreement, the COUNTY shall not discriminate against any person by reason of any characteristic or classification protected by state or federal law.
- E. Governing Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota. All proceedings related to this Agreement shall be venued in Wright County, Minnesota. Litigation in the federal courts involving the parties will be in the appropriate court within the State of Minnesota.
- F. Waiver. The waiver by either party of any breach or failure to comply with any provision of this Agreement by the other Party shall not be construed as, or constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this Agreement.
- G. Notices. All notices and other communications pursuant to this Agreement must be in writing and must be given by registered or certified mail, postage prepaid, or delivered by hand at the addresses set forth below:

Notice to County: Wright County Sheriff
 Wright County Law Enforcement Center
 3800 Braddock Avenue N.E.
 Buffalo, MN 55313

And

Wright County Administrator

Wright County Government
Center
3650 Braddock Avenue N.E.
Buffalo, MN 55313

Notice to School: _____

District: _____

- H. Savings Clause. If a court finds any portion of this Agreement to be contrary to law, invalid, or unenforceable, the remainder of the Agreement will remain in full force and effect.
- I. Counterparts. This Agreement may be signed in counterparts, each of which shall be deemed an original, and which taken together shall be deemed to be one and the same document.

IN WITNESS WHEREOF, The SCHOOL DISTRICT, by resolution duly adopted by its governing body, caused this agreement to be signed by its Board Chair and attested by its Superintendent; and the County of Wright, by the County Board of Commissioners, has caused this agreement to be signed by the Chairman, County Administrator, and by the Wright County Sheriff, effective on the day and year first above written.

[THIS SPACE WAS INTENTIONALLY LEFT BLANK - SIGNATURE PAGE TO FOLLOW]

Dated: _____

COUNTY OF _____ MINNESOTA

By: _____
Its Board Chair

By: _____
Its County Administrator

and

By: _____
Its County Sheriff

IN WITNESS WHEREOF, the SCHOOL DISTRICT has caused this Agreement to be signed by its Board Chair and Superintendent.

Dated: 9/23/2025

ISD#: 885

By: Drew Scherba
Its Board Chair

And

By: Ann-Marie Jouscault
Its Superintendent

SCHOOL RESOURCE OFFICER CONTRACT

THIS AGREEMENT made and entered on this _____ day of _____, 2025, by and between the COUNTY OF WRIGHT and the WRIGHT COUNTY SHERIFF, hereinafter referred to as "County" and **Kaleidoscope**, hereinafter referred to as the "School District",

WITNESSETH:

WHEREAS, the COUNTY has a statutory obligation to provide law enforcement services within Wright County; and

WHEREAS, the School District is desirous of entering into a contract with the County for the provision of a School Resource Officer (SRO), with said SRO to be provided by the Wright County Sheriff's Office; and,

WHEREAS, the SCHOOL DISTRICT has determined that it is in the best interests of the SCHOOL DISTRICT to continue to contract with the COUNTY for SRO services; and

WHEREAS, said contracts are authorized and provided for pursuant to Minnesota Statutes 471.59, as well as statutory authority relating to schools and law enforcement;

WHEREAS, the COUNTY is agreeable to rendering such services on the terms and conditions hereinafter set forth; and

NOW THEREFORE, pursuant to the terms of the aforesaid statutes, and in consideration of the mutual covenants herein contained, it is agreed as follows:

1. That the County by way of the Sheriff agrees to provide SRO services within the District's Wright County school facilities to the extent and in the manner as hereinafter set forth:
 - a. Except as otherwise hereinafter specifically set forth, such services shall encompass only duties and functions of the type coming within the jurisdiction of the Wright County Sheriff pursuant to Minnesota Laws and Statutes and as stated in the attached job description which is attached hereto and incorporated herein by reference as Exhibit A.
 - b. That the County by way of the Wright County Sheriff's Office agrees to provide one School Resource Officer to the School District to attend to matters at the District's Wright County schools, with said SRO to provide services as set out in the job description attached hereto and incorporated herein by reference.
 - c. Services purchased pursuant to this contract shall include enforcement of Minnesota State Statutes, including but not limited to the Traffic Code and the Criminal Code, as well as all local ordinances enacted in conformance therewith.
2. The manner and standards of performance, the discipline of peace officers and employees, and other matters incident to the provision of services under this Agreement, and the control of personnel so employed, shall be subject solely to the control of the COUNTY. In the event of a dispute between the parties as to the extent of the duties and functions to be rendered hereunder. or the level or manner of performance of such service, the determination

thereof made by the Sheriff of the COUNTY shall be final and conclusive as between the parties hereto.

3. The COUNTY shall have full cooperation and assistance from the SCHOOL DISTRICT, its officers, agents, and employees so as to facilitate the performance of this agreement. In order to facilitate a local presence of Sheriff's Deputies, the SCHOOL DISTRICT shall, if requested by the COUNTY, provide a secure office for the Sheriff's Office Employees by having adequate space for a desk with chairs, limited public visibility, a local telephone line and an adequate internet connection with support as requested by the COUNTY.
4. That the COUNTY shall furnish and supply all necessary labor, supervision, equipment, and all supplies necessary to maintain the level of service to be rendered herein.
5. All deputy sheriffs, clerks, and all other COUNTY personnel performing duties pursuant to this Agreement shall at all times be considered employees of the COUNTY for all purposes.

6. TERM

- a. Any prior contracts between the parties for the allocation of a School Resource Officer(s) is hereby void and terminated effective immediately and superseded by this agreement.
- b. The COUNTY shall commence the provision of SRO Services on November 1st, 2025, and this Agreement shall remain in effect for a period of two (2) years, unless earlier terminated by operation of law or pursuant to the terms of this Agreement.
- c. This Agreement shall automatically renew for a period of one (1) year following the expiration of the initial two (2) year term and for 2 additional one (1) year renewals after that, for a total period of five (5) years.
- d. Any Party may terminate this Agreement during or prior to the renewal term by providing notice by June 1st prior to the start of the next renewal period. Notice of termination that is timely delivered shall be effective at the end of the initial or renewal term on September 1st. The Parties may voluntarily terminate this Agreement at any time by mutual agreement.

7. CONTRACTED HOURS AND COMPENSATION.

- a. The COUNTY will delegate the number of SROs as stated in paragraph one. SROs will be permitted to take time off from work (personnel or medical) as permitted under COUNTY policy or COUNTY labor agreements (hereinafter referred to as "leave"). COUNTY needs may also arise where the SRO may need to be absent from the school. The parties agree that the COUNTY will not backfill an SRO on leave unless the leave exceeds two weeks. The SCHOOL DISTRICT agrees that while an SRO is on leave the SCHOOL DISTRICT will receive law enforcement services by calling Wright County Dispatch and having a Deputy respond to any matters on School District Property. The level of service in this instance is the same as enjoyed by all citizens and businesses in the COUNTY.
- b. The SCHOOL DISTRICT agrees to pay to the COUNTY 9/12th, or the equivalent of .75 FTE, of the annual wages paid by the COUNTY to a starting deputy hired at the then-current minimum hourly rate, which for the 2025/2026 school year is \$39.00 per hour

(new employee), for each SRO provided. This equates to \$60,840 per SRO for the 2025/2026 school year. Due to partial year contract, year one will be \$47,320. The annual amount shall be subject to adjustment each year based on changes to applicable labor agreements and wage scales. The COUNTY shall provide written notice of any rate adjustment to the SCHOOL DISTRICT no later than August 15 of each year.

8. COMPLIANCE with MN STATUTE 626.8482, Subd. 2 and Post Board Model Policy

A. Uniforms agreed upon are WCSO policy 1020.4.2, authorized Class A, Class B or SRO uniform.

1. SRO uniform shall consist of black short or long sleeve polo shirt with embroidered badge and SHERIFF markings. Pants shall consist of khaki colored duty pants. This is the general SRO uniform worn daily.
2. The selection of the SRO is the sole responsibility of the Sheriff's Office.
3. It is the responsibility of the school district to ensure proper public notification regarding the presence of the SRO.

9. GENERAL SRO DUTIES

A. Includes, but are not necessarily limited to, the following:

1. Fostering a positive school climate and constructive relationships.
2. Work in collaboration with the schools to provide campus safety training.
3. Crisis Intervention and De-escalation
 - i. Crisis intervention and de-escalation strategies should be used whenever possible in response to crisis or safety situations. The safety of the individual, SRO's, school staff, students, and others present should not be compromised during de-escalation tactics.
4. Use of Force.
 - i. SRO use of force is governed by and will comply with Minn. Stats. 609.06 Authorized Use of Force; 609.066 Authorized Use of Deadly Force by Peace Officers; 626.8475 Duty to Intercede and Report; and the Law Enforcement Agency Use of Force Policy.
5. When a criminal incident also involves a violation of school rules, SRO's should consider referral of the matter to school authorities in lieu of formal criminal referral, as appropriate for the incident, the students and families involved, the victim(s) and the larger school community.
6. SROs should exercise age-appropriate practices when interacting with children, and developmentally appropriate practices with youth and individuals known to have physical, mental health, developmental or intellectual disabilities recognizing that the individual's disability may affect their ability to understand or comply with commands from SROs.
7. Arrest considerations.
 - i. Custodial arrests in school should be avoided if reasonably practical. If a custodial arrest is necessary because of exigency or public safety considerations, the arrest should be made in a non-communal area away from the view of other students if practicable.
8. Training
 - i. The COUNTY will provide required training for the SRO pursuant to statute 626.8482,

Subd. 4.

9. Data Practices

- i. All government data that are collected, created, received, or maintained as a result of this Agreement will be handled in accordance with all applicable federal and state laws, including, but not limited to, the Minnesota Government Data Practices Act (MGDPA). The parties recognize that educational data maintained by the District are protected under the (MGDPA) and under the Family Educational Rights Privacy Act (FERPA), including its implementing regulations 34 C.F.R. part 99. Nothing in this Agreement may be construed to modify the responsibilities of either party under the MGDPA or the District's responsibilities under FERPA.
- ii. Education records that can be shared are as follows:
 - a. In accordance with Minn. Stat. sec. 13.32, subd. 8, on request by the juvenile justice system when needed to serve the student:
 - i. Student's full name, home address, telephone number, date of birth, school schedule, daily attendance record, photos.
 - ii. Parents' names, home addresses, and telephone numbers
 - iii. Other data on the student related to serving the student prior to adjudication, if the juvenile justice system provides a certification of limited disclosure in accordance with Minn. Stat. sec. 13.32, subd. 3, clause (i) (see Minn. Stat. sec. 13.32, subd. 8):
 - 1. Use of a controlled substance, alcohol, or tobacco,
 - 2. Certain assaultive or threatening conduct.
 - 3. Possession or use of weapons or look-alike weapons.
 - 4. Theft.
 - 5. Vandalism or other damage to property.
 - b. Directory information as defined in 34 C.F.R. sec. 99.3 and described in sec. 99.37.
 - c. Pursuant to a valid court order or lawfully issued subpoena (see 34 C.F.R. sec. 99.31 and Minn. Stat. sec. 13.32, subd. 3).
 - d. As specifically authorized by law (see Minn. Stat. sec. 13.05).
 - e. When informed, signed and dated written consent of the "eligible student" or parent is obtained (see 34 C.F.R. sec. 99.30; 34 C.F.R. sec. 99.3 (definition of "eligible student")).
 - f. When the work assignment reasonably requires access (see Minn. Stat. sec. 13.05).
 - g. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals (see Minn. Stat. sec. 13.32, subd. 3, clause (i)).
 - h. When the SCHOOL DISTRICT asks a law enforcement unit to investigate a possible violation of, or to enforce, any local, State, or Federal law (see 34 C.F.R. sec. 99.8).
- iii. When disclosure is in connection with a health or safety emergency under the conditions described in 34 C.F.R. sec. 99.36.
 - a. Law enforcement records that contain student and parent data that are maintained by the law enforcement agency shall be governed by the agency's data practices policy and in compliance with the requirements of the Minnesota Government Data Practices Act, Minn. Stats., chapter 13, and Minnesota Rules, parts 1205.0100-1205.2000.

10. LIABILITY

- A. During the initial and any renewal terms of this Agreement, the COUNTY shall maintain general, automotive, and workers' compensation coverage currently provided by Minnesota Counties Intergovernmental Trust at the coverage limits provided.
- B. The SCHOOL DISTRICT shall not assume any liability for the direct payment of any salaries, wages, or other compensation to any of the COUNTY'S employees providing SRO Services to the SCHOOL DISTRICT under this Agreement and the COUNTY hereby assumes said liabilities.
- C. The SCHOOL DISTRICT shall not be liable for compensation or indemnity to any of the COUNTY'S employees for injury or sickness arising out of their employment with the COUNTY and/or provision of the SRO Services to the SCHOOL DISTRICT, and the COUNTY agrees to defend, indemnify and hold the SCHOOL DISTRICT harmless against any such claims.
- D. The COUNTY agrees to defend, indemnify and hold harmless the SCHOOL DISTRICT, and its employees, officials and agents from and against all claims, actions, damages, losses and expenses, including reasonable attorney fees, arising out of the COUNTY'S performance or failure to perform its obligations under this Agreement, except as set forth below. The parties agree this indemnity obligation shall survive the completion or termination of this Agreement.
- E. The SCHOOL DISTRICT agrees to defend, indemnify and hold harmless the COUNTY, and its employees, officials and agents from and against all claims, actions, damages, losses and expenses, including reasonable attorney fees, arising out of the SCHOOL DISTRICT'S negligence or the SCHOOL DISTRICT'S performance or failure to perform its obligations under this Agreement. The parties agree this indemnity obligation shall survive the completion or termination of this Agreement.
- F. The SCHOOL DISTRICT agrees to defend, indemnify and hold harmless the COUNTY, and its employees, officials and agents, for any claims related to the interpretation of or challenges to the validity of the SCHOOL DISTRICT'S ordinances and building code enforcement.
- G. The failure to furnish SRO services because of weather, road conditions, or the unavailability of personnel or equipment, shall not be a breach of this Agreement.
- H. Nothing in this Agreement shall constitute a waiver of the statutory limits on liability set forth in Minnesota Statutes, Chapter 466 or a waiver of any available immunities or defenses. Nothing herein shall be construed to provide insurance coverage or indemnification to an employee, official or agent of any Party for any act or omission for which the employee, official agent is guilty of malfeasance in office, willful neglect of duty or bad faith. It is further understood that Minnesota Statutes, section 471.59, subd. 1a

applies to this Agreement. To the full extent permitted by law, actions by the parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the parties that they shall be deemed a "single governmental unit" for the purposes of liability, all as set forth in Minnesota Statutes, section 471.59, subd. 1a(a); provided further that for purposes of that statute, each party to this Agreement expressly declines responsibility for the acts or omissions of the other party. For purposes of determining total liability damages, the parties are considered a single governmental unit, and the total liability shall not exceed the limits on governmental liability for a single governmental unit as specified in Minnesota Statutes, section 3.736 or section 466.04.

11. GENERAL PROVISIONS.

- A. Entire Agreement. This Agreement supersedes any prior or contemporaneous representations or agreements, whether written or oral, between the Parties and contains the entire agreement.
- B. Assignment. The COUNTY may not assign this Agreement to any other person unless written consent is obtained from the SCHOOL DISTRICT.
- C. Amendments. Except as to the provisions for contracted hours and compensation under paragraph 7, any modification or amendment to this Agreement shall require a written agreement signed by both Parties.
- D. Nondiscrimination. In the hiring of employees to perform work under this Agreement, the COUNTY shall not discriminate against any person by reason of any characteristic or classification protected by state or federal law.
- E. Governing Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota. All proceedings related to this Agreement shall be venued in Wright County, Minnesota. Litigation in the federal courts involving the parties will be in the appropriate court within the State of Minnesota.
- F. Waiver. The waiver by either party of any breach or failure to comply with any provision of this Agreement by the other Party shall not be construed as, or constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this Agreement.
- G. Notices. All notices and other communications pursuant to this Agreement must be in writing and must be given by registered or certified mail, postage prepaid, or delivered by hand at the addresses set forth below:

Notice to County: Wright County Sheriff
 Wright County Law Enforcement Center
 3800 Braddock Avenue N.E.
 Buffalo, MN 55313

And

Wright County Administrator

Wright County Government
Center
3650 Braddock Avenue N.E
Buffalo, MN 55313

Notice to School: Kaleidoscope Charter School

District: Kaleidoscope Charter School
7525 Kallard Ave NE
Otsego, MN 55301

- H. Savings Clause. If a court finds any portion of this Agreement to be contrary to law, invalid, or unenforceable, the remainder of the Agreement will remain in full force and effect.
- I. Counterparts. This Agreement may be signed in counterparts, each of which shall be deemed an original, and which taken together shall be deemed to be one and the same document.

IN WITNESS WHEREOF, The SCHOOL DISTRICT, by resolution duly adopted by its governing body, caused this agreement to be signed by its Board Chair and attested by its Superintendent; and the County of Wright, by the County Board of Commissioners, has caused this agreement to be signed by the Chairman, County Administrator, and by the Wright County Sheriff, effective on the day and year first above written.

[THIS SPACE WAS INTENTIONALLY LEFT BLANK - SIGNATURE PAGE TO FOLLOW]

Dated: _____

COUNTY OF _____, MINNESOTA

By: _____
Its Board Chair

By: _____
Its County Administrator

and

By: _____
Its County Sheriff

IN WITNESS WHEREOF, the SCHOOL DISTRICT has caused this Agreement to be signed
 by its Board Chair and Superintendent.

Dated: October 27, 2025

ISD#: 4118

By: Daisy Ziesmer
Its Board Chair

And

By: [Signature]
Its Executive Director

Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *

11/4/2025 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Ross Demant

Agenda Item Type

☒ RFBA ☐ Minutes Submission ☐ Warrants Submission

Requestor Title

Parks & Recreation Director

Target Section

☐ Consent Agenda ☒ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department) *

PARKS & RECREATION

Time Required:

3

Originator

BTP5489

Item Details

Board Action Requested (this is what will appear on the Agenda) *

Authorize a Joint Powers Agreement with Stearns County for the Care and Maintenance of Fairhaven Mill County Park

Short Title (what will appear on Agenda outline – 250 character max.) *

Authorize a Joint Powers Agreement with Stearns County for the Care and Maintenance of Fairhaven Mill County Park

Value Stream the request primarily aligns with:

Develop County Infrastructure

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

Continued care of maintenance of Fairhaven Mill Park.

Describe the impact on staffing resources.

Staffing will be used to care and maintain the park.

Fiscal Impact:

The County pays 50% of the care and maintenance of the park.

Background/Justification:

Wright County and Stearns County have developed a Joint Powers Agreement (JPA) for the care and maintenance of Fairhaven Mill Park. Although the park is located in Stearns County, it is owned by Wright County, and the two counties have cooperatively shared costs and responsibilities for more than 40 years without a formal agreement. Under this JPA, Wright County will continue to plan for and provide all park care and maintenance, meet annually with Stearns County to review upcoming maintenance and projects, and invoice Stearns County for half of the annual expenses. Stearns County, in turn, agrees to meet annually with Wright County Parks staff and reimburse Wright County for 50% of the care and maintenance costs each year. This agreement formalizes a long-standing partnership and ensures continued stewardship of the historic Fairhaven Mill Park.

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

[JPA Stearns 10 29 2025.pdf](#)

Attachment Type

Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

JOINT POWERS AGREEMENT

Between

Wright County, Minnesota and
Stearns County, Minnesota

This agreement, made this _____ day of _____, 2025, is by and between Wright County, Minnesota and Stearns County, Minnesota. This agreement is entered into pursuant to Minnesota Statutes Section 471.59.

WHEREAS, Wright County owns certain property that is capable of being used to provide recreational opportunities; and

WHEREAS, this agreement is entered into by Wright County and Stearns County for the purpose to share equally in the care and maintenance of Fairhaven Mill County Park, a five-acre site located southwest of Fairhaven off County Road 7 on the Clearwater River, with an address of 5001 Birchdale Road, South Haven, MN 55382.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. Use of Property: Subject to the terms contained herein and the approval by the Wright County Board of Commissioners, and the Stearns County Board of Commissioners, to maintain and make improvements to Fairhaven Mill County Park (hereinafter, "Park") property as necessary for the care and upkeep of the Park.
2. Term: The term of this agreement shall be for twenty (20) years commencing on the _____ day of _____ 2025. The parties shall have the right to extend the term hereof upon the same terms and conditions for one successive term of twenty (20) years by giving notice of its intention to extend this Joint Powers Agreement. The notice must be provided no later than six (6) months prior to the expiration of the initial term hereof.
3. Wright County Obligations:
 - a. To plan for and provide the care and maintenance of the Park.
 - b. Meet with Stearns County Park staff annually, each spring, to determine maintenance estimates and any proposed Park projects for the following year.
 - c. To annually invoice Stearns County for half of the care and maintenance costs of the Park.
4. Stearns County Obligations:
 - a. Meet with Wright County Park staff annually, each spring, to determine maintenance estimates and any proposed Park projects for the following year.
 - b. To annually pay Wright County for half of the care and maintenance costs of the Park.
5. Shared Obligations (The Counties):
 - a. To share the expense of:
 - i. Restroom facilities, including portable restrooms and fixed structure restrooms
 - ii. Fairhaven Mill Building care and maintenance
 - iii. Garbage and recycling removal
 - iv. Greenview Staff
 - v. Care and maintenance of the Park
 - vi. Staff Time

6. Hold Harmless:

- a. Wright County and Stearns County are required to maintain the minimum coverage as set forth in their respective Minnesota Counties Intergovernmental Trust Coverage Document.
- b. Each County shall fully defend, indemnify and hold harmless each other against all claims, losses, liability, suits, judgments, costs and expenses by reason of the action or inaction of the Board and/or employees and/or the agents of each County. This Agreement to indemnify and hold harmless does not constitute a waiver by any participant of limitations on liability provided under Minnesota Statutes, Section 466.04. To the full extent permitted by law, actions by the Parties pursuant to this Agreement are intended to be and shall be construed as a “cooperative activity” and it is the intent of the Parties that they shall be deemed a “single governmental unit” for the purpose of liability, as set forth in Minnesota Statutes, Section 471.59, subd. 1a(a); provided further that for purposes of that statute, each Party to this Agreement expressly declines responsibility for the acts or omissions of the other Party. The Parties of this Agreement are not liable for the acts or omissions of the other participants to this Agreement except to the extent to which they have agreed in writing to be responsible for acts or omissions of the other Parties.

7. Termination:

- a. Automatic Termination: This agreement shall be terminated automatically upon the expiration of the term as provided in Article 2.

8. Improvements:

- a. Stearns County must obtain approval from Wright County before it makes any improvements to the Park. Any improvements that Stearns County has made or makes becomes property owned solely by Wright County. At the termination of this agreement, Wright County shall maintain ownership interests to all improvements made by Stearns County to the Park, without payment to Stearns County.

9. Assignments:

- a. Neither Wright County nor Stearns County may assign its interests in this agreement to any other person, corporation, or entity.

10. Merger and Amendments:

- a. All negotiations, considerations, representations, and understandings between the parties are incorporated herein and may be modified or altered only by a written instrument signed by representations of both parties.

IN WITNESS WHEREOF, the parties hereto have executed this instrument the day and year written above.

WRIGHT COUNTY

Chairperson, County Board

County Administrator

STEARNS COUNTY

Chairperson, County Board

County Auditor/ Treasurer

Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *

11/4/2025 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Lindsey Meyer

Agenda Item Type

☒ RFBA ☐ Minutes Submission ☐ Warrants Submission

Requestor Title

Auditor/Treasurer

Target Section

☐ Consent Agenda ☒ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department) *

FINANCE & TAXPAYER SERVICES

Time Required:

2 min

Originator

KAL5640

Item Details

Board Action Requested (this is what will appear on the Agenda) *

Approve Resolution Regarding the Placement of a Special Assessment on Property in Buffalo

Short Title (what will appear on Agenda outline – 250 character max.) *

Approve Resolution Regarding the Placement of a Special Assessment on Property in Buffalo

Value Stream the request primarily aligns with:

Empower Use of Land, Property, and the Environment

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

This allows a renewable energy source to be placed on the property.

Describe the impact on staffing resources.

N/A

Fiscal Impact:

N/A

Background/Justification:

The Property Assessed Clean Energy (PACE) Program provides loan funds to assist property owners to make energy conservation and/or renewable energy improvements to their property. Property owners in Buffalo have applied for funding through this program. The Property Owners were given notice during the application process that the funds will be repaid over a 10 year term with interest. By their application, the Property Owners have also agreed that this special assessment be placed on their property pursuant to Minnesota Chapter 429. Board approval is needed to finalize this agreement and placed the special assessment on the subject property.

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
07 – Buffalo Valley Holding – Amortization Schedule.pdf	Attachment
County Board Resolution 215-062-001050 – Body.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

Buffalo Valley Holding - Amortization Schedule

Loan Amount	\$90,000.00
Annual Interest Rate (Lender's)	6.00%
Terms (Years)	10 yrs
Port Fee	0.00%
First Payment Date	6/1/2026

Payment #	Due Date	Beginning Balance	Principal	Interest	Payment	Ending Balance	Port Fee
1	6/1/2026	\$90,000.00	\$3,414.06	\$2,700.00	\$6,114.06	\$86,585.94	\$0.00
2	12/1/2026	\$86,585.94	\$3,414.06	\$2,700.00	\$6,114.06	\$83,171.88	\$0.00
3	6/1/2027	\$83,171.88	\$3,618.90	\$2,495.15	\$6,114.05	\$79,552.98	\$0.00
4	12/1/2027	\$79,552.98	\$3,618.90	\$2,495.16	\$6,114.06	\$75,934.08	\$0.00
5	6/1/2028	\$75,934.08	\$3,836.04	\$2,278.02	\$6,114.06	\$72,098.04	\$0.00
6	12/1/2028	\$72,098.04	\$3,836.03	\$2,278.02	\$6,114.05	\$68,262.01	\$0.00
7	6/1/2029	\$68,262.01	\$4,066.20	\$2,047.86	\$6,114.06	\$64,195.81	\$0.00
8	12/1/2029	\$64,195.81	\$4,066.20	\$2,047.86	\$6,114.06	\$60,129.61	\$0.00
9	6/1/2030	\$60,129.61	\$4,310.17	\$1,803.89	\$6,114.06	\$55,819.44	\$0.00
10	12/1/2030	\$55,819.44	\$4,310.17	\$1,803.89	\$6,114.06	\$51,509.27	\$0.00
11	6/1/2031	\$51,509.27	\$4,568.78	\$1,545.28	\$6,114.06	\$46,940.49	\$0.00
12	12/1/2031	\$46,940.49	\$4,568.78	\$1,545.28	\$6,114.06	\$42,371.71	\$0.00
13	6/1/2032	\$42,371.71	\$4,842.91	\$1,271.15	\$6,114.06	\$37,528.80	\$0.00
14	12/1/2032	\$37,528.80	\$4,842.90	\$1,271.15	\$6,114.05	\$32,685.90	\$0.00
15	6/1/2033	\$32,685.90	\$5,133.48	\$980.57	\$6,114.05	\$27,552.42	\$0.00
16	12/1/2033	\$27,552.42	\$5,133.48	\$980.58	\$6,114.06	\$22,418.94	\$0.00
17	6/1/2034	\$22,418.94	\$5,441.49	\$672.57	\$6,114.06	\$16,977.45	\$0.00
18	12/1/2034	\$16,977.45	\$5,441.49	\$672.57	\$6,114.06	\$11,535.96	\$0.00
19	6/1/2035	\$11,535.96	\$5,767.98	\$346.08	\$6,114.06	\$5,767.98	\$0.00
20	12/1/2035	\$5,767.98	\$5,767.98	\$346.08	\$6,114.06	\$0.00	\$0.00



RESOLUTION #25-69
BOARD OF WRIGHT COUNTY
COMMISSIONERS

DATE ADOPTED:
November 4, 2025

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

RESOLUTION #25-69

Page 1 of 1

ORDER IMPLEMENTING PROPERTY ASSESSED CLEAN ENERGY PROGRAM
FOR BUFFALO VALLEY HOLDING LLC

WHEREAS Wright County is a public entity within the State of Minnesota; and

WHEREAS, Resolution #14-54 approved a Joint Powers Agreement (JPA) with the St. Paul Port Authority to administer and implement the Property Assessed Clean Energy (PACE) program in Wright County; and

WHEREAS, The County has received a request from the St. Paul Port Authority to place a special assessment pursuant to the JPA on the following property tax parcel:

Owner: Buffalo Valley Holding LLC Parcel ID:
 215-062-001050
 Amount assessed: \$90,000.00 Interest rate:
 6.00%
 Term: 10 years

This conforms with the Minnesota PACE statutes. Interest, at a rate of 6.00%, will start to accrue on January 1, 2026. The assessment will amortize over a 10-year term, beginning in 2026. An amortization schedule as well as the PACE application requesting this assessment from the property owner is attached to this resolution.

Motion by
Commissioner

Seconded by
Commissioner

Roll Call Vote:

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

STATE OF MINNESOTA)

ss.

County of Wright)

I, Select Signer, duly appointed and qualified of the County of Wright, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Wright County, Minnesota, at their session held on Tuesday, November 4th, 2025, now on file in my office, and have found the same to be a true and correct copy thereof.

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

 Select Signer



Agenda Item

Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *

11 / 4 / 2025 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Lindsey Meyer

Agenda Item Type

☒ RFBA ☐ Minutes Submission ☐ Warrants Submission

Requestor Title

Auditor/Tresurer

Target Section

☐ Consent Agenda ☒ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department) *

FINANCE & TAXPAYER SERVICES

Time Required:

2 min

Originator

KAL5640

Item Details

Board Action Requested (this is what will appear on the Agenda) *

Approve Resolution Regarding the Placement of a Special Assessment on Property in Monticello

Short Title (what will appear on Agenda outline – 250 character max.) *

Approve Resolution Regarding the Placement of a Special Assessment on Property in Monticello

Value Stream the request primarily aligns with:

Empower Use of Land, Property, and the Environment

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

This allows a renewable energy source to be placed on the property.

Describe the impact on staffing resources.

N/A

Fiscal Impact:

N/A

Background/Justification:

The Property Assessed Clean Energy (PACE) Program provides loan funds to assist property owners to make energy conservation and/or renewable energy improvements to their property. Property owners in Monticello have applied for funding through this program. The Property Owners were given notice during the application process that the funds will be repaid over a 14 year term with interest. By their application, the Property Owners have also agreed that this special assessment be placed on their property pursuant to Minnesota Chapter 429. Board approval is needed to finalize this agreement and placed the special assessment on the subject property.

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. (4)

Document Name	Attachment Type
05 – Boser Family – Petition for Special Assessment.pdf	Attachment
07 – Boser Family – Amortization Schedule (SPPA).pdf	Attachment
County Board Resolution 155-131-001010 – Body.pdf	Attachment
02 – Helioscope Analysis BFLP.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes



400 N Wabasha Street | Suite 240 | Saint Paul, MN 55102

651-224-5686 (phone) | 651-223-5198 (fax)

Petition for Special Assessment

We hereby acknowledge that we will be obligated to pay the assessments when due. The assessment and the interest and any penalties thereon will constitute a lien against the Property until they are paid, even if I/we sell the Property to another person. I/we understand that assessment installments together with the interest on the assessment will be collected on my/our Property tax bill in the same manner and at the same time as Property taxes and will be collected on my/our Property tax bill in subject to the same penalties, remedies and lien priorities as for Property taxes in the event of delinquency, including foreclosure. I/we waive any and all procedural and substantive objections to the installation of the Improvements and the special assessments, including but not limited to any public or other hearings or hearing requirements and any claim that the assessment exceeds the benefit to the Property. I/we waive any appeal rights otherwise available pursuant to M.S.A. §429.081.

The City or County will assess the cost of the Improvements as a special assessment against the Property in accordance with the City's or County's charter, code, or ordinances regulating assessments. The Assessment will carry a term of up to 20 years and will be certified by the City or County annually to County for collection with Owner's Property taxes. Owner may choose to prepay all or a portion of the assessment directly to the City or County at any time during the term of the Assessment. All principal amounts certified annually will carry interest amounts calculated on a fixed interest rate as established by the Saint Paul Port Authority prior to ratification of the Assessment by the City or County.

Declarations

By signing this Application, the undersigned hereby declares under penalty or perjury under the laws of the State of Minnesota all of the following:

1. I am/we are the current owner of record of the Property described herein (the "Property.")
2. The Property is not currently involved in a bankruptcy proceeding.
3. I/we are current on any mortgage(s) or other loan(s) secured by the Property.
4. I/we and the Property meet the Eligibility Requirements listed on page one.
5. I/we waive any and all procedural and substantive objections to the installation of the Improvements and the special assessments, including but not limited to any public or other hearings or hearing requirements and any claim that the assessment exceeds the benefit to the Property. I/we waive any appeal rights otherwise available pursuant the M.S.A. § 429.801.
6. That (i) the information provided in, or in connection with, this Application is true and correct as of the date set forth opposite my/our signature(s) on this Application and (ii) that I/we understand that any intentional or negligent misrepresentation(s) of the information contained in this Application, or provided in connection with the Application, may result in civil liability and/or criminal penalties including, but not limited to, fine or imprisonment or both and liability for monetary damages to the Saint Paul Port Authority, any lender providing financing for Improvements described herein, their agents, successors and assigns, insurers and any other person who may suffer any loss due to reliance upon any misrepresentation(s) which I/we have made in this application.
7. I/we agree that the selection of any product(s), equipment and measures referenced in this Application (the "Improvements,") and the decisions regarding the purchase, installation and ownership/maintenance of the Improvements is/are my/our sole responsibility and that I/we have not relied upon any representations or recommendations of MinnPACE/Saint Paul Port Authority, its agents, representatives, assignees, or employees in making such selection or decision, and that my manufacturer, dealer, supplier, contractor or installer of the Improvements is not an agent, employee, assignee or representative of MinnPACE/Saint Paul Port Authority.
8. Owner agrees that any review and approval of the Improvements by a City, County, State or governmental department is granted only in its capacity of administering and enforcing existing relevant codes. Any such approval is only as to compliance with the codes and does not create a special duty to the Owner nor establish a warranty of quality of materials and workmanship.
9. I/we understand the MinnPACE/Saint Paul Port Authority makes no warranty, whether expressed or implied, with respect to the choice, use or application of the Improvements, including without limitation, the implied warranties of merchantability and fitness for any particular purpose, or the use or application of the Improvements.
10. I/we agree that MinnPACE/Saint Paul Port Authority has no liability whatsoever concerning (i) the quality or safety of any Improvements, including their fitness for any purpose, (ii) the estimated energy savings produced by or performance of the Improvements, (iii) the workmanship of any third parties, (iv) the installation or use of the improvement including, but not limited to, any effect on indoor pollutants; or (v) any other matter with respect to MinnPACE/Saint Paul Port Authority.

Initials
(all signers)



400 N Wabasha Street | Suite 240 | Saint Paul, MN 55102

651-224-5686 (phone) | 651-223-5198 (fax)

All applications MUST INCLUDE the information listed below. Incomplete applications WILL NOT be processed or considered for MinnPACE financing.

Owner Occupied Property Checklist

- ☐ Evidence of an Energy Audit or Renewable Energy System Feasibility (including cost savings, rebates, etc.)
- ☐ Construction contracts and bids
- ☐ Mortgage statement
- ☐ Current tax statement for the property receiving improvements
- ☐ Lender Acknowledgement Form
- ☐ Tax returns for the past three years for the Borrowing Entity
- ☐ Financial statements for the current year for the Borrowing Entity
- ☐ Tax returns for the past three years for the Operating Entity
- ☐ Debt schedule of subject property—all debt—mortgage and subordinated debt
- ☐ Debt schedule of operating entity—all debt of the operating entity
- ☐ Entity documents from borrower—articles, operating agreement, etc.

Non-Owner Occupied Property Checklist

- ☒ Evidence of an Energy Audit or Renewable Energy System Feasibility (including cost savings, rebates, etc.)
- ☒ Construction contracts and bids
- ☒ Mortgage statement
- ☒ Current tax statement for the property receiving improvements
- ☒ Lender Acknowledgement Form
- ☒ Tax returns for the past three years for the Borrowing Entity
- ☒ Financial statements for the current year from the Borrowing Entity
- ☒ Rent roll of Subject Property
- ☒ Debt schedule of operating entity—all debt of the operating entity
- ☒ Entity documents from borrower—articles, operating agreement, etc.

Signatures of all Property Owners and Notary

Date: _____

Property Owner Signature _____

Printed Name _____

Property Owner Signature _____

Printed Name _____

Property Owner Signature _____

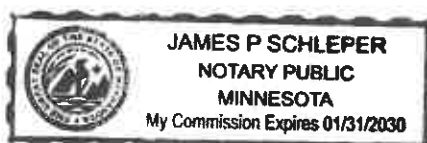
Printed Name _____

Property Owner Signature _____

Printed Name _____

For an acknowledgment in an individual capacity:

State of Minnesota

County of StearnsThis instrument was acknowledged before me on 8/7/2025 (date) by Douglas J. Boen (name(s) of person(s)). None (Seal, if any)

Signature of notarial officer _____

Title (and Rank) My commission expires: _____

Boser Family Limited Partnership/BFLP Solar LLC - Amortization Schedule

Loan Amount	\$123,500.00
Annual Interest Rate (Lender's)	6.25%
Terms (Years)	14 yrs
Port Fee	0.00%
First Payment Date	6/1/2026

Payment #	Due Date	Beginning Balance	Principal	Interest	Payment	Ending Balance	Port Fee
1	6/1/2026	\$123,500.00	\$2,887.22	\$3,859.37	\$6,746.59	\$120,612.78	\$0.00
2	12/1/2026	\$120,612.78	\$2,887.21	\$3,859.38	\$6,746.59	\$117,725.57	\$0.00
3	6/1/2027	\$117,725.57	\$3,067.67	\$3,678.92	\$6,746.59	\$114,657.90	\$0.00
4	12/1/2027	\$114,657.90	\$3,067.66	\$3,678.93	\$6,746.59	\$111,590.24	\$0.00
5	6/1/2028	\$111,590.24	\$3,259.40	\$3,487.19	\$6,746.59	\$108,330.84	\$0.00
6	12/1/2028	\$108,330.84	\$3,259.39	\$3,487.20	\$6,746.59	\$105,071.45	\$0.00
7	6/1/2029	\$105,071.45	\$3,463.11	\$3,283.48	\$6,746.59	\$101,608.34	\$0.00
8	12/1/2029	\$101,608.34	\$3,463.11	\$3,283.49	\$6,746.60	\$98,145.23	\$0.00
9	6/1/2030	\$98,145.23	\$3,679.55	\$3,067.04	\$6,746.59	\$94,465.68	\$0.00
10	12/1/2030	\$94,465.68	\$3,679.55	\$3,067.04	\$6,746.59	\$90,786.13	\$0.00
11	6/1/2031	\$90,786.13	\$3,909.53	\$2,837.06	\$6,746.59	\$86,876.60	\$0.00
12	12/1/2031	\$86,876.60	\$3,909.52	\$2,837.07	\$6,746.59	\$82,967.08	\$0.00
13	6/1/2032	\$82,967.08	\$4,153.87	\$2,592.72	\$6,746.59	\$78,813.21	\$0.00
14	12/1/2032	\$78,813.21	\$4,153.87	\$2,592.72	\$6,746.59	\$74,659.34	\$0.00
15	6/1/2033	\$74,659.34	\$4,413.49	\$2,333.10	\$6,746.59	\$70,245.85	\$0.00
16	12/1/2033	\$70,245.85	\$4,413.48	\$2,333.11	\$6,746.59	\$65,832.37	\$0.00
17	6/1/2034	\$65,832.37	\$4,689.33	\$2,057.26	\$6,746.59	\$61,143.04	\$0.00
18	12/1/2034	\$61,143.04	\$4,689.33	\$2,057.26	\$6,746.59	\$56,453.71	\$0.00
19	6/1/2035	\$56,453.71	\$4,982.41	\$1,764.18	\$6,746.59	\$51,471.30	\$0.00
20	12/1/2035	\$51,471.30	\$4,982.41	\$1,764.18	\$6,746.59	\$46,488.89	\$0.00
21	6/1/2036	\$46,488.89	\$5,293.82	\$1,452.78	\$6,746.60	\$41,195.07	\$0.00
22	12/1/2036	\$41,195.07	\$5,293.81	\$1,452.78	\$6,746.59	\$35,901.26	\$0.00
23	6/1/2037	\$35,901.26	\$5,624.68	\$1,121.91	\$6,746.59	\$30,276.58	\$0.00
24	12/1/2037	\$30,276.58	\$5,624.67	\$1,121.92	\$6,746.59	\$24,651.91	\$0.00
25	6/1/2038	\$24,651.91	\$5,976.22	\$770.37	\$6,746.59	\$18,675.69	\$0.00
26	12/1/2038	\$18,675.69	\$5,976.22	\$770.37	\$6,746.59	\$12,699.47	\$0.00
27	6/1/2039	\$12,699.47	\$6,349.73	\$396.86	\$6,746.59	\$6,349.74	\$0.00
28	12/1/2039	\$6,349.74	\$6,349.73	\$396.86	\$6,746.59	\$0.01	\$0.00

Roof Mount - 5 (Solar Rewards 40K) (JKM385) Inventure Fallon (Roof Mount), 9766 Fallon Ave, Monticello, MN 55362

Report

Project Name	Inventure Fallon (Roof Mount)
Project Address	9766 Fallon Ave, Monticello, MN 55362
Prepared By	Patrick Farnham patrick@cedarcreekenergy.com



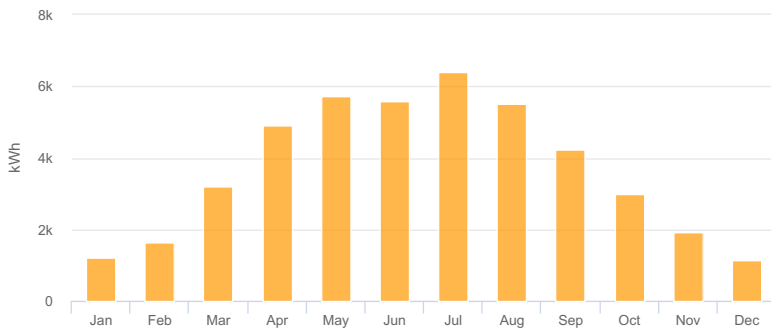
System Metrics

Design	Roof Mount - 5 (Solar Rewards 40K) (JKM385)
Module DC Nameplate	39.3 kW
Inverter AC Nameplate	33.3 kW Load Ratio: 1.18
Annual Production	44.44 MWh
Performance Ratio	78.9%
kWh/kWp	1,131.7
Weather Dataset	TMY, 10km grid (45.25,-93.75), NREL (prospector)
Simulator Version	9a48172b35-98a3557fac-5d8c9dbf0d-bca5500d7c

Project Location

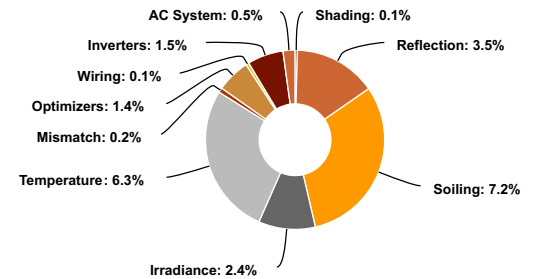


Monthly Production



Month	GHI (kWh/m ²)	POA (kWh/m ²)	Shaded (kWh/m ²)	Nameplate (kW)	Grid (kWh)
January	42.7	50.5	50.3	1,205.9	1,214.0
February	60.7	68.1	68.0	1,650.4	1,634.6
March	101.7	106.5	106.3	3,374.3	3,209.3
April	147.7	152.1	152.0	5,478.8	4,920.9
May	179.3	178.0	177.9	6,626.5	5,728.7
June	179.5	176.9	176.7	6,604.0	5,596.6
July	205.8	205.9	205.8	7,701.8	6,394.4
August	170.2	175.3	175.2	6,541.0	5,495.8
September	124.3	131.2	131.2	4,883.0	4,223.3
October	80.0	88.9	88.8	3,247.1	2,981.5
November	50.6	59.5	59.5	1,991.7	1,907.9
December	35.5	41.5	41.4	1,149.0	1,134.2

Sources of System Loss



⚡ Annual Production			
	Description	Output	% Delta
Irradiance (kWh/m²)	Annual Global Horizontal Irradiance	1,377.9	
	POA Irradiance	1,434.5	4.1%
	Shaded Irradiance	1,433.1	-0.1%
	Irradiance after Reflection	1,383.5	-3.5%
	Irradiance after Soiling	1,284.2	-7.2%
	Total Collector Irradiance	1,284.2	0.0%
Energy (kWh)	Nameplate	50,453.7	
	Output at Irradiance Levels	49,254.7	-2.4%
	Output at Cell Temperature Derate	46,138.5	-6.3%
	Output After Mismatch	46,047.7	-0.2%
	Optimizer Output	45,402.9	-1.4%
	Optimal DC Output	45,346.0	-0.1%
	Constrained DC Output	45,344.7	0.0%
	Inverter Output	44,664.5	-1.5%
	Energy to Grid	44,441.2	-0.5%
Temperature Metrics			
Avg. Operating Ambient Temp		9.9 °C	
Avg. Operating Cell Temp		22.9 °C	
Simulation Metrics			
Operating Hours		4668	
Solved Hours		4668	

☁ Condition Set												
Description	Snow Loss											
Weather Dataset	TMY, 10km grid (45.25,-93.75), NREL (prospector)											
Solar Angle Location	Meteo Lat/Lng											
Transposition Model	Perez Model											
Temperature Model	Sandia Model											
Temperature Model Parameters	Rack Type	a		b		Temperature Delta						
	Fixed Tilt	-3.56		-0.075		3°C						
	Flush Mount	-2.81		-0.0455		0°C						
	East-West	-3.56		-0.075		3°C						
	Carport	-3.56		-0.075		3°C						
Soiling (%)	J	F	M	A	M	J	J	A	S	O	N	D
	35.4	35.3	16.1	5.2	2.2	2	2	2	2	2.9	10.3	25.4
Irradiation Variance	5%											
Cell Temperature Spread	4° C											
Module Binning Range	-2.5% to 2.5%											
AC System Derate	0.50%											
Module Characterizations	Module						Characterization					
	JKM385M-72HL-V (jinkosolar)						JINKO_JKM385M_72HL_V.pan, PAN					
Component Characterizations	Device									Characterization		
	SE33.3KUS (deprecated) (SolarEdge)									CEC		
	P730 (SolarEdge)									Mfg Spec Sheet		

🗂 Components		
Component	Name	Count
Inverters	SE33.3KUS (deprecated) (SolarEdge)	1 (33.3 kW)
Strings	10 AWG (Copper)	4 (211.3 ft)
Optimizers	P730 (SolarEdge)	52 (38.0 kW)
Module	Jinkosolar, JKM385M-72HL-V (385W)	102 (39.3 kW)

🔌 Wiring Zones			
Description	Combiner Poles	String Size	Stringing Strategy
Wiring Zone	12	13-33	Along Racking

🏠 Field Segments									
Description	Racking	Orientation	Tilt	Azimuth	Intrarow Spacing	Frame Size	Frames	Modules	Power
Field Segment 1	Flush Mount	Portrait (Vertical)	26°	114.796°	0.0 ft	1x1	102	102	39.3 kW
Field Segment 2	Flush Mount	Landscape (Horizontal)	26°	205.21°	0.0 ft	1x2			0

Detailed Layout





RESOLUTION #25-70
BOARD OF WRIGHT COUNTY
COMMISSIONERS

DATE ADOPTED:
November 4, 2025

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

RESOLUTION #25-70

Page 1 of 1

ORDER IMPLEMENTING PROPERTY ASSESSED CLEAN ENERGY PROGRAM
FOR BFLP SOLAR, LLC/ BOSER FAMILY LIMITED PARTNERSHIP

WHEREAS Wright County is a public entity within the State of Minnesota; and

WHEREAS, Resolution #14-54 approved a Joint Powers Agreement (JPA) with the St. Paul Port Authority to administer and implement the Property Assessed Clean Energy (PACE) program in Wright County; and

WHEREAS, The County has received a request from the St. Paul Port Authority to place a special assessment pursuant to the JPA on the following property tax parcel:

Owner: BFLP Solar, LLC / Boser Family Limited Partnership

Parcel ID: 155-131-001010

Amount assessed: \$123,500.00

Interest rate: 6.25%

Term: 14 years

This conforms with the Minnesota PACE statutes. Interest, at a rate of 6.25%, will start to accrue on January 1, 2026. The assessment will amortize over a 14-year term, beginning in 2026. An amortization schedule as well as the PACE application requesting this assessment from the property owner is attached to this resolution.

Motion by
Commissioner

Seconded by
Commissioner

Roll Call Vote:

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

STATE OF MINNESOTA)

ss.

County of Wright)

I, Select Signer, duly appointed and qualified of the County of Wright, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Wright County, Minnesota, at their session held on Tuesday, November 4th, 2025, now on file in my office, and have found the same to be a true and correct copy thereof.

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

 Select Signer

Destination and Workflow**Meeting Type: ***

Board Meeting

Target Meeting Date *11/4/2025 9:00 AM – Board of Wright County
Commissioners**Requestor Name**

Matt Detjen

Agenda Item Type☒ RFBA ☐ Minutes Submission ☐ Warrants Submission**Requestor Title**

Ag Drainage & Natural Resources Supervisor

Target Section☐ Consent Agenda ☒ Timed Agenda
☐ Item for Consideration**Department (please use dropdown to select department) ***

PARKS & RECREATION

Time Required:

2

Originator

MJD7571

Item Details**Board Action Requested (this is what will appear on the Agenda) ***

Approve for Staff to Obtain Quotes for Tree Removal on County Ditch #33 and County Ditch #23

Short Title (what will appear on Agenda outline – 250 character max.) *

Approve for Staff to Obtain Quotes for Tree Removal on County Ditch #33 and County Ditch #23

Value Stream the request primarily aligns with:

Empower Use of Land, Property, and the Environment

Briefly describe how the request aligns with the selected value stream.**Describe the impact on staffing resources.****Fiscal Impact:**

None at this time, but if quotes are accepted at a later date this cost would be assessed to the benefited landowners on these systems.

Background/Justification:

County Ditch #33 (CD 33) is located partially within the City of Monticello, with much of the system located in Monticello TWP. County Ditch #23 (CD 23) is located in Woodland TWP and had a Reestablishment of Records ordered in 2024 in preparation for repairs.

Tree removal is a crucial part of the repair process with county ditch systems to provide access for repairs. CD 33 and CD 23 are both ongoing projects with future repairs anticipated. Staff is requesting to bid and complete tree removal work on these systems this fall/winter in preparation for repairs. Tree removal is typically easier to do in the fall/winter, and we have found that we get better pricing with contractors. If approved to solicit bids, we would bring the lowest responsible bid back for approval at a future board meeting.

CD 33 Tree Removal Cost Estimate: 0.88 Acres at \$26,000–\$28,000

CD 23 Tree Removal Cost Estimate: 1.1 Acres at \$17,000–\$18,000.

Staff Request:

Approve for Staff to Obtain Quotes for Tree Removal on County Ditch #33 and County Ditch #23.

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
County Ditch #33 Proposed Tree Removal_2025.png	Attachment
County Ditch #23 Proposed Tree Removal_2025.png	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

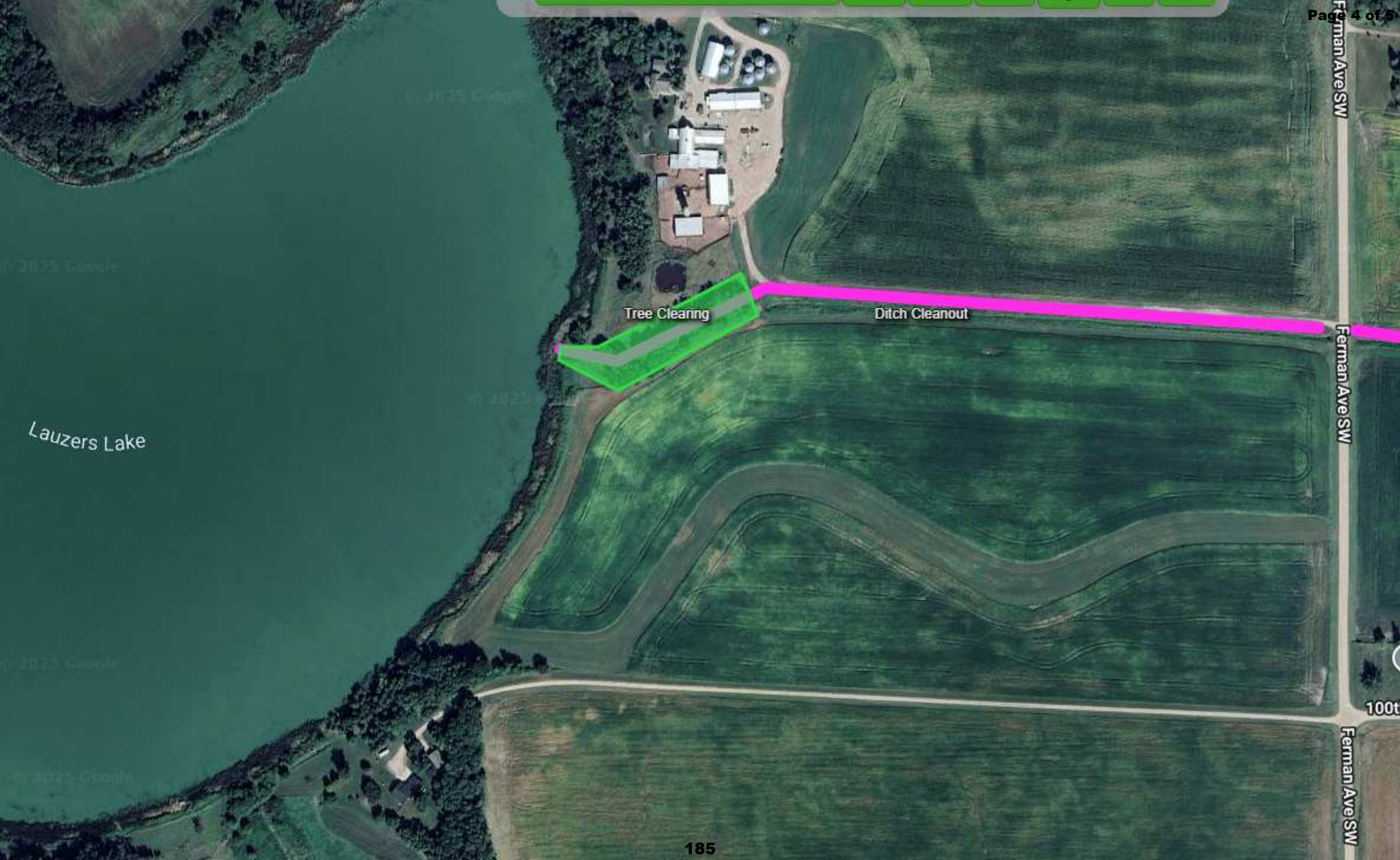
Notes

Moved to agenda

County Administrator Review

County Administrator Decision

Notes



Tree Clearing

Ditch Cleanout

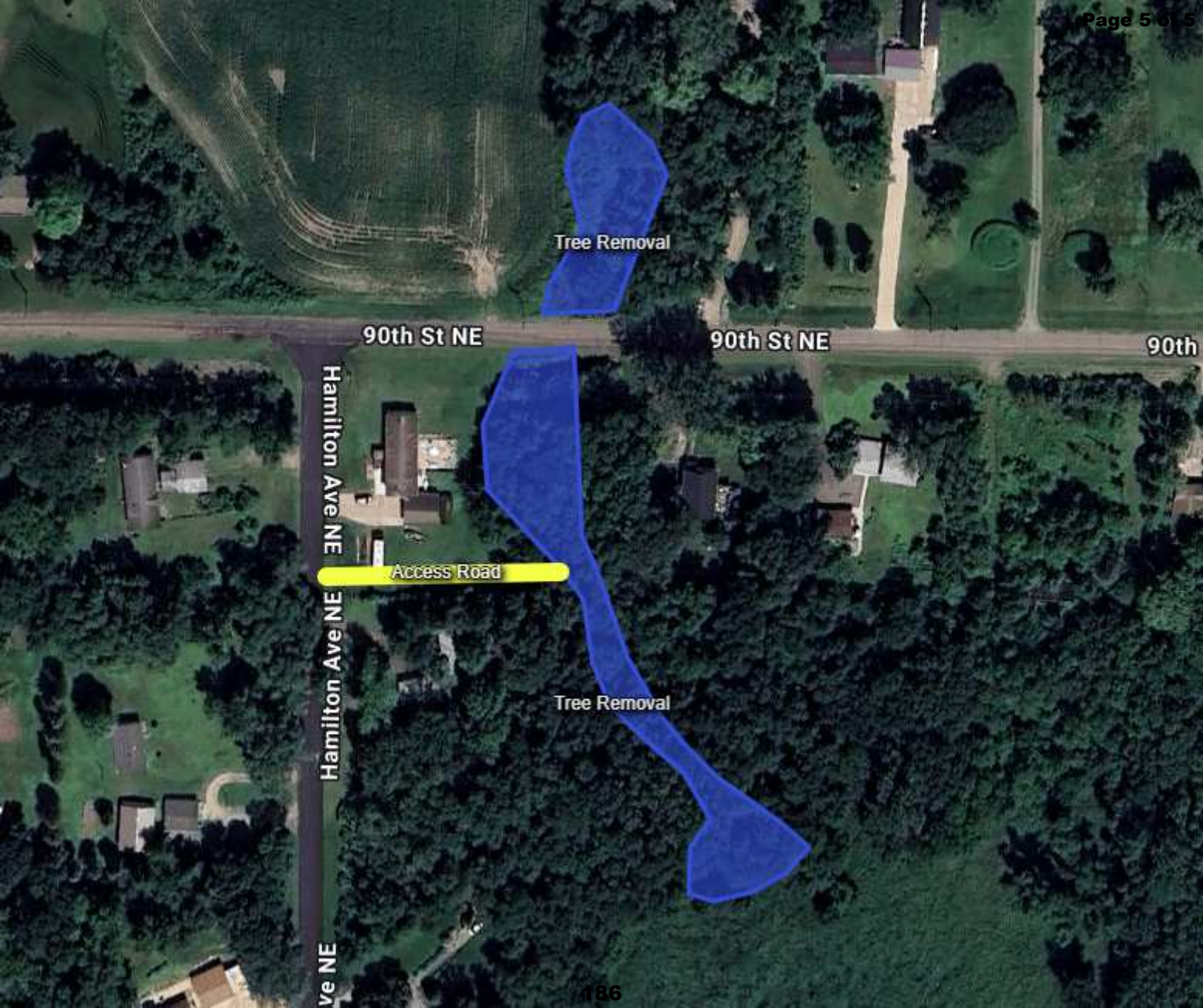
Lauzers Lake

Ferman Ave SW

Ferman Ave SW

Ferman Ave SW

100t



Tree Removal

90th St NE

90th St NE

90th

Hamilton Ave NE

Access Road

Tree Removal

ve NE



Agenda Item

Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *

11 / 4 / 2025 9:00 AM – Board of Wright County Commissioners

Requestor Name

Matthew Detjen

Agenda Item Type

☒ RFBA ☐ Minutes Submission ☐ Warrants Submission

Requestor Title

Ag Drainage & Natural Resources Supervisor

Target Section

☐ Consent Agenda ☒ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department) *

PARKS & RECREATION

Time Required:

5

Originator

MJD7571

Item Details

Board Action Requested (this is what will appear on the Agenda) *

Accept the Proposal from Houston Engineering on County Ditch #33 for a Not-to-Exceed Cost of \$39,000 and Authorize the Agricultural, Drainage, and Natural Resources Supervisor to Sign Contracts.

Short Title (what will appear on Agenda outline – 250 character max.) *

Approve the Proposal from Houston Engineering on County Ditch #33 for a Not-to-Exceed Cost of \$39,000 and Authorize Signatures

Value Stream the request primarily aligns with:

Empower Use of Land, Property, and the Environment

Briefly describe how the request aligns with the selected value stream.**Describe the impact on staffing resources.****Fiscal Impact:**

Engineering costs are assessed to the benefited landowners on that system.

Background/Justification:

County Ditch #33 (CD 33) is located partially within the City of Monticello, with the majority of the system located in Monticello TWP. Built in 1917, CD 33 includes two miles of open ditch and seven miles of buried tile. Formal repair work began in 2019 with landowner request for repairs and a Redetermination of Benefits ordered.

The attached proposal from Houston Engineering dated October 23, 2025, would begin the process of preparing the required repair report for sections of the ditch north of I-94. This proposal is for \$39,000 for Phase #1.

Please note that Phase #2 would also be needed if repairs were ordered, and depending on the scope would be between \$45,000–\$65,000. Phase #2 would prepare final construction plans, permitting, and construction administration for the project.

Staff Request:

Approve the Proposal from Houston Engineering on County Ditch #33 for a Not-to-Exceed Cost of \$39,000 and Authorize Signatures.

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

[CD 33 MT and Branch 4 Repair Quote – 20251023.pdf](#)

[County Ditch #33 Map.png](#)

Attachment Type

Attachment

Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

moved to agenda

County Administrator Review

County Administrator Decision

Notes



Maple Grove Office	P	763.493.4522	F	763.493.5572
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7550 Meridian Circle North, Suite 120 | Maple Grove, MN 55369

VIA Email: matthew.detjen@co.wright.mn.us

October 23, 2025

Matt Detjen
Agricultural and Drainage Coordinator
10 2nd St. NW
Buffalo, MN 55313

Subject: Proposal for Engineering Services on Repair of CD 33 Main Trunk, Branch 2, Branch 3 and Branch 4

Dear Matt,

We are pleased to provide a proposal for engineering services related to developing an easement exhibit, repair plans and related engineering services to support the repair of CD 33 Main Trunk and Branch 4 Repairs. **Attachment A** describes our intended scope of work and provides an estimated compensation based on the proposed scope of services for completing the project. The estimated cost for Phase 1 is **\$39,000** which includes field survey, alternatives analysis and development of a repair report. The cost for Phase 2 (final design, bidding, construction management, staking) will vary based on several factors including the selected design alternatives and contractor schedule and is currently estimated to range from **\$45,000-65,000**. We have enclosed our general Terms and Conditions for providing engineering services. If you would like us to proceed with this work, please sign both copies of the task order and return one copy to Houston Engineering, Inc.

We look forward to serving Wright County and its landowners that rely on public drainage systems. If you have any questions regarding our proposal, please contact me at 763.438.4023 or via email at jlewis@houstoneng.com.

Sincerely,
HOUSTON ENGINEERING, INC.

A handwritten signature in black ink that reads 'Joseph A. Lewis'.

Joseph A. Lewis, PE
Project Manager
Direct: 763.493.6673
jlewis@houstoneng.com

CD 33 Main Trunk and Branch 4 Repair
 October 23, 2025
 Page 1

ATTACHMENT A. PROPOSED SCOPE OF WORK

Wright County Ditch 33 (CD 33) is in disrepair and requires repairs to restore its original drainage capacity. The City of Monticello is leading repairs on the very downstream segment of the Main Trunk. After completion of these downstream repairs, additional upstream repairs on the Main Trunk and Branch 4 can begin. The extent of additional repairs in this scope of work include: 1) the Main Trunk from immediately downstream of I-94 to Stowell's Lake; 2) Branch 4 from upstream of the BNSF railroad to the Main Trunk; 3) upstream portion of Branch 2; and 4) Branch 3.

Repair of these segments have several challenges including a BNSF railroad crossing, tile located within wetlands and having shallow cover depths, potential wetland impacts, proximity to residential properties, and intersecting stormwater ponds along I-94 that were previously constructed by MnDOT. A range of alternatives have been previously discussed with County staff regarding potential approaches to the repair of these areas. These approaches are summarized below:

- Residential Properties – Downstream of I-94, portions of the Main Trunk intersect residential properties. Realignment along the MnDOT right-of-way and outletting into an existing MnDOT pond before discharging into Branch 4 to avoid tile replacement on residential properties appears to be a feasible alternative and will be evaluated in this scope of work.
- BNSF Railroad Crossing and Wetland Impact – The Branch 4 tile crosses the BNSF railroad and immediately upstream there is a wetland that may be potentially impacted if the Branch 4 tile is fully repaired. Repair options and the regulatory impacts and associated costs will be evaluated.
- Tile Installation in Wetlands – The Main Trunk tile between I-94 and 90th St crosses a wetland complex and there is limited cover depth over the existing tile. Replacement tile at the ACSIC grade will not have adequate cover and therefore, several tile replacement alternatives and a realignment will be evaluated.
- Site Access – Portions of the repair are challenging to access to due wetlands, residential structures and the general topography. Potential access locations to provide adequate access will be identified and evaluated. Wright County has already identified an access point through a residential property.

The following tasks describe HEI's anticipated scope of work to support the repair which includes evaluating the items listed above. Note that the scope is separated into two phases. Phase 1 includes field survey, alternatives analysis, and a repair report. Phase 2 includes final design, construction plans, preparing technical specifications and bid documents, construction management, construction staking/as-built survey and construction observation. Costs associated with Phase 2 are provided for planning purposes only. A specific cost can be provided after the specific repair alternatives are determined.

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 October 23, 2025
 Page 2

PHASE 1

Task 1. Field Survey

This task includes the following field survey to support development of repair report and construction plans:

- Collect topography and other site features impacting the alternatives analysis for potential realignment of Branch 4 between MnDOT pond and Stowell's Lake
- Collect topography and other site features impacting the alternatives analysis for realignment of Main Trunk between MnDOT Pond A and Pond C.
- Collect property boundary information along Main Trunk Alignment between MnDOT Pond A and Pond C to support development of exhibit map and legal description for an easement or agreement with MnDOT.
- Collect tile invert, topography and site features on Branch 2 west of Haug Ave.
- Collect tile invert, topography and site features on Branch 3
- Field survey of utilities marked following a Gopher State One Call Planning Ticket.

Task 2. Skoog Property Survey and Easement Exhibit

(PREVIOUSLY AUTHORIZED)

In this task HEI, will complete a property boundary survey on parcel 213030001180 (Skoog property), review county plan records and prepare a legal description and exhibit map for an easement document. The easement boundary will be based on concepts described by Wright County staff after their conversations with the property owner. The easement will be utilized to provide access to the Main Trunk tile near STA 78+00.

Task 3. Alternatives Analysis and Repair Report

The following paragraphs identify the specifics repair alternatives that will be analyzed and summarized within a repair report

Branch 4 BNSF Railroad Crossing:

The following items are anticipated to be factors when evaluating alternatives to repair or replace the crossing and developing a recommendation:

- Feasibility of installing replacement tile via jack and bore methods given the proximity to I-94 and wetland.
- Determine the difference in drainage function for upstream properties between the repaired and current conditions of Branch 4.
- The potential wetland impact requiring mitigation if Branch 4 drainage is fully restored.
- Estimate potential construction and regulator costs to fully restore drainage.

It assumed that one meeting will occur with the WCA LGU to discuss approach to evaluate wetland

CD 33 Main Trunk and Branch 4 Repair
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 Page 3

potential wetland impacts.

Main Trunk Alignment:

Preliminary design of the realignment of the Main Trunk along the MnDOT right-of-way from Pond A to Pond C will be developed. Design includes determination of the alignment and profile along with location and type of outlet structure from Pond A.

Branch 4 Alignment and Repair Method

Four alternatives will be analyzed to address the shallow cover and wetland challenges on Branch 4 downstream of MnDOT Pond C. The alternatives are:

- Install new CPP tile on the current alignment which has shallow cover. Its assumed that the tie-downs to anchor the tile to prevent floatation or other measures are required.
- Install new RCP tile on the current alignment to prevent floatation through the shallow cover segment.
- Convert the tile segment to open channel ditch
- Realignment of Branch 4 to the west of current alignment to avoid intersecting the wetland on the current alignment.

The effectiveness, feasibility, long-term maintenance needs, cost and other pertinent factors will be used to weigh the alternatives and develop a recommendation.

Site Access

The repair segments will be reviewed to identify feasible locations to access the project with equipment and materials. Additionally, conceptual grading plan for the site access location through the Skoog property will be developed showing a new approach to Hamilton Avenue along with drainage modifications necessary to the existing culvert infrastructure on and adjacent to the property.

Repair Report

The items above will be summarized into a repair report containing a summary of current conditions, description of repair alternatives and summary of each repair's effectiveness and constraints for the project. Additionally, opinions of probable cost will be prepared for each item and preliminary constructions plans for the recommended alternatives. The preliminary construction drawings will include alignments, profiles, site access locations, tree clearing extents, open channel excavation extents, tile dimensions, field and road culvert crossings, tile inlet locations, tile televising inlet locations standard details and other relevant information with sufficient detail to support the development of the opinion of probable cost.

This scope assumes 4 virtual meetings will occur during this task to review and discuss site conditions and constraints, alternatives analysis, and the preliminary report.

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 October 23, 2025
 Page 4

PHASE 2

Task 4. Construction Plans/Specifications

After a repair project is ordered, the task will develop construction plans, specifications and a bid form sufficient to obtain contractor quotes through a formal bidding process. The plans will include the modified tile alignment and profile, upstream and downstream tie in locations, tile bedding details, surface inlet details, tile abandonment details, open channel excavation alignment and profile elevations, spoil leveling and seeding requirements. Specifications will describe the technical requirements of each work item and their measurement and payment terms.

Task 5. 103E Proceedings for Realignment

HEI will prepare an Engineer's Report for 103E drainage systems realignment and attend a public hearing on the realignment.

Task 6. Regulatory Permitting

Based on the ordered repair project, a WCA application with replacement plan may be required if the project will result in an impact requiring mitigation. This task includes development of a permit application and replacement plan.

Task 7. Construction Administration

During the task, HEI will post the project to QuestCDN, review bids through QuestCDN and provide a bid award recommendation. Prior to construction, HEI will provide construction staking – specifically work limits stakes, offset and elevation stakes for realigned tile, and elevations stakes for the open channel repair. During construction, HEI will complete 10 site visits to ensure proper tile installation methods are used and to verify completeness of the clearing and open channel excavation. Following construction, HEI will complete an as-built survey and prepare record drawings. Finally, HEI will make a payment recommendation after the as-built survey is completed.

DELIVERABLES

The following deliverables will be prepared under this scope of work:

PHASE 1

1. Data collected via field survey
2. Draft and final easement exhibit map and legal description on the Skoog property
3. Draft and final exhibit map and legal description for the Main Trunk alignment on MnDOT property
4. Preliminary construction drawings
5. Opinion of probable cost
6. Repair Report



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PHASE 2

7. Public bid package including construction plans and specifications.
8. Bid award recommendation
9. Construction staking and as-built survey
10. On-site construction observation
11. As-built record drawings
12. Final payment recommendation

PROJECT SCHEDULE

HEI will begin work on the project once a signed contract between HEI and Wright County is executed (see attached *HEI General Terms and Conditions*). Phase 1 will be completed within 3 months. The scope and cost of Phase 2 will be reviewed after Phase 1 is completed but final constructions plans and specifications expected to be completed within 3 months after a repair project is ordered.

ASSUMPTIONS

The estimated compensation associated with completing the Phase 1 scope of work is based on the following assumptions:

1. The County will coordinate with landowners to record easements or obtain access agreements to complete the repair (using legal descriptions/exhibit maps prepared by HEI).
2. No hydrologic modeling will be necessary.

ESTIMATED COMPENSATION

Compensation for completing the tasks describeb in the Scope of Work.

Phase 1

Task 1: Field Survey	\$ 8,000
Task 2: Easement Exhibit (Previously Authorized)	\$0
Task 3: Design Analysis and Summary Memo	\$31,000
PHASE 1 TOTAL COST	\$ 39,000



Destination and Workflow**Meeting Type: ***

Board Meeting

Target Meeting Date *11/4/2025 9:00 AM – Board of Wright County
Commissioners**Requestor Name**

Matt Detjen

Agenda Item Type☒ RFBA ☐ Minutes Submission ☐ Warrants Submission**Requestor Title**

Ag Drainage & Natural Resources Supervisor

Target Section☐ Consent Agenda ☒ Timed Agenda
☐ Item for Consideration**Department (please use dropdown to select department) ***

PARKS & RECREATION

Time Required:

5

Originator

MJD7571

Item Details**Board Action Requested (this is what will appear on the Agenda) ***

Schedule a Public Hearing on the Redetermination of Benefits for County Ditch #7 and Judicial Ditch #1 for 1:00 P.M., March 10th, 2026, Pursuant to Minnesota Statute 103E.531

Short Title (what will appear on Agenda outline – 250 character max.) *

Schedule a Public Hearing on the Redetermination of Benefits for County Ditch #7 and Judicial Ditch #1 for 1:00 P.M., March 10th, 2026, Pursuant to Minnesota Statute 103E.531

Value Stream the request primarily aligns with:

Empower Use of Land, Property, and the Environment

Briefly describe how the request aligns with the selected value stream.**Describe the impact on staffing resources.****Fiscal Impact:**

Cost for ROBs are assessed to the benefitted landowners on that system, and determines how cost are assessed moving forward.

Background/Justification:

In 2020 a redetermination of benefits (ROB) was ordered on County Ditch #7 located in the City of Cokato, and Judicial Ditch #1 located in Marysville Township. Both systems had repair requests at this time.

The appointed viewers from H2Over Viewers, LLC have completed these ROBs and submitted the draft for staff to review. We are now ready to schedule both an informational meeting with landowners and the public hearing (requires) for these ROBs. The viewers have requested January 13th, 2026, for the informational meeting and the Public Hearing for March 10th, 2026 at 1:00PM.

Staff Request:

Schedule a Public Hearing on the Redetermination of Benefits for County Ditch #7 and Judicial Ditch #1 for March 10th, 2026 at 1:00PM Pursuant to Minnesota Statute 103E.531.

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
Judicial Ditch #1_Map.png	Attachment
County Ditch #7_Map.png	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

Moved to agenda

County Administrator Review

County Administrator Decision

Notes



rk Crow

Judicial Ditch 1

EMERSON AVE SW

10TH ST SW

200



PITTMAN AVE

SUNSET AVE NW

JOHNSON AVE NW

OHMPL

JACKSON AVE NW

CENTURY AVE SW

1ST ST SW

1ST ST SW

2ND ST SW

3RD ST SW

County Ditch 7

MILLARD AVE SW

CON AVE SW

WENKS AVE SW

201

153

153

153

153

153

153

3

Agenda Item



Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *
11/4/2025 9:00 AM – Board of Wright County
Commissioners
Requestor Name

Barry Rhineberger

Agenda Item Type
☒ RFBA
 ☐ Minutes Submission
 ☐ Warrants Submission

Requestor Title

Planning & Zoning Administrator

Target Section
☐ Consent Agenda
 ☒ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department) *

PLANNING & ZONING

Time Required:

5

Originator

STD2320

Item Details

Board Action Requested (this is what will appear on the Agenda) *

1. Action To Approve Ordinance No 25-4 – Amending The Wright County Code of Ordinances, Chapter 154 – Subdivisions, And Chapter 155 – Zoning
2. Action on Resolution Approving Publication of Summary Language of Adoption of Ordinance 25-4

Short Title (what will appear on Agenda outline – 250 character max.) *

1. Action To Approve Ordinance No 25-4 – Amending The Wright County Code of Ordinances, Chapter 154 – Subdivisions, And Chapter 155 – Zoning
2. Action on Resolution Approving Publication of Summary Language of Adoption of Ordinance 25-4

Value Stream the request primarily aligns with:

Empower Use of Land, Property, and the Environment

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

Article I – The Planned United Development amendments to Chapter 155 correct a bad reference to MN shoreland rules, prohibit common open space or commonly owned lots that have lake or river frontage, clarify the rounding principle in relation to density bonuses, allow PUD requests to run concurrently with rezoning applications, remove references to “preliminary development plat” and replace it with “preliminary plat, allow common open space or commonly owned lots to be held as fractional interest with building lots, and set clearer definitions for platted and unplatted subdivisions.

Article II – The amendment corrects a bad reference in Chapter 155 and also a bad reference to the MN shoreland rules.

Article III – The Subdivision amendments to Chapter 154 update 1979 language to reflect current application processes, expand and clarify exemptions to subdivision requirements, align the definition of “lot of record” and terms for platted/unplatted subdivisions with Chapter 155, change park and open space dedication requirements, correct County Board stamp requirements on plats, and allow sureties for platted subdivisions to be held by the local road authority rather than the County.

Describe the impact on staffing resources.

None

Fiscal Impact:

None

Background/Justification:

These amendments were recommended to move forward out of the Revisor Group after discussion. The Planning Commission held a public hearing on October 23rd, where they recommended approval with a correction to Article 3, Section 4, #8 as noted in the discussion.

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. (4)

Document Name	Attachment Type
25-4 – Subd – PUD – for RFBA.pdf	Attachment
Ord Amend 25-4 1023 Final Staff Report.pdf	Attachment
Ord Amend 25-4 Res Pub of Summary lang.pdf	Attachment
Ordinance Amendment 25-4 (min).pdf	Attachment

RFBA Review**Assistant County Administrator Review****Assistant County Administrator Decision**

Approved

Notes

Moved to agenda

Legal Review**Legal Decision**

Approved

Notes

Approved. Administration: Please ensure the ordinance number 25-4 is still correct.

County Administrator Review**County Administrator Decision****Notes**

ORDINANCE AMENDMENT NUMBER 25-4

THE COUNTY BOARD OF WRIGHT COUNTY HEREBY ORDAINS:

Article I – Amendment to Chapter 155 – Zoning

Sec. 1

Amend § 155.059(A) as follows:

(A) *Purpose.* The purpose of the Planned Unit Development District is: to encourage flexibility in the design and development of land in order to promote its appropriate use; to facilitate the adequate and economical provisions of streets and utilities; and to preserve natural and scenic qualities. The PUD District shall be an overlay district, however, it shall apply only to specific projects which have been approved through the procedures outlined herein. If any standards contained ~~with in~~ Minn. Rules ~~parts 6120.2500 or 6120.3800~~ are more restrictive than this chapter, the stricter standards shall apply.

Sec. 2

Insert after § 155.059(B)(3)(c):

(d) For a planned unit development containing lake or river frontage, common open space or commonly owned lots must not contain lake or river frontage.

Sec. 3

Amend § 155.059(C)(1)(b) as follows:

(b) The Planning Commission shall determine the number of dwelling units which may be constructed within the planned unit development by dividing the net acreage of the project area by the required lot area per dwelling unit which is required in the district in which the planned unit development is located. The net acreage shall be defined as the project area less the land area dedicated for public streets. Fractional results shall be rounded to the nearest whole number using standard rounding principles.

Sec. 4

Amend § 155.059(C)(2) as follows:

(2) *Rural planned unit development.* For a rural planned unit development, the number of dwelling units shall be determined by multiplying the gross acreage of the project area by six-fortieths. Fractional results shall be rounded to the nearest whole number using standard rounding principles. Multi-family structures shall not be permitted in a rural PUD.

Sec. 5

Amend § 155.059(F)(1) as follows:

(1) General procedures for the establishment of a PUD district shall be the same as for rezoning and may be applied for concurrently with a rezoning request, as outlined in § 155.028 of this chapter. In addition, applications for the establishment of a PUD District shall be accompanied by an outline development plan.

Sec. 6

Amend § 155.059(F)(3)(b) as follows:

(b) Existing and proposed land uses and the approximate location of ~~buildings~~, lots, utilities and unique development features of the site;

Sec. 7

Amend § 155.059(G) as follows:

(G) *Procedure; preliminary ~~development plan~~ plat approval.*

Sec. 8

Amend § 155.059(G)(1) as follows:

(1) General procedures for the approval of a ~~preliminary development plan~~ plat shall be the same as for the approval of a conditional use permit for a preliminary plat, as outlined in Ch. 154 of this code of ordinances and § 155.029 of this chapter. ~~If more than 90 days elapses between establishment of the PUD District and approval of a preliminary development plan, the Planning Commission may order renotification of nearby property owners before final approval.~~

Sec. 9

Amend § 155.059(G)(2) as follows:

(2) The preliminary ~~development plan~~ plat must include all of the following information, in addition to that required for a preliminary plat, as specified in Ch. 154 of this code of ordinances:

Sec. 10

Amend § 155.059(G)(3) as follows:

(3) In its final approval of a preliminary ~~development plan~~ plat, the Planning Commission may include conditions which must be met before approval of a final ~~development plan plat~~, and also conditions which are permanent. Only the permanent conditions need be recorded.

Sec. 11

Amend § 155.059(H) as follows:

(H) *Final ~~development plan~~ Plat.*

(1) A final ~~development plan~~ plat shall be submitted which meets the same requirements as a ~~final plan~~ specified in Ch. 154 of this code of ordinances.

(2) If no final ~~development plan plat~~ is submitted within six months of approval of the preliminary ~~development plan plat~~, the ~~Planning Commission~~ Zoning Administrator may ~~revoke~~ require a new approval of the preliminary ~~development plan plat~~ by the Planning Commission.

(3) The final ~~development plan plat~~ shall comply in all respects with the approved preliminary ~~development plan plat~~. Changes in the approved preliminary ~~development plan plat~~ shall require an amended conditional use permit.

(4) Roads and other improvements, including improvements to common open spaces, must be completed prior to recording the final development plan, unless adequate financial guarantees are provided to the county or township, in accord with Chapter 154 of this Code of Ordinances.

(5) After recording the final ~~development plan plat~~, no alterations of the approved preliminary ~~development plan plat~~ may be made by the developer unless approved by the Planning Commission. Minor changes in the siting of single-family dwellings and accessory structures may be approved by the Zoning Administrator.

Sec. 12

Amend § 155.059(I)(1) as follows:

(1) Except for the establishment of restricted lands in a rural planned unit development, as provided in division (J) below, all lands shown on the preliminary ~~development plan plat~~ as common open space must be conveyed under one of the following options. Under no circumstances may lands used to calculate the number of units be transferred or used for any purpose not included in the approved preliminary ~~development plan plat~~.

Sec. 13

Amend § 155.059(I)(1)(b) as follows:

(b) It may be conveyed to trustees provided in an indenture establishing an association or similar organization for the maintenance of the planned development. The common open space must be conveyed to the trustees subject to covenants to be approved by the Planning Commission which restrict the open space to the uses specified on the preliminary ~~development plan plat~~, and which provide for the maintenance of the common open space in a manner which assures its continuing use for its intended purpose.

Sec. 14

Insert after § 155.059(I)(1)(b):

(c) Transferred as a fractional interest to each of the buildable lots in the development.

Sec. 15

Amend § 155.059(I)(2)(d) as follows:

(d) The development schedule, which is part of the preliminary ~~development plan plat~~, must coordinate the improvement of the common open space, the construction of buildings, structures and improvements in the common open space, and the construction of residential dwellings in the planned unit development.

Sec. 16

Amend § 155.059(I)(2)(e) as follows:

(e) If the preliminary ~~development plan plat~~ provides for buildings, structures or improvements in the common open space, the developer must provide a bond or other adequate assurance that the buildings, structures and improvements will be completed.

Sec. 17

Amend § 155.059(J)(2)(b) as follows:

(b) However, restricted lands may not be further developed for residential or commercial uses, ~~but~~ shall be strictly limited to agricultural or open space uses but may contain an existing farmstead dwelling and accessory buildings.

Sec. 18

Amend § 155.059(J)(2)(c) as follows:

(c) Reasonable restrictions upon such lands shall be stated by the Planning Commission at the time of preliminary ~~development plan plat~~ approval and said restrictions shall be recorded with the final ~~development plan plat~~.

Sec. 19

Amend § 155.003(156) as follows:

(156) **SUBDIVISION.** The dividing of any parcel of land into two or more parcels. For floodplain regulatory purposes, **SUBDIVISION** shall mean land that has been divided for the purpose of sale, rent, or lease, including planned unit developments.

(a) **PLATTED SUBDIVISION.** ~~If any resultant~~ Any subdivision resulting in a parcel that is less than five acres in area and less than 300 feet in width and the subdividing was done for the purpose of transfer of ownership to effectuate building development, except those described in Chapter 155.048(G), or if a new street or road is involved, regardless of the size of the parcel and/or its width, subsequent parcels must be platted in accordance with the terms and procedure of Ch. 154 and 155 of this code of ordinances.

(b) **UNPLATTED SUBDIVISION.** A division of any parcel of land into two or more parts, except those described in Chapter 155.048(G), wherein all parts are at least five acres and have at least 300 feet in width and frontage on an existing public road, done for the purpose of transfer of ownership to effectuate building development. Ingress and egress easements of any type shall not be construed as public roads. These do not require platting, but shall be zoned for the appropriate use and approved by a Conditional Use Permit.

Article II – Amendment to Chapter 155 – Zoning

Sec. 1

Amend § 155.057(H)(1) as follows:

(H) *Commercial-Recreational Shoreland District (S-3).*

(1) *Purpose.* The intent of the S-3 Commercial-Recreational Shorelands District is to provide suitable locations for, and to encourage the development of, commercial recreation facilities in those areas of the county which benefit the recreational needs of both residents and tourists and restrict incompatible commercial and industrial uses. S-3 Commercial-Recreational Shoreland District shall not be an overlay district, but shall be an exclusive district when used. It shall be the only district where commercial uses are allowed in the shoreland areas. Such uses shall be limited to those listed below. Performance standards shall be those listed in division (DE) above and as otherwise applicable in this chapter. If any standards contained ~~with in~~ in Minn. Rules, ~~parts 6120.2500 or 6120.3800~~ are more restrictive than this chapter, the stricter standards shall apply.

Article III – Amendment to Chapter 154 – Subdivision

Sec. 1

Amend § 154.05(A) as follows:

(A) Any plat or subdivision, hereafter made, for each subdivision or each part thereof lying within the jurisdiction of this chapter, shall be prepared, presented for approval and recorded as herein prescribed. The regulations contained herein shall apply to the subdivision of a lot, tract or parcel of land into two or more lots, tracts or other division of land for the purpose of sale or of building development, whether immediate or future, including the re-subdivision or replatting of land or lots.

Sec. 2**Amend § 154.05(B) as follows:**

(B) Exemptions – The following subdivisions of land are exempt from the platting and subdivision requirements of this chapter, but shall follow any requirements established in Chapter 155 of the Wright County Code of Ordinances. Division of land in tracts larger than 40 acres in area and 300 feet in width where the remainder is not less than 40 acres shall be exempt from the requirements of this chapter.

- (1) Subdivisions as described in Chapter 155.048(G), unless a new road is being established.
- (2) Large Tract Subdivision. Division of land in tracts larger than 40 acres in area, 300 feet in width, and having at least 300 feet of public road frontage, and where the remainder is not less than 40 acres
- (3) Lot line adjustments. The relocation of the boundary line between two abutting lots of record shall not require platting but may require Board of Adjustment approval in accord with Chapter 155.026 of the Wright County Code of Ordinances.
- (4) Cemetery plots. Subdivisions creating cemetery plots do not require a Conditional Use Permit.
- (5) Public purposes. Transfers of small parcels to governmental units in case of encroachments, road rights-of-way or utility easements.
- (6) Land exchanges and additions to existing lots. Exchanges of abutting land between owners, and the addition of land to an existing lot shall be considered a minor subdivision, provided the new lot and the remaining lot meet the zoning code requirements. The Zoning Administrator shall decide if a Conditional Use Permit is required for this type of subdivision.

Sec. 3**Amend § 154.07(A)(2) as follows:**

(2) Such proposed plans will be considered as submitted for informal and confidential discussion between the subdivider and the Zoning Administrator. Submission of a subdivision proposed plan shall not constitute formal filing of a plat with the Planning Commission.

Sec. 4

Amend § 154.07(B) as follows:

(B) Preliminary plat; procedure.

(1) Approval of the County Planning Commission:

(a) ~~Ten copies~~ One full-size copy, drawn to scale, and one digital copy of the preliminary plat, along with all other application materials, and payment of all applicable fees, shall be submitted to the ~~County Planning Commission~~ Wright County Office of Planning and Zoning at least 21 days prior to the Planning Commission meeting at which consideration is requested. The County Planning Commission shall hold a public hearing on said preliminary plat. The notice of the public hearing shall be ~~sent to the property owners within 500 feet~~ provided as indicated in Chapter 155.029. ~~It shall not be necessary to notify property owners in cities. Notice shall also be sent to the township board or boards and municipalities within two miles at least 10 days prior to the hearing date. Public notice shall consist of a general description of the proposal, the time, date and place of hearing. The applicant must provide the tax parcel number or numbers.~~

1. ~~For the purpose of notification ownership of property within the previously described required distance shall be provided by the applicant and shall be certified as being correct. The owner, as herein defined, shall be the fee owner or contract purchaser. The Planning Commission shall act on each preliminary plat thereof submitted within the timeframe prescribed by M.S. § 15.99 within 90 days of date of submission, or such time as mutually agreed by the applicant; failure to act shall be deemed as approval. In case the plat is disapproved within 45 days, the subdivider shall be notified of the reason for such action and what requirements will be necessary to meet the approval of the Planning Commission.~~

2. Approval or disapproval of the preliminary plat shall be conveyed to the subdivider in writing within 45 days after the meeting of the Planning Commission at which such plat was considered.

(b) In case the plat is disapproved, the subdivider shall be notified of the reason for such action. The approval of the preliminary plat does not constitute an acceptance of the subdivision, but is deemed to be an authorization to proceed with the final plat. This approval of the preliminary plat shall be effective for a period of six months, unless an extension is granted by the Planning Commission. The subdivider may file a final plat limited to such portion of the preliminary plat which he or she proposed to record and develop at the time; provided that, such portion must conform to all requirements of this chapter. If some portion of the final plat has not been submitted for approval within this period, a preliminary plat must again be submitted to the Planning Commission for approval.

(2) The preliminary plat shall be submitted to ~~the County Commissioner, or Commissioner of the district or districts in which the subdivision is located and~~ the township board, or boards, in which the subdivision is located, for review at least ten days prior to the public hearing.

~~—(3) The preliminary plat shall be submitted to any municipality within two miles of the plat, for review at least 10 days prior to the public hearing.~~

(34) The preliminary plat shall be submitted to the utility or power company for review of utility easements, at least ten days prior to the public hearing.

(45) The County Surveyor and Highway Engineer shall submit a report to the County Planning Commission concerning the feasibility of the proposed plat and its conformance. In the case where the County Surveyor is submitting the preliminary plat, the report shall be submitted either by the County Highway Engineer or other qualified person selected by the County Planning Commission.

~~(56) The preliminary plat shall be submitted to the Park Board Chairperson and to the Park Board representative~~ Wright County Director of Parks and Recreation.

(67) The preliminary plat shall be accompanied by a fee to be submitted to the Planning and Zoning Administrator as established by the County Board. Such fee is to be used for the expense of the county in connection with the review, inspection, approval or disapproval of said plat.

(78) The land survey shall certify conformance to design standards for both preliminary and final plats.

~~(89) Percolation tests are required on each soil type of building site groups three through eight within the proposed platted area. The soil types will be determined from the Wright County Soils Survey Atlas done by the Soils Conservation Service. The location and number of percolation tests may be reduced only at the direction of the County Sanitarian. Unless connected to city sewer, all proposed dwelling lots must have a minimum of two soil treatment and dispersal areas that can support trenches, seepage beds, mounds or at-grade systems as described in MN rules parts 7080.2200 through 7080.2230 and 7080.2260 or site conditions described in MN Rules part 7081.0270, subparts 3 through 7. Verification by soil borings located on a plan must be submitted, establishing that this requirement can be met.~~

Sec. 5

Amend § 154.07(C)(1)(b) as follows:

(b) *Approval of the County Planning Commission.* The final plat shall be submitted to the County Planning Commission ~~at least ten days prior to a Planning Commission meeting at which consideration is requested.~~ The Planning Commission shall act on each plat submitted ~~within 60 days of submission; failure to act shall be deemed as approval and authorize the Chairman's signature on the plat.~~ In case the plat is disapproved, the subdivider shall be notified of the reason for such action and what requirements shall be necessary to meet the approval of the Planning Commission.

Sec. 6

Amend § 154.07(C)(2) as follows:

(2) *Fees.* The final plat shall be accompanied by all fees established by these regulations, all fees to be submitted to the County Planning and Zoning Administrator.

Sec. 7

Amend § 154.11(O) as follows:

(O) ***LOT OF RECORD.*** ~~A deed which has been recorded with the County Recorder. Any lot which is one unit of a plat heretofore duly approved and filed, or one unit of any auditor's subdivision or a registered land survey that has been recorded in the office of the County Recorder, prior to the effective date of Chapter 155. LOT OF RECORD shall also include parcels of land for which a deed or contract for deed has been recorded in the office of the County Recorder prior to 8-2-1978; provided that said parcel or parcels were legally created in accord with ordinances in effect at the time the deed or contract was recorded.~~

Sec. 8

Amend § 154.11(Y) as follows:

(Y) SUBDIVISION. The dividing of any parcel of land into two or more parcels.

(1) PLATTED SUBDIVISION. Any ~~resultant subdivision resulting in a parcel that~~ is less than five acres in area and less than 300 feet in width and the subdividing was done for the purpose of transfer of ownership to effectuate building development, except those described in Chapter 155.048(G), or if a new street or road is involved, regardless of the size of the parcel and/or its width, such parcels must be platted in accordance with the terms and procedures of this chapter.

(2) UNPLATTED SUBDIVISION. A division of any parcel of land into two or more parts, except those described in Chapter 155.048(G), wherein all parts are at least five acres and have at least 300 feet in width and frontage on an existing public road, done for the purpose of transfer of ownership to effectuate building development. Ingress and egress easements of any type shall not be construed as public roads. These do not require platting, but shall be zoned for the appropriate use and approved by a Conditional Use Permit.

Sec. 9

Amend § 154.32(B) as follows:

(B) Local roads and streets should be so planned as to discourage their use by non-local traffic. Dead-end streets and roads shall be prohibited, but cul-de-sacs or approved "Tee" will be permitted where topography or other conditions justify their use. ~~Cul-de-sacs shall not be longer than 500 feet, including a terminal turn-around which shall be provided at the closed end, with an outside curb radius of at least 60 feet and a right-of-way radius of not less than 66 feet or an approved "Tee".~~ Terminal roads shall be at a length determined and allowed by the road authority. Terminal turn-arounds shall be provided at the closed end, with an outside curb radius

of at least 60 feet and a right-of-way radius of not less than 66 feet, an approved “Tee”, or as otherwise approved by the road authority.

Sec. 10

Amend § 154.32(F) as follows:

(F) Wherever the proposed subdivision contains or is adjacent to the right-of-way of a county, state or federal highway, provision shall be made for a marginal access street or road approximately parallel and adjacent to the boundary of such right-of-way, or for a road at a distance suitable for the appropriate use of land between such road and right-of-way. Such distance shall be determined with due consideration for the minimum distance required for approach connections to future grade separations, or for lot depths. In platted subdivisions, ~~individual lots will have no direct access to any county, state or federal highway~~ shall be determined by the road authority.

Sec. 11

Amend § 154.34(B) as follows:

(B) For all platted and unplatted subdivisions created for the purpose of sale or development, ~~In all subdivisions except those described in Chapter 155.048(G), either 7% of the gross area of the subdivision or 10% of the raw land value shall be dedicated or paid to the county or a cash park dedication fee shall be paid to the county, for public recreation and parks. The cash park dedication fee shall be calculated on a per lot basis, at the rate determined by the County Board of Commissioners as part of the adopted fee schedule. The County Planning Commission and the County Board shall determine whether 7% of the gross area shall be dedicated or 10% of the raw land value paid. Said 7% of the total gross area of the subdivision the park dedication is in the form of land or cash, and this shall be in addition to any dedication of streets, alleys and easements. The location of said dedications within the area of the subdivision shall be subject to the approval of the County Planning Commission and the County Board. The raw land market value shall be determined by the County Assessor's office.~~

Sec. 12

Amend § 154.35(A)(4) as follows:

(4) Graphic scale of plat, ~~not less than one inch to 100 feet~~ at a ratio determined by the Planning and Zoning Administrator;

Sec. 13

Amend § 154.35(A)(6)(c) as follows:

(c) Waterways, ditches, ponds, marshes, wetlands, and floodable ~~low lands~~ lowlands in a plan which describe the existing conditions.

Sec. 14

Amend § 154.35(A)(9) as follows:

(9) ~~Where lots to be platted are larger in area than 20,000 square feet or greater than 150 feet in width at the building setback line, public sewer and water facilities are unavailable and the plat is within one mile of a municipality in the county,~~ When determined necessary by the Planning and Zoning Administrator or Planning Commission, a preliminary re-subdivision plan shall be prepared and submitted, showing a feasible method by which large lots may be re-subdivided in the future for higher density development in the event that public sewer and water facilities become available. The location of the principal structure on each lot shall be shown and building permits will only be issued for those structures which allow for economically feasible re-subdivision;

Sec. 15

Amend § 154.35(A)(10) as follows:

(10) Existing topography, as determined necessary by the ~~County~~ Planning and Zoning Administrator, including date of survey, with contour intervals of not less than two feet, related to United States Geological Survey datum; also the location of water courses, ravines, bridges, lakes, marshes, wetlands, wooded areas, rock outcroppings, approximate acreage, and other such features as may be pertinent to the subdivision;

Sec. 16

Amend § 154.36(B)(5) as follows:

(5) County Board of Commissioners:

WRIGHT COUNTY BOARD OF COMMISSIONERS

This plat of NAME OF PLAT was approved and accepted by the Board of County Commissioners of Wright County, Minnesota, at a meeting held this ____ day of _____, 20____.

Chairperson County ~~Coordinator~~ Administrator

Sec. 17

Amend § 154.36(D)(1) as follows:

(1) ~~Ten copies~~ One copy of the final plat shall be filed with the Wright County Planning and Zoning Administrator ~~Planning Commission~~.

Sec. 18

Amend § 154.50(B)(1)(a) as follows:

(a) Prior to the installation of any required improvements and prior to approval of the final plat, the subdivider shall enter into a contract in writing with the county or local road authority requiring the subdivider to furnish and contract said improvements at his or her sole cost and in accordance with plans and specifications and usual contract conditions. The agreement shall require the subdivider to make an escrow deposit or, in lieu thereof, to furnish a performance bond acceptable to the County Attorney or local road authority, the amount of the deposit or penal amount of the bond to be equal to 150% of the engineer's estimate of the total cost of the improvements to be furnished under the contract, including the cost of inspection. On request of the subdivider, the contract may provide for completion of part or all of the improvements covered thereby prior to the acceptance of the final plat. In such event, the amount of the deposit or bond may be reduced in a sum equal to the estimated cost of the improvements so completed prior to the acceptance of the final plat. The time for completion of the work and several parts thereof shall be determined by the County Planning Commission or local road authority upon recommendation of the engineer after consultation with the subdivider. It shall be reasonable with relation to the work to be done, the seasons of the year and proper correlation with construction activities in the plat and subdivision.

Sec. 19**Amend § 154.50(B)(2)(b) as follows:**

(b) An escrow deposit shall be made with the County Auditor/Treasurer or local road authority in a sum equal to 150% of the total cost as estimated by the County Engineer, or as established by the local road authority engineer, of all improvements to be furnished and installed by the subdivider pursuant to the contract, which have not been completed prior to the approval of the final plat. The total costs shall include costs of inspection by the county or local road authority. The county or local road authority shall be entitled to reimburse itself out of said deposit for any cost and expenses incurred by the county or local road authority for completion of the work in case of default of the subdivider under said contract, and for any damages sustained on account of any breach thereof. Upon completion of the work and the liability, the balance remaining of said deposit shall be refunded to the subdivider.

Sec. 20**Amend § 154.50(B)(2)(b) as follows:**

(c) In lieu of making the escrow deposits, the subdivider may furnish a performance bond with corporate surety, in a penalty sum equal to 150% of the total cost as estimated by the County Engineer or local road authority of all the improvements to be furnished and installed by the subdivider pursuant to the contract, which have not been completed prior to the approval of the final plat. The total cost shall include costs of inspection by the county or local road authority. The bond shall be approved as to form by the County Attorney or the attorney of the local road authority and filed with the County Auditor/Treasurer or local road authority.

Sec. 21

Amend § 154.50(E) as follows:

(E) All of the required improvements to be installed under the provisions of this chapter shall be inspected during the course of the construction by an agent of the County Board or local road authority. All of the inspection costs pursuant thereto shall be paid by the subdivider in the manner prescribed in division (B) above.

Effective Date:

These ordinance amendments shall be effective January 1, 2026.

Darek Vetsch
Chair, Wright County Board of Commissioners

ATTEST:

Greg Kryzer
Wright County Administrator

9. **Ordinance Amendment 25-4** – New

The Wright County Planning Commission will be reviewing and discussing proposed amendments to the Wright County Code of Ordinances. Proposed amendments will be related to Subdivisions (Platted and Unplatted) and the Planned Unit Development (PUD) district.

Summary: A summary of the proposed ordinance amendments are as follows:

Article I of the Ordinance amends the Planned Unit Development (PUD) portion of the Wright County Code of Ordinance – Chapter 155.059. Amended language includes the following:

- Correcting a bad reference to the MN shoreland rules
- Prohibiting common open space or commonly owned lots that have lake or river frontage
- Clarifies rounding principle in relation to density bonuses.
- Allows PUD request to run concurrently with rezoning applications.
- Removes reference to “preliminary development plat” and replaces it with “preliminary plat.
- Allows common open space or commonly owned lots to be held as fractional interest with building lots.
- Sets a clearer definitions for platted and unplatted subdivisions.

Article II of the Ordinance corrects a bad reference in the ordinance and also a bad reference to MN shoreland rules.

Article III of the Ordinance amends the Subdivision portion of the Wright County Code of Ordinance – Chapter 154. Amended language includes the following:

- Many of the amendments are updates to current language, which was adopted in 1979, adjusting for how applications are processed today versus 45 years ago.
- Expands and clearly defines exemptions to the subdivision ordinance, primarily entitlement divisions in the AG District.
- Amends the definition of a LOT OF RECORD, to mirror Chapter 155.
- Sets clearer definitions for platted and unplatted subdivisions, matching Chapter 155.
- Amends the park and open space dedication to be on a per-lot basis, instead of a percentage of raw land value, with the amount per lot to be established by the County Board as part of the adopted fee schedule.
- Corrects the stamp required for the County Board as part of a plat.
- Allows performance sureties associated with platted subdivisions to be held by the local road authority, instead of the County.

Provided the Commission finds no issues with this amendment, staff recommends the following motion: **to close the public hearing to all oral and written comment and recommend approval of Ordinance 25-4 to the Wright County Board of Commissioners.**

Respectfully submitted,



Barry Rhineberger
 Planning & Zoning Administrator
 BR:sd

cc: Planning Commission, Twp. Clerks

ORDINANCE AMENDMENT NUMBER 25-4

THE COUNTY BOARD OF WRIGHT COUNTY HEREBY ORDAINS:

Article I – Amendment to Chapter 155 – Zoning

Sec. 1

Amend § 155.059(A) as follows:

(A) *Purpose.* The purpose of the Planned Unit Development District is: to encourage flexibility in the design and development of land in order to promote its appropriate use; to facilitate the adequate and economical provisions of streets and utilities; and to preserve natural and scenic qualities. The PUD District shall be an overlay district, however, it shall apply only to specific projects which have been approved through the procedures outlined herein. If any standards contained ~~with in~~ Minn. Rules ~~parts 6120.2500 or 6120.3800~~ are more restrictive than this chapter, the stricter standards shall apply.

Sec. 2

Insert after § 155.059(B)(3)(c):

(d) For a planned unit development containing lake or river frontage, common open space or commonly owned lots must not contain lake or river frontage.

Sec. 3

Amend § 155.059(C)(1)(b) as follows:

(b) The Planning Commission shall determine the number of dwelling units which may be constructed within the planned unit development by dividing the net acreage of the project area by the required lot area per dwelling unit which is required in the district in which the planned unit development is located. The net acreage shall be defined as the project area less the land area dedicated for public streets. Fractional results shall be rounded to the nearest whole number using standard rounding principles.

Sec. 4

Amend § 155.059(C)(2) as follows:

(2) *Rural planned unit development.* For a rural planned unit development, the number of dwelling units shall be determined by multiplying the gross acreage of the project area by six-fortieths. Fractional results shall be rounded to the nearest whole number using standard rounding principles. Multi-family structures shall not be permitted in a rural PUD.

Sec. 5

Amend § 155.059(F)(1) as follows:

(1) General procedures for the establishment of a PUD district shall be the same as for rezoning and may be applied for concurrently with a rezoning request, as outlined in § 155.028 of this chapter. In addition, applications for the establishment of a PUD District shall be accompanied by an outline development plan.

Sec. 6

Amend § 155.059(F)(3)(b) as follows:

(b) Existing and proposed land uses and the approximate location of ~~buildings~~, lots, utilities and unique development features of the site;

Sec. 7

Amend § 155.059(G) as follows:

(G) *Procedure; preliminary ~~development plan~~ plat approval.*

Sec. 8

Amend § 155.059(G)(1) as follows:

(1) General procedures for the approval of a ~~preliminary development plan~~ plat shall be the same as for the approval of a conditional use permit for a preliminary plat, as outlined in Ch. 154 of this code of ordinances and § 155.029 of this chapter. ~~If more than 90 days elapses between establishment of the PUD District and approval of a preliminary development plan, the Planning Commission may order renotification of nearby property owners before final approval.~~

Sec. 9

Amend § 155.059(G)(2) as follows:

(2) The preliminary ~~development plan~~ plat must include all of the following information, in addition to that required for a preliminary plat, as specified in Ch. 154 of this code of ordinances:

Sec. 10

Amend § 155.059(G)(3) as follows:

(3) In its final approval of a preliminary ~~development plan~~ plat, the Planning Commission may include conditions which must be met before approval of a final ~~development plan plat~~, and also conditions which are permanent. Only the permanent conditions need be recorded.

Sec. 11

Amend § 155.059(H) as follows:

(H) *Final ~~development plan~~ Plat.*

(1) A final ~~development plan~~ plat shall be submitted which meets the same requirements as a ~~final plan~~ specified in Ch. 154 of this code of ordinances.

(2) If no final ~~development plan plat~~ is submitted within six months of approval of the preliminary ~~development plan plat~~, the ~~Planning Commission~~ Zoning Administrator may ~~revoke~~ require a new approval of the preliminary ~~development plan plat~~ by the Planning Commission.

(3) The final ~~development plan plat~~ shall comply in all respects with the approved preliminary ~~development plan plat~~. Changes in the approved preliminary ~~development plan plat~~ shall require an amended conditional use permit.

(4) Roads and other improvements, including improvements to common open spaces, must be completed prior to recording the final development plan, unless adequate financial guarantees are provided to the county or township, in accord with Chapter 154 of this Code of Ordinances.

(5) After recording the final ~~development plan plat~~, no alterations of the approved preliminary ~~development plan plat~~ may be made by the developer unless approved by the Planning Commission. Minor changes in the siting of single-family dwellings and accessory structures may be approved by the Zoning Administrator.

Sec. 12

Amend § 155.059(I)(1) as follows:

(1) Except for the establishment of restricted lands in a rural planned unit development, as provided in division (J) below, all lands shown on the preliminary ~~development plan plat~~ as common open space must be conveyed under one of the following options. Under no circumstances may lands used to calculate the number of units be transferred or used for any purpose not included in the approved preliminary ~~development plan plat~~.

Sec. 13

Amend § 155.059(I)(1)(b) as follows:

(b) It may be conveyed to trustees provided in an indenture establishing an association or similar organization for the maintenance of the planned development. The common open space must be conveyed to the trustees subject to covenants to be approved by the Planning Commission which restrict the open space to the uses specified on the preliminary ~~development plan plat~~, and which provide for the maintenance of the common open space in a manner which assures its continuing use for its intended purpose.

Sec. 14

Insert after § 155.059(I)(1)(b):

(c) Transferred as a fractional interest to each of the buildable lots in the development.

Sec. 15

Amend § 155.059(I)(2)(d) as follows:

(d) The development schedule, which is part of the preliminary ~~development plan plat~~, must coordinate the improvement of the common open space, the construction of buildings, structures and improvements in the common open space, and the construction of residential dwellings in the planned unit development.

Sec. 16

Amend § 155.059(I)(2)(e) as follows:

(e) If the preliminary ~~development plan plat~~ provides for buildings, structures or improvements in the common open space, the developer must provide a bond or other adequate assurance that the buildings, structures and improvements will be completed.

Sec. 17

Amend § 155.059(J)(2)(b) as follows:

(b) However, restricted lands may not be further developed for residential or commercial uses, ~~but~~ shall be strictly limited to agricultural or open space uses but may contain an existing farmstead dwelling and accessory buildings.

Sec. 18

Amend § 155.059(J)(2)(c) as follows:

(c) Reasonable restrictions upon such lands shall be stated by the Planning Commission at the time of preliminary ~~development plan plat~~ approval and said restrictions shall be recorded with the final ~~development plan plat~~.

Sec. 19

Amend § 155.003(156) as follows:

(156) **SUBDIVISION.** The dividing of any parcel of land into two or more parcels. For floodplain regulatory purposes, **SUBDIVISION** shall mean land that has been divided for the purpose of sale, rent, or lease, including planned unit developments.

(a) **PLATTED SUBDIVISION.** ~~If any resultant~~ Any subdivision resulting in a parcel that is less than five acres in area and less than 300 feet in width and the subdividing was done for the purpose of transfer of ownership to effectuate building development, except those described in Chapter 155.048(G), or if a new street or road is involved, regardless of the size of the parcel and/or its width, subsequent parcels must be platted in accordance with the terms and procedure of Ch. 154 and 155 of this code of ordinances.

(b) **UNPLATTED SUBDIVISION.** A division of any parcel of land into two or more parts, except those described in Chapter 155.048(G), wherein all parts are at least five acres and have at least 300 feet in width and frontage on an existing public road, done for the purpose of transfer of ownership to effectuate building development. Ingress and egress easements of any type shall not be construed as public roads. These do not require platting, but shall be zoned for the appropriate use and approved by a Conditional Use Permit.

Article II – Amendment to Chapter 155 – Zoning

Sec. 1

Amend § 155.057(H)(1) as follows:

(H) *Commercial-Recreational Shoreland District (S-3).*

(1) *Purpose.* The intent of the S-3 Commercial-Recreational Shorelands District is to provide suitable locations for, and to encourage the development of, commercial recreation facilities in those areas of the county which benefit the recreational needs of both residents and tourists and restrict incompatible commercial and industrial uses. S-3 Commercial-Recreational Shoreland District shall not be an overlay district, but shall be an exclusive district when used. It shall be the only district where commercial uses are allowed in the shoreland areas. Such uses shall be limited to those listed below. Performance standards shall be those listed in division (DE) above and as otherwise applicable in this chapter. If any standards contained ~~with in~~ in Minn. Rules, ~~parts 6120.2500 or 6120.3800~~ are more restrictive than this chapter, the stricter standards shall apply.

Article III – Amendment to Chapter 154 – Subdivision

Sec. 1

Amend § 154.05(A) as follows:

(A) Any plat or subdivision, hereafter made, for each subdivision or each part thereof lying within the jurisdiction of this chapter, shall be prepared, presented for approval and recorded as herein prescribed. The regulations contained herein shall apply to the subdivision of a lot, tract or parcel of land into two or more lots, tracts or other division of land for the purpose of sale or of building development, whether immediate or future, including the re-subdivision or replatting of land or lots.

Sec. 2**Amend § 154.05(B) as follows:**

(B) Exemptions – The following subdivisions of land are exempt from the platting and subdivision requirements of this chapter, but shall follow any requirements established in Chapter 155 of the Wright County Code of Ordinances. Division of land in tracts larger than 40 acres in area and 300 feet in width where the remainder is not less than 40 acres shall be exempt from the requirements of this chapter.

- (1) Subdivisions as described in Chapter 155.048(G), unless a new road is being established.
- (2) Large Tract Subdivision. Division of land in tracts larger than 40 acres in area, 300 feet in width, and having at least 300 feet of public road frontage, and where the remainder is not less than 40 acres
- (3) Lot line adjustments. The relocation of the boundary line between two abutting lots of record shall not require platting but may require Board of Adjustment approval in accord with Chapter 155.026 of the Wright County Code of Ordinances.
- (4) Cemetery plots. Subdivisions creating cemetery plots do not require a Conditional Use Permit.
- (5) Public purposes. Transfers of small parcels to governmental units in case of encroachments, road rights-of-way or utility easements.
- (6) Land exchanges and additions to existing lots. Exchanges of abutting land between owners, and the addition of land to an existing lot shall be considered a minor subdivision, provided the new lot and the remaining lot meet the zoning code requirements. The Zoning Administrator shall decide if a Conditional Use Permit is required for this type of subdivision.

Sec. 3**Amend § 154.07(A)(2) as follows:**

(2) Such proposed plans will be considered as submitted for informal and confidential discussion between the subdivider and the Zoning Administrator. Submission of a subdivision proposed plan shall not constitute formal filing of a plat with the Planning Commission.

Sec. 4

Amend § 154.07(B) as follows:

(B) Preliminary plat; procedure.

(1) Approval of the County Planning Commission:

(a) ~~Ten copies~~ One full-size copy, drawn to scale, and one digital copy of the preliminary plat, along with all other application materials, and payment of all applicable fees, shall be submitted to the ~~County Planning Commission~~ Wright County Office of Planning and Zoning at least 21 days prior to the Planning Commission meeting at which consideration is requested. The County Planning Commission shall hold a public hearing on said preliminary plat. The notice of the public hearing shall be ~~sent to the property owners within 500 feet~~ provided as indicated in Chapter 155.029. ~~It shall not be necessary to notify property owners in cities. Notice shall also be sent to the township board or boards and municipalities within two miles at least 10 days prior to the hearing date. Public notice shall consist of a general description of the proposal, the time, date and place of hearing. The applicant must provide the tax parcel number or numbers.~~

1. ~~For the purpose of notification ownership of property within the previously described required distance shall be provided by the applicant and shall be certified as being correct. The owner, as herein defined, shall be the fee owner or contract purchaser. The Planning Commission shall act on each preliminary plat thereof submitted within the timeframe prescribed by M.S. § 15.99 within 90 days of date of submission, or such time as mutually agreed by the applicant; failure to act shall be deemed as approval. In case the plat is disapproved within 45 days, the subdivider shall be notified of the reason for such action and what requirements will be necessary to meet the approval of the Planning Commission.~~

2. Approval or disapproval of the preliminary plat shall be conveyed to the subdivider in writing within 45 days after the meeting of the Planning Commission at which such plat was considered.

(b) In case the plat is disapproved, the subdivider shall be notified of the reason for such action. The approval of the preliminary plat does not constitute an acceptance of the subdivision, but is deemed to be an authorization to proceed with the final plat. This approval of the preliminary plat shall be effective for a period of six months, unless an extension is granted by the Planning Commission. The subdivider may file a final plat limited to such portion of the preliminary plat which he or she proposed to record and develop at the time; provided that, such portion must conform to all requirements of this chapter. If some portion of the final plat has not been submitted for approval within this period, a preliminary plat must again be submitted to the Planning Commission for approval.

(2) The preliminary plat shall be submitted to ~~the County Commissioner, or Commissioner of the district or districts in which the subdivision is located and~~ the township board, or boards, in which the subdivision is located, for review at least ten days prior to the public hearing.

~~—(3) The preliminary plat shall be submitted to any municipality within two miles of the plat, for review at least 10 days prior to the public hearing.~~

(34) The preliminary plat shall be submitted to the utility or power company for review of utility easements, at least ten days prior to the public hearing.

(45) The County Surveyor and Highway Engineer shall submit a report to the County Planning Commission concerning the feasibility of the proposed plat and its conformance. In the case where the County Surveyor is submitting the preliminary plat, the report shall be submitted either by the County Highway Engineer or other qualified person selected by the County Planning Commission.

~~(56) The preliminary plat shall be submitted to the Park Board Chairperson and to the Park Board representative~~ Wright County Director of Parks and Recreation.

(67) The preliminary plat shall be accompanied by a fee to be submitted to the Planning and Zoning Administrator as established by the County Board. Such fee is to be used for the expense of the county in connection with the review, inspection, approval or disapproval of said plat.

(78) The land survey shall certify conformance to design standards for both preliminary and final plats.

~~(89) Percolation tests are required on each soil type of building site groups three through eight within the proposed platted area. The soil types will be determined from the Wright County Soils Survey Atlas done by the Soils Conservation Service. The location and number of percolation tests may be reduced only at the direction of the County Sanitarian. Unless connected to city sewer, all proposed dwelling lots must have a minimum of two soil treatment and dispersal areas that can support trenches, seepage beds, mounds and at-grade systems as described in MN rules parts 7080.2200 through 7080.2230 and 7080.2260 or site conditions described in MN Rules part 7081.0270, subparts 3 through 7. Verification by soil borings located on a plan must be submitted, establishing that this requirement can be met.~~

Sec. 5

Amend § 154.07(C)(1)(b) as follows:

(b) *Approval of the County Planning Commission.* The final plat shall be submitted to the County Planning Commission ~~at least ten days prior to a Planning Commission meeting at which consideration is requested.~~ The Planning Commission shall act on each plat submitted ~~within 60 days of submission; failure to act shall be deemed as approval and authorize the Chairman's signature on the plat.~~ In case the plat is disapproved, the subdivider shall be notified of the reason for such action and what requirements shall be necessary to meet the approval of the Planning Commission.

Sec. 6

Amend § 154.07(C)(2) as follows:

(2) *Fees.* The final plat shall be accompanied by all fees established by these regulations, all fees to be submitted to the County Planning and Zoning Administrator.

Sec. 7

Amend § 154.11(O) as follows:

(O) ***LOT OF RECORD.*** ~~A deed which has been recorded with the County Recorder. Any lot which is one unit of a plat heretofore duly approved and filed, or one unit of any auditor's subdivision or a registered land survey that has been recorded in the office of the County Recorder, prior to the effective date of Chapter 155. LOT OF RECORD shall also include parcels of land for which a deed or contract for deed has been recorded in the office of the County Recorder prior to 8-2-1978; provided that said parcel or parcels were legally created in accord with ordinances in effect at the time the deed or contract was recorded.~~

Sec. 8

Amend § 154.11(Y) as follows:

(Y) SUBDIVISION. The dividing of any parcel of land into two or more parcels.

(1) PLATTED SUBDIVISION. Any ~~resultant subdivision resulting in a parcel that~~ is less than five acres in area and less than 300 feet in width and the subdividing was done for the purpose of transfer of ownership to effectuate building development, except those described in Chapter 155.048(G), or if a new street or road is involved, regardless of the size of the parcel and/or its width, such parcels must be platted in accordance with the terms and procedures of this chapter.

(2) UNPLATTED SUBDIVISION. A division of any parcel of land into two or more parts, except those described in Chapter 155.048(G), wherein all parts are at least five acres and have at least 300 feet in width and frontage on an existing public road, done for the purpose of transfer of ownership to effectuate building development. Ingress and egress easements of any type shall not be construed as public roads. These do not require platting, but shall be zoned for the appropriate use and approved by a Conditional Use Permit.

Sec. 9

Amend § 154.32(B) as follows:

(B) Local roads and streets should be so planned as to discourage their use by non-local traffic. Dead-end streets and roads shall be prohibited, but cul-de-sacs or approved "Tee" will be permitted where topography or other conditions justify their use. ~~Cul-de-sacs shall not be longer than 500 feet, including a terminal turn-around which shall be provided at the closed end, with an outside curb radius of at least 60 feet and a right-of-way radius of not less than 66 feet or an approved "Tee".~~ Terminal roads shall be at a length determined and allowed by the road authority. Terminal turn-arounds shall be provided at the closed end, with an outside curb radius

of at least 60 feet and a right-of-way radius of not less than 66 feet, an approved “Tee”, or as otherwise approved by the road authority.

Sec. 10

Amend § 154.32(F) as follows:

(F) Wherever the proposed subdivision contains or is adjacent to the right-of-way of a county, state or federal highway, provision shall be made for a marginal access street or road approximately parallel and adjacent to the boundary of such right-of-way, or for a road at a distance suitable for the appropriate use of land between such road and right-of-way. Such distance shall be determined with due consideration for the minimum distance required for approach connections to future grade separations, or for lot depths. In platted subdivisions, ~~individual lots will have no direct access to any county, state or federal highway~~ shall be determined by the road authority.

Sec. 11

Amend § 154.34(B) as follows:

(B) For all platted and unplatted subdivisions created for the purpose of sale or development, ~~In all subdivisions except those described in Chapter 155.048(G), either 7% of the gross area of the subdivision or 10% of the raw land value shall be dedicated or paid to the county or a cash park dedication fee shall be paid to the county, for public recreation and parks. The cash park dedication fee shall be calculated on a per lot basis, at the rate determined by the County Board of Commissioners as part of the adopted fee schedule. The County Planning Commission and the County Board shall determine whether 7% of the gross area shall be dedicated or 10% of the raw land value paid. Said 7% of the total gross area of the subdivision the park dedication is in the form of land or cash, and this shall be in addition to any dedication of streets, alleys and easements. The location of said dedications within the area of the subdivision shall be subject to the approval of the County Planning Commission and the County Board. The raw land market value shall be determined by the County Assessor's office.~~

Sec. 12

Amend § 154.35(A)(4) as follows:

(4) Graphic scale of plat, ~~not less than one inch to 100 feet~~ at a ratio determined by the Planning and Zoning Administrator;

Sec. 13

Amend § 154.35(A)(6)(c) as follows:

(c) Waterways, ditches, ponds, marshes, wetlands, and floodable ~~low lands~~ lowlands in a plan which describe the existing conditions.

Sec. 14

Amend § 154.35(A)(9) as follows:

(9) ~~Where lots to be platted are larger in area than 20,000 square feet or greater than 150 feet in width at the building setback line, public sewer and water facilities are unavailable and the plat is within one mile of a municipality in the county,~~ When determined necessary by the Planning and Zoning Administrator or Planning Commission, a preliminary re-subdivision plan shall be prepared and submitted, showing a feasible method by which large lots may be re-subdivided in the future for higher density development in the event that public sewer and water facilities become available. The location of the principal structure on each lot shall be shown and building permits will only be issued for those structures which allow for economically feasible re-subdivision;

Sec. 15

Amend § 154.35(A)(10) as follows:

(10) Existing topography, as determined necessary by the ~~County~~ Planning and Zoning Administrator, including date of survey, with contour intervals of not less than two feet, related to United States Geological Survey datum; also the location of water courses, ravines, bridges, lakes, marshes, wetlands, wooded areas, rock outcroppings, approximate acreage, and other such features as may be pertinent to the subdivision;

Sec. 16

Amend § 154.36(B)(5) as follows:

(5) County Board of Commissioners:

WRIGHT COUNTY BOARD OF COMMISSIONERS

This plat of NAME OF PLAT was approved and accepted by the Board of County Commissioners of Wright County, Minnesota, at a meeting held this ____ day of _____, 20____.

Chairperson County ~~Coordinator~~ Administrator

Sec. 17

Amend § 154.36(D)(1) as follows:

(1) ~~Ten copies~~ One copy of the final plat shall be filed with the Wright County Planning and Zoning Administrator ~~Planning Commission~~.

Sec. 18

Amend § 154.50(B)(1)(a) as follows:

(a) Prior to the installation of any required improvements and prior to approval of the final plat, the subdivider shall enter into a contract in writing with the county or local road authority requiring the subdivider to furnish and contract said improvements at his or her sole cost and in accordance with plans and specifications and usual contract conditions. The agreement shall require the subdivider to make an escrow deposit or, in lieu thereof, to furnish a performance bond acceptable to the County Attorney or local road authority, the amount of the deposit or penal amount of the bond to be equal to 150% of the engineer's estimate of the total cost of the improvements to be furnished under the contract, including the cost of inspection. On request of the subdivider, the contract may provide for completion of part or all of the improvements covered thereby prior to the acceptance of the final plat. In such event, the amount of the deposit or bond may be reduced in a sum equal to the estimated cost of the improvements so completed prior to the acceptance of the final plat. The time for completion of the work and several parts thereof shall be determined by the County Planning Commission or local road authority upon recommendation of the engineer after consultation with the subdivider. It shall be reasonable with relation to the work to be done, the seasons of the year and proper correlation with construction activities in the plat and subdivision.

Sec. 19**Amend § 154.50(B)(2)(b) as follows:**

(b) An escrow deposit shall be made with the County Auditor/Treasurer or local road authority in a sum equal to 150% of the total cost as estimated by the County Engineer, or as established by the local road authority engineer, of all improvements to be furnished and installed by the subdivider pursuant to the contract, which have not been completed prior to the approval of the final plat. The total costs shall include costs of inspection by the county or local road authority. The county or local road authority shall be entitled to reimburse itself out of said deposit for any cost and expenses incurred by the county or local road authority for completion of the work in case of default of the subdivider under said contract, and for any damages sustained on account of any breach thereof. Upon completion of the work and the liability, the balance remaining of said deposit shall be refunded to the subdivider.

Sec. 20**Amend § 154.50(B)(2)(b) as follows:**

(c) In lieu of making the escrow deposits, the subdivider may furnish a performance bond with corporate surety, in a penalty sum equal to 150% of the total cost as estimated by the County Engineer or local road authority of all the improvements to be furnished and installed by the subdivider pursuant to the contract, which have not been completed prior to the approval of the final plat. The total cost shall include costs of inspection by the county or local road authority. The bond shall be approved as to form by the County Attorney or the attorney of the local road authority and filed with the County Auditor/Treasurer or local road authority.

Sec. 21**Amend § 154.50(E) as follows:**

(E) All of the required improvements to be installed under the provisions of this chapter shall be inspected during the course of the construction by an agent of the County Board or local road authority. All of the inspection costs pursuant thereto shall be paid by the subdivider in the manner prescribed in division (B) above.

NOTICE OF INTENT TO AMEND THE WRIGHT COUNTY CODE OF ORDINANCES

CITY/TOWNSHIP RESPONSE FORM

CITY/TOWNSHIP:

 HEARING DATE: Thursday, **October 23, 2025**
 at 7:30 p.m.

NOTICE IS HEREBY GIVEN, that the Wright County Planning Commission on **Thursday, October 23, 2025, at 7:30 P.M.**, will hold a public hearing to consider amending the Wright County Code of Ordinances. The amendment has been assigned number 25-4. This consideration and discussion will take place in the Commissioners' Board Room at the Wright County Government Center, Buffalo, Minnesota.

Notes: See Ordinance Amendment 25-4, attached.

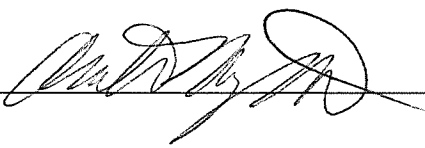
* * * *

THE TOWN BOARD OR CITY COUNCIL SHOULD COMPLETE THE FOLLOWING. IF NO WRITTEN RESPONSE IS RECEIVED BEFORE THE HEARING, THE PLANNING COMMISSION WILL ASSUME THAT THE CITY COUNCIL/TOWN BOARD HAS NO OBJECTION TO THE PROPOSED AMENDMENTS.

___ CITY/TOWNSHIP APPROVES OF THE REQUEST BECAUSE: _____

___ CITY/TOWNSHIP DISAPPROVES OF THE REQUEST BECAUSE: _____

CITY/TOWNSHIP COMMENTS OR PROPOSED CONDITIONS: please see attached
letter outlining comments and proposed changes. Please
share these with the Planning Commission.

SIGNED:  City of Clearwater



September 17, 2025

Dear Wright County Planning Commission,

On behalf of the Clearwater City Council, I respectfully request that you consider the following written comments in response to your proposed amendments to the county's land use ordinances for which a public hearing is planned on October 23, 2025.

- 1) The City of Clearwater would like you to consider one modification to your proposed changes. At the top of page 8 of the amendment packet that we received, you propose deleting Section 154.07(B)(3), eliminating the requirement to submit a plat to municipalities within two miles of a proposed plat.

We respectfully request that you consider keeping this section but adding this language: "Notice of " at the start of this section.

While we do not need the plat to be submitted for our review, we do still need to receive notice of a plat due to our annexation agreements and because of our subdivision rights within the two-mile subdivision area allowed under Minnesota Statutes 462.357.

It would be unfortunate for a developer to spend the time and money to go through the entire platting process with Wright County only to learn after the fact that their property will be annexed or subject to other subdivision regulations. Providing municipalities notice ahead of time gives the municipality the opportunity to share necessary information with the developer earlier in the process.

- 2) Please consider as part of your discussion that by amending your ordinance language from "development plans" to "plats", it may trigger annexation under various annexation agreements. Rezoning and Subdivisions (such as plats) of property are annexation triggers under our orderly annexation agreement with Clearwater Township. I suspect this is also true for other municipalities. The proposed ordinance changes may result in properties being subject to annexation that perhaps would not have been under a "development plan".

Thank you very much for your consideration.

Respectfully,

Annita M. Smythe, City Administrator

Joshua C. Butteris

From: Sheryl L. Daniels
Sent: Thursday, October 9, 2025 9:50 AM
To: Jean Just
Cc: Joshua C. Butteris; Barry Rhineberger
Subject: RE: Wright County Ordinance Amendment (25-4)

Sounds good – I will fwd. this to those that keep track. 😊



Sheryl Daniels • Office Manager • (763) 682-7332
 Wright County, MN Planning & Zoning

From: Jean Just <clearwatertwp@frontiernet.net>
Sent: Thursday, October 9, 2025 9:48 AM
To: Sheryl L. Daniels <Sheryl.Daniels@wrightcountymn.gov>
Subject: Re: Wright County Ordinance Amendment (25-4)

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

Good morning - Clearwater Township took no action on the amendments to the Wright County code of ordinances.

Have a great rest of your week! :)

Jean Just, Clerk
 Clearwater Township
 15015 State Highway 24 NW
 Clearwater MN 55320
 320-558-4011

On Wednesday, September 17, 2025 at 08:03:59 AM CDT, Sheryl L. Daniels <sheryl.daniels@wrightcountymn.gov> wrote:

Forms are attached.

Thanks for your Town Board's input. Please return form and contact Barry Rhineberger if you have questions.

Sheryl



Sheryl Daniels • Office Manager

WRIGHT COUNTY, MINNESOTA: PLANNING & ZONING

direct: (763) 682-7332 • fax: (763) 682-7872

Government Center, 3650 Braddock Ave NE, Suite 1600, Buffalo, MN 55313

www.co.wright.mn.us

PLEASE NOTE: All County email addresses will be changing from @co.wright.mn.us to @wrightcountymn.gov. Please update your Wright County contacts to change all of your Wright County email addresses to the following format:
firstname.lastname@wrightcountymn.gov

NOTICE: This E-mail (including attachments) is covered by the Electronic Communications Privacy Act, 18 U.S.C. 2510-2521. This E-mail may be confidential and may be legally privileged. If you are not the intended recipient, you are hereby notified that any retention, dissemination, distribution, or copying of this communication is strictly prohibited. Please reply back to the sender that you have received this message in error, then delete it. Thank you.

B6

NOTICE OF INTENT TO AMEND THE WRIGHT COUNTY CODE OF ORDINANCES

CITY/TOWNSHIP RESPONSE FORM

CITY/TOWNSHIP:

HEARING DATE: Thursday, **October 23, 2025**
at 7:30 p.m.

NOTICE IS HEREBY GIVEN, that the Wright County Planning Commission on **Thursday, October 23, 2025, at 7:30 P.M.**, will hold a public hearing to consider amending the Wright County Code of Ordinances. The amendment has been assigned number 25-4. This consideration and discussion will take place in the Commissioners' Board Room at the Wright County Government Center, Buffalo, Minnesota.

Notes: See Ordinance Amendment 25-4, attached.

* * * *

THE TOWN BOARD OR CITY COUNCIL SHOULD COMPLETE THE FOLLOWING. IF NO WRITTEN RESPONSE IS RECEIVED BEFORE THE HEARING, THE PLANNING COMMISSION WILL ASSUME THAT THE CITY COUNCIL/TOWN BOARD HAS NO OBJECTION TO THE PROPOSED AMENDMENTS.

X CITY/TOWNSHIP APPROVES OF THE REQUEST BECAUSE: _____

we have no objections to proposed changes

___ CITY/TOWNSHIP DISAPPROVES OF THE REQUEST BECAUSE: _____

CITY/TOWNSHIP COMMENTS OR PROPOSED CONDITIONS: _____

SIGNED: _____

[Signature]

10/6/2025

NOTICE OF INTENT TO AMEND THE WRIGHT COUNTY CODE OF ORDINANCES

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Notes: See Ordinance Amendment 25-4, attached.

* * * *

THE TOWN BOARD OR CITY COUNCIL SHOULD COMPLETE THE FOLLOWING. IF NO WRITTEN RESPONSE IS RECEIVED BEFORE THE HEARING, THE PLANNING COMMISSION WILL ASSUME THAT THE CITY COUNCIL/TOWN BOARD HAS NO OBJECTION TO THE PROPOSED AMENDMENTS.

 X CITY/TOWNSHIP APPROVES OF THE REQUEST BECAUSE: _____

We do not have any concerns regarding the proposed

 CITY/TOWNSHIP DISAPPROVES OF THE REQUEST BECAUSE: _____

CITY/TOWNSHIP COMMENTS OR PROPOSED CONDITIONS: _____

SIGNED: _____

Debbie H. Harty

Barry Rhineberger

From: Monticello Township <info@monticellotownship.net>
Sent: Tuesday, October 21, 2025 12:57 PM
To: Barry Rhineberger
Cc: Scott Deckert
Subject: Monticello Township - Ordinance amendments 25-4

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

Monticello Town Board took no action on the proposed amendments. It is possible that a board member may attend the Planning Commission meeting on Oct 23.

Sincerely,

Cathy Shuman
Monticello Town Clerk

NOTICE OF INTENT TO AMEND THE WRIGHT COUNTY CODE OF ORDINANCES

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Notes: See Ordinance Amendment 25-4, attached.

* * * *

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X CITY/TOWNSHIP APPROVES OF THE REQUEST BECAUSE: Town Board does not have any objections or concerns with the proposed changes

 CITY/TOWNSHIP DISAPPROVES OF THE REQUEST BECAUSE:

CITY/TOWNSHIP COMMENTS OR PROPOSED CONDITIONS: See Attached Minutes

SIGNED: Robert H. Gendel Clerk/Treasurer Southside Township 10/10/25

Chairman Berg made a motion to approve Resolution 2025-04 to set 11/5/2025 at 7:00pm as the date for Public Hearing regarding Petition to Vacate Lane in Plat of Wulleiinda Addition/7170 Quinn Ave NW PID's 217-063-000010; 217-063-000020; 217-063-000030; 217-063-000041 Property Owners have received approval from County Board Of Adjustment. Supervisor Otto seconded the motion. Motion Carried.

Brad Hagfors: 14932 State Highway 55 NW - PID 217-000-153303. Property Owner: K-Built Properties LLC REQUEST: Variance as regulated in Section 155.026 and 155.097(G) of Chapter 155, Title XV, Land Usage & Zoning of the Wright County Code of Ordinances to erect a billboard sign within the setback of an abutting property line in a district where billboards are prohibited and within the setback from a dwelling. REASON FOR REQUEST: A variance is required to erect a billboard sign within 100 ft. of an abutting property that is zoned General Agriculture and within 300 ft. of a dwelling. Franklin Outdoor Signs would like to install a 10' x 24' billboard approximately 20 feet from the adjacent property line. Chairman Berg made a motion to approve the variance for setbacks as stated in this paragraph with the understanding that the adjacent property owner will be requesting that property to be re-zoned to commercial. Supervisor Otto seconded the motion. Motion Carried.

Supervisor Otto made a motion to approve Resolution 2025-005 to set 11/5/2025 at 7:00 pm as the date for Public Hearing regarding Petition to Vacate Road/Cul-de-sac in Plat of Pebble Beach/Orth Avenue NW fka Bengston Drive: 6775 Orth Avenue NW PID: 217-038-001040; 0001030; 0001050. Petitioner: James Maleska. NOTE: This is part of a lot line adjustment/Re-Plat and relocation of road and cul-de-sac which will need to be approved by County Board of Adjustment. Chairman Berg seconded the motion. Motion Carried.

Allison Barkley was present to request that the Board consider adopting an Ordinance for At Large Dogs. The previous Dog Ordinance was repealed in April, 2025. A new Ordinance for Barking Dogs was put into place in May, 2025. Discussion was had with several residents that were in attendance about the number of dogs that have been seen running loose without an owner present. Our Township Attorney will be contacted to discuss the requirements to place such an ordinance and the Township's obligations associated with such ordinance.

Emily Neuharth – US Solar was present to discuss a planned Solar Garden project located at XXXX Nevens Ave NW – PID 217-000-351401. Property Owner: MVP Development LLC. A Petition for an Interim Use Permit to allow the construction of a 3 MW solar energy farm, as regulated in Sections 155.031, 155.048, 155.057 & 155.108, Title XV, Land Usage & Zoning of the Wright County Code of Ordinances. STAFF NOTES: Solar energy farms refer to solar array systems with a capacity larger than 200 kW. Solar energy farms are listed as an interim use in the General Agriculture (AG) zoning district. This land is currently Ag Land. Access for the Solar Garden would be off 67th Street NW and not the main highway. The garden will occupy 15.6 acres of the parcel with anti-glare panels; does not impact the wetland; will have pollinators ie: grasses, flowers; will have vegetative screen on the North and West sides; and will remain zoned as Ag Land. This is a 30 year project which will be decommissioned by US Solar with funds set aside with the County for the decommissioning. This project has been approved by the Soil and Water Conservation District. A letter in opposition was received from the Lake John Association and shared with the US Solar representative. The representative acknowledged that the Associations concerns are valid, but felt that they do not apply to this project. This project meets the requirements of the County's Ordinance and the landowners are supportive of the project. Supervisor Otto made a motion to approve the Interim Use Permit for a Solar Garden on the property defined by PID #217-000-351401. Chairman Berg seconded the motion. Motion Carried.

X The Board reviewed the proposed changes reflected in County Ordinance Amendment No. 25-4 pertaining to Chapter 155 Zoning. The Town Board has not objections or concerns with the proposed changes.

Supervisor Otto made a motion to appoint the following individuals as Election Judges for the November 4, 2025 Special Election: Nancy Berg; Carmen Merrill; Robin Reichel; Linda Jaskowiak; Susan Slinde; Roxanne McNellis; Colleen Thurber; and Dianne Engler. Chairman Berg seconded the motion. Motion Carried.

NOTICE OF INTENT TO AMEND THE WRIGHT COUNTY CODE OF ORDINANCES

CITY/TOWNSHIP RESPONSE FORM

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Notes: See Ordinance Amendment 25-4, attached.

* * * *

THE TOWN BOARD OR CITY COUNCIL SHOULD COMPLETE THE FOLLOWING. IF NO WRITTEN RESPONSE IS RECEIVED BEFORE THE HEARING, THE PLANNING COMMISSION WILL ASSUME THAT THE CITY COUNCIL/TOWN BOARD HAS NO OBJECTION TO THE PROPOSED AMENDMENTS.

☒ CITY/TOWNSHIP APPROVES OF THE REQUEST BECAUSE: _____

☐ CITY/TOWNSHIP DISAPPROVES OF THE REQUEST BECAUSE: _____

CITY/TOWNSHIP COMMENTS OR PROPOSED CONDITIONS: _____

Supervisor Baise made a motion to Amend the County Code of ordinance. Supervisor Walker seconded the motion. All approved

SIGNED: *Connie Hunt (clerk/Treasurer)*

NOTICE OF INTENT TO AMEND THE WRIGHT COUNTY CODE OF ORDINANCES

CITY/TOWNSHIP RESPONSE FORM

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Notes: See Ordinance Amendment 25-4, attached.

* * * *

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X CITY/TOWNSHIP APPROVES OF THE REQUEST BECAUSE: _____

___ CITY/TOWNSHIP DISAPPROVES OF THE REQUEST BECAUSE: _____

CITY/TOWNSHIP COMMENTS OR PROPOSED CONDITIONS: _____

SIGNED:

TomHackenmueller_____10-21-2025_____

WRIGHT COUNTY PLANNING COMMISSION
Meeting of: OCTOBER 23, 2025
MINUTES

The Wright County Planning Commission met on Thursday, October 23, 2025, in the County Commissioners Board Room at the Wright County Government Center, Buffalo, Minnesota. Chairman, Dan Mol, called the meeting to order at 7:30 p.m. with members present: Jeanne Holland, Ken Felger, Sandy Greninger, Pat Mahlberg, Charlie Borrell and Dan Bravinder. Brian Wold, Assistant County Attorney, was the legal counsel present. Barry Rhineberger, Planning & Zoning Administrator, represented the Planning & Zoning office.

Ordinance Amendment 25-4 – New

The Wright County Planning Commission will be reviewing and discussing proposed amendments to the Wright County Code of Ordinances. Proposed amendments will be related to Subdivisions (Platted and Unplatted) and the Planned Unit Development (PUD) district.

- A. Rhineberger explained that Planning & Zoning was approached by the County Board and during the Revisor’s meeting regarding adjustments to the PUD provisions and amendments to the Subdivision ordinances. The proposed amendment combines those two efforts, along with other general cleanup items. The subdivision section (Chapter 154), in particular, has not been updated since 1979. Some provisions are outdated or no longer followed, while others reflect current practices that should be formally included—similar issues exist within the PUD section.

He went on to explain each specific amendment:

- Correction of an incorrect reference to the Minnesota Shoreland Rules.
- Prohibition of common open space or commonly owned lots with lake or river frontage. Rhineberger referenced a recent development on Lake Ida, where common open space would have provided shared lake access to multiple lots without individual lakeshore ownership. This raised concerns among residents and elected officials at both the Township and County levels.
- Clarification of language regarding rounding principles related to density bonuses.
- PUD requests will be allowed to run concurrently with rezoning requests, rather than as separate processes. This change will provide a clearer, more efficient process.
- Replacement of the term “*preliminary development plat*” with “*preliminary plat*”, which is the historically correct terminology.
- Amendment to allow common lots to be owned through fractional ownership. This addresses situations where a homeowners’ association is not established or defaults, ensuring that each lot owner holds a proportional share of the common property and taxes are automatically collected.
- Numerous updates to the Subdivision Ordinance (Chapter 154) to modernize 1979 language and align definitions with those in Chapter 155.
- Amendment to the park and open space dedication requirement: it will be based on a per-lot amount rather than a percentage of raw land value. The amount per lot will be set by the County Board through the adopted fee schedule. The goal is to base the fee on the number of new residents created, not the amount of land developed.

- Correction to the County Board stamp requirement for plat approval—considered primarily a housekeeping change.
- Allowing performance sureties associated with platted subdivisions to be held by the local road authority instead of the County, as there is no reason for the County to hold a surety for a Township road when the Township is the acting road authority.

B. No comments from the public.

C. Felger stated that he had several questions and comments regarding the proposed ordinance document.

- Felger questioned the striking of the specific references to the Minnesota Shoreland Rules. Rhineberger explained that removing the numerical references prevents issues when the State revises its rules and numbering. The amendment still encompasses all State rules and subsequent updates.
- Felger asked for clarification regarding the prohibition on common areas or open space along lakes and rivers. He also asked whether Lake Ida has a public access. Rhineberger directed the question to Commissioner Holland, who stated that a main concern is ongoing maintenance responsibility for shared lakeshore. Developers favor such access because it can increase property value, but residents often oppose it. Holland explained that on Lake Ida, the Lake Association opposed the development when common lake access was proposed but supported it once that element was removed. Mol added that the proposal would have allowed eight lots to share access, which raised concerns. Felger stated that he does not see an issue with boat traffic when public access is already available. Borrell mentioned Waverly Lake, questioning whether a development of 50–60 homes could have fractional lake access ownership or if limits would be imposed. Rhineberger clarified that the proposed ordinance would prohibit commonly owned lake access. Holland reiterated that the intent is to avoid creating unmaintained shared parcels and that property owners can use public access points. Mahlberg asked whether the language would read “shall not” or “must not” and whether applications could still be submitted if a PUD included shared access. Rhineberger stated that it would be an outright prohibition with no variance allowed. He further explained that private easements providing lake access for unplatted divisions are separate matters not regulated by this amendment or by Planning & Zoning.
- Felger asked for clarification on the rounding principles that will be used. Discussion among members and staff concluded that 0.5 and above will round up, and 0.4 and below will round down.
- Felger questioned the change from “preliminary development plat” to “preliminary plat.” Rhineberger explained that the term “preliminary development plat” has never been formally used and that this is simply a terminology cleanup.
- Felger referred to page 4, Section 14, of the amendments and asked about the statement regarding whether all lots are buildable. Rhineberger explained that in some PUDs, small vacant lots are created as part of the design, which this section addresses.

- Felger questioned Section 4 on page 8, item 8, stating that the language currently reads as if a property must support all types of septic systems. He suggested replacing “and” with “or” before “at-grade systems” to clarify that the property must support at least one of the listed system types. Rhineberger agreed to make the change.
 - Felger addressed signatures on plats, noting currently there is only a place for the Planning Commission Chair to sign. He suggested adding the Vice-Chair as an authorized signatory in cases when the Chair is unavailable. Rhineberger clarified that approvals authorize the Chair’s signature without time restriction. If the Chair is unable to sign within a reasonable timeframe, the Vice-Chair could act with full responsibilities of the Chair in that instance.
 - Felger pointed to page 13, the last item in the proposed document, and asked whether a subdivider has any right to appeal. Rhineberger explained that this amendment adds the local road authority to the process since they oversee local roads. The County does not inspect or regulate Township roads; if the road is County or State, those entities serve as the authority.
- D. Bravinder moved to close the public hearing to all oral and written comment and recommend approval of Ordinance 25-4, with the added correction to Article 3, Section 4, #8 as noted by the discussion, to the Wright County Board of Commissioners. Motion seconded by Holland.

VOTE: CARRIED UNANIMOUSLY



RESOLUTION #25-71
BOARD OF WRIGHT COUNTY
COMMISSIONERS

DATE ADOPTED:
November 4, 2025

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

RESOLUTION #25-71

Page 1 of 2

**RESOLUTION APPROVING SUMMARY LANGUAGE FOR PUBLICATION OF
ORDINANCE NUMBER 25-4 AMENDING THE WRIGHT COUNTY CODE OF
ORDINANCE CHAPTER 154 SUBDIVISION AND 155 ZONING**

WHEREAS, on November 4, 2025, the Wright County Board of Commissioners adopted Ordinance No. 25-4, which amended the Wright County Code of Ordinance Chapter 155 Zoning and Chapter 154 Subdivision;

WHEREAS, it is not practical to publish the entire text of the Ordinance in the County's official newspaper;

WHEREAS, Minnesota Statute § 375.51, subdivision 3 allows the publication of a summary of an ordinance instead of publishing the entire ordinance; and

WHEREAS, the Wright County Board determines publication of a summary of the Ordinance is sufficient to clearly inform the public of the intent and effect of the Ordinance and where to access the full text of the Ordinance.

NOW, THEREFORE, BE IT RESOLVED, that the Wright County Board of Commissioners hereby determines to publish the following summary language, which is hereby approved, in lieu of publishing the full text of the Ordinance:

**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, Greg Kryzer, duly appointed and qualified County Administrator of the County of Wright, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Wright County, Minnesota, at their session held on Wednesday, October 29, 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.

Greg Kryzer, County Administrator





RESOLUTION #25-71
BOARD OF WRIGHT COUNTY
COMMISSIONERS

DATE ADOPTED:
November 4, 2025

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

RESOLUTION #25-71

Page 11 of 2

WRIGHT COUNTY, MINNESOTA
Ordinance No. 25-4

On November 4, 2025, the Wright County Board of Commissioners adopted Ordinance No. 25-4.

Article I of the Ordinance amends the Planned Unit Development (PUD) portion of the Wright County Code of Ordinance - Chapter 155.059. Amendments include correcting a bad reference to the MN State Shoreland Rules, prohibiting common open space or commonly owned lots that have lake or river frontage, clarifies rounding principles in relation to density bonuses, allows PUD requests to run concurrently with rezoning applications, removes reference to "preliminary development plat" and replaces it with "preliminary plat", allows commonly open space and commonly owned lots to be held as a fractional interest with building lots, and established more clear definitions for platted and unplatted subdivisions.

Article II of the Ordinance corrects a bad reference to the MN State Shoreland Rules in Chapter 155.057.

Article III amends the Subdivision Ordinance, Chapter 154 of the Wright County Code of Ordinance. Amendments include defining exemptions to the subdivision ordinance, amends the definition of a lot of record, amends the definitions of platted and unplatted subdivisions, amends the park and open space dedication requirements, corrects an error in a stamp requirement for a plat, and allows performance sureties associated with platted subdivisions to be held by the local road authority.

This Ordinance Amendment shall take effect January 1, 2026.

A copy of the full ordinance may be obtained by contacting the Wright County Auditor and is available for public inspection in the Wright County Office of Taxpayer Services and Planning and Zoning.

Greg Kryzer, County Administrator

BE IT FINALLY RESOLVED, that the Wright County Clerk is hereby authorized and directed to:

- (1) Publish the approved summary language set out above once in the County's official newspaper;
- (2) Place a copy of the full Ordinance to the Office of Planning and Zoning;
- (3) Place a copy of the full Ordinance to the Office of Taxpayer Services;
- (4) Place a copy of the full Ordinance at the Wright County Law Library;
- (5) Record a copy of the full Ordinance in the Office of the County Recorder;

Agenda Item



Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *
11/4/2025 9:00 AM – Board of Wright County
Commissioners
Requestor Name

Marc Mattice

Agenda Item Type
☒ RFBA
 ☐ Minutes Submission
 ☐ Warrants Submission

Requestor Title

Assistant County Administrator–Property Services

Target Section
☐ Consent Agenda
 ☒ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department) *

ADMINISTRATION

Time Required:

5

Originator

KAK4327

Item Details

Board Action Requested (this is what will appear on the Agenda) *

PUBLIC HEARING – 2026 Fees for Service Schedule

Short Title (what will appear on Agenda outline – 250 character max.) *

PUBLIC HEARING – 2026 Fees for Service Schedule

Value Stream the request primarily aligns with:

Optimize Civic Engagement

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

Provide opportunity for public input on proposed fees.

Describe the impact on staffing resources.

Updating schedules published online and in print.

Fiscal Impact:
Background/Justification:

The 2026 Fee Schedule was reviewed at the October 14, 2025 Board 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. (1)

Document Name

[2026 Wright County Fee Schedules.pdf](#)

Attachment Type

Attachment

RFBA Review**Assistant County Administrator Review****Assistant County Administrator Decision**

Approved

Notes

move to agenda

County Administrator Review**County Administrator Decision****Notes**

2026 Wright County Fee Schedule Fee Schedule Review Cycle	
Year	Department/Office
2026	Health and Human Services
2027	Assessor
2027	Recorder
2028	Administration
2028	Finance and Taxpayer Services
2029	Attorney
2029	Parks and Recreation
2029	Sheriff
2030	Highway
2030	Planning and Zoning
2030	Planning and Zoning/HHW Compost Facility
2030	Surveyor
Continuous	Court Services

Administration				NEW FEE
				CHANGED FEE
				REMOVED FEE
Fee Title	2025 Fee Current	2026 Fee Proposed	Fee Charge Description & Relevant Statute or Ordinance if Applicable	Fee Justification
Business Licensing				
Auctioneer License - cash	\$20		cash	2026 Fee Schedule-Remove from Admin and Move back to FTPS
Auctioneer License - bond	\$1,000		bond	2026 Fee Schedule-Remove from Admin and Move back to FTPS
Fireworks - Display Permit	\$25		per parcel	2026 Fee Schedule-Remove from Admin and Move back to FTPS
Fireworks - Retailer Permit	\$350		per parcel	2026 Fee Schedule-Remove from Admin and Move back to FTPS
Fireworks - "Other" Retailer Permit	\$100		per parcel	2026 Fee Schedule-Remove from Admin and Move back to FTPS
Precious Metal Dealer Permit	\$20			2026 Fee Schedule-Remove from Admin and Move back to FTPS
Transient Merchant License	\$150			2026 Fee Schedule-Remove from Admin and Move back to FTPS
Data Costs				
Paper Copies-Single Sided Letter or Legal up to 100 pages	\$0.25	\$0.25	Countywide per sheet (not applicable to subject of data). Minn. Stat.13.03	2026 Fee Schedule - no change; holistic review for Budget Year 2028
Paper Copies-Double Sided Letter or Legal up to 100 pages	\$0.50	\$0.50	Countywide per sheet (not applicable to subject of data). Minn. Stat.13.03	2026 Fee Schedule - no change; holistic review for Budget Year 2028
Other Copies - Not Subject of the Data	cost	cost	Countywide actual costs of making copies. Includes cost to search for and retrieve data, actual cost of copy, cost of thumb drive, mailing and postage costs, and if applicable, certification costs. Minn. Stat.13.04	2026 Fee Schedule - no change; holistic review for Budget Year 2028
Other Copies - Subject of the Data	cost	cost	Countywide actual costs of making copies, but <i>not</i> cost to search for and retrieve data. Includes actual cost of copy, cost of thumb drive, mailing and postage costs, and if applicable, certification costs. Actual cost of copy and mailing postage costs may be waived if responsive data is 100 or less pages of letter/legal size, black & white or color. Minn. Stat.13.04	2026 Fee Schedule - no change; holistic review for Budget Year 2028
Copies for Government Entities	cost	cost	Countywide may provide at no cost, depending on the government entity and the extent of data requested. Minn. Stat.13.03	2026 Fee Schedule - no change; holistic review for Budget Year 2028
Summary Data	cost	cost	Actual cost. Requires Prepayment. Minn. Stat. 13.03 & 13.04	2026 Fee Schedule - no change; holistic review for Budget Year 2028 Minnesota Rules 1205.0300, subpart 4.
Cost to Search For and Retrieve Data	cost	cost	Actual cost of staff time, including salary and benefits. Minn. Stat. 13.03	
Actual Cost of Copy	cost	cost	actual cost of staff time to make copies, including salary and benefits, and materials (e.g., paper, ink). Minn. Stat. 13.03	
Thumb Drive (8GB, 12GB, 32GB)	\$2	\$2	Countywide per drive. Minn. Stat. 13.03	2026 Fee Schedule - no change; holistic review for Budget Year 2028 Minnesota Rules 1205.0300, subpart 4.
Thumb Drive (64GB)	\$3	\$3	Countywide per drive. Minn. Stat. 13.03	
Thumb Drive (128GB)	\$9	\$9	Countywide per drive. Minn. Stat. 13.03	
Mailing and Postage	cost	cost	Countywide	2026 Fee Schedule - no change; holistic review for Budget Year 2028
Certification	\$10	\$10	Countywide per instance	2026 Fee Schedule - no change; holistic review for Budget Year 2028
Hard Copy Highway Map	\$3	\$3		2026 Fee Schedule - no change; holistic review for Budget Year 2028

Administration <i>continued</i>				NEW FEE
				CHANGED FEE
				REMOVED FEE
Fee Title	2025 Fee Current	2026 Fee Proposed	Fee Charge Description & Relevant Statute or Ordinance if Applicable	Fee Justification
Human Resources - Risk & Safety Management				
Potentially Dangerous Dog Fee	\$150	\$150	Per incident. Wright County Ordinance Chapter 90	2026-No Change - holistic review for Budget Year 2028. Wright County Ordinance 24-6. Recovery of Staff time and supplies to process dog cases in accordance to the Dangerous Dog Ordinance Chapter 90
Dangerous Dog Fee	\$250	\$250	Annual registration per designated dangerous dog. Wright County Ordinance Chapter 90	2026-No Change - holistic review for Budget Year 2028. Wright County Ordinance 24-6
Dangerous Dog Hearing Fee	\$500	\$500	Per hearing. Wright County Ordinance Chapter 90	2026-No Change - holistic review for Budget Year 2028. Wright County Ordinance 24-6. Actual Cost of hearing officer and staff time when a dog designation is contested by a dog owner.
GIS Data (Custom)				
Digital Aerial Photography-Section	\$40	\$40	Per Section	2026 Fee Schedule Change-Remove from Surveyor Dept fee schedule, add to Admin/GIS Data fee schedule. Revenue is offset by the transfer of the
Digital Aerial Photography-County	\$2,000	\$2,000	Per County	
Staff Time	\$50	\$50	Per Hour. Custom jobs will be performed only as time permits and at department discretion.	2026 Fee Schedule Change-Remove from Surveyor Dept fee schedule, add to Admin/GIS Data fee schedule. Holistic Review Scheduled For Budget Year 2028.
PDF of any Map	\$5	\$5	Produced electronic by Projects - GIS Division	2026 Fee Schedule - no change; holistic review for Budget Year 2028
Beacon - Interactive GIS Map Subscription	\$300	\$300	Per year	2026 Fee Schedule - no change; holistic review for Budget Year 2028
	\$25	\$25	Per month	2026 Fee Schedule - no change; holistic review for Budget Year 2028
	\$10	\$10	Per day (24 hour period)	2026 Fee Schedule - no change; holistic review for Budget Year 2028
Setup Fee	\$50	\$50	Per hour + print / PDF fee. Custom jobs will be performed only as time permits and at the descretion of the department	2026 Fee Schedule - no change; holistic review for Budget Year 2028
Mass Storage for Digital Data	cost	cost	Actual cost	2026 Fee Schedule - no change; holistic review for Budget Year 2028
Mailing and Postage	cost	cost	Actual cost	2026 Fee Schedule - no change; holistic review for Budget Year 2028

Assessor				NEW FEE
				CHANGED FEE
				REMOVED FEE
Fee Title	2025 Fee Current	2026 Fee Proposed	Fee Charge Description & Relevant Statute or Ordinance if Applicable	Fee Justification
Archival Search				
1 hour or less	\$75	\$75	minimum up to 1 hr.	2026 No Change - Holistic Review Scheduled for Budget Year 2027
More than 1 hour	\$40	\$40	per hr. thereafter	2026 No Change - Holistic Review Scheduled for Budget Year 2027
Parcel Data				
Parcel Data Files-Extract	\$75	\$75	set up per extract data available at no charge for government entities	2026 No Change - Holistic Review Scheduled for Budget Year 2027
Parcel Data Files-Parcel	\$.06	\$.06	per parcel data available at no charge for government entities	2026 No Change - Holistic Review Scheduled for Budget Year 2027
Tax Increment Financing Districts - minimum	\$200	\$200	minimum up to 2 hrs. data available at no charge for government entities	2026 No Change - Holistic Review Scheduled for Budget Year 2027
Tax Increment Financing Districts - per hour after 2 hours	\$75	\$75	per hr. thereafter data available at no charge for governmententities	2026 No Change - Holistic Review Scheduled for Budget Year 2027
Local Assessor Fees				
County Assessor Certificate	\$10	\$10	per certificate	2026 No Change - Holistic Review Scheduled for Budget Year 2027
Local Assessor CAMA-Setup Fee	\$200	\$200	per stup	2026 No Change - Holistic Review Scheduled for Budget Year 2027
Local Assessor CAMA-Training Fee	\$75	\$75	per hour	2026 No Change - Holistic Review Scheduled for Budget Year 2027
Local Assessor-Setup Fee	\$200	\$200	per district (security set up- one time/new user)	2026 No Change - Holistic Review Scheduled for Budget Year 2027
Local Assessor-VDI Fee	\$200	\$200	one time/new user	2026 No Change - Holistic Review Scheduled for Budget Year 2027
Miscellaneous Services/Research	\$75	\$75	per hour (1 hr. minimum)	2026 No Change - Holistic Review Scheduled for Budget Year 2027
Site Inspection Review Fee	\$75	\$75	per hour (non-cract jurisdictions)	2026 No Change - Holistic Review Scheduled for Budget Year 2027
Special Project Assistance	\$75	\$75	per hour (non-cract jurisdictions)	2026 No Change - Holistic Review Scheduled for Budget Year 2027
Valuation Estimates	\$75	\$75	per hour (1 hr. minimum)	2026 No Change - Holistic Review Scheduled for Budget Year 2027

Attorney				NEW FEE
				CHANGED FEE
				REMOVED FEE
Fee Title	2025 Fee Current	2026 Fee Proposed	Fee Charge Description & Relevant Statute or Ordinance if Applicable	Fee Justification
Flash drive/Thumb Drive (64GB)	\$3	\$3	Countywide per drive. Minn. Stat. 13.03	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Flash drive/Thumb Drive (128GB)	\$9	\$9	Countywide per drive. Minn. Stat. 13.03	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Photocopies - Single Side	\$0.25	\$0.25	Countywide per sheet (not applicable to subject of data). Minn. Stat.13.03	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Photocopies - Double Side	\$0.50	\$0.50	Countywide per sheet (not applicable to subject of data). Minn. Stat.13.03	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Thumb Drive (8GB, 12 GB, 32GB)	\$2	\$2	Countywide per drive. Minn. Stat. 13.03	2026 No Change - Holistic Review Scheduled for Budget Year 2029

Court Services Fees set per Statute 244.18 Correctional Fees, Schedule, Collection, and Use

Finance & Taxpayer Services				NEW FEE
				CHANGED FEE
				REMOVED FEE
Fee Title	2025 Fee Current	2026 Fee Proposed	Fee Charge Description & Relevant Statute or Ordinance if Applicable	Fee Justification
Business Licensing				
Auctioneer License - Cash	\$20	\$20	Minn. Stat. 330.01	2026 Fee Schedule-Add back to FTPS Schedule, Remove from Admin Schedule.
Auctioneer License - Bond	\$1,000	\$1,000	Minn. Stat. 330.02	2026 Fee Schedule-Add back to FTPS Schedule, Remove from Admin Schedule.
Fireworks - Display Permit	\$25	\$25	per permit; Minn. Stat. 624.22	2026 Fee Schedule-Add back to FTPS Schedule, Remove from Admin Schedule.
Fireworks - Retailer Permit	\$350	\$350	per permit; Minn. Stat. 624.22	2026 Fee Schedule-Add back to FTPS Schedule, Remove from Admin Schedule.
Fireworks - "Other" Retailer Permit	\$100	\$100	per permit; Minn. Stat. 624.22	2026 Fee Schedule-Add back to FTPS Schedule, Remove from Admin
Large Group Assembly - First Time Application	\$950	\$950	Event that meets requirements of Wright County Ordinance 91	2026- Add back to FTPS, Remove from HHS
Large Group Assembly - Renewal	\$500	\$500	Annual event held within 24 months of prior event	2026- Add back to FTPS, Remove from HHS
Precious Metal Dealer Permit	\$20	\$20		2026 Fee Schedule-Added back to FTPS Schedule, Remove from Admin Schedule. Holistic review for budget year 2028.
Transient Merchant License	\$150	\$150		2026 Fee Schedule-Added back to FTPS Schedule, Remove from Admin Schedule. Holistic review for budget year 2028.
General				
Notary Services	\$1	\$1	per notarization	2026 -Remove from FTPS Schedule; Send notary services to Recorder's Office
All County Credit Card Processing Fee	2.49%	2.49%	fee, with a minimum of \$1.80; fee subject to change based on processing fee established by processing company	2026 - add to charge description "Fee subject to change based on processing fee established by processing company."
Atlas	\$15	\$15		2026 - No Change - Holistic Review for Budget Year 2028
Copy-Miscellaneous	\$0.25	\$0.25		2026 - No Change - Holistic Review for Budget Year 2028
Copy-Print Screen	\$0.25	\$0.25		2026 - No Change - Holistic Review for Budget Year 2028
Copy-Tax Statement	\$1	\$1	plus postage	2026 - No Change - Holistic Review for Budget Year 2028
Credit Card Convenience Fee, License Center	2.49%	2.49%	fee, with min. of \$1.75 for License Center debit/credit card transactions; fee subject to change based on processing fee established by processing company	2026 Fee Schedule-"fee subject to change based on processing fee established by processing company" added to description
Credit Card Convenience Fee, Property Tax Payments	2.49%	2.49%	fee, with min. of \$1.80, for property tax credit card transactions; fee subject to change based on processing fee established by processing company	2026 Fee Schedule-"fee subject to change based on processing fee established by processing company" added to description
	\$4	\$4	flat fee for property tax debit card transactions	2026 - No Change - Holistic Review for Budget Year 2028
	\$1.80	\$1.80	flat fee for property tax ECheck transactions	2026 - No Change - Holistic Review for Budget Year 2028
Maps	\$3	\$3		2026 - No Change - Holistic Review for Budget Year 2028
Elections				
Registered Voter Certificate	\$5	\$5		2026 - No Change - Holistic Review for Budget Year 2028
Voter Certificate from SVRS	\$5	\$5		2026 - No Change - Holistic Review for Budget Year 2028
Finance				
All County Collection Charges	\$85	\$85		2026 - No Change - Holistic Review for Budget Year 2028
All County NSF Fee	\$30	\$30		2026 - No Change - Holistic Review for Budget Year 2028
Fiscal Agent Administrative Fee - Accounting Services	\$25	\$25	per month	2026 - No Change - Holistic Review for Budget Year 2028
Fiscal Agent Administrative Fee - Payroll Services	\$25	\$25	per month	2026 - No Change - Holistic Review for Budget Year 2028
Fiscal Agent Fee - Lake Improvement District (LID	\$156	\$156	per month; Charges associated with parcel data from the iasWorld system for either assessment or property taxation records.	2026 - No Change - Holistic Review for Budget Year 2028
Fiscal Agent Fee - Lake Improvement District (LID)	\$1,875	\$1,875	pear year	2026 - No Change - Holistic Review for Budget Year 2028

Finance & Taxpayer Services <i>continued</i>				NEW FEE
				CHANGED FEE
				REMOVED FEE
Fee Title	2025 Fee Current	2026 Fee Proposed	Fee Charge Description & Relevant Statute or Ordinance if Applicable	Fee Justification
Fiscal Agent Fee - Historian	\$3,200	\$3,200	\$3200 per year/\$266.67 per month; Parcel data from iasWorld system for either assessment or property taxation records.	2026 - No Change - Holistic Review for Budget Year 2028
Fiscal Agent Fee - Soil & Water Conservation District Fees	\$3,200	\$3,200	\$3200 per year/\$266.67 per month; Parcel data from iasWorld system for either assessment or property taxation records.	2026 - No Change - Holistic Review for Budget Year 2028
Property Taxation				
Audit Reports	\$150	\$150		2026 - No Change - Holistic Review for Budget Year 2028
Auditor Certificate-Bond	\$150	\$150		2026 - No Change - Holistic Review for Budget Year 2028
Auditor's Certificate of Compliance	\$75	\$75		2026 - No Change - Holistic Review for Budget Year 2028
Confession of Judgment	\$100	\$100	each	2026 - No Change - Holistic Review for Budget Year 2028
Parcel Data Files - per parcel	\$.06	\$.06	per parcel; Minn. Stat. 13.03	2026 - No Change - Holistic Review for Budget Year 2028
Parcel Data Files - set up per extract	\$75	\$75	set up per extract	2026 - No Change - Holistic Review for Budget Year 2028
Delinquent Manufactured Home Tax Lien Fees	\$30	\$30	per parcel	2026 - No Change - Holistic Review for Budget Year 2028
Delinquent Manufactured Home Tax Administrative Fee	\$20	\$20	per parcel	2026 - No Change - Holistic Review for Budget Year 2028
Delinquent Real Estate Tax Administrative Fee	\$20	\$20	per parcel	2026 - No Change - Holistic Review for Budget Year 2028
Escrow Setup, Maintenance, Electronic Processing	\$3	\$3	per parcel	2026 - No Change - Holistic Review for Budget Year 2028
Green Acre Payback Calculation	\$50	\$50	per parcel	2026 - No Change - Holistic Review for Budget Year 2028
Green Acre Payback Calculation Expedited	\$100	\$100	per parcel; (within 3 business days)	2026 - No Change - Holistic Review for Budget Year 2028
Notice of Expiration of Redemption	\$100	\$100		2026 - No Change - Holistic Review for Budget Year 2028
Research Fee	\$40	\$40	per hour	2026 - No Change - Holistic Review for Budget Year 2028
School District Map	\$3	\$3		2026 - No Change - Holistic Review for Budget Year 2028
Septic Loan Processing Fee	\$50	\$50		2026 - No Change - Holistic Review for Budget Year 2028
Special Assessment Search/Certification	\$5	\$5		2026 - No Change - Holistic Review for Budget Year 2028
Special Assessment Setup Fee and Maintenance Fee	\$0.50	\$0.50	per parcel; combine setup fee & mainetnance fee @\$0.50/parcel/year/assessment	2026 - No Change - Holistic Review for Budget Year 2028
Tax Forfeit Repurchase	\$100	\$100		2026 - No Change - Holistic Review for Budget Year 2028
Tax Search/Certify/Delinquent	\$5	\$5	per parcel	2026 - No Change - Holistic Review for Budget Year 2028
TIF Setup	\$400	\$400		2026 - No Change - Holistic Review for Budget Year 2028
PASSPORT FEES per US Dept. of State - Bureau of Consular Affairs				2026 - No Change - Holistic Review for Budget Year 2028
Adult (16 or Older)				
Book	\$165	\$165	First Time/Not Eligible for Renewal, \$130 passport application fee, \$35 acceptance fee. US Dept. of State	2026 - No Change - Holistic Review for Budget Year 2028
Book - Renewal	\$130	\$130	Renewal; \$130 application fee. US Dept. of State	2026 - No Change - Holistic Review for Budget Year 2028
Book & Card	\$195	\$195	First Time/Not Eligible for Renewal, \$160 passport application fee, \$35 acceptance fee. US Dept. of State	2026 - No Change - Holistic Review for Budget Year 2028
Card	\$65	\$65	First Time/Not Eligible for Renewal, \$30 passport application fee, \$35 acceptance fee	2026 - No Change - Holistic Review for Budget Year 2028
Card - Renewal	\$30	\$30	Renewal; \$30 application fee. US Dept. of State	2026 - No Change - Holistic Review for Budget Year 2028
Child (Under 16)				
Book	\$135	\$135	First time or Renewal, \$100 application fee, \$35 acceptance fee. US Dept. of State	2026 - No Change - Holistic Review for Budget Year 2028
Book & Card	\$150	\$150	First time or Renewal, \$115 application fee, \$35 acceptance fee. US Dept. of State	2026 - No Change - Holistic Review for Budget Year 2028
Card	\$50	\$50	First time or Renewal, \$15 application fee, \$35 acceptance fee. US Dept. of State	2026 - No Change - Holistic Review for Budget Year 2028

Finance & Taxpayer Services <i>continued</i>				NEW FEE
				CHANGED FEE
				REMOVED FEE
Fee Title	2025 Fee Current	2026 Fee Proposed	Fee Charge Description & Relevant Statute or Ordinance if Applicable	Fee Justification
Expedited Service	\$60	\$60	per book or per card. US Dept. of State	2026 - No Change - Holistic Review for Budget Year 2028
Photo	\$15	\$15	per photo	2026 - No Change - Holistic Review for Budget Year 2028
License Center				
CDL Manual	\$10	\$10		2026 - No Change - Holistic Review for Budget Year 2028
Class D Exam	\$10	\$10		2026 - No Change - Holistic Review for Budget Year 2028
Class D Manual	\$5	\$5		2026 - No Change - Holistic Review for Budget Year 2028
Motorcycle Manual	\$5	\$5		2026 - No Change - Holistic Review for Budget Year 2028
Other Statutory Fees				
DNR Fees			Boat, Snowmobile, ATV, OHM, OHV Transfer and Registration. Minn. Stat. 84.771-84.930	2026 - No Change - Holistic Review for Budget Year 2028
Driver License Fees			Minn. Stat. 171.06	2026 - No Change - Holistic Review for Budget Year 2028
Game and Fish Fees			Minn. Stat. 97A.475	2026 - No Change - Holistic Review for Budget Year 2028
Motor Vehicle Fees			Title, Plate, Excise Tax, Filing Fees, etc. Minn. Stat. 168.001-168.846	2026 - No Change - Holistic Review for Budget Year 2028
Motor Vehicle Registration Fees			Minn. Stat. 168.013	2026 - No Change - Holistic Review for Budget Year 2028

Health & Human Services				NEW FEE
				CHANGED FEE
				REMOVED FEE
Fee Title	2025 Fee Current	2026 Fee Proposed	Fee Charge Description & Relevant Statute or Ordinance if Applicable	Fee Justification
Administrative Fees				
Representative Payment Program	varies		% of income or court ordered	Remove from schedule; service no longer being provided.
Collection Charge	\$85	\$85	see Finance & Taxpayer Services	2026-no change from previous year schedule
Minimum Subpoena Rate	\$600	\$600	or per contract	2026-no change from previous year schedule
Miscellaneous Fees (EHM, Drug Test, etc.)			Fee Determination	2026-no change from previous year schedule
Mobile Home - Assessments	*\$200	*\$200		2026-no change from previous year schedule
Mobile Home - Reassessments	*\$100	*\$100		2026-no change from previous year schedule
Business Licensing				
Large Group Assembly - First Time Application	\$950	\$950	First time applicant seeking a large group assembly event that meets the Wright County Ordinance 91 requirements.	2026- Remove from HHS Schedule and add to FTPS Schedule.
Large Group Assembly - Renewal	\$500	\$500	Annual event held within 24 months of prior event	2026- Remove from HHS Schedule and add to FTPS Schedule.
Liquor License Compliance - 1st Violation	\$200	\$200	1st violation.	2026 remove from schedule per board consensus at 10-14-25 board workshop; bring forward to board as item of consideration for violations per state statute. This violation applies to license holders in townships. Municipalities are tasked with licensees within their jurisdiction.
Liquor License Compliance - 2nd Violation	\$500	\$500	2nd violation within 2 years.	2026 remove from schedule per board consensus at 10-14-25 board workshop; bring forward to board as item of consideration for violations per state statute. This violation applies to license holders in townships. Municipalities are tasked with licensees within their jurisdiction.
Liquor License Compliance - 3rd Violation	\$1,000	\$1,000	3rd violation within 3 years, plus one week suspension.	2026 remove from schedule per board consensus at 10-14-25 board workshop; bring forward to board as item of consideration for violations per state statute. This violation applies to license holders in townships. Municipalities are tasked with licensees within their jurisdiction.
Cannabis Retail Registration - Mezzobusiness, Retailer, Medical Combination, Municipal		\$1,500	\$500 fee for initial registration and \$1,000 fee for the first annual renewal. Minn. Stat. 342.22	2026 - Per Minnesota statutes, local retail registration will require first year renewal fee in addition to the initial registration fee.
Cannabis Retail Registration - Microbusiness		\$1,000	Local registration for cannabis retail. Minn. Stat. 342.22	2026 - Per Minnesota statutes, local retail registration will require first year renewal fee in addition to the initial registration fee.
Cannabis Retail Registration - Lower-potency hemp edible		\$250	Lower-potency hemp edible registration. Minn. Stat. 342.22	2026 - Per Minnesota statutes, local retail registration will require first year renewal fee in addition to the initial registration fee.
Consumption & Display (Set-up) Fee	\$250	\$250	Fees for processing paperwork, correspondence with the licensing authority (Alcohol and Gambling Enforcement Division), and issuing license certificate to applicant. Minn. Stat. 340A.414	2026-no change from previous year schedule
Liquor License - 3.2% Beer On-sale	\$50	\$100	Sale of 3.2% Beer. Minn. Stat. 340A.408	License fees for processing paperwork, correspondence with the licensing authority (Alcohol and Gambling Enforcement Division), and issuing license certificate to applicant.

Health & Human Services <i>continued</i>				NEW FEE
				CHANGED FEE
				REMOVED FEE
Fee Title	2025 Fee Current	2026 Fee Proposed	Fee Charge Description & Relevant Statute or Ordinance if Applicable	Fee Justification
Liquor License - 3.2% Beer Off-sale	\$50	\$50	License for the sale of 3.2% beer for off-premise consumption. Minn. Stat. 340A.408	License fee for processing paperwork, correspondance with the licensing authority (Alcohol and Gambling Enforcement Division), and issuing license certificate to applicant.
Liquor License - Club	Varies	Varies	A club must have at least 30 members, been in continuous existences for at least three years, have an elected governing board and limit sales to members and bona fide guests. Minn. Stat. 340A.408	Fee varies based on club size per State Statute 340A.408 Subd. 2. (b) County to charge max amount possible per state statute.
Liquor License - Off Sale	\$500	\$500	Sale of intoxicating liquor for off-premise consumption; exclusive liquor stores may also sell tobacco, ice, soft drinks, mixes, food products containing alcohol. Minn. Stat. 340A.408	SS 340A.408 Subd 3 (b) Fees for processing paperwork, correspondance with the licensing authority (Alcohol and Gambling Enforcement Division), and issuing license certificate to applicant.
Liquor License - On Sale	\$2,500	\$2,300	Permit for On-premise consumption of distilled spirits, wine, strong beer excluding Sunday. Minn. Stat. 340A.404	The current fee includes an extra \$200.00 for Sunday Sales. The Sunday On Sale portion of this fee (\$200) is being moved to a new, separate fee - " Sunday Sales Add-on Liquor License" Fees for processing paperwork, correspondance with the licensing authority (Alcohol and Gambling Enforcement Division), and issuing license certificate to applicant.
Liquor License - Sunday Sales Add-on	New Fee	\$200	Permit for on-premise consumption of distilled spirits, wine, strong beer on Sunday. Minn. Stat. 340A.504	Fees for processing paperwork, correspondance with the licensing authority (Alcohol and Gambling Enforcement Division), and issuing license certificate to applicant.
Liquor License - On Sale & Off Sale	\$3,000	\$3,000	per license; Minn. Stat. 340A.504	2026-no change Fees for processing paperwork, correspondance with the licensing authority (Alcohol and Gambling Enforcement Division), and issuing license certificate to applicant.
Liquor License - 3.2% Beer On Sale Temporary	\$75	\$75	per license; includes club, charitable or relgious organizations, non-profit 501C3s; Minn. Stat. 340A.504	License for the sale of 3.2% beer for consumption on premise. This license applies to those (club, charitable or religious org, non-profit 501©(3), etc.) seeking a liquor license for 1-4 days. Fees for processing paperwork, correspondance with the licensing authority (Alcohol and Gambling Enforcement Division), and issuing license certificate to applicant.
Tobacco License	\$200	\$300	per license	Fee for licensing tobacco retailers in Wright County
Employee Costs				
Financial Services	\$63	\$63	Department of Health & Human Services per hour rate for billed Financial Services time. Minn. Stat. 373.41	Amount calculated by Finance. Based on total expenditures and total staff hours
Office Support/Business Services	\$39	\$40	Department of Health & Human Services per hour rate for billed Public Health time. Minn. Stat. 373.41	Amount calculated by Finance. Based on total expenditures and total staff hours for 2025.
Public Health Services	\$62	\$68	Department of Health & Human Services per hour rate for billed Public Health time. Minn. Stat. 373.41	Amount calculated by Finance. Based on total expenditures and total staff hours for 2025.
Social Services	\$77	\$69	Department of Health & Human Services per hour rate for billed Social Services time. Minn. Stat. 373.41	Amount calculated by Finance. Based on total expenditures and total staff hours
Public Health Services				
Alcohol Sales Training Course - Special Events	\$100	Remove Fee	per training	Remove from schedule; service no longer being provided.
Alcohol Sales Training Courses	\$20	Remove Fee	per individual	Remove from schedule; service no longer being provided.
Blood Glucose Screening	\$5	Remove Fee		Remove from schedule; service no longer being provided.
Car Seat Checks	\$10	Remove Fee		Remove fee. A monetary donation is collected if client is offered a new child car seat due to safety recall or out-dated equipment. Donation is given on client ability to pay. Grants are awarded to HHS to cover seat cost.
Child & Teen Checkup	*\$250	Remove Fee		Remove from schedule; service no longer being provided.
Cholesterol Screening (Non-Fasting)	\$25	Remove Fee		Remove from schedule; service no longer being provided.
Dental Fluoride Varnish (Adults and Children)	\$5	Remove Fee		Remove from schedule; service no longer being provided.
Hemoglobin Screening	\$5	Remove Fee		Remove from schedule; service no longer being provided.
Mantoux Test	\$40	Remove Fee		Remove from schedule; service no longer being provided.
Tetanus Shot (Tdap Immunization)	\$45	Remove Fee		Remove from schedule; service no longer being provided.
Immunization - Hepatitis B	\$65	\$65	per immunization	

Health & Human Services <i>continued</i>				NEW FEE
				CHANGED FEE
				REMOVED FEE
Fee Title	2025 Fee Current	2026 Fee Proposed	Fee Charge Description & Relevant Statute or Ordinance if Applicable	Fee Justification
Immunization - Influenza	\$30	\$30	per immunization	
Immunization - Influenza High Dose	\$60	\$70	Per private pay high dose influenza immunization.	Cost of vaccine per dose increased to \$66.65. Proposing increase to \$70 to cover vaccine cost.
Immunization – Influenza Mist	\$35	\$35	per immunization	
Public Health 60+ and Healthy Clinic (County Residents)	\$25	\$25	per individual	Staff time = to 32 hrs. per week. 6000 client visits/year
Public Health 60+ and Healthy Clinic (Non- County Residents)	\$50	\$50	per individual	Staff time = to 32 hrs. per week. 6000 client visits/year
Screening - Cholesterol	\$35	\$35	per screening	2026-no change from previous year schedule
Test - Diabetes A1C Test	\$15	\$15	per test	2026-no change from previous year schedule
Test - Lead Blood	\$20	\$20	per test	2026-no change from previous year schedule
Test - Private Well Water Bacteria	\$30	\$30	per test; Foster Care Provider Fees Are Waived	2026-no change from previous year schedule
Test - Private Well Water Nitrate	\$30	\$30	per test; Foster Care Provider Fees Are Waived	2026-no change from previous year schedule
Test Kit - Radon	\$5	\$5	per test	2026-no change from previous year schedule
Vaccine Administration Fee	\$10	\$10		2026-no change from previous year schedule
Social Service Fees				
Corporate Foster Care Licenses	\$500		Licensing Fees for the following license types: child foster residence setting, family adult day services, family adult foster care, and licensing the physical plan of a community residential setting. Minn. Stat. 245A.10	Remove fee. As of 2025, we currently charge \$500 for a corporate foster care licensing fee. Effective January 1, 2026 per MN Statute 245A.10.
Adoption - Step parent	\$325	\$325		2026-no change from previous year schedule
Adoption - Step parent adoption (waived home visit fees)	\$175	\$175		2026-no change from previous year schedule
Child Care Licensing - Renewals 1 year license	\$50	\$50		2026-no change from previous year schedule
Child Care Licensing - Renewals 2 year license	\$100	\$100		2026-no change from previous year schedule
Detoxification Services	*	*		2026-no change from previous year schedule
Out-of-Home Placements	*	*		2026-no change from previous year schedule
Out-of-Home Placements (DD/SED)	State Fee Schedule	State Fee Schedule	State Fee Schedule (DHS 2977)	2026-no change from previous year schedule
SSDI Records Request	\$35	\$35		2026-no change from previous year schedule

* These fees are eligible for the sliding fee scale

	No Fee Paid	20% Fee Paid	40% Fee Paid	60% Fee Paid	80% Fee Paid	100% Fee Paid
Federal Poverty Level	100% FPL or less	101% - 130% of FPL	131% - 165% of FPL	166% - 200% of FPL	201% - 250% of FPL	250% or higher
1	\$0 - \$15,650	\$15,651 - \$20,345	\$20,346 - \$25,823	\$25,824 - \$31,300	\$31,301 - \$39,125	\$39,126 or more
2	\$0 - \$21,150	\$21,151 - \$27,495	\$27,496 - \$34,898	\$34,899 - \$42,300	\$42,301 - \$52,875	\$52,876 or more
3	\$0 - \$26,650	\$26,651 - \$34,645	\$34,646 - \$43,973	\$43,974 - \$53,300	\$53,301 - \$66,625	\$66,626 or more
4	\$0 - \$32,150	\$32,151 - \$41,795	\$41,796 - \$53,048	\$53,049 - \$64,300	\$64,301 - \$80,375	\$80,376 or more
5	\$0 - \$37,650	\$37,651 - \$48,945	\$48,946 - \$62,123	\$62,124 - \$75,300	\$75,301 - \$94,125	\$94,126 or more
6	\$0 - \$43,150	\$43,151 - \$56,095	\$56,096 - \$71,198	\$71,199 - \$86,300	\$86,301 - \$107,875	\$107,876 or more
7	\$0 - \$48,650	\$48,651 - \$63,245	\$63,246 - \$80,273	\$80,274 - \$97,300	\$97,301 - \$121,625	\$121,626 or more
8	\$0 - \$54,150	\$54,151 - \$70,395	\$70,396 - \$89,348	\$89,349 - \$108,300	\$108,301 - \$135,375	\$135,376 or more
For families/households with more than 8 persons, add \$5,500 for each additional person						

Highway				NEW FEE
				CHANGED FEE
				REMOVED FEE
Fee Title	2025 Fee Current	2026 Fee Proposed	Fee Charge Description & Relevant Statute or Ordinance if Applicable	Fee Justification
Blanket Bond for Maintenance of Existing Facilities within Right-of-Way	\$10,000	\$10,000	Includes service line hookups.	2026 - No Change; Holistic Review for Budget Year 2030
Commercial/Access Permits	\$250	\$250	Commercial	2026 - No Change; Holistic Review for Budget Year 2030
Culvert Delivery for New Entrances	\$50	\$50	Delivery of culverts purchased from our inventory	2026 - No Change; Holistic Review for Budget Year 2030
Entire width of roadbed	\$10,000	\$10,000	For each 10 foot width cut.	2026 - No Change; Holistic Review for Budget Year 2030
Entrance Permit/Inspection Fee	\$50	\$50	Single/Resident/Non-Commercial - Field Access Permit	2026 - No Change; Holistic Review for Budget Year 2030
Mailbox Supports (installed on county highways)	\$110	\$110	Materials and labor for swing away mailbox support installed on county highways.	2026 - No Change; Holistic Review for Budget Year 2030
Major crossing under road bed	\$50,000	\$50,000	Per Crossing - Directional boring, jack boring, depths of over 10' under road bed.	2026 - No Change; Holistic Review for Budget Year 2030
Minor crossing under road bed	\$5,000 \$50,000	\$5,000 \$50,000	Per Crossing - Directional boring, jack boring, depths of 10' or less under road bed per permit.	2026 - No Change; Holistic Review for Budget Year 2030
Moving Permit: Overweight & Oversized (Single)	\$25	\$25	Single/Resident/Non-Commercial	2026 - No Change; Holistic Review for Budget Year 2030
Moving Permit: Overweight & Oversized (Annual)	\$200	\$200	Commercial	2026 - No Change; Holistic Review for Budget Year 2030
New Mailbox Furnished & Installed as part of the County's Installation	\$15	\$15	Optional Service	2026 - No Change; Holistic Review for Budget Year 2030
No Bond required for direct bury (trenching machine) for 1st mile	\$1,000	\$1,000	For every mile over the 1st.	2026 - No Change; Holistic Review for Budget Year 2030
Open cut of bituminous roadbed (When allowed)	\$50,000	\$50,000	Maximum per open cut.	2026 - No Change; Holistic Review for Budget Year 2030
Open Trench Construction - Project Bond	\$25,000	\$25,000	In favor of Wright County for UP TO 1/2 mile or work.	2026 - No Change; Holistic Review for Budget Year 2030
	\$50,000	\$50,000	In favor of Wright County for OVER 1/2 mile up to 1 mile of work.	
	\$50,000	\$50,000	Additional for each mile over the 1st or a portion there of.	
Partial cut into roadbed	\$5,000	\$5,000	Up to the centerline for a water hookup.	2026 - No Change; Holistic Review for Budget Year 2030
Plat Review: Large	\$570	\$570	Large: Residential Development; 1,000 units or greater; 10+ Acre Comm/Ind; Large Traffic Study, Required	2026 - No Change; Holistic Review for Budget Year 2030
Plat Review: Average	\$290	\$290	EIS.	
Plat Review: Small	\$110	\$110	Average: 10-999 units; less than 10 Acre Commercial/Industrial; small traffic study; possible EAW. Small: Less than 10 units; no roadway improvement	
Registration Fee	\$40	\$40	Initial Registration, then Annual Registration	2026 - No Change; Holistic Review for Budget Year 2030
Right Of Way Permit	\$100	\$100	Excavation/obstruction and/or up to 1st mile lateral installation \$100 \$50 each additional mile. Working without a permit, fee automatically increases to 4 times the regular permit fee, example: regular permit fee is \$150.00, penalty permit fee = \$600.	2026 - No Change; Holistic Review for Budget Year 2030

Parks & Recreation				NEW FEE
				CHANGED FEE
				REMOVED FEE
Fee Title	2025 Fee Current	2026 Fee Proposed	Fee Charge Description & Relevant Statute or Ordinance if Applicable	Fee Justification
Camping				
Camp Site (Electrical)	County Resident: \$32 Non-resident: \$40	County Resident: \$32 Non-resident: \$40	per night	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Camp Site (Non-electrical)	County Resident: \$22 Non-resident: \$28	County Resident: \$22 Non-resident: \$28	per night	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Camp Site (Full Service)	County Resident \$35 Non-resident \$43	County Resident \$35 Non-resident \$43	per night	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Camp Site (Tandem) Betram Only	County Resident: \$51 Non-resident \$61	County Resident: \$51 Non-resident \$61	per night	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Campsite (Group)	\$63	\$63	per night	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Campsite (Campground Host)		\$425	per month	Other Counties do a campsite exchange for volunteer work. We would be hiring a seasonal staff person (campground host). This position will be hired within our allocated seasonal staff budget. This position will have the ability to rent a campsite at the proposed Campground Host Campsite Fee rate. This fee justification adds another level of customer service at the campgrounds. This fee provides a potential additional revenue of \$6,375 annually.
Camper Cabins (Sleeps 5) Betram Only	County Resident \$55 Non-resident \$65	County Resident \$55 Non-resident \$65	per night (Betram Only)	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Camper Cabins (Sleeps 6) Betram Only	County Resident \$65 Non-resident \$76	County Resident \$65 Non-resident \$76	per night Betram Only	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Camp Site (Seasonal)	County Resident \$2,100 Non-resident \$2,640	County Resident \$2,100 Non-resident \$2,640	per season	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Primitive Camp Site	\$5	\$5	per night	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Dump Station (Non-campers)	\$5 \$75	\$5 \$75	per time per season	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Reservation Fee	\$6	\$6	per site/reservation	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Camping Cancellation	\$15 \$20 \$25	\$15 \$20 \$25	per site 14 days in advance per site 7-13 days in advance per site 0-6 days in advance	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Shelters				
Park Shelter (Small)	Weekday (M-TH) \$25 Weekend (F-SU)/Holiday \$60	Weekday (M-TH) \$25 Weekend (F-SU)/Holiday \$60	per day	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Park Shelter (Large)	Weekday (M-TH) \$35 Weekend (F-SU)/Holiday \$85	Weekday (M-TH) \$35Weekend (F-SU)/Holiday \$85	per day	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Amphitheater (Betram Only)	\$75	\$75	per day	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Chalet (Betram Only)	\$200	\$200	per day	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Gazebo	\$10	\$10	per day	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Ney Park Nature Center	\$35 first four hours \$10 each additional hour	\$160 (4 hours) \$320 (8 hours)	reservation fee	All counties with a nature center (Three Rivers, Carver, Washington, ect.) chare fee that varies based on amenities from \$40 per hour up to \$120 per hour). Change in procedure, and seeking to get to 100% cost recovery for the chalet.
Shelter Cancellation	\$10 \$0	\$10 \$0	per shelter 48 hours in advance per shelter less than 48 hours in advance	2026 No Change - Holistic Review Scheduled for Budget Year 2029

Parks & Recreation <i>continued</i>				NEW FEE
				CHANGED FEE
				REMOVED FEE
Fee Title	2025 Fee Current	2026 Fee Proposed	Fee Charge Description & Relevant Statute or Ordinance if Applicable	Fee Justification
Rentals				
Camping Gear Kit	\$50	\$50	per day	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Garmin GPS Unit (Betram, Collinwood, & Schroeder Only)	\$5	\$5	per day	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Cross Country Ski Set (Boots, Skis, Poles) or Snowshoes (Betram & Robert Ney Only)	\$5	\$5	per set/per day	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Kayak or SUP Board: Life jacket, paddle (Betram & Robert Ney Only)	\$20 \$35	\$20 \$35	4 hours per day	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Permits				
Mobile Food Vending Permit	\$100	\$100	annual fee	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Special Event Permit	\$0	\$0	per event	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Wood Cutting Permits	\$15	\$15	per cord - bases on Special Permit	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Environmental Education				
Archery Program	\$200 for 2 hours; \$100+ for each hour after	\$200 for 2 hours; \$100+ for each hour after	Fee that is charged to schools and other government agencies for the Archery Program Costs (staff, travel set-up, equipment)	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Custom Programming for Environmental Education Programs	Regular Hours \$35 After Hours \$60	Regular Hours \$35 After Hours \$60	per hour, per staff, plus supplies & materials	2026 No Change - Holistic Review Scheduled for Budget Year 2029

Planning & Zoning				NEW FEE
				CHANGED FEE
				REMOVED FEE
Fee Title	2025 Fee Current	2026 Fee Proposed	Fee Charge Description & Relevant Statute or Ordinance if Applicable	Fee Justification
Agricultural Buildings				
Grain Bins	\$25	\$25		2026 no change; Holistic Review scheduled for Budget Year 2030
Other - All Other Agricultural Buildings	\$200	\$100	Fee charged for the construction of agricultural builds, which are exempt from building code.	2026 no change; Holistic Review scheduled for Budget Year 2030
Land Alteration				
10 to 50 Cubic Yards in Shoreland	\$300	\$300	Fees charged related to requests before the Wright County Board of Adjustment	2026 no change; Holistic Review scheduled for Budget Year 2030
50 to 500 Cubic Yards (Shoreland - Hearing Required)	\$500	\$500	Fees charged related to requests before the Wright County Board of Adjustment	2026 no change; Holistic Review scheduled for Budget Year 2030
Over 500 Cubic Yards (Hearing Required)	\$500	\$500	Fees charged related to requests before the Wright County Board of Adjustment	2026 no change; Holistic Review scheduled for Budget Year 2030
Planning Commission				
1 per 40 Cluster	\$450	\$450	Fees charged related to requests before the Planning Commission	2026 no change; Holistic Review scheduled for Budget Year 2030
Existing CUP Amendment/Renewal	\$350	\$350	Fees charged related to requests before the Planning Commission	2026 no change; Holistic Review scheduled for Budget Year 2030
Farm Accessory Mobile	\$400	\$400	Fees charged related to requests before the Planning Commission	2026 no change; Holistic Review scheduled for Budget Year 2030
Final Plat Approval	\$400	\$400	Fees charged related to requests before the Planning Commission, plus \$75 per lot	2026 no change; Holistic Review scheduled for Budget Year 2030
Home Occupation	\$350	\$350	Fees charged related to requests before the Planning Commission	2026 no change; Holistic Review scheduled for Budget Year 2030
Homestead Business	\$450	\$450	Fees charged related to requests before the Planning Commission	2026 no change; Holistic Review scheduled for Budget Year 2030
Mineral Extraction/Mining	\$900	\$900	Fees charged related to requests before the Planning Commission	2026 no change; Holistic Review scheduled for Budget Year 2030
Move-in Structure	\$450	\$450	Fees charged related to requests before the Planning Commission	2026 no change; Holistic Review scheduled for Budget Year 2030
Non-Commercial Contractor's Yard	\$450	\$450	Fees charged related to requests before the Planning Commission	2026 no change; Holistic Review scheduled for Budget Year 2030
Other - All Other Planning Commission Hearings	\$450	\$450	Fees charged related to requests before the Planning Commission	2026 no change; Holistic Review scheduled for Budget Year 2030
Other - Miscellaneous Hearing	\$450	\$450	Fees charged related to requests before the Planning Commission	2026 no change; Holistic Review scheduled for Budget Year 2030
Park Dedication Fee	10% of Raw Land Value	\$1,000	Collection of either land donation or cash related to subdivision of property. Per new vacant lot fee.	Other counties that charge a fee: Scott, Chisago, Douglas, Sherburne, Stearns Other counties fee range: \$300-1600 per lot This is not a new fee (county ordinance); however, it is a new fee to the fee schedule with a proposed fee amount change proposed. This is not a cost recovery fee, but a fee to allow for funding of parks to service the population generated through development. This i. Although not mandate, it is prescribed through MN Statue 394.25 Subd. 7.
PUD and Standard Plats	\$900	\$900	Fees charged related to requests before the Planning Commission	2026 no change; Holistic Review scheduled for Budget Year 2030
Reasonable Accommodations Determination	\$400	\$400	Fee charged in relation to the Determination for Reasonable Accommodation, as established by the Reasonable Accommodations Policy.	2026 no change; Holistic Review scheduled for Budget Year 2030
Rezoning/Text Amendment	\$600	\$600	Fees charged related to requests before the Planning Commission	2026 no change; Holistic Review scheduled for Budget Year 2030
Simple Plats	\$600	\$600	Fees charged related to requests before the Planning Commission, up to 3 lots and do no include a road	2026 no change; Holistic Review scheduled for Budget Year 2030
Solar Farm	\$900	\$900	Fees charged related to requests before the Planning Commission	2026 no change; Holistic Review scheduled for Budget Year 2030
Unplatted Subdivision	\$600	\$600	Fees charged related to requests before the Planning Commission	2026 no change; Holistic Review scheduled for Budget Year 2030
Board of Adjustment				
Appeal/Interpretation	\$750	\$750	Fees charged related to requests before the Wright County Board of Adjustment	2026 no change; Holistic Review scheduled for Budget Year 2030
Lot Line Adjustment	\$300	\$300	Fees charged related to requests before the Wright County Board of Adjustment	2026 no change; Holistic Review scheduled for Budget Year 2030
Temporary Mobile Home	\$250	\$250	Fees charged related to requests before the Wright County Board of Adjustment	2026 no change; Holistic Review scheduled for Budget Year 2030
Variance	\$500	\$500	Fees charged related to requests before the Wright County Board of Adjustment	2026 no change; Holistic Review scheduled for Budget Year 2030

Planning & Zoning <i>continued</i>				NEW FEE
				CHANGED FEE
				REMOVED FEE
Fee Title	2025 Fee Current	2026 Fee Proposed	Fee Charge Description & Relevant Statute or Ordinance if Applicable	Fee Justification
Building Permits				
Residential Construction				
Building Remodel	\$100 plus valuation	\$100 plus valuation	Based on valuation, minimum of \$100 plus \$1 state surcharge	2026 no change; Holistic Review scheduled for Budget Year 2030
Dwellings, Additions, Decks, Storage Structures, etc.	variable	variable	Fees charged related to the permitting, review, and inspection of buildings and structures	2026 no change; Holistic Review scheduled for Budget Year 2030
Plan Review Fee	variable	variable	65% of building permit fee	2026 no change; Holistic Review scheduled for Budget Year 2030
Commercial Construction				
Commercial Building/Construction	variable	variable	Fee schedule extracted from 1997 UBC and MN Rule 1301	2026 no change; Holistic Review scheduled for Budget Year 2030
Plan Review Fee	variable	variable	65% of Building Permit Fee	2026 no change; Holistic Review scheduled for Budget Year 2030
Fixed Fees				
Basement Finish of Existing Home	\$100	Varies	Based On Valuation, Minimum \$100 plus \$1 state surcharge; permit and inspection; MN SS 326B	2026 fee schedule amount change proposed Other counties: Sherburne County, Scott County, City Monticello
Fire Repair	\$400	\$400	Inspections and report	
Fireplace (new or replacement)	\$70	\$124	\$124 flat fee plus \$1 state surcharge; permit and inspection	2026 fee schedule- amount change proposed
Foundation Repair	\$70	\$124	\$124 flat fee plus \$1 state surcharge; permit and inspection	2026 fee schedule amount change proposed
Mechanical (new or replacement)	\$99	\$124	flat fee plus state surcharge for installation of mechanical equipment such as a furnace, water heater, AC units, etc.	2026 fee schedule amount change proposed
Plumbing in Existing Building	\$70	\$124	\$124 flat fee plus \$1 state surcharge; permit and inspection	2026 fee schedule amount change proposed
Re-roof	\$100	\$124	\$124 flat fee plus \$1 state surcharge; permit and inspection	2026 fee schedule amount change proposed
Re-side	\$100	\$124	\$124 flat fee plus \$1 state surcharge; permit and inspection	2026 fee schedule amount change proposed
Temporary Mobile Home	\$400	\$400	Site review and permit	
Window/Door Replacement	\$70	\$124	\$124 flat fee plus \$1 state surcharge; permit and inspection	2026 fee schedule amount change proposed
State Surcharge				
Fixed Fees	\$1	\$1	State surcharge	2026 no change; Holistic Review scheduled for Budget Year 2030
Other -All Other Residential/Commercial Construction			Per state building code Sect. 326B.149	2026 no change; Holistic Review scheduled for Budget Year 2030
Accessory Structures				
Building Permit	Variable	Variable	Fee schedule extracted from 1997 UBC and MN Rule 1301	2026 no change; Holistic Review scheduled for Budget Year 2030
Plan Review Fee	Variable	Variable	65% of Building Permit Fee	2026 no change; Holistic Review scheduled for Budget Year 2030
Fixed Fees				
Fences - Greater than 7 ft. in Height	\$100	\$124	\$124 plus \$1 state surcharge	Building code review and inspection is required for fences greater than 7 ft. in height. The current fee does not cover the cost of the application, review, inspection, or overhead associated with the activity. The fee change will account for the 2 inspections, footing and final, that are needed. This fee will also be subject to a \$1 state surcharge.
Pools - Over 5,000 Gallon Capacity	\$100	\$100		
Retaining Wall - Over 4 ft. in Height	\$100	\$124	\$124 plus \$1 state surcharge	Building code review and inspection is required for retaining walls greater than 4 ft. in height. The current does fee not cover the cost of the application, review, inspection, or overhead associated with the activity. The fee change will account for the 2 inspections, footing and final, that are needed. This fee will also be subject to a \$1 state surcharge.
Sign - Non-commercial	\$100	\$124	\$124 plus \$1 state surcharge	Building code review and inspection is required for . The current does fee not cover the cost of the application, review, inspection, or overhead associated with the activity. The fee change will account for the 2 inspections, footing and final, that are needed. This fee will also be subject to a \$1 state surcharge.
Solar/Cell Towers/Windmills - Non-commercial	\$100	\$100		

Planning & Zoning <i>continued</i>				NEW FEE
				CHANGED FEE
				REMOVED FEE
Fee Title	2025 Fee Current	2026 Fee Proposed	Fee Charge Description & Relevant Statute or Ordinance if Applicable	Fee Justification
Septic Systems				
Holding Tanks	\$200	\$200	Other than holding tanks, septic system fees shall be reduced by \$200, IF a variance hearing was required solely for the installation of the septic and a variance was granted. Convenience	Sherburne \$300, Stearns NA
Performance System	\$600	\$600	Fees charged related to the permitting and installation of septic systems	Sherburne \$200, plus contracted review, inspetion and milage costs. Stearns \$350 - \$1,500
Standard System	\$400	\$400	Fees charged related to the permitting and installation of septic systems	Sherburne \$450, Stearns \$300
System Repair	\$300	\$300	Fees charged related to the permitting and installation of septic systems	Sherbune NA, Stearns \$200
Other Fees and Services				
911 Addressing				
New Structure	NA	NA	No Charge with Building Permit	Part of permit
Other Addressing	\$25	\$25	Address without Building Permit	Staff time
Other Fees/Services				
Deed Restriction/Administrative Order	\$100	\$100		Staff Time and records
Environmental Assessment Worksheet (EAW)/Environmental Impact Statement (EIS)	\$500	\$500	plus \$50 per hour over 10 hours	Amount charged for these activities are set to recover the approximate cost of the average time spent per activity.
Land Use Permit	\$100	\$100		2026 no change; Holistic Review scheduled for Budget Year 2030
Land Use Plan or Zoning Ordinance	\$30	\$30	each	2026 no change; Holistic Review scheduled for Budget Year 2030
Land Use/Zoning Review	Variable	Variable	Actual staff and material costs incurred.	Amount charged for these activities are set to recover the approximate cost of the average time spent per activity.
Permit - Mischellaneous	\$100	\$100	Considered special permits	Depending on staff to complete
Point of Sale Document Review	No Charge	No Charge		2026 no change; Holistic Review scheduled for Budget Year 2030
Septic Loan Application Fee	\$30	\$30	\$30.00 *Planning & Zoning Fee – full fee due \$172.00	Amount charged for these activities are set to recover the approximate cost of the average time spent per activity.
Services/Research - Miscellaneous	Variable	Variable	Actual staff and material costs incurred.	Amount charged for these activities are set to recover the approximate cost of the average time spent per activity.
Site Inspection - Miscellaneous	\$100	\$100	Fee for miscellaneous inspection, such as for move-in dwelling prior to public hearings, medical mobiles, and building conversions prior to permit issuance.	This fee is related to varied inspections that may be conducted for things such as the change in use of a building, inspection of a proposed move-in structure, or other inspections related to proposed or applied for uses. Typically, the Building Official uses this as a pre-application inspection so the applicant will know what information will need to be submitted for the permit or potential costs to convert the use of a building.
Solid Waste Hauler License - Bond		\$10,000		We currently do require a bond however that fee has never been adopted for the waste hauler licensing process.
Solid Waste Hauler License - Business	\$250	\$200	per business	Wanting to be more economical to all haulers as well as more in line with the base fee of surrounding counties.
Solid Waste Hauler License - Truck	\$25	\$25	per truck in addition to Hauler License - Business	Total offset cost of receipting and reporting for staff time
Solid Waste Hauler License - Late Fee		\$200	per license	Per County Ordinance in the Solid Waste chapter 156.026 License Requirements (D) License term and renewal. (2) "Late fee as determined by the county board". We are required to have a late fee. This amount would "double" the base fee.

Planning & Zoning HHW - Compost & Recycling				NEW FEE
				CHANGED FEE
				REMOVED FEE
Fee Title	2025 Fee Current	2026 Fee Proposed	Fee Charge Description & Relevant Statute or Ordinance if Applicable	Fee Justification
Appointment Needed				
Acids/Caustics	No Charge	No Charge		2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Aerosols	No Charge	No Charge		2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Air Conditioner - Residential	\$20	\$20	per unit	2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Antifreeze	No Charge	No Charge		2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Appliances - Countertop (Microwaves & Ice Makers)	\$10	\$10	per unit	2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Appliances - Residential	\$20	\$20	per unit	2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Ballasts - Polychlorinated Bipheynl (PCB) Only	No Charge	No Charge	per pound	2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Batteries: C/T, Non-Alkaline, Rechargeable, RV	No Charge	No Charge		2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Computer (CPU, Monitor, Keyboard, Mouse)	\$20	\$20	per unit	2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Computer Monitor - Any Size Residential	\$5	\$5	per unit	2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Computer Printer - Residential	\$5	\$5	per unit	2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Dehumidifier - Residential	\$10	\$10	per unit	2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Drain Fee - Small Engines/Lawnmowers if Undrained	\$10	\$10	per engine	2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Fluorescent Lamps - More than 10 per year (10 or less accepted per year for free)	\$1	\$1	per unit	Goal to capture more bulbs and want to move away from the first 4 are free then \$1 each, to charging \$1 for every lamp. We get a rebate every year for a 75% recapture of disposal costs. When we get more than ten bulbs and charge a \$1 fee, recycling disposal costs are around \$.34 for the bulb itself.
Oil Filters	No Charge	No Charge		2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Paint Related Items/Blacktop	No Charge	No Charge		2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Paint: Latex, Oil Based, Stain, Varnish	No Charge	No Charge		2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Pesticides/Herbicides: Liquid or Solid	No Charge	No Charge		2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Propane Cylinders - 1 lb.	No Charge	No Charge		2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Propane Cylinders - Other than 1 lb.	\$10	\$10	per cylinder other than 1 lb.	2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Refrigerator - Amonia - 4 feet in Height or Smaller	\$150	\$150	per unit	2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Refrigerator - Amonia - Larger than 4 feet in Height	\$300	\$300	per unit	2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Sealers/Glues/Adhesives	No Charge	No Charge		2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Sharps/Lancets/Used Syringes	No Charge	No Charge		2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Solvent, Flammable Liquids	No Charge	No Charge		2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Television - Flat Screen 30" & Tube 18" and smaller	\$10	\$10	per unit	2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Television - Flat Screen 32" & Tube 19" and larger	\$20	\$20	per unit	2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Tires - Residential (ATV, Car, Garden, Lawn, Light Truck, Pickup Truck, Small Trailer, SUV)	\$5	\$5	per tire	2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Tires - Truck (22" & Larger)	\$15	\$15	per tire	2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Tires: Tractor without Rim	\$50	\$50	per tire	2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Used Oil (motor/engine or cooking, not combined)	No Charge	No Charge		2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030

Planning & Zoning HHW - Compost & Recycling <i>continued</i>				NEW FEE
				CHANGED FEE
				REMOVED FEE
Fee Title	2025 Fee Current	2026 Fee Proposed	Fee Charge Description & Relevant Statute or Ordinance if Applicable	Fee Justification
No Appointment Needed				
Aluminum/Tin (cans)/Scrap Metal	No Charge	No Charge	free	2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Brush - Residential	No Charge	No Charge	per vehcile load or single axel trailer	2026 change - added language for clarification
Brush - Residential	\$50	\$50	per dump or double/triple axel trailer	2026 change - added language for clarification
Brush - Townships (Maple Lake, Monticello)	\$75	\$75	per truck load	2026 change - this is now an MOU with Townships
Plastics/Glass - Brown, Clear, Green	No Charge	No Charge	free; Minn. Stat. 115A.552	2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Paper - Corrugated, Newspaper, Magazines	No Charge	No Charge	free; Minn. Stat. 115A.552	2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Child Car Seats	No Charge	No Charge	free; Minn. Stat. 115A.552	2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Christmas String Lights	No Charge	No Charge	free; Minn. Stat. 115A.552	2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Clean White Rigid Foam	No Charge	No Charge	free; Minn. Stat. 115A.552	2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Yard Waste/Brush/Compostable Materials	No Charge	No Charge	free	Removing this with new description of classification of brush residential listed above as Brush-Residential
Waste Hauler				
Solid Waste Hauler License - Bond		\$ 10,000		We currently do require a bond however that fee has never been adopted for the waste hauler licensing process.
Solid Waste Hauler License - Business	\$250	\$200	per business	Wanting to be more economical to all haulers as well as more in line with the base fee of surrounding counties.
Solid Waste Hauler License - Truck	\$25	\$25	per truck in addition to Hauler License - Business	Total offset cost of receipting and reporting for staff time
Solid Waste Hauler License - Late Fee		\$200	per license	Per County Ordinance in the Solid Waste chapter 156.026 License Requirements (D) License term and renewal. (2) "Late fee as determined by the county board". We are required to have a late fee. This amount would "double" the base fee.
Items Not Accepted				
#6 or Unmarked Plastics				2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030 Since we do not accept this item we do not charge for something we do not accept. We put these items on our fee's since we post on website and make handouts to inform public.
Business or Commercial Wastes				
Carpet or Padding				
Construction Lumber of Any Type				
Dirty, Greasy, or Soiled Corrugated Cardboard				
Foam Packing Peanuts				
Furniture				
Mattresses, Box Springs				
Railroad Ties or Landscaping Material				
Tractor Tire with Rim				
Tree Stumps, Root Systems, Tree Stumps with Roots				

Recorder				NEW FEE
				CHANGED FEE
				REMOVED FEE
Fee Title	2025 Fee Current	2026 Fee Proposed	Fee Charge Description & Relevant Statute or Ordinance if Applicable	Fee Justification
Abstract Fees Set by State Statute (SS) and subject to change.				
Amended: Floor Plan (515), Condominium (515A), Common Interest Community (CIC) Plat or Amend (515B) - Additional Fee	\$0.50	\$0.50	additional \$0.50 per apt./unit beyond 28 apt./units; <i>Fee set by SS 357.18, subject to change</i>	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Amended: Floor Plan (515), Condominium (515A), CIC Plat or Amend (515B) - Minimum Fee	\$56	\$56	minimum fee; <i>Fee set by SS 357.18, subject to change</i>	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Documents Contaning Multiple References, Partial Releases, Satisfactions - 4 or less	\$46	\$46	4 document references or less; <i>Fee set by SS 357.18, subject to change</i>	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Documents Contaning Multiple References, Partial Releases, Satisfactions - more than 4	\$10	\$10	For each additional reference over 4 documents (abstract dept. only); <i>Fee set by SS 357.18, subject to change</i>	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Floor Plan (515), Condominium (515A), or CIC Plat (515B) Copy	\$10	\$10	Minimum Fee; <i>Fee set by SS 357.18, subject to change</i>	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Official Plat - Copy	\$10	\$10	Plat size; <i>Fee set by SS 357.18, subject to change</i>	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Official Plat - Certified Copy	\$15	\$15	<i>Fee set by SS 357.18, subject to change</i>	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Plat Filing	\$56		unlimited number of lots; <i>Fee set by SS 357.18, subject to change</i>	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Record any Deed or Other Document (no page limit)	\$46	\$46	(no page limitation) (no non-standard fee); <i>Fee set by SS 357.18, subject to</i>	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Recorded Document - Certified Copy	\$10	\$10	unlimited pages; <i>Fee set by SS 357.18, subject to change</i>	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Recorded Document - Attested Copy	\$2	\$2	mark duplicate or copy; <i>Fee set by SS 357.18, subject to change</i>	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Tax Lien/Release (Dept. Revenue) - State	No	No	<i>Set by SS 270C.63, subject to change</i>	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Tax Lien/Release - Federal	\$46	\$46	<i>Fee set by SS 272.481, 272.484 & 272.488, subject to change</i>	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Tax Lien/Release (Empl./Econ. Sec.) - State	\$46	\$46	<i>Set by SS 270C.63, subject to change</i>	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Well Disclosure Certificate (Forwarded to MN Dept. of Health)	\$50	\$54	for receipt of a completed certificate and transmittal to the MN Dept. of Health <i>Fee set by SS 103I.235 subd. 1(h), subject to change</i>	2026 Fee Schedule - Effective 7/1/2025-\$54 fee
Torrens Fees Set by MN SS 508.82 and subject to change.				
Amended Floor Plan	\$56	\$56		2026 Fee Schedule - no change; holistic review for Budget Year 2027
Amendment to CIC Declaration & Plat - 1st	\$46	\$46	first certificate	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Amendment to CIC Declaration & Plat - Additional	\$20	\$20	each additional certificate	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Amendment to Declaration - 1st	\$46	\$46	first certificate	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Amendment to Declaration	\$20	\$20	each additional certificate after first	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Amendment to Declaration - Additional	\$56	\$56	per certificate	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Document affecting 2 or more units (Section 515B CIC) - 1st	\$46	\$46	first 10 certificates	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Document affecting 2 or more units (Section 515B CIC) - Additional	\$10	\$10	each additional certificate	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Entry of each Memorial per Certificate of Title - 1st	\$46	\$46	per certificate. Set by SS 508.82	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Entry of each Memorial per Certificate of Title - Additional	\$20	\$20	per additional certificate. Set by SS 508.82	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Exchange Certificates - Cancelled	\$20	\$20	per certificate. Set by SS 508.82	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Exchange Certificates - Issued	\$20	\$20	per certificate. Set by SS 508.82	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Floor Plan Amended	\$56	\$56	Set by SS 515B.2-110	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Issuing Common Element Certificate (CECT)	\$40	\$40	per certificate. Set by SS 508.82	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Issuing Residue Certificate	\$40	\$40	per certificate. Set by SS 508.82	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Official Plat / RLS Certified Copy	\$15	\$15		2026 Fee Schedule - no change; holistic review for Budget Year 2027
Official Plat Copy	\$10	\$10	plat size	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Original First Certificate of Title (First order for Registration)	\$46	\$46	Set by SS 508.82	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Plat / CIC / Registered Land Survey - 1st	\$56	\$56	per certicate	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Plat / CIC / Registered Land Survey - Additional	\$40	\$40	per certificate. Set by SS 508.82	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Recorded Instrument - Attested Copy	\$2	\$2	mark duplicate or copy	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Recorded instrument - Certified Copy	\$10	\$10	unlimited pages	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Survey Filing Certified Copy - 1st	\$46	\$46	first copy	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Survey Filing Certified Copy - Additional	\$20	\$20	each additional copy	2026 Fee Schedule - no change; holistic review for Budget Year 2027

Recorder <i>continued</i>				NEW FEE
				CHANGED FEE
				REMOVED FEE
Fee Title	2025 Fee Current	2026 Fee Proposed	Fee Charge Description & Relevant Statute or Ordinance if Applicable	Fee Justification
Torrens Certificate Copy	\$1	\$1	per side	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Transfer of Fee Simple Title (deed, etc.) - Additional titles beyond first	\$40	\$40	each additional title. Set by SS 508.82	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Transfer of Fee Simple Title (deed, etc.) - First title	\$46	\$46	per title. Set by SS 508.82	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Well Disclosure Certificate (Forwarded to MN Dept. of Health)	\$50	\$54	for receipt of a completed certificate and transmittal to the MN Dept. of Health <i>Fee set by SS 103I.235 subd. 1(h), subject to change</i>	2026 Fee Schedule - Effective 7/1/2025-\$54 fee
Recorder Fees (Approved by Wright County Board of Commissioners)				
Agricultural Fee	\$5	\$5	per document. Set by SS 40A.153	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Bulk Images	\$0.17	\$0.17	per image	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Bulk Images - Reproduce	\$0.20	\$0.20	Charges associated with the delivery of recorded images from the land records management system.	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Certificate of Possessory Title	\$46	\$46	Charge associated with generating a Certificate of Posseory Title. Set by SS 508.82	Statute 508.82
Certified Mail/Priority Mail	varies	varies	Based on current USPS rates	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Credit Card Convenience Fee	2.49%	2.49%	fee, with a minimum of \$1.75 per transaction	See FTPS (2025 Contract rate)
Fax/Email Convenience Fee	\$5	\$5	plus \$1.00 per copied page	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Federal Tax Lien search	\$6	\$6	per name	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Filing of Credentials	\$95	\$95	Charges associated with filing credentials.	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Limited Tract Index Search	\$15	\$15		2026 Fee Schedule - no change; holistic review for Budget Year 2027
Lot Size Search	\$6	\$6	per lot	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Marriage Reissue Fee	\$25	\$25		2026 Fee Schedule - no change; holistic review for Budget Year 2027
Mortgage Registration Tax	\$0.0023	\$0.0023	x amount of mortgage	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Noncertified Copy of Instrument, Writing on File, or Recorded	\$1	\$1	per page. Set by SS 357.18	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Notary Registration Fee	\$20	\$20		2026 Fee Schedule - no change; holistic review for Budget Year 2027
Notary Services	\$5	\$5	per notarization. Set by SS 357.17	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Photo copies of recorded Document (any size)	\$1	\$1	per page	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Postage/Handling charge	\$5	\$5		2026 Fee Schedule - no change; holistic review for Budget Year 2027
Priority Processing	\$20	\$20		2026 Fee Schedule - no change; holistic review for Budget Year 2027
Research/Report Fee	\$35	\$35	per hour	2026 Fee Schedule - no change; holistic review for Budget Year 2027
State Deed Tax - Minimum	\$2	\$2	minimum amount	2026 Fee Schedule - no change; holistic review for Budget Year 2027
State Deed Tax - Over \$3,000	\$0	\$0	x purchase price	2026 Fee Schedule - no change; holistic review for Budget Year 2027
State Tax Lien search	\$6	\$6	per name	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Landshark - Remote Access				
Remote Access - setup	\$50	\$50	setup fee	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Remote Access - Monthly	\$50	\$50	per month	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Remote Access - Image Download	\$0.25	\$0.25	per downloaded image	2026 Fee Schedule - no change; holistic review for Budget Year 2027
View Tract Page - 1st	\$2.50	\$2.50	1st page	2026 Fee Schedule - no change; holistic review for Budget Year 2027
View Tract Page - Additional	\$1	\$1	per addl. page (may include blank pages)	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Landshark - Occasional Remote access fee (Landshark)				
Remote Access Occassional - setup	\$10	\$10	per session up to \$50.00	2026 Fee Schedule - no change; holistic review for Budget Year 2027
View - Recorded Documents	\$1	\$1	per downloaded image	2026 Fee Schedule - no change; holistic review for Budget Year 2027
View - Torrens Certificates of Title	\$3	\$3	per certificate	2026 Fee Schedule - no change; holistic review for Budget Year 2027
View - Tract Page - 1st	\$2.50	\$2.50	1st page	2026 Fee Schedule - no change; holistic review for Budget Year 2027
View - Tract Page - Additional	\$1	\$1	per addl. page (may include blank pages)	2026 Fee Schedule - no change; holistic review for Budget Year 2027

Recorder <i>continued</i>				NEW FEE
				CHANGED FEE
				REMOVED FEE
Fee Title	2025 Fee Current	2026 Fee Proposed	Fee Charge Description & Relevant Statute or Ordinance if Applicable	Fee Justification
<i>Vital Statistics Statutory Fees (MN SS 144.226)</i>				
Birth Certificate - 1st	\$26	\$26	per certificate. Set by SS 144.226	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Birth Certificate - Additional Copies Same Record	\$19	\$19	each additional copy at the same time. Set by SS 144.226	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Birth Certificate - Noncertified Copy	\$13	\$13	per certificate. Set by SS 144.226	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Death Certificate - 1st	\$13	\$13	per certificate. Set by SS 144.226	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Death Certificate - Additional Copies Same Record	\$6	\$6	each additional copy at the same time. Set by SS 144.226	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Death Certificate - Noncertified Copy	\$13	\$13	per certificate	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Expedite Fee	\$20	\$20	per record. Set by MN Rule 4601.041	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Genealogy Search	\$20	\$20	per hour. Set by SS 144.226	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Marriage Amendment	\$40	\$40		2026 Fee Schedule - no change; holistic review for Budget Year 2027
Marriage Certificate - Certified or Noncertified	\$9	\$9	per certificate	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Marriage Penalty Fee (Failure To File Certificate)	100	100	per person solemnizing a civil mariage. Set by SS 517.13	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Statement of No Record Found (Birth)	\$16	\$16		2026 Fee Schedule - no change; holistic review for Budget Year 2027
Statement of No Record Found (Death)	\$13	\$13		2026 Fee Schedule - no change; holistic review for Budget Year 2027
Statement of No Record Found (Marriage)	\$9	\$9		2026 Fee Schedule - no change; holistic review for Budget Year 2027
<i>Marriage Applications (MN SS 517.08)</i>				
Marriage License - Completed Premarital Education	\$40	\$50	Application for a civil marriage license; reduced fee for completed premarital education. Set by SS 517.08	2026 Fee Schedule - Fee Increases (\$10 increase to each fee); holistic review scheduled for budget year 2027 517.08 APPLICATION FOR LICENSE Subd. 1b.Term of license; fee; premarital education. Except as provided in paragraph (b), the local registrar shall collect from the applicant a fee of \$115 for administering the oath, issuing, recording, and filing all papers required, and preparing and transmitting to the state registrar of vital records the reports of civil marriage required by this section. (b) The civil marriage license fee for parties who have completed at least 12 hours of premarital education is \$40. (2) \$10 in the special revenue fund is appropriated to the commissioner of employment and economic development for the Minnesota Family Resiliency Partnership under section 116L.96. (NEW: EFFECTIVE 7/1/2025)
Marriage License - Without Completed Premarital Education	\$115	\$125	Application for a civil marriage license. Set by SS 517.08	
<i>Judicial Real Property Records (MN SS 480.50)</i>				
Judicial - Real Property Notice	NA	\$75	Fee for each judicial real property notice submitted within the judicial law requirements. Set by SS 480.5	480.50 PERSONAL INFORMATION IN REAL PROPERTY RECORDS Subd. 6. Service fees to county recorder or other government entity. The county recorder or any other government entity is authorized to charge the following service fees: (1) up to \$75 for each real property notice under subdivision 3; (2) up to \$75 for each consent submitted under subdivision 4, paragraph (a), clause (1), and subdivision 4, paragraph (e), clause (1); and, (3) up to \$75 for each request submitted under subdivision 5. New Section & Effective January 1, 2026 The majority of the counties are submitting requests to charge \$75. I have confirmed that the following counties will charge \$75: Ramsey, Hennepin, Scott, Pope, Anoka, Sherburne, Dakota
Judicial Request - Release Private Data	NA	\$75	Fee for each request for information submitted within the judicial law. Set by SS 480.5	
Judicial Consent Form - Private Data	NA	\$75	Fee for each judicial consent form submitted within the judicial law requirements. Set by SS 480.5	
Judicial Consent Form - Terminate	NA	\$75	Fee for each request for information submitted within the judicial law. Set by SS 480.5	

Sheriff				NEW FEE
				CHANGED FEE
				REMOVED FEE
Fee Title	2025 Fee Current	2026 Fee Proposed	Fee Charge Description & Relevant Statute or Ordinance if Applicable	Fee Justification
Any Active/Retired Peace Officer (PTC)	\$25	\$25	Renewals, Same Fee	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Audio/Video/Digital Photos/Shared Link	\$25	\$25	Minn. Stat. 13.03	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Background Fee -Temporary Liquor License Application	\$50	\$50		2026 No Change - Holistic Review Scheduled f Budget Year 2029
Background Fee-Liquor License Application	\$100	\$100		2026 No Change - Holistic Review Scheduled f Budget Year 2029
Credit Card Processing Fee			see Finance and Taxpayer Services Fee Schedule	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Data Subject Requests	cost	cost	Actual Cost. Minn. Stat. 13.03	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Electronic Data Recovery	\$100	\$100	per hour, minimum 2 hours: citizen provides hard drive	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Explosive Permits	\$25	\$25	Each	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Forfeiture/Administrative Fee	\$100	\$100	\$50 for innocent owners. Minn. Stat. 609.531	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Forfeiture/Administrative Fee-DUI Forfeiture Storage	\$50	\$50	\$50; additional \$50 if not picked up within 2 weeks of court order. Minn. Stat. 609.531	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Impound Lot Storage Fee	\$10	\$10	per day, begins 15th day after citizen signs for certified notice to retrieve vehicle.	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Most Other Types of Copies	cost	cost	Actual Cost. Minn. Stat. 13.03	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Paper Copies-Double Sided Letter or Legal up to 100 pages	\$0.50	\$0.50	Countywide per sheet (not applicable to subject of data). Minn. Stat. 13.03	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Paper Copies-Single Sided Letter or Legal up to 100 pages	\$0.25	\$0.25	Countywide per sheet (not applicable to subject of data). Minn. Stat. 13.03	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Permit to Carry Handgun (PTC)	\$100	\$100	Minn. Stat. 624.714	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Photographs (From Negatives)	\$10	\$10	flat fee +\$.50 per photo (may require additional time). Minn. Stat. 13.03	2026 No Change - Holistic Review Scheduled f Budget Year 2029
PTC Renewal - 30 days after expiration	\$100	\$100	if made over 30 days after expiration	2026 No Change - Holistic Review Scheduled f Budget Year 2029
PTC Renewal - 30 days within expiration	\$85	\$85	if made within 30 days after expiration	2026 No Change - Holistic Review Scheduled f Budget Year 2029
PTC Renewal - 90 days within prior to expiration	\$75	\$75	if made within 90 days prior to expiration	2026 No Change - Holistic Review Scheduled f Budget Year 2029
PTC Renewal - Spouse of U.S.Military Veteran	\$25	\$25	Renewals, Same Fee	2026 No Change - Holistic Review Scheduled f Budget Year 2029
PTC Renewal - U.S. Military Veteran	\$25	\$25	Renewals, Same Fee	2026 No Change - Holistic Review Scheduled f Budget Year 2029
PTC Renewal - WCSO Employee/Retired	\$10	\$10	In Good Standing (PTC), Renewals, Same Fee	2026 No Change - Holistic Review Scheduled f Budget Year 2029
PTC Renewal - WCSO Spouse of Employee	\$25	\$25	Renewals, Same Fee	2026 No Change - Holistic Review Scheduled f Budget Year 2029
PTC Replacement Cards	\$10	\$10	per state statute	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Raft Permits	\$0	\$0	Each	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Transcription Copies	\$25	\$25	per transcript flat fee, plus \$25.00/hour after first hour	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Court Ordered Transfer of Firearm Fee				
Collection Charges (All County Fee)	\$85	\$85	Per Account (see Finance and Taxpayer Services)	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Deputy Time on Seizure	\$100	\$100	per hour	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Executions	\$95	\$95	plus 5% commission on money collected	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Executions Unsatisfied	\$50	\$50	each	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Filing Fees	\$20	\$20	each	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Foreclosure Sales	\$90	\$90		2026 No Change - Holistic Review Scheduled f Budget Year 2029
Gun Fee	\$30	\$30	per gun, initial & annually (until released). Minn. Stat. 609.2242	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Ignition Interlock Install on Property	\$200	\$200	per installation	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Incident/Order Fee	\$65	\$65	per incident, initial fee. Minn. Stat. 609.2242	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Legal Not Found	\$30	\$30		2026 No Change - Holistic Review Scheduled f Budget Year 2029
Mileage (round trip)	Federal Rate	Federal Rate	per mile	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Notice of Intent to Redeem	\$100	\$100	per notice	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Posting Notices	\$30	\$30	per notice	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Redemption of Foreclosure	\$250	\$250	per redemption	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Sales Other (all)	\$100	\$100	each	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Special Detail Fee	\$100	\$100	per hour (3 Hour Minimum)	2026 No Change - Holistic Review Scheduled f Budget Year 2029

Sheriff continued				NEW FEE
				CHANGED FEE
				REMOVED FEE
Corrections				
Service of Summons				
Initial Attempt	\$95	\$95	Fee includes up to three attempts at same address, mileage included	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Additional Attempt	\$30	\$30	Each additional attempt	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Additional Papers at Same Address	\$30	\$30	Additional named person	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Return of Unserved Process	\$95	\$95		2026 No Change - Holistic Review Scheduled f Budget Year 2029
Booking Fee	\$25	\$25	per person/per booking. Minn. Stat. 641.12	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Collection Charges (All County Fee)	\$85	\$85		see Finance and Taxpayer Services' Fee Schedule
DOC 3/4 Housing Boarding Fee	\$65	\$65	per day. Minn. Stat. 641.12	No Change - Holistic Review Scheduled For BUDGET YEAR 2029
DOC Work Release/Release Violators Boarding Fee	\$58	\$75	per day. Minn. Stat. 641.12	DOC increased the contracted amount
Drug Screening Fee	\$20	\$20	per screening. Minn. Stat. 641.12	No Change - Holistic Review Scheduled For BUDGET YEAR 2029
Fingerprinting	\$15	\$15	Wright County residents & non-resident and business. Minn. Stat. 641.12	No Change - Holistic Review Scheduled For BUDGET YEAR 2029
Jail Video Fee	\$25	\$25	Per camera view when request does not endanger jail security. Minn. Stat. 641.12	No Change - Holistic Review Scheduled For BUDGET YEAR 2029
Other County Inmate Boarding Fee (General Population)	\$75	\$75	per day. Minn. Stat. 641.12	No Change - Holistic Review Scheduled For BUDGET YEAR 2029
Other County Special Housing Boarding Fee	\$150	\$150	per day. Minn. Stat. 641.12	No Change - Holistic Review Scheduled For BUDGET YEAR 2029
Pay-For-Stay	\$20	\$20	per day. Minn. Stat. 641.12	No Change - Holistic Review Scheduled For BUDGET YEAR 2029
Pay-For-Stay other Counties	\$55	\$80	per day. Minn. Stat. 641.12	\$80 has been the charge for years; listed charge in previous years
Photo Fee	\$5	\$5	Free if electronically sent. Minn. Stat. 641.12	No Change - Holistic Review Scheduled For BUDGET YEAR 2029
Work Release GPS Fee	\$10	\$10	per day. Minn. Stat. 641.12	No Change - Holistic Review Scheduled For BUDGET YEAR 2029
Training Center Fees (For Approved LE Partners Only)				
Classroom A	\$175	\$175	per day	No Change - Holistic Review Scheduled For BUDGET YEAR 2029
Classroom B	\$175	\$175	per day	No Change - Holistic Review Scheduled For BUDGET YEAR 2029
Classrooms - A & B	\$275	\$275	per day	No Change - Holistic Review Scheduled For BUDGET YEAR 2029
Conference Room	\$175	\$175	per day	No Change - Holistic Review Scheduled For BUDGET YEAR 2029
Mat Room	\$220	\$220	per day	No Change - Holistic Review Scheduled For BUDGET YEAR 2029
Range - 20 Shooter Automated	\$220	\$220	per hour, plus SO staff if required at an additional \$75.00 per hour	No Change - Holistic Review Scheduled For BUDGET YEAR 2029
Range - 25 Shooter Automated	\$220	\$220	per hour, plus SO staff if required at an additional \$75.00 per hour	No Change - Holistic Review Scheduled For BUDGET YEAR 2029
Range - 200 Yard Rifle	\$150	\$150	per hour	No Change - Holistic Review Scheduled For BUDGET YEAR 2029
Range - Indoor with Targets	\$220	\$220	Per hour, plus SO staff if required at an additional \$75.00 per hour	No Change - Holistic Review Scheduled For BUDGET YEAR 2029
Range - Primitive with Targets	\$100	\$100	per hour	No Change - Holistic Review Scheduled For BUDGET YEAR 2029
Training Room - Critical Incident (Upstairs)	\$440	\$440	per hour	No Change - Holistic Review Scheduled For BUDGET YEAR 2029

SURVEYOR				NEW FEE
				CHANGED FEE
				REMOVED FEE
Fee Title	2025 Fee Current	2026 Fee Proposed	Fee Charge Description & Relevant Statute or Ordinance if Applicable	Fee Justification
Digital Aerial Photography	\$40 \$2,000		per section per county	2026 Fee Schedule Change-Remove from Surveyor Dept fee schedule, add to Admin/GIS Data fee schedule
Certified Copy of Official Plat or RLS	\$15	\$15	per certified copy	2026 no change - Holistic Review Scheduled for Budget Year 2030
Paper Copies-Single Sided Letter or Legal up to 100 pages	\$0.25	\$0.25	Countywide per sheet	2026 no change - Holistic Review Scheduled for Budget Year 2030
Paper Copies-Double Sided Letter or Legal up to 100 pages	\$0.50	\$0.50	Countywide per sheet	2026 no change - Holistic Review Scheduled for Budget Year 2030
PDF of Any Map	\$5	\$5		2026 no change - Holistic Review Scheduled for Budget Year 2030
Plat Book	\$30	\$30	per book	2026 no change - Holistic Review Scheduled for Budget Year 2030
Plat Checking - Subdivision and CIC Plat, or Registered Land Survey (RLS)	\$400 \$75	\$400 \$75	per plat	2026 no change - Holistic Review Scheduled for Budget Year 2030
Postage and Handling for Plat Book	\$7			2026 no change - Holistic Review Scheduled for Budget Year 2030
Postage and Handling for Prints	\$5			2026 no change - Holistic Review Scheduled for Budget Year 2030
Half Section or Custom Map Large - D size (22"x34") or Larger	\$20	\$20		2026 no change - Holistic Review Scheduled for Budget Year 2030
Half Section or Custom Map - Letter(8.5"x11), Legal (8.5"x 14), Tabloid (11"x17")	\$5	\$5		2026 no change - Holistic Review Scheduled for Budget Year 2030
Mass Storage for Digital Data	at cost			2026 no change - Holistic Review Scheduled for Budget Year 2030
Plat Recheck Fee	\$100	\$100		2026 no change - Holistic Review Scheduled for Budget Year 2030
Recorded Plats and Registered Land Surveys (RLS)	\$10	\$10	per copy	2026 no change - Holistic Review Scheduled for Budget Year 2030
Setup Fee	\$50		per hour + print / PDF fee - Custom jobs will be performed only as time permits and at the descretion of the department	2026 no change - Holistic Review Scheduled for Budget Year 2030

Agenda Item



Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *
11/4/2025 9:00 AM – Board of Wright County
Commissioners
Requestor Name

Marc Mattice

Agenda Item Type
☒ RFBA
 ☐ Minutes Submission
 ☐ Warrants Submission

Requestor Title

Assistant County Administrator–Property Services

Target Section
☐ Consent Agenda
 ☒ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department) *

ADMINISTRATION

Time Required:
Originator

KAK4327

Item Details

Board Action Requested (this is what will appear on the Agenda) *

Approve Wright County 2026 Fees for Service

Short Title (what will appear on Agenda outline – 250 character max.) *

Approve Wright County 2026 Fees for Service

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

[2026 Wright County Fee Schedules.pdf](#)

Attachment Type

Attachment

RFBA Review**Assistant County Administrator Review****Assistant County Administrator Decision**

Approved

Notes

Move to agenda

County Administrator Review**County Administrator Decision****Notes**

2026 Wright County Fee Schedule Fee Schedule Review Cycle	
Year	Department/Office
2026	Health and Human Services
2027	Assessor
2027	Recorder
2028	Administration
2028	Finance and Taxpayer Services
2029	Attorney
2029	Parks and Recreation
2029	Sheriff
2030	Highway
2030	Planning and Zoning
2030	Planning and Zoning/HHW Compost Facility
2030	Surveyor
Continuous	Court Services

Administration				NEW FEE
				CHANGED FEE
				REMOVED FEE
Fee Title	2025 Fee Current	2026 Fee Proposed	Fee Charge Description & Relevant Statute or Ordinance if Applicable	Fee Justification
Business Licensing				
Auctioneer License - cash	\$20		cash	2026 Fee Schedule-Remove from Admin and Move back to FTPS
Auctioneer License - bond	\$1,000		bond	2026 Fee Schedule-Remove from Admin and Move back to FTPS
Fireworks - Display Permit	\$25		per parcel	2026 Fee Schedule-Remove from Admin and Move back to FTPS
Fireworks - Retailer Permit	\$350		per parcel	2026 Fee Schedule-Remove from Admin and Move back to FTPS
Fireworks - "Other" Retailer Permit	\$100		per parcel	2026 Fee Schedule-Remove from Admin and Move back to FTPS
Precious Metal Dealer Permit	\$20			2026 Fee Schedule-Remove from Admin and Move back to FTPS
Transient Merchant License	\$150			2026 Fee Schedule-Remove from Admin and Move back to FTPS
Data Costs				
Paper Copies-Single Sided Letter or Legal up to 100 pages	\$0.25	\$0.25	Countywide per sheet (not applicable to subject of data). Minn. Stat.13.03	2026 Fee Schedule - no change; holistic review for Budget Year 2028
Paper Copies-Double Sided Letter or Legal up to 100 pages	\$0.50	\$0.50	Countywide per sheet (not applicable to subject of data). Minn. Stat.13.03	2026 Fee Schedule - no change; holistic review for Budget Year 2028
Other Copies - Not Subject of the Data	cost	cost	Countywide actual costs of making copies. Includes cost to search for and retrieve data, actual cost of copy, cost of thumb drive, mailing and postage costs, and if applicable, certification costs. Minn. Stat.13.04	2026 Fee Schedule - no change; holistic review for Budget Year 2028
Other Copies - Subject of the Data	cost	cost	Countywide actual costs of making copies, but <i>not</i> cost to search for and retrieve data. Includes actual cost of copy, cost of thumb drive, mailing and postage costs, and if applicable, certification costs. Actual cost of copy and mailing postage costs may be waived if responsive data is 100 or less pages of letter/legal size, black & white or color. Minn. Stat.13.04	2026 Fee Schedule - no change; holistic review for Budget Year 2028
Copies for Government Entities	cost	cost	Countywide may provide at no cost, depending on the government entity and the extent of data requested. Minn. Stat.13.03	2026 Fee Schedule - no change; holistic review for Budget Year 2028
Summary Data	cost	cost	Actual cost. Requires Prepayment. Minn. Stat. 13.03 & 13.04	2026 Fee Schedule - no change; holistic review for Budget Year 2028 Minnesota Rules 1205.0300, subpart 4.
Cost to Search For and Retrieve Data	cost	cost	Actual cost of staff time, including salary and benefits. Minn. Stat. 13.03	
Actual Cost of Copy	cost	cost	actual cost of staff time to make copies, including salary and benefits, and materials (e.g., paper, ink). Minn. Stat. 13.03	
Thumb Drive (8GB, 12GB, 32GB)	\$2	\$2	Countywide per drive. Minn. Stat. 13.03	2026 Fee Schedule - no change; holistic review for Budget Year 2028 Minnesota Rules 1205.0300, subpart 4.
Thumb Drive (64GB)	\$3	\$3	Countywide per drive. Minn. Stat. 13.03	
Thumb Drive (128GB)	\$9	\$9	Countywide per drive. Minn. Stat. 13.03	
Mailing and Postage	cost	cost	Countywide	2026 Fee Schedule - no change; holistic review for Budget Year 2028
Certification	\$10	\$10	Countywide per instance	2026 Fee Schedule - no change; holistic review for Budget Year 2028
Hard Copy Highway Map	\$3	\$3		2026 Fee Schedule - no change; holistic review for Budget Year 2028

Administration <i>continued</i>				NEW FEE
				CHANGED FEE
				REMOVED FEE
Fee Title	2025 Fee Current	2026 Fee Proposed	Fee Charge Description & Relevant Statute or Ordinance if Applicable	Fee Justification
Human Resources - Risk & Safety Management				
Potentially Dangerous Dog Fee	\$150	\$150	Per incident. Wright County Ordinance Chapter 90	2026-No Change - holistic review for Budget Year 2028. Wright County Ordinance 24-6. Recovery of Staff time and supplies to process dog cases in accordance to the Dangerous Dog Ordinance Chapter 90
Dangerous Dog Fee	\$250	\$250	Annual registration per designated dangerous dog. Wright County Ordinance Chapter 90	2026-No Change - holistic review for Budget Year 2028. Wright County Ordinance 24-6
Dangerous Dog Hearing Fee	\$500	\$500	Per hearing. Wright County Ordinance Chapter 90	2026-No Change - holistic review for Budget Year 2028. Wright County Ordinance 24-6. Actual Cost of hearing officer and staff time when a dog designation is contested by a dog owner.
GIS Data (Custom)				
Digital Aerial Photography-Section	\$40	\$40	Per Section	2026 Fee Schedule Change-Remove from Surveyor Dept fee schedule, add to Admin/GIS Data fee schedule. Revenue is offset by the transfer of the
Digital Aerial Photography-County	\$2,000	\$2,000	Per County	
Staff Time	\$50	\$50	Per Hour. Custom jobs will be performed only as time permits and at department discretion.	2026 Fee Schedule Change-Remove from Surveyor Dept fee schedule, add to Admin/GIS Data fee schedule. Holistic Review Scheduled For Budget Year 2028.
PDF of any Map	\$5	\$5	Produced electronic by Projects - GIS Division	2026 Fee Schedule - no change; holistic review for Budget Year 2028
Beacon - Interactive GIS Map Subscription	\$300	\$300	Per year	2026 Fee Schedule - no change; holistic review for Budget Year 2028
	\$25	\$25	Per month	2026 Fee Schedule - no change; holistic review for Budget Year 2028
	\$10	\$10	Per day (24 hour period)	2026 Fee Schedule - no change; holistic review for Budget Year 2028
Setup Fee	\$50	\$50	Per hour + print / PDF fee. Custom jobs will be performed only as time permits and at the descretion of the department	2026 Fee Schedule - no change; holistic review for Budget Year 2028
Mass Storage for Digital Data	cost	cost	Actual cost	2026 Fee Schedule - no change; holistic review for Budget Year 2028
Mailing and Postage	cost	cost	Actual cost	2026 Fee Schedule - no change; holistic review for Budget Year 2028

Assessor				NEW FEE
				CHANGED FEE
				REMOVED FEE
Fee Title	2025 Fee Current	2026 Fee Proposed	Fee Charge Description & Relevant Statute or Ordinance if Applicable	Fee Justification
Archival Search				
1 hour or less	\$75	\$75	minimum up to 1 hr.	2026 No Change - Holistic Review Scheduled for Budget Year 2027
More than 1 hour	\$40	\$40	per hr. thereafter	2026 No Change - Holistic Review Scheduled for Budget Year 2027
Parcel Data				
Parcel Data Files-Extract	\$75	\$75	set up per extract data available at no charge for government entities	2026 No Change - Holistic Review Scheduled for Budget Year 2027
Parcel Data Files-Parcel	\$.06	\$.06	per parcel data available at no charge for government entities	2026 No Change - Holistic Review Scheduled for Budget Year 2027
Tax Increment Financing Districts - minimum	\$200	\$200	minimum up to 2 hrs. data available at no charge for government entities	2026 No Change - Holistic Review Scheduled for Budget Year 2027
Tax Increment Financing Districts - per hour after 2 hours	\$75	\$75	per hr. thereafter data available at no charge for governmententities	2026 No Change - Holistic Review Scheduled for Budget Year 2027
Local Assessor Fees				
County Assessor Certificate	\$10	\$10	per certificate	2026 No Change - Holistic Review Scheduled for Budget Year 2027
Local Assessor CAMA-Setup Fee	\$200	\$200	per stup	2026 No Change - Holistic Review Scheduled for Budget Year 2027
Local Assessor CAMA-Training Fee	\$75	\$75	per hour	2026 No Change - Holistic Review Scheduled for Budget Year 2027
Local Assessor-Setup Fee	\$200	\$200	per district (security set up- one time/new user)	2026 No Change - Holistic Review Scheduled for Budget Year 2027
Local Assessor-VDI Fee	\$200	\$200	one time/new user	2026 No Change - Holistic Review Scheduled for Budget Year 2027
Miscellaneous Services/Research	\$75	\$75	per hour (1 hr. minimum)	2026 No Change - Holistic Review Scheduled for Budget Year 2027
Site Inspection Review Fee	\$75	\$75	per hour (non-cract jurisdictions)	2026 No Change - Holistic Review Scheduled for Budget Year 2027
Special Project Assistance	\$75	\$75	per hour (non-cract jurisdictions)	2026 No Change - Holistic Review Scheduled for Budget Year 2027
Valuation Estimates	\$75	\$75	per hour (1 hr. minimum)	2026 No Change - Holistic Review Scheduled for Budget Year 2027

Attorney				NEW FEE
				CHANGED FEE
				REMOVED FEE
Fee Title	2025 Fee Current	2026 Fee Proposed	Fee Charge Description & Relevant Statute or Ordinance if Applicable	Fee Justification
Flash drive/Thumb Drive (64GB)	\$3	\$3	Countywide per drive. Minn. Stat. 13.03	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Flash drive/Thumb Drive (128GB)	\$9	\$9	Countywide per drive. Minn. Stat. 13.03	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Photocopies - Single Side	\$0.25	\$0.25	Countywide per sheet (not applicable to subject of data). Minn. Stat.13.03	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Photocopies - Double Side	\$0.50	\$0.50	Countywide per sheet (not applicable to subject of data). Minn. Stat.13.03	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Thumb Drive (8GB, 12 GB, 32GB)	\$2	\$2	Countywide per drive. Minn. Stat. 13.03	2026 No Change - Holistic Review Scheduled for Budget Year 2029

Court Services Fees set per Statute 244.18 Correctional Fees, Schedule, Collection, and Use

Finance & Taxpayer Services				NEW FEE
				CHANGED FEE
				REMOVED FEE
Fee Title	2025 Fee Current	2026 Fee Proposed	Fee Charge Description & Relevant Statute or Ordinance if Applicable	Fee Justification
Business Licensing				
Auctioneer License - Cash	\$20	\$20	Minn. Stat. 330.01	2026 Fee Schedule-Add back to FTPS Schedule, Remove from Admin Schedule.
Auctioneer License - Bond	\$1,000	\$1,000	Minn. Stat. 330.02	2026 Fee Schedule-Add back to FTPS Schedule, Remove from Admin Schedule.
Fireworks - Display Permit	\$25	\$25	per permit; Minn. Stat. 624.22	2026 Fee Schedule-Add back to FTPS Schedule, Remove from Admin Schedule.
Fireworks - Retailer Permit	\$350	\$350	per permit; Minn. Stat. 624.22	2026 Fee Schedule-Add back to FTPS Schedule, Remove from Admin Schedule.
Fireworks - "Other" Retailer Permit	\$100	\$100	per permit; Minn. Stat. 624.22	2026 Fee Schedule-Add back to FTPS Schedule, Remove from Admin
Large Group Assembly - First Time Application	\$950	\$950	Event that meets requirements of Wright County Ordinance 91	2026- Add back to FTPS, Remove from HHS
Large Group Assembly - Renewal	\$500	\$500	Annual event held within 24 months of prior event	2026- Add back to FTPS, Remove from HHS
Precious Metal Dealer Permit	\$20	\$20		2026 Fee Schedule-Added back to FTPS Schedule, Remove from Admin Schedule. Holistic review for budget year 2028.
Transient Merchant License	\$150	\$150		2026 Fee Schedule-Added back to FTPS Schedule, Remove from Admin Schedule. Holistic review for budget year 2028.
General				
Notary Services	\$1	\$1	per notarization	2026 -Remove from FTPS Schedule; Send notary services to Recorder's Office
All County Credit Card Processing Fee	2.49%	2.49%	fee, with a minimum of \$1.80; fee subject to change based on processing fee established by processing company	2026 - add to charge description "Fee subject to change based on processing fee established by processing company."
Atlas	\$15	\$15		2026 - No Change - Holistic Review for Budget Year 2028
Copy-Miscellaneous	\$0.25	\$0.25		2026 - No Change - Holistic Review for Budget Year 2028
Copy-Print Screen	\$0.25	\$0.25		2026 - No Change - Holistic Review for Budget Year 2028
Copy-Tax Statement	\$1	\$1	plus postage	2026 - No Change - Holistic Review for Budget Year 2028
Credit Card Convenience Fee, License Center	2.49%	2.49%	fee, with min. of \$1.75 for License Center debit/credit card transactions; fee subject to change based on processing fee established by processing company	2026 Fee Schedule-"fee subject to change based on processing fee established by processing company" added to description
Credit Card Convenience Fee, Property Tax Payments	2.49%	2.49%	fee, with min. of \$1.80, for property tax credit card transactions; fee subject to change based on processing fee established by processing company	2026 Fee Schedule-"fee subject to change based on processing fee established by processing company" added to description
	\$4	\$4	flat fee for property tax debit card transactions	2026 - No Change - Holistic Review for Budget Year 2028
	\$1.80	\$1.80	flat fee for property tax ECheck transactions	2026 - No Change - Holistic Review for Budget Year 2028
Maps	\$3	\$3		2026 - No Change - Holistic Review for Budget Year 2028
Elections				
Registered Voter Certificate	\$5	\$5		2026 - No Change - Holistic Review for Budget Year 2028
Voter Certificate from SVRS	\$5	\$5		2026 - No Change - Holistic Review for Budget Year 2028
Finance				
All County Collection Charges	\$85	\$85		2026 - No Change - Holistic Review for Budget Year 2028
All County NSF Fee	\$30	\$30		2026 - No Change - Holistic Review for Budget Year 2028
Fiscal Agent Administrative Fee - Accounting Services	\$25	\$25	per month	2026 - No Change - Holistic Review for Budget Year 2028
Fiscal Agent Administrative Fee - Payroll Services	\$25	\$25	per month	2026 - No Change - Holistic Review for Budget Year 2028
Fiscal Agent Fee - Lake Improvement District (LID	\$156	\$156	per month; Charges associated with parcel data from the iasWorld system for either assessment or property taxation records.	2026 - No Change - Holistic Review for Budget Year 2028
Fiscal Agent Fee - Lake Improvement District (LID)	\$1,875	\$1,875	pear year	2026 - No Change - Holistic Review for Budget Year 2028

Finance & Taxpayer Services <i>continued</i>				NEW FEE
				CHANGED FEE
				REMOVED FEE
Fee Title	2025 Fee Current	2026 Fee Proposed	Fee Charge Description & Relevant Statute or Ordinance if Applicable	Fee Justification
Fiscal Agent Fee - Historian	\$3,200	\$3,200	\$3200 per year/\$266.67 per month; Parcel data from iasWorld system for either assessment or property taxation records.	2026 - No Change - Holistic Review for Budget Year 2028
Fiscal Agent Fee - Soil & Water Conservation District Fees	\$3,200	\$3,200	\$3200 per year/\$266.67 per month; Parcel data from iasWorld system for either assessment or property taxation records.	2026 - No Change - Holistic Review for Budget Year 2028
Property Taxation				
Audit Reports	\$150	\$150		2026 - No Change - Holistic Review for Budget Year 2028
Auditor Certificate-Bond	\$150	\$150		2026 - No Change - Holistic Review for Budget Year 2028
Auditor's Certificate of Compliance	\$75	\$75		2026 - No Change - Holistic Review for Budget Year 2028
Confession of Judgment	\$100	\$100	each	2026 - No Change - Holistic Review for Budget Year 2028
Parcel Data Files - per parcel	\$.06	\$.06	per parcel; Minn. Stat. 13.03	2026 - No Change - Holistic Review for Budget Year 2028
Parcel Data Files - set up per extract	\$75	\$75	set up per extract	2026 - No Change - Holistic Review for Budget Year 2028
Delinquent Manufactured Home Tax Lien Fees	\$30	\$30	per parcel	2026 - No Change - Holistic Review for Budget Year 2028
Delinquent Manufactured Home Tax Administrative Fee	\$20	\$20	per parcel	2026 - No Change - Holistic Review for Budget Year 2028
Delinquent Real Estate Tax Administrative Fee	\$20	\$20	per parcel	2026 - No Change - Holistic Review for Budget Year 2028
Escrow Setup, Maintenance, Electronic Processing	\$3	\$3	per parcel	2026 - No Change - Holistic Review for Budget Year 2028
Green Acre Payback Calculation	\$50	\$50	per parcel	2026 - No Change - Holistic Review for Budget Year 2028
Green Acre Payback Calculation Expedited	\$100	\$100	per parcel; (within 3 business days)	2026 - No Change - Holistic Review for Budget Year 2028
Notice of Expiration of Redemption	\$100	\$100		2026 - No Change - Holistic Review for Budget Year 2028
Research Fee	\$40	\$40	per hour	2026 - No Change - Holistic Review for Budget Year 2028
School District Map	\$3	\$3		2026 - No Change - Holistic Review for Budget Year 2028
Septic Loan Processing Fee	\$50	\$50		2026 - No Change - Holistic Review for Budget Year 2028
Special Assessment Search/Certification	\$5	\$5		2026 - No Change - Holistic Review for Budget Year 2028
Special Assessment Setup Fee and Maintenance Fee	\$0.50	\$0.50	per parcel; combine setup fee & mainetnance fee @\$0.50/parcel/year/assessment	2026 - No Change - Holistic Review for Budget Year 2028
Tax Forfeit Repurchase	\$100	\$100		2026 - No Change - Holistic Review for Budget Year 2028
Tax Search/Certify/Delinquent	\$5	\$5	per parcel	2026 - No Change - Holistic Review for Budget Year 2028
TIF Setup	\$400	\$400		2026 - No Change - Holistic Review for Budget Year 2028
PASSPORT FEES per US Dept. of State - Bureau of Consular Affairs				2026 - No Change - Holistic Review for Budget Year 2028
Adult (16 or Older)				
Book	\$165	\$165	First Time/Not Eligible for Renewal, \$130 passport application fee, \$35 acceptance fee. US Dept. of State	2026 - No Change - Holistic Review for Budget Year 2028
Book - Renewal	\$130	\$130	Renewal; \$130 application fee. US Dept. of State	2026 - No Change - Holistic Review for Budget Year 2028
Book & Card	\$195	\$195	First Time/Not Eligible for Renewal, \$160 passport application fee, \$35 acceptance fee. US Dept. of State	2026 - No Change - Holistic Review for Budget Year 2028
Card	\$65	\$65	First Time/Not Eligible for Renewal, \$30 passport application fee, \$35 acceptance fee	2026 - No Change - Holistic Review for Budget Year 2028
Card - Renewal	\$30	\$30	Renewal; \$30 application fee. US Dept. of State	2026 - No Change - Holistic Review for Budget Year 2028
Child (Under 16)				
Book	\$135	\$135	First time or Renewal, \$100 application fee, \$35 acceptance fee. US Dept. of State	2026 - No Change - Holistic Review for Budget Year 2028
Book & Card	\$150	\$150	First time or Renewal, \$115 application fee, \$35 acceptance fee. US Dept. of State	2026 - No Change - Holistic Review for Budget Year 2028
Card	\$50	\$50	First time or Renewal, \$15 application fee, \$35 acceptance fee. US Dept. of State	2026 - No Change - Holistic Review for Budget Year 2028

Finance & Taxpayer Services <i>continued</i>				NEW FEE
				CHANGED FEE
				REMOVED FEE
Fee Title	2025 Fee Current	2026 Fee Proposed	Fee Charge Description & Relevant Statute or Ordinance if Applicable	Fee Justification
Expedited Service	\$60	\$60	per book or per card. US Dept. of State	2026 - No Change - Holistic Review for Budget Year 2028
Photo	\$15	\$15	per photo	2026 - No Change - Holistic Review for Budget Year 2028
License Center				
CDL Manual	\$10	\$10		2026 - No Change - Holistic Review for Budget Year 2028
Class D Exam	\$10	\$10		2026 - No Change - Holistic Review for Budget Year 2028
Class D Manual	\$5	\$5		2026 - No Change - Holistic Review for Budget Year 2028
Motorcycle Manual	\$5	\$5		2026 - No Change - Holistic Review for Budget Year 2028
Other Statutory Fees				
DNR Fees			Boat, Snowmobile, ATV, OHM, OHV Transfer and Registration. Minn. Stat. 84.771-84.930	2026 - No Change - Holistic Review for Budget Year 2028
Driver License Fees			Minn. Stat. 171.06	2026 - No Change - Holistic Review for Budget Year 2028
Game and Fish Fees			Minn. Stat. 97A.475	2026 - No Change - Holistic Review for Budget Year 2028
Motor Vehicle Fees			Title, Plate, Excise Tax, Filing Fees, etc. Minn. Stat. 168.001-168.846	2026 - No Change - Holistic Review for Budget Year 2028
Motor Vehicle Registration Fees			Minn. Stat. 168.013	2026 - No Change - Holistic Review for Budget Year 2028

Health & Human Services				NEW FEE
				CHANGED FEE
				REMOVED FEE
Fee Title	2025 Fee Current	2026 Fee Proposed	Fee Charge Description & Relevant Statute or Ordinance if Applicable	Fee Justification
Administrative Fees				
Representative Payment Program	varies		% of income or court ordered	Remove from schedule; service no longer being provided.
Collection Charge	\$85	\$85	see Finance & Taxpayer Services	2026-no change from previous year schedule
Minimum Subpoena Rate	\$600	\$600	or per contract	2026-no change from previous year schedule
Miscellaneous Fees (EHM, Drug Test, etc.)			Fee Determination	2026-no change from previous year schedule
Mobile Home - Assessments	*\$200	*\$200		2026-no change from previous year schedule
Mobile Home - Reassessments	*\$100	*\$100		2026-no change from previous year schedule
Business Licensing				
Large Group Assembly - First Time Application	\$950	\$950	First time applicant seeking a large group assembly event that meets the Wright County Ordinance 91 requirements.	2026- Remove from HHS Schedule and add to FTPS Schedule.
Large Group Assembly - Renewal	\$500	\$500	Annual event held within 24 months of prior event	2026- Remove from HHS Schedule and add to FTPS Schedule.
Liquor License Compliance - 1st Violation	\$200	\$200	1st violation.	2026 remove from schedule per board consensus at 10-14-25 board workshop; bring forward to board as item of consideration for violations per state statute. This violation applies to license holders in townships. Municipalities are tasked with licensees within their jurisdiction.
Liquor License Compliance - 2nd Violation	\$500	\$500	2nd violation within 2 years.	2026 remove from schedule per board consensus at 10-14-25 board workshop; bring forward to board as item of consideration for violations per state statute. This violation applies to license holders in townships. Municipalities are tasked with licensees within their jurisdiction.
Liquor License Compliance - 3rd Violation	\$1,000	\$1,000	3rd violation within 3 years, plus one week suspension.	2026 remove from schedule per board consensus at 10-14-25 board workshop; bring forward to board as item of consideration for violations per state statute. This violation applies to license holders in townships. Municipalities are tasked with licensees within their jurisdiction.
Cannabis Retail Registration - Mezzobusiness, Retailer, Medical Combination, Municipal		\$1,500	\$500 fee for initial registration and \$1,000 fee for the first annual renewal. Minn. Stat. 342.22	2026 - Per Minnesota statutes, local retail registration will require first year renewal fee in addition to the initial registration fee.
Cannabis Retail Registration - Microbusiness		\$1,000	Local registration for cannabis retail. Minn. Stat. 342.22	2026 - Per Minnesota statutes, local retail registration will require first year renewal fee in addition to the initial registration fee.
Cannabis Retail Registration - Lower-potency hemp edible		\$250	Lower-potency hemp edible registration. Minn. Stat. 342.22	2026 - Per Minnesota statutes, local retail registration will require first year renewal fee in addition to the initial registration fee.
Consumption & Display (Set-up) Fee	\$250	\$250	Fees for processing paperwork, correspondence with the licensing authority (Alcohol and Gambling Enforcement Division), and issuing license certificate to applicant. Minn. Stat. 340A.414	2026-no change from previous year schedule
Liquor License - 3.2% Beer On-sale	\$50	\$100	Sale of 3.2% Beer. Minn. Stat. 340A.408	License fees for processing paperwork, correspondence with the licensing authority (Alcohol and Gambling Enforcement Division), and issuing license certificate to applicant.

Health & Human Services <i>continued</i>				NEW FEE
				CHANGED FEE
				REMOVED FEE
Fee Title	2025 Fee Current	2026 Fee Proposed	Fee Charge Description & Relevant Statute or Ordinance if Applicable	Fee Justification
Liquor License - 3.2% Beer Off-sale	\$50	\$50	License for the sale of 3.2% beer for off-premise consumption. Minn. Stat. 340A.408	License fee for processing paperwork, correspondance with the licensing authority (Alcohol and Gambling Enforcement Division), and issuing license certificate to applicant.
Liquor License - Club	Varies	Varies	A club must have at least 30 members, been in continuous existences for at least three years, have an elected governing board and limit sales to members and bona fide guests. Minn. Stat. 340A.408	Fee varies based on club size per State Statute 340A.408 Subd. 2. (b) County to charge max amount possible per state statute.
Liquor License - Off Sale	\$500	\$500	Sale of intoxicating liquor for off-premise consumption; exclusive liquor stores may also sell tobacco, ice, soft drinks, mixes, food products containing alcohol. Minn. Stat. 340A.408	SS 340A.408 Subd 3 (b) Fees for processing paperwork, correspondance with the licensing authority (Alcohol and Gambling Enforcement Division), and issuing license certificate to applicant.
Liquor License - On Sale	\$2,500	\$2,300	Permit for On-premise consumption of distilled spirits, wine, strong beer excluding Sunday. Minn. Stat. 340A.404	The current fee includes an extra \$200.00 for Sunday Sales. The Sunday On Sale portion of this fee (\$200) is being moved to a new, separate fee - " Sunday Sales Add-on Liquor License" Fees for processing paperwork, correspondance with the licensing authority (Alcohol and Gambling Enforcement Division), and issuing license certificate to applicant.
Liquor License - Sunday Sales Add-on	New Fee	\$200	Permit for on-premise consumption of distilled spirits, wine, strong beer on Sunday. Minn. Stat. 340A.504	Fees for processing paperwork, correspondance with the licensing authority (Alcohol and Gambling Enforcement Division), and issuing license certificate to applicant.
Liquor License - On Sale & Off Sale	\$3,000	\$3,000	per license; Minn. Stat. 340A.504	2026-no change Fees for processing paperwork, correspondance with the licensing authority (Alcohol and Gambling Enforcement Division), and issuing license certificate to applicant.
Liquor License - 3.2% Beer On Sale Temporary	\$75	\$75	per license; includes club, charitable or relgious organizations, non-profit 501C3s; Minn. Stat. 340A.504	License for the sale of 3.2% beer for consumption on premise. This license applies to those (club, charitable or religious org, non-profit 501©(3), etc.) seeking a liquor license for 1-4 days. Fees for processing paperwork, correspondance with the licensing authority (Alcohol and Gambling Enforcement Division), and issuing license certificate to applicant.
Tobacco License	\$200	\$300	per license	Fee for licensing tobacco retailers in Wright County
Employee Costs				
Financial Services	\$63	\$63	Department of Health & Human Services per hour rate for billed Financial Services time. Minn. Stat. 373.41	Amount calculated by Finance. Based on total expenditures and total staff hours
Office Support/Business Services	\$39	\$40	Department of Health & Human Services per hour rate for billed Public Health time. Minn. Stat. 373.41	Amount calculated by Finance. Based on total expenditures and total staff hours for 2025.
Public Health Services	\$62	\$68	Department of Health & Human Services per hour rate for billed Public Health time. Minn. Stat. 373.41	Amount calculated by Finance. Based on total expenditures and total staff hours for 2025.
Social Services	\$77	\$69	Department of Health & Human Services per hour rate for billed Social Services time. Minn. Stat. 373.41	Amount calculated by Finance. Based on total expenditures and total staff hours
Public Health Services				
Alcohol Sales Training Course - Special Events	\$100	Remove Fee	per training	Remove from schedule; service no longer being provided.
Alcohol Sales Training Courses	\$20	Remove Fee	per individual	Remove from schedule; service no longer being provided.
Blood Glucose Screening	\$5	Remove Fee		Remove from schedule; service no longer being provided.
Car Seat Checks	\$10	Remove Fee		Remove fee. A monetary donation is collected if client is offered a new child car seat due to safety recall or out-dated equipment. Donation is given on client ability to pay. Grants are awarded to HHS to cover seat cost.
Child & Teen Checkup	*\$250	Remove Fee		Remove from schedule; service no longer being provided.
Cholesterol Screening (Non-Fasting)	\$25	Remove Fee		Remove from schedule; service no longer being provided.
Dental Fluoride Varnish (Adults and Children)	\$5	Remove Fee		Remove from schedule; service no longer being provided.
Hemoglobin Screening	\$5	Remove Fee		Remove from schedule; service no longer being provided.
Mantoux Test	\$40	Remove Fee		Remove from schedule; service no longer being provided.
Tetanus Shot (Tdap Immunization)	\$45	Remove Fee		Remove from schedule; service no longer being provided.
Immunization - Hepatitis B	\$65	\$65	per immunization	

Health & Human Services <i>continued</i>				NEW FEE
				CHANGED FEE
				REMOVED FEE
Fee Title	2025 Fee Current	2026 Fee Proposed	Fee Charge Description & Relevant Statute or Ordinance if Applicable	Fee Justification
Immunization - Influenza	\$30	\$30	per immunization	
Immunization - Influenza High Dose	\$60	\$70	Per private pay high dose influenza immunization.	Cost of vaccine per dose increased to \$66.65. Proposing increase to \$70 to cover vaccine cost.
Immunization – Influenza Mist	\$35	\$35	per immunization	
Public Health 60+ and Healthy Clinic (County Residents)	\$25	\$25	per individual	Staff time = to 32 hrs. per week. 6000 client visits/year
Public Health 60+ and Healthy Clinic (Non- County Residents)	\$50	\$50	per individual	Staff time = to 32 hrs. per week. 6000 client visits/year
Screening - Cholesterol	\$35	\$35	per screening	2026-no change from previous year schedule
Test - Diabetes A1C Test	\$15	\$15	per test	2026-no change from previous year schedule
Test - Lead Blood	\$20	\$20	per test	2026-no change from previous year schedule
Test - Private Well Water Bacteria	\$30	\$30	per test; Foster Care Provider Fees Are Waived	2026-no change from previous year schedule
Test - Private Well Water Nitrate	\$30	\$30	per test; Foster Care Provider Fees Are Waived	2026-no change from previous year schedule
Test Kit - Radon	\$5	\$5	per test	2026-no change from previous year schedule
Vaccine Administration Fee	\$10	\$10		2026-no change from previous year schedule
Social Service Fees				
Corporate Foster Care Licenses	\$500		Licensing Fees for the following license types: child foster residence setting, family adult day services, family adult foster care, and licensing the physical plan of a community residential setting. Minn. Stat. 245A.10	Remove fee. As of 2025, we currently charge \$500 for a corporate foster care licensing fee. Effective January 1, 2026 per MN Statute 245A.10.
Adoption - Step parent	\$325	\$325		2026-no change from previous year schedule
Adoption - Step parent adoption (waived home visit fees)	\$175	\$175		2026-no change from previous year schedule
Child Care Licensing - Renewals 1 year license	\$50	\$50		2026-no change from previous year schedule
Child Care Licensing - Renewals 2 year license	\$100	\$100		2026-no change from previous year schedule
Detoxification Services	*	*		2026-no change from previous year schedule
Out-of-Home Placements	*	*		2026-no change from previous year schedule
Out-of-Home Placements (DD/SED)	State Fee Schedule	State Fee Schedule	State Fee Schedule (DHS 2977)	2026-no change from previous year schedule
SSDI Records Request	\$35	\$35		2026-no change from previous year schedule

* These fees are eligible for the sliding fee scale

	No Fee Paid	20% Fee Paid	40% Fee Paid	60% Fee Paid	80% Fee Paid	100% Fee Paid
Federal Poverty Level	100% FPL or less	101% - 130% of FPL	131% - 165% of FPL	166% - 200% of FPL	201% - 250% of FPL	250% or higher
1	\$0 - \$15,650	\$15,651 - \$20,345	\$20,346 - \$25,823	\$25,824 - \$31,300	\$31,301 - \$39,125	\$39,126 or more
2	\$0 - \$21,150	\$21,151 - \$27,495	\$27,496 - \$34,898	\$34,899 - \$42,300	\$42,301 - \$52,875	\$52,876 or more
3	\$0 - \$26,650	\$26,651 - \$34,645	\$34,646 - \$43,973	\$43,974 - \$53,300	\$53,301 - \$66,625	\$66,626 or more
4	\$0 - \$32,150	\$32,151 - \$41,795	\$41,796 - \$53,048	\$53,049 - \$64,300	\$64,301 - \$80,375	\$80,376 or more
5	\$0 - \$37,650	\$37,651 - \$48,945	\$48,946 - \$62,123	\$62,124 - \$75,300	\$75,301 - \$94,125	\$94,126 or more
6	\$0 - \$43,150	\$43,151 - \$56,095	\$56,096 - \$71,198	\$71,199 - \$86,300	\$86,301 - \$107,875	\$107,876 or more
7	\$0 - \$48,650	\$48,651 - \$63,245	\$63,246 - \$80,273	\$80,274 - \$97,300	\$97,301 - \$121,625	\$121,626 or more
8	\$0 - \$54,150	\$54,151 - \$70,395	\$70,396 - \$89,348	\$89,349 - \$108,300	\$108,301 - \$135,375	\$135,376 or more
For families/households with more than 8 persons, add \$5,500 for each additional person						

Highway				NEW FEE
				CHANGED FEE
				REMOVED FEE
Fee Title	2025 Fee Current	2026 Fee Proposed	Fee Charge Description & Relevant Statute or Ordinance if Applicable	Fee Justification
Blanket Bond for Maintenance of Existing Facilities within Right-of-Way	\$10,000	\$10,000	Includes service line hookups.	2026 - No Change; Holistic Review for Budget Year 2030
Commercial/Access Permits	\$250	\$250	Commercial	2026 - No Change; Holistic Review for Budget Year 2030
Culvert Delivery for New Entrances	\$50	\$50	Delivery of culverts purchased from our inventory	2026 - No Change; Holistic Review for Budget Year 2030
Entire width of roadbed	\$10,000	\$10,000	For each 10 foot width cut.	2026 - No Change; Holistic Review for Budget Year 2030
Entrance Permit/Inspection Fee	\$50	\$50	Single/Resident/Non-Commercial - Field Access Permit	2026 - No Change; Holistic Review for Budget Year 2030
Mailbox Supports (installed on county highways)	\$110	\$110	Materials and labor for swing away mailbox support installed on county highways.	2026 - No Change; Holistic Review for Budget Year 2030
Major crossing under road bed	\$50,000	\$50,000	Per Crossing - Directional boring, jack boring, depths of over 10' under road bed.	2026 - No Change; Holistic Review for Budget Year 2030
Minor crossing under road bed	\$5,000 \$50,000	\$5,000 \$50,000	Per Crossing - Directional boring, jack boring, depths of 10' or less under road bed per permit.	2026 - No Change; Holistic Review for Budget Year 2030
Moving Permit: Overweight & Oversized (Single)	\$25	\$25	Single/Resident/Non-Commercial	2026 - No Change; Holistic Review for Budget Year 2030
Moving Permit: Overweight & Oversized (Annual)	\$200	\$200	Commercial	2026 - No Change; Holistic Review for Budget Year 2030
New Mailbox Furnished & Installed as part of the County's Installation	\$15	\$15	Optional Service	2026 - No Change; Holistic Review for Budget Year 2030
No Bond required for direct bury (trenching machine) for 1st mile	\$1,000	\$1,000	For every mile over the 1st.	2026 - No Change; Holistic Review for Budget Year 2030
Open cut of bituminous roadbed (When allowed)	\$50,000	\$50,000	Maximum per open cut.	2026 - No Change; Holistic Review for Budget Year 2030
Open Trench Construction - Project Bond	\$25,000	\$25,000	In favor of Wright County for UP TO 1/2 mile or work.	2026 - No Change; Holistic Review for Budget Year 2030
	\$50,000	\$50,000	In favor of Wright County for OVER 1/2 mile up to 1 mile of work.	
	\$50,000	\$50,000	Additional for each mile over the 1st or a portion there of.	
Partial cut into roadbed	\$5,000	\$5,000	Up to the centerline for a water hookup.	2026 - No Change; Holistic Review for Budget Year 2030
Plat Review: Large	\$570	\$570	Large: Residential Development; 1,000 units or greater; 10+ Acre Comm/Ind; Large Traffic Study, Required	2026 - No Change; Holistic Review for Budget Year 2030
Plat Review: Average	\$290	\$290	EIS.	
Plat Review: Small	\$110	\$110	Average: 10-999 units; less than 10 Acre Commercial/Industrial; small traffic study; possible EAW. Small: Less than 10 units; no roadway improvement	
Registration Fee	\$40	\$40	Initial Registration, then Annual Registration	2026 - No Change; Holistic Review for Budget Year 2030
Right Of Way Permit	\$100	\$100	Excavation/obstruction and/or up to 1st mile lateral installation \$100 \$50 each additional mile. Working without a permit, fee automatically increases to 4 times the regular permit fee, example: regular permit fee is \$150.00, penalty permit fee = \$600.	2026 - No Change; Holistic Review for Budget Year 2030

Parks & Recreation				NEW FEE
				CHANGED FEE
				REMOVED FEE
Fee Title	2025 Fee Current	2026 Fee Proposed	Fee Charge Description & Relevant Statute or Ordinance if Applicable	Fee Justification
Camping				
Camp Site (Electrical)	County Resident: \$32 Non-resident: \$40	County Resident: \$32 Non-resident: \$40	per night	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Camp Site (Non-electrical)	County Resident: \$22 Non-resident: \$28	County Resident: \$22 Non-resident: \$28	per night	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Camp Site (Full Service)	County Resident \$35 Non-resident \$43	County Resident \$35 Non-resident \$43	per night	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Camp Site (Tandem) Betram Only	County Resident: \$51 Non-resident \$61	County Resident: \$51 Non-resident \$61	per night	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Campsite (Group)	\$63	\$63	per night	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Campsite (Campground Host)		\$425	per month	Other Counties do a campsite exchange for volunteer work. We would be hiring a seasonal staff person (campground host). This position will be hired within our allocated seasonal staff budget. This position will have the ability to rent a campsite at the proposed Campground Host Campsite Fee rate. This fee justification adds another level of customer service at the campgrounds. This fee provides a potential additional revenue of \$6,375 annually.
Camper Cabins (Sleeps 5) Betram Only	County Resident \$55 Non-resident \$65	County Resident \$55 Non-resident \$65	per night (Betram Only)	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Camper Cabins (Sleeps 6) Betram Only	County Resident \$65 Non-resident \$76	County Resident \$65 Non-resident \$76	per night Betram Only	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Camp Site (Seasonal)	County Resident \$2,100 Non-resident \$2,640	County Resident \$2,100 Non-resident \$2,640	per season	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Primitive Camp Site	\$5	\$5	per night	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Dump Station (Non-campers)	\$5 \$75	\$5 \$75	per time per season	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Reservation Fee	\$6	\$6	per site/reservation	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Camping Cancellation	\$15 \$20 \$25	\$15 \$20 \$25	per site 14 days in advance per site 7-13 days in advance per site 0-6 days in advance	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Shelters				
Park Shelter (Small)	Weekday (M-TH) \$25 Weekend (F-SU)/Holiday \$60	Weekday (M-TH) \$25 Weekend (F-SU)/Holiday \$60	per day	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Park Shelter (Large)	Weekday (M-TH) \$35 Weekend (F-SU)/Holiday \$85	Weekday (M-TH) \$35Weekend (F-SU)/Holiday \$85	per day	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Amphitheater (Betram Only)	\$75	\$75	per day	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Chalet (Betram Only)	\$200	\$200	per day	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Gazebo	\$10	\$10	per day	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Ney Park Nature Center	\$35 first four hours \$10 each additional hour	\$160 (4 hours) \$320 (8 hours)	reservation fee	All counties with a nature center (Three Rivers, Carver, Washington, ect.) chare fee that varies based on amenities from \$40 per hour up to \$120 per hour). Change in procedure, and seeking to get to 100% cost recovery for the chalet.
Shelter Cancellation	\$10 \$0	\$10 \$0	per shelter 48 hours in advance per shelter less than 48 hours in advance	2026 No Change - Holistic Review Scheduled for Budget Year 2029

Parks & Recreation <i>continued</i>				NEW FEE
				CHANGED FEE
				REMOVED FEE
Fee Title	2025 Fee Current	2026 Fee Proposed	Fee Charge Description & Relevant Statute or Ordinance if Applicable	Fee Justification
Rentals				
Camping Gear Kit	\$50	\$50	per day	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Garmin GPS Unit (Betram, Collinwood, & Schroeder Only)	\$5	\$5	per day	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Cross Country Ski Set (Boots, Skis, Poles) or Snowshoes (Betram & Robert Ney Only)	\$5	\$5	per set/per day	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Kayak or SUP Board: Life jacket, paddle (Betram & Robert Ney Only)	\$20 \$35	\$20 \$35	4 hours per day	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Permits				
Mobile Food Vending Permit	\$100	\$100	annual fee	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Special Event Permit	\$0	\$0	per event	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Wood Cutting Permits	\$15	\$15	per cord - bases on Special Permit	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Environmental Education				
Archery Program	\$200 for 2 hours; \$100+ for each hour after	\$200 for 2 hours; \$100+ for each hour after	Fee that is charged to schools and other government agencies for the Archery Program Costs (staff, travel set-up, equipment)	2026 No Change - Holistic Review Scheduled for Budget Year 2029
Custom Programming for Environmental Education Programs	Regular Hours \$35 After Hours \$60	Regular Hours \$35 After Hours \$60	per hour, per staff, plus supplies & materials	2026 No Change - Holistic Review Scheduled for Budget Year 2029

Planning & Zoning				NEW FEE
				CHANGED FEE
				REMOVED FEE
Fee Title	2025 Fee Current	2026 Fee Proposed	Fee Charge Description & Relevant Statute or Ordinance if Applicable	Fee Justification
Agricultural Buildings				
Grain Bins	\$25	\$25		2026 no change; Holistic Review scheduled for Budget Year 2030
Other - All Other Agricultural Buildings	\$200	\$100	Fee charged for the construction of agricultural builds, which are exempt from building code.	2026 no change; Holistic Review scheduled for Budget Year 2030
Land Alteration				
10 to 50 Cubic Yards in Shoreland	\$300	\$300	Fees charged related to requests before the Wright County Board of Adjustment	2026 no change; Holistic Review scheduled for Budget Year 2030
50 to 500 Cubic Yards (Shoreland - Hearing Required)	\$500	\$500	Fees charged related to requests before the Wright County Board of Adjustment	2026 no change; Holistic Review scheduled for Budget Year 2030
Over 500 Cubic Yards (Hearing Required)	\$500	\$500	Fees charged related to requests before the Wright County Board of Adjustment	2026 no change; Holistic Review scheduled for Budget Year 2030
Planning Commission				
1 per 40 Cluster	\$450	\$450	Fees charged related to requests before the Planning Commission	2026 no change; Holistic Review scheduled for Budget Year 2030
Existing CUP Amendment/Renewal	\$350	\$350	Fees charged related to requests before the Planning Commission	2026 no change; Holistic Review scheduled for Budget Year 2030
Farm Accessory Mobile	\$400	\$400	Fees charged related to requests before the Planning Commission	2026 no change; Holistic Review scheduled for Budget Year 2030
Final Plat Approval	\$400	\$400	Fees charged related to requests before the Planning Commission, plus \$75 per lot	2026 no change; Holistic Review scheduled for Budget Year 2030
Home Occupation	\$350	\$350	Fees charged related to requests before the Planning Commission	2026 no change; Holistic Review scheduled for Budget Year 2030
Homestead Business	\$450	\$450	Fees charged related to requests before the Planning Commission	2026 no change; Holistic Review scheduled for Budget Year 2030
Mineral Extraction/Mining	\$900	\$900	Fees charged related to requests before the Planning Commission	2026 no change; Holistic Review scheduled for Budget Year 2030
Move-in Structure	\$450	\$450	Fees charged related to requests before the Planning Commission	2026 no change; Holistic Review scheduled for Budget Year 2030
Non-Commercial Contractor's Yard	\$450	\$450	Fees charged related to requests before the Planning Commission	2026 no change; Holistic Review scheduled for Budget Year 2030
Other - All Other Planning Commission Hearings	\$450	\$450	Fees charged related to requests before the Planning Commission	2026 no change; Holistic Review scheduled for Budget Year 2030
Other - Miscellaneous Hearing	\$450	\$450	Fees charged related to requests before the Planning Commission	2026 no change; Holistic Review scheduled for Budget Year 2030
Park Dedication Fee	10% of Raw Land Value	\$1,000	Collection of either land donation or cash related to subdivision of property. Per new vacant lot fee.	Other counties that charge a fee: Scott, Chisago, Douglas, Sherburne, Stearns Other counties fee range: \$300-1600 per lot This is not a new fee (county ordinance); however, it is a new fee to the fee schedule with a proposed fee amount change proposed. This is not a cost recovery fee, but a fee to allow for funding of parks to service the population generated through development. This i. Although not mandate, it is prescribed through MN Statue 394.25 Subd. 7.
PUD and Standard Plats	\$900	\$900	Fees charged related to requests before the Planning Commission	2026 no change; Holistic Review scheduled for Budget Year 2030
Reasonable Accommodations Determination	\$400	\$400	Fee charged in relation to the Determination for Reasonable Accommodation, as established by the Reasonable Accommodations Policy.	2026 no change; Holistic Review scheduled for Budget Year 2030
Rezoning/Text Amendment	\$600	\$600	Fees charged related to requests before the Planning Commission	2026 no change; Holistic Review scheduled for Budget Year 2030
Simple Plats	\$600	\$600	Fees charged related to requests before the Planning Commission, up to 3 lots and do no include a road	2026 no change; Holistic Review scheduled for Budget Year 2030
Solar Farm	\$900	\$900	Fees charged related to requests before the Planning Commission	2026 no change; Holistic Review scheduled for Budget Year 2030
Unplatted Subdivision	\$600	\$600	Fees charged related to requests before the Planning Commission	2026 no change; Holistic Review scheduled for Budget Year 2030
Board of Adjustment				
Appeal/Interpretation	\$750	\$750	Fees charged related to requests before the Wright County Board of Adjustment	2026 no change; Holistic Review scheduled for Budget Year 2030
Lot Line Adjustment	\$300	\$300	Fees charged related to requests before the Wright County Board of Adjustment	2026 no change; Holistic Review scheduled for Budget Year 2030
Temporary Mobile Home	\$250	\$250	Fees charged related to requests before the Wright County Board of Adjustment	2026 no change; Holistic Review scheduled for Budget Year 2030
Variance	\$500	\$500	Fees charged related to requests before the Wright County Board of Adjustment	2026 no change; Holistic Review scheduled for Budget Year 2030

Planning & Zoning <i>continued</i>				NEW FEE
				CHANGED FEE
				REMOVED FEE
Fee Title	2025 Fee Current	2026 Fee Proposed	Fee Charge Description & Relevant Statute or Ordinance if Applicable	Fee Justification
Building Permits				
Residential Construction				
Building Remodel	\$100 plus valuation	\$100 plus valuation	Based on valuation, minimum of \$100 plus \$1 state surcharge	2026 no change; Holistic Review scheduled for Budget Year 2030
Dwellings, Additions, Decks, Storage Structures, etc.	variable	variable	Fees charged related to the permitting, review, and inspection of buildings and structures	2026 no change; Holistic Review scheduled for Budget Year 2030
Plan Review Fee	variable	variable	65% of building permit fee	2026 no change; Holistic Review scheduled for Budget Year 2030
Commercial Construction				
Commercial Building/Construction	variable	variable	Fee schedule extracted from 1997 UBC and MN Rule 1301	2026 no change; Holistic Review scheduled for Budget Year 2030
Plan Review Fee	variable	variable	65% of Building Permit Fee	2026 no change; Holistic Review scheduled for Budget Year 2030
Fixed Fees				
Basement Finish of Existing Home	\$100	Varies	Based On Valuation, Minimum \$100 plus \$1 state surcharge; permit and inspection; MN SS 326B	2026 fee schedule amount change proposed Other counties: Sherburne County, Scott County, City Monticello
Fire Repair	\$400	\$400	Inspections and report	
Fireplace (new or replacement)	\$70	\$124	\$124 flat fee plus \$1 state surcharge; permit and inspection	2026 fee schedule- amount change proposed
Foundation Repair	\$70	\$124	\$124 flat fee plus \$1 state surcharge; permit and inspection	2026 fee schedule amount change proposed
Mechanical (new or replacement)	\$99	\$124	flat fee plus state surcharge for installation of mechanical equipment such as a furnace, water heater, AC units, etc.	2026 fee schedule amount change proposed
Plumbing in Existing Building	\$70	\$124	\$124 flat fee plus \$1 state surcharge; permit and inspection	2026 fee schedule amount change proposed
Re-roof	\$100	\$124	\$124 flat fee plus \$1 state surcharge; permit and inspection	2026 fee schedule amount change proposed
Re-side	\$100	\$124	\$124 flat fee plus \$1 state surcharge; permit and inspection	2026 fee schedule amount change proposed
Temporary Mobile Home	\$400	\$400	Site review and permit	
Window/Door Replacement	\$70	\$124	\$124 flat fee plus \$1 state surcharge; permit and inspection	2026 fee schedule amount change proposed
State Surcharge				
Fixed Fees	\$1	\$1	State surcharge	2026 no change; Holistic Review scheduled for Budget Year 2030
Other -All Other Residential/Commercial Construction			Per state building code Sect. 326B.149	2026 no change; Holistic Review scheduled for Budget Year 2030
Accessory Structures				
Building Permit	Variable	Variable	Fee schedule extracted from 1997 UBC and MN Rule 1301	2026 no change; Holistic Review scheduled for Budget Year 2030
Plan Review Fee	Variable	Variable	65% of Building Permit Fee	2026 no change; Holistic Review scheduled for Budget Year 2030
Fixed Fees				
Fences - Greater than 7 ft. in Height	\$100	\$124	\$124 plus \$1 state surcharge	Building code review and inspection is required for fences greater than 7 ft. in height. The current fee does not cover the cost of the application, review, inspection, or overhead associated with the activity. The fee change will account for the 2 inspections, footing and final, that are needed. This fee will also be subject to a \$1 state surcharge.
Pools - Over 5,000 Gallon Capacity	\$100	\$100		
Retaining Wall - Over 4 ft. in Height	\$100	\$124	\$124 plus \$1 state surcharge	Building code review and inspection is required for retaining walls greater than 4 ft. in height. The current does fee not cover the cost of the application, review, inspection, or overhead associated with the activity. The fee change will account for the 2 inspections, footing and final, that are needed. This fee will also be subject to a \$1 state surcharge.
Sign - Non-commercial	\$100	\$124	\$124 plus \$1 state surcharge	Building code review and inspection is required for . The current does fee not cover the cost of the application, review, inspection, or overhead associated with the activity. The fee change will account for the 2 inspections, footing and final, that are needed. This fee will also be subject to a \$1 state surcharge.
Solar/Cell Towers/Windmills - Non-commercial	\$100	\$100		

Planning & Zoning <i>continued</i>				NEW FEE
				CHANGED FEE
				REMOVED FEE
Fee Title	2025 Fee Current	2026 Fee Proposed	Fee Charge Description & Relevant Statute or Ordinance if Applicable	Fee Justification
Septic Systems				
Holding Tanks	\$200	\$200	Other than holding tanks, septic system fees shall be reduced by \$200, IF a variance hearing was required solely for the installation of the septic and a variance was granted. Convenience	Sherburne \$300, Stearns NA
Performance System	\$600	\$600	Fees charged related to the permitting and installation of septic systems	Sherburne \$200, plus contracted review, inspetion and milage costs. Stearns \$350 - \$1,500
Standard System	\$400	\$400	Fees charged related to the permitting and installation of septic systems	Sherburne \$450, Stearns \$300
System Repair	\$300	\$300	Fees charged related to the permitting and installation of septic systems	Sherbune NA, Stearns \$200
Other Fees and Services				
911 Addressing				
New Structure	NA	NA	No Charge with Building Permit	Part of permit
Other Addressing	\$25	\$25	Address without Building Permit	Staff time
Other Fees/Services				
Deed Restriction/Administrative Order	\$100	\$100		Staff Time and records
Environmental Assessment Worksheet (EAW)/Environmental Impact Statement (EIS)	\$500	\$500	plus \$50 per hour over 10 hours	Amount charged for these activities are set to recover the approximate cost of the average time spent per activity.
Land Use Permit	\$100	\$100		2026 no change; Holistic Review scheduled for Budget Year 2030
Land Use Plan or Zoning Ordinance	\$30	\$30	each	2026 no change; Holistic Review scheduled for Budget Year 2030
Land Use/Zoning Review	Variable	Variable	Actual staff and material costs incurred.	Amount charged for these activities are set to recover the approximate cost of the average time spent per activity.
Permit - Mischellaneous	\$100	\$100	Considered special permits	Depending on staff to complete
Point of Sale Document Review	No Charge	No Charge		2026 no change; Holistic Review scheduled for Budget Year 2030
Septic Loan Application Fee	\$30	\$30	\$30.00 *Planning & Zoning Fee – full fee due \$172.00	Amount charged for these activities are set to recover the approximate cost of the average time spent per activity.
Services/Research - Miscellaneous	Variable	Variable	Actual staff and material costs incurred.	Amount charged for these activities are set to recover the approximate cost of the average time spent per activity.
Site Inspection - Miscellaneous	\$100	\$100	Fee for miscellaneous inspection, such as for move-in dwelling prior to public hearings, medical mobiles, and building conversions prior to permit issuance.	This fee is related to varied inspections that may be conducted for things such as the change in use of a building, inspection of a proposed move-in structure, or other inspections related to proposed or applied for uses. Typically, the Building Official uses this as a pre-application inspection so the applicant will know what information will need to be submitted for the permit or potential costs to convert the use of a building.
Solid Waste Hauler License - Bond		\$10,000		We currently do require a bond however that fee has never been adopted for the waste hauler licensing process.
Solid Waste Hauler License - Business	\$250	\$200	per business	Wanting to be more economical to all haulers as well as more in line with the base fee of surrounding counties.
Solid Waste Hauler License - Truck	\$25	\$25	per truck in addition to Hauler License - Business	Total offset cost of receipting and reporting for staff time
Solid Waste Hauler License - Late Fee		\$200	per license	Per County Ordinance in the Solid Waste chapter 156.026 License Requirements (D) License term and renewal. (2) "Late fee as determined by the county board". We are required to have a late fee. This amount would "double" the base fee.

Planning & Zoning HHW - Compost & Recycling				NEW FEE
				CHANGED FEE
				REMOVED FEE
Fee Title	2025 Fee Current	2026 Fee Proposed	Fee Charge Description & Relevant Statute or Ordinance if Applicable	Fee Justification
Appointment Needed				
Acids/Caustics	No Charge	No Charge		2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Aerosols	No Charge	No Charge		2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Air Conditioner - Residential	\$20	\$20	per unit	2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Antifreeze	No Charge	No Charge		2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Appliances - Countertop (Microwaves & Ice Makers)	\$10	\$10	per unit	2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Appliances - Residential	\$20	\$20	per unit	2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Ballasts - Polychlorinated Bipheynl (PCB) Only	No Charge	No Charge	per pound	2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Batteries: C/T, Non-Alkaline, Rechargeable, RV	No Charge	No Charge		2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Computer (CPU, Monitor, Keyboard, Mouse)	\$20	\$20	per unit	2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Computer Monitor - Any Size Residential	\$5	\$5	per unit	2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Computer Printer - Residential	\$5	\$5	per unit	2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Dehumidifier - Residential	\$10	\$10	per unit	2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Drain Fee - Small Engines/Lawnmowers if Undrained	\$10	\$10	per engine	2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Fluorescent Lamps - More than 10 per year (10 or less accepted per year for free)	\$1	\$1	per unit	Goal to capture more bulbs and want to move away from the first 4 are free then \$1 each, to charging \$1 for every lamp. We get a rebate every year for a 75% recapture of disposal costs. When we get more than ten bulbs and charge a \$1 fee, recycling disposal costs are around \$.34 for the bulb itself.
Oil Filters	No Charge	No Charge		2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Paint Related Items/Blacktop	No Charge	No Charge		2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Paint: Latex, Oil Based, Stain, Varnish	No Charge	No Charge		2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Pesticides/Herbicides: Liquid or Solid	No Charge	No Charge		2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Propane Cylinders - 1 lb.	No Charge	No Charge		2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Propane Cylinders - Other than 1 lb.	\$10	\$10	per cylinder other than 1 lb.	2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Refrigerator - Amonia - 4 feet in Height or Smaller	\$150	\$150	per unit	2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Refrigerator - Amonia - Larger than 4 feet in Height	\$300	\$300	per unit	2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Sealers/Glues/Adhesives	No Charge	No Charge		2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Sharps/Lancets/Used Syringes	No Charge	No Charge		2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Solvent, Flammable Liquids	No Charge	No Charge		2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Television - Flat Screen 30" & Tube 18" and smaller	\$10	\$10	per unit	2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Television - Flat Screen 32" & Tube 19" and larger	\$20	\$20	per unit	2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Tires - Residential (ATV, Car, Garden, Lawn, Light Truck, Pickup Truck, Small Trailer, SUV)	\$5	\$5	per tire	2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Tires - Truck (22" & Larger)	\$15	\$15	per tire	2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Tires: Tractor without Rim	\$50	\$50	per tire	2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Used Oil (motor/engine or cooking, not combined)	No Charge	No Charge		2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030

Planning & Zoning HHW - Compost & Recycling <i>continued</i>				NEW FEE
				CHANGED FEE
				REMOVED FEE
Fee Title	2025 Fee Current	2026 Fee Proposed	Fee Charge Description & Relevant Statute or Ordinance if Applicable	Fee Justification
No Appointment Needed				
Aluminum/Tin (cans)/Scrap Metal	No Charge	No Charge	free	2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Brush - Residential	No Charge	No Charge	per vehcile load or single axel trailer	2026 change - added language for clarification
Brush - Residential	\$50	\$50	per dump or double/triple axel trailer	2026 change - added language for clarification
Brush - Townships (Maple Lake, Monticello)	\$75	\$75	per truck load	2026 change - this is now an MOU with Townships
Plastics/Glass - Brown, Clear, Green	No Charge	No Charge	free; Minn. Stat. 115A.552	2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Paper - Corrugated, Newspaper, Magazines	No Charge	No Charge	free; Minn. Stat. 115A.552	2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Child Car Seats	No Charge	No Charge	free; Minn. Stat. 115A.552	2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Christmas String Lights	No Charge	No Charge	free; Minn. Stat. 115A.552	2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Clean White Rigid Foam	No Charge	No Charge	free; Minn. Stat. 115A.552	2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030
Yard Waste/Brush/Compostable Materials	No Charge	No Charge	free	Removing this with new description of classification of brush residential listed above as Brush-Residential
Waste Hauler				
Solid Waste Hauler License - Bond		\$ 10,000		We currently do require a bond however that fee has never been adopted for the waste hauler licensing process.
Solid Waste Hauler License - Business	\$250	\$200	per business	Wanting to be more economical to all haulers as well as more in line with the base fee of surrounding counties.
Solid Waste Hauler License - Truck	\$25	\$25	per truck in addition to Hauler License - Business	Total offset cost of receipting and reporting for staff time
Solid Waste Hauler License - Late Fee		\$200	per license	Per County Ordinance in the Solid Waste chapter 156.026 License Requirements (D) License term and renewal. (2) "Late fee as determined by the county board". We are required to have a late fee. This amount would "double" the base fee.
Items Not Accepted				
#6 or Unmarked Plastics				2026 Fee Schedule-no change; Holistic Review scheduled for Budget Year 2030 Since we do not accept this item we do not charge for something we do not accept. We put these items on our fee's since we post on website and make handouts to inform public.
Business or Commercial Wastes				
Carpet or Padding				
Construction Lumber of Any Type				
Dirty, Greasy, or Soiled Corrugated Cardboard				
Foam Packing Peanuts				
Furniture				
Mattresses, Box Springs				
Railroad Ties or Landscaping Material				
Tractor Tire with Rim				
Tree Stumps, Root Systems, Tree Stumps with Roots				

Recorder				NEW FEE
				CHANGED FEE
				REMOVED FEE
Fee Title	2025 Fee Current	2026 Fee Proposed	Fee Charge Description & Relevant Statute or Ordinance if Applicable	Fee Justification
Abstract Fees Set by State Statute (SS) and subject to change.				
Amended: Floor Plan (515), Condominium (515A), Common Interest Community (CIC) Plat or Amend (515B) - Additional Fee	\$0.50	\$0.50	additional \$0.50 per apt./unit beyond 28 apt./units; <i>Fee set by SS 357.18, subject to change</i>	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Amended: Floor Plan (515), Condominium (515A), CIC Plat or Amend (515B) - Minimum Fee	\$56	\$56	minimum fee; <i>Fee set by SS 357.18, subject to change</i>	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Documents Contaning Multiple References, Partial Releases, Satisfactions - 4 or less	\$46	\$46	4 document references or less; <i>Fee set by SS 357.18, subject to change</i>	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Documents Contaning Multiple References, Partial Releases, Satisfactions - more than 4	\$10	\$10	For each additional reference over 4 documents (abstract dept. only); <i>Fee set by SS 357.18, subject to change</i>	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Floor Plan (515), Condominium (515A), or CIC Plat (515B) Copy	\$10	\$10	Minimum Fee; <i>Fee set by SS 357.18, subject to change</i>	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Official Plat - Copy	\$10	\$10	Plat size; <i>Fee set by SS 357.18, subject to change</i>	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Official Plat - Certified Copy	\$15	\$15	<i>Fee set by SS 357.18, subject to change</i>	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Plat Filing	\$56		unlimited number of lots; <i>Fee set by SS 357.18, subject to change</i>	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Record any Deed or Other Document (no page limit)	\$46	\$46	(no page limitation) (no non-standard fee); <i>Fee set by SS 357.18, subject to</i>	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Recorded Document - Certified Copy	\$10	\$10	unlimited pages; <i>Fee set by SS 357.18, subject to change</i>	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Recorded Document - Attested Copy	\$2	\$2	mark duplicate or copy; <i>Fee set by SS 357.18, subject to change</i>	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Tax Lien/Release (Dept. Revenue) - State	No	No	<i>Set by SS 270C.63, subject to change</i>	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Tax Lien/Release - Federal	\$46	\$46	<i>Fee set by SS 272.481, 272.484 & 272.488, subject to change</i>	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Tax Lien/Release (Empl./Econ. Sec.) - State	\$46	\$46	<i>Set by SS 270C.63, subject to change</i>	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Well Disclosure Certificate (Forwarded to MN Dept. of Health)	\$50	\$54	for receipt of a completed certificate and transmittal to the MN Dept. of Health <i>Fee set by SS 103I.235 subd. 1(h), subject to change</i>	2026 Fee Schedule - Effective 7/1/2025-\$54 fee
Torrens Fees Set by MN SS 508.82 and subject to change.				
Amended Floor Plan	\$56	\$56		2026 Fee Schedule - no change; holistic review for Budget Year 2027
Amendment to CIC Declaration & Plat - 1st	\$46	\$46	first certificate	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Amendment to CIC Declaration & Plat - Additional	\$20	\$20	each additional certificate	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Amendment to Declaration - 1st	\$46	\$46	first certificate	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Amendment to Declaration	\$20	\$20	each additional certificate after first	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Amendment to Declaration - Additional	\$56	\$56	per certificate	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Document affecting 2 or more units (Section 515B CIC) - 1st	\$46	\$46	first 10 certificates	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Document affecting 2 or more units (Section 515B CIC) - Additional	\$10	\$10	each additional certificate	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Entry of each Memorial per Certificate of Title - 1st	\$46	\$46	per certificate. Set by SS 508.82	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Entry of each Memorial per Certificate of Title - Additional	\$20	\$20	per additional certificate. Set by SS 508.82	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Exchange Certificates - Cancelled	\$20	\$20	per certificate. Set by SS 508.82	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Exchange Certificates - Issued	\$20	\$20	per certificate. Set by SS 508.82	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Floor Plan Amended	\$56	\$56	Set by SS 515B.2-110	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Issuing Common Element Certificate (CECT)	\$40	\$40	per certificate. Set by SS 508.82	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Issuing Residue Certificate	\$40	\$40	per certificate. Set by SS 508.82	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Official Plat / RLS Certified Copy	\$15	\$15		2026 Fee Schedule - no change; holistic review for Budget Year 2027
Official Plat Copy	\$10	\$10	plat size	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Original First Certificate of Title (First order for Registration)	\$46	\$46	Set by SS 508.82	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Plat / CIC / Registered Land Survey - 1st	\$56	\$56	per certicate	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Plat / CIC / Registered Land Survey - Additional	\$40	\$40	per certificate. Set by SS 508.82	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Recorded Instrument - Attested Copy	\$2	\$2	mark duplicate or copy	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Recorded instrument - Certified Copy	\$10	\$10	unlimited pages	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Survey Filing Certified Copy - 1st	\$46	\$46	first copy	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Survey Filing Certified Copy - Additional	\$20	\$20	each additional copy	2026 Fee Schedule - no change; holistic review for Budget Year 2027

Recorder <i>continued</i>				NEW FEE
				CHANGED FEE
				REMOVED FEE
Fee Title	2025 Fee Current	2026 Fee Proposed	Fee Charge Description & Relevant Statute or Ordinance if Applicable	Fee Justification
Torrens Certificate Copy	\$1	\$1	per side	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Transfer of Fee Simple Title (deed, etc.) - Additional titles beyond first	\$40	\$40	each additional title. Set by SS 508.82	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Transfer of Fee Simple Title (deed, etc.) - First title	\$46	\$46	per title. Set by SS 508.82	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Well Disclosure Certificate (Forwarded to MN Dept. of Health)	\$50	\$54	for receipt of a completed certificate and transmittal to the MN Dept. of Health <i>Fee set by SS 103I.235 subd. 1(h), subject to change</i>	2026 Fee Schedule - Effective 7/1/2025-\$54 fee
Recorder Fees (Approved by Wright County Board of Commissioners)				
Agricultural Fee	\$5	\$5	per document. Set by SS 40A.153	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Bulk Images	\$0.17	\$0.17	per image	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Bulk Images - Reproduce	\$0.20	\$0.20	Charges associated with the delivery of recorded images from the land records management system.	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Certificate of Possessory Title	\$46	\$46	Charge associated with generating a Certificate of Posseory Title. Set by SS 508.82	Statute 508.82
Certified Mail/Priority Mail	varies	varies	Based on current USPS rates	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Credit Card Convenience Fee	2.49%	2.49%	fee, with a minimum of \$1.75 per transaction	See FTPS (2025 Contract rate)
Fax/Email Convenience Fee	\$5	\$5	plus \$1.00 per copied page	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Federal Tax Lien search	\$6	\$6	per name	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Filing of Credentials	\$95	\$95	Charges associated with filing credentials.	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Limited Tract Index Search	\$15	\$15		2026 Fee Schedule - no change; holistic review for Budget Year 2027
Lot Size Search	\$6	\$6	per lot	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Marriage Reissue Fee	\$25	\$25		2026 Fee Schedule - no change; holistic review for Budget Year 2027
Mortgage Registration Tax	\$0.0023	\$0.0023	x amount of mortgage	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Noncertified Copy of Instrument, Writing on File, or Recorded	\$1	\$1	per page. Set by SS 357.18	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Notary Registration Fee	\$20	\$20		2026 Fee Schedule - no change; holistic review for Budget Year 2027
Notary Services	\$5	\$5	per notarization. Set by SS 357.17	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Photo copies of recorded Document (any size)	\$1	\$1	per page	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Postage/Handling charge	\$5	\$5		2026 Fee Schedule - no change; holistic review for Budget Year 2027
Priority Processing	\$20	\$20		2026 Fee Schedule - no change; holistic review for Budget Year 2027
Research/Report Fee	\$35	\$35	per hour	2026 Fee Schedule - no change; holistic review for Budget Year 2027
State Deed Tax - Minimum	\$2	\$2	minimum amount	2026 Fee Schedule - no change; holistic review for Budget Year 2027
State Deed Tax - Over \$3,000	\$0	\$0	x purchase price	2026 Fee Schedule - no change; holistic review for Budget Year 2027
State Tax Lien search	\$6	\$6	per name	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Landshark - Remote Access				
Remote Access - setup	\$50	\$50	setup fee	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Remote Access - Monthly	\$50	\$50	per month	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Remote Access - Image Download	\$0.25	\$0.25	per downloaded image	2026 Fee Schedule - no change; holistic review for Budget Year 2027
View Tract Page - 1st	\$2.50	\$2.50	1st page	2026 Fee Schedule - no change; holistic review for Budget Year 2027
View Tract Page - Additional	\$1	\$1	per addl. page (may include blank pages)	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Landshark - Occasional Remote access fee (Landshark)				
Remote Access Occassional - setup	\$10	\$10	per session up to \$50.00	2026 Fee Schedule - no change; holistic review for Budget Year 2027
View - Recorded Documents	\$1	\$1	per downloaded image	2026 Fee Schedule - no change; holistic review for Budget Year 2027
View - Torrens Certificates of Title	\$3	\$3	per certificate	2026 Fee Schedule - no change; holistic review for Budget Year 2027
View - Tract Page - 1st	\$2.50	\$2.50	1st page	2026 Fee Schedule - no change; holistic review for Budget Year 2027
View - Tract Page - Additional	\$1	\$1	per addl. page (may include blank pages)	2026 Fee Schedule - no change; holistic review for Budget Year 2027

Recorder <i>continued</i>				NEW FEE
				CHANGED FEE
				REMOVED FEE
Fee Title	2025 Fee Current	2026 Fee Proposed	Fee Charge Description & Relevant Statute or Ordinance if Applicable	Fee Justification
<i>Vital Statistics Statutory Fees (MN SS 144.226)</i>				
Birth Certificate - 1st	\$26	\$26	per certificate. Set by SS 144.226	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Birth Certificate - Additional Copies Same Record	\$19	\$19	each additional copy at the same time. Set by SS 144.226	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Birth Certificate - Noncertified Copy	\$13	\$13	per certificate. Set by SS 144.226	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Death Certificate - 1st	\$13	\$13	per certificate. Set by SS 144.226	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Death Certificate - Additional Copies Same Record	\$6	\$6	each additional copy at the same time. Set by SS 144.226	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Death Certificate - Noncertified Copy	\$13	\$13	per certificate	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Expedite Fee	\$20	\$20	per record. Set by MN Rule 4601.041	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Genealogy Search	\$20	\$20	per hour. Set by SS 144.226	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Marriage Amendment	\$40	\$40		2026 Fee Schedule - no change; holistic review for Budget Year 2027
Marriage Certificate - Certified or Noncertified	\$9	\$9	per certificate	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Marriage Penalty Fee (Failure To File Certificate)	100	100	per person solemnizing a civil mariage. Set by SS 517.13	2026 Fee Schedule - no change; holistic review for Budget Year 2027
Statement of No Record Found (Birth)	\$16	\$16		2026 Fee Schedule - no change; holistic review for Budget Year 2027
Statement of No Record Found (Death)	\$13	\$13		2026 Fee Schedule - no change; holistic review for Budget Year 2027
Statement of No Record Found (Marriage)	\$9	\$9		2026 Fee Schedule - no change; holistic review for Budget Year 2027
<i>Marriage Applications (MN SS 517.08)</i>				
Marriage License - Completed Premarital Education	\$40	\$50	Application for a civil marriage license; reduced fee for completed premarital education. Set by SS 517.08	2026 Fee Schedule - Fee Increases (\$10 increase to each fee); holistic review scheduled for budget year 2027 517.08 APPLICATION FOR LICENSE Subd. 1b.Term of license; fee; premarital education. Except as provided in paragraph (b), the local registrar shall collect from the applicant a fee of \$115 for administering the oath, issuing, recording, and filing all papers required, and preparing and transmitting to the state registrar of vital records the reports of civil marriage required by this section. (b) The civil marriage license fee for parties who have completed at least 12 hours of premarital education is \$40. (2) \$10 in the special revenue fund is appropriated to the commissioner of employment and economic development for the Minnesota Family Resiliency Partnership under section 116L.96. (NEW: EFFECTIVE 7/1/2025)
Marriage License - Without Completed Premarital Education	\$115	\$125	Application for a civil marriage license. Set by SS 517.08	
<i>Judicial Real Property Records (MN SS 480.50)</i>				
Judicial - Real Property Notice	NA	\$75	Fee for each judicial real property notice submitted within the judicial law requirements. Set by SS 480.5	480.50 PERSONAL INFORMATION IN REAL PROPERTY RECORDS Subd. 6. Service fees to county recorder or other government entity. The county recorder or any other government entity is authorized to charge the following service fees: (1) up to \$75 for each real property notice under subdivision 3; (2) up to \$75 for each consent submitted under subdivision 4, paragraph (a), clause (1), and subdivision 4, paragraph (e), clause (1); and, (3) up to \$75 for each request submitted under subdivision 5. New Section & Effective January 1, 2026 The majority of the counties are submitting requests to charge \$75. I have confirmed that the following counties will charge \$75: Ramsey, Hennepin, Scott, Pope, Anoka, Sherburne, Dakota
Judicial Request - Release Private Data	NA	\$75	Fee for each request for information submitted within the judicial law. Set by SS 480.5	
Judicial Consent Form - Private Data	NA	\$75	Fee for each judicial consent form submitted within the judicial law requirements. Set by SS 480.5	
Judicial Consent Form - Terminate	NA	\$75	Fee for each request for information submitted within the judicial law. Set by SS 480.5	

Sheriff				NEW FEE
				CHANGED FEE
				REMOVED FEE
Fee Title	2025 Fee Current	2026 Fee Proposed	Fee Charge Description & Relevant Statute or Ordinance if Applicable	Fee Justification
Any Active/Retired Peace Officer (PTC)	\$25	\$25	Renewals, Same Fee	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Audio/Video/Digital Photos/Shared Link	\$25	\$25	Minn. Stat. 13.03	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Background Fee -Temporary Liquor License Application	\$50	\$50		2026 No Change - Holistic Review Scheduled f Budget Year 2029
Background Fee-Liquor License Application	\$100	\$100		2026 No Change - Holistic Review Scheduled f Budget Year 2029
Credit Card Processing Fee			see Finance and Taxpayer Services Fee Schedule	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Data Subject Requests	cost	cost	Actual Cost. Minn. Stat. 13.03	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Electronic Data Recovery	\$100	\$100	per hour, minimum 2 hours: citizen provides hard drive	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Explosive Permits	\$25	\$25	Each	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Forfeiture/Administrative Fee	\$100	\$100	\$50 for innocent owners. Minn. Stat. 609.531	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Forfeiture/Administrative Fee-DUI Forfeiture Storage	\$50	\$50	\$50; additional \$50 if not picked up within 2 weeks of court order. Minn. Stat. 609.531	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Impound Lot Storage Fee	\$10	\$10	per day, begins 15th day after citizen signs for certified notice to retrieve vehicle.	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Most Other Types of Copies	cost	cost	Actual Cost. Minn. Stat. 13.03	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Paper Copies-Double Sided Letter or Legal up to 100 pages	\$0.50	\$0.50	Countywide per sheet (not applicable to subject of data). Minn. Stat. 13.03	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Paper Copies-Single Sided Letter or Legal up to 100 pages	\$0.25	\$0.25	Countywide per sheet (not applicable to subject of data). Minn. Stat. 13.03	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Permit to Carry Handgun (PTC)	\$100	\$100	Minn. Stat. 624.714	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Photographs (From Negatives)	\$10	\$10	flat fee +\$.50 per photo (may require additional time). Minn. Stat. 13.03	2026 No Change - Holistic Review Scheduled f Budget Year 2029
PTC Renewal - 30 days after expiration	\$100	\$100	if made over 30 days after expiration	2026 No Change - Holistic Review Scheduled f Budget Year 2029
PTC Renewal - 30 days within expiration	\$85	\$85	if made within 30 days after expiration	2026 No Change - Holistic Review Scheduled f Budget Year 2029
PTC Renewal - 90 days within prior to expiration	\$75	\$75	if made within 90 days prior to expiration	2026 No Change - Holistic Review Scheduled f Budget Year 2029
PTC Renewal - Spouse of U.S.Military Veteran	\$25	\$25	Renewals, Same Fee	2026 No Change - Holistic Review Scheduled f Budget Year 2029
PTC Renewal - U.S. Military Veteran	\$25	\$25	Renewals, Same Fee	2026 No Change - Holistic Review Scheduled f Budget Year 2029
PTC Renewal - WCSO Employee/Retired	\$10	\$10	In Good Standing (PTC), Renewals, Same Fee	2026 No Change - Holistic Review Scheduled f Budget Year 2029
PTC Renewal - WCSO Spouse of Employee	\$25	\$25	Renewals, Same Fee	2026 No Change - Holistic Review Scheduled f Budget Year 2029
PTC Replacement Cards	\$10	\$10	per state statute	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Raft Permits	\$0	\$0	Each	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Transcription Copies	\$25	\$25	per transcript flat fee, plus \$25.00/hour after first hour	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Court Ordered Transfer of Firearm Fee				
Collection Charges (All County Fee)	\$85	\$85	Per Account (see Finance and Taxpayer Services)	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Deputy Time on Seizure	\$100	\$100	per hour	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Executions	\$95	\$95	plus 5% commission on money collected	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Executions Unsatisfied	\$50	\$50	each	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Filing Fees	\$20	\$20	each	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Foreclosure Sales	\$90	\$90		2026 No Change - Holistic Review Scheduled f Budget Year 2029
Gun Fee	\$30	\$30	per gun, initial & annually (until released). Minn. Stat. 609.2242	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Ignition Interlock Install on Property	\$200	\$200	per installation	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Incident/Order Fee	\$65	\$65	per incident, initial fee. Minn. Stat. 609.2242	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Legal Not Found	\$30	\$30		2026 No Change - Holistic Review Scheduled f Budget Year 2029
Mileage (round trip)	Federal Rate	Federal Rate	per mile	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Notice of Intent to Redeem	\$100	\$100	per notice	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Posting Notices	\$30	\$30	per notice	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Redemption of Foreclosure	\$250	\$250	per redemption	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Sales Other (all)	\$100	\$100	each	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Special Detail Fee	\$100	\$100	per hour (3 Hour Minimum)	2026 No Change - Holistic Review Scheduled f Budget Year 2029

Sheriff continued				NEW FEE
				CHANGED FEE
				REMOVED FEE
Corrections				
Service of Summons				
Initial Attempt	\$95	\$95	Fee includes up to three attempts at same address, mileage included	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Additional Attempt	\$30	\$30	Each additional attempt	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Additional Papers at Same Address	\$30	\$30	Additional named person	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Return of Unserved Process	\$95	\$95		2026 No Change - Holistic Review Scheduled f Budget Year 2029
Booking Fee	\$25	\$25	per person/per booking. Minn. Stat. 641.12	2026 No Change - Holistic Review Scheduled f Budget Year 2029
Collection Charges (All County Fee)	\$85	\$85		see Finance and Taxpayer Services' Fee Schedule
DOC 3/4 Housing Boarding Fee	\$65	\$65	per day. Minn. Stat. 641.12	No Change - Holistic Review Scheduled For BUDGET YEAR 2029
DOC Work Release/Release Violators Boarding Fee	\$58	\$75	per day. Minn. Stat. 641.12	DOC increased the contracted amount
Drug Screening Fee	\$20	\$20	per screening. Minn. Stat. 641.12	No Change - Holistic Review Scheduled For BUDGET YEAR 2029
Fingerprinting	\$15	\$15	Wright County residents & non-resident and business. Minn. Stat. 641.12	No Change - Holistic Review Scheduled For BUDGET YEAR 2029
Jail Video Fee	\$25	\$25	Per camera view when request does not endanger jail security. Minn. Stat. 641.12	No Change - Holistic Review Scheduled For BUDGET YEAR 2029
Other County Inmate Boarding Fee (General Population)	\$75	\$75	per day. Minn. Stat. 641.12	No Change - Holistic Review Scheduled For BUDGET YEAR 2029
Other County Special Housing Boarding Fee	\$150	\$150	per day. Minn. Stat. 641.12	No Change - Holistic Review Scheduled For BUDGET YEAR 2029
Pay-For-Stay	\$20	\$20	per day. Minn. Stat. 641.12	No Change - Holistic Review Scheduled For BUDGET YEAR 2029
Pay-For-Stay other Counties	\$55	\$80	per day. Minn. Stat. 641.12	\$80 has been the charge for years; listed charge in previous years
Photo Fee	\$5	\$5	Free if electronically sent. Minn. Stat. 641.12	No Change - Holistic Review Scheduled For BUDGET YEAR 2029
Work Release GPS Fee	\$10	\$10	per day. Minn. Stat. 641.12	No Change - Holistic Review Scheduled For BUDGET YEAR 2029
Training Center Fees (For Approved LE Partners Only)				
Classroom A	\$175	\$175	per day	No Change - Holistic Review Scheduled For BUDGET YEAR 2029
Classroom B	\$175	\$175	per day	No Change - Holistic Review Scheduled For BUDGET YEAR 2029
Classrooms - A & B	\$275	\$275	per day	No Change - Holistic Review Scheduled For BUDGET YEAR 2029
Conference Room	\$175	\$175	per day	No Change - Holistic Review Scheduled For BUDGET YEAR 2029
Mat Room	\$220	\$220	per day	No Change - Holistic Review Scheduled For BUDGET YEAR 2029
Range - 20 Shooter Automated	\$220	\$220	per hour, plus SO staff if required at an additional \$75.00 per hour	No Change - Holistic Review Scheduled For BUDGET YEAR 2029
Range - 25 Shooter Automated	\$220	\$220	per hour, plus SO staff if required at an additional \$75.00 per hour	No Change - Holistic Review Scheduled For BUDGET YEAR 2029
Range - 200 Yard Rifle	\$150	\$150	per hour	No Change - Holistic Review Scheduled For BUDGET YEAR 2029
Range - Indoor with Targets	\$220	\$220	Per hour, plus SO staff if required at an additional \$75.00 per hour	No Change - Holistic Review Scheduled For BUDGET YEAR 2029
Range - Primitive with Targets	\$100	\$100	per hour	No Change - Holistic Review Scheduled For BUDGET YEAR 2029
Training Room - Critical Incident (Upstairs)	\$440	\$440	per hour	No Change - Holistic Review Scheduled For BUDGET YEAR 2029

SURVEYOR				NEW FEE
				CHANGED FEE
				REMOVED FEE
Fee Title	2025 Fee Current	2026 Fee Proposed	Fee Charge Description & Relevant Statute or Ordinance if Applicable	Fee Justification
Digital Aerial Photography	\$40 \$2,000		per section per county	2026 Fee Schedule Change-Remove from Surveyor Dept fee schedule, add to Admin/GIS Data fee schedule
Certified Copy of Official Plat or RLS	\$15	\$15	per certified copy	2026 no change - Holistic Review Scheduled for Budget Year 2030
Paper Copies-Single Sided Letter or Legal up to 100 pages	\$0.25	\$0.25	Countywide per sheet	2026 no change - Holistic Review Scheduled for Budget Year 2030
Paper Copies-Double Sided Letter or Legal up to 100 pages	\$0.50	\$0.50	Countywide per sheet	2026 no change - Holistic Review Scheduled for Budget Year 2030
PDF of Any Map	\$5	\$5		2026 no change - Holistic Review Scheduled for Budget Year 2030
Plat Book	\$30	\$30	per book	2026 no change - Holistic Review Scheduled for Budget Year 2030
Plat Checking - Subdivision and CIC Plat, or Registered Land Survey (RLS)	\$400 \$75	\$400 \$75	per plat	2026 no change - Holistic Review Scheduled for Budget Year 2030
Postage and Handling for Plat Book	\$7			2026 no change - Holistic Review Scheduled for Budget Year 2030
Postage and Handling for Prints	\$5			2026 no change - Holistic Review Scheduled for Budget Year 2030
Half Section or Custom Map Large - D size (22"x34") or Larger	\$20	\$20		2026 no change - Holistic Review Scheduled for Budget Year 2030
Half Section or Custom Map - Letter(8.5"x11), Legal (8.5"x 14), Tabloid (11"x17")	\$5	\$5		2026 no change - Holistic Review Scheduled for Budget Year 2030
Mass Storage for Digital Data	at cost			2026 no change - Holistic Review Scheduled for Budget Year 2030
Plat Recheck Fee	\$100	\$100		2026 no change - Holistic Review Scheduled for Budget Year 2030
Recorded Plats and Registered Land Surveys (RLS)	\$10	\$10	per copy	2026 no change - Holistic Review Scheduled for Budget Year 2030
Setup Fee	\$50		per hour + print / PDF fee - Custom jobs will be performed only as time permits and at the descretion of the department	2026 no change - Holistic Review Scheduled for Budget Year 2030

Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *11/4/2025 9:00 AM – Board of Wright County
Commissioners**Requestor Name**

Jami Goodrum

Agenda Item Type☒ RFBA ☐ Minutes Submission ☐ Warrants Submission**Requestor Title**

Department Head

Target Section☒ Consent Agenda ☐ Timed Agenda
☐ Item for Consideration**Department (please use dropdown to select department) ***

HEALTH & HUMAN SERVICES

Originator

NMB7429

Item Details

Board Action Requested (this is what will appear on the Agenda) *

Approve New Tobacco License (Change in Ownership, Not New Location) for South Haven Sports

Short Title (what will appear on Agenda outline – 250 character max.) *

Approve New Tobacco License (Change in Ownership, Not New Location) for South Haven Sports

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:

Change in ownership will occur once license has been approved for new owners. No change to business model within store.

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

[South Haven Sports.pdf](#)

Attachment Type

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 establishments are seeking a change in ownership for their tobacco license and are recommended by Public Health.

Name of Establishment	Address	City	Commissioner District	Paperwork Completed & Received (Application, Workers Compensation, CT102, Certificate of Liability Insurance)	Payment Received	Violations in Last 5 Years
South Haven Sports	441 Custer St S	South Haven	1	Yes	Yes	7/16/2021

Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *

11/4/2025 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Jami Goodrum

Agenda Item Type

☒ RFBA ☐ Minutes Submission ☐ Warrants Submission

Requestor Title

Department Head

Target Section

☒ Consent Agenda ☐ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department) *

HEALTH & HUMAN SERVICES

Originator

NMB7429

Item Details

Board Action Requested (this is what will appear on the Agenda) *

1. Approve Request to Rehire Two (2) Full-Time Eligibility Specialist (LTC) Positions in Financial Services
2. Approve Request to Rehire One (1) Full-Time Eligibility Specialist (Adult) Position in Financial Services

Short Title (what will appear on Agenda outline – 250 character max.) *

1. Approve Request to Rehire Two (2) Full-Time Eligibility Specialist (LTC) Positions in Financial Services
2. Approve Request to Rehire One (1) Full-Time Eligibility Specialist (Adult) Position in Financial Services

Value Stream the request primarily aligns with:

Promote Safe and Healthy Communities

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

Eligibility Specialists perform eligibility determinations and benefit distributions of SNAP (Food Support), Minnesota Supplemental Aid (MSA), General Assistance, Medical Assistance and Medicare Savings Programs to thousands of residents. Eligibility specialists screen clients in person and by phone to explain program process, respond to questions from clients or outside agencies and vendors regarding client eligibility; assist clients with diverse cultural and language backgrounds with the financial application process and monitor continued compliance and eligibility. This position ensures that clients in need receive assistance for basic needs; improving people's safety and well being.

Describe the impact on staffing resources.

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

Fiscal Impact:

The positions were accounted for in our 2025 and 2026 budgets. The positions are funded through IMRMS time study (55%) and county levy.

Background/Justification:

1. (LTC Caseload) Currently we carry caseloads of 275–380 per staff, we average 102 applications per staff each month to determine eligibility for public assistance or other waiver eligibility. The demand for services is high and there are over 100 on a waitlist for potential services. The demand for services is high and having adequate staffing prevents negative impacts and delays to the community in obtaining services and benefits that help meet their basic needs. New legislation is increasing eligibility specialist workloads and will continue to do so incrementally through 2026. Long term care eligibility specialists are processing case loads of approximately 400 cases which is about 70 cases more than it should be per eligibility specialist.

2. (Adult Caseload) Currently we carry caseloads of 250 – 350 per staff, we average 102 applications per staff each month to determine eligibility for public assistance programs. The demand for services is high and having adequate staffing prevents negative impacts and delays to the community in obtaining services and benefits that help meet their basic needs. New legislation is increasing eligibility specialist workloads and will continue to do so incrementally through 2026. Caseloads for eligibility specialists processing adult cases are at 326 cases per person and should be approximately 280 cases per person.

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
[Eligibility_Specialist.pdf](#)
[Re-Hire – Eligibility Specialist 3FTs – LTC, Adult.pdf](#)
[FS Org_Chart.pdf](#)
Attachment Type

Attachment

Attachment

Attachment

RFBA Review**Assistant County Administrator Review****Assistant County Administrator Decision**

Approved

Notes**County Administrator Review****County Administrator Decision****Notes**

Eligibility Specialist



Department/Division: Health & Human Services/Financial Services

FLSA Status: Non-Exempt

Union/Non-Union: Union

General Definition of Work

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

Qualification Requirements

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

Essential Functions

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

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

Complies information and testifies during appeal hearings.

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

Performs case management activities.

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

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

Performs other duties and activities as assigned.

Knowledge, Skills, and Abilities

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

Eligibility Specialist

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

Education and Experience

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

Physical Requirements

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

Special Requirements

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

Last Revised: 5/6/2024



Position Backfill Request

Name of Department:	Health & Human Services
Department Head/Supervisor:	Jami Goodrum/Kim Johnson/Stephanie Wiley/Hope Spooner
Position Title:	Eligibility Specialist (3 FTs)
Date of Resignation:	10/7/25 & 9/29/25 (Promotion) – Long-Term Care Team 6/25/25 – Family & Adult Benefits Team

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

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

FTEs: 35

3. Is there a direct impact on Wright County's citizens?

- a. Yes ☒ or No ☐, and please explain.

Eligibility Specialists perform eligibility determinations and benefit distributions of SNAP (Food Support), Minnesota Supplemental Aid (MSA), General Assistance, Medical Assistance and Medicare Savings Programs to thousands of residents. Eligibility specialists screen clients in person and by phone to explain program process, respond to questions from clients or outside agencies and vendors regarding client eligibility; assist clients with diverse cultural and language backgrounds with the financial application process and monitor continued compliance and eligibility. This position ensures that clients in need receive assistance for basic needs; improving people's safety and well-being.

4. Direct risk or cost for not backfilling this position?

- a. Yes ☒ or No ☐, and please explain.

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

5. Are there external funding sources tied to this position used?

- a. If yes ☐ – explain.
The positions were accounted for in our 2025 and 2026 budgets. The positions are funded through IMRMS time study (55%) and county levy.
6. Key activity or performance indicators that show the need for this position?
- a. **(LTC Caseload)** Currently we carry caseloads of 275-380 per staff, we average 102 applications per staff each month to determine eligibility for public assistance or other waiver eligibility. The demand for services is high and there are over 100 on a waitlist for potential services. The demand for services is high and having adequate staffing prevents negative impacts and delays to the community in obtaining services and benefits that help meet their basic needs. New legislation is increasing eligibility specialist workloads and will continue to do so incrementally through 2026. Long term care eligibility specialists are processing caseloads of approximately 400 cases which is about 70 cases more than it should be per eligibility specialist.
- b. **(Adult Caseload)** Currently we carry caseloads of 250 - 350 per staff, we average 102 applications per staff each month to determine eligibility for public assistance programs. The demand for services is high and having adequate staffing prevents negative impacts and delays to the community in obtaining services and benefits that help meet their basic needs. New legislation is increasing eligibility specialist workloads and will continue to do so incrementally through 2026. Caseloads for eligibility specialists processing adult cases are at 326 cases per person and should be approximately 280 cases per person.
7. Attach the Department organization chart highlighting the position along with the position description.

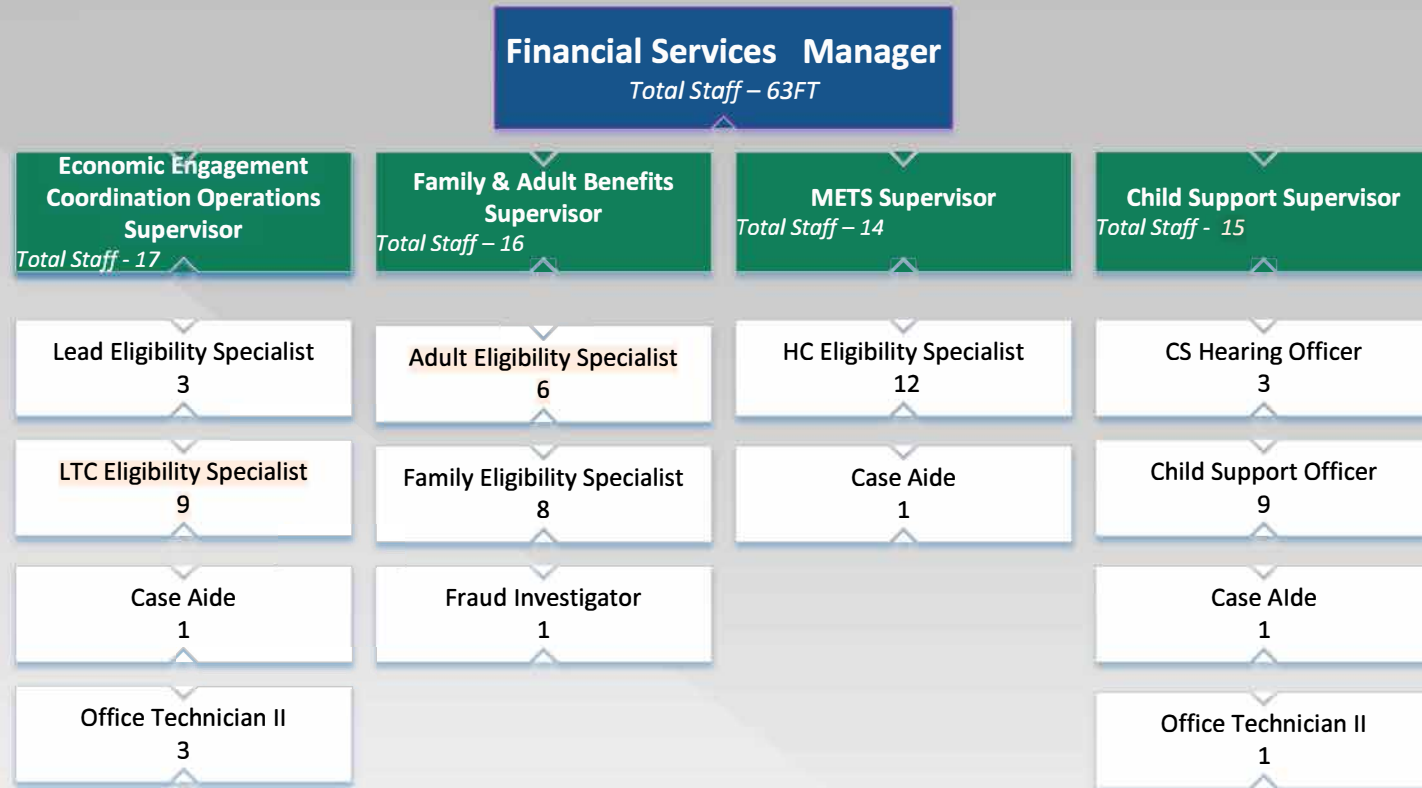
Recommendation for Board Approval: Yes ☒ No ☐

Date of Recommendation: November 4, 2025

Financial Services



Total Employees – 63(Full Time)



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

REVISED

3/25/25 (nmb7429)

Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *

11/4/2025 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Jami Goodrum

Agenda Item Type

☒ RFBA ☐ Minutes Submission ☐ Warrants Submission

Requestor Title

Department Head

Target Section

☒ Consent Agenda ☐ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department) *

HEALTH & HUMAN SERVICES

Originator

NMB7429

Item Details

Board Action Requested (this is what will appear on the Agenda) *

Approve HHS Advisory Committee (HHSAC) Two-Year Term Reappointment:
1. Linda Antl, District 1 – Third Term Ends 2026-01-13

Short Title (what will appear on Agenda outline – 250 character max.) *

Approve HHS Advisory Committee (HHSAC) Two-Year Term Reappointment:
1. Linda Antl, District 1 – Third Term Ends 2026-01-13

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 Advisory Committee committee reviews, makes recommendations, evaluates implementation on the Strategic Plan, annual budget, reviews and comments on special interest group and community at-large input regarding HHS Strategic Plan, programs, services and performance.

Describe the impact on staffing resources.

None

Fiscal Impact:

None

Background/Justification:

The Wright County Health & Human Services Advisory Committee serves as an advisory committee to the HHS Board to fulfill the provisions of MN Statutes, Section 402.03.

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

Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *

11/4/2025 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Jami Goodrum

Agenda Item Type

☒ RFBA ☐ Minutes Submission ☐ Warrants Submission

Requestor Title

Department Head

Target Section

☐ Consent Agenda ☒ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department) *

HEALTH & HUMAN SERVICES

Time Required:

1 Minute

Originator

NMB7429

Item Details

Board Action Requested (this is what will appear on the Agenda) *

Adopt Resolution HHS 25-12 to Accept October 2025 Donations

Short Title (what will appear on Agenda outline – 250 character max.) *

Adopt Resolution HHS 25-12 to Accept October 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

[HHS 25-12 October Donation.pdf](#)

Attachment Type

Attachment

RFBA Review**Assistant County Administrator Review****Assistant County Administrator Decision**

Approved

Notes

County Administrator Review**County Administrator Decision**

Notes



**RESOLUTION ##HHS 25-12
BOARD OF WRIGHT COUNTY
HEALTH & HUMAN SERVICES**

**DATE ADOPTED:
November 4, 2025**

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

ACCEPT 2025 OCTOBER DONATION

Page 1 of 2

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 October, Wright County Health & Human Services respectively received a total of Five Thousand Two Hundred Forty-Seven (\$5,247.00) 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 November 4, 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



RESOLUTION ##HHS 25-12
BOARD OF WRIGHT COUNTY
HEALTH & HUMAN SERVICES

DATE ADOPTED:
November 4, 2025

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

ACCEPT 2025 OCTOBER DONATION

Page 2 of 2

Delete Page

Add Page

PROGRAM	AMOUNT	DONOR
Foster Care Backpacks	\$ 5,170.00	Forgotten Initiative
HHS Warming Closet	\$ 77.00	HHS Staff
TOTAL	\$ 5,247.00	



Agenda Item

Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *

11/4/2025 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Jami Goodrum

Agenda Item Type

☒ RFBA ☐ Minutes Submission ☐ Warrants Submission

Requestor Title

Department Head

Target Section

☐ Consent Agenda ☒ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department) *

HEALTH & HUMAN SERVICES

Time Required:

10 Minutes

Originator

NMB7429

Item Details

Board Action Requested (this is what will appear on the Agenda) *

Update: Central MN Council on Aging (CMCOA)

Short Title (what will appear on Agenda outline – 250 character max.) *

Update: Central MN Council on Aging (CMCOA)

Value Stream the request primarily aligns with:

Promote Safe and Healthy Communities

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

CMCOA aligns with WCHHS programs in giving opportunities to the Wright County aging population and caregivers the critical information and resources needed to help people live at home, saving taxpayer dollars by delaying placement in a facility or from falling into the public safety net while maintaining meaningful community relationships.

Describe the impact on staffing resources.

A WCHHS waiver services supervisor serves on the CMCOA Advisory Committee while a county commissioner is appointed as a representative to the CMCOA Board of Directors.

Fiscal Impact:

CMCOA seeks funding from federal and state funds, grants and local match. CMCOA requests \$9,187 administrative match for Older Americans Act (OAA) funding for CY2026 for Wright County.

OAA utilized \$444,605 in Wright County in 2024 compared to \$355,566 in 2023.

Background/Justification:

CMCOA has been designated by the Minnesota Board on Aging (MBA), the State Unit on Aging to administer Older Americans Act funds in the Central MN Planning and Services Area (PSA) comprising the counties of Benton, Cass, Chisago, Crow Wing, Isanti, Kanabec, Mille Lacs, Morrison, Pine, Sherburne, Stearns, Todd, Wadena and Wright.

CMCOA helps older adults age successfully by building community capacity, advocating for aging issues, maximizing service and linking community supports for older adults and their caregivers,

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

[CMCOA Presentation.pdf](#)

Attachment Type

Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

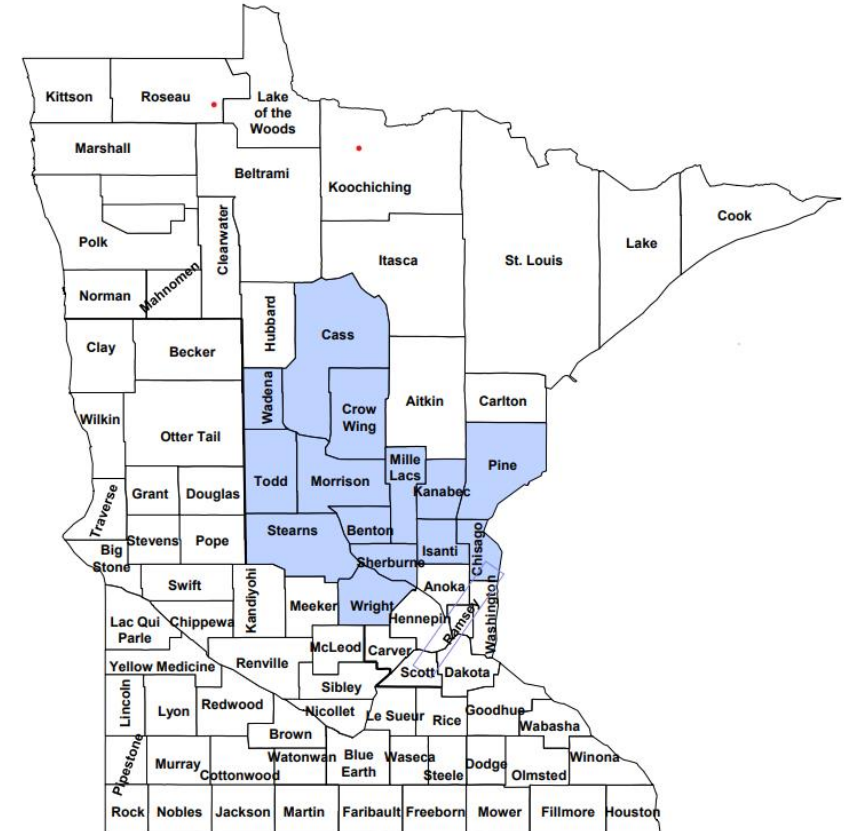
County Administrator Review

County Administrator Decision

Notes

CMCOA Planning and Service Area

- Benton
- Cass
- Chisago
- Crow Wing
- Isanti
- Kanabec
- Mille Lacs
- Morrison
- Pine
- Sherburne
- Stearns
- Todd
- Wadena
- Wright
- Mille Lacs Band of Ojibwe





AAA Core Functions

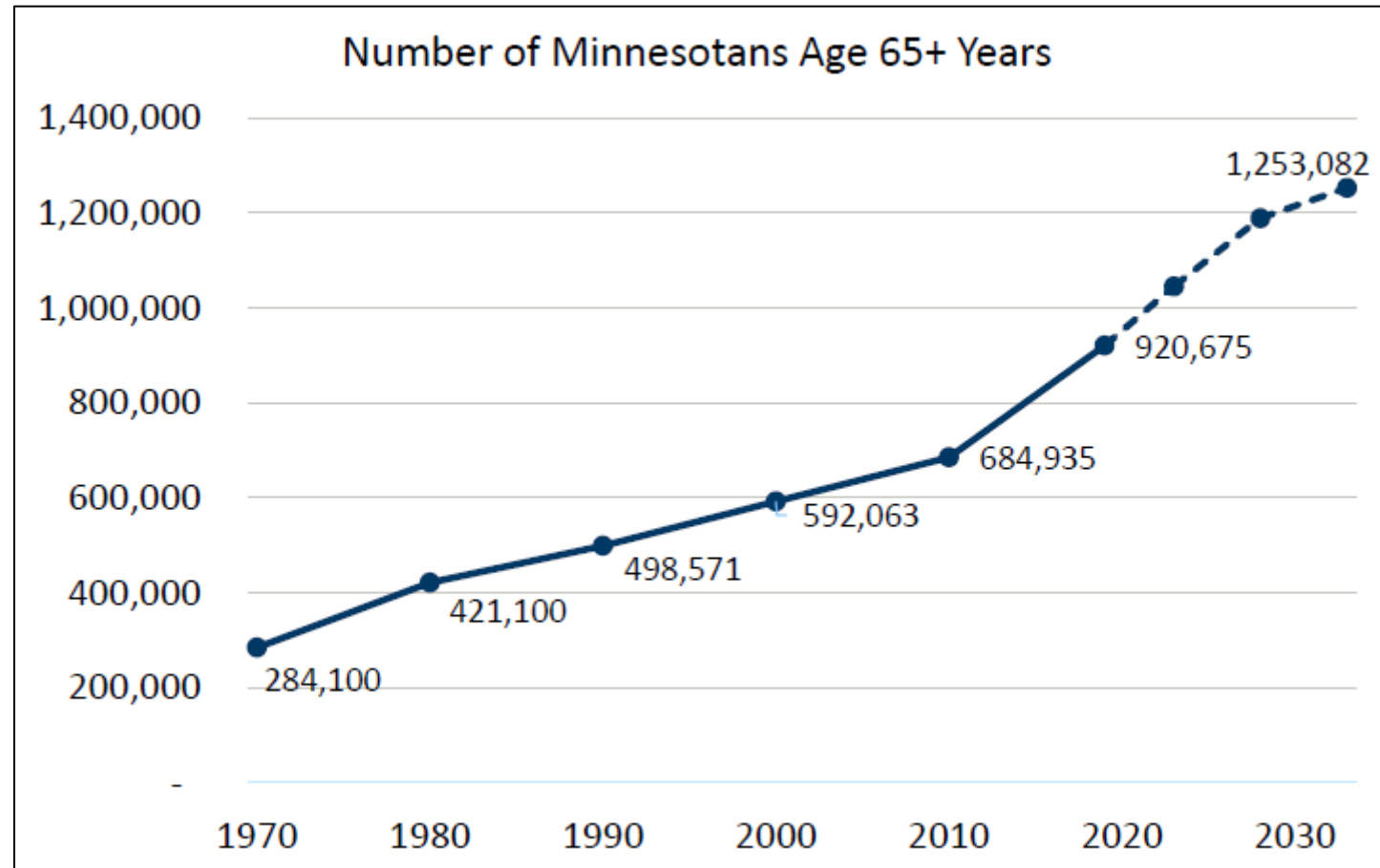
Connect people with services and resources

Fund community partners

Spur collaboration in service innovation

Advocate for resources and system change

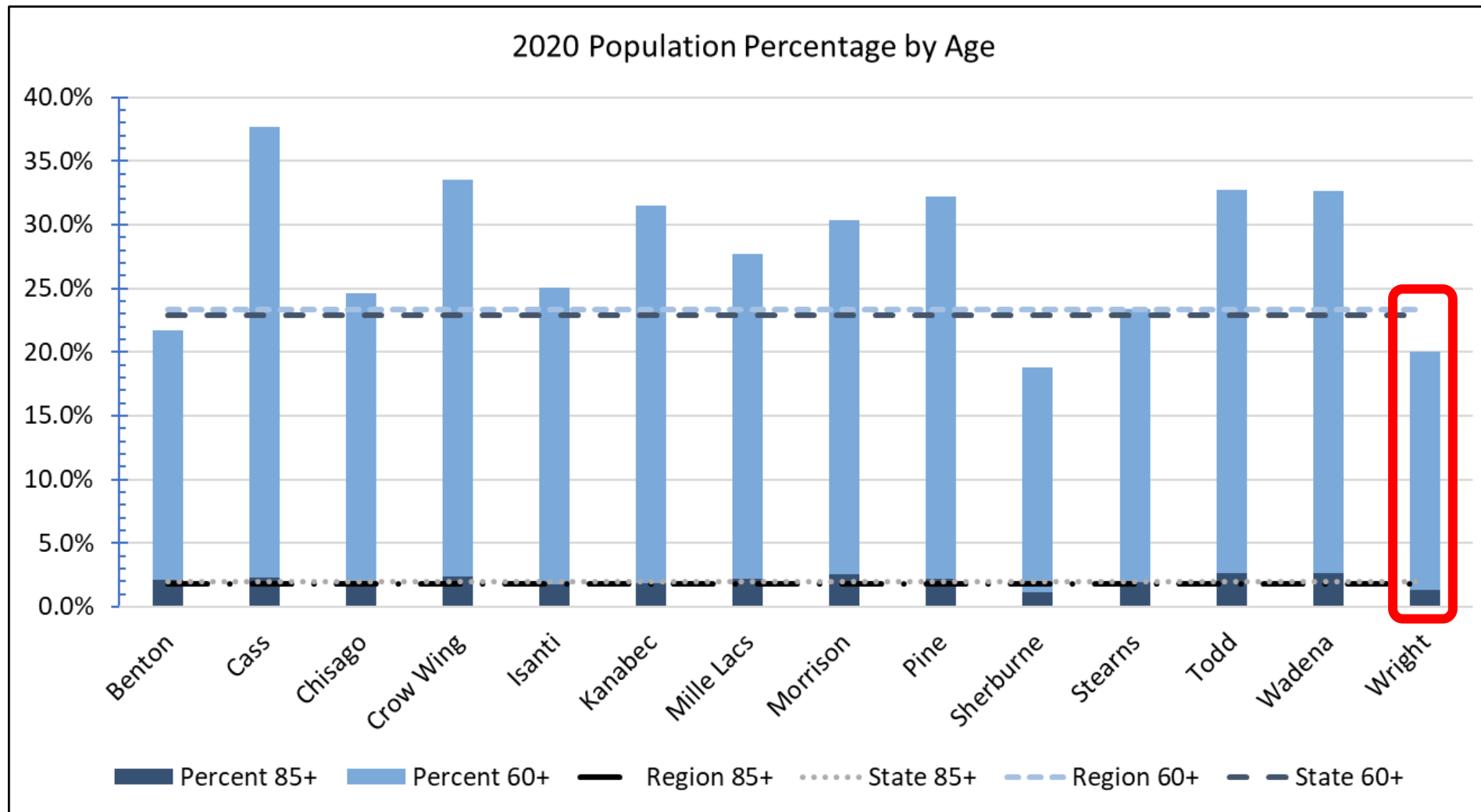
The older adult population in Minnesota is projected to reach 1 million within the next year.



2

Source: U.S. Census Bureau and Minnesota State Demographic Center Projections

% of Population by Age (60+ & 85+)



Percent 60+

State = 22.9%

Region = 23.4%

Wright = 18.7%

Percent 85+

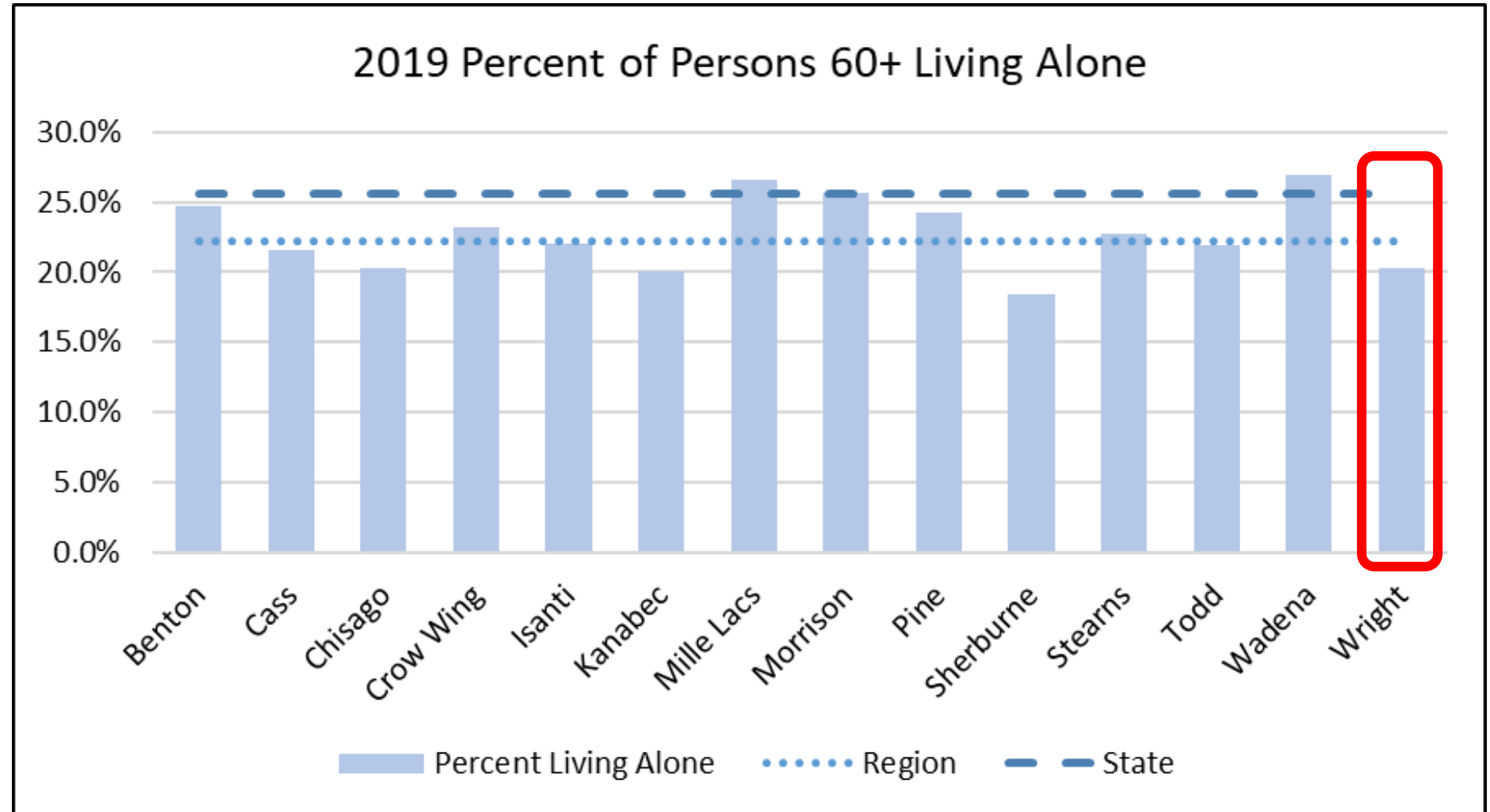
State = 1.9%

Region = 1.8%

Wright = 1.3%

Source: MN State Demographic Center (*Projections*)

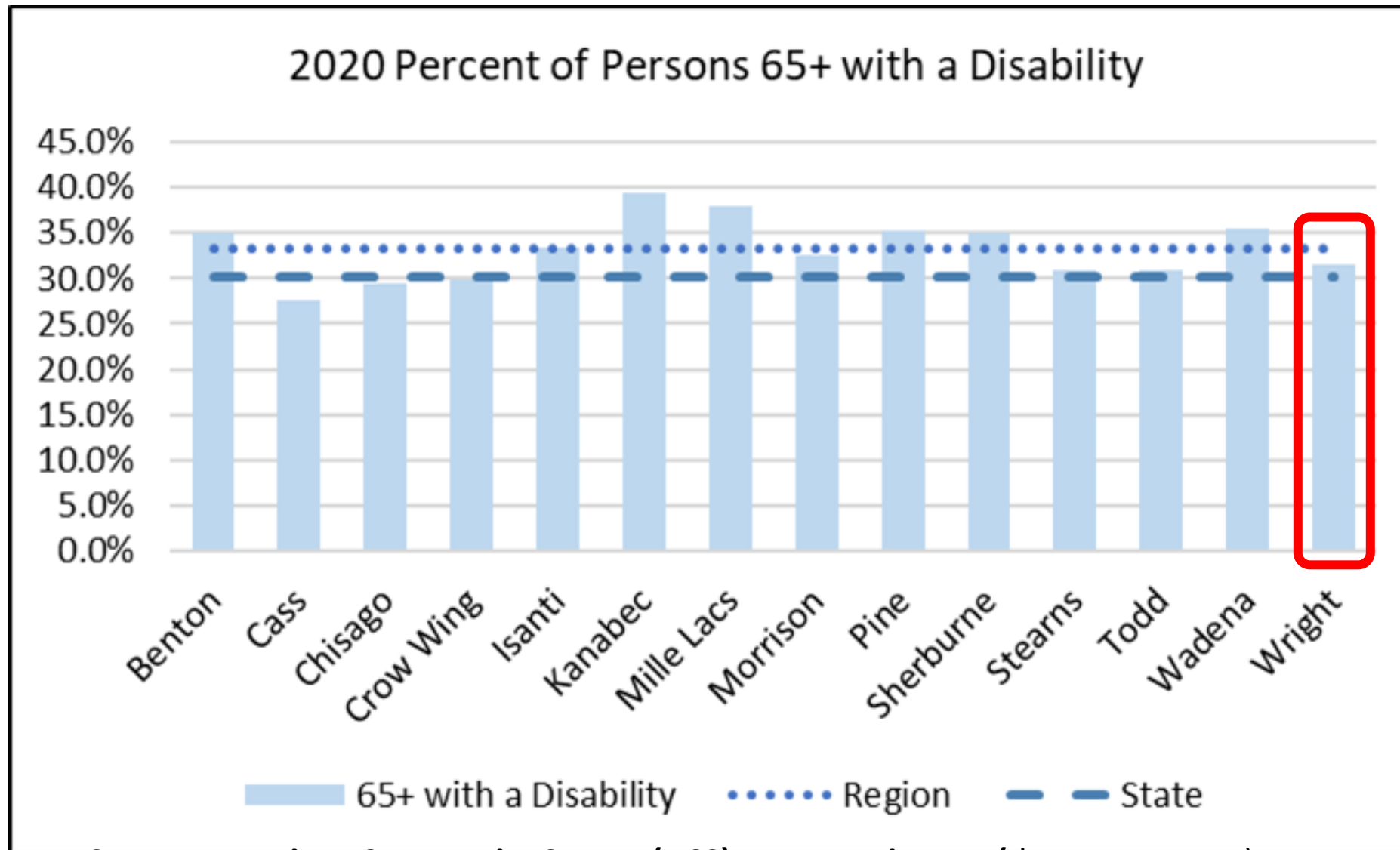
People 60+ Living Alone



State = 25.5%
 Region = 22.2%
 Wright = 20.3%

Source: AGID (Estimates) <https://agid.acl.gov/>

2020 Percent of Persons 65+ with a Disability

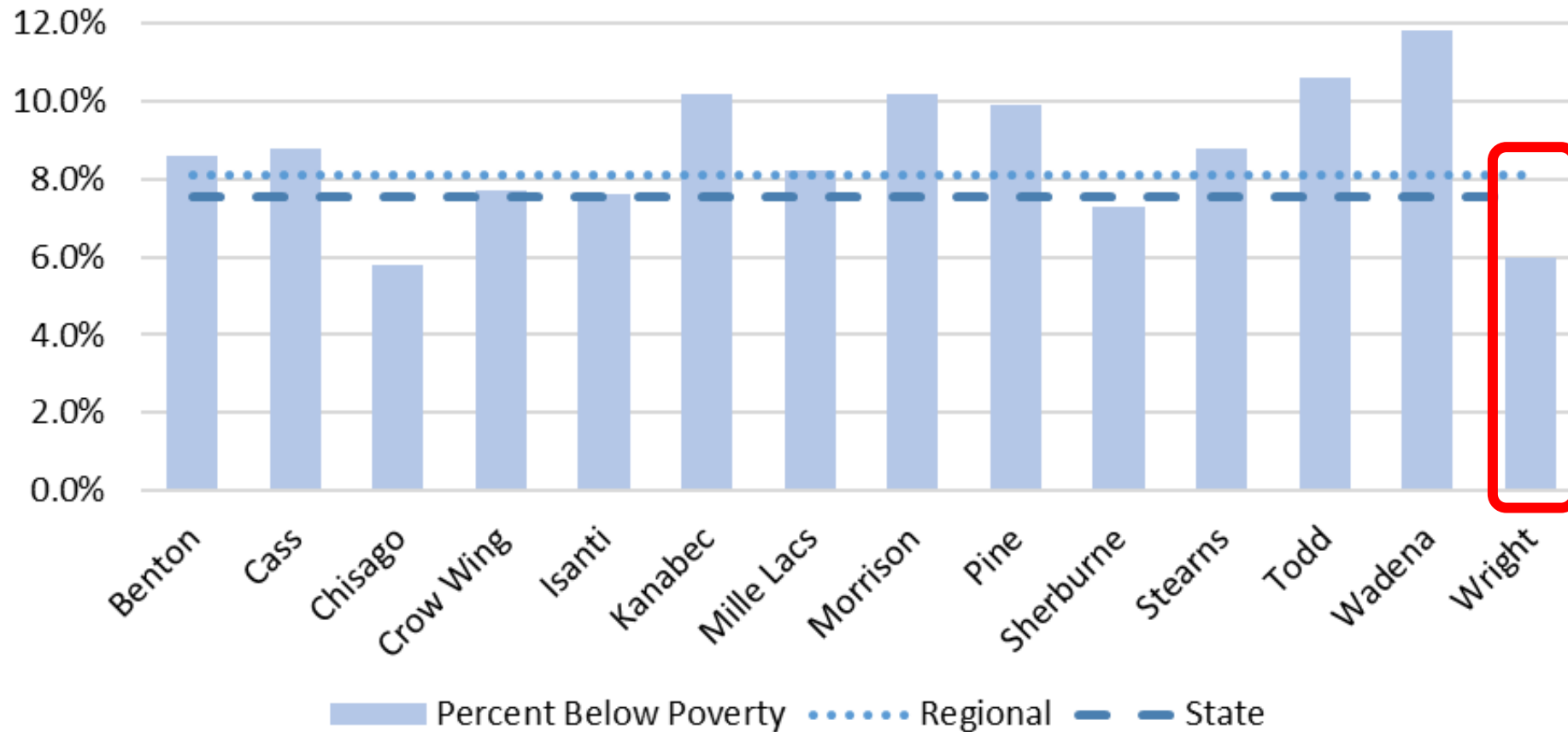


State = 30.1%
Region = 33.2%
Wright = 31.6%

Source: American Community Survey (ACS) 5-year Estimates (data.census.gov)

Persons 60+ Below Poverty Threshold

2021 Percent of Persons 60+ Below Poverty



State = 7.6%
Region = 8.1%
Wright = 6.0%

Source: American Community Survey (ACS) 5-year Estimates



90%
of adults age
65 and older say
they hope to stay
in their homes
for as long as
possible.²

But to do so, many people will eventually need some level of service or support to live safely and successfully in their home or community.

Central MN Council on Aging

In 2024 CMCOA supported over 24,105 Older Adults and Caregivers in Stearns, Benton, Sherburne, Wright, Todd, Morrison, Wadena, Cass, Crow Wing, Mille Lacs, Kanabec, Pine, Isanti, and Chisago Counties

Central MN Council on Aging

24 Contracted Title III

Federal Older Americans Act Service Providers

\$4.6 Million Utilized by Local Partners to Provide Services & Supports to Older Minnesotans in 14 County Region

18,907	86,931	367,746	18,877	1,447	10,973	483	2,053	3,578	955
Cases via the Senior LinkAge Line® with 12,344 Consumers served	Congregate Meals provided to 2,442 Older Adults	Home Delivered Meals provided to 3,717 Older adults	One-Way Trips provided to 750 Older adults	Hours of Chore provided to 208 Older Adults and their Caregivers	Hours of Homemaker provided to 602 Older Adults and their Caregivers	Older Adults attended 1,115 Sessions of Evidenced Based Series	Hours of Coaching/ Counseling provided to 364 Caregivers	Hours of Legal Counseling to 1,157 Older Adults	Hours of Health Assessment to 145 Older Adults
		799	163	5,084	28	211	816		
		Caregivers received 835 sessions of Information and Assistance	Caregivers attended 665 sessions of Support Groups	Hours of Respite provided to 55 Caregivers	Information Sessions provided to 543 caregivers	Hours of Education to 74 Caregivers	Contacts of Friendly visiting or Telephone Reassurance to 213 Older Adults and their Caregivers		

Older
Americans
Act Impact
Wright
County



\$355,566 in 2023 and
\$444,605 utilized in
Wright County in 2024

Service	Wright County Residents 60+ Served Through Federal OAA Services in 2024
Senior LinkAge Line	2,584 cases provided by the Senior LinkAge Line to 1,687 individuals
Assisted Transportation	77 individuals with 1,168 rides
Chore	51 individuals with 341.75 hours of chore
Homemaker	103 individuals with 3,631.75 hours of homemaking
Evidence Based Health Promotion	42 individuals participated in 80 health promotion workshop sessions
Congregate	135 individuals with 5,444 congregate meals
Home Delivered Meals	288 individuals with 27,460 home delivered meals
Caregiver Consulting	19 caregivers with 46.25 hours of caregiver consultation
Caregiver Support Group	44 caregivers participated in 187 sessions of support groups
Caregiver Information Session	40 caregivers participated in 14 caregiver information sessions
Caregiver Information and Assistance	92 caregivers received 104 sessions of caregiver information and assistance
Respite	7 caregivers with 18 hours of respite
Legal Assistance	181 individuals with 560 hours of legal assistance

Request: Administrative Match for OAA Funding

- CMCOA is requesting \$9,187 in CY 2026 from Wright County along with continued appointment of a representative to our Board
- \$62,630 match request to the 14 counties is prorated based on the 60+ population in each county.

Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *

11/4/2025 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Jami Goodrum

Agenda Item Type

☒ RFBA ☐ Minutes Submission ☐ Warrants Submission

Requestor Title

Department Head

Target Section

☐ Consent Agenda ☒ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department) *

HEALTH & HUMAN SERVICES

Time Required:

10 minutes

Originator

NMB7429

Item Details

Board Action Requested (this is what will appear on the Agenda) *

Update: AmeriCorps Retired & Senior Volunteer Program (RSVP)

Short Title (what will appear on Agenda outline – 250 character max.) *

Update: AmeriCorps Retired & Senior Volunteer Program (RSVP)

Value Stream the request primarily aligns with:

Promote Safe and Healthy Communities

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

The AmeriCorps Seniors RSVP promotes mental health, wellness, healthy aging and volunteer services to benefit Wright and surrounding region counties.

Describe the impact on staffing resources.

Provides staffing resources through administrative support.

Fiscal Impact:

Requires a local match on its investment of federal funding.

Background/Justification:

Wright County Health & Human Services proudly partners with AmeriCorps Seniors RSVP to foster volunteer engagement for adults 55+ while augmenting staffing needs in HHS Office 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

[AmeriCorps RSVP Presentation.pdf](#)

Attachment Type

Attachment

RFBA Review**Assistant County Administrator Review****Assistant County Administrator Decision**

Approved

Notes

County Administrator Review**County Administrator Decision**

Notes



Fostering volunteer engagement, promoting healthy aging, and addressing critical community needs.

Program Overview

Active Volunteers



1,180

Service Hours



131,433

Organizations Served



162

40%

of membership completed the 2024 RSVP volunteer impact survey. (472 returned)

99%

have gained a sense of meaning and purpose by being involved in RSVP.

100%

agreed volunteering helps them feel socially connected to the community.

98%

said volunteering with RSVP increases overall health and wellbeing, including positive improvements to mental and physical health.



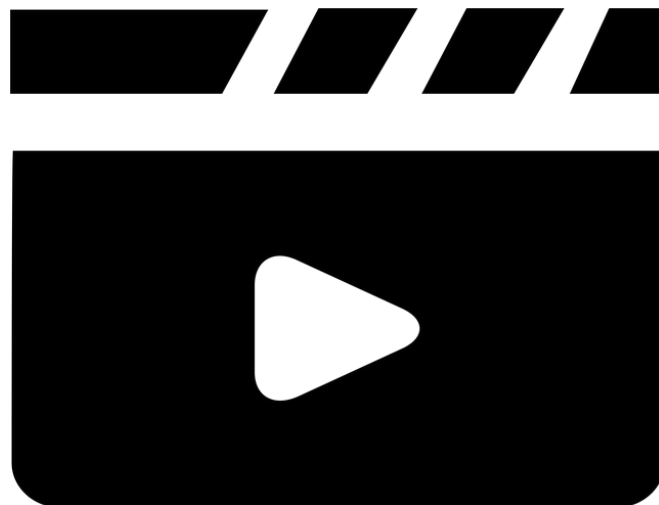
RSVP Support to Area Human Service Organizations Serving in Wright County



Buffalo Community Center
Buffalo Food Shelf
Buffalo High School
CentraCare Monticello
Crow River Senior Center
Delano Area Council for Arts and Culture
Monticello Benedict Village
Guardian Angels By The Lake
Guardian Angels Care Center
Guardian Angels Corporate Office
Guardian Angels Engel Haus

Guardian Angels Housing
Havenwood of Buffalo
Make-A-Wish Minnesota (Buffalo)
Maple Lake Library
Monticello Help Center
Monticello Public Schools
Rock from the Heart
Senior Community Services
Wright County Community Action
Wright County Government Center
Wright County Health and Human Services
You're Not Alone

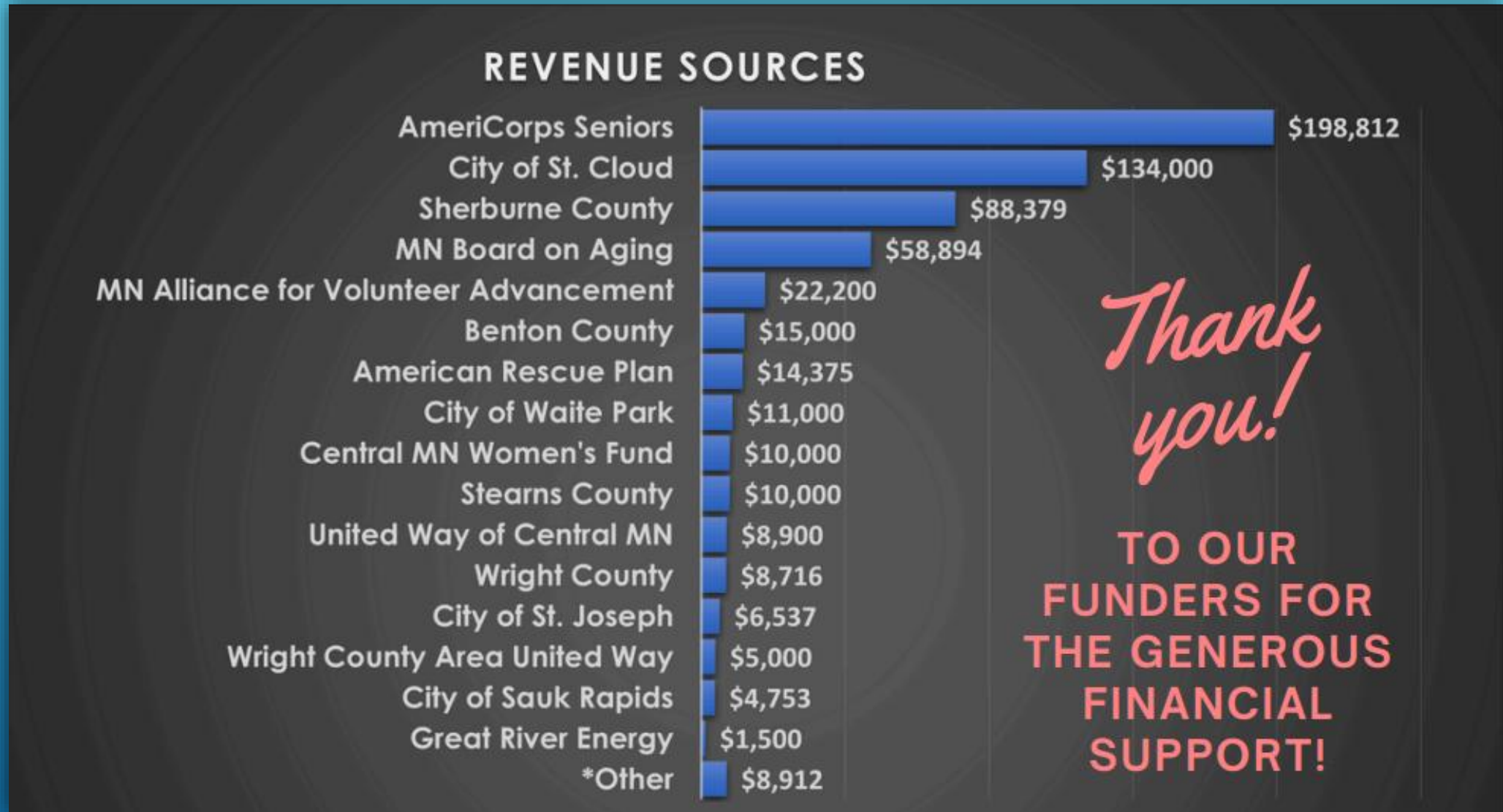
See the Impact: RSVP in Wright County



Meet Our Wright County RSVP Volunteer!



RSVP Funding & Support



We are grateful for the generous financial contributions in support of senior volunteers.

Questions or
comments?

**RSVP fosters volunteer engagement
for adults 55+ to improve lives and
strengthen communities.**

Serving Benton, Sherburne,
Stearns, and Wright Counties

St. Cloud area: 320-255-7295

Elk River/Buffalo area: 763-765-3036

 **RSVP@ci.stcloud.mn.us**

 **greaterstcloudrsvp**

www.RSVPCentralMN.org

1527 Northway Drive, St. Cloud

Sponsored by
CITY OF
ST.CLOUD 
MINNESOTA
RSVP

Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *11/4/2025 9:00 AM – Board of Wright County
Commissioners**Requestor Name**

Jami Goodrum

Agenda Item Type☒ RFBA ☐ Minutes Submission ☐ Warrants Submission**Requestor Title**

Department Head

Target Section☐ Consent Agenda ☒ Timed Agenda
☐ Item for Consideration**Department (please use dropdown to select department) ***

HEALTH & HUMAN SERVICES

Time Required:

2 Minutes

Originator

NMB7429

Item Details

Board Action Requested (this is what will appear on the Agenda) *

HHS Director's Comments:

1. HHS Presenting at the Association of Minnesota Counties (AMC) Conference, December 8–10, 2025

Short Title (what will appear on Agenda outline – 250 character max.) *

HHS Director's Comments:

1. HHS Presenting at the Association of Minnesota Counties (AMC) Conference, December 8–10, 2025

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**

Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *

11/4/2025 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Greg Kryzer

Agenda Item Type

☒ RFBA ☐ Minutes Submission ☐ Warrants Submission

Requestor Title

County Administrator

Target Section

☐ Consent Agenda ☐ Timed Agenda
☒ Item for Consideration

Department (please use dropdown to select department) *

ADMINISTRATION

Originator

BTP5489

Item Details

Board Action Requested (this is what will appear on the Agenda) *

Set Agenda for Tuesday, November 18, 2025, County Board of Commissioners Workshop

Short Title (what will appear on Agenda outline – 250 character max.) *

Set Agenda for Tuesday, November 18, 2025, County Board of Commissioners Workshop

Value Stream the request primarily aligns with:

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

Describe the impact on staffing resources.

Fiscal Impact:

Background/Justification:

Route for Review and Approval

☐

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

[11-18-2025 CB Workshop Agenda.pdf](#)

Attachment Type

Attachment

RFBA Review**Assistant County Administrator Review****Assistant County Administrator Decision**

Approved

Notes

County Administrator Review**County Administrator Decision**

Notes



BOARD WORKSHOP AGENDA
BOARD OF WRIGHT COUNTY COMMISSIONERS
November 18, 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

10:30 A.M. – Schedule Meetings as Needed

10:35 A.M. – GIS Parcel and Property Management Application Overview

10:40 A.M. – 2024 Highway Department Annual Report Presentation

10:55 A.M. - County Ditch #33, Jurisdictional Transfer Update

11:10 A.M. – Review Fair Reimbursement Procedures

11:20 A.M. - Revised Opioid Committee Framework

11:30 A.M. – Great River Regional Library Board Appointments

11:35 A.M. – Schedule Meeting with Legislative Members

11:45 A.M. - Schedule a leadership meeting to set legislative goals

11:55 A.M. – Adjourn

***1:30 P.M. – Committee of the Whole – 2026 Elected Officials Salary.**

Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *

11/4/2025 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Greg Kryzer

Agenda Item Type

☒ RFBA ☐ Minutes Submission ☐ Warrants Submission

Requestor Title

County Administrator

Target Section

☐ Consent Agenda ☐ Timed Agenda
☒ Item for Consideration

Department (please use dropdown to select department) *

ADMINISTRATION

Originator

BTP5489

Item Details

Board Action Requested (this is what will appear on the Agenda) *

Approve Resolution Urging Repeal of Minnesota's Moratorium on Nuclear Energy Production

Short Title (what will appear on Agenda outline – 250 character max.) *

Approve Resolution Urging Repeal of Minnesota's Moratorium on Nuclear Energy Production

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.

Document Name

Attachment Type

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes



RESOLUTION #25-72
BOARD OF WRIGHT COUNTY
COMMISSIONERS

DATE ADOPTED:
November 4, 2025

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

RESOLUTION #25-72

Page 1 of 2

Urging Repeal of Minnesota's Moratorium on Nuclear Energy Production

WHEREAS, while national, state, and regional electrical demand has been historically stable or declining, recent trends in electrification, economic development, and technology demand have resulted in projected increase in electrical power needs; and

WHEREAS, reliance on carbon free-based energy production continues to increase and dependence on traditional fossil fuel-based energy production continues to decrease, despite significant concern over reliable baseline and peak demand energy; and

WHEREAS, in 2023, Minnesota's Renewable Energy Standard statute was amended to include adding a carbon-free standard that requires electric utilities to provide 100% carbon-free electricity by 2040, leading the nation with such an ambitious goal; and

WHEREAS; nuclear energy is uniquely positioned to address America's energy challenges through generation of carbon-free electricity, with a record of over 70 years of safe operation and storage - all with significant federal and state oversight; and

Motion by
Commissioner

Seconded by
Commissioner

Roll Call Vote:

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

STATE OF MINNESOTA)

ss.

County of Wright)

I, Select Signer, duly appointed and qualified of the County of Wright, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Wright County, Minnesota, at their session held on Monday, March 03, 2025, now on file in my office, and have found the same to be a true and correct copy thereof.

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

Select Signer



RESOLUTION #25-72
BOARD OF WRIGHT COUNTY
COMMISSIONERS

DATE ADOPTED:
November 4, 2025

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

RESOLUTION #25-72

Page 2 of 2

WHEREAS, nuclear energy already generates roughly half of Minnesota's current carbon-free electricity, with nuclear plants safely operating in Minnesota for over 50 years, providing decades of carbon-free affordable electricity for families and businesses; and

WHEREAS, a new generation of advanced nuclear technology offers enhanced safety features, flexibility in siting, and a smaller footprint, making them ideal for future energy needs; and

WHEREAS, thirty-three nations have now pledged to triple nuclear power by 2050, with America leading the charge, all while Minnesota - with a world-class engineering talent and manufacturing base - is the only state with an outright moratorium on all new nuclear reactor construction; and

WHEREAS, lifting this 30-year-old moratorium is the first step in securing the affordable, clean, and reliable energy Minnesotans needs, especially as the state undertakes its energy transition to meet the 100% carbon-free electricity goals while ensuring reliable baseload power; and

WHEREAS, under the umbrella of the Minnesota Nuclear Energy Alliance (MNEA), a diverse coalition of Minnesota governments, businesses, utilities, labor unions, and environmental advocates is calling on state lawmakers to lift Minnesota's 30-year-old moratorium on new nuclear power development; and

WHEREAS, Wright County supports energy innovation, workforce development, and infrastructure readiness to attract high quality jobs in the evolving carbon-free energy sector; and

WHEREAS, Wright County is committed to supporting diversified, reliable, and sustainable energy sources, including next-generation nuclear technology to ensure energy stability for residents, businesses, and critical infrastructure;

BE IT FURTHER RESOLVED, that the Board of Commissioners supports lifting Minnesota's moratorium on new nuclear development and endorses the safe, responsible advancement of next-generation nuclear energy as a key component of a reliable, carbon-free energy future.

Destination and Workflow**Meeting Type: ***

Board Meeting

Target Meeting Date *11/4/2025 9:00 AM – Board of Wright County
Commissioners**Requestor Name**

Greg Kryzer

Agenda Item Type☐ RFBA ☒ Minutes Submission ☐ Warrants Submission**Requestor Title**

County Administrator

Target Section☐ Consent Agenda ☐ Timed Agenda
☐ Item for Consideration**Department (please use dropdown to select department) ***

ADMINISTRATION

Originator

BTP5489

Item Details**Board Action Requested (this is what will appear on the Agenda) ***

Approve Minutes from County Board Workshop (10-14-2025)

Short Title (what will appear on Agenda outline – 250 character max.) *

Approve Minutes from County Board Workshop (10-14-2025)

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. (3)

Document Name
[10-14-2025 Board WS Minutes.docx](#)
[General Expense Resolution.pdf](#)
[Per Diem Resolution.pdf](#)
Attachment Type

Attachment

Attachment

Attachment

RFBA Review**Assistant County Administrator Review****Assistant County Administrator Decision**

Approved

Notes**County Administrator Review****County Administrator Decision****Notes**



BOARD WORKSHOP MINUTES
WRIGHT COUNTY BOARD OF COMMISSIONERS

October 14, 2025

DATE APPROVED: DRAFT

District 1: Tina Diedrick

District 2: Darek Vetsch

District 3: Jeanne Holland

District 4: Nadine Schoen

District 5: Robert (Kirby) Moynagh III

Present: Tina Diedrick, Jeanne Holland, Kirby Moynagh, Nadine Schoen, Darek Vetsch
 Others Present: Greg Kryzer, Lindsey Meyer, Clay Wilfahrt, Brian Lutes, Kelly Kosloski; Larkin Walter; Matt Detjen; Jami Goodrum, Jim O'Dell and Sarah Grosshuesch.

1. Schedule Meetings as Needed

9:00 am

RECOMMENDATION: Informational only

2. Ehlers Quarterly Update

9:06 a.m. Brian Johnson and Ryan Miles, from Ehlers presented the Quarter Three economic and portfolio summary.

RECOMMENDATION: Informational only

3. GIS Open Data Policy

9:21 a.m. Larkin presented on the GIS Open Data Policy Resolution.

RECOMMENDATION: Consensus to move forward with resolution and bring to the County Board meeting on **October 21, 2025**, for adoption

4. Ag and Drainage Buffer Fund, Expense Review and Purchase Recommendations

9:26 a.m. Matt Detjen presented his Ag and Drainage Buffer Fund, Expense Review and Purchase Recommendations. Matt stated additional licensing will be needed for the spraying drone.

RECOMMENDATION: Move forward with purchase of the TMK 200 Tree Shearer. Move forward with purchase of the DJI Agras T30 Spraying Drone and Enclosed Trailer. Move forward with purchase Vermeer LP 573 SDT Vacuum Excavator.

5. 2026 Fee Schedule Review

At 9:41 a.m. Vetsch wanted to know if there were questions. Diedrich asked about some HHS and public health changes. Vetsch asked about clarity on off-sale liquor license.

RECOMMENDATION: Remove the civil penalties for the alcohol license compliance. Alcohol civil penalties will be presented to the board as an item for consideration. Move forward with the fee schedule to the public hearing on November 4, 2025.

6. Update on 2025 Disbursement to the Wright County Agricultural Society

At 10:19 a.m. Greg Kryzer spoke on the Fair Board. The audit has been finished, and the 2025 payment will be made in accordance with prior board direction. In future years payment will be provided after receipts are present for reimbursement of allowable expenses.

RECOMMENDATION: Informational only

7. Per Diem and Mileage Expenses

At 10:26 a.m. Kryzer spoke on the per diem resolution. Holland questioned the Central MN Council on Aging. Moynagh spoke on the Truancy Task Force reimbursement. The board discussed the monthly expense resolution and that it be brought before the board for approval and to amend department budgets to cover any gaps.

RECOMMENDATION: Approve the resolutions for per diems and mileage expense as amended.

8. Committee Minutes

At 10:36 a.m. Vetsch spoke on creating new committees, CIP/Finance and an HHS, and creating a new minutes on Committees. State who was there and synopsis of what was discussed and pertinent info. No more memo, everything will be in the synopsis.

RECOMMENDATION: Move forward with the memo plan.

9. AMC Voting

At 10:42 a.m. Kryzer spoke on AMC voting.

RECOMMENDATION: Replace Chad Hausmann with Jami Goodrum as a voting member and added Greg Kryzer to the list.

Ended at 10:43



RESOLUTION #25-67
BOARD OF WRIGHT COUNTY
COMMISSIONERS

DATE ADOPTED:
November 4, 2025

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

RESOLUTION #25-67

Page 1 of 2

RESOLUTION ESTABLISHING A GENERAL EXPENSE ALLOWANCE AND MONTHLY PAYMENT SCHEDULE FOR COUNTY COMMISSIONERS

WHEREAS, Minnesota Statutes §§ 375.055, 375.06, 387.02, 388.18, and 471.665 authorizes the County to provide compensation and expense reimbursement for members of the County Board of Commissioners, County Sheriff and County Attorney; and

WHEREAS, the Board of County Commissioners of Wright County, Minnesota, recognizes the need to reimburse elected officials for discretionary expenses including, but not limited to, personal automobile mileage for travel within the State of Minnesota, purchase of necessary technology access, office supplies, and other unreimbursed county-related expenses deemed necessary by the elected county board member, county attorney and county sheriff to fulfill the duties of their elected offices; and

WHEREAS, the Board finds that providing an expense allowance, rather than processing reimbursement claims, promotes efficiency, predictability, and fairness;

Motion by
Commissioner

Seconded by
Commissioner

Roll Call Vote:

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

STATE OF MINNESOTA)

ss.

County of Wright)

I, Select Signer, duly appointed and qualified of the County of Wright, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Wright County, Minnesota, at their session held on Monday, March 03, 2025, now on file in my office, and have found the same to be a true and correct copy thereof.

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

Select Signer



RESOLUTION #25-67
BOARD OF WRIGHT COUNTY
COMMISSIONERS

DATE ADOPTED:
November 4, 2025

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

RESOLUTION #25-67

Page 2 of 2

NOW, THEREFORE, BE IT RESOLVED, that effective January 1, 2026, each County Elected Official who has not been assigned, has not used, and does not receive a county vehicle shall receive a monthly expense allowance of \$230.00; and

BE IT FURTHER RESOLVED, that the individual appointed to and serving as the chairperson for 2026 shall receive an additional \$50.00 per month expense allowance for the additional duties and mileage requirements of the position; and

BE IT FURTHER RESOLVED, that the monthly expense allowance provided to such elected officials shall be in lieu of reimbursement for personal automobile mileage for travel within the State of Minnesota, as well as the purchase of necessary technology access, office supplies, and other unreimbursed county-related expenses deemed necessary by the elected official in the performance of their duties; and

BE IT FURTHER RESOLVED, that elected officials accepting the expense allowance shall not utilize county fleet or county owned vehicles for travel; and

BE IT FURTHER RESOLVED, that the County Auditor/Treasurer is hereby directed to process these payments and record them as general expense allowances for audit and reporting purposes; and

BE IT FINALLY RESOLVED, that this resolution shall remain in effect until amended or rescinded by subsequent action of the Board of Commissioners.



RESOLUTION #25-68
BOARD OF WRIGHT COUNTY
COMMISSIONERS

DATE ADOPTED:
November 4, 2025

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

RESOLUTION #25-68

Page 1 of 2

RESOLUTION SETTING PER DIEMS FOR APPOINTEES BY THE COUNTY BOARD AND HEALTH & HUMAN SERVICES BOARD TO COMMITTEES, BOARDS AND COMMISSIONS

(See Attached)

Motion by
Commissioner

Seconded by
Commissioner

Roll Call Vote:

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

STATE OF MINNESOTA)

ss.

County of Wright)

I, Select Signer, duly appointed and qualified of the County of Wright, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Wright County, Minnesota, at their session held on Wednesday, September 03, 2025, now on file in my office, and have found the same to be a true and correct copy thereof.

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

Select Signer



RESOLUTION #25-68
BOARD OF WRIGHT COUNTY
COMMISSIONERS

DATE ADOPTED:
November 4, 2025

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

RESOLUTION #25-68

Page 2 of 2

RESOLUTION SETTING PER DIEMS FOR APPOINTEES BY THE COUNTY BOARD AND HEALTH & HUMAN SERVICES BOARD TO COMMITTEES, BOARDS AND COMMISSIONS

WHEREAS, Wright County has established various Committees, Boards and Commissions to assist in advising the County Board and the Health and Human Services Board on matters that impact the County, and

WHEREAS, the Committees, Boards, and Commissions identified below are deemed as eligible functions for which appointees (excluding elected officials) shall receive compensation in the form of a per diem;

COUNTY BOARD APPOINTMENTS:

PARKS & RECREATION COMMISSION - Per Diem \$50
 PLANNING COMMISSION - Per Diem \$120
 PLANNING & ZONING SITE INSPECTIONS- Per Diem \$70
 BOARD OF ADJUSTMENTS - Per Diem \$120
 AGGREGATE TAX COMMITTEE- Per Diem \$50
 COUNTY EXTENSION SERVICE- Per Diem \$50

HEALTH & HUMAN SERVICES ADVISORY COMMITTEES:

CENTRAL MN COUNCIL ON AGING - Per Diem \$50
 HUMAN SERVICES ADVISORY COMMITTEE - Per Diem \$50
 MENTAL HEALTH ADVISORY COUNCIL - Per Diem \$50
 OPIOID SETTLEMENT ADVISORY COMMITTEE - Per Diem \$50
 PUBLIC HEALTH TASK FORCE - Per Diem \$50
 REGION 7W INTERAGENCY EARLY INTERVENTION COMMITTEE - Per Diem \$50
 STATE COMMUNITY HEALTH SERVICES ADVISORY COMMITTEE - Per Diem \$50
 TRUANCY TASK FORCE (AKA CHILDREN'S JUSTICE INITIATIVE)- Per Diem \$50

NOW THEREFORE, BE IT RESOLVED, that as of January 1, 2026 each appointee shall receive the set per diem amount for each meeting attended during 2026, as identified within this resolution.



Agenda Item

Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *

11/4/2025 9:00 AM – Board of Wright County
Commissioners

Requestor Name

John Holler

Agenda Item Type

☒ RFBA ☐ Minutes Submission ☐ Warrants Submission

Requestor Title

Communications Specialist

Target Section

☐ Consent Agenda ☐ Timed Agenda
☒ Item for Consideration

Department (please use dropdown to select department) *

ADMINISTRATION

Originator

MAM7693

Item Details

Board Action Requested (this is what will appear on the Agenda) *

Approve Minutes and Adopt Recommendations from The Personnel Committee Meeting (10/28/2025)

Short Title (what will appear on Agenda outline – 250 character max.) *

Approve Minutes and Adopt Recommendations from The Personnel Committee Meeting (10/28/2025)

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:

- 1. Adopted Changes To Personnel Policy Sections 613 and 301
- 2. Approve Recruitment of Three Eligibility Specialists for HHS

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. (4)

Document Name**Attachment Type**
[10-28-2025 Personnel Committee Minutes.docx](#)

Attachment

[Section 613-MN Paid Leave-Clean Copy \(Oct. 28 2025\) \(002\).pdf](#)

Attachment

[Oracle Fusion Product Strategic Roadmap \(DRAFT\) \(002\).pdf](#)

Attachment

[301 PAID TIME OFF-July 2025 with MPL supplemental language.pdf](#)

Attachment

RFBA Review**Assistant County Administrator Review****Assistant County Administrator Decision**

Approved

Notes**County Administrator Review****County Administrator Decision****Notes**



MEETING MINUTES & RECOMMENDATIONS

PERSONNEL COMMITTEE

October 28, 2025

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

DATE APPROVED: DRAFT

Members Present: Jeanne Holland, Schawn Johnson, Darek Vetsch

Others Present: Greg Kryzer, Lori Pawelk, Randy Rempel, Clay Wilfahrt

These minutes and recommendations are in draft format and require approval by the County Board.

I. Update on Oracle Road Map

Enterprise Resource Planning (ERP) Product Manager Randy Rempel spoke about the mission and vision of the Oracle product moving forward, including an effort to make Oracle more proactive than reactive, in addition to being more cost-effective, transparent and reliable. Rempel was asked if he had all the development tools he needed. He explained the benefits of Aha! – a product management application. Committee members were supportive of Aha! Rempel explained a 10-step strategic road map, which is already underway and scheduled to be completed by early 2028.

RECOMMENDATION: Informational only.

II. Personnel Policy Changes Sections 613 and 301

Human Resources Director Schawn Johnson stated the policy changes proposed for board approval are driven by changes in state statutes – the Minnesota Paid Leave Act (Section 613 of the Personnel Policy) and Paid Time Off (Section 301 of the Personnel Policy).

RECOMMENDATION: Approve changes to Sections 613 and 301 of the Wright County Personnel Policy.

III. HHS Staffing Proposal

Wright County Health & Human Services requested to fill a number of open positions in its department. Discussion took place concerning which positions were of highest immediate need. The committee identified eligibility specialist as the position of most immediate need.

RECOMMENDATION: Refer to the Nov. 4 county board Consent Agenda advertising for three eligibility specialist positions.

Meeting adjourned at 11:40 a.m.

Minutes submitted by John Holler, Communications Specialist

Wright County Mission and Vision

Wright County

Mission:

We partner to deliver and support technology that improves employee and citizens' day-to-day.

Vision:

A reasonable level of technology that works for all.

Oracle Product Strategic Roadmap

The strategic roadmap strengthens the digital foundation that supports county employees in delivering faster, more reliable, and transparent public services.

By improving *data quality, accessibility, and security*, it enables departments to *deliver measurable value* to both internal staff and residents.

Move from *reactive* to *proactive decision-making*.

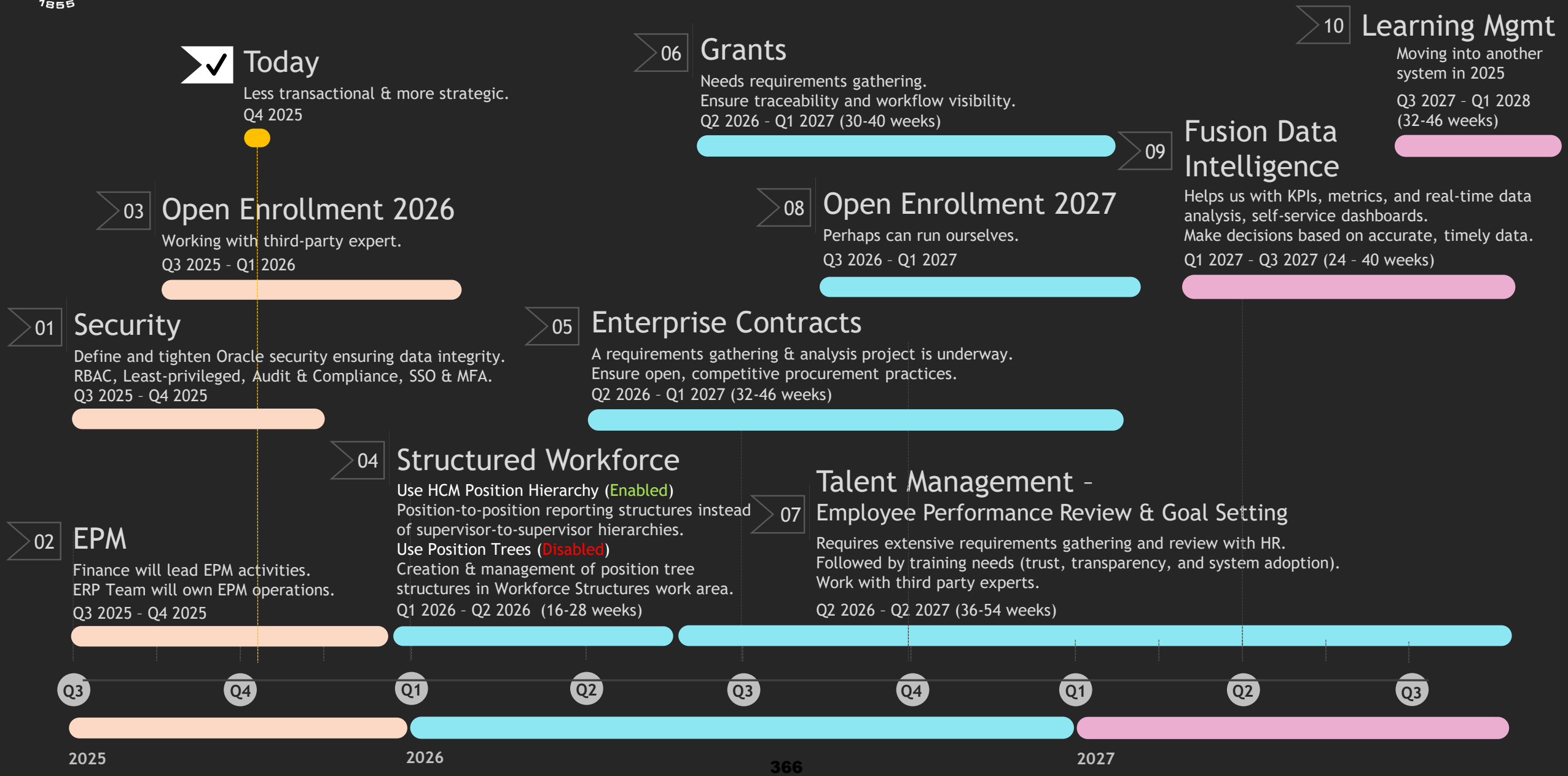
Fusion's modular, integrated design promotes "reasonable progress" - adopting *mature, proven solutions* while ensuring *cost-effective modernization*.

This approach ensures the County's technology landscape evolves *sustainably and inclusively across departments*.



Oracle Fusion Product Strategic Roadmap (DRAFT)

A secure, data-driven county enterprise that provides a transparent, reliable, and cost-effective technology solution.



613 STATE OF MINNESOTA PAID LEAVE ACT

Policy Adopted: **TBD**

Policy Amended:

613.01 POLICY STATEMENT

Effective January 1, 2026, the State of Minnesota will be requiring the County to participate in the Minnesota Paid Leave program, which is a mandatory paid leave insurance program that is either managed by the State of Minnesota. Alternatively, employers may participate in an equivalent private plan that has been approved by the State of Minnesota. The Minnesota Paid Leave program is governed by Chapter 268B of the Minnesota Statutes.

The purpose of the Minnesota Paid Leave program is to provide employees with long-term extended leave and requires the State's approval based on necessity and eligibility. It is intended to cover more extreme accidents or illnesses, maternity/paternity leave, qualified exigency leave, safety leave, or for providing care to a family member.

613.02 ELIGIBILITY FOR MINNESOTA PAID LEAVE

To be eligible for the paid leave insurance program benefits, an employee must have wage credits of at least 5.3% of the State's Average Annual Wage (SAW) (rounded down to the next lower \$100) that is computed on an annual basis by the State of Minnesota. This program will be administered by the Minnesota Department of Employment and Economic Development (DEED), unless the County chooses to participate in an equivalent private plan.

The maximum length of benefits will depend on whether an employee uses Minnesota Paid Leave for multiple reasons in one year and the qualifying reasons for which the employee seeks to use the leave. The maximum amount of leave available to an employee for any combination of qualifying reasons within a year is 20 weeks. The total number of weeks that an employee may take benefits in a single benefit year for the employee's serious health condition is the lesser of 12 weeks, or 12 weeks minus the number of weeks within the same benefit year that the applicant received benefits for bonding, safety leave, family care, and qualifying exigency plus eight weeks. The total number of weeks that an applicant may take benefits in a single benefit year for bonding, safety leave, family care, and qualifying exigency is the lesser of 12 weeks, or 12 weeks minus the number of weeks within the same benefit year that the applicant received benefits for the employee's serious health condition plus eight weeks. For example, an employee may use up to a total of 12 weeks of Minnesota Paid Leave in a year for the employee's own serious health condition plus an additional eight weeks of Minnesota Paid Leave in the same year for leave to care for a family member with a serious health condition.

613.03 MINNESOTA PAID LEAVE COST

Effective January 1, 2026, the County and its employees will split the premiums for Minnesota Paid Leave on a 50/50 basis with the employee share payable through payroll deductions pursuant to Minn. Stat. § 268B.14.

613.04 QUALIFICATIONS FOR MINNESOTA PAID LEAVE

All permanent full-time, part-time, and temporary/seasonal Wright County employees are eligible to participate in the paid leave program. The types of leaves that qualify for the State of Minnesota Paid Leave program include the following:

- A serious health condition of self or family member.
- Bonding after birth, adoption, or foster parenting.
- A “qualifying exigency,” such as a need associated with a military member’s active-duty service.
- Safety leave, which is leave from work because of domestic abuse, sexual assault, or stalking when the leave is associated with seeking medical, victim services, psychological, or legal assistance, as well as relocation due to the event.

The following is the definition of an eligible family member that paid leave may be utilized for under the State of Minnesota Paid Leave law:

- A spouse or domestic partner.
- A child, including a biological, adopted, or foster child, a stepchild, a child of a domestic partner, is a legal guardian, a child to whom the applicant stands in loco parentis, or is a de facto custodian.
- A parent or legal guardian of the applicant.
- A sibling.
- A grandchild.
- A grandparent or spouse’s grandparent.
- A son-in-law or daughter-in-law.
- An individual who has a personal relationship with the applicant that creates an expectation and reliance that the applicant cares for the individual without compensation, whether or not the applicant and the individual reside together.

Except for benefits associated with bonding leave, the law will limit the paid leave benefits to those with a single qualifying event of at least seven days duration, which must be consecutive unless the leave is intermittent. This seven-day waiting period will not be deemed an unpaid period for eligible employees that are requesting participation in this program due to family care, medical care related to pregnancy, serious health condition, qualifying exigency, or safety leave.

For intermittent leave, the initial paid week means seven consecutive, non-consecutive, or a combination of consecutive and non-consecutive calendar days from the effective date of leave to be paid retroactively after the applicant has met the seven-day qualifying event in the first benefits payment to the applicant. The maximum amount of intermittent leave that an employee is eligible for is 480 hours in any 12-month period. Employees will track their

intermittent leave time on their County issued time sheet in fifteen (15) minute increments.

Bonding leave must end within 12 months of the birth, adoption, or placement of a foster child, unless the law provides for an exception to this rule.

Employees that apply to receive compensation through the Minnesota Paid Leave program are required to provide the Human Resources Department (or designee) with a copy of all certifications and supplemental information that is being provided to the State or the equivalent private plan administrator, if the County selects a private plan. The information provided by the employee must substantiate the need for the leave and duration and timing of the leave.

For employees that have a foreseeable leave, the County requires the employee to provide a 30 days' notice to the employee's immediate supervisor and the Human Resources Department.

For employees that have an unforeseeable leave, the County requires the employee to provide notice as soon as practicable to the employee's supervisor and the Human Resources Department.

Employees can notify their immediate supervisor and the Human Resources Department in-person, email, text message, or by telephone as long as the notice is sufficient for the County to understand the employee's need for the leave, leave time, and leave duration. Employees using Minnesota Paid Leave are still subject to all of the County's customary requirements for requesting and using leave, absent unusual circumstances or other circumstances caused by the reason for the employee's need for leave.

Employees that are currently receiving social security disability benefits are generally ineligible to participate in the Minnesota Paid Leave program. An employee who receives disability insurance benefits is currently eligible for both benefits, but disability insurance benefits may be offset by family and medical leave benefits paid to the employee pursuant to the terms of a disability insurance policy.

Employees that are currently receiving workers compensation benefits may be eligible to receive a reduced benefit amount when claiming paid under this program.

613.05 EMPLOYEE UTILIZATION OF ACCRUED PAID LEAVE

The County will allow employees to supplement their Minnesota Paid Leave benefits with County-provided leave, such as PTO, compensatory time, ESLB, and catastrophic sick leave, provided that the combination of benefits does not exceed the employee's weekly wage or salary. Employees will not be eligible to accrue additional PTO through the County while they are using Minnesota Paid Leave benefits. Employees who receive an overpayment of benefits

will be required to repay overpaid benefit amounts.

The County Board at its discretion may elect to rescind the ability of its employees to supplement their Minnesota Paid leave benefits (PTO, compensatory time, ESLB, and catastrophic sick leave) on an annual basis. If the County Board elects to rescind the ability of its employees to supplement their Minnesota Paid Leave benefits, employees will be notified by October 1st for the next calendar year.

County employees using Minnesota Paid Leave benefits will be required to use their leave concurrently with leave taken for the same purposes under Minnesota's Pregnancy and Parental Leave statute (Minn. Stat. § 181.941) and the federal Family and Medical Leave Act (FMLA).

613.06 PAID LEAVE BENEFIT AMOUNTS

The benefit amount of Minnesota Paid Leave is progressive and will vary based on an employee's weekly wages, such that lower-income employees will receive a higher percentage of income with a sliding scale of lower percentages as employees earn more. Generally, employees will receive:

- 90% of the portion of their weekly wages that is less than or equal to 50% of the state's average weekly wage.
- 66% of the portion of their weekly wages that is more than 50% of the state average weekly wage but not 100% weekly wage.
- 55% of the portion of their weekly wages that exceed 100% of the state average weekly wage.

Benefits will be capped at 100% of the state average weekly wage. (Please note-DEED reports will include a benefits calculator on its Minnesota Paid Leave webpage so applicants can better estimate their benefits. See <https://info.paidleave.mn.gov/employers/premiums/index.jsp>.)

If the Internal Revenue Service (IRS) finds benefits under this program to be taxable under federal law, and an employee may elect to have federal income tax deducted and withheld from the employee's benefits. Minnesota Paid Leave benefits are subject to state income tax. An employee may elect to have Minnesota state income tax withheld from benefits if the employee elects to have federal income tax withheld. .

Benefits will begin the Sunday of the calendar week in which a benefit application is filed.

Payments made through the State of Minnesota Paid Leave program are not considered eligible salary for PERA contributions or service credit. County paid PTO, floating holiday time, ESLB, Catastrophic Sick Leave, or other paid time provided by the County that is used to supplement Paid Leave is not eligible salary for PERA contributions unless the employee is on a medical leave and the employer paid leave represents at least 50% of the average earnings that would have been received if the employee was not on a leave. If desired, employees may purchase back salary and service credit lost during a period of authorized leave through PERA.

613.07 EMPLOYMENT JOB PROTECTIONS

Pursuant to Minn. Stat. § 268B.09, employees that are participating in the State of Minnesota Paid Leave program will continue to receive the County's monthly contribution towards their health insurance premium. Employees will remain responsible for paying their share of insurance premium contributions.

An employee that is approved for the Minnesota Paid Leave program must be returned to the same position they held prior to when their leave started or equivalent position with equivalent benefits, pay, and other terms and conditions of employment if he/she has been employed by the County for 90 days. However, an employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the period of Minnesota Paid Leave. Wright County will not retaliate or discriminate against an employee for requesting or obtaining Minnesota Paid Leave, nor can it obstruct or interfere with an employee applying for the paid leave.

613.08 WRIGHT COUNTY ADMINISTRATIVE RESPONSIBILITIES

Wright County's responsibilities under the Minnesota Paid Leave program include the following: (1) notification requirements, including educating and informing employees of this program (2) reporting wages and paying premiums to fund the program and (3) coordinating benefits and leaves during an employee absence.

613.09 CONFORMANCE WITH THE LAW

This policy is intended to conform to applicable state and federal law. In the event of any changes to the law or conflicts between this policy and the law, the law will govern.

301 PAID TIME OFF (PTO) AND SICK AND SAFE TIME

Policy Adopted: 12-16-16

Policy Effective: 01-01-17

Amended: 08-15-17

Amended: 10-19-21

Amended: 06-28-22

Amended: 12-25-22

Amended: 04-18-23

Policy Adopted: 11-21-23

Amended: 01-01-24

Policy Adopted: 11-19-24

Amended: 01-01-25

Amended: 07-29-25

Amended: TBD

301.01 PTO Policy

It is the policy of Wright County to provide paid time away from work to eligible employees. This policy is implemented by the means of the PTO Plan contained herein, which covers all paid leave previously available under Wright County's vacation and sick leave policies and combined these benefits into a single plan. PTO can be utilized for any purpose, subject only to necessary department request and approval procedures consistent with Wright County policies so customer service and work requirements are not adversely impacted.

301.02 PTO Eligibility and Availability

PTO with pay shall be granted to all full and part-time regular Wright County employees. PTO is earned on a pay period by pay period basis and may be taken in full up through the last pay period worked. PTO cannot be used on an employee's last day of employment.

Employees can carry over any PTO that does not exceed the stated cap. No additional accrual will occur above the cap.

PTO is available for use by all eligible full and part-time regular Wright County employees following the pay period in which it is accrued. There is no waiting period upon hire to begin using accrued PTO.

301.03 Accrual Rates and Maximums

PTO benefits shall be accrued at the following rate for full-time staff. Part-time staff are awarded PTO at the same rate of accrual as full-time staff, except that their accrual and maximum carry-over is prorated based on hours worked. PTO hours do not count towards computing an employee's eligible overtime hours.

Accrual Rates and Maximums for non-union and union full-time staff are based on an 80-hour work week for each pay period (2080 Work Hours Per the Calendar Year).

Non-exempt, part-time staff accrual and carry-over is prorated based on hours worked **per pay period (up to maximum of 80 hours)**

Years of Service	Annual Accrual Rate Prorated (hours)	Maximum Accrual Per Pay Period	Accrual Rate Formula (hours earned per hour compensated)	Max Carry-Over Prorated (hours)	*Max Payout Prorated upon separation in good standing (hours)
0-3	192	7.38 Hours	0.0923	840	384
4-6	208	8.00 Hours	0.1000	840	416
7-10	232	8.92 Hours	0.1115	840	464
11-15	248	9.54 Hours	0.1192	840	496
16-20	272	10.46 Hours	0.1308	840	544
21-24	288	11.08 Hours	0.1385	840	576
25+	296	11.38 Hours	0.1423	840	592

Employees shall not accrue more than 296 hours prorated of PTO annually. PTO will be forfeited when an employee reaches the maximum carry-over unless eligible to contribute 3.69 hours per pay period into catastrophic sick time as outlined in subsection 301.08 Catastrophic Sick Time.

**Maximum payout upon separation in good standing is equivalent to two (2) times the annual accrual rate based on years of service.*

PTO is accrued per hour compensated each pay period and may be used subsequent to being earned in increments of .25 hours at a time. PTO is earned and available for use as it is accrued.

When the employee's length of service reaches the next higher rate of accrual, accrual at the new rate shall begin the first day of the pay period following the date of eligibility. PTO shall not accrue during a period of unpaid leave of absence.

PTO balances are paid out at 100%, up to the maximum payout, upon separation in good standing from employment. PTO payout will be placed into a Post-Employment Retirement Health Care Savings Plan account or paid out as taxable earnings based upon the plan documents. The Plan documents for the Post Employment Retirement Health Care Savings Plan are on file in the Administration Department.

This policy and the County's other policies, procedures, and other written documents, no matter how detailed, do not create a contractual right or equitable right to paid time off (PTO) or similar

forms of compensation (Time off accrual). The County specifically retains the right to change the terms of the described time off accruals and related terms at any time without notice to employees. There is no contractual right to time off accrual as described herein, and related documents and this paragraph shall be understood as an effective disclaimer of any claim for time off accruals.

Effective January 1, 2024, the State of Minnesota enacted the Earned Sick and Safe Time (ESST) law (Minn. Stat. §§ 181.9445-181.9448). The statutory reasons for which ESST may be used are set forth in Minn. Stat. § 181.944 and are outlined in Section 301.09 below. For the time period running from January 1, 2024, to December 31, 2024, the County will designate the first 48 hours of PTO leave used each calendar year by an employee eligible to accrued PTO as Earned Sick and Safe Time (ESST). If an employee chooses to use the employee's first 48 hours of PTO accrued in the 2024 calendar year for reasons other than the ESST-qualifying reasons outlined by statute, Wright County will not provide additional ESST-designated PTO hours. Employees who wish to preserve their ESST-designated PTO specifically for the ESST purposes outlined by law are responsible for managing their own PTO usage to ensure their 48 hours of ESST-designated PTO are available to be used for ESST purposes throughout the course of the calendar year when requested by the employee. While an employee may use any available PTO hours the employee has for an ESST purpose, the employee will not be provided with additional ESST-designated PTO hours once the employee's available 48 hours have been exhausted each calendar year. Employees who do not use all of their 48 hours of ESST-designated PTO in a calendar year will be allowed to carry over their unused ESST-designated PTO into the next calendar year, up to a maximum accumulation of 80 hours of ESST-designated PTO.

Effective January 1, 2025, the County will designate all accrued PTO as ESST consistent with legislative updates in the year 2024. As noted in Section 301.10 below, the County reserves the right to modify the amount of PTO designated as ESST in the event of future changes to the law.

Permanent full-time and part-time employees that earn PTO/Sick and Safe Time will have their accrued time tracked by the County on their bi-weekly paycheck stub.

301.04 PTO Credit for Applicable Experience within Field

Persons newly hired or promoted who have been employed on a full-time basis in their respective fields, with less than one (1) year break in employment prior to entering Wright County service, and upon proper verification, may receive added PTO credit for this employment at the County's discretion. This credit shall not exceed four (4) years. This additional credit for applicable experience within the field will be applied to the employees PTO accrual effective date of hire.

301.05 Notice and Scheduling

Notice to use ESST-designated PTO hours (as described in Section 301.03) for an ESST-qualifying reason must be provided in accordance with the notice requirements described below in Section 301.09, which governs ESST for temporary and seasonal employees (see Advance Notice for Use of Earned Sick and Safe Leave provisions of Section 301.09).

Other non-emergency use must be requested in advance. PTO requests should be submitted to the supervisor as far in advance as practical. While every effort will be made to give employees the time off of their preference, time off will be scheduled so as not to cause an interruption in the normal operation of the department and in service to the public. Should a conflict in scheduling occur, it will be resolved on the basis of the timing of the request and/or the employee's prior utilization of PTO pertaining to department/unit approval of employee requests for PTO (specifically around holidays). If an employee seeks to use ESST-designated PTO for an ESST-qualifying reason as outlined by law, the County will approve the use of ESST-designated PTO on the days requested by the employee to the extent required by law.

Emergency and/or unplanned use of PTO requires immediate notification to the supervisor. Notification of absence should be made in accordance with department procedure, and subject to the notice requirements outlined in Section 301.09 below for ESST-designated PTO to be used for ESST-qualifying reasons. If a specific department procedure does not exist, notification should be made on the first day of absence or as soon as possible, but no later than one hour after the normal reporting time unless there is an emergency situation requiring an employee to provide later notice specifically due to the nature of the emergency. Inappropriate use of the PTO plan may subject the employee to disciplinary action.

301.06 Medical Certification

Family Medical Leave Act (FMLA) may apply to PTO requests for medical reasons. Minimally, absences for medical reasons of more than three (3) working days may require a physician's statement stating the cause of use. This will be used to determine if a leave of absence should be initiated and if FMLA applies. To the extent permitted by law, physician's notes may be required as early as the first day of absence in some situations and/or in accordance with department procedures.

A statement attesting to the employee's ability to return to work and perform the essential functions of that employee's position may also be required before the employee returns to work.

301.07 Extended Sick Leave Bank (ESLB)

Non-union Employees hired before December 31, 2016, or union employees that have switched over to the County's PTO plan on or after January 1, 2023, may have hours converted to the Extended Sick Leave Bank (ESLB) according to the conversion policies of Wright County's PTO Plan approved by the Wright County Board on December 20, 2016. Hours converted to ESLB may be used for illness or disability for an FMLA qualifying event for the employee or to care for an immediate family member as defined by FMLA and pursuant to the policies in effect (Section 301-Paid Time Off) for the use of ESLB leave.

For non-qualifying FMLA events, employees that have absence due to illness, disability, or injury may use ESLB hours after all PTO has been exhausted down to 240 hours or 240 hours prorated based upon the employee's FTE status. Human Resources may require acceptable medical

verification that the absence qualifies under FMLA before approving use of ESLB time.

ESLB may also be used due to an illness or injury for an adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, and stepparent under the same terms upon which the employee is able to use ESLB benefits for their own illness or injury. The limit to the amount of ESLB leave used for an adult child, sibling, parent, grandparent, or stepparent is 160 hours in a 12-month calendar year.

Employees eligible to participate in the ESLB will be allowed to access their ESLB, without depleting any PTO, for treatment of a serious health condition that qualifies as an FMLA event.

Effective January 1, 2025, employees may also use ESLB leave for other ESST-qualifying reasons, provided that an employee must completely exhaust available PTO leave before using ESLB leave for an ESST purpose not otherwise specifically addressed in this Section 301.07.

Wright County will pay to all employees, at the time of separation in good standing, unused ESLB time at the employees' then current level of compensation according to the following schedule:

ESLB Pay Out Schedule	
Years of Service	Percent of Accrued ESLB
Less than 2	None
2-5	10%
6-10	15%
11-15	25%
16+	35%

ESLB payout will be placed into a Post-Employment Retirement Health Care Savings Plan account or paid out as taxable earnings.

This policy and the County's other policies, procedures, and other written documents, no matter how detailed, do not create a contractual right or equitable right to paid time off, vacation time, or similar forms of compensation ("Time Off Accrual"). The County specifically retains the right to change the terms of the described time off accruals and related terms at any time without notice to employees. There is no contractual right to time off accrual as described herein, and related documents and this paragraph shall be understood as an effective disclaimer of any claim for time off accrual.

301.08 Catastrophic Sick Time

An employee may accrue catastrophic sick time upon attainment of 840 hours of regular PTO. Catastrophic sick time accrues in a separate account at the rate of 3.69 hours per pay period (one-half the minimum PTO accrual rate of 7.38 hours per pay period) for each pay period that an employee maintains a balance of 840 hours and does not use PTO in said pay period.

In the event of catastrophic illness or injury, an employee may use time available in their catastrophic sick bank for the employee or an adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, and stepparent after exhausting all PTO hours down to 120 hours prorated based upon FTE status and all ESLB hours.

In the event of catastrophic illness or injury, an employee may use time available in their catastrophic sick bank for the employee or an immediate family member as defined in MN Statute 181.9413 after exhausting all PTO hours down to 120 hours prorated based upon FTE status and all ESLB hours.

Catastrophic Sick Time may also be used due to an illness or injury for an adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, and stepparent up to a maximum of 160 hours (or any combination of ESLB and Catastrophic Sick Leave) within a 12-month calendar year under the same terms upon which the employee is able to use Catastrophic Sick Time benefits for their own illness or injury.

Catastrophic sick time is not compensable upon separation of employment in good standing or otherwise.

301.09 Earned Sick and Safe Time for Temporary and Seasonal Employees

Effective January 1, 2024, the State of Minnesota enacted the Earned Sick and Safe Time (ESST) law (Minn. Stat. §§ 181.9445-181.9448) that requires the County to provide temporary and seasonal (non-benefit eligible) employees one (1) hour of Sick and Safe Time for every 30 hours worked during a 12-month calendar year.

An employee must work at least 80 hours in a calendar year (or be expected by the County at the time of hire to work at least 80 hours in a calendar year) for the County to be eligible for this benefit. Employees can earn up to a maximum of 48 hours of Sick and Safe Time each calendar year. When Sick and Safe Time is being utilized, the employee will be compensated at the employee's base rate of pay. Base rate of pay means:

- For employees paid on an hourly basis, the same rate received per hour of work;
- For employees paid on an hourly basis who receive multiple hourly rates, the rate the employee would have been paid for the period of time in which leave was taken;
- For employees paid on a salary basis, the same rate guaranteed to the employee as if the employee had not taken the leave; and
- For employees paid on any basis other than hourly or salary, a rate no less than the applicable local, state, or federal minimum wage, whichever is greater.

Base rate does not include shift differentials that are in addition to an employee's hourly rate, premium payments for overtime work, and other premium payments for work on Saturdays, Sundays, holidays, or scheduled days off.

The leave may be used as it is accrued in the smallest increment of time tracked by the County's payroll system.

Permissible Uses of Sick and Safe Time

Sick and Safe Time may be used for the following purposes as set forth in Minn. Stat. § 181.9447, subd. 1:

- The employee's (1) mental or physical illness, injury, or other health condition, (2) need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or other health condition, or (3) need for preventive medical or health care.
- The employee's care of a family member (1) with a mental or physical illness, injury, or other health condition, (2) who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or other health condition, or (3) who needs preventive medical or health care.
- Absence due to domestic violence, sexual assault, or stalking of the employee or a family member if the absence is to:
 - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking.
 - Obtain services from a victim service organization.
 - Obtain psychological or other counseling.
 - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking; and
 - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking.
- To make arrangements for or to attend funeral service or a memorial.
- To address financial or legal matters that arise after a family member's death.
- Closure of the employee's workplace due to weather or public emergency or closure of family member's school or care facility due to weather or public emergency.
- The employee's inability to work or telework because the employee is: (i) prohibited from working by the County due to health concerns related to the potential transmission of a communicable illness related to a public emergency; or (ii) seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and such employee has been exposed to a communicable disease or the County has requested a test or diagnosis.
- When it has been determined by the health authorities having jurisdiction or by a health care professional that the presence of the employee or family member of the employee in the community would jeopardize the health of others because of the exposure of the employee or family member of the employee to a communicable disease, whether or not

the employee or family member has actually contracted the communicable disease. Employees may use earned sick and safe time for the following family members:

- Child, including foster child, adult child, legal ward, child for whom the employee is legal guardian or child for whom the employee is legal guardian or child to whom the employee stands or stood in loco parentis (in place of a parent).
- Spouse or registered domestic partner.
- Sibling, stepsibling, or foster sibling.
- Biological, adoptive, or foster parent, stepparent or a person who stood in loco parentis (in place of a parent) when the employee was a minor child.
- Grandchild, foster grandchild, or step grandchild.
- Grandparents or step-grandparent.
- A child of a sibling of the employee.
- A sibling of the parents of the employee.
- A child-in-law or sibling-in-law.
- Any of the family members listed above of an employee's spouse or registered domestic partner.
- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and
- Up to one individual annually designated by the employee.

Tracking, Annual Carryover, and No Payout Upon Separation from Employment

Temporary, seasonal, and part-time employees that earn Sick and Safe Time will have their accrued time tracked by the County on their bi-weekly paycheck stub. Accrued Sick and Safe Time will not be paid out to an employee upon separation from employment with the County.

When there is a separation from employment with the County and the employee is rehired within 180 days of separation, previously accrued Sick and Safe Time that had not been used will be reinstated. A rehired employee will be entitled to use and accrue Sick and Safe Time at the commencement of reemployment.

An employee will be able to carry over any unused Sick and Safe Time hours (not to exceed 80 hours) to the following calendar year. An employee may use Sick and Safe Time as it is accrued. Sick and Safe Time begins to accrue at the commencement of employment, subject to the requirement that an employee work at least 80 hours in a calendar year in order to be eligible for Sick and Safe Time. Once a temporary or seasonal employee has worked for the County for at least 80 hours in a calendar year, the County will retroactively credit Sick and Safe Time hours based on the number of hours worked by the employee back to the employee's start date. The employee would then be eligible to request approval to use up to two hours of Sick and Safe Time to be paid for a previous qualifying absence.

Advance Notice for use of Earned Sick and Safe Leave

If the need for Sick and Safe Time is foreseeable, an employee must provide at least seven days' advance notice of a request to use it. Notice must be provided to the employee's direct

supervisor or in any other manner communicated by the County in writing. However, if the need is unforeseeable, employees must provide notice of the need for Sick and Safe Time as **reasonably required by the employer** ~~soon as practicable~~. When an employee uses Sick and Safe Time for more than ~~three~~ **two** consecutive scheduled workdays, the County may require appropriate and reasonable supporting documentation (such as medical documentation supporting medical leave, court records or related documentation to support the reasons for the requested leave). However, if the employee or employee's family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable time or without added expense, then reasonable documentation for absences due to an employee's or family member's illness, injury, or other condition, preventative care, or need to quarantine due to concerns related to exposure or suspected exposure to a communicable disease may include a written statement from the employee indicating that the employee is using, or used, Sick and Safe Time for a qualifying purpose. Similarly, an employee may provide a written statement to the County stating that the employee is using Sick and Safe Time for an absence due to domestic abuse, sexual assault, or stalking of the employee or employee's family member if other verifying documentation cannot be obtained in a reasonable time or without added expense.

The County will not require an employee to disclose details related to domestic abuse, sexual assault, or stalking or the details of the employee's or the employee's family member's medical condition for purposes of reviewing and approving requests to use Sick and Safe Time. In accordance with state law, the County will not require an employee using Sick and Safe Time to find a replacement worker to cover the hours the employee will be absent.

An employee returning from time off using accrued Sick and Safe Time is entitled to return to their employment at the same rate of pay received when their leave began, plus any automatic pay adjustments that may have occurred during the employee's time off. Seniority during Sick and Safe Time absences will continue to accrue as if the employee has been continually employed.

301.10 Minimum Amount of ESST Required by Law

The County's PTO, ESLB leave, and catastrophic sick time existing prior to ESST legislation enacted in 2023 and 2024 is more generous than the minimum amount of Earned Sick and Safe Time required by law. In the event Minnesota law, through legislation, a decision by a court or administrative body of competent jurisdiction, or administrative rulemaking, is clarified such that the County is not required to designate all PTO, ESLB leave, and catastrophic sick leave as ESST, the County will provide only the minimum amount of ESST required by law.

301.11 PTO Benefits for Probation and Court Services Employees Transferring from Minnesota Department of Corrections

Probation and Court Services employees hired by the County between August 1, 2025, and December 31, 2025, who were previously employed by the Minnesota Department of Corrections in a similar position, may be eligible to receive additional PTO credit based on their years of service with the State of Minnesota. Eligibility and the amount of additional credit shall be determined at the discretion of the County Administrator. Approved additional credit for applicable experience in a related field will be applied to the employee's PTO accrual, effective as of their date of hire.

301.12 Minnesota Paid Leave Supplement

The County offers employees the opportunity to supplement benefits they receive through the Minnesota Paid Leave program under Chapter 268B of the Minnesota Statutes or an equivalent plan, if selected by the County in lieu of the state plan, with their accrued PTO, ESLB, and catastrophic sick time. An employee's use of ESLB and catastrophic sick time to supplement Minnesota Paid leave benefits will be subject to the requirements set forth in this policy regarding use of other forms of leave prior to using ESLB or catastrophic sick leave. At no time will the supplemental leave permitted under this section combined with any leave benefit under the Minnesota Paid Leave Program or an equivalent plan, if selected by the County in lieu of the state plan, exceed the regular wage or salary of an employee. Employees who use Minnesota Paid Leave will not be eligible to accrue PTO while they are on leave.



Earned Sick and Safe Time Employee Notice

Earned Sick and Safe Time Employee Notice

Employees in Minnesota are entitled to earned sick and safe time, a form of paid leave. Effective January 1, 2024, the State of Minnesota enacted the Earned Sick and Safe Time (ESST) law (Minn. Stat. §§ 181.9445-181.9448). A year for purposes of the employee's ESST accrual is a calendar year commencing on January 1. Please refer to Wright County Personnel Policy Manual Section 301 (Paid Time Off and Sick and Safe Time) for additional information and details regarding ESST. A copy of this policy is included with this notice.

Effective January 1, 2025, the County will designate all accrued PTO, ESLB leave, and catastrophic sick time as ESST consistent with legislative updates in the year 2024. As noted in the Wright County Personnel Policy Manual [\(Section 301.10 Minimum Amount of ESST Required by Law\)](#), the County reserves the right to modify the amount of PTO designated as ESST in the event of future changes to the law. Permanent full-time and part-time employees that earn PTO/Sick and Safe Time will have their accrued time tracked by the County on their bi-weekly paycheck stub.

The statutory reasons for which ESST may be used are set forth in Minn. Stat. § 181.944 and are outlined in the Wright County Personnel Policy Manual Section 301 (Paid Time Off and Sick and Safe Time).

For employees who are not eligible for PTO, Wright County will provide temporary and seasonal (non-benefit eligible) employees one hour of earned sick and safe time for every 30 hours worked during a 12-month calendar year. An employee must work at least 80 hours in a calendar year for the County to be eligible for this benefit. Employees can earn up to a maximum of 48 hours of ESST each calendar year. When ESST is being utilized, the employee will be compensated at the employee's hourly rate of pay. The leave may be used as it is accrued in the same increment of time for which the employee is paid or a 15-minute increment, whichever is greater. Unused ESST may be carried over from one year to the next, up to a maximum accrual of 80 hours. Unused ESST will not be paid out upon separation from employment.

The ESST hours the employee has available, as well as those that have been used in the most recent pay period, must be indicated on the employee's earnings statement that they receive at the end of each pay period. ESST must be paid at the same hourly rate employees earn from

employment. Employees are not required to seek or find a replacement for their shift to use ESST. They may use ESST for all or part of a shift, depending on their need.

ESST can be used for:

- an employee's mental or physical illness, treatment or preventive care;
- the mental or physical illness, treatment or preventive care of an employee's family member;
- absence due to domestic abuse, sexual assault or stalking of an employee or their family member;
- to make funeral arrangements for or to attend funeral services or a memorial;
- to address financial or legal matters that arise after a family member's death;
- closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease.

Notifying Employer, Documentation

If the need for ESST is foreseeable, an employee must provide at least seven days' advance notice of a request to use it. Notice must be provided to the employee's direct supervisor or in any other manner communicated by the County in writing. However, if the need is unforeseeable, employees must provide notice of the need for ESST as soon as practicable.

When an employee uses ESST for more than three consecutive scheduled workdays, the County may require appropriate and reasonable supporting documentation (such as medical documentation supporting medical leave, court records or related documentation to support the reasons for the requested leave). However, if the employee or employee's family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable time or without added expense, then reasonable documentation for absences due to an employee's or family member's illness, injury, or other condition, preventative care, or need to quarantine due to concerns related to exposure or suspected exposure to a communicable disease may include a written statement from the employee indicating that the employee is using, or used, ESST for a qualifying purpose. The County will not require an employee to disclose details related to domestic abuse, sexual assault, or stalking or the details of the employee's or the employee's family member's medical condition for purposes of reviewing and approving requests to use ESST. In accordance with state law, the County will not require an employee using ESST to find a replacement worker to cover the hours the employee will be absent. An employee returning from time off using accrued Sick and Safe Time is entitled to return to their employment at the same rate of pay

received when their leave began, plus any automatic pay adjustments that may have occurred during the employee's time off. Seniority during ESST absences will continue to accrue as if the employee has been continually employed.

Retaliation, Right to File Complaint

It is against the law for an employer to retaliate, or to take negative action, against an employee for using or requesting ESST or otherwise exercising their ESST rights under the law. If an employee believes they have been retaliated against or improperly denied ESST, they can file a complaint with the Minnesota Department of Labor and Industry. They can also file a civil action in court for ESST violations.

For More Information

Contact the Minnesota Department of Labor and Industry's Labor Standards Division at 651-284-5075 or dli.laborstandards@state.mn.us or visit the department's earned sick and safe time webpage at dli.mn.gov/sick-leave.

