



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

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

- I. PLEDGE OF ALLEGIANCE
- II. MINUTES - DISPENSE WITH READING, APPROVE AS WRITTEN/REVISED
 - A. Approve Minutes from County Board Meeting (11-4-2025)
- III. REVIEW & APPROVAL OF AGENDA
- IV. CONSENT AGENDA
 - A. ADMINISTRATION
 1. Confirm Appointment of Linda Strom to the Board of Managers for the Clearwater River Watershed District
 2. Authorize Signatures on Memorandum of Agreement with International Union of Operating Engineers
 3. Approval of Charitable Gambling Application, Form LG220, Rachel Foundation, Gambling Premises: Rachel Property 7705 117th Street NW, Annandale MN 55302, Date of Activity: 02-07-2026
 - B. FINANCE & TAXPAYER SERVICES
 1. Approve Budget Amendment 67, Sheriff's Office WatchGuard
 2. Acknowledge Warrant Disbursements Issued from October 27 to November 6, 2025
 - C. HEALTH & HUMAN SERVICES

1. 1. Approve Child and Teen Checkup Grant (\$269,690) For Period 1-1-2026 to 12-31-2026
2. Approve Subsequent Budget Revenue and Expense Changes to Align with Grant Funding Allocations
2. Approve 2026 New Tobacco Licenses for Best Oil, LLC (formerly Jack's of Cokato, Jack's of French Lake) and Cub Wine & Spirits (license formerly held by Cub Foods, St. Michael)
3. Approve 2026 Tobacco License Renewals for 77 Establishments

D. HIGHWAY

1. Approve Authorization to Fill Upcoming Vacant Highway Maintenance Worker Position (Retirement on 12-31-2025) and Any Vacant Positions Resulting from the Internal Recruitment/Posting Process

E. PLANNING & ZONING

1. Appoint Bruce Maue to Serve the Remaining Term of Sandy Greninger on the Wright County Board of Adjustment
2. Appoint Troy Beise (District 4) to a 3-year Term to the Planning Commission. Term Ending 12-31-2028
3. Authorize Signatures on the Grant Agreement between the State of Minnesota, Acting through Its Board of Water and Soil Resources and Wright County for Water and Shore land Management, Wetlands, and Septic Systems

V. TIMED AGENDA ITEMS

A. 9:05 AM - PATRICK O'MALLEY - JAIL ADMINISTRATOR

1. Approval to Use Opioid Settlement Funds for Purchase of Reassurance Solutions Monitoring System

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

1. Adopt Resolution 25-73 Proclaiming November 19, 2025 as National GIS Day in Wright County

C. 9:13 AM - BRIAN LUTES - COUNTY ATTORNEY

1. Midwest Medical Examiner's Annual Report and Presentation

D. 9:18 AM - LINDSEY MEYER - FINANCE DIRECTOR

1. Schedule Two Public Hearings for City of St. Michael Sewer Subordinate Districts on December 16, 2025

E. 9:21 AM - CHAD HAUSMANN - HIGHWAY ENGINEER

1. Approve Resolution 25-74, Sponsorship for Monticello Township (Briarwood Ave and 90th St) Local Road Improvement Program (LRIP) Application
2. Approve Resolution 25-75, Sponsorship for Marysville Township (Clementa Ave) Local Road Improvement Program (LRIP) Application
3. Approve Resolution 25-76, Sponsorship for City of Montrose (Clementa Ave) Local Road Improvement Program (LRIP) Application
4. Approve Resolution 25-77, Sponsorship for Franklin Township (110th St. NE)) Local Road Improvement Program (LRIP) Application

F. 9:30 AM - ROSS DEMANT - DIRECTOR OF PARKS & RECREATION

1. Approve the Master Services Agreement (MSA) with SRF Consulting, Inc. to Provide Professional Consulting Services for Wright County Parks and Recreation Projects
2. Approve Agreement with the Minnesota Land Trust for an Access Easement in Harry Larson Park

3. Approve Memorandum of Understanding (MOU) with the City of Monticello for the Design and Bidding Support of a Shared Maintenance Facility at the Bertram Chain of Lakes Regional Chain of Lakes Regional Park

VI. ITEMS FOR CONSIDERATION

A. COMMITTEE MINUTES

1. Approve Minutes and Adopt Recommendations from the Personnel Committee Meeting (11-10-2025)

VII. ADJOURNMENT

VIII. WARRANTS ISSUED

Agenda Item



Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *

11/18/2025 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 (11-4-2025)

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

Approve Minutes from County Board Meeting (11-4-2025)

Value Stream the request primarily aligns with:

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

Describe the impact on staffing resources.

Fiscal Impact:

Background/Justification:

Route for Review and Approval

☐
Finance
Review
☐

Legal Review

☐
Risk Mgmt
Review
☐

Skip Workflow

Agenda Item Attachments – 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[11-4-2025 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, November 4, 2025

DATE APPROVED: [DRAFT]

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

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

Present were the following:

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

Absent

Board of Commissioners:	Nadine Schoen
-------------------------	---------------

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 (10-21-2025)

At 9:02 a.m. Vetsch requested a motion to approve the minutes.

Motion by Commissioner Jeanne Holland and seconded by Commissioner Kirby Moynagh

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

REVIEW & APPROVAL OF AGENDA

At 9:03 a.m. County Administrator Greg Kryzer requested that Timed Agenda, letter C, number 3 be tabled to the meeting on November 18. Vetsch requested a motion to approve the modified agenda.

Motion by Holland and seconded by Moynagh

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

CONSENT AGENDA

At 9:04 a.m. Commissioner Tina Diedrick requested Consent Agenda letter D, number 1, be taken off the Consent Agenda for further discussion. Vetsch requested a motion to approve the modified Consent Agenda.

Motion by Diedrick and seconded by Moynagh

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

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)**

At 9:04 a.m. Diedrick raised concerns with the rezoning. Holland spoke in favor of rezoning. Moynagh spoke in favor of rezoning. Vetsch spoke in favor of rezoning. Vetsch requested a motion to approve the recommendation.

Motion by Moynagh and seconded by Holland

Aye: 3; Nay: 1; Abstain: 0; Absent: 1; Recused: 0
 For: Holland, Moynagh, Vetsch
 Against: Diedrick
 Absent: Schoen

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**

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**

At 9:12 a.m. Parks & Recreation Operations Manager Brad Harrington spoke on the Joint Powers Agreement with Stearns County. Vetsch requested a motion to approve the Joint Powers Agreement.

Motion by Moynagh and seconded by Holland

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

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

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

At 9:13 a.m. Finance Director Lindsey Meyer spoke on Resolution 25-69, Regarding the Placement of a Special Assessment on Property in Buffalo. Vetsch requested a motion to approve Resolution 25-69.

Motion by Holland and seconded by Moynagh

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

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

At 9:14 a.m. Meyer spoke on Resolution 25-70, Regarding the Placement of a Special Assessment on Property in Monticello. Vetsch requested a motion to approve Resolution 25-70.

Motion by Moynagh and seconded by Holland

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

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

At 9:14 a.m. Agriculture & Drainage Coordinator Jared Otto spoke on the need to obtain quotes for tree removal on County Ditch #33 and #23. Vetsch requested a motion to approve staff to obtain the quotes.

Motion by Moynagh and seconded by Diedrick

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

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.

At 9:16 a.m. Otto spoke on the proposal from Houston Engineering. Vetsch requested a motion to approve the proposal.

Motion by Moynagh and seconded by Holland

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

Absent: Schoen

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 - **TABLED****

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

At 9:17 a.m. Planning & Zoning Administrator Barry Rhineberger spoke on the amending to the County Code of Ordinances, Chapter 154. Vetsch requested a motion to approve Ordinance 25-4.

Motion by Holland and seconded by Moynagh

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

At 9:18 a.m. Vetsch requested a motion to approve the publication of summary language of Ordinance 25-4.

Motion by Holland and seconded by Moynagh

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

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

1. **PUBLIC HEARING - 2026 Fees for Service Schedule**

At 9:28 a.m. Assistant County Administrator Marc Mattice spoke on fee schedule. At 9:30 a.m. Vetsch opened the public hearing. No public comment was received. At 9:30 a.m. Vetsch closed the public hearing.

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

1. **Approve Wright County 2026 Fees for Service**

At 9:31 a.m. Diedrick raised concerns with the Planning & Zoning building permit fee increase. Vetsch spoke on the Planning and Zoning building permit increase. Rhineberger spoke on the increase in the fee. Holland spoke on the permit increase. Diedrick requested a motion to remove the increase to the zoning permit. Motion failed due to lack of a second. Moynagh raised concerns with the

increase. Vetsch requested a motion to pass the fee schedule without modification.

Motion by Holland and seconded by Moynagh

Aye: 3; Nay: 1; Abstain: 0; Absent: 1; Recused: 0
 For: Holland, Moynagh, Vetsch
 Against: Diedrick
 Absent: Schoen

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

1. HEALTH & HUMAN SERVICES CONSENT AGENDA

At 9:42 a.m. Vetsch requested a motion to approve the Health & Human Services Consent Agenda.

Motion by Holland and seconded by Moynagh

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

- 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**

At 9:42 a.m. Health & Human Services Director Jami Goodrum spoke on Resolution HHS 25-12 to Accept October 2025 Donations. Vetsch requested a motion to approve Resolution HHS 25-12.

Motion by Holland and seconded by Diedrick

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

ii. **Update: Central MN Council on Aging (CMCOA).
Presentation by CMCOA Executive Director Lori Vrolson.**

At 9:43 a.m. Central MN Council on Aging Executive Director Lori Vrolson spoke. Holland and Vetsch spoke in favor of CMCOA.

iii. **Update: AmeriCorps Retired & Senior Volunteer Program (RSVP). Presentation by RSVP Program Director Jennifer Wucherer**

At 10:02 A.M. AmeriCorps Retired & Senior Volunteer Program Director Jennifer Wucherer spoke.

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**

At 10:18 a.m. Goodrum spoke on HHS staff presenting at the AMC Conference in December. Goodrum also spoke on the grant application for a housing study.

ITEMS FOR CONSIDERATION

A. ADMINISTRATION

1. **Set Agenda for Tuesday, November 18, 2025, County Board of Commissioners Workshop**

At 9:25 a.m. Kryzer spoke on updates to the workshop. Vetsch requested a motion to approve the agenda.

Motion by Holland and seconded by Moynagh

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

2. **Approve Resolution 25-72, Urging Repeal of Minnesota's Moratorium on Nuclear Energy Production**

At 9:26 a.m. Kryzer spoke on Resolution 25-72, Urging Repeal of Minnesota's Moratorium on Nuclear Energy Production. Vetsch spoke in favor of the resolution. Vetsch requested a motion to approve Resolution 25-72.

Motion by Moynagh and seconded by Holland

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

B. COMMITTEE MINUTES

1. Approve Minutes from County Board Workshop (10-14-2025)

At 10:21 a.m. Vetsch gave an overview of the board workshop. Vetsch requested a motion to approve the minutes.

Motion by Holland and seconded by Moynagh

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

At 10:22 a.m. Kryzer spoke on Resolution 25-68, Resolution Setting Per Diems for Appointees by the County Board and Health & Human Services Board to Committees, Boards and Commissions. Vetsch requested a motion to approve Resolution 25-68.

Motion by Moynagh and seconded by Holland

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

At 10:23 a.m. Kryzer spoke on Resolution 25-67, Resolution Establishing a General Expense Allowance and Monthly Payment Schedule for County Commissioners. Vetsch requested a motion to approve Resolution 25-67.

Motion by Diedrick and seconded by Moynagh

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

2. Approve Minutes and Adopt Recommendations from the Personnel Committee Meeting (10/28/2025)

At 10:24 a.m. Vetsch gave an overview of the Personnel Committee meeting. Diedrick questioned the Oracle Roadmap on the Personnel Committee agenda. Vetsch requested a motion to approve the recommendations to approve changes to Sections 613 and 301 of the Wright County Personnel Policy, and to refer to November 4 County Board Consent Agenda for three eligibility specialist positions for HHS.

Motion by Holland and seconded by Moynagh

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

ADJOURNMENT

At 10:33 a.m. Vetsch adjourned the meeting.

WARRANTS ISSUED

Destination and Workflow**Meeting Type: ***

Board Meeting

Target Meeting Date *11/18/2025 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

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) ***

Confirm Appointment of Linda Strom to the Board of Managers for the Clearwater River Watershed District

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

Confirm Appointment of Linda Strom to the Board of Managers for the Clearwater River Watershed District

Value Stream the request primarily aligns with:

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

Describe the impact on staffing resources.

Fiscal Impact:**Background/Justification:**

Linda Strom, who is part of the Wright County Association of Lake Associations and resides in the Clearwater River Watershed District boundaries to fill out Dawn Cole's term, which expires on December 31, 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.

Document Name

Attachment Type

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes



Agenda Item

Destination and Workflow

Meeting Type: * Board Meeting	Target Meeting Date * 11/18/2025 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 International Union of Operating Engineers
Short Title (what will appear on Agenda outline – 250 character max.) * Authorize Signatures on Memorandum of Agreement with International Union of Operating Engineers

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

[Intl Union of Op Eng_20251031_080214.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 the International Union of Operating Engineers, Local No. 49 ("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 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 21.4 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 21.4.

FOR THE COUNTY OF WRIGHT

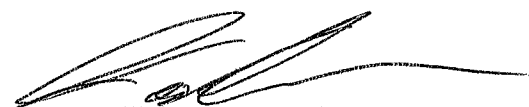
County Board Chair

Date

County Administrator

Date

FOR THE INTERNATIONAL UNION OF OPERATING ENGINEERS, LOCAL NO. 49



Its

Daniel Reiver
Business Representative

10-30-2025
Date



Agenda Item

Destination and Workflow

Meeting Type: *	Target Meeting Date *
Board Meeting	11/18/2025 9:00 AM – Board of Wright County Commissioners
Requestor Name	Agenda Item Type
Greg Kryzer	☒ RFBA ☐ Minutes Submission ☐ Warrants Submission
Requestor Title	Target Section
County Administrator	☐ Consent Agenda ☐ Timed Agenda
Department (please use dropdown to select department) *	☒ Item for Consideration
ADMINISTRATION	Originator
	JAE4296

Item Details

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

Approval of Charitable Gambling Application, Form LG220, Rachel Foundation, Gambling Premises: Rachel Property 7705 117th Street NW, Annandale MN 55302, Date of Activity: 02-07-2026

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

Approval of Charitable Gambling Application, Form LG220, Rachel Foundation, Gambling Premises: Rachel Property 7705 117th Street NW, Annandale MN 55302, Date of Activity: 02-07-2026

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

[LG220 Rachel Foundation \(2\).pdf](#)

Attachment Type

Attachment

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

Approved

Notes

County Administrator Review**County Administrator Decision**

Notes

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit4/23
Page 1 of 3

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: Rachel Foundation

Previous Gambling Permit Number: X-95165

Minnesota Tax ID Number, if any: _____

Federal Employer ID Number (FEIN), if any: _____

Mailing Address: 4180 Napier Ct NE

City: St. Michael State: MN Zip: 55376 County: Wright

Name of Chief Executive Officer (CEO): Donald Rachel

CEO Daytime Phone: 763-424-1500

CEO Email: drachel@rachelcontracting.com

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

Email permit to (if other than the CEO): kklimmek@rachelcontracting.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal

☐ Religious

☐ Veterans

☒ Other Nonprofit Organization

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

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

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

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

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

Secretary of State website, phone numbers:

www.sos.state.mn.us

651-296-2803, or toll free 1-877-551-6767

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

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

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

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

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

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted

(for raffles, list the site where the drawing will take place): Rachel property on Sugar Lake

Physical Address (do not use P.O. box): 7705 117th St NW

Check one:

☐ City: _____

Zip: _____

County: _____

☒ Township: Corinna

Zip: 55302

County: Wright

Date(s) of activity (for raffles, indicate the date of the drawing): 02/07/26

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

☐ Bingo

☐ Paddlewheels

☐ Pull-Tabs

☐ Tipboards

☒ Raffle

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

LG220 Application for Exempt Permit

4/23
Page 2 of 3**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)****CITY APPROVAL
for a gambling premises
located within city limits**

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

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

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

**COUNTY APPROVAL
for a gambling premises
located in a township**

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

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (If required by the county)

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

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: _____

(Signature must be CEO's signature; designee may not sign)

Date: 10/24/25

Print Name: Donald Rachel

REQUIREMENTS**Complete a separate application for:**

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

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

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

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

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

MAIL APPLICATION AND ATTACHMENTS**Mail application with:**

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150. Make check payable to **State of Minnesota**.

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

Questions?

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

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

An equal opportunity employer

How You May Spend Gambling Funds	How You May Not Spend Gambling Funds
Allowable expenses - Gambling funds may be spent for allowable expenses, such as: • gambling equipment (pull-tabs, bingo paper, bingo blower, paddlewheel tickets, tipboard games); • advertising; • printing raffle tickets; or • any services or goods that are directly related to the conduct of your gambling. Charitable contributions - Gambling funds may be spent for the following charitable contributions (lawful purpose): • to or by 501(c)(3) organization and 501(c)(4) festival organizations; • relieving the effects of poverty, homelessness, or disability; • problem gambling programs approved by the Minnesota Department of Human Services; • public or private nonprofit school; • scholarships (if a contribution is made to a scholarship fund, it must be made to a nonprofit organization whose primary mission is to award scholarships); • church; • recognition of military service (open to public) or active military personnel in need; • activities and facilities benefiting youth under age 21; • citizen monitoring of surface water quality, with data submitted to Minnesota PCA; • unit of government (NOTE: A direct contribution to a law enforcement or prosecutorial agency is not allowed); • wildlife management projects or activities that benefit the public-at-large, with DNR approval; • grooming and maintaining snowmobile or all-terrain trails that are grant-in-aid trails, or other trails open to public use, with DNR approval; • supplies and materials for DNR training and educational programs; • nutritional programs, food shelves, and congregate dining programs primarily for persons who are 62 or older or disabled; • community arts organizations or programs; • humanitarian service recognizing volunteerism or philanthropy; and • acquisition and repair of real property and capital assets (contact the Gambling Control Board for requirements).	1. Controlled contribution - An organization may not retain any control over any contribution made from gambling funds. The only exception is for expenditures by a 501(c)(3) organization or a 501(c)(4) festival organization to its general fund. 2. Financial gain - A contribution or expenditure may not be made if it results in any monetary, economic, financial, or material benefit to the organization making the contribution or expenditure. 3. Government - An expenditure may not be made for: • influencing the nomination or election of a candidate for public office; • promoting or defeating a ballot question; or • any activity intended to influence an election or a governmental decision-making process. 4. Law enforcement - A direct contribution may not be made to a law enforcement or prosecutorial agency. 5. Pension - A contribution may not be made to a government pension or retirement fund, such as a fire relief association. 6. Conflict of interest - A contribution or expenditure may not be made if it is not allowed under the conflict of interest provisions of the Minnesota Nonprofit Corporation Act, Minnesota Statutes, Section 317A.255. 7. Alcohol - An expenditure may not be made for the purchase of any intoxicating liquor, wine, or malt beverages. 8. Fundraising - An expenditure may not be made for fundraising costs, except as allowed for a 501(c)(3) organization or 501(c)(4) festival organization from its general fund. 9. Other organizations - With few exceptions, gambling funds may not be contributed to other organizations or clubs such as veterans, fraternal, Lions, etc. unless it is a 501(c)(3) organization. 10. Other contributions - A contribution may not be made to a 501(c)(3) organization or another entity with the intent or effect of not complying with lawful purpose restrictions or requirements.

MINNESOTA GAMBLING CONTROL BOARD

BINGO AND RAFFLE – Checklist for Excluded/Exempt Permits

The purpose of this form is to help your organization conduct excluded/exempt gambling in compliance with the requirements listed below. Exempt and Excluded activities cannot be conducted in the same calendar year. The five forms of lawful gambling are bingo, paddlewheels, pull-tabs, raffles and tipboards. Detailed information regarding each requirement is available by clicking on the following links [in blue italics]: 1) applicable statutes and rules; 2) the [Lawful Gambling Manual](#); 3) the online class, “[Conduct of Raffles](#)”; and 4) the [phone number and email address](#) of your county’s Licensing (license, permits and leases) and Compliance (conduct and reporting) Specialists.

Check Box	RAFFLES
	1. Tickets are printed in accordance with MN Rule 7861.0310 .
	2. Tickets contain the sequential number of the raffle ticket. Theatre style tickets may be used. (349.173)
	3. A list of prizes and a statement of other relevant information is made available to ticket purchasers. (349.173)
	4. The organization must pay in full or otherwise become the owner of all prizes prior to the raffle drawing, except for raffles with gross receipts of \$60 or less. (7861.0260)
	5. A merchandise certificate is used when a prize requiring registration or licensure (guns, cars, ATVs, etc.) is offered. (7861.0260)
	6. Prizes must not consist of lawful gambling equipment including raffle tickets for another raffle. (7861.0260)
	7. The total value of lawful gambling prizes awarded (use fair market value for donated prizes) does not exceed \$50,000 in a calendar year. (349.166)
	8. Cash must not be substituted for merchandise prizes that have been won. (7861.0260 Subp. 4C(2))
	9. Alcohol is only awarded as a prize to persons who demonstrate that they are 21 years of age or older. (340A.707)
	10. Only cash, personal checks, cashier’s checks, money orders, travelers’ checks, and debit cards may be accepted for the purchase of tickets (NO CREDIT CARDS – NO INTERNET SALES). (349.2127) (7861.0260)
	11. The method of winner selection cannot be manipulated or based on the outcome of an event not under the organization’s control. (349.173)
	12. Persons are not required to be present at a raffle drawing to be eligible to win. (349.173) (7861.0310)
	13. Raffle tickets are not sold to or won by persons under age 18. (349.181) (7861.0310)
	14. Purchasers are not required to buy anything other than the ticket. (349.173) (7861.0310)
	15. Clear and legible house rules in accordance with MN Rule 7861.0310 are prominently posted at the point of winner selection.
	16. An exempt permit financial report (LG220A) must be submitted to the Gambling Control Board within 30 days of the gambling occasion. (349.166)
	BINGO
	1. Clear and legible house rules in accordance with MN Rule 7861.0270 are prominently posted at the point of winner selection.
	2. House rules include the policy on declaring bingo and last number called. (7861.0270 Subp. 2A(1))
	3. House rules include the reasons for potentially cancelling bingo occasions. (7861.0270 Subp. 2A(1))
	4. All sales must be on a cash basis and take place at the permitted premises during or immediately prior to the bingo occasion. (NO CREDIT CARDS – NO INTERNET SALES) (7861.0270 Subp. 5B(1))
	5. Bingo paper must not be offered for free or discounted unless the price is reduced with a coupon. (7861.0270 Subp. 5B(7))
	6. Bingo balls must be available for inspection by at least one player before the occasion begins to determine that all are present and in operating condition. (7861.0270 Subp. 3A)
	7. No reservation of bingo cards or bingo paper for any person (7861.0270 Subp. 3F)
	8. Bingo records (including bingo program) must be kept for 3½ years. (7861.0270 Subp. 11)
	BINGO AND RAFFLES
	1. Gambling records must be kept for 3½ years. (7861.0310)
	2. Gambling funds may only be spent for allowable expenses and lawful purposes. (349.12 Subd. 3a) (349.12 Subd. 25) (mn.gov/gcb/faq-exemptexcluded.html) and (mn.gov/gcb/assets/infosheetspendinggamblingfunds.pdf)

Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *

11/18/2025 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 Budget Amendment 67, Sheriff's Office WatchGuard

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

Approve Budget Amendment 67, Sheriff's Office WatchGuard

Value Stream the request primarily aligns with:

Promote Safe and Healthy Communities.

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

The investment in promoting safe & healthy communities builds public trust and accountability with this WatchGuard investment. The Sheriff's Office protects community wellbeing through technology that enables greater transparency.

Describe the impact on staffing resources.

N/A

Fiscal Impact:

Budget transfer funds requested to be reallocated from Sheriff's Office 6480 Equipment budget.

Background/Justification:

Requesting \$138,235 to be transferred from 6480 Equipment for the following:

- Watchguard software updates
- New storage server
- Replacement of forensic processing computer

This WatchGuard investment will extend the life of the cameras up until the transition to Oracle (2028 estimate).

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 67 Sheriffs Office Watchguard.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: 201 - Sheriff's Office

Justification: \$138,235 transfer of budget requested from 6480 Equipment <\$5K for the following:

- WatchGuard squad camera requires new storage server and software updates
- Forensic processing computer replacement for \$13,050

The WatchGuard investment will extend the end of life with the cameras until the transition to Oracle (2028 estimate).

Budget Year: 2025

Related Items

Revenues

Line Item	Description	Amount
	TOTAL:	-

Expenses

Line Item	Description	Cost
01-201-000-0000-6480	EQUIPMENT LESS THAN \$5,000	\$ (138,235.00)
01-201-000-0000-6621	EQUIPMENT GREATER THAN \$5,000	41,093.00
01-201-000-0000-6260	SOFTWARE SYSTEMS SUPPORT	92,182.00
01-201-000-0000-6261	PROFESSIONAL SERVICES	4,960.00
	TOTAL:	-

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 *

11/18/2025 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 from October 27 to November 6, 2025

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

Acknowledge Warrant Disbursements Issued from October 27 to November 6, 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

[10.27.25-11.06.25 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 11/7/25 3:51 PM

Page 1

Date Range: 10/27/2025 to 11/6/2025 Pii:

Fund	Description	Amount
01	GENERAL REVENUE FUND	740,106.20
02	RESERVES FUND	108,486.57
03	ROAD AND BRIDGE FUND	902,950.88
11	HUMAN SERVICES FUND	319,190.95
20	WASTE MANAGEMENT FUND	7,608.29
34	CAPITAL IMPROVEMENTS FUND	29,480.19
71	HISTORIAN FUND	289.76
72	SOIL AND WATER FUND	3,385.09
73	LAKE IMPROVEMENT DISTRICTS	570.42
77	ESTATE RECOVERIES	87,129.59
78	WCFSC COLLABORATIVE FUND	3,726.56
81	CURRENT TAX, REAL ESTATE & MOBLIE HOMES	22,265,596.68
84	STATE COLLECTIONS FUND	265,298.88
85	REFUNDING ACCOUNT FUND	15,892.00
87	SOCIAL WELFARE FUND	3,148.00
	Total	24,752,860.06



Agenda Item

Destination and Workflow

Meeting Type:*

Board Meeting

Target Meeting Date*

11/18/2025 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 Child and Teen Checkup Grant (\$269,690) For Period 1-1-2026 to 12-31-2026
- 2. Approve Subsequent Budget Revenue and Expense Changes to Align with Grant Funding Allocations

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

Approve Child and Teen Checkup Grant (\$269,690) For Period 1-1-2026 to 12-31-2026

Value Stream the request primarily aligns with:

Promote Safe and Healthy Communities

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

This is a continuation of funds for our current Child and Teen Check Up grant. This funding will allow a continuation of outreach services to families who qualify for Child and Teen Checkups by having state insurance plans.

Describe the impact on staffing resources.

1.70 FTE for Outreach Staff

0.15 FTE for Clerical/Support Staff

0.10 FTE for Supervisor/Manager

Fiscal Impact:

A \$269,690 revenue to our annual budget which supports 1.95 FTE in Public Health. Approved subsequent budget revenue and expense changes align with grant funding allocations.

Background/Justification:

Wright County Public Health Child and Teen Check Up receives funding from the Department of Health Services (DHS). Child and Teen Check up is the Minnesota name for a federal program called Early Periodic Screening, Diagnostic and Treatment. Local Health Departments are part of the plan DHS has for meeting federal Medicaid requirements. These are pass through Federal dollars as well as a State component to the funding. EPSDT is a federal program required in every state to provide comprehensive health care and dental services for children under the age of 21 who are eligible for Medicaid. Each county and four tribes have C&TC Coordinators who provide local support for C&TC. This funding is used to do targeted outreach to families who enroll in state-funded insurance plans. This outreach encourages families to get their children to their routine well-child exams, immunizations, dental and vision screenings and to keep kids healthy. Since the onset of the COVID response, we have not been accessing the full grant amount due to staff time limitation while in an emergency response and have been working to build back staff time into the program and outreach. The reduction in our expected allocation results in a reduction in expenses and does not impact the tax levy.

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

[CTC 2026 Contract Ammendment.pdf](#)

Attachment Type

Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

Amendment No. 2 for Grant Contract No. 230094

Contract Start Date:	1/1/2024	Original Contract Amount:	\$217,618.00
Original Contract Expiration Date:	12/31/2026	Previous Amendment(s) Total:	\$297,277.00
Current Contract Expiration Date:	12/31/2026	This Amendment:	\$269,690.00
Requested Contract Expiration Date:	N/A	Total Contract Amount:	\$784,585.00

This amendment (“Amendment”) is by and between the State of Minnesota, through its Commissioner of the Minnesota Department of Human Services, Purchasing and Service Delivery Division (“STATE”) and **Wright County Health and Human Services**, located at **1004 Commercial Dr, Buffalo, 55313 MN**, an independent contractor, not an employee of the State of Minnesota (“COUNTY”).

Recitals

1.

STATE has a grant contract with COUNTY identified as Grant No. **230094** to provide Early and Periodic Screening, Diagnosis, and Treatment (EPSDT), also known as Child and Teen Checkups (C&TC) Administrative Services to Medical Assistance (MA) eligible children, birth through 20 years of age (Original Grant Contract);
2.

The Original Grant Contract is being amended because STATE and COUNTY agree that additional funds and duties are necessary for the satisfactory completion of the Original Grant Contract;
3.

STATE and COUNTY agree to amend the Original Grant Contract as stated below:

Contract Amendment

In this Amendment, changes to Original Grant Contract language will use ~~strike through~~ for deletions and underlining for insertions.

The parties agree to the following revisions:

REVISION 1: Clause 2, “**COUNTY’S DUTIES**,” is amended as follows:

2. COUNTY’S DUTIES.

2.1 Duties. COUNTY shall perform duties in accordance with ~~Attachment A-1~~ Attachment A-2, “County’s Duties”, which is attached and incorporated into this CONTRACT.

REVISION 2: Clause 3, “**CONSIDERATION AND TERMS OF PAYMENT,**” subclauses 3.1.a., “**Compensation,**” and 3.1.c., “**Total obligation,**” only, are amended as follows:

a. Compensation. Compensation will be calculated as follows:

1. All compensation shall be determined per Calendar Year (CY) or budget period.
2. The amount of funding available for each CY or budget period is based on an estimated number of children eligible for MA, birth through age 20, to be served by COUNTY, multiplied by \$26.50 per child, which will be provided to the COUNTY by the STATE. If the budget period is less than 12 months, the amount of funding will be pro-rated.
3. Compensation and reimbursement will be consistent with the Budget Worksheet, as revised and approved by the STATE, and based on actual expenditures. The Budget Worksheet for CY 2024 is attached and incorporated into this CONTRACT as Attachment B The CY2025 Budget Worksheet is attached and incorporated into this CONTRACT as **Attachment B-1.** The Budget Worksheet for CY 2026 is attached and incorporated into this CONTRACT as Attachment B-2.

c. Total obligation. The total obligation of STATE for all compensation and reimbursements to COUNTY shall not exceed **Seven Hundred Eighty Four Thousand Five Hundred Eighty Five Dollars and No Cents dollars (\$784,585.00)**, in accordance with the following CY or budget period:

- i. **CY 2024 (January 2024-December 2024): Two Hundred Seventeen Thousand Six Hundred Eighteen Dollars and No Cents \$217,618.00**
- ii. **CY 2025 (January 2025-December 2025): Two Hundred Ninety Seven Thousand Two Hundred Seventy Seven Dollars and No Cents \$297,277.00**
- iii. **CY 2026 (January 2026-December 2026): Two Hundred Sixty Nine Thousand Six Hundred Ninety Dollars and No Cents \$269,690.00**

REVISION 3: Clause 3.2, subclause b, “**Federal Funds,**” is amended as follows:

- b. Federal funds.** Payments are to be made from federal funds. If at any time such funds become unavailable, this CONTRACT shall be terminated immediately upon written notice of such fact by STATE to COUNTY. In the event of such termination, COUNTY shall be entitled to payment, determined on a pro rata basis, for services satisfactorily performed. An amendment must be executed any time any of the data elements listed in 2 CFR 200.332 and this clause, including the Assistance Listing number, are changed, such as additional funds from the same federal award or additional funds from a different federal award.

Pass-through requirements. COUNTY acknowledges that, if it is a subrecipient of federal funds under this CONTRACT, COUNTY may be subject to certain compliance obligations.

COUNTY can view these obligations in the [Health and Human Services Grants Policy Statement](#),¹ in addition to specific public policy requirements related to the federal funds here. To the degree federal funds are used in this CONTRACT, STATE and COUNTY agree to comply with all pass-through requirements, including each party's auditing requirements as stated in [2 C.F.R. § 200.332 \(Requirements for pass-through entities\)](#)² and [2 C.F.R. §§ 200.501-521 \(Subpart F – Audit Requirements\)](#).³

1. *COUNTY's Name*: **Wright County Government** (Must match the name associated with the UEI number.)
2. *COUNTY's Unique Entity Identifier number*: **VYRJU68KJUB5** The UEI number is the 12-character alphanumeric identifier established and assigned at SAM.gov to uniquely identify business entities and must match COUNTY's name.
3. *Federal Award Identification Number (FAIN)*: 2005MN5ADM
4. *Federal Award Date*: Awarded quarterly, October 1, January 1, April 1, and July 1 of each federal fiscal year.
5. *Period of Performance*: Start date: **See section 1.1 above**. End date: **See section 1.2 above**.
6. *Amount of federal funds*:
 - A. Total Amount Awarded to DHS for this project: Varies quarterly. For quarter beginning 7/1/2023, total grant award was \$10,971,742.00.
 - B. Total Amount Awarded by DHS for this project to COUNTY named above: **See section 3.1.c. above**.
8. *Federal Award Project description*: Provides financial assistance to States for payments of medical assistance on behalf of categorically-eligible and medically-needy persons.
9. *Name*:
 - A. Federal Awarding Agency: Centers for Medicare and Medicaid Services, Department of Health and Human Services
 - B. MN Dept. of Human Services (DHS)
 - C. Contact information of DHS's awarding official: State Medicaid Director, Minnesota Department of Human Services, PO Box 64963, St. Paul, MN 55164-0963
10. *CFDA Number & Name*: Payments are to be made from federal funds obtained by STATE through Catalog of Federal Domestic Assistance (CFDA) No. **93.778**
11. Is this federal award related to research and development?: ☐ Yes ☒ No

¹ <https://www.hhs.gov/sites/default/files/hhs-grants-policy-statement-october-2024.pdf>

² <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR031321e29ac5bbd/section-200.332>

³ <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-F/subject-group-ECFRfd0932e473d10ba?toc=1>

12. Indirect Cost Rate for this federal award is: ~~10%~~ 15% (including if the *de minimis* rate is charged.)

13. Closeout terms and conditions for this federal award: See, generally, 42 CFR Subchapter C, and 45 CFR § 75.381.

REVISION 4:

Attachments A-2, attached to this Amendment, is hereby attached and incorporated into the Original Grant Contract and replaces Attachments A-1.

REVISION 5:

Attachments B-2, attached to this Amendment, is hereby attached and incorporated into the Original Grant Contract.

EXCEPT AS AMENDED HEREIN, THE TERMS AND CONDITIONS OF THE ORIGINAL GRANT CONTRACT AND ALL PREVIOUS AMENDMENTS REMAIN IN FULL FORCE AND EFFECT AND ARE INCORPORATED INTO THIS AMENDMENT BY REFERENCE.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

Signature page follows

APPROVED:

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes, chapter 16A and section 16C.05 or Department of Administration Policy 21-01.

By: ____paid through MMIS____

Date: _____n/a_____

Grant No: _____230094_____

2. COUNTY

Signatory certifies that COUNTY’s articles of incorporation, by-laws, or corporate resolutions authorize Signatory both to sign on behalf of and bind the COUNTY to the terms of this Agreement. COUNTY and Signatory agree that the State Agency relies on the Signatory’s certification herein.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

3. STATE AGENCY

Individual certifies the applicable provisions of Minnesota Statutes, section 16B.97, subdivision 1 and Minnesota Statutes, section 16B.98 are reaffirmed.

By (with delegated authority):

Title: _____

Date: _____

Distribution: (fully executed contract to each)

Contracts and Legal Compliance Division
COUNTY
State Authorized Representative

Attachment A-12. County Duties

- A.** COUNTY will provide C&TC administrative services to children birth through age 20 who are enrolled in Medical Assistance (MA), who reside within the COUNTY, and who are not assigned to a participating Tribe.
- B.** COUNTY will comply with program regulations, policies, procedures, directives and revisions thereto as identified in STATE's C&TC program communications (such as the C&TC Coordinator Handbook, provider updates, and program manuals), which are incorporated herein by reference.
- C.** COUNTY will provide adequate and appropriate training for staff assigned to activities and duties described in this CONTRACT.
- D.** COUNTY will require C&TC Coordinator(s) to attend any available and appropriate C&TC training offered by STATE including training offered through the Minnesota Department of Health (MDH).
- E.** COUNTY will promote MDH C&TC trainings to health care providers in COUNTY's geographic area and will attend MDH health care provider training as appropriate to encourage ongoing consultative and technical assistance relationships with local health care providers.
- F.** COUNTY will provide CATCH Database training for new and current C&TC staff and will require new and current C&TC Coordinator(s) to attend any available CATCH training offered by STATE.
- G.** COUNTY will maintain a fully secure and functional CATCH system for use in the completion of contracted duties and responsibilities by following STATE's instructions and requirements, including CATCH system requirements; the CATCH User Manual; CATCH email updates; and CATCH monthly download emails, which are incorporated herein by reference.
- H.** COUNTY will determine the willingness of eligible families and children to participate in the C&TC Program and will document this activity in the CATCH system.
- I.** COUNTY will demonstrate attempts to provide outreach to all eligible families and children through written, oral and/or face-to-face communications and will maintain dated documentation of outreach and follow-up in the CATCH system.
- J.** COUNTY will document all activities which are designed to increase C&TC screening services participation ratios as identified in the Work Plan document, attached and incorporated into this CONTRACT and referred to as Attachment C.
- K.** COUNTY will complete and submit the C&TC Administrative Services Budget Worksheet for approval each year or budget period.

- L.** COUNTY will complete and submit the C&TC Work Plan for approval each year or budget period.
- M.** COUNTY will comply with all C&TC program administrative and reporting requirements and revisions thereto as identified and approved by STATE.
- N.** COUNTY will submit all required annual reports as prescribed by STATE each year for the previous calendar year. STATE will send COUNTY electronic copies of the required annual report forms at least 60 days before they are due.
- O.** COUNTY will obtain prior STATE approval for new C&TC outreach activities, not already approved on the C&TC SharePoint site, such as media projects, evaluations and survey activities (not identified in the approved Work Plan) before implementation. STATE will offer support for new initiatives and current projects consistent with C&TC Program goals as well as offer technical and research assistance. Notwithstanding Clause 9 (amendments to grant) of this CONTRACT, the additions to the Work Plan can be done as an amended Work Plan worksheet.
- P.** COUNTY will comply with STATE's requirements for pilot projects and new initiatives, incorporate an appropriate evaluation component to monitor the effectiveness of the project outcome, and include a final report to STATE at the conclusion of the project period.
- Q.** COUNTY will seek and obtain written STATE approval to remove activities from the approved Work Plan. Notwithstanding Clause 9 (amendments to grant) of this CONTRACT, removal of activities from the Work Plan can be done as an amended Work Plan worksheet.
- R.** COUNTY will demonstrate efforts to use all available resources to increase C&TC participation.
- S.** COUNTY will maintain contract and Work Plan activity records for 6 years after the contract has expired.
- T.** Comply with the terms and conditions set forth in CHB's Minnesota Department of Human Services Provider Agreement, and amendments and supplements thereto, which are on file with STATE's Health Care Administration, Member and Provider Services Division, 540 Cedar Street, St. Paul, MN 55155 and incorporated herein by reference.



2026 Budget Worksheet - Attachment B2

Wright County Health and Human Services

10,177

Community Health Board/Tribal Nation

Estimated number of C&TC eligible children

Staffing Costs

Position	Annual C&TC Hours	Full-Time Equivalent (FTE)	Salary/Wages	Fringe Benefits	Total Salary/Wages & Fringe Benefits
Supervisor	208	0.10	\$9,669.92	\$2,863.57	\$12,533.49
Outreach staff	3,538	1.70	\$142,583.92	\$55,191.38	\$197,775.30
Clerk/support staff	312	0.15	\$10,613.30	\$3,786.55	\$14,399.85
Total	4,058	1.95	\$162,867.14	\$61,841.50	\$224,708.64

Equipment Costs

Computer costs	\$0.00
Other equipment costs	\$3,000.00
Total equipment costs	\$3,000.00

Other Direct Costs

Office supplies	\$2,500.00
Printing	\$830.00
Postage	\$7,100.00
Telephone	\$1,800.00
Office space	\$0.00
Interpreter/translation services	\$0.00
Trainings, conferences, workshops, and other meeting expenses related to C&TC	\$0.00
C&TC outreach supplies	\$6,181.00
C&TC outreach advertisement	\$1,100.00
Other	\$0.00
Total other direct costs	\$19,511.00

Subcontractor/Consultant Costs

Total subcontractor/consultant costs	\$0.00
---	---------------

Indirect Costs

Total indirect costs	\$22,470.86
-----------------------------	--------------------

Travel Costs

Mileage	\$0.00
Lodging, meals, per diem, etc. for trainings, conferences, workshops, and meetings related to C&TC	\$0.00
Total travel costs	\$0.00

Total budgeted amount (rounded down to the nearest dollar)	\$269,690.00
---	---------------------

Total C&TC costs per eligible child (not to exceed \$26.50)	\$26.50
--	----------------



2026 Budget Worksheet - Attachment B2

IN WITNESS WHEREOF, CHB/TRIBAL NATION and STATE have mutually agreed with this Budget Worksheet.

FOR CHB/TRIBAL NATION: _____

Title: _____

Date: _____

FOR STATE: _____

Title: _____

Date: _____

Work Plan - Objective 1

Federal/State Requirements: Information about the C&TC Program must be provided to enrolled children birth through age 20 and/or their families within 60 days of the eligibility determination. Families/children must be effectively informed using a combination of written, oral, or face-to-face methods. Choose methods of communication that are most effective within your communities. Include information about the benefits of preventive health care, the services available under the C&TC Program, where and how to obtain those services, that the services are without cost to the eligible child, and that transportation, interpreter, and scheduling assistance is available.

Establish and implement a process to effectively inform children living with foster care families.

Determine family response to C&TC Program participation. Documentation must be kept which indicates that recipients have accepted, declined, or are undecided about C&TC services AFTER receiving the information. Families/children which are undecided about participating in the C&TC program should be provided with additional information.

Required Activities

Purpose: Describe local efforts to meet federal and state requirements and monitor compliance.

1. Effectively inform children and their families about the benefits of participation in the program within 60 days of eligibility determination. A combination of face-to-face, oral, and written informing activities is most productive. Use clear, non-technical language, at or below a 7th-grade reading level in all written communication.

Notification to eligible families is initially done with an introduction letter generated with the CATCH monthly download. Following the mailing a follow up phone call is made within 60 days by staff to explain the program and benefits provided. The introduction letter mailing is a welcome to the program and the mailing includes the C&TC brochure describing benefits, contact information, and what a child and teen checkup includes, medical and dental brochures maintained by C&TC outreach staff, and WIC information is included in each introduction mailing. A goal of two phone attempts is made to reach families who were not reached by the first call. Face to face contacts are encouraged when possible. C&TC information is included in prenatal/postpartum packets given at home visits by Public Health Nurses. Case managers involved with eligible families promote the benefits of the program to those families through phone and face to face contact.

2. Children (and their families) involved in foster care should be informed through responsible CHB/Tribal Nation child case or social workers, foster care parents, or legally responsible guardians. At least annually, inform homes/institutions providing foster care and social service workers of C&TC program services available to children in foster care and develop a process to assure children in foster care receive C&TC information.

C&TC information is given at Foster Care Provider Orientation quarterly. A newsletter describing C&TC benefits and a brochure is sent quarterly to foster care and daycare providers. A quarterly newsletter generated by the Central C&TC Regional Collaborative is sent to foster care families. CATCH generates the appropriate letters to be mailed to children in foster care. Letters addressed to the Government Center are given to the assigned social workers to pass on to those responsible for the child. Social Services will receive annual updates to the C&TC program to help them appropriately promote the benefits of the program to their clients.

3. Provide effective means to inform eligible children and their families who need additional assistance because of disabilities or home language needs (i.e. visual or hearing impairment, English language learners, etc.). Provide communication through an interpreter or translated written material when appropriate.

Interpreters are used for non-English language and hearing impaired persons (TTY) as needed. Written information can be given in other languages, Braille, or large print. Audio versions of C&TC information are available. This information is included on letters sent and on the C&TC brochure included in mailings to eligible children and their families.

4. After effectively informing /children and their families about C&TC, determine if their response is "yes", "no" or "undecided" about accepting C&TC outreach benefits. Document their response using the CATCH system. New families will appear in the CATCH as "U" or "undecided". If reached, and a family remains "undecided" after receiving outreach, document/choose "undecided" in the detail list for that outreach contact. **If not reached, leave families as "undecided" or "U" in CATCH. Keep the case status for the undecided unless a direct response has been received from the family. Never assume a "yes" or "no" response.** Families/children declining C&TC outreach services should not be contacted about the program again for one year. After one year from the time the "no" response was entered into CATCH, reminder letters will resume as each child is due for a screening. (A re-notification letter will also be generated if no screenings or case activity occurred during the year.)

After contact is made with families who are listed as Undecided in CATCH their responses are recorded in the CATCH system. Families are most often reached with follow up phone calls made after the introduction letters are sent. Information about the program may be shared during an incoming phone call or a face to face contact and these responses are recorded in CATCH. After discussion on the benefits of the program if families decline, a No is documented in CATCH and no contact is made for one year. If families have not been reached they will remain Undecided in the CATCH system until they are re-notified by a CATCH generated letter.

5. Maintain dated documentation of children and their families who are informed about the program by written, oral, or face-to-face methods.

An outreach activity form is completed in our PH-Doc software system to document contact with C&TC families. The form includes spaces for the client and workers names, the date, details of the contact and activity type, as well as the purpose and the results. A monthly PH-Doc report is generated to display client names and activities. Data from the report is entered into the CATCH system. Phone contacts made by the outreach staff may be documented directly into CATCH.

6. Remind eligible children and their families when their next C&TC screening is due, according to the current MN Schedule of Age-Related Screening Standards (periodicity schedule). Maintain dated documentation of all reminder activities A combination of face-to-face, oral, and written informing activities is most productive.

Reminder Letters generated by CATCH inform eligible families when their next C&TC screening is due. Families may also be reminded of their next screening over the phone or during a face to face contact. Documentation of this activity is kept in the CATCH system. Age appropriate checklists are included in letters mailed to let families know what to expect from their C&TC appointment. Families are encouraged to call if they need assistance or have questions. Those with additional contact with public health staff will have additional reminders during these contacts. For example car seat checkups or paternity testing.

7. Share program updates, as appropriate, with local agency staff, social services/income maintenance staff, Women, Infants and Children (WIC), Public Health Nursing, etc. Promote, encourage, and inform staff about ways to assist in outreach to eligible children and their families (including pregnant people) about the program and its benefits.

Periodic in-service training is offered to provide updates and information about the C&TC program. Presentations are shared with appropriate local agency staff, social services/income maintenance staff, Women, Infants and Children (WIC) staff, Head Start staff, Public Health Nursing staff, and other like services that assist eligible families. Opportunities are taken to promote, encourage, and inform staff about the ways they can assist with informing and reminding eligible families/children about the C&TC program and the available benefits.

8. Other activities provided to meet this objective.

Work Plan - Objective 2

Provide equitable assistance for children and their families to access C&TC services.

Federal/State Requirements: Families must receive assistance with scheduling screening or referral appointments and arranging transportation and interpreter services without delay. Documentation must be kept that indicates recipients received assistance. Information about current C&TC providers, dental providers, transportation services, interpreter services, etc. must be available in writing. Offers of assistance with obtaining C&TC services or referral follow-up services should be included in all appropriate contacts with children and their families.

Required Activities

Purpose: Describe local efforts to meet federal and state requirements and monitor compliance.

1. When requested, assist children and their families with obtaining screening and/or referral services without delay. Offer assistance when requested with making an appointment, transportation, or interpreter services. To obtain screening referral information, run CATCH system report at least monthly. Keep dated documentation.

A current list of eligible families/children is maintained electronically through the CATCH monthly download. The Letters Generated Report from daily letter batches identify primary language and interpreter needs. Those families are sent brochures and letters in their selected language as available. All letters include offers of assistance. Families needing various types of assistance are found during follow up phone calls where offers of assistance are made, incoming calls from families requesting assistance and face to face contacts. Types of face to face contact may include home visits made by PHNs, Co-location PHNs in schools and the Wellness on Wheels mobile public health clinic. Other related programs include child passenger car seat checkups, health promotion activities with individuals or groups, and community events. In each type of face to face contact information, resources and referrals are provided as needed. All contacts are documented in CATCH.

2. Maintain and provide upon request a current list of C&TC screening service providers, identify both fee-for-service and Prepaid Medical Assistance Program (PMAP) Health Plan, dental service providers and vision and hearing screening providers. Include addresses (physical or website), telephone numbers, service hours, or other helpful contact information. Update as needed or at least annually. Use of provider information from online resources is acceptable.

C&TC staff update, create and maintain lists of C&TC screening service providers. These lists identify providers covered by various State Medical Plans and Fee-For-Service locations. Those covered by a PMAP are reminded to choose a location in their plan's network. Community Clinics, Dental Providers, Vision and Hearing Providers are each represented on provider lists. These are offered to families and shared upon request. Updated lists are provided to appropriate C&TC partners to increase and assist with outreach. Online resources are utilized when applicable, especially if a family is needing help with referral follow up. All provider lists are posted on the Wright County website.

3. Maintain and provide upon request a current list of transportation providers. Include addresses (physical or website), telephone numbers and service hours or other helpful contact information. Update as needed or at least annually. Also, work with health plan representatives to assist families in accessing transportation through their health plan.

A Transportation list maintained by C&TC staff that includes health plan servicers, volunteer and fee options located in our area. Family home visitors are trained to assist families in calling transportation through health plans and local fee options if families do not have rides available and need assistance.

4. Maintain written list with information about alternate, available methods of communication such as language interpreter services and translated materials. Update as needed or at least annually.

Information on Sign language interpreters, oral interpreters or deaf/blind interpreters are available. We maintain a list of language interpreters and sign language resources. Language Line is used as needed for phone contacts. TTY is used as needed for deaf or hard of hearing communication. Information for the blind is available at Minnesota State Services for the Blind (SSB) and would be utilized as needed. Translated materials are also sent as requested. Information is updated as needed or at least annually.

5. Other activities provided to meet this objective.

Work Plan - Objective 3

Identify families and children who decline C&TC services and/or who do not participate in C&TC screening services.

Federal/State Requirements: Children and their families may decline C&TC outreach services at any time. If a family chooses not to participate in outreach measures, they should not be contacted further about the program for one year. Agencies are expected to resume outreach to these families again after a year.

Families/children who are eligible for screening services, regardless of their initial response to the C&TC Program, must receive re-notification about the program on an annual basis if there is no indication of any eligible child in the family receiving C&TC services.

Required Activities

Purpose: Describe local efforts to meet federal and state requirements and monitor compliance.

1. Maintain dated documentation of families/children who say “no” to participation in the program.

After discussion on the benefits of the program if families decline a No is documented in CATCH and outreach contact is not made for one year. It is explained to families that letters will resume after one year.

2. Families who have not participated in C&TC screenings for one year must be effectively re-notified of their eligibility to receive C&TC services. CATCH will generate re-notification letters to enrolled families who have not received any C&TC screenings or outreach contacts, letters, etc. (no case activity) for one year. These letters remind families that they are still eligible to receive C&TC benefits.

If a family has not participated in C&TC screenings for one year outreach is needed to remind them of their eligibility and the benefits of the program. C&TC re-notification letters will be generated by CATCH and mailed to these families to re-notify them of their eligibility. A phone call will be made to explain the program and answer any questions. They will have the opportunity to say yes, No or undecided. If they have not said No again, as children are due for a screening reminder letters are resumed. Included with the letter are provider and dental list, C&TC brochure, and the “what to expect” checklist, consistent with letters that are sent to participating families. Offers of assistance will be included. Unless they respond "no" scheduled reminders will be sent.

3. Other activities provided to meet this objective.

Work Plan - Objective 4

Coordinate C&TC services with related programs.

Federal/State Requirements: C&TC must be coordinated with Women, Infants and Children (WIC) Programs. Referral of C&TC enrollees to WIC for determination of possible eligibility is required. C&TC should also be coordinated as appropriate with other child, teen and young adult programs including Head Start, Maternal and Child Health (MCH) programs, public schools, mental health services, and immunization programs/registries.

Guidelines: (1) Coordination efforts should contain costs, improve service delivery overlap, cut duplication, comply with HIPAA and close gaps in services; (2) Pursue community collaborative efforts (health fairs, screening services, health forums and public awareness; (3) written interagency agreements should delineate roles and responsibilities, provide monitoring and evaluation of activities and disperse funds.

Required Activities

Purpose: Describe local efforts to meet federal and state requirements and monitor compliance.

1. Women, Infants and Children (WIC) Program

In Wright County, Women, Infants and Children (WIC) is facilitated by an outside agency (Wright County Community Action). Wright County Public Health collaborates with Wright County Community Action - WIC. Information on available C&TC trainings is shared with WCCA as it becomes available. Information on WIC is given to C&TC enrollees with the Introduction Letters and during phone or face to face visits. Appropriate C&TC families are encouraged to apply for WIC through our family home visiting program and with the help of social workers that may be involved. WIC brochures are available at the Wright County Government Center building, the Wellness on Wheels Van and co-location school nurses can provide them as well. Referrals to WIC are made as appropriate.

2. Places of education (e.g. Early Childhood Screening, Head Start, junior or senior high schools, higher education facilities, etc.)

Wright County Public Health collaborates with Early Childhood Screening, Head Start, School Nurses and our Public Health Colocation nurses who visit schools including alternative learning centers. C&TC program materials are made available to these community partner staff and an email list is maintained to send any updates on the program to the appropriate staff. Head Start information is mailed in the 3-5 year old C&TC reminder letters. Offers are made to talk with staff and with parent groups about the program. C&TC offers to attend any Head Start, WIC or school sponsored health events. When included we provide outreach to families and staff. Information on available C&TC trainings is shared with head start coordinators and school nurses and staff as they become available. C&TC children under age two are encouraged to participate in the Follow Along Program (FAP). FAP Information is mailed with C&TC birth to 24 month letters. Developmental concerns discovered at C&TC screenings or after completion of Follow Along Program ASQs may be referred to Head Start, Help me Grow and other partners and specialists. Head Start information and applications are available at the Wright County Human Services building and on the Wellness on Wheels Van. Referrals to Head Start will be made when appropriate. Information on any of these education partners is mailed out to families as requested. Our co-location staff are updated on recommended guidelines, and can provide and encourage students to seek preventative care. We have attended staff meetings with these community partners and they have attended ours to share updates and information.

3. MCH Programs (e.g. home visiting, if appropriate)

Wright County Public Health home visiting PHN's routinely promote the Child and Teen Checkups Program on home visits with eligible children or teens. Outreach activities are documented in our PHDoc software system. Reports are generated monthly for CATCH data entry. Home Visitors are updated on C&TC information and benefits throughout the year so they are knowledgeable about the program and share what they know with their families.

4. Other: Children's Mental Health, Housing Programs, Information and Referral Services, Health Related Services, childcare centers/homes, Support Services, immunization registries, etc.

Child and Teen Checkups information, newsletters and appropriate training opportunities are shared with Wright County Human Services staff. Child and Teen Checkups information and targeted newsletters are sent to the licensed child daycares in Wright County. Outreach is provided to eligible families by the following Wright County Health and Human Services – Public Health programs; Child Passenger Safety, Health Promotions, PHN Family Home Visiting, Family Planning, Wellness on Wheels, Paternity Testing, Healthy Homes Assessments and Case Aides. Potentially Social Services groups like; Child foster care, Child Protection, Children's mental health, and Family Financial Services have opportunities to share information on the benefits of the program. C&TC outreach staff can document outreach recorded in PH Doc and transfer it to CATCH3 monthly. We attend health fairs that are related to the Child and Teen Checkups eligible population such as back to school events. C&TC collaborates with local mental health providers to provide outreach such as hygiene bags, sensory, calming tools and dental support as needed. C&TC collaborates with Wright County's Elevated Blood Lead Case Manager by partnering to encourage families to rescreen their child's lead levels and provide comprehensive health information. The Healthy Homes program has safety, lead and asthma components to their work.

Work Plan - Objective 5

Inform local providers about the C&TC Program. Providing information and technical assistance to providers of participating Integrated Health Partnership (IHP) clinics is not a requirement; however, collaboration between county, tribal, and C&TC staff and IHP staff is encouraged.

Federal/State Requirements: States are required to take advantage of all resources to deliver C&TC services to assure a broad provider base to meet the needs of the eligible MA enrollee population.

Guidelines: C&TC Administrative Service agencies are required to identify and provide information and technical assistance to C&TC providers outside of the IHP network. However, as time allows, keeping connections with all local providers is acceptable. C&TC Administrative Service agencies may provide training on program requirements, request MDH staff to train local providers or promote C&TC trainings offered through MDH.

Required Activities

Purpose: Describe local efforts to meet federal and state requirements and monitor compliance.

1. Contact local providers, at least annually and as often as necessary, to provide information about the C&TC Program and related training opportunities. Assure availability of C&TC services, using a combination of methods, such as substantive clinic visits, telephone calls, emails, and mailings (e.g. newsletters, update memos, etc.). Promote use of [provider documentation forms](#) to capture all C&TC components.

Clinics will be contacted at least annually and as often as necessary to provide information about the C&TC program. Priority will be given to promote the use of provider documentation forms to capture all C&TC components. Health Plan representatives are utilized as a resource. Information on related training opportunities will be shared as they become available via email to clinic managers. Updates about the C&TC program will be sent out to clinic managers to be disseminated to the appropriate staff. A current list of clinic contacts is kept for each clinic. This list is updated as needed. Due to the joint collaboration with IHP's yearly clinic meetings will be offered and provided upon request.

2. Coordinate clinic outreach with local health plan representatives, IHP C&TC staff and other C&TC Coordinators, as appropriate, to promote consistent messages and reduce duplication of outreach, assessment, and training services.

A list of clinic contacts and Health Plan Resource list is kept and updated as needed. When contact is made with a clinic, training needs are discussed and questions are encouraged to help determine needs. Nearby C&TC Coordinators from other counties are invited to participate in meetings with clinics. A search of each clinic group will be conducted to identify what other C&TC Coordinators' may be interested in a joint meeting. Direct service Providers are encouraged to call the local C&TC coordinator as questions arise. If additional in-service trainings are desired Health Plan Representatives will be utilized as needed. The Wright County Child and Teen Checkups Program Coordinator attends the Public Health Clinic Partnership Meeting. Networking at community events is also possible.

3. Identify C&TC provider training needs and coordinate training with MDH, DHS, health plan representatives and/or other C&TC Coordinators as appropriate. Act as a referral source, offer technical assistance or respond to requests for assistance as needed and/or conduct training.

Training needs are assessed at monthly C&TC meetings to discuss what is needed. We have available trainings for public health staff and will continue to assess training needs as they arise through out the year. Our nurses currently do not provide direct services including a complete C&TC well child visit. Wright County C&TC staff will collaborate with current programs as needed for specialty referrals identified by our partners.

4. Distribute the [Provider Guide](#) web link as needed and when updated. Inform providers of the [Minnesota Health Care Program \(MHCP\) Provider Manual – C&TC section](#). For providers needing additional information, coordinate with appropriate agency representatives.

The C&TC Provider Guide web links will be distributed with each clinic visit as requested. Updates to the guide will be shared when available. Clinic managers will be informed of changes and web links will be utilized to provide C&TC information. Health plan representatives will be included to provide program information to clinics needing additional information.

5. Act as a referral source for C&TC provider billing issues and encourage review of the billing and claim instructions in the MHCP Provider manual. For fee-for-service questions/issues, refer providers to the Department of Human Services Provider Call Center at: 651-431-2700 or 1-800-366-5411.

We act as a resource for providers with C&TC billing issues. A list will be maintained of PMAP billing phone numbers for C&TC. The DHS Provider Help Desk number will be used to assist with provider billing issues. Providers can be referred to the billing information section in the provider guide web link or if needed a printed section on C&TC billing can be mailed. For fee for service questions/issues providers will be referred to the DHS Provider Call Center. Health plan representatives will be used as a resource for billing.

6. Other activities provided to meet this objective.

Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *

11/18/2025 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 2026 New Tobacco Licenses for Best Oil, LLC (formerly Jack's of Cokato, Jack's of French Lake) and Cub Wine & Spirits (license formerly held by Cub Foods, St. Michael)

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

Approve 2026 New Tobacco Licenses for Best Oil, LLC (formerly Jack's of Cokato, Jack's of French Lake) and Cub Wine & Spirits (license formerly held by Cub Foods, St. Michael)

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:

All three licenses are being sold to new owners and are subject to at least one tobacco compliance check throughout the year.

Jack's Companies change in ownership is planned for December 1, 2025.

Cub Wine & Spirits will be effective January 1, 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

[2026 New Licenses – Best Oil, Cub Wine-Spirits.pdf](#)

Attachment Type

Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes



TOBACCO LICENSURE

HEALTH & HUMAN SERVICES

The following establishments are seeking a tobacco license, due to change in ownership/location and are recommended by Public Health.

Name of Establishment	Physical Address	City of Operation	District	Paperwork Completed & Received (application, Workers Compensation, CT102)	Payment Received	Violations in Last 5 Years
Best Oil, LLC, DBA Jack's Companies	3210 County Road 3 NW	Annandale	1	Yes	Yes	0 – New Ownership, formerly Jack's of French Lake. Change in ownership effective 12/1/25
Best Oil, LLC, DBA Jack's Companies	650 Cokato Street W	Cokato	5	Yes	Yes	0 – New Ownership, formerly Jack's of Cokato. Change in ownership effective 12/1/25
Cub Wine & Spirits	11881 Town Center Drive	St. Michael	4	Yes	Yes	New – Will open in 2026. License was formerly held by Cub Foods, moved to Liquor Store



Agenda Item

Destination and Workflow

Meeting Type:* Board Meeting	Target Meeting Date* 11/18/2025 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 2026 Tobacco License Renewals for 77 Establishments
Short Title (what will appear on Agenda outline – 250 character max.)* Approve 2026 Tobacco License Renewals for 77 Establishments

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:

All mentioned licenses are seeking tobacco license renewal. The attached spreadsheet highlights operating details and assures that all aspects of the renewal application have been obtained. All the license applications included with the RFBA are recommended by HHS for license renewal. All locations that are renewed are subject to at least one tobacco compliance check throughout the year.

Route for Review and Approval

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

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

Document Name

[2026 Renewals – Supporting Documentation.pdf](#)

Attachment Type

Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes



TOBACCO LICENSURE
HEALTH & HUMAN SERVICES

The following establishments are seeking renewal of their tobacco license and are recommended by Public Health, effective 1/1/2026

Name of Establishment	Physical Address	City of Operation	District	Paperwork Completed & Received (application, Workers Compensation, CT102)	Payment Received	Violations in Last 5 Years
4-Way Liquors	305 Broadway Avenue S	Cokato	5	Yes	Yes	0
Albertville Gas	5952 Large Avenue NE	Albertville	3	Yes	Yes	0 – New Ownership in 2025
Albertville Tobacco and Vapor	11008 61 st Street NE, Suite 1005	Albertville	3	Yes	Yes	0
Backyard Liquor Stop	101 Central Avenue East	St. Michael	4	Yes	Yes	(1) FDA Failure 4/21/25



WRIGHT COUNTY
MINNESOTA

TOBACCO LICENSURE

HEALTH & HUMAN SERVICES

Brothers Smoke & More	710 Clearwater Circle	Clearwater	2	Yes	Yes	0
Buddha Glass	9371 Cedar Street, Unit 2	Monticello	2	Yes	Yes	0
Casey's General Store #1647	150 Cokato Street East	Cokato	5	Yes	Yes	(1) FDA Failure 10/16/24
Casey's General Store #2156	8431 State Highway 55	Rockford	4	Yes	Yes	(4) 8/8/2023, 7/8/24, FDA Failure 7/16/24, FDA Failure 4/4/25
Casey's General Store #2412	11000 57 th Street NE	Albertville	3	Yes	Yes	(5) 7/15/20, 8/8/23, 6/5/24, FDA Failure 6/19/24, 7/11/24
Casey's General Store #3601	175 Nelson Boulevard	Montrose	5	Yes	Yes	0



TOBACCO LICENSURE
HEALTH & HUMAN SERVICES

Cash Wise Liquor #7043	310 Central Avenue East	St. Michael	4	Yes	Yes	(2) 8/8/23, FDA Failure 7/22/25
Clearwater Travel Plaza	950 State Highway 24	Clearwater	2	Yes	Yes	(1) 7/13/20
Clearwater Travel Plaza - Fuel Center	950 State Highway 24	Clearwater	2	Yes	Yes	0
Coborn's #2028	1400 Babcock Boulevard East	Delano	5	Yes	Yes	0
Coborn's Liquor #2047	15700 88 th Street NE	Otsego	3	Yes	Yes	(1) 7/28/21
Coborn's Liquor #6034	715 County Road 75	Clearwater	2	Yes	Yes	0



TOBACCO LICENSURE
HEALTH & HUMAN SERVICES

Coborn's Liquor #6038	5600 LaCentre Ave NE Suite 114	Albertville	3	Yes	Yes	0
Coborn's Marketplace #2008	705 County Road 75	Clearwater	2	Yes	Yes	0
Coborn's Marketplace #2029	5698 LaCentre Ave NE	Albertville	3	Yes	Yes	0
Coborn's Marketplace #2047	15700 88 th Street NE	Otsego	3	Yes	Yes	0
Cub Foods #1632	216 7 th Street West	Monticello	2	Yes	Yes	(1) 7/7/20
Delano Tobacco	451 Babcock Circle	Delano	5	Yes	Yes	(4) 7/13/21, 8/8/23, 8/14/25, 10/17/25



WRIGHT COUNTY
MINNESOTA

TOBACCO LICENSURE
HEALTH & HUMAN SERVICES

Dollar General Store #10460	200 Cokato Street W	Cokato	5	Yes	Yes	0
Dollar General Store #15392	800 State Highway 55 W	Maple Lake	2	Yes	Yes	0
Dollar General Store #16105	631 Nelson Boulevard	Montrose	5	Yes	Yes	0
Dollar General Store #18158	8900 Walnut Street	Rockford	4	Yes	Yes	(1) FDA Failure 8/13/25
Dollar General Store #22351	161 Babcock Boulevard W	Delano	5	Yes	Yes	0
Dollar General Store #31032	620 Fairhaven Avenue N	South Haven	1	Yes	Yes	(1) 8/14/25



WRIGHT COUNTY
MINNESOTA

TOBACCO LICENSURE
HEALTH & HUMAN SERVICES

Don's Auto Service & Repair, Inc.	11438 County Road 37	Albertville	3	Yes	Yes	0
East 7th Tobacco	1571 E 7th St	Monticello	2	Yes	Yes	0
Emma's Express LLC	11966 59th Place NE	Albertville	3	Yes	Yes	(2) 7/15/20, 8/4/22
Family Dollar #33326	310 Cokato ST E	Cokato	5	Yes	Yes	0
Fleet Farm Fuel	310 Chelsea Road	Monticello	2	Yes	Yes	0
Flippin Bill's	8045 County Line Road SE	Delano	5	Yes	Yes	(2) FDA Failure 5/2/25, 7/8/24



TOBACCO LICENSURE
HEALTH & HUMAN SERVICES

Freedom St. Michael	4375 O'Day Avenue NE	St. Michael	4	Yes	Yes	(2) 12/23/24, FDA Failure 5/28/25
French Lake Liquor LLC	14555 County RD 37 NW	Annandale	1	Yes	Yes	0
H&H Sport Shop	607 Highway 55 E	Maple Lake	2	Yes	Yes	(3) 7/13/20, 6/20/24, FDA Failure 8/13/25
Hi-Way Liquors	545 Highway 25 North	Monticello	2	Yes	Yes	(1) 7/15/21
Holiday Stationstore #2746196	123 7th Street West	Monticello	2	Yes	Yes	0
Holiday Stationstore #2746214	31 Babcock Blvd West	Delano	5	Yes	Yes	(1) 8/11/22



WRIGHT COUNTY
MINNESOTA

TOBACCO LICENSURE
HEALTH & HUMAN SERVICES

Holiday Stationstore #2746254	1015 State Hwy 24	Clearwater	2	Yes	Yes	0
Holiday Stationstore #2746344	110 Oakwood Drive	Monticello	2	Yes	Yes	0
Holiday Stationstore #2746378	9025 Quaday Avenue NE	Otsego	3	Yes	Yes	(1) 8/1/23
Holiday Stationstore #2746394	4200 Larabee Avenue NE	St. Michael	4	Yes	Yes	(1) FDA Failure 3/29/22
Holiday Stationstore #2746546	1472 Babcock Blvd East	Delano	5	Yes	Yes	(1) 8/11/22
Kwik Trip #1020	6300 LaBeaux Ave NE	Albertville	3	Yes	Yes	(1) FDA Failure 5/2/23



WRIGHT COUNTY
MINNESOTA

TOBACCO LICENSURE
HEALTH & HUMAN SERVICES

Kwik Trip #1031	1305 Babcock Blvd E	Delano	5	Yes	Yes	(1) 0
Kwik Trip #104	8191 179th Street NW	Clearwater	2	Yes	Yes	0
Kwik Trip #1188	145 Broadway Ave N	Cokato	5	Yes	Yes	0
Kwik Trip #162	16401 72nd Street NE	Otsego	3	Yes	Yes	(1) FDA Failure 4/5/22
Kwik Trip #177	9855 Hart Boulevard	Monticello	2	Yes	Yes	0
Kwik Trip #345	9440 State Highway 25 NE	Monticello	2	Yes	Yes	0



WRIGHT COUNTY
MINNESOTA

TOBACCO LICENSURE
HEALTH & HUMAN SERVICES

Kwik Trip #681	4400 O'Day Avenue NE	St. Michael	4	Yes	Yes	0
Lake Region Coop Oil Assoc	240 Cokato Street E	Cokato	5	Yes	Yes	(3) 8/15/23, FDA Failure 8/2/23, 12/1/23
Lake Region Coop Oil Assoc	911 State Hwy 55 NW	Maple Lake	2	Yes	Yes	(3) 8/4/22, FDA Failure 3/24/22, FDA Failure 10/18/24
Little Duke's #2008	705 County Road 75	Clearwater	2	Yes	Yes	0
Little Duke's #2029	5698 LaCentre Avenue NE	Albertville	3	Yes	Yes	0
Maple Lake BP	300 Hwy 55 W	Maple Lake	2	Yes	Yes	0



TOBACCO LICENSURE
HEALTH & HUMAN SERVICES

Monticello Gas	318 W Broadway Street	Monticello	2	Yes	Yes	0 – New in 2025
Mid-County Holiday of Waverly	801 Pacific Avenue	Waverly	5	Yes	Yes	0
Monti Smoke Shop	1220 State Highway 25 S	Monticello	2	Yes	Yes	7/16/21
Napa Valley Liquors	15850 87th St NE, Ste 111	Otsego	3	Yes	Yes	0
O'Brothers Wine & Spirits	125 Nelson Blvd	Montrose	5	Yes	Yes	(1) 0
Otsego Tobacco & Vape, Inc	9125 Quaday Ave NE	Otsego	3	Yes	Yes	12/23/24



TOBACCO LICENSURE
HEALTH & HUMAN SERVICES

Riverview Liquorette	15682 90th Street NE	Otsego	3	Yes	Yes	(1) (2) 8/16/22, 8/1/23
Rockford Gas	5820 Tower St	Rockford	4	Yes	Yes	0
South Haven Sports	441 Custer Street	South Haven	1	Yes	Yes	0 – New Owner in 2025
St. Michael Tobacco	921 Central Avenue East	St. Michael	4	Yes	Yes	0 - New Owner in 2025
Speedway #4267	370 Central Avenue East	St. Michael	4	Yes	Yes	FDA Failure 5/28/25
Speedway #4479	109 Oakwood Drive East	Monticello	2	Yes	Yes	(1) 6/14/24



TOBACCO LICENSURE
HEALTH & HUMAN SERVICES

Speedway #7016	11044 61st Street NE	Albertville	3	Yes	Yes	(1) (3) 8/4/22, 8/1/23, FDA Failure 4/5/23
The Marketplace	310 Cokato Street West	Cokato	5	Yes	Yes	8/11/22
The Original Tom Thumb	329 Labeaux Avenue NE	Hanover	4	Yes	Yes	(2) 7/13/20, FDA Failure 5/15/25
The Ugly Bar	260 Nelson Blvd	Montrose	5	Yes	Yes	(1) (1) 8/15/23
Tommy's Tobacco & Vape	170 Broadway Ave S	Cokato	4	Yes	Yes	0 – New in 2025
Walgreen's #13842	9 Central Avenue East	St. Michael	4	Yes	Yes	(1) 6/5/24



WRIGHT COUNTY
MINNESOTA

TOBACCO LICENSURE

HEALTH & HUMAN SERVICES

Walgreen's #13938	135 East Broadway St	Monticello	2	Yes	Yes	(1) 6/5/24
----------------------	----------------------	------------	---	-----	-----	------------

Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *

11/18/2025 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Nate Helgeson

Agenda Item Type

☒ RFBA ☐ Minutes Submission ☐ Warrants Submission

Requestor Title

Highway Maintenance Superintendent

Target Section

☒ Consent Agenda ☐ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department) *

HIGHWAY

Originator

NRH7695

Item Details

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

Approve Authorization to Fill Upcoming Vacant Highway Maintenance Worker Position (Retirement on 12/31/2025) and Any Vacant Positions Resulting from the Internal Recruitment/Posting Process

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

Approve Authorization to Fill Upcoming Vacant Highway Maintenance Worker Position (Retirement on 12/31/2025) and Any Vacant Positions Resulting from the Internal Recruitment/Posting Process

Value Stream the request primarily aligns with:

Develop County Infrastructure

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

This position is responsible for snow and ice control for 83 miles of county highways in the Montrose, Howard Lake, and Waverly areas. This position is also responsible for summer activities associated with the Highway Maintenance Worker position. Including pothole patching, mowing, shouldering, tree trimming, and cleaning/maintain culverts and ditches.

Describe the impact on staffing resources.

This position is one of 21-day shift plow routes covering 1,457 plowing miles throughout the county. The goal is to have the entire system treated within 4 hours of start time, ensuring it's ready for commuter traffic by 6am. This position covers county highways in the Montrose, Howard Lake, and Waverly areas of the County.

Fiscal Impact:

None – the position is budgeted.

Background/Justification:

This position will become vacant on 12/31/2025 due to a retirement.

Route for Review and Approval

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

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

Document Name	Attachment Type
2025 Position Backfill Request-Thomas Decker.pdf	Attachment
Highway Maintenance Worker Job Description.pdf	Attachment
Highway Organizational Chart.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

moved to agedna

County Administrator Review

County Administrator Decision

Notes



Position Backfill Request

Name of Department: Highway

Department Head/Supervisor Chad Hausmann/Nate Helgeson

Position Title Highway Maintenance Worker

Date of Resignation: Thomas Decker 12-31-2025 (Retirement)

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

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

FTE's 24_

3. Is there a direct impact on Wright County's citizens?
 - a. Yes, this position has a direct impact on Wright County Citizens. This position provides safe roadways for all who travel Wright County highways.
 - b. This position is responsible for snow and ice control for 83 miles of county highways in the Montrose, Howard Lake, and Waverly areas. This position is also responsible for summer activities associated with the Highway Maintenance Worker position. Including pothole patching, mowing, shouldering, tree trimming, and cleaning/maintain culverts and ditches.

4. Direct risk or cost for not backfilling this position?
 - a. Yes, not backfilling this position will increase the response times during emergencies and increase snow and ice control routes and time needed to clear the highway system during snow events.

5. Are there external funding sources tied to this position used?
 - a. Yes, the Highway Department receives roughly \$4.5 million in state aid. We use this state aid to help fund our operations expenses, part of which is employee salary.

6. Key activity or performance indicators that show the need for this position?
 - a. This position is one of 21-day shift plow routes covering 1,457 plowing miles throughout the county. The goal is to have the entire system treated within 4 hours of start time, ensuring it's ready for commuter traffic by 6am. This position covers county highways in the Montrose, Howard Lake, and Waverly areas of the County.

- b. This position is also responsible for 83 miles of road maintenance, ditch/culvert cleaning and repair, roadside mowing, and tree trimming.
- 7. Attach the Department organization chart highlighting the position along with the position description.
- 8. Additional Info.
 - a. With approval to backfill this position, we request the County Board also approve filling any positions that become vacant during the internal recruitment/posting.
For example, if the Sign/Maintenance Hybrid position fills the Highway Maintenance position, the Highway Department will be allowed to backfill the Highway Sign/Maintenance position.

Recommendation for Board Approval: Yes _____ No _____

Date of Recommendation: _____

Highway Maintenance Worker



Department/Division: Highway/Highway Maintenance

FLSA Status: Non-Exempt

Union/Non-Union: Union

General Definition of Work

Performs intermediate skilled trades work performing maintenance and repairs on the County's highway and bridge system, and maintenance and upkeep on the County's highway equipment. Work is performed under the limited supervision of the Highway Maintenance 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

Performs repairs and maintenance to roads and bridges, including bituminous patching, paving, sealing, concrete repair & maintenance in medians/sidewalks, and crack sealing roads.

Replacement of highway culverts by removal and installation of new culverts and/or installation of culvert liners in existing culverts.

Places highway construction signs; removes debris and trash from roads, bridges, and ditches including dead animals and discarded appliances; repairs and/or installs bridges, culverts, and guardrails; constructs new roadway turn lanes and shoulders using computerized equipment.

Removes snow and ice from roadways using chemicals and salt; identifies, controls and removes noxious weeds, tree and brush cuttings on roadways; loads, hauls, and operates equipment.

Ability to safely operate heavy equipment on roadways and construction sites.

Performs traffic control, flagging, and work zone set up.

Maintains and repairs Department equipment and buildings, including changing oil and lubricating heavy equipment.

Transports and stockpiles road materials, including gravel and sand.

Assists in the construction of Department storage buildings.

Ability to interpret and understand highway construction plans.

Must be available for after work hours emergency callouts.

Performs other duties and activities as assigned.

Knowledge, Skills, and Abilities

Knowledge and awareness of the environmental conditions and precautionary safety measures required to perform routine maintenance procedures; knowledge of proper signing of work areas; basic skill in the use of standard office equipment, including telephones, two-way radios, computers and software programs; verbal and written communication skills sufficient to draft routine reports and respond to questions from a wide variety of audiences; reading comprehension skills sufficient to understand and interpret work-related documents; interpersonal skills sufficient to exchange and or convey information, receive work direction, and maintain effective working relationships; ability to learn the methods, practices, equipment and materials used in road and bridge maintenance and repair; ability to learn the phases of ice and snow removal and clean-up; ability to learn County government work flows and processes; ability to effectively organize time and anticipate, plan and successfully respond to changing circumstances; ability to obtain OSHA chain saw certification; ability to keep operating records; ability to perform all job duties in compliance with safety guidelines and with an ongoing awareness of safety practices;

Highway Maintenance Worker

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

Education and Experience

High school diploma or GED, and two years of experience in maintenance or construction, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 50 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires standing, walking, speaking or hearing and using hands to finger, handle or feel, frequently requires sitting and repetitive motions and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to fumes or airborne particles, exposure to toxic or caustic chemicals and exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to the risk of electrical shock, exposure to vibration and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Class A Commercial Driver's license (CDL) with a Tanker Endorsement upon hire.

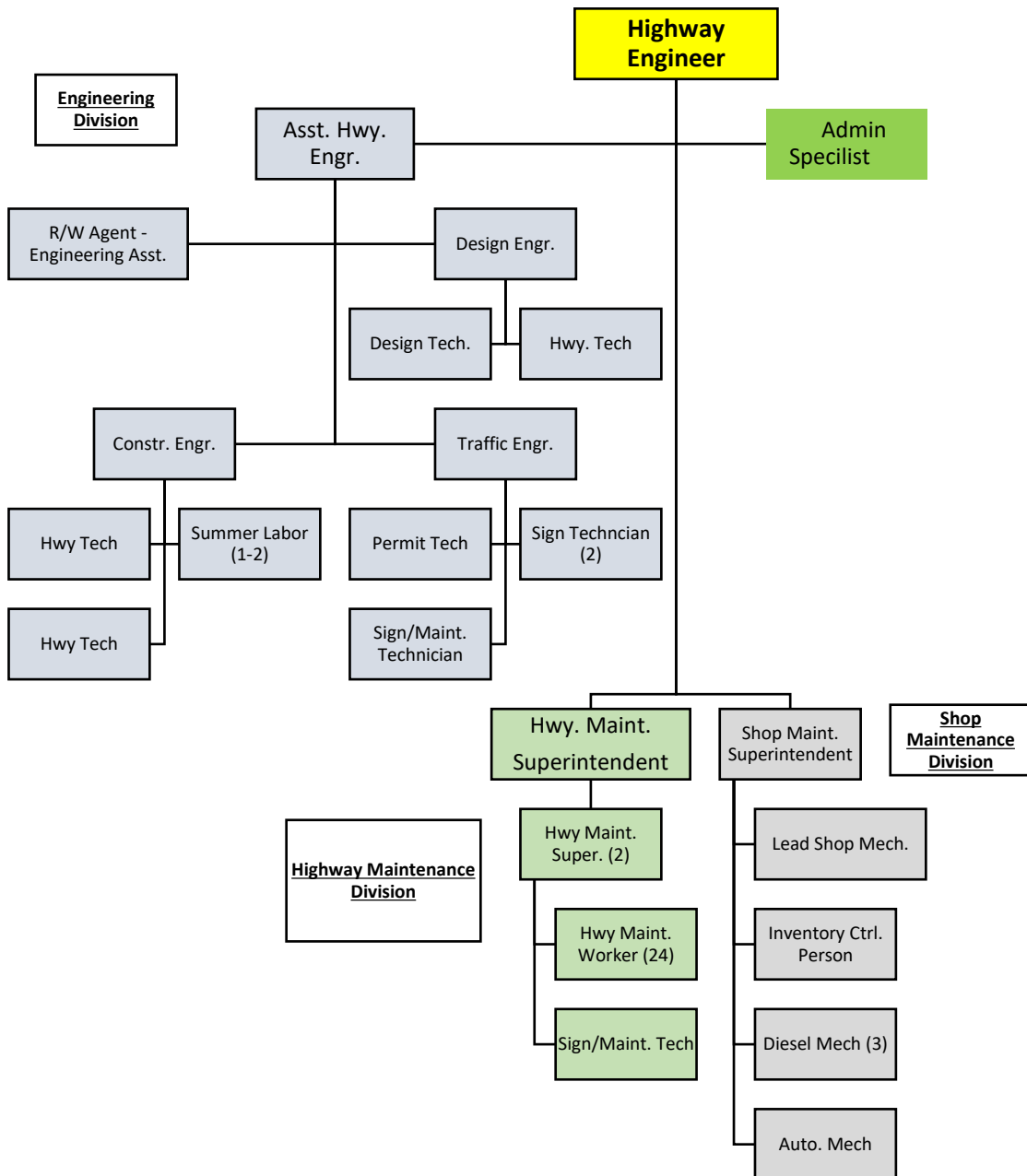
First Aid/CPR, Competent Person, Forklift, Nuclear Training, Flagger/Work Zone, OSHA Log Safe Training certifications all within one year of employment.

Non-Commercial Herbicide Applicators license (Categories A and J) within two years of employment.

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

Last Revised: 1/31/2019

Highway Organizational Chart



Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *11/18/2025 9:00 AM – Board of Wright County
Commissioners**Requestor Name**

Commissioner Holland

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

District 3 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) *

Appoint Bruce Maue to Serve the Remaining Term of Sandy Greninger on the Wright County Board of Adjustment

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

Appoint Bruce Maue to Serve the Remaining Term of Sandy Greninger on the Wright County 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:

This term will expire 12/31/2026

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.

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 *11/18/2025 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) ***

PLANNING & ZONING

Originator

BTP5489

Item Details

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

Appoint Troy Beise (District 4) to a 3-year Term to the Planning Commission. Term Ending 12-31-2028

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

Appoint Troy Beise (District 4) to a 3-year Term to the Planning Commission. Term Ending 12-31-2028

Value Stream the request primarily aligns with:

Empower Use of Land, Property, and the Environment

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

Describe the impact on staffing resources.

Fiscal Impact:

Background/Justification:

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



Agenda Item

Destination and Workflow

Meeting Type:*

Board Meeting

Target Meeting Date*

11/18/2025 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Tracy Janikula

Agenda Item Type

☒ RFBA ☐ Minutes Submission ☐ Warrants Submission

Requestor Title

Feedlot Program 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)*

Authorize Signatures on the Grant Agreement between the State of Minnesota, Acting through Its Board of Water and Soil Resources and Wright County for Water and Shore land Management, Wetlands, and Septic Systems

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

Authorize Signatures on the Grant Agreement between the State of Minnesota, Acting through Its Board of Water and Soil Resources and Wright County for Water and Shore land Management, Wetlands, and Septic Systems

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 grant agreement allocates funding for local shore land, wetland and septic programs.

Describe the impact on staffing resources.

The grant funds help pay for staff costs and provide a financial resource for septic system funding for low income households.

Fiscal Impact:

Grant funds received reduce total local costs.

Background/Justification:

The grant funds help pay for staffing costs used to enforce local shore land, septic, and wetland regulations as well as provide a grant for septic system upgrades for low income households.

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

[NRBG contract 2026–2027.pdf](#)

Attachment Type

Attachment

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

Approved

Notes

moved to agenda

Finance Review**Finance Decision**

Approved

Notes

approved by Bryan P as Lindsey is out

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



**FY 2026 and 2027 STATE OF MINNESOTA
BOARD OF WATER and SOIL RESOURCES
NATURAL RESOURCES BLOCK GRANT PROGRAM
GRANT AGREEMENT**

Vendor:	0000197323
PO#:	3000019663

This Grant Agreement is between the State of Minnesota, acting through its Board of Water and Soil Resources (Board) and Wright County, 311 Brighton Ave S Ste C, Buffalo MN 55313 (Grantee).

Grant ID	Grant Title	Awarded Amt
P26-0476	2026 - Local Water Management - NRBG (Wright County)	\$8,094.00
P26-0563	2026 - Wetland Conservation Act - NRBG (Wright County)	\$42,416.00
P26-0648	2026 - Shoreland-NRBG (Wright County)	\$9,339.00
P26-0734	2026 - Septic Treatment Systems - NRBG (Wright County)	\$21,200.00
P26-0788	2026 - Septic Treatment Systems Upgrade - NRBG (Wright County)	\$20,000.00
P27-0086	2027 - Local Water Management - NRBG (Wright County)	\$8,094.00
P27-0173	2027 - Wetland Conservation Act - NRBG (Wright County)	\$42,416.00
P27-0258	2027 - Shoreland-NRBG (Wright County)	\$9,339.00

Total Grant Awarded: \$160,898.00

Recitals

1. This Grant Agreement is for the FY 2026 and 2027 Department of Natural Resources (DNR) Shoreland, Local Water Management (LWM), Wetland Conservation Act (WCA), and FY 2026 Minnesota Pollution Control Agency (MPCA) Subsurface Sewage Treatment System (SSTS) Program Grants.
2. The Laws of Minnesota 2025, First Special Session, Chapter 1, Article 1, Section 4(h) appropriated funds to the Board for the FY 2026 and 2027 DNR Shoreland, LWM, and WCA grants.
3. The Board adopted Board Order #25-39 to authorize and allocate funds for the FY 2026 and 2027 DNR Shoreland, LWM, WCA, and MPCA SSTS grants.
4. The MPCA transferred to BWSR funds for their Fiscal Year 2026 SSTS Grant Programs to be allocated with this Grant Agreement.
5. The Grantee has met the criteria established by statute, the Board, the DNR, and the MPCA, and is eligible to receive NRBG grant funds.
6. The Grantee represents that it is duly qualified and agrees to perform all services described in this Grant Agreement to the satisfaction of the Board.
7. As a condition of the grant, Grantee agrees to minimize administration costs.

Authorized Representative

The State's Authorized Representative is Adam Beilke, Land and Water Programs Supervisor, BWSR, 2118 Campus Drive SE, Suite 100, Rochester, MN 55904, (507) 766-9820, or his successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services and performance provided under this Grant Agreement.

The Grantee's Authorized Representative is:

TITLE Board Chair
ADDRESS 3650 Braddock Ave Ne
CITY Buffalo
TELEPHONE NUMBER 7636827687

If the Grantee's Authorized Representative changes at any time during this Grant Agreement, the Grantee must immediately notify the Board.

Grant Agreement

1. Terms of the Grant Agreement.

- 1.1. **Effective date:** The date the Board obtains all required signatures under Minn. Stat. § 16B.98, Subd. 5. **The Board will notify the Grantee when this Grant Agreement has been executed. The Grantee must not begin work under this Grant Agreement until it is executed.**
- 1.2. **Expiration date:** December 31, 2028 or until all obligations have been satisfactorily fulfilled, whichever comes first.
- 1.3. **Survival of Terms:** The following clauses survive the expiration date or cancellation of this Grant Agreement: 9. Liability; 10. State Audits; 11. Government Data Practices; 14. Governing Law, Jurisdiction, and Venue; 16. Data Disclosure; and 19. Intellectual Property Rights.

2. Grantee's Duties.

The Grantee will comply with required grants management policies and procedures set forth through Minn. Stat. § 16B.97, Subd. 4(a)(1). The Grantee is responsible for the specific duties for the Program as follows:

- 2.1. **Implementation:** The Grantee will implement their duties according to the Program Requirements outlined in Exhibit A, which is attached and incorporated into this Grant Agreement.
- 2.2. **Reporting:** All data and information provided in a Grantee's report shall be considered public.
 - 2.2.1. The Grantee will submit an annual progress report to the Board by February 1 of each year on the status of Program implementation by the Grantee. Information provided must conform to the requirements and formats set by the Board.
 - 2.2.2. All individual grants over \$500,000 require a reporting expenditure by July 15 of each year.
 - 2.2.3. Final Progress Report: The Grantee will submit a final progress report to the Board by February 1, 2029, or within 30 days of fully expending funds, whichever occurs sooner. Information provided must conform to the requirements and formats set by the Board.
 - 2.2.4. The Grantee will prominently display on its website the Clean Water Legacy Logo and a link to the Legislative Coordinating Commission website.
- 2.3. **Compliance:** The Grantee will comply with Minnesota Statutes Section 103B.3361 through 103B.3369 (LWP), Minnesota Rules Chapter 8420 (WCA); Minnesota Statutes Section 103F.201 and Minnesota Rules Chapter 6120 (Shoreland) and have a DNR approved shoreland ordinance; Minnesota Rules Chapter 7082.0040 through 7082.0700 (SSTS); and amendments thereto, for Local Water Management, Wetland Conservation Act, Shoreland Management, and Subsurface Sewage Treatment Systems.
- 2.4. **Wetland Conservation Act Funds Transfer:** As required by the Board, the Grantees' participation in the NRBG is conditioned upon a transfer of funds to the Soil and Water Conservation District (SWCD) for Wetland Conservation Act activities, or such greater amount as agreed upon by the county and SWCD. This transfer must occur within 120 days of receipt of NRBG funds by the Grantee. This amount is listed on the BWSR website.
- 2.5. **Website:** The Grantee must clearly post on the Grantee's website the names of, and contact information for, the Grantee's leadership and the employee or other person who directly manages and oversees this Grant Contract Agreement on behalf of the Grantee.

3. Time.

The Grantee must comply with all the time requirements described in this Grant Agreement. In the performance of this Grant Agreement, time is of the essence.

4. Terms of Payment.

- 4.1. All FY 2026 Grant funds will be distributed in one installment promptly after the execution of the Grant Agreement. FY 2027 grant funds will be distributed as soon as is practicable after the start of fiscal year 2027. FY 2027 grant funds may not be spent before they are received.
- 4.2. All costs must be incurred within the grant period. All incurred costs should be calculated or determined before the final report is completed or returning funds.
- 4.3. Unspent grant funds must be returned within 30 days of the expiration date of the Grant Agreement.
- 4.4. Once final reporting has been completed funds may not be re-requested as funds may not be available.
- 4.5. The obligation of the State under this Grant Agreement will not exceed the amount listed above.
- 4.6. This grant is an advance payment. Advance payments allow the Grantee to have adequate operating capital for start-up costs, ensure their financial commitment to landowners and contractors, and to better schedule work into the future.

5. Conditions of Payment.

All services provided by the Grantee under this Grant Agreement must be performed to the Board's satisfaction, as set forth in this Grant Agreement. Compliance will be determined at the sole discretion of the Board's Authorized Representative and in accordance with all applicable federal, State, Board, and local laws, policies, procedures, ordinances, rules, and regulations. The Grantee will not receive payment, may be required to repay grant funds, or may have future payments withheld if work is found by the Board to be unsatisfactory or performed in violation of federal, State, or local law. Costs charged to the grant must be direct and necessary to produce the outcomes funded by the grant. Charges to the grant must be itemized and documented. Grantee administrative costs must be necessary and reasonable. Grantee is required to account for staff time charged to BWSR grants in order to track the expenditure of grant funds and match to ensure the use of the funds is consistent with applicable State and BWSR requirements.

6. Contracting and Bidding Requirements.

6.1. **Municipalities**, as defined in [Subd. 1](#) of Minnesota Statutes § 471.345, are required to comply with [Minnesota Statutes § 471.345, Uniform Municipal Contracting Law](#) and the following sub-clauses:

6.1.1. The Grantee and any subrecipients must comply with prevailing wage rules per [Minnesota Statutes §§ 177.41 through 177.50](#), as applicable.

6.1.2. The Grantee and any subrecipients must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government: [Suspended and Debarred Vendors, Minnesota Office of State Procurement](#).

6.1.3. The Grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.

6.2. **Non-governmental organizations**, those that do not meet the definition of municipality in 6.1, are required to comply with the contracting and bidding requirements in the following sub-clauses:

6.2.1. Any services and/or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process.

6.2.2. Services and/or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids or awarded to a targeted vendor.

6.2.3. Services and/or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.

6.2.4. The Grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:

6.2.4.1. [State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List](#)

6.2.4.2. [Metropolitan Council Underutilized Business Program](#)

6.2.4.3. Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [Central Certification Directory](#)

6.2.5. The Grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.

6.2.6. The Grantee must maintain support documentation of the purchasing or bidding process used to contract services in their financial records, including support documentation justifying a single source bid, if applicable.

6.2.7. Notwithstanding 6.2.1. – 6.2.4. above, the State may waive bidding process requirements when:

6.2.7.1. Vendors included in response to competitive grant request for proposal process were approved and incorporated as an approved work plan for the grant; or

6.2.7.2. It is determined there is only one reasonably able and available source for such materials or services and that grantee has established a fair and reasonable price.

6.2.8. The Grantee and any subrecipients must comply with prevailing wage rules per [Minnesota Statutes §§ 177.41 through 177.50](#), as applicable.

6.2.9. The Grantee and any subrecipients must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government: [Suspended and Debarred Vendors, Minnesota Office of State Procurement](#).

7. Assignment, Amendments, Work Plan Revisions, Waiver, and Contract Complete.

7.1. **Assignment.** The Grantee may neither assign nor transfer any rights or obligations under this Grant Agreement without the prior consent of the Board and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Grant Agreement, or their successors in office.

7.2. **Amendments and Work Plan Revisions.** Any amendments to this Grant Agreement must be in writing and will not be effective until approved and executed by the same parties who approved and executed the original Grant Agreement, or their successors in office. Amendments must be executed prior to the expiration of the original Grant Agreement or any

amendments thereto. All work plan revisions must be documented. The Board reserves the right to require a work plan revision or grant agreement amendment for changes in the scope of the grant.

- 7.3. **Waiver.** If the Board fails to enforce any provision of this Grant Agreement, that failure does not waive the provision or its right to enforce it.
- 7.4. **Contract Complete.** This Grant Contract Agreement contains all negotiations and agreements between the Board and the Grantee. No other understanding regarding this Grant Contract Agreement, whether written or oral, may be used to bind either party.

8. **Subcontracting and Subcontract Payment.**

- 8.1. A subrecipient is a person or entity that has been awarded a portion of the work authorized by this Grant Contract Agreement by Grantee. The Grantee must document any subaward through a formal legal agreement. The Grantee must provide timely notice to the State of any subrecipient(s) prior to the subrecipient(s) performing work under this Grant Contract Agreement.
- 8.2. Activities identified in the sub-agreement must fit within the scope of the agreement between the Board and the recipient and include shared responsibilities for liability, fund distribution, implementation, and reporting.
- 8.3. The Grantee must monitor the activities of the subrecipient(s) to ensure the subaward is used for authorized purposes; is in compliance with the terms and conditions of the subaward, [Minnesota Statutes § 16B.97, Subd.4 \(a\) \(1\)](#) and other relevant statutes and regulations; and that subaward performance goals are achieved.
- 8.4. During this Grant Contract Agreement, if a subrecipient is determined to be performing unsatisfactorily by the State's Authorized Representative, the Grantee will receive written notification that the subrecipient can no longer be used for this Grant Contract Agreement.
- 8.5. No sub-agreement shall serve to terminate or in any way affect the primary legal responsibility of the Grantee for timely and satisfactory performances of the obligations contemplated by the Grant Contract Agreement.
- 8.6. The Grantee must pay any subrecipient in accordance with [Minnesota Statutes § 16A.1245](#).
- 8.7. The Grantee and any subrecipients must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government.

9. **Liability.**

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this Grant Agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this Grant Agreement.

10. **State Audits.**

Under Minn. Stat. § 16B.98, Subd. 8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this Grant Agreement or transaction are subject to examination by the Board and/or the State Auditor, the Attorney General, or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Grant Agreement, receipt and approval of all final reports, or the required period of time to satisfy all State and program retention requirements, whichever is later.

- 10.1. The books, records, documents, accounting procedures and practices of the Grantee and its designated local units of government and contractors relevant to this grant, may be examined at any time by the Board or Board's designee and are subject to verification. The Grantee or delegated local unit of government will maintain records relating to the receipt and expenditure of grant funds.

11. **Government Data Practices.**

The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this Grant Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this Grant Agreement. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Grantee or the State.

12. **Workers' Compensation.**

The Grantee certifies that it is in compliance with Minn. Stat. § 176.181, Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

13. Publicity and Endorsement.

- 13.1. **Publicity.** Any publicity regarding the subject matter of this Grant Agreement must identify the Board as the sponsoring agency. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the Program, publications, or services provided resulting from this Grant Agreement.
- 13.2. **Endorsement.** The Grantee must not claim that the State endorses its products or services.

14. Governing Law, Jurisdiction, and Venue.

Minnesota law, without regard to its choice-of-law provisions, governs this Grant Agreement. Venue for all legal proceedings out of this Grant Agreement, or its breach, must be in the appropriate State or federal court with competent jurisdiction in Ramsey County, Minnesota.

15. Termination.

- 15.1. The Board may cancel this Grant Agreement at any time, with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
- 15.2. The Board may immediately terminate this Grant Agreement if the Board finds that there has been a failure to comply with the provisions of this Grant Agreement, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The Board may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.
- 15.3. The Commissioner of Administration may immediately and unilaterally terminate this Grant Contract Agreement if further performance under the agreement would not serve agency purposes or performance under the Grant Contract Agreement is not in the best interest of the State.
- 15.4. The Board may immediately terminate this Grant Contract Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services addressed within this Grant Contract Agreement. Termination must be by written notice to the Grantee. The Board is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that dedicated funds are available.
- In the event of temporary lack of funding or appropriation, the Board may pause its obligations under this Grant Contract Agreement without terminating it. This pause will be for the duration of the lack of funding or appropriation and shall not be considered a termination of the Grant Contract Agreement. The Grantee will be notified in writing of the temporary pause, and the Grantee's ability to provide services may be temporarily suspended during this period. The Board will provide reasonable notice to the Grantee of the lack of funding or appropriation and shall notify the Grantee once funding is restored or appropriated, at which point the provision of services under the Grant Contract Agreement may resume. The Board will not be assessed any penalty if the Grant Contract Agreement is terminated due to insufficient funding. The Board must provide the Grantee notice of the lack of funding within a reasonable time of the Board's receiving notice.

16. Data Disclosure.

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and State tax agencies and State personnel involved in the payment of State obligations. These identification numbers may be used in the enforcement of federal and State tax laws which could result in action requiring the Grantee to file State tax returns and pay delinquent State tax liabilities, if any.

17. Constitutional and Statutory Compliance.

It is the responsibility of the Grantee to comply with requirements of the Minnesota Constitution and state statute regarding the use of Clean Water Funds to supplement traditional sources of funding. Grantee must meet Clean Water Fund expenditure and accountability requirements as defined in [Subd.4](#) of [Minnesota Statute § 114D.50](#).

18. Signage.

It is the responsibility of the Grantee to comply with requirements for project signage as provided in Minnesota Laws 2010, Chapter 361, Article 3, Section 5(b) for Clean Water Fund projects.

19. Intellectual Property Rights.

The State owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents *created and paid for under this grant*. Works means all inventions, improvements, discoveries, (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Grantee, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this grant. Work includes "Documents." Documents are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, agents or subcontractors, in the performance of this grant. The Documents will be the exclusive property of the State and all such Documents must be immediately returned to the State by the Grantee upon completion or cancellation of this grant at the State's request. To the extent possible, those Works eligible for copyright protection under the United State Copyright Act will be deemed to be "works made for hire." The Grantee assigns all right, title, and interest it may have in the Works and the Documents to the State. The Grantee must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the Works and Documents.

IN WITNESS WHEREOF, the parties have caused this Grant Agreement to be duly executed intending to be bound thereby.

Approved:

Wright County

Darek Vetsch

By:

Signed by:

Darek Vetsch

89BA10DB307747D...

(signature)

Board of Water and Soil Resources

Adam Beilke

By:

Signed by:

Adam Beilke

54B60BB4C36B49E...

(signature)

Board Chair

Title:

11/6/2025

Date:

Land and Water Programs Supervisor

Title:

11/6/2025

Date:

Exhibit A

Grant Program Requirements:
FY26-27 Natural Resources Block Grants

1. Match

No match is required.

2. Grant Work Plan

A work plan is not required.

3. Eligible Activities

Grant funds are to be used for the local administration and implementation of the Local Water Management, Subsurface Sewage Treatment Systems, Shoreland, and Wetland Conservation Act programs. Eligible activities include:

- Administration, coordination, and implementation of local programs
- Education, outreach, and other project support activities
- Supplies and equipment necessary for program implementation
- Financial assistance provided for practice implementation
- Technical assistance for practice or program implementation

Subsurface Sewage Treatment Systems Upgrade grants

Grant funds are to be used for upgrading eligible subsurface sewage treatment systems (SSTS) and must meet the following criteria for specific projects:

- Fix SSTS that have been deemed Failing to Protect Groundwater or an Imminent Threat to Public Health or Safety (must have been issued a Notice of Noncompliance)
- Funding can only be used for homesteaded single-family homes or duplexes
- Homeowner must be low-income

Grantees may use a portion of the grant funds for work directly related to, and necessary for, administering the grants as approved in the grant award. This amount must not exceed the lesser of \$4,000 or 10% of the distribution received.

4. Flexible Program Spending

Grantees have the flexibility to determine the amount of grant to allocate for program administration of the Local Water Management, Wetland Conservation Act, and Shoreland programs. Grantees can use their base allocation(s) from any or all three of these programs as necessary. Each of the programs must still be implemented in accordance with statute, rule or policy. The flexible spending option does not apply to the SSTS grant programs.

5. Native Vegetation

Projects that involve vegetation restoration or establishment must use native vegetation and seed and plant sources consistent with BWSR's Native Vegetation Establishment and Enhancement Guidelines, with the exceptions listed below. Use of plant species on the Minnesota [Noxious Weed List](#) is prohibited for all projects. Non-native species used for projects must not pose a risk to native plant communities. The maximum distance for sources of herbaceous species seed and plants is 200 miles; and for tree and shrubs seed and plants the distance is 300 miles.

Exceptions

- Non-native, non-invasive perennial crops, hay crops or forage crops may be used:
 - As part of a drinking water protection strategy in a vulnerable or highly vulnerable DWSMA as designated by the Department of Health or in a Township Well Testing high-priority area as determined by the Department of Agriculture;
 - In buffers, borders, grass waterways or other areas likely to be exposed to pesticides or part of agricultural production;
 - For soil stabilization, erosion prevention and carbon sequestration in an agricultural production setting;
 - On fields that will be hayed, grazed or harvested.
- For the exceptions above, if the project area is under 20 acres in size, the exception may be approved by local conservation staff. If the project area is 20 acres or larger, or for any exceptions not listed here, grantees must request approval from the BWSR Grant Manager.
- Cover crops used to improve soil health and/or water quality are allowed without a maximum acreage limit.
- Temporary cover is allowed without a maximum acreage limit when needed to stabilize project sites prior to the construction of structural conservation practices.
- Cultivars of native species may be used in urban stormwater plantings if they accomplish similar or greater ecological functions, help achieve aesthetic goals and do not pose an invasive or other environmental risk.

6. Allowable and Unallowable Costs

Allowable costs are costs solely incurred through project activities that are directly related to and necessary for producing the project outcomes described in the work plan. Grantee is required to account for the staff time charged to BWSR grants in order to track the expenditure of grant funds and match to ensure the use of the funds is consistent with applicable State and BWSR requirements.

Unallowable costs include but are not limited to:

- Bad debts, monetary settlements and judgements, late payment fees, and investment management fees
- Donations, fundraising, sponsorships, and acknowledgements
- Entertainment, gifts, prizes, and decorations
- Alcohol
- Interest on loans not authorized under state statute
- Loans of BWSR grant funds
- Lobbying, lobbyists, and political contributions
- Merit awards and bonuses

7. Technical Quality Assurance

Practices and projects must meet the following requirements to ensure long-term public benefit:

- **Technical Assistance Provider.** The recipient must designate technical assistance provider(s) that have appropriate credentials for investigation, design, and construction.
- **Practice Standards.** Practices and projects must use appropriate standards for design, construction, effective life, operation, and maintenance.
- **Practice Certification.** Technical assistance provider(s) must certify that the practice or project was installed or constructed in accordance with the applicable plans and specifications, including approved modifications, prior to authorization for payment.

- **Operation and Maintenance.** Technical Assistance Provider(s) must prepare an operation and maintenance (O&M) plan specific to the site and practice(s) implemented.
- **Periodic Practice/Project Inspection.** Inspections shall confirm that the operation and maintenance plan is being followed and the project has not been altered or removed.

8. Project and Practice Assurances

A written agreement is required to ensure program requirements are met when installing projects and practices or providing financial assistance to a land occupier. Project and Practice Assurances must include technical and financial obligations and requirements for the installation, operation, and maintenance of the practice or project, including a plan for failures or noncompliance.

9. Providing Financial Assistance to Land Occupiers

All BWSR funds used by a recipient to provide financial assistance to a landowner or land occupier requires adequate project assurances.

Project Application and Agreements

Work completed prior to the signing of the agreement is not eligible.

Conservation Practice Contract Noncompliance

Failure to complete, maintain, or repair a conservation practice or unauthorized alteration is considered non-compliance with an executed conservation practice agreement. If the organization discovers noncompliance, they must take action to resolve and notify BWSR.

10. Grant Management and Reporting

Eligible activities include grant administration, management, and reporting that are directly related to and necessary for implementing the project or activity associated with the grant. Grantee is required to report on the outcomes, activities, and accomplishments.

Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *

11/18/2025 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Patrick O'Malley

Agenda Item Type

☒ RFBA ☐ Minutes Submission ☐ Warrants Submission

Requestor Title

Jail Administrator

Target Section

☐ Consent Agenda ☒ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department) *

SHERIFF

Time Required:

5 minutes

Originator

PJO7659

Item Details

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

Approval to Use Opioid Settlement Funds for Purchase of Reassurance Solutions Monitoring System

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

Approval to Use Opioid Settlement Funds for Purchase of Reassurance Solutions Monitoring System

Value Stream the request primarily aligns with:

Promote Safe and Healthy Communities

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

The Sheriff's Office is requesting to utilize Opioid Settlement Funding to purchase advanced sensor technology designed to monitor heart rate, movement, and respiratory rate for our most vulnerable inmate populations.

These sensors would be installed in housing units designated for new arrests, inmates at risk of withdrawal, those with mental health concerns, and individuals on suicide watch. The implementation of this technology would provide significant benefits to staff, inmates, and the county as a whole.

Describe the impact on staffing resources.

No negative impact on staffing. This system will give our corrections officers an additional tool to help them see when one of our at risk inmates are in medical distress.

Fiscal Impact:

The proposal includes all equipment needed for the installation and the first 2 years of operation. We have also negotiated 3 additional years of service at the current subscription rate. After two years we will have to budget \$9000 per year for this subscription/service.

Background/Justification:

This system is being installed in jails across the state. I spoke with several jails who had used Opioid Funds to purchase this system. The Wright County Jail manages inmates going through withdrawal, on suicide precautions and with serious medical and mental health issues. This system will enhance our ability to keep our inmates safe and help our officer recognize when an inmate is in distress. We have had several "close calls" with inmates and a system like this could have assisted us in recognizing potential medical issues sooner.

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

[Wright County MN 10RS Quote 2 years revised.pdf](#)
[1 Reassurance Solutions CPC Flyer.pdf](#)
[5 CPC Flyer – RS XK300 – DY.pdf](#)
[Opioid fund Letter to the Board.pdf](#)

Attachment Type

Attachment
 Attachment
 Attachment
 Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Notes

County Administrator Review

County Administrator Decision

Approved

Notes



Reassurance Solutions Quote

Date: 10/06/2025

Quote good for 30 days: 11/05/2025

Facility Name: Wright County MN Sheriff's Office
 Contact Name: Patrick O'Malley
 Contact Email: patrick.omalley@wrightcountymn.gov
 Contact Phone: 763-682-7619
 Address: 3800 Braddock Ave. NE, Buffalo, MN 55313
 CPC Salesperson: Darin Young
 Sensor Qty: 10
 Tax rate if applicable: 0%

Item	Description	Item Cost	Qty	Line Total
XK300	XK300 Sensor & secure case	\$4,000.00	10	\$40,000.00
XKGW4	4-Port Gateway & dongles	\$500.00	6	\$3,000.00
XK300Subscr	XK300 Annual Subscription: 2 year(s)	\$1,800.00	10	\$18,000.00
InstallPlat	Install Package	\$1,100.00	10	\$11,000.00
One-Time Cost				\$54,000.00
Five Year Annual Subscription				\$18,000.00
Pretax Subtotal				\$72,000.00
Tax Amount				\$0.00
Total Due				\$72,000.00

IMPORTANT

Gateway Quantity

The gateway quantity is figured at 50% of the number of sensors. The gateway quantity could change after the sensor locations are determined.

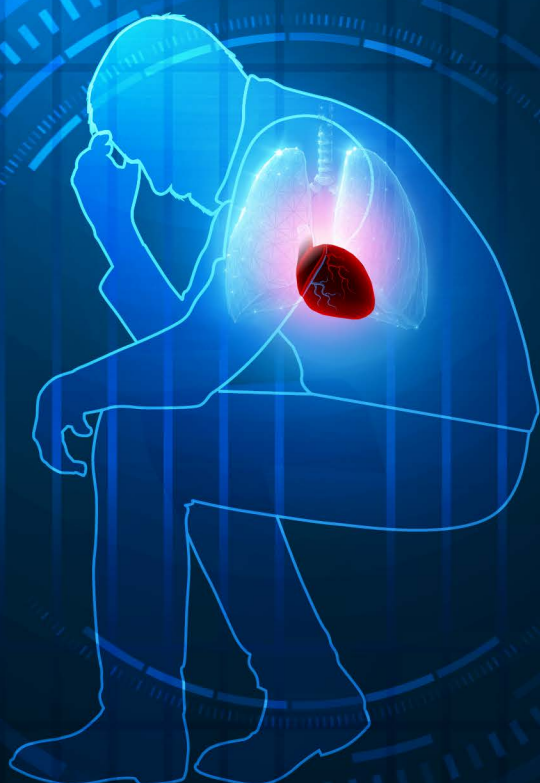
Annual Subscription Description

The annual subscription includes continuous dashboard monitoring, hardware warranty, and software support. This proposal includes two years of the annual subscription. The annual subscription renewal price is guaranteed for an additional three years. Subsequent subscriptions will be invoiced prior to the current year expiring. Invoices must be paid by the anniversary date to continue use of the subscription services.

Installation Costs

Install Package pricing is \$1,100/sensor for all quantities.

REASSURANCESOLUTIONS.COM



DETECTS PRESENCE, HEART RATE & RESPIRATORY RATE

**HELPING YOU TO PREVENT
SUICIDES, OVERDOSES & OTHER HEALTH ISSUES**

30 TECHNOLOGY PATENTS SECURED

FDA-CLEARED

NO WEARABLES

**SENSOR MUST
BE INSTALLED
IN THE CELL**

• *PRIVACY PROTECTED AND HIPAA COMPLIANT* •

HELPING PREVENT SUICIDES, OVERDOSES, AND OTHER HEALTH ISSUES



LIFE-SAVING MONITORING DEVICE

The XK300 device measures respiration and heart rates, motion and presence, using radar technology without any staff intervention.



RADAR TECHNOLOGY

Our body continuously generates health data via vibration frequencies as we move, breathe and as our heart contracts. The XK300 captures this health data automatically using radar technology.

HIPAA COMPLIANT

All vital sign data is captured and identified by the cell number. No personal information is documented.

FDA CLEARED

FDA Cleared as the first commercially available medical device to use radar monitoring to track heart rate, respiratory rate, motion and presence.

ACCURATE VITALS

99.9%

Reassurance Solutions' radar technology is designed to detect presence at 99.9% accuracy within 1-3 millisecond.

The XK300 gives accurate resting heart and respiratory rate (+/- 3.2 bpm as compared to ECG and +/- 1.18 breaths per minute as compared to ETCO2).



RESTING HEART RATE

Inmate Resting Heart Rate (+/- 3.2 BPM compared to ECG) is captured while in their cell at rest.



MOVEMENT

Inmate Movement is measured while in their cell.



RESPIRATORY RATE

Inmate Respiratory Rate - (+/- 1.18 breath/min compared to ETCO224) is captured while in their cell at rest.



PRESENCE

Our radar can sense through blankets, clothing, furniture and even drywall to detect micro vibration from the body – safely.

REVOLUTIONIZING THE STANDARDS OF INMATE PATIENT MONITORING



Reassurance Solutions' XK300 sensors can measure 6000+ RHR (Resting Heart Rate) & RR (Respiratory Rate) readings a day, as opposed to a traditional settings, where vital signs are measured manually on a much less frequent basis.

THE XK300

-  **Privacy Protected**
 - No cameras
 - No microphones
 - Only radar
-  **Autonomous Monitoring**
 - No battery to charge or change
 - No On/Off button
 - Automatic monitoring upon installation
-  **Continuous Data Collection**
 - Real-time, continuous data feed
 - XK300 sensor never stops
 - Detects human vibration patterns continuously

HOW IT WORKS

Once the XK300 is installed on the ceiling or mounted a wall, monitoring begins automatically, detecting human vibration patterns continuously.



Watch the explainer video to learn more!

WHY CHOOSE THE XK300?

-  **Contact-Free:** Inmates do not wear any devices.
-  **Continuous Monitoring:** Always measuring resting HR, RR, and Motion.
-  **Reduce Staff Burden:** Timely and accurate vital alerts so your staff can focus where the need is greatest.

TIME

The Best Inventions of 2022

EASY ALERTING

The software dashboard is color coded and provides both visual and audible alarms so staff can react immediately.

**GET IN
TOUCH**

Darin Young - Regional Sales Manager

 (513)814-2662

 dyoung@combinedpublic.com





Matt Treichler
Chief Deputy
Ryan Ferguson
Captain - Operations
Jeremy Wirkkula
Captain - Patrol

Wright County Sheriff's Office

Sheriff Sean Deringer

3800 Braddock Ave NE
Buffalo, MN 55313

(763) 682-7622
sheriff@co.wright.mn.us



Eric Kunkel
Captain - Investigations
Shawna Athman
Office Administrator
Pat O'Malley
Jail Captain

10/6/2025

Subject: Request for Permission to Use Opioid Settlement Funding for Inmate Monitoring Devices

Dear Members of the Wright County Board of Commissioners,

The Sheriff's Office is requesting permission to utilize Opioid Settlement Funding to purchase advanced sensor technology designed to monitor heart rate, movement, and respiratory rate for our most vulnerable inmate populations.

These sensors would be installed in 10 different cells designated for new arrests, inmates at risk of withdrawal, those with mental health concerns, and individuals on suicide watch. The implementation of this technology would provide significant benefits to staff, inmates, and the county as a whole.

Benefits to Staff:

Currently, correctional officers are required to conduct well-being checks every 30 minutes for the general population and every 15 minutes for high-risk inmates. While these sensors will not replace in-person well-being checks, they will serve as an additional safety tool—providing real-time alerts and easing the burden on staff by offering continuous monitoring between checks. This added layer of observation will help ensure that inmates in crisis are identified more quickly, allowing staff to intervene promptly.

Benefits to Inmates:

According to a study conducted by the Bureau of Justice Statistics (BJS), approximately 75% of jail inmates reported using drugs prior to incarceration. The intake process is critical to ensuring inmate safety, but it relies heavily on the accuracy of self-reported information. The presence of substances such as drugs or alcohol can mask or complicate health issues that are not easily detectable through observation alone. The proposed monitoring device (model XK300) will provide continuous, real-time vital sign data to help detect medical distress early and support timely medical intervention.

Benefits to the County:

The jail remains one of the county's greatest areas of liability. Implementing a system that continuously monitors vital signs will significantly reduce both risk and liability exposure by improving our ability to detect medical emergencies before they escalate. The Wright County Jail has consistently met its obligations regarding well-being checks, and the addition of this technology would further enhance our commitment to inmate safety and operational excellence.



Wright County Sheriff's Office



We respectfully request approval to utilize Opioid Settlement Funding to support this initiative. This investment directly aligns with the intended purpose of the settlement—to address and mitigate the effects of substance use—while representing a proactive step toward ensuring the safety and well-being of both staff and inmates. Similar technology has already been successfully implemented using opioid settlement funds in several other Minnesota counties, including Lac qui Parle, Swift, Cass, and Chippewa.

Thank you for your time and consideration.

Respectfully,

Patrick O'Malley
Jail Administrator
Wright County Sheriff's Office

Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *

11/18/2025 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Larkin Walter

Agenda Item Type

☒ RFBA ☐ Minutes Submission ☐ Warrants Submission

Requestor Title

GIS Coordinator

Target Section

☐ Consent Agenda ☒ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department) *

PROJECT ADMINISTRATION

Time Required:

3 min

Originator

EBK8604

Item Details

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

Adopt Resolution 25-73 Proclaiming November 19, 2025 as National GIS Day in Wright County

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

Adopt Resolution 25-73 Proclaiming November 19, 2025 as National GIS Day in Wright County

Value Stream the request primarily aligns with:

Optimize Civic Engagement

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

Wright County is committed to utilizing GIS to inform decision making and better serve its residents and make useful geographic information open and easily available to the public.

Describe the impact on staffing resources.

N/A

Fiscal Impact:

N/A

Background/Justification:

GIS Day is a worldwide event that celebrates the technology of Geographic Information Systems (GIS).

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
[25-73 National GIS Day – FLAT.pdf](#)
Attachment Type

Attachment

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

Approved

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



RESOLUTION ##
BOARD OF WRIGHT COUNTY
COMMISSIONERS

DATE ADOPTED:

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

RESOLUTION ##

Page 1 of 2

Add Page

Resolution Proclaiming November 19, 2025 as National GIS Day in Wright County

WHEREAS, Geographic Information System technology ("GIS") embraces new and innovative ways to use, discover, and share geospatial data through online portals and web services and serves as a framework for gathering, managing, analyzing, and displaying location-based information;

WHEREAS, Wright County recognizes that an understanding, of geography and of geospatial technology provides critical information to stakeholders and helps community leaders and government officials make data driven decisions and is crucial to operating our infrastructure, sustaining our natural resources, and stimulating economic growth, thus, benefiting the welfare of the general public throughout Wright County;

WHEREAS, there is a need to promote GIS awareness, education and technical training to use this rapidly developing technology to its full potential; and

WHEREAS, Wright County acknowledges those that have chosen GIS as their profession or as part of their discipline to improve the lives of our citizens; 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 ##
BOARD OF WRIGHT COUNTY
COMMISSIONERS

DATE ADOPTED:

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

RESOLUTION ##

Page 2 of 2

Delete Page

Add Page

WHEREAS, GIS is an interdisciplinary tool used by multiple county departments; and

WHEREAS, Wright County is committed to utilizing GIS to inform decision making and better serve its residents and make useful geographic information open and easily available to the public, as a platform for innovation;

Now, therefore be it resolved, that we, the Wright County Board of Commissioners, do hereby acknowledge November 19, 2025 as "National GIS Day" in Wright County.



RESOLUTION #25-73
BOARD OF WRIGHT COUNTY
COMMISSIONERS

DATE ADOPTED:
November 18, 2025

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

RESOLUTION #25-73

Page 1 of 2

Resolution Proclaiming November 19, 2025 as National GIS Day in Wright County

WHEREAS, Geographic Information System technology ("GIS") embraces new and innovative ways to use, discover, and share geospatial data through online portals and web services and serves as a framework for gathering, managing, analyzing, and displaying location-based information;

WHEREAS, Wright County recognizes that an understanding, of geography and of geospatial technology provides critical information to stakeholders and helps community leaders and government officials make data driven decisions and is crucial to operating our infrastructure, sustaining our natural resources, and stimulating economic growth, thus, benefiting the welfare of the general public throughout Wright County;

WHEREAS, there is a need to promote GIS awareness, education and technical training to use this rapidly developing technology to its full potential; and

WHEREAS, Wright County acknowledges those that have chosen GIS as their profession or as part of their discipline to improve the lives of our citizens; 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 #25-73
BOARD OF WRIGHT COUNTY
COMMISSIONERS

DATE ADOPTED:
November 18, 2025

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

RESOLUTION #25-73

Page 2 of 2

WHEREAS, GIS is an interdisciplinary tool used by multiple county departments; and

WHEREAS, Wright County is committed to utilizing GIS to inform decision making and better serve its residents and make useful geographic information open and easily available to the public, as a platform for innovation;

Now, therefore be it resolved, that we, the Wright County Board of Commissioners, do hereby acknowledge November 19, 2025 as "National GIS Day" in Wright County.

Agenda Item



Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *
11/18/2025 9:00 AM – Board of Wright County
Commissioners
Requestor Name

Brian Lutes

Agenda Item Type
☒ RFBA
 ☐ Minutes Submission
 ☐ Warrants Submission

Requestor Title

County Attorney

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

Department (please use dropdown to select department) *

ATTORNEY

Time Required:

5

Originator

AMJ7346

Item Details

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

Midwest Medical Examiner's Annual Report and Presentation

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

Midwest Medical Examiner's Annual Report and Presentation

Value Stream the request primarily aligns with:

Promote Safe and Healthy Communities

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

N/A

Fiscal Impact:

N/A

Background/Justification:

Dr. Piper from the Midwest Medical Examiner's Office will present their 2024 annual report.

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

[111825 Medical Examiner's Annual Report.pdf](#)

Attachment Type

Attachment

RFBA Review**Assistant County Administrator Review**

Assistant County Administrator Decision

Notes

County Administrator Review

County Administrator Decision

Approved

Notes



2024

Annual Report

Midwest Medical Examiner's Office

Wright County

ABOUT US

The Midwest Medical Examiner's Office serves 37 of Minnesota's 87 counties, more communities than any other Medical Examiner office in the state. This is approximately 32% of the state's population! MMEO also provides referral services to 11 Wisconsin counties.

Through leadership, education, collaboration, advocacy, and outreach, the Midwest Medical Examiner's Office promotes high-quality forensic pathology practice and medicolegal death investigation.

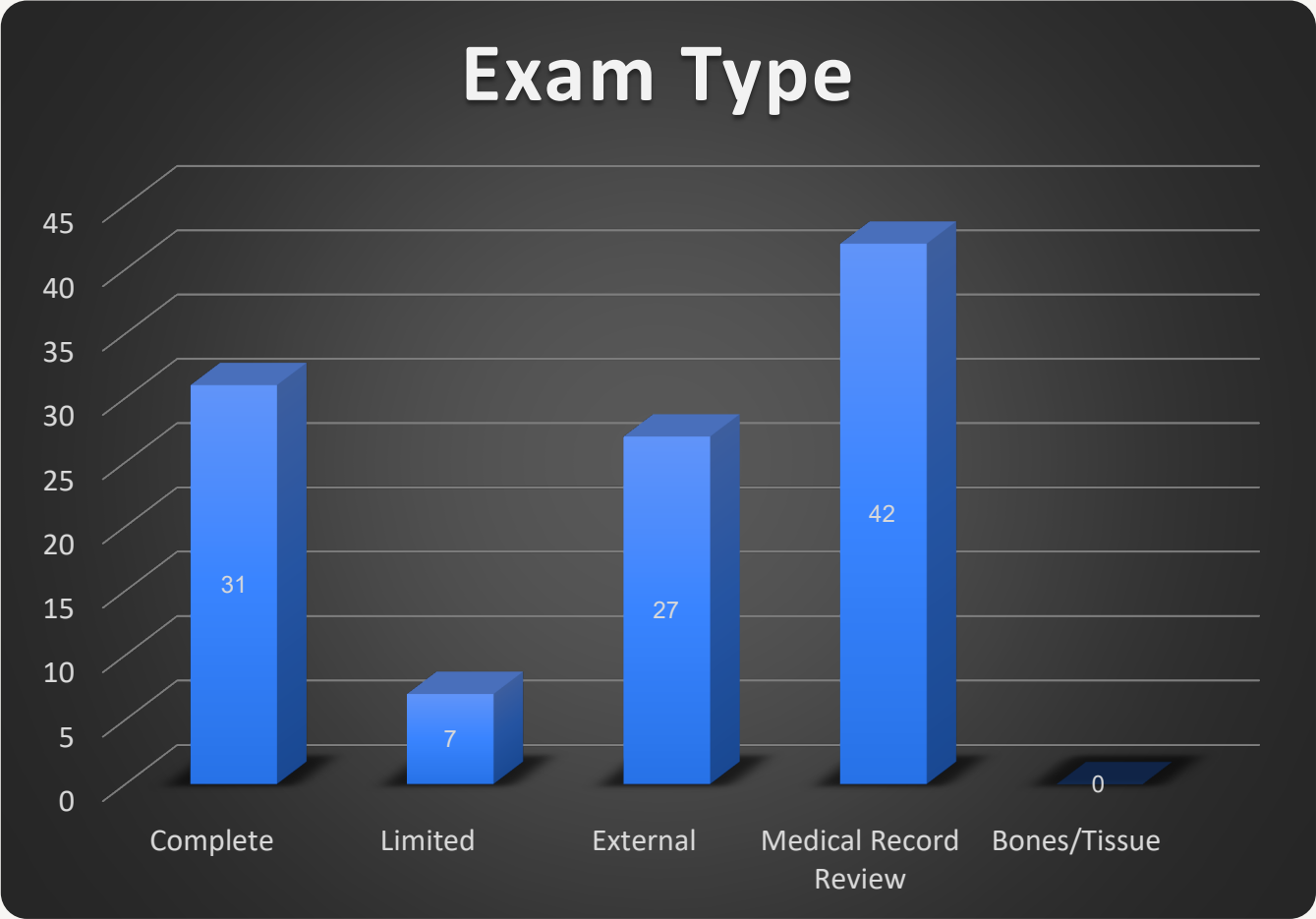


WRIGHT OVERVIEW

Medical Examiner Cases

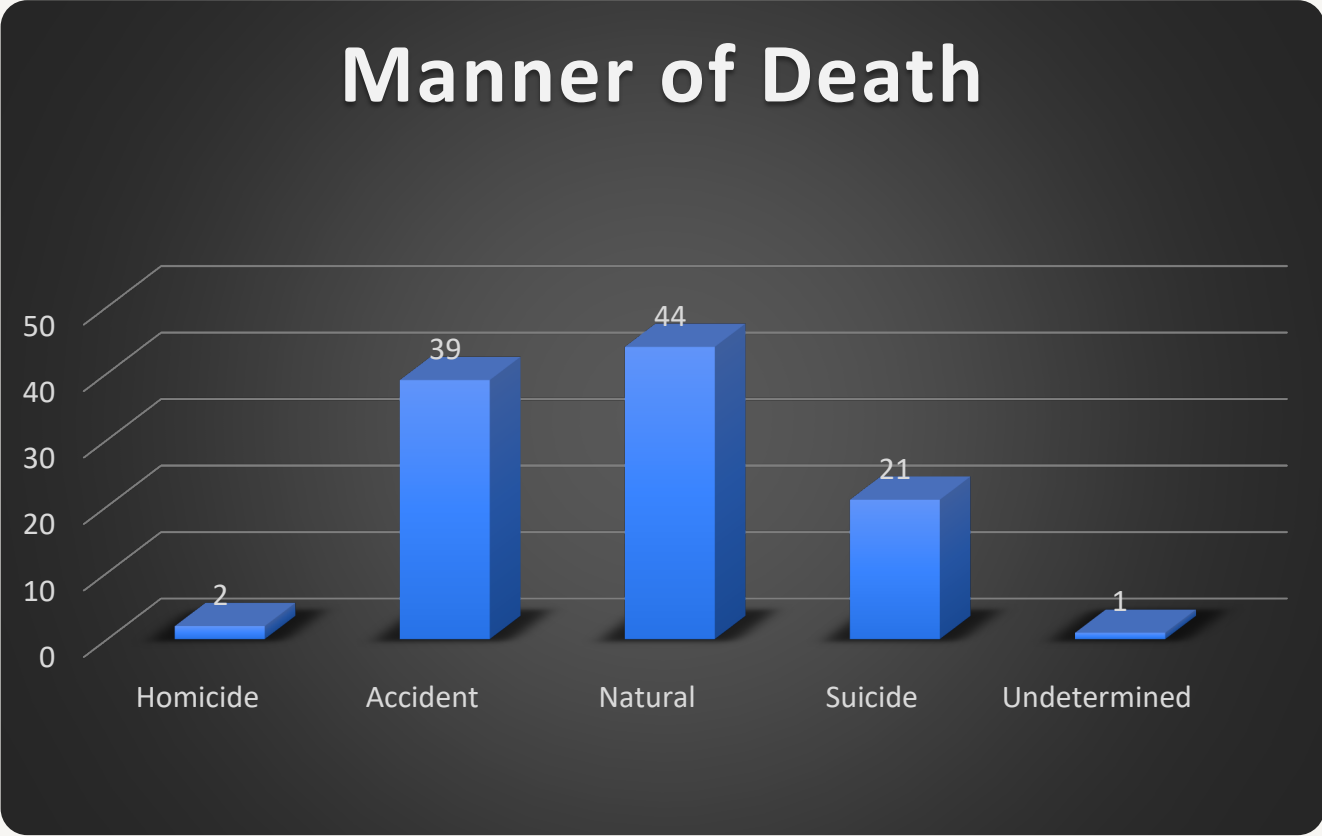
Jurisdiction	
Assumed	107
Declined	465
Total	572

- There were 782 total deaths in Wright county in 2024. % were reportable to MMEO



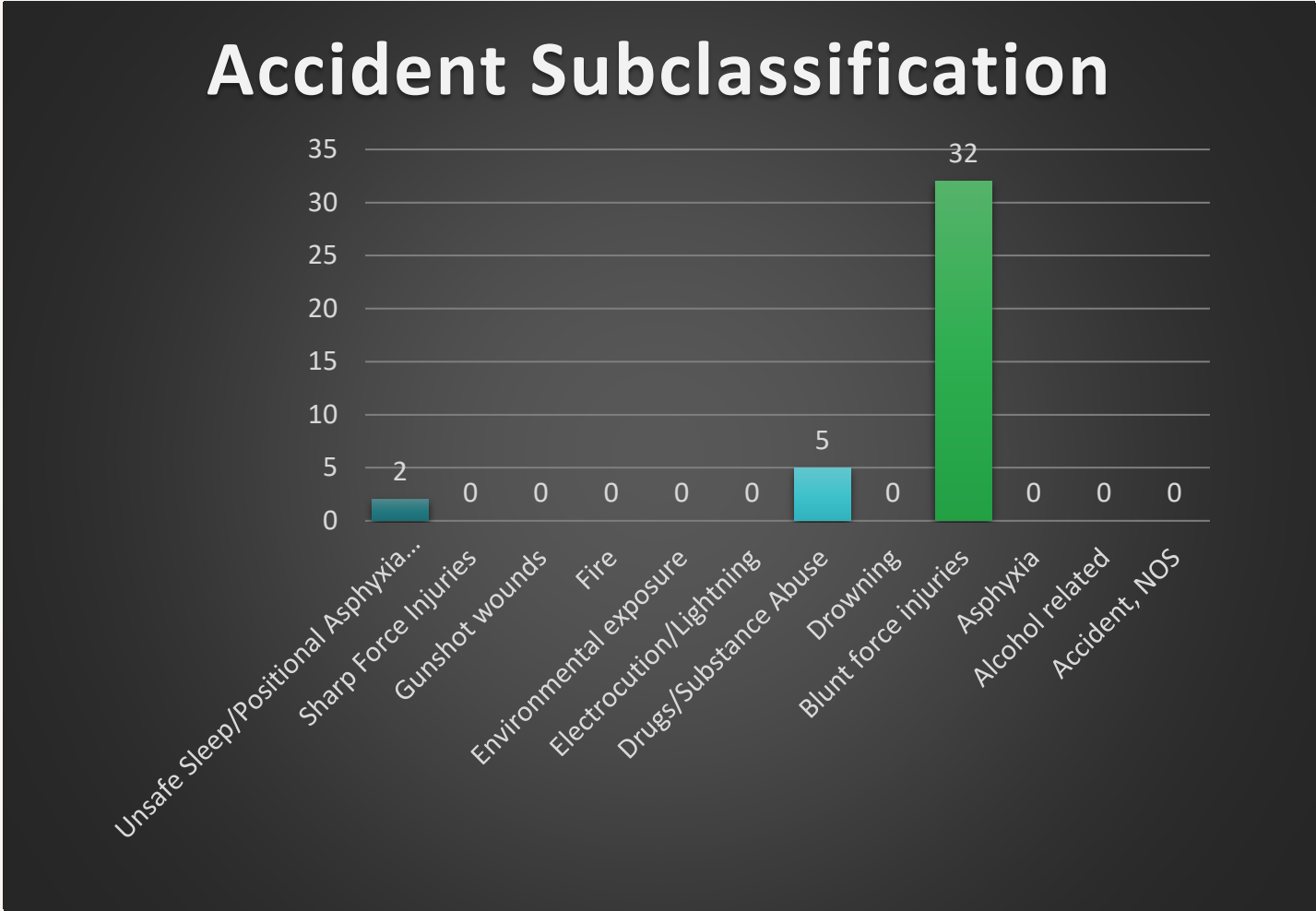
WRIGHT OVERVIEW

Manner of Death	
Homicide	2
Accident	39
Natural	44
Suicide	21
Undetermined	1

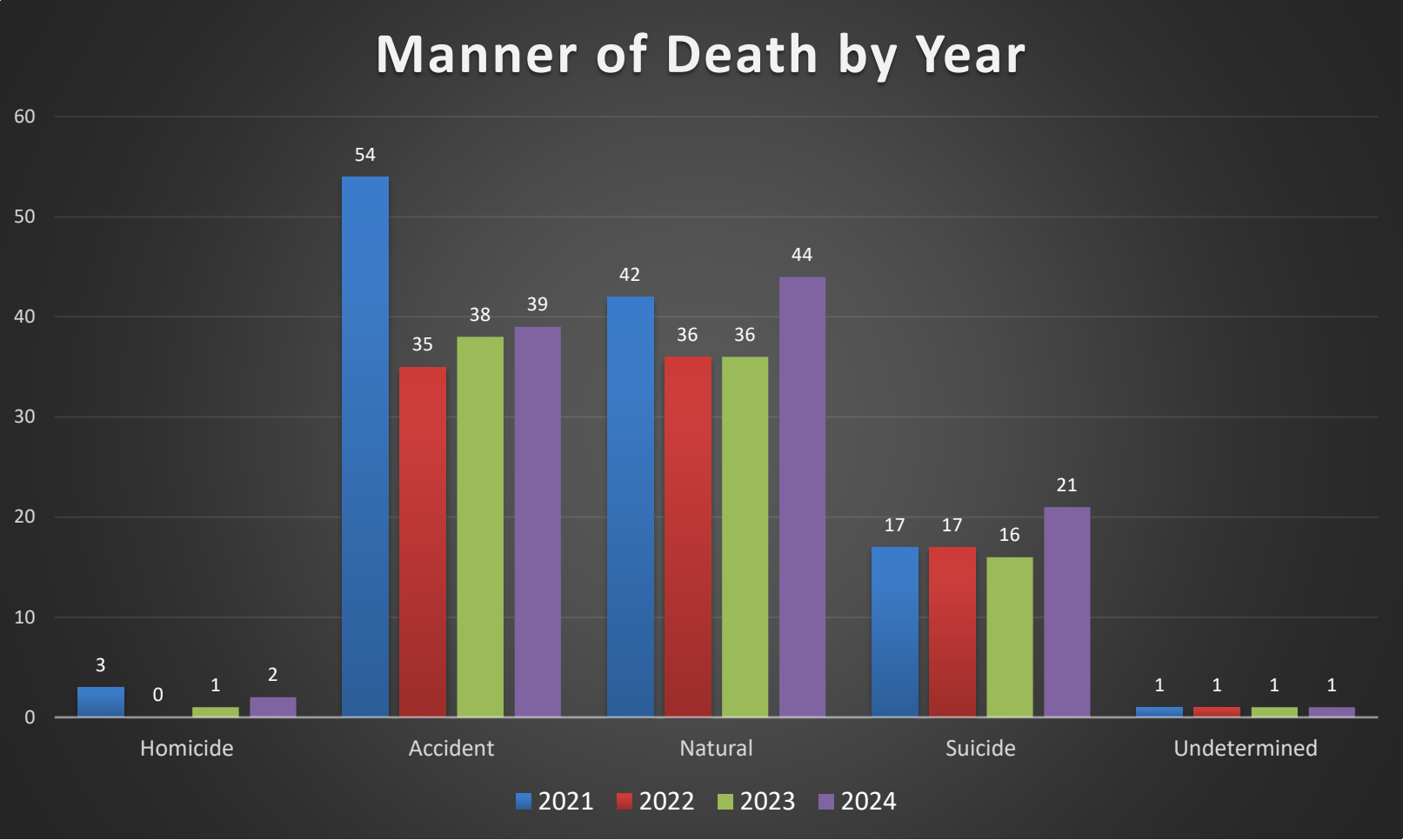


WRIGHT OVERVIEW

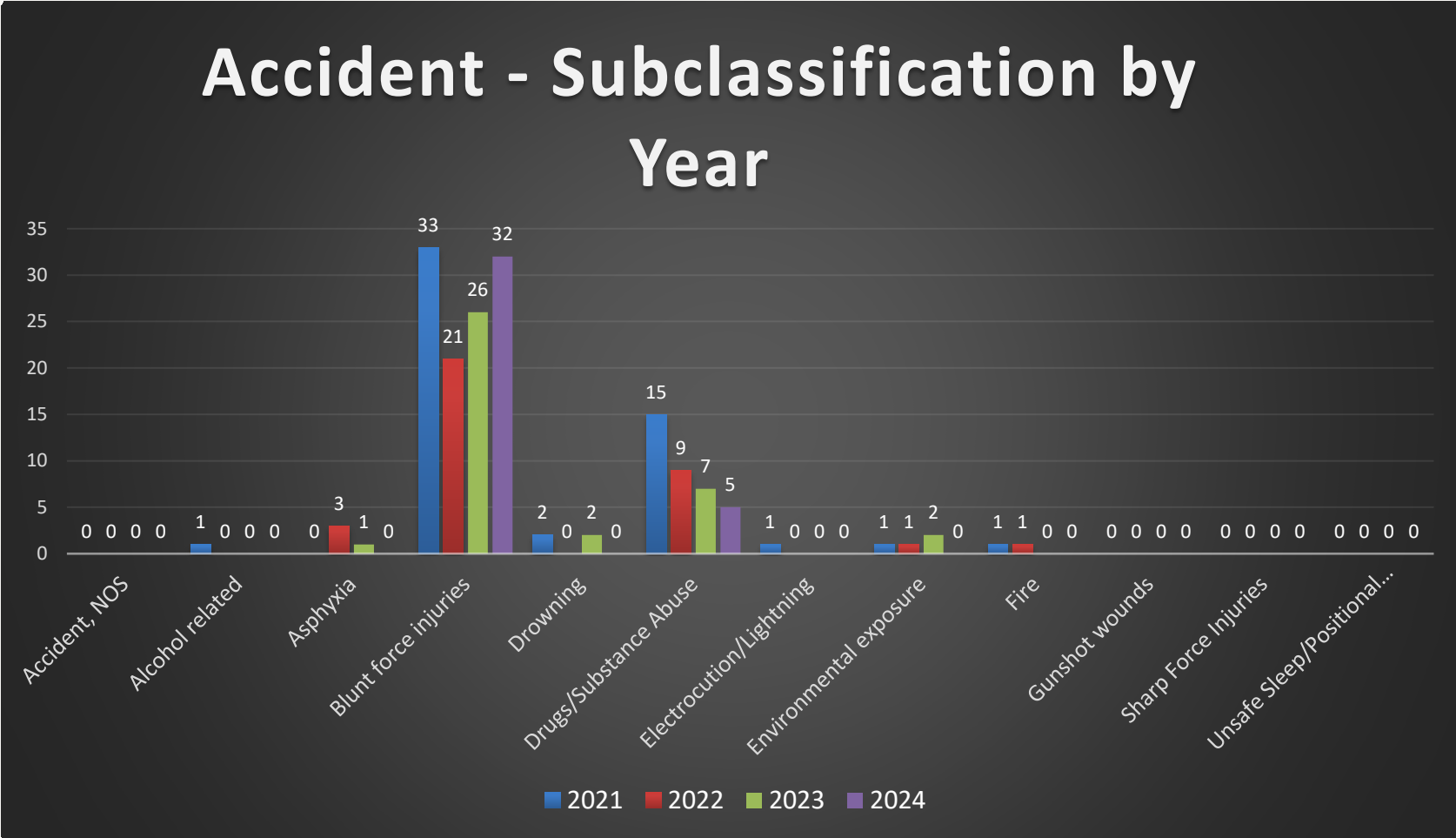
Accident Subclassification	
Blunt Force Injuries	32
Drugs/Substance Abuse	5
Unsafe Sleep/Infant	2



WRIGHT OVERVIEW: 4-YEAR COMPARISON



WRIGHT OVERVIEW: 4-YEAR COMPARISON



TOXICOLOGY OVERVIEW: 2024

Fentanyl present: 03 (127)

Methamphetamine present: 03 (174)

Cocaine present: 01 (32)

Heroin present: 0 (04)

Xylazine present: 01 (11)

County total (MMEO jurisdiction total)

THANK YOU

**Midwest Medical Examiner's Office
14341 Rhinestone St NW
Ramsey, MN, 55303
(763) 324-4400**

www.midwestmedicalexaminer.com

Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *

11/18/2025 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:

5 minutes

Originator

KAL5640

Item Details

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

Schedule Two Public Hearings for City of St. Michael Sewer Subordinate Districts on December 16, 2025

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

Schedule Two Public Hearings for City of St. Michael Sewer Subordinate Districts on December 16, 2025

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 special assessments to be certified against parcels for delinquent utilities and sewer repairs.

Describe the impact on staffing resources.

N/A

Fiscal Impact:

N/A

Background/Justification:

Issue 1: The City of St. Michael services the sewer line in Rockford township and is requesting that Wright County certify the delinquent utilities for special assessments on the parcels.

Issue 2: The City of St. Michael made repairs on the same sewer line for residents of Rockford Township who hooked up to this sewer line to split the cost of the repair bill. Wright County has paid for this repair and will need to certify a special assessment of the impacted parcels.

The proposed date for these two separate back-to-back public hearings would be on the 12/16/2025 board meeting.

Route for Review and Approval

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

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

Document Name	Attachment Type
DOC102125-10212025094205.pdf	Attachment
St. Michael delinquent.pdf	Attachment
St. Michael Invoice sewer district.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

City of St. Michael
 Delinquent Rockford Sewer
 For Certification to 2026 Property Taxes

Property ID	Property Address	Sewer	Cert Fee	Total
215-000-053211	489 Halsey Av SE	\$ 746.89	\$ 10.00	\$ 756.89
215-012-000030	76 Gillard Av SE	\$ 118.94	\$ 10.00	\$ 128.94
215-031-001020	7182 9th St SE	\$ 574.31	\$ 10.00	\$ 584.31
215-032-001040	824 Halsey Av SE	\$ 299.12	\$ 10.00	\$ 309.12
		<u>\$ 1,739.26</u>	<u>\$ 40.00</u>	<u>\$ 1,779.26</u>

City of St. Michael
 Delinquent Rockford Sewer
 For Certification to 2026 Property Taxes

Property ID	Property Address	Sewer	Cert Fee	Total
215-000-053211	489 Halsey Av SE	\$ 746.89	\$ 10.00	\$ 756.89
215-012-000030	76 Gillard Av SE	\$ 118.94	\$ 10.00	\$ 128.94
215-031-001020	7182 9th St SE	\$ 574.31	\$ 10.00	\$ 584.31
215-032-001040	824 Halsey Av SE	\$ 299.12	\$ 10.00	\$ 309.12
		\$ 1,739.26	\$ 40.00	\$ 1,779.26

CITY OF ST. MICHAEL**INVOICE**

11800 Town Center Drive NE, Suite 300
 St. Michael, MN 55376
 Accounts Receivable 763-416-7914
 Fax 763.497.5306

DATE:
 February 20, 2025

INVOICE #
 02202025-1

Payment due 30 days from invoice date.

Bill To:

Wright County
 email: kate.dahl@co.wright.mn.us

For:

sewer line repair

36-861-000-0000-6261-000000

DESCRIPTION	AMOUNT
Sewer line repair on 7th Street in Rockford Burschville Construction	\$ 7,968.20
NOTE: A late fee of 1.5% after 30-days from the date of invoice; with an Annual Percentage Rate of 18% will be assessed if not paid within 30 days	
TOTAL	\$ 7,968.20

Please make check payable to City of St. Michael

THANK YOU!!

BURSCHVILLE CONSTRUCTION INC

PO BOX 65
HANOVER, MN 55341**Invoice**

Date	Invoice #
10/16/2024	5186

Bill To
City of St. Michael Attention: Joint Powers Board 11100 50th Street NE Albertville, MN 55304

Wright County to
reimburse

P.O. No.	Terms	Project
	Net 30	

Quantity	Description	U/M	Rate	Amount
	7080 7th Street, Rockford Township, MN 9/12/2024 - Sanitary Sewer Pressure Line Repair			
7.5	Foreman (HR)		150.00	1,125.00
7.5	Enclosed tool trailer w/small equipment & tools (HR)		100.00	750.00
4	Quad-axle dump truck (HR)		200.00	800.00
2	Deck-over tag trailer (HR)		75.00	150.00
3.5	Skidsteer (track-type) w/operator (HR)		180.00	630.00
7.5	1.5 CY - 30,000 LB Excavator w/operator (HR)		240.00	1,800.00
5.5	Vac trailer (HR)		300.00	1,650.00
10.6	CI 5 Aggregate base recycle (TN)		22.00	233.20
2.5	Trench stabilization rock (CY)		60.00	150.00
1	Compression couplings, including delivery (LS)		680.00	680.00
Thank you for your business!			Total	\$7,968.20



Agenda Item

Destination and Workflow

Meeting Type: * Board Meeting	Target Meeting Date * 11/18/2025 9:00 AM – Board of Wright County Commissioners
Requestor Name Chad Hausmann	Agenda Item Type ☒ RFBA ☐ Minutes Submission ☐ Warrants Submission
Requestor Title Highway Engineer	Target Section ☐ Consent Agenda ☒ Timed Agenda ☐ Item for Consideration
Department (please use dropdown to select department) * HIGHWAY	Time Required: Originator BTP5489

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve Resolution 25-74, Sponsorship for Monticello Township (Briarwood Ave and 90th St) Local Road Improvement Program (LRIP) Application

Short Title (what will appear on Agenda outline – 250 character max.) *
Approve Resolution 25-74, Sponsorship for Monticello Township (Briarwood Ave and 90th St) Local Road Improvement Program (LRIP) Application

Value Stream the request primarily aligns with:

Develop County Infrastructure

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

Develops local agency infrastructure within Wright County

Describe the impact on staffing resources.

Highway Engineering staff time in reviewing applications, coordinating grant awards, preparing agreements (for agencies that receive grant funds).

Fiscal Impact:

None

Background/Justification:

MnDOT's LRIP solicitation is due December 12, 2025. \$47,000,000 in LRIP funding is available, with a cap of \$1.5 million for each project. Local agencies (townships and cities under 5,000 population) must have a county sponsor to apply for these grant funds.

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[25-74 Monticello Township LRIP – FLAT.pdf](#)**Attachment Type**

Attachment

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

Approved

Notes

Moved to agenda

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



RESOLUTION #25-74
BOARD OF WRIGHT COUNTY
COMMISSIONERS

DATE ADOPTED:
November 18, 2025

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

RESOLUTION #25-74

Page 1 of 2

WHEREAS, The Township of Monticello is submitting an application for LRIP Funding and is requesting county sponsorship (because non-state aid cities and townships must have a county sponsor); and

WHEREAS, \$47,000,000 in LRIP funding is available, with a cap of \$1.5 million for each project and applications must be submitted to MnDOT by December 12, 2025; and

WHEREAS, The proposed project will reconstruct Briarwood Ave. from Bertram Park West entrance to 90th St NE and 90th St. NE from Briarwood Ave. to the Bertram Park East entrance.

WHEREAS, The proposed improvements to Briarwood Ave. and 90th St NE meet eligibility requirements for LRIP funding; and

WHEREAS, The township has requested \$1,500,000 in LRIP Grant Funds (in addition to \$260,040.98 in township funds); and are planning on construction in 2026 or 2027; and

WHEREAS, the Township understands that it will be responsible for all costs not covered by LRIP funding, including but not limited to consultant engineering, right of way acquisition, construction administration and inspection, utility construction, as well as construction costs above the LRIP award; 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, 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 Thursday, November 13, 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 #25-74
BOARD OF WRIGHT COUNTY
COMMISSIONERS

DATE ADOPTED:
November 18, 2025

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

RESOLUTION #25-74

Page 2 of 2

WHEREAS, the Township has agreed to maintain such improvements for the lifetime of the improvements; and

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Wright hereby supports this project and agrees to act as project sponsor for the project should the Township be awarded LRIP funds, and that such sponsorship shall include the following responsibilities:

- Be the fiscal agent on behalf of the township and have LRIP funds flow from MnDOT to the county to the contractor.
- Assist the township in the execution of a grant agreement with MnDOT.
- Develop an agreement between the county and township outlining the responsibilities for each agency.
- Advertise, Let, and Award the project.
- Submit pay requests to MnDOT State Aid.
- Request SAP number for the project
- Ensure the projects meet milestones and dates.
- Review the plan (that is prepared by the township's engineer).
- Submit the Plan, Engineer's Estimate, and Proposal to the District 3 State Aid Engineer (DSAE) on behalf of the township.
- Communicate progress and updates with DSAEs and State Program Engineer.
- Ensure that the project receives adequate supervision and inspection.
- Assist with project close out.

Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *

11/18/2025 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Chad Hausmann

Agenda Item Type

☒ RFBA ☐ Minutes Submission ☐ Warrants Submission

Requestor Title

Highway Engineer

Target Section

☐ Consent Agenda ☒ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department) *

HIGHWAY

Time Required:

Originator

BTP5489

Item Details

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

Approve Resolution 25-75, Sponsorship for Marysville Township (Clementa Ave) Local Road Improvement Program (LRIP)
Application

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

Approve Resolution 25-75, Sponsorship for Marysville Township (Clementa Ave) Local Road Improvement Program (LRIP)
Application

Value Stream the request primarily aligns with:

Develop County Infrastructure

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

Develops local agency infrastructure within Wright County

Describe the impact on staffing resources.

Highway Engineering staff time in reviewing applications, coordinating grant awards, preparing agreements (for agencies that receive grant funds).

Fiscal Impact:

None

Background/Justification:

MnDOT's LRIP solicitation is due December 12, 2025. \$47,000,000 in LRIP funding is available, with a cap of \$1.5 million for each project. Local agencies (townships and cities under 5,000 population) must have a county sponsor to apply for these grant funds.

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[25-75 Marysville LRIP – FLAT.pdf](#)**Attachment Type**

Attachment

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

Approved

Notes

Moved to agenda

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



RESOLUTION #25-75
BOARD OF WRIGHT COUNTY
COMMISSIONERS

DATE ADOPTED:
November 18, 2025

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

RESOLUTION #25-75

Page 1 of 2

WHEREAS, The Township of Marysville is submitting an application for LRIP Funding and is requesting county sponsorship (because non-state aid cities and townships must have a county sponsor); and

WHEREAS, \$47,000,000 in LRIP funding is available, with a cap of \$1.5 million for each project and applications must be submitted to MnDOT by December 12, 2025; and

WHEREAS, The proposed project will reclaim and overlay Clementa Avenue from US Highway 12 to White Tail Lane, and will replace the existing gravel surface between White Tail Lane and 40th Street SW with a paved surface.

WHEREAS, The proposed improvements to Clementa Avenue meet eligibility requirements for LRIP funding; and

WHEREAS, the Township understands that it will be responsible for all costs not covered by LRIP funding, including but not limited to consultant engineering, right of way acquisition, construction administration and inspection, utility construction, as well as construction costs above the LRIP award; 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, 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 Thursday, November 13, 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 #25-75
BOARD OF WRIGHT COUNTY
COMMISSIONERS

DATE ADOPTED:
November 18, 2025

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

RESOLUTION #25-75

Page 2 of 2

WHEREAS, the Township has agreed to maintain such improvements for the lifetime of the improvements; and

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Wright hereby supports this project and agrees to act as project sponsor for the project should the Township be awarded LRIP funds, and that such sponsorship shall include the following responsibilities:

- Be the fiscal agent on behalf of the township and have LRIP funds flow from MnDOT to the county to the contractor.
- Assist the township in the execution of a grant agreement with MnDOT.
- Develop an agreement between the county and township outlining the responsibilities for each agency.
- Advertise, Let, and Award the project.
- Submit pay requests to MnDOT State Aid.
- Request SAP number for the project
- Ensure the projects meet milestones and dates.
- Review the plan (that is prepared by the township's engineer).
- Submit the Plan, Engineer's Estimate, and Proposal to the District 3 State Aid Engineer (DSAE) on behalf of the township.
- Communicate progress and updates with DSAEs and State Program Engineer.
- Ensure that the project receives adequate supervision and inspection.
- Assist with project close out.

Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *11/18/2025 9:00 AM – Board of Wright County
Commissioners**Requestor Name**

Chad Hausmann

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

Highway Engineer

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

HIGHWAY

Time Required:**Originator**

BTP5489

Item Details

Board Action Requested (this is what will appear on the Agenda) *Approve Resolution 25-76, Sponsorship for City of Montrose (Clementa Ave) Local Road Improvement Program (LRIP)
Application**Short Title (what will appear on Agenda outline – 250 character max.) ***Approve Resolution 25-76, Sponsorship for City of Montrose (Clementa Ave) Local Road Improvement Program (LRIP)
Application

Value Stream the request primarily aligns with:

Develop County Infrastructure

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

Develops local agency infrastructure within Wright County

Describe the impact on staffing resources.

Highway Engineering staff time in reviewing applications, coordinating grant awards, preparing agreements (for agencies that receive grant funds).

Fiscal Impact:

None

Background/Justification:

MnDOT's LRIP solicitation is due December 12, 2025. \$47,000,000 in LRIP funding is available, with a cap of \$1.5 million for each project. Local agencies (townships and cities under 5,000 population) must have a county sponsor to apply for these grant funds.

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[25-76 Montrose LRIP - FLAT.pdf](#)**Attachment Type**

Attachment

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

Approved

Notes

Moved to agenda

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



RESOLUTION #25-76
BOARD OF WRIGHT COUNTY
COMMISSIONERS

DATE ADOPTED:
November 18, 2025

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

RESOLUTION #25-76

Page 1 of 2

WHEREAS, The City of Montrose is submitting an application for LRIP Funding and is requesting county sponsorship (because non-state aid cities and townships must have a county sponsor); and

WHEREAS, \$47,000,000 in LRIP funding is available, with a cap of \$1.5 million for each project and applications must be submitted to MnDOT by December 12, 2025; and

WHEREAS, The proposed project will reclaim and overlay Clementa Avenue from US Highway 12 to White Tail Lane, and will replace the existing gravel surface between White Tail Lane and 40th Street SW with a paved surface.

WHEREAS, The proposed improvements to Clementa Avenue meet eligibility requirements for LRIP funding; and

WHEREAS, the city understands that it will be responsible for all costs not covered by LRIP funding, including but not limited to consultant engineering, right of way acquisition, construction administration and inspection, utility construction, as well as construction costs above the LRIP award; 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)

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

Select Signer



RESOLUTION #25-76
BOARD OF WRIGHT COUNTY
COMMISSIONERS

DATE ADOPTED:
November 18, 2025

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

RESOLUTION #25-76

Page 2 of 2

WHEREAS, the city has agreed to maintain such improvements for the lifetime of the improvements; and

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Wright hereby supports this project and agrees to act as project sponsor for the project should the city be awarded LRIP funds, and that such sponsorship shall include the following responsibilities:

- Be the fiscal agent on behalf of the city and have LRIP funds flow from MnDOT to the county to the contractor.
- Assist the city in the execution of a grant agreement with MnDOT.
- Develop an agreement between the county and city outlining the responsibilities for each agency.
- Advertise, Let, and Award the project.
- Submit pay requests to MnDOT State Aid.
- Request SAP number for the project
- Ensure the projects meet milestones and dates.
- Review the plan (that is prepared by the city's engineer).
- Submit the Plan, Engineer's Estimate, and Proposal to the District 3 State Aid Engineer (DSAE) on behalf of the city.
- Communicate progress and updates with DSAEs and State Program Engineer.
- Ensure that the project receives adequate supervision and inspection.
- Assist with project close out.

Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *

11/18/2025 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Chad Hausmann

Agenda Item Type

☒ RFBA ☐ Minutes Submission ☐ Warrants Submission

Requestor Title

Highway Engineer

Target Section

☐ Consent Agenda ☒ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department) *

HIGHWAY

Time Required:

Originator

BTP5489

Item Details

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

Approve Resolution 25-77, Sponsorship for Franklin Township (110th St. NE)) Local Road Improvement Program (LRIP)
Application

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

Approve Resolution 25-77, Sponsorship for Franklin Township (110th St. NE)) Local Road Improvement Program (LRIP)
Application

Value Stream the request primarily aligns with:

Develop County Infrastructure

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

Develops local agency infrastructure within Wright County

Describe the impact on staffing resources.

Highway Engineering staff time in reviewing applications, coordinating grant awards, preparing agreements (for agencies that receive grant funds).

Fiscal Impact:

None

Background/Justification:

MnDOT's LRIP solicitation is due December 12, 2025. \$47,000,000 in LRIP funding is available, with a cap of \$1.5 million for each project. Local agencies (townships and cities under 5,000 population) must have a county sponsor to apply for these grant funds.

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[25-77 Franklin Township LRIP – FLAT.pdf](#)**Attachment Type**

Attachment

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

Approved

Notes

Moved to agenda

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



RESOLUTION #25-7
BOARD OF WRIGHT COUNTY
COMMISSIONERS

DATE ADOPTED:
November 18, 2025

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

RESOLUTION #25-7

Page 1 of 2

WHEREAS, The Township of Franklin is submitting an application for LRIP Funding and is requesting county sponsorship (because non-state aid cities and townships must have a county sponsor); and

WHEREAS, \$47,000,000 in LRIP funding is available, with a cap of \$1.5 million for each project and applications must be submitted to MnDOT by December 12, 2025; and

WHEREAS, The proposed project will reconstruct 110th St SE between Wright County Highways 16 and 17 (approximately 1 mile).

WHEREAS, The proposed improvements to 110th St SE meet eligibility requirements for LRIP funding; and

WHEREAS, The township has requested \$600,000 in LRIP Grant Funds (in addition to \$100,000 in township funds); and are planning on construction in 2027 or 2028; and

WHEREAS, the Township understands that it will be responsible for all costs not covered by LRIP funding, including but not limited to consultant engineering, right of way acquisition, construction administration and inspection, utility construction, as well as construction costs above the LRIP award; 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, 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 Thursday, November 13, 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 #25-7
BOARD OF WRIGHT COUNTY
COMMISSIONERS

DATE ADOPTED:
November 18, 2025

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

RESOLUTION #25-7

Page 2 of 2

WHEREAS, the Township has agreed to maintain such improvements for the lifetime of the improvements; and

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Wright hereby supports this project and agrees to act as project sponsor for the project should the Township be awarded LRIP funds, and that such sponsorship shall include the following responsibilities:

- Be the fiscal agent on behalf of the township and have LRIP funds flow from MnDOT to the county to the contractor.
- Assist the township in the execution of a grant agreement with MnDOT.
- Develop an agreement between the county and township outlining the responsibilities for each agency.
- Advertise, Let, and Award the project.
- Submit pay requests to MnDOT State Aid.
- Request SAP number for the project
- Ensure the projects meet milestones and dates.
- Review the plan (that is prepared by the township's engineer).
- Submit the Plan, Engineer's Estimate, and Proposal to the District 3 State Aid Engineer (DSAE) on behalf of the township.
- Communicate progress and updates with DSAEs and State Program Engineer.
- Ensure that the project receives adequate supervision and inspection.
- Assist with project close out.

Destination and Workflow

Meeting Type: *

Board Meeting

Requestor Name

Ross Demant

Requestor Title

Parks and Recreation Director

Department (please use dropdown to select department) *

PARKS & RECREATION

Target Meeting Date *

11/18/2025 9:00 AM – Board of Wright County Commissioners

Agenda Item Type

☒ RFBA ☐ Minutes Submission ☐ Warrants Submission

Target Section

☐ Consent Agenda ☒ Timed Agenda
☐ Item for Consideration

Time Required:

5 minutes

Originator

RED4097

Item Details

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

Approve the Master Services Agreement (MSA) with SRF Consulting, Inc. to Provide Professional Consulting Services for Wright County Parks and Recreation Projects

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

Approve the Master Services Agreement (MSA) with SRF Consulting, Inc. to Provide Professional Consulting Services for Wright County Parks and Recreation Projects

Value Stream the request primarily aligns with:

Develop County Infrastructure

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

Streamline approach for planning and design work for future parks and recreation projects.

Describe the impact on staffing resources.

Staff will be working directly with the consulting firm.

Fiscal Impact:

Provides efficiency, consistency, and cost savings by outlining standard terms and rates.

Background/Justification:

Wright County Parks and Recreation is requesting to enter into a Master Services Agreement (MSA) with SRF Consulting. This agreement establishes a streamlined framework for obtaining professional consulting services for various park and trail projects without the need to negotiate new terms for each individual project. SRF's expertise in engineering design, environmental planning, and park development aligns closely with the County's long-term goals and capital improvement initiatives. The MSA provides efficiency, consistency, and cost savings by outlining standard terms, rates, and expectations upfront. Having this agreement in place ensures that future projects can move forward more quickly and with greater clarity, allowing both parties to focus on project quality and delivery rather than administrative processes

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

[Master-Service-Contract-SRF 10-24-25.pdf](#)

Attachment Type

Attachment

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

Approved

Notes

Moved to Agenda

Legal Review**Legal Decision**

Approved

Notes

Approved. Previously reviewed by County Attorney's Office.

Risk Management Review**Risk Managment Decision**

Approved

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

**WRIGHT COUNTY, MINNESOTA
GENERAL DESIGN AND ENGINEERING
SERVICES**

THIS AGREEMENT, made by and between **Wright County, Minnesota**, hereinafter called the "County", and **SRF Consulting Group, Inc.** hereinafter called the "Contractor".

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

- I. **Scope of Services** - The Contractor covenants and agrees to provide Wright County with services to include construction documentation, bid support, cost estimation, construction administration of various parks and recreation projects and/ or facilities with costs outlined in Exhibit "A"
- II. **Term** - This agreement shall commence **November 18, 2025** and expire on **October 7, 2027**.
- III. **Contractor/Vendor Compensation** - The Contractor/Vendor agrees to charge, and the County agrees to pay the amounts as detailed on the attached **SRF Consulting Exhibit "A"**.
- IV. **General Considerations** - Contractor will perform its services consistent with the professional skill and care ordinarily provided by firms practicing the same or similar activities in the same or similar locality under the same or similar circumstances ("Standard of Care"). The full extent of Contractor's responsibility with respect to the services shall be to perform in accordance with the Standard of Care and to remedy any material deficiencies or defects in the deliverables at Contractor's own expense, provided that Contractor is notified by County, in writing, of any such deficiency or defect within a reasonable period after discovery thereof. **CONTRACTOR MAKES NO OTHER REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE, MERCHANTABILITY, INFORMATIONAL CONTENT OR OTHERWISE.**
- V. **Invoicing, Discounts, Taxes** - All invoices and contract-related correspondence shall be sent to:

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

The County agrees to pay the Contractor within 35 days of date of receipt per Minnesota Statute §471.425 Subd. 2(a). "Date of receipt" means the completed delivery of the goods or services or the satisfactory installation, assembly or specified portion thereof, or the receipt of the invoice for the delivery of goods or services, whichever is later. For purposes of any payment discount provided by Contractor, "days" shall constitute business days.

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

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

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

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

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

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

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

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

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

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

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

Cybersecurity Incident Reporting in Accordance with Minn. Stat. § 16E.36 and CJI Reporting. A "cybersecurity incident" is defined in Minnesota Statutes, Section 16E.36, as it may be amended from time to time. When Contractor reasonably identifies or believes that a cybersecurity incident has occurred that potentially impacts the County's system, technologies, and data, Contractor will report the cybersecurity incident to the County within 48 hours after the identification or belief. If the incident has or may impact Criminal Justice Information (CJI), or there is a loss or theft of media containing CJI (e.g. paper, thumb drive), Contractor will report the incident, loss, or theft, to the County within 24 hours after the identification or belief, or the loss or theft. The report must be made by having direct verbal contact with the Director or Assistant Director of the County's Information Technology Department by calling one or both of the following phone numbers: 763-760-8164 and 763-443-7357. If there is no verbal response, Contractor must provide the following information via voicemail on one or both of those phone numbers:

Contact's Name.

Service Provider's name.

Contact's direct contact information.

Brief details of the Cybersecurity Incident and impacts.

Business Records. Contractor/Contractor/Vendor shall keep such business records pursuant to this Agreement as would be kept by a reasonably prudent practitioner of Contractor/Contractor/Vendor's profession. Contractor/Contractor/Vendor shall maintain such records for at least 6 years from the date services or payment were last provided or made or longer if any audit in progress requires a longer retention period. All accounting records shall be kept in accordance with generally accepted accounting practices. County shall have the right to audit and review all such documents and records at any time during Contractor/Vendor's regular business hours or upon reasonable notice. These records are subject to examination, duplication, transcription and audit by County and either the

Legislative or State Auditor of the State of Minnesota pursuant to Minnesota Statute § 16C.05, subd 5. Such evidences are also subject to review by the Comptroller General of the United States, or a duly authorized representative, if federal funds are used for any work under this Agreement.

Contractor Debarment, Suspension, and Responsibility Certification. The Contractor shall ensure that neither it nor any of its owners, managers, or employees or its Subcontractors or the owners, managers, or employees of the Subcontractors assigned to provide services pursuant to this Contract have been debarred or excluded from any federally funded program. If the Contractor learns of any such debarment or exclusion, the Contractor shall immediately notify the County in writing and immediately take steps to stop the debarred or excluded individual from performing further services under this Contract, unless the County otherwise directs the Contractor in writing.

- XI. Indemnification** – Contractor/Contractor/Vendor agrees to protect, defend, indemnify and hold Wright County, its officers, employees and agents, free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings or causes of action of every kind and character (hereinafter collectively "claims") in connection with or arising directly or indirectly out of breach of the Agreement by the Contractor/Vendor or any subcontractor. Without limiting the generality of the foregoing, any and all such claims, relating to personal injury, infringement of any patent, trademark, copyright (or application for any thereof) or of any other tangible or intangible personal or property right, or actual or alleged violation of any applicable statute, ordinance, administrative order, rule or regulation, or decree of any court, shall be included in the indemnity hereunder.

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

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

- XII. Insurance** - The Contractor/Vendor shall purchase, provide and maintain, at its own expense, such insurance as will protect the Contractor/Vendor from claims set forth below. Proof of such insurance shall be furnished to the County prior to the commencement of any work and shall be maintained throughout the life of this Agreement and shall be evidenced by the

carriers certificates, filed with the County. The Contractor/Vendor shall supply the County with a list of Sub- Contractor/Vendors and shall verify and take responsibility for the Sub- Contractor/Vendor's proof of insurance. Insurance shall be in force the first day of the Agreement. Insurance shall not be canceled, limited in scope of coverage or non-renewed until after Thirty (30) days written notice has been given to:

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

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

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

COMMERCIAL GENERAL LIABILITY

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

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

AUTOMOBILE LIABILITY

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

\$1,500,000 per occurrence

UMBRELLA

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

WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE

Contractor/Vendor shall procure and maintain a policy that at least meets Minnesota statutory minimum and is covered for work in Minnesota.

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

- XIII. Contract Modifications** - Oral change orders will not be permitted. No change in the Agreement shall be made unless an authorized employee or representative of Wright County gives its prior written approval. Contractor/Vendor shall be liable for all costs resulting from, and/or for satisfactorily correcting, any change not properly ordered by written modification to the Agreement and signed by Wright County. Within seven (7) calendar days after receipt of the written change order to modify the Agreement, Contractor/Vendor shall submit to Wright County a detailed price and schedule proposal for the work to be performed. This proposal shall be subject to negotiations between Contractor/Vendor and Wright County. After the proposal is accepted by the County, detailed modifications shall be executed in writing by both parties. Disagreements that cannot be resolved with negotiations shall be resolved in accordance with the contract disputes clause, herein.
- XIV. Dispute Resolution** - In the event of a dispute between the Contractor/Vendor and the County, the parties shall engage in mediation of the dispute. The Contractor/Vendor and the County shall select an independent, mutually acceptable third party to mediate the matter. This independent third party shall mediate the dispute, and failing to reach an agreement, shall have exclusive and final jurisdiction to render a decision in a dispute with a monetary value not to exceed \$10,000. In a dispute in excess of this amount, the parties may agree to an arbitrator or submit the dispute to Wright County District Court or any applicable federal court with jurisdiction. The Contractor/Vendor and the County will split the cost of mediation or arbitration, with each party paying half the cost.
- XV. Waiver Of Terms And Conditions** - The failure of Wright County or Contractor/Vendor to enforce one or more of the terms or conditions of the Agreement or to exercise any of its rights or privileges, or the waiver by Wright County of any breach of such terms or conditions, shall not be construed as thereafter waiving any such terms, conditions, rights, or privileges, and the same shall continue and remain in force and effect as if no waiver had occurred.
- XVI. Assignment Of Contractual Rights** - It is agreed that the Contractor/Vendor will not assign, transfer, convey or otherwise dispose of the Agreement or its right, title as the County may deem necessary. The Contractor/Vendor shall be responsible for the performance of all Sub-Contractor/Vendors.
- XVII. Interpretation, Jurisdiction, And Venue** - All contractual agreements shall be subject to, governed by, and construed and interpreted solely according to the laws of the State of Minnesota. The Contractor/Vendor hereby consents and submits to the jurisdiction of the appropriate courts of Minnesota or of the United States having jurisdiction in Minnesota for adjudication of any suit or cause of action arising under or in connection with the contract documents, or the performance of such Agreement, and agrees that any such suit or cause of action may be brought in any such court.
- XVIII. Severability** - To the extent that this Agreement may be executed and performance of the obligations of the parties may be accomplished within the intent of the Agreement, the terms of this Agreement are severable, and should any term or

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

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

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

- a. If County funding from federal, state, or other sources is not obtained and continued at levels sufficient to allow for purchase of the indicated quantity of services. The Agreement may at the County's option or in the County's sole discretion be modified to accommodate a reduction in funds.
- b. If federal or state regulations or guidelines are modified, changed, or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this Agreement or are no longer eligible for the funding proposed for payments authorized by this Agreement.
- c. If any license or certificate required by law or regulation to be held by the Contractor/Vendor to provide the services required by this Agreement is for any reason denied, revoked, or not renewed.

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

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

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

- c. If Contractor/Vendor admits in writing it is bankrupt, or by a filing by the Contractor/Vendor of a voluntary petition under the Federal Bankruptcy Act; or the filing of an involuntary petition under the Federal Bankruptcy Act against the Contractor/Vendor, unless dismissed within ninety (90) days; or
- d. If the Contractor/Vendor makes any arrangement with or for the benefit of Contractor/Vendor's creditors involving an assignment to a trustee, receiver or similar beneficiary; or
- e. If the Contractor/Vendor makes any material misrepresentations in the documents provided and relied upon by the County in the making of this agreement; or
- f. If a court of competent jurisdiction finds that the Contractor/Vendor persistently disregards laws, ordinances, rules, regulations or orders of any public authority having jurisdiction.

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

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

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

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

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

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

Owners Representative:

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

Contractor:

SRF Consulting
3701 Wayzata Boulevard Suite 100
Minneapolis, MN 55416
Telephone Number: 763-475-0010

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

By: _____
 Darek Vetsch, County Board Chair

 Date

By: _____
 Greg Kryzer, County Administrator

 Date

By: _____
 Stacy Knudson, SVP Finance Date

Exhibit "A"



WRIGHT COUNTY PARKS AND RECREATION MASTER SERVICES AGREEMENT

2025-2027

PROFESSIONAL PARKS AND RECREATION GENERAL DESIGN, AND CONSTRUCTION
ADMINISTRATIVE SERVICES





3701 Wayzata Boulevard | Suite 100 | Minneapolis, MN 55416
763.475.0010 | www.srfconsulting.com

Ross Demant
Wright County
3650 Braddock Avenue NE
Buffalo, MN 55313
Ross.demant@wrightcountymn.gov

September 9, 2025

Subject: Proposal for Wright County Parks Master Services Agreement for 2025-2027

Dear Ross Demant and Members of the Selection Committee:

Thank you for the opportunity to provide SRF Consulting Group (SRF)'s qualifications to assist Wright County Parks with professional design services. SRF has, for over 60 years, worked closely with clients to evaluate, plan, and design key infrastructure throughout communities. We are committed to help implement your vision to provide and enhance user experience and connections within parks, natural resources, and open spaces.

SRF collaborates with counties and municipalities throughout the Midwest, acting as an extension of their staff. We understand the importance that Wright County places on maintaining a high-quality of life, preserving and restoring natural resources, and providing exceptional park and recreation solutions. SRF understands the importance of engaging the public and being responsive to the needs of Wright County's citizens. We are committed to providing Wright County with high-quality personal and professional service in a cost-effective manner.

Our Statement of Qualifications provides an overview of our services and personnel. In addition to these service areas, SRF has a strong Grants Team to assist with any Federal, State, or local grants Wright County wishes to pursue. Our staff of over 400 employee-owners have served agencies for over 60 years.

SRF is dedicated to providing the County with exceptional service on each and every project by applying the following principles:

■ **TEAM APPROACH & RESPONSIVE SERVICE.** Communication and responsiveness are equally as important to a project's success as technical design skills. Our team will be led by our Client Manager Tim Wold and supported by Landscape Architecture Group Leader, Mike McGarvey. As shown in the organization chart, Tim will be supported by project designers selected specifically for each project to best fit the needs of Wright County. Detailed experience for each staff shown in the org chart is found in the resume section of the Appendix.

Our Client Manager and our project designers are committed to responding to all phone calls and emails during the same business day, and taking full responsibility for the progress and success of each project.

■ **SUPPORT OF TRANSFORMATIVE PROJECTS.** SRF recognizes the value of public engagement and embraces the catalytic potential of thoughtfully designed projects with citizen involvement to meet the Wright County's vision.

■ **EFFECTIVE AGENCY COORDINATION.** SRF understands that being a trusted resource for not only the County but also adjacent agencies aids in the effective and efficient coordination and approval of projects. SRF's team brings extensive inter-agency coordination to aid the collaboration effort between agencies as needed by the County. SRF also utilizes the latest technology to identify County infrastructure elements to help communities track and maintain those elements through asset management practices.

We look forward to the opportunity to discuss our approach and services. If you have any questions about any of the content in this proposal, please contact Tim Wold at 763.452.4755 or twold@srfconsulting.com.

Sincerely,

Tim Wold, PLA, ASLA
CLIENT MANAGER

Mike McGarvey, PLA, ASLA
PROJECT DIRECTOR

Firm History

SRF Consulting Group (SRF)

As a 100 percent employee-owned company, SRF's engineers, planners, and designers collaborate with our clients and their stakeholders to develop creative solutions for the most challenging projects. Together, we create vibrant communities and dynamic experiences. Our award-winning projects range from designing roadways, bikeways, parks, and bridges, to planning statewide transportation systems, to revitalizing neighborhoods and urban spaces. Founded in 1961, our 400 employee-owners collaborate across disciplines to deliver successful projects within budget and on time.

Delivered with integrity and passion, SRF's comprehensive services include:

- ✓ Civil, structural, water resources, traffic, and electrical engineering
- ✓ Transportation, transit, environmental, community, and land use planning
- ✓ Landscape architecture and urban design
- ✓ Intelligent transportation systems/connected automated vehicles
- ✓ Visualization
- ✓ Real estate: acquisition, relocation, and appraisal
- ✓ Stakeholder and public engagement
- ✓ Project controls: scheduling and cost estimating
- ✓ Grants and funding assistance
- ✓ Surveying
- ✓ Construction administration and observation



Years of
Achievements



Employee
Owners



Offices in MN, IL, ND,
WI, NE, and FL



Successful
Projects Delivered



Awards

INTEGRITY

*Unwavering.
Always.*

SOLUTIONS

*Innovative.
Practical.
Collaborative.*

COMMUNITY

*Yours.
Ours.
Together.*





SRF Parks, Open Space & Trails

SRF's studio of landscape architects and designers strive to meaningfully contribute to an evolving world and to cultivate connections within the communities we serve.

SRF's award-winning Landscape Architecture and Urban Design Studio has the diverse skills and depth of knowledge to provide our clients with carefully crafted planning and design responses across a wide spectrum of park and trail projects.

We design creative place-based responses that incorporate sustainable environmental solutions, and thoughtful aesthetic treatments, while also being technically sound and feasible to implement, operate, and maintain. From developing high-level design concepts to selecting the materials to fulfill the final details, we are committed to developing extraordinary public recreation facilities.

Our parks, open space, and trail services include:

- Comprehensive Park & Trail System Plans
- Park Master Plans & Final Design
- Trail Master Plans & Final Design
- Athletic Facilities
- Natural Resource Management Planning & Final Design
- Construction Administration
- Funding Applications
- Environmental Permits
- Public Engagement



Experience

SRF REGIONAL PARK PLANNING & DESIGN EXPERIENCE	Public Input	Concept Planning	Construction Documents	Playground Facilities	Camp-grounds	Parking Facilities	Park Building Facilities	Trail Facilities
Big Marine Park Reserve, Washington County	X	X	X	X	X	X	X	X
Lake Minnewashta Regional Park Playground, Carver County	X	X	X	X		X		
Battle Creek Regional Park Master Plan, Ramsey County	X							
Oxbow Regional Park, Olmsted County		X	X	X	X	X	X	X
Deep Lake Park, Hubbard County	X	X	X		X	X	X	X
Blakely Bluffs Regional Park, Scott County	X	X						X
Cedar Lake Farms Regional Park, Scott County	X	X		X		X	X	X
Central Mississippi Riverfront Regional Park, Minneapolis	X	X		X		X	X	X
Cottage Grove Ravine Regional Park, Washington County	X	X		X		X	X	X
Doyle Kennefick Regional Park, Scott County	X	X			X	X	X	X
French Regional Park, Three Rivers Park District	X		X	X				X
Harriet Island Park, City of Saint Paul	X	X	X	X		X	X	X
Horizon Shores Park, City of Moorhead	X	X	X	X		X	X	X
Hyland Park Reserve, Three Rivers Park District	X	X	X			X	X	X
Kensington Runestone County Park, Douglas County	X	X				X	X	X
Kraemer Lake – Wildwood County Park, Stearns County	X	X				X	X	X
Lake Elmo Park Reserve, Washington County			X		X	X	X	X
MB Johnson Park , City of Moorhead	X	X	X	X		X	X	X
North Mississippi Regional Park, City of Minneapolis		X				X	X	X
Silverwood, Three Rivers Park District	X	X	X			X	X	X
St. Croix Bluffs Regional Park, Washington County			X		X		X	
The Landing, Three Rivers Park District		X				X	X	X
Thompson County Park, Dakota County	X	X		X			X	X



Project Understanding

SRF has the experience and expertise to take a project from conceptual development through preliminary design and into final design and construction. We collaborate with our clients to plan and design a wide range of improvements at any scale, from regional parks and trails to individual site interpretive elements. As a multidisciplinary firm with over 400 employee-owners, we have a full complement of design expertise available for any given project and the capacity to complete the work within required timelines.

SRF understands that limited resources are available to support capital improvement projects, and we develop cost-effective solutions to minimize construction costs and right size designs to ensure they meet the standards of public safety and are not over-designed with high-cost construction elements. Additionally, we understand the importance of early coordination with utilities, railroads, and watershed districts.

Site, Park, and Trail Planning/Design

Parks and trails designed by SRF feature creative and functional components, environmental solutions, and thoughtful aesthetic treatments. We emphasize innovative solutions that are technically sound as well as feasible to implement, operate, and maintain. From concept development to selecting materials to fulfill the final details, we are committed to developing extraordinary public recreation facilities.

Our services include:

- Comprehensive trail and park system plans
- Feasibility reports and park and trail master plans
- Natural resource planning and management
- Site design and detailing
- Environmental services and permitting
- Pedestrian bridge, boardwalk and underpass design
- Safe roadway crossing analysis and design
- Construction documents and estimated construction costs
- Construction staking, observation and administration

SRF blends design and construction services seamlessly with many technical specialty service areas to provide complete planning and design services. We are dedicated to close coordination with the County to provide strong project management and agency coordination and deliver projects from start to finish. Below is a brief description of technical specialty services SRF offers for application to each project as required.

Civil Engineering Services

SRF's civil engineers are experienced in the planning, design and construction of municipal and regional streets, storm sewer and drainage facilities, utilities, sidewalks, trails, and parking lots as well as providing site engineering for operations and maintenance facilities. These skills enable us to deliver projects from feasibility to final design to construction and final project closeout.

Surface Water and Natural Resources

SRF's water resources team delivers innovative design and planning solutions for our clients. We pride ourselves on being creative and practical problem solvers and are known for our proven stakeholder engagement processes that result in building consensus and developing solutions that provide multiple benefits. We understand that we must right-size our efforts and develop scalable and cost-effective solutions based on the needs of our clients and project scope.

SRF also specializes in wetland and natural resources management and design. This includes wetland delineation, permitting, and mitigation design in accordance with the Wetland Conservation Act and other local governmental requirements. We are also well versed in NPDES permitting and erosion control monitoring, with several staff being certified in preparing SWPPPs and NPDES permit applications.

Our team has decades of experience with expertise in the following areas:

- Water quality studies
- Hydrologic/hydraulic analysis
- Erosion Control
- Shoreline and channel restoration
- Wetland delineation and mitigation analysis
- Best Management Practices/Low Impact Development techniques
- MS4 permit application preparation and required inspection services
- Bathymetric pond and waterway surveys

Structural and Bridge Design

Bridges and structures can be simple, blending seamlessly into their environment, or they can be spectacular, lending an artistic or aesthetic enhancement to the surrounding area. SRF's bridge and structural engineers specialize in creating durable landmarks by integrating innovative structural design, traffic and capacity analysis, and aesthetics while balancing efficiency with creativity. Our award-winning services include:

- Highway and railroad bridges
- River and creek crossings
- Pedestrian bridges
- Bridge architectural design
- Structural analysis and load ratings
- Parking structures
- Retaining and noise walls
- Tunnels

Electrical/Mechanical

SRF has performed a wide range of electrical power and control system design projects from stormwater and forcemain lift stations, park facilities and EV charging infrastructure. Also, SRF has substantial experience in lighting design including city street, decorative streetscape, ornamental bridge, parking lots, athletic lighting, and parks, trails and shelters. Our capabilities include determining simple, reliable and cost-effective means to provide power, lighting, control, and data acquisition systems to meet client requirements.

Land Survey Services

SRF offers the experience and expertise to survey all types of civil infrastructure projects. We utilize conventional topographic survey methods as well as apply technologies such as laser scanning when the need arises, and the project dictates a unique and safe approach to data capture. Our clients include states, counties, cities, and private entities. Our land survey services include:

- Topographic survey
- Construction staking
- Legal descriptions
- Easement exhibits
- Bathymetric surveying
- ALTA Surveys
- Laser scanning
- Right of way platting
- Subdivision plats

Real Estate Services

SRF offers comprehensive real estate services, including appraisals, right-of-way acquisition, residential and commercial relocation, as well as assistance with the eminent domain process. Our clients include states, counties, cities, and private entities, such as utility companies. SRF's reputation for carefully listening to property owner concerns ensures the highest possibility of a successful project outcome. Our SRF's real estate services include:

- Title research
- GIS property information services
- Field surveys and parcel sketches
- Legal descriptions
- Appraisals and review appraisals
- Document preparation for offers and conveyance
- Relocation assistance for businesses and residences
- Condemnation assistance
- Damage settlements



Serving the Best Interests of the Wright County Parks & Recreation



Effective Project Management

Experienced, effective project managers will lead every County project. SRF project managers have completed in-house project and quality management training.

- ➔ Required on-going training emphasizes clear communication, delegation, scope, budgets, and scheduling.
- ➔ Quality management is embedded in and tailored to meet the needs of every project.
- ➔ Project Advisors providing expertise and experience from their work for MnDOT and Wright County to provide smooth agency collaboration
- ➔ Project Leadership that is dedicated to building successful projects and relationships in the County.



Service and Capacity

SRF is committed to timely delivery and responsive communication.

- ➔ 300+ local, dedicated, and skilled staff
- ➔ Wide range of expertise to fulfill all project requirements
- ➔ Flexibility to apply a wide variety of staff experience levels to fit the County's needs on each project.

SRF has a 64-year record of delivery for clients.



Agency Rapport

Regular and on-going work with stakeholders involved with County projects enables SRF to provide effective collaboration. These stakeholders include:

- ➔ Parks and Recreation Staff
- ➔ Cities within the County
- ➔ Community Members
- ➔ Schools Districts



Innovation in Services

- ➔ Pedestrian, bicycle, roadway, transit, and ADA specialists fit multiple modes into limited space.
- ➔ 3D visualizations convey design complexities to staff, policy makers, and the public
- ➔ Contractor-style cost estimating and scheduling are integrated into our design process to assure budget and schedule goals are understood and met.
- ➔ Commitment to designs that are sustainable and provide resiliency.



Lake Byllesby Regional Park

Dakota County, Minnesota



SRF collaborated with Dakota County on the redevelopment of Lake Byllesby Regional Park near Cannon Falls, Minnesota. SRF landscape architects conducted a site tour and design workshop to generate ideas to update the master plan, culminating in final design plans.

Key improvements included expanding the popular existing campground to augment functionality and provide additional camping experiences for users, and integrating a stormwater treatment system that used native plantings and shallow swales to infiltrate water into the sandy soils. New enhancements to the beach and associated plaza/seating areas provided additional gathering areas, shade, and seating for visitors.

A natural play area with splash pad and seating nodes was constructed that was made of logs, boulders, and other natural materials. Other improvements include expansion of the existing trail system, installation of interpretive elements, development of active and contemplative seating areas within Echo Point, and accessible boardwalk access to the Cannon River for kayak and canoe users.

Reference:

Mike Wiese | Dakota County
Senior Project Manager
651.438.4375
michael.wiese@co.dakota.mn.us



A new switchback trail and boardwalk connects to an accessible canoe launch on the Cannon River.



A natural play area includes a boulder scramble, log climbers, native plantings, and integration with water splash features and beach area.

Grand Prairie Park

Lakeville, Minnesota



Grand Prairie Park, Lakeville, Minnesota. The City of Lakeville commissioned SRF to prepare concepts, schematic grading plan, cost estimates, and support with community engagement for this new community park on the south side of the city. Based on the approved master plan, the design team assisted the City with schematic design, design development, preparation of construction documents, bidding, and is currently providing in-construction services. Key amenities are found in three primary nodes:

- **Main Park Area:** Includes destination play area/splash pad with shade and seating, challenge course, restroom building, and supporting parking area.
- **Fields/Courts:** Includes five premier lighted soccer/lacrosse decks with a full cricket field, ten lighted pickleball courts with shade and seating, field support/restroom building, lacrosse practice area, cricket batting cage, and supporting parking area
- **Baseball:** Includes a premier baseball field, grandstand building with concessions/restrooms/press box, batting cages, bull pens, storage garage, and supporting parking area.

Other notable features include an irrigation system that reuses site storm water, a lighted loop trail system, and extensive landscape buffers to adjacent uses. With an estimated cost of \$20 million, the project includes multiple contractors including site, building, and specialty work. The park is currently under construction and will open in 2026. SRF has collaborated with the City from initial concepts through in-construction services. Tim Wold has served as project manager throughout the project, spanning seven years.

Reference:

Joseph Masiarchin
Parks & Recreation Director
City of Lakeville
952-985-4601



Town Center Park

St. Michael, Minnesota



SRF worked with the City of St. Michael on the development of a new signature destination park adjacent to their City Hall, Library, and Senior Center as part of their new civic center campus. Park programming elements include a large multi-purpose open lawn space that is used for special City events and large group picnicking, a water splash pad and destination play area, a restroom and changing room building, and picnic shelters which can be reserved for small group gatherings. Other amenities that will be added to the park include pickleball courts, a synthetic turf lawn court area, and an expanded patio and seating area to meet the needs of senior center visitors. Phase 1 was constructed in 2021.

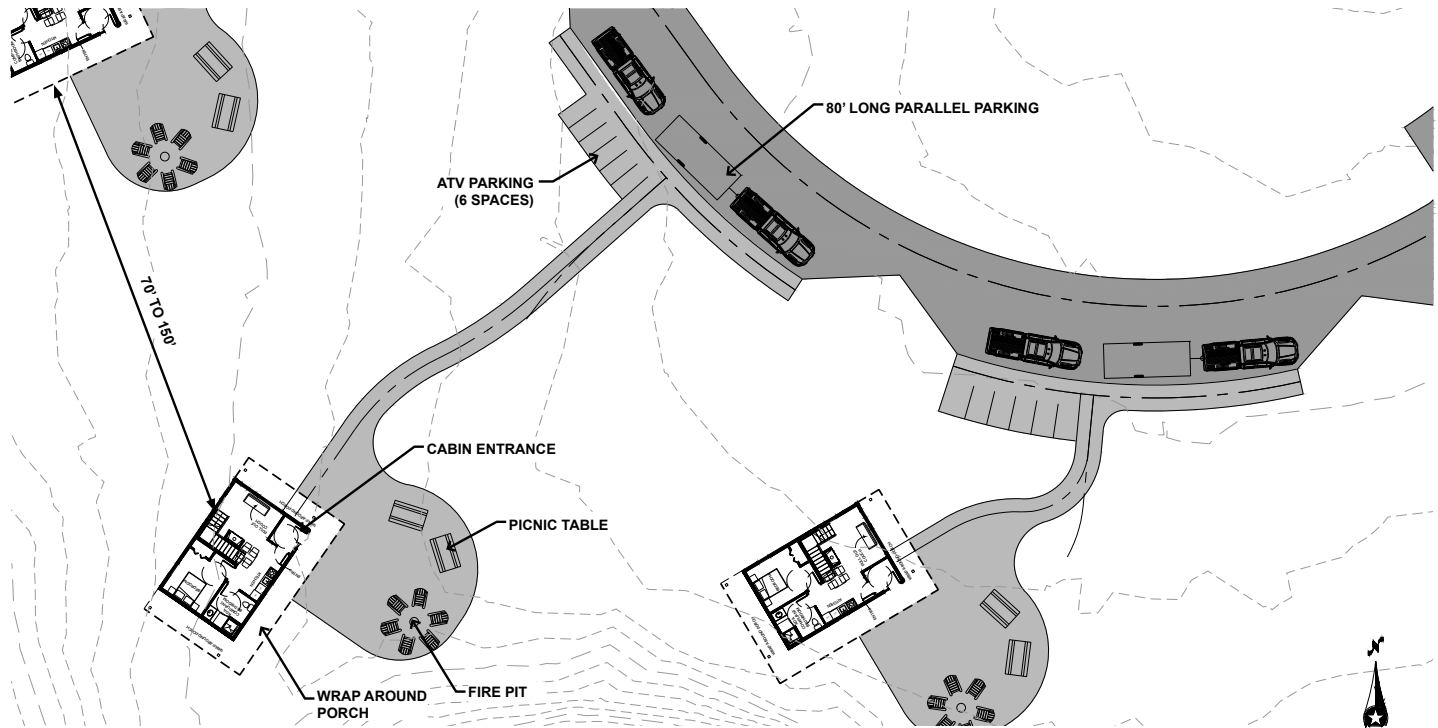
Reference:

Marc Weigle, Community Development Director
City of St. Michael
763.497.2041 | mweigle@ci.st-michael.mn.us



Pembina Gorge OHV and Campground Master Plan

Walhalla, North Dakota



SRF is currently working with North Dakota Parks and Recreation to develop a new OHV campground, trailhead, and Visitor Center facility for the Pembina Gorge Recreation Area near Walhalla, North Dakota. Campground facilities will include individual and group campsites, camper cabins, restroom and shower facilities, and a practice area for OHV riders. Future planned site amenities near the campground will include a natural play area, a small performance amphitheater, and perimeter trail circulation, which will offer panoramic views of the surrounding gorge area and forested hills.

The new proposed visitor center will also function as a day-use trailhead facility and provide a trail connection to the existing trailhead located north of the site. Additional planned facilities include a park maintenance facility, park manager residence, and a dorm facility to house seasonal workers. Construction began in 2024.

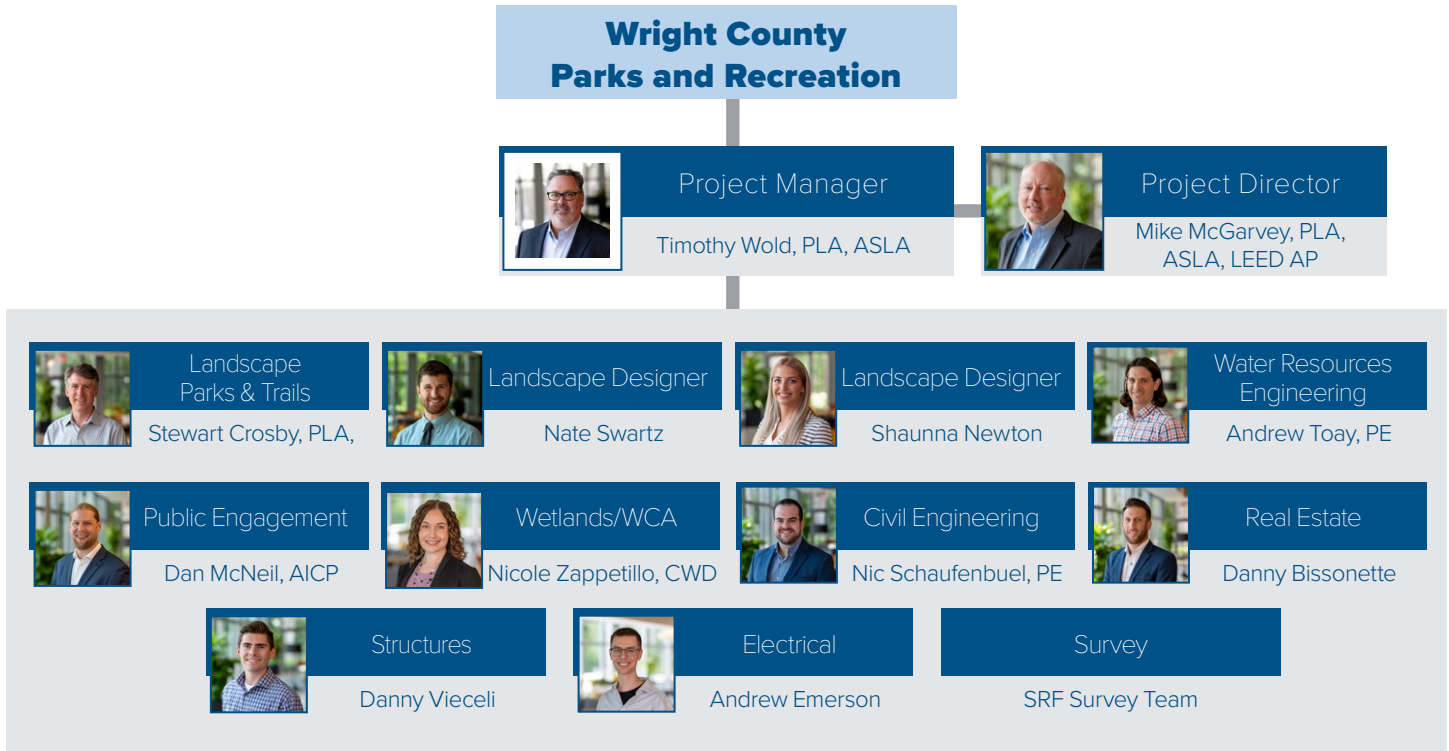


The Campground Master Plan included preliminary concepts for single-family and multi-family camper cabins on their own dedicated loop.

Staffing / Billing Rates

SRF Team Organizational Chart

The County will be well served by the team of professionals shown. A table of billing rates for each team member is below the organizational chart. On the following pages, we present our team resumes.



Average Hourly Billing Rates

Name	Rates
Mike McGarvey, PLA, ASLA	\$259.92
Tim Wold, PLA, ASLA	\$210.87
Stewart Crosby, PLA, ASLA	\$216.09
Andrew Toay, PE	\$183.51
Nicole Zappetillo	\$183.69
Dan McNeil, ACIP	\$154.59
Shaunna Newton	\$135.09
Daniel Bissonnette	\$112.41
Nicolas Schaufenbuel, PE	\$151.44
Daniel Vieceli	\$129.09
Nate Swartz	\$114
Andrew Emerson	\$126



Michael McGarvey, PLA, ASLA, LEED AP

Project Director

Mike has 30+ years of experience in all aspects of landscape architecture, planning and urban design. His areas of expertise include trail planning and design, park planning and design, streetscape design, site design, and project management. Mike's creative and innovative planning and design solutions acknowledge the influence of operations and address maintenance concerns. As a LEED accredited landscape architect, Mike ensures that sustainability is incorporated into SRF projects.

Areas of Expertise

- Park and Recreation Planning and Design
- Streetscape and Urban Design
- Site Planning and Design
- Bicycle Facility Planning and Design

Education

B.L.A., Iowa State University, 1992

Bachelor of Arts in Environmental Design, North Dakota State University, 1997

Registrations

Minnesota #26216, North Dakota #12, Wisconsin #530-014, and Nebraska #LA 365 and North Carolina #2209

Landscape Architect: Council of Landscape Architecture Registration Boards

Certification

LEED Accredited Professional

Professional Affiliations

American Society of Landscape Architects

Association of Pedestrian and Bicycle Professionals

Urban Land Institute

Project Experience

Iowa Statewide Trails Plan, Iowa. Mike was a supporting member of the team that developed this plans that serves as the guiding document for the implementation of trails for all ages and abilities. Includes sections on local and regional bicycle and pedestrian trail facilities as well as information on other motorized and non-motorized recreational trails for such uses as snowmobiling, ATV riding, equestrian riding and cross country skiing.

FMCOG Pedestrian and Bicycle Plan, Moorhead, Minnesota and Fargo, North Dakota. SRF assisted in the update of the 2016 plan. This yearlong effort developed a comprehensive evaluation of existing Fargo- Moorhead area bicycle and pedestrian networks and reflect input from various public and local jurisdictions to provide specific recommendations and guidance to improve the metro bicycle/pedestrian for user of all ages and abilities.

NDDOT Grand Forks North 3rd Street from University Avenue to DeMers Avenue Reconstruction, North Dakota. Managed design efforts for a stretch of 3rd Street in downtown Grand Forks. Project involves adapting an established design concept including street tree analysis, pavement patterns, and planting beds to a downtown corridor and historic district.

NDDOT Grand Forks North 4th Street Reconstruction, North Dakota. Managed design efforts for a stretch of 4th Street in downtown Grand Forks. Project involves adapting an established design concept including street tree analysis, pavement patterns, and planting beds to a downtown corridor and historic district.

Depot Plaza, Fargo, North Dakota. Managed the redesign of approx. 12,000 SF plaza adjacent to the historic Fargo Depot building as part of Main Ave Reconstruction project. Worked collaboratively with Park District staff and Park Board members from initial concept design through final construction documents. The new plaza will offer additional green space, updated ADA access, and a variety of flexible spaces to function for events, activities, and gathering.

Bruce Vento Regional Trail – Phase 2, Ramsey County, Minnesota. Mike managed this project that advanced the approved master plan alignment for Phase 2 of the Bruce Vento Regional Trail through preliminary design. Mike managed all aspects of the project including agency coordination, public involvement, design and preliminary stormwater management approach.

Mounds View High School Trail Improvements, Arden Hills, Minnesota. Mike managed this project that advanced the concept design of a local trail connecting Mounds View HS to existing community trails in support of the City's Safe Routes to Schools initiative. Mike managed all aspects of this project including preliminary and final design, agency coordination, public involvement, ROW, and water resource permitting.

Kenilworth Trail, Minneapolis, Minnesota. Mike led the planning and design elements of this heavily used rails-to-trails trail in Minneapolis. Key elements of the trail include extensive public involvement, repurposing existing rail bridges for trail use, and coordination with the Twin City and Western Railroad, which operates the freight rail adjacent the trail.



Tim Wold, PLA, ASLA | Project Manager

Tim has been practicing landscape architecture and urban design for 26 years. He has a wide range of project experience that includes neighborhood and community park planning and design, athletic complexes, trail system planning, site design, urban streetscapes and plazas, and natural resource-based state and regional parks. Tim has successfully managed a number of multi-million dollar park and athletic complex projects, leading multidisciplinary teams from the initial planning stages through implementation. He works with a wide variety of clients and enjoys collaborating with design professionals from other disciplines.

Areas of Expertise

- Project Management
- Park Planning and Design
- Master Planning
- Streetscape Design
- Urban Planning and Design

Education

Bachelor of Arts in Landscape Architecture, North Dakota State University, 1998

Bachelor of Arts in Environmental Design, North Dakota State University, 1997

Registrations

Landscape Architect: Minnesota #42164

Professional Affiliations

American Society of Landscape Architects

Minnesota Recreation and Park Association

Project Experience

Dakota County Lake Byllesby Regional Park Master Plan Improvements, Minnesota. SRF collaborated with Dakota County in the expansion of an existing campground and redevelopment of supporting facilities. Key elements include enhancement of the beach, a large nature play area with splash pad, trail and node development on Echo Point, and a new day use play area. Construction was completed in 2021. Tim led design development, preparation of construction documents, and provided in-construction services.

Lake Minnewashta Regional Park Creative Play Area, Carver County, Minnesota. SRF worked with Carver County to design a new creative playground and adjoining picnic area facility that provides a physically interactive and socially inclusive environment which serves all age groups. The SRF team prepared several concepts and conducted multiple engagement sessions to gather input on the future of the play space in development a preferred master plan and ultimately, construction documents. Key features include a circuit of play events connected vertically into an existing embankment, nature play, double zip line, multiple seating areas with shade provisions, and several climbing features along the embankment with poured-in-place surfacing. Tim served as project manager from concept development through in-construction services. The play area opened Spring of 2025.

City of Otsego Parks, Minnesota. Tim assisted the City with development of numerous park properties including several neighborhood parks, a splash pad within Prairie Park, and development of a boat launch within a special use park on the Mississippi River. Services provided have spanned the full spectrum from programming and development of concepts, stakeholder engagement, design development, preparation of construction documents, to construction oversight.

City of Shakopee Windermere Park, Minnesota. The City of Shakopee commissioned SRF to complete design development and construction documents for this neighborhood park on a former farm homestead site. Within the elevated area of the park, amenities include a look-out tower with a hammock grove within a wooded area. The trail system offers two routes down to the lower portion of the park and features a nature trail loop with seating nodes midway down the site. The lower area of the park features a play area integrated into a slope with embankment slides and multiple climbing opportunities. This area also includes a traditional play area with 2-5 and 5-12 year old play structures, a small shelter, limestone block seating, and portable restroom with a custom enclosure.

Aspen Ridge Park, City of Plymouth, Minnesota. The city of Plymouth retained SRF to prepare a master plan and construction documents for this new neighborhood park. Amenities include a new play area, shade structure, flexible hard-court space, and a five stall pull-off parking area. A turf trail provides another connection to a Northwest Greenway spur trail.

Grand Prairie Park, Lakeville, Minnesota. SRF is working with the City of Lakeville on this 40-acre community park. Key amenities include a destination play area/splash pad/challenge course with restroom building, a premier baseball field with grandstand building, five premier soccer decks with field support building, and ten pickleball courts with shade structures and seating. Other features include a lighted loop trail system, an irrigation system that reuses site storm water, separate parking areas for each major park use, totaling 450 stalls. With an estimated cost of \$20 million, the project is currently under construction and will open in 2026. SRF has assisted the City throughout the process, from initial concepts through in-construction services.



Stewart Crosby, PLA, ASLA, LEED AP | Landscape Planning and Design, Trail Design

Stewart has 25 years of experience in landscape architecture and urban design, including conceptual design, design development construction document preparation, and construction administration. He brings innovative design solutions to a variety of projects that include park and trail master planning and design. Stewart has also conducted visual impact assessments for roads and trails and has worked on urban streetscape projects. Stewart excels at managing trail planning and design projects, while fostering an open, collaborative design process that includes agencies, residents, design professionals, and other

interested stakeholders. His work is mindful of operations and maintenance considerations and emphasizes sustainability. Stewart strives to develop trail systems that are open and accessible to all, and that respond to the surrounding landscape and community.

Areas of Expertise

- Trail Planning & Design
- Bicycle Facility Planning & Design
- Site Planning & Design
- Park Master Planning
- Conceptual & Detail Design
- Construction Administration
- Construction Document Preparation
- Community Engagement

Education

Master of Landscape Architecture, University of Oregon, 2002

Bachelor of Landscape Architecture, University of Oregon, 2001

Bachelor of Arts, International Affairs, Lewis and Clark College, 1991

Registrations

Landscape Architect:
Minnesota #45681

Landscape Architect (Council of Landscape Architecture Registration Board)

Project Experience

City of Plymouth Northwest Greenway Trail, Minnesota. Using the Northwest Greenway Master Plan as a guide, Stewart is working with City staff to develop the Northwest Greenway Trail in phases over several years. The Northwest Greenway Trail is the primary recreation component in the Northwest Greenway, a corridor of land that the City of Plymouth set aside for parks and open space. The trail system includes a primary, 12-foot wide trail with several eight-foot wide loops through woods and prairie and connections to neighborhoods along the corridor. Stewart's role as project manager is to oversee design development and construction document preparation, bidding and construction administration. Four phases of the trail have been developed and phase five is in the design development stage.

Three Rivers Park District Diamond Lake Regional Trail Master Plan, Minnesota. Stewart was the project manager for this regional trail planning effort that encompassed seven cities in central Hennepin County and extended over 22 miles from the Mississippi River to Lake Minnetonka. Stewart led a team of trail planners and designers who identified several trail routes alternatives that were vetted through an extensive public engagement process. The final master plan included two separate trail segments that connect to the Luce Line State Trail and provide a continuous, off-road experience for trail users. The master plan was prepared to Metropolitan Council specifications and was approved by all communities along the trail corridor.

Maple Grove Woodland Ponds Boardwalk Design, Minnesota. Stewart was the project manager for the Woodland Ponds Boardwalk project. Maple Grove needed to replace an existing boardwalk that was failing and posed a danger to trail users. They reached out to SRF to provide concept alternatives for the new boardwalk. Stewart led the project team through a series of alternatives that included overlooks and pullouts to view the adjacent lake and wetlands. The City accepted the alternative options and SRF prepared plans, assisted with the bidding process and oversaw construction for the boardwalk that was completed on time and with minimal impact to the adjacent residents.

City of Plymouth Park and Trail Plan, Minnesota. To update to the City's Comprehensive Park and Trail System Plan, Stewart created analysis maps of all parks, trails, sidewalks and on-road bike routes. Additional data was incorporated to show deficient roadway crossings and movement barriers, such as rail lines. Using the analysis mapping, Stewart developed a comprehensive trail and sidewalk plan to identify gaps in the trail and sidewalk system, future connections to City parks and regional trails. The map and data were incorporated into the Comprehensive Park and Trail System Plan.



Shaunna Newton, ASLA

Landscape Planning and Design

Shaunna is an accomplished landscape designer that has worked on a variety of projects such as streetscape design, outdoor venues, public park design, playgrounds, campgrounds, interpretive wayfinding, and trail corridors. She excels in all project phases, from initial concepts and long-range planning to preparing technical documents and construction management. With her extensive plant expertise and creative vision, Shaunna consistently delivers innovative and functional designs.

Areas of Expertise

- Park/Trail Planning
- Graphics/Visualization
- Site Design
- Park Master Planning
- Planting Design
- Campgrounds
- Wayfinding/Signage

Education

Master of Landscape Architecture, University of Minnesota, May 2019

Bachelor of Science in Environmental Horticulture, Emphasis in Professional Landscape Management, Minor in Art, University of Wisconsin-Platteville, May 2016

Affiliations

American Society of Landscape Architects, Member

Project Experience

Scott County Regional Trails Long Range Plan, Scott County, Minnesota. To provide the city with a long-range regional trail planning document of current trends and demand forecast, vision planning, engagement and equity, operations and maintenance, and natural resource assessments. Shaunna assisted with community engagement and open house needs, supporting data, graphics, master planning for the preferred trail alignments and writing the final document.

Farlin Park, Green Bay, Wisconsin. A park master plan that addresses stormwater challenges, increases accessibility, and improves the use of existing amenities. The design enhanced the existing hillocks for safety and stormwater runoff, added a trail loop, relocated the basketball court, and created a central play space with a lighted splash pad and picnic shelter. Shaunna acted as a lead designer on this project to produce a park master plan, phased cost estimate, and construction documents. Shaunna assisted in the collaboration with water resources and geotechnical for the implementation of stormwater infrastructure.

Plymouth Park Signage and Wayfinding, Plymouth, Minnesota. A cohesive signage plan was developed for the park system in Plymouth, MN. Utilizing brand guidelines, Shaunna acted as lead designer to create a system of new sign hierarchy. This included the design of conceptual graphics, a signage plan, and custom construction details.

Bend in the River Regional Park, Rice County, Minnesota. A user experience for a learning site where natural landscapes and ecologies can educate the surrounding community. Shaunna developed the graphic design for interpretive signage in the form of a “seek and find” activity along with wayfinding and information maps as part of the greater project.

Glacial Valley Interpretive Area, Cottage Grove, Minnesota. The design of a learning site where protected natural landscapes and ecologies can educate the surrounding community. Shaunna assisted in the design of a trail network with interpretive and educational signage. This included the design of sign graphics and construction details.

***River Park, Brooklyn Park, Minnesota.** River Park, located along the Mississippi River included a refined master Plan and construction plans for the City of Brooklyn Park. Park improvements involved overlook areas, canoe-kayak launch, fishing piers, a restroom building, new trails, and a stormwater pond. Shaunna assisted with graphics, design solutions, planting strategies and construction plan development for the project.

***Mississippi Gateway Regional Park, Brooklyn Park, Minnesota.** A unique park located on the east edge of Brooklyn Park along the Mississippi River that is designed to bring connection, unique site features, and inclusivity to the region and adjacent neighborhoods. Shaunna acted as a designer during conceptualization and schematic design along with creating multiple graphic visualizations for the project. Shaunna assisted with project coordination, meetings, and construction management with stakeholders and contractors as needed throughout the project.

**completed with previous employer*



Dan McNiel, AICP | Public Engagement

Dan has eight years of experience in public engagement and planning, including youth engagement, transportation planning and parks and recreation planning. He has significant experience facilitating public engagement for infrastructure projects, and works to ensure meaningful opportunities to educate, engage and involve community members. Dan is committed to developing accessible and responsive community outreach and is passionate about incorporating underrepresented perspectives into planning processes.

Areas of Expertise

- Stakeholder and Community Engagement
- Park and Recreation Planning and Public Engagement
- Youth engagement
- Virtual Meeting Facilitation and Online Input Opportunities
- Graphic Design, ADA Compliance, Plain Language
- Welcoming, Interactive and Educational Engagement Events

Education

Master of Urban and Regional Planning, University of Minnesota 2019

Bachelor of Individualized Studies, Communications, Management, American Indian Studies, University of Minnesota, 2017

Certifications

American Institute of Certified Planners #34234

Project Experience

Hennepin County Bottineau Corridor Wayfinding Study, Minnesota. Dan led a significant public engagement effort to help guide the development of wayfinding signage across the multi-jurisdictional Bottineau Corridor. Public engagement efforts helped Hennepin County identify important locations, themes, and pedestrian issues along the corridor. Dan planned and facilitated 13 community pop-ups engagement event, 4 focus group meetings, and two community interviews as well as prepared a variety of fun and visually appeal public engagement materials.

City of Minneapolis Public Works, Upper Harbor Terminal Dowling Avenue North Streets, Minneapolis, Minnesota. Dan designed and facilitated public outreach and stakeholder engagement for two rounds of community engagement, in close collaboration with Juxtaposition Arts and 4RMULA. The Upper Harbor Terminal Dowling Avenue North Streets Project planned street and public realm improvements for east-west connections between North Minneapolis and the Upper Harbor Terminal site. Engagement efforts included development of an educational website, visually appealing community surveys, two rounds of stakeholder meetings with property owners, faith groups, multimodal advocates, seniors, and youth as well as community events and virtual public meetings. Public input helped refine project alternatives and feedback was summarized and shared with the community during each phase of engagement.

US 8 Corridor Study, Chisago County, Minnesota. SRF is currently working with MnDOT Metro to complete a corridor study on US 8 from Chisago City to Taylors Falls. The primary goal of the study was to create a future vision for the US 8 corridor that improves vehicle safety and mobility, manages access, and improves safety and connectivity for people walking, biking, and rolling along and across the road. The primary outcome of the study will be to develop recommendations for the corridor that will guide future projects. Dan is leading the study's efforts to conduct robust public engagement effort including focus group meetings, pop-up events and open houses.

Highway 55 Corridor Coalition, Wright and Hennepin Counties, Minnesota. Dan serves as the Coalition administrator and primary point of contact for the Highway 55 Coalition and its efforts to secure right-of-way and infrastructure improvements for the 40-mile segment of Highway 55 between I-494 in Plymouth to Annadale. Dan plans and facilitates Coalition events and actively engages an extensive Coalition contact list of city and county staff, local, state, and federal elected officials as well as regional business, freight haulers and concerned residents. Since 2001, the Coalition has worked collaboratively to bring much needed safety improvements to Highway 55.



Nicole Zappetillo, CWD

Environmental/Wetland Delineation

Nicole has 18 years of experience in wetland science and environmental planning. Her extensive environmental experience includes completing numerous field and office wetland delineations and reports, wetland permitting, and writing and reviewing NEPA documentation for primarily highway and trail projects. Her work at SRF includes wetland delineation/reports, wetland permitting, preparation of federal and state environmental documents, and GIS data management and mapping.

Areas of Expertise

- Wetland Delineations
- Wetland Permitting
- ArcGIS
- NEPA Documentation
- Environmental Assessments
- Environmental Assessment Worksheets
- Categorical Exclusion Actions/Determinations

Education

Bachelor of Science in Environmental Studies, Concordia College-Moorhead, 2007

Certification

Minnesota Wetland Professional Certification Program #1373

Merriam Junction Trail, Scott and Carver Counties, Minnesota. Completed a field wetland delineation, delineation report, and assisted with agency coordination and wetland permitting for a new 2.2-mile trail on a former railroad alignment in the Minnesota River valley and across the Minnesota River to the City of Carver.

Bend in the River Regional Park, Benton County, Minnesota. Completed an Environmental Assessment Statement, field wetland delineation, delineation report, and agency coordination for a new picnic shelter, play area and trail segments, and improvements to existing river access trails. The project was designed to avoid wetland impacts and minimize potential impacts to sensitive species.

Dakota North Creek Greenway, Farmington and Lakeville, Minnesota. Completed wetland permitting and agency coordination to improve and extend a segment of regional multi-use trail, including bituminous and boardwalk segments to connect areas in Farmington and Lakeville.

Bassett Creek Park Bridge, Crystal, Minnesota. Completed an office wetland delineation, wetland permitting, and agency coordination for replacement of a multi-use trail bridge across Bassett Creek (a DNR Public Watercourse). The project was designed to minimize wetland and stream impacts.

Trunk Highway 5 Regional Trail, Victoria and Chanhassen, Minnesota. Completed a field wetland delineation, delineation report, agency coordination, and wetland permitting for a segment of regional multi-use trail, including bituminous and boardwalk trail segments within Minnesota Department of Transportation right of way and the University of Minnesota Landscape Arboretum. In addition, the trail crosses a Minnesota Department of Resources Public Water Wetland.

France Avenue Trail from West 84th Street to Old Shakopee Road, Bloomington, Minnesota. Completed a field wetland delineation, delineation report and agency coordination, and wetland permitting for a segment of a local multi-use trail, including bituminous and boardwalk trail segments and a stream crossing. The project includes a long segment of boardwalk to avoid/minimize wetland and floodplain impacts to a stream and the surrounding wetland complex.

Northwest Greenway Trail Phases I-IV, Plymouth, Minnesota. Completed field wetland delineations, delineation reports, agency coordination, and wetland permitting for several segments of a regional multi-use trail, including bituminous and boardwalk trail segments and a stream crossing. Most of the work was in the vicinity of a large wetland complex.



Andrew Toay, PE

Water Resources

Andrew has eleven years of water resources, civil, and municipal engineering experience. He joined SRF's water resources practice in 2018. Andrew has experience in all phases of the design process including survey, stormwater management, preliminary design, final design, drafting, plan preparation, cost estimates, specifications, permitting, bidding, construction observation and construction administration. Throughout his career, Andrew has collaborated with a both private and public sector stakeholders to complete a wide variety of site designs and solve complex drainage problems throughout Minnesota, Wisconsin, and the midwest. Andrew will be responsible for leading all water resources engineering tasks for this project.

Areas of Expertise

- Water Resources Engineering
- Civil Engineering
- Construction Administration

Education

B.S. Civil Engineering,
University of
Wisconsin-Milwaukee

Registrations

Professional Engineer:
Wisconsin #45855-6,
Minnesota #56747, Nebraska
#E-17872, and South Dakota
#14449

Project Experience

Lake Minnewashta Creative Play Park, Carver County, Minnesota. Andrew provided stormwater design, hydrologic and hydraulic modeling, water quality modeling, and stormwater permitting for this park design project. His knowledge of permitting requirements and regulations as well as coordination with the project owner and the watershed district were instrumental to the success of this project.

Bryn Mawr Meadows Park, Minneapolis, Minnesota. Andrew provided stormwater design, water quality modeling, and stormwater permitting for this transformative park redevelopment project in the City of Minneapolis. The project required the design of biofiltration basins to meet City and Bassett Creek Watershed Management Commission Regulations and included floodplain compensatory storage design. Andrew utilized his expertise provide a stormwater design that satisfied the requirements of multiple agencies and navigate a complex permitting process.

Casperson Park Boat Ramp and Parking Improvements, Lakeville, Minnesota. SRF provided civil and landscape architecture services for the reconstruction of the Caspersen Park boat ramp and parking lot on Lake Marion. Andrew performed stormwater and erosion control design and prepared the project SWPPP. The existing boat ramp was replaced to provide easier launching and removals from the lake. Trailing movements were improved by providing wider drive aisles and larger turning radii. The existing parking lot was reconstructed and areas for inspection for invasive species were added. SRF provided services from concept design through construction closeout.

Bassett Creek Park Bridge, Crystal, Minnesota. Andrew completed hydraulic modeling and analysis for the replacement of a multi-use trail bridge across Bassett Creek (a DNR Public Watercourse). Andrew also led the permitting for the project through various agencies Bassett Creek Watershed Management Commission, MN DNR and the City of Crystal.

Dakota County North Creek Greenway, Farmington and Lakeville, Minnesota. Andrew provided stormwater design, hydraulic modeling of three trail crossings of North Creek, floodplain compensatory storage design and permitting, and prepared the SWPPP for this trail project. The project connected and extended segments of a multi-use regional trail in Farmington and Lakeville.



Nicholas Schaufenbuel, PE

Civil Engineering

Nic has seven years of experience in site development and municipal engineering design. His experience includes layout design, utilities, grading, hydraulic analysis and stormwater management, erosion control, detailing, and permitting. He is proficient in AutoCAD Civil 3D and HydroCAD Stormwater Modeling. Nic also provides construction observation and administration services. He has demonstrated outstanding skills on many of SRF's site development and roadway projects. Nic will be responsible for civil roadway and parking lot design.

Areas of Expertise

- Construction Document Preparation
- Drainage Design
- Utility Design
- Hydraulic Analysis
- Stormwater Management
- Grading
- Erosion Control
- Cost Estimating
- Construction Management
- Construction Administration

Education

Bachelor of Science, Civil Engineering, Iowa State University

Registrations

Professional Engineer:
Minnesota #60232

Project Experience

Casperson Park Boat Ramp and Parking Improvements, Lakeville, Minnesota. SRF provided civil and landscape architecture services for the reconstruction of the Casperson Park boat ramp and parking lot on Lake Marion. Nic was the civil designer and construction administrator for this project. The existing boat ramp was replaced to provide easier launching and removals from the lake. Trailing movements were improved by providing wider drive aisles and larger turning radii. The existing parking lot was reconstructed and areas for inspection for invasive species were added. SRF provided services from concept design through construction closeout.

Bend In the River Regional Park Phase 2, Benton County, Minnesota. SRF provided design services for trail and park improvements for Bend in the River Regional Park on the Mississippi River. Nic was the civil designer and completed the construction documents. Stormwater management was a design priority working adjacent to the Mississippi river. Nic planned canoe landing restoration, new trails including roadway crossings, and a unique nature play area. Nic also worked with the Architect of the new park shelter to ensure a cohesive and complementary design.

Minneapolis Public Schools 2019 Site Improvements Project Zone 1, Minneapolis, Minnesota. Project engineer for parking lot, concrete curb, and concrete sidewalk improvements at 13 Minneapolis schools. SRF provided civil design from preliminary site reviews to identify proposed improvements through final construction closeout of the project. Nic worked closely with the School District to meet an accelerated schedule for both the design and construction phases of the project.

Minnesota Army National Guard Vehicle Maintenance Shop, New Ulm, Minnesota. Project engineer for a new vehicle maintenance shop for the Minnesota Army National Guard. Nic developed all civil design drawings and stormwater management design for this new facility. The maintenance shop will have approximately five acres of pavement. Construction of the facility is anticipated in Spring 2020.



Danny Viecel | Structural Engineering

Danny is a structural engineer with over two years of experience performing field inspections, including making observations, taking measurements, and maintaining documentation for the construction of transportation infrastructure projects. Danny has assisted with performing bridge inspections across North Dakota for the DOT and other local agency owned bridges. Danny recently served as the bridge inspector on the US 83/State St project, which included substructure, spall, and joint repairs similar to the required repairs on the 42nd Street Bridge Structure Rehabilitation project.

Project Experience

Merriam Junction Trail Bridges Final Design, Scott County, Minnesota. This project involved the design of a pedestrian trail along the Minnesota River between Scott and Carver counties that included the design of three prestressed concrete bridges along the flood plain of the river and a haunched steel bridge over the Minnesota River. Danny performed the structural design calculations for the concrete and steel girders and piers on all four bridges and assisted with plan preparation.

NDDOT LPA & State-Wide Bridge Inspections. This project involved inspections of LPA owned bridges in the northeast quadrant of North Dakota and various State-owned bridges throughout the state. Danny assisted the SRF team lead in performing visual inspections by identifying, measuring, and documenting defects in the existing bridges and was responsible for writing the inspection reports.

Areas of Expertise

- Structural Design
- Bridge Design
- Bridge Inspection
- Construction Inspection

Education

Bachelor of Science in Civil Engineering, Iowa State University, 2022



Nathan Swartz | Landscape Designer

Nate's design expertise includes high level master planning and 3D graphics, ecological and sustainable design implementation, parks and recreation, and multi-use trails. As a veteran of the Armed Service and avid outdoor enthusiast, Nate has developed a passion for creating inclusive outdoor spaces that are safe, engaging, and have ecological value while maintaining integrity of the sites past, present, and future identity.

Project Experience

Joe Pietrek Jr. Memorial Park, Trempealeau County, Wisconsin. Joe Pietrek Jr. Memorial Park is a multiuse campground located in Trempealeau County Wisconsin. Nate worked on developing conceptual plans for a playground that would be central to the campground. The playground features naturalistic, inclusive play amenities that enhance not only the local site but also make the site a destination for community residents.

Soo Line Trail Master Plan, Mille Lacs County, Minnesota. The Soo Line Trail Master Plan is a long-term vision created for the county of Mille Lacs, MN. Nate worked to engage with the public, seeking insight and understanding from the county residents. Nate worked with community officials, the DNR and residents, to help develop long term strategy outline, in addition to conceptual graphics that the county could use to create a safer, more accessible trail that could extend throughout the area and into the greater Minnesota region.

Minneapolis Public Works Salting Station and Facility Restoration, Minneapolis, Minnesota.

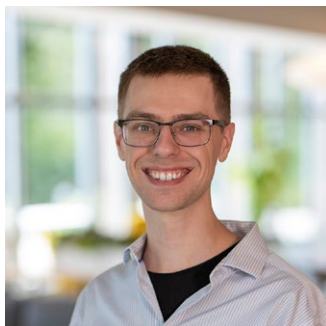
The Minneapolis Publics Works, worked with Nate to minimize the environmental impact that was created from outdated and overtaxed salting equipment. Due to the site's proximity to the Mississippi River, Nate worked to restore the streetscape with bioswales and various runoff catchments. The site was impacting the downstream watershed by salt overflow into the stormwater system. Nate used his ecological and sustainable design expertise to mitigate any potentially harmful discharge into the waters system, creating not only a cleaner, public works facility but also the 2000+ of Mississippi waterways.

Areas of Expertise

- Master Planning
- 3D Graphics
- Public Engagement
- Ecological Design
- Parks and Recreation Design
- Multi-use Trails

Education

Bachelors of Landscape Architecture, University of Minnesota, 2024



Areas of Expertise

- Electrical Engineering
- Lighting Design

Education

Bachelor of Science, Electrical Engineering, Milwaukee School of Engineering, 2022

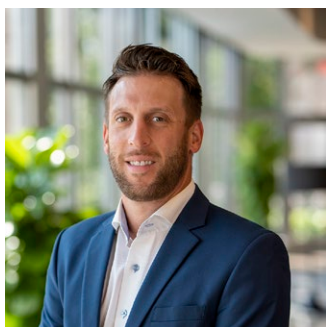
Andrew Emerson | Technician – Electrical Engineering

Andrew is an electrical engineering technician with experience in parks and trails, roadway lighting, and transit facilities. Andrew has strong CADD skills and extensive experience with electrical and lighting design and the preparation of drawings and cost estimates. He has worked on a wide variety of projects for several clients throughout the Midwest, including the MnDNR, MnDOT, WisDOT, KDOT, Hennepin County, MN, and Dakota County, MN. Andrew specializes in design, particularly plan preparation, utility coordination, and the development of special provisions, quantities, and estimates.

Project Experience

Lake Byllesby Regional Park Improvements, Cannon Falls, Minnesota. Andrew assisted with the design for the campground expansion at the Lake Byllesby Dakota County Regional Park in Cannon Falls. The design included a new electrical service for new campsite electrical pedestals and electrical service and controls for a new playground splash pad booster pump. The project also required special grounding requirements for the splash pad area and equipment.

Blue Mounds State Park Campground Reconstruction, Luverne, Minnesota. Andrew assisted the design for the renovation at the Blue Mounds State Park Campground in Luverne. The design included a new and electrical service for to the two existing sanitary buildings and the campsite electrical pedestals. The project also required special attention and details related to cultural resources and to deal with exposed bedrock limitations for directionally bored conduit and pedestal installations. In addition, the design included provisions for sub-metering sanitary building power usage. SRF coordinated the design with DNR Landscape Architect, Civil Engineer, and campground management and assisted with the bidding process and construction administration services including responding to DNR and/or contractor questions and RFI's, equipment submittals and construction progress reviews.



Areas of Expertise

- Real Estate
- Professional Right of Way
- Negotiation / Acquisition

Education

Bachelor of Arts, Communications, Gustavus Adolphus College, 2007

Registrations

Real Estate Salesperson, Minnesota #40509409

Daniel Bissonnette | Real Estate Specialist

Danny Bissonnette is a professional right of way agent with experience working on transportation, renewable energy, and utility projects. Danny has gained valuable insight and expertise in land rights negotiation and acquisition processes, including the fair and ethical treatment of landowners, providing QA/QC, and data management. Danny is well versed in technology tools with a clear understanding of the important role that accurate documentation and reporting hold for projects.

Project Experience

CSAH 52 (Hennepin Ave/1st), Hennepin County, Minnesota

CSAH 17 (France Avenue, Hennepin County, Minnesota)

Cedar Lake Road Phase I & Phase II, St. Louis Park, Minnesota





Agenda Item

Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *

11/18/2025 9:00 AM – Board of Wright County Commissioners

Requestor Name

Ross Demant

Agenda Item Type

☒ RFBA ☐ Minutes Submission ☐ Warrants Submission

Requestor Title

Parks and Recreation Director

Target Section

☐ Consent Agenda ☒ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department) *

PARKS & RECREATION

Time Required:

5 Minutes

Originator

RED4097

Item Details

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

Approve Agreement with the Minnesota Land Trust for an Access Easement in Harry Larson Park

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

Approve Agreement with the Minnesota Land Trust for an Access Easement in Harry Larson Park

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.

Working with other agencies to build out the park infrastructure.

Describe the impact on staffing resources.

N/A

Fiscal Impact:

N/A

Background/Justification:

The Ways and Means Committee recommended at their July 29, 2025 meeting, that the County Board approve the acquisition of a 41–acres parcel to expand Harry Larson park at the purchase price of \$289,000. The County Board formally approved this purchase at their August 19, 2025 County Board meeting. As part the funding, the Minnesota Land Trust (MLT) will be providing \$81,000 to put a conservation easement on the property before the County purchases it. As part of this conservation easement, the MLT requires access to the easement through an access easement agreement. The proposed access easement will run through Harry Larson County Park through the current and future park trail system. This is a standard agreement and one that MLT has with all of their conservation easements throughout the state.

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

[MLT Access Agreement 11.7.25.pdf](#)

Attachment Type

Attachment

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

Approved

Notes

Moved to agenda

Legal Review**Legal Decision**

Approved

Notes

This was reviewed by Brian Wold. Approved.

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

ACCESS EASEMENT AGREEMENT

THIS ACCESS EASEMENT AGREEMENT (the “Agreement”) is made effective as of the date of the last signature below by and between Wright County, a political subdivision of the State of Minnesota, (“Grantor”) and the Minnesota Land Trust, a non-profit corporation organized and existing under the laws of the State of Minnesota (“Land Trust”).

WITNESSETH

WHEREAS, Grantor is the owner of certain real property located in the County of Wright, State of Minnesota, and legally described on **Exhibit A** attached hereto and incorporated by this reference (the “Burdened Property”);

WHEREAS, the Land Trust is working with the owner of the land that is adjacent to the Burdened Property, in the County of Wright, State of Minnesota and legally described on **Exhibit B** attached hereto and incorporated by this reference (the “Benefitted Property”), to place a perpetual conservation easement over the Benefitted Property;

WHEREAS, the Land Trust intends to accept the conservation easement from the neighboring landowner over the Benefitted Property and, as holder of a perpetual conservation easement over the Benefitted Property, requires perpetual legal rights of ingress and egress to the Benefitted Property;

WHEREAS, Grantor desires to convey to the Land Trust such legal rights of ingress and egress to the Benefitted Property over the Burdened Property within and across the area legally described on **Exhibit C** and depicted on **Exhibit D**, which are both attached hereto and incorporated by this reference (the “Easement Area”);

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

1. Grant of Access Easement. Grantor hereby conveys and warrants to the Land Trust a nonexclusive, perpetual access easement to the Benefitted Property over and across the Burdened Property within the Easement Area (the “Access Easement”). The Access Easement will be perpetual and will be appurtenant to and benefit the Land Trust’s conservation easement interest in the Benefitted Property.
2. Maintenance of Access Easement. The Land Trust will have no obligation under this Agreement to maintain, repair, or replace any existing or constructed driveway associated with the Access Easement, or any other improvement or condition within the Easement Area.

3. No Interference. Grantor shall not interfere with or obstruct the Land Trust's use of the Access Easement and shall keep the Easement Area open and unobstructed.
4. Indemnification. Grantor shall indemnify, defend, and hold harmless the Land Trust and its respective permittees, licensees, and its successors in interest and assigns from and against any and all damages, liens, fines, penalties, losses, costs, and expenses, including without limitation, reasonable attorneys' fees, arising out of or relating to any third party causes of action, suits or claims arising out of or relating to use of the Easement Area, or any existing or constructed driveway or road associated therewith.
5. Access Easement Benefit. The terms of this Agreement will be binding upon the Grantor and will be for the benefit of the Land Trust and its respective permittees, licensees, successors in interest, and assigns.
6. Easement Runs with the Land. The Access Easement will run with the land and will bind the parties hereto and their successors in interest and assigns and their respective property interests.
7. Non-merger. Common ownership of the Burdened Property and the Benefitted Property, or any portions thereof, will not cause the Access Easement or this Agreement to be extinguished by operation of merger.
8. Amendment. This Agreement cannot be amended or terminated except by an agreement in writing signed by both the Grantor and the Land Trust, or their successors in interest.
9. Construction. This Agreement, including all questions concerning the construction, validity, and interpretation of this Agreement and all exhibits hereto will be governed under the laws of the State of Minnesota.
10. Signatures. This Agreement may be completed with the signatures of the parties hereto executed and notarized on separate pages which when attached to this document will constitute one complete document.

The remainder of this page has been intentionally left blank.

IN WITNESS WHEREOF, the Grantor has voluntarily executed this Access Easement Agreement on the _____ day of _____ 2025.

GRANTOR:

COUNTY OF WRIGHT, Minnesota

By: _____

Name: Darek Vetsch

Title: Wright County Board Chair

STATE OF MINNESOTA)
) ss
 COUNTY OF __ WRIGHT _____)

The foregoing instrument was acknowledged before me this ____ day of _____ 2025 by **Darek Vetsch**, the **Wright County Board Chair** of Wright County, a political subdivision of the State of Minnesota.

 Notary Public
 My Commission Expires: _____

IN WITNESS WHEREOF, the Land Trust has executed this Access Easement Agreement on the _____ day of _____, 202_.

LAND TRUST:

MINNESOTA LAND TRUST, a Minnesota non-profit corporation

By: _____
Kris Larson
Title: Chief Executive Officer

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

The foregoing instrument was acknowledged before me this ____ day of _____, 202_, by Kris Larson, the Chief Executive Officer of the Minnesota Land Trust, a non-profit corporation under the laws of the State of Minnesota, on behalf of said corporation.

Notary Public
My Commission Expires: _____

This document drafted by:

Minnesota Land Trust
2356 University Avenue West
Suite 240
St. Paul, MN 55114

Exhibit A

Legal Description of Burdened Property

The Southwest Quarter ($SW\frac{1}{4}$) of the Southeast Quarter ($SE\frac{1}{4}$) and the South Half ($S\frac{1}{2}$) of the Southwest Quarter ($SW\frac{1}{4}$), Section Twenty Six (26), Township One Hundred Twenty Two (122), Range Twenty Six (26); and Government Lot One (1), Section Thirty Five (35), Township One Hundred Twenty Two (122), Range Twenty Six (26);

Government Lot Two (2) and the East One Half ($E\frac{1}{2}$) of Northwest Quarter ($NW\frac{1}{4}$), Section Thirty Five (35), Township One Hundred Twenty Two (122), Range Twenty Six (26).

Exhibit B

Legal Description of Benefitted Property

The Southeast Quarter of the Southeast Quarter of Section 26, Township 122 North, Range 26 West of the Fifth Principal Meridian, Wright County, Minnesota.

Exhibit C

Legal Description of Easement Area

TOGETHER WITH a 16.50 foot wide perpetual, appurtenant easement for access purposes over and across the following described property:

That part of the Southwest Quarter of the Southeast Quarter and also the Southeast Quarter of the Southwest Quarter of Section 26, and also the Northwest Quarter of Section 35, all in Township 122 North, Range 26 West of the Fifth Principal Meridian, Wright County, Minnesota. The center line of said easement is described as follows:

A 16.50 foot wide access easement over and across that part of the Southwest Quarter of the Southeast Quarter and also the Southeast Quarter of the Southwest Quarter of Section 26, and also the Northwest Quarter of Section 35, all in Township 122 North, Range 26 West of the Fifth Principal Meridian, Wright County, Minnesota. The center line of said easement is described as follows:

- Commencing at the southwest corner of the Southeast Quarter of said Section 26;
- thence on an assumed bearing of North 0 degrees 03 minutes 01 seconds East, along the west line of said Southeast Quarter, a distance of 41.13 feet to the point of beginning of the center line to be described, said point hereinafter referred to as "Point A";
- thence on a bearing of South 57 degrees 00 minutes 00 seconds West a distance of 131.71 feet;
- thence on a bearing of South 18 degrees 00 minutes 00 seconds West a distance of 100.00 feet;
- thence on a bearing of South 10 degrees 30 minutes 00 seconds East a distance of 60.00 feet;
- thence on a bearing of South 8 degrees 00 minutes 00 seconds West a distance of 80.00 feet;
- thence on a bearing of South 23 degrees 00 minutes 00 seconds West a distance of 260.00 feet;
- thence on a bearing of South 44 degrees 00 minutes 00 seconds West a distance of 147.00 feet;
- thence on a bearing of South 1 degree 00 minutes 00 seconds East a distance of 55.00 feet;
- thence on a bearing of South 8 degrees 00 minutes 00 seconds West a distance of 125.00 feet;
- thence on a bearing of South 26 degrees 45 minutes 00 seconds West a distance of 120.00 feet;
- thence on a bearing of South 5 degrees 30 minutes 00 seconds West a distance of 65.00 feet;
- thence on a bearing of South 38 degrees 00 minutes 00 seconds West a distance of 70.00 feet;
- thence on a bearing of South 5 degrees 00 minutes 00 seconds West a distance of 145.00 feet;
- thence on a bearing of South 18 degrees 00 minutes 00 seconds East a distance of 200.00 feet;
- thence on a bearing of South 11 degrees 30 minutes 00 seconds West a distance of 153.00 feet;
- thence on a bearing of South 11 degrees 00 minutes 00 seconds East a distance of 215.00 feet;
- thence on a bearing of South 7 degrees 00 minutes 00 seconds West a distance of 127.00 feet;
- thence on a bearing of South 20 degrees 00 minutes 00 seconds West a distance of 60.00 feet;
- thence on a bearing of South 31 degrees 45 minutes 00 seconds West a distance of 200.00 feet;
- thence on a bearing of South 61 degrees 00 minutes 00 seconds West a distance of 55.00 feet;
- thence on a bearing of South 79 degrees 00 minutes 00 seconds West a distance of 99.00 feet;
- thence on a bearing of South 39 degrees 00 minutes 00 seconds West a distance of 107.00 feet;
- thence on a bearing of South 81 degrees 00 minutes 00 seconds West a distance of 40.00 feet;
- thence on a bearing of North 78 degrees 45 minutes 00 seconds West a distance of 507.00 feet;
- thence on a bearing of North 77 degrees 30 minutes 00 seconds West a distance of 245.00 feet;
- thence on a bearing of North 84 degrees 00 minutes 00 seconds West a distance of 149.00 feet;

- thence on a bearing of South 82 degrees 00 minutes 00 seconds West a distance of 90.00 feet;
- thence on a bearing of South 74 degrees 30 minutes 00 seconds West a distance of 337.00 feet;
- thence on a bearing of South 64 degrees 00 minutes 00 seconds West a distance of 150.00 feet;
- thence on a bearing of North 65 degrees 00 minutes 00 seconds West a distance of 40± feet to the easterly boundary of the road right of way, and said center line there terminating.

The sidelines of said easement shall be prolonged or shortened to begin on the west line of said Southeast Quarter and terminate on the easterly boundary of the road right of way.

AND ALSO

A 16.50 foot wide access easement, with a center line described as follows:

- Beginning at the aforementioned "Point A";
- thence on a bearing of North 57 degrees 00 minutes 00 seconds East a distance of 38.29 feet;
- thence on a bearing of South 83 degrees 00 minutes 00 seconds East a distance of 98.00 feet;
- thence on a bearing of North 84 degrees 00 minutes 00 seconds East a distance of 190.00 feet;
- thence on a bearing of North 52 degrees 00 minutes 00 seconds East a distance of 118.00 feet;
- thence on a bearing of North 27 degrees 00 minutes 00 seconds East a distance of 98.00 feet;
- thence on a bearing of North 58 degrees 00 minutes 00 seconds East a distance of 45.00 feet;
- thence on a bearing of North 78 degrees 00 minutes 00 seconds East a distance of 130.00 feet;
- thence on a bearing of North 62 degrees 00 minutes 00 seconds East a distance of 70.00 feet;
- thence on a bearing of North 3 degrees 00 minutes 00 seconds East a distance of 120.00 feet;
- thence on a bearing of North 17 degrees 00 minutes 00 seconds East a distance of 220.00 feet;
- thence on a bearing of North 35 degrees 00 minutes 00 seconds East a distance of 90.00 feet;
- thence on a bearing of North 3 degrees 00 minutes 00 seconds East a distance of 75.00 feet;
- thence on a bearing of North 35 degrees 00 minutes 00 seconds West a distance of 35.00 feet;
- thence on a bearing of North 70 degrees 00 minutes 00 seconds East a distance of 585.00 feet to the west line of the Southeast Quarter of the Southeast Quarter of said Section 26, and said line there terminating.

The sidelines of said easement shall be prolonged or shortened to begin on the west line of the Said Southeast Quarter and terminate on the west line of said Southeast Quarter of the Southeast Quarter.

This is an ALTA/NSPS Land Title Survey of:
**S½ of the SE¼ and SE¼ of the SW¼ Section 26 and the
Northwest Quarter of Section 35 T122N-R26W,
Wright County, Minnesota
North Lake (Anderson)**

This is a survey of a portion of the Land Description as found on Schedule A of
Commitment Number: ORTE750130
issued by Old Republic National Title Insurance Company
dated September 18, 2024 at 7:00 AM

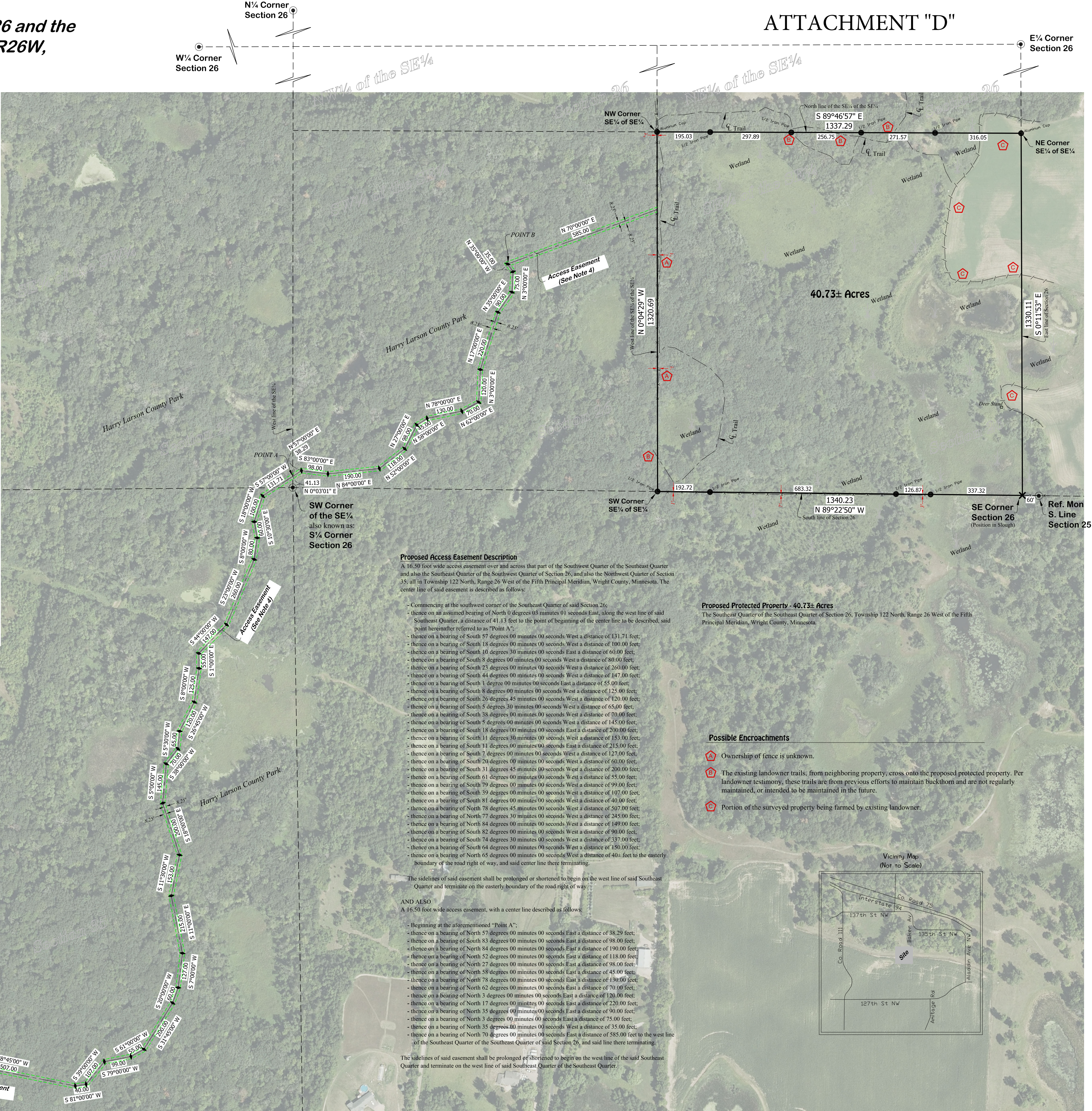
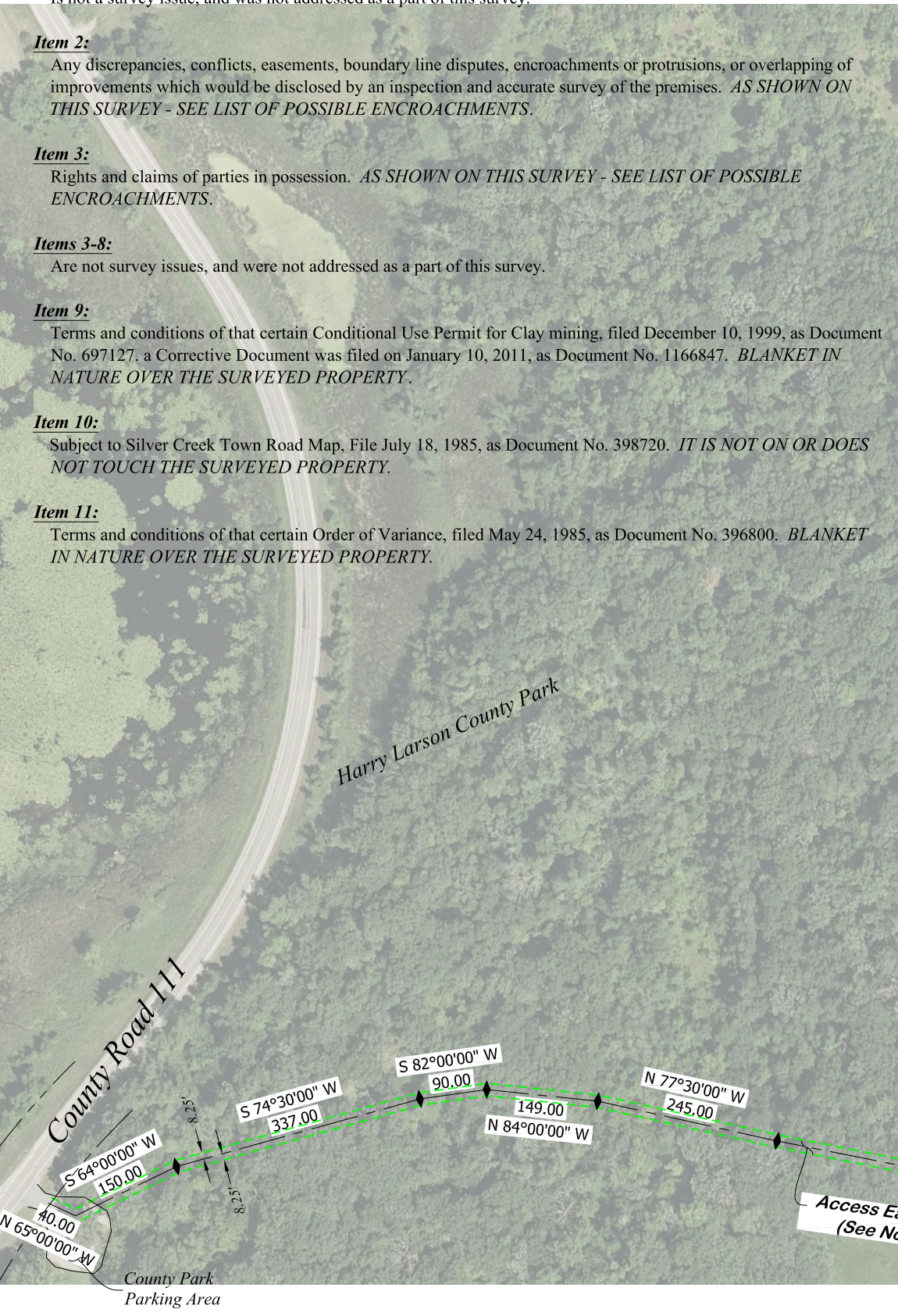
The East Half of the Southeast Quarter of Section 26, Township 122, Range 26, Wright County, Minnesota.

TABLE A ITEMS

- Item 1:**
Monuments placed or found at all major property boundary corners: As shown on this survey.
- Item 4:**
Area of property 40.73± acres, as shown on our survey.
- Item 8:**
Substantial features observed in the process of conducting our field work, as shown on this survey.
- Item 11(a):**
No plans or reports were provided by our client. The Gopher State One Call utility location system was notified for this survey (Ticket # 243540126). The following utility companies were notified and are require by Minnesota Statute 7560.0250 to respond.
- | Utility Company | Marking Concerns |
|--|------------------|
| - TDS Telecom - CLEAR/NO CONFLICT | 763-682-3514 |
| - Nustar Pipeline Operating Part - CLEAR/NO CONFLICT | 210-918-2652 |
| - Wright Hennepin Coop - CLEAR/NO CONFLICT | 800-778-9140 |
- Some of the utility companies may not have responded to the locate request. There are also various private facilities that do not participate in the Gopher State One Call utility location system and may have utilities located on this property that we are not aware of. Before any excavating is done in this area, the utilities in this area should be re-notified.
- Item 14:**
The northeast corner of the surveyed property is 1320± feet south of the intersection of Baker Ave NW and 135th St NW.
- Item 16:**
No evidence of recent earth moving work, building construction, or building additions observed in the process of conducting our fieldwork.
- Item 17:**
We are unaware of any proposed changes in street right of way lines and we did not observe any evidence of recent street or sidewalk construction or repairs during our fieldwork.
- Item 18:**
No plottable offsite easements or servitudes were provided by our client.
- Item 20:**
Complete the posting of Easement boundaries with Land Trust signs after closing.
- Item 21:**
Include roads as traveled.
- Item 22:**
GSOC Ticket number and the names of utilities with facilities located on the Protected Property. See Item 11(a) above.
- Item 23:**
No building envelope has been specified.
- Item 24:**
No proposed utility confinement is necessary.

SCHEDULE B, PART 2 - EXCEPTIONS

- Item 1:**
Is not a survey issue, and was not addressed as a part of this survey.
- Item 2:**
Any discrepancies, conflicts, easements, boundary line disputes, encroachments or protrusions, or overlapping of improvements which would be disclosed by an inspection and accurate survey of the premises. *AS SHOWN ON THIS SURVEY - SEE LIST OF POSSIBLE ENCROACHMENTS.*
- Item 3:**
Rights and claims of parties in possession. *AS SHOWN ON THIS SURVEY - SEE LIST OF POSSIBLE ENCROACHMENTS.*
- Items 3-8:**
Are not survey issues, and were not addressed as a part of this survey.
- Item 9:**
Terms and conditions of that certain Conditional Use Permit for Clay mining, filed December 10, 1999, as Document No. 697127, a Corrective Document was filed on January 10, 2011, as Document No. 1166847. *BLANKET IN NATURE OVER THE SURVEYED PROPERTY.*
- Item 10:**
Subject to Silver Creek Town Road Map, File July 18, 1985, as Document No. 398720. *IT IS NOT ON OR DOES NOT TOUCH THE SURVEYED PROPERTY.*
- Item 11:**
Terms and conditions of that certain Order of Variance, filed May 24, 1985, as Document No. 396800. *BLANKET IN NATURE OVER THE SURVEYED PROPERTY.*



Proposed Access Easement Description
A 16.50 foot wide access easement over and across that part of the Southwest Quarter of the Southeast Quarter and also the Southeast Quarter of the Southwest Quarter of Section 26, and also the Northwest Quarter of Section 35, all in Township 122 North, Range 26 West of the Fifth Principal Meridian, Wright County, Minnesota. The center line of said easement is described as follows:

- Commencing at the southwest corner of the Southeast Quarter of said Section 26;
- thence on an assumed bearing of North 0 degrees 03 minutes 01 seconds East, along the west line of said Southeast Quarter, a distance of 41.13 feet to the point of beginning of the center line to be described, said point hereinafter referred to as "Point A";
- thence on a bearing of South 57 degrees 00 minutes 00 seconds West a distance of 131.71 feet;
- thence on a bearing of South 18 degrees 00 minutes 00 seconds West a distance of 100.00 feet;
- thence on a bearing of South 10 degrees 30 minutes 00 seconds East a distance of 60.00 feet;
- thence on a bearing of South 8 degrees 00 minutes 00 seconds West a distance of 80.00 feet;
- thence on a bearing of South 23 degrees 00 minutes 00 seconds West a distance of 260.00 feet;
- thence on a bearing of South 44 degrees 00 minutes 00 seconds West a distance of 147.00 feet;
- thence on a bearing of South 1 degree 00 minutes 00 seconds East a distance of 55.00 feet;
- thence on a bearing of South 8 degrees 00 minutes 00 seconds West a distance of 125.00 feet;
- thence on a bearing of South 26 degrees 45 minutes 00 seconds West a distance of 120.00 feet;
- thence on a bearing of South 5 degrees 30 minutes 00 seconds West a distance of 65.00 feet;
- thence on a bearing of South 38 degrees 00 minutes 00 seconds West a distance of 70.00 feet;
- thence on a bearing of South 5 degrees 00 minutes 00 seconds West a distance of 145.00 feet;
- thence on a bearing of South 18 degrees 00 minutes 00 seconds East a distance of 200.00 feet;
- thence on a bearing of South 11 degrees 30 minutes 00 seconds West a distance of 153.00 feet;
- thence on a bearing of South 7 degrees 00 minutes 00 seconds West a distance of 127.00 feet;
- thence on a bearing of South 20 degrees 00 minutes 00 seconds West a distance of 60.00 feet;
- thence on a bearing of South 31 degrees 45 minutes 00 seconds West a distance of 200.00 feet;
- thence on a bearing of South 61 degrees 00 minutes 00 seconds West a distance of 55.00 feet;
- thence on a bearing of South 79 degrees 00 minutes 00 seconds West a distance of 99.00 feet;
- thence on a bearing of South 39 degrees 00 minutes 00 seconds West a distance of 107.00 feet;
- thence on a bearing of South 81 degrees 00 minutes 00 seconds West a distance of 40.00 feet;
- thence on a bearing of North 78 degrees 45 minutes 00 seconds West a distance of 507.00 feet;
- thence on a bearing of North 77 degrees 30 minutes 00 seconds West a distance of 245.00 feet;
- thence on a bearing of North 84 degrees 00 minutes 00 seconds West a distance of 149.00 feet;
- thence on a bearing of South 82 degrees 00 minutes 00 seconds West a distance of 90.00 feet;
- thence on a bearing of South 74 degrees 30 minutes 00 seconds West a distance of 337.00 feet;
- thence on a bearing of South 64 degrees 00 minutes 00 seconds West a distance of 180.00 feet;
- thence on a bearing of North 65 degrees 00 minutes 00 seconds West a distance of 40± feet to the easterly boundary of the road right of way, and said center line there terminating.

The sidelines of said easement shall be prolonged or shortened to begin on the west line of said Southeast Quarter and terminate on the easterly boundary of the road right of way.

- AND ALSO
A 16.50 foot wide access easement, with a center line described as follows:
- Beginning at the aforementioned "Point A";
 - thence on a bearing of North 57 degrees 00 minutes 00 seconds East a distance of 38.29 feet;
 - thence on a bearing of North 83 degrees 00 minutes 00 seconds East a distance of 98.00 feet;
 - thence on a bearing of North 84 degrees 00 minutes 00 seconds East a distance of 190.00 feet;
 - thence on a bearing of North 52 degrees 00 minutes 00 seconds East a distance of 98.00 feet;
 - thence on a bearing of North 27 degrees 00 minutes 00 seconds East a distance of 98.00 feet;
 - thence on a bearing of North 58 degrees 00 minutes 00 seconds East a distance of 45.00 feet;
 - thence on a bearing of North 78 degrees 00 minutes 00 seconds East a distance of 180.00 feet;
 - thence on a bearing of North 62 degrees 00 minutes 00 seconds East a distance of 70.00 feet;
 - thence on a bearing of North 3 degrees 00 minutes 00 seconds East a distance of 120.00 feet;
 - thence on a bearing of North 17 degrees 00 minutes 00 seconds East a distance of 220.00 feet;
 - thence on a bearing of North 35 degrees 00 minutes 00 seconds East a distance of 90.00 feet;
 - thence on a bearing of North 3 degrees 00 minutes 00 seconds East a distance of 75.00 feet;
 - thence on a bearing of North 35 degrees 00 minutes 00 seconds West a distance of 35.00 feet;
 - thence on a bearing of North 70 degrees 00 minutes 00 seconds East a distance of 585.00 feet to the west line of the Southeast Quarter of the Southeast Quarter of said Section 26, and said line there terminating.

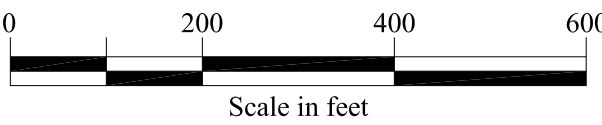
The sidelines of said easement shall be prolonged or shortened to begin on the west line of said Southeast Quarter and terminate on the west line of said Southeast Quarter of the Southeast Quarter.

ATTACHMENT "D"

This drawing prepared by:
Bonnema Runke Stern Inc.

Professional Land Surveyors
4566 Hwy 71 NE - Suite 1
Willmar, MN 56201
Office (320) 231-2844 Fax (320) 231-2827
www.BRSsurveys.com Josh@BRSsurveys.com

Requested by: **Minnesota Land Trust**



LEGEND

- Found Iron Monument from former survey
- Bonnema Runke Stern Inc. Placed 8" x 15" Capped Iron Monument with plastic cap stamped "46169 46171 62454"
- ⊙ Cast Iron Monument
- ⬇ Course Change - No Monument in Place
- ⚡ Farm Tillage (Fall 2024)

Survey Notes:

1. Title company did not provide documents or recording data for the adjacent lands, therefore the relationship of the boundary with adjacent owners was not reviewed (contiguity, gaps, overlaps, etc.).
2. Wetlands are shown per the National Wetland Inventory.
3. Surveyed property has no direct access to a public right of way.
4. The center line of the access easement is located within an existing trail that is approximately 10' wide. The area east of Point B has not yet been built.
5. Current landowner owns both the NE¼ of the SE¼ & the SE¼ of the SE¼.

All Documents referred to on this survey can be found on file in the office of the County Recorder

The distances shown from improvements to the property lines are shown for reference purposes only and are NOT intended for determining the property line location. Property corner monuments shall always be used when establishing the property line.

To: Minnesota Land Trust, Darryle C. Anderson and Elizabeth A. Anderson, as trustees of the Darryle C. Anderson Revocable Trust Agreement dated January 10, 2014, and Darryle C. Anderson and Elizabeth A. Anderson, as trustees of the Elizabeth A. Anderson Revocable Trust Agreement dated January 10, 2014, and Old Republic National Title Insurance Company;

This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2021 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys, jointly established and adopted by ALTA and NSPS, and includes Items 1, 4, 8, 11(a), 14, 16, 17, 18, 19, 20, 21, 22, 23, and 24 of Table A thereof. The field work was completed on December 17, 2024.

Joshua M. Stern

Date October 14, 2025 License No. 46169

REVISION NOTICE: This is a revision of a former survey dated July 16, 2022 to adjust the width of an easement.

Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *

11/18/2025 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Ross Demant

Agenda Item Type

☒ RFBA ☐ Minutes Submission ☐ Warrants Submission

Requestor Title

Parks and Recreation Director

Target Section

☐ Consent Agenda ☒ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department) *

PARKS & RECREATION

Time Required:

5 Minutes

Originator

RED4097

Item Details

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

Approve Memorandum of Understanding (MOU) with the City of Monticello for the Design and Bidding Support of a Shared Maintenance Facility at the Bertram Chain of Lakes Regional Chain of Lakes Regional Park

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

Approve Memorandum of Understanding (MOU) with the City of Monticello for the Design and Bidding Support of a Shared Maintenance Facility at the Bertram Chain of Lakes Regional Chain of Lakes Regional Park

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.

Working with other municipalities to enhance the park system.

Describe the impact on staffing resources.

Staff will be working with the consultant and the City of Monticello on the design and bidding documents.

Fiscal Impact:

\$45,000 Approved CIP County Funds; \$80,0000 Approved CIP City Funds.

Background/Justification:

At the July 29, 2025 County Board meeting the Board voted unanimously to move forward with the design and bidding phase of the Bertram Chain of Lakes Shared Maintenance Facility in partnership with the City of Monticello. The County has identified \$45,000 in the approved 2025 Capital Improvement Plan, the City of Monticello has also identified \$80,000 in their CIP for the design and bidding support for the shared maintenance facility.

The MOU identifies the County has the lead throughout the process and will be responsible for contracting with the consulting group for the design and bid support and will be billing the City of Monticello for their portion of the contracted services.

Route for Review and Approval

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

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

Document Name

[Shared Maintenance Facility MOU 11 7 2025.pdf](#)

Attachment Type

Attachment

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

Approved

Notes

Moved to Agenda

Legal Review**Legal Decision**

Approved

Notes

I had previously reviewed this document. Approved.

Risk Management Review**Risk Managment Decision**

Approved

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



WRIGHT COUNTY
Parks & Recreation

**Parks & Recreation
Department**

3500 Braddock Ave NE
Buffalo, MN 55313

Ph: (763) 682-7693

Email:
parksandrecreation@co.wri
ght.mn.us

www.co.wright.mn.us

MEMO OF UNDERSTANDING

November 7, 2025

Design and Bidding of a Shared Maintenance Facility
at the Bertram Chain of Lakes Regional Park

Between The City of Monticello, hereafter called the "City"; and

Wright County, MN, hereinafter called the "County"

This memo of understanding (MOU) between the City and County describes the terms and conditions for design and bidding related to a shared maintenance facility at the Bertram Chain of Lakes Regional Park in Monticello Township, MN.

WHEREAS,

1. The Bertram Chain of Lakes Regional Park Master Plan highlights the need for a storage/ maintenance facility to be included as part of the park infrastructure.
2. During the Capital Improvement Planning process for 2025, both the City and County have approved funds designated for the design of, and bid assistance for, a shared maintenance facility at the Bertram Chain of Lakes Regional Park (hereinafter, Shared Bertram Maintenance Facility").
 1. The City has committed \$80,000
 2. The County has committed \$30,000
3. The City and County invited qualified firms to submit proposals for Design and Bidding Services for the Shared Bertram Maintenance Facility. The selected consultant will lead planning, architectural design, and bid document preparation for a cost-efficient and sustainable Shared Bertram Maintenance Facility that supports year-round park operations for both the City and County.

THEREFORE

1. The County will receive proposals for the design of and bid assistance for the Shared Maintenance Facility and will provide a copy of the County's recommended consultant to the City for concurrence prior to awarding the contract for services.
2. The City and County will work with the chosen consultant to develop a design that will address areas of need for both the City and County.
3. The City and County will be financially responsible for the design elements that are specific to their respective areas. The City will be financially responsible for the non-passive areas of the Bertram Chain of Lakes Regional Park and the County will be responsive for the passive areas of the Bertram Chain of Lakes Regional Park, unless otherwise agreed by both the City and County. The City and County will be equally responsible for costs related to the bidding process.

Page Two
Design and Engineering of a Shared Maintenance Facility
at the Bertram Chain of Lakes Regional Park MOU
November 6, 2025

- 4. The County will invoice the City for the consultant’s work on the design for the City’s financially responsible areas of the Bertram Chain of Lakes Regional Park, the City’s portion of the bidding process costs, and any mutually agreed upon additions to the consulting contract for services.
- 5. Upon receipt of this MOU signed by both parties, the County Parks and Recreation Department will proceed with the design and bid services, as generally described in the Bertram Maintenance Facility Design and Bidding Documents RFP.

Wright County Approved

County Parks and Recreation Director

Date_____

County Administrator

Date_____

County Board Chair

Date_____

City of Monticello Approved

City Parks, Arts, and Recreation
Director

Date_____

City Administrator

Date _____



WRIGHT COUNTY
Parks & Recreation

**Parks & Recreation
Department**

3500 Braddock Ave NE
Buffalo, MN 55313

Ph: (763) 682-7693

Email:
parksandrecreation@co.wri
ght.mn.us

www.co.wright.mn.us

MEMO OF UNDERSTANDING

November 7, 2025

Design and Bidding of a Shared Maintenance Facility
at the Bertram Chain of Lakes Regional Park

Between The City of Monticello, hereafter called the "City"; and

Wright County, MN, hereinafter called the "County"

This memo of understanding (MOU) between the City and County describes the terms and conditions for design and bidding related to a shared maintenance facility at the Bertram Chain of Lakes Regional Park in Monticello Township, MN.

WHEREAS,

1. The Bertram Chain of Lakes Regional Park Master Plan highlights the need for a storage/ maintenance facility to be included as part of the park infrastructure.
2. During the Capital Improvement Planning process for 2025, both the City and County have approved funds designated for the design of, and bid assistance for, a shared maintenance facility at the Bertram Chain of Lakes Regional Park (hereinafter, Shared Bertram Maintenance Facility").
 1. The City has committed \$80,000
 2. The County has committed \$45,000
3. The City and County invited qualified firms to submit proposals for Design and Bidding Services for the Shared Bertram Maintenance Facility. The selected consultant will lead planning, architectural design, and bid document preparation for a cost-efficient and sustainable Shared Bertram Maintenance Facility that supports year-round park operations for both the City and County.

THEREFORE

1. The County will receive proposals for the design of and bid assistance for the Shared Maintenance Facility and will provide a copy of the County's recommended consultant to the City for concurrence prior to awarding the contract for services.
2. The City and County will work with the chosen consultant to develop a design that will address areas of need for both the City and County.
3. The City and County will be financially responsible for the design elements that are specific to their respective areas. The City will be financially responsible for the non-passive areas of the Bertram Chain of Lakes Regional Park and the County will be responsive for the passive areas of the Bertram Chain of Lakes Regional Park, unless otherwise agreed by both the City and County. The City and County will be equally responsible for costs related to the bidding process.

Page Two
 Design and Engineering of a Shared Maintenance Facility
 at the Bertram Chain of Lakes Regional Park MOU
 November 6, 2025

4. The County will invoice the City for the consultant's work on the design for the City's financially responsible areas of the Bertram Chain of Lakes Regional Park, the City's portion of the bidding process costs, and any mutually agreed upon additions to the consulting contract for services.
5. Upon receipt of this MOU signed by both parties, the County Parks and Recreation Department will proceed with the design and bid services, as generally described in the Bertram Maintenance Facility Design and Bidding Documents RFP.

Wright County Approved

 County Parks and Recreation Director

Date_____

 County Administrator

Date_____

 County Board Chair

Date_____

City of Monticello Approved

 City Parks, Arts, and Recreation
 Director

Date_____

 City Administrator

Date _____



Agenda Item

Destination and Workflow

Meeting Type:* Board Meeting	Target Meeting Date* 11/18/2025 9:00 AM – Board of Wright County Commissioners
Requestor Name Clay Wilfahrt	Agenda Item Type ☒ RFBA ☐ Minutes Submission ☐ Warrants Submission
Requestor Title Assistant County Administrator	Target Section ☐ Consent Agenda ☐ Timed Agenda ☒ Item for Consideration
Department (please use dropdown to select department)* ADM COUNTY CLERK	Originator BTP5489

Item Details

Board Action Requested (this is what will appear on the Agenda)* Approve Minutes and Adopt Recommendations from the Personnel Committee Meeting (11-10-2025)
Short Title (what will appear on Agenda outline – 250 character max.)* Approve Minutes and Adopt Recommendations from the Personnel Committee Meeting (11-10-2025)

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:

The Highway position is backfilling a budgeted position, so there is no impact to the budget. The Cadet position will be covered by a grant up to \$50,000. Following the completion of training of the Cadet, he or she will take on the next Deputy position open via attrition. The Cadet position will not be refilled.

Background/Justification:

The highway request is to backfill a position open due to a retirement. The position provides snow and ice control, pothole patching, mowing, shouldering, tree trimming, and cleaning and maintaining culverts and ditches.

The Cadet position is being requested in response to receipt of an Intensive Comprehensive Peace Office Education and Training Program (ICPOET) grant. The ICPOET is a State grant program that is intended to help two and four-year college graduates transition into law enforcement by offering funding and training to prepare them to become licensed Peace Officers. The state received 23 applications for the positions requesting \$1.7 million when only \$400,000 was available. On November 4th, the Sheriff's Office received notice that the State awarded it a grant for \$50,000 to hire a Cadet. The Sheriff's Office intends to hire a Cadet, and train them to take a Deputy position in the future. The Cadet will eventually replace a Deputy position vacated by attrition.

Route for Review and Approval

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

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

Document Name	Attachment Type
Highway Organizational Chart.pdf	Attachment
Personnel Committee 11.10.25.pdf	Attachment
2025 Position Backfill Request – Decker.pdf	Attachment
Sheriff&#x27;s Office Cadet.pdf	Attachment
Wright Co ICPOET 26 Award.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes



COMMITTEE MEETING MINUTES

PERSONNEL COMMITTEE

NOVEMBER 10, 2025

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

DATE APPROVED: [DATE]

Members Present: Schawn Johnson, Greg Kryzer, Nadine Schoen, Darek Vetsch

Others Present: Clay Wilfahrt

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

I. Request to Backfill a Highway Department Maintenance Position

Assistant County Administrator Clay Wilfahrt said there is going to be a vacancy in the Highway Maintenance Division due to the retirement of a longtime employee. Commissioner Darek Vetsch said that Highway Department staffing has remained at the same level for more than two years and this position is needed during the snow/ice season in the Maintenance Division.

RECOMMENDATION: Approve backfilling the vacant Highway Department Maintenance Division position.

II. Sheriff's Office Cadet Position

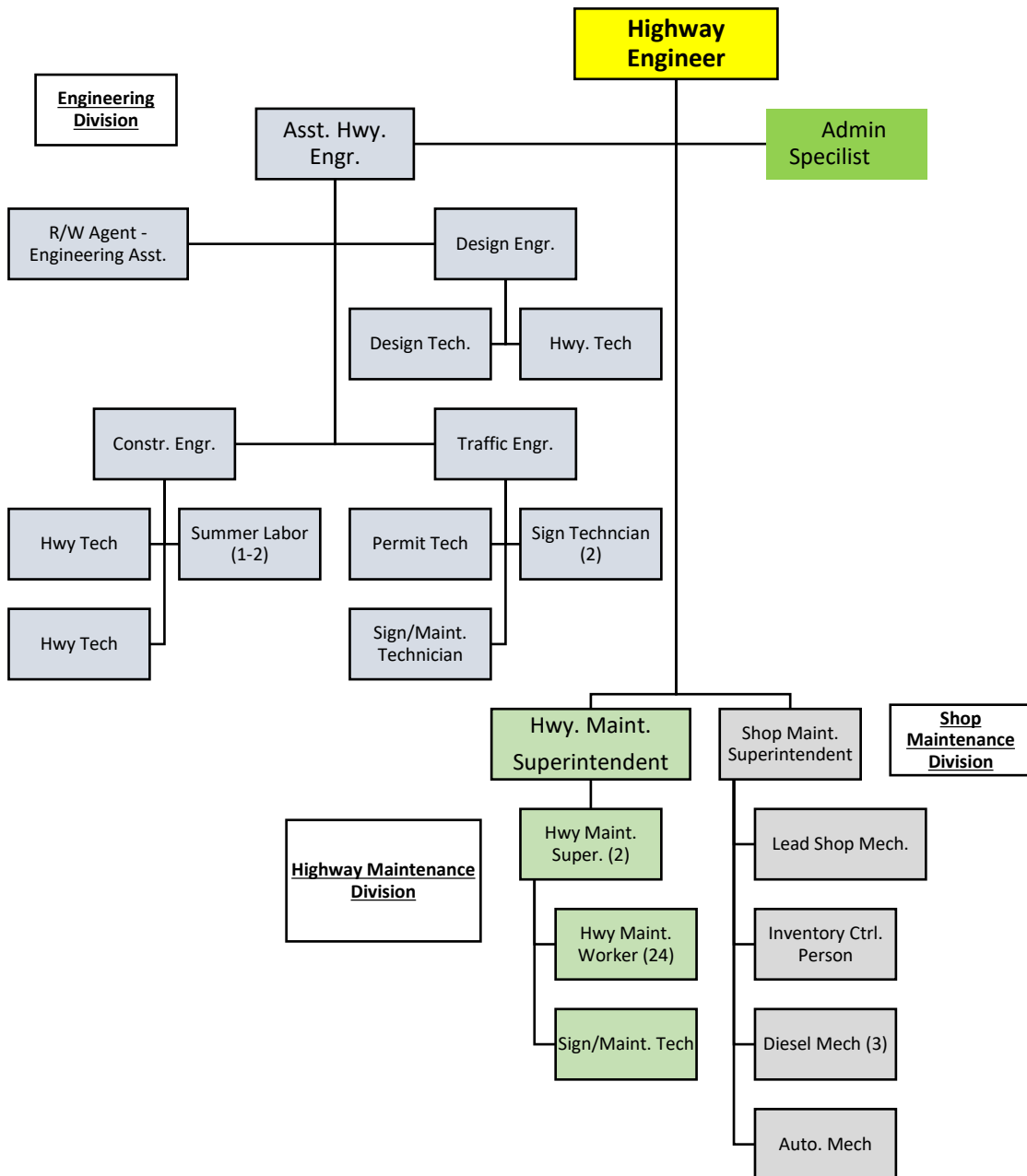
County Administrator Greg Kryzer said he received word from the Sheriff's Office that a grant is available that would cover six months of a cadet's salary if he or she is transitioning from a profession that requires a four-year college degree that is not in law enforcement. Wilfahrt said the county applied for the grant and was it was awarded. He added that the position would need to be filled prior to Jan. 1, 2026. Given the time needed to conduct the required background work for such hirings, that process needs to begin as soon as possible to meet that Dec. 31, 2025 deadline. Once the cadet gets training, he or she will take on a full-time role. It is expected that, given potential retirements that are on the horizon, this position would be filled through attrition – not creating a new job.

RECOMMENDATION: Authorize advertising for the Sheriff's Office cadet position.

The meeting adjourned at 11:04 a.m.

Minutes submitted by John Holler, Communications Specialist

Highway Organizational Chart





Position Backfill Request

Name of Department: Highway

Department Head/Supervisor Chad Hausmann/Nate Helgeson

Position Title Highway Maintenance Worker

Date of Resignation: Thomas Decker 12-31-2025 (Retirement)

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

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

FTE's 24_

3. Is there a direct impact on Wright County's citizens?
 - a. Yes, this position has a direct impact on Wright County Citizens. This position provides safe roadways for all who travel Wright County highways.
 - b. This position is responsible for snow and ice control for 83 miles of county highways in the Montrose, Howard Lake, and Waverly areas. This position is also responsible for summer activities associated with the Highway Maintenance Worker position. Including pothole patching, mowing, shouldering, tree trimming, and cleaning/maintain culverts and ditches.

4. Direct risk or cost for not backfilling this position?
 - a. Yes, not backfilling this position will increase the response times during emergencies and increase snow and ice control routes and time needed to clear the highway system during snow events.

5. Are there external funding sources tied to this position used?
 - a. Yes, the Highway Department receives roughly \$4.5 million in state aid. We use this state aid to help fund our operations expenses, part of which is employee salary.

6. Key activity or performance indicators that show the need for this position?
 - a. This position is one of 21-day shift plow routes covering 1,457 plowing miles throughout the county. The goal is to have the entire system treated within 4 hours of start time, ensuring it's ready for commuter traffic by 6am. This position covers county highways in the Montrose, Howard Lake, and Waverly areas of the County.

- b. This position is also responsible for 83 miles of road maintenance, ditch/culvert cleaning and repair, roadside mowing, and tree trimming.
- 7. Attach the Department organization chart highlighting the position along with the position description.
- 8. Additional Info.
 - a. With approval to backfill this position, we request the County Board also approve filling any positions that become vacant during the internal recruitment/posting.
For example, if the Sign/Maintenance hybrid position fills the Highway Maintenance position, the Highway Department will be allowed to backfill the Highway Sign/Maintenance position.

Recommendation for Board Approval: Yes _____ No _____

Date of Recommendation: _____

Sheriff's Office Cadet



Department/Division: Sheriff

FLSA Status: Non-Exempt

Union/Non-Union: Non-Union

General Definition of Work

Performs intermediate technical work performing pre-licensed law enforcement activities designed for individuals pursuing a career as a Deputy Sheriff. Sheriff Office Cadets perform non-sworn duties in support of the Sheriff's Office while completing the required education, training, and licensing necessary to become a sworn peace officer. This position provides exposure to various divisions within the agency and prepares cadets for future law enforcement responsibilities. Work is performed under the general direction of the Sergeant.

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

Currently enrolled in, or recently completed, a POST-recognized law enforcement program or skills training course or planning to enter such a program within a defined timeframe.

If enrolled in a POST recognized law enforcement program during employment, the candidate must be able to attend and successfully complete all required academic courses and be able to technically and physically complete all skills necessary to perform the duties of a Deputy Sheriff.

Must be able to document all activity through preparation of reports and logs.

Assists the Sheriff's Office with receiving and responding to non-emergency calls.

Display the ability to work collaboratively with deputies, staff, and the public.

Knowledge, Skills, and Abilities

Ability to learn principles, theories, and concepts of law enforcement, investigations, criminal justice; Ability to learn local, State, and Federal laws, regulations, and codes relating to law enforcement activities; Ability to study, read and interpret approved Sheriff's Office practices, procedure, and techniques; Ability to gain an understanding of the streets and highways and geography of Wright County; Ability to learn first aid and emergency medical response; develop skills in assessing situations quickly and accurately and implementing responses and course of action to resolve serious/major incidents within established guidelines; use of standard office equipment, including computer and software programs; Ability to learn verbal and written communication skills effectively; Possess interpersonal communication skills and receive work direction, maintain effective working relationships with co-workers and supervisors; ability to learn computer systems specific to the County and Sheriff's Office; ability learn how to operate and use emergency vehicles, handgun, shotgun, baton, handcuffs, chemical munitions, first aid kit, pagers, bolt cutters, portable breath tester, radar units, varda alarms, intoxilyzers, gas guns, gas masks, special firearms, night vision equipment, body armor, traffic control vest, riot helmet, and surveillance equipment; ability learn how to perform physical tasks while under emotional stress; ability learn to use practical judgment in potentially dangerous, life threatening situations; ability to learn to sufficiently defend self and others in a physical encounter; ability learn to use firearms and other types of law enforcement equipment; ability to maintain confidentiality; ability to learn to effectively deal with hostile, potentially violent individuals and de-escalate dangerous behavior; ability to work long hours which may include rotating shifts; ability to pay attention to detail and effectively organize time and anticipate, plan and successfully respond to changing circumstances, pressure and deadlines; ability to perform all job duties in compliance with safety guidelines and with an ongoing awareness of safety practices; ability to undergo strenuous physical and academic training and conditioning; ability to communicate courteously and professionally while maintaining positive working relationships with others when carrying out all job functions.

Sheriff's Office Cadet

Education and Experience

High school diploma or GED and one year of related experience in law enforcement, community services, or security, or equivalent combination of education and experience. Candidates with two- or four-year degrees in any discipline are eligible to apply for this position. Must be at least 18 years of age to be eligible for this position.

Physical Requirements

This work requires the frequent exertion of up to 50 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires reaching with hands and arms, tasting or smelling and lifting and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, working with explosives, exposure to vibration, wearing a self contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Must be able to pass a medical evaluation, physical assessment screening, and psychological evaluation.

Must be able to pass a background check and not have been convicted of any crime listed in MN Rule 6700.0700

A valid driver's license or evidence of equivalent mobility is also required upon hire and throughout career

Eligible candidates must not have completed the Minnesota Skills program or taken and passed the Minnesota POST exam or other state's equivalent.

Last Revised: 11/6/2025

MINNESOTA DEPARTMENT OF PUBLIC SAFETY



Alcohol
and Gambling
Enforcement

Bureau of
Criminal
Apprehension

Driver
and Vehicle
Services

Emergency
Communication
Networks

Homeland
Security and
Emergency
Management

Minnesota
State Patrol

Office of
Communications

Office of
Justice Programs

Office of
Pipeline Safety

Office of
Traffic Safety

State Fire
Marshal



Office of Justice Programs

445 Minnesota Street • Suite 2300 • Saint Paul, Minnesota 55101-1515

Phone: 651.201.7300 • Fax: 651.296.5787 • TTY: 651.205.4827 • Toll Free 1.888.622.8799

www.ojp.dps.mn.gov

November 4, 2025

Sergeant Benjamin Schaap
3800 Braddock Ave NE
Buffalo, MN 55313

RE: Intensive Comprehensive Peace Officer Education & Training (ICPOET) Award

Dear Sergeant Schaap,

I am pleased to inform you that the proposal A-ICPOE-2026-WRIGHTSD-014 for the Intensive Comprehensive Peace Officer Education & Training (ICPOET) Grant Program has been selected for funding. Your award is \$50,000 for one Cadet.

A total of \$400,000.00 was available in this round and 8 applications were selected for funding. The process was very competitive; OJP received 23 applications requesting more than \$1.7 million.

Funding decisions were determined based on community grant reviewer recommendations, OJP staff reviews, and geographic distribution of applicants across the state of Minnesota, with priority given to applicant agencies who had not received funding in past processes.

OJP Grant Manager Kristin Lail will be contacting you soon to finalize negotiations and start the pre-award process. Once the application is approved, we will initiate the grant contract agreement in e-grants. You will then receive a message from e-grants when the grant agreement is ready for signature. Contact Kristin at Kristin.Lail@state.mn.us if you have any questions.

Congratulations on being selected for funding. We look forward to working with you to ensure success on your initiative.

Sincerely,

Rachel Peterson,
Grant Unit Director
Minnesota Office of Justice Programs

EQUAL OPPORTUNITY EMPLOYER