BOARD AGENDA
BOARD OF WRIGHT COUNTY COMMISSIONERS
Tuesday, January 6, 2026

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. 2026 BOARD ORGANIZATION

A. ELECT 2026 BOARD CHAIR

1. Election of 2026 Board of Commissioners Chairperson

B. ELECT 2026 VICE BOARD CHAIR

1. Election of 2026 Board of Commissioners Vice-Chairperson

C. 2026 COUNTY BOARD MEETINGS AND WORKSHOP SCHEDULE

1. Approve the 2026 County Board Meeting and Board Workshop Schedule

D. 2026 COMMITTEE ASSIGNMENTS

1. Approve the 2026 Wright County Board of Commissioners Committee Appointments

E. 2026 TRANSFER BACK OF FUNDS

1. Approve the Transfer Back of Any Unused Funds in the County Attorney's Contingency Fund, the Sheriff's Contingency Fund, and the Incidental Fund to the General Revenue Fund

F. 2025 RECALL OF UNUSED BUDGETS

1. Recall all Unused Clerk Hire and Unused Budgets for 2025

III. PRINCESS KAY OF THE MILKY WAY DAY

A. Approve Resolution 26-1, Declare January 6, 2026 as Malorie Thorson, Princess Kay of the Milky Way Day

IV. MINUTES - DISPENSE WITH READING, APPROVE AS WRITTEN/REVISED

A. Approve Minutes County Board Meeting (12-16-2025)

V. REVIEW & APPROVAL OF AGENDA

VI. CONSENT AGENDA

A. ADMINISTRATION

1. Approve Program Application Commitment Agreement between Wright County and Minnesota Housing Finance Agency.

2. Approve 2026 Legal Services Agreement with Squires, Waldspurger and Mace, P.A.

B. FLEET & FACILITIES

1. Authorize Backfill of Facilities Manager Position, and Approve All Associated Backfills

C. FINANCE & TAXPAYER SERVICES

1. Approve Budget Amendment 1 Conferences and Meetings

2. Approve Budget Amendment 2, Jail Medical

3. Motion to Approve:
1. The Designation of Depositories of Public Funds for 2026 of Wells Fargo and Old National Bank of Buffalo in Accordance with Minnesota Statute 118A.02

2. As Required by Minnesota Statute 385.05-requesting 2026 Chairman of the Board Signature on Form for Check Signature Image for 2025 Warrants.
3. Authorization for Annual Delegation of Electronic Fund Transfers to the Finance Director, or Designee, as Required by Minnesota Statute 471.38 for 2026.

4. Approve the Reimbursement of the American Rescue Plan (ARP) Act Funds as Follows:
Approval of Use of ARP Funds from 01-099-493
$205.49 5.6 Clean Water: Stormwater

5. Approve the Reimbursement of the American Rescue Plan (ARP) Act Funds as Follows:
Approval of Use of ARP Funds from 01-099-493
$99,064.68 5.9 Clean Water: Nonpoint Source

6. Designate the Delano Herald Journal as the County's Official Newspaper and the Monticello Times as the Alternate Official Newspaper for the 3-Year Cycle from 2026 through 2028

7. Acknowledge Warrant Disbursements Issued from December 8 through December 28, 2025

D. HIGHWAY

1. Approve County Project Candidate Submission for the 2030 Surface Transportation Block Grant Program (STBGP) Funding through the Central MN Area Transportation Partnership (ATP)

E. HUMAN RESOURCES

1. Approve and Authorize Signatures on the 2026-2028 Collective Bargaining Agreement with the American Federation of State, County, & Municipal Employees (AFSCME), Council No. 65 Local No. 2685.

2. Approve and Authorize Signatures on the 2026-2028 Collective Bargaining Agreement with the Wright County Deputy's Association.

F. PARKS & RECREATION

1. #1: Authorize Signatures on the Perpetual Easement for the Joint Ditch #15 Pond.

   #2: Approve Transfer of Funds for the Easement Payment to the City of Cokato for $47,500 and the new Joint Ditch #15 Pond Maintenance Fund for $15,000

G. PLANNING & ZONING

1. Authorize Chairperson and County Administrator's Signatures on the Revocation of Conditional Use Permit and Agreement Between Developer of a Solar Energy Farm and Wright County

H. PROJECT ADMINISTRATION

1. Approve Changes to ARP Projects:

   Cancel WCAG-009 Wetland Restoration Near Granite Lake ($100,000)
   Increase WCAG-018 County Ditch #33 Branch #4 Emergency Realignment from $25,000 to $75,000
   Increase WCAG-019 County Ditch #38 Realignment from $26,176 to $76,176

I. SHERIFF

1. Approve and Accept an Intensive Comprehensive Peace Officer Education and Training Grant

2. Authorization for Signatures on 2024 Emergency Management Performance Grant (EMPG Grant) from State of Minnesota. Effective dates 1/1/2024 - 12/31/2024. Total Amount of Cost Matching Grant is $53,119.00

VII. TIMED AGENDA ITEMS

A. 9:15 A.M. - CHAD HAUSMANN - HIGHWAY ENGINEER

1. Approve Resolution 26-3, Requesting Variance from MN Rules for State Aid Operation Design Standards for Chatham Township Project on 13th St. NW

2. Approve Resolution 26-4, Adopting the Use of Website Publication for Legal Notices in Accordance Minnesota Statutes Section 331A.12

B. 9:25 A.M. - MIKE MACMILLAN - DIRECTOR OF PROBATION & COURT SERVICES

1. Approve and Adopt Resolution 26-5 to Accept Donations

C. 9:30 A.M. - JAMI GOODRUM - HEALTH & HUMAN SERVICES DIRECTOR

1. HEALTH & HUMAN SERVICES CONSENT AGENDA

i. Approve Annual Appointment to the Community Adult Mental Health Initiative (CAMHI) Joint Powers Board: Aging & Disability Social Services Manager Jill Pooler as Appointee and HHS Director Jami Goodrum as Alternate

ii. Approve Wright County Health & Human Services (WCHHS) Entering Into and Signing a Memorandum of Understanding (MOU) with the Department of Children, Youth & Families (DCYF) for Child Support Services for Period 01-01-2026 Through 12-31-2027, Allocating $152,234 to the County Attorney's Office and $2,500 to the Sheriff's Office

iii. Approve Seasonal Liquor License for Whispering Pines Golf Course

iv. Approve New Cannabis Retail Registration for Cannabis Company LLC in Saint Michael in Collaboration with the Joint Powers of Agreement (JPA).

v. Approve HHS Advisory Committee (HHSAC) Member Application:
   1. Ronnie King, Wright County Service Provider

vi. Accept Mental Health Advisory Council (MHAC) Member Application and Resignation:
   1. Application: Kraig Sommerfield - District 3
   2. Resignation: Whitney McElhone - District 4

vii. Accept Public Health Task Force Member Resignation
1. Ann Bajari, District 5

2. HEALTH & HUMAN SERVICES TIMED AGENDA

i. Adopt Resolution HHS 26-01 to Accept December 2025 Donation.

ii. HHS Director's Comments:
1. 2024-2025 DHS Performance Report: Adult Protection and Child Support
2. Lead Agency Review
3. Out-of-Home Placement Update

VIII. ITEMS FOR CONSIDERATION

A. ADMINISTRATION

1. Set Agenda for Tuesday, January 13, 2026, County Board of Commissioners Workshop

2. Request To Schedule A Transportation Committee of the Whole Meeting

   Suggested Date: 10:15 a.m. on Tuesday, January 13, 2026

3. Schedule Date and Time of the Annual County Board of Appeal and Equalization Meeting

   Requested Date: 4:00 p.m. on Monday, June 15, 2026

4. Adopt Resolution 26-6, Approving Lawful Gambling Application, Form LG230, Rockford Lions Club, Gambling Premises: Rockford Township Hall, 3039 Dauge Avenue SE, Buffalo, MN 55313, Date of Activity: April 18, 2026

5. Approve Resolution 26-2, of Final Acceptance and Final Payment of Contract No. 2502 in the Amount of $103,925.80 to Allied Blacktop Company of Maple Grove, MN

6. Approve and Authorize Signatures on the 2026-2028 Collective Bargaining Agreement with the Minnesota Teamsters Public and Law Enforcement Employees' Union, Local No. 320 (Courthouse Employees' Unit)

B. COMMITTEE MINUTES

1. Approve Minutes from the Committee of the Whole Meeting (11-18-2025)

2. Approve Minutes from Truth in Taxation Public Hearing (12-11-2025)

3. Approve Minutes and Adopt Recommendations from the Committee of the Whole Meeting (12-16-2025)

4. Approve Minutes and Adopt Recommendations from the Personnel Committee Meeting (12-16-2025)

5. Approve Minutes and Adopt Recommendations from the Personnel Committee Meeting (12-29-2025)

IX. ADJOURNMENT

X. WARRANTS ISSUED

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Greg Kryzer

Requestor Title
County Administrator

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
1/6/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
KAK4327

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Election of 2026 Board of Commissioners' Chairperson

Short Title (what will appear on Agenda outline - 250 character max.) *
Election of 2026 Board of Commissioners' Chairperson

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:
County Administrator Greg Kryzer will call for nominations for Chair of the County Board of Commissioners for the year of 2026. Annually, the County Board elects a Chair and Vice Chair to foster organizational excellence.

Route for Review and Approval

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

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

Document Name	Attachment Type

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Greg Kryzer

Requestor Title
County Administrator

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
1/6/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
KAK4327

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Election of 2026 Board of Commissioners' Vice-Chairperson

Short Title (what will appear on Agenda outline - 250 character max.) *
Election of 2026 Board of Commissioners' Vice-Chairperson

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:
The 2026 Chairperson shall call for nominations for the 2026 Vice-Chair of the County Board of Commissioners and, following such, shall conduct the election of the 2026 Vice-Chair. Annually, the County Board elects a Chair and Vice Chair to foster organizational excellence.

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

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WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Greg Kryzer

Requestor Title
County Administrator

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
1/6/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
KAK4327

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve the 2026 County Board Meeting and Board Workshop Schedule

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve the 2026 County Board Meeting and Board Workshop Schedule

Value Stream the request primarily aligns with:

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

Describe the impact on staffing resources.

Fiscal Impact:

Background/Justification:

Route for Review and Approval

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

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Document Name	Attachment Type
1.6.2026 RFBA 2026 Board Schedule.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

Wright County Board of Commissioners
2026 Regular Meeting Schedule

Regular meetings of the Wright County Board of Commissioners will be held at 9:00 A.M. in the Wright County Government Center, 3650 Braddock Avenue NE, Buffalo, MN 55313 at 9:00 A.M. Board Meetings will take place in County Board Room 1201, and Board Workshops in Conference Room 1105 on the following dates:

January 6	Board Meeting	July 14	Board Workshop
January 13	Board Workshop	July 21	Board Meeting
January 20	Board Meeting		
		August 4	Board Meeting
February 3	Board Meeting	August 11	Board Workshop
February 17 [1]	Board Meeting	August 18	Board Meeting
March 3	Board Meeting	September 1	Board Meeting
March 10	Board Workshop	September 8	Board Workshop
March 17	Board Meeting	September 15	Board Meeting
April 7	Board Meeting	October 6	Board Meeting
April 14	Board Workshop	October 13	Board Workshop
April 21	Board Meeting	October 20	Board Meeting
May 5	Board Meeting	November 3	Board Meeting
May 12	Board Workshop	November 10	Board Workshop
May 19	Board Meeting	November 17	Board Meeting
June 2	Board Meeting	December 1	Board Meeting
June 9	Board Workshop	December 8	Board Workshop
June 16	Board Meeting	December 15	Board Meeting
June 30 [2]	Board Meeting		

[1] No Board Workshop is Scheduled for February

[2] The June 30 Board Meeting Replaces the July 7 Meeting due to the July 4 Holiday

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Greg Kryzer

Requestor Title
County Administrator

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
1/6/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
KAK4327

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve the 2026 Wright County Board of Commissioners Committee Appointments

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve the 2026 Wright County Board of Commissioners Committee Appointments

Value Stream the request primarily aligns with:

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

Describe the impact on staffing resources.

Fiscal Impact:

Background/Justification:

Route for Review and Approval

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

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Document Name	Attachment Type
2026 Wright County Committee Appointments.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

2026 WRIGHT COUNTY BOARD OF COMMISSIONERS COMMITTEES

COMMITTEE NAME	2026 COMMISSIONER MEMBER(S)	OTHER WRIGHT COUNTY STAFF MEMBERS	APPOINTED BY	MEETING SCHEDULE	MEETING LOCATION	COMMITTEE PURPOSE	RESIDENTS APPOINTED BY THE WRIGHT COUNTY BOARD OF COMMISSIONERS	Per Diem	COMMITTEE CONTACT INFORMATION
Association of MN Counties (AMC) Delegates	All Commissioners, Vetsch = General Government, Schoen = Transportation Moynagh = HHS Diedrick = Security Holland = Environment	County Administrator Finance Director Highway Engineer	County Board	Annual Convention - December and As Needed	Varies	Members serve as voting members for AMC in shaping policy and platform issues it wants to pursue from the State Legislature	No	$0.00	
Central Mississippi Regional Planning (CMRP) nonprofit Board of Directors	Vetsch	Assistant County Administrator, Property Services Highway Engineer	County Board	Monthly, Last Thursday 7:30 A.M. - 9:30 A.M.	Sherburne County Government Center and/or Virtual	Advance regional transportation infrastructure and development through collaboration and advocacy.	No	$0.00	CMRP 525 Park Street, Suite 470, St. Paul, MN 55103 P: (651) 225-8840 W: https://mississippiriverpartnership.org/ E: contact@mississippiriverpartnership.org
Central Mississippi River Partnership (CRMP) Joint Powers Entity	Vetsch	Assistant County Administrator, Property Services Highway Engineer	County Board	Monthly, Last Thursday 7:30 A.M. - 9:30 A.M.	Sherburne County Government Center and/or Virtual	Advance regional transportation infrastructure and development through collaboration and advocacy.	No	$0.00	CMRP 525 Park Street, Suite 470, St. Paul, MN 55103 P: (651) 225-8840 W: https://mississippiriverpartnership.org/ E: contact@mississippiriverpartnership.org
Central MN Area Transportation Partnerships (ATP) Region 7W	None	Highway Engineer Commissioner from Region 7W ATP is appointed by the 7W ATP; Currently, Stearns County Commissioner	County Board	Monthly, 1st Friday 8:00 A.M. - 10:00 A.M.	Baxter or St. Cloud	A meeting is typically held in Baxter or St. Cloud hosted by the Minnesota Department of Transportation. Meets from 8 a.m. to 10 a.m. the first Friday of each month.	No	$0.00	W: https://www.dot.state.mn.us/area-transportation-partnerships/central.html
Central MN Council on Aging (CMCOA)	Holland 3 year term appointment for commissioner assigned	Health & Human Services Public Health Director	Human Services Board	10:00 A.M. - 12:00 P.M.	3333 W Division St Ste 217 St. Cloud, MN 56301	Helps older adults age successfully by building community capacity, advocating for aging issues, maximizing service effectiveness, and linking people with information.	No	$50.00	HHS Admin Specialist - Noami Blomberg CMCOA Admin Assistant - Brenda Eldred Email: brenda.eldred@cmcoa.org CMCIA Executive Director - Lori Vrolson Email: Lori@cmcoa.org https://www.cmcoa.org/
Central MN Emergency Services Board (EMS)	Diedrick	Sheriff's Office Emergency Management Director	County Board	Jan., Mar., Jun., Sep., Dec. Time Varies	St. Cloud City Hall and/or Virtual	The Joint Powers Board for the Central Minnesota Emergency Medical Service (CMEMS) Region consists of one commissioner and an alternate from each of the eleven counties. The purpose of the Board is to improve the planning, coordination, and implementation of emergency medical services (EMS). The EMS Regions receive funds from the State of Minnesota and revenue generated from seatbelt citations. The CMEMS Board provides fiscal oversight of these public dollars.	No	$0.00	https://www.mnecb.org/180/Emergency-Services-Board-ESB Marion Larson, Regional EMS Coordinator P: 320-259-3948 E: Marion.Larson@co.stearns.mn.us
Central MN Jobs and Training Services (CMJTS) Joint Powers Board	Holland	None	County Board	Quarterly - Mar., Jun., Sep., Dec., 2nd Friday 12:15 P.M. - 2:00 P.M.	Monticello Workforce Center or Remote	Working on the success and viability of the Workforce Center in the service area, provide Workforce Investment Board oversight, preserve local control efforts, and support the Central MN WSA 5 Joint Powers Agreements	No	$0.00	Victoria Hosch P: 763-767-4817 E: vhosch@cmjts.org https://www.cmjts.org/
Central MN Regional Advisory Committee (RAC)	Diedrick	None	County Board	Monthly, Selected Fridays 10:00 A.M. - 1:00 P.M.	Location Varies and/or Virtual	Develops, implements and maintains a regional plan for interoperable public safety communications. Regional Advisory Committee advises the Emergency Services Board of matters of policy and technology.	No	$0.00	https://www.mnecb.org/183/Regional-Advisory-Committee-RAC
East Central Regional Juvenile Center Joint Powers Board	Moynagh	Probation & Court Services Director Probation & Court Services Manager, Alternate	County Board	Quarterly	East Central Juvenile Detention Center Lino Lakes and/or Remote	The East Central Joint Powers Board oversees the East Central Juvenile Detention Center in Lino Lakes.	No	$0.00	Wright County Director of Probation & Court Services Mike MacMillan Mike.MacMillan@wrightcountymn.gov
First Steps Central MN Joint Powers Board	Holland commissioner apppointment is an annual consideration (2-year tearm applies to board officers only)	Health and Human Services Public Health Director	Human Services Board	Two Times per Year Minimum	Within the 4-County Area (Wright, Benton, Stearns, Sherburne) and/or Virtual	Provide the governing board for the Joint Powers Agreement to implement evidence-based home visiting grant funds and related programming in the four-County region.	No	$0.00	Wright County HHS Public Health Director Sarah Grosshuesch sarah.grosshuesch@wrightcountymn.gov
Great River Regional Library (GRRL) Board	Diedrick	None	County Board	Bimonthly - Jan., Mar., May, Jul., Sep., Nov., 3rd Tuesday 6:00 P.M.	St. Cloud Public Library	Represent the Library to the people and to the governing officials. It is the trustee's obligation to see that adequate funds are obtained for good library service, to promote the best possible use of all library resources in the area, to improve existing services and extend library service to those not previously served.	3 yr. terms, Max of 3 terms (9 yrs) Teresa Dahl, Term Ends 12/31/2026 Melissa Fee, Term Ends 12/31/2027 Jacey Wallace, Term Ends12/31/2028 Holly Lammers, Term Ends 12/31/2027	GRRL Pays the Per Diems	https://griver.org/board-of-trustees
Highway 12 Safety Coalition	Moynagh	Highway Engineer or Designee	County Board	Monthly, 1st Thursday 3:00 P.M.	Delano City Hall	The coalition was formed to build partnerships and collaborate with stakeholders to address the growing number of tragic traffic deaths occurring on Hwy 12.	No	$0.00	https://westhennepin.com/hwy-12
Highway 55 Corridor Coalition	Schoen Diedrick	Highway Engineer	County Board	Three Times per Year, 3rd Friday 9:30 A.M.	Hennepin County Public Works (Training Room) 1600 Prairie Drive Medina, MN 55340	To secure right-of-way and related infrastructure improvements on the 40 mile segment of Highway 55 between I-494 in Plymouth to the western city limits of Annandale to increase safety, add capacity, add additional lanes, manage access control and add transit service where appropriate	No	$0.00	https://www.highway55.org/ amielke@srfconsulting.com
I-94 Coalition	Schoen Holland	Highway Engineer or Designee	County Board	As Needed	Rogers	Seeks out funding for improvements and expansion of Interstate 94 in the portions that run through Wright County.	No	$0.00	
Midwest Regional Forensic Laboratory (formerly Tri County Regional Forensic Laboratory)	Diedrick	None	County Board	Apr., Aug., December, Selected Tuesdays 2:00 P.M.	Alternating at Wright, Sherburne and Anoka Counties	The committee reviews the lab's activities and operations, recommends budgets and staffing levels for the crime lab in Anoka County.	No	$0.00	Tri County Regional Forensic Laboratory 13301 Hanson Blvd NW, Andover, MN 55304
Minnesota Inter-County Association (MICA)	Schoen Vetsch	County Administrator	County Board	As Needed	Varies	Planning and implementing projects and programs of interest to member counties, supporting county success through effective state policy advocacy, providing expert analysis, and driving innovation and improved outcomes in government services.	Members include: Two Commissioners	$0.00	https://mica.org/
Misssissippi River-St. Cloud Watershed Entity (MRSCWE) Joint Powers Board	Diedrick	None	County Board	As Needed, 1st Thursday of Selected Months 11:00 A.M. - 12:00 P.M.	Locations Vary and/or Virtual	Assist in implementing the statewide plan to have identical watershed plans.	TAC - Barry Rhineberger(P&Z) Alicia O'Hare (SWCD) CAC - Mary Wetter, Kathy Jonsrud	$0.00	Wright County SWCD Water Resource Specialist Alicia O'Hare E: alicia.ohare@mn.nacdnet.net P: 763-614-2919
Monticello Orderly Annexation Joint Planning Board	Vetsch	Planning & Zoning Administrator Assistant Planning & Zoning Administrator	County Board	As Needed, 2nd Wednesday of Selected Months 7:00 P.M.	Monticello Township Hall	A planning board for the transition area of Monticello Township that is being incorporated into the City of Monticello.	No	$0.00	Planning & Zoning Administrator Barry Rhineberger
North Fork Crow River Watershed Policy Committee	Diedrick	None	County Board	Quarterly - Mar., Jun., Sep., Nov., 1st Wednesday	Litchfield Courthouse and/or Virtual	Assist in implementing the statewide plan to have identical watershed plans.	No	$0.00	Alicia O'Hare, Water Resource Specialist, alicia.ohare@mn.nacdnet.net, 763-614-2919
Region 7W Interagency Early Intervention Committee (IEIC)	Schoen	None	Human Services Board	Feb., Apr., Sept., Dec., 2nd or 3rd Thursday 1:00 P.M. - 3:00 P.M.	Milestones and/or Virtual	Develop public awareness systems for parents with children with disabilities.	No	$50.00	Milestones Professional Dev & Workforce Manager - Makayla Wijeratne 314 10th Avenue South- Suite 180; Waite Park, MN 56387 Email: MWijeratne@milestonesmn.org www.milestonesmn.org
Region 7W Transportation Policy Board	Schoen	Highway Engineer	County Board	As Needed	MnDOT Facility in St. Cloud	Oversee and promote federal and state road and bridge appropriations.	Lynn Kissock - City of Maple Lake Rob Olson Albertville - City of Albertville Nominations Made By Wright County Mayors Assoc.	$0.00	http://www.dot.state.mn.us/d3/region7w/
Safe Communities of Wright County (SCWC)	Diedrick	Sean Deringer, Sheriff's Chad Hausmann, Highway Sara Buermann, Highway Cody Sedbrook, Highway Brian Lutes, Attorney's Tom Feddema, Probation & Court Services Sarah Grosshuesch, HHS Public Health Kai Sin, HHS Public Health Joel Torkelson, HHS Public Health Eric Kunkel, Sheriff's	County Board	Jan., Mar., May, Jul., Sep., 2nd Friday Nov., 3rd Friday of Month 9:00 A.M.	Wright County Law Enforcement Center	Develop education for residents on topics to reduce traffic crashes through education enforcement and engineering.	No	$0.00	Safe Communities of Wright County PO Box 339, St. Michael, MN P: 763-241-9888 E: Info@safecomm.org https://www.safecomm.org/ Lori Blaukat, Executive Director
Safe Harbor Task Force	Diedrick	Attorney's Office	County Board	TBD	TBD	Work with the Minnesota Department of Health as a pilot committee to create regional-specific Safe Harbor protocols and procedures to better serve youth who have been sexually exploited and/or trafficked.	No	$0.00	Wright County Attorney's Office
South Fork Crow River Management Committee	Diedrick	None	County Board	Annually - June	McLeod County Environmental Services Building	Assist in implementing the statewide plan to have identical watershed plans.	No	$0.00	Wright County SWCD Water Resource Specialist Alicia O'Hare E: alicia.ohare@mn.nacdnet.net P: 763-614-2919
State Community Health Services Advisory Committee (SCHSAC)	Holland	Health & Human Services Public Health Director	Human Services Board	Four Times per Year Minimum	Twin Cities Metro Area	Discuss public health policies, practices, and policies as a partnership of elected officials, community health directors, and state health executives.	No	$50.00	https://www.health.state.mn.us/schsac HHS Public Health Director - Sarah Grosshuesch
The Turn Steering Committee	Diedrick	Probation & Court Services	County Board	Quarterly - Mar., Jun., Sep., Dec.		Review and evaluate the Drug Court program and make decisions on any necessary changes. The Turn was created to improve the lives of people with a history of chemical dependency at high risk to re-offend with a stringent program to reduce recidivism and cost to taxpayers.	No	$0.00	Court Services Director or Designee
Trailblazer Joint Powers Board	Schoen Vetsch	None	County Board	As Needed	Trailblazer Buffalo Facility, 115 Commerce Circle, Buffalo MN 55313.	Oversee public transit in Wright, McLeod and Sibley counties.	No	JPA Pays Direct	Gary Ludwig, Executive Director, 320-864-1000, gludwig@TrailblazerTransit.com
Twin Cities Urbanized Areas (UZA) Boundaries	Schoen Vetsch	None	County Board	As Needed		Deal with issues related to urban growth of the seven-county metro area expanding into collar counties like Wright.	No	$0.00	
Wright County Soil & Water Conservation Water Management Task Force	Diedrick	Wright Soil and Water Conservation District	County Board	Mar., Jun., Aug., 4th Thursday Nov., 3rd Thursday 6:00 P.M.	USDA Service Center Conference Room x311 Brighton Ave S Ste C, Buffalo, MN	Evaluate the implementation of current watershed plans in Wright County (which aim to protect and enhance Wright County's surface and groundwater and related land resources), and to communicate these assessments to decision makers and the general public.	No	$0.00	

2026 WRIGHT COUNTY BOARD OF COMMISSIONERS COMMITTEES

Wright County 911 Planning Committee	Diedrick Moynagh	Assistant County Administrator, Central Services Fleet & Facilities Services Director Health & Human Services Public Health Emergency Planner Human Resources Risk & Safety Manager Information Technology Representative Planning & Zoning Administrator Project Administration GIS Coordinator Sheriff's Office Business Manager Sheriff's Office Communication 911 PSAP Manager Sheriff's Office Emergency Management Deputy Director	County Board	Once Per Year Minimum	Wright County Government Center	Discuss and review the county's 911 Plan, the Text-to-911 initiative and 911 backup.	NO	NA	Sheriff's Office
Wright County Aggregate Tax Committee	Diedrick Moynagh	Finance Director (or Designee)	County Board	Once Per Year Minimum	Wright County Government Center	Review and recommend funding requests from applicants for restoration of abandoned pits, reclamation needs, or conservation projects from the Aggregate Material Removal; Production Tax Special Reserve Fund	YES - 2 Township and 1 City Representative As Selected By County Board	$50.00 For Township and City Representatives, if requested. Funds Finance Se...	Finance Department
Wright County Agricultural Society (Fair Board) Liason	Moynagh	None	County Board	As Needed	Varies	Operation of the County Fair	No	$0.00	Wright County Fair Board
Wright County Board of Adjustment	No Commissioners are assigned	Planning and Zoning	County Board	One to Two Times Per Month, Friday Mornings	Wright County Government Center County Board Room	Most common and best-known function of the Board of Adjustment is the consideration of requests for variances. However, it also acts upon questions regarding the administration of the Zoning Ordinance, including the interpretation of zoning maps, interpretation of Flood Plain boundaries, and any appeals from decisions made by zoning staff. The board also may review lots of record that don't meet current zoning standards and may require these lots to be joined, combined, or otherwise modified to conform more closely to current standards.	Appointed to a 3-year term, with no term limits. **Members:** District #1 Bob Neumann (Term End 12-31-2026) District #2 Dan Mol (Term Ends 12-31-2027) District #3 Bruce Maue (Term Ends 12-31-2026) District #4 Paul Aarestad (Term Ends 12-31-2028) District #5 Dan Vick (Term Ends 12-31-2027)	120 - Citizen Appointees (Regular Meetings). $70 - Citizen Appointees (Site Visit)	Planning & Zoning Administrator Barry Rhineberger https://www.wrightcountymn.gov/325/Board-of-Adjustment
Wright County Committee of the Whole - Budget / CIP	All Commissioners	County Administrator Assistant County Administrator, Central Services Assistant County Administrator, Property sergices Finance Director Assistant Finance Director Information Technology Director Project Administration Administrator	County Board	As Needed	Wright County Government Center	Review monthly Revenue/Expenditure budget reports and overall financial activities of the county and oversees the County's CIP and projects within.	No	NA	Administration Department
Wright County Committee of the Whole - Legislative	All Commissioners	County Administrator	County Board	As Needed	Wright County Government Center	Meet with legislators that represent Wright County at the Minnesota Legislature and U.S. Congress to express the most pressing needs of the county.	No	NA	
Wright County Committee of the Whole - Transportation	All Commissioners	Highway Engineer, County Administrator, Assistant County Administrator	County Board	As Needed	Wright County Highway Building	Discuss and review transportation issues and highway projects in process and those identified in the Highway Department 5-Year Plan.	No	NA	Highway Department
Wright County Community Action Council	Tina Diedrich Jeanne Holland	None	County Board	Monthly, 2nd Tuesday 6:30 P.M.	Wright County Community Action, Maple Lake	Deal with Head Start programs, energy assistance and issues of importance to seniors in need.	Yes, WCCA recommends membership appointments which are confirmed by the County Board	$0.00	https://www.wccaweb.com/Home/Index
Wright County Ditch Committee *Note: Joint Ditch meetings require 3 commissioners.*	Moynagh Plus Commissioner from District being addressed shall attend if not part of the Committee.	Agriculture & Drainage Supervisor	County Board	As Needed	Various Locations, Generally On Location	Oversee the condition of county ditches as the ditch authority. Commissioners on this committee are authorized to spend up to $15,000 for ditch maintenance and repairs without having to come to the full board for authorization. Meets as needed. Joint Ditch Committee – Oversees condition of ditches that are located within two or more counties. This requires 3 commissioners in attendance for these meetings. The Commissioner from the District from where the ditch is located shall attend if not part of the Ditch Committee.	No	NA	Division of Agriculture and Drainage
Wright County Economic Development Authority (EDA)	All Commissioners	Greg Kryzer, County Administrator Clay Wilfahrt, Assistant County Administrator Central Services Elizabeth Karels, Project Administrator	County Board	Monthly, Third Monday 8:30 A.M.	Wright County Government Center County Board Room and Virtually	Shepherd economic growth within Wright County.	Phil Kern, Wright County Economic Development Partnership Chair Josh Gehlen	$0.00	Administration Department https://www.co.wright.mn.us/1012/Economic-Development-Authority
Wright County Economic Development Partnership (WCEDP) Board	Schoen Vetsch	Assistant County Administrator, Central Services	County Board	Quarterly 10:00 A.M. to 12:00 P.M.	Various Locations	Oversee the operation of the Wright County Economic Development Partnership, which promotes the growth of business in the county by attracting and recruiting businesses to locate in the county.	No	$0.00	https://www.wrightpartnership.org/
Wright County Health and Human Services Advisory	Moynagh	Health and Human Services	Human Services Board	As Needed in Bi-Monthly Odd Numbered Months Jan., Mar., May., Jul., Sept., 4th Wednesday Nov, 3rd Wednesday 2:30 P.M. - 4:00 P.M.	Wright County Government Center and Virtually	Review and make recommendations on strategic plan, annual budget, community input regarding HHS, its services, performance, etc.	Members: - Linda Antl (Term Ends 1/13/2027) - Carl Harju (Term Ends MHAC Rep) - Jami Goodrum (HHS) - Dennis Bobrowske (1/13/2027) - Kirby Moynagh (Commissioner) - Jeremy Tyler (Term Ends 12/10/2026) - Karin Schaefer (Term Ends 1/13/2027) - Maria Schugel (Term Ends 1/13/2027) - Nicki Schmitz (Term Ends 1/13/2027) - Shane Williams (Term Ends 1/13/2027) - Shirwa Adan (Term Ends 1/13/2027) - Tammi Dahlman (Term Ends 6/26/2027)	$50.00	HHS Director HHS Administrative Specialist
Wright County Historical Society Board	Holland	None	County Board	Monthly, 3rd Wednesday 1:30 P.M.	Historical Society, 2001 Hwy. 25 N, Buffalo, MN 55313	Ex-officio member of Historical Society Board of Directors.	No	$0.00	wrighthistory.org 763-682-8945 - Sally Stevens manager@wrighthistory.org info@wrighthistory.org
Wright County Law Library Board	Diedrick	None	County Board	As Needed	Wright County Justice Center	Review and sign financial reports and approves the budget for the Law Library of the 10th Judicial District.	No	$0.00	
Wright County Mental Health Advisory Council	Moynagh	Health and Human Services	Human Services Board	Quarterly, 2nd Tuesday 2:30 P.M. - 4:30 P.M.	Wright County Government Center	Provide guidance of the mental health issues that arise in the county and how to combine county and advocacy groups to improve the delivery of mental health resources and services.	Shirwa Adan, Term Ends 2-6-2028 Jacqueline Bergo, Term Ends 2-6-2028 Tammi Dahlman, Term Ends 7-8-2027 Kellie Douglas,Term Ends 1-13-2027 Roxanne DuBrava, Term Ends 10-7-2027 Cathy Elfstand, Term Ends 8-8-2026 Brianne Elstad, Term Ends 8-8-2026 Elizabeth Handt, Term Ends 4-1-2027 Karl Harju, Term Ends 7-11-2026 Breanna Heintzelman, Term Ends 2-14-2028 Angela Lamarche, Term Ends 9-10-2026 Caroline Malone, Term Ends 9-13-2027 Naralie McClory, Term Ends 9-10-2026 Whitney McElhole, Term Ends 1-13-2027 Mikki Northuis, Term Ends 8-20-2026	$50.00	HHS Social Services Supervisor - Diane Erkens HHS Social Services Supervisor - Tarynn Anderson HHS Social Services Case Aide - Gretchen Backer
Wright County Noxious Weeds Appeal Committee	Holland Vetsch	Agriculture & Drainage Supervisor	County Board	As Needed	Wright County Government Center and/or On Location	Review appeals to Notice to Eradicate Weeds. A field inspection is required within five business days of an appeal being filed.	No	$0.00	Adminstration Department
Wright County Operations Committee	Moynagh Holland	County Administrator Assistant County Administrators HHS Public Health Director	County Board	Quarterly or As Needed	Wright County Government Center	HHS Caseload Review	No	$0.00	Administration Department
Wright County Opioid Settlement Committee	Moynagh Holland	County Attorney Health and Human Services Social Worker	County Board	Monthly, Second Tuesday 4:00 PM - 5:30 PM	Wright County Government Center	Advise the Wright County Board of Commissioners as to how to most effectively, efficiently, and equitably spend Opioid Settlement funds awarded. Informed by the MOA, the Council will both recommend the standards by which funds are spent as well as specific projects to be funded via a Request for Proposals (RFP) process.	Amanda Kistner Andy Muhlenburg Benjamin Schirm Brian Lutes Brian Riehm Caty Wurm Chad Miller - Chauntel Vick Applications Accepted by the Board	$50.00	Ellie Vanasse (763) 684-2319 Eleanor.Vanasse@wrightcountymn.gov Chad Miller (763) 684-8484 Chad.Miller@wrightcountymn.gov
Wright County Parks Advisory Board	Diedrick	Parks and Recreation	County Board	Every other Month, Second Monday 6:00 P.M	Wright County Public Works Building	Advise the Parks and Recreation Department and makes recommendations to the county board on pressing issues that impact the county parks system.	3-year term District #1 Martyn Dibben, Term Ends 12-31-2027 District #2 Melanie Leckey, Term Ends 12-31-2027 District #3 Holly Fanning, Term Ends 12-31-2026 District # 4 Brad Danielson, Term Ends 12-31-2026 District #5 Mitch Klein, Term Ends 12-31-2026 At Large - Kevin Bergquist	$50.00 Citizen Appointees	Parks and Recreation Director
Wright County Personnel/Employee Relations/Labor Management Committee	Schoen Vetsch	County Administrator Assistant County Administrator (based on function) Civil Division Chief Attorney Finance Director Human Resource Director *Board Members Are Representatives of Labor Management	County Board	As Needed	Wright County Government Center	Review position openings, review and recommends county policies/procedures, conduct negotiations with all employee unions, review and make recommendations for the county's Deferred Compensation Plan, and review requests from emergency withdrawals from employee accounts.	No	$0.00	Administration Department

2026 WRIGHT COUNTY BOARD OF COMMISSIONERS COMMITTEES

Wright County Planning Commission	Holland	Planning and Zoning	County Board	One or Two Thursdays 6:30 P.M. November through April 7:30 P.M. May through October	Wright County Government Center County Board Room	Approve or deny requests for Interim/ Conditional Use Permits and make recommendations to the County Board concerning zoning requests.	7-Member Board Appointed Committee (3-year terms) District #1 Charlie Borrell, Term Ends 12-31-2027 District #2 Patrick Mahlberg, Term Ends 12-31-2026 District #3 Sandy Greninger, Term Ends 12-31-2026 District #4 Troy Beise, Term Ends 12-31-2028 District #5 Dan Bravinder, Term Ends 12-31-2028 At Large Dan Mol, Term Ends 12-31-2027 Commissioner Jeanne Holland, Term Ends 12-31-2026	$120 - Citizen Appointees (Regular Meeting). $70 - Citizen Appointees (Site Visit).	Barry Rhineberger - Wright County Zoning Administrator https://www.wrightcountymn.gov/333/Planning-Commission
Wright County Public Health Task Force	Holland	Health and Human Services	Human Services Board	Monthly (except Jul, Sep., Dec.), 2nd Monday 9:00 A.M. - 11:00 A.M.	Wright County Government Center and/or Virtual	Promote healthy communities, prepare and respond to disasters, coordinate services to WC residents, i.e. continuity of care and appropriate use of personnel and financial resources	Ann Bajari, Term Ends 2/8/2027 Jacquelyn Bergo, Term Ends 8/1/2027 Bonita Bryant,(Vice-Chair), Term Ends 12/13/2027 Ann Gonderinger, Term Ends 7/2/2026 Marlene Kittock, Term Ends 2/10/2027 Mary Maier, Term Ends 7/29/2027 Emmanuel Ngabire, Term Ends 8/1/2027 Toni Seroshek (Chair), Term Ends 11/09/2026 Jamie Stang, Term Ends 12/12/2027 Mona Volden, Term Ends 1/11/2027	$50.00 For Citizen Appointments	Sarah Grosshuesch - HHS Public Health Director Patricia Larson - HHS Public Health Case Aide
Wright County Revisors Workgroup	Holland Schoen *One Member Must also Be on The Planning and Zoning Planning Commission Board	Administration Attorney's Office Planning & Zoning	County Board	As Needed	Wright County Government Center	Review and recommend ordinance changes and revisions to appropriate rule-making authority	No	$0.00	Planning and Zoning
Wright County Security Committee	Holland Schoen	Two Judges, County Administrator, Risk Manager, Court Administrator, and representatives from the following Departments: Sheriff, Court Services, County Attorney, and Facilities	County Board	As Needed	Wright County Government Center	Oversee the safety of the Tenth Judicial District Court, as well as county departments that work with the courts, including safety and loss control management.	No	$0.00	Administration Department
Wright County Soil and Water Conservation District (SWCD) Board of Supervisors	Diedrick	Wright Soil and Water Conservation District	County Board	Monthly, 2nd Monday 4:30 P.M.	USDA Service Center Conference Room 311 Brighton Ave S Ste C, Buffalo, MN	Sett overall policy and long-term objectives.	No - Elected Board	$0.00	763-682-1970 - Luke Johnson
Wright County Tax Forfeiture Committee	Holland Schoen	Finance Director, Taxpayer Services, Assistant County Administrator	County Board	As Needed	Wright County Government Center	Review properties that have gone into tax forfeiture and oversee the sale of those properties.	No	$0.00	Finance Department
Wright County Ways & Means Committee	Holland Schoen	County Administrator, others as requested	County Board	As Needed	Wright County Government Center	Review and makes recommendations on various contracts, and review and make recommendations on administrative policy issues.	No	$0.00	Administration Department
Wright Soil & Water Conservation District (SWCD) Aquatic Invasive Species (AIS) Advisory Committee	Diedrick Vetsch	Wright Soil and Water Conservation District	County Board	Quarterly, Jan., Mar., Jul., Oct., 4th Thursday 9:00 A.M.	Wright Soil & Water Conservation District (SWCD) 311 Brighton Avenue S, Suite C, Buffalo MN 55313	Review and discusses protocols for identifying and eradicating AIS is county lakes and rivers.	Appointed to 3-Year Term Curt Forst, Term ends 12/31/2026 Chuck Gardner, Term ends 12/31/2027 David Larsen, Term Ends 12-31-2027 Kris Olson, Term ends 12/31/2026 Linda Strom, Term ends 12/31/2026 Mike Zeiska, Term Ends 12/31/2025	$0.00	Alicia O'Hare, Water Resource Specialist, P: 763-614-2919 E: alicia.ohare@mn.nacdnet.net *Agendas are posted on the website prior to the meeting http://www.wrightswcd.org/Water_Management/aquatic_invasive_species.html

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Greg Kryzer

Requestor Title
County Administrator

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
1/6/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
BTP5489

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve the Transfer Back of Any Unused Funds in the County Attorney's Contingency Fund, the Sheriff's Contingency Fund, and the Incidental Fund to the General Revenue Fund

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve the Transfer Back of Any Unused Funds in the County Attorney's Contingency Fund, the Sheriff's Contingency Fund, and the Incidental Fund to the General Revenue Fund

Value Stream the request primarily aligns with:

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

Describe the impact on staffing resources.

Fiscal Impact:

Background/Justification:

Route for Review and Approval

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

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

Document Name	Attachment Type

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Greg Kryzer

Requestor Title
County Administrator

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
1/6/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
BTP5489

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Recall all Unused Clerk Hire and Unused Budgets for 2025

Short Title (what will appear on Agenda outline - 250 character max.) *
Recall all Unused Clerk Hire and Unused Budgets for 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.

Document Name	Attachment Type

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Greg Kryzer

Requestor Title
County Administrator

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
1/6/2026 9:00 AM - Board of Wright County Commissioners

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

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

Time Required:

Originator
GTK7344

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve Resolution 26-1, Declare January 6, 2026 as Malorie Thorson, Princess Kay of the Milky Way Day

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Resolution 26-1, Declare January 6, 2026 as Malorie Thorson, Princess Kay of the Milky Way Day

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 resolution supports the value stream of Empower Use of Land, Property, and the Environment by recognizing and promoting agricultural stewardship and the vital role of dairy farming in Wright County's use of land and natural resources.

Describe the impact on staffing resources.

Fiscal Impact:

Background/Justification:
This agenda item requests Board approval of a resolution declaring January 6 as "Malorie Thorson, Princess Kay of the Milky Way Day". Malorie Thorson was named the 2025 Princess Kay of the Milky Way. She was crowned on August 20, 2025. Thorson, a college student from Waverly representing Wright County, serves as the official goodwill ambassador for Minnesota's dairy industry, promoting dairy education, nutrition, and the agricultural heritage of dairy farm families throughout her year-long reign. Recognizing this day highlights the significant contributions of the dairy industry to Wright County's economy and celebrates Thorson's role in advancing community understanding of agricultural production and rural values.

Route for Review and Approval

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

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

Document Name	Attachment Type
26-1 Thorson Princess Kay of the Milky Way - FLAT.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

RESOLUTION #26-1
BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:
January 6, 2026

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

RESOLUTION #26-1

RESOLUTION DECLARING "MALORIE THORSON, PRINCESS KAY OF THE MILKY WAY DAY" IN WRIGHT COUNTY, MINNESOTA

WHEREAS, the Princess Kay of the Milky Way program, established in 1954, celebrates the contributions of Minnesota's dairy farm families and promotes the importance of the dairy industry to our state and local economy; and

WHEREAS, the Princess Kay of the Milky Way serves as an ambassador for Minnesota's dairy farmers, educating the public about the role of dairy farming in providing wholesome, nutritious dairy products to families across the state and beyond; and

WHEREAS, Malorie Thorson resident of Waverly, Minnesota, has been selected as the 2025 Princess Kay of the Milky Way, proudly representing the hardworking dairy producers of Minnesota and exemplifying leadership, community service, and agricultural advocacy; 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 Tuesday, December 30, 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 #26-1

BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:
January 6, 2026

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

RESOLUTION #26-1

WHEREAS, the dairy industry contributes significantly to the economy of Wright County and the State of Minnesota, supporting thousands of jobs, sustaining family farms, and strengthening our rural communities; and

WHEREAS, the achievements of Princess Malorie Thorson reflect positively on the residents of Wright County and highlight the county's rich agricultural heritage and commitment to supporting local farm families;

NOW, THEREFORE, BE IT RESOLVED, that the Wright Board of Commissioners hereby proclaims January 6, 2026, as **"Malorie Thorson, Princess Kay of the Milky Way Day"** in Wright County, Minnesota, and encourages residents to join in recognizing the accomplishments of Princess Malorie Thorson and the importance of the dairy industry to our county and our state.

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Greg Kryzer

Requestor Title
County Administrator

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
1/6/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
BTP5489

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve Minutes County Board Meeting (12-16-2025)

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Minutes County Board Meeting (12-16-2025)

Value Stream the request primarily aligns with:

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

Describe the impact on staffing resources.

Fiscal Impact:

Background/Justification:

Route for Review and Approval

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

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

Document Name	Attachment Type
12-16-2025 Wright County Board Meeting Minutes.docx	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

BOARD MINUTES

BOARD OF WRIGHT COUNTY COMMISSIONERS

Tuesday, December 16, 2025

DATE APPROVED: [ ]

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

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

Present were the following:
Board of Commissioners: Tina Diedrick
Jeanne Holland
Kirby Moynagh
Nadine Schoen
Darek Vetsch

PLEDGE OF ALLEGIANCE

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

YEARS OF SERVICE

A. 2025 Quarter Four Years of Service Recognition

At 9:00 a.m. Chair Vetsch spoke on the Quarter Four Years of Service Award recipients. County Administrator Greg Kryzer announced the names.

MINUTES - DISPENSE WITH READING, APPROVE AS WRITTEN/REVISED

A. Approve Minutes County Board Meeting (12-2-2025)

At 9:05 a.m. Vetsch requested a motion to approve the minutes

Motion by Commissioner Jeanne Holland and seconded by Commissioner Nadine Schoen

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

REVIEW & APPROVAL OF AGENDA

At 9:05 a.m. Vetsch requested a motion to approve the agenda

Motion by Schoen and seconded by Holland

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

CONSENT AGENDA

At 9:06 a.m. Commissioner Kirby Moynagh requested the removal of Item I number 1 for discussion. Vetsch requested a motion to approve modified agenda.

Motion by Moynagh and seconded by Holland

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

A. ADMINISTRATION

1. **Authorization to Recruit and Hire for Health and Human Services Director and Potential Interim Appointments**

2. **Approve 2026 Legislative Services Agreement with Flaherty-Hood**

B. ATTORNEY

1. **Authorize the Board Chair and County Administrator to Sign Renewal Contract with Anoka County for Medical Examiner Services**

C. FINANCE & TAXPAYER SERVICES

1. **Approve the Estimated Transfers from the General Fund to the Historian Fund and the Sewer Subordinate Fund, Total $38,255.87 to Cover 2025 Year-End Deficit Balances**

2. **Approve the Following Change Fund Adjustments:**

   Elimination of Funds (Finance & Taxpayer Services):
   Alcohol Fund: $200.00 Tobacco Fund: $250.00

   Transfer of Funds:
   From Finance & Taxpayer Services to Human Services: HHS Front Desk: $70.00
   From Human Services to Finance & Taxpayer Services: 60 Plus Foot Clinic Funds: $100.00

3. **Approve Budget Amendment 73, Sheriff's Office Flock**

4. **Approve Budget Amendment 74, Deferred Compensation**

5. Approve Statement of Work for 2025 Audit Services with CliftonLarsonAllen LLP (CLA) and Authorize Signatures

6. Acknowledge Warrant Disbursements Issued from November 24 to December 7, 2025

D. HEALTH & HUMAN SERVICES

1. Approve New Cannabis Retail Registration for Altitude Dispensary in Monticello in Collaboration with the Joints Power of Agreement (JPA)

2. Approve New Lower-Potency Hemp Edible (LPHE) Retail Registration for O'Brothers in Montrose

3. Approve 2026 Tobacco License Renewals for 4 Establishments (See Attached Supporting Document)

4. Approve Temporary Liquor License for Maple Lake Ice Fishing Derby (2-08-2026) in Maple Lake Township

E. HIGHWAY

1. Approve Authorization for Additional Services with Stantec Consulting Services

F. HUMAN RESOURCES

1. Board Approval of the 2026 Non-Union Compensation and Classification Plan-Effective January 1, 2026

2. Approve and Authorize Signatures on the 2026-2028 Collective Bargaining Agreement with the International Union of Operating Engineers Local No .49

3. Approve and Authorize Signatures on the Collective Bargaining Agreement and Memorandum of Agreements with the Assistant Wright County Attorneys Association for the 2026-2028 Calendar Years

4. Approve Policy Changes from 12-1-2025 Personnel Committee

G. PARKS & RECREATION

1. Confirm Commissioner District 4 Parks Commission Appointment, Perry Buffie, of Rockford, MN, Effective January 1, 2026 for a Term of 3 Years

H. PLANNING & ZONING

1. **Approve County Feedlot Program Delegation Work Plan**

I. PROBATION & COURT SERVICES

1. **Approve Authorization to Fill Probation Agent Position Related Back-fill Positions – Removed for Discussion**

At 9:07 a.m. Moynagh read a letter from Minnesota Department of Corrections Commissioner Paul Schnell about the transition to community corrections. At 9:12 a.m. Vetsch requested motion to approve authorization to fill positions.

Motion by Moynagh and seconded by Holland

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

J. SURVEYOR

1. **Approval to Proceed with Capital Improvement Program (CIP) Project - 2026 Pictometry Aerial Imagery (Approximate East Half of County)**

TIMED AGENDA ITEMS

A. 9:20 AM - ALICIA O'HARE - WATER RESOURCE SPECIALIST

1. **Adopt Resolution 25-89, for Aquatic Invasive Species Prevention Aid**

At 9:14 a.m. Water Resource Specialist Alicia O'Hare spoke on Resolution 25-89, Aquatic Invasive Species Prevention Aid. Vetsch requested a motion to approve Resolution 25-89.

Motion by Commissioner Tina Diedrick and seconded by Moynagh

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

B. 9:23 AM - BARRY RHINEBERGER - PLANNING & ZONING ADMINISTRATOR

1. **Adopt Resolution 25-90, Determining that a Discretionary EAW is NOT Required for the MBE Sand and Gravel Mine on Property Located at the intersection of State Highway 25 and County Road 113, Buffalo Township**

At 9:16 a.m. Planning & Zoning Administrator Barry Rhineberger spoke on Resolution 25-90, Determining that a Discretionary EAW is NOT Required for the MBE Sand and Gravel Mine on Property Located at the Intersection of State

Highway 25 and County Road 113, Buffalo Township. Diedrick spoke against the resolution due to traffic safety concerns. Vetsch requested a motion to approve Resolution 25-90.

Motion by Holland and seconded by Schoen

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

C. 9:27 AM - CHAD HAUSMANN - HIGHWAY ENGINEER

1. Adopt Resolution 25-91 and Authorize Signatures to Enter into MnDot Agreement 1061217

At 9:19 a.m. Highway Engineer Chad Hausmann spoke on Resolution 25-91 to Enter into MnDOT Agreement 1061217. Vetsch requested a motion to approve 25-91.

Motion by Schoen and seconded by Holland

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

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

At 9:20 a.m. Hausmann spoke on the agreement with SRF Consulting Group. Vetsch requested a motion to authorize signatures.

Motion by Schoen and seconded by Diedrick

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

D. 9:30 AM - PUBLIC HEARING - CITY OF ST. MICHAEL EMERGENCY SEWER REPAIR

1. Public Hearing about the City of St. Michael Emergency Sewer Repair

At 9:30 a.m. Vetsch called the Public Hearing to order. Greg Eckblad of Rockford Township spoke in favor of the fees for the sewer repair. At 9:34 a.m. Vetsch closed the public hearing.

E. 9:30 AM - PUBLIC HEARING - CITY OF ST. MICHAEL DELINQUENT UTILITY ACCOUNTS

1. Public Hearing to Certify City of St. Michael Delinquent Utility Accounts

At 9:35 a.m. Vetsch opened the public hearing. No public speakers were present. At 9:36 a.m. Vetsch closed the public hearing.

F. 9:35 AM - LINDSEY MEYER - FINANCE DIRECTOR

1. Adopt Resolution 25-88, to Certify City of St. Michael Sewer Emergency Repair Special Assessment

At 9:36 a.m. Diedrick requested clarification on how the assessment will be billed. Vetsch requested a motion to approve Resolution 25-88, to Certify City of St. Michael Sewer Emergency Repair Special Assessment.

Motion by Schoen and seconded by Moynagh

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

2. Adopt Resolution 25-87, to Certify Special Assessments for Delinquent Utility Accounts for the City of St. Michael after the Public Hearing

At 9:38 a.m. Vetsch requested a motion to approve Resolution 25-87 to Certify Special Assessments for Delinquent Utility Accounts for the City of St. Michael

Motion by Moynagh and seconded by Schoen

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

3. Adopt Resolution 25-81, to Commit Fund Balance for Unspent American Rescue Plan Funds, Parks Surcharge Funds, Bertram Parks Lease payment, and Buffer Grant Funds (Riparian AID) in Accordance with GASB Statement #54

At 9:39 a.m. Finance Director Lindsey Meyer spoke on 25-81 to Commit Fund Balance for Unspent American Rescue Plan Funds, Parks Surcharge Funds, Bertram Parks Lease Payment, and Buffer Grant Funds (Riparian AID) in Accordance with GASB Statement #54. Vetsch requested a motion to approve Resolution 25-81

Motion by Holland and seconded by Moynagh

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

4. Schedule a Public Hearing on January 20th, 2026 for the Transferring of Property from Independent School District (ISD)# 885 to ISD# 882

At 9:40 a.m. Meyer spoke on scheduling public hearing for the Transferring of Property from Independent School District (ISD)# 885 to ISD# 882 at 9:30 a.m. Tuesday, January 20, 2026. Vetsch requested a motion to approve setting the public hearing.

Motion by Diedrick and seconded by Moynagh

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

G. 9:40 AM - MATT DETJEN - AG DRAINAGE & NATURAL RESOURCES SUPERVISOR

1. Schedule a Public Hearing on the Redetermination of Benefits for County Ditch #7 and Judicial Ditch #1 Pursuant to Minn. Stat. 103E.351 Subd. 1(c)

At 9:42 a.m. Ag Drainage & Natural Resources Supervisor Matt Detjen spoke on scheduling a public hearing on the Redetermination of Benefits for County Ditch #7 and Judicial Ditch #1 Pursuant to Minn. Stat. 103E.351 Subd. 1(c) for 2:00 p.m. Tuesday, April 28, 2026. Vetsch requested a motion to approve setting the public hearing.

Motion by Diedrick and seconded by Moynagh

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

ITEMS FOR CONSIDERATION

A. ADMINISTRATION

1. Adopt Resolution 25-82, for 2026 Property Tax Levy

At 9:44 a.m. Kryzer spoke on Resolution 25-82, 2026 Property Tax Levy. Vetsch requested a motion to approve Resolution 25-82.

Motion by Holland and seconded by Schoen

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

2. Adopt Resolution 25-83, Setting 2026 Budget

At 9:46 a.m. Kryzer spoke on Resolution 25-83, Setting 2026 Budget. Vetsch requested a motion to approve Resolution 25-83.

Motion by Moynagh and seconded by Schoen

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

3. Adopt Resolution 25-86, Setting Sheriff's Salary for 2026

At 9:47 a.m. Vetsch requested motion to approve Resolution 25-86, Setting Sheriff's Salary for 2026.

Motion by Diedrick and seconded by Moynagh

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

4. Adopt Resolution 25-85, Setting the County Attorney's Salary for 2026

At 9:48 a.m. Vetsch requested motion to approve Resolution 25-85, Setting the County Attorney's Salary for 2026.

Motion by Moynagh and seconded by Schoen

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

5. Adopt Resolution 25-84, Setting the County Board's Salary for 2026

At 9:48 a.m. Vetsch requested motion to approve Resolution 25-84, Setting the County Board's Salary for 2026.

Motion by Moynagh and seconded by Schoen

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

6. Schedule Closed Session for Annual Performance Review of the County Administrator

At 9:49 a.m. Vetsch suggested a closed session be set for 10:30 a.m. Tuesday January 20, 2026. Vetsch requested a motion to approve the date and time for the closed session.

Motion by Holland and seconded by Schoen

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

B. COMMITTEE MINUTES

1. Approve Minutes and Adopt Recommendations from the Ways & Means Committee Meeting (11-18-2025)

At 9:49 a.m. Vetsch reviewed the recommendation to enter into a contract with Avivo to provide employment services for MFIP administration, from the November 18, 2025, Ways & Means Committee meeting. Vetsch requested motion to approve the recommendations.

Motion by Moynagh and seconded by Schoen

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

2. Approve Minutes and Adopt Recommendations from the Personnel Committee Meeting (12-1-2025)

At 9:50 a.m. Vetsch reviewed the recommendations from the Personnel Committee meeting with the updates to the personnel policy manual. Vetsch requested a motion to approve the recommendations.

Motion by Schoen and seconded by Holland

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

3. Approve Minutes and Adopt Recommendations from the Ways & Means Committee Meeting (12-1-2025)

At 9:23 a.m. Vetsch spoke on the recommendation to purchase a brush chipper and the Memorandum of Understanding with Wright County cities. Kryzer spoke on the recommendations. Diedrick, Holland and Schoen all spoke in favor of the recommendations. Moynagh addressed the MOU and the townships not currently included. Vetsch requested a motion to approve the recommendations and minutes.

Motion by Schoen and seconded by Holland

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

ADJOURNMENT

At 9:52 a.m. Vetsch adjourned the meeting.

WARRANTS ISSUED

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Clay Wilfahrt

Requestor Title
Assistant County Administrator

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
1/6/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
CTW4081

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve Program Application Commitment Agreement between Wright County and Minnesota Housing Finance Agency.

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Program Application Commitment Agreement between Wright County and Minnesota Housing Finance Agency.

Value Stream the request primarily aligns with:
Shepherd Economic Growth

Briefly describe how the request aligns with the selected value stream.
The loan programs associated with the agreement foster growth within the communities they serve.

Describe the impact on staffing resources.
None

Fiscal Impact:
None

Background/Justification:
By approving the commitment, prospective home buyers within Wright County that meet eligibility criteria can utilize the Start Up, Step Up and Fix Up programs offered by the State of Minnesota. The programs offer homeowners and prospective buyers assistance with down payments and closing costs. in 2025, there were 42 committed loans in Wright County associated with these programs for a total committed dollar amount of $11,087,239. Wright County has historically approved this agreement to allow local lenders access to offer this program.

Route for Review and Approval

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

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

Document Name	Attachment Type
Wright County.pdf	Attachment
2026 MCPP Application fillable.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

MINNESOTA HOUSING FINANCE AGENCY
MINNESOTA CITY PARTICIPATION PROGRAM

PROGRAM APPLICATION COMMITMENT AGREEMENT

THIS APPLICATION AND AGREEMENT (this "Agreement") is between Wright County (the "City"), with its office at 3650 Braddock Ave NE, Buffalo, MN 55313-1193 and Minnesota Housing Finance Agency ("Minnesota Housing"), with its office at 400 Wabasha Street North, Suite 400, St. Paul, MN 55102.

RECITALS:

A. Minnesota Housing, under the provisions of Minn. Stat. §474A.061, Subd. 2a is authorized to issue qualified mortgage bonds, as that term is used in the Internal Revenue Code of 1986, as amended (the "Code"), on behalf of the City, and it will issue bonds for that purpose (the "Bonds").

B. The City applying to participate is a Minnesota city, county, city or county housing and redevelopment authority, economic development authority, port authority or a consortium of local government units, as defined by Minn. Stat. §474A.061, Subd. 2a(c) and Minn. Stat. §462C.02, subd. 6.

C. Minnesota Housing has implemented Minnesota Housing Finance Agency Minnesota City Participation Program (the "Program") and will use a portion of the proceeds from the issuance of the Bonds to fund the Program.

D. The City has requested and received a set-aside of funds from the Program.

E. The City wishes to obtain a commitment by Minnesota Housing to direct Minnesota Housing's designated Master Servicer (the "Master Servicer") to purchase mortgage notes ("Mortgages") that will be originated by a lender or lenders that meet Minnesota Housing requirements for participation in programs funded by qualified mortgage bonds (collectively, the "Lender").

F. Mortgages that the Master Servicer purchases pursuant to the commitment requested by the City must only be for residences located within a geographic area to be established and designated by the City.

G. Minnesota Housing is willing to issue a commitment agreeing to purchase Mortgage-Backed Securities backed by Mortgages that are: (i) originated by the Lender; (ii) purchased by the Master Servicer; (iii) in accordance with the terms and conditions of this Agreement, the Program, and the Start Up Procedural Manual to be supplied by Minnesota Housing (the "Procedural Manual"), the provisions of which are hereby incorporated by reference into this Agreement as if set forth in full herein; and (iv) made to borrowers with adjusted incomes not exceeding the greater of 80 percent of statewide or area median income as calculated by Minnesota Housing.

NOW, THEREFORE, in consideration of the covenants contained in this Agreement, Minnesota Housing and the City agree as follows:

1. **City Requirements.** All Mortgages submitted to Minnesota Housing for purchase under the Program must comply with all of the requirements of the Program, the Procedural Manual and this Agreement.

2. **Commitment and Commitment Amount.** The City, which applied in January 2026 for a commitment, hereby requests that Minnesota Housing cause its Master Servicer to purchase Mortgages that have been originated by the Lender and meet the requirements of, and are made in accordance with the provisions of, this Agreement, the Program, and the Procedural Manual. Minnesota Housing, by accepting this Agreement, commits to the purchase of those Mortgages in the aggregate principal amount (the "Commitment Amount") to be determined and allocated

by Minnesota Housing in accordance with Minnesota Statutes §474A.061, Subd. 2a(d), and provided to the City.

The Master Servicer will only purchase Mortgages pursuant to this Agreement securing property that, and borrowers who, satisfy the requirements and provisions of this Agreement, the Program, and the Procedural Manual. The City acknowledges that the commitment is effective upon the approval thereof by Minnesota Housing and the delivery of a copy of this Agreement by Minnesota Housing to the City.

3. **Lender Qualifications.** Lenders must meet Minnesota Housing requirements for participation in programs funded by qualified mortgage bonds.

4. **Commitment Term.** The term of this Agreement and the City's participation in the Program (the "Commitment Term") will commence on January 16, 2026 and shall continue through November 30, 2026. This Agreement, and the City's participation in the Program, will automatically terminate, without the need for any action by either party hereto, at the end of the Commitment Term.

5. **Set-Aside Term.** The Commitment Amount will be set-aside and held by Minnesota Housing for the sole use by the City for a period of time to be established by Minnesota Housing, in its sole option and discretion, provided, however, that time period will not be less than six months (the "Set-Aside Term") commencing on a date to be selected and specified by Minnesota Housing. Minnesota Housing will notify the City in writing of the date on which the Set-Aside Term commences.

Any portion of the Commitment Amount not reserved for the purchase of qualifying Mortgages as of the end of the Set-Aside Term shall be canceled and returned to Minnesota Housing for redistribution under the Program In addition, any portion of the Commitment Amount reserved for Mortgages that are not delivered to the Master Servicer for purchase within the time period delineated in the Procedural Manual for that purchase, will be canceled and Minnesota Housing will redistribute that amount under the Program. Minnesota Housing may make any funds available to the Program at the end of the Commitment Term for mortgage loans that are eligible to be financed with proceeds of the Bonds.

6. **Commitment Fees.** There is no commitment fee payable by the City for the commitment by Minnesota Housing to the purchase by the Master Servicer of qualifying Mortgages.

7. **Purchase Price.** The purchase price of each Mortgage to be purchased by the Master Servicer pursuant to this Agreement will be as set forth in the requirements of the Procedural Manual and posted on Minnesota Housing's website.

8. **Mortgage Terms.** The terms and conditions for all Mortgages, including but not limited to the interest rate, will be set from time to time by Minnesota Housing, at its sole option and discretion, and communicated to the Lender in accordance with the procedures set forth in the Procedural Manual.

9. **Area Limitation.** Minnesota Housing, pursuant to this Agreement, is required to purchase only those Mortgages that are for residences located within a geographic area to be established and designated by the City.

10. **Servicing.** The servicing of Mortgages shall be the sole responsibility of the Master Servicer or one or more other entities that Minnesota Housing may designate in its sole discretion.

11. **Contract Documents.** The purchase by the Master Servicer of each Mortgage pursuant to Minnesota Housing's commitment is a contract consisting of this Agreement and the provisions and requirements contained in the Procedural Manual, with all amendments and supplements thereto in effect as of the date of Minnesota Housing's acceptance of this Agreement.

12. **Paragraph Captions and Program Headings.** The captions and headings of the paragraphs of this Agreement are for convenience only and will not be used to interpret or define the provisions thereof.

13. **Applicable Law.** This Agreement is made and entered into in the State of Minnesota, and all questions relating to the validity, construction, performance and enforcement hereof will be governed by the laws of the State of Minnesota.

14. **Agreement Conditional Upon Minnesota Housing Approval.** This Agreement will be a binding obligation of Minnesota Housing upon its execution by Minnesota Housing and delivery of a copy of the same to the City; provided, however, Minnesota Housing may, in its sole option and discretion, any time on or after January 16, 2026 revoke such obligation and terminate this Agreement if the City has not fully executed and returned a fully executed original hereof to Minnesota Housing. That revocation and termination will be accomplished and evidenced by Minnesota Housing notifying the City thereof by way of a "Certified Letter - Return Receipt Requested" addressed and delivered to the City. Upon revocation and termination this Agreement will be null and void and of no force or effect.

15. **Issuance of Bonds.** The City hereby authorizes Minnesota Housing to issue, on behalf of the City, qualified mortgage bonds, as that term is used in the Code, in an amount equal to the Commitment Amount, and Minnesota Housing agrees to issue those bonds if and when federal law authorizes and Minnesota Housing deems it is economically feasible to do so.

(THE REMAINING PORTION OF THIS PAGE IS INTENTIONALLY LEFT BLANK)

IN WITNESS WHEREOF, the City has executed this Agreement this _____ day of
(Day)
_____, _____.
(Month) (Year)

By: _____
(Signature of Authorized Officer)

_____
(Name of Authorized Officer)

By: _____
(Signature of Authorized Officer)

_____
(Name of Authorized Officer)

Minnesota Housing APPROVAL

Minnesota Housing hereby accepts the above Program Application-Commitment Agreement and approves and grants participation in the program.

MINNESOTA HOUSING FINANCE AGENCY

By: _____
Kayla Schuchman
Its: Assistant Commissioner, Single-Family Division

Signed this ____ day of _____, 2026.

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Minnesota Housing 2026 Minnesota City Participation Program (MCPP) Application

Minnesota Housing must receive your application by email between January 2-15, 2026 at 5:00

Please provide all the information below.

Agency Contact Information

Agency Name: Wright County

Contact Person: Clay Wilfahrt

Mailing Address: 3650 Braddock Ave NE Physical Address:

City: Buffalo State: MN Zip: 55313 Website: www.wrightcountymn.gov

Phone #: 736-682-7378 E-Mail: clay.wilfahrt@wrightcountymn.gov

Administrative Information

1. Check agency type: ☐ City ☐ City HRA/CDA/EDA ☐ County HRA/ ☐ Port Authority
   ☐ Multi-County HRA: Receive single allocation for all counties within your jurisdiction
   ☐ Consortium of local government units applying jointly by agreement (please submit evidence of agreement with this application, even if you provided one in previous years).

2. List the legal name(s) of all cities and counties where the funds will be utilized. For county and multicounty applications, only list the counties.
   Wright County

3. Check the box below to confirm this statement:
   ☐ MCPP helps the community meet an identified housing need and the program is economically viable.

4. Does your City (or County) offer a down payment program or other homeownership assistance?
   ☐ Yes ☐ No
   If yes, list program names (For informational purposes only; does not impact your application status):

Signature

Provide authorized signature(s) from the organization submitting this application, including printed or typewritten name, title and phone number. Scan original and email application to mn.housing@state.mn.us (Original not needed).

Signature

Name (Print) Greg Kryzer Title County Administrator

Phone number or check here if same as above. ☐ E-mail or check here if same as above. ☐

Program and Contact Information

Minnesota Statute sets Borrower Income Limits and House Purchase Price Limits. Minnesota Housing makes final determinations of the total amount of program funds available and individual allotments (in compliance with a per capita distribution method specified in statute).

Questions about MCPP or this application? Contact Greg Krenz at (651)297-3623 or greg.krenz@state.mn.us

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Greg T. Kryzer

Requestor Title
County Administrator

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
1/6/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
GTK7344

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve 2026 Legal Services Agreement with Squires, Waldspurger and Mace, P.A.

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve 2026 Legal Services Agreement with Squires, Waldspurger and Mace, P.A.

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:
This agreement if for 2026 legal services with the law firm of Squires, Waldspurger and Mace, P.A. This firm primarily provides labor relations services to the County, along with general governmental advisory support.

Route for Review and Approval

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

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

Document Name	Attachment Type
2026 Attorney retainer agreement SWM.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

AGREEMENT FOR LEGAL SERVICES

This Agreement is entered between Wright County ("County"), and Squires, Waldspurger & Mace, P.A., attorneys at law ("Attorneys").

WHEREAS, the County desires professional legal services in any and all areas of law where the County decides it is necessary or desirable to use outside legal counsel; and;

WHEREAS, the Attorneys provide general legal services relating to Counties in all areas of their activities, and have the skill and expertise necessary to perform the services sought by the County.

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

1. Scope of Services: The Attorneys shall provide advice and consultation on legal issues as requested by the County.

2. Authorized Contact Persons: The County will determine in its sole discretion who is authorized to contact the Attorneys for advice and consultation.

3. Term: This agreement shall commence on January 1, 2026, and run through December 31, 2026, and year to year thereafter until terminated by either party. The County may terminate this agreement at will with or without notice. Attorneys will give Wright County 30 days' notice prior to any termination of the agreement.

4. Rates: The rates for all services performed from January 1, 2026 through December 31, 2026 shall be as follows:
   - $255 per hour for Shareholders
   - $250 per hour for Senior Associates
   - $245 per hour for Associates
   - $160 per hour for Law Clerks and Paralegals

   The County and the Attorneys agree that prior to the conclusion of 2026 the parties will review the rates for all services and determine any changes that shall be made.

5. Billing and Payment for Services: The Attorneys shall bill the County monthly for amounts due for the services provided through the date of the billing.

Attorney billing is done in 1/10 hour increments. Billing statements shall list the items of work done, the time spent on said item, the attorney performing the work, and the total dollar charge for that item of work. Travel time is billed.

Reimbursable costs will be billed and said costs will be identified on billing statements. Out-of-pocket expense such as filing fees, legal research, and any long distance phone charges would be billed at cost. Photocopies are billed at $.20 per page, and facsimiles at $1.00 per page.

Payment is due thirty (30) days after the receipt of the bill.

COUNTY OF WRIGHT

By: _____
Greg Kryzer
County Administrator

Date: _____

SQUIRES, WALDSPURGER & MACE,P.A.

By: _____
Amy Mace
Firm President

Date: _____

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Alan Wilczek

Requestor Title
Fleet and Facility Services Director

Department (please use dropdown to select department) *
FACILITIES

Target Meeting Date *
1/6/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
AMW7382

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Authorize Backfill of Facilities Manager Position, and Approve all Associated Backfills

Short Title (what will appear on Agenda outline - 250 character max.) *
Authorize Backfill of Facilities Manager Position, and Approve all Associated Backfills

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 Facility Manager position directly oversees the day-to-day activities of the Facilities division personnel to ensure safe and operational facilities are available for public.

Describe the impact on staffing resources.
Neutral - current staff is taking a position with the Fleet division and creating the vacancy. One Facility Manager position in the organizational structure.

Fiscal Impact:
Neutral

Background/Justification:
The current Facility Manager is taking a position as the Fleet & Asset Manager within the fleet division, creating the vacancy. The position is essential in the operations of the department, overseeing the day-to-day functions of the facilities division team.

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
Position Backfill Request - Facilities Manager.pdf	Attachment
Facilities Manager.pdf	Attachment
FULL FLEET and FACILITY SERVICES ORG CHART.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

Moved to agenda

County Administrator Review

County Administrator Decision

Notes

WRIGHT COUNTY
ADMINISTRATION

Position Backfill Request

Name of Department: Facilities & Fleet Services

Department Head/Supervisor Alan Wilczek

Position Title Facilities Manager

Date of Resignation: Current staff is starting new position within the county on January 5, 2026.

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

2. How many FTE's does your department currently have budgeted for this position?
    FTE's 1

3. Is there a direct impact on Wright County's citizens?
    a. Yes or no, and please explain.
        Yes, there is an impact to the citizens that utilize county facilities. The Facilities Manager position has direct oversight of the daily operations and facilities division personnel.

4. Direct risk or cost for not backfilling this position?
    a. Yes or no, and please explain.
        Yes, the facilities division team is directly managed by the Facilities Manager. The position performs a very wide variety of tasks that keep sites safe and operational for other departments to function effectively. The facility manager is primarily responsible for day-to-day operations of the division.

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

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

In addition to general repairs and responsibilities, there were 3,588 work order service requests issued to the team in 2025. These requests are in addition to the numerous requests made via email, phone call, and word of mouth. Responsibilities and performance expectations continue to rise as new projects are constructed and the facilities department asset list grows.

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

Recommendation for Board Approval: Yes _____ No _____

Date of Recommendation: _____

Facilities Manager

Department/Division: Facilities Department

FLSA Status: *Exempt*

Union/Non-Union: Non-Union

General Definition of Work

Performs difficult skilled technical work planning, coordinating, and directing or performing the implementation of the Facility Maintenance Plan; plans, coordinates, and assigns all maintenance and janitorial activities/tasks; and supervises the Facilities Supervisors and Facilities staff. Work involves providing input on policies, setting goals, tasks, and managing work of the Facilities team under the general direction of the Facilities Services Director. Continuous supervision is exercised over personnel within the Facilities Department.

Qualification Requirements

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

Essential Functions

Plans, schedules, coordinates, performs, or directs maintenance and repair of buildings, grounds and related systems components including HVAC, mechanical, plumbing, electrical, security, energy management, emergency generators, and other systems.

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

Responds to County staff for facilities-related requests, systems alarms, and emergency breakdowns and problems; ensures that vital service is restored to County facilities; remains on on-call status for a 24-hour schedule.

Coordinates with other Departments and agencies including the Risk Manager, City utilities, and other local jurisdictions on maintenance projects, purchases, and activities.

Participates in facility maintenance planning and record keeping; generates reports regarding preventative maintenance, regular inspections, and other pertinent information.

Provides input and recommendations to the Facilities Services Director on matters relating to the annual operating budget including staffing, tools, equipment, and fuel.

Participates in planning for building remodeling and/or new building construction.

Performs other duties and activities as assigned.

Knowledge, Skills, and Abilities

Thorough knowledge of HVAC & Mechanical systems and their operation; knowledge of administrative practices including budgeting, purchasing, and policy formulation; knowledge of human resource management practices such as training, discipline, delegation; knowledge of facilities cleaning and custodial practices; knowledge of facilities systems, troubleshooting, and repair including general electrical and plumbing repair and maintenance; knowledge of, and ability to use, power tools and equipment; knowledge of OSHA Safety regulations related to custodial work and chemicals; knowledge of fire suppression systems with an understanding of inspection requirements; verbal and written communication skills sufficient to effectively present information and respond to questions from a wide variety of audiences, and exchange and/or convey technical information; reading comprehension skills sufficient to read and interpret facilities related technical documents; interpersonal skills sufficient to exchange and or convey information, give and receive work direction, conduct training, and maintain effective working relationships; strong

Facilities Manager

leadership skills and ability to motivate employees; basic computer skills using Microsoft Office packages and the ability to learn facilities computer systems; ability to maintain grounds maintenance equipment; ability to perform data entry into various databases; ability to pay attention to detail and effectively organize time and anticipate, plan, and successfully respond to changing circumstances; ability to select and supervise competent personnel and to train them to perform their duties in an effective and efficient manner; ability to work on on-call status for a 24-hour schedule; ability to perform all job duties in compliance with safety guidelines and with an ongoing awareness of safety practices; ability to communicate courteously and professionally while maintaining positive working relationships with others when carrying out all job functions.

Education and Experience

High school diploma or GED, and five years of experience in custodial/maintenance with HVAC and 2 years of supervisory experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and lifting, frequently requires walking and occasionally requires standing, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, 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; 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 occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, may be required to wear specialized self-contained breathing apparatus or specialized personal protective equipment; exposure to bloodborne pathogens; exposure to outdoor weather conditions, exposure to extreme heat (non-weather), exposure to the risk of electrical shock and exposure to vibration; work is generally in a moderately noisy location (e.g. business office, light traffic).

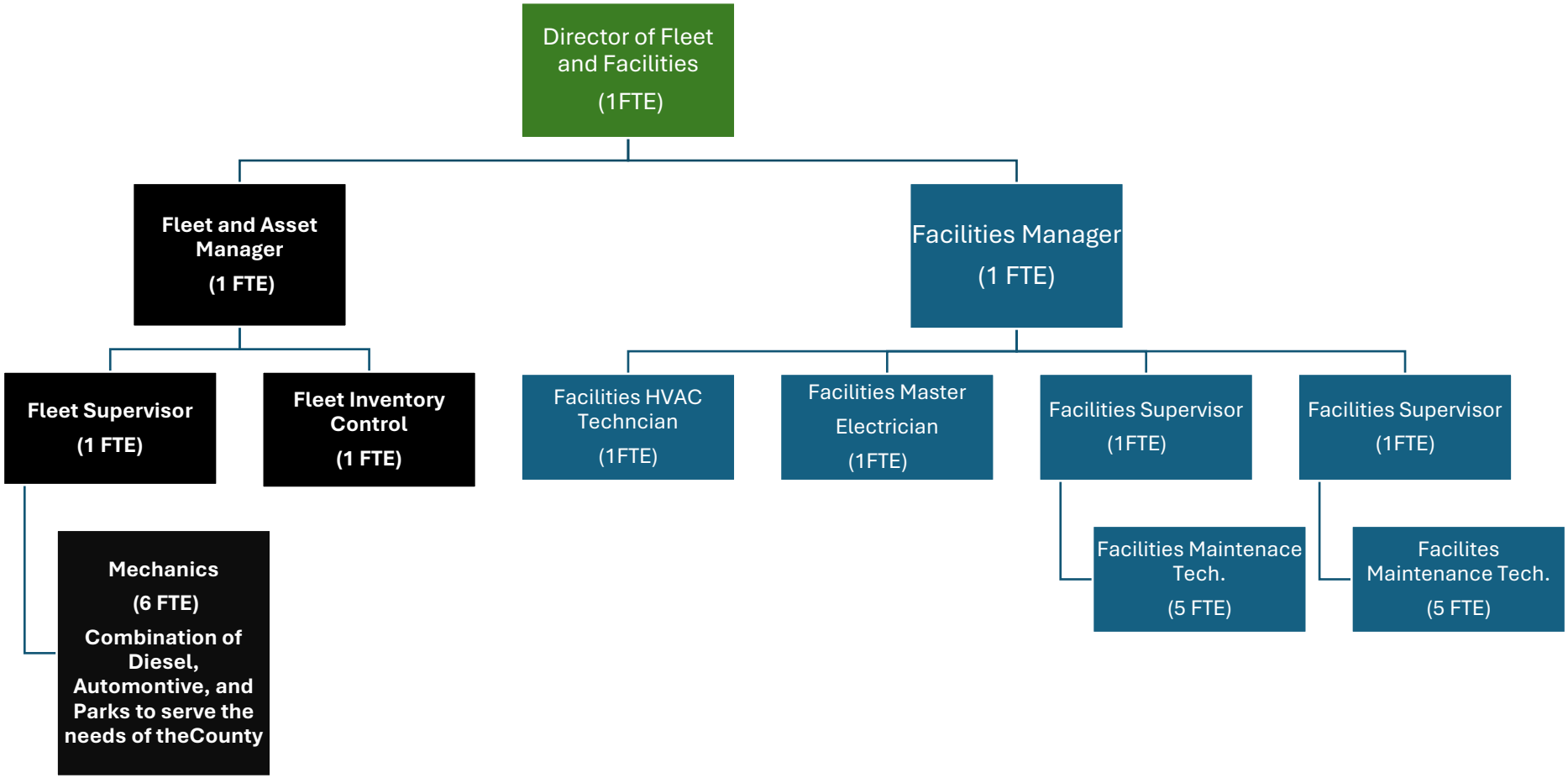
Special Requirements

State of Minnesota First Class C grade or higher Boiler Operator license upon hire.
State of Minnesota Chief Class C grade or higher Boiler Operator license is preferred.
Requires the ability to pass a BCA background check.
A valid driver's license or evidence of equivalent mobility is also required upon hire.
Forklift Certification With-in 6 months of hire

Last Revised: 10/13/2025

Department

Fleet and Facility Services



WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Lindsey Meyer

Requestor Title
Finance Director

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
1/6/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
BTP5489

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve Budget Amendment 1 Conferences and Meetings

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Budget Amendment 1 Conferences and Meetings

Value Stream the request primarily aligns with:
Develop County Infrastructure

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

Describe the impact on staffing resources.

Fiscal Impact:
No impact as this is a budget neutral amendment

Background/Justification:
A budget change is proposed for expenses to be moved from Dept 005 County Board to Dept 03 I County Administrator starting in 2026 to align with the department that supports the County Commissioners. This is a budget neutral adjustment & process change.

Route for Review and Approval

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

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

Document Name	Attachment Type
Budget Amend 1 Conferences.xlsx	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

2026 Budget Amendment Form

Request Type:	**Operating Line Item Request**
Department:	**Admin**
Justification:	Budget change for expense to be moved from Dept 005 County Board to Dept 031 County Administrator starting in 2026. There is no overall impact to the budget.
Budget Year:	**2026**

Related Items

Revenues

Line Item	Description	Amount
	TOTAL:	$ -

Expenses

Line Item	Description	Cost
01-005-000-0000-6338	CONFERENCES & MEETINGS	($20,000.00)
01-031-000-0000-6338	CONFERENCES & MEETINGS	$20,000.00
	TOTAL:	-
	Net adjustment	-

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

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Lindsey Meyer

Requestor Title
Finance Director

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

Target Meeting Date *
1/6/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
BMR5794

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve Budget Amendment 2, Jail Medical

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Budget Amendment 2, Jail Medical

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

Briefly describe how the request aligns with the selected value stream.
Ensures incarcerated individuals receive treatment for physical and mental health conditions. This care reduces health risks inside facilities and helps people return to the community healthier, lowering the spread of illness and improving public safety.

Describe the impact on staffing resources.
N/A

Fiscal Impact:
The fiscal impact is purely timing. Revenue favorability would have been repurposed to pay the invoices in 2025 and thereby lowering 2025 Dept 250 turnback.

Background/Justification:
Due to unforeseen circumstances, the vendor setup process was unable to be completed for our new Jail Medical provider, Well Path. This delay pushed 2 months worth of Well Path invoices into 2026. Please note that the estimated Corrections turnback for 2025 exceeds the amount for this request, which carryover would have historically resolved.

Route for Review and Approval

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

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

Document Name	Attachment Type
BA 2 – Jail Medical.xlsx	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

2026 Budget Amendment Form

Request Type: Operating Line Item Request

Department: Corrections

Justification: Due to unforeseen circumstances, the vendor setup process was unable to be completed for our new Jail Medical provider, Well Path. This delayed setup pushed 2 months worth of Well Path invoices into 2026. Please note that the estimated Corrections turnback for 2025 exceeds the amount for this request, which carryover would have historically resolved.

Budget Year: 2026

Related Items

Revenues

Line Item	Description	Amount
01-250-000-0000-5911	USE OF FUND BALANCE	($280,000.00)
	TOTAL:	$ (280,000.00)

Expenses

Line Item	Description	Cost
01-250-000-0000-6458	JAIL MEDICAL	$280,000.00
	TOTAL:	280,000.00
	Net adjustment	-

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

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Lindsey Meyer

Requestor Title
Finance Director

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

Target Meeting Date *
1/6/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
RJK8456

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Motion to Approve:
1. The designation of Depositories of Public Funds for 2026 of Wells Fargo and Old National Bank of Buffalo in accordance with Minnesota Statute 118A.02
2. As required by Minnesota Statute 385.05-requesting 2026 Chairman of the Board signature on form for check signature image for 2025 warrants.
3. Authorization for annual delegation of electronic fund transfers to the Finance Director, or designee, as required by Minnesota Statute 471.38 for 2026.

Short Title (what will appear on Agenda outline - 250 character max.) *
Motion to Approve 2026:
1. Designation of Depositories of Public Funds
2. Authorization to use the Chairman of the Board signature for check writing
3. Authorization for annual delegation of electronic fund transfers to the Finance Director or Designee

Value Stream the request primarily aligns with:
Optimize Civic Engagement

Briefly describe how the request aligns with the selected value stream.
These actions increase the transparency in financial stewardship and ensures authenticity and efficiency in the issuance of payment.

Describe the impact on staffing resources.
NA

Fiscal Impact:
NA

Background/Justification:
Per Minnesota State Statutes, the County must annually designate a depository of public funds, authorize the chairperson's signature for check writing purposes, and delegate the authority to make electronic funds transfers or wire payments to the Finance Director/Auditor-Treasurer or their designee, the Assistant Finance Director.

Route for Review and Approval

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

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Document Name	Attachment Type

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

Finance Review

Finance Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Lindsey Meyer

Requestor Title
Finance Director

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

Target Meeting Date *
1/6/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
RJK8456

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve the Reimbursement of the American Rescue Plan Act Funds (ARP) as follows:
Approval of Use of ARP funds from 01-099-493
$205.49 5.6 Clean Water: Stormwater

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve the Reimbursement of the American Rescue Plan Act Funds (ARP) as follows:
Approval of Use of ARP funds from 01-099-493
$205.49 5.6 Clean Water: Stormwater

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

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

Describe the impact on staffing resources.
NA

Fiscal Impact:
This is the distribution of Wright County's American Rescue Plan Act Funds.

Background/Justification:
The expenditures have been reviewed by the County's ARP Committee on December 29, 2025, for eligibility. The ARP Committee is recommending the request for reimbursement as listed above.

Route for Review and Approval

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

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

Document Name	Attachment Type
ARP SUMMARY 2025.12.23.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

Finance Review

Finance Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

ARP Project List

December 23, 2025

CATEGORY	STATUS	PROGRAM	PROJECT / GRANT	SERVICE CODE	END DATE	GRANTED	SPENT TO DATE 12/11/2025	% DISBURSED	REMAINING
INFRASTRUCTURE	GRANT DISBURSE	ACCESS IMPROVEMENTS AT COUNTY PARKS	ACC-001 ACCESS IMPROVEMENTS AT MONTISSIPPI PARK	8531	12/31/2026	$ 150,000.00	$ 42,400.00	28%	$ 107,600.00
INFRASTRUCTURE	CLOSED	BROADBAND IMPROVEMENTS	BB-001 BROADBAND FEASIBILITY STUDY	8414	COMPLETE	$ 69,768.93	$ 69,768.93	100%	$ -
INFRASTRUCTURE	CLOSED	BROADBAND IMPROVEMENTS	BB-002-01 BROADBAND GRANT PROGRAM - CITY OF SOUTH HA	8536	COMPLETE	$ 137,443.00	$ 137,443.00	100%	$ -
INFRASTRUCTURE	CLOSED	BROADBAND IMPROVEMENTS	BB-002-05 BROADBAND GRANT PROGRAM - WINDSTREAM SOU	8470	COMPLETE	$ 323,859.00	$ 323,859.00	100%	$ -
INFRASTRUCTURE	CLOSED	BROADBAND IMPROVEMENTS	BB-002-06 BROADBAND GRANT PROGRAM - MIDCO SILVER CRE	8463	COMPLETE	$ 239,000.00	$ 239,000.00	100%	$ -
INFRASTRUCTURE	CLOSED	BROADBAND IMPROVEMENTS	BB-002-07 BROADBAND GRANT PROGRAM - MEEKER COOP STC	8462	COMPLETE	$ 115,238.00	$ 115,238.00	100%	$ -
INFRASTRUCTURE	CLOSED	BROADBAND IMPROVEMENTS	BB-002-10 BROADBAND GRANT PROGRAM - MEEKER COOP FRE	8461	COMPLETE	$ 26,289.00	$ 26,289.00	100%	$ -
INFRASTRUCTURE	CLOSED	BROADBAND IMPROVEMENTS	BB-002-11 BROADBAND GRANT PROGRAM - BUFFALO FIBER BU	8450	COMPLETE	$ 185,138.00	$ 185,138.00	100%	$ -
INFRASTRUCTURE	CLOSED	BROADBAND IMPROVEMENTS	BB-003-001 2022 BORDER TO BORDER - CHARTER MULTIPLE TO	8494	COMPLETE	$ 106,705.00	$ 106,705.00	100%	$ -
INFRASTRUCTURE	GRANT DISBURSE	BROADBAND IMPROVEMENTS	BB-003-002 2022 BORDER TO BORDER - CHARTER ROCKFORD TV	8495	12/31/2025	$ 65,000.00	$ 65,000.00	100%	$ -
INFRASTRUCTURE	CLOSED	BROADBAND IMPROVEMENTS	BB-004-001 2023 BORDER TO BORDER - MEEKER COOP FRENCH	8496	COMPLETE	$ 776,192.00	$ 776,192.00	100%	$ -
INFRASTRUCTURE	GRANT DISBURSE	BROADBAND IMPROVEMENTS	BB-004-002 2023 BORDER TO BORDER - FRONTIER CLEARWATE	8497	12/31/2026	$ 780,000.00	$ 780,000.00	100%	$ -
INFRASTRUCTURE	GRANT DISBURSE	BROADBAND IMPROVEMENTS	BB-004-003 2023 BORDER TO BORDER - ARVIG ALBION TWP, RC	8498	6/30/2026	$ 439,873.00	$ 312,287.63	71%	$ 127,585.37
INFRASTRUCTURE	CLOSED	BROADBAND IMPROVEMENTS	BB-005 2023 BROADBAND – COKATO TOWNSHIP PROJECT	8522	COMPLETE	$ 204,000.00	$ 204,000.00	100%	$ -
BUSINESS & ECONOM	CLOSED	CCT FURNITURE REPLACEMENT PROGRAM	CCT-001 COKATO CHARITABLE TRUST - REPLACE FURNITUR	8453	COMPLETE	$ 50,000.00	$ 50,000.00	100%	$ -
BUSINESS & ECONOM	CLOSED	ECONOMIC ASSISTANCE FOR COMMUNITY DEN	CDC-001 ECONOMIC ASSISTANCE FOR COMMUNITY DENTAL	8471	COMPLETE	$ 200,000.00	$ 200,000.00	100%	$ -
INFRASTRUCTURE	CLOSED	WATER AND SEWER GRANTS	CITY-001 HOWARD LAKE	8434	COMPLETE	$ 76,479.00	$ 76,479.00	100%	$ -
INFRASTRUCTURE	CLOSED	WATER AND SEWER GRANTS	CITY-002 CLEARWATER	8435	COMPLETE	$ 70,828.00	$ 70,828.00	100%	$ -
INFRASTRUCTURE	CLOSED	WATER AND SEWER GRANTS	CITY-003 OTSEGO	8466	COMPLETE	$ 737,311.00	$ 737,311.00	100%	$ -
INFRASTRUCTURE	GRANT DISBURSE	WATER AND SEWER GRANTS	CITY-004 SOUTH HAVEN	8469	12/31/2026	$ 6,832.00	$ 6,490.40	95%	$ 341.60
INFRASTRUCTURE	CLOSED	WATER AND SEWER GRANTS	CITY-005 ROCKFORD	8447	COMPLETE	$ 149,375.00	$ 149,375.00	100%	$ -
INFRASTRUCTURE	CLOSED	WATER AND SEWER GRANTS	CITY-006 MONTROSE	8448	COMPLETE	$ 139,404.00	$ 139,404.00	100%	$ -
INFRASTRUCTURE	CLOSED	WATER AND SEWER GRANTS	CITY-007 BUFFALO	8449	COMPLETE	$ 597,057.00	$ 597,057.00	100%	$ -
INFRASTRUCTURE	CLOSED	WATER AND SEWER GRANTS	CITY-008 COKATO	8452	COMPLETE	$ 103,362.00	$ 103,362.00	100%	$ -
INFRASTRUCTURE	CLOSED	WATER AND SEWER GRANTS	CITY-009 MONTICELLO	8464	COMPLETE	$ 533,799.00	$ 533,799.00	100%	$ -
INFRASTRUCTURE	CLOSED	WATER AND SEWER GRANTS	CITY-010 MAPLE LAKE	8482	COMPLETE	$ 79,728.00	$ 79,728.00	100%	$ -
INFRASTRUCTURE	CLOSED	WATER AND SEWER GRANTS	CITY-011 ALBERTVILLE	8484	COMPLETE	$ 291,586.00	$ 291,586.00	100%	$ -
INFRASTRUCTURE	CLOSED	WATER AND SEWER GRANTS	CITY-012 ST. MICHAEL & HANOVER	8483	COMPLETE	$ 779,815.00	$ 779,815.00	100%	$ -
INFRASTRUCTURE	CLOSED	WATER AND SEWER GRANTS	CITY-013 WAVERLY	8489	COMPLETE	$ 70,164.00	$ 70,164.00	100%	$ -
INFRASTRUCTURE	CLOSED	WATER AND SEWER GRANTS	CITY-014 ANNANDALE	8423	COMPLETE	$ 122,971.00	$ 122,971.00	100%	$ -
INFRASTRUCTURE	CLOSED	WATER AND SEWER GRANTS	CITY-015 DELANO	8509	COMPLETE	$ 239,443.00	$ 239,443.00	100%	$ -
FAMILIES	CLOSED	EXPAND EMERGENCY ASSISTANCE	HHS-001 AUXILIARY EMERGENCY ASSISTANCE	8433	COMPLETE	$ 87,360.96	$ 87,360.96	100%	$ -
INFRASTRUCTURE	CLOSED	REPLACEMENT OF PUMPING SYSTEM AT LAKE P	LID-001 LAKE PULASKI PUMP REPLACEMENT	8454	COMPLETE	$ 300,000.00	$ 300,000.00	100%	$ -
FAMILIES	CLOSED	OPERATION LIVING HOPE	OLH-001 OPERATION LIVING HOPE PROGRAMS	8444	COMPLETE	$ 11,600.79	$ 11,600.79	100%	$ -
EDUCATION & TRAIN	CLOSED	TECHNOLOGY SUPPORT AND TRAINING FOR SEN	SCS-001 TECHNOLOGY SUPPORT & TRAINING FOR SENIORS	8419	COMPLETE	$ 66,000.00	$ 66,000.00	100%	$ -
FAMILIES	CLOSED	VOLUNTEER RECRUITMENT FOR SAFE FAMILIES	SF-001 VOLUNTEER RECRUITMENT FOR SAFE FAMILIES	8436	COMPLETE	$ 19,461.55	$ 19,461.55	100%	$ -
INTERNAL COUNTY E	CLOSED	SHERIFF'S OFFICE RADIO COMPLIANCE PROJECT	SHF-001 SHERIFF'S OFFICE RADIO COMPLIANCE PROJECT	8467	COMPLETE	$ 1,799,960.84	$ 1,799,960.84	100%	$ -
INTERNAL COUNTY E	CLOSED	RETENTION PAY FOR SHERIFF'S OFFICE	SHF-002 SHERIFF'S OFFICE EMPLOYEE RETENTION	8486	COMPLETE	$ 1,500,000.00	$ 1,500,000.00	100%	$ -
INFRASTRUCTURE	GRANT DISBURSE	ARMER 800 MHZ RADIO EQUIPMENT UPGRADE	SHF-03 ARMER 800 MHZ RADIO EQUIPMENT UPGRADES	8541	12/31/2025	$ 178,000.00	$ 119,579.00	67%	$ 58,421.00
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-001 CORINNA TOWNSHIP	8447	COMPLETE	$ 81,233.00	$ 81,233.00	100%	$ -
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-002 CLEARWATER TOWNSHIP	8424	COMPLETE	$ 45,449.00	$ 45,449.00	100%	$ -
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-003 WOODLAND TOWNSHIP 1	8511	COMPLETE	$ 11,315.33	$ 11,315.33	100%	$ -
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-004 BUFFALO	8519	COMPLETE	$ 49,339.00	$ 49,339.00	100%	$ -
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-005 COKATO	8521	COMPLETE	$ 53,614.00	$ 53,614.00	100%	$ -
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-006 SOUTHSIDE	8470	COMPLETE	$ 49,118.00	$ 49,118.00	100%	$ -
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-007 STOCKHOLM	8518	COMPLETE	$ 47,584.00	$ 47,584.00	100%	$ -
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-008 VICTOR	8520	COMPLETE	$ 50,869.00	$ 50,869.00	100%	$ -

ARP Project List

December 23, 2025

CATEGORY	STATUS	PROGRAM	PROJECT / GRANT	SERVICE CODE	END DATE	GRANTED	SPENT TO DATE 12/11/2025	% DISBURSED	REMAINING
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-009 ALBION	8527	COMPLETE	$ 54,729.00	$ 54,729.00	100%	$ -
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-010 MAPLE LAKE 1	8533	COMPLETE	$ 40,448.32	$ 40,448.32	100%	$ -
INFRASTRUCTURE	GRANT DISBURSE	TOWNSHIP GRANTS	TOWN-011 MAPLE LAKE 2	8537	12/31/2025	$ 28,479.68	$ 28,274.19	99%	$ 205.49
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-012 MIDDLEVILLE	8535	COMPLETE	$ 48,623.00	$ 48,623.00	100%	$ -
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-013 MONTICELLO	8557	COMPLETE	$ 87,734.00	$ 87,734.00	100%	$ -
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-014 ROCKFORD	8533	COMPLETE	$ 91,118.00	$ 91,118.00	100%	$ -
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-015 SILVER CREEK	8532	COMPLETE	$ 83,996.00	$ 83,996.00	100%	$ -
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-016 WOODLAND	8525	COMPLETE	$ 34,095.67	$ 34,095.67	100%	$ -
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-017 FRANKLIN	8534	COMPLETE	$ 85,936.62	$ 85,936.62	100%	$ -
INTERNAL COUNTY E	CLOSED	ADMINISTRATION TIME	WC-001 ADMINISTRATION TIME	8427	COMPLETE	$ 52,166.65	$ 52,166.65	100%	$ -
INTERNAL COUNTY E	CLOSED	PAYROLL FOR PUBLIC HEALTH EMPLOYEES	WC-002 PAYROLL FOR PUBLIC HEALTH EMPLOYEES	-	COMPLETE	$ 10,000,000.00	$ 10,000,000.00	100%	$ -
INTERNAL COUNTY E	CLOSED	PPE AND OTHER SUPPLIES	WC-003 PPE AND OTHER SUPPLIES	8429	COMPLETE	$ 12,599.65	$ 12,599.65	100%	$ -
INTERNAL COUNTY E	CLOSED	PPE AND OTHER SUPPLIES	WC-004 TESTING SUPPLIES	8430	COMPLETE	$ 17.75	$ 17.75	100%	$ -
INTERNAL COUNTY E	CLOSED	PPE AND OTHER SUPPLIES	WC-005 LEC HOLDING CELL MODIFICATIONS	8431	COMPLETE	$ 3,498.95	$ 3,498.95	100%	$ -
INTERNAL COUNTY E	CLOSED	CONSULTANT SUPPORT	WC-006 CONSULTANT SUPPORT	8428	COMPLETE	$ 77,805.98	$ 77,805.98	100%	$ -
INTERNAL COUNTY E	CLOSED	CUSTOMER FLOW MANAGEMENT SYSTEM	WC-007 CUSTOMER FLOW MANAGEMENT SYSTEM	8415	COMPLETE	$ 132,151.41	$ 132,151.41	100%	$ -
BUSINESS & ECONON	CLOSED	ECONOMIC ASSISTANCE FOR WRIGHT COUNTY 4	WC4H-001 ECONOMIC ASSISTANCE FOR WRIGHT COUNTY 4-H	8416	COMPLETE	$ 60,677.00	$ 60,677.00	100%	$ -
INFRASTRUCTURE	CLOSED	WATER QUALITY IMPROVEMENT PROJECTS	WCAG-001 OTSEGO STREAMBANK RESTORATION EXPANSION	8420	COMPLETE	$ 70,000.00	$ 70,000.00	100%	$ -
INFRASTRUCTURE	CLOSED	WATER QUALITY IMPROVEMENT PROJECTS	WCAG-006 COUNTY DITCH #33 IMPOUNDMENTS	8401	COMPLETE	$ 139,236.68	$ 139,236.68	100%	$ -
INFRASTRUCTURE	CLOSED	WATER QUALITY IMPROVEMENT PROJECTS	WCAG-008 CARP MANAGEMENT	8410	COMPLETE	$ 112,915.81	$ 112,915.81	100%	$ -
INFRASTRUCTURE	GRANT DISBURSE	WATER QUALITY IMPROVEMENT PROJECTS	WCAG-009 WETLAND RESTORATION NEAR GRANITE LAKE	8544	12/31/2026	$ -	$ -	0%	$ -
INFRASTRUCTURE	CLOSED	WATER QUALITY IMPROVEMENT PROJECTS	WCAG-010 COUNTY DITCH #10 WASCOBS	8402	COMPLETE	$ 71,372.28	$ 71,372.28	100%	$ -
INFRASTRUCTURE	CLOSED	WATER QUALITY IMPROVEMENT PROJECTS	WCAG-011 IN-LAKE STUDIES	8409	COMPLETE	$ 31,986.03	$ 31,986.03	100%	$ -
INFRASTRUCTURE	CLOSED	WATER QUALITY IMPROVEMENT PROJECTS	WCAG-012 BASINS AND GRADE STABILIZATION ON THE NOR	8408	COMPLETE	$ 77,763.55	$ 77,763.55	100%	$ -
INFRASTRUCTURE	CLOSED	WATER QUALITY IMPROVEMENT PROJECTS	WCAG-016 COUNTY DITCH #31 SIDE INLETS	8467	COMPLETE	$ 14,204.00	$ 14,204.00	100%	$ -
INFRASTRUCTURE	GRANT DISBURSE	WATER QUALITY IMPROVEMENT PROJECTS	WCAG-017 JD 15 SIDE INLET AND BANK STABILIZATION	8501	12/31/2025	$ 9,000.00	$ 9,000.00	100%	$ -
INFRASTRUCTURE	GRANT DISBURSE	WATER QUALITY IMPROVEMENT PROJECTS	WCAG-018 COUNTY DITCH #33 BRANCH #4 EMERGENCY REALIG	8401	12/31/2026	$ 75,000.00	$ 14,219.35	19%	$ 60,780.65
INFRASTRUCTURE	CLOSED	WATER QUALITY IMPROVEMENT PROJECTS	WCAG-019 COUNTY DITCH #38 ENGINEERING EXPENSES FOR RE	8526	COMPLETE	$ 76,176.00	$26,176.00	34%	$ 50,000.00
BUSINESS & ECONON	CLOSED	ECONOMIC ASSISTANCE FOR WRIGHT COUNTY I	WCF-001 ECONOMIC ASSISTANCE FOR WRIGHT COUNTY FAIR	8503	COMPLETE	$ 40,000.00	$ 40,000.00	100%	$ -
INTERNAL COUNTY E	CLOSED	COMMUNITY HEALTH NEEDS ASSESSMENT	WCPH-001 COMMUNITY HEALTH NEEDS ASSESSMENT	8413	COMPLETE	$ 27,509.74	$ 27,509.74	100%	$ -
INTERNAL COUNTY E	CLOSED	WRIGHT COUNTY CERTIFIED WELL WATER TESTI	WCPH-02 WRIGHT COUNTY CERTIFIED WELL WATER TESTING	-	COMPLETE	$ 4,109.29	$ 4,109.29	100%	$ -
INFRASTRUCTURE	CLOSED	PARK MAINTENANCE AND UPGRADES	WCPK-001 ROBERT NEY REGIONAL PARK SKI TRAIL LIGHTING AN	8421	COMPLETE	$ 150,000.00	$ 150,000.00	100%	$ -
INFRASTRUCTURE	CLOSED	PARK MAINTENANCE AND UPGRADES	WCPK-003 HARRY LARSON PARKING LOT	8423	COMPLETE	$ 37,748.75	$ 37,748.75	100%	$ -
INFRASTRUCTURE	CLOSED	PARK MAINTENANCE AND UPGRADES	WCPK-004 SCHROEDER PARK REDEVELOPMENT	8424	COMPLETE	$ 1,601,363.41	$ 1,601,363.41	100%	$ -
INFRASTRUCTURE	GRANT DISBURSE	PARK MAINTENANCE AND UPGRADES	WCPK-006 MONTISSIPPI PARK – PLAYGROUND REPLACEMENT	8465	12/31/2026	$ 208,706.38	$ 121,969.00	58%	$ 86,737.38
INFRASTRUCTURE	CLOSED	WATER QUALITY GRANTS	WQG-001 COKATO STORMWATER POND	8502	COMPLETE	$ 250,000.00	$ 250,000.00	100%	$ -
INFRASTRUCTURE	CLOSED	WATER QUALITY GRANTS	WQG-003 INDIAN LAKE GULLY REPAIR	8490	COMPLETE	$ 159,375.00	$ 159,375.00	100%	$ -
INFRASTRUCTURE	GRANT DISBURSE	WATER QUALITY GRANTS	WQG-004 DELANO DITCH 34 IMPROVEMENTS	8506	9/30/2026	$ 400,000.00	$ -	0%	$ 400,000.00
INFRASTRUCTURE	CLOSED	WATER QUALITY GRANTS	WQG-005 OTSEGO CREEK RESTORATION PROJECT	8507	COMPLETE	$ 210,000.00	$ 210,000.00	100%	$ -

TOTAL ALLOCATED	$ 26,878,110.00
TOTAL SPENT	$ 25,986,438.51
TOTAL REMAINING	$ 891,671.49

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Lindsey Meyer

Requestor Title
Finance Director

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

Target Meeting Date *
1/6/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
RJK8456

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve the Reimbursement of the American Rescue Plan Act Funds (ARP) as follows:
Approval of use of ARP funds from 01-099-493
$99,064.68 5.9 Clean Water: Nonpoint Source

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve the Reimbursement of the American Rescue Plan Act Funds (ARP) as follows:
Approval of use of ARP funds from 01-099-493
$99,064.68 5.9 Clean Water: Nonpoint Source

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

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

Describe the impact on staffing resources.
NA

Fiscal Impact:
This is the distribution of Wright County's American Rescue Plan Act Funds.

Background/Justification:
The expenditures have been reviewed by the County's ARP Committee on December 23, 2025, for eligibility. The ARP Committee is recommending the request for reimbursement as listed above.

Route for Review and Approval

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

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

Document Name	Attachment Type
ARP SUMMARY 2025.12.23.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

Finance Review

Finance Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

CATEGORY	STATUS	PROGRAM	PROJECT / GRANT	SERVICE CODE	END DATE	GRANTED	SPENT TO DATE 12/11/2025	% DISBURSED	REMAINING
INFRASTRUCTURE	GRANT DISBURSE	ACCESS IMPROVEMENTS AT COUNTY PARKS	ACC-001 ACCESS IMPROVEMENTS AT MONTISSIPPI PARK	8531	12/31/2026	$ 150,000.00	$ 42,400.00	28%	$ 107,600.00
INFRASTRUCTURE	CLOSED	BROADBAND IMPROVEMENTS	BB-001 BROADBAND FEASIBILITY STUDY	8414	COMPLETE	$ 69,768.93	$ 69,768.93	100%	$ -
INFRASTRUCTURE	CLOSED	BROADBAND IMPROVEMENTS	BB-002-01 BROADBAND GRANT PROGRAM - CITY OF SOUTH HA	8536	COMPLETE	$ 137,443.00	$ 137,443.00	100%	$ -
INFRASTRUCTURE	CLOSED	BROADBAND IMPROVEMENTS	BB-002-05 BROADBAND GRANT PROGRAM - WINDSTREAM SOU	8470	COMPLETE	$ 323,859.00	$ 323,859.00	100%	$ -
INFRASTRUCTURE	CLOSED	BROADBAND IMPROVEMENTS	BB-002-06 BROADBAND GRANT PROGRAM - MIDCO SILVER CRE	8463	COMPLETE	$ 239,000.00	$ 239,000.00	100%	$ -
INFRASTRUCTURE	CLOSED	BROADBAND IMPROVEMENTS	BB-002-07 BROADBAND GRANT PROGRAM - MEEKER COOP STC	8462	COMPLETE	$ 115,238.00	$ 115,238.00	100%	$ -
INFRASTRUCTURE	CLOSED	BROADBAND IMPROVEMENTS	BB-002-10 BROADBAND GRANT PROGRAM - MEEKER COOP FRE	8461	COMPLETE	$ 26,289.00	$ 26,289.00	100%	$ -
INFRASTRUCTURE	CLOSED	BROADBAND IMPROVEMENTS	BB-002-11 BROADBAND GRANT PROGRAM - BUFFALO FIBER BU	8450	COMPLETE	$ 185,138.00	$ 185,138.00	100%	$ -
INFRASTRUCTURE	CLOSED	BROADBAND IMPROVEMENTS	BB-003-001 2022 BORDER TO BORDER - CHARTER MULTIPLE TO	8494	COMPLETE	$ 106,705.00	$ 106,705.00	100%	$ -
INFRASTRUCTURE	GRANT DISBURSE	BROADBAND IMPROVEMENTS	BB-003-002 2022 BORDER TO BORDER - CHARTER ROCKFORD TV	8495	12/31/2025	$ 65,000.00	$ 65,000.00	100%	$ -
INFRASTRUCTURE	CLOSED	BROADBAND IMPROVEMENTS	BB-004-001 2023 BORDER TO BORDER - MEEKER COOP FRENCH	8496	COMPLETE	$ 776,192.00	$ 776,192.00	100%	$ -
INFRASTRUCTURE	GRANT DISBURSE	BROADBAND IMPROVEMENTS	BB-004-002 2023 BORDER TO BORDER - FRONTIER CLEARWATE	8497	12/31/2026	$ 780,000.00	$ 780,000.00	100%	$ -
INFRASTRUCTURE	GRANT DISBURSE	BROADBAND IMPROVEMENTS	BB-004-003 2023 BORDER TO BORDER - ARVIG ALBION TWP, RC	8498	6/30/2026	$ 439,873.00	$ 312,287.63	71%	$ 127,585.37
INFRASTRUCTURE	CLOSED	BROADBAND IMPROVEMENTS	BB-005 2023 BROADBAND – COKATO TOWNSHIP PROJECT	8522	COMPLETE	$ 204,000.00	$ 204,000.00	100%	$ -
BUSINESS & ECONOM	CLOSED	CCT FURNITURE REPLACEMENT PROGRAM	CCT-001 COKATO CHARITABLE TRUST - REPLACE FURNITUR	8453	COMPLETE	$ 50,000.00	$ 50,000.00	100%	$ -
BUSINESS & ECONOM	CLOSED	ECONOMIC ASSISTANCE FOR COMMUNITY DEN	CDC-001 ECONOMIC ASSISTANCE FOR COMMUNITY DENTAL	8471	COMPLETE	$ 200,000.00	$ 200,000.00	100%	$ -
INFRASTRUCTURE	CLOSED	WATER AND SEWER GRANTS	CITY-001 HOWARD LAKE	8434	COMPLETE	$ 76,479.00	$ 76,479.00	100%	$ -
INFRASTRUCTURE	CLOSED	WATER AND SEWER GRANTS	CITY-002 CLEARWATER	8435	COMPLETE	$ 70,828.00	$ 70,828.00	100%	$ -
INFRASTRUCTURE	CLOSED	WATER AND SEWER GRANTS	CITY-003 OTSEGO	8466	COMPLETE	$ 737,311.00	$ 737,311.00	100%	$ -
INFRASTRUCTURE	GRANT DISBURSE	WATER AND SEWER GRANTS	CITY-004 SOUTH HAVEN	8469	12/31/2026	$ 6,832.00	$ 6,490.40	95%	$ 341.60
INFRASTRUCTURE	CLOSED	WATER AND SEWER GRANTS	CITY-005 ROCKFORD	8447	COMPLETE	$ 149,375.00	$ 149,375.00	100%	$ -
INFRASTRUCTURE	CLOSED	WATER AND SEWER GRANTS	CITY-006 MONTROSE	8448	COMPLETE	$ 139,404.00	$ 139,404.00	100%	$ -
INFRASTRUCTURE	CLOSED	WATER AND SEWER GRANTS	CITY-007 BUFFALO	8449	COMPLETE	$ 597,057.00	$ 597,057.00	100%	$ -
INFRASTRUCTURE	CLOSED	WATER AND SEWER GRANTS	CITY-008 COKATO	8452	COMPLETE	$ 103,362.00	$ 103,362.00	100%	$ -
INFRASTRUCTURE	CLOSED	WATER AND SEWER GRANTS	CITY-009 MONTICELLO	8464	COMPLETE	$ 533,799.00	$ 533,799.00	100%	$ -
INFRASTRUCTURE	CLOSED	WATER AND SEWER GRANTS	CITY-010 MAPLE LAKE	8482	COMPLETE	$ 79,728.00	$ 79,728.00	100%	$ -
INFRASTRUCTURE	CLOSED	WATER AND SEWER GRANTS	CITY-011 ALBERTVILLE	8484	COMPLETE	$ 291,586.00	$ 291,586.00	100%	$ -
INFRASTRUCTURE	CLOSED	WATER AND SEWER GRANTS	CITY-012 ST. MICHAEL & HANOVER	8483	COMPLETE	$ 779,815.00	$ 779,815.00	100%	$ -
INFRASTRUCTURE	CLOSED	WATER AND SEWER GRANTS	CITY-013 WAVERLY	8489	COMPLETE	$ 70,164.00	$ 70,164.00	100%	$ -
INFRASTRUCTURE	CLOSED	WATER AND SEWER GRANTS	CITY-014 ANNANDALE	8423	COMPLETE	$ 122,971.00	$ 122,971.00	100%	$ -
INFRASTRUCTURE	CLOSED	WATER AND SEWER GRANTS	CITY-015 DELANO	8509	COMPLETE	$ 239,443.00	$ 239,443.00	100%	$ -
FAMILIES	CLOSED	EXPAND EMERGENCY ASSISTANCE	HHS-001 AUXILIARY EMERGENCY ASSISTANCE	8433	COMPLETE	$ 87,360.96	$ 87,360.96	100%	$ -
INFRASTRUCTURE	CLOSED	REPLACEMENT OF PUMPING SYSTEM AT LAKE P	LID-001 LAKE PULASKI PUMP REPLACEMENT	8454	COMPLETE	$ 300,000.00	$ 300,000.00	100%	$ -
FAMILIES	CLOSED	OPERATION LIVING HOPE	OLH-001 OPERATION LIVING HOPE PROGRAMS	8444	COMPLETE	$ 11,600.79	$ 11,600.79	100%	$ -
EDUCATION & TRAIN	CLOSED	TECHNOLOGY SUPPORT AND TRAINING FOR SEN	SCS-001 TECHNOLOGY SUPPORT & TRAINING FOR SENIORS	8419	COMPLETE	$ 66,000.00	$ 66,000.00	100%	$ -
FAMILIES	CLOSED	VOLUNTEER RECRUITMENT FOR SAFE FAMILIES	SF-001 VOLUNTEER RECRUITMENT FOR SAFE FAMILIES	8436	COMPLETE	$ 19,461.55	$ 19,461.55	100%	$ -
INTERNAL COUNTY E	CLOSED	SHERIFF'S OFFICE RADIO COMPLIANCE PROJECT	SHF-001 SHERIFF'S OFFICE RADIO COMPLIANCE PROJECT	8467	COMPLETE	$ 1,799,960.84	$ 1,799,960.84	100%	$ -
INTERNAL COUNTY E	CLOSED	RETENTION PAY FOR SHERIFF'S OFFICE	SHF-002 SHERIFF'S OFFICE EMPLOYEE RETENTION	8486	COMPLETE	$ 1,500,000.00	$ 1,500,000.00	100%	$ -
INFRASTRUCTURE	GRANT DISBURSE	ARMER 800 MHZ RADIO EQUIPMENT UPGRADE	SHF-03 ARMER 800 MHZ RADIO EQUIPMENT UPGRADES	8541	12/31/2025	$ 178,000.00	$ 119,579.00	67%	$ 58,421.00
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-001 CORINNA TOWNSHIP	8447	COMPLETE	$ 81,233.00	$ 81,233.00	100%	$ -
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-002 CLEARWATER TOWNSHIP	8424	COMPLETE	$ 45,449.00	$ 45,449.00	100%	$ -
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-003 WOODLAND TOWNSHIP 1	8511	COMPLETE	$ 11,315.33	$ 11,315.33	100%	$ -
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-004 BUFFALO	8519	COMPLETE	$ 49,339.00	$ 49,339.00	100%	$ -
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-005 COKATO	8521	COMPLETE	$ 53,614.00	$ 53,614.00	100%	$ -
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-006 SOUTHSIDE	8470	COMPLETE	$ 49,118.00	$ 49,118.00	100%	$ -
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-007 STOCKHOLM	8518	COMPLETE	$ 47,584.00	$ 47,584.00	100%	$ -
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-008 VICTOR	8520	COMPLETE	$ 50,869.00	$ 50,869.00	100%	$ -

ARP Project List

December 23, 2025

CATEGORY	STATUS	PROGRAM	PROJECT / GRANT	SERVICE CODE	END DATE	GRANTED	SPENT TO DATE 12/11/2025	% DISBURSED	REMAINING
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-009 ALBION	8527	COMPLETE	$ 54,729.00	$ 54,729.00	100%	$ -
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-010 MAPLE LAKE 1	8533	COMPLETE	$ 40,448.32	$ 40,448.32	100%	$ -
INFRASTRUCTURE	GRANT DISBURSE	TOWNSHIP GRANTS	TOWN-011 MAPLE LAKE 2	8537	12/31/2025	$ 28,479.68	$ 28,274.19	99%	$ 205.49
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-012 MIDDLEVILLE	8535	COMPLETE	$ 48,623.00	$ 48,623.00	100%	$ -
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-013 MONTICELLO	8557	COMPLETE	$ 87,734.00	$ 87,734.00	100%	$ -
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-014 ROCKFORD	8533	COMPLETE	$ 91,118.00	$ 91,118.00	100%	$ -
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-015 SILVER CREEK	8532	COMPLETE	$ 83,996.00	$ 83,996.00	100%	$ -
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-016 WOODLAND	8525	COMPLETE	$ 34,095.67	$ 34,095.67	100%	$ -
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-017 FRANKLIN	8534	COMPLETE	$ 85,936.62	$ 85,936.62	100%	$ -
INTERNAL COUNTY E	CLOSED	ADMINISTRATION TIME	WC-001 ADMINISTRATION TIME	8427	COMPLETE	$ 52,166.65	$ 52,166.65	100%	$ -
INTERNAL COUNTY E	CLOSED	PAYROLL FOR PUBLIC HEALTH EMPLOYEES	WC-002 PAYROLL FOR PUBLIC HEALTH EMPLOYEES	-	COMPLETE	$ 10,000,000.00	$ 10,000,000.00	100%	$ -
INTERNAL COUNTY E	CLOSED	PPE AND OTHER SUPPLIES	WC-003 PPE AND OTHER SUPPLIES	8429	COMPLETE	$ 12,599.65	$ 12,599.65	100%	$ -
INTERNAL COUNTY E	CLOSED	PPE AND OTHER SUPPLIES	WC-004 TESTING SUPPLIES	8430	COMPLETE	$ 17.75	$ 17.75	100%	$ -
INTERNAL COUNTY E	CLOSED	PPE AND OTHER SUPPLIES	WC-005 LEC HOLDING CELL MODIFICATIONS	8431	COMPLETE	$ 3,498.95	$ 3,498.95	100%	$ -
INTERNAL COUNTY E	CLOSED	CONSULTANT SUPPORT	WC-006 CONSULTANT SUPPORT	8428	COMPLETE	$ 77,805.98	$ 77,805.98	100%	$ -
INTERNAL COUNTY E	CLOSED	CUSTOMER FLOW MANAGEMENT SYSTEM	WC-007 CUSTOMER FLOW MANAGEMENT SYSTEM	8415	COMPLETE	$ 132,151.41	$ 132,151.41	100%	$ -
BUSINESS & ECONON	CLOSED	ECONOMIC ASSISTANCE FOR WRIGHT COUNTY 4	WC4H-001 ECONOMIC ASSISTANCE FOR WRIGHT COUNTY 4-H	8416	COMPLETE	$ 60,677.00	$ 60,677.00	100%	$ -
INFRASTRUCTURE	CLOSED	WATER QUALITY IMPROVEMENT PROJECTS	WCAG-001 OTSEGO STREAMBANK RESTORATION EXPANSION	8420	COMPLETE	$ 70,000.00	$ 70,000.00	100%	$ -
INFRASTRUCTURE	CLOSED	WATER QUALITY IMPROVEMENT PROJECTS	WCAG-006 COUNTY DITCH #33 IMPOUNDMENTS	8401	COMPLETE	$ 139,236.68	$ 139,236.68	100%	$ -
INFRASTRUCTURE	CLOSED	WATER QUALITY IMPROVEMENT PROJECTS	WCAG-008 CARP MANAGEMENT	8410	COMPLETE	$ 112,915.81	$ 112,915.81	100%	$ -
INFRASTRUCTURE	GRANT DISBURSE	WATER QUALITY IMPROVEMENT PROJECTS	WCAG-009 WETLAND RESTORATION NEAR GRANITE LAKE	8544	12/31/2026	$ -	$ -	0%	$ -
INFRASTRUCTURE	CLOSED	WATER QUALITY IMPROVEMENT PROJECTS	WCAG-010 COUNTY DITCH #10 WASCOBS	8402	COMPLETE	$ 71,372.28	$ 71,372.28	100%	$ -
INFRASTRUCTURE	CLOSED	WATER QUALITY IMPROVEMENT PROJECTS	WCAG-011 IN-LAKE STUDIES	8409	COMPLETE	$ 31,986.03	$ 31,986.03	100%	$ -
INFRASTRUCTURE	CLOSED	WATER QUALITY IMPROVEMENT PROJECTS	WCAG-012 BASINS AND GRADE STABILIZATION ON THE NOR	8408	COMPLETE	$ 77,763.55	$ 77,763.55	100%	$ -
INFRASTRUCTURE	CLOSED	WATER QUALITY IMPROVEMENT PROJECTS	WCAG-016 COUNTY DITCH #31 SIDE INLETS	8467	COMPLETE	$ 14,204.00	$ 14,204.00	100%	$ -
INFRASTRUCTURE	GRANT DISBURSE	WATER QUALITY IMPROVEMENT PROJECTS	WCAG-017 JD 15 SIDE INLET AND BANK STABILIZATION	8501	12/31/2025	$ 9,000.00	$ 9,000.00	100%	$ -
INFRASTRUCTURE	GRANT DISBURSE	WATER QUALITY IMPROVEMENT PROJECTS	WCAG-018 COUNTY DITCH #33 BRANCH #4 EMERGENCY REALIG	8401	12/31/2026	$ 75,000.00	$ 14,219.35	19%	$ 60,780.65
INFRASTRUCTURE	CLOSED	WATER QUALITY IMPROVEMENT PROJECTS	WCAG-019 COUNTY DITCH #38 ENGINEERING EXPENSES FOR RE	8526	COMPLETE	$ 76,176.00	$26,176.00	34%	$ 50,000.00
BUSINESS & ECONON	CLOSED	ECONOMIC ASSISTANCE FOR WRIGHT COUNTY I	WCF-001 ECONOMIC ASSISTANCE FOR WRIGHT COUNTY FAIR	8503	COMPLETE	$ 40,000.00	$ 40,000.00	100%	$ -
INTERNAL COUNTY E	CLOSED	COMMUNITY HEALTH NEEDS ASSESSMENT	WCPH-001 COMMUNITY HEALTH NEEDS ASSESSMENT	8413	COMPLETE	$ 27,509.74	$ 27,509.74	100%	$ -
INTERNAL COUNTY E	CLOSED	WRIGHT COUNTY CERTIFIED WELL WATER TESTI	WCPH-02 WRIGHT COUNTY CERTIFIED WELL WATER TESTING	-	COMPLETE	$ 4,109.29	$ 4,109.29	100%	$ -
INFRASTRUCTURE	CLOSED	PARK MAINTENANCE AND UPGRADES	WCPK-001 ROBERT NEY REGIONAL PARK SKI TRAIL LIGHTING AN	8421	COMPLETE	$ 150,000.00	$ 150,000.00	100%	$ -
INFRASTRUCTURE	CLOSED	PARK MAINTENANCE AND UPGRADES	WCPK-003 HARRY LARSON PARKING LOT	8423	COMPLETE	$ 37,748.75	$ 37,748.75	100%	$ -
INFRASTRUCTURE	CLOSED	PARK MAINTENANCE AND UPGRADES	WCPK-004 SCHROEDER PARK REDEVELOPMENT	8424	COMPLETE	$ 1,601,363.41	$ 1,601,363.41	100%	$ -
INFRASTRUCTURE	GRANT DISBURSE	PARK MAINTENANCE AND UPGRADES	WCPK-006 MONTISSIPPI PARK – PLAYGROUND REPLACEMENT	8465	12/31/2026	$ 208,706.38	$ 121,969.00	58%	$ 86,737.38
INFRASTRUCTURE	CLOSED	WATER QUALITY GRANTS	WQG-001 COKATO STORMWATER POND	8502	COMPLETE	$ 250,000.00	$ 250,000.00	100%	$ -
INFRASTRUCTURE	CLOSED	WATER QUALITY GRANTS	WQG-003 INDIAN LAKE GULLY REPAIR	8490	COMPLETE	$ 159,375.00	$ 159,375.00	100%	$ -
INFRASTRUCTURE	GRANT DISBURSE	WATER QUALITY GRANTS	WQG-004 DELANO DITCH 34 IMPROVEMENTS	8506	9/30/2026	$ 400,000.00	$ -	0%	$ 400,000.00
INFRASTRUCTURE	CLOSED	WATER QUALITY GRANTS	WQG-005 OTSEGO CREEK RESTORATION PROJECT	8507	COMPLETE	$ 210,000.00	$ 210,000.00	100%	$ -

TOTAL ALLOCATED	$ 26,878,110.00
TOTAL SPENT	$ 25,986,438.51
TOTAL REMAINING	$ 891,671.49

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Lindsey Meyer

Requestor Title
Finance Director

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

Target Meeting Date *
1/6/2026 9:00 AM - Board of Wright County Commissioners

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

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

Time Required:
2

Originator
BTP5489

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Designate the Delano Herald Journal as the County's Official Newspaper for the 3-Year cycle from 2026 through 2028

Short Title (what will appear on Agenda outline - 250 character max.) *
Designate the Delano Herald Journal as the County's Official Newspaper for the 3-Year cycle from 2026 through 2028

Value Stream the request primarily aligns with:
Optimize Civic Engagement

Briefly describe how the request aligns with the selected value stream.
The designated official newspaper for the county publishes statutorily required notices and meeting minutes

Describe the impact on staffing resources.
Staff time required for collection and calculation of the bids.

Fiscal Impact:
Departments have incorporated estimated costs of publication of required notices within their 2026 budgets.
2027 and 2028 costs will be incorporated into future budgets.

Background/Justification:
Wright County is statutorily required to designate an official publication for posting county notices and may designate for 1-year or 3-year cycles. The county has received bids from 3 newspapers: The Dassel-Cokato Enterprise Dispatch, the Delano Herald Journal and the Monticello Times.
With the lowest bid, staff recommend that the County Board designate the Delano Herald Journal as the County's Official Newspaper for the 3-year cycle from 2026 through 2028.

Route for Review and Approval

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

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

Document Name	Attachment Type
Bid Calculations 1 year and 3 year.pdf	Attachment
2026 Bid Summary.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

Lindsey Meyer
Wright County Finance and Taxpayer Services

Wright County Government Center
3650 Braddock Avenue NE
Buffalo, MN 55313-1195
Phone: (763) 682-7579
Fax: (763) 682-7873

CALCULATIONS OF 2026, 2027, 2028 LEGAL PAPER BIDS

Dassel-Cokato Enterprise Dispatch (Circulation: 590)

Line length in picas	10.2
Lines per inch in legals	10
Length in lower case alphabet	90
Cost per column inch for legals	2.94

10.2	x	12	=	122.4
10	x	122.4	=	1224
1224	/	90	=	13.6
2.94	/	13.6	=	0.216176

Monticello Times (Circulation: 741)

Line length in picas	9.33
Lines per inch in legals	9
Length in lower case alphabet	91.258
Cost per column inch for legals	7.75

9.33	x	12	=	111.96
9	x	111.96	=	1007.64
1007.64	/	91.258	=	11.04166
7.75	/	11.04	=	0.701993

Delano Herald Journal (Circulation: 990)

Line length in picas	10.2
Lines per inch in legals	10
Length in lower case alphabet	90
Cost per column inch for legals	1.99

10.2	x	12	=	122.4
10	x	122.4	=	1224
1224	/	90	=	13.6
1.99	/	13.6	=	0.146324

Line length in picas	0
Lines per inch in legals	0
Length in lower case alphabet	0
Cost per column inch for legals	0.00

0	x	12	=	0
0	x	0	=	0
0	/	0	=	0
0	/	0	=	0

Lindsey Meyer
Wright County Finance and Taxpayer Services

Wright County Government Center
3650 Braddock Avenue NE
Buffalo, MN 55313-1195
Phone: (763) 682-7579
Fax: (763) 682-7873

CALCULATIONS OF 2026 LEGAL PAPER BIDS

Dassel-Cokato Enterprise Dispatch (Circulation: 590)

Line length in picas	10.2
Lines per inch in legals	10
Length in lower case alphabet	90
Cost per column inch for legals	3.82

10.2	x	12	=	122.4
10	x	122.4	=	1224
1224	/	90	=	13.6
3.82	/	13.6	=	0.280882

Monticello Times (Circulation: 741)

Line length in picas	9.33
Lines per inch in legals	9
Length in lower case alphabet	91.258
Cost per column inch for legals	7.75

9.33	x	12	=	111.96
9	x	111.96	=	1007.64
1007.64	/	91.258	=	11.04166
7.75	/	11.04	=	0.701993

Delano Herald Journal (Circulation: 990)

Line length in picas	10.2
Lines per inch in legals	10
Length in lower case alphabet	90
Cost per column inch for legals	3.69

10.2	x	12	=	122.4
10	x	122.4	=	1224
1224	/	90	=	13.6
3.69	/	13.6	=	0.271324

Line length in picas	0
Lines per inch in legals	0
Length in lower case alphabet	0
Cost per column inch for legals	0.00

0	x	12	=	0
0	x	0	=	0
0	/	0	=	0
0	/	0	=	0

Finance & Taxpayer Services
Taxpayer Services Division
3650 Braddock Ave NE
Suite 1400
Buffalo, MN 55313

Ph: (763) 682-7578

www.co.wright.mn.us

2026 Official Newspaper Designation

Finance and Taxpayer Services Received 3 bids from eligible newspapers within Wright County to be designated the official publication for Wright County. The three publications that submitted bids were the Delano Herald Journal, The Dassel-Cokato Enterprise Dispatch, and the Monticello Times. All 3 publications submitted bids for a one year designation and a three year designation. Per state statute the county may designate an official publication for 1 year or for 3 years. The table below lists the three publications and their county circulation totals.

Publication	Paper Circulation
Delano Herald Journal	990
Dassel-Cokato Enterprise Dispatch	590
Monticello Times	741

Submitted bids are calculated using a formula that accounts for text and column size to generate a number that is the cost per inch for publication in each newspaper. The bid calculation forms are included with this packet for each publication. The tables below show the charge per inch for each publication for the one year bid and the three year bid.

One Year Bid Charge Per-Inch

Publication	Charge Per-Inch
Delano Herald Journal	$3.69
Dassel-Cokato Enterprise Dispatch	$3.82
Monticello Times	$7.75

Three Year Bid Charge Per-Inch

Publication	Charge Per-Inch
Delano Herald Journal	$1.99
Dassel-Cokato Enterprise Dispatch	$2.94
Monticello Times	$7.75

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Lindsey Meyer

Requestor Title
Finance Director

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

Target Meeting Date *
1/6/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
KMD7520

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Acknowledge Warrant Disbursements Issued from December 8 through December 28, 2025

Short Title (what will appear on Agenda outline - 250 character max.) *
Acknowledge Warrant Disbursements Issued from December 8 through December 28, 2025

Value Stream the request primarily aligns with:
Optimize Civic Engagement

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

Describe the impact on staffing resources.

Fiscal Impact:

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

Route for Review and Approval

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

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

Document Name	Attachment Type
12.08.25-12.28.25 Disbursements by Fund report.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

WRIGHT COUNTY
MINNESOTA

Disbursements by Funds Report

Report Date GMT 12/29/25 4:35 PM

Date Range: 12/8/2025 to 12/28/2025 **Pii:**

Fund	Description	Amount
01	GENERAL REVENUE FUND	2,264,770.08
02	RESERVES FUND	204,543.79
03	ROAD AND BRIDGE FUND	1,571,541.27
11	HUMAN SERVICES FUND	502,927.95
20	WASTE MANAGEMENT FUND	12,220.15
34	CAPITAL IMPROVEMENTS FUND	518,850.12
71	HISTORIAN FUND	419.67
72	SOIL AND WATER FUND	5,478.69
73	LAKE IMPROVEMENT DISTRICTS	6,041.38
77	ESTATE RECOVERIES	274,200.62
84	STATE COLLECTIONS FUND	424,945.95
85	REFUNDING ACCOUNT FUND	8,354.01
87	SOCIAL WELFARE FUND	6,384.40
	Total	**5,800,678.08**

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Chad Hausmann

Requestor Title
Highway Engineer

Department (please use dropdown to select department) *
HIGHWAY

Target Meeting Date *
1/6/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
SCB7391

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve County Project Candidate Submission for the 2030 Surface Transportation Block Grant Program (STBGP) funding through the Central MN Area Transportation Partnership (ATP).

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve County Project Candidate Submission for the 2030 Surface Transportation Block Grant Program (STBGP) funding through the Central MN Area Transportation Partnership (ATP).

Value Stream the request primarily aligns with:
Develop County Infrastructure

Briefly describe how the request aligns with the selected value stream.
The STBGP supports a broad range of transportation projects that the ATP recommends for inclusion in the State Transportation Improvement Program (STIP).

Describe the impact on staffing resources.
Highway staff time to complete the application process

Fiscal Impact:
$0

Background/Justification:
Federal STBGP funds provide a flexible source of funding that may be used by cities and counties for projects on any Federal-aid eligible highway or street. The current solicitation is for funds to be awarded for construction in 2030. County highway staff recommends a project based on the Wright County Road Safety Plan, City staff input and evaluation of the project eligibility and ranking matrix criteria outlined in the application guidance.
County Highway staff recommends applying for roundabout construction at the intersection of CSAH 30-CSAH 16 (Delano).

Route for Review and Approval

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

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

Document Name	Attachment Type
_Location Map CSAH 16 & 30.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes
Sent to finance for approval

Finance Review

Finance Decision
Approved

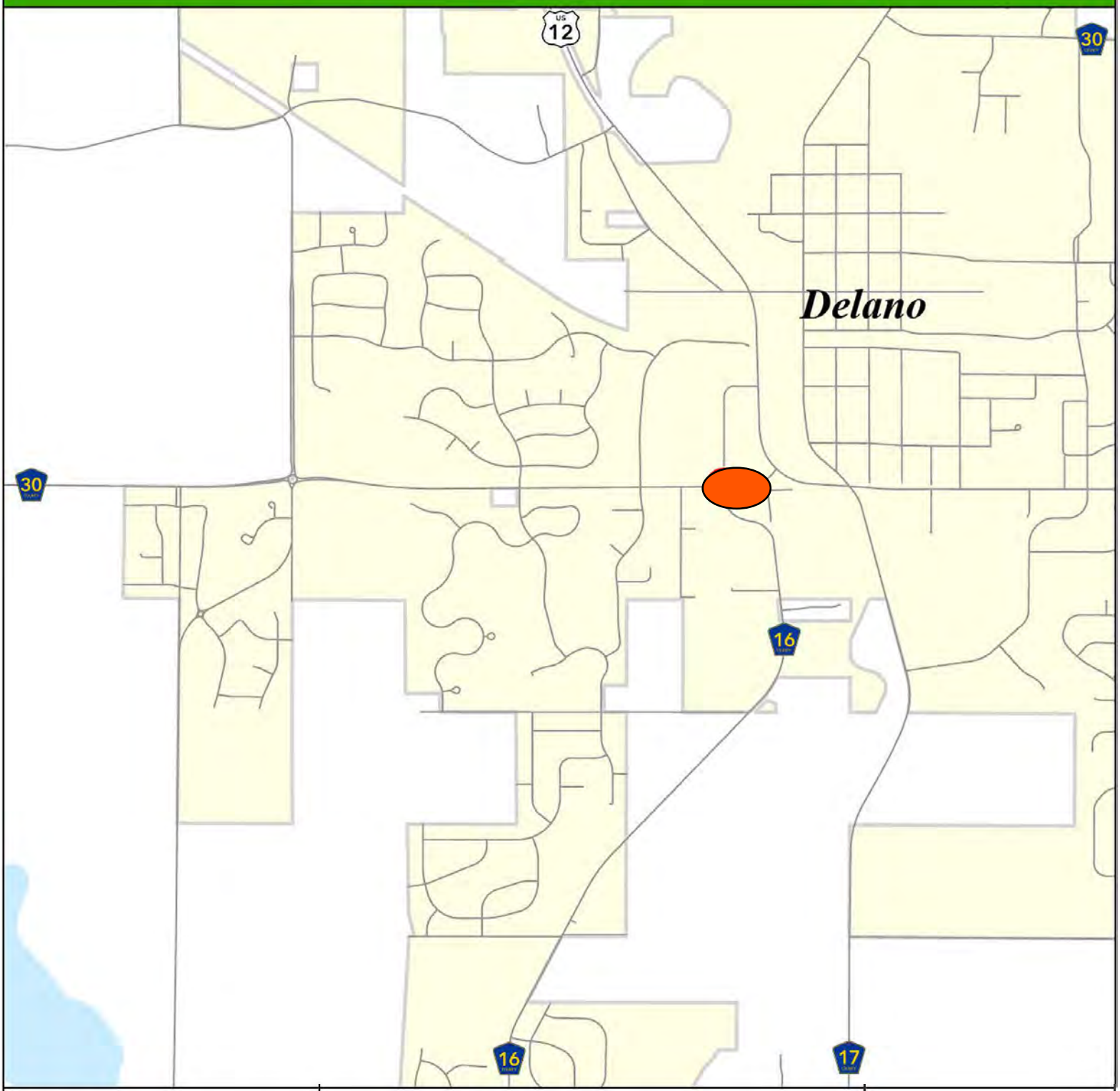
Notes

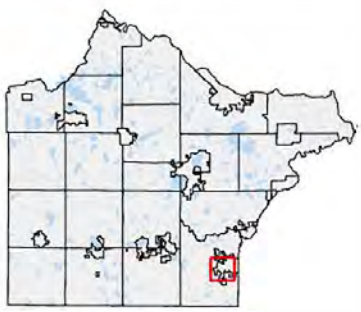
County Administrator Review

County Administrator Decision

Notes

Wright County
CSAH 16 & 30





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● Location

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Schawn Johnson

Requestor Title
Human Resources Director

Department (please use dropdown to select department) *
HUMAN RESOURCES

Target Meeting Date *
1/6/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
SPJ8450

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve and Authorize Signatures on the 2026-2028 Collective Bargaining Agreement with the American Federation of State, County, & Municipal Employees (AFSCME), Council NO. 65 Local No. 2685.

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve and Authorize Signatures on the 2026-2028 Collective Bargaining Agreement with the American Federation of State, County, & Municipal Employees (AFSCME), Council NO. 65 Local No. 2685.

Value Stream the request primarily aligns with:
Develop County Infrastructure

Briefly describe how the request aligns with the selected value stream.
Promotes and enhances on-going working relationships between the County and AFSCME.

Describe the impact on staffing resources.
The proposed expenses from the collective bargaining agreement are covered in the 2026 Wright County budget and future expenses will be addressed in the 2027 and 2028 County budgets.

Fiscal Impact:
The proposed expenses from the collective bargaining agreement are covered in the 2026 Wright County budget and future expenses will be addressed in the 2027 and 2028 County budgets.

Background/Justification:
For County Board review, please find attached the collective bargaining agreement between Wright County and AFSCME. A clean copy of the 2026-2028 AFSCME collective agreement agreement and a red-lined agreement summary that provides an overview of the language changes to the 2026-2028 collective bargaining agreement are attached. The proposed changes to the 2026-28 contract are outlined in the AFSCME agreement summary document.
The following is an overview of the Memorandum of Agreement (MOA) that were agreed upon by both parties during negotiations:
1. Labor Management Committee-Continuation of the AFSCME-Wright County Labor Management Committee over the 2026-2028 collective bargaining agreement.
2. One Hour Lunch Period MOA- Allowing AFSCME members to combine their two paid fifteen minute rest breaks and a 30 minute lunch period into a one hour lunch/rest period during the workday.
3. Compensation and Classification Plan MOA-Approves the implementation of the County's new compensation and classification plan with AFSCME for 2026, 2027, and 2028.

Route for Review and Approval

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

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

Document Name	Attachment Type
2026-28 AFSCME Agreement.pdf	Attachment
AFSCME Agreement Summary 12-23-25.pdf	Attachment
MOA-AFSCME Compensation and Classification Plan.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

Finance Review

Finance Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

LABOR AGREEMENT BETWEEN

THE COUNTY OF WRIGHT AND

AMERICAN FEDERATION OF STATE, COUNTY & MUNICIPAL EMPLOYEES, COUNCIL NO. 65 LOCAL NO. 2685

AFL-CIO

JANUARY 1, 2026 - DECEMBER 31, 2028

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APPENDIX D ..... Memorandum of Agreement (One Hour Lunch Periods)

LABOR AGREEMENT BETWEEN THE

COUNTY OF WRIGHT AND

AMERICAN FEDERATION OF STATE, COUNTY & MUNICIPAL EMPLOYEES, COUNCIL NO. 65 LOCAL NO. 2685

AFL-CIO

ARTICLE 1 PURPOSE OF AGREEMENT

This Agreement is entered into between the Wright County Board of Commissioners, hereinafter called the EMPLOYER, and the American Federation of State, County and Municipal Employees, Council No. 65, Local No. 2685, AFL-CIO, hereinafter called the UNION. The intent and purpose of this Agreement is to:

To assure sound and mutually beneficial working and economic relationships between the parties hereto.

To establish the foundation for a harmonious and effective labor-management relationship.

Establish procedures for the resolution of disputes concerning this Agreement's interpretation and/or application; and

Place in written form the parties' full and complete agreement upon terms and conditions of employment for the duration of the Agreement.

ARTICLE 2 RECOGNITION

The EMPLOYER recognizes the UNION as the exclusive representative in a unit of all nonsupervisory non-confidential employees of the Wright County Health and Human Services Department.

ARTICLE 3 DEFINITIONS

3.1 **UNION**: The American Federation of State, County & Municipal Employees, Council No. 65, AFL-CIO.

3.2 **EMPLOYER**: Wright County Board of Commissioners.

3.3 **UNION MEMBER**: A member of the American Federation of State, County & Municipal Employees, Council No. 65, AFL-CIO.

3.4 **EMPLOYEE**: A member of the exclusively recognized bargaining unit.

3.5 **BASE PAY RATE**: The employee's hourly rate exclusive of longevity or any other special allowances.

3.6 **OVERTIME**: Work performed at the express authorization of the EMPLOYER in excess of forty (40) hours within a seven (7) day period.

3.7 **CALL BACK**: Return of an employee to a specified work site to perform assigned duties at the express authorization of the EMPLOYER at a time other than an assigned shift. An extension of or an early report to an assigned shift is not a call back.

3.8 **STRIKE:** Concerted action in failing to report for duty, the willful absence from one's position, the stoppage of work, slowdown, or abstinence in whole or in part from the full, faithful and proper performance of the duties of employment for the purposes of inducing, influencing or coercing a change in the conditions or compensation or the rights, privileges or obligations of employment.

3.9 **IMMEDIATE FAMILY**: Immediate family shall include the employee's spouse, children, parents, brother, sister, grandparents, grandchildren, spouse's parents, spouse's siblings, spouse's grandparents or legal ward.

3.10 **ACT**: Minnesota Public Employment Labor Relations Act of 1971, as amended.

3.11 **PART-TIME EMPLOYEE**: An employee scheduled on a continuing basis working less than forty (40) hours per week or less than eight (8) hours per day.

3.12 **ANNIVERSARY DATE:** The date a person achieves permanent status in a job classification.

3.13 **PERMANENT STATUS**: The satisfactory completion of a twelve (12) month probation period in any job classification in which the employee has not previously achieved permanent status.

3.14 **TRIAL PERIOD:** A period of six (6) continuous months commencing from the date of the promotion or transfer of a permanent employee.

3.15 **TEMPORARY EMPLOYEE**: An employee hired on a temporary basis to replace a regular employee who is on a leave of absence or who has been assigned to a specific project. Temporary employee shall include a special project employee who is hired on a grant or other special project basis where the employee has little prospect for permanent employment. Such employees shall earn the salary rate set forth on the Salary Schedule and shall not receive any other benefits or seniority.

3.16 SEASONAL EMPLOYEE: An employee hired on a seasonal basis, for a period not to exceed seven (7) months (except under certain circumstances, such period may be extended for up to two (2) additional months upon written notice to the UNION and the employee), as designated by the EMPLOYER, in a position with little prospect for permanent employment. Such employees shall earn the salary rate set forth in the Salary Schedule and shall not receive any other benefits or seniority.

3.17 Retirement Eligibility – Defined consistent with PERA retirement eligibility

ARTICLE 4 UNION SECURITY

In recognition of the UNION as the exclusive representative, the EMPLOYER shall:

4.1 Deduct each payroll period an amount sufficient to provide the payment of dues established by the UNION from the wages of all employees authorizing in writing such deduction. Such remittance shall include a list of the names of the employees from whose wages deductions were made, along with other pertinent employee information (e.g., hours worked, hourly wage) necessary for the collection and administration of Union dues.

When requested by the Union, the Employer shall deduct from the wages of those employees that are not members of the Union a fair share fee in accordance with Minn. Stat. § 1 79A.06, subd. 3.

4.2 The Employer shall remit payroll deductions to the Council 65 office.

4.3 The UNION may designate certain employees from the bargaining unit to act as stewards and shall inform the EMPLOYER in writing of such choice.

4.4 The UNION agrees to indemnify and hold the EMPLOYER harmless against any and all claims, suits, orders, or judgments brought or issued against the County as a result of any action taken or not taken by the County under the provisions of this Article.

4.5 The EMPLOYER agrees that during the life of this Agreement that the EMPLOYER will not lock out the employees.

4.6 Bulletin Boards

A. The EMPLOYER agrees to allow the UNION the use of designated bulletin board space for the purpose of posting notices of UNION meetings, notice of UNION elections, results of UNION elections and appointments and other official UNION business and UNION recreation or social affairs.

B. No information may be posted which represents derogatory attacks directed against any employee, the EMPLOYER, or information concerning candidates for any

public office or UNION office.

4.7 The EMPLOYER shall not discriminate against an employee on the basis of union membership or non-membership.

4.8 The EMPLOYER shall allow duly elected bargaining unit members the time off to attend the AFSCME Council 65 or the AFSCME International Convention. That time may be vacation/PTO or leave without pay. A maximum of six local AFSCME members may attend the annual AFSCME Council Convention. A maximum of four local AFSCME members may attend the AFSCME International Convention.

ARTICLE 5 EMPLOYER SECURITY

The UNION agrees that during the life of the Agreement it will not cause, encourage, participate in or support any strike, slow down, other interruption of, or interference with the normal functions of the EMPLOYER.

ARTICLE 6 EMPLOYER AUTHORITY

6.1 The EMPLOYER retains the full and unrestricted right to operate and manage all manpower, facilities, and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify the organizational structure; to select, direct and determine the number of personnel; to establish work schedules; and to perform any inherent managerial function not specifically limited by this Agreement.

6.2 Any term and condition of employment not specifically established or modified by the Agreement shall remain solely within the discretion of the EMPLOYER to modify, establish, or eliminate.

6.3 The EMPLOYER may issue work rules. No work rule shall conflict with the terms of this Agreement. The Employer will attempt to codify the existing work rules and will provide the UNION with periodic reports concerning this codification.

ARTICLE 7 EMPLOYEE RIGHTS - GRIEVANCE PROCEDURE

7.1 Definition of a Grievance. A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of the Agreement.

7.2 Union Representatives. The EMPLOYER will recognize representatives designated by the UNION as the grievance representatives of the bargaining unit having the duties and responsibilities established by this Article. The UNION shall notify the EMPLOYER in writing of the names of such UNION representatives and of their successors when so designated.

Processing of a Grievance. It is recognized and accepted by the UNION and the EMPLOYER that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during normal working hours only when consistent with such employee duties and responsibilities. The aggrieved employee and the UNION Representative shall be allowed a reasonable amount of time without loss in pay when a grievance is investigated and presented to the EMPLOYER during normal working hours provided the employee and the UNION Representative have notified and received the approval of the designated supervisor.

7.3 Procedure. Grievances, as defined by Section 7.1, shall be resolved in conformance with the following procedure:

Step 1. An employee claiming a violation concerning the interpretation or application of this Agreement shall, within twenty-one (21) calendar days after such alleged violation has occurred, present such grievance to the employee's supervisor as designated by the EMPLOYER. The EMPLOYER designated representative will discuss and give an answer to such Step I grievance within seven (7) calendar days after receipt. A grievance not resolved in Step 1 and appealed to Step 2 shall be placed in writing setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of the Agreement allegedly violated, and the remedy requested and shall be appealed to Step 2 within ten (10) calendar days after the EMPLOYER designated representative's final answer in Step I. Any grievance not appealed in writing to Step 2 by the UNION within ten (10) calendar days shall be considered waived.

Step 2. If appealed, the written grievance shall be presented by the UNION and discussed with the EMPLOYER designated Step 2 representative. The EMPLOYER designated representative shall give the UNION the EMPLOYER'S Step 2 answer in writing within seven (7) calendar days after receipt of such Step 2 grievance. A grievance not resolved in Step 2 may be appealed to Step 3 within ten (10) calendar days following the EMPLOYER designated representative's final Step 2 answer. Any grievance not appealed in writing to Step 3 by the UNION within ten (10) calendar days shall be considered waived.

Step 3. If appealed, the written grievance shall be presented by the UNION and discussed with the EMPLOYER designated Step 3 representative. The EMPLOYER designated representative shall give the UNION the EMPLOYER'S answer in writing within seven (7) calendar days after receipt of such Step 3 grievance. A grievance not resolved in Step 3 may be appealed to Step 4 within fifteen (15) calendar days following the EMPLOYER designated representative's final answer in Step 3. Any grievance not appealed in writing to Step 4 by the UNION within fifteen (15) calendar days shall be considered waived. Subject to mutual agreement by both parties. Mediation may be held prior to Step 4 of the grievance procedure.

Step 4. A grievance unresolved in Step 3 and appealed in Step 4 shall be submitted to arbitration subject to the provisions of the Act. Within fifteen (15) days after the written notice that the UNION has requested arbitration, the UNION will request that the BMS provide the parties with a panel of impartial arbitrators. Upon receipt of the panel of arbitrators, the EMPLOYER and the UNION's representatives will confer at a mutually agreeable time to select an arbitrator by alternately striking names from the BMS panel until only one name remains. The order in which the parties strike arbitrators shall be determined by a coin flip.

7.4 Arbitrator's Authority

A. The arbitrator shall have no right to amend, modify, nullify, ignore, acid to, or subtract from the terms and conditions of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the EMPLOYER and the UNION and shall have no authority to make a decision on any other issue not so submitted.

B. The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in anyway the application of laws, rules or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on both the EMPLOYER and the UNION and shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented.

C. The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the EMPLOYER and the UNION provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings the cost shall be shared equally.

7.5 Waiver. If a grievance is not presented within the time limits set forth above, it shall be considered "waived." If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the EMPLOYER'S last answer. If the EMPLOYER does not answer a grievance or an appeal thereof within the specified time limits, the UNION may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual agreement of the EMPLOYER and the UNION.

7.6 Choice of Remedy. If, as a result of the written EMPLOYER response in step 3 the grievance remains unresolved, and if the grievance involves the suspension, demotion or discharge of

an employee who has completed the required probationary period, the grievance may be appealed either to step 4 of ARTICLE VII or a procedure such as veterans preference or human rights if by law they can appeal. If appealed to any procedure other than step 4 of ARTICLE VII, the grievance is not subject to the arbitration procedure as provided in step 4 of ARTICLE VIL

The aggrieved Employee shall indicate in writing which procedure is to be utilized - step 4 of ARTICLE VII or another appeal procedure - and shall sign a statement to the effect that the choice of any other hearing precludes the aggrieved employee from making a subsequent appeal through step 4 of ARTICLE VIL *Except with respect to statutes under the jurisdiction of the United States Equal Employment Opportunity Commission, an employee pursuing a statutory remedy is not precluded from also pursuing an appeal under this grievance procedure.* If a court of competent jurisdiction rules contrary to Board of Governors, or if Board of Governors is judicially or legislatively overruled, the italicized portion of this section shall be deleted.

A. The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the EMPLOYER and the UNION provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings the cost shall be shared equally.

ARTICLE 8 SAVINGS CLAUSE

This Agreement is subject to laws of the United States and, the State of Minnesota. In the event any provision of this Agreement shall be held to be contrary to law by a court or administrative agency of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, or is contrary to an administrative ruling or is in violation of legislation or administrative regulations, such provision shall be voided. All other provisions of this Agreement shall continue in full force and effect. The voided provision may be renegotiated at the request of either party.

ARTICLE 9 WORK SCHEDULES

9.1 The sole authority in work schedules is the EMPLOYER. The normal work day for an employee shall be eight (8) consecutive hours. The normal work week shall be forty (40) hours over five (5) consecutive days.

9.2 Service to the public may require the establishment of regular shifts for some employees on a daily, weekly, seasonal, or annual basis other than the normal 8:00 - 4:30 day. The EMPLOYER will give one (1) week advance notice to the employees affected by the establishment of work days different from the employee's normal eight (8) hour work day.

9.3 In the event that work is required because of unusual circumstances no advance notice needs to be given. Each employee has an obligation to work overtime or call backs if requested unless unusual circumstances prevent the employee from so working.

9.4 Service to the public may require the establishment of regular work weeks that schedule work on Saturdays and/or Sundays.

9.5 The Employer may adopt flexible schedules, four ten-hour days, job-sharing, or other nontraditional schedules. An employee may request assignment to such schedules or job sharing but the Employer has no obligation to grant such a request. The adoption of such schedules or job sharing shall not result in obligating the Employer for any premium overtime pay.

9.6 Nothing contained in this or any other Article shall be interpreted to be a guarantee of a minimum or maximum number of hours the EMPLOYER may assign employees.

ARTICLE 10 OVERTIME PAY

10.1 Hours worked in excess of forty (40) hours within a seven (7) day period will be compensated for at one and one-half times the employee's regular hourly rate of pay. Employees may receive compensatory time on a time and one-half (1 ½) basis in lieu of overtime pay at the Employer's option. The maximum number of hours of compensatory time allowed shall be 60, nonrenewable. All accrued compensatory time must be taken as time off prior to the final payroll period of each calendar year, such time may not be carried over from year to year. Compensatory time not taken by this date shall be paid out to the employee at the wage rate in effect on the last pay period of the year.

10.2 Compensatory time may be paid out two (2) times per year following the last period in June and/or December. June payout must be requested in advance by the employee.

10.3 Overtime will be distributed as equally as practicable within job classifications.

10.4 Overtime refused by employees will, for record purposes under Article 10.2, be considered as unpaid overtime worked.

10.5 For the purpose of computing overtime compensation, overtime hours worked shall not be pyramided, compounded, or paid twice.

10.6 An employee who is called to duty during their scheduled off-duty time shall receive a minimum of two (2) hours pay at one and one-half (1 ½) times the employee's base pay rate. An extension: or early report to a regularly scheduled shift for duty does not qualify the employee for the two (2) hour minimum.

ARTICLE 11 RIGHT OF SUBCONTRACT

Nothing in this Agreement shall prohibit or restrict the right of the EMPLOYER from subcontracting work performed by employees covered by this Agreement.

ARTICLE 12 DISCIPLINE

12.1 The EMPLOYER will discipline employees for just cause only. Discipline will be in one or more of the following forms:

a) oral reprimand;
b) written reprimand;
c) suspension;
d) demotion; or
e) discharge.

12.2 Suspensions, demotions and discharges will be in written form.

12.3 Written reprimands, notices of suspension, and notices of discharge which are to become part of an employee's personnel file shall be read and acknowledged by signature of the employee. Employees and the UNION will receive a copy of such reprimands and/or notices.

The EMPLOYER will remove a written reprimand from an Employee's personnel file upon the Employee's request, provided that the Employee submits the request, in writing, at least five (5) years after the written reprimand was issued and the Employee has received no other formal discipline since the date of the written reprimand.

12.4 Employees may examine their own individual personnel files at reasonable times under the direct supervision of the EMPLOYER.

12.5 An employee shall be allowed UNION representation at any step of the discipline procedure or any investigation which could lead to disciplinary action. The EMPLOYER shall have no obligation to inform or advise an employee of the provisions of this section.

ARTICLE 13 SENIORITY

13.1 Employee seniority is the length of continuous service with the EMPLOYER. Employee seniority is broken by a voluntary resignation, retirement, or discharge for cause.

13.2 Job classification seniority is the length of service within a job classification.

13.3 Reduction of work force. Employer will provide a minimum of fourteen (14) days written notice of layoff. Employer may elect to place the Employee on paid leave during the fourteen (14) day notice. Employees will be reduced in inverse order of classification seniority. Employees

will be recalled within job classifications on the basis of job classification seniority, in inverse order of layoff.

1. In lieu of layoff, an employee may elect to bump a least senior employee in a classification equal to or below the employee's current classification in which the employee has previously held. An employee on layoff shall have an opportunity to return to work within the job classification from which the employee was reduced or laid off for a two (2) year period from the time of reduction or layoff, before any new employee is hired or promoted. Any employee on layoff who is notified at the employee's last known address by registered mail to return to work, and who fails to return within fourteen (14) days, shall be considered a voluntary termination.

2. In lieu of layoff, an employee may accept a vacancy in a classification in which the employee has not previously served and for which the employee meets the minimum qualifications. The employee's refusal to accept a vacancy in a classification in which the employee has not previously served shall not result in the forfeiture of other layoff options.

ARTICLE 14 PROBATIONARY PERIODS

14.1 All newly hired or rehired employees will serve a twelve (12) month probationary period.

14.2 At any time during the probationary period a newly hired or rehired employee may be terminated at the sole discretion of the EMPLOYER. Terminated employees will be given written reasons for the termination.

ARTICLE 15 JOB POSTING-PROMOTIONS

15.1 Permanent vacancies in job classifications listed in ARTICLE II of this Agreement shall be posted. Employees shall have seven (7) calendar days after posting to complete application for such vacancies. The applicant with the highest qualifications will be chosen for the vacancy.

15.2 An employee may elect to return to the employee's former job classification during the trial period provided that a vacancy exists.

15.3 Employees who are serving a trial period shall be entitled to use earned PTO time.

15.4 All promoted employees shall serve a six (6) month trial period. During the trial period a promoted employee shall be returned to the employee's previous job classification at the request of the employee and/or at the discretion of the EMPLOYER. An employee returned to the previous job classification shall also revert to the employee's previous anniversary date. There are no increases to wages with the completion of a six (6) month trial period.

ARTICLE 16 HOSPITAL/MEDICAL/LIFE/LTD/STD (Appendix B)

16.1 Effective upon ratification of the collective bargaining agreement for the January 1, 2026, through December 31, 2028, time period, the County will provide three insurance plans:

a. Plan 4 ($1000 Deductible Plan & Dental)
The County will contribute up to a maximum of $1,180.00 towards single health and preventative dental coverage, and $2,178.00 towards family health and preventative dental coverage.

b. Plan 5 ($3000 Deductible Plan (With VEBA) & Dental)
- The County will contribute up to a maximum of $1,097.00 towards single health and preventative dental coverage, and $2,022.00 towards family health and preventative dental coverage.
- The County will make contributions to a VEBA account equivalent to the amount of $125.00 per month for single insurance coverage, and $250.00 a month for family insurance coverage.

c. Plan 6 ($4000 Deductible Plan (With HSA) & Dental)
- The County will contribute up to a maximum of $1,030.26 per month towards single health and preventative dental coverage, and $1,854.00 towards family health and preventative dental coverage.
- The County will make contributions to an HSA account equivalent to the amount of $166.66 per month for single insurance coverage, and $333.33 a month for family insurance coverage.

Effective for January 1, 2027, and January 1, 2028, the County and Union agree to reopen the Agreement regarding the amount of Employer contribution for health insurance premiums.

For the 2027 health insurance reopener, the County has agreed to cover 70% of the health insurance premium increase.

16.2 Employees are eligible for health and preventive dental coverage the first day of the month following the date of hire.

16.3 In instances where spouses are employed by Wright County, both individuals shall receive an employer contribution toward one family policy covering eligible family members. Each family unit shall determine which employee shall be the policy holder. The policy holder shall be eligible to receive a County contribution equivalent to the dollar amount contributed toward family coverage. The employee who is considered a dependent of the policyholder shall be eligible for a County contribution equivalent to the dollar amount contributed toward single coverage. This single County contribution amount shall be applied towards the family policy of the policyholder.

16.4 Effective July 1, 2026, Employees will be provided life insurance in the amount of $40,000.

16.5 Affordable Care Act. In the event the health insurance provisions of this Agreement fail to meet the requirements of the Affordable Care Act and its related regulations or cause the Employer to be subject to a penalty, tax or fine, the Union and the Employer will meet immediately to bargain over alternative provisions so as to comply with the Act and avoid and/or minimize any penalties, taxes or fines for the Employer.

16.6 EMPLOYEES shall be eligible for Minnesota Paid Leave (MPL), consistent with the terms outlined in Minn. Stat. § 268B and Section 613 of the Wright County Personnel Policy Manual, as may be amended. The EMPLOYER will pay the statutorily required minimum share of the premium for the Minnesota Paid Family and Medical Leave as it may be amended. See, Minn. Stat. § 268B.14 (currently requiring a minimum 50% employer contribution as of contract effective date). The remaining employee premium share is payable through payroll deductions.

ARTICLE 17 HOLIDAYS

17.1 The following days will be observed as paid holidays:

New Year's Day -	January 1
Martin Luther King Day -	Third Monday in January
Presidents' Day -	Third Monday in February
Memorial Day -	Last Monday in May
Juneteenth	June 19
Independence Day-	July 4
Labor Day -	First Monday in September
Veterans' Day -	November 11
Thanksgiving Day -	Fourth Thursday in November
Day after Thanksgiving -	Day after Thanksgiving
Christmas Day -	December 25

17.2 Holiday Pay. Eligible employees shall receive eight (8) hours' pay for each of the holidays listed above on which they perform no work.

17.3 Observance. Whenever any of the holidays listed above fall on Saturday, the preceding Friday shall be observed as the holiday. Whenever any of the holidays listed above fall on Sunday, the succeeding Monday shall be observed as the holiday.

17.4 Eligibility Requirements. To qualify for a paid holiday employees must work their last scheduled work day before the holiday and the first scheduled work day following the holiday. Employees on prior approved paid absence as provided by this Agreement shall be considered to have worked the day before or after a holiday.

17.5 Work on a Holiday. If an employee works on any of the above holidays the employee shall be paid time and one-half (1 ½) for all hours worked in addition to holiday pay.

17.6 Floating Holiday. In addition to the recognized holidays previously listed, eligible employees will receive 12 hours of floating holiday in each calendar year. An unused floating holiday will be forfeited at the end of the calendar year. The following outlines the accrual rate for new hires and the procedures for use of the floating holiday:

1. Pro-rated floating holidays for new full-time hires.

If Hired	Eligible to Receive (hrs.)
January - October	12
November	6
December	0

The floating holiday must be scheduled with prior approval of the employee's supervisor and can be scheduled only as a full day or half-day segments.

1. Floating holidays may be used during the first six (6) months of employment; however, in the event an employee leaves County employment during that six (6) month period, the amount of time taken shall be paid back to the County.

2. Floating holidays which have not been used prior to an employee's termination date shall be forfeited.

3. Floating holidays are pro-rated for part-time employees.

Article 18 PAID TIME OFF

18.1 Employees will be provided paid time off in accordance with Wright County Personnel Policy 301. In the event Wright County Policy 301 is modified by the County in the future, the modification will automatically apply to the bargaining unit unless it results in a reduction of benefit to the employee. In the event of a future policy modification that results in a reduction of PTO benefit, employees in the bargaining unit will continue to receive the benefits outlined in the policy immediately prior to the modification.

18.2 **Holiday During PTO Period**: If a holiday, as defined elsewhere in the Holiday Article, occurs during the calendar week in which PTO is taken by an employee, the employee shall not be charged PTO on the day of the holiday.

Article 19 PAID PARENTAL LEAVE (PPL)

19.1 EMPLOYEES shall be eligible for paid parental leave (PPL), consistent with the terms outlined in Section 612 of the Wright County Personnel Policy Manual. In the event Wright County Policy 612 is modified by the County in the future, the modification will automatically apply to the bargaining unit unless it results in the elimination or reduction of benefit to the employee. In the event of a future policy modification that results in the elimination or a reduction of paid parental leave (PPL) benefit, employees in the bargaining unit will continue to receive the benefits outlined in the policy immediately

prior to the modification.

Article 20 BEREAVEMENT LEAVE

20.1 Up to three days of paid Bereavement leave shall be granted due to the death of an immediate family member as defined in the County's Personnel Policy Manual.

This leave will not be deducted from the employee's PTO bank.

ARTICLE 21 MATCHING 457(b) DEFERRED COMPENSATION CONTRIBUTION

21.1 Effective January 1, 2023, EMPLOYEES shall be eligible for matching 457(b) Deferred Compensation contribution, consistent with the terms outlined in Section 306.04 of the Wright County Personnel Policy Manual. In the event Wright County Policy 306.04 is modified by the County in the future, the modification will automatically apply to the bargaining unit unless it results in an elimination or a reduction of benefit to the employee. In the event of a future policy modification that results in the elimination or a reduction of benefit, employees in the bargaining unit will continue to receive the benefits outlined in the policy immediately prior to the modification.

ARTICLE 22 WORK OUT OF CLASSIFICATION

22.1 Employees assigned by the Employer to assume the full responsibilities and authority of a higher job classification shall receive the salary schedule of the higher classification (the next higher dollar step in the classification of that job above the employee's own rate of pay) after five (5) consecutive work days in the higher classification for the duration of the assignment.

ARTICLE 23 WAIVER

23.1 Any and all prior agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment, to the extent inconsistent with the provisions of this Agreement, are hereby superseded.

23.2 The parties mutually acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any term or condition of employment not removed by law from bargaining. All agreements and understandings arrived at by the parties are set forth in writing in this Agreement for the stipulated duration of this Agreement. The EMPLOYER and the UNION each voluntarily and unqualifiedly waives the right to meet and negotiate regarding any and all terms and conditions of employment referred to or covered in this Agreement or with respect to any term or condition of employment not specifically referred to or covered by this Agreement, even though such terms or conditions may not have been within the knowledge or contemplation of either or both

parties at the time this contract was negotiated or executed.

23.3 This Agreement may be amended by the mutual agreement of the EMPLOYER and the UNION during the life of this Agreement.

ARTICLE 24 HEALTH AND HUMAN SERVICES GENERAL PROVISIONS

24.1 An employee, who is promoted to a new position at a higher grade level, shall receive a pay adjustment that is a salary increase of 4% over the employee's base pay or the minimum of the new salary range, whichever is greater. At the sole discretion of the employer, the County Administrator and/or Human Resources Director may approve a pay adjustment that is a salary increase of up to and including 12% over the employee's current base pay based on the applicant's education, experience, and labor market conditions. In no event can a promotional increase exceed the maximum of the new salary range.

24.2. Employees (full-time and part-time) below the range maximum will be eligible for the following range movement:

Year	Range Movement
2026	4.0%
2027	3.5%
2028	3.25%

In no event will an employee's wage exceed the maximum of the salary range.

In addition, employees will be granted a 2.5% general wage increase on January 1, 2026. On January 1, 2027, employees will be granted a 3.0% general wage increase. On January 1, 2028, employees will be granted a 2.5% general wage increase. The salary ranges will increase pursuant to the general wage increase that is approved each year pursuant to the collective bargaining agreement at the minimum and maximum of the range. Employees who are at or above the range maximum will not be eligible for a general wage increase.

The salary ranges will increase pursuant to the general wage increase that is approved each year pursuant to the collective bargaining agreement at the minimum and maximum of the range. Employees who are at or above the range maximum will not be eligible for a general wage increase.

Such an increase shall be granted upon review and determination by the employee's immediate supervisor and concurrence of the Director that the employee's performance for the annual review period has been satisfactory. If a salary increase is not granted pursuant to this Section, the EMPLOYER shall inform the employee of the reason in writing. The decision may be grieved by the employee.

24.3 Employees assigned to full-time as a Social Worker in the Child Protection Division shall receive $1.00 per hour in addition to their regular wages. Such appointed assignments shall not constitute a promotion and may be modified or withdrawn at the sole discretion of the Employer. The amount of the specialty pay above and beyond the regular rate of pay will not be considered as part of the Employee's base pay when calculating the percentage increase for general adjustments, range movement, or promotions.

24.4 Full-time employees that are certified and registered by the State of Minnesota as bi-lingual and fluent in Spanish, Russian, Somali, or any other language determined by the employer may receive $0.50 per hour in addition to their regular wages at the discretion of the employer. Such additional compensation shall not constitute a promotion and may be modified or withdrawn at the sole discretion of the Employer. The employer shall have the sole discretion of determining how many staff members are eligible to receive the bi-lingual specialty pay. The amount of the specialty pay above and beyond the regular rate of pay will not be considered as part of the Employee's base pay when calculating the percentage increase for general adjustments, range movement, or promotions.

24.5 **Part Time Pro-Rated Benefits.** Any part-time employee who is covered by this Agreement and is subject to the provisions of P.E.L.R.A., M.S. 179.A01 et. seq., shall receive pro-rated holidays and PTO leave based on the number of hours of their job assignment. Benefits are defined as PTO, holidays, and insurance for purposes of this Agreement. Part-time employees working 20 hours or more per week shall be eligible for insurance receiving a pro-rata Employer contribution.

24.6 No employee shall receive a reduction in salary as a result of acceptance of a promotion.

24.7 Promotions to another job classification will be to the minimum salary of the job classification if the employee's salary is below the minimum of the job classification to which promoted.

24.8 Employees may be granted unpaid leaves of absence by written request at the sole discretion of the EMPLOYER.

24.9 Reclassified employees will not serve a new probationary period.

ARTICLE 25 FAMILY AND MEDICAL LEAVE ACT

25.1 The Family and Medical Leave Act will be administered in accordance with federal rules and regulations and Wright County policy.

ARTICLE 26 SOCIAL WORKER ON-CALL PAY

26.1 Social workers assigned to be scheduled for an on-call rotation schedule for a five-day workweek will receive $60 per day as on-call pay for those five-day workweeks that the employee is on-call.

26.2 Social workers assigned to be scheduled for an on-call rotation schedule for a two-day weekend will receive $85 per day as on-call pay for Saturday and $85 per day as on-call pay for Sunday that the employee is on- call.

26.3 Social workers assigned to be scheduled for an on-call rotation schedule for an observed holiday as designated in Article 17, Holidays, will receive $85 for the observed holiday as on-call pay for the observed holiday that the employee is on-call.

26.4 Social workers assigned to be scheduled for an on-call designee rotation schedule for a two-day weekend will receive $65 per day as on-call pay for Saturday and $65 per day as on-call pay for Sunday that the employee is on- call.

26.5 Social workers assigned to be scheduled for an on-call designee rotation schedule for an observed holiday as designated in Article 17, Holidays, will receive $65 for the observed holiday as on-call pay for the observed holiday that the employee is on-call.

26.6 The on-call payments described in paragraphs 1, 2 and 3 above shall not be pyramided, compounded or paid twice for the same date.

26.7 Said payments shall compensate the employee for being available during the period of on-call as well as time spent for afterhours telephone contacts and related data processing.

26.8 An employee shall be eligible for overtime and mileage reimbursement compensation in situations where an employee must physically leave their location to respond in person to a service call, starting from the time the employee physically leaves his/her location to the time the employee returns to his/her location. In addition, an employee shall be eligible for overtime compensation for case management work on the employee's existing case load as approved by a supervisor. Employer will reimburse the employee for mileage pursuant to all applicable Minnesota State Statutes, IRS Regulations and applicable County policies and procedures.

ARTICLE 27 DURATION

This Agreement shall be effective as of January 1, 2026, and shall remain in full force and effect until December 31, 2028.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on this_____day of _____, 2026.

FOR WRIGHT COUNTY

_____

Darek Vetsch, Chairperson
Wright County Board of Commissioners

_____

Greg Kryzer, County Administrator

Dated this _____ day of

January 2026

FOR AFSCME COUNCIL NO. 65

_____

Jolene Kjelshus
AFSCME Field Representative

_____

Kristine Hamm
AFSCME Local Union President

_____

AFSCME Union Steward

_____

AFSCME Union Steward

Dated this 23rd day of

December, 2026

EQUAL APPLICATION

The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination as to race, color, creed, sex, national origin, religion, disability status, public assistance status, gender, marital status, sexual orientation, age or political affiliation.

STATEMENT CONCERNING HARASSMENT, OFFENSIVE, AND VIOLENT BEHAVIOR

The Employer and the Union believe that all employees have a right to work in an atmosphere free of harassment, offensive and/or violent behavior. To this end the Employer has adopted Personnel Policy Number 703. Any employee who believes that he/she has been subjected to improper harassment is urged to consult that policy. In addition, the employee is urged to contact the County Administrator, his/her supervisor and his/her Union steward or staff representative if he/she is confronted with harassment while an employee of the County

APPENDIX A-2026 – 2028 WAGE SCALE

Grades	January 1, 2026-2.5% General Adjustment (Wage Minimum)	January 1, 2026-2.5% General Adjustment (Wage Maximum)	January 1, 2027-3.0% General Adjustment (Wage Minimum)	January 1, 2027-3.0% General Adjustment (Wage Maximum)	January 1, 2028-2.5% General Adjustment (Wage Minimum)	January 1, 2028-2.5% General Adjustment (Wage Maximum)
	Min	Max	Min	Max	Min	Max
1	$21.89	$31.09	$22.55	$32.02	$23.10	$32.82
2	$22.99	$32.65	$23.68	$33.63	$24.27	$34.47
3	$24.14	$34.28	$24.86	$35.31	$25.49	$36.19
4	$25.35	$35.99	$26.11	$37.07	$26.76	$37.99
5	$26.61	$37.79	$27.41	$38.93	$28.09	$39.90
6	$27.94	$39.68	$28.78	$40.87	$29.50	$41.89
7	$29.34	$41.67	$30.22	$42.92	$30.97	$43.99
8	$30.81	$43.75	$31.73	$45.06	$32.52	$46.19
9	$32.35	$45.93	$33.32	$47.31	$34.15	$48.49
10	$33.97	$48.23	$34.99	$49.68	$35.86	$50.92
11	$35.66	$50.65	$36.73	$52.16	$37.65	$53.47
12	$37.44	$53.18	$38.57	$54.77	$39.53	$56.14
13	$39.32	$55.83	$40.50	$57.51	$41.51	$58.94
14	$41.29	$58.62	$42.53	$60.38	$43.59	$61.89
15	$43.35	$61.55	$44.65	$63.40	$45.76	$64.98
16	$45.52	$64.64	$46.89	$66.58	$48.06	$68.24
17	$47.80	$67.87	$49.23	$69.90	$50.46	$71.65
18	$50.18	$71.26	$51.69	$73.40	$52.98	$75.23
19	$52.70	$74.83	$54.28	$77.07	$55.63	$79.00
20	$55.33	$78.57	$56.99	$80.92	$58.41	$82.95
21	$58.09	$82.49	$59.83	$84.97	$61.33	$87.09
22	$61.00	$86.61	$62.83	$89.21	$64.40	$91.44
23	$64.04	$90.95	$65.96	$93.68	$67.61	$96.02
24	$67.25	$95.49	$69.27	$98.35	$71.00	$100.81
25	$70.61	$100.27	$72.73	$103.27	$74.55	$105.86
26	$74.14	$105.28	$76.36	$108.44	$78.27	$111.15

Grade	Points for each Grade	Point Scale	Title	Union	E/NE Status	Dept	Job Code	2026 Minimum Grade- 2.5%	2026- Maximum Grade- 2.5%	2027 Minimum Grade- 3.0%	2027- Maximum Grade- 3.0%	2028 Minimum Grade- 2.5%	2028- Maximum Grade- 2.5%
2	123	101-140	Guest Services Representative	AFSCME/Teamsters Clhse	NE	Generic	B001	$ 22.99	$ 32.65	$ 23.68	$ 33.63	$ 24.27	$ 34.47
4	175	171-185	Office Technician	AFSCME/Teamsters Clhse	NE	Generic	B007	$ 25.35	$ 35.99	$ 26.11	$ 37.07	$ 26.76	$ 37.99
5	190	186-195	Case Aide	AFSCME	NE	HHS	B013	$ 26.61	$ 37.79	$ 27.41	$ 38.93	$ 28.09	$ 39.90
6	203	196-224	Eligibility Specialist	AFSCME	NE	HHS	B019	$ 27.94	$ 39.68	$ 28.78	$ 40.87	$ 29.50	$ 41.89
	203		Accounting Technician	AFSCME/Teamsters Clhse	NE	Shcr/Finance & Taxpayer Serv	B020	$ 27.94	$ 39.68	$ 28.78	$ 40.87	$ 29.50	$ 41.89
	223		Child Support Officer	AFSCME	NE	HHS	B024	$ 27.94	$ 39.68	$ 28.78	$ 40.87	$ 29.50	$ 41.89
7	240	225-259	HHS Product Administrator	AFSCME	NE	HHS	B034	$ 29.34	$ 41.67	$ 30.22	$ 42.92	$ 30.97	$ 43.99
	248		Child Support Hearing Officer	AFSCME	NE	HHS	B040	$ 29.34	$ 41.67	$ 30.22	$ 42.92	$ 30.97	$ 43.99
	250		Fraud Investigator	AFSCME	NE	HHS	B044	$ 29.34	$ 41.67	$ 30.22	$ 42.92	$ 30.97	$ 43.99
	250		Lead Eligibility Specialist	AFSCME	NE	HHS	B044	$ 29.34	$ 41.67	$ 30.22	$ 42.92	$ 30.97	$ 43.99
8	262	260-287	HHS Product Owner	AFSCME	NE	HHS	B048	$ 30.81	$ 43.75	$ 31.73	$ 45.06	$ 32.52	$ 46.19
	268		Revenue & Debt Coordinator	AFSCME	NE	HHS	B208	$ 30.81	$ 43.75	$ 31.73	$ 45.06	$ 32.52	$ 46.19
10	300	300-329	Fiscal Officer	AFSCME	NE	Finance & Taxpayer Serv	B061	$ 33.97	$ 48.23	$ 34.99	$ 49.68	$ 35.86	$ 50.92
	301		Social Worker	AFSCME	NE	HHS	B063	$ 33.97	$ 48.23	$ 34.99	$ 49.68	$ 35.86	$ 50.92
	310		Health Promotion Coordinator	AFSCME	NE	HHS	B066	$ 33.97	$ 48.23	$ 34.99	$ 49.68	$ 35.86	$ 50.92
	318		Public Health Planner	AFSCME	NE	HHS	B072	$ 33.97	$ 48.23	$ 34.99	$ 49.68	$ 35.86	$ 50.92
13	352	350-379	Social Worker II	AFSCME	NE	HHS	B172	$ 39.32	$ 55.83	$ 40.50	$ 57.51	$ 41.51	$ 58.94
	360		Public Health Emergency Preparedness Coordinator	AFSCME	NE	HHS	B098	$ 39.32	$ 55.83	$ 40.50	$ 57.51	$ 41.51	$ 58.94
	360		Public Health Nurse	AFSCME	NE	HHS	B099	$ 39.32	$ 55.83	$ 40.50	$ 57.51	$ 41.51	$ 58.94
14	382	380-409	Public Health Nurse II	AFSCME	NE	HHS	TBD	$ 41.29	$ 58.62	$ 42.53	$ 60.38	$ 43.59	$ 61.89
15	415	410-439	Mental Health Professional/Social Worker III	AFSCME	NE	HHS	B119	$ 43.35	$ 61.55	$ 44.65	$ 63.40	$ 45.76	$ 64.98

APPENDIX B

2026 Employer and Employee Contribution for Health Insurance Premiums
2026 Plan Year: January 1 - December 31, 2026

Medica Plans 4, 5 and 6

Employer Contribution and Employee Cost for Family Coverage

**Includes Health Partners preventive dental premium*

	Total Monthly Premium	Monthly County Contribution	Monthly Employee Cost	Monthly County VEBA/HSA Contribution	Total Monthly County Contribution
Family Plan 4-$1000 Ded	$2,481.76	$2,178.00	**$303.76**	$0.00	**$2,178.00**
Family Plan 5-$3000 Ded/VEBA	$2,301.85	$2,022.00	**$279.85**	$250.00	**$2,272.00**
Family Plan 6-$4000 Ded/HSA	$2,110.21	$1,854.00	**$256.21**	$333.33	**$2,187.33**

Employer Contribution and Employee Cost for Single Coverage

**Includes preventive dental premium*

	Total Monthly Premium	Monthly County Contribution	Monthly Employee Cost	Monthly County VEBA/HSA Contribution	Total Monthly County Contribution
Single Plan 4-$1000 Ded	$1,213.93	$1,180.00	**$33.93**	$0.00	**$1,180.00**
Single Plan 5-$3000 Ded/VEBA	$1,124.99	$1,097.00	**$27.99**	$125.00	**$1,222.00**
Single Plan 6-$4000 Ded/HSA	$1,030.26	$1,030.26	**$0.00**	$166.66	**$1,196.92**

APPENDIX C-LABOR MANGEMENT COMMITTEE
MEMORANDUM OF AGREEMENT

This Memorandum of Agreement ("MOA") is entered into by and between Wright County ("County") and American Federation of State, County and Municipal Employees, Council 65 ("Union").

WHEREAS, the County and the Union are parties to a collective bargaining agreement ("CBA"); and

WHEREAS, the County and the Union agreed to enter into this MOA during negotiations for the 2026-2028 CBA in order to continue an in-house labor management committee ("LMC") during the term of the CBA.

NOW, THEREFORE, the Parties agree as follows:

1. **Agreement to Create LMC.** The Parties will form an LMC that will meet twice yearly at mutually agreeable times during the term of the CBA.

2. **Non-Precedent Setting.** This MOA does not establish or alter any practice or precedent.

3. **Sunset.** This MOA will automatically expire on December 31, 2028. Any continuation of the LMC beyond this date will require the parties' mutual written agreement.

4. **Entire Agreement.** This MOA exists separately from the CBA and will not be subject to the grievance procedure outlined in the CBA. This MOA reflects the entire agreement between the Parties with respect to the formation of an LMC. No Party has relied on any statements or promises that are not in this MOA or the CBA. No changes to this MOA are valid unless they are in writing and signed by both Parties. A copy of this MOA has the same effect as the original.

IN WITNESS WHEREOF, the parties have caused Memorandum of Agreement to be executed this _____ day of January, 2026.

FOR AMERICAN FEDRATION OF STATE, COUNTY, AND MUNCIPAL EMPLOYEES COUNCIL 65

WRIGHT COUNTY

Business Agent — Date

Wright County Board Chair — Date

Union Steward — Date 12/23/25

County Administrator — Date 12/23/25

APPENDIX D-
Memorandum of Agreement One Hour Lunch Period

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is entered into between Wright County (hereinafter "County") and AFSCME Council 65 (hereafter "Union").

WHEREAS, the County and the Union are parties to the collective bargaining agreement for 2020-2022; and

WHEREAS, full-time AFSCME members working an 8-hour work day, currently receive one unpaid 30-minute lunch break and two paid 15-minute rest breaks for each 8 consecutive hours worked;

WHEREAS, Union has requested the County allow full-time employees the option to combine their daily paid fifteen-minute morning break, daily paid fifteen-minute afternoon break and their unpaid 30-minute lunch break into a one-hour lunch/rest period during the workday;

WHEREAS, employees that elect not to take a combined one-hour lunch/rest period will be required, as usual, to take an unpaid thirty-minute lunch period and a daily paid fifteen-minute morning break and daily paid fifteen-minute afternoon break of the scheduled work day.

WHEREAS, the County will manage the scheduling of employee lunch/rest periods to ensure that there is adequate coverage to assist walk-up customers during the lunch time.

NOW, THEREFORE, the parties hereby stipulate and agree to the following.

1. The County will allow some full-time employees, at the County's sole discretion, the ability to combine their two daily paid fifteen-minute breaks and their unpaid 30-minute lunch break into a one-hour lunch/rest period during the workday.
    a. 30-minutes of the 1-hour lunch/rest period, representing the 30-minute lunch period, will be unpaid.
    b. 30-minutes of the 1-hour lunch/rest period, representing the two 15-minute break periods, will be paid.
2. Employees that do not take a one-hour lunch/rest period will be required to take a thirty-minute unpaid lunch period and two fifteen-minute paid rest breaks, one in the morning and one in the afternoon, of the scheduled workday.
3. Whether or not an employee will be permitted to take a one-hour combined lunch/rest period will ultimately remain within the County's discretion and is not grievable.
4. Either party may terminate this MOU with seven (7) days' notice to the other party. Termination of this MOU is not grievable.
5. All other terms and conditions of the parties' collective bargaining agreement shall remain in full force and effect.
6. This Memorandum of Agreement shall not in any way constitute a precedent.
7. This Memorandum of Agreement represents the complete and total agreement of the parties regarding this matter.

IN WITNESS WHEREOF, the parties have caused Memorandum of Agreement to be executed this 2nd day of November 2021.

WRIGHT COUNTY

Mark Daleiden
Commission Chair

Lee Kelly
County Administrator

AFSCME EMPLOYEE COUNCIL NO. 65

Staff Representative 10/27/21

Union Official 10/28/21

Agreement Summary

AFSCME Council 65 and Wright County
December 23, 2025

1. Term of Agreement – January 1, 2026, through December 31, 2028.

2. Modify Section 7.4 as follows:

Step 4. A grievance unresolved in Step 3 and appealed in Step 4 shall be submitted to arbitration subject to the provisions of the Act. ~~The selection of an arbitrator shall be made in accordance with the "Rules Governing the Arbitration of Grievances" as established by the Public Employment Relations Board.~~ Within fifteen (15) days after the written notice that the UNION has requested arbitration, the UNION will request that the BMS provide the parties with a panel of impartial arbitrators. Upon receipt of the panel of arbitrators, the EMPLOYER and the UNION's representatives will confer at a mutually agreeable time to select an arbitrator by alternately striking names from the BMS panel until only one name remains. The order in which the parties strike arbitrators shall be determined by a coin flip.

3. Modify Section 10.2 as follows:

10.1 Hours worked in excess of forty (40) hours within a seven (7) day period will be compensated for at one and one-half times the employee's regular hourly rate of pay. Employees may receive compensatory time on a time and one-half (1 ½) basis in lieu of overtime pay at the Employer's option. The maximum number of hours of compensatory time allowed shall be ~~48~~ **60**, nonrenewable. All accrued compensatory time must be taken as time off prior to the ~~last~~ final payroll period of each calendar year, such time may not be carried over from year to year. Compensatory time not taken by this date shall be paid out to the employee at the wage rate in effect on the last pay period of the year.

4. Add the following to the end of Section 12.3:

The EMPLOYER will remove a written reprimand from an Employee's personnel file upon the Employee's request, provided that the Employee submits the request, in writing, at least five (5) years after the written reprimand was issued and the Employee has received no other formal discipline since the date of the written reprimand.

5. Modify Sections 13.1 and 13.3 as follows:

13.1 Employee seniority is the length of continuous service with the EMPLOYER. Employee seniority is broken by ~~a voluntary quit,~~ voluntary resignation, retirement, or discharge for cause.

***

13.3 Reduction of work force. Employer will provide a minimum of fourteen (14) day written notice of layoff. Employer may elect to ~~pay the employee the regular rate of pay for work time which would normally be performed~~ place the Employee on paid leave during the fourteen (14) day notice. Employees will be reduced ~~on the basis of job~~ in inverse order of classification seniority. Employees will be recalled within job classifications on the basis of job classification seniority, in inverse order of layoff.

1. In lieu of layoff, an employee may elect to bump a least senior employee in a classification equal to or below the employee's current classification in which the employee has previously held. An employee on layoff shall have an opportunity to return to work within the job classification from which the employee was reduced or laid off for a two (2) year period from the time of reduction or layoff, before any new employee is hired or promoted. Any employee on layoff who is notified at the employee's last known address by registered mail to return to work, and who fails to return within fourteen (14) days ~~twelve (12) workdays,~~ shall be considered ~~to be~~ a voluntary termination.

6. Modify Section 16.1 as follows and update Appendix B accordingly:

16.1 Effective upon ratification of the collective bargaining agreement for the January 1, 2026, through December 31, 2028, time period, the County will provide three insurance plans: (Appendix B)

a. Plan 4 ($1000 Deductible Plan & Dental)
The County will contribute up to a maximum of $1,180.00 towards single health and preventative dental coverage, and $2,178.00 towards family health and preventative dental coverage.

b. Plan 5 ($3000 Deductible Plan (With VEBA) & Dental)
- The County will contribute up to a maximum of $1,097.00 towards single health and preventative dental coverage, and $2,022.00 towards family health and preventative dental coverage.
- The County will make contributions to a VEBA account equivalent to the amount of $125.00 per month for single insurance coverage, and $250.00 a month for family insurance coverage.

c. Plan 6 ($4000 Deductible Plan (With HSA) & Dental)
- The County will contribute up to a maximum of $1,030.26 per month towards single health and preventative dental coverage, and $1,854.00 towards family health and preventative dental coverage.
- The County will make contributions to an HSA account equivalent to the amount of $166.66 per month for single insurance coverage, and $333.33 a

month for family insurance coverage.

Effective for January 1, 2027, and January 1, 2028, the County and Union agree to reopen the Agreement regarding the amount of Employer contribution for health insurance premiums. For the 2027 health insurance reopener, the County has agreed to cover 70% of the health insurance premium increase.

7. Modify Section 16.4 as follows:

Effective January 1, 2026, Employees will be provided with life insurance in the amount of ~~$20,000.~~ $40,000. ~~Employees will be provided short-term disability and long-term disability coverage in the amount of $100/month.~~

8. Add the following as a new Section 16.6:

16.6 Employees shall be eligible for Minnesota Paid Leave (MPL), consistent with the terms outlined in Minn. Stat. Chapter 268 and Section 613 of the Wright County Personnel Policy Manual, as may be amended. The EMPLOYER will pay the statutorily required minimum share of the premium for the Minnesota Paid Family and Medical Leave as it may be amended. *See* Minn. Stat. § 268B.14 (currently requiring a minimum 50% employer contribution as of contract effective date). The remaining employee premium share is payable through payroll deductions.

9. Modify Section 17.1 as follows:

17.1 The following days will be observed as paid holidays:

New Year's Day -	January 1
Martin Luther King Day -	Third Monday in January
Presidents' Day -	Third Monday in February
Memorial Day -	Last Monday in May
Juneteenth	June 19
Independence Day-	July 4
Labor Day -	First Monday in September
Veterans' Day -	November 11
Thanksgiving Day -	Fourth Thursday in November
Day after Thanksgiving -	~~Fourth Friday in November~~Day after Thanksgiving
Christmas Day -	December 25

~~Juneteenth If and when the State of Minnesota adopts Juneteenth (June 19) as a recognized holiday, Juneteenth will be added to the list of recognized holidays in Article 17.~~

10. Modify Section 18.3 to increase prorated holiday pay from 4 hours to 6 hours for individuals hired in November.

11. Add the following new sections to Article 24:

24.3 Employees assigned to full-time as a Social Worker in the Child Protection Division shall receive $1.00 per hour in addition to their regular wages. Such appointed assignments shall not constitute a promotion and may be modified or withdrawn at the sole discretion of the Employer. The amount of the specialty pay above and beyond the regular rate of pay will not be considered as part of the Employee's base pay when calculating the percentage increase for general adjustments, range movement, or promotions.

24.4 Full-time employees that are certified and registered by the State of Minnesota as bi-lingual and fluent in Spanish, Russian, Somali, or any other language determined by the employer may receive $0.50 per hour in addition to their regular wages at the discretion of the employer. Such additional compensation shall not constitute a promotion and may be modified or withdrawn at the sole discretion of the Employer. The employer shall have the sole discretion of determining how many staff members are eligible to receive the bi-lingual specialty pay. The amount of the specialty pay above and beyond the regular rate of pay will not be considered as part of the Employee's base pay when calculating the percentage increase for general adjustments, range movement, or promotions.

12. Wright County will update Policy 612 (Paid Parental Leave) consistent with redlines presented in negotiations meetings. **(Please note: The County Board adopted the language changes to Policy 612 at the December 16th board meeting.)**

Appendix A-Proposed General Wage Increases-

Year	Percentage Increase
2026	2.5%
2027	3.0%
2028	2.5%

Proposed Range Movement-

Year	Percentage Increase
2026	4.0%
2027	3.5%
2028	3.25%

MEMORANDUM OF AGREEMENT REGARDING IMPLEMENTATION OF NEW COMPENSATION AND CLASSIFICATION PLAN

This Agreement is entered into by and between Wright County ("Wright County") and American Federation of State, County and Municipal Employees (AFSCME), Council 65 (hereafter "Union").

WHEREAS, the County will be using a new compensation and classification plan effective January 1, 2026;

WHEREAS, the Union agreed to the new compensation and classification plan during negotiations for a new collective bargaining agreement to take effect January 1, 2026 ("CBA");

WHEREAS, the parties agreed to a three-phase implementation of the new compensation and classification during negotiations for the CBA;

WHEREAS, the purpose of this Agreement is to memorialize the three-phase implementation of the new plan.

NOW, THEREFORE, the parties agree as follows:

1. The County will implement its new compensation and classification plan on January 1, 2026. The grading for positions in the bargaining unit represented by the Association, along with the new minimum and maximum hourly rate for each grade is attached as Exhibit A.

2. Effective January 1, 2026, individual employees will transition to the new compensation and classification plan in the following three phases:

a. **Phase 1.** All employees who are paid an hourly rate under the minimum hourly wage of their assigned grade in the County's new compensation and classification plan will have their hourly rate increased to the minimum of the new salary range. Employees whose December 31, 2025 hourly rate is within the 2026 salary range for their assigned grade will not receive any hourly rate increase in Phase 1.

b. **Phase 2.** After Phase 1 is completed, the County will apply a range position adjustment to employees who experienced a negative impact with respect to their range penetration percentage as a result of the Phase 1 implementation.

- An employee's 2025 range penetration percentage will be calculated as follows: (December 31, 2025 Hourly Rate – 2025 Range Minimum) divided by (2025 Range Maximum – 2025 Range Minimum) multiplied by 100.

- An employee's new range penetration percentage will be calculated as follows: (Hourly Rate After Phase 1 Implementation – New Range Minimum) divided by (New Range Maximum – New Range Minimum) multiplied by 100.

If an employee experienced a reduction in their range penetration percentage when their 2025 range penetration is compared to their new range penetration, the County will provide a range penetration adjustment of up to six percent to bring them either back to or closer to their 2025 range penetration as illustrated in the following examples:

- An employee whose 2025 range penetration was 67 percent and whose new range penetration is 59 percent will receive a range penetration adjustment of six percent. The employee's hourly rate will be adjusted to reflect the amount that is 65 percent of new range.

- An employee whose 2025 range penetration was 88 percent and whose new range penetration is 84 percent will receive a range penetration adjustment of four percent. The employee's hourly rate will be adjusted to reflect the amount that is 88 percent of new range.

- An employee whose 2025 range penetration was zero percent and whose new range penetration is zero percent will receive no range penetration adjustment.

The Phase 2 range penetration adjustment for each employee will be the lesser of six percent or the percentage necessary to bring the employee back to the employee's 2025 range penetration percentage.

c. **Phase 3.** After Phase 2 is completed, the negotiated 2.5 percent general increase outlined in the CBA for 2026 wages will be applied to individual employees' hourly rates. The Phase 3 hourly rate will apply to hours worked effective January 1, 2026.

3. The parties agree that the transition of positions to the new compensation and classification plan will not be considered a position reclassification under Section 101 of the Wright County Personnel Policy Manual.

4. Individual employees will be separately eligible to receive range movement on their anniversary date as set forth in the CBA.

5. This Agreement represents the complete and total agreement between the parties regarding the three-phase implementation of the County's new compensation and classification plan.

6. This Agreement will expire and automatically sunset on December 31, 2028.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Agreement to be executed this 23 day of December 2025.

FOR AFSCME COUNCIL 65

Business Agent Date

Union Steward Date

Jennifer Oxley 12/23/2025

Marsha Kutz 12/23/25

FOR COUNTY OF WRIGHT

Wright County Board Chair Date

12/23/25

County Administrator Date

EXHIBIT A

Grade	Points for each Grade	Point Scale	Title	Union	E / NE Status	Dept	Job Code	2026 Propsosed Min	2026- Proposed Maximum	2025 Adopted Min	2025 Adopted Max
2	123	101-140	Guest Services Representative (Office Tech I)	AFSCME/Teamsters Cthse	NE	Generic	B001	$ 22.43	$ 31.85	$ 18.87	$ 26.41
4	175	171-185	Office Technician (Formerly Office Technician II)	AFSCME/Teamsters Cthse	NE	Generic	B007	$ 24.73	$ 35.11	$ 22.49	$ 31.46
5	190	186-195	Case Aide	AFSCME	NE	HHS	B013	$ 25.96	$ 36.87	$ 23.83	$ 33.35
6	203	196-224	Eligibility Specialist	AFSCME	NE	HHS	B019	$ 27.26	$ 38.71	$ 25.25	$ 35.35
	203		Accounting Technician	AFSCME/Teamsters Cthse	NE	Sher/Finance & Taxpayer Serv	B020	$ 27.26	$ 38.71	$ 25.25	$ 35.35
	223		Child Support Officer	AFSCME	NE	HHS	B024	$ 27.26	$ 38.71	$ 26.77	$ 37.48
7	240	225-259	HHS Product Administrator	AFSCME	NE	HHS	B034	$ 28.62	$ 40.65	$ 26.77	$ 37.48
	248		Child Support Hearing Officer	AFSCME	NE	HHS	B040	$ 28.62	$ 40.65	$ 28.38	$ 39.74
	250		Fraud Investigator	AFSCME	NE	HHS	B044	$ 28.62	$ 40.65	$ 28.38	$ 39.74
	250		Lead Eligibility Specialist	AFSCME	NE	HHS	B044	$ 28.62	$ 40.65	$ 28.38	$ 39.74
8	262	260-287	HHS Product Owner	AFSCME	NE	HHS	B048	$ 30.06	$ 42.68	$ 28.38	$ 39.74
	268		Collection Officer	Teamsters Cthse/AFSCME	NE	Sheriff/Finance & Taxpayer Serv	B050	$ 30.06	$ 42.68	$ 28.38	$ 39.74
	268		Revenue & Debt Coordinator	AFSCME	NE	HHS	B208	$ 30.06	$ 42.68	$ 28.38	$ 39.74
10	300	300-329	Fiscal Officer	AFSCME	NE	Finance & Taxpayer Serv	B061	$ 33.14	$ 47.05	$ 31.88	$ 44.64
	301		Social Worker	AFSCME	NE	HHS	B063	$ 33.14	$ 47.05	$ 31.88	$ 44.64
	310		Health Promotion Coordinator	AFSCME	NE	HHS	B066	$ 33.14	$ 47.05	$ 31.88	$ 44.64
	318		Public Health Planner	AFSCME	NE	HHS	B072	$ 33.14	$ 47.05	$ 31.88	$ 44.64
13	352	350-379	Social Worker II	AFSCME	NE	HHS	B172	$ 38.36	$ 54.47	$ 35.83	$ 50.14
	360		Public Health Emergency Preparedness Coordinator	AFSCME	NE	HHS	B098	$ 38.36	$ 54.47	$ 35.83	$ 50.14
	360		Public Health Nurse	AFSCME	NE	HHS	B099	$ 38.36	$ 54.47	$ 35.83	$ 50.14
14	382	380-409	Public Health Nurse II	AFSCME	NE	HHS	TBD	$ 40.28	$ 57.19	$ 37.99	$ 53.17
15	415	410-439	Mental Health Professional/Social Worker III	AFSCME	NE	HHS	B119	$ 42.29	$ 60.05	$ 40.26	$ 56.34

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Greg T. Kryzer

Requestor Title
County Administrator

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
1/6/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
GTK7344

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve and Authorize Signatures on the 2026-2028 Collective Bargaining Agreement with the Wright County Deputy's Association.

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve and Authorize Signatures on the 2026-2028 Collective Bargaining Agreement with the Wright County Deputy's Association

Value Stream the request primarily aligns with:
Develop County Infrastructure

Briefly describe how the request aligns with the selected value stream.
Promotes and enhances on-going working relationships between the County and the Wright County Deputy's Association ("WCDA")

Describe the impact on staffing resources.
The proposed expenses from the collective bargaining agreement are covered in the 2026 Wright County budget and future expenses will be addressed in the 2027 and 2028 County budgets.

Fiscal Impact:
The proposed expenses from the collective bargaining agreement are covered in the 2026 Wright County budget and future expenses will be addressed in the 2027 and 2028 County budgets.

Background/Justification:
For County Board review, please find attached the collective bargaining agreement between Wright County and WCDA and any supporting memorandums of agreement. A clean copy of the 2026-2028 WCDA collective agreement and a red-lined agreement summary that provides an overview of the language changes to the 2026-2028 collective bargaining agreement are attached. The proposed changes to the 2026-28 contract are outlined in the WCDA agreement summary document.

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

LABOR AGREEMENT

BETWEEN

WRIGHT COUNTY

AND

WRIGHT COUNTY DEPUTY'S ASSOCIATION

JANUARY 1, 2026- DECEMBER 31, 2028

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LABOR AGREEMENT
BETWEEN
THE COUNTY OF WRIGHT
AND
WRIGHT COUNTY DEPUTY'S ASSOCIATION (WCDA)

ARTICLE 1 - PURPOSE OF AGREEMENT

This Agreement is entered into as of January 1, 2026, between the County of Wright, hereinafter referred to as the Employer, and the Wright County Deputy's Association (WCDA), hereinafter referred to as the Union.

It is the intent and purpose of this Agreement to:

1.1 Establish procedures for the resolution of disputes concerning this Agreement's interpretation and/or application; and

1.2 Place in written form the parties' agreement upon terms and conditions of employment for the duration of this Agreement.

ARTICLE 2- RECOGNITION

2.1 The Employer recognizes the Union as the exclusive representative, under Minnesota Statutes, 179A.03, subdivision 8, for all personnel in the following job classifications:

Deputy Sheriff
Senior Deputy
Sergeant

2.2 In the event the Employer and the Union are unable to agree as to the inclusion or exclusion of a new or modified job class, the issue shall be submitted to the Bureau of Mediation Services for determination.

2.3 The Union recognizes the Labor Relations Representative designated by the Wright County Board of Commissioners as the exclusive representative of the Employer. No Agreement covering terms and conditions of employment made between the Union and the Employer shall be binding upon the Employer unless the witnessed signature of the Employer's designated Labor Relations Representative is affixed thereon.

ARTICLE 3 - DEFINITIONS

3.1 **UNION:** Wright County Deputy's Association.

3.2 **UNION MEMBER:** A member of WCDA.

3.3 **EMPLOYEE:** A member of the exclusively recognized bargaining unit.

3.4 **OFFICE:** The Wright County Sheriff's Office.

3.5 **EMPLOYER:** The County Board of Commissioners.

3.6 **SHERIFF:** The Sheriff of the Wright County Sheriff's Office.

3.7 **UNION OFFICER:** Officer elected or appointed by the WCDA.

3.8 **BASE RATE OF PAY:** The stated hourly rate of pay for WCDA members that is established pursuant to the collective bargaining agreement.

3.9 **REGULAR RATE OF PAY:** The hourly rate of pay for WCDA members that is calculated pursuant to FLSA regulations by taking into account all compensation paid to the employee (less statutory exclusions) divided by the number of hours worked in the work period.

3.10 **OVERTIME:** Work performed at the express authorization of the Employer in excess of the Employee's scheduled shift.

3.11 **FLSA OVERTIME:** Work performed at the express authorization of the Employer in excess of the Employee's scheduled shift that is deemed overtime pay per FLSA regulations and shall be paid at time and one half the Employee's regular rate of pay.

3.12 **PREMUM PAY:** Work performed at the express authorization of the Employer that is contracted to be paid at time and one half the Employee's base rate of pay.

3.13 **SPECIAL DUTY PAY:** Work performed at the express authorization of the Employer that is paid at the Employee's base rate of pay plus any applicable specialty pay at time and one-half (1.5) for assisting with events such as First Amendment Right assemblies or requested assists from other law enforcement agencies.

3.14 **EXTRA DUTY PAY:** Work performed at the express authorization of the Employer in excess of the Employee's scheduled shift that is paid at the Employee's base rate of pay plus any applicable specialty pay at time and one-half (1.5) for voluntary assignments such as wedding dances, festivals, and private events.

3.15 **SCHEDULED SHIFT:** A consecutive work period including a lunch and rest breaks.

3.16 **REST BREAKS:** Periods during the scheduled shift during which the Employee remains on continual duty and is responsible for assigned duties.

3.17 **STRIKE:** Concerted action in failing to report for duty, the willful absence from one's position, the stoppage of work, slow-down or abstinence in whole or in part from the full, faithful and proper performance of the duties of employment for the purposes of inducing, influencing or coercing a change in the conditions or compensation or the rights, privileges or obligations of employment.

3.18 **PERMANENT EMPLOYEES:** A member of the exclusively recognized bargaining unit as defined in ARTICLE II, Section l, herein, who has completed a probationary period and is working more than fourteen (14) hours per week or more than sixty-seven (67) days per year.

3.19 **CONTINUOUS SERVICE:** Full-time unceasing service from last date of hire, including approved leaves of absence. An Employee shall be given credit for prior continuous service upon return from lay off, if return was upon recall, as established by the Employer.

3.20 **DAYS:** Unless otherwise indicated, this means working days.

3.21 **PROMOTION:** A change of an Employee from a position of one work classification to a position in another work classification with more responsible duties and higher compensation.

3.22 **TRANSFER:** A change of an Employee from one position to another position in the same work classification or to another work classification in the same compensation range, usually involving the performance of similar duties and requiring essentially the same basic qualifications.

3.23 **PROBATIONARY PERIOD:** The first one (1) year (a minimum of 2080 working hours) of service for a newly hired or rehired employee which may be extended by the Sheriff.

3.24 **COMPENSATORY TIME:** Time off accrued at the rate of one and one-half (l-l/2) times the time worked in excess of a regular shift.

3.25 **LEAVE OF ABSENCE:** Compensated or non-compensated absences from assigned duties for reasons and duration stated in writing to the Employer to be granted only at the discretion of the Employer or designated representative. An employee who has been employed for at least one (1) year and who has worked at least 1,250 hours in the twelve (12) month period immediately preceding the commencement of leave, may be eligible for a leave of absence pursuant to the Family Medical Leave Act (FMLA). The terms regarding such leave shall be governed by the provisions of the County's FMLA personnel policy.

ARTICLE 4 - EMPLOYER SECURITY

The Union agrees that during the life of this Agreement that the Union will not cause, encourage, participate in or support any strike, slow-down or other interruption of or interference with, the normal functions of the Employer.

ARTICLE 5 - EMPLOYER AUTHORITY

5.1 The Employer retains the full and unrestricted right to operate and manage all manpower, facilities and equipment; to establish functions and programs; to set and amend budgets; to determine utilization of technology; to establish and modify the organizational structure; to select, direct and determine the number of personnel; to establish work schedules and to perform any inherent managerial function not specifically limited by the Agreement.

5.2 Any term and condition of employment not specifically established or modified by this Agreement shall remain solely within the discretion of the Employer to modify, establish or

eliminate.

ARTICLE 6 - UNION SECURITY

6.1 The Employer shall deduct from the wages of Employees who authorize such a deduction in writing an amount necessary to cover monthly Union dues. Such monies shall be remitted monthly to the designated representative of the Union.

6.2 The Union may designate Employees from the bargaining unit to act as Steward and an alternate and shall inform the Employer in writing of such choice and changes in the position of Steward and/or alternate.

6.3 The Employer shall make space available on the Employee bulletin board for posting of Union notice(s) and announcement(s).

6.4 The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders or judgments brought or issued against the Employer as a result of any action taken or not taken by the Employer under the provisions of this Article.

ARTICLE 7 - EMPLOYEE RIGHTS-GRIEVANCE PROCEDURE

7.1 DEFINITION OF A GRIEVANCE A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this Agreement. The County has a right of evaluation and oral reprimands, and they shall not be just cause for grievance.

7.2 UNION REPRESENTATIVES The Employer will recognize representatives designated by the Union as the grievance representatives of the bargaining unit having the duties and responsibilities established by this Article. The Union shall notify the Employer in writing of the names of such Union Representatives and of their successors when so designated as provided by Article 6.2 of this Agreement.

7.3 PROCESSING OF A GRIEVANCE It is recognized and accepted by the Union and the Employer that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the Employees and shall therefore be accomplished during normal working hours only when consistent with such employee duties and responsibilities. The aggrieved Employee and a Union Representative shall be allowed a reasonable amount of time without loss in pay when a grievance is investigated and presented to the Employer during normal working hours provided that the Employee and the Union Representative have notified and received the approval of the designated supervisor who has determined that such absence is reasonable and would not be detrimental to the work programs of the Employer.

7.4 PROCEDURE Grievances, as defined by Section 7.1, shall be resolved in conformance with the following procedure:

Step 1. An Employee claiming a violation concerning the interpretation or application of this Agreement shall, within twenty-one (21) calendar days after such alleged violation has occurred, present such grievance to the Employee's supervisor as designated by the Employer. The

Employer-designated representative will discuss and give an answer to such Step 1 grievance within ten (10) calendar days after receipt. A grievance not resolved in Step 1 and appealed to Step 2 shall be placed in writing setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of the Agreement allegedly violated, the remedy requested and shall be appealed to Step 2 within ten (10) calendar days after the Employer-designated representative's final answer in Step 1. Any grievance not appealed in writing to Step 2 by the Union within ten (10) calendar days shall be considered waived.

Step 2. If appealed, the written grievance shall be presented by the Union and discussed with the Employer-designated Step 2 representative. The Employer-designated representative shall give the Union the Employer's Step 2 answer in writing within ten (10) calendar days after receipt of such Step 2 grievance. A grievance not resolved in Step 2 may be appealed to Step 3 within ten (10) calendar days following the Employer-designated representative's final Step 2 answer. Any grievance not appealed in writing to Step 3 by the Union within ten (10) calendar days shall be considered waived.

Step 3. If appealed, the written grievance shall be presented by the Union and discussed with the Employer-designated Step 3 representative. The Employer-designated representative shall give the Union the Employer's answer in writing within ten (10) calendar days after receipt of such Step 3 grievance. A grievance not resolved in Step 3 may be appealed to Step 4 within ten (10) calendar days following the Employer-designated representative's final answer in Step 3. Any grievance not appealed in writing to Step 4 by the Union within ten (10) calendar days shall be considered waived.

Step 4. A grievance unresolved in Step 3 and appealed to Step 4 by the Union shall be submitted to arbitration subject to the provisions of the Public Employment Labor Relations Act of 1971, as amended. The selection of an arbitrator shall be made in accordance with the "Rules Governing the Arbitration of Grievances" as established by the Bureau of Mediation Services. However, a grievance arbitration for written disciplinary action, discharge or termination shall include the arbitrator selection procedures established in Minnesota Statutes 626.892.

7.5 ARBITRATOR'S AUTHORITY

A. The Arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of this Agreement. The Arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer and the Union and shall have no authority to make a decision on any other issue not so submitted.

B. The Arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules or regulations having the force and effect of law. The Arbitrator's decision shall be submitted in writing within thirty (30) days following close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on both the Employer and the Union and shall be based solely on the Arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented.

C. The fees and expenses for the Arbitrator's services and proceedings shall be borne equally by the Employer and the Union provided that each party shall be responsible for compensating its

own representative and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings, the cost shall be shared equally.

7.6 WAIVER If a grievance is not presented within the time limits set forth above, it shall be considered "waived." If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits, the Union may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the Employer and the Union in each step.

7.7 CHOICE OF REMEDY If, as a result of the written Employer response in Step 3, the grievance remains unresolved and if the grievance involves the suspension, demotion, or discharge of an Employee who has completed the required probationary period, the grievance may be appealed either to Step 4 of ARTICLE VII, or a procedure such as Veterans' Preference or Human Rights, if by law they can appeal. If appealed to any procedure other than Step 4 of ARTICLE VII, the grievance is not subject to the arbitration procedure as provided in Step 4 of ARTICLE VII. The aggrieved Employee shall indicate in writing which procedure is to be utilized--Step 4 of ARTICLE VII or another appeal procedure--and shall sign a statement to the effect that the choice of any other hearing precludes the aggrieved employee from making a subsequent appeal through Step 4 of ARTICLE VII.

Except with respect to statutes under the jurisdiction of the United States Equal Employment Opportunity Commission, an Employee pursuing a statutory remedy is not precluded from also pursuing an appeal under this grievance procedure. If a court of competent jurisdiction rules contrary to Board of Governors, or if Board of Governors is judicially or legislatively overruled, the italicized portion of this section shall be deleted.

ARTICLE 8 - SAVINGS CLAUSE

This Agreement is subject to the laws of the United States and the State of Minnesota. In the event any provision of this Agreement shall be held to be contrary to law by a court or administrative agency of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, or is contrary to an administrative ruling or is in violation of legislation or administrative regulations, such provisions shall be voided. All other provisions of this Agreement shall continue in full force and effect. The voided provision may be renegotiated at the written request of either party.

ARTICLE 9 - SENIORITY

9.1 Seniority shall be determined by the Employee's length of continuous employment with the Sheriff's Office and posted in an appropriate location. Seniority rosters may be maintained by the Sheriff on the basis of time in grade and time within specific classifications.

9.2 During the probationary period a newly hired or rehired Employee may be discharged at the sole discretion of the Employer. During the probationary period a promoted or reassigned Employee may be replaced in the Employee's previous position at the sole discretion of the

Employer.

9.3 A reduction of work force will be accomplished on the basis of seniority. Employees shall be recalled from lay off on the basis of seniority. An Employee on lay off shall have an opportunity to return to work within one year of the time of the Employee's lay off before any new employee is hired.

9.4 Senior Employees will be given preference with regard to transfer, job classification assignments and promotions when the job-relevant qualifications of Employees are equal.

ARTICLE 10 - DISCIPLINE

10.1 The Employer will discipline Employees for just cause only. Discipline will be in one or more of the following forms:

a. oral reprimand,
b. written reprimand,
c. suspension,
d. demotion, or
e. discharge

10.2 Suspensions, demotions and discharges will be in written form.

10.3 Written reprimands, notices of suspension and notices of discharge which are to become part of an Employee's personnel file shall be read and acknowledged by signature of the Employee. Employees and the Union will receive a copy of such reprimands and/or notices.

10.4 Employees may examine their own individual personnel file at reasonable times under the direct supervision of the Employer.

10.5 Employees will not be questioned concerning an investigation of disciplinary action unless the Employee has been given an opportunity to have a Union Representative present at such questioning.

ARTICLE 11 – WAGES

11.1 Employees will be granted a 2.5% general wage increase on January 1, 2026. On January 1, 2027, employees will be granted a 3.0% general wage increase. On January 1, 2028, employees will be granted a 2.5% general wage increase. The salary ranges will increase pursuant to the general wage increase that is approved each year pursuant to the collective bargaining agreement at the minimum and maximum of the range.

11.2 Employees below the range maximum will be eligible for range movement as shown below effective on the employee's anniversary date in job classification. In no event will an employee's wage exceed the maximum of the salary range.

Year	Range Movement
2026	4.0%
2027	3.5%
2028	3.25%

11.3 Shift Differential Pay

Effective first pay period following ratification of the contract, Employees working patrol shifts shall receive a shift differential of $1.50 per hour in addition to their regular wages for hours worked from 4:00 pm through 6:00 am. Shift differential cannot be compounded with any other premium pay such as specialty pay or overtime pay.

11.4 Specialty Pay

Employees assigned full-time to Criminal Investigation Detective, Major Crimes Unit, or Narcotics shall receive a $1.75 per hour in addition to their regular wages. Such appointed assignments shall not constitute a promotion and may be modified or withdrawn at the sole discretion of the Employer. The amount of the specialty pay above and beyond the regular rate of pay will not be considered as part of the Employee's base pay when calculating the percentage increase for general adjustments, range movement, and / or promotions.

Employee's assigned as Field Training Officer (FTO) shall receive one and one-half hour (1.5) hours of additional straight time hour of compensation for each full patrol shift that the FTO deputy performing field training is assigned with a deputy in field training (i.e., when an FTO deputy is scheduled to work a ten-hour or twelve-hour work shift and is assigned a deputy in field training), he/she will be compensated for one and one-half (1.5) hours of work at straight time. This additional one and one-half hour (1.5 Hrs.) of compensation shall not be counted as hours worked for FLSA purposes.

The Employer, in its sole discretion may create, maintain, or discontinue a field training program for the Wright County Sheriff's Office. If a field training program is created and maintained a Sheriff Deputy with the Wright County Sheriff's Office may be assigned by the Sheriff to serve as the FTO.

Employees assigned as Canine (K-9) Handler shall receive forty-five (45) minutes of pay at the end of each scheduled shift for the dog's routine care, maintenance, and training at the officer's home. These forty-five (45) minutes of pay shall be counted as hours worked for FLSA purposes.

The Canine (K-9) handler will also receive forty-five minutes of pay for dog maintenance, care, and training for each of the officer's days off. These forty-five minutes of pay shall be counted as hours worked for FLSA purposes.

The Canine (K-9) handler will not receive the above compensation when the dog is out of the care of the officer.

The Employer, in its sole discretion, may create, maintain, or discontinue a canine program for the Wright County Sheriff's Office. If a canine program is created and maintained, a deputy

sheriff with the Wright County Sheriff's Office may be assigned by the Sheriff to serve as the handler for the dog.

11.5 An employee who is promoted to a new position (Deputy or Senior Deputy) at a higher-grade level shall receive a pay adjustment that is a salary increase of 5% over the employee's base. A licensed Wright County Deputy that is promoted to a licensed Sergeant shall receive a pay adjustment that is a salary increase of 14% over the Employee's base pay. In no event can a promotion increase exceed the maximum of the new salary range.

11.6 Range movements may be withheld only for just cause.

11.7 Investigators assigned to be on standby for a 7-day week will receive $60.00 per day for the work week and $85.00 per day on Saturday, Sunday, and actual holidays identified in Section 18.2. This additional compensation will not be paid twice when a holiday falls on a Saturday or Sunday.

11.8 Deputies or Senior Deputies required by the Employer to be on standby shall be paid their regular rate of pay for such standby time. The parties recognize the term "standby" applies when the Employer has given notice to an employee to be uniformed and available to respond to work or a specific location, but the employee is not yet reporting for active duty. The employee is on "standby" when directed by the Sheriff or Sheriff's designee to be in uniform and the employee is waiting for specific direction to report for duty while in uniform.

11.9 There shall be no retroactive payments to employees who are not employees of record with the County on the date of final signature on this Agreement or who were hired by the County on or after that day.

11.10 Promotions from Deputy to Senior Deputy shall be considered when necessary and appropriate for the orderly advancement of an employee and in the best interest of the Employer, upon recommendation by the Sheriff in his/her sole discretion. The Sheriff's decision is an inherent managerial right. Unless specifically noted otherwise in this agreement, references to Deputy or Sheriff Deputy will include Senior Deputy.

ARTICLE 12 - WORK SCHEDULES

12.1 FLSA regulations shall be applied as follows:

A. Employees on a 5-2 schedule can work up to 43 hours in a seven-day period (excluding extension of shifts, holidays and authorized leave time) before being eligible for FLSA Overtime pay.

B. Deputies, Senior Deputies, and Sergeants assigned to work 10-hour or 12-hour patrol shifts can work up to 171 hours in a 28-day period with the above exclusions before being eligible for FLSA Overtime pay. All full-time employee's benefits will be based on a work year of 2,080 hours. These hours will be accounted for by each employee through:

1. hours worked on assigned shifts
2. holidays

3. assigned training
4. authorized leave time

12.2 Nothing contained in this or any other article shall be interpreted to be a guarantee of a minimum or maximum number of hours the Employer may assign Employees.

12.3 Employee's assigned as School Resource Officer (SRO) shall be assigned to work an eight-hour work shift in conjunction with the school day that includes a paid 30-minute lunch period.

ARTICLE 13- OVERTIME

13.1 Employees will be paid at an overtime rate of time and one half (1 ½) or compensatory time on a time and one half (1 ½) basis, at the Employer's option, for hours worked as an extension of the employee's regularly scheduled shift. **Changes of shifts do not qualify an employee for overtime under this section Article.**

The maximum number of compensatory time allowed shall be 60 hours, non-renewable, per calendar year. All accrued compensatory time must be taken as time off prior to the final payroll period of each calendar year, such time may not be carried over from year to year. Compensatory time not taken by this date shall be paid out to the employee at the wage rate in effect on the last pay period of the year.

13.2 Overtime will be distributed as equally as practicable.

13.3 Overtime refused by Employees will, for record purposes under ARTICLE 12.2, be considered as unpaid overtime worked.

13.4 For the purpose of computing overtime compensation overtime hours worked shall not be pyramided, compounded or paid twice for the same hours worked.

13.5 Overtime will be calculated to the nearest fifteen (15) minutes.

13.6 Employees have the obligation to work overtime or call backs if requested by the Employer unless unusual circumstances prevent the Employee from so working.

13.7 Special Duty Assignments- Special Duty assignments involve events such as First Amendment Right assemblies or requested assists from other law enforcement agencies. The Employer in its sole discretion has the right to determine if an assignment qualifies as a Special Duty assignment. Employees assigned or voluntarily accept a Special Duty work assignment will be paid at the premium rate of one and one-half (1.5) times the base rate of pay for hours work on this assignment. Special Duty assignments will not be compounded with other forms of premium pay such as shift differential and/or special assignment pay.

13.8 Extra Duty Assignments- Extra Duty assignments involve voluntary assignments such as wedding dances, festivals, and private events. The Employer in its sole discretion has the right to determine if an assignment qualifies as an Extra Duty Assignment. Employees who voluntarily accept an Extra Duty work assignment will be paid at the premium rate of one and one-half (1.5)

times the base rate of pay for hours work on this assignment. Extra Duty assignments will not be compounded with other forms of premium pay such as shift differential and/or special assignment pay.

ARTICLE 14 - COURT TIME

An employee who is required to appear in Court during the employee's scheduled off-duty time shall receive a minimum of two (2) hours of premium pay for virtual court appearances and four (4) hours' premium pay for in-person court appearances at one and one-half (1½) times the Employee's base pay rate. Pay at one and one-half (1½) times the Employee's base pay rate shall also be paid to the employee if the court appearance is scheduled during the employee's off-duty time is canceled, and notice is not given to the employee at least 12 hours prior to the scheduled court appearance. An extension of or early report to a regularly scheduled shift for Court appearance does not qualify the Employee for the two (2) or four (4) hour minimum.

ARTICLE 15 - CALL BACK TIME

An employee who is called to duty during the employee's scheduled off-duty time shall receive a minimum of two (2) hours' premium pay at one and one-half (1 ½) times the Employee's base pay rate. If the employee is called back to duty on a holiday during the employee's scheduled off-duty time they shall receive a minimum of two (2) hours of premium pay at two (2) times the employee's base pay rate. An extension of or early report to a regularly scheduled shift for call back does not qualify the Employee for the two (2) hour minimum.

ARTICLE 16 - INSURANCE (Appendix B)

16.1 Effective upon the ratification of the collective bargaining agreement for the January 1, 2026 through December 31, 2028, time period, the County will provide three insurance plans:

a. Plan 4 ($1000 Deductible Plan & Dental)

The County will contribute up to a maximum of $1,180.00 towards single health and preventative dental coverage, and $2,178.00 towards family health and preventative dental coverage.

b. Plan 5 ($3000 Deductible Plan (With VEBA) & Dental)

- The County will contribute up to a maximum of $1,097.00 towards single health and preventative dental coverage, and $2,022.00 towards family health and preventative dental coverage.
- The County will make contributions to a VEBA account equivalent to the amount of $125.00 per month for single insurance coverage, and $250.00 a month for family insurance coverage.

c. Plan 6 ($4000 Deductible Plan (With HSA) & Dental)

- The County will contribute up to a maximum of $1,030.26 per month towards single health and preventative dental coverage, and $1,854.00 towards family health and preventative dental coverage.
- The County will make contributions to an HSA account equivalent to the amount of $166.66 per month for single insurance coverage, and $333.33 a month for family insurance coverage.

Effective for January 1, 2027, and January 1, 2028, the County and Union agree to reopen the Agreement regarding the amount of Employer contribution for health insurance premiums.

For the 2027 health insurance reopener, the County has agreed to cover 70% of the health insurance premium increase.

16.2 Employees are eligible for health and preventive dental coverage the first day of the month following the date of hire.

16.3 The Employer shall allow employees to participate in an IRS approved Section 125/129 wage reduction plan, if such plan is provided for other County employees.

16.4 Effective January 1, 2026, Employees will be provided life insurance in the amount of $40,000.

16.5 Affordable Care Act. In the event the health insurance provisions of this Agreement fail to meet the requirements of the Affordable Care Act and its related regulations or cause the Employer to be subject to a penalty, tax or fine, the Union and the Employer will meet immediately to bargain over alternative provisions so as to comply with the Act and avoid and/or minimize any penalties, taxes or fines for the Employer.

16.6 EMPLOYEES shall be eligible for Minnesota Paid Leave (MPL), consistent with the terms outlined in Minnesota Statutes Chapter 268B and Section 613 of the Wright County Personnel Policy Manual, as may be amended. The Employer will pay the statutorily required minimum share of the premium for MPL as it may be amended. *See* Minn. Stat. § 268B.14 (currently requiring a minimum 50% Employer contribution as of contract effective date). The remaining employee premium share is payable through payroll deductions.

ARTICLE 17- UNIFORMS

17.1 The Employer will provide deputy sheriffs, senior deputies, and sergeants with an allowance of one thousand one hundred and twenty-five dollars ($1,125.00) for 2026, one thousand and one hundred and fifty dollars ($1,150.00) in 2027 and one thousand and one hundred and seventy-five dollars ($1,175.00) in 2028 for the purchase, maintenance and cleaning of uniform articles and equipment required by the Employer.

17.2 The Uniform Allowance will be paid on a monthly basis in the last paycheck issued by the Employer each month.

17.3 New Employees shall be allowed uniform allowance credit for the fraction of a year worked (full monthly allowance if the starting date is prior to the 16th day of the month, no monthly allowance if the starting date is on the 16th day of the month or later). Employer shall provide and pay for the initial allotment of uniforms and equipment for all new Employees.

17.4 Uniforms damaged in the line of duty through no fault of the Employee shall be replaced by the Employer.

ARTICLE 18 - HOLIDAYS

18.1 All permanent and full-time probationary Employees shall be eligible for eighty (80) hours of holiday pay.

18.2 Employees scheduled to work their scheduled shift on one of the holidays listed below shall receive their regular pay plus time and two (2) times the Employee's base pay for the holiday worked. All Holiday hours worked may be placed in the Employee's compensatory time bank at two times that Employee's base pay subject to the caps specified in 13.1.

New Year's Day	January 1
Martin Luther King Jr. Day	3rd Monday in January
Presidents' Day	3rd Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	1st Monday in September
Veterans' Day	November 11
Thanksgiving Day	4th Thursday in November
Day After Thanksgiving	Friday after Thanksgiving
Christmas Day	December 25

18.3 Twelve hours of Floating Holiday time is provided to the above schedule and must be used in-two-hour increments. The Floating Holiday must be taken during the calendar year in which it is earned or it will be forfeited. Employees who use the floating holiday during the probationary period and fail to complete the probationary period, for any reason, will have the hours used deducted from their final paycheck.

Any unused floating holiday time will be forfeited at the end of the calendar year. The following outlines the accrual rate for new hires and the procedures for use of the floating holiday:

1. Pro-rated floating holidays for new full-time hires.

If Hired	Eligible to Receive (hrs.)
January – October	8
November	6
December	0

2. Floating holidays which have not been used prior to an Employee's termination date shall be forfeited.

Article 19 PAID TIME OFF

19.1 Employees will be provided paid time off in accordance with Wright County Personnel Policy 301. In the event Wright County Policy 301 is modified by the County in the future, the modification will automatically apply to the bargaining unit unless it results in a reduction of benefit to the Employee. In the event of a future policy modification that results in a reduction of PTO benefit, Employees in the bargaining unit will continue to receive the benefits outline in the policy immediately prior to the modification. A dispute over whether there has been a reduction in benefits would be grievable by the union. Any modifications to PTO or County Policy 301 shall require written notice to the union.

19.2 **Holiday During Vacation Period**: If a holiday, as defined elsewhere in the Holiday Article, occurs during the calendar week in which PTO is taken by an Employee, the Employee shall not be charged PTO on the day of the holiday.

19.3 **Bereavement Leave:** Up to three days of paid Bereavement Leave shall be granted due to the death of an immediate family member as defined in Section 604 of the County's Personnel Policy Manual. This leave will not be deducted from the Employee's PTO accruals. In the event of a future policy modification that results in a reduction of bereavement leave benefit, Employees in the bargaining unit will continue to receive the benefits outlined in the policy immediately prior to the modification.

ARTICLE 20 - INJURY ON DUTY

Employees injured while on duty through no fault of the Employee shall be paid the difference between the Employee's regular rate of pay and any Worker's Compensation benefits for a period not to exceed sixty (60) working days beginning with the fourth (4th) working day of such injury. Such time shall not be charged against the Employee's sick leave, vacation or other accumulated benefits. Injury on duty benefits shall be limited to injuries unique to law enforcement.

ARTICLE 21 - SEVERANCE PAY

21.1 An Employee whose employment is terminated due to retirement, disability, permanent lay off, or other honorable conditions shall be granted severance pay as provided in Wright County Policy 301 as incorporated into this agreement in Section 19.1. Upon death the benefits are to be paid to the named survivors.

21.2 An Employee who is terminated for cause shall lose all severance benefits.

ARTICLE 22 - LEAVES OF ABSENCE

Employees may be granted a leave of absence upon request of the Employee at the sole discretion of the Employer.

Family and Medical Leave Act: Employees shall be eligible for leaves of absence in accordance with the Federal Family Medical Leave Act and applicable State statutes and County Policy.

ARTICLE 23 - GENERAL PROVISIONS

23.1 Employees specifically required by the Employer to use the Employee's automobile for approved County business outside of Wright County will be reimbursed at a rate equal to that rate paid to Employees of the State of Minnesota.

23.2 Employees specifically required by the Employer to travel outside Wright County on approved County business will be reimbursed for meals by the County based on County policy.

23.3 The Employer will provide liability insurance coverage equivalent to that maintained for other County Employees.

23.4 Drug and Alcohol Testing – Employees shall be subject to random drug testing.

ARTICLE 24 - WORKING OUT OF CLASSIFICATION

Employees assigned by the Employer to assume the full responsibilities and authority of a higher job classification shall receive the salary schedule of the higher classification (the next higher dollar step in the classification of that job above the Employee's own rate of pay) after five (5) consecutive work days in the higher classification for the duration of the assignment.

ARTICLE 25 - PART-TIME EMPLOYEE BENEFITS

Part-time employees who are regularly assigned by the Employer to work twenty (20) hours or more per week shall receive pro-rata benefits.

ARTICLE 26 – LICENSURE

Effective the first day of the first full pay period following County Board approval of the Agreement, the County will pay for renewal of POST licensure every three years.

ARTICLE 27 - PAID PARENTAL LEAVE

27.1 Employees shall be eligible for paid parental leave, consistent with the terms outlined in Section 612 of the Wright County Personnel Policy Manual. In the event Wright County Policy 612 is modified by the County in the future, the modification will automatically apply to the bargaining unit unless it results in the elimination or reduction of benefit to the Employee. In the event of a future policy modification that results in the elimination or a reduction of PTO benefit, Employees in the bargaining unit will continue to receive the benefits outline in the policy immediately prior to the modification.

ARTICLE 28 - MATCHING 457(b) DEFERRED COMPENSATION CONTRIBUTION

28.1 Employees shall be eligible for matching 457(b) Deferred Compensation contribution, consistent with the terms outlined in Section 304.04 of the Wright County Personnel Policy Manual. In the event Wright County Policy 304.04 is modified by the County in the future, the modification will automatically apply to the bargaining unit unless it results in an elimination or a reduction of benefit to the Employee. In the event of a future policy modification that results in the elimination or a reduction of PTO benefit, Employees in the bargaining unit will continue to receive the benefits outlined in the policy immediately prior to the modification.

ARTICLE 29 – MSRS RETIREMENT HEALTH SAVINGS ACCOUNT

Employees will be allowed to participate in a Minnesota Post-Employment Health Care Savings Plan ("HCSP") established under Minnesota Statutes Section 352.98 and as outlined in the Minnesota State Retirement and System's Trust and Plan Documents. All eligible funds will be taken out of the employees' bi-weekly gross pay and deposited into the Health Care Savings Plan administered by the Minnesota State Retirement System. The employer will not be making any contributions to employees' individual accounts. The amount of individual employee contributions will be established by memorandum of agreement.

ARTICLE 30 - WAIVER

30.1 Any and all prior agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment to the extent inconsistent with the provisions of this Agreement are hereby superseded.

30.2 The parties mutually acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any term or condition of employment not removed by law from bargaining. All agreements and understandings arrived at by the parties are set forth in writing in this Agreement for the stipulated duration of this Agreement. The Employer and the Union each voluntarily and unqualifiedly waives the right to meet and negotiate regarding any and all terms and conditions of employment referred to or covered in this Agreement or with respect to any term or condition of employment not specifically referred to or covered by this Agreement even though such terms or conditions may not have been within the knowledge or contemplation of either or both of the parties at the time this contract was negotiated or executed.

ARTICLE 31 - DURATION

This Agreement shall be in effect as of January 1, 2026, and shall remain in full force and effect until December 31, 2028.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT on this _____ day of _____, 2026.

FOR WRIGHT COUNTY:

_____ _____
Darek Vetsch, Chairperson Date
Wright County Board

_____ _____
Greg Kryzer, County Administrator Date

FOR WRIGHT COUNTY DEPUTY'S ASSOCIATION (WCDA):

_____ _____
Date

_____ _____
Date

_____ _____
Date

APPENDIX A-2026-2028 WCDA WAGE INFORMATION

Grade	Title	2026 Minimum 2.5% Gen Adj	2026 Maximum 2.5% Gen Adj	2027 Minimum 3.0% Gen Adj	2027 Maximum 3.0% Gen Adj	2028 Minimum 2.5% Gen Adj	2028 Maximum 2.5% Gen Adj
10	Deputy Sheriff	$ 33.97	$ 48.23	$ 34.99	$ 49.68	$ 35.86	$ 50.92
12	Senior Deputy	$ 37.44	$ 53.18	$ 38.57	$ 54.77	$ 39.53	$ 56.14
15	Sergeant	$ 43.35	$ 61.55	$ 44.65	$ 63.40	$ 45.76	$ 64.98

APPENDIX B-2026 HEALTH INSURANCE PLANS

2026 Employer and Employee Contribution for Health Insurance Premiums

2026 Plan Year: January 1 - December 31, 2026

Medica Health Insurance Rates

Employer Contribution and Employee Cost for Family Coverage

**includes preventative dental premium*

	Total Monthly Premium	Monthly County Contribution	Monthly Employee Cost	Monthly County VEBA Contribution	Total Monthly County Contribution
Family Plan 4	$2,481.76	$2,178.00	**$303.76**	$0.00	**$2,178.00**
Family Plan 5	$2,301.85	$2,022.00	**$279.85**	$250.00	**$2,272.00**
Family Plan 6	$2,110.21	$1,854.00	**$256.21**	$333.33	**$2,187.33**

Employer Contribution and Employee Cost for Single Coverage

**includes preventative dental premium*

	Total Monthly Premium	Monthly County Contribution	Monthly Employee Cost	Monthly County VEBA Contribution	Total Monthly County Contribution
Single Plan 4	$1,213.93	$1,180.00	**$33.93**	$0.00	**$1,180.00**
Single Plan 5	$1,124.99	$1,097.00	**$27.99**	$125.00	**$1,222.00**
Single Plan 6	$1,030.26	$1,030.26	**$0.00**	$166.66	**$1,196.92**

Administration Department

3650 Braddock Avenue,
Suite 3200
Buffalo, MN 55313

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

www.co.wright.mn.us

January 6, 2025

To WCDA Membership:

This letter serves as the County's statement of intent regarding future compensation review for positions represented by the Wright County Deputies Association. The County affirms that the minimum starting rate of pay for a newly hired deputy is $39.00 per hour and will be posted as such. County Administration may evaluate economic, operational, and labor-market conditions and, consistent with its managerial rights, determine whether any future adjustments to minimum starting pay should be considered. If Administration makes amendments to the minimum starting pay, the union will be provided with fourteen-day notice prior to a change.

Any such evaluation or consideration shall remain entirely within the discretion of County Administration and the County Board and shall not be construed as a commitment, guarantee, or waiver of the County's rights under the collective bargaining agreement or applicable law.

Sincerely,

Greg Kryzer
County Administrator
Wright County

MEMORANDUM OF AGREEMENT
REGARDING EMPLOYEE HCSP CONTRIBUTIONS

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

WHEREAS, the County and the Union are parties to a collective bargaining agreement ("CBA") in effect from January 1, 2026 to December 31, 2028;

WHEREAS, pursuant to Article 29 of the CBA, employees are allowed to participate in a Minnesota Post-Employment Health Care Savings Plan ("HCSP") established under Minnesota Statutes Section 352.98 and as outlined in the Minnesota State Retirement and System's Trust and Plan Documents with individual employee contributions to be established by memorandum of agreement; and

WHEREAS, the parties enter into this Agreement to establish mandatory individual employee HCSP contributions;

NOW, THEREFORE, the parties agree as follows:

1. Effective February 1, 2026, Sheriff Deputies will contribute 1% of their bi-weekly gross pay into a Minnesota Post-Employment HCSP administered by MSRS.

   Effective February 1, 2026, Senior Deputies and Sergeants will contribute 2% of their bi-weekly gross pay into a Minnesota Post-Employment HCSP administered by MSRS.

2. The County will not make any employer contributions to an employee's HCSP account.

3. This Agreement represents the complete and total Agreement between the parties with respect to individual HCSP account contributions.

4. This Agreement will remain in effect until it is either terminated by the Union or until the parties modify this Agreement. The Union may terminate this Agreement upon sixty (60) days' written notice to the County. No modification to this Agreement will be valid unless it is in writing and signed by both parties.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT on this _____ day of _____, 2026.

FOR WRIGHT COUNTY:

_____ _____
Darek Vetsch, Chairperson Date
Wright County Board

_____ _____
Greg Kryzer, County Administrator Date

FOR WRIGHT COUNTY DEPUTY'S ASSOCIATION (WCDA):

_____ _____
Date

_____ _____
Date

_____ _____
Date

MEMORANDUM OF AGREEMENT
REGARDING IMPLEMENTATION OF NEW
COMPENSATION AND CLASSIFICATION PLAN

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

WHEREAS, the County will be using a new compensation and classification plan effective January 1, 2026;

WHEREAS, the Union agreed to the new compensation and classification plan during negotiations for a new collective bargaining agreement to take effect January 1, 2026 ("CBA");

WHEREAS, the parties agreed to a three-phase implementation of the new compensation and classification during negotiations for the CBA;

WHEREAS, the purpose of this Agreement is to memorialize the three-phase implementation of the new plan.

NOW, THEREFORE, the parties agree as follows:

1. The County will implement its new compensation and classification plan on January 1, 2026. The grading for positions in the bargaining unit represented by the Union, along with the new minimum and maximum hourly rate for each grade is attached as Exhibit A.

2. Effective January 1, 2026, individual employees will transition to the new compensation and classification plan in the following three phases:

   a. **Phase 1.** All employees who are paid an hourly rate under the minimum hourly wage of their assigned grade in the County's new compensation and classification plan will have their hourly rate increased to the minimum of the new salary range. Employees whose December 31, 2025 hourly rate is within the 2026 salary range for their assigned grade will not receive any hourly rate increase in Phase 1.

   b. **Phase 2.** After Phase 1 is completed, the County will apply a range position adjustment to employees who experienced a negative impact with respect to their range penetration percentage as a result of the Phase 1 implementation.

      - An employee's 2025 range penetration percentage will be calculated as follows: (December 31, 2025 Hourly Rate – 2025 Range Minimum) divided by (2025 Range Maximum – 2025 Range Minimum) multiplied by 100.

      - An employee's new range penetration percentage will be calculated as follows: (Hourly Rate After Phase 1 Implementation – New Range

Minimum) divided by (New Range Maximum – New Range Minimum) multiplied by 100.

If an employee experienced a reduction in their range penetration percentage when their 2025 range penetration is compared to their new range penetration, the County will provide a range penetration adjustment of up to six percent to bring them either back to or closer to their 2025 range penetration as illustrated in the following examples:

- An employee whose 2025 range penetration was 67 percent and whose new range penetration is 59 percent will receive a range penetration adjustment of six percent. The employee's hourly rate will be adjusted to reflect the amount that is 65 percent of new range.

- An employee whose 2025 range penetration was 88 percent and whose new range penetration is 84 percent will receive a range penetration adjustment of four percent. The employee's hourly rate will be adjusted to reflect the amount that is 88 percent of new range.

- An employee whose 2025 range penetration was zero percent and whose new range penetration is zero percent will receive no range penetration adjustment.

The Phase 2 range penetration adjustment for each employee will be the lesser of six percent or the percentage necessary to bring the employee back to the employee's 2025 range penetration percentage.

c. **Phase 3.** After Phase 2 is completed, the negotiated 2.5 percent general increase outlined in the CBA for 2026 wages will be applied to individual employees' hourly rates. The Phase 3 hourly rate will apply to hours worked effective January 1, 2026.

3. The parties agree that the transition of positions to the new compensation and classification plan will not be considered a position reclassification under Section 101 of the Wright County Personnel Policy Manual.

4. Individual employees will be separately eligible to receive range movement on their anniversary date as set forth in the CBA.

5. This Agreement represents the complete and total agreement between the parties regarding the three-phase implementation of the County's new compensation and classification plan.

6. This Agreement will expire and automatically sunset on December 31, 2028.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT on this _____ day of _____, 2026.

FOR WRIGHT COUNTY:

_____ _____
Darek Vetsch, Chairperson Date
Wright County Board

_____ _____
Greg Kryzer, County Administrator Date

FOR WRIGHT COUNTY DEPUTY'S ASSOCIATION (WCDA):

_____ _____
Date

_____ _____
Date

_____ _____
Date

EXHIBIT A

2026 Minimum and Maximum Hourly Rates by Grade Compared to 2025 Rates.

Grade	Points for each Grade	Point Scale	Title	Union	E / NE Status	Dept	2026 Minimum Grade w/0% General Wage Increase	2026 Maximum Grade w/0% General Wage Increase	2025 Adopted General Wage Increase (Min)	2025 Adopted General Wage Increase (Max)
10	315	300-329	Deputy Sheriff	WCDA	NE	Sheriff	$ 33.14	$ 47.05	$ 31.88	$ 44.64
12	345	340-349	Senior Deputy	WCDA	NE	Sheriff	$ 36.53	$ 51.88	$ 33.79	$ 47.32
15	410	410-439	Sergeant	WCDA	NE	Sheriff	$ 42.29	$ 60.05	$ 37.99	$ 53.17

Note: *The 2026 rates referenced above are the rates that will be used for Phase 1 implementation prior to the application of the 2026 general adjustment as part of Phase 3.*

MEMORANDUM OF AGREEMENT
REGARDING ONE-TIME PAY ADJUSTMENT TO ADDRESS UNINTENDED LEAPFROGGING ISSUES

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

WHEREAS, the County and the Union are parties to a collective bargaining agreement ("CBA") in effect from January 1, 2026 to December 31, 2028;

WHEREAS, during negotiations for the CBA, the Union identified a cohort of employees who were negatively impacted by unintended leapfrogging after the parties entered into a July 25, 2023 memorandum of agreement increasing the hourly rate for certain deputies in connection with the County's decision to increase the starting wage for new hires to $39.00 per hour; and

WHEREAS, the parties with to address the leapfrogging issue identified by the Union through a one-time wage adjustment as outlined in this Agreement;

NOW, THEREFORE, the parties agree as follows:

1. Effective January 1, 2026, the County will apply one-time hourly wage adjustments to certain individual employees to bring their hourly rate to $47.32 per hour, effective at 11:59:50 pm on December 31, 2025, as specifically outlined on the attached Exhibit A. Effective January 1, 2026, after the three-phase implementation of the County's new compensation system, the individuals listed on the attached Exhibit A will be an hourly rate of $49.45, which is inclusive of the negotiated two and one-half (2.5) percent 2026 general wage increase referenced in the CBA.

2. This Agreement shall not constitute evidence of any kind of binding precedent or past practice. The Union acknowledges and agrees that this Agreement is intended to be a one-time adjustment to address unintended leapfrogging in connection with the parties' July 25, 2023 memorandum of agreement.

3. The Union specifically agrees that it has reviewed the Exhibit A carefully and that Exhibit A reflects the hourly compensation changes that will be implemented pursuant to this Agreement. On behalf of itself and individual members of the bargaining unit, the Union specifically agrees that any grievance regarding the compensation increase address in this Agreement will be limited solely to disputes over whether the individuals listed on Exhibit A have received the hourly rate adjustment as listed on Exhibit A. The Union expressly waives the right of itself or any bargaining unit member to file a grievance under the CBA challenging the amounts listed on Exhibit A, asserting that an individual not listed on Exhibit A should have been included on Exhibit A, or that an individual should receive an hourly rate adjustment that differs from what is specifically outlined on Exhibit A. The Union will pay the County's costs, including attorney's fees, in the event a grievance is filed and found to violate this provision.

4. The Union recognizes that the parties have discussed leapfrogging issues in negotiations on multiple occassions and that the County has agreed to enter into previous agreements adjusting pay for individual employees to address or avoid leapfrogging issues. The Union further acknowledges that the County has informed the Union that it will not enter into any future agreements making pay adjustments for individual employees who assert they have been affected by leapfrogging. The Union will not ask the County to take any action in the future to address any known or unknown leapfrogging issues created by this Agreement, the CBA, or any other previous agreement between the parties.

5. This Agreement represents the complete and total Agreement between the parties with respect to the one-time hourly wage adjustments listed on Exhibit A. No promises, representations, or guarantees exist outside of the express terms of this Agreement. The terms of this Agreement will control over any language to the contrary in the CBA. Except as specifically modified in this Agreement, the CBA will remain in full force and effect.

6. This Agreement will expire and automatically sunset on December 31, 2028, except that Paragraph 4 will survive the expiration of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT on this _____ day of _____, 2026.

FOR WRIGHT COUNTY:

_____ _____
Darek Vetsch, Chairperson Date
Wright County Board

_____ _____
Greg Kryzer, County Administrator Date

FOR WRIGHT COUNTY DEPUTY'S ASSOCIATION (WCDA):

_____ _____
Date

_____ _____
Date

_____ _____
Date

EXHIBIT A

Employee Name	Position	Date of Hire	Adjusted Hourly Wage (Effective December 31, 2025 at 11:59:59 pm)	Final January 1, 2026 Pay Rate after Three-Phase Implementation of New Hourly Rate
Jeffrey Davis	Senior Deputy	3/22/2017	$ 47.32	$ 49.45
Steven Furry	Senior Deputy	1/29/2018	$ 47.32	$ 49.45
Chad Gaikowski	Senior Deputy	5/21/2018	$ 47.32	$ 49.45
Curtis Hakala	Senior Deputy	5/23/2016	$ 47.32	$ 49.45
Michael Husen	Senior Deputy	4/18/2016	$ 47.32	$ 49.45
Dominic Kaley	Senior Deputy	6/19/2017	$ 47.32	$ 49.45
Andrew Lundeen	Senior Deputy	1/18/2016	$ 47.32	$ 49.45
Patrick Mabush	Senior Deputy	6/19/2017	$ 47.32	$ 49.45
Brandon Merten	Senior Deputy	6/20/2016	$ 47.32	$ 49.45
Thomas Peterson	Senior Deputy	2/12/2018	$ 47.32	$ 49.45

MEMORANDUM OF AGREEMENT BETWEEN WRIGHT COUNTY AND WRIGHT COUNTY DEPUTY ASSOCIATION (WCDA)

This Memorandum of Agreement is entered into between the County of Wright (hereafter "County") and the Wright County Deputy Association (hereafter "Union") representing the Wright Deputies, Senior Deputies, and Sergeants of the Wright County Sheriff's Office.

WHEREAS, the County and the Union are parties to a collective bargaining agreement negotiated pursuant to the Public Employment Labor Relations Act; and

WHEREAS, Minnesota Statute 352.98 authorizes the County to sponsor a Post-Employment Health Care Savings Plan ("HCSP") giving employees the opportunity to save money for payment of medical expenses and/or health insurance premiums after termination of public service; and

WHEREAS, the purpose of this Memorandum of Agreement is to outline the circumstances in which a bargaining unit member's severance pay will be deposited into a HCSP account.

NOW, THEREFORE, the County and the Union agree as follows:

1. The parties agree that any severance pay, as defined in Paragraph 2 below, will be deposited into a bargaining unit member's Post-Employment HCSP account upon separation from employment with the County if he or she has a minimum of ten (10) years of benefit earning employment service with the County or if he or she is immediately eligible to receive a Public Employment Retirement Association (PERA) benefit.

2. An eligible bargaining unit member under Paragraph 1 above will have all severance pay for which the employee is eligible as defined by Article 19 of the Collective Bargaining Agreement and Wright County Personnel Policy 301 deposited into the employee's HCSP account.

The severance pay to be deposited in the employee's HCSP account will include any payout of accrued and unused paid time off ("PTO") and any payout of unused Extended Sick Leave Bank ("ESLB") leave at the rates and under the terms and conditions outlined in County Personnel Policy 301 as it has been incorporated into the parties' Collective Bargaining Agreement. The payout must be at least $500 to be deposited into an HCSP account. Severance pay in an amount under $500 will be paid to the employee as taxable earnings.

4. The County will pay severance pay to employees as taxable earnings if they do not qualify for the Post-Employment HCSP under the eligibility criteria set forth in Paragraph 1.

5. The description of investment benefits contained in this Memorandum of Understanding is intended to be informational only. The management of contributed funds in a HSCP account is the responsibility of the State Board of investment and/or the investment provider selected by the employee for the employee's HCSP established through the MSRS. The only obligation of the County is to deposit accrued severance pay into an employee's HSCP account pursuant to this Memorandum of Understanding. The County has no other obligations and is not responsible for other claims made regarding the HCSP.

6. This Memorandum of Agreement represents the full and complete agreement between the parties regarding this matter.

IN WITNESS WHEREOF, the parties acknowledge that they have read the foregoing agreement, by signing below, hereby affirm that they fully understand and agree to its terms and applications.

FOR THE COUNTY OF WRIGHT:

_____ _____

Wright County Board Chair Date

_____ _____

Greg Kryzer, County Administrator Date

FOR WRIGHT COUNTY DEPUTY'S ASSOCIATION:

_____ _____

Date

_____ _____

Date

_____ _____

Date

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Matt Detjen

Requestor Title
Ag Drainage & Natural Resources Supervisor

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

Target Meeting Date *
1/6/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
MJD7571

Item Details

Board Action Requested (this is what will appear on the Agenda) *
#1: Authorize Signatures on the Perpetual Easement, Resolution No. 2025-39, for the Joint Ditch #15 Pond.

#2: Approve Transfer of Fund for the Easement Payment to the City of Cokato for $47,500 and the new Joint Ditch #15 Pond Maintenance Fund for $15,000

Short Title (what will appear on Agenda outline - 250 character max.) *
#1: Authorize Signatures on the

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:
$47,500 easement payment to the City of Cokato for 14.8 acre project, and $15,000 in a maintenance fund.

Background/Justification:
Staff made a request and received approval from the Drainage Authority to apply for a Multipurpose Drainage Management (MDM) grant through the Board of Water of Soil and Resources (BWSR) in 2024. This grant application was completed for Joint Ditch #15 and contained a request for $500,000 for a wetland creation/enhancement along this ditch system. The Wright Soil and Water Conservation District (SWCD) applied on behalf of the Drainage Authority and served as the fiscal agent.

Construction on this pond was completed in the winter of 2024, and final payments made to the contractor Ashwill Companies LLC. On April 8th, 2025, staff went to the Ways and Means Committee to request a return of $72,000 for the Joint Ditch #15 project that was turned back earlier in the year. This $72,000 was for project overages/change orders as well as the $62,500 easement payment agreed upon by the City of Cokato and staff. After discussion on funding and future project maintenance, the City agreed to only accept a $47,500 easement payment, and to put the remaining $15,000 in a maintenance fund for future repairs on the JD 15 pond. The final step before the Wright SWCD can receive reimbursement for this $500,000 grant is to adopted the perpetual easement required by the Minnesota Board of Water and Soil Resources.

Route for Review and Approval

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

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

Document Name	Attachment Type
JD15_Easement_Pond_12_29_2025.pdf	Attachment
4_15_25 Wright County Board Meeting Minutes.pdf	Attachment
04_08_2025 Ways & Means Committee Recommendations.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes
moved to legal and finance

Finance Review

Finance Decision
Approved

Notes
Approved by Lindsey Meyer

County Administrator Review

County Administrator Decision
Approved

Notes

CITY OF COKATO
WRIGHT COUNTY
STATE OF MINNESOTA

RESOLUTION NO 2025-39

RESOLUTION APPROVING AN AGREEMENT GRANTING A PERPETUAL EASEMENT FOR DRAINAGE MANAGEMENT AND FLOWAGE TO THE WRIGHT COUNTY DRAINAGE AUTHORITY

WHEREAS, the City of Cokato (the "City") owns approximately 14.8 acres of real property legally described as:

The Southwest Quarter of the Southwest Quarter (SW1/4 of SW1/4) lying North of the County Ditch and West of the East 20 rods (330.00 feet) thereof, of Section 34, Township 119, Range 28, Wright County, Minnesota, except the North 337.00 feet of the West 646.29 feet thereof and also except the West 175.00 feet of the South 357.00 feet of the North 694 thereof.

Said tract contains 14.8 acres, more or less, and is subject to easements as may be of record.

(the "Property"); and

WHEREAS, the Wright County Drainage Authority (the "Authority") wishes to obtain an easement from the City for drainage purposes over the Property, and the City has agreed to grant such easement pursuant to the terms of an easement agreement, the form of which is attached hereto as Exhibit A (the "Easement Agreement") between the City and the Authority setting forth the terms and conditions of such transaction.

NOW, THEREFORE, BE IT RESOLVED by the Cokato City Council that:

1. The Easement Agreement is hereby approved. The Mayor and the City Clerk are authorized and directed to execute the Easement Agreement in substantially the form presented to the City Council on the date of this resolution, subject to any additional modifications approved by the city attorney that do not alter the substance of the transaction, provided that execution of the Easement Agreement will be conclusive evidence of approval.

2. The Mayor and the City Clerk are authorized to execute any other documents or certificates deemed necessary to carry out the transaction described in the Easement Agreement and the intention of this resolution.

3. City staff and consultants are directed to take any additional steps necessary to carry out the transaction contemplated by this resolution.

Adopted by the City Council of the City of Cokato, Minnesota this 8th day of December, 2025.

Carl Harju, Mayor

ATTEST:

Megan Gustafson, City Clerk/Treasurer

EXHIBIT A

Easement Agreement

(Above Space is Reserved for Recording Information)

(05/19) Easement I.D. No. _____

AGREEMENT REGARDING PERPETUAL CONSERVATION EASEMENT FOR DRAINAGE MANAGEMENT AND FLOWAGE

This Agreement Regarding Perpetual Conservation Easement for Drainage Management and Flowage (the "Agreement") is made by and between the City of Cokato, a municipal corporation under the laws of Minnesota, hereinafter referred to as the "Grantor", and the Wright County Drainage Authority, a political subdivision under the laws of Minnesota hereinafter referred to as the "Drainage Authority", in accordance with Minn. Stat. ch. 103E *Drainage* and Minn. Stat. ch. 84C *Conservation Easements*. .

WITNESSETH

WHEREAS, the Drainage Authority is authorized by Minnesota Statutes, Chapter 103E to undertake multipurpose drainage management practices to reduce erosion and sedimentation, reduce peak flows and flooding, and improve water quality while protecting drainage system efficiency and reducing drainage system maintenance; AND

WHEREAS, the Drainage Authority is authorized to accept and use funds from sources other than, or in addition to, those derived from assessments based on the benefits of the drainage system for the purposes of wetland preservation or restoration or creation of water quality improvements or flood control, and the sources of funding may be used outside the benefited area but must be within the watershed of the drainage system; AND

WHEREAS, in order to establish, construct and maintain multipurpose drainage management practices, the Drainage Authority must hold necessary property interests, including the rights to enter, occupy and flow water over affected real property; AND

WHEREAS, such property interests may be conveyed by and protected in an easement; AND

WHEREAS, the Grantor is the owner of real property (the "Property"), which lies over, adjacent to or in the Wright County Joint Ditch #15 Drainage System (the "Drainage System"); AND

WHEREAS, the Grantor desires to convey an easement (the "Easement") on the Property to the Drainage Authority for the benefit of the Drainage System.

NOW, THEREFORE, the parties, for themselves, their heirs, successors and assigns, agree as follows:

1. The City agrees to grant an easement to the Drainage Authority in the form attached hereto as Exhibit A.
2. Upon receipt of the executed easement, the Drainage Authority agrees to pay the City FORTY SEVEN THOUSAND AND FIVE HUNDRED DOLLARS ($**47,500**), for the easement, and to deposit the sum of FIFTEEN THOUSAND DOLLARS ($15,000) in account held by the Drainage Authority for maintenance of the Drainage System.

3. The Drainage Authority shall be responsible for recording the easement with Wright County.

IN WITNESS WHEREOF, the City and the Drainage Authority have caused this Agreement to be duly executed.

CITY OF COKATO

By: _____
Carl Harju, Mayor

ATTEST:
_____
Brad Potter, City Administrator

WRIGHT COUNTY DRAINAGE AUTHORITY:

By: _____

Its: _____

By: _____

Its: _____

EXHIBIT A TO EASEMENT AGREEMENT

FORM OF EASEMENT

PERPETUAL CONSERVATION EASEMENT FOR DRAINAGE MANAGEMENT AND FLOWAGE

The City of Cokato, a municipal corporation under the laws of Minnesota (the "City") is the fee owner of the land legally described in Exhibit A attached hereto.

The City hereby grants to the Wright County Drainage Authority, a political subdivision under the laws of Minnesota (the "Drainage Authority") a Perpetual Conservation Easement for Drainage Management and Flowage (the "Easement") over that part of the Property legally described in Exhibit B and depicted in Exhibit C attached hereto (the "Easement Area").

This Easement is granted for the establishment, construction and maintenance of multipurpose drainage management practices, including both structural and non-structural components for water quantity, water quality and associated drainage and conservation purposes, in accordance with the applicable project plans on file at the office of the Drainage Authority.

This Easement shall include the right to flow and reflow water within the Easement Area that does not worsen flooding conditions on land adjacent to the Easement Area.

No rights are granted to the general public for access to or entry upon the lands described herein.

FURTHER, the City represents and warrants that there are no hazardous substances pollutants or contaminants in or on the Easement Area, and that the City, its heirs, successors, and assigns shall not place any toxic or hazardous substances, pollutants or contaminants in or on the Easement Area.

FURTHER, the City, its heirs, successors and assigns warrant the perpetual right of entry to the Easement Area from a public road to allow the Drainage Authority and its authorized agents to enter upon the Easement Area for the purposes of construction, reconstruction, maintenance, repair, inspection and enforcement of this Easement. The Drainage Authority and its authorized agents must exercise reasonable care when entering the Easement Area and must correct or compensate for damage caused during ingress or egress.

FURTHER, the City, for itself, its heirs, successors, and assigns and warrants that it:

1. Shall authorize the Drainage Authority and its authorized agents to establish and maintain non-structural wetland and native upland vegetative cover and structural practices, in accordance with the applicable project plans on file at the office of the Drainage Authority, and in accordance with applicable Minnesota Board of Water and Soil Resources guidelines. Maintenance includes any necessary noxious weed control, pest control, replanting of vegetative cover, and repair of structural practices. Any amendment to the project plans shall include the opportunity for review and comment by the City to the Drainage Authority.
2. Shall not interfere with, alter, modify or destroy any multipurpose drainage management practices in the Easement Area.

3. Shall authorize the Drainage Authority and its authorized agents to install and maintain any and all signs and posts indicating the location of the Easement Area.

4. Shall allow only the Drainage Authority and its authorized agents to manage and control water levels on the Easement Area.

5. Shall not appropriate water from any existing or restored wetlands within the Easement Area without prior written consent from the Drainage Authority and obtainment of all necessary permits.

6. Shall not produce agricultural crops on the Easement Area except as provided in provision 8, below. Interim land uses established prior to the recording of this Easement may be continued until the end of the current growing season of the year this Easement is recorded.

7. Shall not remove or harvest any trees on the Easement Area except as authorized by the Drainage Authority to maintain the perennial vegetation established and maintained in accordance with the project plans.

8. Shall not graze livestock on the Easement Area. Haying once a year, after August 1, may be allowed under separate agreement with the Drainage Authority.

9. Shall not place any materials, substances, or objects, or erect or construct any type of structure, temporary or permanent, on the Easement Area.

10. Shall not use any wetland areas restored under this easement for environmental regulatory or wetland mitigation purposes required under federal or state law.

11. Shall notify the Drainage Authority in writing of the name(s) and address(es) of new owner(s) within 30 days after conveyance of all or part of the title or interest in the Easement Area.

12. Shall pay when due all taxes and assessments, if any, which may be levied against the Easement Area. Because the purpose of the multipurpose drainage management practices under this Easement involves water quantity or quality control on the Drainage System, the Easement Area may be subject to valuation consideration pursuant to Minn. Stat. § 273.117 *Conservation Property Tax Valuation*.

13. Shall support the protection and management of the Easement Area in accordance with the provisions set forth in this Easement and the project plans for multipurpose drainage management practices in the Easement Area.

14. Shall agree that the rights, title, interests, and prohibitions created by this Easement constitute things of value to the Drainage Authority. If there is any failure of the City to comply with any of the provisions of this Easement, the Drainage Authority or other applicable authority shall have any legal or equitable remedy allowed by law, and the right: 1) to enter upon the Easement Area to perform necessary work for prevention or mediation of damage to the Easement Area; and 2) to assess all expenses incurred by the Drainage Authority (including attorney fees and costs) against the City, to be immediately owed and paid to the Drainage Authority.

15. Shall indemnify and hold harmless the Drainage Authority, its employees, agents, and assigns from any and all liabilities, claims, and any other expenses (whether legal or equitable in nature, and including without limitation attorney fees and costs) to which the Drainage Authority may be subject or incur relating to the Easement Area, including but not limited to those which may arise from City's negligent acts, omissions, or breach of any representation, warranty, or agreement contained in this Easement, or violations of any federal, state, or local laws.

FURTHER, any ambiguities in this Easement shall be construed in a manner which best effectuates the purposes of providing water quantity or quality control and associated drainage and conservation purposes.

FURTHER, in the event the Drainage System is abandoned in accordance with Minn. Stat. ch. 103E, this Easement will continue to be held by a local government unit that served as the Drainage Authority for the abandoned Drainage System.

FURTHER, in the event of the dissolution of the Drainage Authority or local government unit holding the Easement, the easement interest will be assigned to a governmental entity qualified to hold and monitor this Easement.

This Instrument Drafted by:
Wright County Drainage Authority

_____
_____
_____

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the City and Drainage Authority have caused this Easement to be duly executed.

CITY OF COKATO

By: _____
Carl Harju, Mayor

ATTEST:

_____
Brad Potter, City Administrator

STATE OF MINNESOTA)
) ss.
COUNTY OF WRIGHT)

JENNI WOLFF
Notary Public
State of Minnesota
My Commission Expires
01/31/2029

The foregoing instrument was acknowledged before me this 11th day of December, 20 25, by Carl Harju, Mayor, City of Cokato, a municipal corporation under the laws of Minnesota, on behalf of the City.

(Notary Stamp or Seal)

STATE OF MINNESOTA)
) ss.
COUNTY OF WRIGHT)

The foregoing instrument was acknowledged before me this 11th day of December, 20 25, by Brad Potter, City Administrator, City of Cokato, a municipal corporation under the laws of Minnesota, on behalf of the City.

(Notary Stamp or Seal)

JENNI WOLFF
Notary Public
State of Minnesota
My Commission Expires
01/31/2029

ACCEPTANCE

Pursuant to Minn. Stat. Ch. 84C *Conservation Easements*, the Drainage Authority accepts this Easement.

WRIGHT COUNTY DRAINAGE AUTHORITY:

By: _____
Its: _____

By: _____
Its: _____

STATE OF MINNESOTA)

COUNTY OF WRIGHT)

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____ and _____, the _____ and _____, of the Wright County Drainage Authority, a _____.

(Notary Stamp or Seal)

_____
NOTARY PUBLIC

EXHIBIT A

Legal Description of the Property

Property Description:

The Southwest Quarter of the Southwest Quarter (SW1/4 of SW1/4) lying North of the County Ditch and West of the East 20 rods (330.00 feet) thereof, of Section 34, Township 119, Range 28, Wright County, Minnesota, except the North 337.00 feet of the West 646.29 feet thereof and also except the West 175.00 feet of the South 357.00 feet of the North 694 thereof.

Said tract contains 14.8 acres, more or less, and is subject to easements as may be of record.

EXHIBIT B TO PERMANENT STORAGE POND EASEMENT

Description of Easement

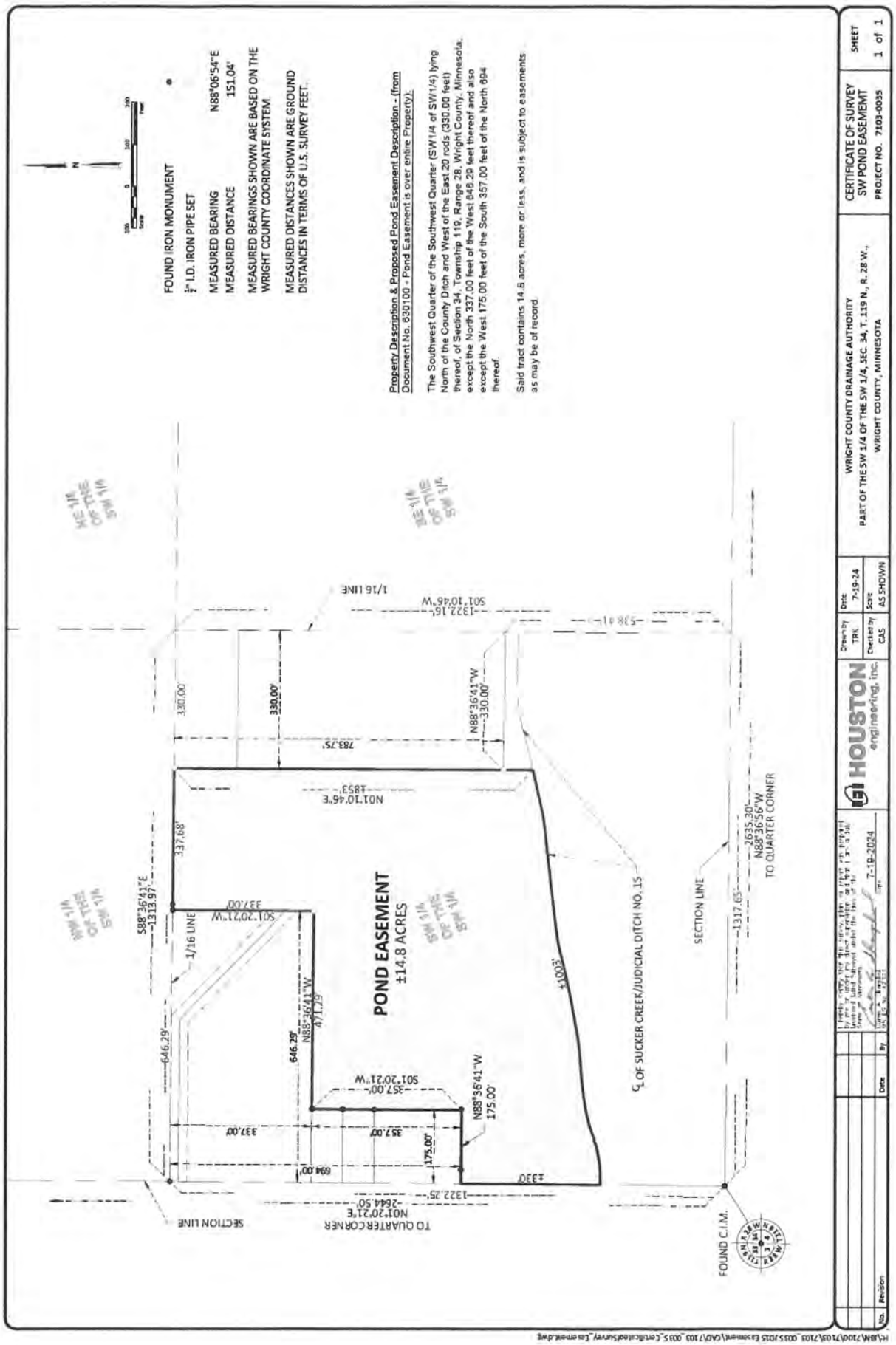
Easement Description:

The Southwest Quarter of the Southwest Quarter (SW1/4 of SW1/4) lying North of the County Ditch and West of the East 20 rods (330.00 feet) thereof, of Section 34, Township 119, Range 28, Wright County, Minnesota, except the North 337.00 feet of the West 646.29 feet thereof and also except the West 175.00 feet of the South 357.00 feet of the North 694 thereof.

Said Easement contains 14.8 acres, more or less, and is subject to easements as may be of record.

EXHIBIT C

Depiction of Easement



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BOARD MINUTES

BOARD OF WRIGHT COUNTY COMMISSIONERS

Tuesday, April 15, 2025

DATE APPROVED: May 6, 2025

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

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

Present were the following:

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

PLEDGE OF ALLEGIANCE

At 9:00 a.m. - The meeting was called to order by Chair Vetsch

MINUTES - DISPENSE WITH READING, APPROVE AS WRITTEN/REVISED

At 9:00 a.m. – Motion to approve minutes collectively.

A. Approve Minutes from County Board Meeting (4-1-2025)

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

REVIEW & APPROVAL OF AGENDA

At 9:01 a.m. – Motion to approve agenda

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

CONSENT AGENDA

At 9:02 a.m.- Motion to approve consent agenda

Motion by Schoen and seconded by Holland

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

A. ADMINISTRATION

1. **Approve Charitable Gambling Application, Form LG220, Silver Bullet Saddle Club; Gambling Premises: Silver Bullet Saddle Club, 17363, County Rd. 7 NW, Clearwater, MN 55320; Date of Activity: 06/08/2025**

2. **Approve Charitable Gambling Application, Form LG220, Silver Bullet Saddle Club; Gambling Premises: Silver Bullet Saddle Club, 17363, County Rd. 7 NW, Clearwater, MN 55320; Date of Activity: 06/28/2025**

3. **Approve Request to Back-fill County Surveyor Position**

4. **Approve Fleet Purchases as Per 2025 Budget**

B. FINANCE & TAXPAYER SERVICES

1. **Approve Transfers and Budget Amendments to Fund the Crow River Regional Trail Project**

2. **Motion to approve of the March 2025 Budget Amendments.**

3. **March 2025 Budget to Actual Reports**

4. **Acknowledge Warrants Issued Between March 25 through April 7, 2025**

C. HEALTH & HUMAN SERVICES

1. **Approve Request to Rehire One Full-Time Social Worker I Position**

2. **Approve Project End-Date Adjustment for Opioid Epidemic Response Grantee, Rivers of Hope to March 31, 2027**

3. **Approve Opioid Epidemic Response Request for Proposals (RFP) for Third Round of Funding.**
   Categories for funding this round are:
   1) Embed certified peer recovery specialists into systems
   2) Continue or expand the work of emerging and existing Recovery Community Organizations (RCOs)
   3) Provide access to housing and/or transportation for persons with opioid use disorder and any co-occurring substance use disorders/mental health conditions

4) Offer schooling, certification, and licensure support for individuals becoming mental and behavioral health workers (with specialized focus on addressing opioid use disorder/substance use disorder and any co-occurring mental health conditions) or current workers advancing their skillset in addressing opioid use disorder/substance use disorder and any co-occurring mental health conditions.

4. **Approve Olson's Campground on Limestone Lake Consumption & Display Permit for May 1, 2025-October 31, 2025.**

D. HIGHWAY

1. **Approve and Authorize Signatures for Purchase Agreement, PID #108-500-354300**

2. **Award Bid and Authorize Signatures on contract No. 25-01, for the 2025 Pavement Preservation contract to Knife River Corporation of Sauk Rapids, MN**

E. PROJECT ADMINISTRATION

1. **Approve 6 Letters of Support for Broadband Equity, Access and Deployment (BEAD) Program applications:**

   Charter Communications
   Frontier Communications
   Mediacom Communications
   Meeker Coop / Vibrant Broadband
   Midcontinent Communications
   Windstream

TIMED AGENDA ITEMS

A. 9:05 A.M. - GREAT RIVER REGIONAL LIBRARY PRESENTATION

1. **Great River Regional Library:**
   1. 2024 Annual Report Presentation
   2. Request To Adopt Resolution Supporting Minitex Library Services

At 9:02 a.m. – Executive Director Karen Pundsack presented on Great River Regional Library and the Minitex Resolution.

At 9:19 a.m. - Motion to adopt resolution

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

For: Diedrick, Holland, Schoen, Moynagh, Vetsch

B. 9:15 A.M. - MARC MATTICE - ASSISTANT COUNTY ADMINISTRATOR

1. Approve Resolution Recognizing National Work Zone Awareness Week in Wright County April 21-25, 2025

At 9:19 a.m.- Assistant County Administrator Marc Mattice spoke on Work Zone Awareness Week resolution (resolution 25-24). Motion made to approve resolution.

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

C. 9:20 A.M. - CHAD HAUSMANN - HIGHWAY ENGINEER

At 9:22 a.m.- Mattice speaks for Highway Engineer Chad Hausman

1. Approve Resolution Prioritizing Deficient Bridges in Wright County

At 9:22 a.m. – Mattice spoke on resolution (resolution 25-25). Motion to approve resolution.

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

2. Authorize Purchase and Signatures of 5.98 acres of parcel 112050000050 in City of Montrose for Highway Shop

At 9:23 a.m. – Discussion had on alternate properties. Discussion on communication and locations. Motion made to authorize purchase.

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

D. 9:25 A.M. - ROSS DEMANT - DIRECTOR OF PARKS & RECREATION

At 9:32 a.m. – Director of Parks & Recreation Ross Demant spoke on resolution.

1. Approve and Adopt Resolution to Accept Donation from the Friends and Family of Mary Jo Schmid In The Amount of $1,600 To Be Set Aside In The Robert Ney Regional Park Fund For The Purchase And Installation Of A Memorial Bench At Schroeder County Park and Campground As Per The Parks and Recreation Memorial Donation Policy

At 9:32 a.m. – Vetsch spoke on resolution (resolution 25-26). Motion made to approve resolution

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

For: Diedrick, Holland, Schoen, Moynagh, Vetsch

ITEMS FOR CONSIDERATION

A. ADMINISTRATION

1. Request to Schedule Two Committee of the Whole Meetings Suggested Dates: 1. May 6, 2025 Parks and Recreation - Committee of The Whole, Following The Regular County Board Meeting 2. May 13, 2025 Transportation Committee of The Whole, Following The County Board Workshop

At 9:33 a.m. – Discussion had on the suggested dates. Motion made to move Parks & Recreation date to May 12, 2025, at 10:00 a.m.

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

At 9:35 a.m. – Discussion had on time for the Transportation Committee meeting. Motion made to approve date and time.

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

2. Approve Resolution of Final Acceptance for Contract 2306 and Authorize Final Payment to Duininck, Inc. in the Amount of $57,582.06 for the Construction of the CR 148 (Braddock Ave) Project

At 9:37 a.m.- Vetsch spoke on resolution (resolution 25-27). Motion made to approve resolution

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

B. COMMITTEE MINUTES

1. Approve and Adopt Recommendations from the Ways & Means Committee Meeting (03.26.2025)

At 9:38 a.m. – Discussion had on the minutes and Court Services Director Mike MacMillan spoke on the recommendation to bring forward for board approval April 15, 2025, to move forward with Community Corrections Act (CCA) service

and model and adopt resolution (Resolution 25-28). Motion made to approve recommendations and resolution.

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

2. Approve Minutes from the Committee of the Whole Meeting (4-8-2025)

At 9:42 a.m.- Vetsch speaks that this was information only, no action needed.

3. Approve and Adopt Recommendations from the Ways & Means Committee Meeting (04.08.2025)

At 9:42 a.m. - Vetsch spoke on recommendations to bring forward for board approval the allocation of 72,0000 from Joint Ditch 15 funds to cover outstanding expenses; bring forward for board approval April 15, 2025, the adoption of the Great River Regional Library Minitex Resolution (Resolution 25-23); and bring forward for board approval for submission of opioid reports to additional designated staff and presented at workshop for approval. Beginning in 2026, implement a two-year term structure, with half of the council appointed in 2026 the remaining half in 2027. Motion made to approve recommendations and resolution.

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

At 9:45 a.m. - County Administrator Greg Kryzer spoke on approval of electrical rebid contract for the Household Hazardous Waste Facility. Motion made to approve electrical contract.

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

At 9:46 am. - Holland spoke on grant for the historical society to make the historical society handicapped accessible

ADJOURNMENT

At 9:47 a.m.- Adjournment

WARRANTS ISSUED

A. Warrants Issued

RECOMMENDATIONS

WAYS & MEANS COMMITTEE

APRIL 8, 2025

DATE APPROVED: APRIL 15, 2025

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

I. WRIGHT COUNTY JOINT DITCH 15 FUNDING REQUEST

RECOMMENDATION: *Bring forward for board approval the allocation of 72,0000 from Joint Ditch 15 funds to cover outstanding expenses. This funding was previously approved as part of the Water Quality Improvement Projects.*

II. GREAT RIVER REGIONAL LIBRARY (GRRL) MINITEX RESOLUTION

RECOMMENDATION: *Bring forward for board approval April 15, 2025 the adoption of the Great River Regional Library Minitex Resolution.*

III. OPIOIDS ADVISORY COUNCIL REQUEST FOR PROPOSAL (RFP) PROCESS AND BYLAWS

RECOMMENDATION: *Bring forward for board approval for submission of opioid reports to additional designated staff and presented at workshop for approval. Beginning in 2026, implement a two-year term structure, with half of the council appointed in 2026 and the remaining half in 2027*

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Barry Rhineberger

Requestor Title
Planning and Zoning Administrator

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

Target Meeting Date *
1/6/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
BJR8947

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Authorize chairperson and County Administrator's signatures on the Revocation of Conditional Use Permit and Agreement Between Developer of a Solar Energy Farm and Wright County

Short Title (what will appear on Agenda outline - 250 character max.) *
Authorize chairperson and County Administrator's signatures on the Revocation of Conditional Use Permit and Agreement Between Developer of a Solar Energy Farm and Wright County

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.
Property owner and developer have decided not to use the property for the conditionally permitted use

Describe the impact on staffing resources.
None

Fiscal Impact:
None

Background/Justification:
The property owner and developer have decided not to proceed with the solar energy farm project. This document revokes both the conditional use permit and developer's agreement signed by the property owner, developer, and Wright County. Once signed and recorded, the surety noted in the agreement can be released back to the developer.

Route for Review and Approval

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

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

Document Name	Attachment Type
Munson Solar Revocation Doc – Final.pdf	Attachment
Munson Solar – Developers Agreement.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes
Moved to legal

Legal Review

Legal Decision
Approved

Notes
Approved per Brian Lutes

County Administrator Review

County Administrator Decision

Notes

(Top 3 inches reserved for recording data)

REVOCATION OF CONDITIONAL USE PERMIT AND AGREEMENT BETWEEN THE DEVELOPER OF A SOLAR ENERGY FARM AND THE COUNTY OF WRIGHT
by Individual(s)

DATE:

THAT CERTAIN CONDITIONAL USE PERMIT issued by the Wright County Planning Commission as code file number **PR20220000535** on **06/09/2022**, for **MN CSG 2019-64**, as applicant, Philip Munson and Jodi Munson, husband and wife, as property owners, and recorded on **07/22/2022**, as Document Number **A1512717**, in the Office of the County Recorder of **Wright** County, Minnesota, and THAT CERTAIN AGREEMENT BETWEEN THE DEVELOPER OF A SOLAR ENERGY FARM AND THE COUNTY OF WRIGHT, as Document Number **A1522762**, recorded on **12/24/2022**, between the Wright County, MN CSG 2019-64, and Philip Munson and Jodi Munson, husband and wife, is fully waived and revoked. The signatories below warrant that they are the fee owners of the property encumbered by the Conditional Use Permit, the applicant for the conditional use permit, and Wright County, have full knowledge of the facts, and warrant they have the authority to execute this document and revoke the conditional use permit and agreement between the developer of a solar energy farm and the County of Wright, identified herein.

Philip Munson

Philip Munson

Jodi Munson

Jodi Munson

State of Minnesota, County of **WRIGHT**

This instrument was acknowledged before me on 29 day ~~of~~ October, 2025, by Philip Munson and Jodi Musnson, husband and wife.

Lauren O'Brien
(signature of notarial officer)

LAUREN N. O'BRIEN
Notary Public-Minnesota
My Commission Expires Jan. 31, 2027

Title (and Rank): Bank Operations

My commission expires: Jan 31 2027
(month/day/year)

Chairperson

Greg Kryzer, County Administrator

State of Minnesota, County of **WRIGHT**

This instrument was acknowledged before me on _____ day _____, 2025, by Chair of the County Board, and Greg Kryzer, County Administrator.

(signature of notarial officer)

Title (and Rank): _____

My commission expires: _____
(month/day/year)

MN CSG 2019-64
By: Andrea Braff
Its: Manager

State of Minnesota, County of **WRIGHT**

This instrument was acknowledged before me on 14TH day DECEMBER, 2025, by Andrea Braff of MN CSG 2019-64, LLC, Its, Manager.

(signature of notarial officer)

Title (and Rank): ERIC M. PERKINS
AN ATTORNEY AT LAW
OF THE STATE OF NEW JERSEY

My commission expires: _____
(month/day/year)

THIS INSTRUMENT WAS DRAFTED BY:

Wright County Planning and Zoning
3650 Braddock Ave. NE, Suite 1600
Buffalo. MN 55313

DOCUMENT #: **A1522762**
12-14-2022 at 2:44 PM
Certified filed and or recorded on above date
TANYA WEST
WRIGHT COUNTY RECORDER
WRIGHT COUNTY, MN
Pages: **16** Fee Amount: **$0**
Return To: WRIGHT COUNTY ATTORNEY

This cover page has been added to this document by Wright County Recorder's Office
and is now an official part of this recorded document

AGREEMENT BETWEEN THE DEVELOPER OF A SOLAR ENERGY FARM AND THE COUNTY OF WRIGHT

THIS AGREEMENT ("Agreement") is entered into on 12-13-2022, among Wright County (hereinafter "County") and Philip Munson and Jodi Munson, husband and wife, and MN CSG 2019-64 LLC, a Delaware Limited Liability Company (hereinafter each a "Developer Party and, collectively, "Developer"). Developer and County are sometimes collectively referred to herein as the "Parties" and individually as a "Party."

WITNESSETH:

WHEREAS, the Developer Parties are respectively the fee owners or lessee of the real property described in Exhibit A, attached hereto and incorporated herein by reference, which real property is proposed to have a solar energy farm constructed on it and which real property is subject to the provisions of this Agreement (the "property" or the "subject property"); and

WHEREAS, Developer is proposing to construct a solar energy farm said construction which is to be governed by this Agreement and shall be hereinafter referred to in its entirety as "Solar Energy Farm"; and

WHEREAS, the County has granted the Developer a conditional use permit, which is interim in nature for the Developer's Solar Energy Farm attached hereto as Exhibit B (the "Conditional Use Permit") contingent upon compliance with certain County requirements including, but not limited to, matters set forth herein; and

WHEREAS, Wright County requires that a letter of credit, cash or other surety (as approved by the County Attorney) (in each case, the "Security") be placed on file prior to the issuance of a building permit and that the terms for drawing on such Security be stated;

WHEREAS, this Agreement is entered into for the purpose of setting forth and memorializing for the parties and subsequent owners, the understandings and covenants of the parties concerning the development of said solar energy farm and the conditions imposed thereon.

NOW, THEREFORE, IT IS HEREBY AND HEREIN MUTUALLY AGREED, in consideration of each Party's promises and considerations herein set forth, as follows:

1. **Construction and Maintenance of Solar Energy Farm.**

A. Developer is authorized pursuant to the terms and conditions of the Condition Use Permit to construct a Solar Energy Farm. The Conditional Use Permit for a Solar Energy Farm is interim in nature and will expire in 30 years after issuance or on June 9, 2052. Said improvements shall be constructed according to the plans on file with the Wright County Office of Planning and Zoning and in accordance to the terms and conditions of the Conditional Use Permit.

B. The Developer warrants to the County that all of their road infrastructure shall suffer no measurable impairments, either to the structure or to the surface or other usable areas due to the construction, maintenance, or decommissioning of this Solar Energy Farm.

2. **Surety Requirements.**

A. Developer will provide the County with certified bank check or an irrevocable letter of credit which will be deposited and held in reserve by the County (or other surety as approved by the County Attorney) as security for the obligations of the Developer under this contract to be performed. Said cash deposit or letter of credit shall be in the amount of one hundred thousand dollars ($100,000.00). The County agrees, in the event a certified bank check is deposited with the County, that it will credit interest to the cash deposit on a monthly basis. In the event the Developer provides a cash deposit as security, interest will be calculated at the current bank rate obtained by Wright County. The Developer may change between a letter of credit or cash deposit upon the approval of the County Attorney. An irrevocable letter of credit must meet the approval of the County Attorney as to form and issuing bank (the issuing bank must be an FDIC/NCUA insured bank located within 100 miles of the County of Wright), and must be available in its entirety to fulfill the obligations of the Developer under this Agreement. Any potential irrevocable letter of credit to the County shall contain language requiring its automatic renewal prior to December 31 of each calendar year, unless the County specifically approves cancellation of the letter of credit in writing.

B. The County may draw on the security after required written notice to complete work not performed by Developer (including but not limited to, decommissioning, reclamation, noxious weed removal, ongoing maintenance of the ground cover, fencing and screening and as required within the Conditional Use Permit and other such measures to bring the conditions stated in the permit into compliance), to reimburse itself for reasonable and documented costs incurred in the administration or enforcement of this Agreement, to repair or correct deficiencies or other problems which occur to the road improvements during the construction period, or to otherwise fulfill the obligations of Developer under this Agreement. Said Developer

must maintain the security at all times at the level provided in paragraph 2A above or a lesser amount authorized by the County Board pursuant to paragraph 3A below.

C. The County, and its agents, employees, or contractors, may enter the subject property for the purpose of correcting any violations of the Conditional Use Permit upon providing the Developer with thirty (30) days written notice stating a violation of the terms and conditions of the Conditional Use Permit or this agreement. The County zoning administrator may extend such thirty (30) day period so long as Developer is diligently pursuing a cure. Violations of the Conditional Use Permit include but are not limited to non-compliance with conditions related to the presence of noxious weeds, the failure to maintain drain tile lines, failure to timely decommission the solar energy farm, and a failure to comply with any other terms or conditions contained in the Wright County Code of Ordinances of the Conditional Use Permit. All work done on the property or to correct the violations by the County is subject to reimbursement as provided in this agreement.

D. In the event that any cash or irrevocable letter of credit referred to herein is ever utilized and found to be deficient in amount to pay or reimburse the County in total as required herein, the Developer agrees that upon being billed by the County, Developer will pay within thirty (30) days of the mailing of said billing, the said deficient amount. If there should be an overage in the amount of utilized security, the County will, upon making said determination, refund to the Developer any monies, without interest, which the County has in its possession which are in excess of the actual costs of the project as paid by the County.

E. Developer hereby agrees to allow the County to specially assess the subject property for any and all reasonable and documented costs incurred by the County in enforcing any of the terms of this agreement or for enforcing any of the terms of the Conditional Use Permit should Developer's letter of credit or security prove insufficient or should Developer fail to maintain said letter of credit or security in the amount required above within 30 days of mailing of written request by the County.

F. In the event the Security referred to herein is in the form of an irrevocable letter of credit, which by its terms may become null and void prior to the time at which all monetary or other obligations of the Developer are paid or satisfied, it is agreed that the Developer shall provide the County with a new letter of credit or other Security, acceptable to the County, at least forty-five (45) days prior to the expiration of the original letter of credit. If a new Security is not received as required above, the County may without notice to Developer declare a default in the terms of this Agreement and thence draw in part or in total, at the County's discretion, upon the expiring letter of credit or Security to avoid the loss of surety for the continued obligation, provided however that the County will make reasonable efforts to provide notice to Developer at least five (5) business days prior to declaring a default or drawing on the Security. The County Attorney prior to its issuance must approve the form of any Security.

G. In the event the Developer files bankruptcy or in the event a bankruptcy proceeding is filed against Developer by others and is not dismissed within 60 days, or in the event a court appoints a receiver for the Developer, the County may draw on its Security in its full amount to secure its surety position. The County shall then release the remainder of said Security to the bankruptcy court or receiver in the same manner that it would be required to release the Security under this Agreement.

3. **Surety Release.**

A. The Developer may request of the County a reduction or release of any surety as follows:

i. When another acceptable Security is furnished to the County to replace a prior letter of credit.

ii. As to all requests brought under this paragraph, the County Board shall have complete discretion whether to reduce or not to reduce said Security.

B. The reasonable and documented costs incurred by the County in processing any reduction request shall be billed to the Developer and paid to the County within thirty (30) days of billing.

4. **Abandonment of Project, Decommissioning - Costs and Expenses.**

A. In the event Developer should abandon the proposed development of the said Solar Energy Farm, the County's reasonable and documented costs and expenses related to attorney's fees, professional review, drafting of this Agreement, preparation of any reports, plans and specifications, and any other expenses undertaken in reliance upon Developer's various assertions shall be paid by said Developer within thirty (30) days after receipt of a bill for such costs from the County. In addition, in the event the Developer abandons the project, in whole or in part, ceases substantial field work for more than nine (9) months, or discontinues the operation of the Solar Energy Farm for a period of twelve (12) months, fails to provide sufficient ground-cover to prevent continuing soil erosion, fails to maintain the ground cover or keep the property free from noxious weeds, or fails to leave the abandoned property in a condition which can be mowed using conventional lawn mowing equipment, Developer agrees to pay all reasonable and documented costs the County may incur in taking whatever action is reasonably necessary to maintain the subject property, to provide ground-cover and otherwise restore the property to the point where the infrastructure is removed and the grounds are level and covered with permanent vegetation sufficient to prevent continuing soil erosion from said Solar Energy Farm and to facilitate mowing of said Solar Energy Farm and parcel of land. In the event that said costs are not paid, the County may withdraw funds from the above-mentioned Security for the purpose of paying the costs referred to in this paragraph.

B. The Developer, at its own expense, agrees to decommission the solar farm pursuant to terms of the Wright County Zoning Ordinance, the Conditional Use Permit and the plans on file with the Wright County Office of Planning and Zoning. Decommissioning means the removal of all infrastructure, utilities, and roads related to the Solar Energy Farm and includes restoring the land to it natural pre-development vegetated stated. The decommissioning of the Solar Energy Farm shall immediately commence in the event the Solar Energy Farm ceases all operations or is disconnected from the power grid for a period of twelve (12) months and shall be completed within six (6) months. The decommissioning of the Solar Energy Farm shall be completed no later than the expiration date of the interim conditional use permit. In the event the interim Conditional Use Permit is revoked the developer agrees to decommission the Solar Energy Farm within six (6) months after the date of such revocation. Developer agrees to pay all costs the County may incur in taking whatever action is reasonably necessary to decommission the Solar Energy Farm to the point where the infrastructure, utilities, and roads are removed and the grounds are level and covered with permanent vegetation sufficient to prevent continuing soil erosion from the Solar Energy Farm and to facilitate mowing of the Solar Energy Farm and parcel of land. In the event that said costs are not paid, the County may withdraw funds from the above-mentioned Security for the purpose of paying the costs referred to in this paragraph. The County is authorized to credit any salvage value from the infrastructure against any cost incurred as a result of decommissioning the Solar Energy Farm. Any surplus salvage value after costs shall be return to the Developer. The County is authorized to salvage any infrastructure at a facility of its own choosing which is authorized to accept and process the infrastructure.

5. **Maintain Public Property Damaged or Cluttered During Construction.**

Developer agrees to assume full financial responsibility for any damage or repairs which may occur to public property including but not limited to streets, street sub-base, base, bituminous surface, curb, utility system including but not limited to watermain, sanitary sewer or storm sewer when said damage occurs as a result of the construction activity which takes place during the development of the Solar Energy Farm. The Developer further agrees to pay all reasonable and documented costs required to repair the streets, utility systems and other public property damaged or cluttered with debris when occurring as a direct result of said construction that takes place in the Solar Energy Farm.

Developer agrees to clean the streets on a daily basis if required by the County. Developer further agrees that any damage to public property occurring as a result of construction activity on the Solar Energy Farm will be repaired immediately if deemed to be an emergency by the County. Developer further agrees that any damage to public property as a result of construction activity on the Solar Energy Farm will be repaired within 14 days if not deemed to be an emergency by the County. The Developer agrees it will be responsible for additional damages in the event the Developer or its contractors fail to comply with posted road restrictions and seasonal load requirements with respect to the Solar Energy Farm.

If Developer fails to so clean the streets or repair or maintain said public property, the County may immediately undertake making or causing it to be cleaned up, repaired or maintained. When the County undertakes such activity, the Developer shall reimburse the County for all of its reasonable and documented expenses within thirty (30) days of its billing to the Developer. If the Developer fails to pay said bill within thirty (30) days, then the County may specially assess such costs against the subject property and/or take necessary legal action to recover such costs and the Developer agrees that the County shall be entitled to attorney's fees incurred by the County as a result of such legal action.

6. **Miscellaneous.**

A. Developer agrees that all conditions listed in the Conditional Use Permit, and maintenance and decommissioning items required under this Agreement are items for which Developer is responsible for completing and all work shall be done at Developer's expense.

B. If any portion, section, subsection, sentence, clause, paragraph or phrase of this Agreement is for any reason held invalid by a Court of competent jurisdiction, such decision shall not affect the validity of the remaining portion of this Agreement.

C. The action or inaction of the County shall not constitute a waiver or amendment to the provisions of this Agreement. To be binding, amendments or waivers shall be in writing, signed by the parties and approved by written resolution of the County Board. The County's failure to promptly take legal action to enforce this Agreement shall not be a waiver or release.

D. This Agreement shall run with the land and shall be recorded against the title to the property.

E. The Developer represents to the County that Said Solar Energy Farm complies with all county, state and federal laws and regulations, including but not limited to: zoning ordinances, the building code, and environmental regulations. If the County determines that the Solar Energy Farm does not comply, the County may, at its option, refuse to allow construction or development work authorized under the Solar Energy Farm Condition Use Permit until the Developer so complies. Upon the County's demand, the Developer shall cease work until there is compliance.

F. The Conditional Use Permit issued on June 9, 2022, is interim in nature and shall expire on June 9, 2052.

G. In addition to the other terms and conditional contained herein, the County is authorized to enter upon the property and inspect the Solar Energy Farm for compliance with the Conditional Use Permit or this agreement upon seven (7) days mailed notice.

H. The County is authorized to seek injunctive or any other relief deemed appropriate from the Wright County District Court to enforce the terms of this Agreement.

7. **Violation of Agreement.**

A. In the case of default by the Developer, its successors or assigns, of any of the conditions, covenants, and agreements herein contained, the County shall give Developer thirty (30) days mailed notice thereof (via certified mail), and if such default is not cured within said thirty (30) day period, the County is hereby granted the right and the privilege to declare any deficiencies governed by this Agreement due and payable to the County in full. The thirty (30) day notice period shall be deemed to run from the date of deposit in the United States Mail. Upon failure to cure by Developer, the County may thence immediately and without notice or consent complete some or all of the Developer's obligations under this Agreement and bring legal action against the Developer to collect any sums due to the County pursuant to this Agreement, plus all costs and attorney's fees incurred in enforcing this agreement. The County may also specially assess all said costs and fees incurred upon default against the property pursuant to the terms of this agreement.

B. Notwithstanding the 30-day notice period provided for in paragraph 7(A) above, in the event that a default by Developer will reasonably result in irreparable harm to the environment or to public property, or result in an imminent and serious public safety hazard, the County may immediately exercise all remedies available to it under this agreement in an effort to prevent, reduce or otherwise mitigate such irreparable harm or safety hazard, provided that the County makes good-faith, reasonable efforts to notify the Developer as soon as is practicable of the default, the projected irreparable harm or safety hazard, and the intended actions of the County to remedy said harm.

C. Paragraph 7A of this section shall not apply to any acts or rights of the County under the preceding paragraph 2F, and no notice need be given to the Developer as a condition precedent to the County declaring a default or drawing upon the expiring irrevocable letter of credit or security as therein authorized. The County may elect to give notice to Developer of the County's intent to draw upon the Security without waiving the County's right to draw upon the Security at a future time without notice to the Developer.

D. Breach of any of the terms of this Agreement by the Developer shall be grounds for denial of building permits.

8. **Indemnity.** In the performance of this agreement each Developer Party agrees to jointly and severally defend, indemnify and hold the County, its board members, officers, employees and contractors, harmless from any claims, losses, costs, expenses or damages directly resulting from the negligent or willful act or omission of the indemnifying Developer, or its board members, officers, employees, agents or contractors, under this

Agreement. Nothing herein is a waiver by the County of an immunity, defense or liability limit set forth in Minnesota Statutes, Chapter 466, or any other provision of law. The Developers shall jointly and severally indemnify the County and its officers and employees for all direct costs, damages or expenses that the County may pay or incur resulting from such claims, including attorney's fees. Third parties shall have no recourse against the County under this Agreement.

9. **Assignment of Contract.** The Developer can assign the obligations of the Developer under this Agreement. However, the Developer shall not be released from its obligations under this contract without the express written consent of the County Board through County Board resolution.

10. **Limited Approval.** Approval of this Agreement by the County Board in no way constitutes approval of anything other than that which is explicitly specified in this Agreement.

11. **Professional Fees and Venue.** Any lawsuit or legal proceeding arising out of or relating to this Agreement in any way whatsoever shall be exclusively brought and litigated in the Wright County District Court, Tenth Judicial District, Minnesota. Each Party expressly consents and submits to this exclusive jurisdiction and exclusive venue. Each Party expressly waives the right to challenge this jurisdiction and/or venue as improper or inconvenient. Each Party consents to the dismissal of any lawsuit that they bring in any other jurisdiction or venue. The Developer will pay all reasonable professional fees incurred by the County as a result of County efforts to enforce the terms of this Agreement. Said fees include attorney's fees, engineer's fees, planner's fees, and any other professional fees incurred by the County in attempting to enforce the terms of this Agreement. The Developer will also pay all reasonable attorneys and professional fees incurred by the County in the event an action is brought upon a letter of credit or other surety furnished by the Developer as provided herein.

12. **Integration Clause, Modification by Written Agreement Only.** This Agreement represents the full and complete understanding of the parties and neither party is relying on any prior agreement or statement(s), whether oral or written. Modification of this Agreement may occur only if in writing and signed by a duly authorized agent of both parties.

13. **Notification Information.** Any notices to the parties herein shall be in writing, delivered by hand (to the County Administrator for the County) or certified mail addressed as follows to the following parties:

Wright County Administrator
Attn: Lee Kelly
3650 Braddock Avenue N.E., Ste. 3200
Buffalo, MN 55313

MN CSG 2019-64 LLC
Attn: Matthew Hankey, Manager
2530 Riva Road, Suite 200
Annapolis, Maryland 21401

Philip Munson and Jodi Munson
10717 US Highway 12 S.W.
Howard Lake, MN 55349

14. **Agreement Effect.**

This Agreement shall be binding upon and extend to the representatives, heirs, successors and assigns of the parties hereto.

15. **Representation on Authority of Parties/Signatories.**

Each person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement. Each party represents and warrants to the other that the execution and delivery of the Agreement and the performance of such party's obligations hereunder have been duly authorized and that the Agreement is a valid and legal agreement binding on such party and enforceable in accordance with its terms.

IN WITNESS WHEREOF, the County and the Developer have caused this agreement to be duly executed on the day and year first above written.

Philip Munson

Jodi Munson

STATE OF MINNESOTA)
) ss.
COUNTY OF HENNEPIN)

The foregoing instrument was acknowledged before me this 12th day of DECEMBER, 2022, by Philip Munson and Jodi Munson, husband and wife.

JACOB F. BARICHELLO HAY
Notary Public-Minnesota
My Commission Expires Jan 31, 2023

Notary Public

9

117554811.3 0072739-00014

MN CSG 2019-64 LLC

MN CSG 2019-64 LLC
By: Matthew Hankey
Its: Manager

STATE OF Maryland)
Anne) ss.
COUNTY OF Arundel)

The foregoing instrument was acknowledged before me this 12th day of December, 2022, by Matthew Hankey of MN CSG 2019-64 LLC, Its Manager

SASHA THOMPSON
NOTARY PUBLIC
ANNE ARUNDEL COUNTY
MARYLAND
MY COMMISSION EXPIRES JUNE 10, 2024

Notary Public

COUNTY OF WRIGHT

Christine Husom, County Board Chair

Lee Kelly, County Administrator

STATE OF MINNESOTA)
) ss.
COUNTY OF WRIGHT)

The foregoing instrument was acknowledged before me this 13th day of December, 2022 by Christine Husom, Chair of the County Board, and Lee Kelly, County Administrator on behalf of Wright County, State of Minnesota and pursuant to the authority of the County Board.

GREG T KRYZER
NOTARY PUBLIC - MINNESOTA
My Comm. Exp. Jan. 31, 2028

Notary Public

RETURN TO:

THIS INSTRUMENT WAS DRAFTED BY:
Greg T. Kryzer
Civil Division Chief
Assistant Wright County Attorney
3700 Braddock Avenue N.E., Suite 2100
Buffalo, MN 55313

EXHIBIT A

LEGAL DESCRIPTION OF PROPERTY

EXHIBIT "A" LEGAL DESCRIPTION

File No.: 2009915

The Northeast Quarter of the Northwest Quarter of Section 5, Township 118, Range 27, less the existing U.S. Trunk Highway 12 right-of-way, EXCEPTING THEREFROM That part of the West 55.00 feet of the Northeast Quarter of Northwest Quarter of said Section 5, Township 118, Range 27, lying South of Minnesota Department of Transportation Right of Way Plat No. 86-35. ALSO EXCEPTING That part of the Northeast Quarter of the Northwest Quarter of Section 5, Township 118, Range 27, Wright County, Minnesota, that lies East of the West 924.25 feet thereof and South of Minnesota Department of Transportation Right of Way Plat No. 86-35, Wright County, Minnesota.

EXHIBIT B
CONDITIONAL USE PERMIT

STATE OF MINNESOTA

COUNTY OF WRIGHT

WRIGHT COUNTY PLANNING COMMISSION

CONDITIONAL USE PROCEEDINGS

APPLICANT: MN CSG 2019-64 LLC
Property Owner: Munson, Philip & Munson Jodi R.

Petitions for a Conditional Use Permit to allow construction of a 1 MW solar farm as regulated in 155.029, 155.048 & 155.108 Chapter 155, of Title XV Land Usage of the Wright County Code of Ordinances.

ORDER GRANTING CONDITIONAL USE PERMIT

The above entitled matter came on to be heard before the Wright County Planning Commission this of 9th day of June 2022, on a petition for a Conditional Use Permit pursuant to the Wright County Zoning Ordinance, for the following described property:

The Northeast Quarter of the Northwest Quarter of Section 5, Township 118, Range 27, less the existing U.S. Trunk Highway 12 right-of-way, EXCEPTING THEREFROM That part of the West 55.00 feet of the Northeast Quarter of the Northwest Quarter of said Section 5, Township 118, Range 27, lying South of Minnesota Department of Transportation Right of Way Plat No. 86-35. ALSO EXCEPTING That part of the Northeast Quarter of the Northwest Quarter of Section 5, Township 118, Range 27, Wright County, Minnesota, that lies East of the West 924.25 feet thereof and South of Minnesota Department of Transportation Right of Way Plat No. 86-35, Wright County, Minnesota.
Victor Twp. (Tax# 219-000-051205)

IT IS ORDERED that a Conditional Use Permit be granted upon the following conditions or reasons:
Commission approved a Conditional Use Permit to locate a 1 MW solar farm in accord with the plans and narratives on file with the following conditions: 1) Panels to be mounted using the existing landscape conditions. Also limit the amount of service roads to what is shown on the plan. Noting all internal roads created will be created in a fashion to meet the standards of Subsection 155.108 (C) (12) of the Wright County Code of Ordinances; and minimize impacts needed to return the property back to a similar condition and use at the end of project life; 2) The applicant must follow the Vegetative Management Plan, as submitted and approved by the Wright County SWCD; 3) Proper building permits (along with any required State permits) are obtained prior to work started on the site; 4) Construction hours will be limited to 7:00 am to 7:00 pm each day to limit noise; 5) Access is approved over the easement out to US Highway 12, noting this allowance does not circumvent any private agreements or recorded easements; 6) Must conform to all setbacks, noting current plans show it meets the setback requirements; 7) An agreement must be entered into with Wright County for decommissioning and financial security in accord with Subsection 155.108 (14)(C) (a), (b), (c), and (d) of the Wright County Ordinance, which must include an approved decommissioning plan in accord with 155.108 15(g) with a security amount to be approved by the Highway Engineer that is at least 150% of the estimated cost of decommissioning with a minimum amount to be no less than $100,000.; 8) The agreement shall take into consideration any potential access road easement damages or Highway damages; 9) The Conditional Use Permit for Solar Energy Farms shall expire at the same time as the Solar Energy Farm lease, but in no case shall it exceed 30 years; At that time the land must be returned back to agricultural land; 10) The pole number and configuration on the plan must meet requirements of one pole per 1 MW and one overall general on-site utility pole, for a total of 2 poles; 11) Onsite internal power and communication lines shall be buried underground; 12) The applicant is responsible in assuring all final utility interconnection approvals from Excel Energy are obtained and followed for this project and before obtaining a building permit; 13) Annual Township review unless the schedule is changed by the Township; 14) If there are substantial changes to the plans submitted and approved, a new interim conditional use permit hearing will be required; 15) The conditional use permit shall expire and all infrastructure shall be removed within 30 years; and 16) The building permit will not be issued until the agreement is finalized with the county and the decommissioning security is on file with the Wright County Office of Finance and Tax Payer Services.; 17) Tree plantings for screening required as generally noted on the plans submitted and shall be evergreens or other trees as needed for soil and moisture conditions.

STATE OF MINNESOTA)
) ss.
COUNTY OF WRIGHT)

WRIGHT COUNTY OFFICE

OF PLANNING AND ZONING

I, Barry Rhineberger, Zoning Administrator for the County of Wright, with and in for said County, do hereby certify that I have compared the foregoing copy and Order granting a Conditional Use Permit with the original record thereof preserved in my office, and have found the same to be a correct and true transcript of the whole thereof.

IN TESTIMONY WHEREOF, I have hereunto subscribed my hand at Buffalo, Minnesota, in the County of Wright on the 20th day of July, 2022.

Barry J. Rhineberger
Wright County Zoning Administrator

Prepared by and return *to: Wright County Planning & Zoning*

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Elizabeth Karels

Requestor Title
Project Administrator

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

Target Meeting Date *
1/6/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
EBK8604

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve Changes to ARP Projects:

Cancel WCAG-009 Wetland Restoration Near Granite Lake ($100,000)
Increase WCAG-018 County Ditch #33 Branch #4 Emergency Realignment from $25,000 to $75,000
Increase WCAG-019 County Ditch #38 Realignment from $26,176 to $76,176

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Changes to ARP Projects

Value Stream the request primarily aligns with:
Develop County Infrastructure

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

Describe the impact on staffing resources.
No impacts

Fiscal Impact:
No impacts

Background/Justification:
WCAG-009 Wetland Restoration Near Granite Lake has been canceled and the funding needs to be reallocated. The existing projects meet all ARP requirements, including the necessary obligation deadlines.

The ARP Committee recommends approval of these changes. The board originally approved WCAG-018 and WCAG-019 on 6/18/2024.

Route for Review and Approval

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

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

Document Name	Attachment Type

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Matt Treichler

Requestor Title
Chief Deputy

Department (please use dropdown to select department) *
SHERIFF

Target Meeting Date *
1/6/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
MWT7727

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve and Accept an Intensive Comprehensive Peace Officer Education and Training Grant

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve and Accept an Intensive Comprehensive Peace Officer Education and Training Grant

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

Briefly describe how the request aligns with the selected value stream.
Allows us to attract and hire candidates outside the normal law enforcement track.

Describe the impact on staffing resources.
Limited to assisting with the hiring process and grant management.

Fiscal Impact:
Grant covers the cost of the program. Once hired, the candidate transfers to a licensed FTE position.

Background/Justification:
We have been awarded a state grant called ICPOET (Intensive Comprehensive Peace Officer Education and Training Program) which allows for us to hire someone who possesses a two or four-year college degree in any discipline wishing to take schooling and the necessary steps to become POST Eligible and work as a Wright County Deputy Sheriff. Interested persons would apply for the position and go through a hiring process to include interview, background investigation, psych and physical. If hired, the candidate would be expected to attend school at Hennepin Technical College in Brooklyn Park for approximately 20 - 25 weeks, then take and pass the MN POST test. They would transition to a Licensed Deputy Sheriff for our agency. This grant covers wages and fringe and is non-matching.

Route for Review and Approval

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

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

Document Name	Attachment Type
Wright Co ICPOET 26 Award.pdf	Attachment
SKM_C300i25123010270.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Notes

County Administrator Review

County Administrator Decision
Approved

Notes
Moved to agenda

MINNESOTA DEPARTMENT OF PUBLIC SAFETY

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

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

EQUAL OPPORTUNITY EMPLOYER

	Grant Contract Agreement	Page 1 of 2

Minnesota Department of Public Safety ("State") Office of Justice Programs 445 Minnesota Street, Suite 2300 St. Paul, MN 55101-2139	**Grant Program:** Intensive Comprehensive Peace Officer Education and Training 2026 **Grant Contract Agreement No.:** A-ICPOE-2026-WRIGHTSD-014
Grantee: Wright County Sheriff's Department 3800 Braddock Avenue NE Buffalo, Minnesota 55313	**Grant Contract Agreement Term:** **Effective Date:** 01/01/2026 **Expiration Date:** 06/30/2027
Grantee's Authorized Representative: Benjamin Schaap, Sergeant Wright County Sheriff's Department 3800 Braddock Avenue NE Buffalo, Minnesota 55313 (763) 684-8607 benjamin.schaap@wrightcountymn.gov	**Grant Contract Agreement Amount:** Original Agreement $50,000.00 Matching Requirement $0.00
State's Authorized Representative: Kristin Lail, Grants Specialist Coordinator Office of Justice Programs 445 Minnesota Street, Suite 2300 St. Paul, MN 55101-2139 (651) 230-3358 Kristin.lail@state.mn.us	**Federal Funding:** CFDA/ALN: None **FAIN:** N/A **State Funding**: Minnesota Session Laws of 2025, Chapter 35, Article 2, Section 3, Subdivision 7. **Special Conditions:** None

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant contract agreement.

Term: Per Minn. Stat.§16B.98, Subd. 5, the Grantee must not begin work until this grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. Per Minn.Stat.§16B.98 Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant contract agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant contract agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee, will:
Perform and accomplish such purposes and activities as specified herein and in the Grantee's approved Intensive Comprehensive Peace Officer Education and Training 2026 Application ["Application"] which is incorporated by reference into this grant contract agreement and on file with the State at 445 Minnesota Street, Suite 2300, St. Paul, Minnesota 55101-2139. The Grantee shall also comply with all requirements referenced in the Intensive Comprehensive Peace Officer Education and Training 2026 Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (https://app.dps.mn.gov/EGrants), which are incorporated by reference into this grant contract agreement.

Budget Revisions: The breakdown of costs of the Grantee's Budget is contained in Exhibit A, which is attached and incorporated into this grant contract agreement. As stated in the Grantee's Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.

Matching Requirements: (If applicable.) As stated in the Grantee's Application, the Grantee certifies that the matching requirement will be met by the Grantee.

Payment: As stated in the Grantee's Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

Certification Regarding Lobbying: (If applicable.) Grantees receiving federal funds over $100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

1. ENCUMBRANCE VERIFICATION

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

Signed: _____

Date: _____

3. STATE AGENCY

Signed: _____
(with delegated authority)

Title: _____

Date: _____

Grant Contract Agreement No./ P.O. No. A-ICPOE-2026-WRIGHTSD-014 / 3-108543

Project No.(*indicate N/A if not applicable*): N/A

2. GRANTEE

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

Signed: _____

Print Name: SEAN A. DERINGER

Title: WRIGHT COUNTY SHERIFF

Date: 12-30-25

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Distribution: DPS/FAS
Grantee
State's Authorized Representative

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Ryan Ferguson

Requestor Title
Captain - Operations

Department (please use dropdown to select department) *
SHERIFF

Target Meeting Date *
1/6/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
RJF7727

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Authorization for signatures on 2024 Emergency Management Performance Grant (EMPG Grant) from State of Minnesota. Effective dates 1/1/2024 - 12/31/2024. Total amount of cost matching grant is $53,119.00

Short Title (what will appear on Agenda outline - 250 character max.) *
Authorization for signatures on 2024 Emergency Management Performance Grant (EMPG Grant) from State of Minnesota. Effective dates 1/1/2024 - 12/31/2024.

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.

Fiscal Impact:
cost matching grant for year 2024. $53,119.00

Background/Justification:
Approval is requested to authorize signatures for the 2024 Emergency Management Performance Grant (EMPG) from the State of Minnesota, covering the period January 1, 2024 through December 31, 2024, in the amount of $53,119.00. The EMPG is a cost-matching grant awarded to the Wright County Emergency Management Department within the Sheriff's Office and supports eligible emergency management activities, including wages, training, vehicle fuel and maintenance, and required continuing education. Due to statewide administrative delays following the COVID-19 period, the State has been delayed in issuing EMPG grant agreements, and the County just received the 2024 grant documents.

Route for Review and Approval

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

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

Document Name	Attachment Type
SKM_650i25123112190.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Notes

County Administrator Review

County Administrator Decision
Approved

Notes

Matching Requirements: (If applicable.) As stated in the Grantee's Application, the Grantee certifies that the matching requirement will be met by the Grantee.

Payment: As stated in the Grantee's Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

Certification Regarding Lobbying: (If applicable.) Grantees receiving federal funds over $100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

1. ENCUMBRANCE VERIFICATION
Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15.

Signed: _____

Date: _____

3. STATE AGENCY

Signed: _____
(with delegated authority)

Title: _____

Date: _____

Grant Contract Agreement No. A-EMPG-2024-WRIGHTCO-036 / P.O. No. 3000105060

Project No: N/A

2. GRANTEE
The Grantee certifies that the appropriate person(s) have executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Distribution: DPS/FAS
Grantee
State's Authorized Representative

2024 (EMPG) Emergency Management Performance Grant

Budget Summary (Review Report)

Organization:
Wright County

EXHIBIT A
A-EMPG-2024-WRIGHTCO-036

Budget		
Budget Category	**Award**	**Match**
Planning		
Operating Expenses - Communications	$3,000.00	$3,000.00
Total	$3,000.00	$3,000.00
Organization		
EM Department Salary and Fringe Benefits	$50,119.00	$50,119.00
Total	$50,119.00	$50,119.00
Total	$53,119.00	$53,119.00
Allocation	$53,119.00	$53,119.00
Balance	$0.00	$0.00

	Grant Contract Agreement	Page 1 of 2

Minnesota Department of Public Safety ("State") Homeland Security and Emergency Management Division 445 Minnesota Street, Suite 223 St. Paul, MN 55101-2190	**Grant Program:** 2024 Emergency Management Performance Grant **Grant Contract Agreement No.:** A-EMPG-2024-WRIGHTCO-036
Grantee: Wright County 3650 Braddock Avenue NE Buffalo, MN 55313	**Grant Contract Agreement Term:** **Effective Date:** 01/01/2024 **Expiration Date:** 06/30/2026
Grantee's Authorized Representative: Wright County Sheriff's Office Emergency Management Division ATTN: Seth Hansen – Emergency Management Director 3800 Braddock Avenue NE Buffalo, MN 55313 Phone: 763-684-2371 E-mail: seth.hansen@wrightcountymn.gov	**Grant Contract Agreement Amount:** Original Agreement $ 53,119.00 Matching Requirement $ 53,119.00
State's Authorized Representative: Homeland Security and Emergency Management ATTN: Ms. Kyle Temme 3925 Pheasant Ridge Drive NE Blaine, MN 55449 Phone: 651-201-7420 E-mail: kyle.temme@state.mn.us	**Federal Funding:** CFDA/ALN: 97.042 **FAIN:** EMC-2024-EP-05011 **State Funding**: None **Special Conditions** None

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant contract agreement.

Term: Per Minn. Stat. §16B.98, Subd. 5, the Grantee must not begin work until this grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. Per Minn.Stat.§16B.98 Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant contract agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant contract agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee, will:
Perform and accomplish such purposes and activities as specified herein and in the Grantee's approved 2024 Emergency Management Performance Grant Application ("Application") which is incorporated by reference into this grant contract agreement and on file with the State at 3925 Pheasant Ridge Drive NE, Blaine, MN 55449. The Grantee shall also comply with all requirements referenced in the 2024 Emergency Management Performance Grant Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (https://app.dps.mn.gov/EGrants), which are incorporated by reference into this grant contract agreement.

Budget Revisions: The breakdown of costs of the Grantee's Budget is contained in Exhibit A, which is attached and incorporated into this grant contract agreement. As stated in the Grantee's Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.

Matching Requirements: (If applicable.) As stated in the Grantee's Application, the Grantee certifies that the matching requirement will be met by the Grantee.

Payment: As stated in the Grantee's Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

Certification Regarding Lobbying: (If applicable.) Grantees receiving federal funds over $100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

1. ENCUMBRANCE VERIFICATION
Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15.

Signed: _____

Date: _____

3. STATE AGENCY

Signed: _____
(with delegated authority)

Title: _____

Date: _____

Grant Contract Agreement No. A-EMPG-2024-WRIGHTCO-036 / P.O. No. 3000105060

Project No: N/A

2. GRANTEE
The Grantee certifies that the appropriate person(s) have executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Distribution: DPS/FAS
Grantee
State's Authorized Representative

2024 (EMPG) Emergency Management Performance Grant

Budget Summary (Review Report)

Organization:
Wright County

EXHIBIT A
A-EMPG-2024-WRIGHTCO-036

Budget		
Budget Category	**Award**	**Match**
Planning		
Operating Expenses - Communications	$3,000.00	$3,000.00
Total	$3,000.00	$3,000.00
Organization		
EM Department Salary and Fringe Benefits	$50,119.00	$50,119.00
Total	$50,119.00	$50,119.00
Total	$53,119.00	$53,119.00
Allocation	$53,119.00	$53,119.00
Balance	$0.00	$0.00

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Chad Hausmann

Requestor Title
Highway Engineer

Department (please use dropdown to select department) *
HIGHWAY

Target Meeting Date *
1/6/2026 9:00 AM - Board of Wright County Commissioners

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

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

Time Required:
3

Originator
SCB7391

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve Resolution 26-3, Requesting Variance from MN Rules for State Aid Operation Design Standards for Chatham Township Project on 13th St. NW

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Resolution 26-3, Requesting Variance from MN Rules for State Aid Operation Design Standards for Chatham Township Project on 13th St. NW

Value Stream the request primarily aligns with:
Develop County Infrastructure

Briefly describe how the request aligns with the selected value stream.
Provides for bridge and roadway improvements while minimizing impacts to private property and wetlands.

Describe the impact on staffing resources.
None

Fiscal Impact:
None

Background/Justification:
As the fiscal agent, Wright County is required by the State to concur with proposed variances to design standards. Highway staff concurs with the Township's proposed variance to minimize impacts to private properties and wetlands. The roadway has relatively low traffic volumes and no crash history in the area where the variance is proposed.
Attached: Resolution

Route for Review and Approval

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

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

Document Name	Attachment Type
26-3 13th St NW Chatham Twp - FLAT.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

RESOLUTION #26-3
BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:
January 6, 2026

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

RESOLUTION #26-3

A resolution requesting a variance from standard for State Aid Operation for 13th St NW, Chatham Twp Bridge.

WHEREAS, Wright County is the fiscal agent for Chatham Township, who is preparing plans for the 13th Street Northwest bridge to replace the existing 48 inch cast iron pipe culvert with a new 10 foot x 4 foot concrete box culvert bridge including minor approach grading using Town Bridge Funds. The new bridge location is in the same location as the existing pipe culvert. The project termini include starting approximately 500 feet west of the intersection of 13th St NW and Arnold Ave NW and proceeding southwesterly approximately 240 ft along the proposed approach roadway centerline to a point tying into the existing roadway centerline; and

WHEREAS, Minnesota Rules for State Aid Operation 8820.9922 require the completed project to satisfy a minimum design speed of 30 mph; and

WHEREAS, the reasons for this variance request are based on the following significant impacts to adjacent interests:

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

Roll Call Vote:

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

STATE OF MINNESOTA)
ss.
County of Wright)

I, Select Signer, duly appointed and qualified of the County of Wright, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Wright County, Minnesota, at their session held on Tuesday, December 30, 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 #26-3

BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:
January 6, 2026

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

RESOLUTION #26-3

1) Satisfying a 30-mph horizontal design speed would require significant realignment and right of way acquisition. Adjacent property owners have indicated that they will not be supportive in selling rights of way to accomplish the required horizontal alignment. Eminent domain proceedings do not appear desirable by the County or Township.
2) The existing no outlet roadway has substandard (<15 mph) horizontal approach alignment which has not presented a history of run off the road crashes or other safety concerns along 13th St NW. In addition, the existing roadway alignment outside of the project limits presents horizontal and vertical curvature that does not satisfy the minimum 30 mph design speed standard. The existing alignment combined with the narrow lane width prevents drivers from driving more than 15 mph approaching the bridge.
3) Satisfying a minimum 30 mph design speed lanes would require additional wetland mitigation.
4) Cost to reconstruct the approaches is significant and does not appear to satisfy the benefit cost relationship, based on historic performance of the existing bridge.

NOW, THEREFORE BE IT RESOLVED, that the Wright County Board of Commissioners does hereby request a variance from the Minnesota Department of Transportation State Aid Operations Rules 8820.9922 (MINIMUM DESIGN STANDARDS; NEW BRIDGE, BRIDGE REPLACEMENT, OR BRIDGE REHABILITATION PROJECTS AND APPROACH ROADWAYS ON RURAL OR SUBURBAN UNDIVIDED ROADWAYS THAT ARE NOT ON THE STATE-AID SYSTEM) to allow the approach roadway horizontal alignment geometrics to be designed with a design speed less than 15 mph in lieu of a minimum design speed of 30 mph;

BE IT FURTHER RESOLVED, that the Wright County Board of Commissioners hereby indemnifies, saves and hold harmless the State of Minnesota and its agents and employees of and from claims, demands, actions, or causes of action arising out of or by reason of (this variance for the 13th St. NW bridge replacement) in accordance with Minnesota Rules 8820.9922 and further agrees to defend at their sole cost and expense any action or proceeding commenced for the purpose of asserting any claim arising as a result of the granting this variance.

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Chad Hausmann

Requestor Title
Highway Engineer

Department (please use dropdown to select department) *
HIGHWAY

Target Meeting Date *
1/6/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
SCB7391

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve Resolution 26-4, Adopting the Use of Website Publication for Legal Notices in Accordance Minnesota Statutes Section 331A.12

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Resolution 26-4, Adopting the Use of Website Publication for Legal Notices in Accordance Minnesota Statutes Section 331A.12

Value Stream the request primarily aligns with:
Develop County Infrastructure

Briefly describe how the request aligns with the selected value stream.
Utilizing technology to enhance transparency and ensure timely and effective communication with the public regarding construction bidding opportunities.

Describe the impact on staffing resources.
None

Fiscal Impact:
None

Background/Justification:
Minnesota Statutes Section 331A.12 allows a governing body to use a website for the publication of notices in lieu of traditional print publications; and the County of Wright is committed to utilizing technology to enhance transparency and ensure timely and effective communication with the public. Highway will have more flexibility with the bid opening timeline.
Resolution Attached.

Route for Review and Approval

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

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

Document Name	Attachment Type
26-4 1.6.26 Resolution Website Publication - FLAT.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

RESOLUTION #26-4
BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:
January 6, 2026

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

RESOLUTION #26-4

A Resolution Adopting the Use of Website Publication for Legal Notices in Accordance with Minnesota Statutes Section 331A.12

WHEREAS, Minnesota Statutes Section 331A.12 allows a governing body to use a website for the publication of notices in lieu of traditional print publication under certain conditions; and

WHEREAS, the County of Wright is committed to utilizing technology to enhance transparency and ensure timely and effective communication with the public; and

WHEREAS, the County of Wright has established an official website for public notices and information; and

WHEREAS, the County of Wright desires to comply with the provisions of Section 331A.12 by using its website as a medium for publication of legal notices, as provided by law, for the convenience and benefit of the public;

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 #26-4

BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:
January 6, 2026

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

RESOLUTION #26-4

NOW, THEREFORE, BE IT RESOLVED by the Wright County Board of Commissioners as follows:

1. Adoption of Website Publication:

The County of Wright hereby adopts the use of its official website to publish legal notices required by law, including but not limited to, notices of public hearings, meetings, and other legal matters.

2. Website Information:

The official website for the County of Wright is www.wrightcountymn.gov/938/Construction-Bidding

3. Availability of Notices:

All legal notices will be posted on the website for the minimum period required by law in compliance with Minnesota Statutes Section 331A.12.

4. Accessibility of Notices:

Legal notices published on the website will be easily accessible to the public, and the website will include a dedicated section for legal notices that is prominently displayed.

5. Effective Date:

This resolution shall take effect immediately upon its passage and adoption.

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Mike MacMillan

Requestor Title
Director

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

Target Meeting Date *
1/6/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
JLM7301

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve and Adopt Resolution 26-5 to Accept Donations

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve and Adopt Resolution 26-5 to Accept Donations

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

Briefly describe how the request aligns with the selected value stream.
Incentives are a proven, evidence-based tool that compliment accountability measures, support rehabilitation, address responsive needs, promote successful reentry, and enhance community safety.

Describe the impact on staffing resources.
Incentive based probation supervision helps a probation agent by making supervision more effective, efficient, and safer, while also improving outcomes for the person on probation. Incentives also improve compliance and behavior, increases agent safety, encourages long-term success and strengthens the relationship between agent and client.

Fiscal Impact:
Revenues and incentive expenses will be recorded in amounts equal to the donations received.

Background/Justification:
Donations from the MN Judicial Branch (0 gift cards 12/23/25) Local Collaborative Time Study Special Fund (23 gift cards totaling $160.00 12/23/25), and MEADA (0 gift cards 12/23/25) both started prior to the rule change regarding use of gift cards within the county. Probation & Court Services follows all State policy, procedures and internal controls for handling gift cards.
Alternatives to Incarceration - At the conclusion of the funding term, remaining funds were used to purchase gas cards to assist clients with transportation to help remove barriers for probationers (18 gift cards totaling $505.00 12/23/25)

Route for Review and Approval

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

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

Document Name	Attachment Type
26-5 Probation & Court Services Donation - FLAT.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Notes

Finance Review

Finance Decision
Approved

Notes

County Administrator Review

County Administrator Decision
Approved

Notes
Pending Finance Review

RESOLUTION #26-5
BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:
January 6, 2026

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

RESOLUTION #26-5

Approve and Adopt Resolution to Accept Donations or use State funds for the following:

Treatment Court Program from the Minnesota Judicial Branch Donation Fund Account and MEADA (Mentorship, Education, and Drug Awareness) to purchase gift cards (0 gift cards 12/23/25)

Juvenile Supervision from Local Collaborative Time Study Special Funds to purchase gift cards and incentives. (23 gift cards totaling $160.00 12/23/25)

Alternatives to Incarceration (ATI) State funds to purchase gas gift cards. (18 gift cards totaling $505.00 12/23/25)

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 Tuesday, December 30, 2025, now on file in my office, and have found the same to be a true and correct copy thereof.

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

Select Signer

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Jami Goodrum

Requestor Title
Department Head

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

Target Meeting Date *
1/6/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
NMB7429

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve Annual Appointment to the Community Adult Mental Health Initiative (CAMHI) Joint Powers Board: Aging & Disability Social Services Manager Jill Pooler as Appointee and HHS Director Jami Goodrum as Alternate

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Annual Appointment to the Community Adult Mental Health Initiative (CAMHI) Joint Powers Board: Aging & Disability Social Services Manager Jill Pooler as Appointee and HHS Director Jami Goodrum as Alternate

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

Briefly describe how the request aligns with the selected value stream.
Adult Mental Health Initiatives (AMHI) are designed to evaluate local mental health needs and collaborate to improve systems and continuum of care.

Describe the impact on staffing resources.
Mental & Chemical Health Supervisor acts as Ex-Officio with this group to help projects and guide budgetary recommendations. Social Services Manager and the HHS Director serve on Joint Powers Board as final decision makers regarding the regional collaborative's initiatives.

Fiscal Impact:
None

Background/Justification:
CAMHI is a four-county partnership created to strategically leverage federal and state Adult Mental Health Initiative (AMHI) funding within our communities. AMHI groups provide regional collaboration to build effective community-based mental health services within the state of Minnesota.

Route for Review and Approval

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

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

Document Name	Attachment Type

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Jami Goodrum

Requestor Title
Department Head

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

Target Meeting Date *
1/6/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
NMB7429

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve Wright County Health & Human Services (WCHHS) Entering and Signing a Memorandum of Understanding (MOU) with the Department of Children, Youth & Families (DCYF) for Child Support Services for Period 2026-01-01 Through 2027-12-31, Allocating $152,234 to the County Attorney's Office and $2,500 to the Sheriff's Office.

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Wright County Health & Human Services (WCHHS) Entering and Signing a Memorandum of Understanding (MOU) with the Department of Children, Youth & Families (DCYF) for Child Support Services for Period 2026-01-01 Through 2027-12-31

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

Briefly describe how the request aligns with the selected value stream.
The Cooperative Agreement allows for payment from DCYF to Wright County Health and Human Services for County administered child support services.

Describe the impact on staffing resources.
This contract allows for payment of the Federal Financial Participation rate to Wright County to cover costs associated with the program, including staffing for these mandated services.

Fiscal Impact:
This contract allows for DCYF to pay Wright County approximately 66% of all costs associated to administer the child support program.

Background/Justification:
Employment Services is a program mandated and funded by MN Department of Human Services.

The contract outlines in attachment A the provisions for amounts paid by Wright County Health and Human Services to the County Attorney's Office in the amount of $152,234 and the Wright County Sheriff's Office in the amount of $2,500.

The Contract will be sent via Docusign for signatures.

Route for Review and Approval

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

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

Document Name	Attachment Type
2026-2027_Cooperative agreement.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

Docusign Envelope ID: 3A55F089-9F45-4F38-84AB-2BF67BDC7968

State of Minnesota - County Child Support Program Cooperative Agreement

CY 2026 – 2027

STATE OF MINNESOTA-COUNTY COOPERATIVE AGREEMENT COVERING THE ADMINISTRATION OF CHILD SUPPORT, ESTABLISHMENT OF PATERNITY, AND MEDICAL SUPPORT LIABILITY PROGRAMS BY AND BETWEEN:

The Minnesota Department of Children, Youth, and Families
Child Support and
WRIGHT
_____County

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State Copy [ ]
County Copy [ ]

CY 2026-2027 STATE OF MINNESOTA-COUNTY COOPERATIVE AGREEMENT COVERING THE ADMINISTRATION OF CHILD SUPPORT, ESTABLISHMENT OF PATERNITY, AND MEDICAL SUPPORT LIABILITY PROGRAMS BY AND BETWEEN:

The Minnesota Department of Children, Youth, and Families
Child Support Division And
WRIGHT County

THIS COOPERATIVE AGREEMENT (hereinafter referred to as "Cooperative Agreement") is made and entered into for the period of January 1, 2026, through December 31, 2027, by and between the Minnesota Department of Children, Youth, and Families, Child Support Division, hereinafter referred to as "STATE," and the Governing Board of WRIGHT County (hereinafter referred to as "COUNTY") and its designated Child Support Office (hereinafter referred to as "County IV-D Agency" or "IV-D Agency"). STATE and COUNTY are hereinafter collectively referred to as "the Parties".

RECITALS

WHEREAS, STATE is empowered to enter into joint powers agreements pursuant to Minnesota Statutes, section 471.59;

WHEREAS, COUNTY is empowered to enter into joint powers agreements pursuant to Minnesota Statutes, section 471.59;

WHEREAS, the County IV-D Agency is responsible for local operation of child support services under Minnesota Statutes, section 393.07, subdivision 3; and

WHEREAS, the above-referenced entities wish to enter into this Cooperative Agreement to set forth their respective responsibilities in providing services necessary to the operation of the child support enforcement program under Title IV-D of the Social Security Act, 42 United States Code (U.S.C.), sections 651 through 699b; and enter this agreement to meet the requirements of 45 Code of Federal Regulations (C.F.R.), sections 303.107 and 302.34.

NOW, THEREFORE, in consideration of the mutual responsibilities and agreements hereinafter set forth, the STATE and the COUNTY agree as follows:

COOPERATIVE AGREEMENT

1. **Definitions.** The following definitions apply to the terms used in this Cooperative Agreement unless the context clearly requires otherwise:

1.1 Administrative Instructions. Administrative instructions are from the STATE to the COUNTY on administrative or financial matters.

1.2 Business Day. Business day means a day on which STATE offices are open for regular business.

1.3 Calendar Day. Calendar day means each day shown on the calendar, including weekends and holidays.

1.4 Central Registry. The Central Registry is the STATE unit of government responsible for receiving, disseminating, and overseeing the processing of all incoming interstate IV-D cases.

1.5 Cooperating Agency. A Cooperating Agency is the County Sheriff or County Attorney who provides child support services for the COUNTY pursuant to a Cooperative Arrangement. "Cooperating Agencies" refers to both the County Sheriff and the County Attorney.

1.6 Cooperative Arrangement. A Cooperative Arrangement is the standard template, which is paired to the Cooperative Agreement as Attachment A. This standard template must be used by the COUNTY when securing services from the County Attorney and the County Sheriff for the operation of the IV-D Program.

1.7 Cooperative Agreement Manager. The Cooperative Agreement Manager is the contact person for each of the parties. The STATE's Cooperative Agreement Manager is the official contact with the COUNTY and is responsible for enforcing provisions of the Cooperative Agreement and assuring the provisions are carried out by the COUNTY.

1.8 Cooperative Agreement Review Committee (CARC). The CARC shall be responsible for representing the COUNTY and County Attorney offices in seeking policy dispute resolution under the Cooperative Agreement and Cooperative Arrangement. The CARC members are appointed by the STATE Child Support Division (CSD) Director, in consultation with Counties and County Attorneys, and shall be comprised of three County Directors and three County Attorneys.

1.9 County Attorney. Minnesota County Attorney means the attorney under Minnesota Statutes, chapter 388 and section 393.11, subdivision 2, who is employed by or contracted under a Cooperative Arrangement by the governing board of the COUNTY to provide support enforcement services specified under this Cooperative Agreement.

1.10 County Sheriff. Minnesota County Sheriff means the sheriff under Minnesota Statutes, chapter 387, who is employed by or contracted under a Cooperative Arrangement by the governing board of the COUNTY to provide support enforcement services specified under this Cooperative Agreement.

1.11 Governing Board of a County. The Governing Board of a County means the governing body of the local unit of government responsible for the administration of public welfare programs and services, including child support, in the county or multi- county area. This may include County Boards, organized under Minnesota Statutes, chapter 375; local social service agencies, organized under Minnesota Statutes, chapter 393; Hospital Commissions, as empowered by Minnesota Statutes, chapter 393; Human Services Boards, organized under Minnesota Statutes, chapter 402; Service Delivery Authorities, organized under Minnesota Statutes, chapter 402A; or any other local unit of government which is responsible for the administration of child support enforcement services for the local area.

1.12 IV-D Program. The Minnesota programs provided for by Title IV-D of the federal Social Security Act, 42 C.F.R., sections 651 through 699b, in accordance with the language of Minnesota Statutes, chapter 518A and other state and federal statutes, federal regulations, and controlling court cases in effect during the term of this Cooperative Agreement.

1.13 Participant. A participant is an IV-D case participant, including an individual that is listed as a case member in an open IV-D support case.

1.14 Parties. The collective Parties, STATE and COUNTY.

1.15 PRISM. "PRISM" means the Providing Resources to Improve Support in Minnesota system, the statewide child support database and associated programming, which the STATE owns and maintains.

1.16 Program Instructions. Program Instructions are directives from the STATE to the COUNTY on how to follow federal and state law and regulations.

1.17 IV-D Program Requirements. IV-D Program Requirements are the state and federal law requirements of the IV-D program.

1.18 State Disbursement Unit (SDU). "SDU" means the State Disbursement Unit responsible for centralized receipt and distribution of child support and other support- related payments. The SDU includes the activities and staff at the Minnesota Child Support Payment Center (CSPC), located in St. Paul, Minnesota.

1.19 User Documentation. User documentation is material contained in STATE's eMilo and SIR MILO websites and available at www.dhssir.cty.dhs.state.mn.us/PRISM.

2. Appointment of Cooperative Agreement Manager. Each of the parties shall have a Cooperative Agreement Manager. The STATE's Cooperative Agreement Manager is the Child Support Division (CSD) Division Director or designee. The COUNTY's Cooperative Agreement Manager is the individual responsible for administration of the Cooperative Agreement as designated by the Governing Board of the COUNTY.

2.1 Contact Information for Cooperative Agreement Managers.

STATE: Michele Schreifels, Director **Michele.Schreifels@state.mn.us**, CSD, 444 Lafayette, 3S, St. Paul, MN, 55155, 651-539-7907, or successor.

COUNTY Cooperative Agreement manager or successor: Name and E-mail Address:

Jami Goodrum

Jami.goodrum@wrightcountymn.gov

3. COUNTY's Duties and Responsibilities. The COUNTY shall:

3.1 General Requirements. Implement and administer the responsibilities specified in this Cooperative Agreement pursuant to the requirements of the IV-D Program. The COUNTY agrees that the functions performed and services provided or purchased by the COUNTY, as specified in this Cooperative Agreement, shall be in accordance with applicable state and federal law, User documentation, STATE and federal Office of Child Support Enforcement (OCSE) published material and correspondence, county messages, state and federally approved corrective action plans, and fiscal audits as applicable. Unless otherwise stated, on-line manuals take precedence over paper manuals.

3.1.1 Policy Conflict. If the STATE issues any of the following items that bring existing policy into question, the COUNTY has ninety (90) calendar days from the date of issuance of the policy or court decision (or 90 calendar days from the date a bill becomes law) to

make a written objection to the legal risk associated with the new or changed policy, direction, or law:

- new or changed policy;
- new or changed procedures;
- newly published Court decisions; or
- newly published state or federal law.

Once the STATE receives the written objection, the STATE shall meet with the COUNTY and any other relevant stakeholders. The stakeholders shall attempt to resolve the objection informally. The STATE may agree to reimburse the COUNTY for costs arising from adhering to the STATE's policy or direction as described in section 11.2.3 without resorting to the procedural requirements of section 11. Within thirty (30) days of meeting with COUNTY, the STATE will issue a determination.

Notwithstanding the procedural requirements of section 11, if the Parties do not agree upon an informal resolution, the COUNTY may utilize the formal dispute resolution procedure identified in Section 11.2.

3.2 Provide Services. Provide all appropriate IV-D Program services. These services include, but are not limited to, case intake and assessment; establishment of paternity; location of absent parents; establishment of enforceable basic support obligations; enforcement of payment of child and spousal support obligations; and establishment and enforcement of medical and child care support obligations.

3.2.1 Provide Customer Service. Provide direct customer service by responding to all inquiries from IV-D participants and the general public, including those inquiries related to centralized child support services. The COUNTY shall respond to participant inquiries and complaints referred from the STATE according to the policies and procedure outlined in section 3.1.

3.3 Hold Harmless. Except as provided in section 3.1.1, each Party is responsible for its own acts or omissions while performing the services described in this Cooperative Agreement.

3.4 Cooperative Arrangements. Establish and maintain written Cooperative Arrangements between the COUNTY and other county officials who have a statutory obligation pursuant to 45 C.F.R., section 302.34 to cooperate with the STATE and COUNTY as necessary to provide services required under the IV-D Program in compliance with this Cooperative Agreement.

Counties, County Attorneys, and County Sheriffs must use the standard Cooperative Arrangement, named as **Attachment A,** to ensure statewide uniformity and meet minimum federal requirements in accordance with 45 C.F.R., section 303.107. Administrative reimbursement is available for services provided under a Cooperative Arrangement for the calendar quarter during which the Parties execute the Cooperative Arrangement and for subsequent calendar quarters that the Cooperative Arrangement is in effect. If no signed Cooperative Arrangement is in place for a calendar quarter, no federal reimbursement is available for that calendar quarter.

Submit copies of the signed Cooperative Arrangements to the Child Support Division by February 28, 2026. The STATE must review the Cooperative Arrangements and notify the COUNTY within twenty (20) business days if the Cooperative Arrangement, on its face, fails to meet the minimum specifications required under this policy.

COUNTY shall provide a signed copy of each Cooperative Arrangement to the Child Support Division no later than March 31, 2026, in order to claim IV-D federal financial participation (FFP) reimbursement for cooperative agency expenses incurred during the first quarter of the calendar year.

If, at any time during the Cooperative Agreement, the COUNTY enters into Cooperative Arrangements with additional cooperating agencies, the COUNTY must immediately send a copy of the new Cooperative Arrangement to the Child Support Division.

The COUNTY may not claim IV-D FFP reimbursement for cooperative agency expenses incurred for any calendar quarter when copies of appropriately signed Cooperative Arrangements are not provided to the Child Support Division by the end of that calendar quarter.

3.5 Purchase of Services Agreements. As necessary, enter into agreements to purchase services to the extent that payment for such services does not exceed the amount reasonable and necessary to assure the quality of such services. The COUNTY must fully document in the COUNTY records its determination that the amounts are reasonable and necessary. The COUNTY must require debarment certification from contractors who do or may receive federal funds, pursuant to the requirements of section 12.3 below. STATE supervision of purchase of service agreements is limited to those for which FFP is available under the IV-D regulations.

3.6 Notification of Appeals. With the County Attorney, notify the CSD Division Deputy Director within seven (7) business days of any IV-D case that is

appealed to the Minnesota Court of Appeals, the Minnesota Supreme Court, or federal court by either one of the child support case participants or the COUNTY. The STATE will review the appeal and consult with the County Attorney and the Office of the Attorney General as necessary.

3.6.1 Notice of Substantive Adverse Decisions. The COUNTY shall also report to the CSD Division Deputy Director any child support orders or judgments that call into question the constitutionality or enforceability of child support statutes or program instructions.

3.7 Internet Access. Have and maintain access to the Internet for all of the COUNTY caseworkers.

3.8 Provide Information. Provide any information requested for state and federal program reviews and audits.

3.9 Information Technology Security. Provide for information technology security in accordance with the STATE's policies and procedures.

3.9.1 COUNTY Security Officer. Designate an employee as COUNTY Security Officer or Backup COUNTY Officer to be responsible for ensuring compliance with security precautions for state-owned computer equipment, data confidentiality, and user access.

3.9.2 Security Policies, Procedures and Guidelines. Adhere to the STATE's policies and procedures as provided in STATE's:

- Data Practices Manual;
- Information Policy Standards;
- Program instructions; and
- Office of Information Security instructions.

3.10 Cooperation with Other Agencies. Agree that the COUNTY, in administering the requirements of the IV-D Program, will cooperate with other Minnesota county, tribal, and state-operated economic support agencies, and other Minnesota state agencies to the extent authorized by state and federal law.

3.11 Providing Resources to Improve Support in Minnesota System (PRISM). Cooperate with the operation of and to use the Providing Resources to Improve Support in Minnesota System or its successor system (both hereinafter referred to as "PRISM") as agreed upon by the STATE and the COUNTY. The COUNTY and STATE shall work together to ensure the efficient and effective operation of automated systems in support of the programs covered by this Cooperative Agreement. Both Parties acknowledge a joint responsibility to work cooperatively to identify system deficiencies and

operational problems. The STATE acknowledges its responsibility to maintain PRISM in maximum functional status for the benefit of all COUNTY and state users. The STATE shall take all necessary actions to assure the uninterrupted availability of PRISM during normal business hours.

3.11.1 Maintain Automation Equipment. Maintain and not alter or add to any child support automation equipment that is physically installed by the STATE unless prior approval is given. Any costs incurred by the COUNTY because of STATE approved equipment moves shall be reimbursed per the applicable FFP rate.

3.11.2 No Alteration of Software. Agree that neither COUNTY nor other COUNTY staff persons working under the Cooperative Arrangement for the COUNTY will alter State of Minnesota provided software or add software programs that will adversely affect child support automation in the COUNTY without the permission of the STATE.

3.11.3 Authorized Access to Automation Equipment. Ensure that all automation equipment connected to the State of Minnesota computer reporting network is not accessible to persons other than those authorized by the COUNTY Security Officer for purposes of program administration and shall specifically limit such access in each Cooperative Arrangement.

3.12 Cost-Sharing Allocation Plan. Reimburse the STATE under an approved cost- sharing allocation plan if automation equipment, software, or services are used for any purpose or program other than child support or program administration.

3.13 Maintain PRISM Financial Records. Be responsible to maintain and update PRISM financial information including the following:

3.13.1 Enter Court Order and Balance Information. Enter court order and account balance information in a timely manner and make appropriate adjusting entries as necessary, to ensure distribution and allocation of payments pursuant to the state statute and federal distribution hierarchy.

3.13.2 Receipt and Disbursement (R&D) Adjustments. Perform adjustments to receipt and disbursement amounts in accordance with the STATE's policies and procedures.

3.14 Failure to Maintain PRISM Financial Records. Be responsible for court-ordered reimbursement to case participants when the reimbursement is

caused by the failure of the COUNTY to maintain proper PRISM financial records.

3.15 Reimbursement for Failure to Follow Policy and Instructions. Be responsible for reimbursement to case participants when the reimbursement is caused by the failure of the COUNTY to follow state and federal laws, Department of Children, Youth, and Families written policy directives, program instructions, or published IV-D directives that are appropriately and timely communicated to the COUNTY by the STATE or in the case of worker error. In the event of a dispute, the COUNTY may follow the procedures under Section 11.

3.16 Collections, Receipts, and Disbursements. Pursuant to program instructions, (1) redirect all child support payments to the CSPC; and (2) forward any child support or other support related payments received by the COUNTY to the CSPC for receipting into PRISM within 24 hours.

3.17 Records Maintenance. Maintain such records, case files, reports, evaluations, documents and accounting procedures and practices that the STATE specifies as necessary for STATE monitoring and auditing. Maintenance of such records, irrespective of the reporting requirements, is subject to STATE records retention schedules or directives allowing destruction of records. The COUNTY shall furnish such reports and documents to the STATE in the format and according to the schedules, as the STATE requires. The COUNTY must ensure that these reports comply with STATE reporting instructions. The STATE shall evaluate and monitor compliance with reporting instructions.

3.18 Confidentiality of Records. Comply with the terms of the Information Privacy and Security Agreement (IPSA) that has been separately executed by the Parties (which is incorporated by reference into and made a part of this Cooperative Agreement) and with any successor agreement thereto, and with all applicable federal and state law governing the privacy and security of personally identifiable information about participants and others (PII). PII includes but is not limited to an individual's name, address, federal tax information (FTI), Social Security Number (SSN), and other private data on individuals (as defined in Minnesota Statutes, section 13.02, subdivision 12), whether maintained on PRISM or elsewhere by the COUNTY. The COUNTY shall develop, maintain, and enforce policies, procedures and appropriate administrative, technical, and physical safeguards to ensure PII is adequately protected against improper access, use, and disclosure. The COUNTY shall also ensure that its employees and subcontractors receive training regarding the requirements of applicable laws, including but not limited to the Minnesota Government Data Practices Act (MGDPA), Minnesota Statutes,

chapter 13 and the Tax Information Security Guidelines for Federal, State and Local Agencies (26 U.S.C. 6103 and IRS Publication 1075), and that its use of PII by employees is appropriately monitored.

3.18.1 Cooperating Agencies and Compliance with Regulations. Ensure that Cooperating Agencies have available all information necessary to perform under the Cooperative Arrangement. The COUNTY will include in the Cooperative Arrangement language that addresses compliance with state and federal privacy and confidentiality laws and regulations. This language shall specify that the cooperating COUNTY will be responsible for safeguarding the confidentiality of said information and using said information exclusively for the purposes allowed by federal law, state law, and federal regulations governing the operation of the IV-D Program. The COUNTY and/or COUNTY security staff have the responsibility to ensure that requested access to PRISM meets the requirement of the access being necessary solely for the purposes of administration of the IV-D Program. Any request that does not meet that requirement must be denied at the local level. All requests for PRISM access must be approved by the appropriate County Security Officer before state security staff will process the request.

3.18.2 Others Requesting PRISM Information or Access for the Purpose of the Administration of the Child Support Program. In the event that other individuals or other county programs request information from or access to the PRISM system through the COUNTY, the COUNTY shall recommend and grant access only for the purposes allowed by the federal and state law and regulations governing the operation of the IV-D Program. The COUNTY will submit appropriate signed data sharing agreements or individual confidentiality agreements as defined by the STATE prior to the STATE granting such access. The agreements will address compliance with relevant state and federal privacy and confidentiality laws and regulations specifying that any individual granted access will be responsible for safeguarding the confidentiality of said information and using said information exclusively for the purpose of the IV-D Program. COUNTY and/or COUNTY security staff will have the responsibility to ensure that requested information from or access to PRISM meets the requirement(s) for the purposes of administration of the Child Support Program.

Any request that does not meet that requirement must be denied at the local level. The appropriate COUNTY Security Officer or backup security officer must approve all requests for PRISM access or PRISM

information before STATE security staff will process the request. The COUNTY is responsible for ensuring that the third party complies with all data privacy laws and regulations. This provision does not prevent COUNTY from sharing information with case participants, courts, and authorized third parties pursuant to Minnesota Statutes, chapters 256; 257; 518A; 518C; 571; and Minnesota Statutes, section 13.46.

3.18.3 Other Parties Requesting Access to PRISM or PRISM Information. Refer requests for access by third parties to information maintained by the PRISM system for reasons other than the purposes allowed by the federal and state law and regulations governing the operation of the IV-D program to the STATE. If the STATE releases county-specific data, the STATE will notify the COUNTY that is the subject of the request.

3.18.4 Not a "Business Associate Agreement." This Agreement does not create a "business associate" relationship nor does it constitute a "business associate agreement" as defined in the Health Insurance Portability and Accountability Act (HIPAA).

3.19 Federal Parent Locator Service. Agree to comply with Federal and State privacy laws and regulations and the applicable provisions of the U.S. Department of Health and Human Services' Office of the Chief Information Officer (HHS-OCIO) Policy for Information Systems Security and Privacy (IS2P) and the Automated Systems for Child Support Enforcement: A Guide for States (Federal Certification Guide). Agree to the required Federal Parent Locator Service (FPLS) cooperative agreement language for ensuring the confidentiality of FPLS, stated below.

The STATE is responsible for the issuance of User Documentation to COUNTY, which communicates the detailed requirements for the confidentiality of FPLS information.

The COUNTY shall to comply with and assume responsibility for compliance by its employees, agents, contractors and subcontractors with the following requirements:

(1) The COUNTY shall submit requests to the FPLS solely to locate a parent for the purpose of establishing paternity, securing child support, or when applicable, to locate a parent in a paternal kidnapping case, establish or enforce a child custody or visitation order, and for other purposes specified in federal law and regulations.

(2) The COUNTY shall educate all authorized personnel that access FPLS information on the confidentiality and security requirements of FPLS

information, the safeguards required to protect FPLS information and child support program information, and the penalties for non-compliance.

(3) The COUNTY shall restrict access to FPLS to authorized personnel who need the FPLS information to perform their official duties. The COUNTY must maintain a list of employees, agents, contractors and subcontractors with authorized access.

(4) The COUNTY shall label all reports containing FPLS and to store all material containing FPLS in a locked container when the material is not in use.

(5) The COUNTY shall immediately report any incident involving unauthorized access to or disclosure of FPLS information to the STATE.

3.20 IRS Language for General Services. The COUNTY shall comply with all Internal Revenue Service (IRS) procedures and safeguards (26 U.S.C., sections 6103 and 7213). The COUNTY agrees to the required IRS cooperative agreement language for ensuring the confidentiality of IRS information stated below.

The STATE is responsible for the issuance of User Documentation to the COUNTY, which communicates the detailed requirements for the confidentiality of IRS information.

3.20.1 Performance. In performance of this Cooperative Agreement, the COUNTY shall comply with and assume responsibility for compliance by its employees with the following Internal Revenue Service requirements as well as any other IRS requirements set forth in the Data Sharing Agreement:

(1) All work is under the supervision of the COUNTY or the COUNTY's responsible employees.

(2) The COUNTY and the COUNTY's employees with access to or who use FTI must meet the background check requirements defined in current STATE policy and background check requirements defined in IRS Publication 1075 when implemented in the state.

(3) Any federal tax return or return information provided or made available by the IRS must be used only for carrying out the provisions of this Cooperative Agreement. The COUNTY must treat information contained in material provided by the IRS as confidential and not divulge or make it known in any manner to any person except as may be necessary in the performance of this Cooperative Agreement.

Disclosure to anyone other than an officer or employee of the COUNTY is prohibited.

(4) All federal tax returns and return information provided by the IRS must be accounted for upon receipt, and properly stored before, during, and after processing. In addition, all related output must be given the same level of protection as required for the source material.

(5) The COUNTY certifies that the IRS data processed during the performance of this Cooperative Agreement will be completely purged from all data storage components of its computer facility at the time the work is completed. If immediate purging of all data storage components is not possible, the COUNTY certifies that it safeguards any IRS data remaining as required by law in an appropriate storage component to prevent unauthorized disclosures and completes logging of said data as required by IRS Publication 1075.

(6) The COUNTY must give the STATE or its designee any spoilage or any intermediate hard copy printout that may result during the processing of IRS data. When this is not possible, the COUNTY is responsible for the destruction of the spoilage or any intermediate hard copy printouts, and must provide the STATE or its designee with a written statement containing the date of destruction, description of material destroyed, and the method used.

(7) All computer systems processing, storing, or transmitting of Federal tax information provided by the IRS must meet the requirements defined in IRS Publication 1075. To meet functional and assurance requirements, the security features of the environment must provide for the managerial, operational, and technical controls. All security features must be available and activated to protect against unauthorized use of and access to Federal tax information.

(8) The COUNTY shall not subcontract work involving Federal tax information (FTI) furnished under this Cooperative Agreement without prior written notice to the IRS, pursuant to IRS Publication 1075, Sections 2.E.6.2 and 1.9.4. Granting a contractor access to FTI must be preceded by certifying that each individual understands the agency's security policy and procedures for safeguarding IRS information. Contractors must maintain their authorization to access FTI through annual recertification. The initial certification and recertification must be documented and placed in the STATE's files for review. As part of the certification and, at least annually afterwards,

contractors should be advised of the provisions of Internal Revenue Code (IRC) Sections 7431, 7213, and 7213A. The training provided before the initial certification and annually thereafter must also cover the incident response policy, procedure for reporting unauthorized disclosures, and data breaches. For both the initial certification and the annual certification, the contractor should sign, with either ink or electronic signature, a confidentiality statement certifying their understanding of the security requirements.

(9) The COUNTY must maintain a list of employees and subcontractors with authorized access. The COUNTY must provide such list to the STATE and, upon request, to the IRS reviewing office.

(10) The COUNTY shall immediately report to the STATE any incident involving an actual or suspected unauthorized access, use or disclosure of FTI information, in accordance with the requirements provided in User Documentation.

(11) The STATE has the right to revoke the County's access to federal tax information, including federal tax information on the statewide child support computer system (PRISM) if the COUNTY fails to provide the safeguards described above.

3.20.2 Criminal/Civil Sanctions:

(1) Each officer or employee of the COUNTY to whom federal tax returns or return information is or may be disclosed will be notified in writing by the COUNTY that returns or return information disclosed to such officer or employee can be used only for a purpose and to the extent authorized herein, and that further disclosure of any such returns or return information for a purpose or to an extent unauthorized herein constitutes a felony punishable upon conviction by a fine of as much as $5,000 or imprisonment for as long as 5 years, or both, together with the costs of prosecution. The COUNTY shall also notify each such officer and employee that any such unauthorized further disclosure of returns or return information may also result in an award of civil damages against the officer or employee in an amount not less than $1,000 with respect to each instance of unauthorized disclosure.

These penalties are prescribed by IRC sections 7213 and 7431 and set forth at 26 C.F.R., section 301.6103(n)-1.

(2) Each officer or employee of the COUNTY to whom federal tax returns or return information is disclosed or may be disclosed shall be

notified in writing by the COUNTY that any federal tax return or return information made available in any format shall be used only for the purpose of carrying out the provisions of this Cooperative Agreement. Information contained in such material shall be treated as confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of the Cooperative Agreement. Inspection by or disclosure to anyone without an official need to know constitutes a criminal misdemeanor punishable upon conviction by a fine of as much as $1,000 or imprisonment for as long as 1 year, or both, together with the costs of prosecution. The COUNTY shall also notify each such officer and employee that any such unauthorized inspection or disclosure of returns or return information may also result in an award of civil damages against the officer or employee in an amount equal to the sum of the greater of $1,000 for each act of unauthorized inspection or disclosure with respect to which such defendant is found liable or the sum of the actual damages sustained by the plaintiff as a result of such unauthorized inspection or disclosure plus in the case of a willful inspection or disclosure which is the result of gross negligence, punitive damages, plus the costs of the action. These penalties are prescribed by Internal Revenue Code sections 7213A and 7431.

(3) Additionally, it is incumbent upon the COUNTY to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. section 552a. Specifically, 5 U.S.C., section 552a(i)(1), which is made applicable to COUNTY by 5 U.S.C., section 552a(m)(1), provides that any officer or employee of a COUNTY, who by virtue of his/her employment or official position, has possession of or access to agency records which contain individually identifiable information, the disclosure of which is prohibited by the Privacy Act or regulations established hereunder, and who knowing that disclosure of the specific material is prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than $5,000.

3.20.3 Inspection. The COUNTY will complete a tri-annual COUNTY Inspection Report, administered by the STATE's IV-D program and will remedy any identified issues regarding secure FTI use and storage. The IRS and the STATE, with 24-hour notice, shall have the right to send its officers and employees into the offices of the COUNTY for inspection of the facilities and operations performing any work containing or relating to FTI to determine compliance with requirements defined in IRS Publication 1075. The IRS' right of inspection shall include the use of manual and/or automated scanning

tools to perform compliance and vulnerability assessments of information technology (IT) assets that access, store, process or transmit FTI. On the basis of such inspection, corrective actions may be required in cases where the COUNTY is found to be noncompliant with required safeguards.

3.21 Bonding. In accordance with 45 C.F.R., section 302.19, the STATE is required to ensure that every person who has access to or control over funds collected under the program is covered by a bond against loss resulting from employee dishonesty. The COUNTY must bond any employee, who, as a regular part of his or her job, receives, disburses, handles, or has access to support collections. Bonding is required due to the ability to access funds in PRISM through financial adjustments.

The COUNTY must have a minimum bonding amount of thirty thousand dollars ($30,000) per employee. The STATE has determined this amount is sufficient to cover employee dishonesty. If the COUNTY does not have a bonding policy in place, it may establish a self-bonding system to satisfy the bonding requirements.

The minimum bonding amount does not reduce or limit the ultimate liability of the COUNTY for losses of support collections from the STATE's IV-D program.

The STATE will not collect bonding information for individual counties. The COUNTY must maintain all bonding information and is subject to the State Audit.

4. STATE's Duties and Responsibilities. The STATE shall:

4.1 General Requirements. Perform the duties and responsibilities specified in this Cooperative Agreement in accordance with state and federal statutes, federal regulations, and controlling court cases that are in effect during the term of this Cooperative Agreement.

4.2 CSD Memos/Child Support Bulletins. Maintain an index, accessible to COUNTY child support staff and County Attorneys, listing all the current COUNTY child support directives and COUNTY child support bulletins released during the Cooperative Agreement year that apply to the IV-D Program.

4.3 Program Instructions. Provide notification of new pending program instructions, administrative instructions and IV-D requirements within thirty (30) calendar days of first becoming aware of them.

Develop and maintain programs and administrative instructions for administrative and child support activities relating to the IV-D Program conforming to state and federal statutes, state administrative rules, federal regulations and controlling court cases. Cite applicable state and federal statutes and federal regulations in new program and administrative instructions. The STATE will incorporate such citation in the Child Support User Documentation.

4.3.1 Program Instruction Change. If, after notification of new pending program instructions, the COUNTY reasonably believes that the proposed change will have a significant financial impact on the COUNTY, the COUNTY may request from the STATE a thirty (30) calendar day comment period. The request for a comment period shall be made in writing to the Child Support Division Deputy Director within ten (10) calendar days of the notification of pending program instructions and shall be accompanied by a brief written explanation of the anticipated financial impact on the COUNTY and why the COUNTY believes the impact is significant. The comment period shall be granted if (a) written request is timely made and if (b) the change is not the result of implementation of state and federal statutes, rules and regulations, court orders, or settlement agreements arising from litigation.

The STATE shall consider the fiscal impact on the COUNTY before implementing the change in requirements. It is not the STATE's intent to unilaterally impose any new, unbudgeted programs on the COUNTY.

4.3.2 Reasonable Time Period to Implement. Allow the COUNTY a reasonable time period in which to fully implement program instructions. Program instructions, which are the result of changes in federal or state laws, rules and regulations or court actions, may be implemented by the STATE in accordance with the implementation timeframes of the federal or state laws, rules and regulations, or court action.

4.3.3 Extension of Time Period to Implement. Allow the COUNTY to request an extension of the time period for implementing program instructions or requirements, which have a significant impact on the COUNTY and are not mandated by state or federal law or court order. The COUNTY may submit documentation of the hardship imposed, and the STATE may grant a reasonable exception to the implementation requirements.

4.4 Monitoring. Have the discretion to monitor the COUNTY's responsibilities as defined in this Cooperative Agreement, conduct performance reviews, make recommendations concerning the overall administrative efficiency of the program, and require corrective action as applicable.

4.5 Comprehensive Training. Provide comprehensive statewide training for COUNTY personnel including, but not limited to, new worker training, training related to new initiatives and PRISM enhancement, and other continuing training related to the IV-D Program. Training programs and curriculum shall be determined in consultation with the County Training Workgroup. Child Support training materials shall be made available to the COUNTY. Provision of classroom training and onsite training is subject to CSD budget limitations.

4.6 Information to the Public. Provide the public with information on the Child Support Program per the requirements of 45 C.F.R., section 302.30.

4.7 Standard Cooperative Agreements. Use the standard Cooperative Agreements that conform to state and federal laws when contracting with counties.

4.8 Central Registry. Provide Central Registry services to counties.

4.9 PRISM Maintenance. Ensure ongoing maintenance of PRISM.

4.10 PRISM Enhancement. Responsible for the modification and enhancement of the PRISM system in order to meet federal program requirements and ensure that the system operates efficiently and in a manner that supports COUNTY program operations and performance improvements. The STATE shall take all necessary actions to modify the IV-A to IV-D (MAXIS/PRISM) computer interfaces, implement purging and archiving and fully utilize all funds authorized by the legislature for the modification and enhancement of PRISM.

4.11 Ownership of Software. Retain all ownership rights in any STATE owned software or modifications thereof and associated documentation designed, developed, or installed because of this Cooperative Agreement.

4.12 Tax Intercept. Certify arrears for tax intercept and other certifiable debts using PRISM account balances, as well as receive, distribute, and disburse tax intercept funds centrally through PRISM, and make information available in PRISM and other reports.

4.13 New Hire Reporting. Ensure employer compliance with the reporting requirements under the Work Reporting System, Minnesota Statutes, section 142A.29.

4.14 Provide Direct Program Assistance to COUNTY. Maintain a Help Desk/Call Center or otherwise maintain a system to provide direct program assistance to the COUNTY, including assistance related to child support policy, PRISM processing, tax refund intercept processing, central receipt and disbursement and other centralized child support processes.

4.15 Delegation of Authority. Delegate to the County Attorney, as set forth in Minnesota Statutes, section 393.11, subdivision 2, its authority to provide IV-D Program legal services by appearing (a) on behalf of COUNTY in the expedited process, (b) in district court, and (c) in appellate court. The STATE shall assist the County Attorney in preparation of appeals as appropriate.

4.16 Confidentiality of Records. Agree to comply with the applicable federal and state laws and STATE regulations concerning confidentiality of participant and PRISM records.

5. Procurement.

5.1 Equipment. The COUNTY may purchase and install equipment in accordance with the STATE's manuals and procedures and industry best practices. The COUNTY shall be responsible for inventory, maintenance, replacement, and security of all such equipment.

The COUNTY shall keep all STATE-owned equipment that is located in the COUNTY in a secure place and compensate the STATE for any theft, damage, or other loss of equipment if the STATE's prescribed security precautions have not been met.

6. Allocations.

6.1 Standards of Performance and Performance Based Allocation. The STATE shall specify standards of performance and budget an allocation to the COUNTY as its proportionate share of dollars for performance-based funding. The STATE shall distribute the available incentive funding to counties under Minnesota Statutes, sections 518A.84.

6.2 COUNTY Contribution. The COUNTY agrees that performance incentives allocated to the COUNTY must be used to supplement and not supplant other funds used to carry out the child support program. The COUNTY shall maintain a minimum county contribution from local budget resources. The

minimum COUNTY contribution level for each year is computed with federal fiscal year 1998 as the base year. Under 45 C.F.R., section 305.35, a base amount of spending is determined by subtracting the amount of federal and state incentive funds earned by the COUNTY program for Federal Fiscal Year 1998 from the total amount expended by the county in the program during the same year.

This Federal Fiscal Year 1998 base year amount plus the last four (4) quarters of federal and state incentive payments earned (calculated on a rolling basis) becomes the COUNTY's estimated minimum reinvestment amount.

The COUNTY must maintain this estimated minimum reinvestment amount of county spending to demonstrate it is supplementing not supplanting. For up-to-date county estimated reinvestment amounts, refer to the Net County Admin Report available on CountyLink.

At federal fiscal year end, the STATE will reconcile each county's minimum reinvestment amount to their actual federal fiscal year expenditures. Any county whose federal fiscal year expenditures do not exceed their minimum reinvestment amount, will be responsible for the difference. The STATE will reduce their next quarterly incentive payment by that amount.

7. **Funding.** The COUNTY agrees that the obligations of the STATE under this Cooperative Agreement are limited by and contingent upon state and federal legislative authorization and budget appropriations. If, during the term of this Cooperative Agreement, the budget appropriations which fund the STATE, the COUNTY, and services under this Cooperative Agreement are not made, are repealed, or reduced by actions of the Legislature, Congress, or otherwise, the STATE's and the COUNTY's obligations under this Cooperative Agreement will be reduced, suspended, or cancelled, as deemed appropriate at the STATE's sole discretion.

8. **Federal Reimbursement.** The STATE shall reimburse the COUNTY for the functions it performs and services it provides or purchases as set forth in Section 3. Payments by the STATE under this Cooperative Agreement are contingent upon:

(a) substantial compliance by the COUNTY of all responsibilities identified in this Cooperative Agreement, and in accordance with state and federal laws; (b) authorization of Minnesota and federal laws and availability of state and federal funds; and (c) approval of cost allocation plans and of expenditures for non-expendable personal property by state and federal cost allocation units.

The COUNTY must certify that any claim for reimbursement through federal financial participation (FFP) complies with the limits on FFP for IV-D expenditures

listed in 45 C.F.R., part 304. If the COUNTY has questions about whether or not an expense is eligible for reimbursement, the COUNTY may contact the STATE for guidance.

8.1 County Income Maintenance Claims. Claims for reimbursement must be submitted electronically pursuant to the requirements of the STATE's cost reporting system. Child Support costs must be reported quarterly on the DHS-2550 Income Maintenance Expense Report and must be submitted via web-based application to the STATE on or before the 20th day of the month following the quarter for which reimbursement is being claimed. If the 20th day of the month falls on a Saturday, the due date for the expenditure report is Friday the 19th; if the 20th is a Sunday, it is due on Monday the 21st.

For all claims submitted timely, the STATE will issue the reimbursement payment by Electronic Fund Transfer. Said reimbursements are subject to reduction and/or recovery as provided in this Cooperative Agreement. Late expenditure reports will be processed in the following quarterly payment cycle.

Reimbursement payments will be made quarterly. The reimbursement payment for each quarter consists of the current quarter's federal financial participation (FFP) amount plus/minus any adjustments for prior quarters.

8.1.1 County-wide Indirect Claim. The COUNTY must submit cost allocation plans containing methodology and resulting amounts for eligible countywide indirect expenses incurred in the delivery of the IV-D Program. These plans must be certified by an independent auditing firm and be received by the STATE Financial Operations Division (FOD) by February 15th of each calendar year. Only countywide indirect costs that comply with the limitations of 45 C.F.R., part 304, and other federal and state limitations on indirect cost are eligible expenses.

One-fourth (25%) of the annual Child Support amount from the cost allocation plan will be the eligible county-wide indirect expense amount to be reimbursed each quarter. The reimbursement payment for each quarter will consist of the current quarter's federal financial participation (FFP) amount plus/minus any adjustments for prior quarters.

8.2 Adjusted Reimbursement Claims. The COUNTY may submit adjustments to prior quarter DHS-2550 expenditure reports up to one year from the original quarter ending date. Child Support reimbursements resulting from

expenditure adjustments for prior quarters will be paid as part of the normal quarterly payment process.

8.3 Non-Compliance. The STATE may withhold or withdraw funds from the COUNTY when it is in non-compliance with this Cooperative Agreement or IV-D Program Requirements subject to the terms of this Cooperative Agreement. The STATE may withhold or withdraw funds if the STATE determines that the activities performed by the COUNTY do not meet state or federal statutes and requirements, following an opportunity for corrective actions as described in Section 8.3.1 (Compliance Review).

If there is a delay or failure to perform when such delay or failure is due to an uncontrollable circumstance that was unforeseeable, the County shall be excused from timely performance because of the uncontrollable circumstance. Uncontrollable circumstances shall include fire, flood, epidemic, wars, acts of God, unusually severe weather, or actions of public authorities that cause an inability to perform work. The COUNTY shall communicate the uncontrollable circumstance to the State as quickly as practical.

The COUNTY will begin performance as soon as the consequences of the uncontrollable circumstance are remedied to such an extent that the COUNTY is able to begin performance.

8.3.1 Compliance Review. The STATE will notify the COUNTY of items that require corrective action and the need for the COUNTY to develop and submit a Corrective Action Plan. The COUNTY must submit its response within ten (10) calendar days of the date of the notice under this section, unless the STATE approves an extension.

A failure by the COUNTY to implement fully a STATE approved Corrective Action Plan shall result in a payment reduction to be determined by the STATE.

8.3.2 Advance Notice. The STATE shall provide thirty (30) calendar days advance notice to the COUNTY when it intends to withhold or withdraw a payment pursuant to Section 8.3.1 (Non-Compliance). The STATE will schedule a conference to attempt resolve the issue that gave rise to the notice before the imposition of the withholding or withdrawal. After the conference, if there is an impasse, the COUNTY may appeal the STATE's decision as provided by Section 11 of this Cooperative Agreement.

8.4 Disallowances. The STATE shall recover from the COUNTY any state or federal fiscal disallowances or sanctions attributable to actions of the COUNTY, Cooperating Agencies, or the COUNTY's subcontractors. If federal fiscal disallowances or sanctions are based on either a statewide sample or a categorical disallowance imposed across the State, the STATE shall recover the proportional share of the disallowance or sanction from the COUNTY.

8.5 Conditions of Payment. All services and reporting provided by the COUNTY pursuant to this Cooperative Agreement shall be performed to the satisfaction of the STATE, as determined at the sole discretion of its authorized agent, and in accord with all applicable federal, state and local laws, rules and regulations. The STATE reserves the right to suspend, reduce, or terminate the distribution of child support funds to the COUNTY for services or reporting provided pursuant to Section 8.1 of this Cooperative Agreement found by the STATE to be unsatisfactory or in violation of federal or state laws and regulations.

8.6 Payment recoupment. The COUNTY must reimburse the STATE upon demand, or the STATE may deduct from future payments made pursuant to this Agreement, any amounts paid by the STATE under this Cooperative Agreement, for which required reports have not been received, or for which the COUNTY's books, records or other documents are not sufficient to clearly substantiate that those amounts were used by the COUNTY to perform the services described in this Cooperative Agreement.

9. Program Operation: Records, Reporting, Monitoring, and Security.

9.1 Record Keeping Requirements. At least forty-five (45) calendar days prior to the effective date of any STATE reporting or record keeping requirement issued after the beginning of the Cooperative Agreement period, the STATE shall provide the COUNTY with written notice of such a proposed reporting or record keeping requirement and allow the COUNTY an opportunity to review and comment on such a requirement. Reporting and record keeping requirements which are the result of changes in federal or state laws, rules and regulations or any court actions may be implemented by the STATE without strict compliance with the above-stated notice and comment requirements. However, the STATE shall make reasonable efforts to solicit comments from the COUNTY prior to implementing such record keeping and reporting requirements.

9.2 Records Maintenance. The COUNTY shall maintain such case files, fiscal records, financial statements, and necessary evidences of accounting procedures and practices sufficient to document the funding received and disbursements made under this Cooperative Agreement.

The COUNTY shall maintain such records, reports, evaluations, or other documents that the STATE specifies are needed for monitoring and auditing. Maintenance of such records, irrespective of the reporting requirements, is subject to manual provisions allowing destruction of records. The COUNTY shall furnish such reports and documents to the STATE in the format and according to the schedules, as the STATE requires. These reports must comply with STATE reporting instructions. The STATE shall evaluate and monitor compliance with reporting instructions.

9.3 Records Availability. All records maintained by the COUNTY pursuant to this Cooperative Agreement shall be available to the STATE on request and with adequate notice for inspection, examination, or audit. Except when the STATE determines that unusual or exigent circumstances exist, the STATE will give the COUNTY at least five (5) business days written notice, unless the COUNTY consents to a shorter timeframe. The STATE shall monitor its request for reports and evaluations to eliminate present and prevent future duplicate requests being sent to the COUNTY.

9.4 Federal or State Authority to Review Documents. Not withstanding the above, nothing in this Cooperative Agreement shall be construed to limit, modify or extinguish any federal or state legal authority to inspect, audit or have access to any records, financial statements or other reports maintained by the COUNTY or to modify or limit the COUNTY's legal obligation to maintain any record or report required by state or federal statutes, rules or regulations.

9.5 Records Security and Access. Access to and confidentiality of all records and reports shall be maintained in compliance with the applicable federal and state laws, including Minnesota Statutes, chapter 13. Each party is responsible for compliance with state and federal data privacy laws and agreements.

10. Annual Audit.

10.1 Compliance with Single Audit Act. All sub-recipients receiving $500,000 or more of federal assistance in a fiscal year will obtain a financial and compliance audit made in accordance with the Single Audit Act, Office of Budget and Management (OMB) Circular A-133. The COUNTY certifies it will comply with the Single Audit Act, OMB Circular A-133, if applicable. Failure to comply with these requirements could result in forfeiture of federal funds.

10.2 State Audits. Under Minnesota Statutes, section 16C.05, subdivision 5, the books, records, documents, and accounting procedures and practices of the

COUNTY and its employees, agents, or subcontractors relevant to this contract will be made available and subject to examination by the STATE, including the contracting Agency/Division, Legislative Auditor, and State Auditor for a minimum of six years from the end of this contract.

10.3 Audit Disallowance.

10.3.1 The COUNTY's Liability. The COUNTY shall be liable for the entire amount of the audit adjustment attributed directly to the COUNTY. If the STATE receives a federal audit adjustment based on a statewide random sample, the actual amount of a disallowance against the COUNTY shall be determined pursuant to Minnesota Statutes, section 256.01, subdivision 2(r).

10.3.2 Fiscal Sanction. No fiscal sanction shall be taken against the COUNTY unless it is based upon a specific law, regulation, rule, administrative instruction, or program instruction that was: (a) effective during the time period which is being audited, and (b) communicated to the COUNTY head or designee in writing by the STATE or the federal government prior to the time period audited. No state audit adjustment for failure to meet the requirements of Section 3.1 and 3.2 shall be imposed for sixty (60) calendar days after the date the COUNTY receives written notice of the requirement. The STATE may extend the 60-day hold-harmless period upon COUNTY's proof of hardship. The 60-day hold-harmless period is not required if the State has been assessed a federal fiscal penalty because federal law, federal regulations, or court order mandated the requirement and held the State to a more restrictive time period, or the requirement is the result of state law, administrative rules, or court order that imposes a more restrictive time period and the imposition of a state fiscal penalty. These conditions in no way negate the COUNTY's responsibility to implement policies and instructions by their effective dates.

10.4 Audit Adjustments

10.4.1 Audit Adjustment Determination. If, pursuant to an audit under Section 10, it is determined that there is an error in the COUNTY's fiscal and service records for this Cooperative Agreement or previous Cooperative Agreements, the STATE will take steps to recover or otherwise adjust the COUNTY's reimbursement under the Cooperative Agreement. The STATE shall limit the increase or decrease to the audited error and shall confer with the COUNTY before increasing or decreasing the monthly payment for this

Cooperative Agreement. The Parties may negotiate the timing and amount of the adjustment at the COUNTY's request.

10.4.2 Payment Adjustments. The Parties shall attempt to negotiate the timing and payment schedule of any adjustments under this Section. The STATE may adjust subsequent claims for reimbursement by any audit exception or non-compliance exception up to the amount of the exception.

11. Administrative Review. The COUNTY shall be entitled to an administrative review if both of the following occur:

1. The STATE and the COUNTY disagree about the interpretation of any provision of this Cooperative Agreement; and

2. The disagreement concerns: (a) reconciliation of claims and reimbursements (review is through STATE conference); (b) any financial audit of the COUNTY as described in this Cooperative Agreement (review is through the audit resolution policy); (c) any compliance review of the County as described in section 8.3; or (d) any federal audit of the COUNTY or the STATE.

11.1 Review Process. The COUNTY's method of resolving any dispute or controversy arising out of or relating to this Cooperative Agreement shall be the complaint process provided in this subsection. The COUNTY may address a written complaint to the CSD Division Deputy Director at the Minnesota Department of Children Youth and Families at the following address: CSD Division Deputy Director, 444 Lafayette Road North, St. Paul, MN 55155. The CSD Division Director shall respond in writing within ten (10) business days. Time periods may be extended by written agreement of the STATE and the COUNTY. If the COUNTY is not satisfied with the response, the COUNTY may request a review of the decision using the process in Section 11.2.

11.2 Administrative Appeal. If the STATE and the COUNTY disagree about the interpretation of any provision of this Cooperative Agreement and a substantial interest of the COUNTY is at risk by an action of the STATE, and the dispute is not resolved in the complaint process described above or in the process described in Section 3.1.1, the COUNTY may then submit the dispute to the Department of Children, Youth, and Families (DCYF) for administrative appeal.

11.2.1 Notice of Demand for Appeal. Notice of a request for an administrative appeal, along with the written appeal and all supporting documentation must be submitted to the Administrative

Law Attorney (ALA) at the DCYF Office of General Counsel, 444 Lafayette Road, St. Paul, MN. 55164 within thirty (30) calendar days of the response from the CSD Division Deputy Director pursuant to Section 11.1.

11.2.2 Process. The ALA shall within seven (7) business days forward to the CSD Division Deputy Director a copy of the request for appeal and all supporting documentation provided by the COUNTY. The CSD Division Director shall submit a written response within fourteen (14) business days, along with all supporting documentation to the ALA. A copy of the response and all supporting materials must be sent to the COUNTY. The ALA shall make a determination based on the written submissions, statutes and case law if applicable. The ALA shall then recommend to the DCYF Commissioner a course of action in the appeal. The Commissioner or designee shall issue an order affirming, reversing, or modifying the action or decision of the STATE. This order is binding upon the COUNTY and the STATE unless an appeal is filed with the Ramsey County, MN District Court within thirty (30) calendar days of the Commissioner's order.

11.2.3 Policy Disputes; Limited Reimbursement Guarantee. If the ALA finds the following conditions exist:

1) The policy or decision has state-wide impact;
2) The COUNTY has identified a significant issue that poses a significant risk to the COUNTY; and
3) The COUNTY agrees to implement the policy or decision if the STATE reduces the risk to the COUNTY;

Then the ALA may make a recommendation to the Commissioner to direct the reimbursement of direct COUNTY costs, as described below, reasonably related to the legal risk assumed by the COUNTY for complying with the policy or direction.

Direct costs include civil damages, within tort liability limits, the costs of defense in civil litigation, the costs of appeal from district court in family, civil, and criminal cases.

12. General Provisions.

12.1 Lobbying Certification. In conformance with federal law, the authorized COUNTY representative must review and sign either the Certificate Regarding Lobbying form (Attachment B) or the Disclosure of Lobbying Activities (Attachment C) included in this document.

12.2 Debarment Certification. Debarment by State or Federal Government, or any State or Federal Departments, Commissions, Agencies or Political Subdivisions.

Pursuant to 45 C.F.R., section 92.35 and Minnesota Statutes, section 161.315, COUNTY certifies that that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any State or Federal department or agency.

The COUNTY or any subcontractor must provide immediate written notice to the STATE if at any time the COUNTY or subcontractor learns that its certification was erroneous when submitted or had become erroneous because of changed circumstances.

12.2.1 Subcontractor Debarment. Pursuant to title 45 C.F.R., section 92.35, and Minnesota Statutes, section 161.315, the COUNTY must require certifications from its subcontractors that none of its subcontractors is presently debarred or suspended by the State or Federal Government, or any State or Federal Departments, commissions, agencies, or political subdivisions. The COUNTY'S agreement to certify all appropriate subcontractors is a material representation upon which the STATE relies in entering into this Cooperative Agreement. The COUNTY shall provide immediate written notice to the STATE if at any time it learns that any disbarment certification was erroneous when submitted or becomes erroneous by reason of changed circumstances.

The COUNTY must use the appropriate certification regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion in any subcontract, including the Cooperative Arrangement, in which federal money will be or may potentially be used.

Approved Certifications regarding disbarment are **Attachment D**.

12.3 Prohibition on Weapons. The COUNTY shall comply with all terms of the Department of Children, Youth, and Families (DCYF) policy prohibiting carrying or possessing weapons wherever and whenever the COUNTY is performing services within the scope of this Cooperative Agreement. This policy, which is located at the business location of the STATE and is available to the COUNTY upon request, is incorporated by reference into this contract. Any violations of this policy by the COUNTY or its employees may be grounds for immediate suspension of the Cooperative Agreement.

Unless otherwise directed by Ramsey County District Court Chief Judge order, the DCYF weapons provision does not apply to county attorneys and assistant county attorneys who are permitted to carry firearms in accordance with Minnesota Statutes, section 388.051, subdivision 4 which states: *"Firearms exemption. Notwithstanding section 626.84, subdivision 2, a county attorney, or an assistant county attorney appointed under section 388.10, who lawfully possesses a permit to carry a pistol issued in accordance with section 624.714 may possess and carry a firearm while on duty, unless restricted by the county attorney."*

The DCYF weapons provision does not apply to peace officers, as defined by Minnesota Statutes, section 626.84, carrying or possessing weapons within the scope of their employment.

12.4 Provisions of Services and Programs.

12.4.1 Funding Limitations. Except as provided in state and federal statutes, the COUNTY shall perform the functions and provide the services within the limits of State and COUNTY appropriations used to match State and federal funds.

12.4.2 COUNTY Funding. Nothing in this Cooperative Agreement shall be construed to require the expenditure of COUNTY funds, except as specifically provided herein and authorized by the Governing Board of the COUNTY.

12.4.3 Lawful Power and Duties. Nothing contained in this Cooperative Agreement shall be construed to supersede the lawful power or duties of the COUNTY. The COUNTY shall carry out its responsibilities under the sections of this Cooperative Agreement through its appropriate COUNTY departments.

12.5 Data Disclosure. Under Minnesota Statutes, section 270C.65, subdivision 3, and other applicable law, the COUNTY consents to disclosure of its Social Security Number, federal employer tax identification number, and/or Minnesota tax identification number, to the STATE, to federal and state agencies, and to state personnel involved in the approval and payment of state obligations. These identification numbers may be used in the enforcement of federal and state laws, which could result in action requiring the COUNTY to file state tax returns, pay delinquent state tax liabilities, if any, or pay other state liabilities. The STATE will not approve this Cooperative Agreement unless these numbers are provided by the COUNTY.

12.6 Liability. To the extent provided for in Minnesota Statutes, sections 466.01 to 466.15, the COUNTY shall be responsible for any and all claims or causes of action arising from the performance of this Cooperative Agreement by the COUNTY or COUNTY agents and/or employees. This clause shall not be construed to bar any legal remedies the COUNTY may have for the STATE'S failure to fulfill its obligations pursuant to this Cooperative Agreement. The STATE's liability, if any, shall be governed by Minnesota Statutes, section 3.736.

12.7 Voter Registration Requirement. The COUNTY certifies that it will comply with Minnesota Statutes, section 201.162 by providing voter registration services for COUNTY employees and for the public served by the COUNTY.

12.8 Conditions on the Parties' Obligations. This Cooperative Agreement is contingent upon authorization of Minnesota and United States laws and any material amendment or repeal of same affecting relevant funding to, or authority of, the STATE shall serve to terminate this agreement except as further agreed by the Parties hereto.

12.9 Governing Law, Jurisdiction and Venue. Minnesota law, without regard to its choice of law provisions, governs this Cooperative Agreement, attachments and amendments and supplements thereto. Venue for all legal proceedings arising out of this contract, or breach thereof, will be in the state or federal court, without STATE waiving its sovereign immunity, with competent jurisdiction in Ramsey County, Minnesota.

12.10 Severability. If any provision of this Cooperative Agreement is held unenforceable, then such provision will be modified to reflect the Parties' intention. All remaining provisions of this Cooperative Agreement shall remain in full force and effect.

12.11 Assignment, Amendments, Waiver, and Cooperative Agreement Complete.

12.11.1 Assignment. The COUNTY may neither assign nor transfer any rights or obligations under this Cooperative Agreement without the prior consent of the STATE and a fully executed Assignment Agreement, approved by the same Parties who executed and approved this Cooperative Agreement, or their successors in office.

12.11.2 Amendments. Any amendment to this Cooperative Agreement must be in writing and will not be effective until it has been executed and approved by the same Parties who executed and approved the original Cooperative Agreement, or their successors in office.

12.11.3 Waiver. If the STATE fails to enforce any provision of this Cooperative Agreement, that failure does not waive the provision or STATE'S right to enforce it.

12.11.4 Cooperative Agreement Complete. This Cooperative Agreement contains all negotiations and agreements between the STATE and the COUNTY. No other understanding regarding this Cooperative Agreement, whether written or oral, may be used to bind either Party.

12.11.5 Effective Date. The effective date of this Cooperative Agreement for the payment of federal funds is first date of the quarter in which the STATE and the COUNTY obtain all required signatures under Minn. Stat. §16C.05, subd. 2.

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Signature Page Follows

IN WITNESS WHEREOF, the STATE and the COUNTY agree to the terms and conditions of and have executed this Cooperative Agreement as of the day and year first above written, or the date that STATE obtains all required signatures under Minnesota Statutes, section 16B.98, subdivision 5, whichever is later.

APPROVED:

1. COUNTY
Individual certifies that they are authorized to execute this Cooperative Agreement on behalf of the County.

Signed by:
By: Kim Johnson
333ACC7F9C14418...
Printed Name: Kim Johnson
Title: Financial Services Manager
Date: 12/8/2025

2. MINNESOTA DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES
With delegated authority

By: _____
Michele Schreifels
Director, Child Support Division
Date: _____

ATTACHMENT A

CY 2026-2027 IV-D CHILD SUPPORT COOPERATIVE ARRANGEMENT

WITH

WRIGHT
_____ **OFFICES OF HUMAN SERVICES,**

COUNTY SHERIFF and COUNTY ATTORNEY

The WRIGHT _____ Office of Human Services (hereinafter "COUNTY") and its designated Child Support Office (hereinafter referred to as "County IV-D Agency or IV-D Agency") and the WRIGHT _____ County Attorney (hereinafter, "County Attorney"), and the WRIGHT _____ County Sheriff (hereinafter "County Sheriff") hereby enter into the following Cooperative Arrangement.

RECITALS

Whereas, the COUNTY and its County IV-D Agency, according to Minnesota Statutes, section 393.07, subdivisions 2 and 3 and through their Cooperative Agreement with the Minnesota Department of Children, Youth, and Families, are responsible for operation of child support services;

Whereas, the COUNTY is also empowered to enter into Cooperative Arrangements with the County Sheriff and the County Attorney pursuant to Minnesota Statutes, chapter 388 and Minnesota Statutes, sections 393.11 and 471.59;

Whereas, the County Attorney is willing and able to provide legal services necessary to the operation of the child support enforcement program under Title IV-D of the Social Security Act, 42 U.S.C., sections 651 through 699Bb;

Whereas, the County Sheriff is willing and able to perform activities necessary to the operation of the child support enforcement program under Title IV-D of the Social Security Act;

Whereas, the above-referenced entities enter into this Cooperative Arrangement to set forth their respective responsibilities in providing services necessary to the operation of the child support enforcement program under Title IV-D of the Social Security Act; and

Whereas, Title IV-D of the Social Security Act, Public Law 93-647, as amended, and 45 C.F.R., section 303.107 require a Cooperative Arrangement between the COUNTY and the other county entities that are a party to this Cooperative Arrangement, namely the County Attorney and the County Sheriff, in order to compensate said county entities with respect

to reimbursement for costs incurred in providing services necessary to operate the child support enforcement system under Title IV-D of the Social Security Act.

NOW, THEREFORE, BE IT RESOLVED that the parties hereby agree as follows:

I. GENERAL TERMS

A. ***Duration of Arrangement.*** It is agreed that this Cooperative Arrangement will commence on **January 1, 2026,** and will expire on **December 31, 2027.** The Cooperative Arrangement may be terminated earlier upon sixty (60) days written notice to all other parties. This Cooperative Arrangement shall be renewed upon written agreement of all parties.

B. ***Effective date for payment of federal funds.*** The effective date of this Cooperative Arrangement for the payment of federal funds is the first date of the quarter in which the COUNTY, County Attorney, and County Sheriff obtain all required signatures.

C. ***Purpose.*** The purpose of the child support program is to establish paternity and secure financial support for minor children who are living apart from one or both parents as more fully set forth in Title IV-D of the Social Security Act. In order to meet this purpose, this Cooperative Arrangement establishes procedures for the provision of services to the child support program by the County Attorney, and the County Sheriff.

D. ***Parties.*** "Parties" means the COUNTY and the Cooperating Agencies. "Cooperative Agency" is defined in the Cooperative Agreement.

E. ***STATE.*** "STATE" means the Minnesota Department of Children, Youth, and Families, Child Support Division.

F. ***DCYF.*** "DCYF" means the Minnesota Department of Children, Youth, and Families

G. ***CSD.*** "CSD" means the STATE's Child Support Division.

H. ***Duties.*** The specific duties of each Party are set forth more fully below. This Cooperative Arrangement also provides for reimbursing administrative costs in accordance with federal regulations and state policy.

I. ***Amendments.*** Any amendment to this Cooperative Arrangement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Cooperative Arrangement, or their successors in office. Any amendment of this

Cooperative Arrangement must be sent to the DCYF' Deputy Director of the Child Support Division.

J. ***Records***. The parties will maintain all records, including financial records, related to all services provided under this Cooperative Arrangement for the longer of six (6) years following the end date of this agreement or as otherwise provided by law. Record maintenance will be in accordance with all federal, state, and local records retention policies, reporting and safeguarding requirements. Records related to services provided under this Cooperative Arrangement will be made available and subject to state and federal review and audit.

Pursuant to 45 C.F.R., section 303.2(c) staff with PRISM update access shall appropriately document case activity. For staff that do not have PRISM update access, the responsible party shall ensure that IV-D case activity is recorded by the appropriate staff. Said documentation shall include the date of action, a description of services rendered, and the result of the action.

All IV-D related contacts, actions and other appropriate IV-D case activity must be recorded as case events in PRISM by the COUNTY. "PRISM" is defined in the Cooperative Agreement.

Case records that are held or maintained by the COUNTY must be maintained pursuant to the requirements under 45 C.F.R., section 303.2(c) and referenced by a note in PRISM. The note must identify the nature of the records and the specific location of the records.

K. ***Applicable Laws and Policies.*** All Parties will comply with Title IV-D of the Social Security Act and all applicable federal laws, regulations, action transmittals, and other directives, instructions, and requirements of the United States Department of Health and Human Services, Office of Child Support Enforcement, including but not limited to, applicable federal and state information privacy laws. All parties will comply with other applicable state statutes governing the child support program; state child support procedures; and applicable Minnesota laws and statutes.

1. Policy Dispute
   The County Attorney may seek review of STATE policies through this section or through section 3.1.1 of the Cooperative Agreement, acting as the COUNTY.

   a. CARC Review
      The County Attorney shall be entitled to an administrative review of the STATE's interpretation of the above policies and procedures,

if the CARC agrees that the difference in interpretation has a state-wide impact to multiple cases and the CARC agrees on a recommended resolution of the dispute. "CARC" is defined in the Cooperative Agreement.

b. Procedure
The County Attorney shall bring its disagreement with the STATE's interpretation to the CARC. The CARC shall decide whether to submit the dispute to the CSD Division Deputy Director. If a dispute is submitted to the STATE, it must clearly state the following information in writing: The disputed policy; exactly what part of the policy is disputed; the legal and/or policy reasons for the difference in interpretation; and a proposed solution to the differences in interpretation. The CSD Division Deputy Director and the CARC shall attempt to resolve the disagreement in an informal manner. If the CARC and the CSD Division Deputy Director are unable to reach an informal resolution of the policy dispute, the CARC may request the CSD Division Deputy Director to issue a written decision. The CSD Division Deputy Director shall issue a written decision as soon as practicable. If the CARC disagrees with the written decision, the CARC may seek mediation of the policy dispute through the Minnesota Office of Administrative Hearings (OAH). The County Attorney's office initiating the policy dispute shall be responsible for the payment of mediation fees. The decision of OAH is binding upon the COUNTY and the STATE unless an appeal is filed with the district court within thirty (30) calendar days of the OAH decision.

L. ***Monitoring and Corrective Action.*** The COUNTY's performance, as set forth in this Cooperative Arrangement, may be monitored by the STATE as needed to ensure effective implementation of its terms and to identify problems that affect the delivery of services covered by the Cooperative Arrangement. The STATE may direct the COUNTY to develop corrective action plans as necessary to avoid fiscal sanctions, which may result if the COUNTY does not meet its obligation under this Cooperative Arrangement. The COUNTY must notify the STATE of conditions that have caused or may hinder its ability to meet its obligations under this Cooperative Arrangement. The COUNTY will develop corrective action plans and comply with them. The Cooperating Agencies agree to comply with any state or federally approved corrective action plans.

M. ***FFP Reimbursement for Child Support Activities.*** The COUNTY agrees to comply with the provisions of 45 C.F.R., section 304.21, federal financial participation (FFP), in the costs of Cooperative Arrangements, as a condition

for FFP. The COUNTY may be reimbursed for administrative expenses incurred as a result of the activities performed under this Cooperative Arrangement. Said reimbursement shall not exceed the percentage set by federal regulations or state statutes, and it may change during a given calendar year.

The STATE will send written notification to the COUNTY as soon as the STATE is officially notified of a proposed change in the reimbursement rate for administrative expenses, and the county shall notify Cooperating Agencies as soon as they are aware of any changes.

N. ***COUNTY's Duties, Functions, and Responsibilities.*** The COUNTY is responsible for administering the program to establish paternity, establish and enforce child support, medical support, and child care support orders, and to enforce spousal support orders pursuant to state and federal law.

The COUNTY will seek reimbursement for the allowable costs incurred under the terms of this Cooperative Arrangement by appropriately reporting those costs to the STATE.

II. Information Privacy

The requirements contained in the Information Privacy and Security Agreement (IPSA) that has been separately executed by COUNTY and DCYF, and any successor agreement thereto, are hereby incorporated by reference into and made part of this Cooperative Arrangement. The Parties to this Cooperative Arrangement agree that the IPSA governs the Parties' access, use, disclosure of, and responsibilities for protected information (as defined in the IPSA) administration of the Parties' administration of relating to the Title IV-D of the Social Security Act.

Additionally, the Parties agree to comply with the following provisions:

A. ***Confidentiality.*** The information exchanged under this Cooperative Arrangement shall not be disclosed to individuals or agencies other than as provided in 45 C.F.R. sections 202.50 and 303.21, and as provided by the laws of the State of Minnesota. Information exchanged under this Cooperative Arrangement will only be used to promote or support the administration of programs authorized to share information under Title IV-D of the Social Security Act.

C. ***Data Privacy.*** For purposes of executing its responsibilities and to the extent set forth in this Cooperative Arrangement, all of the Parties to this Cooperative Arrangement shall be part of the "welfare system," as defined in Minnesota Statutes, section 13.46, subdivision 1. To the extent permissible

by law, each Party's employees and agents will have access to private or confidential data maintained by the other Parties to the extent necessary to carry out COUNTY's responsibilities under this Cooperative Arrangement.

D. ***Duty to ensure proper handling of protected information.*** The COUNTY shall be responsible for training its employees (and employees of (a) the County Human Services Agency, (b) the County Attorney's Office, and (c) the County Sheriff's Department) who are authorized to access and use protected information collected under the terms and for the purposes specified in this Cooperative Arrangement. This responsibility includes ensuring that staff are properly trained and comply with the following:

1. The Minnesota Government Data Practices Act (MGDPA), Minnesota Statutes Chapter 13, in particular, section 13.46 (welfare data);

2. Security and Confidentiality of Department of Public Safety Driver and Vehicle Service (DVS) data;

3. Internal Revenue Service (IRS) procedures and safeguards for the confidentiality and security of IRS sourced data under 26 United States Code, sections 6103 and 7213, and the penalties for misuse of IRS sourced data, under 26 United States Code, sections 7213 and 7431, and 26 Code of Federal Regulations, section 301.6103(n)-1;

4. Federal Parent Locator Service and Child Support Program information privacy and safeguards, including information derived from the National Directory of New Hires, the Debtor File, and the Federal Case Registry, and the Federal Privacy Act; and

5. Any other applicable state and federal statutes, rules, regulations, and agreements affecting the collection, storage, use and dissemination of private or confidential information.

D. Minimum necessary access to protected information. The Parties shall comply with the "minimum necessary" access and disclosure standards set forth in the MGDPA. The accessing, use, and disclosure of protected information is limited to "that necessary for the administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government." Minnesota Statutes, §13.05, subd. 3.

E. Each party shall.

1. Maintain appropriate safeguards to prevent inappropriate access, use, or disclosure of protected information by its employees other than as provided for by this Cooperative Arrangement or as otherwise required by law;

2. Immediately report any inappropriate access, use, disclosure, or unauthorized access to protected information not authorized by this Cooperative Arrangement of which it becomes aware;

3. Ensure that any agents (including subcontractors), analysts, and others to whom it provides private or confidential data, agree to be bound by the same restrictions, conditions, and training that apply to it with respect to such information;

4. At termination of this Cooperative Arrangement, extend the protections of this Cooperative Arrangement to protected information collected during the course of this Cooperative Arrangement.

F. ***Family Violence Indicator.***

Pursuant to Minnesota Statutes, section 257.70 and federal law, the COUNTY and the Parties to this Cooperative Arrangement may not release information about the whereabouts of a person, if it has knowledge that a protective order with respect to the other party has been entered, or if the COUNTY has reason to believe that releasing the information might result in physical or emotional harm to the person about whom the information is sought. Child support workers are required to safeguard the privacy of said individuals by entering a safety concern indicator in PRISM.

Protected information, which includes information stored in or accessed from the PRISM system, includes information about all case participants, including persons with privacy protection. The COUNTY and the Parties to this Cooperative Arrangement will explain the sensitive nature of the safety concern indicator to all personnel with access to case information and will comply with safeguards to protect the privacy of all parties, including individuals protected with a privacy protection indicator.

Information about protected individuals may not be published, used, transmitted, or otherwise shared, without first removing all information about location, employment or other information identifying the whereabouts of the protected individual.

G. ***Maintaining the Security of Protected Information Stored in or Accessed from the PRISM System.***

Protected information shall be stored in a place physically secure from access by unauthorized persons in conformance with DCYF Child Support Division manuals and instructions regarding computer security. The manual is found in the CSD User Documentation. County Security Officers and local agencies can access the manual on DHS-SIR at https://www.dhssir.cty.dhs.state.mn.us/PRISM.

The COUNTY and the Parties to this Cooperative Arrangement shall require that all personnel with access to protected information will adhere to the policies and procedures of the CSD and state statutes regarding confidentiality and computer access that are referenced in the CSD User Documentation. The CSD Division Director or his/her designee may review each staff person's access to protected information to ensure that the level of access is consistent with their job duties.

H. ***Hold Harmless for data practices violations.*** The Parties are responsible for their own acts or omissions while performing the services described in this Cooperative Agreement.

III. PROVISION OF LEGAL SERVICES

A. ***Duties of the COUNTY.*** The COUNTY shall:

1. Refer appropriate cases to the County Attorney as provided for in federal regulations, state law, and policy.

2. Supply the County Attorney with appropriate information as provided for and defined in the federal regulations, the IV-D Program, the State Plan for Support Collection and Establishment of Paternity under Title IV-D of the Social Security Act, and state policy in accordance with DCYF Child Support Division Program Manuals (DHS eMILO and SIR MILO) and other program instructions DCYF may release from time to time.

3. Assist the County Attorney and the courts in carrying out programs for establishing paternity and securing support for children from legally liable persons.

4. Notify the County Attorney about failures to comply with court-ordered child support and maintenance whenever legal action appears necessary.

5. Consult with the County Attorney about any issues of law that may arise should the COUNTY need legal advice or counsel.

6. Assist in the service of process when the opportunity occurs to serve process before referral to the County Sheriff or other contracted process server.

7. Reimburse the County Attorney for providing services as specified in this Arrangement to the extent these services are federally required activities and services as provided in federal regulation and the IV-D Program.

8. Take any actions necessary to assist the County Attorney in meeting the federally mandated performance standards as set forth below.

B. ***Duties of the County Attorney.*** The County Attorney shall:

1. Take appropriate legal action, including making court appearances, to carry out the IV-D Program. The County Attorney agrees that the functions performed and services provided shall be performed in accordance with Title IV-D of the Social Security Act and all applicable federal laws, regulations, action transmittals, and other directives, instructions, and requirements of the United States Department of Health and Human Services, Office of Child Support Enforcement, including but not limited to, applicable federal and state information privacy laws. All Parties will comply with other applicable state statutes governing the child support program; state child support procedures; and applicable Minnesota statutes. The County Attorney agrees that disagreements over policy and procedure shall be handled through the CARC via section I, paragraph H of this arrangement or through the procedures in sections 3.1.1 of the Cooperative Agreement between the STATE and the COUNTY.

2. Review evidence and determine the adequacy of the evidence for court action.

3. Act on behalf of another COUNTY or Tribal IV-D Program or County Human Services Department upon their mutual agreement or as provided by state law or policy.

4. Counsel and advise the COUNTY with regard to issues of law and procedure and act as legal advisor for the COUNTY pursuant to Minnesota Statutes, chapter 388. The County Attorney will refrain

from acting as counsel for or providing legal advice to applicants or recipients of IV-D services.

5. Inform the COUNTY of statutory and case law changes that may affect the COUNTY in any of its child support enforcement functions.

6. With the COUNTY, notify the CSD Division Deputy Director within seven (7) calendar days of any IV-D case that is appealed to the Minnesota Court of Appeals, the Minnesota Supreme Court, or federal court by either one of the case parties or the COUNTY. The STATE will review the appeal and consult with the County Attorney and the Office of the Attorney General as necessary.

7. In coordination with the COUNTY, report to the CSD Division Deputy Director within seven (7) calendar days of becoming aware of any child support judgments that call into question the constitutionality or enforceability of child support statutes or program instructions.

8. Retain records and make reports to the COUNTY, DCYF, the court and law enforcement agencies as required by federal regulations and state policies for the effective and efficient administration of the IV-D Program.

9. Fully cooperate with the COUNTY and DCYF with respect to the monitoring and evaluating activities pertaining to this Cooperative Arrangement.

10. Dedicate the necessary staff and equipment necessary to meet the performance standards set forth below.

11. Determine whether handling any particular case would constitute a conflict of interest or otherwise be professionally improper. If so, the County Attorney may select another attorney to handle the case at the same compensation rate as provided in this Cooperative Arrangement. The County Attorney shall require and ensure that the other attorney complies with the terms and conditions of this agreement.

12. Sign off, along with the COUNTY, on any corrective action plans developed as a result of deficiencies noted during a county review.

13. Prepare pleadings, including summons, petitions, orders to show cause, motions, and other necessary legal documents. Utilize relevant PRISM documents as consistent with eFiling and eService

requirements. Draft interim orders. Prepare court orders, temporary orders, and judgments as necessary.

14. Cooperate with county, tribal, and state-operated economic support agencies, and all other agencies managing or operating federal or state programs, in administering the requirements of the IV-D Program.

15. Attend, if available, relevant training sessions provided by the COUNTY or the STATE.

16. Meet with the COUNTY Child Support Deputy Director as requested regarding policy and procedural issues.

C. ***County Attorney Performance Standards.*** The County Attorney shall:

1. In recognition of the Family Support Act of 1988, Public Law 100-485, and the requirements of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, Public Law 104-193, the COUNTY and County Attorney will collaborate to meet the federally determined time limits for services as set forth by federal law and in accordance with Minnesota law, regulations, and policy. The federal time limits (including, but not limited to, those found at 45 C.F.R., sections 303.2 through 303.11; 303.30 through 303.31; 303.72; 303.100 through 303.102; 305.20; 42 U.S.C., sections 453A and 466(a)(10)) will be the primary standard against which performance under this Cooperative Arrangement will be measured.

2. Promptly notify the COUNTY of any actions that the COUNTY must take in order for the County Attorney to meet these performance standards.

3. Communicate with the COUNTY concerning child support cases prior to hearings;

4. Communicate, to the extent practicable, with opposing counsel prior to hearings;

5. Reserve, to the extent that it is within the County Attorney's control, the necessary time and resources necessary to effectuate the timely resolution of child support legal issues;

6. Meet all timeframes for taking legal actions and establishing and enforcing orders as set forth in the federal regulations and state policies, recognizing exigent circumstance.

7. Cooperate with the COUNTY to meet federal timeframes for IV-D Program services:

   i. Within ninety (90) calendar days of locating the alleged father or noncustodial parent, establish paternity and establish an order for support or complete service of process necessary to commence proceedings.

   ii. For cases in which service of process is necessary, establish paternity and establish an order for support:

   - Within six (6) months in 75% of the cases, and
   - Within twelve (12) months in 90% of the cases.

   iii. From the date of service of process:

   - Within one hundred eighty (180) calendar days of receiving a request for review or locating the non-requesting parent, review and adjust the order or determine that the order should not be adjusted.

8. Comply with the Civil Rights Compliance standards for agencies that deliver services under Cooperative Arrangement with or sub-contracts/Cooperative Agreements with DCYF.

D. ***Reimbursement to the County Attorney.*** Reimbursement to the County Attorney shall be for the actual cost of providing services to the COUNTY incurred by the County Attorney's office. Payments claimed and paid shall be consistent with the requirements and prohibitions set out in Minnesota Statutes, chapter 388.

The County Attorney is responsible for assuring that the expenses claimed are in accordance with the federal regulations for claiming FFP reimbursement for activities in the child support enforcement program. Reimbursement is limited to reimbursement for activities and services that are required or allowed by law.

1. County Attorney Time: The County Attorney must track and account for attorney time expended on IV-D cases. If the IV-D program dedicates staff at 100% to eligible IV-D activities under Federal Regulations, the County Attorney may seek reimbursement for 100% of eligible staff time. For attorneys and staff that work on eligible IV-D

cases less than 100% of the time, the attorney and staff time may be accounted for in one of two ways:

i. *Hourly Cost Method*. The County Attorney may track County Attorney and support staff time on an hourly basis; OR

ii. *Time Study/Salary Method*. The County Attorney may use a periodic time study to determine the proportion of time the County Attorney staff spends on IV-D Program activity versus all other activity. The office must regularly complete time studies. The study will be completed as follows:

a. All County Attorney staff providing IV-D Program services will complete a week-long time study each month. The study will record time spent on IV- D Program activity.

b. The results of each study will determine that percentage of time spent per staff person for IV-D Program services in relation to that person's total hours worked per month.

c. Reimbursement will be determined by applying the percentage of time determined to have been used for IV-D Program activity for an individual staff member to that individual's direct salary and benefits costs.

2. County Attorney Costs: The County Attorney must track and account for costs expended on IV-D cases. Direct costs must be accounted and claimed. Indirect costs may be claimed in accordance with Federal Regulations, 22 C.F.R., section 225, and OMB circular A-87, but the County Attorney, in cooperation with the COUNTY, must ensure that indirect costs are not double counted (i.e. claimed by both the COUNTY and County Attorney).

Reimbursement Estimate to the County Attorney:

The amount budgeted for eligible IV-D cases services provided by the County Attorney to the COUNTY in the budget year preceding this contract was $152,234.00.

Note: Estimated County Attorney costs may be calculated using the prior budgeted amount identified above, increased by a cost of living adjustment of 3% per year.

The total estimated County Attorney costs for each of the applicable COUNTY budget years of this contract are as follows:

2026: total estimated cost of $152,234.00

2027: total estimated cost of $152,234.00

If the estimated County Attorney costs in either of the contract years stated above are expected to exceed the budgeted amount in the preceding COUNTY budget year by more than 3%, please provide a brief explanation below.

Not applicable

The parties realize that the actual costs incurred and claimed by the County Attorney may exceed or stay below the estimated costs.

E. ***Reimbursement Terms to the County Attorney.***

1. The County Attorney will submit monthly statements to the COUNTY for all reimbursements requested for the services provided in this Cooperative Arrangement.

2. Upon receipt, the COUNTY shall make payment in its usual and customary manner.

3. If the COUNTY determines that the County Attorney is not meeting the terms of this Cooperative Arrangement in any way, the payment to the County Attorney will not be made until it is determined by the COUNTY that the deficiency has been corrected. These deficiencies may include failure to perform (without good cause) within the parameters of the performance standards set forth in Section III, paragraph C of this Cooperative Arrangement, and delinquent or incorrect submission of required reports, violation of federal or state law, or repeated failure to perform (without good cause) within the parameters of the performance standards and other specified requirements of this Cooperative Arrangement.

IV. PROVISION OF SERVICES BY THE COUNTY SHERIFF

A. ***Duties of the COUNTY***. The COUNTY shall:

1. Supply appropriate information as provided for and defined in federal regulations and state law and policy.

2. Reimburse the County Sheriff for the provision of services as specified in this Cooperative Arrangement to the extent that those services are federally required activities and services as provided in the federal regulations and the IV-D Program.

B. ***Duties of the County Sheriff.*** The County Sheriff shall:

1. Process Service:

   a. Upon request, provide services to the COUNTY by performing service of process in Title IV-D cases, including, but not limited to, the service of summons, complaints, orders to show cause, motions, court orders, subpoenas, warrants, and writs of attachment.

   b. Make diligent attempts to serve legal papers on IV-D participants believed to be residing in the county.

   c. Document all service of process and attempted service of process by providing a proof of (attempted) service in the form of a server's affidavit or certificate of service. The affidavit or certificate must state the date, time and place of service, whether the respondent was personally served. For serving a summons, the server must also endorse the summons and indicate thereon the time and date, the place and manner of service, and upon whom service was made.

2. Execution of Warrants:

   a. Check the records for outstanding child support warrants, whenever civil papers are served on any person or an arrest is made for any reason.

   b. With due diligence, execute bench warrants, and orders for arrest or commitment in IV-D cases. If there are questions about the validity of said orders or the identity of the party, contact the COUNTY immediately.

   c. Return all withdrawn IV-D warrants to the COUNTY.

3. Locate Services: Respond to COUNTY requests for location information by accessing available resources, such as the Minnesota Bureau of Criminal Apprehension, Crime Information Bureau and out-of-county and out-of-state law enforcement agents.

4. Security Services:

   a. To provide a bailiff to be present at IV-D hearings as requested by the COUNTY, the County Attorney, or as ordered or directed by the court.
   b. Upon request, provide special security service to the COUNTY and to the courts.
   c. Escort respondents who are in custody to hearings scheduled by the COUNTY and arrange for transportation of persons arrested in other counties.

5. Other Services:

   a. Provide daily jail and Huber (work release) rosters, and upon request, provide information to COUNTY about inmates' dates of incarceration, employment status, address information and any other relevant information.

   b. Upon request, meet with the COUNTY Child Support Deputy Director regarding policy and procedural issues.

   c. Ensure equal opportunity and equal access in service delivery. This includes the use of interpreters or procedures for acquiring translation and interpretation services when needed and the provision of reasonable accommodations or aids for people with disabilities.

C. ***County Sheriff's Department Standards of Performance.***

1. Process Service

   a. Execute due diligence by making at least three attempts to serve the respondent at each possible location furnished by the COUNTY. The County Sheriff may make fewer than three service attempts at a particular location, if, after attempting service, if it is determined that further attempts at that particular location would be futile.

b. Effectuate service of process to meet due process requirements as set forth under Minnesota statutes.

2. Execution of Warrants

a. With due diligence, execute bench warrants and arrest/commitment orders in IV-D cases.

b. If there are questions about the validity of any warrant or the identity of the party, contact the COUNTY within ten (10) days.

c. Return all withdrawn IV-D warrants to the COUNTY within ten (10) days of withdrawal.

3. Locate Services

a. Respond to COUNTY requests for location information by accessing available resources such as National Crime Information Center (NCIC) and the Bureau of Criminal Apprehension (BCA) and other automated resources with due diligence.

4. Security Services

a. With advanced notice, provide special security service to the COUNTY and to the courts.

5. Other Services

a. On a daily basis, provide daily jail and Huber rosters, and upon request, provide information to COUNTY about inmates' dates of incarceration, employment status, address information and any other relevant information.

b. Meet with the COUNTY Child Support Deputy Director as requested, regarding policy and procedural issues.

c. Cooperate with the COUNTY to meet federal timelines for IV-D services:

d. Within seventy-five (75) days of determining that location is necessary, access appropriate locate sources.

e. If service of process is necessary, service must be completed or unsuccessful attempts must be documented within sixty (60) calendar days of identifying a delinquency, or of locating the noncustodial parent, if location is necessary.

f. Comply with the Civil Rights Compliance standards for agencies that deliver services under Cooperative Agreement with the State of Minnesota Department of Children, Youth, and Families.

D. ***Reimbursement to the County Sheriff.***

1. The County Sheriff will be reimbursed for the actual cost of providing services to the COUNTY incurred by the County Sheriff's office. Payments claimed shall be consistent with the requirements and prohibitions set out in Minnesota Statues, chapter 387.

The County Sheriff is responsible for assuring that the expenses claimed are in accordance with the federal regulations for claiming FFP reimbursement for activities in the child support enforcement program.

Reimbursement Estimate to the County Sheriff:

The amount budgeted for eligible IV-D cases services provided by the County Sheriff to the COUNTY in the budget year preceding this contract was $2,500.00

The total estimated County Sheriff costs for each of the applicable COUNTY budget years of this contract are as follows:

Note: Estimated County Sheriff costs may be calculated using the prior budgeted amount identified above, increased by a cost of living adjustment of 3% per year.

2026: total estimated cost of $2,500.00

2027: total estimated cost of $2,500.00

If the estimated County Sheriff costs in either of the contract years stated above are expected to exceed the budgeted amount in the preceding COUNTY budget year by more than 3%, please provide a brief explanation below.

Not applicable

The parties realize that the actual costs incurred and claimed by the County Sheriff may exceed or stay below the estimated costs.

E. ***Reimbursement Terms to the County Sheriff.***

1. The County Sheriff will submit monthly statements to the COUNTY for all reimbursements requested for the services provided in this Cooperative Arrangement.

2. Upon receipt, the COUNTY shall make payment in its usual and customary manner.

3. The County Sheriff is responsible for assuring that the expenses claimed are in accordance with the federal regulations for claiming FFP reimbursement for activities in the child support enforcement program. Reimbursement is limited to reimbursement for activities and services that are required or allowed by law.

4. If the COUNTY determines that the County Sheriff is not meeting the terms of this Cooperative Arrangement in any way, the payment to the County Sheriff will not be made until it is determined by the COUNTY that the deficiency has been corrected. These deficiencies may include failure to perform (without good cause) within the parameters of the performance standards set forth in Section IV.C., delinquent or incorrect submission of required reports, violation of federal or state law, or repeated failure to perform (without good cause) within the parameters of the performance standards and other specified requirements of this Cooperative Arrangement.

V. CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion. Federal money will be used or may potentially be used to pay for all or part of the work under the contract, therefore the prospective lower tier participants (County Attorney and County Sheriff) must certify the following, as required by the regulations implementing Executive Order 12549:

A. **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions.**

Instructions for Certification:

1. By signing and submitting this Cooperative Arrangement, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.

4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverages sections of rules implementing Executive Order 12549 (Debarment and Suspension).You may contact the person to which this Cooperative Arrangement is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this response that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 C.F.R., part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is

not proposed for debarment under title 48 of the C.F.R., part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph five of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under Title 48 of the C.F.R., part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

B. **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions.**

1. The prospective lower tier participant certifies, by submission of this Cooperative Arrangement, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this Cooperative Arrangement.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

SIGNATURE PAGE FOLLOWS

THE PARTIES HEREIN, HAVING APPROVED AND SIGNED THIS COOPERATIVE ARRANGEMENT, AGREE TO BE BOUND TO THE PROVISIONS SET FORTH IN THIS COOPERATIVE ARRANGEMENT.

Parties:

WRIGHT
_____
COUNTY NAME

Signed by:
Kim Johnson
332ACC7F9C14416...
_____
SIGNATURE of Person Authorized to Execute Arrangement on Behalf of County
Name: Kim Johnson
Date: 12/8/2025
Title: Financial Services Manager

_____
County Attorney Signature
(REQUIRED ON ALL ARRANGEMENTS)
Name: Brian Lutes
Date: _____

_____
County Sheriff Signature
(REQUIRED ON ALL ARRANGEMENTS)
Name: Sean Deringer
Date: _____

Approved By:

_____
SIGNATURE of Director, Minnesota Child Support
Division, Children and Family Services,
Minnesota Department of Children, Youth, and Families
Michele M. Schreifels
Date: _____

ATTACHMENT B

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements
The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities" (Attachment C), in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

By _____
(Signature of Official Authorized to Sign Application)
Name Jami Goodrum
Title _____

For WRIGHT _____County Child Support

ATTACHMENT C

Approved by OMB
0348-0046
(Reproduced by DCF)

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

1. Type of Federal Action:	2. Status of Federal Action:	3. Report Type:
☐ a. cooperative agreement b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	☐ a. bid/offer/application b. initial award c. post award	☐ a. initial filing b. material change **For Material Change Only:** year ____ quarter ____ date of last report ____

4. Name and Address of Reporting Entity:	5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:
☐ Prime ☐ Subawardee Tier ____ *if known*: Congressional District, *if known*:	Congressional District, *if known*:
6. Federal STATE/Agency:	7. Federal Program Name/Description: CFDA Number, *if applicable*:
8. Federal Action Number, *if known*:	9. Award Amount, *if known*: $
10. a. Name and Address of Lobbying Entity (if individual, last name, first name, MI):	10. b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):
11. Amount of Payment (check all that apply): $ ____ ☐ actual ☐ planned	13. Type of Payment (check all that apply): ☐ a. retainer ☐ b. one-time fee ☐ c. commission ☐ d. contingent fee ☐ e. deferred ☐ f. other; specify:
12. Form of Payment (check all that apply): ☐ a. cash ☐ b. in-kind; specify: nature ____ value ____	

14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment indicated in Item 11:

15. Continuation Sheet(s) SF-LLL-A attached: ☐ Yes ☐ No

16. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Signature: _____

Print Name: _____

Title: _____

Date: _____

Docusign Envelope ID: 3A55F089-9F45-4F38-84AB-2BF67BDC7968

DISCLOSURE OF LOBBYING ACTIVITIES
CONTINUATION SHEET

0348-0046
(cont.)

Reporting Entity: _____ Page 1 of _____

INSTRUCTIONS FOR COMPLETION OF SF-LLL DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.

2. Identify the status of the covered Federal action.

3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.

4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limit to subcontracts, subgrants ad contract awards under grants.

5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.

6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.

7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.

8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-90-001."

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.

    (a) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).

11. Enter the amount of compensation paid or reasonable expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.

12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.

13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.

14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the

officer(s), employee(s), or Member(s) of Congress that were contacted.

15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.

16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

Docusign Envelope ID: 3A55F089-9F45-4F38-84AB-2BF67BDC7968

ATTACHMENT D

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion.

Federal money will be used or may potentially be used to pay for all or part of the work under the contract, therefore the prospective lower tier participant (subcontractor) must certify the following, as required by the regulations implementing Executive Order 12549.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.

4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverages sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this response that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 C.F.R., part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction,

unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-- Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 C.F.R., part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 C.F.R. 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Jami Goodrum

Requestor Title
Department Head

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

Target Meeting Date *
1/6/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
NMB7429

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve Seasonal Liquor License for Whispering Pines Golf Course 2026.

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Seasonal Liquor License for Whispering Pines Golf Course 2026.

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 with Health & Human Services - Public Health aims to support local businesses that sell liquor.

Describe the impact on staffing resources.
Time spent processing application, issuing license, and completing annual compliance checks.

Fiscal Impact:
Collection of renewal fee, $1,666.

Background/Justification:
Seasonal license from April-November 30, 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	Attachment Type
2026 Renewal – Whispering Pines 1.6.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

WRIGHT COUNTY
MINNESOTA

LIQUOR LICENSURE

HEALTH & HUMAN SERVICES

The following establishments are seeking renewal of their liquor license and are recommended by Public Health.

Name of Establishment	City of Operation	District	License Type	Paperwork Completed & Received (Application, WCSO, WC Attorney, Township approval)	Payment Received	Violations in Last 5 Years	HHS/PH Recommend Renewal
Whispering Pines Golf Course	Corinna Township	1	Renewal, Seasonal	Yes	Yes	(0)	Yes

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Jami Goodrum

Requestor Title
Department Head

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

Target Meeting Date *
1/6/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
NMB7429

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve New Cannabis Retail Registration for Cannabis Company LLC in Saint Michael in Collaboration with the Joints Power of Agreement (JPA).

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve New Cannabis Retail Registration for Cannabis Company LLC in Saint Michael in Collaboration with the Joints Power of Agreement (JPA).

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 with Health & Human Services – Public Health aims to regulate and support local businesses that sell cannabis and lower-potency hemp products.

Describe the impact on staffing resources.
Time spent processing application, issuing retail registration, and completing annual compliance checks.

Fiscal Impact:
Collection of retail registration fees: initial ($0) and renewal ($1,000) per state statute, $1,000.

Background/Justification:
Cannabis Company LLC has applied for a Wright County cannabis retail registration.

Route for Review and Approval

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

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

Document Name	Attachment Type
Cannabis Company LLC Registration.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

WRIGHT COUNTY
MINNESOTA

CANNABIS RETAIL REGISTRATION

HEALTH & HUMAN SERVICES

The following establishments are seeking cannabis retail registration and are recommended by Public Health.

Legal Business Name of Establishment	Address	City	Commissioner District	JPA – Cannabis Retail Registration Cap (1:12,500) or Lower-Potency Hemp Edible Retailer	Paperwork Completed & Received (Application, Proof of Ordinance 112 compliance, local zoning certificate	Payment Received	Violations in Last 5 Years
Cannabis Company LLC	12246 42nd St. NE	Saint Michael	4	Cannabis Retail Registration #2	Tentative yes (based on photos sent with application). Contingent on physical site visit 12/29/2025.	No, invoice sent 12/26/25	None.

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Jami Goodrum

Requestor Title
Department Head

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

Target Meeting Date *
1/6/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
NMB7429

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve HHS Advisory Committee (HHSAC) Member Application:
1. Ronnie King, Wright County Service Provider

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve HHS Advisory Committee (HHSAC) Member Application:
1. Ronnie King, Wright County Service Provider

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

Briefly describe how the request aligns with the selected value stream.
The HHS Advisory Committee committee reviews, makes recommendations, evaluates implementation on the Strategic Plan, annual budget, reviews and comments on special interest group and community at-large input regarding HHS Strategic Plan, programs, services and performance.

Describe the impact on staffing resources.
None

Fiscal Impact:
None

Background/Justification:
The Wright County Health & Human Services Advisory Committee serves as an advisory committee to the HHS Board to fulfill the provisions of MN Statutes, Section 402.03.

Route for Review and Approval

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

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

Document Name	Attachment Type

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Jami Goodrum

Requestor Title
Department Head

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

Target Meeting Date *
1/6/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
NMB7429

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Accept Mental Health Advisory Council (MHAC) Member Application and Resignation:

1. Application: Kraig Sommerfield - District 3
2. Resignation: Whitney McElhone - District 4

Short Title (what will appear on Agenda outline - 250 character max.) *
Accept Mental Health Advisory Council (MHAC) Member Application and Resignation:

1. Application: Kraig Sommerfield - District 3
2. Resignation: Whitney McElhone - District 4

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

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

Describe the impact on staffing resources.
None

Fiscal Impact:
None

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

Route for Review and Approval

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

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

Document Name	Attachment Type

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Jami Goodrum

Requestor Title
Department Head

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

Target Meeting Date *
1/6/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
NMB7429

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Accept Public Health Task Force Member Resignation
1.Ann Bajari, District 5

Short Title (what will appear on Agenda outline - 250 character max.) *
Accept Public Health Task Force Member Resignation
1.Ann Bajari, District 5

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

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

Describe the impact on staffing resources.
None

Fiscal Impact:
None

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

Route for Review and Approval

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

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

Document Name	Attachment Type

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Jami Goodrum

Requestor Title
Department Head

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

Target Meeting Date *
1/6/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
NMB7429

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Adopt Resolution HHS 26-01 to Accept December 2025 Donation.

Short Title (what will appear on Agenda outline - 250 character max.) *
Adopt Resolution HHS 26-01 to Accept December 2025 Donation.

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

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

Describe the impact on staffing resources.
None

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

Background/Justification:
Health & Human Services accepts donations from private individuals, businesses and public entities to assist our customers and to enhance our operations pursuant to MN Statute 465.03 (Gifts to Municipalities) and Title 2 CFR Subtitle A Chapter II Part 200 Subpart E § 200.434 Contributions and Donations.

Route for Review and Approval

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

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

Document Name	Attachment Type
HHS 26-01 December 2025 Donation.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

RESOLUTION #HHS 26-01
BOARD OF WRIGHT COUNTY HEALTH & HUMAN SERVICES

DATE ADOPTED:
January 6, 2026

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

ACCEPT 2025 DECEMBER DONATION

WHEREAS Wright County Health & Human Services is authorized to accept and maintain donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens; and

WHEREAS in December, Wright County Health & Human Services respectively received a total of Eighty-Four ($84) in-kind donations from the following persons and entities (Page 2) who have offered to contribute the donations set forth to Wright County:

WHEREAS all such donations have been contributed to Wright County for the benefit of its citizens, as allowed by law; and

WHEREAS the Wright County Health & Human Services Board finds that it is appropriate to accept the donations offered.
NOW, THEREFORE, BE IT RESOLVED BY THE WRIGHT COUNTY HEALTH & HUMAN SERVICES BOARD, AS FOLLOWS:
1. The donations described herewith are accepted and shall be used as allowed by law.
2. The Wright County Health & Human Services Agency is hereby directed to acknowledge to each donor the County's acceptance of the donation

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

Roll Call Vote:

	YES	ABSENT	NO	ABSTAIN
DIEDRICK				
VETSCH				
HOLLAND				
SCHOEN				
MOYNAGH				

STATE OF MINNESOTA)
ss.
County of Wright)

I, Jami Goodrum, duly appointed and qualified Health & Human Services Director of the County of Wright, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Health & Human Services Board of County Commissioners, Wright County, Minnesota, at their session held on January 6, 2026, now on file in my office, and have found the same to be a true and correct copy thereof.

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

Jami Goodrum, Health & Human Services Director

Add Page

RESOLUTION #HHS 26-01

BOARD OF WRIGHT COUNTY
HEALTH & HUMAN SERVICES

DATE ADOPTED:

January 6, 2026

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

ACCEPT 2025 DECEMBER DONATION

 Delete Page Add Page

PROGRAM	AMOUNT	DONOR
Foster Care Holiday Party	$ 64.00	Forgotten Initiative/Candace King
HHS Warming Closet	$ 20.00	HHS Staff
TOTAL	**$ 84.00**	

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Jami Goodrum

Requestor Title
Department Head

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

Target Meeting Date *
1/6/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
NMB7429

Item Details

Board Action Requested (this is what will appear on the Agenda) *
HHS Director's Comments:
1. 2024-2025 DHS Performance Report: Adult Protection and Child Support
2. Lead Agency Review
3. Out-of-Home Placement Update

Short Title (what will appear on Agenda outline - 250 character max.) *
HHS Director's Comments:
1. 2024-2025 DHS Performance Report: Adult Protection and Child Support
2. Lead Agency Review
3. Out-of-Home Placement Update

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

Briefly describe how the request aligns with the selected value stream.
The HHS Director regularly apprises the Board with matters deemed for informational purposes that may or may not require future Board action. This is in line with the Agency's mission for transparency and open communication.

Describe the impact on staffing resources.
None

Fiscal Impact:
None

Background/Justification:
The Wright County Health & Human Services Board exercises authority and oversees the HHS Agency, with the expectation that the department maintain an open and transparent line of communication with the Board.

Route for Review and Approval

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

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

Document Name	Attachment Type
Wright_Report_Child_Support_and_Adult_Protection_2025-11-061.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

Wright County
Performance Report

Human Services Performance Management

Adult Protection and Child Support Performance Report

November 2025

Reporting Periods:
Adult Protection July 1, 2024 – June 30, 2025
Child Support Oct. 1, 2024 – Sept. 30, 2025

MINNESOTA

For more information contact:
Human Services Performance Management System
HSPM@state.mn.us | (651) 431-5780

The Human Services Performance Management system is a joint effort between the Department of Human Services and the Department of Children, Youth, and Families.

MINNESOTA

Performance Report Overview

About this Report

The purpose of this report is to share county performance data on the Adult Protection and Child Support measures as they relate to the Human Services Performance Management system (referred to as the Performance Management system).

This report contains data on four measures and includes:

- State fiscal year (July 1, 2024 – June 30, 2025) performance data for the Adult Protection measure.
- Federal fiscal year (Oct. 1, 2024 – Sept. 30, 2025) performance data for the three Child Support measures
- Performance data trends for recent years
- A performance comparison to other counties in the same Minnesota Association of County Social Services Administrators (MACSSA) region

This report compares county performance to the thresholds established for the Performance Management system. The Performance Management system defines a threshold as the minimum level of acceptable performance, below which counties will need to complete a Performance Improvement Plan (PIP) as defined in Minnesota Statutes Chapter 402A. For counties below the threshold, an official PIP notification—with instructions for accessing PIP forms, PIP completion directions, and available technical assistance—will be sent in addition to this report.

Additional Information

Supplemental and background information about the Performance Management System can be found on PartnerLink:
https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=dhs16_191395.

Changes to Initial Disposition Reporting Timing

During the September 2025 Performance Council meeting, Council members voted to update the timeframe of reporting for the Adult Protection (APS) Timeliness of Initial Disposition measure from the current reporting period, the state fiscal year, to using the calendar year, January 1-December 31. The adjustment of reporting using the calendar year will align the Performance Management measure with other APS measures at the Department of Human Services and reduce confusion for counties.

For the November 2025 report, we are including both state fiscal year data and baseline data for calendar year reporting, including data from calendar years 2023, 2024 and YTD 2025 (Jan. – Sept.).

The April 2026 report will include the full 2025 calendar year data. The 2025 data report will be used to evaluate performance. Any counties who need to develop a plan to improve timeliness in initial disposition will be identified using 2025 data.

The Human Services Performance Management system is a joint effort between the Department of Human Services and the Department of Children, Youth, and Families. Per Minn. Stat. 402A, the Commissioners of DHS and DCYF each administer components of the Human Services Performance Management system that are under the purview of their respective agencies.

About the Measure

Outcome: Adults and children are safe and secure.

Percent of vulnerable adults reported as maltreated with initial disposition for response made within five working days.

What is this measure?

The measure is calculated based upon the difference between the date a report was received by a county that a vulnerable adult was suspected of experiencing maltreatment and the date of the county's decision to offer adult protective services to the vulnerable adult. The measure compares the total number of reports received during the state fiscal year with an initial disposition date within five business days.

Why is this measure important?

This measure supports timely response for vulnerable adults that may be experiencing maltreatment. Additionally, it promotes statutory compliance for initial disposition being made within five business days. A timely response is important to safeguard vulnerable adults.

What affects performance on this measure?

- System factors include the number of reports received.
- Staff factors include: program area understaffing, lack of knowledge or training, staff working in multiple program areas, and inconsistent interpretation of 5 day timeline.
- Documentation factors include the accuracy of data and the timeliness of data entry.
- Environmental or external factors include delays in return response from reporter or others.

Wright County Performance

Outcome: Adults and children are safe and secure.

Percent of vulnerable adults reported as maltreated with initial disposition for response made within five working days. (State Fiscal Year)

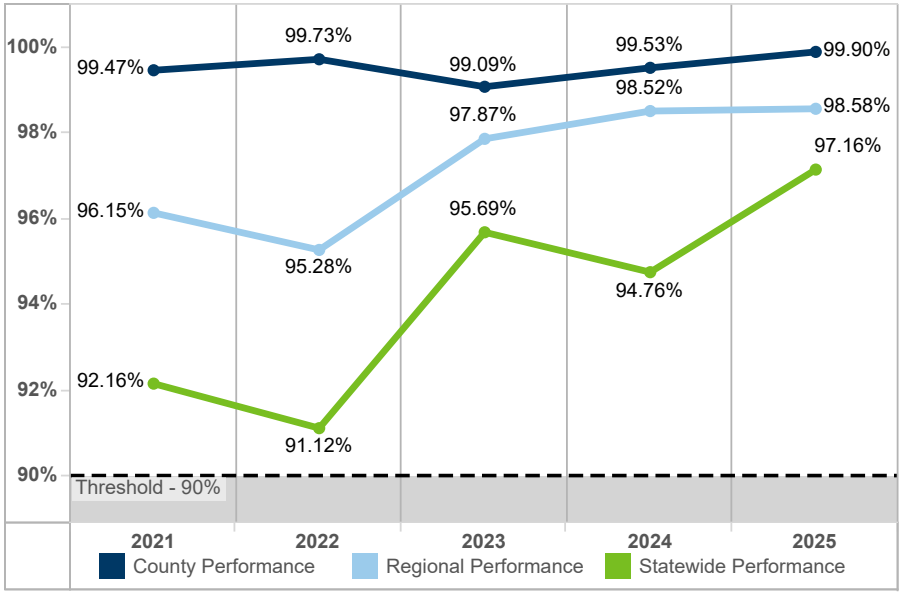
Wright County Performance by Year

	2021	2022	2023	2024	2025
County Performance	99.47%	99.73%	99.09%	99.53%	99.90%
Denominator	380	740	768	852	1,019

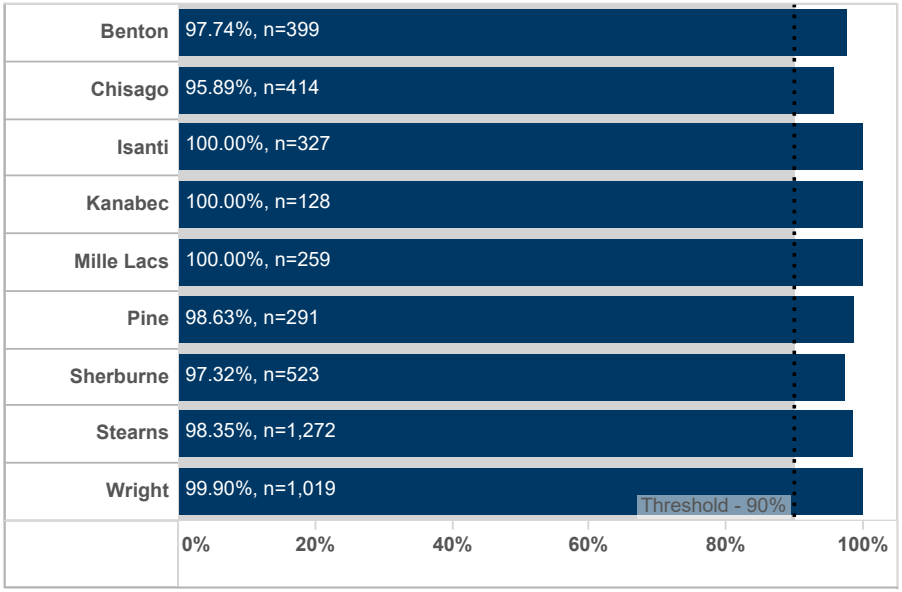
PIP Decision

No PIP Required - Performance is equal to or above the threshold of 90%.

County, State and Regional Performance



2025 Performance for MACSSA Region 7



*Blank values represent no cases for a reporting year.

**The dotted line on each graph indicates 90%, the threshold for this measure.

Wright County Performance

Outcome: Adults and children are safe and secure.

Percent of vulnerable adults reported as maltreated with initial disposition for response made within five working days. (Calendar Year - New)

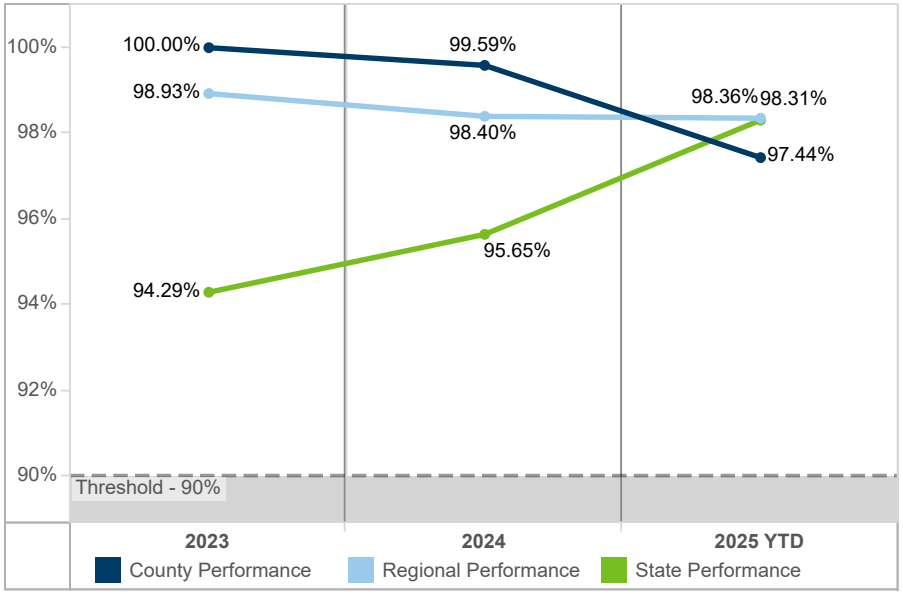
Wright County Performance by Year

	2023	2024	2025 YTD
County Performance	100.00%	99.59%	97.44%
Denominator	799	969	702

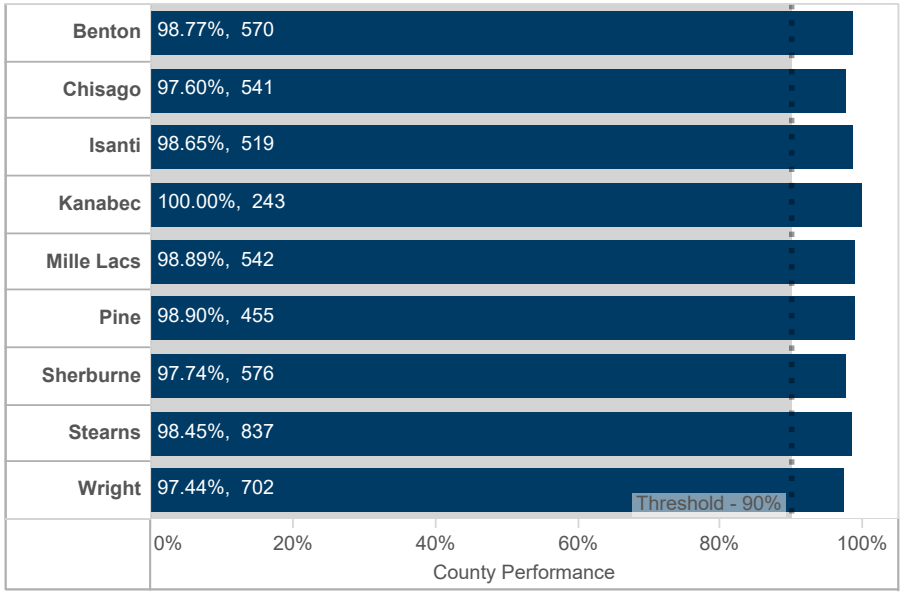
PIP Information

This information is baseline calendar year reporting. PIP requirements for the new reporting timeframe will begin in spring 2026. (See page 3 for details.)

County, State and Regional Performance (CY)



2025 YTD CY Performance for MACSSA Region 7



**Blank values represent no cases for a reporting year.*

***The dotted line on each graph indicates 90%, the threshold for this measure.*

About the Measure

Outcome: Children have the opportunity to develop to their fullest potential

Percent of open child support cases with paternity established.

What is this measure?

This measure divides the number of children in open Child Support cases that were not born in marriage in the previous federal fiscal year by the number of children in open Child Support cases that had paternities established in the report year. The paternities established by Child Support workers during the federal fiscal year may not necessarily be for the same children born of non-marital births in the previous year. This is why percentages often exceed 100 percent.

Why is this measure important?

Establishing parentage gives a child born outside of marriage a legal father and the same legal rights as a child born to married parents. Parentage must be established before an order for support can be established. Within the Child Support program, counties are responsible for connecting parents and their children by locating parents and establishing paternity. The counties initiate court actions to determine parentage. Paternity is important not only for the collection of child support, but also for other legal matters like inheritance and survivor benefits.

What affects performance on this measure?

- Service factors such as staff availability, the hours a county office is open, the location of the agency in relation to people needing services, and the age of technology and computer systems.
- Staff factors such as staff training levels, staff-to-client ratios, and business continuity planning as older, more experienced workers retire.
- Participant factors such as demographics, trust or mistrust of government, housing stability, and immigration status.
- Environmental or external factors such as cooperation between law enforcement, counties, courts, and hospitals; working across state and American Indian reservation borders; and clients' ability to obtain transportation.

Wright County Performance

Outcome: Children have the opportunity to develop to their fullest potential

Percent of open child support cases with paternity established.

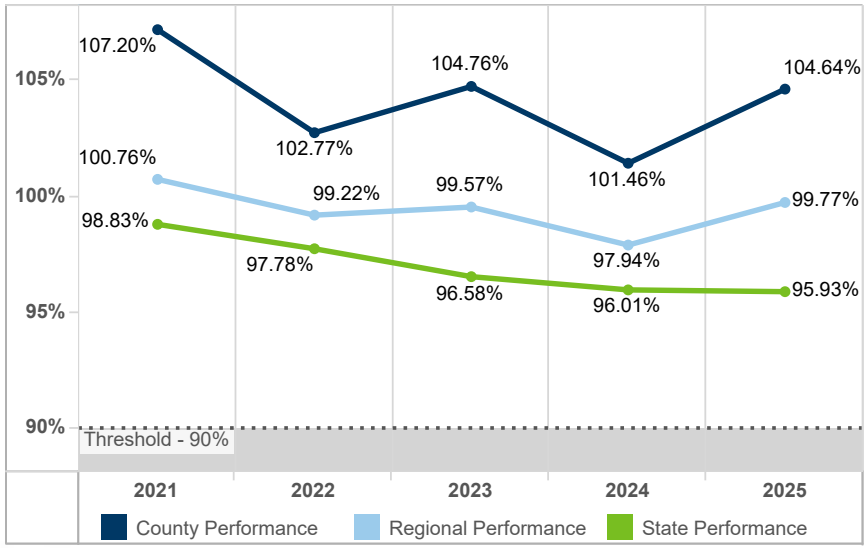
Wright County Performance by Year

	2021	2022	2023	2024	2025
County Performance	107.20%	102.77%	104.76%	101.46%	104.64%
Denominator	2,540	2,564	2,458	2,471	2,347

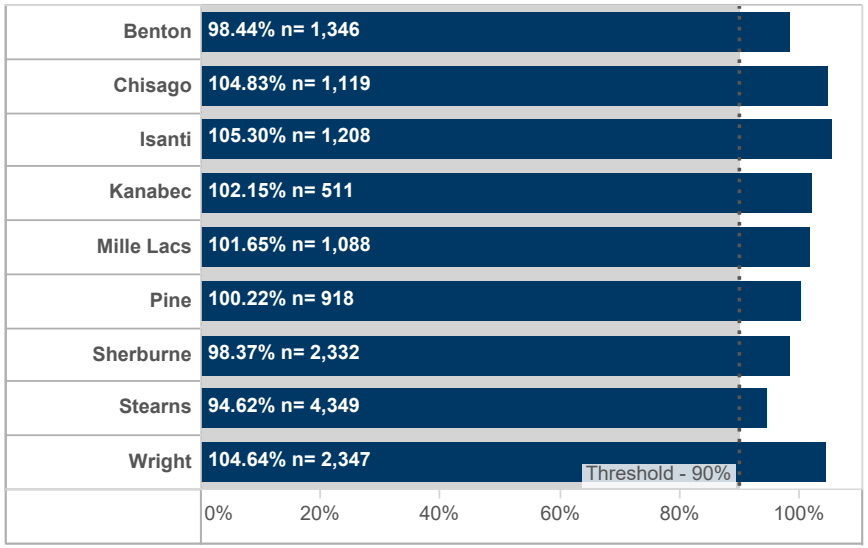
PIP Decision

No PIP Required - Performance is equal to or above the threshold of 90%.

County, State and Regional Performance



2025 Performance for MACSSA Region 7



**The dotted line on each graph indicates the measure threshold of 90%.*

About the Measure

Outcome: People are economically secure

Percent of open child support cases with an order established.

What is this measure?

This measure is the number of cases open at the end of the federal fiscal year with support orders established divided by the number of total cases open at the end of the federal fiscal year.

Why is this measure important?

This is a measure of counties' work toward ensuring children receive financial support from both parents. Through their role in the Child Support program, counties help ensure that parents contribute to their children's economic support through securing enforceable orders, monitoring payments, providing enforcement activities, and modifying orders when necessary.

What affects performance on this measure?

- Service factors that influence this measure include relationship with the county attorney, ability to schedule timely court hearings, information-sharing between courts, tribal nations, and Child Support, and relationships with other states that impact the ability to collect support across state boundaries.
- Staff factors that influence this measure include the number of staff dedicated to Child Support, training and education, and legacy planning and hiring of new staff as staff retire.
- Participant factors that influence this measure include family size, the separation or divorce rate and whether children are born in marriage, custody arrangements, and incarceration of non-custodial parents.
- Environmental or external factors influencing this measure include local economy and ability of non-custodial parents to find employment, employer response time to paperwork, parents that work for cash, and level of trust in the government to provide service.

Wright County Performance

Outcome: People are economically secure

Percent of open child support cases with an order established.

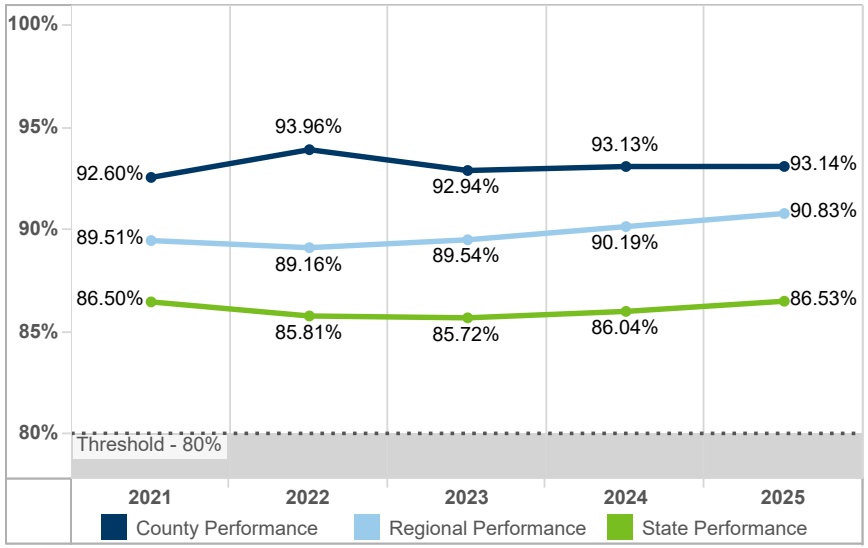
Wright County Performance by Year

	2021	2022	2023	2024	2025
County Performance	92.60%	93.96%	92.94%	93.13%	93.14%
Denominator	3,390	3,276	3,256	3,088	2,973

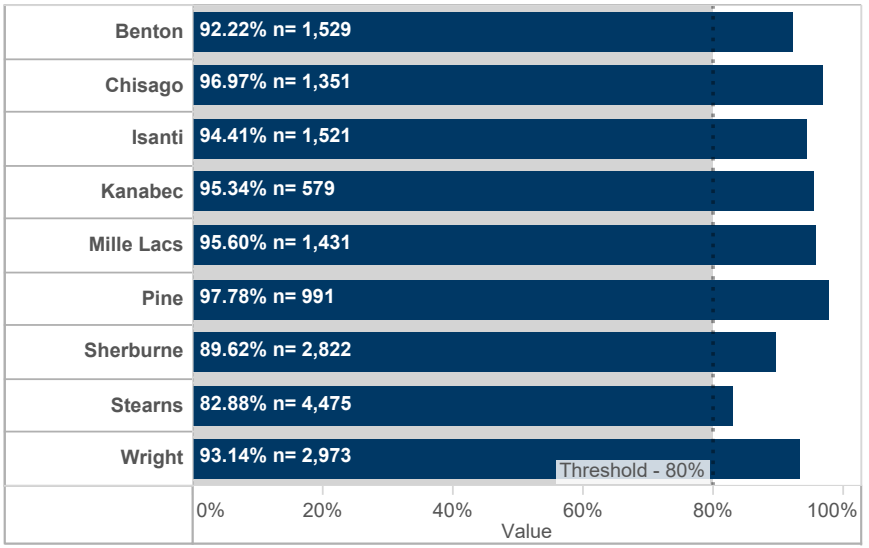
PIP Decision

No PIP Required - Performance is equal to or above the threshold of 80%.

County, State and Regional Performance



2025 Performance for MACSSA Region 7



**The dotted line on each graph indicates the measure threshold of 80%.*

About the Measure

Outcome: Children have stability in their living situation

Percent of current child support paid.

What is this measure?

This measure is the total amount of support distributed divided by the total amount of current support due during that fiscal year. The numerator and denominator are dollar amounts, rather than children, families, or people.

Why is this measure important?

Children need both parents contributing to their financial security, and child support is one means of accomplishing that. Counties, through their role in the Child Support program, help ensure that parents contribute to their children's economic support through securing enforceable orders, monitoring payments, providing enforcement activities, and modifying orders when necessary.

What affects performance on this measure?

- Service factors that influence this measure include the size of the interstate caseload and ability to collect support across state boundaries, relationships with other counties and tribes, court processes, coordination with other county services, and technology that is sometimes out-of-date.
- Staff factors that influence this measure include caseload size, legacy planning and training of new staff as staff retires, and challenges attracting and retaining new staff.
- Participant factors that influence this measure include parent initiative or interest in pursuing a modification of their order, non-cooperation by non-custodial parents, visitation schedules, employment rate, self-employment, and homelessness.
- Environmental or external factors that influence this measure include the local economy, resources of the county attorney, the availability of community resources to help parents find and keep employment and address issues leading to unemployment, and the increased state minimum wage.

Percent of Current Child Support Paid Threshold Suspension

Threshold Suspension

The Human Services Performance Council voted to suspend the Performance Management system threshold for the Child Support Paid measure, thereby removing the Performance Improvement Plan (PIP) requirement for the measure. This proposal was brought forward after review of the 2024 data where 29 counties (almost 38%) would be required to complete a PIP and 47 counties (61%) have a negative year-over-year average threshold, which is indicative of the continued systemic barriers all counties are facing as well as challenges with the threshold calculation. Performance will continue to be reported for this the federal measure, and it will still be used by the DCYF Child Support Division.

In the meantime, the Performance Management team is evaluating whether to keep, revise or replace the threshold or measure.

Wright County Performance

Outcome: Children have stability in their living situation

Percent of current child support paid.

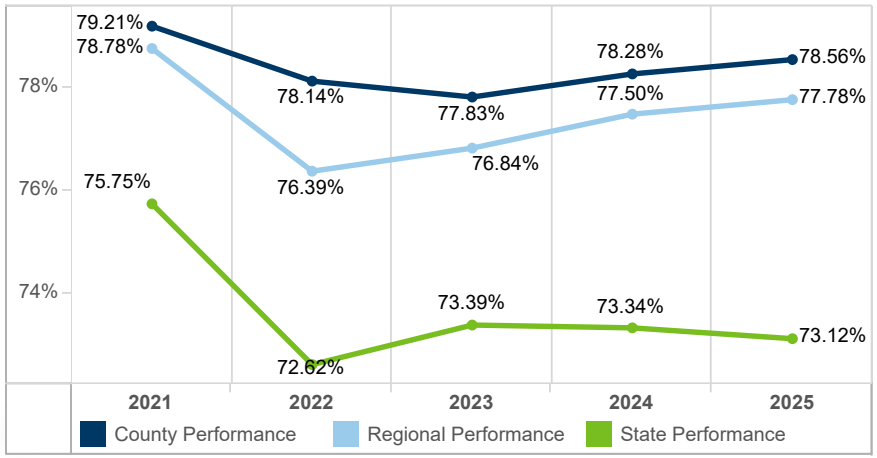
PIP Decision

No PIP required - The Human Services Performance Management System has suspended the threshold for the measure.

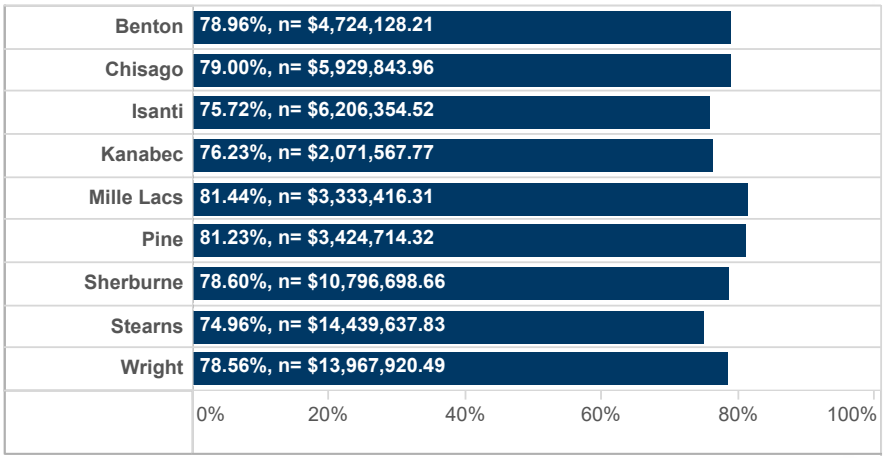
Wright County Performance by Year

	2021	2022	2023	2024	2025
County Performance	79.21%	78.14%	77.83%	78.28%	78.56%
Denominator	$14,113,299.17	$13,919,881.15	$14,009,002.96	$14,157,295.90	$13,967,920.49

County, State and Regional Performance



2025 Performance for MACSSA Region 7



Wright County Performance

Outcome: Children have stability in their living situation

Racial data for percent of current child support paid.

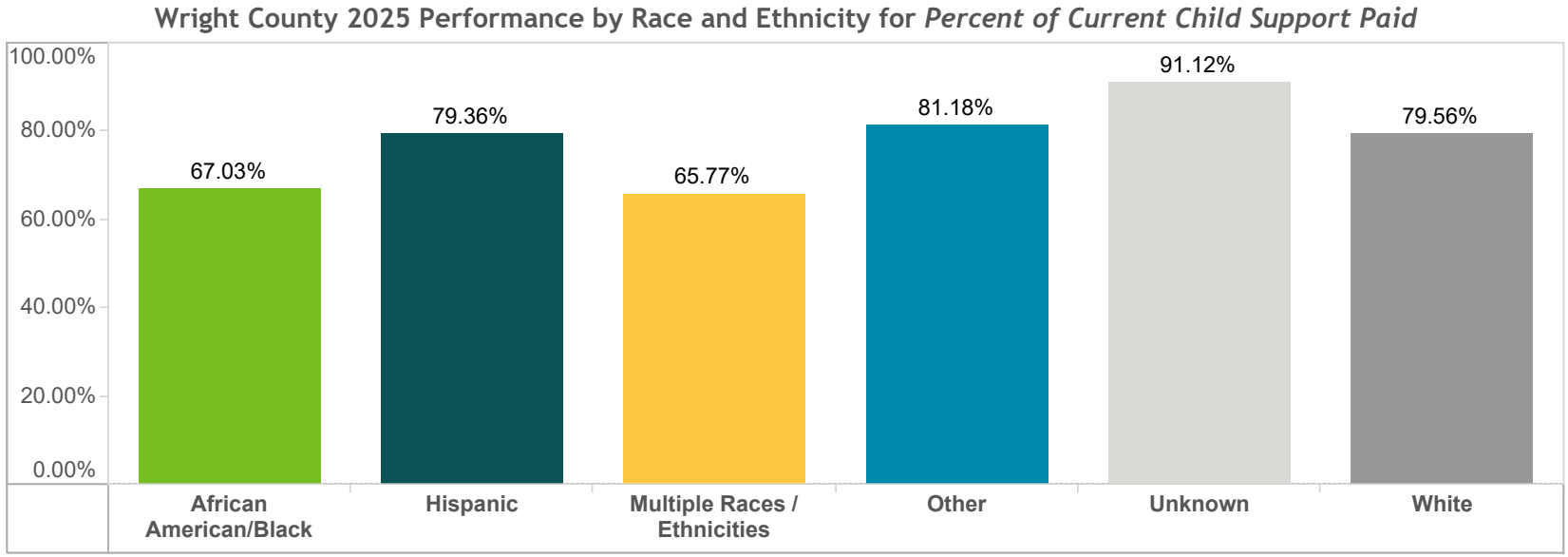
Performance data is provided below by racial and ethnic groups for counties where there were 30 or more people of a group included in the denominator. The racial and ethnic data provided is that of the noncustodial parent.

Purpose

The racial and ethnic data included in this report is for informational and planning purposes. We encourage you to review this data to identify opportunities for improvement. The racial and ethnic group data included in this report does not give a complete picture of county performance, the communities being served, nor systemic inequities. The Performance Management system is not currently using this data to assess a county's need for PIPs.

No Data Available

Counties with low numbers (fewer than 30) for all but one racial or ethnic group do not have a graph of performance by racial and ethnic group available in this report. Currently, racial data is not available for the other Child Support measures, only percent of current Child Support Paid.



WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Marc Mattice

Requestor Title
Assistant County Administrator; Property Services

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
1/6/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
MAM7693

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Set Agenda for Tuesday, January 13, 2026, County Board of Commissioners Workshop

Short Title (what will appear on Agenda outline - 250 character max.) *
Set Agenda for Tuesday, January 13, 2026, County Board of Commissioners Workshop

Value Stream the request primarily aligns with:
Optimize Civic Engagement

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

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

Fiscal Impact:
Staff Time and Resources

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

Route for Review and Approval

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

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

Document Name	Attachment Type
01.13.2026 Transportation COTW Agenda DRAFT.docx	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

BOARD WORKSHOP AGENDA

BOARD OF WRIGHT COUNTY COMMISSIONERS

January 13, 2026

Commissioner Conference Room 1105

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

Proposed Agenda

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

9:05 A.M. – Ehlers Quarterly Update

9:30 A.M. – County Abatement Policy Revisions

9:40 A.M. – GIS Application: Wright Access Point Demo

9:50 A.M. – SAHA Funding

9:55 A.M. – Email Distribution List

10:00 A.M. – Adjourn

Note: Transportation COTW to follow at 10:15 A.M.

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Marc Mattice

Requestor Title
Assistant County Administrator; Property Services

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
1/6/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
MAM7693

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Request To Schedule A Transportation Committee Of The Whole Meeting.

Suggested Date: Tuesday, January 13, 2026, at 10:15 A.m.

Short Title (what will appear on Agenda outline - 250 character max.) *
Request To Schedule A Transportation Committee Of The Whole Meeting.

Suggested Date: Tuesday, January 13, 2026, at 10:15 A.m.

Value Stream the request primarily aligns with:
Develop County Infrastructure

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

Describe the impact on staffing resources.

Fiscal Impact:

Background/Justification:
Tentative agenda attached

Route for Review and Approval

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

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

Document Name	Attachment Type
01.13.2026 Transportation COTW Agenda DRAFT.docx	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

TRANSPORTATION
COMMITTEE OF THE WHOLE AGENDA
BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE: TUESDAY, JANUARY 13, 2026

TIME: 10:15 A.M.

MEETING LOCATION:
GC COMMISSIONERS CONFERENCE ROOM
1211

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

AGENDA ITEMS

I. 2026 Work Plan

II. Review and Update 5-Year Transportation Plan

III. Local Option Sales Tax (LOST) Projects

- Updates and adjustments

IV. Adjourn

Date Posted: May 6, 2025
Initials: JAE

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Marc Mattice

Requestor Title
Assistant County Administrator; Property Services

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
1/6/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
MAM7693

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Schedule Date and Time Of The Annual County Board of Appeal and Equalization Meeting

Requested Date: Monday, June 15, 2026, Beginning at 4:00 P.M.

Short Title (what will appear on Agenda outline - 250 character max.) *
Schedule Date and Time Of The Annual County Board of Appeal and Equalization Meeting

Requested Date: Monday, June 15, 2026, Beginning at 4:00 P.M.

Value Stream the request primarily aligns with:
Optimize Civic Engagement

Briefly describe how the request aligns with the selected value stream.
Provide opportunity to property owners to communicate their property assessment/value

Describe the impact on staffing resources.
Preparations for the meeting

Fiscal Impact:
Not determined

Background/Justification:
This date and time will be added to calendars and included in all valuation notices which will be sent in March

Route for Review and Approval

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

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

Document Name	Attachment Type

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Greg Kryzer

Requestor Title
County Administrator

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
1/6/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
KAK4327

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Adopt Resolution 26-6, Approving Lawful Gambling Application, Form LG230, Rockford Lions Club, Gambling Premises: Rockford Township Hall, 3039 Dauge Avenue SE, Buffalo, MN 55313, Date of Activity: 04-18-2026

Short Title (what will appear on Agenda outline - 250 character max.) *
Adopt Resolution 26-6, Approving Lawful Gambling Application, Form LG230, Rockford Lions Club, Gambling Premises: Rockford Township Hall, 3039 Dauge Avenue SE, Buffalo, MN 55313, Date of Activity: 04-18-2026

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. (2)

Document Name	Attachment Type
LG230 Gambling App Rockford Lions.pdf	Attachment
26-6 Rockford Lions Gambling LG230 - FLAT.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

MINNESOTA LAWFUL GAMBLING

LG230 Application to Conduct Off-Site Gambling

No Fee

ORGANIZATION INFORMATION

Organization Name: Rockford Lions Club License Number: 94226

Address: PO Box 24 City: Rockford, MN Zip: 55373

Chief Executive Officer (CEO) Name: Scott Eisentraher Daytime Phone: (763) 360 - 6417

Gambling Manager Name: Sean Ballard Daytime Phone: (701) 350 - 0076

GAMBLING ACTIVITY

Twelve off-site events are allowed each calendar year not to exceed a total of 36 days.

From 4 / 18 / 26 to 4 / 18 / 26

Check the type of games that will be conducted:

- [x] Raffle
- [x] Pull-Tabs
- [ ] Bingo
- [x] Tipboards
- [ ] Paddlewheel

GAMBLING PREMISES

Name of location where gambling activity will be conducted: Rockford Township Hall

Street address and City (or township): 3039 Dauge Avenue SE, Buffalo, MN Zip: 55313 County: Wright

- Do not use a post office box.
- If no street address, write in road designations (example: 3 miles east of Hwy. 63 on County Road 42).

Does your organization own the gambling premises?

- [ ] **Yes** If yes, a lease is not required.
- [x] **No** If no, the lease agreement below must be completed, and signed by the lessor.

LEASE AGREEMENT FOR OFF-SITE ACTIVITY (a lease agreement is not required for raffles)

Rent to be paid for the leased area: $ 0 (if none, write "0")

All obligations and agreements between the organization and the lessor are listed below or attached.

- Any attachments must be dated and signed by both the lessor and lessee.
- This lease and any attachments is the total and only agreement between the lessor and the organization conducting lawful gambling activities.
- Other terms, if any:

Lessor's Signature: Rockford Township Dale A. Otten Date: 12/2/2025

Print Lessor's Name: Rockford Township Dale A. Otten

CONTINUE TO PAGE 2

LG230 Application to Conduct Off-Site Gambling

Acknowledgment by Local Unit of Government: Approval by Resolution

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
City Name: _____	County Name: _____
Date Approved by City Council: _____	Date Approved by County Board: _____
Resolution Number: _____ (If none, attach meeting minutes.)	Resolution Number: _____ (If none, attach meeting minutes.)
Signature of City Personnel: _____	Signature of County Personnel: _____
Title: _____ Date Signed: _____	Title: _____ Date Signed: _____
Local unit of government must sign.	TOWNSHIP NAME: _____ **Complete below only if required by the county.** On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.) Print Township Name: _____ Signature of Township Officer: _____ Title: _____ Date Signed: _____

CHIEF EXECUTIVE OFFICER (CEO) ACKNOWLEDGMENT

The person signing this application must be your organization's CEO and have their name on file with the Gambling Control Board. If the CEO has changed and the current CEO has not filed a LG200B Organization Officers Affidavit with the Gambling Control Board, he or she must do so at this time.

I have read this application, and all information is true, accurate, and complete and, if applicable, agree to the lease terms as stated in this application.

Signature of CEO (must be CEO's signature; designee may not sign) Date 11/18/25

Mail or fax to:

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

No attachments required.

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

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

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

Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public.

If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public.

Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor; national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

An equal opportunity employer

RESOLUTION #26-6
BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:
January 6, 2026

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

RESOLUTION #26-6

Page 1 of 1

APPROVING CHARITABLE GAMBLING APPLICATION, FORM LG230

ROCKFORD LIONS CLUB

GAMBLING SITE 3039 DAGUE AVENUE SE, BUFFALO, MN 55313 (ROCKFORD TOWNSHIP)

EVENT DATE 04-18-2026

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

Roll Call Vote:

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

STATE OF MINNESOTA)
ss.
County of Wright)

I, Select Signer, duly appointed and qualified of the County of Wright, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Wright County, Minnesota, at their session held on Monday, March 03, 2025, now on file in my office, and have found the same to be a true and correct copy thereof.

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

Select Signer

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Chad Hausmann

Requestor Title
Highway Engineer

Department (please use dropdown to select department) *
HIGHWAY

Target Meeting Date *
1/6/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
SCB7391

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve Resolution of Final Acceptance and Final Payment of Contract No. 2502 in the amount of $103,925.80 to Allied Blacktop Company of Maple Grove, MN.

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Resolution of Final Acceptance and Final Payment of Contract No. 2502 in the amount of $103,925.80 to Allied Blacktop Company of Maple Grove, MN.

Value Stream the request primarily aligns with:
Develop County Infrastructure

Briefly describe how the request aligns with the selected value stream.
Fulfills the county's obligation under the contract with Allied Blacktop to make final payment for the work completed.

Describe the impact on staffing resources.
Highway contract administration tasks by Accounting Manager, Assistant County Engineer, Construction Engineer and Highway Engineer.

Fiscal Impact:
Final payment due for work completed = $103,925.80.

Background/Justification:
Contract 2502 includes seal coating improvements on various highways and select park parking lots and trials. A copy of the final voucher with Certificate of Performance is attached.
Final value of work completed: $1,035,486.99
Funding source: Local levy funds
Attachments:
Final Payment Voucher
Resolution

Route for Review and Approval

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

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

Document Name	Attachment Type
1.6.26.FV.2502.SealCoats.pdf	Attachment
26-2 Allied Blacktop Company Final - FLAT.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes
Moved for finance review

Finance Review

Finance Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

Wright County
3600 Braddock Ave NE
Buffalo, MN 55313

Contract Number:	2502
Final Pay Request Number:	2

Project Number	Project Description
2502	2025 Seal Coat

Contractor:	Allied Blacktop Company 10503 89th Avenue North Maple Grove, MN 55369	**Vendor Number:** **Up To Date:** **Warrant Number:**	N/A 12/08/2025 **Warrant Date:**

Contract Amount		**Funds Encumbered**	
Original Contract	$1,046,927.84	Original	$1,046,927.84
Contract Changes	$0.00	Additional	N/A
Revised Contract	$1,046,927.84	Total	$1,046,927.84

Work Certified To Date	
Base Bid Items	$1,035,486.99
Contract Changes	$
Material On Hand	$0.00
Total	$1,035,486.99

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
$419.00	$1,035,486.99	$0.00	$931,561.19	$103,925.80	$1,035,486.99
	Percent: Retained: 0%				Percent Complete: 98.91%
					AMOUNT PAID THIS REQUEST: $103,925.80

This is to certify that the items of work shown in this certificate of Pay Estimate have been furnished for the work comprising the above-mentioned projects in accordance with the plans and specifications heretofore approved.

Approved By

Wright County Highway Department

Date 12-18-25

Approved By

Contractor: Allied Blacktop Company

Brent Capistrant, President

Date 12/15/2025

Wright County
3600 Braddock Ave NE
Buffalo, MN 55313

Final Pay Request No. : 2
Contract No.: 2502

Certificate of Final Contract Acceptance
Final Voucher Number: 2

This is to certify that to the best of my knowledge, the items of work shown in the Statement of Work Certified herein have been furnished in accordance with the Plans and Specifications. This Project has been completed in accordance with the Laws, Standards and Procedures of as they apply to projects in this category, and if applicable, approved by the Federal Highway Administration.

Dated 12-18-25 Signature _____ County/City/Project Engineer

The undersigned Contractor hereby certifies that the work described has been performed in accordance with the terms of the Contract and agrees that the Final Value of Work Certified on this Contract is $1,035,486.99 and agrees to the amount of $103,925.80 as Final Payment on this Contract in accordance with this Final Voucher.

Contractor: Allied Blacktop Company By _____

And _____ And _____ State of, Minnesota

On This 15th Day December, 2025, Before me appeared _____ To me known to

(Individual Acknowledgment)

be the person who executed the foregoing Acceptance and Acknowledged that he/she executed the same as _____ free to act and deed

(Corporate Acknowledgment)

Brent Capistrant And Jeremy Swenson, to me personally known, who, being each by me duly sworn each did say that they are respectively the President and Vice President of the Allied Blacktop Company Corporation named in the foregoing instrument, and that the seal affixed to said instrument is the Corporate Seal of said Corporation, and the said instrument was signed and sealed in behalf of said Corporation by authority of its Board of Directors and said President and Vice President acknowledged said instrument to be the free act and deed of said Corporation.

Notarial Seal — My Commission as Notary Public in Hennepin County Expires 1/31/2028 Signature _____

Jack Vander Top
Notary Public
Minnesota
My Commission Expires 01/31/2028

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, the terms of the Contract is as shown in this Final Voucher.

This Contract is hereby accepted in accordance with the Specification 1516. Final acceptance of the Contract will be effective upon full Execution, by the Contractor and the Department, of the "Certificate of Final Acceptance" included with the Final Voucher.

Dated _____ Signature _____ District Engineer

Wright County
3600 Braddock Ave NE
Buffalo, MN 55313

Payment Summary				
No.	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	2025-07-18	$1,035,067.99	$103,506.80	$931,561.19
2	2025-12-08	$419.00	($103,506.80)	$103,925.80

Funding Category Name	Funding Category Number	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
County Parks		$72,205.22	$0.00	$64,984.70	$7,220.52	$72,205.22
Local Funds	1	$963,281.77	$0.00	$866,576.49	$96,705.28	$963,281.77

Accounting Number	Funding Source	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
34202	Maintenance Funds	$96,705.28	$975,226.33	$975,226.33	$963,281.77
34202P	County Parks	$7,220.52	$71,701.51	$71,701.51	$72,205.22

Contract Item Status

Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
2502	1	2356.504	BITUMINOUS SEAL COAT	S Y	$0.53	396755	0	$0.00	369968	$196,083.04
2502	2	2356.506	BITUMINOUS MATERIAL FOR SEAL COAT	GAL	$2.50	111091	0	$0.00	103591	$258,977.50
2502	3	2355.506	BITUMINOUS MATERIAL FOR FOG SEAL	GAL	$3.00	38117	0	$0.00	47981	$143,943.00
2502	4	2563.601	TRAFFIC CONTROL	LS	$50,000.00	1	0	$0.00	1	$50,000.00
2502	5	2580.503	INTERIM PAVEMENT MARKING	L F	$0.50	15415	838	$419.00	16253	$8,126.50
2502	6	2356.504	BITUMINOUS SEAL COAT	S Y	$0.57	86072	0	$0.00	80261	$45,748.77
2502	7	2356.506	BITUMINOUS MATERIAL FOR SEAL COAT	GAL	$2.50	24100	0	$0.00	22473	$56,182.50
2502	8	2355.506	BITUMINOUS MATERIAL FOR FOG SEAL	GAL	$3.00	11774	0	$0.00	12878	$38,634.00
2502	9	2563.601	TRAFFIC CONTROL	LS	$10,000.00	1	0	$0.00	1	$10,000.00
2502	10	2580.503	INTERIM PAVEMENT MARKING	L F	$0.50	3147	0	$0.00	3147	$1,573.50

Wright County
3600 Braddock Ave NE
Buffalo, MN 55313

Contract Item Status

Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
2502	11	2356.504	BITUMINOUS SEAL COAT	S Y	$0.57	91452	0	$0.00	85278	$48,608.46
2502	12	2356.506	BITUMINOUS MATERIAL FOR SEAL COAT	GAL	$2.50	25607	0	$0.00	23878	$59,695.00
2502	13	2355.506	BITUMINOUS MATERIAL FOR FOG SEAL	GAL	$3.00	10309	0	$0.00	11276	$33,828.00
2502	14	2563.601	TRAFFIC CONTROL	LS	$10,000.00	1	0	$0.00	1	$10,000.00
2502	15	2580.503	INTERIM PAVEMENT MARKING	L F	$0.50	3763	0	$0.00	3763	$1,881.50
2502	16	2356.504	BITUMINOUS SEAL COAT	S Y	$1.29	25069	0	$0.00	24268	$31,305.72
2502	17	2356.506	BITUMINOUS MATERIAL FOR SEAL COAT	GAL	$2.50	7019	0	$0.00	6795	$16,987.50
2502	18	2355.506	BITUMINOUS MATERIAL FOR FOG SEAL	GAL	$3.00	5605	0	$0.00	6304	$18,912.00
2502	19	2563.601	TRAFFIC CONTROL	LS	$5,000.00	1	0	$0.00	1	$5,000.00
Base Bid Totals:								**$419.00**		**$1,035,486.99**

Project Category Totals

Project	Category	Amount This Request	Amount To Date
2502	Parks Alt 3	$0.00	$72,205.22
2502	Seal Coat	$419.00	$657,130.04
2502	Seal Coat Alt 1	$0.00	$152,138.77
2502	Seal Coat Alt 2	$0.00	$154,012.96

Contract Change Item Status

Project	CC	CC#	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Contract Change Totals:										$		$

Contract Total	**$1,035,486.99**

Wright County
3600 Braddock Ave NE
Buffalo, MN 55313

Contract Change Totals			
Number	Description	Amount This Request	Amount To Date

Material On Hand Additions					
Line	Item	Description	Date	Added	Comments

Material On Hand Balance						
Line	Item	Description	Date	Added	Used	Remaining

DEPARTMENT OF REVENUE

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-636-049-888
Submitted Date and Time:	15-Dec-2025 2:30:50 PM
Legal Name:	ALLIED BLACKTOP COMPANY
Federal Employer ID:	41-0827871
User Who Submitted:	N10503
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	**95989760**
Minnesota ID:	8606387
Project Owner:	WRIGHT COUNTY
Project Number:	2025 SEAL COAT CONTRACT NO. 2502
Project Begin Date:	30-May-2025
Project End Date:	20-Jun-2025
Project Location:	VARIOUS ROADS AND STREETS
Project Amount:	$1,035,486.99

Subcontractor Summary

Name	ID	Affidavit Number
HIGHWAY PARKING SIGNS AND SAFETY, INC	8361428	133083136
INTERSTATE TRAFFIC SIGNS INC	5503556	100577280
SIR LINES-A-LOT INC	3509324	1433579520

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Central Time.

Please print this page for your records using the print or save functionality built into your browser.

DEPARTMENT OF REVENUE

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	0-096-191-456
Submitted Date and Time:	3-Dec-2025 3:15:02 PM
Legal Name:	HIGHWAY PARKING SIGNS AND SAFETY INC
Federal Employer ID:	88-3775212
User Who Submitted:	H.P.S.S.
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	**133083136**
Minnesota ID:	8361428
Project Owner:	WRIGHT COUNTY
Project Number:	2025 SEAL COAT CONTRACT NO. 2502
Project Begin Date:	30-May-2025
Project End Date:	29-Jul-2025
Project Location:	VARIOUS ROADS AND STREETS
Project Amount:	$36,296.25
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

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Please print this page for your records using the print or save functionality built into your browser.

DEPARTMENT OF REVENUE

Contractor Affidavit Submitted

Thank you. Your Contractor Affidavit has been approved.

Submission Summary

Confirmation Number:	0-063-718-987
Submitted Date and Time:	4-Dec-2025 9:50:30 AM
Legal Name:	INTERSTATE TRAFFIC SIGNS INC
Federal Employer ID:	41-2011087
User Who Submitted:	Dennis6895
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	100577280
Minnesota ID:	5593556
Project Owner:	WRIGHT COUNTY
Project Number:	25-02
Project Begin Date:	22-May-2025
Project End Date:	11-Aug-2025
Project Location:	VARIOUS LOCATIONS, WRIGHT COUNTY
Project Amount:	$9,600.00
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

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Please print this page for your records using the print or save functionality built into your browser.

DEPARTMENT OF REVENUE

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-859-511-264
Submitted Date and Time:	15-Dec-2025 2:11:10 PM
Legal Name:	SIR LINES-A-LOT INC
Federal Employer ID:	46-5427787
User Who Submitted:	linesalot
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	**1433579520**
Minnesota ID:	3509324
Project Owner:	WRIGHT COUNTY HIGHWAY DEPARTMENT
Project Number:	C25-02
Project Begin Date:	25-May-2025
Project End Date:	27-Jun-2025
Project Location:	WRIGHT COUNTY
Project Amount:	$10,423.35
Subcontractors:	No Subcontractors

Important Messages

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Contact Us

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Wright County
3600 Braddock Ave NE
Buffalo, MN 55313

Contract Number:	2502
Final Pay Request Number:	2

Project Number	Project Description
2502	2025 Seal Coat

Contractor:	Allied Blacktop Company 10503 89th Avenue North Maple Grove, MN 55369	**Vendor Number:** **Up To Date:** **Warrant Number:**	N/A 12/08/2025 **Warrant Date:**

Contract Amount		**Funds Encumbered**	
Original Contract	$1,046,927.84	Original	$1,046,927.84
Contract Changes	$0.00	Additional	N/A
Revised Contract	$1,046,927.84	Total	$1,046,927.84

Work Certified To Date	
Base Bid Items	$1,035,486.99
Contract Changes	$
Material On Hand	$0.00
Total	$1,035,486.99

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
$419.00	$1,035,486.99	$0.00	$931,561.19	$103,925.80	$1,035,486.99
	Percent: Retained: 0%			Percent Complete: 98.91%	
				AMOUNT PAID THIS REQUEST: $103,925.80	

This is to certify that the items of work shown in this certificate of Pay Estimate have been furnished for the work comprising the above-mentioned projects in accordance with the plans and specifications heretofore approved.

Approved By

Wright County Highway Department

Date 12-18-25

Approved By

Contractor: Allied Blacktop Company

Brent Capistrant, President

Date 12/15/2025

Wright County
3600 Braddock Ave NE
Buffalo, MN 55313

Final Pay Request No. : 2
Contract No.: 2502

Certificate of Final Contract Acceptance
Final Voucher Number: 2

This is to certify that to the best of my knowledge, the items of work shown in the Statement of Work Certified herein have been furnished in accordance with the Plans and Specifications. This Project has been completed in accordance with the Laws, Standards and Procedures of as they apply to projects in this category, and if applicable, approved by the Federal Highway Administration.

Dated 12-18-25 Signature _____ County/City/Project Engineer

The undersigned Contractor hereby certifies that the work described has been performed in accordance with the terms of the Contract and agrees that the Final Value of Work Certified on this Contract is $1,035,486.99 and agrees to the amount of $103,925.80 as Final Payment on this Contract in accordance with this Final Voucher.

Contractor: Allied Blacktop Company By _____

And _____ And _____ State of, Minnesota

On This 15th Day December, 2025, Before me appeared _____ To me known to

(Individual Acknowledgment)

be the person who executed the foregoing Acceptance and Acknowledged that he/she executed the same as _____ free to act and deed

(Corporate Acknowledgment)

Brent Capistrant And Jeremy Swenson, to me personally known, who, being each by me duly sworn each did say that they are respectively the President and Vice President of the Allied Blacktop Company Corporation named in the foregoing instrument, and that the seal affixed to said instrument is the Corporate Seal of said Corporation, and the said instrument was signed and sealed in behalf of said Corporation by authority of its

Board of Directors and said President and Vice President

acknowledged said instrument to be the free act and deed of said Corporation.

Notarial Seal My Commission as Notary Public in Hennepin County Expires 1/31/2028 Signature _____

Jack Vander Top
Notary Public
Minnesota
My Commission Expires 01/31/2028

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, the terms of the Contract is as shown in this Final Voucher.

This Contract is hereby accepted in accordance with the Specification 1516. Final acceptance of the Contract will be effective upon full Execution, by the Contractor and the Department, of the "Certificate of Final Acceptance" included with the Final Voucher.

Dated _____ Signature _____ District Engineer

Wright County
3600 Braddock Ave NE
Buffalo, MN 55313

Payment Summary				
No.	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	2025-07-18	$1,035,067.99	$103,506.80	$931,561.19
2	2025-12-08	$419.00	($103,506.80)	$103,925.80

Funding Category Name	Funding Category Number	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
County Parks		$72,205.22	$0.00	$64,984.70	$7,220.52	$72,205.22
Local Funds	1	$963,281.77	$0.00	$866,576.49	$96,705.28	$963,281.77

Accounting Number	Funding Source	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
34202	Maintenance Funds	$96,705.28	$975,226.33	$975,226.33	$963,281.77
34202P	County Parks	$7,220.52	$71,701.51	$71,701.51	$72,205.22

Contract Item Status

Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
2502	1	2356.504	BITUMINOUS SEAL COAT	S Y	$0.53	396755	0	$0.00	369968	$196,083.04
2502	2	2356.506	BITUMINOUS MATERIAL FOR SEAL COAT	GAL	$2.50	111091	0	$0.00	103591	$258,977.50
2502	3	2355.506	BITUMINOUS MATERIAL FOR FOG SEAL	GAL	$3.00	38117	0	$0.00	47981	$143,943.00
2502	4	2563.601	TRAFFIC CONTROL	LS	$50,000.00	1	0	$0.00	1	$50,000.00
2502	5	2580.503	INTERIM PAVEMENT MARKING	L F	$0.50	15415	838	$419.00	16253	$8,126.50
2502	6	2356.504	BITUMINOUS SEAL COAT	S Y	$0.57	86072	0	$0.00	80261	$45,748.77
2502	7	2356.506	BITUMINOUS MATERIAL FOR SEAL COAT	GAL	$2.50	24100	0	$0.00	22473	$56,182.50
2502	8	2355.506	BITUMINOUS MATERIAL FOR FOG SEAL	GAL	$3.00	11774	0	$0.00	12878	$38,634.00
2502	9	2563.601	TRAFFIC CONTROL	LS	$10,000.00	1	0	$0.00	1	$10,000.00
2502	10	2580.503	INTERIM PAVEMENT MARKING	L F	$0.50	3147	0	$0.00	3147	$1,573.50

Wright County
3600 Braddock Ave NE
Buffalo, MN 55313

Contract Item Status

Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
2502	11	2356.504	BITUMINOUS SEAL COAT	S Y	$0.57	91452	0	$0.00	85278	$48,608.46
2502	12	2356.506	BITUMINOUS MATERIAL FOR SEAL COAT	GAL	$2.50	25607	0	$0.00	23878	$59,695.00
2502	13	2355.506	BITUMINOUS MATERIAL FOR FOG SEAL	GAL	$3.00	10309	0	$0.00	11276	$33,828.00
2502	14	2563.601	TRAFFIC CONTROL	LS	$10,000.00	1	0	$0.00	1	$10,000.00
2502	15	2580.503	INTERIM PAVEMENT MARKING	L F	$0.50	3763	0	$0.00	3763	$1,881.50
2502	16	2356.504	BITUMINOUS SEAL COAT	S Y	$1.29	25069	0	$0.00	24268	$31,305.72
2502	17	2356.506	BITUMINOUS MATERIAL FOR SEAL COAT	GAL	$2.50	7019	0	$0.00	6795	$16,987.50
2502	18	2355.506	BITUMINOUS MATERIAL FOR FOG SEAL	GAL	$3.00	5605	0	$0.00	6304	$18,912.00
2502	19	2563.601	TRAFFIC CONTROL	LS	$5,000.00	1	0	$0.00	1	$5,000.00
Base Bid Totals:								**$419.00**		**$1,035,486.99**

Project Category Totals

Project	Category	Amount This Request	Amount To Date
2502	Parks Alt 3	$0.00	$72,205.22
2502	Seal Coat	$419.00	$657,130.04
2502	Seal Coat Alt 1	$0.00	$152,138.77
2502	Seal Coat Alt 2	$0.00	$154,012.96

Contract Change Item Status

Project	CC	CC#	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Contract Change Totals:										$		$

Contract Total	**$1,035,486.99**

Wright County
3600 Braddock Ave NE
Buffalo, MN 55313

Contract Change Totals			
Number	Description	Amount This Request	Amount To Date

Material On Hand Additions					
Line	Item	Description	Date	Added	Comments

Material On Hand Balance						
Line	Item	Description	Date	Added	Used	Remaining

DEPARTMENT OF REVENUE

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-636-049-888
Submitted Date and Time:	15-Dec-2025 2:30:50 PM
Legal Name:	ALLIED BLACKTOP COMPANY
Federal Employer ID:	41-0827871
User Who Submitted:	N10503
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	**95989760**
Minnesota ID:	8606387
Project Owner:	WRIGHT COUNTY
Project Number:	2025 SEAL COAT CONTRACT NO. 2502
Project Begin Date:	30-May-2025
Project End Date:	20-Jun-2025
Project Location:	VARIOUS ROADS AND STREETS
Project Amount:	$1,035,486.99

Subcontractor Summary

Name	ID	Affidavit Number
HIGHWAY PARKING SIGNS AND SAFETY, INC	8361428	133083136
INTERSTATE TRAFFIC SIGNS INC	5503556	100577280
SIR LINES-A-LOT INC	3509324	1433579520

Important Messages

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Contact Us

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Please print this page for your records using the print or save functionality built into your browser.

DEPARTMENT OF REVENUE

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	0-096-191-456
Submitted Date and Time:	3-Dec-2025 3:15:02 PM
Legal Name:	HIGHWAY PARKING SIGNS AND SAFETY INC
Federal Employer ID:	88-3775212
User Who Submitted:	H.P.S.S.
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	**133083136**
Minnesota ID:	8361428
Project Owner:	WRIGHT COUNTY
Project Number:	2025 SEAL COAT CONTRACT NO. 2502
Project Begin Date:	30-May-2025
Project End Date:	29-Jul-2025
Project Location:	VARIOUS ROADS AND STREETS
Project Amount:	$36,296.25
Subcontractors:	No Subcontractors

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DEPARTMENT OF REVENUE

Contractor Affidavit Submitted

Thank you. Your Contractor Affidavit has been approved.

Submission Summary

Confirmation Number:	0-063-718-987
Submitted Date and Time:	4-Dec-2025 9:50:30 AM
Legal Name:	INTERSTATE TRAFFIC SIGNS INC
Federal Employer ID:	41-2011087
User Who Submitted:	Dennis6895
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	100577280
Minnesota ID:	5593556
Project Owner:	WRIGHT COUNTY
Project Number:	25-02
Project Begin Date:	22-May-2025
Project End Date:	11-Aug-2025
Project Location:	VARIOUS LOCATIONS, WRIGHT COUNTY
Project Amount:	$9,600.00
Subcontractors:	No Subcontractors

Important Messages

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DEPARTMENT OF REVENUE

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Confirmation Summary

Confirmation Number:	1-859-511-264
Submitted Date and Time:	15-Dec-2025 2:11:10 PM
Legal Name:	SIR LINES-A-LOT INC
Federal Employer ID:	46-5427787
User Who Submitted:	linesalot
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	**1433579520**
Minnesota ID:	3509324
Project Owner:	WRIGHT COUNTY HIGHWAY DEPARTMENT
Project Number:	C25-02
Project Begin Date:	25-May-2025
Project End Date:	27-Jun-2025
Project Location:	WRIGHT COUNTY
Project Amount:	$10,423.35
Subcontractors:	No Subcontractors

Important Messages

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RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

Date: 12/19/2025

The undersigned hereby acknowledges upon receipt of the sum of $1,035,486.99

CHECK ONLY ONE

1. _____ as partial payment for labor, skill and material furnished
2. _____ as payment for all labor, skill and material furnished or to be furnished (except the sum of $ _____ retainage or holdback),
3. _X____ as full and final payment for all labor, skill and material furnished or to be furnished to the following described real property: (legal description, street address, or project name)

Project / Contract
2502-2025 Seal Coat

Wright County

and for value received hereby waives all rights which may have been acquired by the undersigned to file or record mechanic's lien against said real property for labor, skill or material furnished to said real property (only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors employed by the undersigned have been paid in full, EXCEPT:

Allied Blacktop Company

By _____

Naomi Bretz, VP of Administration

10503 89th Ave N, Maple Grove, MN 55369

Note: If this instrument is executed by a corporation, it must be signed by an officer, and if executed by a partnership, it must be signed by a partner.

Bond No. 30247289 (30244131)

CONSENT OF SURETY TO FINAL PAYMENT

AIA Document G707

(Instructions on reverse side)

OWNER ☐
ARCHITECT ☐
CONTRACTOR ☐
SURETY ☐
OTHER ☐

TO OWNER:
(Name and address)

County of Wright
3600 Braddock Ave NE
Buffalo, MN 55313

ARCHITECT'S PROJECT NO.:

CONTRACT FOR:

CONTRACT DATED: March 18, 2025

PROJECT:
(Name and address)

2025 Seal Coat Contract

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the
(Insert name and address of Surety)

Western Surety Company
151 N. Franklin St.
Chicago, IL 60606

, SURETY,

on bond of
(Insert name and address of Contractor)

Allied Blacktop Company
10503 89th Avenue North
Maple Grove, MN 55369

, CONTRACTOR,

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not relieve the Surety of any of its obligations to
(Insert name and address of Owner)

County of Wright
3600 Braddock Ave NE
Buffalo, MN 55313

, OWNER,

as set forth in said Surety's bond.

IN WITNESS WHEREOF, the Surety has hereunto set its hand on this date: December 19, 2025
(Insert in writing the month followed by the numeric date and year.)

WESTERN SURETY COMPANY CORPORATE SEAL SOUTH DAKOTA

Western Surety Company
(Surety)

(Signature of authorized representative)

Attest:
(Seal):

Nicole M. Coty, Attorney-in-Fact
(Printed name and title)

AIA CAUTION: You should sign an original AIA document that has this caution printed in red. An original assures that changes will not be obscured as may occur when documents are reproduced. See Instruction Sheet for Limited License for Reproduction of this document.

AIA DOCUMENT G707 • CONSENT OF SURETY TO FINAL PAYMENT • 1994 EDITION • AIA ©1994 • THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVENUE, N.W., WASHINGTON, D.C. 20006-5292 • **WARNING: Unlicensed photocopying violates U.S. copyright laws and will subject the violator to legal prosecution.**

G707—1994

Western Surety Company

POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

Kevin Paulson, Alice M Johnson, Mark Alan Thune, Brenda S Klimstra, Chad Christianson, De Ette J Wurm, Lori Hilmoe, Litton E S Field Jr, Nicole M Coty, Mutya Alvaran Enoksen, Jeffrey R Skaar, Gayle L Thorson, Deb Geislinger, Erin Pohlman, Jacqueline Riley, Leslie Seehusen, Tyler Johnson, Kelly Quiring, Sierra McQuoid, Drew Boehne, Daschle Larsen, Jessica A Olson, Individually

of Mendota Heights, MN, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

- In Unlimited Amounts -

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the Authorizing By-Laws and Resolutions printed at the bottom of this page, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 15th day of January, 2025.

WESTERN SURETY COMPANY

Larry Kasten, Vice President

State of South Dakota }
County of Minnehaha } ss

On this 15th day of January, 2025, before me personally came Larry Kasten, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is a Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires
March 2, 2026

M. BENT NOTARY PUBLIC SOUTH DAKOTA

M. Bent, Notary Public

CERTIFICATE

I, Paula Kolsrud, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Laws and Resolutions of the corporation printed below this certificate are still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 19th day of December, 2025.

WESTERN SURETY COMPANY

Paula Kolsrud, Assistant Secretary

Authorizing By-Laws and Resolutions

ADOPTED BY THE SHAREHOLDERS OF WESTERN SURETY COMPANY

This Power of Attorney is made and executed pursuant to and by authority of the following By-Law duly adopted by the shareholders of the Company.

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, and Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

This Power of Attorney is signed by Larry Kasten, Vice President, who has been authorized pursuant to the above Bylaw to execute power of attorneys on behalf of Western Surety Company.

This Power of Attorney may be signed by digital signature and sealed by a digital or otherwise electronic-formatted corporate seal under and by the authority of the following Resolution adopted by the Board of Directors of the Company by unanimous written consent dated the 27th day of April, 2022:

"RESOLVED: That it is in the best interest of the Company to periodically ratify and confirm any corporate documents signed by digital signatures and to ratify and confirm the use of a digital or otherwise electronic-formatted corporate seal, each to be considered the act and deed of the Company."

Go to www.cnasurety.com > Owner / Obligee Services > Validate Bond Coverage, if you want to verify bond authenticity.

Form F4280-6-2023

RESOLUTION #26-2
BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:
January 6, 2026

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

RESOLUTION #26-2

BE IT RESOLVED that, all work having been satisfactorily completed and the Engineer's Certificate of Final Contract Acceptance having been submitted, the Wright County Board of Commissioners does hereby accept Contract 2502 for the 2025 Seal Coat Program and hereby does authorize final payment in the amount of $103,925.80 to Allied Blacktop Company of Maple Grove, MN.

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

Roll Call Vote:

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

STATE OF MINNESOTA)
ss.
County of Wright)

I, Select Signer, duly appointed and qualified of the County of Wright, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Wright County, Minnesota, at their session held on Tuesday, December 30, 2025, now on file in my office, and have found the same to be a true and correct copy thereof.

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

Select Signer

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Greg T. Kryzer

Requestor Title
County Administrator

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
1/6/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
GTK7344

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve and Authorize Signatures on the 2026-2028 Collective Bargaining Agreement with the Minnesota Teamsters Public and Law Enforcement Employees' Union, Local No. 320 (Courthouse Employees' Unit)

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve and Authorize Signatures on the 2026-2028 Collective Bargaining Agreement with the Minnesota Teamsters Public and Law Enforcement Employees' Union, Local No. 320 (Courthouse Employees' Unit)

Value Stream the request primarily aligns with:
Develop County Infrastructure

Briefly describe how the request aligns with the selected value stream.
Promotes and enhances on-going working relationships between the County and the Teamsters Courthouse Union

Describe the impact on staffing resources.
The proposed expenses from the collective bargaining agreement are covered in the 2026 Wright County budget and future expenses will be addressed in the 2027 and 2028 County budgets.

Fiscal Impact:
The proposed expenses from the collective bargaining agreement are covered in the 2026 Wright County budget and future expenses will be addressed in the 2027 and 2028 County budgets.

Background/Justification:
For County Board review, please find attached the collective bargaining agreement between Wright County and the Teamsters Courthouse Union. The 2026-2028 collective bargaining agreement and any MOAs are attached.

Route for Review and Approval

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

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

Document Name	Attachment Type
2026-28 Teamsters CtHouse Agreement.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

LABOR AGREEMENT BETWEEN

WRIGHT COUNTY AND

MINNESOTA TEAMSTERS PUBLIC AND LAW ENFORCEMENT

EMPLOYEES' UNION, LOCAL NO. 320

(COURTHOUSE EMPLOYEES' UNIT)

JANUARY 1, 2026- DECEMBER 31, 2028

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LABOR AGREEMENT BETWEEN
WRIGHT COUNTY
AND
MINNESOTA TEAMSTERS PUBLIC AND LAW ENFORCEMENT EMPLOYEES' UNION,
LOCAL NO. 320

ARTICLE 1- PURPOSE OF AGREEMENT

This Agreement is entered into between the Wright County Board, hereinafter called the EMPLOYER, and the Minnesota Teamster's Public and Law Enforcement Employees' Union, Local No. 320, hereinafter called the UNION. The intent and purpose of this Agreement is to:

1.1 Establish procedures for the resolution of disputes concerning this Agreement's interpretation and/or application; and

1.2 Place in written form the parties' full and complete agreement upon terms and conditions of employment for the duration of the Agreement.

ARTICLE 2- RECOGNITION

The EMPLOYER recognizes the UNION as the exclusive representative under Minnesota Statutes, Section 179.71, Subd. 3 in a bargaining unit of the Wright County Courthouse Employees, consisting of the following:

Assistant Veterans Service Officer	Database Administrator	Property Appraiser
Accounting Technician	Environmental Health Inspector	Senior Systems Engineer
Administrative Assistant I	Equipment and Supply Specialist	Senior Technical Support Specialist
Assessment Process Specialist	Feedlot Program Administrator	Technical Applications Specialist
Building Inspector	IT Developer	Senior Taxation Process Specialist
Collection Officer	Office Technician	Technical Support Specialist
Civilian Bailiff	Guest Services Representative	ECM Solutions Analyst
Compost/Recycling Facility Manager	Planner	License Center Specialist
Computer Forensic Investigator	Project and Product Portfolio Analyst	Deputy Recorder
Facilities Maintenance Technician	Property/Evidence Technician	Compost & Recycling Facility Assistant
Taxation Process Specialist	Lead License Center Specialist	Project Manager-Business Analyst I
Payroll Specialist	Principal Appraiser	Project Manager-Business Analyst II
ECM Solutions Architect	Systems Engineer	Senior Accountant
IT Security Analyst	IT Audio/Visual Technician	Office 365 Program Architect
Elections Training & Equipment Coordinator	Staff Accountant	Law Library Associate
Oracle Platform Architect	Senior IT Developer	Land Process Specialist
Budget Analyst	Assessments Systems Manager	Business Intelligence Developer

ARTICLE 3– DEFINITIONS

3.1 **Union:** Minnesota Teamsters Public and Law Enforcement Employees' Union, Local No. 320.

3.2 **Employer:** Wright County Board.

3.3 **Union Member**: A member of Minnesota Teamsters Public and Law Enforcement Employees' Union, Local No. 320.

3.4 **Employee:** A member of the exclusively recognized bargaining unit.

3.5 **Base Pay Rate:** The employee's hourly pay rate exclusive of longevity or any other special allowances.

3.6 **Overtime:** Work performed at the express authorization of the EMPLOYER of more than forty (40) hours within a seven (7) day period. Overtime shall be based on actual hours worked, not compensated hours.

3.7 **Call Back:** Return of an employee to a specified work site to perform assigned duties at the express authorization of the EMPLOYER at a time other than an assigned shift. An extension of or early report to an assigned shift is not a call back.

3.8 **Strike:** Concerted action in failing to report for duty, the willful absence from one's position, the stoppage of work, slowdown, or abstinence in whole or in part from the full, faithful and proper performance of the duties of employment for the purposes of inducing, influencing or coercing a change in the conditions or compensation or the rights, privileges or obligations of employment.

3.9 **Immediate Family:** Immediate family shall include the employee's spouse, children, parents, siblings, grandparents, grandchildren, spouse's parents, spouse's siblings, spouse's grandparents, stepchild, stepsibling or stepparent.

3.10 **Act:** The Minnesota Public Employment Labor Relations Act of 1971, as amended.

3.11 **Part-Time Employee:** An employee scheduled on a continuing basis working less than forty (40) hours per week or less than eight (8) hours per day.

3.12 **Anniversary Date:** The date a person achieves permanent status in a job classification.

3.13 **Permanent Status:** The satisfactory completion of twelve (12) month probation period in any job classification in which the employee has not previously achieved permanent status.

3.14 **Temporary Employee:** An employee hired on a temporary basis to replace a regular employee who is on a leave of absence or who has been assigned to a special project. Temporary employee shall include a special project employee who is hired on a grant or other special project basis where the employee has little prospect for permanent employment. Such employees shall earn the salary rate set forth in Appendix A for temporary employees and shall not receive any other benefits or seniority.

3.15 **Seasonal Employee:** An employee hired on a seasonal basis, for period not to exceed seven (7) months (except under exceptional circumstances, such period may be extended for up to two (2) additional months upon written notice to the UNION and the employee), as designated by the Employer, in a position with little prospect for permanent employment. Such employees shall earn the salary rate set forth in Appendix A for seasonal or temporary employees and shall not receive any other benefits.

3.16 Retirement **Eligibility**: Defined consistent with PERA retirement eligibility.

ARTICLE 4-UNION SECURITY

In recognition of the UNION as the exclusive representative, the EMPLOYER shall:

4.1 Deduct each payroll period an amount sufficient to provide the payment of dues established by the union from the wages of all employees authorizing in writing such deduction, and

4.2 Remit such deduction to the appropriate designated officer of the UNION.

4.3 The UNION may designate certain employees from the bargaining unit to act as stewards and shall inform the EMPLOYER in writing of such choice.

4.4 The UNION agrees to indemnify and hold the EMPLOYER harmless against any and all claims, suits, orders, or judgments brought or issued against the County as a result of any action taken or not taken by the County under the provisions of this Article.

4.5 The EMPLOYER agrees that during the life of this Agreement the EMPLOYER will not lock out the employees.

4.6 **Bulletin Boards:**

A. The EMPLOYER agrees to allow the UNION the use of designated bulletin board space for the purpose of posting notices of UNION meetings, notice of UNION elections, results of UNION elections and appointments and other official UNION business and UNION recreation or social affairs.

B. No information may be posted which represents derogatory attacks directed against

any employee, the EMPLOYER, or information concerning candidates for any public office or UNION office.

ARTICLE 5- EMPLOYER SECURITY

The UNION agrees that during the life of this Agreement it will not cause, encourage, participate in or support any strike, slow down, other interruption of, or interference with normal functions of the EMPLOYER.

ARTICLE 6- EMPLOYER AUTHORITY

6.1 The EMPLOYER retains the full and unrestricted right to operate and manage all manpower, facilities and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify the organizational structure; to select, direct and determine the number of personnel; to establish work schedules, and to perform any inherent managerial function not specifically limited by this Agreement.

6.2 Any term and condition of employment not specifically established or modified by the Agreement shall remain solely within the discretion of the EMPLOYER to modify, establish, or eliminate.

ARTICLE 7- EMPLOYEE RIGHTS-GRIEVANCE PROCEDURE

7.1 **Definition of a Grievance**: A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this Agreement.

7.2 **Union Representatives**: The EMPLOYER will recognize representatives designated by the UNION as the grievance representatives of the bargaining unit having the duties and responsibilities established by this Article. The UNION shall notify the EMPLOYER in writing of the names of such UNION representatives and of their successors when so designated.

7.3 **Processing of a Grievance:** It is recognized and accepted by the UNION and the EMPLOYER that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of employees and shall therefore be accomplished during normal working hours only when consistent with such employee duties and responsibilities. The aggrieved employee and the UNION Representative shall be allowed a reasonable amount of time without loss in pay when a grievance is investigated and presented to the EMPLOYER during normal working hours provided the employee and the UNION Representative have notified and received the approval of the designated supervisor.

7.4 **Procedure:** An employee shall be allowed Union representation at any step of the discipline procedure or any investigation, which could lead to disciplinary action. The Employer shall have no obligation to inform or advise an employee of the provisions of

this Section. Grievances, as defined by Section 7.1, shall be resolved in conformance with the following procedure:

Step 1. An employee claiming a violation concerning the interpretation or application of this Agreement shall, within twenty-one (21) calendar days after such alleged violation has occurred, present such grievance to the employee's supervisor as designated by the EMPLOYER. The EMPLOYER designated representative will discuss and give an answer to such Step 1 grievance within seven (7) calendar days after receipt. A grievance not resolved in Step 1 and appealed to Step 2 shall be placed in writing setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of the Agreement allegedly violated, and the remedy requested and shall be appealed to Step 2 within ten (10) calendar days after the EMPLOYER designated representative's final answer in Step 1. Any grievance not appealed in writing to Step 2 by the UNION within ten (10) calendar days shall be considered waived.

Step 2. If appealed, the written grievance shall be presented by the UNION and discussed with the EMPLOYER designated Step 2 representative. The EMPLOYER designated representative shall give the UNION the EMPLOYER'S Step 2 answer in writing within seven (7) calendar days after receipt of such Step 2 grievance. A grievance not resolved in Step 2may be appealed to Step 3 within ten (10) calendar days following the EMPLOYER designated representative's final Step 2 answer. Any grievance not appealed in writing to Step 3 by the UNION within ten (10) calendar days shall be considered waived.

Step 3. If appealed, the written grievance shall be presented by the UNION and discussed with the EMPLOYER designated Step 3 representative. The EMPLOYER designated representative shall give the UNION the EMPLOYER'S answer in writing within seven (7) calendar days after receipt of such Step 3 grievance. A grievance not resolved in Step 3 maybe appealed to Step 4 within fifteen (15) calendar days following the EMPLOYER designated representative's final answer in Step 3. Any grievance not appealed in writing to Step 4 by the UNION within fifteen (15) calendar clays shall be considered waived.

Step 4. A grievance unresolved in Step 3 and appealed in Step 4 shall be submitted to arbitration subject to the provisions of the Act. The selection of an arbitrator shall be made in accordance with the "Rules Governing the Arbitration of Grievances" as established by the Public Employment Relations Board.

7.5 **Arbitrator's Authority:**

A. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the EMPLOYER and the UNION, and shall have no authority to make a decision on any other issue not so submitted.

B. The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules or regulations

having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on both the EMPLOYER and the UNION and shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented.

C. The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the EMPLOYER and the UNION provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings the cost shall be shared equally.

7.6 **Waiver:** If a grievance is not presented within the time limits set forth above, it shall be considered "waived." If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the EMPLOYER'S last answer. If the EMPLOYER does not answer a grievance or an appeal thereof within the specified time limits, the UNION may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step maybe extended by mutual agreement of the EMPLOYER and the UNION.

7.7 **Choice Of Remedy:** If, as a result of the written EMPLOYER response at Step 3, the grievance remains unresolved and if the grievance involves the suspension, demotion, or discharge of an employee who has completed the required probationary period, the grievance may be appealed either to Step 4 of Article VII, or a procedure such as veterans' preference or human rights, if by law they can appeal. If appealed to any procedure other than Step 4 or Article VII, the grievance is not subject to the arbitration procedure as provided in Step 4 of Article VII. The grieved employee shall indicate in writing which procedure is to be utilized - Step 4 of Article VII or another appeal procedure - and shall sign a statement to the effect that the choice of my other hearing precludes the grieved employee from making a subsequent appeal through Step 4 of Article VII. *Except with respect to statutes under the jurisdiction of the United States Equal Employment Opportunity Commission, an Employee pursuing a statutory remedy* is *not precluded from also pursuing an appeal under this grievance procedure.* If a court of competent jurisdiction rules contrary to Board of Governors or if Board of Governors is judicially or legislatively overruled, the italicized portion of this section shall be deleted.

ARTICLE 8- SAVINGS CLAUSE

This Agreement is subject to laws of the United States and the State of Minnesota. In the event any provision of this Agreement shall be held to be contrary to law by a court or administrative agency of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, or is contrary to an administrative ruling or is in violation of legislation or administrative regulations, such provision shall be voided. All other provisions of this Agreement shall continue in full force and effect. The voided provision may be renegotiated at the request of either party.

ARTICLE 9- WORK SCHEDULES

9.1 The sole authority in work schedules is the EMPLOYER. The normal workday for an employee shall be eight (8) consecutive hours. The normal workweek shall be forty (40) hours over five (5) consecutive days.

9.2 Service to the public may require the establishment of regular shifts for some employees on a daily, weekly, seasonal, or annual basis other than the normal 8:00-4:30 day. The EMPLOYER will give one (1) week advance notice to the employees affected by the establishment of workdays different from the employee's normal eight (8) hour work day.

9.3 In the event that work is required because of unusual circumstances no advance notice need be given. Each employee has an obligation to work overtime or call backs if requested unless unusual circumstances prevent him from so working.

9.4 Service to the public may require the establishment of regular workweeks that schedule work on Saturdays and/or Sundays.

9.5 Nothing contained in this, or any other Article shall be interpreted to be a guarantee of a minimum or maximum number of hours the EMPLOYER may assign employees.

ARTICLE 10- OVERTIME PAY

10.1 Hours worked in excess of forty (40) hours within a seven (7) day period will be compensated for at one and one-half (1-1/2) times the employee's regular hourly rate of pay. Employees may receive compensatory time on a time and one-half (1-1/2) basis in lieu of overtime pay at the Employer's option. The maximum number of hours of compensatory time allowed shall be 60 non-renewable in the calendar year. All accrued compensatory time must be taken as time off prior to the final payroll period of each calendar year, such time may not be carried over from year to year. Compensatory time not taken by this date shall be paid out to the employee at the wage rate in effect on the last pay period of the year.

Compensatory time may be paid out two (2) times per year following the last pay period

in June and/or December. June payout must be requested in advance by the employee.

10.2 Overtime will be distributed as equally as practicable within job classifications.

10.3 Overtime refused by employees will, for record purposes under Article 10.2, be considered as unpaid overtime worked.

10.4 For the purpose of computing overtime compensation, overtime hours worked shall not be pyramided, compounded, or paid twice for the same hours worked.

10.5 An employee who is called to duty during their scheduled off-duty time shall receive a minimum of two (2) hours pay at one and one-half (1-1/2) times the employee's base pay rate. An extension or early report to a regularly scheduled shift for duty does not qualify the employee for the two (2) hour minimum.

ARTICLE 11- RIGHT OF SUBCONTRACT

Nothing in this Agreement shall prohibit or restrict the right of the EMPLOYER from subcontracting work performed by employees covered by this Agreement.

ARTICLE 12- DISCIPLINE

12.1 The EMPLOYER will discipline employees for just cause only. Discipline will be in one or more of the following forms:

a. oral reprimand;
b. written reprimand;
c. suspension;
d. demotion; or
e. discharge.

12.2 Suspensions, demotions and discharges will be in written form.

12.3 Written reprimands, notices of suspension, and notices of discharge which are to become part of an employee's personnel file shall be read and acknowledged by signature of the employee. Employees and the UNION will receive a copy of such reprimands and/or notices.

12.4 Employees may examine their own individual personnel files at reasonable times under the direct supervision of the EMPLOYER.

ARTICLE 13- SENIORITY

13.1 Employee seniority is the length of continuous service with the EMPLOYER. Employee seniority is broken by a voluntary quit, retirement, or discharge for cause.

13.2 Job classification seniority is the length of service within a job classification.

13.3 **Reduction of Work Force**: Employees will be reduced on the basis of job classification seniority. Employees will be recalled within job classifications on the basis of job classification seniority. An employee on lay off shall have an opportunity to return to work within the job classification from which the employee was reduced or laid off for a two (2) year period from the time of reduction or lay off, before any new employee is hired or promoted. Any employee on layoff who is notified at the employee's last known address by registered mail to return to work, and who fails to return within twelve (12) workdays, shall be considered to be a voluntary termination.

ARTICLE 14- PROBATIONARY PERIODS

14.1 All newly hired or rehired employees will serve a twelve (12) month probationary period.

14.2 At any time during the probationary period a newly hired or rehired employee may be terminated at the sole discretion of the EMPLOYER. Terminated employees will be given written reasons for the termination.

ARTICLE 15- JOB POSTING-PROMOTIONS

15.1 Permanent vacancies in job classifications listed in ARTICLE II of this Agreement shall be posted. Employees shall have seven (7) calendar days after posting to complete application for such vacancies. The applicant with the highest qualifications will be chosen for the vacancy.

15.2 All promoted employees shall serve a twelve (12) month trial period. During the trial period, a promoted employee may be replaced in the employee's previous job classification if a vacancy exists, at the sole discretion of the EMPLOYER. Terminated or demoted employees will be given written reasons for termination or demotion. An employee returned to the previous job classification will also revert to his/her anniversary.

ARTICLE 16- HOSPITAL/MEDICAL/LIFE/ LTD/STD

16.1 Effective upon ratification of the collective bargaining agreement for January 1, 2026, through December 31, 2028, time period, the County will provide three insurance plans:

a. Plan 4 ($1000 Deductible Plan & Dental)
The County will contribute up to a maximum of $1,180.00 towards single health and preventative dental coverage, and $2,178.00 towards family health and preventative dental coverage.

b. Plan 5 ($3000 Deductible Plan (With VEBA) & Dental)
- The County will contribute up to a maximum of $1,097.00 towards single health and preventative dental coverage, and $2,022.00 towards family

health and preventative dental coverage.

- The County will make contributions to a VEBA account equivalent to the amount of $125.00 per month for single insurance coverage, and $250.00 a month for family insurance coverage.

c. Plan 6 ($4000 Deductible Plan (With HSA) & Dental)

- The County will contribute up to a maximum of $1,030.26 per month towards single health and preventative dental coverage, and $1,854.00 towards family health and preventative dental coverage.
- The County will make contributions to an HSA account equivalent to the amount of $166.66 per month for single insurance coverage, and $333.33 a month for family insurance coverage.

Effective for January 1, 2027, and January 1, 2028, the County and Union agree to reopen the Agreement regarding the amount of Employer contribution for health insurance premiums.

For the 2027 health insurance reopener, the County has agreed to cover 70% of the health insurance premium increase.

16.2 Employees are eligible for health and preventive dental coverage the first day of the month following the date of hire.

16.3 In instances where spouses are employed by Wright County, both individuals shall receive an employer contribution toward one family policy covering eligible family members. Each family unit shall determine which employee shall be the policy holder. The policy holder shall be eligible to receive a County contribution equivalent to the dollar amount contributed toward family coverage. The employee who is considered a dependent of the policyholder shall be eligible for a County contribution equivalent to the dollar amount contributed toward single coverage. This single County contribution amount shall be applied towards the family policy of the policyholder.

16.4 Effective January 1, 2026, Employees will be provided life insurance in the amount of $40,000.

16.5 Affordable Care Act. In the event the health insurance provisions of this Agreement fail to meet the requirements of the Affordable Care Act and its related regulations or cause the Employer to be subject to a penalty, tax or fine, the Union and the Employer will meet immediately to bargain over alternative provisions so as to comply with the Act and avoid and/or minimize any penalties, taxes or fines for the Employer.

16.6 EMPLOYEES shall be eligible for Minnesota Paid Leave (MPL), consistent with the terms outlined in Minn. Stat. Ch. 268B and Section 613 of the Wright County Personnel Policy Manual. The EMPLOYER will pay the statutorily required minimum share of the premium for the Minnesota Paid Family and Medical Leave as it may be amended. See, Minn. Stat. § 268B.14 (currently requiring a minimum 50% employer contribution as of contract

effective date). The remaining employee premium share is payable through payroll deductions.

ARTICLE 17-HOLIDAYS

17.1 The following days will be observed as paid holidays:

New Year's Day	January 1
Martin Luther King's Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Veterans' Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Friday after Thanksgiving
Christmas Day	December 25

17.2 **Holiday Pay:** Eligible employees shall receive eight (8) hours' pay for each of the holidays listed above on which they perform no work.

17.3 **Observance:** Whenever any of the holidays listed above fall on Saturday, the preceding Friday shall be observed as the holiday. Whenever any of the holidays listed above fall on Sunday, the succeeding Monday shall be observed as the holiday.

17.4 **Eligibility Requirements:** To qualify for a paid holiday employees must work their last scheduled workday before the holiday and the first scheduled work day following the holiday. Employees on prior approved paid absence as provided by this Agreement shall be considered to have worked the day before or after a holiday.

17.5 **Work on a Holiday**: Effective the date of execution of this Agreement, when employees are regularly scheduled to work on an actual holiday, the actual holiday will be observed. In no event will an employee be eligible for holiday pay for more than one day per holiday.

If an employee works on any of the above holidays the employee shall be paid time and one-half (1 ½) for all hours worked in addition to holiday pay.

17.6 **Floating Holiday**: In addition to the recognized holidays previously listed, eligible employees will receive 12 hours of floating holiday in each calendar year. Any unused floating holiday time will be forfeited at the end of the calendar year. The following outlines the accrual rate for new hires and the procedures for use of the floating holiday:

1. Pro-rated floating holidays for new full-time hires.

If Hired	Eligible to Receive (Hrs.)
January – October	8
November	6
December	0

2. The floating holiday must be scheduled with prior approval of the employee's supervisor and can be scheduled in increments of two (2), four (4), or eight (8) hours.

3. Floating holidays may be used during the first six months of employment; however, in the event an employee leaves County employment during that six-month period, the amount of time taken shall be paid back to the County.

4. Floating holidays which have not been used prior to an employee's termination date shall be forfeited.

5. Floating holidays are pro-rated for part-time employees.

ARTICLE 18- PAID TIME OFF (PTO)

EMPLOYEES shall be eligible for paid time off (PTO), consistent with the terms outlined in Section 301 of the Wright County Personnel Policy Manual. In the event Wright County Policy 301 is modified by the County in the future, the modification will automatically apply to the bargaining unit unless it results in a reduction of benefit to the employee. In the event of a future policy modification that results in a reduction of PTO benefit, employees in the bargaining unit will continue to receive the benefits outlined in the policy immediately prior to the modification.

18.1 **Holiday During Vacation Period**: If a holiday, as defined elsewhere in the Holiday Article, occurs during the calendar week in which PTO is taken by an employee, the employee shall not be charged PTO on the day of the holiday.

18.2 **Family and Medical Leave Act:** Employees shall be eligible for leaves of absence in accordance with the Federal Family Medical Leave Act and applicable state statutes and County policy as modified.

Employees may request to retain a minimum of twenty-four hours in their PTO bank after returning from an FMLA qualifying event/leave pursuant to Section 601 of the Wright County Personnel Policy Manual. Use of PTO must meet authorized use as defined in Section 301(Paid Time Off).

An employee on FMLA leave due to the birth/adoption of a child may retain 40 hours of earned PTO pursuant to Section 601 of the Wright County Personnel Policy Manual. Use of PTO for the birth of a child must meet authorized use as defined in Section 301(Paid Time Off).

18.3 **Bereavement Leave:** Up to three days of paid bereavement leave shall be granted due to the death of an immediate family member as defined in the Section 604 of the County's

Personnel Policy Manual. This leave will not be deducted from the employee's PTO accruals. In the event of a future policy modification that results in a reduction of bereavement leave benefit, employees in the bargaining unit will continue to receive the benefits outlined in the policy immediately prior to the modification.

ARTICLE 19 - WORK OUT OF CLASSIFICATION

Employees assigned by the EMPLOYER to assume the full responsibilities and authority of a higher job classification shall receive the salary schedule of the higher classification (the next higher dollar step in the classification of that job above the employee's own rate of pay) after five (5) consecutive work days in the higher classification for the duration of the assignment.

ARTICLE 20- CLOTHING ALLOWANCE

20.1 Clothing allowance shall be up to **$300** per calendar year for individuals in the Civilian Bailiff classification.

20.2 Payment shall be made upon the Employee's presentation of a clothing purchase voucher representing the actual purchase or repair expenditure.

20.3 The clothing allowance shall not apply to temporary, part-time employees in this job classification.

20.4 The EMPLOYER will provide OSHA required protective clothing and equipment based on job duties.

ARTICLE 21 - WAIVER

21.1 Any and all prior agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment, to the extent inconsistent with the provisions of this Agreement are hereby superseded.

21.2 The parties mutually acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any term or condition of employment not removed by law from bargaining. All agreements and understandings arrived at by the parties are set forth in writing in this Agreement for the stipulated duration of this Agreement. The EMPLOYER and the UNION each voluntarily and unqualifiedly waives the right to meet and negotiate regarding any and all terms and conditions of employment referred to or covered in this Agreement or with respect to any term or condition of employment not specifically referred to or covered by this Agreement, even though such terms or conditions may not have been within the knowledge or contemplation of either or both parties at the time this contract was negotiated or executed.

21.3 This Agreement may be amended by the mutual agreement of the EMPLOYER and the UNION during the life of the Agreement.

ARTICLE 22- COURTHOUSE GENERAL PROVISIONS (Wage Scale – Appendix A)

22.1 Employees below the range maximum will be eligible for range movement of as shown below effective on the employee's anniversary date in job classification. In no event will an employee's wage exceed the maximum of the salary range.

Year	Range Movement
2026	4.0%
2027	3.5%
2028	3.25%

In addition, employees will be granted a 2.5% general wage increase on January 1, 2026. On January 1, 2027, employees will be granted a 3.0% general wage increase. On January 1, 2028, employees will be granted a 2.5% general wage increase. The salary ranges will increase pursuant to the general wage increase that is approved each year pursuant to the collective bargaining agreement at the minimum and maximum of the range.

22.2 An employee, who is promoted to a new position at a higher-grade level, shall receive a pay adjustment that is a salary increase of 4% over the employee's current base pay or the minimum of the new salary range, whichever is greater. At the sole discretion of the employer, the County Administrator and/or Human Resources Director may approve a pay adjustment that is a salary increase of up to and including 12% over the employee's current base pay based on the applicant's education, experience, and labor market conditions. In no event can a promotional increase exceed the maximum of the new salary range.

22.3 **Part-Time Pro-Rated Benefits:** Any part-time employee who is covered by this agreement and is subject to the provisions of P.E.L.R.A., M.S. 179A.03 et seq., shall receive pro-rated holidays, and Paid Time Off (PTO) based on the number of hours of their job appointment. Benefits is defined as holidays, PTO, and insurance for purposes of this Agreement. Part-time employees working 20 hours or more per week shall be eligible for insurance receiving pro-rata Employer contribution. Range movement for part-time employees will be granted per Wright County policy.

22.4 No employee shall receive a reduction in salary as a result of acceptance of a promotion.

22.5 Employees may be granted unpaid personal leaves of absence by written request at the sole discretion of the EMPLOYER. An employee who has been employed for at least one (1) year and worked at least 1,250 hours in the twelve (12) month period immediately preceding the commencement of leave, may be eligible for a leave of absence pursuant to the FMLA. The terms regarding such leave shall be governed by the provisions of the County's FMLA personnel policy.

22.6 The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination as to race, color, creed, national origin, religion,

disability status, public assistance status, gender, sexual orientation, age, marital status, or political affiliation. Disputes under the terms of this Article shall be subject to the grievance procedure Steps 1, 2 and 2A, but shall not be subject to arbitration; nor shall the provisions of this Article be admissible as evidence in any forum.

22.7 **Statement Concerning Harassment**: The Employer and the Union believe that all employees have a right to work in an atmosphere free of harassment. To this end, the Employer has adopted a specific personnel policy dealing with harassment, offensive, and violent behavior. Any employee who believes that he/she has been subjected to improper harassment is urged to consult that policy. In addition, the employee is urged to contact the County Administrator, his/her supervisor and his/her Union steward or business agent if he/she is confronted with harassment while an employee of the County.

ARTICLE 23 PAID PARENTAL LEAVE (PPL)

23.1 Employees shall be eligible for paid parental leave (PPL), consistent with the terms outlined in Section 612 of the Wright County Personnel Policy Manual. In the event Wright County Policy 612 is modified by the County in the future, the modification will automatically apply to the bargaining unit unless it results in the elimination or reduction of benefit to the employee. In the event of a future policy modification that results in the elimination or a reduction of paid parental leave (PPL) benefit, employees in the bargaining unit will continue to receive the benefits outlined in the policy immediately prior to the modification.

ARTICLE 24 MATCHING 457(b) DEFERRED COMPENSATION CONTRIBUTION

24.1 Effective January 1, 2023, Employees shall be eligible for a matching 457(b) Deferred Compensation contribution consistent with the terms outlined in Section 304.04 of the Wright County Personnel Policy Manual. In the event Wright County Policy 304.04 is modified by the County in the future, the modification will automatically apply to the bargaining unit unless it results in an elimination or a reduction of benefit to the employee. In the event of a future policy modification that results in the elimination or a reduction of this benefit, employees in the bargaining unit will continue to receive the benefits outlined in the policy immediately prior to the modification.

ARTICLE 25- DURATION

Three-year agreement effective January 1, 2026, through December 31, 2028.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on this _____ day of _____, 2026.

FOR WRIGHT COUNTY

_____

Darek Vetsch
Commission Chair

_____

Greg Kryzer
County Administrator

FOR TEAMSTERS, LOCAL NO. 320

_____

Business Manager

_____

Union Steward

_____

Union Steward

_____

Union Steward

APPENDIX A-2026-2028 WAGE SCALES

Grades	January 1, 2026-2.5% General Adjustment (Wage Minimum)	January 1, 2026-2.5% General Adjustment (Wage Maximum)	January 1, 2027-3.0% General Adjustment (Wage Minimum)	January 1, 2027-3.0% General Adjustment (Wage Maximum)	January 1, 2028-2.5% General Adjustment (Wage Minimum)	January 1, 2028-2.5% General Adjustment (Wage Maximum)
	Min	Max	Min	Max	Min	Max
1	$21.89	$31.09	$22.55	$32.02	$23.10	$32.82
2	$22.99	$32.65	$23.68	$33.63	$24.27	$34.47
3	$24.14	$34.28	$24.86	$35.31	$25.49	$36.19
4	$25.35	$35.99	$26.11	$37.07	$26.76	$37.99
5	$26.61	$37.79	$27.41	$38.93	$28.09	$39.90
6	$27.94	$39.68	$28.78	$40.87	$29.50	$41.89
7	$29.34	$41.67	$30.22	$42.92	$30.97	$43.99
8	$30.81	$43.75	$31.73	$45.06	$32.52	$46.19
9	$32.35	$45.93	$33.32	$47.31	$34.15	$48.49
10	$33.97	$48.23	$34.99	$49.68	$35.86	$50.92
11	$35.66	$50.65	$36.73	$52.16	$37.65	$53.47
12	$37.44	$53.18	$38.57	$54.77	$39.53	$56.14
13	$39.32	$55.83	$40.50	$57.51	$41.51	$58.94
14	$41.29	$58.62	$42.53	$60.38	$43.59	$61.89
15	$43.35	$61.55	$44.65	$63.40	$45.76	$64.98
16	$45.52	$64.64	$46.89	$66.58	$48.06	$68.24
17	$47.80	$67.87	$49.23	$69.90	$50.46	$71.65
18	$50.18	$71.26	$51.69	$73.40	$52.98	$75.23
19	$52.70	$74.83	$54.28	$77.07	$55.63	$79.00
20	$55.33	$78.57	$56.99	$80.92	$58.41	$82.95
21	$58.09	$82.49	$59.83	$84.97	$61.33	$87.09
22	$61.00	$86.61	$62.83	$89.21	$64.40	$91.44
23	$64.04	$90.95	$65.96	$93.68	$67.61	$96.02
24	$67.25	$95.49	$69.27	$98.35	$71.00	$100.81
25	$70.61	$100.27	$72.73	$103.27	$74.55	$105.86
26	$74.14	$105.28	$76.36	$108.44	$78.27	$111.15

Grade	Points for each Grade	Point Scale	Title	Union	E / NE Status	Dept	2026 Minimum Grade-2.5%	2026 Mid Range Point-2.5%	2026-Maximum Grade-2.5%	2027 Minimum Grade-3.0%	2027 Mid Range Point-3.0%	2027-Maximum Grade-3.0%	2028 Minimum Grade-2.5%	2028 Mid Range Point-2.5%	2028-Maximum Grade-2.5%
2	123	101-140	Guest Services Representative	AFSCME/Teamsters Cthse	NE	Generic	$ 22.99	$ 27.82	$ 32.65	$ 23.68	$ 28.65	$ 33.63	$ 24.27	$ 29.37	$ 34.47
3	165	141-170	Facilities Maintenance Technician	Teamsters Cthse	NE	Facilities and Fleet Services	$ 24.14	$ 29.20	$ 34.28	$ 24.86	$ 30.08	$ 35.31	$ 25.49	$ 30.83	$ 36.19
	170		Administrative Assistant I	Teamsters Cthse	NE	Generic	$ 24.14	$ 29.20	$ 34.28	$ 24.86	$ 30.08	$ 35.31	$ 25.49	$ 30.83	$ 36.19
4	175	171-185	Office Technician	AFSCME/Teamsters Cthse	NE	Generic	$ 25.35	$ 30.67	$ 35.99	$ 26.11	$ 31.59	$ 37.07	$ 26.76	$ 32.38	$ 37.99
	180		License Center Specialist	Teamsters Cthse	NE	Finance & Taxpayer Serv	$ 25.35	$ 30.67	$ 35.99	$ 26.11	$ 31.59	$ 37.07	$ 26.76	$ 32.38	$ 37.99
	180		Civilian Bailiff	Teamsters Cthse	NE	Sheriff	$ 25.35	$ 30.67	$ 35.99	$ 26.11	$ 31.59	$ 37.07	$ 26.76	$ 32.38	$ 37.99
	180		Property/Evidence Technician	Teamsters Cthse	NE	Sheriff	$ 25.35	$ 30.67	$ 35.99	$ 26.11	$ 31.59	$ 37.07	$ 26.76	$ 32.38	$ 37.99
	181		Deputy Recorder	Teamsters Cthse	NE	Recorder	$ 25.35	$ 30.67	$ 35.99	$ 26.11	$ 31.59	$ 37.07	$ 26.76	$ 32.38	$ 37.99
5	195	186-195	Law Library Associate	Teamsters Cthse	NE	Admin/Law Library	$ 26.61	$ 32.21	$ 37.79	$ 27.41	$ 33.17	$ 38.93	$ 28.09	$ 34.00	$ 39.90
6	201	196-224	Taxation Process Specialist	Teamsters Cthse	NE	Finance & Taxpayer Serv	$ 27.94	$ 33.81	$ 39.68	$ 28.78	$ 34.83	$ 40.87	$ 29.50	$ 35.70	$ 41.89
	203		Accounting Technician	AFSCME/Teamsters Cthse	NE	Sher/Finance & Taxpayer Serv	$ 27.94	$ 33.81	$ 39.68	$ 28.78	$ 34.83	$ 40.87	$ 29.50	$ 35.70	$ 41.89
	210		Lead License Center Specialist	Teamsters Cthse	NE	Finance & Taxpayer Serv	$ 27.94	$ 33.81	$ 39.68	$ 28.78	$ 34.83	$ 40.87	$ 29.50	$ 35.70	$ 41.89
	215		Compost & Recycling Facility Assistant	Teamsters Cthse	NE	Planning-Zoning	$ 27.94	$ 33.81	$ 39.68	$ 28.78	$ 34.83	$ 40.87	$ 29.50	$ 35.70	$ 41.89
7	227	225-259	Land Process Specialist	Teamsters Cthse	NE	Recorder	$ 29.34	$ 35.51	$ 41.67	$ 30.22	$ 36.57	$ 42.92	$ 30.97	$ 37.49	$ 43.99
	230		Staff Accountant	Teamsters Cthse	NE	Finance & Taxpayer Serv	$ 29.34	$ 35.51	$ 41.67	$ 30.22	$ 36.57	$ 42.92	$ 30.97	$ 37.49	$ 43.99
	235		Project Manager-Business Analyst I	Teamsters Cthse	NE	Project Administration	$ 29.34	$ 35.51	$ 41.67	$ 30.22	$ 36.57	$ 42.92	$ 30.97	$ 37.49	$ 43.99
	238		Payroll Specialist	Teamsters Cthse	NE	Finance & Taxpayer Serv	$ 29.34	$ 35.51	$ 41.67	$ 30.22	$ 36.57	$ 42.92	$ 30.97	$ 37.49	$ 43.99
	243		Equipment & Supply Specialist	Teamsters Cthse	NE	Sheriff	$ 29.34	$ 35.51	$ 41.67	$ 30.22	$ 36.57	$ 42.92	$ 30.97	$ 37.49	$ 43.99
	245		Technical Applications Specialist	Teamsters Cthse	NE	Sheriff	$ 29.34	$ 35.51	$ 41.67	$ 30.22	$ 36.57	$ 42.92	$ 30.97	$ 37.49	$ 43.99
	258		Technical Support Specialist	Teamsters Cthse	NE	IT	$ 29.34	$ 35.51	$ 41.67	$ 30.22	$ 36.57	$ 42.92	$ 30.97	$ 37.49	$ 43.99
8	265	260-287	Elections Training and Equipment Coordinator	Teamsters Cthse	NE	Finance & Taxpayer Serv	$ 30.81	$ 37.28	$ 43.75	$ 31.73	$ 38.40	$ 45.06	$ 32.52	$ 39.36	$ 46.19
	268		Collection Officer	Teamsters Cthse/AFSCME	NE	Sheriff/Finance & Taxpayer Serv	$ 30.81	$ 37.28	$ 43.75	$ 31.73	$ 38.40	$ 45.06	$ 32.52	$ 39.36	$ 46.19
	270		Assistant Veteran Services Officer-Missing	Teamsters Cthse	NE	Veterans Services	$ 30.81	$ 37.28	$ 43.75	$ 31.73	$ 38.40	$ 45.06	$ 32.52	$ 39.36	$ 46.19
	275		Building Inspector	Teamsters Cthse	NE	Planning-Zoning	$ 30.81	$ 37.28	$ 43.75	$ 31.73	$ 38.40	$ 45.06	$ 32.52	$ 39.36	$ 46.19
	276		IT Audio/Visual Technician	Teamsters Cthse	NE	IT	$ 30.81	$ 37.28	$ 43.75	$ 31.73	$ 38.40	$ 45.06	$ 32.52	$ 39.36	$ 46.19
	276		Assessment Process Specialist	Teamsters Cthse	NE	Assessor	$ 30.81	$ 37.28	$ 43.75	$ 31.73	$ 38.40	$ 45.06	$ 32.52	$ 39.36	$ 46.19
	278		Property Appraiser	Teamsters Cthse	NE	Assessor	$ 30.81	$ 37.28	$ 43.75	$ 31.73	$ 38.40	$ 45.06	$ 32.52	$ 39.36	$ 46.19
	287		Senior Taxation Process Specialist	Teamsters Cthse	NE	Finance & Taxpayer Serv	$ 30.81	$ 37.28	$ 43.75	$ 31.73	$ 38.40	$ 45.06	$ 32.52	$ 39.36	$ 46.19
10	307	300-329	ECM Solutions Analyst	Teamsters Cthse	NE	IT	$ 33.97	$ 41.10	$ 48.23	$ 34.99	$ 42.34	$ 49.68	$ 35.86	$ 43.39	$ 50.92
	318		Senior Technical Support Specialist	Teamsters Cthse	NE	IT	$ 33.97	$ 41.10	$ 48.23	$ 34.99	$ 42.34	$ 49.68	$ 35.86	$ 43.39	$ 50.92
	321		Environmental Health Inspector	Teamsters Cthse	NE	Planning-Zoning	$ 33.97	$ 41.10	$ 48.23	$ 34.99	$ 42.34	$ 49.68	$ 35.86	$ 43.39	$ 50.92
11	330	330-339	Computer Forensic Investigator	Teamsters Cthse	NE	Sheriff	$ 35.66	$ 43.15	$ 50.65	$ 36.73	$ 44.45	$ 52.16	$ 37.65	$ 45.56	$ 53.47
	332		Compost/Recycling Facility Manager	Teamsters Cthse	NE	Planning-Zoning	$ 35.66	$ 43.15	$ 50.65	$ 36.73	$ 44.45	$ 52.16	$ 37.65	$ 45.56	$ 53.47
	335		Business Intelligence Developer	Teamsters Cthse	NE	Administration	$ 35.66	$ 43.15	$ 50.65	$ 36.73	$ 44.45	$ 52.16	$ 37.65	$ 45.56	$ 53.47
12	343	340-349	Feedlot Program Administrator	Teamsters Cthse	NE	Planning-Zoning	$ 37.44	$ 45.31	$ 53.18	$ 38.57	$ 46.66	$ 54.77	$ 39.53	$ 47.83	$ 56.14
	348		IT Security Analyst	Teamsters Cthse	NE	IT	$ 37.44	$ 45.31	$ 53.18	$ 38.57	$ 46.66	$ 54.77	$ 39.53	$ 47.83	$ 56.14
	348		Principal Appraiser	Teamsters Cthse	NE	Assessor	$ 37.44	$ 45.31	$ 53.18	$ 38.57	$ 46.66	$ 54.77	$ 39.53	$ 47.83	$ 56.14
13	350	350-379	Systems Engineer	Teamsters Cthse	NE	IT	$ 39.32	$ 47.57	$ 55.83	$ 40.50	$ 49.00	$ 57.51	$ 41.51	$ 50.22	$ 58.94
	352		Budget Analyst	Teamsters Cthse	NE	Finance & Taxpayer Serv	$ 39.32	$ 47.57	$ 55.83	$ 40.50	$ 49.00	$ 57.51	$ 41.51	$ 50.22	$ 58.94
	355		Assessments Systems Manager	Teamsters Cthse	NE	Assessor	$ 39.32	$ 47.57	$ 55.83	$ 40.50	$ 49.00	$ 57.51	$ 41.51	$ 50.22	$ 58.94
	362		Planner	Teamsters Cthse	NE	Planning-Zoning	$ 39.32	$ 47.57	$ 55.83	$ 40.50	$ 49.00	$ 57.51	$ 41.51	$ 50.22	$ 58.94
	363		IT Developer	Teamsters Cthse	NE	IT	$ 39.32	$ 47.57	$ 55.83	$ 40.50	$ 49.00	$ 57.51	$ 41.51	$ 50.22	$ 58.94
	363		Project and Product Portfolio Analyst	Teamsters Cthse	NE	Project Administration	$ 39.32	$ 47.57	$ 55.83	$ 40.50	$ 49.00	$ 57.51	$ 41.51	$ 50.22	$ 58.94
	365		Project Manager-Business Analyst II	Teamsters Cthse	NE	Project Administration	$ 39.32	$ 47.57	$ 55.83	$ 40.50	$ 49.00	$ 57.51	$ 41.51	$ 50.22	$ 58.94
14	385	380-409	Senior Accountant	Teamsters Cthse	NE	Finance & Taxpayer Serv	$ 41.29	$ 49.96	$ 58.62	$ 42.53	$ 51.46	$ 60.38	$ 43.59	$ 52.74	$ 61.89
	398		Database Administrator	Teamsters Cthse	NE	IT	$ 41.29	$ 49.96	$ 58.62	$ 42.53	$ 51.46	$ 60.38	$ 43.59	$ 52.74	$ 61.89
	405		Senior IT Developer	Teamsters Cthse	NE	IT	$ 41.29	$ 49.96	$ 58.62	$ 42.53	$ 51.46	$ 60.38	$ 43.59	$ 52.74	$ 61.89
15	422	410-439	Senior Systems Engineer	Teamsters Cthse	NE	IT	$ 43.35	$ 52.45	$ 61.55	$ 44.65	$ 54.02	$ 63.40	$ 45.76	$ 55.37	$ 64.98
	438		Office 365 Program Architect	Teamsters Cthse	NE	IT	$ 43.35	$ 52.45	$ 61.55	$ 44.65	$ 54.02	$ 63.40	$ 45.76	$ 55.37	$ 64.98
	438		Oracle Platform Architect	Teamsters Cthse	NE	Administration	$ 43.35	$ 52.45	$ 61.55	$ 44.65	$ 54.02	$ 63.40	$ 45.76	$ 55.37	$ 64.98
	438		ECM Solutions Architect	Teamsters Cthse	NE	IT	$ 43.35	$ 52.45	$ 61.55	$ 44.65	$ 54.02	$ 63.40	$ 45.76	$ 55.37	$ 64.98

APPENDIX B-2026 HEALTH INSURANCE PLANS

2026 Employer and Employee Contribution for Health Insurance Premiums

2026 Plan Year: January 1 - December 31, 2026

Medica Health Insurance Rates

Employer Contribution and Employee Cost for Family Coverage

**includes preventative dental premium*

	Total Monthly Premium	Monthly County Contribution	Monthly Employee Cost	Monthly County VEBA Contribution	Total Monthly County Contribution
Family Plan 4	$2,481.76	$2,178.00	**$303.76**	$0.00	**$2,178.00**
Family Plan 5	$2,301.85	$2,022.00	**$279.85**	$250.00	**$2,272.00**
Family Plan 6	$2,110.21	$1,854.00	**$256.21**	$333.33	**$2,187.33**

Employer Contribution and Employee Cost for Single Coverage

**includes preventative dental premium*

	Total Monthly Premium	Monthly County Contribution	Monthly Employee Cost	Monthly County VEBA Contribution	Total Monthly County Contribution
Single Plan 4	$1,213.93	$1,180.00	**$33.93**	$0.00	**$1,180.00**
Single Plan 5	$1,124.99	$1,097.00	**$27.99**	$125.00	**$1,222.00**
Single Plan 6	$1,030.26	$1,030.26	**$0.00**	$166.66	**$1,196.92**

APPENDIX C-LABOR MANAGEMENT COMMITTEE MOA

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement ("MOA") is entered into by and between Wright County ("County") and Teamsters Public and Law Enforcement Employees' Union, Local 320, Courthouse Employees' Unit ("Union").

WHEREAS, the County and the Union are parties to a collective bargaining agreement ("CBA"); and

WHEREAS, the County and the Union agreed to enter into this MOA during negotiations for the 2026-2028 CBA in order to establish an in-house labor management committee ("LMC") during the term of the CBA.

NOW, THEREFORE, the Parties agree as follows:

1. **Agreement to Create LMC.** The Parties will form an LMC that will meet twice yearly at mutually agreeable times during the term of the CBA.

2. **Non-Precedent Setting.** This MOA does not establish or alter any practice or precedent.

3. **Sunset.** This MOA will automatically expire on December 31, 2028. Any continuation of the LMC beyond this date will require the parties' mutual written agreement.

4. **Entire Agreement.** This MOA exists separately from the CBA and will not be subject to the grievance procedure outlined in the CBA. This MOA reflects the entire agreement between the Parties with respect to the formation of an LMC. No Party has relied on any statements or promises that are not in this MOA or the CBA. No changes to this MOA are valid unless they are in writing and signed by both Parties. A copy of this MOA has the same effect as the original.

FOR TEAMSTERS, LOCAL 320

1-2-26
Business Agent Date

1-2-26
Union Steward Date

Lorette Parsen

FOR COUNTY OF WRIGHT

Wright County Board Chair Date

County Administrator Date

APPENDIX D- MEMORANDUM OF AGREEMENT REGARDING AMA LICENSURE DIFFERENTIAL FOR APPRAISERS

This Memorandum of Agreement is entered into between Wright County (hereafter "County") and Minnesota Teamsters Public and Law Enforcement Employees' Union, Local #320 (hereafter "Union") representing employees in the County Courthouse bargaining unit.

WHEREAS, the County and the Union are parties to a collective bargaining agreement effective January 1, 2026 to December 31, 2028 ("CBA"); and

WHEREAS, all persons who appraise or physically inspect real property to determine its market value or classification for property tax purposes are required to obtain both a Certified Minnesota Assessor License ("CMA") and an Accredited Minnesota Assessor License ("AMA") within certain time requirements; and

WHEREAS, the County requires the Property Appraisers position to obtain both the CMA and AMA license within certain time limits; and

WHEREAS, the County is making an effort to be proactive in recruiting property appraisers and protecting the investment the County makes in requiring current property appraisers to become licensed; and

NOW, THEREFORE, the County and the Union agree as follows:

1. If a Property Appraiser obtains the AMA license while employed with the County, the County agrees to compensate the Property Appraiser with an additional $0.75/hour in hourly wages as of the date that the employee has obtained the AMA license.

2. Thus, all Property Appraisers who have previously obtained and maintained the AMA licensure shall be compensated the additional $0.75/hour.

3. This Memorandum of Agreement shall not constitute a precedent with regard to any subsequent negotiations or matters between the parties.

4. This Memorandum of Agreement represents the complete and total agreement between the parties regarding this matter.

5. This Memorandum of Agreement will be effective on January 1, 2026. The additional $0.75/hr. compensation set forth in this Memorandum of Agreement will not apply retroactively to any hours worked prior to January 1, 2026.

6. This Memorandum of Agreement will sunset upon expiration of the CBA. The parties will discuss whether to renew this MOA when they commence negotiations

for the next collective bargaining agreement with a term commencing January 1, 2029.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Agreement to be executed this ____ day of _____, _____.

FOR TEAMSTERS, LOCAL 320

1-2-24
Business Agent Date

1-2-26
Union Steward Date

FOR COUNTY OF WRIGHT

Wright County Board Chair Date

County Administrator Date

MEMORANDUM OF AGREEMENT REGARDING IMPLEMENTATION OF NEW COMPENSATION AND CLASSIFICATION PLAN

This Agreement is entered into by and between Wright County ("Wright County") and the Minnesota Teamsters Public and Law Enforcement Employees' Union, Local #320 (hereafter "Union") representing employees in the County Courthouse bargaining unit.

WHEREAS, the County will be using a new compensation and classification plan effective January 1, 2026;

WHEREAS, the Association agreed to the new compensation and classification plan during negotiations for a new collective bargaining agreement to take effect January 1, 2026 ("CBA");

WHEREAS, the parties agreed to a three-phase implementation of the new compensation and classification during negotiations for the CBA;

WHEREAS, the purpose of this Agreement is to memorialize the three-phase implementation of the new plan.

NOW, THEREFORE, the parties agree as follows:

1. The County will implement its new compensation and classification plan on January 1, 2026. The grading for positions in the bargaining unit represented by the Association, along with the new minimum and maximum hourly rate for each grade is attached as Exhibit A.

2. Effective January 1, 2026, individual employees will transition to the new compensation and classification plan in the following three phases:

a. **Phase 1.** All employees who are paid an hourly rate under the minimum hourly wage of their assigned grade in the County's new compensation and classification plan will have their hourly rate increased to the minimum of the new salary range. Employees whose December 31, 2025 hourly rate is within the 2026 salary range for their assigned grade will not receive any hourly rate increase in Phase 1.

b. **Phase 2.** After Phase 1 is completed, the County will apply a range position adjustment to employees who experienced a negative impact with respect to their range penetration percentage as a result of the Phase 1 implementation.

- An employee's 2025 range penetration percentage will be calculated as follows: (December 31, 2025 Hourly Rate – 2025 Range Minimum) divided by (2025 Range Maximum – 2025 Range Minimum) multiplied by 100.

- An employee's new range penetration percentage will be calculated as follows: (Hourly Rate After Phase 1 Implementation – New Range Minimum) divided by (New Range Maximum – New Range Minimum) multiplied by 100.

If an employee experienced a reduction in their range penetration percentage when their 2025 range penetration is compared to their new range penetration, the County will provide a range penetration adjustment of up to six percent to bring them either back to or closer to their 2025 range penetration as illustrated in the following examples:

- An employee whose 2025 range penetration was 67 percent and whose new range penetration is 59 percent will receive a range penetration adjustment of six percent. The employee's hourly rate will be adjusted to reflect the amount that is 65 percent of new range.

- An employee whose 2025 range penetration was 88 percent and whose new range penetration is 84 percent will receive a range penetration adjustment of four percent. The employee's hourly rate will be adjusted to reflect the amount that is 88 percent of new range.

- An employee whose 2025 range penetration was zero percent and whose new range penetration is zero percent will receive no range penetration adjustment.

The Phase 2 range penetration adjustment for each employee will be the lesser of six percent or the percentage necessary to bring the employee back to the employee's 2025 range penetration percentage.

c. **Phase 3.** After Phase 2 is completed, the negotiated 2.5 percent general increase outlined in the CBA for 2026 wages will be applied to individual employees' hourly rates. The Phase 3 hourly rate will apply to hours worked effective January 1, 2026.

3. The parties agree that the transition of positions to the new compensation and classification plan will not be considered a position reclassification under Section 101 of the Wright County Personnel Policy Manual.

4. Individual employees will be separately eligible to receive range movement on their anniversary date as set forth in the CBA.

5. This Agreement represents the complete and total agreement between the parties regarding the three-phase implementation of the County's new compensation and classification plan.

6. This Agreement will expire and automatically sunset on December 31, 2028.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Agreement to be executed this ____ day of _____, _____.

FOR TEAMSTERS, LOCAL 320

1-2-26
Business Agent Date

1-2-26
Union Steward Date

FOR COUNTY OF WRIGHT

Wright County Board Chair Date

County Administrator Date

EXHIBIT A

Grade	Points for each Grade	Point Scale	Title	Union	E / NE Status	Dept	2026 Minimum Grade-0%	2026-Maximum Grade-0%	2025 Adopted Min	2025 Adopted Max
2	123	101-140	Guest Services Representative (Formerly Office Tech I)	AFSCME/Teamsters Cthse	NE	Generic	$ 22.43	$ 31.85	$ 18.87	$ 26.41
3	165	141-170	Facilities Maintenance Technician	Teamsters Cthse	NE	Facilities	$ 23.55	$ 33.44	$ 22.49	$ 31.46
	170		Administrative Assistant I	Teamsters Cthse	NE	Generic	$ 23.55	$ 33.44	$ 22.49	$ 31.46
4	175	171-185	Office Technician (Formerly Office Technician II)	AFSCME/Teamsters Cthse	NE	Generic	$ 24.73	$ 35.11	$ 22.49	$ 31.46
	180		License Center Specialist	Teamsters Cthse	NE	Finance & Taxpayer Serv	$ 24.73	$ 35.11	$ 22.49	$ 31.46
	180		Civilian Bailiff	Teamsters Cthse	NE	Sheriff	$ 24.73	$ 35.11	$ 22.49	$ 31.46
	180		Property/Evidence Technician	Teamsters Cthse	NE	Sheriff	$ 24.73	$ 35.11	$ 22.49	$ 31.46
	181		Deputy Recorder	Teamsters Cthse	NE	Recorder	$ 24.73	$ 35.11	$ 23.83	$ 33.35
5	195	186-195	Law Library Associate	Teamsters Cthse	NE	Admin/Law Library	$ 25.96	$ 36.87	$ 23.83	$ 33.35
6	201	196-224	Taxation Process Specialist	Teamsters Cthse	NE	Finance & Taxpayer Serv	$ 27.26	$ 38.71	$ 25.25	$ 35.35
	203		Accounting Technician	AFSCME/Teamsters Cthse	NE	Sher/Finance & Taxpayer Serv	$ 27.26	$ 38.71	$ 25.25	$ 35.35
	210		Lead License Center Specialist	Teamsters Cthse	NE	Finance & Taxpayer Serv	$ 27.26	$ 38.71	$ 25.25	$ 35.35
	215		Compost & Recycling Facility Assistant	Teamsters Cthse	NE	Planning-Zoning	$ 27.26	$ 38.71	$ 25.25	$ 35.35
7	227	225-259	Land Process Specialist	Teamsters Cthse	NE	Recorder	$ 28.62	$ 40.65	$ 26.77	$ 37.48
	230		Staff Accountant	Teamsters Cthse	NE	Finance & Taxpayer Serv	$ 28.62	$ 40.65	$ 26.77	$ 37.48
	235		Project Manager-Business Analyst I	Teamsters Cthse	NE	Project Administration	$ 28.62	$ 40.65	$ 26.77	$ 37.48
	238		Payroll Specialist	Teamsters Cthse	NE	Finance & Taxpayer Serv	$ 28.62	$ 40.65	$ 26.77	$ 37.48
	243		Equipment & Supply Specialist	Teamsters Cthse	NE	Sheriff	$ 28.62	$ 40.65	$ 26.77	$ 37.48
	245		Technical Applications Specialist	Teamsters Cthse	NE	Sheriff	$ 28.62	$ 40.65	$ 26.77	$ 37.48
	258		Technical Support Specialist	Teamsters Cthse	NE	IT	$ 28.62	$ 40.65	$ 28.38	$ 39.74
8	265	260-287	Elections Training and Equipment Coordinator	Teamsters Cthse	NE	Finance & Taxpayer Serv	$ 30.06	$ 42.68	$ 28.38	$ 39.74
	268		Collection Officer	Teamsters Cthse/AFSCME	NE	Sheriff/Finance & Taxpayer Serv	$ 30.06	$ 42.68	$ 28.38	$ 39.74
	270		Assistant Veteran Services Officer	Teamsters Cthse	NE	Veterans Services	$ 30.06	$ 42.68	$ 30.09	$ 42.12
	275		Building Inspector	Teamsters Cthse	NE	Planning-Zoning	$ 30.06	$ 42.68	$ 30.09	$ 42.12
	276		IT Audio/Visual Technician	Teamsters Cthse	NE	IT	$ 30.06	$ 42.68	$ 30.09	$ 42.12
	276		Assessment Process Specialist	Teamsters Cthse	NE	Assessor	$ 30.06	$ 42.68	$ 30.09	$ 42.12
	278		Property Appraiser	Teamsters Cthse	NE	Assessor	$ 30.06	$ 42.68	$ 30.09	$ 42.12
	287		Senior Taxation Process Specialist	Teamsters Cthse	NE	Finance & Taxpayer Serv	$ 30.06	$ 42.68	$ 30.09	$ 42.12
10	307	300-329	ECM Solutions Analyst	Teamsters Cthse	NE	IT	$ 33.14	$ 47.05	$ 31.88	$ 44.64
	318		Senior Technical Support Specialist	Teamsters Cthse	NE	IT	$ 33.14	$ 47.05	$ 31.88	$ 44.64
	321		Environmental Health Inspector	Teamsters Cthse	NE	Planning-Zoning	$ 33.14	$ 47.05	$ 33.79	$ 47.32
11	330	330-339	Computer Forensic Investigator	Teamsters Cthse	NE	Sheriff	$ 34.79	$ 49.41	$ 33.79	$ 47.32
	332		Compost/Recycling Facility Manager	Teamsters Cthse	NE	Planning-Zoning	$ 34.79	$ 49.41	$ 33.79	$ 47.32
	335		Business Intelligence Developer	Teamsters Cthse	NE	Administration	$ 34.79	$ 49.41	$ 33.79	$ 47.32
12	343	340-349	Feedlot Program Administrator	Teamsters Cthse	NE	Planning-Zoning	$ 36.53	$ 51.88	$ 33.79	$ 47.32
	347		Assessments Systems Manager	Teamsters Cthse	NE	Assessor	$ 36.53	$ 51.88	$ 33.79	$ 47.32
	348		IT Security Analyst	Teamsters Cthse	NE	IT	$ 36.53	$ 51.88	$ 33.79	$ 47.32
	348		Principal Appraiser	Teamsters Cthse	NE	Assessor	$ 36.53	$ 51.88	$ 33.79	$ 47.32
13	350	350-379	Systems Engineer	Teamsters Cthse	NE	IT	$ 38.36	$ 54.47	$ 35.83	$ 50.14
	352		Budget Analyst	Teamsters Cthse	NE	Finance & Taxpayer Serv	$ 38.36	$ 54.47	$ 35.83	$ 50.14
	362		Planner	Teamsters Cthse	NE	Planning-Zoning	$ 38.36	$ 54.47	$ 35.83	$ 50.14
	363		IT Developer	Teamsters Cthse	NE	IT	$ 38.36	$ 54.47	$ 35.83	$ 50.14
	363		Project and Product Portfolio Analyst	Teamsters Cthse	NE	Project Administration	$ 38.36	$ 54.47	$ 35.83	$ 50.14
	365		Project Manager-Business Analyst II	Teamsters Cthse	NE	Project Administration	$ 38.36	$ 54.47	$ 35.83	$ 50.14
14	385	380-409	Senior Accountant	Teamsters Cthse	NE	Finance & Taxpayer Serv	$ 40.28	$ 57.19	$ 37.99	$ 53.17
	398		Database Administrator	Teamsters Cthse	NE	IT	$ 40.28	$ 57.19	$ 37.99	$ 53.17
	405		Senior IT Developer	Teamsters Cthse	NE	IT	$ 40.28	$ 57.19	$ 37.99	$ 53.17
15	422	410-439	Senior Systems Engineer	Teamsters Cthse	NE	IT	$ 42.29	$ 60.05	$ 40.26	$ 56.34
	438		Office 365 Program Architect	Teamsters Cthse	NE	IT	$ 42.29	$ 60.05	$ 40.26	$ 56.34
	438		Oracle Platform Architect	Teamsters Cthse	NE	Administration	$ 42.29	$ 60.05	$ 40.26	$ 56.34
	438		ECM Solutions Architect	Teamsters Cthse	NE	IT	$ 42.29	$ 60.05	$ 40.26	$ 56.34

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is entered into between Wright County (hereinafter "County") and Teamsters Local 320 (Courthouse) (hereafter "Union").

WHEREAS, the County and the Union are parties to the collective bargaining agreement for 2020-2022; and

WHEREAS, full-time Teamster Local 320 Courthouse members working an 8-hour workday, currently receive one unpaid 30-minute lunch break and two paid 15-minute rest breaks for each 8 consecutive hours worked;

WHEREAS, Union has requested the County allow full-time employees the option to combine their daily paid fifteen-minute morning break, daily paid fifteen-minute afternoon break and their unpaid 30-minute lunch break into a one-hour lunch/rest period during the workday;

WHEREAS, employees that elect not to take a combined one-hour lunch/rest period will be required, as usual, to take an unpaid thirty-minute lunch period and a daily paid fifteen-minute morning break and daily paid fifteen-minute afternoon break of the scheduled workday;

WHEREAS, the County will manage the scheduling of employee lunch/rest periods to ensure that there is adequate coverage to assist walk-up customers during the lunch time.

NOW, THEREFORE, the parties hereby stipulate and agree to the following.

1. The County will allow some full-time employees, at the County's sole discretion, the ability to combine their two daily paid fifteen-minute breaks and their unpaid 30-minute lunch break into a one-hour lunch/rest period during the workday.

    a. 30-minutes of the 1-hour lunch/rest period, representing the 30-minute lunch period, will be unpaid.

    b. 30-minutes of the 1-hour lunch/rest period, representing the two 15-minute break periods, will be paid.

2. Employees that do not take a one-hour lunch/rest period will be required to take a thirty-minute unpaid lunch period and two fifteen-minute paid rest breaks, one in the morning and one in the afternoon, of the scheduled workday.

3. Whether or not an employee will be permitted to take a one-hour combined lunch/rest period will ultimately remain within the County's discretion and is not grievable.

4. Either party may terminate this MOU with seven (7) days' notice to the other party. Termination of this MOU is not grievable.

5. All other terms and conditions of the parties' collective bargaining agreement shall remain in full force and effect.

6. This Memorandum of Agreement shall not in any way constitute a precedent.

7. This Memorandum of Agreement represents the complete and total agreement of the parties regarding this matter.

IN WITNESS WHEREOF, the parties have caused Memorandum of Agreement to be executed this 30th day of Nov., 2021.

WRIGHT COUNTY

Mark Daleiden
Commission Chair

Lee Kelly
County Administrator

TEAMSTERS LOCAL 320
(COURTHOUSE)

Business Agent

Union Official

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Greg Kryzer

Requestor Title
County Administrator

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
1/6/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
BTP5489

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve Minutes and Adopt Recommendations from the Committee of the Whole Meeting (11-18-2025)

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Minutes and Adopt Recommendations from the Committee of the Whole Meeting (11-18-2025)

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. (2)

Document Name	Attachment Type
Personnel COTW 11.18.25.docx	Attachment
Elected Official Salary Data- Nov 2025.xlsx	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

County Attorney

Organization Name	Job Title	# of incumbents	Average Annual Wage ($)	Payment for Special Meetings	Medical coverage offered Y/N
Anoka County	County Attorney	1	$ 225,080.55	N/A	Y
Carver County	County Attorney	1	$ 228,720.00	No	Y
Chisago County	County Attorney	1	$ 169,177.57	N/A	Y
Dakota County	County Attorney	1	$ 240,464.00	N/A	Y
Hennepin County	County Attorney	1	$ 224,820.00	N/A	Y
Ramsey County	County Attorney	1	$ 223,930.00	N/A	Y
Sherburne County	County Attorney	1	$ 202,091.14	N/A	Y
Stearns County	County Attorney	1	$ 237,515.00		Y
Washington County	County Attorney	1	$ 226,855.00	N/A	Y
Wright County	County Attorney	1	$ 211,000.00		Y

County Attorney

Other Benefits Offered	Population
annual expense allowance: $8,500 PERA Coordinated - Pension - Elected & Physician Medical, Dental, Vision, Disability, Life	379,107
Medical, Dental, Vision, Disability, Life, FSA, HSA, Accident, Critical Illness, Hospital, Deferred Comp	112,931
Dental, Life, Disability ,Vision	59,809
Medical, Dental, Vision, Disability, Life, FSA, HSA	455,776
	1,262,007
Administrative Allowance: $110/month, Transportation Allowance: $150/month, Cell Phone Allowance: $55/month	533,619
Medical, Dental, Vision, Disability, Life, FSA, HSA, VEBA, Accident, Critical Illness, Hospital	105,538
	162,447
N/A	284,470
Dental Insurance. Life, STD, LTD, Deferred Compensation Contributions (457), EAP, Flexible Spending Accounts, Dependent Day Care Acounts, and VEBA Contributions	157,214

Organization Name	Job Title	# of incumbents	Average Annual Wage ($)
Anoka County	County Sheriff	1	$ 214,240.00
Carver County	County Sheriff	1	$ 204,322.00
Chisago County	County Sheriff	1	$ 169,177.57
Dakota County	County Sheriff	1	$ 221,115.00
Hennepin County	County Sheriff	1	$ 224,820.00
Ramsey County	County Sheriff	1	$ 186,706.00
Sherburne County	County Sheriff	1	$ 202,386.74
Stearns County	County Sheriff	1	$ 205,192.00
Washington County	County Sheriff	1	$ 217,552.00
Wright County	County Sheriff	1	$ 191,760.00

Payment for Special Meetings	Medical coverage offered Y/N
N/A	Y
No	Y
N/A	Y
N/A	Y
N/A	Y
N/A	Y
N/A	Y
	Y
N/A	Y
	Y

Other Benefits Offered	Population
PERA Elected - Pension DCP Medical, Dental, Vision, Disability, Life	379,107
Medical, Dental, Vision, Disability, Life, FSA, HSA, Accident, Critical Illness, Hospital, Deferred Comp	112,931
Dental, Life, Disability ,Vision	59,809
Medical, Dental, Vision, Disability, Life, FSA, HSA	455,776
	1,262,007
Uniform Allowance: $1,375/annual	533,619
Medical, Dental, Vision, Disability, Life, FSA, HSA, VEBA, Accident, Critical Illness, Hospital	105,538
	162,447
N/A	284,470
Dental Insurance. Life, STD, LTD, Deferred Compensation Contributions (457), EAP, Flexible Spending Accounts, Dependent Day Care Acounts, and VEBA Contributions	157,214

Organization Name	Job Title	# of incumbents	Average Annual Wage ($)
Anoka County	County Commissioner	7	$ 93,344.37
Carver County	County Commissioner	5	$ 89,633.00
Chisago County	County Commissioner	5	$ 34,744.21
Dakota County	County Commissioner	7	$ 102,822.15
Hennepin County	County Commissioner	7	$ 128,337.00
Ramsey County	County Commissioner	7	$ 104,827.57
Sherburne County	County Commissioner	5	$ 59,112.04
Stearns County	County Commissioner	5	$ 48,015.00
Washington County	County Commissioner	5	$ 85,486.00
Wright County	County Commissioner	5	$ 71,813.00

Payment for Special Meetings	Medical coverage offered Y/N
N/A	Y
No	Y
$65 per diem + mileage	Y
N/A	Y
N/A	Y
N/A	Y
N/A	Y
	Y
N/A	Y
	Y

Other Benefits Offered	Population
annual expense allowance: $7,500 Commissioners, $8,500 Board Chair PERA Elected - Pension DCP Medical, Dental, Vision, Disability, Life	379,107
Monthly allowances: $715.00 Board Chair, $640.00 Vice-Chair, and $615.00 for others Medical, Dental, Vision, Disability, Life, FSA, HSA, Accident, Critical Illness, Hospital, Deferred Comp	112,931
Dental, Life, Disability ,Vision	59,809
Medical, Dental, Vision, Disability, Life, FSA, HSA	455,776
	1,262,007
	533,619
Medical, Dental, Vision, Disability, Life, FSA, HSA, VEBA, Accident, Critical Illness, Hospital	105,538
	162,447
N/A	284,470
Dental Insurance. Life, STD, LTD, Deferred Compensation Contributions (457), EAP, Flexible Spending Accounts, Dependent Day Care Acounts, and VEBA Contributions	157,214

Organization Name	Job Title	# of incumbents	Average Annual Wage ($)
Anoka County	County Attorney	1	$ 225,080.55
Anoka County	County Sheriff	1	$ 214,240.00
Anoka County	County Commissioner	7	$ 93,344.37
Carver County	County Attorney	1	$ 228,720.00
Carver County	County Commissioner	5	$ 89,633.00
Carver County	County Sheriff	1	$ 204,322.00
Chisago County	County Commissioner	5	$ 34,744.21
Chisago County	County Sheriff	1	$ 169,177.57
Chisago County	County Attorney	1	$ 169,177.57
Dakota County	County Attorney	1	$ 240,464.00
Dakota County	County Sheriff	1	$ 221,115.00
Dakota County	County Commissioner	7	$ 102,822.15
Hennepin County	County Commissioner	7	$ 128,337.00
Hennepin County	County Attorney	1	$ 224,820.00
Hennepin County	County Sheriff	1	$ 224,820.00
Ramsey County	County Attorney	1	$ 223,930.00
Ramsey County	County Commissioner	7	$ 104,077.00
Ramsey County	County Sheriff		$ 186,706.00
Sherburne County	County Auditor/Treasurer	1	$ 143,907.30
Sherburne County	County Attorney	1	$ 202,091.14
Sherburne County	County Commissioner	5	$ 59,112.04
Sherburne County	County Recorder	1	$ 133,031.23
Sherburne County	County Sheriff	1	$ 202,386.74
Stearns County	County Commissioner	5	$ 48,015.00
Stearns County	County Attorney	1	$ 237,515.00
Stearns County	County Auditor/Treasurer	1	$ 186,097.00
Stearns County	County Sheriff	1	$ 205,192.00
Washington County	County Auditor (Internal Auditor)	1	$ 63,211.20
Washington County	County Attorney	1	$ 226,855.00
Washington County	County Recorder (Taxation Division Manager)	1	$ 127,004.80
Washington County	County Sheriff	1	$ 217,552.00
Washington County	County Commissioner	5	$ 85,486.00
Wright County	County Commissioner	5	$ 71,813.00
Wright County	County Sheriff	1	$ 191,760.00
Wright County	County Attorney	1	$ 211,000.00

Payment for Special Meetings	Medical coverage offered Y/N
N/A	Y
N/A	Y
N/A	Y
No	Y
No	Y
No	Y
$65 per diem + mileage	Y
N/A	Y
N/A	Y
N/A	Y
N/A	Y
N/A	Y
N/A	Y
N/A	Y
N/A	Y
	Y
	Y
	Y
N/A	Y
N/A	Y
N/A	Y
N/A	Y
N/A	Y
	Y
	Y
	Y
	Y
N/A	Y
N/A	Y
N/A	Y
N/A	Y
N/A	Y
	Y
	Y
	Y

Other Benefits Offered	Population
annual expense allowance: $8,500 PERA Coordinated - Pension - Elected & Physician Medical, Dental, Vision, Disability, Life	379,107
PERA Elected - Pension DCP Medical, Dental, Vision, Disability, Life	379,107
annual expense allowance: $7,500 Commissioners, $8,500 Board Chair PERA Elected - Pension DCP Medical, Dental, Vision, Disability, Life	379,107
Medical, Dental, Vision, Disability, Life, FSA, HSA, Accident, Critical Illness, Hospital, Deferred Comp	112,931
Monthly allowances: $715.00 Board Chair, $640.00 Vice-Chair, and $615.00 for others Medical, Dental, Vision, Disability, Life, FSA, HSA, Accident, Critical Illness, Hospital, Deferred Comp	112,931
Medical, Dental, Vision, Disability, Life, FSA, HSA, Accident, Critical Illness, Hospital, Deferred Comp	112,931
Dental, Life, Disability ,Vision	59,809
Dental, Life, Disability ,Vision	59,809
Dental, Life, Disability ,Vision	59,809
Medical, Dental, Vision, Disability, Life, FSA, HSA	455,776
Medical, Dental, Vision, Disability, Life, FSA, HSA	455,776
Medical, Dental, Vision, Disability, Life, FSA, HSA	455,776
	1,262,007
	1,262,007
	1,262,007
	533,619
	533,619
	533,619
Medical, Dental, Vision, Disability, Life, FSA, HSA, VEBA, Accident, Critical Illness, Hospital	105,538
Medical, Dental, Vision, Disability, Life, FSA, HSA, VEBA, Accident, Critical Illness, Hospital	105,538
Medical, Dental, Vision, Disability, Life, FSA, HSA, VEBA, Accident, Critical Illness, Hospital	105,538
Medical, Dental, Vision, Disability, Life, FSA, HSA, VEBA, Accident, Critical Illness, Hospital	105,538
Medical, Dental, Vision, Disability, Life, FSA, HSA, VEBA, Accident, Critical Illness, Hospital	105,538
	162,447
	162,447
	162,447
	162,447
N/A	284,470
N/A	284,470
N/A	284,470
N/A	284,470
N/A	284,470
Dental Insurance. Life, STD, LTD, Deferred Compensation Contributions (457), EAP, Flexible Spending Accounts, Dependent Day Care Acounts, and VEBA Contributions	157,214
Dental Insurance. Life, STD, LTD, Deferred Compensation Contributions (457), EAP, Flexible Spending Accounts, Dependent Day Care Acounts, and VEBA Contributions	157,214
Dental Insurance. Life, STD, LTD, Deferred Compensation Contributions (457), EAP, Flexible Spending Accounts, Dependent Day Care Acounts, and VEBA Contributions	157,214

COMMITTEE MEETING MINUTES

PERSONNEL COMMITTEE OF THE WHOLE

NOVEMBER 18, 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: **Tina Diedrick, Jeanne Holland, Kirby Moynagh, Nadine Schoen, Darek Vetsch**

Others Present: **Sean Deringer, Schawn Johnson, Greg Kryzer, Brian Lutes**

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

I. 2026 County Attorney Salary Discussion

County Attorney Brian Lutes presented strategic goals values for his office and made proposal for salary. County Board discussed and set it at $221,500.

RECOMMENDATION: Set the County Attorney salary for 2026 at $221,000

II. 2026 County Sheriff Salary Discussion

Sheriff Sean Deringer presented strategic goals values for his office and made proposal for salary. County Board discussed and set it at $211,168.

RECOMMENDATION: Set the County Sheriff salary for 2026 at $211,168

Meeting adjourned at 1:48 p.m.
Minutes submitted by John Holler, Communications Specialist

DRAFT

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Greg Kryzer

Requestor Title
County Administrator

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
1/6/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
BTP5489

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve Minutes from Truth in Taxation Public Hearing (12-11-2025)

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Minutes from Truth in Taxation Public Hearing (12-11-2025)

Value Stream the request primarily aligns with:

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

Describe the impact on staffing resources.

Fiscal Impact:

Background/Justification:

Route for Review and Approval

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

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

Document Name	Attachment Type
12-11-2025 TNT Board Minutes.docx	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

BOARD MINUTES

BOARD OF WRIGHT COUNTY COMMISSIONERS

Thursday, December 11, 2025

DATE APPROVED: [ ]

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

The Wright County Board met in regular session at 6:00 P.M. with Diedrick, Vetsch, Holland, Schoen, and Moynagh present.

WELCOME & INTRODUCTION

At 6:01 p.m. Chair Darek Vetsch called the public hearing to order. Commissioners Tina Diedrick, Jeanne Holland, Nadine Schoen, Kirby Moynagh, and Vetsch introduced themselves

PLEDGE OF ALLEGIANCE

2026 BUDGET OVERVIEW

At 6:02 p.m. County Administrator Greg Kryzer presented the budget.

PUBLIC COMMENT TO THE 2026 BUDGET/CERTIFIED LEVY

At 6:17 p.m. Vetsch opened the floor to public speakers. James Vanderlinden of Monticello spoke on property tax increases.

At 6:55 p.m. Vetsch closed the public hearing.

At 6:57 p.m. Vetsch adjourned the public hearing.

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Greg Kryzer

Requestor Title
County Administrator

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
1/6/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
BTP5489

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve Minutes and Adopt Recommendations from the Committee of the Whole Meeting (12-16-2025)

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Minutes and Adopt Recommendations from the Committee of the Whole Meeting (12-16-2025)

Value Stream the request primarily aligns with:

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

Describe the impact on staffing resources.

Fiscal Impact:

Background/Justification:

Route for Review and Approval

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

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

Document Name	Attachment Type
COTW minutes 12.15.25 - Copy.docx	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

COMMITTEE MEETING MINUTES

COMMITTEE OF THE WHOLE

December 16, 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: **Tina Diedrick, Jeanne Holland, Kirby Moynagh, Nadine Schoen, Darek Vetsch**

Others Present: **Jami Goodrum, Sarah Grosshuesch, Greg Kryzer, Jim O'Dell, Jill Pooler, Clay Wilfahrt**

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

I. 2026 COMMITTEE ASSIGNMENTS

Board Chair Darek Vetsch asked if there were any commissioners that no longer wanted to serve on specific committees or advisory boards. All commissioners were fine continuing their 2025 committee assignments. County Administrator Greg Kryzer said that the bylaws of the Opioid Settlement Advisory Council were going to be reviewed Dec. 17 to bring forward to the county board in January. Finance Director Lindsey Meyer said the Finance/Capital Improvement Plan (CIP) Committee should be a Finance/CIP Committee of the Whole because any significant proposed purchases or projects are brought before a Committee of the Whole to get input from all commissioners and that the processes have changed significantly since the Finance/CIP Committee was created.

After discussion, the following changes were approved by the committee:

- Eliminate the Wright County Truancy Task Force (Children's Justice Initiative) and the Wright County Cannabis Workforce from the list of county board committee/advisory board assignments.
- Select Commissioners Jeanne Holland and Kirby Moynagh to represent the county board on the Opioid Settlement Advisory Council.
- Change the Finance/CIP Committee to the Finance/CIP Committee of the Whole.
- Select Commissioner Nadine Schoen as the county board representative on the Region 7W Interagency Early Intervention Committee.
- Make a pair of committee changes for the delegates to the Association of Minnesota Counties – naming Commissioner Tina Diedrick to the Security Committee and Holland to the Environment Committee.
- Add Moynagh to serve as the county liaison to the Wright County Agricultural Society (County Fair Board).
- Create the Wright County Operations Committee, which will meet quarterly to assess caseloads in Health & Human Services, CHIPs cases, etc. Holland and Moynagh were named as the county board representatives.

RECOMMENDATION: Approve the list of 2026 committee/advisory board assignments, which will include the changes approved by the Committee of the Whole.

II. BUDGET CARRY FORWARDS

Kryzer is requesting that budget line 05-6338 be shifted to the Administration budget so it can be more easily and efficiently tracked internally. Unused funds in financial department 005-6338 at the end of 2025 will be part of a fund balance transfer in 2026 to financial department 031. Any potential carryforward funds in department 05 will be addressed through the normal financial process in the first quarter of 2026.

RECOMMENDATION: Approve transfer of line item 005-6338 into budget 031-6338 in FY2026.

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III. LEGISLATIVE PRIORITIES

Kryzer said the county's January 2026 meeting with its state legislative delegation has a number of different topics deemed as county priorities. He said to be effective, the county should emphasize the five issues that are most Wright County-centric and would have a better chance of making progress in the State Legislature's 2026 session. These included animal feedlots/backyard chickens, the Department of Corrections Commissioner, legal/official newspaper publication of county minutes and notices, the establishment of a Property Tax Task Force and capital improvement funding for the Wright Technical Center.

RECOMMENDATION: Move forward with the list of county priorities for its legislative delegation with an emphasis on the five highlighted issues discussed by the committee.

The meeting adjourned at 11:44 a.m.
Committee of the Whole minutes submitted by Communications Specialist John Holler

DRAFT

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Greg Kryzer

Requestor Title
County Administrator

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
1/6/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
BTP5489

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve Minutes and Adopt Recommendations from the Personnel Committee Meeting (12-16-2025)

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Minutes and Adopt Recommendations from the Personnel Committee Meeting (12-16-2025)

Value Stream the request primarily aligns with:

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

Describe the impact on staffing resources.

Fiscal Impact:

Background/Justification:

Route for Review and Approval

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

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

Document Name	Attachment Type
Personnel Committee 12.16.25.docx	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

December 16, 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: **Jeanne Holland, Greg Kryzer, Nadine Schoen**

Others Present: **Marc Mattice**

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

I. BACKFILL REQUEST FOR FACILITIES DEPARTMENT

Assistant County Administrator Marc Mattice requested that the committee recommend backfilling the Facilities Manager position and post the job opening on the county website "Employment Opportunities" portal.

RECOMMENDATION: The committee recommends backfilling the Facilities Manager position and any associated backfills.

The meeting adjourned at 12:03 p.m.
Minutes submitted by Communications Specialist John Holler

DRAFT

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Greg Kryzer

Requestor Title
County Administrator

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
1/6/2026 9:00 AM - Board of Wright County Commissioners

Agenda Item Type
○ RFBA ◉ Minutes Submission ○ Warrants Submission

Target Section
○ Consent Agenda ○ Timed Agenda
◉ Item for Consideration

Originator
BTP5489

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve Minutes and Adopt Recommendations from the Personnel Committee Meeting (12-29-2025)

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Minutes and Adopt Recommendations from the Personnel Committee Meeting (12-29-2025)

Value Stream the request primarily aligns with:

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

Describe the impact on staffing resources.

Fiscal Impact:

Background/Justification:

Route for Review and Approval

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

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

Document Name	Attachment Type
Personnel Committee minutes 12.29.25.docx	Attachment
503 BREAK AND MEAL PERIODS-Clean Copy (December 15, 2025).pdf	Attachment
503 BREAK AND MEAL PERIODS-Redlined (December 15, 2025).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

December 29, 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: **Shawna Athman, Lori Pawelk, Matthew Treichler, Clay Wilfahrt**

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

I. Sheriff's Office Staffing Discussion

Chief Deputy Matt Treichler and Sheriff's Office Manager Shawna Athman discussed staffing in the Sheriff's Office, including pending retirements and employee leaves in early 2026 and how the office plans to address the departures to remain fully staffed. The Sheriff's Office would like to immediately post internally and begin recruitment for one over-complement Office Technician II position. This over-complement position is authorized to be filled until the next vacancy of any Office Technician II position in the Sheriff's Office.

RECOMMENDATION: Authorize the hire of one over-complement Office Technician II position within the Wright County Sheriff's Office.

II. Human Resources Personnel Policy Change

Human Resources Director Schawn Johnson presented proposed revisions to Section 503 (Break and Meal Periods) of the County's Personnel Policy manual pursuant to Minnesota Statutes § § 177.253 and 177.254 regarding language related to employee rest break periods and meal breaks. Johnson said the proposed changes would bring the county's Personnel Policy in compliance with state requirements as of Jan. 1, 2026.

RECOMMENDATION: It was the consensus of the committee to forward the proposed Personnel Policy revisions to the Wright County Board for approval.

The meeting adjourned at 10:09 a.m.
Minutes submitted by Communications Specialist John Holler

DRAFT

503 BREAK AND MEAL PERIODS

Policy Adopted: 11-16-04 **Policy Amended: 01-01-18**
Policy Amended: 11-19-24
Policy Amended: TBD

503.01 POLICY STATEMENT

The County allows employees periodic rest periods during the work shift for purposes of rejuvenation and attention to personal needs.

503.02 BREAK PERIOD

Effective January 1, 2026, amendments to Minnesota Statutes §§ 177.253 and 177.254 will impose the following new minimum standards for rest and meal breaks for employees who are not considered exempt executive, administrative or professional employees under Minnesota law.

- Employers must allow each employee a rest break of at least 15 minutes (or enough time to utilize the nearest convenient restroom, whichever is longer) within each four consecutive hours of work.
- Employers must allow each employee who works six or more consecutive hours a meal break of at least 30 minutes.

At the department head (or designee) discretion and with prior written approval, an employee working a full eight-hour workday may be allowed to combine their two daily paid fifteen-minute breaks and their unpaid 30-minute lunch break into a one-hour lunch/rest period during the workday.

a. 30-minutes of the 1-hour lunch/rest period, representing the 30-minute lunch period, will be unpaid.
b. 30-minutes of the 1-hour lunch/rest period, representing the two 15-minute break periods, will be paid.

Employees who wish to combine their break periods must submit a written request to their supervisor and must receive written approval as noted above. If an employee working a shift longer than eight hours wishes to combine break periods, the employee must submit a written request to the employee's supervisor and must receive prior written approval from the department head (or designee). All employees who choose to combine their break period must acknowledge they have been provided the opportunity to take breaks within the intervals required by law and have waived that opportunity.

Break periods should be taken in the middle of work periods, such as mid-morning and mid-afternoon. Breaks should be scheduled in a manner that allows employees to remove themselves from their workstation yet provides adequate staffing level to successfully provide services.

Employees must not be absent from their workstations beyond the allotted break period time.

503.03 MEAL PERIOD

All employees are provided one (1) meal period of thirty (30) minutes. Meal periods shall be taken away from the employee's workstation. Meals shall be taken to minimize disruption of normal operating requirements.

Employees will be relieved of all active responsibilities during meal periods and will not be compensated for this time. Employees must not be absent from their workstations beyond the allotted meal period time.

Your supervisor will schedule rest and meal breaks in a manner that balances operational needs and the right to break time. Whenever possible, employees should take the breaks at a time that minimizes disruption and allows full relief from duties. Any modification to the scheduled meal period by an employee shall require prior written approval of the employee's supervisor and/or department head. Department Heads shall make the final determination regarding whether a modified meal period request is approved.

If you miss a break period, the break must be taken at some point during the four-hour work period. Employees will not be denied the opportunity to take their required breaks. The County encourages employees to take their rest and meal breaks; you should not be discouraged or prevented from doing so. If you feel you are being pressured to skip a break, please raise the issue with your supervisor or Human Resources immediately.

Employees may not work through break periods in order to shorten their workday or earn overtime, except when previously approved ahead of time by the Department Director or their designee.

503.04 EMPLOYEE'S RESPONSIBILITIES

Employees are responsible for monitoring their schedule and time worked. If you believe you are eligible but did not receive your rest or meal break, you must immediately bring the matter to your supervisor, department head, or Human Resources.

If you are required to work through your designated break or remain on duty, you must inform your supervisor so that the time can be compensated or your break rescheduled.

Employees who choose to work through any rest period must acknowledge in a written correspondence, such as sending an email to their supervisor, that a rest/meal period was offered, and the employee declined to utilize the rest/meal period for its intended purpose. Failure to do so may lead to discipline.

Employees are responsible for ensuring that their time records accurately reflect actual work time and any breaks taken.

Please be advised that the abuse of timekeeping or the County's break and meal periods policies may lead to discipline, up to and including discharge or termination employment.

503 BREAK AND MEAL PERIODS

Policy Adopted: 11-16-04 **Policy Amended: 01-01-18**
Policy Amended: 11-19-24
Policy Amended: TBD

503.01 POLICY STATEMENT

The County allows employees periodic rest periods during the work shift for purposes of rejuvenation and attention to personal needs.

503.02 BREAK PERIOD

~~Each 8-hour workday employees are provided two (2) break periods of fifteen (15) minutes.~~
Effective January 1, 2026, amendments to Minnesota Statutes §§ 177.253 and 177.254 will impose the following new minimum standards for rest and meal breaks for employees who are not considered exempt executive, administrative or professional employees under Minnesota law.

- Employers must allow each employee a rest break of at least 15 minutes (or enough time to utilize the nearest convenient restroom, whichever is longer) within each four consecutive hours of work.
- Employers must allow each employee who works six or more consecutive hours a meal break of at least 30 minutes.

At the department head (or designee) discretion and with prior written approval, an employee working a full eight-hour workday may be allowed to combine their two daily paid fifteen-minute breaks and their unpaid 30-minute lunch break into a one-hour lunch/rest period during the workday.

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Your supervisor will schedule rest and meal breaks in a manner that balances operational needs and the right to break time. Whenever possible, employees should take the breaks at a time that minimizes disruption and allows full relief from duties. Any modification to the scheduled meal period by an employee shall require prior written approval of the employee's supervisor and/or department head. Department Heads shall make the final determination regarding whether a modified meal period request is approved.

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