BOARD AGENDA
BOARD OF WRIGHT COUNTY COMMISSIONERS
Tuesday, January 20, 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. PRINCESS KAY OF THE MILKY WAY DAY

A. Adopt Resolution 26-1, Declaring January 20, 2026 as Malorie Thorson, Princess Kay of the Milky Way Day

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

A. Approve Minutes County Board Meeting (1-6-2026)

IV. REVIEW & APPROVAL OF AGENDA

V. CONSENT AGENDA

A. FINANCE & TAXPAYER SERVICES

1. Approve Request to Rehire One Full-Time License Center Specialist

2. Approve Budget Amendment 4, Fleet Transition

3. Approve Budget Amendment 5, CIP Project Closure

4. Acknowledge Warrant Disbursements Issued from December 29 through January 11, 2026

B. HEALTH & HUMAN SERVICES

1. Approve New Lower-Potency Hemp Edible Retail Registration for 4-Way Liquors in Cokato in Collaboration with the Joint Powers Agreement (JPA)

2. Approve New Lower-Potency Hemp Edible Retail Registration for French Lake Liquors in French Lake Township in Collaboration with the Joint Powers Agreement (JPA)

3. Approve New Lower-Potency Hemp Edible Retail Registration for Napa Valley Liquors in Otsego in collaboration with the Joint Powers Agreement (JPA)

4. Approve Temporary Liquor License for A.B.A.T.E of Minnesota - Rockford Township Hall event (1-31-2026) in Rockford Township

5. Approve Opioid Settlement Advisory Council Bylaws

C. PLANNING & ZONING

1. Appoint Randy Wilson to Represent Commissioner District 1 on The Wright County Planning Commission Term Ending December 31, 2027

D. PROBATION & COURT SERVICES

1. Approve Authorization to Fill Probation Agent Position and Associated Back Fills

VI. TIMED AGENDA ITEMS

A. 9:05 AM - LINDSEY MEYER - FINANCE DIRECTOR

1. Adopt Resolution 26-8, Regarding the Placement of a Special Assessment on Property Located in Monticello, Parcel 155-278-001030

B. 9:10 AM - MATT DETJEN - AGRICULTURE & DRAINAGE COORDINATOR

1. Schedule Public Hearing on the Reestablishment of Records for County Ditch #23 Pursuant to Minn. Stat. 103E.101

C. 9:30 AM - PUBLIC HEARING - BUFFALO, DEER, GOOSE, AND MINK LAKE IMPROVEMENT DISTRICT

1. Public Hearing for Buffalo, Deer, Goose, and Mink Lake Improvement District

D. 9:40 AM - PUBLIC HEARING - TRANSFERRING PROPERTY FROM ISD #885 TO ISD #882

1. Public Hearing for Transferring Property from ISD# 885 to ISD# 882

E. 9:40 AM - LINDSEY MEYER - FINANCE DIRECTOR

1. Adopt Resolution 26-9, Transferring Parcel to ISD 882 (Monticello Township)

VII. ITEMS FOR CONSIDERATION

A. ADMINISTRATION

1. Adopt Resolution 26-7, Requesting Variance from MN Rules for State Aid Operation Design Stands for Chatham Township Project on 13th St. NW

2. Adopt Resolution 26-10, Minimum Salary for Elected Officials for January 1, 2027

B. COMMITTEE MINUTES

1. Approve Personnel Committee Minutes (1-6-2026)

2. Approve Minutes from Committee of the Whole - Legislative Issues Meeting (01-12-2026)

VIII. ADJOURNMENT

IX. WARRANTS ISSUED

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 *
1/20/2026 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:
10

Originator
GTK7344

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve Resolution 26-1, Declaring January 20, 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, Declaring January 20, 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 20, 2026 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 20, 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 20, 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 20, 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 *
1/20/2026 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 (1-6-2026)

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Minutes County Board Meeting (1-6-2026)

Value Stream the request primarily aligns with:

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

Describe the impact on staffing resources.

Fiscal Impact:

Background/Justification:

Route for Review and Approval

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

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

Document Name	Attachment Type
1-6-26 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, January 6, 2026

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. County Administrator Greg Kryzer called meeting to order.

2026 BOARD ORGANIZATION

A. ELECT 2026 BOARD CHAIR

1. Election of 2026 Board of Commissioners Chairperson

At 9:00 a.m. Kryzer asked for nominations for the Board of Commissioners Chairperson. Commissioner Nadine Schoen nominated Commissioner Darek Vetsch to be Chairperson. Commissioner Jeanne Holland seconded the motion.

Motion by Schoen and seconded by Holland

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

B. ELECT 2026 VICE BOARD CHAIR

1. Election of 2026 Board of Commissioners Vice-Chairperson

At 9:01 a.m. Vetsch requested nominations for Vice-Chairperson. Commissioner Tina Diedrick nominated Commissioner Kirby Moynagh to be Vice-Chairperson. Holland nominated Schoen to be Vice-Chairperson. Vetsch called for a vote on the Vice-Chairperson. Diedrick voted for Moynagh. Holland voted for Schoen. Moynagh voted for Moynagh. Schoen voted for Schoen. Vetsch voted for Schoen. Vetsch announced Schoen as Vice-Chairperson by vote of 3-2.

C. 2026 COUNTY BOARD MEETINGS AND WORKSHOP SCHEDULE

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

At 9:03 a.m. Vetsch requested a motion to approve the 2026 County Board meeting and board workshop schedule.

Motion by Diedrick and seconded by Schoen

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

D. 2026 COMMITTEE ASSIGNMENTS

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

At 9:04 a.m. Vetsch requested a motion to approve the 2026 Wright County Board of Commissioners committee appointments. Kryzer spoke on the removal Vetsch as alternate to Great River Regional Library Board.

Motion by Schoen and seconded by Holland

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

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

At 9:04 a.m. Vetsch requested a motion to 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.

Motion by Holland and seconded by Schoen

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

F. 2025 RECALL OF UNUSED BUDGETS

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

At 9:05 a.m. Vetsch requested a motion to recall all unused clerk hire and unused budgets for 2025.

Motion by Schoen and seconded by Holland

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

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 – Moved to January 20, 2026 Board Meeting

MINUTES - DISPENSE WITH READING, APPROVE AS WRITTEN/REVISED

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

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

Motion by Holland and seconded by Schoen

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

REVIEW & APPROVAL OF AGENDA

At 9:06 a.m. Vetsch asked if there were any modifications to the agenda. Kryzer requested item C number 5 be removed to a later board meeting. Kryzer also asked that Human Resources Item #1 be moved to Items for Consideration. Kryzer also made a correction to Finance Item #3.2 that read 2025 and should be 2026. Vetsch requested a motion to approve the agenda as modified.

Motion by Holland and seconded by Schoen

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

CONSENT AGENDA

At 9:06 a.m. Vetsch requested a motion to approve the consent agenda

Motion by Holland and seconded by Moynagh

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

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

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

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

At 9:08 a.m. Highway Engineer Chad Hausmann spoke on Resolution 26-3, Requesting Variance from MN Rules for State Aid Operation Design Standards for Chatham Township Project on 13th St. NW. Vetsch requested a motion to approve Resolution26-3.

Motion by Diedrick and seconded by Schoen

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

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

At 9:09 a.m. Hausmann spoke on Resolution 26-4, Adopting the Use of Website Publication for Legal Notices in Accordance Minnesota Statutes Section 331A.1. Vetsch requested a motion to approve Resolution 26-4

Motion by Moynagh and seconded by Schoen

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

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

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

At 9:10 a.m. Director of Probation & Court Services Mike MacMillan spoke on Resolution 26-5 to Accept Donations. Vetsch requested a motion to approve Resolution 26-5.

Motion by Holland and seconded by Diedrick

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

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

1. HEALTH & HUMAN SERVICES CONSENT AGENDA

At 9:11 a.m. Vetsch requested a motion to approve the Health & Human Services consent agenda.

Motion by Moynagh and seconded by Holland

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

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.

At 9:12 a.m. Health & Human Services Director Jami Goodrum spoke on HHS Resolution 26-1 to Accept December 2025 Donation. Vetsch requested a motion to approve HHS Resolution 26-1.

Motion by Holland and seconded by Schoen

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

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

At 9:13 a.m. Goodrum spoke on HHS Director's Comments.

ITEMS FOR CONSIDERATION

A. ADMINISTRATION

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

At 9:20 a.m. Vetsch requested a motion to set the agenda for Tuesday, January 13, 2026, County Board of Commissioners Workshop.

Motion by Schoen and seconded by Holland

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

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

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

At 9:21 a.m. Vetsch requested a motion to schedule a Transportation Committee of the Whole for 10:15 a.m. Tuesday, January 13, 2026.

Motion by Schoen and seconded by Holland

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

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

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

At 9:21 a.m. Vetsch requested a motion to set the Annual County Board of Appeal and Equalization meeting for 4:00 p.m. Monday, June 15, 2026.

Motion by Schoen and seconded by Holland

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

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

At 9:22 a.m. Vetsch requested a motion to approve Resolution 26-6, Approving Lawful Gambling Application, Form LG230, for the Rockford Lions Club.

Motion by Moynagh and seconded by Schoen

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

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

At 9:23 Vetsch requested a motion to approve Resolution 26-2, Final Acceptance and Final Payment of Contract No. 2502 in the Amount of $103,925.80 to Allied Blacktop Company of Maple Grove, MN.

Motion by Schoen and seconded by Moynagh

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

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)

At 9:23 a.m. Vetsch requested a motion to 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).

Motion by Schoen and seconded by Moynagh

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

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.

At 9:24 a.m. Kryzer spoke on the Collective Bargaining Agreement with the American Federation of State, County, & Municipal Employees. Passage of the agreement was contingent upon the County Administrator and the Labor Attorney agreement with the Union on amendments to Paragraph 24.3. Vetsch requested a motion to approve with the agreement with the amendment.

Motion by Moynagh and seconded by Holland

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

B. COMMITTEE MINUTES

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

At 9:26 a.m. Vetsch requested a motion to approve the Committee of the Whole minutes.

Motion by Holland and seconded by Schoen

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

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

At 9:26 a.m. Vetsch requested motion to approve the Truth in Taxation Public Hearing minutes.

Motion by Holland and seconded by Schoen

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

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

At 9:26 a.m. Vetsch gave background on the Committee of the Whole meeting and the recommendations which were approved at the beginning of the meeting, regarding the committee assignments. Vetsch requested a motion to approve the minutes.

Motion by Schoen and seconded by Moynagh

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

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

At 9:27 Vetsch gave background on the Personnel Committee meeting and the recommendations which were approved in the Fleet & Facilities Consent Agenda Item. Vetsch requested a motion to approve the minutes and recommendations.

Motion by Schoen and seconded by Diedrick

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

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

At 9:27 Vetsch gave background on the Personnel Committee meeting and recommendations that updated the Wright County Policy Handbook Section 503

on Breaks and Meal Periods. Vetsch requested a motion to approve the minutes and recommendations.

Motion by Schoen and seconded by Moynagh

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

ADJOURNMENT

At 9:29 a.m. Moynagh updated the board on the move to the Community Corrections Act and letter from Minnesota Department of Corrections Commissioner Paul Schnell letter of December 17, 2025.

At 9:31 a.m. Holland & Schoen spoke on Planning & Zoning Commission member Ken Felger.

At 9:32 a.m. Vetsch adjourned the meeting.

WARRANTS ISSUED

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 *
1/20/2026 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
JLG7596

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve Request to Rehire One Full-Time License Center Specialist

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Request to Rehire One Full-Time License Center Specialist

Value Stream the request primarily aligns with:
Optimize Civic Engagement

Briefly describe how the request aligns with the selected value stream.
This position provides both in-person transactions at the License Center and over the phone customer service for all things related to the DMV. Additionally, this position administers the Class D knowledge test and processes work that is mailed in or dropped off.

Describe the impact on staffing resources.
Not filling this position will cause longer wait times in person at the License Center and delay response time for answering and returning phone calls. Additionally, this would put a strain on the current team by increasing their individual workloads and reducing their ability to take PTO.

Fiscal Impact:
None. This position is included in the current budget.

Background/Justification:
The License Center serves on average 6,500 customers each month. A License Center Specialist is cross trained in all transaction types and is able to assist with motor vehicle, driver's license, recreational vehicles, hunting and fishing licenses, and administering the Class D knowledge exam. This position is essential to continue to meet and keep with with the growing demands of the License Center.

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
License Center Specialist.pdf	Attachment
FTPS Org Chart- LC Specialist.pdf	Attachment
LC Specialist Position Backfill Request 12.2025.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

License Center Specialist

Department: Finance & Taxpayer Services

FLSA Status: *Non-Exempt*

Union/Non-Union: Union

General Definition of Work

Performs intermediate skilled administrative support work processing and assisting the public with motor vehicle titles and driver's licenses, and other licenses; maintaining records and files; preparing reports, and related work as apparent or assigned. Work is performed under the limited supervision of the License Bureau Supervisor.

Qualification Requirements

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

Essential Functions

Handles a variety of motor vehicle transactions including transfers of title, driver's license renewals/replacements, renewal of tabs, clear deficiencies, address and name changes, dealer transactions; enters transactions in MNLARS; administers eye exam; takes pictures; collects fees.
Analyzes motor vehicle, boat, snowmobile, ATV, OHV, OHM transactions and verifies correct information or documents are included.

Verifies, processes, and collects fees for hunting or fishing license applications.

Communicates professionally with other government agencies; communicates processes and requirements with public and other departments; resolves problems and provides solutions.

Performs accounting duties including balancing monies received; records credit card transactions.

Assists with the budget process by maintaining office records and data.

Prepares financial and motor vehicle reports.

Packages and sends reports, titles, renewals, and other transactions for mailing.

Trains employees on procedural changes.

Performs other duties and activities as assigned.

Knowledge, Skills, and Abilities

Knowledge of, or ability to learn, County government work flows and processes; thorough knowledge of general laws and administration of motor vehicle and drivers licensing; knowledge of basic office procedures; skill in the use of standard office equipment; including computer and software programs; verbal and written communication skills sufficient to effectively present information and respond to questions from a wide variety of audiences; reading comprehension skills sufficient to read and understand technical documents specific to the activities; and writing skills sufficient to compose a variety of letters, reports and forms; interpersonal skills sufficient to exchange and/or convey information, receive work direction and maintain effective working relationships; ability to perform data entry into various databases; ability to learn and use computer systems and programs used to administer office programs; ability to format and prepare basic business communications; ability to apply program policies and guidelines related to office programs; ability to perform math calculations to calculate fees; ability to deal effectively with demanding/challenging individuals; ability to maintain a high level of confidentiality regarding sensitive information; ability to pay attention to detail and effectively organize time and anticipate, plan and successfully respond to changing circumstances; ability to perform all job duties in compliance with safety guidelines and with an ongoing awareness of safety practices; ability to communicate courteously and professionally while maintaining positive working relationships with others when carrying out all job functions.

License Center Specialist

Education and Experience

High school diploma or GED and two years of experience in administrative support with public walk-in contact and cash handling/balancing, or equivalent combination of education and experience. Previous experience as a Motor Vehicle Clerk preferred.

Physical Requirements

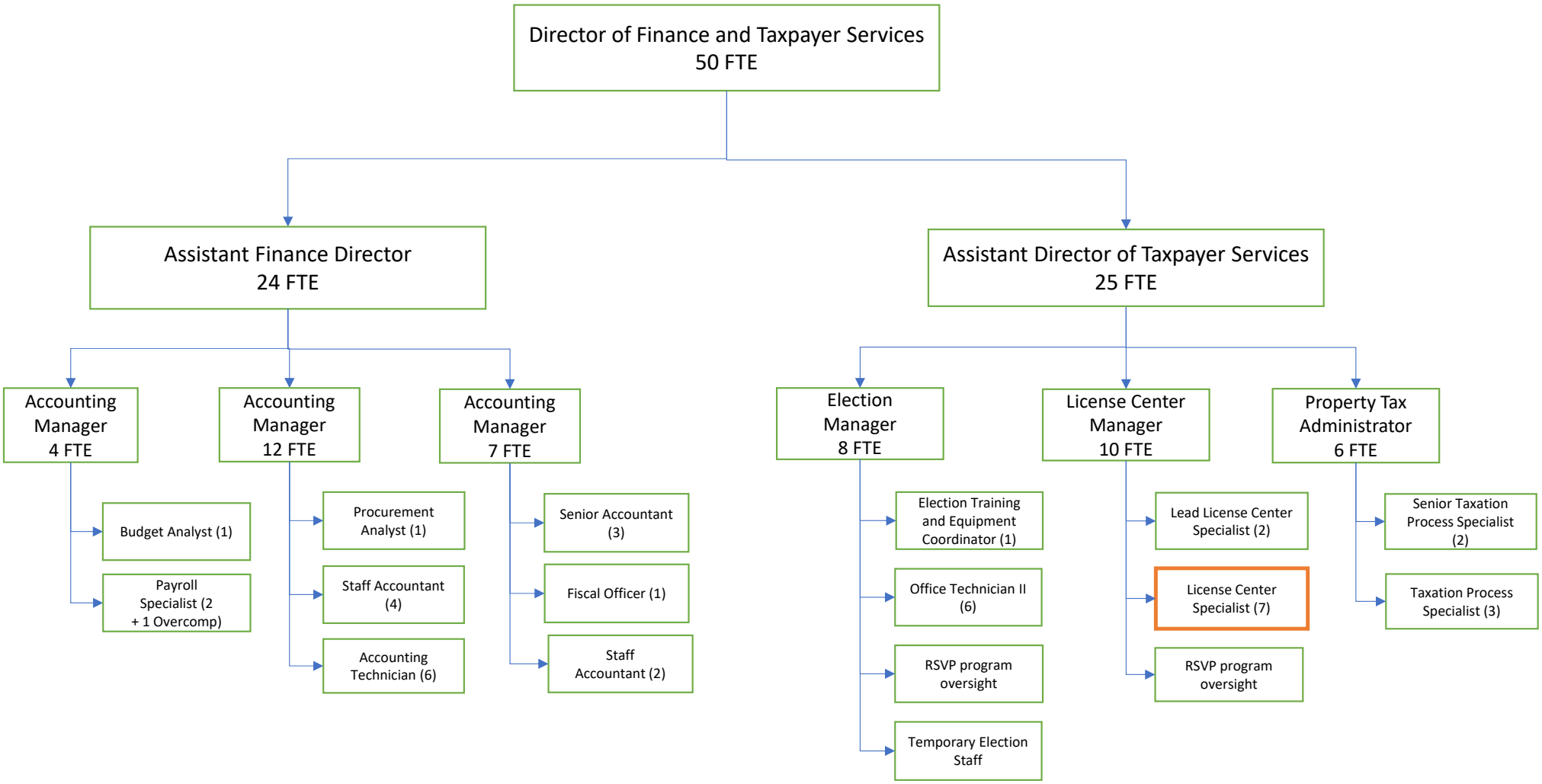
This work requires the occasional exertion of up to 25 pounds of force; work regularly requires standing, sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires walking, reaching with hands and arms and repetitive motions and occasionally requires stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a very quiet location (e.g. park trail, storage or file room).

Special Requirements

Requires the ability to type 30 words per minute.
Certified Deputy Register Clerk within six months of hire.
Title Certification through the Department of Public Safety within six months of employment.
Homeland Security Background Check within six months of hire.
State and Federal DL Certification to comply with Real ID/Enhanced Driver's License within six months of hire.
Data privacy training for accessing State databases within six months of hire.
A valid driver’s license or evidence of equivalent mobility is required upon hire.

Last Revised: 1/26/2021

Finance & Taxpayer Services Org Chart 2.5.2025



WRIGHT COUNTY
ADMINISTRATION

Position Backfill Request

Name of Department: __Finance and Taxpayer Services_____

Department Head/Supervisor _____Lindsey Meyer/Kayla Gunnerson_____

Position Title _License Center Specialist_____

Date of Resignation:____12/19/25_____

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

This position contributes to the customer service aspects of the License Center by processing motor vehicle, driver's license and Dept of Natural Resources transactions. This position also administers Class D knowledge exams, answers and returns phone calls, and processes mail in or drop off work.

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

    FTE's __7___

3. Is there a direct impact on Wright County's citizens?
    a. Yes or no, and please explain.

Yes, this position is essential for the License Center to continue to provide a high level of customer service. Currently, we are the only full-service office in Wright County, which means we process all transactions allowed/mandated by the State.

4. Direct risk or cost for not backfilling this position?
    a. Yes or no, and please explain.

Yes. Backfilling this position will help reduce wait times for customers using the License Center. Customers coming to our office may opt to leave if wait times are too long. Currently staff are still working through long lines as we continue to process a high volume of Real ID transactions. Although some customers may return on another day, others will opt to use a different License Center to complete their transactions which results in a loss of revenue. This position is critical for overall efficiency of the License Center and the ability to meet the current and upcoming demands.

5. Are there external funding sources tied to this position used?

a. If yes – explain.

Yes, the License Center does generate revenue for transactions performed. The more efficient we are with processing the transactions, the more revenue we are likely to earn.

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

Transactions	**2022**	**2023**	**2024**	**2025**
Driver's License	29,081	33,991	32,579	36,152
Motor Vehicle	29,571	32,480	36,661	33,151
DNR	4,151	3,970	3,958	3,917
Exams	2,007	4,082	2,937	2,102

Revenue	**2022**	**2023**	**2024**	**2025**
Driver's License	$234,766	$307,013	$393,409	$464,600
Motor Vehicle	$229,632	$266,509	$328,968	$289,137
DNR	$20,948	$21,809	$19,809	$19,632
Exams	$19,810	$40,820	$29,110	$20,940

Customers	**2022** (April-December)	**2023**	**2024**	**2025**
Lobby Check Ins	47,200	67,904	70,327	73,888
Drive Thru	4,115	6,764	7,112	9,490
Totals	51,315	74,668	77,439	83,378

7. Attach the Department organization chart highlighting the position.

Recommendation for Board Approval: Yes _____ No _____

Date of Recommendation: _____

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 *
1/20/2026 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 4, Fleet Transition

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Budget Amendment 4, Fleet Transition

Value Stream the request primarily aligns with:
Develop County Infrastructure

Briefly describe how the request aligns with the selected value stream.
The creation of the new Fleet department directly supports the Development of County Infrastructure Value Stream by safeguarding the County's assets.

Describe the impact on staffing resources.
N/A

Fiscal Impact:
Budgets are being shifted to a new Fleet department. Overall budget remains the same.

Background/Justification:
The Board initially approved the establishment of the Fleet department during the 12/02/2025 Board meeting. This budget amendment is incorporating all of the fleet department planned budget expenditures into a new stand-alone department for Fleet. The expenditure budget that was initially adopted during the 2026 budget will need to be transferred to Fleet Dept 112. There could be additional amendments required during this transition process as we further analyze potential expenditures that should be captured under the Fleet Dept.

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
BA 4 - Fleet Transition.xlsx	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

2026 Budget Amendment Form

Request Type: Operating Line Item Request

Department: Highway / Fleet Department

Justification: Board initially approved the establishment of the Fleet department during the 12/02/2025 board meeting. This budget amendment is incorporating all of the fleet department planned budget expenditures into a new stand-alone department for Fleet. The expenditure budget that was initially adopted during the 2026 budget will need to be transferred to Fleet Dept 112. There could be additional amendments required during this transition process as we further analyze potential expenditures that should be captured under the Fleet Dept.

Budget Year: 2026

Related Items

Revenues

Line Item	Description	Amount
01-112-000-0000-5910	Transfer In	($3,181,154.00)
03-380-000-0000-5528	Intra County Services	$482,500.00
03-380-000-0000-5831	Auction Proceeds	$97,000.00
01-112-000-0000-5831	Auction Proceeds	(97,000.00)
01-521-000-0000-5911	Use of Fund Balance	127,458.00
01-112-000-0000-5911	Use of Fund Balance	(1,220,878.00)
	TOTAL:	$ (3,792,074.00)

Expenses

Line Item	Description	Cost
03-340-000-0000-6101	Full Time Personnel	(581,838.00)
03-340-000-0000-6106	Overtime	(27,500.00)
03-340-000-0000-6153	County Share Insurance	(166,717.00)
03-340-000-0000-6162	Medicare	(8,437.00)
03-340-000-0000-6163	PERA Contributions	(43,638.00)
03-340-000-0000-6175	Social Security	(36,074.00)
03-340-000-0000-6338	Conference & Meetings	(500.00)
03-340-000-0000-6411	Operating Supplies	(20,000.00)
03-340-000-0000-6480	Equipment less than $5,0000	(10,500.00)
03-340-000-0000-6560	Radio Communication	(2,500.00)
03-340-000-0000-6567	Propane	(750.00)
03-340-000-0000-6573	Cutting Edges	(60,000.00)
03-340-000-0000-6615	Building Additions and Improvements	(27,500.00)
03-340-000-0000-6842	Boot / Safety Gear	(1,750.00)
03-340-000-0000-6910	Transfer Out	987,704.00
01-112-000-0000-6101	Full Time Personnel	668,018.00
01-112-000-0000-6106	Overtime	27,500.00
01-112-000-0000-6153	County Share Insurance	194,389.00
01-112-000-0000-6162	Medicare	9,687.00
01-112-000-0000-6163	PERA Contributions	50,101.00
01-112-000-0000-6175	Social Security	41,417.00
01-112-000-0000-6338	Conference & Meetings	500.00
01-112-000-0000-6411	Operating Supplies	20,000.00
01-112-000-0000-6480	Equipment less than $5,0000	10,500.00
01-112-000-0000-6560	Radio Communication	2,500.00

01-112-000-0000-6567	Propane	750.00
01-112-000-0000-6573	Cutting Edges	60,000.00
01-112-000-0000-6615	Building Additions and Improvements	27,500.00
01-112-000-0000-6842	Boot / Safety Gear	2,000.00
03-380-000-0000-6260	SOFTWARE SUPPORT	(30,000.00)
03-380-000-0000-6261	PROFESSIONAL SERVICES	(5,500.00)
03-380-000-0000-6411	OPERATING SUPPLIES	(5,000.00)
03-380-521-0000-6452	VEHICLE REPAIRS AND PARTS	(57,000.00)
03-380-000-0000-6562	LICENSE FEES	(3,200.00)
03-380-000-0000-6563	DIESEL	(460,000.00)
03-380-000-0000-6564	UNLEADED GASOLINE	(373,750.00)
03-380-000-0000-6568	OIL, LUBES	(25,000.00)
03-380-000-0000-6570	TIRES	(100,000.00)
03-380-000-0000-6571	BATTERIES	(15,000.00)
03-380-000-0000-6574	REPAIR PARTS	(180,000.00)
03-380-000-0000-6575	OUTSIDE LABOR	(60,000.00)
03-380-000-0000-6910	Transfer Out	2,156,250.00
01-112-000-0000-6260	SOFTWARE SUPPORT	67,200.00
01-112-000-0000-6261	PROFESSIONAL SERVICES	5,500.00
01-112-000-0000-6411	OPERATING SUPPLIES	5,000.00
01-112-000-0000-6452	VEHICLE REPAIRS AND PARTS	57,000.00
01-112-000-0000-6562	LICENSE FEES	3,200.00
01-112-000-0000-6563	DIESEL	460,000.00
01-112-000-0000-6564	UNLEADED GASOLINE	373,750.00
01-112-000-0000-6568	OIL, LUBES	25,000.00
01-112-000-0000-6570	TIRES	100,000.00
01-112-000-0000-6571	BATTERIES	15,000.00
01-112-000-0000-6574	REPAIR PARTS	180,000.00
01-112-000-0000-6575	OUTSIDE LABOR	60,000.00
01-112-000-0000-6806	Uniform Allowance	550.00
03-380-000-0000-6633	VEHICLE PURCHASE	(841,800.00)
01-112-000-0000-6633	VEHICLE PURCHASE	841,800.00
01-201-000-0000-6451	Fuel - Lube	(482,500.00)
01-521-000-0000-6842	Boot / Safety Gear	(250.00)
01-521-000-0000-6806	Uniform Allowance	(550.00)
01-521-000-0000-6101	Full Time Personnel	(86,180.00)
01-521-000-0000-6153	County Share Insurance	(27,672.00)
01-521-000-0000-6162	Medicare	(1,250.00)
01-521-000-0000-6163	PERA Contributions	(6,463.00)
01-521-000-0000-6175	Social Security	(5,343.00)
03-310-000-0000-6260	SOFTWARE SUPPORT	(37,200.00)
03-310-000-0000-6806	Uniform Allowance	(5,720.00)
01-112-000-0000-6806	Uniform Allowance	5,720.00
03-310-000-0000-6910	Transfer Out	37,200.00
01-112-000-0000-6621	Equipment greater than $5,000	1,093,420.00
	TOTAL:	3,792,074.00
	Net adjustment	-

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

Employee	Dept #	Job Code Description	2026 Gross
Brandjord,Austin	112	Diesel Mechanic	$ 85,446.40
Schmiginsky,Douglas	112	Automotive Mechanic	81,515.20
Doms,Cullen	112	Diesel Mechanic	77,480.00
Ludwig,Scott	112	Diesel Mechanic	85,737.60
Marx,Charles	112	Diesel Mechanic	86,340.80
Kruse,Joshua	112	Inventory Control Person	76,440.00
Shrode,Kevin	112	Diesel Mechanic	91,000.00
Wilczek,Alan	111	Facilities Services Director	171,766.40
Pete Kile	112	Fleet Asset Manager	113,921.60
Jans,Brian	112	Fleet Supervisor	108,950.40
			$ 978,598.40
Parks Vacant Position to be determined to Fleet and Parks			57,907.20

	6.20%	1.45%	7.50%				
	Social Security	Medicare	Pera	STD LTD	Life Insurance	Health Insurance	Gross + Benefits
$	5,297.68	$ 1,238.97	$ 6,408.48	$ 16.32	$ 31.20	$ 27,624.14	$ 126,063.19
	5,053.94	1,181.97	6,113.64	16.32	31.20	14,295.74	108,208.01
	4,803.76	1,123.46	5,811.00	16.32	31.20	27,624.14	116,889.88
	5,315.73	1,243.20	6,430.32	16.32	31.20	26,572.10	125,346.46
	5,353.13	1,251.94	6,475.56	16.32	31.20	27,624.14	127,093.09
	4,739.28	1,108.38	5,733.00	16.32	31.20	27,624.14	115,692.32
	5,642.00	1,319.50	6,825.00	16.32	31.20	15,019.81	119,853.83
	10,649.52	2,490.61	12,882.48	16.32	31.20	15,019.81	212,856.34
	7,063.14	1,651.86	8,544.12	16.32	31.20	27,624.14	158,852.38
	6,754.92	1,579.78	8,171.28	16.32	31.20	27,624.14	153,128.04
$	60,673.10	$ 14,189.68	$ 73,394.88	$ 163.20	$ 312.00	$ 236,652.27	$ 1,363,983.53
	3,590.25	839.65	4,343.04	16.32	31.20	27,624.14	94,351.80

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 *
1/20/2026 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) *
Budget Amendment 5, CIP Project Closure

Short Title (what will appear on Agenda outline - 250 character max.) *
Budget Amendment 5, CIP Project Closure

Value Stream the request primarily aligns with:
Shepherd Economic Growth

Briefly describe how the request aligns with the selected value stream.
CIP directly supports WC economic growth strategy.

Describe the impact on staffing resources.
N/A

Fiscal Impact:
Reallocation back to unallocated CIP.

Background/Justification:
7 CIP projects will be closed. The unspent funds from these projects will be reallocated back to unallocated CIP for future projects. Total amount of unspent funds shifting to unallocated is $537K.

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
BA 5 - CIP Project Closure Details.pdf	Attachment
CIP Project Closure.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

SERVICE CODE	PROJECT NAME	APPROVED BUDGET	FUNDS TO RELEASE
8037	VOICE ENHANCEMENTS	$ 574,925	$ 275,686
8058	REPAVE PWB PARKING LOT	424,600	51,970
8180	STANLEY EDDY - RESTORATIONS	168,650	29,045
8207	E HEALTH MANDATE IMPLEMENTATION PLAN	100,000	100,000
8223	EDMS REDACTION SOLUTION (SHERIFF PILOT)	40,000	40,000
8473	PUBLIC WORKS HVAC MECHANICAL REPLACEMENT	300,400	1,941
8515	UPS REPLACEMENTS	53,000	39,000
			$ 537,642

2026 Budget Amendment Form

Request Type: Operating Line Item Request

Department: CIP

Justification: Closure of CIP projects to reallocate unspent funds to 8000 Unallocated object code. Enter total amount & names of projects. Total amount to be shifted to unallocated CIP is $537,641.72. See separate document for details by fund.

Budget Year: 2026

Related Items

Expenses

Line Item	Description	Cost
34-170-000-8037-6261	EQUIPMENT GREATER THAN $5,000	($275,685.74)
34-150-000-0000-8000	UNALLOCATED FUNDS	$275,685.74
34-170-000-8058-6261	EQUIPMENT GREATER THAN $5,000	($51,969.98)
34-150-000-0000-8000	UNALLOCATED FUNDS	$51,969.98
34-170-000-8180-6261	EQUIPMENT GREATER THAN $5,000	($29,045.00)
34-150-000-0000-8000	UNALLOCATED FUNDS	$29,045.00
34-170-000-8207-6261	EQUIPMENT GREATER THAN $5,000	($100,000.00)
34-150-000-0000-8000	UNALLOCATED FUNDS	$100,000.00
34-170-000-8223-6261	EQUIPMENT GREATER THAN $5,000	($40,000.00)
34-150-000-0000-8000	UNALLOCATED FUNDS	$40,000.00
34-170-000-8473-6261	EQUIPMENT GREATER THAN $5,000	($1,941.00)
34-150-000-0000-8000	UNALLOCATED FUNDS	$1,941.00
34-170-000-8515-6261	EQUIPMENT GREATER THAN $5,000	($39,000.00)
34-150-000-0000-8000	UNALLOCATED FUNDS	$39,000.00
		-
	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 *
1/20/2026 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 29 through January 11, 2026

Short Title (what will appear on Agenda outline - 250 character max.) *
Acknowledge Warrant Disbursements Issued from December 29 through January 11, 2026

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 2025/2026 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
12.29.25 - 01.11.26 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 1/12/26 8:30 PM

Date Range: 12/29/2025 to 1/11/2026 **Pii:**

Fund	Description	Amount
01	GENERAL REVENUE FUND	1,829,096.51
02	RESERVES FUND	1,538,042.64
03	ROAD AND BRIDGE FUND	1,484,792.84
11	HUMAN SERVICES FUND	211,367.48
20	WASTE MANAGEMENT FUND	38,887.89
34	CAPITAL IMPROVEMENTS FUND	1,403.84
41	DITCH FUND	76,860.00
70	TRUST AND AGENCY FUND	326.00
71	HISTORIAN FUND	146.64
72	SOIL AND WATER FUND	2,642.77
73	LAKE IMPROVEMENT DISTRICTS	9,082.18
77	ESTATE RECOVERIES	328,902.44
84	STATE COLLECTIONS FUND	340,569.73
	Total	**5,862,120.96**

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 *
1/20/2026 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 Lower-Potency Hemp Edible Retail Registration for 4-Way Liquors in Cokato in Collaboration with the Joint Powers Agreement (JPA)

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve New Lower-Potency Hemp Edible Retail Registration for 4-Way Liquors in Cokato in Collaboration with the Joint Powers 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 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 ($125) and renewal ($125) per state statute, $250.

Background/Justification:
4-Way Liquors has applied for a Wright County lower-potency hemp edible 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
4-Way Liquors Support Document.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 Lower-Potency Hemp Edible (LPHE) retail registration and are recommended by Public Health.

Name of Establishment	Address	City	Commissioner District	JPA – Cannabis Retail Registration Cap (1:12,500) or Lower-Potency Hemp Edible Retailer	Paperwork Completed & Received	Payment Received	Violations in Last 5 Years
4-Way Liquors	305 Broadway Ave. S	Cokato	5	Lower-Potency Hemp Edible Retailer	Yes	Yes	Alcohol compliance failure, 7/07/2022

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 *
1/20/2026 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 Lower-Potency Hemp Edible Retail Registration for French Lake Liquors in French Lake Township in Collaboration with the Joint Powers Agreement (JPA)

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve New Lower-Potency Hemp Edible Retail Registration for French Lake Liquors in French Lake Township in Collaboration with the Joint Powers 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 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 ($125) and renewal ($125) per state statute, $250.

Background/Justification:
French Lake Liquors has applied for a Wright County lower-potency hemp edible 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
French Lake Liquors Support Document.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 Lower-Potency Hemp Edible (LPHE) retail registration and are recommended by Public Health.

Name of Establishment	Address	City / Township	Commissioner District	JPA – Cannabis Retail Registration Cap (1:12,500) or Lower-Potency Hemp Edible Retailer	Paperwork Completed & Received	Payment Received	Violations in Last 5 Years
French Lake Liquors	14555 County Rd 37 NW	French Lake Township	5	Lower-Potency Hemp Edible Retailer	Yes	Yes	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 *
1/20/2026 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 Lower-Potency Hemp Edible Retail Registration for Napa Valley Liquors in Otsego in collaboration with the Joint Powers Agreement (JPA)

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve New Lower-Potency Hemp Edible Retail Registration for Napa Valley Liquors in Otsego in collaboration with the Joint Powers 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 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 ($125) and renewal ($125) per state statute, $250.

Background/Justification:
Napa Valley Liquors has applied for a Wright County lower-potency hemp edible 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
Napa Valley Liquors Support Document.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 Lower-Potency Hemp Edible (LPHE) retail registration and are recommended by Public Health.

Name of Establishment	Address	City / Township	Commissioner District	JPA – Cannabis Retail Registration Cap (1:12,500) or Lower-Potency Hemp Edible Retailer	Paperwork Completed & Received	Payment Received	Violations in Last 5 Years
Napa Valley Liquors	15850 87th St NE, Ste 111	Otsego	3	Lower-Potency Hemp Edible Retailer	Yes	Yes	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 *
1/20/2026 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 Temporary Liquor License for A.B.A.T.E of Minnesota - Rockford Township Hall event (1/31/26) in Rockford Township

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Temporary Liquor License for A.B.A.T.E of Minnesota - Rockfor Township Hall event (1/31/26) in Rockford Township

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 license renewal fee.

Background/Justification:
Temporary license application was received and processed through appropriate channels (WCSO for background check, Wright County Attorney's Office, Township Board). Once approved by County Board, will go to the Alcohol and Gambling Enforcement Division for final approval. Once license is approved, Certificate of Liability Insurance will be required prior to event start date.

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 – ABATE Rockford Township Hall 1.31.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

WRIGHT COUNTY
MINNESOTA

2026 LIQUOR LICENSURE

HEALTH & HUMAN SERVICES

The following establishments are seeking a temporary 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
A.B.A.T.E of Minnesota – Rockford Township Hall event	Rockford Township	4	Temporary	Yes – will provide Certificate of Liability Insurance once AGED approves license	Yes	None	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 *
1/20/2026 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 Opioid Settlement Advisory Council Bylaws

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Opioid Settlement Advisory Council Bylaws

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

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

Describe the impact on staffing resources.
None.

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

Background/Justification:
Notable amendments to OSAC bylaws include required Wright County residency for all members (County employees are exempt), meeting frequency, OSAC members and their organization are in-eligible for funding (this applies to all non-government organizations), amendments to the bylaws and meeting times are at the discretion of the County 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. (2)

Document Name	Attachment Type
DRAFT 2026 Advisory Council Bylaws.pdf	Attachment
Opioid Bylaws Redline.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

WRIGHT COUNTY OPIOID SETTLEMENT ADVISORY COUNCIL
BYLAWS

OVERVIEW AND PURPOSE

VISION
Our vision is to save lives and prevent first use; increase access to treatment and recovery while caring for the needs of people with chronic pain, as a national leader through Minnesota's integrative response to the opioid crisis.

GUIDING PRINCIPLES –
According to Johns Hopkins Bloomberg School of Public Health Principles for the Use of the Funds from the Opioid Litigation;

- Spend money to save lives – the Advisory Council shall use the funds to supplement rather than replace existing spending.
- Use evidence to guide spending – the Advisory Council shall use this information to make funding decisions.
- Invest in youth prevention – the Advisory Council shall support children, youth, and families by making long-term investments in effective programs and strategies for community change.
- Focus on racial equity – the Advisory Council shall direct significant funds to communities affected by years of discriminatory policies and now experiencing substantial increases in overdoses.
- Develop a fair and transparent process for deciding where funds are spent – the Advisory Council shall be guided by public health leaders with the active engagement of people and families with lived experience, as well as other key groups.

ARTICLE I – General

1. Name. The name of the Advisory Council shall be Wright County Opioid Settlement Advisory Council (hereinafter called Advisory Council),

2. Location. The Advisory Council shall maintain its principal office in Buffalo, Minnesota, with such other offices in such locations within the jurisdictional area as the Advisory Council may from time to time prescribe.

3. Jurisdictional Area. The Advisory Council shall exercise its powers within the boundaries of Wright County and within such other areas as the Wright County Board of Commissioners (hereinafter called "Board") determines pursuant to law.

ARTICLE II – Duties and Powers

1. Public Health Chief Strategist. Wright County Public Health shall serve as the lead agency and Chief Strategist to identify, collaborate, and respond to local issues to determine appropriate ways to leverage and disburse Opioid Settlement Funds.

2. Local Public Health Act. The Advisory Council is established pursuant to Minnesota Statutes Chapter 145A to assist the Chief Strategist, Wright County Public Health, in

advising Wright County on the disbursement of Opioid Settlement Funds in a manner that prevents and addresses addiction across the areas of public health, human services, and public safety.

3. Reporting. As the Chief Strategist, the Public Health Department will be responsible for reporting components according to the Minnesota Opioids State-Subdivision Memorandum of Agreement Reporting and Compliance Addendum.

ARTICLE III – Membership

1. Eligibility and Selection. The Advisory Council is made up of County employees and non-County representatives. Non-County representatives must reside in Wright County. All Advisory Council members shall complete the Opioid Settlement Advisory Council application and meet selected criteria. Approved applicants shall be presented to the Board for final approval. An attempt will be made to have at least one representative on the Advisory Council from each Commissioner District.

2. Composition of Membership. Membership shall consist of no less than 9 and no more than 25 members. Sector representation may include;

    - Legal Professional
    - Law Enforcement
    - Corrections
    - Public Health
    - Human Services
    - Treatment
    - Recovery (individual in recovery or recovery professional)
    - Board
    - Primary Care
    - Community of color and other communities affected by historical patterns of discrimination, such as Indigenous and LGBTQ+
    - Education
    - Community Member At Large (one per Commissioner district)
    - Addiction Medicine
    - Emergency Medical Services (EMS)
    - Local Municipality (city or township)
    - Veteran Services
    - Other

3. Terms. A term consists of two years. Membership shall be assured through an effort to balance new and experienced members as well as sectors representation. The Board shall approve appointment of members to additional terms. There shall be no limitation in the number of terms a member may serve.

4. Chief Strategist. Wright County Public Health, as the Chief Strategist, shall act as facilitator to the Advisory Council. In this role, Wright County Public Health will assist the Advisory Council by doing, but not limited to, the following;
    a. Develop and disseminate Advisory Council packet

b. Schedule and facilitate meetings
c. Develop agendas
d. Prepare and disseminate meeting materials
e. Record and publish minutes
f. Manage application materials and repository
g. Present necessary materials and recommendations to the Board

5. Vacancies. A vacancy in the Advisory Council shall occur upon the inability to serve, resignation, or removal of an Advisory Council member. Vacancies may also occur if an Advisory Council member moves out of or ceases services in the county.

6. Per Diem and Expenses. Advisory Council members shall receive such per diem and be reimbursed for such expenses as provided by law and resolution of the Board. Members of the Advisory Council who are professionals drawing a salary from their employer while servicing on the Advisory Council shall not be eligible for a per diem. Per diem shall be set by the Board at an annual meeting.

7. Absenteeism and Removal. A member may be removed by the appointing authority at any time at the discretion of the appointing authority or other selecting organization. The Public Health Chief Strategist shall inform the appointing authority of a member missing three consecutive, unexcused meetings. Extenuating circumstances may be taken into consideration.

    a. Resignation. A member may resign at any time by delivering written notice to the Public Health Chief Strategist. A resignation is effective when the notice is delivered unless the notice specifies a later effective date.

    b. Replacement. If a member is removed or resigns, Advisory Council applications shall be reviewed or reopened to fill the vacancy.

ARTICLE IV – Meetings

1. Advisory Council Meetings. The Advisory Council shall hold its regular meetings at its principal place of business or elsewhere as provided by the Board at least four times per year or on a schedule as determined by the Advisory Council. A proposed written agenda for each regular meeting shall be provided to each Advisory Council member by Wright County Public Health staff at least one week before each regular meeting. The Advisory Council shall be limited to such agenda items, except for emergency items during its meeting.

2. Quorum. A quorum shall consist of a majority of the Advisory Council membership.

3. Adjournment. Any meeting may be adjourned to a particular place on a date and time upon decision by the Chief Strategist.

4. Voting. Each Advisory Council member shall have one (1) vote. All business shall be conducted by a majority vote unless otherwise provided by the Advisory Council or required by law. Chief Strategist representatives and County Commissioners shall not be voting members.

5. Sub-committees. Standing and special sub-committees shall be formed as necessary. Persons outside of the Advisory Council membership with special talents and information may be asked to serve on sub-committees. The sub-committee chairperson will be selected at the first meeting of the sub-committee. At least one member of the Advisory Council shall be a member of each sub-committee.

6. Records of Meetings. A Wright County Public Health staff member shall prepare and certify minutes of the meetings, copies of which shall be provided to Advisory Council members in such manner as the Advisory Council shall determine. Meeting minutes and agendas shall be accessible in the Agendas and Minutes Center of the Wright County website.

7. Rules. All meetings shall be conducted in accordance with Roberts Rules of Order unless otherwise provided in these Bylaws.

8. Open Meeting. Per calendar year, one Advisory Council meeting shall be open to the public. This meeting shall include all municipalities in the county to receive input as to proposed uses of the Opioid Settlement Funds and to encourage collaboration between Local Governments both within and beyond the county.

9. Meeting Dates. Meeting dates and times shall be set by the Board. Alternative meeting dates may occur at the discretion of the Board members by a majority vote. All meeting dates shall be published on the Wright County Health & Human Services – Opioid Settlement Advisory Council webpage.

ARTICLE V – Expectations of Members

1. Duties. Advise, consult with and make recommendations to the Board on matters relating to the maintenance, funding, and evaluation of Opioid Settlement funds

2. Participation. Members of the Advisory Council are expected to participate during meetings. Both professional and personal experience is important and should be shared. All members have an equal voice at the table.

3. Individualism. All members of the Advisory Council shall act as individuals in the deliberation of issues.

4. Best Practice for Opioid Abatement. Individual members shall be willing to learn and implement best practices related to opioid abatement and prevention.

5. Representation. In the event other organizations request representation on an advisory group or task force, members should be open to such participation to represent the Advisory Council.

ARTICLE VI – Conflict of Interest

1. Definition. A conflict of interest means a financial association that has the potential to bias or have the appearance of biasing an Advisory Council member's decision related to the Opioid Settlement funds decision process or other Advisory Council activities under this section.

2. Disclosure. Advisory Council members must disclose a conflict of interest to the Council,

refrain from participating in discussions, and recuse themselves from voting on any matter before the Advisory Council. Non-government entities applying for funds must not have representation on the Advisory Council.

3. Concerns. Any member of the Advisory Council may raise questions of possible conflict of interest by another member.

4. Decision. All questions regarding actual or potential conflict of interest shall be decided by majority vote of the members present who do not, themselves, have a conflict of interest.

ARTICLE VII – Bylaws

1. Amendment. Suggested amendments to these Bylaws are addressed at the discretion of the Board.

2. Adoption. Adoption of the Bylaws shall be considered by majority vote by the Board.

3. Review. The Bylaws of the Advisory Council shall be reviewed as needed by the Board.

Accepted by Wright County Opioid Settlement Advisory Council –

Dated:_____

_____
Wright County Public Health Chief Strategist

Adopted by Wright County Board of Commissioners –

Dated:_____

_____
Chair, Wright County Board of Commissioners

WRIGHT COUNTY OPIOID SETTLEMENT ADVISORY COUNCIL
BYLAWS

OVERVIEW AND PURPOSE

VISION
Our vision is to save lives and prevent first use; increase access to treatment and recovery while caring for the needs of people with chronic pain, as a national leader through Minnesota's integrative response to the opioid crisis.

GUIDING PRINCIPLES –
According to Johns Hopkins Bloomberg School of Public Health Principles for the Use of the Funds from the Opioid Litigation;

- Spend money to save lives – the Advisory Council shall use the funds to supplement rather than replace existing spending.
- Use evidence to guide spending – the Advisory Council shall use this information to make funding decisions.
- Invest in youth prevention – the Advisory Council shall support children, youth, and families by making long-term investments in effective programs and strategies for community change.
- Focus on racial equity – the Advisory Council shall direct significant funds to communities affected by years of discriminatory policies and now experiencing substantial increases in overdoses.
- Develop a fair and transparent process for deciding where funds are spent – the Advisory Council shall be guided by public health leaders with the active engagement of people and families with lived experience, as well as other key groups.

ARTICLE I – General

1. Name. The name of the Advisory Council shall be Wright County Opioid Settlement Advisory Council~~. (Hereinafter~~ (hereinafter called Advisory Council~~)~~),

2. Location. The Advisory Council shall maintain its principal office in Buffalo, Minnesota, with such other offices in such locations within the jurisdictional area as the Advisory Council may from time to time prescribe.

3. Jurisdictional Area. The Advisory Council shall exercise its powers within the boundaries of Wright County and within such other areas as the Wright County ~~Health & Human Services~~ Board of Commissioners (hereinafter called "Board") determines pursuant to law.

ARTICLE II – Duties and Powers

1. Public Health Chief Strategist. Wright County Public Health shall serve as the lead agency and Chief Strategist to identify, collaborate, and respond to local issues to determine appropriate ways to leverage and disburse Opioid Settlement Funds.

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2. Local Public Health Act. The Advisory Council is established pursuant to Minnesota Statutes Chapter 145A to assist the Chief Strategist, Wright County Public Health, in advising Wright County on the disbursement of Opioid Settlement Funds in a manner that prevents and addresses addiction across the areas of public health, human services, and public safety.

3. Reporting. As the Chief Strategist, the Public Health Department will be responsible for reporting components according to the Minnesota Opioids State-Subdivision Memorandum of Agreement Reporting and Compliance Addendum.

ARTICLE III – Membership

1. Eligibility and Selection. The Advisory Council ~~members~~is made up of County employees and non-County representatives. Non-County representatives must reside ~~or provide services~~ in Wright County. All Advisory Council members shall complete the Opioid Settlement Advisory Council application and meet selected criteria. Approved applicants shall be presented to the ~~County~~ Board ~~of Commissioners~~ for final approval. An attempt will be made to have at least one representative on the Advisory Council from each Commissioner District.

2. Composition of Membership. Membership shall consist of no less than 9 and no more than 25 members. Sector representation ~~shall~~may include;

    - Legal Professional
    - Law Enforcement
    - Corrections
    - Public Health
    - Human Services
    - Treatment
    - Recovery (individual in recovery or recovery professional)
    - Board ~~of Commissioners~~
    - Primary Care
    - Community of color and other communities affected by historical patterns of discrimination, such as Indigenous and LGBTQ+
    - Education
    - Community Member At Large (one per Commissioner district)
    - Addiction Medicine
    - Emergency Medical Services (EMS)
    - Local Municipality (city or township)
    - Veteran Services
    - Other

3. Terms. A term consists of two years. Membership shall be assured through an effort to balance new and experienced members as well as sectors representation. The ~~County~~ Board shall approve appointment of members to additional terms. There shall be no limitation in the number of terms a member may serve.

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4. Chief Strategist. Wright County Public Health, as the Chief Strategist, shall act as facilitator to the Advisory Council. In this role, Wright County Public Health will assist the Advisory Council by doing, but not limited to, the following;
    a. Develop and disseminate Advisory Council packet
    b. Schedule and facilitate meetings
    c. Develop agendas
    d. Prepare and disseminate meeting materials
    e. Record and publish minutes
    f. Manage application materials and repository
    g. Present necessary materials and recommendations to the Board ~~of Commissioners~~

5. Vacancies. A vacancy in the Advisory Council shall occur upon the inability to serve, resignation, or removal of an Advisory Council member. Vacancies may also occur if an Advisory Council member moves out of or ceases services in the county.

6. Per Diem and Expenses. Advisory Council members shall receive such per diem and be reimbursed for such expenses as provided by law and resolution of the ~~County~~ Board ~~of Commissioners~~. Members of the Advisory Council who are professionals drawing a salary from their employer while servicing on the Advisory Council shall not be eligible for a per diem. Per diem shall be set by the ~~Health & Human Services~~ Board at ~~their~~an annual meeting.

7. Absenteeism and Removal. A member may be removed by the appointing authority at any time at the discretion of the appointing authority ~~(Wright County Board of Commissioners)~~ or other selecting organization. The Public Health Chief Strategist shall inform the appointing authority of a member missing ~~-~~three consecutive, unexcused meetings. Extenuating circumstances may be taken into consideration.

    a. Resignation. A member may resign at any time by delivering written notice to the Public Health Chief Strategist. A resignation is effective when the notice is delivered unless the notice specifies a later effective date.

    b. Replacement. If a member is removed or resigns, Advisory Council applications shall be reviewed or reopened to fill the vacancy.

ARTICLE IV – Meetings

1. Advisory Council Meetings. The Advisory Council shall hold its regular meetings at its principal place of business or elsewhere as provided by the Board at least ~~six~~four times per year or on a schedule as determined by the Advisory Council. A proposed written agenda for each regular meeting shall be provided to each Advisory Council member by Wright County Public Health staff at least one week before each regular meeting. The Advisory Council shall be limited to such agenda items, except for emergency items during its meeting.

2. Quorum. A quorum shall consist of a majority of the Advisory Council membership.

3. Adjournment. Any meeting may be adjourned to a particular place on a date and time

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upon ~~majority vote of~~decision by the ~~members voting.~~Chief Strategist.

4. Voting. Each Advisory Council member shall have one (1) vote. All business shall be conducted by a majority vote unless otherwise provided by the Advisory Council or required by law. Chief Strategist representatives and County ~~staff members~~Commissioners shall not be voting members.

5. Sub-committees. Standing and special sub-committees shall be formed as necessary. Persons outside of the Advisory Council membership with special talents and information may be asked to serve on sub-committees. The sub-committee chairperson will be selected at the first meeting of the sub-committee. At least one member of the Advisory Council shall be a member of each sub-committee.

6. Records of Meetings. A Wright County Public Health staff member shall prepare and certify minutes of the meetings, copies of which shall be provided to Advisory Council members in such manner as the Advisory Council shall determine. Meeting minutes and agendas shall be accessible in the Agendas and Minutes Center of the Wright County website.

7. Rules. All meetings shall be conducted in accordance with Roberts Rules of Order unless otherwise provided in these Bylaws.

8. Open Meeting. Per calendar year, one Advisory Council meeting shall be open to the public. This meeting shall include all municipalities in the county to receive input as to proposed uses of the Opioid Settlement Funds and to encourage collaboration between Local Governments both within and beyond the county.

9. Meeting Dates. ~~Meetings~~Meeting dates and times shall ~~occur on~~be set by the ~~2~~2nd ~~Tuesday of each month from 4-5:30 PM.~~Board. Alternative meeting dates may occur at the discretion of the ~~Advisory Council~~Board members by a majority vote. All meeting dates shall be published on the Wright County Health & Human Services – Opioid Settlement Advisory Council webpage.

ARTICLE V – Expectations of Members

1. Duties. Advise, consult with and make recommendations to the ~~Wright County~~ Board ~~of Commissioners,~~ on matters relating to the maintenance, funding, and evaluation of Opioid Settlement funds

2. Participation. ~~As members~~Members of the Advisory Council~~, you~~ are expected to participate during meetings. ~~Your~~Both professional and~~/or~~ personal experience is important and should be shared. All members have an equal voice at the table.

3. Individualism. All members of the Advisory Council shall act as individuals in the deliberation of issues.

4. Best Practice for Opioid Abatement. Individual members shall be willing to learn and implement best practices related to opioid abatement and prevention.

5. Representation. In the event other organizations request representation on an advisory

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group or task force, members should be open to such participation to represent the Advisory Council.

ARTICLE VI – Conflict of Interest

1. Definition. A conflict of interest means a financial association that has the potential to bias or have the appearance of biasing ~~a council~~an Advisory Council member's decision related to the Opioid Settlement funds decision process or other ~~council~~Advisory Council activities under this section.

2. Disclosure. Advisory Council members must disclose a conflict of interest to the ~~council~~Council, refrain from participating in discussions, and recuse themselves from voting on any matter before the ~~council~~Advisory Council. Non-government entities applying for funds must not have representation on the Advisory Council.

3. Concerns. Any member of the Advisory Council may raise questions of possible conflict of interest by another member.

4. Decision. All questions regarding actual or potential conflict of interest shall be decided by majority vote of the members present who do not, themselves, have a conflict of interest.

ARTICLE VII – Bylaws

1. Amendment. ~~Amendments of these Bylaws may be proposed by any member. Proposed~~Suggested amendments ~~will be presented~~ to ~~the Council no fewer than 5 days before voting. Proposed revision shall be placed on agenda for scheduled meetings~~these Bylaws are addressed at the discretion of the ~~Advisory Council.~~Board.

2. Adoption. Adoption of the Bylaws shall be considered by majority vote by the ~~Advisory Council membership.~~Board.

3. Review. The Bylaws of the Advisory Council shall be reviewed ~~at the start of each year and considered ratified by a majority vote by the Advisory Council.~~as needed by the Board.

Accepted by Wright County Opioid Settlement Advisory Council –

~~Dated:~~ _____

_____ Dated: _____

Wright County Public Health Chief Strategist

Adopted by Wright County Board of Commissioners –

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~~Dates:~~
Dated: _____

_____
Chair, Wright County Board of Commissioners

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 *
1/20/2026 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) *
Appoint Randy Wilson to Represent Commissioner District 1 on The Wright County Planning Commission Term Ending December 31, 2027

Short Title (what will appear on Agenda outline - 250 character max.) *
Appoint Randy Wilson to Represent Commissioner District 1 on The Wright County Planning Commission Term Ending December 31, 2027

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

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

Describe the impact on staffing resources.

Fiscal Impact:

Background/Justification:
Randy is a resident of Southside Township

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 Admnistrator

Department (please use dropdown to select department) *
COURT SERVICES

Target Meeting Date *
1/20/2026 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) *
Approve Authorization to Fill Probation Agent Position and Associated Back Fills

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Authorization to Fill Probation Agent Position and Associated Back Fills

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

Briefly describe how the request aligns with the selected value stream.
With a reduced number of staff the impact to employees will be increased caseloads – resulting in reduced supervision quality, employee burnout, delays in court process, reduced community partnerships and a higher public safety risk.

Describe the impact on staffing resources.
With a reduced number of staff the impact to employees will be increased caseloads – resulting in reduced supervision quality, employee burnout, delays in court process, reduced community partnerships and a higher public safety risk.

Fiscal Impact:
Fiscal Impact:
Under staffing could increase turnover expenses, a decrease in fee collection, slower processing and delayed reports requested by the Court.

Background/Justification:
Due to the DOC Commissioner's actions, Administration is requesting that the backfill of this position be expedited, as any delay will negatively impact service delivery.

Because of the timing of the notice, it was not possible to schedule a Personnel Committee meeting prior to the January 20, 2026, meeting, which would have resulted in nearly a three-week delay.

Wright County Probation & Court Services operates under a universal Community Corrections delivery system designed to provide equitable services to all clients while enhancing public safety. Insufficient staffing would compromise our ability to deliver these services to the residents of Wright County.

Route for Review and Approval

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

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

Document Name	Attachment Type
FINAL_Position_Backfill_Request_Requirements.pdf	Attachment
WCPCS_Org_Chart.pdf	Attachment
WCPCS_Corrections_Agent JD.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Notes

County Administrator Review

County Administrator Decision

Approved

Notes

PROBATION & COURT SERVICES
Organization chart (updated 12.9.25)

Mike MacMillan
Director

Adult Specialized
Margaret Munson
Manager

- **Vacant**
  Agent
  Enhanced Sex Offender Agent
- **Vacant**
  Agent
  Enhanced Sex Offender Agent
- **Vacant**
  Agent
  Domestic Abuse Agent
- Ryan Busch
  Career Agent
  Domestic Abuse Agent
- Amy Hertzog
  Master Agent
  Gender Responsive Agent
- **Vacant**
  Agent
  Gender Responsive Agent
- Anissa Moos
  Senior Agent
  ISP- DWI Agent
- Ryan Anderley
  Senior Agent
  ISP-DWI Agent
- Dilan Groenke
  Agent
  Drug Court Agent
- Chris Jahnke
  Career Agent
  Supervised Release (SR) Agent

Adult Services
Tom Feddema
Manager

- **Vacant**
  Agent
  Traditional Agent
- **Vacant**
  Agent
  Traditional Agent
- Cassie Martin
  Career Agent
  Traditional Agent
- Leah Fleming
  Career Agent
  Traditional Agent
- Taylor Burch
  Career Agent
  Traditional/Homeless Agent
- Melissa Holthaus
  Career Agent
  Standard Agent
- Madisen Peterson
  Agent
  Standard Agent
- **Vacant**
  Agent
  Monitor-Admin Agent
- Jessica Trombley
  Agent
  Monitor- Admin Agent
- Cynthia Weiland
  Agent
  Standard Agent
- Pat Lavine
  Career Agent
  Transfer In-Out-ICOTS Agent

Pretrial
Brian Stoll
Manager

- Alex Hirman
  Master Agent
  Intake-PSI Agent
- Nathan Miller
  Career Agent
  Intake-PSI Agent
- Joe Backes
  Career Agent
  Intake-PSI Agent
- Eva Stumpf
  Agent
  Intake-PSI Agent
- **Vacant**
  Agent
  Intake-PSI Agent
- Janelle Webb
  Career Agent
  Conditional Release Agent
- Anna Furth
  Senior Agent
  Conditional Release Agent
- Elizabeth Uecker
  Agent
  EHM Agent
- Amy Highberg
  APO

Juvenile
Tammi Solarz
Manager

- Ross Jahnke
  Career Agent
  Traditional Juvenile Agent
- Tessa MacDonald
  Master Agent
  Traditional Juvenile Agent
- Danny Heikkinen
  Master Agent
  Traditional Juvenile Agent
- Rachael Beckman
  Career Agent
  Traditional Juvenile Agent
- Kaylee Henson
  Master Agent
  Traditional Juvenile Agent
- Neal Huemoeller
  Master Agent
  Truancy Agent
- Evan Klema
  APO
- Halle Farley
  APO

Coaching & Development
Darnell Brethorst
Manager

- **Vacant**
  Agent
- Ed Anderson
  Career Agent
  Coaching & development Agent
- **Vacant**
  Agent

Support Staff
Jessie Miller
Business Manager

- Michelle Pramann
  OT II
- Lori Mollenhoff
  OT II
- Becky Lockwood
  OT II
- Katie Rawerts
  OT II
- Sarah Denzer
  OT II
- Kathleen Brannan-Merritt
  OT II
- Jessica Erickson
  OT II
- Barb Lee
  OT II
- Charlene Goetsh
  OT II
- **Vacant**
  OT II
- **Vacant**
  OT II
- **Vacant**
  OT II

WRIGHT COUNTY
ADMINISTRATION

Position Backfill Request

Name of Department: **Wright County Probation & Court Services**

Department Head/Supervisor: **Mike MacMillan**

Position Title: **Probation Agent**

Date of Resignation: **01/30/2026**

1. Will this position directly contribute to a county's strategic objective? **Yes**
   Wright County Probation & Court Services Mission is to deliver person-centered supervision to help inspire and change lives. We are committed to assisting our impartial justice system by embracing equity, integrity, and accountability through best practices and innovative methods to ensure our efforts lead to risk reduction results and public safety. We strive to reduce victimization by building healthy families and communities through community collaboration and restorative practices. Maintaining our staff compliment ensures that our supervision services are client-centered and provides public safety.
2. How many FTE's does your department currently have budgeted for this position?
   FTE's **38 Total – 10 currently vacant**
3. Is there a direct impact on Wright County's citizens? **Yes**
   Increased Caseloads Resulting in Reduced Supervision Quality
   Less Successful Rehabilitation for Clients
   Reduced Community Program Partnerships
   Higher Public Safety Risk
4. Direct risk or cost for not backfilling this position? **Yes**
   Increased Caseloads Resulting in Reduced Supervision Quality
   Less Successful Rehabilitation for Clients
   Reduced Community Program Partnerships
   Higher Public Safety Risk
5. Are there external funding sources tied to this position used?
   a. **Yes – Community Supervision Funding**
6. Key activity or performance indicators that show the need for this position?

a. **Provide probation supervision to clients (Average caseload size – 65 clients)**
b. **Conduct Risk-Need Assessments with clients (2024- 1,070 completed)**
c. **Conduct Case Planning & Goal Setting with clients (2024 – 329 completed)**
d. **Teach Cog Skills Interventions to clients (2024 -134 completed)**
e. **Conduct Bail Evaluations (2024 – 686 completed)**
f. **Perform Drug Testing (2024 - 1,615 UA's completed)**

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

Recommendation for Board Approval: Yes _____ No _____

Date of Recommendation: _____

Probation & Court Services Corrections Agent

Department: Probation and Court Services

FLSA Status: Non-*Exempt*

Union/Non-Union: Non-Union

General Definition of Work

Performs difficult advanced work promoting public safety through the supervision of pre and post sentence adult and juvenile, truant and diversion cases, who are under the jurisdiction of the District Courts. Serve as a crucial resource for the court**,** compiling precise and timely information about clients to aid in sentencing decisions. Responsible for supporting an inclusive environment focused on equitable outcomes. Work is performed under the limited supervision of the Probation and Court Services Manager and/or Director.

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

Prepares accurate, clear, and concise comprehensive client investigations for the District Court and Department of Corrections to assist them in making appropriate sentencing, out-of-home placement, and release decisions aligned with best practices and public safety.
Determines criminal history scores; reviews written reports from law enforcement or other credible sources; utilizes motivational interviewing while communicating with the client, family, relatives, victims, school officials, and other collateral contacts.
Completes necessary paperwork including assessments, referral forms, data privacy releases, release of information forms, risk/needs classification instruments, etc. Determines restitution, community safety, client accountability, and rehabilitation. Writes investigative reports, bail evaluations, violation reports, restructures, discharge recommendations, letters, and memos. Prepares sentencing worksheets, reviews, interprets statute and plea agreements, and calculates jail credit for the court. Participates in pre-placement screening as necessary.
Conducts risk/need assessments and supervision according to department policy, statute, and guidelines; imposes a level of supervision for all clients per department caseload management classification system to maximize the client's opportunity for positive adjustment in the community, enforce law-abiding behavior and compliance with rules established by the court or releasing authority.
Provides client community supervision; supervises felony/gross misdemeanor/misdemeanor sentenced, adjudicated, charged, diversionary, early intervention, truancy, and CHIPS adult and juvenile clients assigned by the court, county attorney, or Minnesota Department of Corrections. Monitors, manages, and adjusts client behavior in the community while focusing on areas of need based on client risk/need assessment. Supervises clients through various correspondence, telephone, office appointments, and/or home visits. Coordinates case planning with the client, parents, support system, and other involved professionals as needed and utilizes individual cognitive behavioral interventions with client. Transports client when necessary. Provides crisis management and determines appropriate course of action in emergency situations.
Serves as a liaison between the Court, local/state/federal agencies, the community, schools, and the client to establish and maintain positive support networks and enhance public safety; participates in committees and workgroups.
Maintains, prepares, and submits accurate, extensive, and complete reports to the court and Minnesota Department of Corrections. Maintains file and computer database of pertinent client information. Abides by department policies, Wright County policies, applicable Minnesota Department of Corrections policies, and all Minnesota statutes.

Probation & Court Services Corrections Agent

Promotes public safety through collaboration with criminal justice partners, community organizations, academic institutions, interagency and department staff to develop restorative practices and crime prevention strategies.
Interacts appropriately with clients to search and investigate their behavior and surroundings, safely detain, and de-escalate resistive or aggressive individuals using approved intervention techniques, and appropriate use of authority to issue and execute apprehension and detention orders, when necessary, to enforce discipline or prevent escape.
Provides after hours on call services as needed by management, law enforcement, or other agencies.
Assists in formulating, testing, implementing, and facilitating correctional programs. Facilitates cognitive programming in a group setting. Develops and participates in corrections policies and programming to assist in the rehabilitation of clients through restorative practices. Maintains statistical records to facilitate a process to determine the effectiveness of programming efforts. Supports the fee structures in place to assure support and continuation of programming efforts.
Evaluates client intervention needs. Refers client to appropriate community resources. Ensures necessary services are delivered and confirms disposition of service.
Attends and provides credible expert testimony in criminal and civil court proceedings. Represents the interests of the county, state, and federal government. Makes a verbal account for observations, actions, and findings while performing official duties. Attends all required court and administrative hearings and court functions involving assigned clients. Presents to the court or hearing officer and recommends dispositional alternatives. Communicates with other professionals for case consultation and carries out the directives of the court. Reviews court documents for accuracy.
Performs collection and testing for mood altering chemicals. Manages specimens and provides results to staff.
Assures DNA collection complies with State statutes. Assures Predatory Client Registration complies with State statutes. Assures Firearm Restrictions complies with State statutes. Completes electronic monitoring referrals and communicates with monitoring company regarding compliance.
Provide leadership on research, projects, and studies; assist with training and mentoring of new employees and interns.
Participates or co-chairs various committees and work groups as needed; coordinates and facilitates staff trainings.
Performs the physical and mental demands of the position.
Performs other duties and activities as assigned.

Knowledge, Skills, and Abilities

Knowledge of the probationary and corrections field procedures and practices and data practices law; knowledge of local, State, and Federal laws and regulations regulating and applicable to pre and post sentence adult and juvenile, truancy, and diversion programs; knowledge and understanding of Department policies, procedures, and regulations; knowledge of the evidence-based principles, practices, and techniques of correctional case work and theory; knowledge of personality development, environmental factors, and situational aspects of human behavior which contribute to behavior patterns; knowledge, skills, and ability to maintain accurate and complete records, including electronic records; skill in the use of standard office equipment, including computer and software programs; verbal and written communication skills sufficient to effectively present information, respond to questions from a wide variety of audiences including individuals from diverse backgrounds, individuals not fluent in English, individuals with a wide variety of disorders, to testify in court; reading comprehension skills sufficient to read and interpret a wide variety of documents; interpersonal skills sufficient to exchange and or convey information, receive work direction, give direction, and maintain effective working relationships; ability to learn applications/systems specific to the Department; ability to perform data entry into various databases; ability to perform agent-of-the-day (AOD) duties; ability to make critical decisions in high-risk situations, utilizing self-defense techniques, bulletproof vests, and protective spray to ensure personal and public safety; field operations require the ability to make independent judgments**,** particularly in high-stress situations, which may involve an element of personal risk and ability to defend one's self and others in a physical encounter; ability to maintain confidentiality; ability to work independently with minimal supervision; ability to remain calm and handle stressful situations; ability to effectively deal with clients, identify problem areas, take charge and de-escalate dangerous behavior; ability to respond when families and communities face health and safety emergencies; ability to pay attention to detail and effectively organize time and anticipate, plan and successfully respond to changing circumstances; ability to independently investigate, supervise, and counsel juvenile and adult clients; knowledge and ability to perform duties directed by the Court; ability to carry

Probation & Court Services Corrections Agent

out other county department's duties upon request; ability to perform all job duties in compliance with safety guidelines and with an ongoing awareness of safety practices; ability to communicate courteously and professionally while maintaining positive working relationships with others when carrying out all job functions.

Education and Experience

Bachelor's degree in corrections or a related field and one year of related work experience, or equivalent combination of education and experience. Previous experience working with juveniles and community corrections is desired.

Promotional opportunities shall be considered when necessary and appropriate for the advancement of an employee and in the best interest of Wright County, upon recommendation of the Probation and Court Services Director and approval of the County Administrator (or designee).

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires lifting and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms and pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

A valid driver's license or evidence of equivalent mobility is also required upon hire.
Have availability to an insured vehicle that can be used for County business.
Must successfully pass a BCA background investigation.

Last Revised: 9/16/2025

Saint Paul
PORT AUTHORITY

January 9, 2026

Leah Myhro
Wright County
3650 Braddock Ave NE
Buffalo, MN 55313

Dear Leah,

The Saint Paul Port Authority (SPPA) is requesting Wright County to place Property Assessed Clean Energy (PACE) special assessments on the following parcels as requested by the property owner:

Property Owner: Monticello Hospitality Group, LLC
Parcel ID Number: 1552787001030
Address: 90 Chelsea Road Monticello, MN 55362
Project Details: New construction, building envelope, lighting, Boiler, HVAC, EV Charging, Solar
Energy Savings: TBD should have the week of 1/12
Assessment Amount: $4,500,000
Assessment Start Date: 2027
Amortization in Years: 30
Interest Rate: not to exceed 8.0%

As the administrator of PACE for Wright County, the Port Authority has reviewed the assessment, and it has determined that the project conforms with the Minnesota PACE statutes. The interest rate will not exceed 8.0**%**, and the term will be **30** years beginning in **2027**. I have attached the PACE application from the property owner, the petition for special assessment form, and energy study. Please take the necessary steps to approve the request by the Board or delegated authority in the Joint Powers Agreement.

Thank you for your assistance with these exciting projects in Wright County. Please let me know if you have any questions.

Sincerely,

Holly Huston
VP of Finance

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Lindsey Meyer

Requestor Title
Auditor/Treasurer

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

Target Meeting Date *
1/20/2026 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 min

Originator
KAL5640

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve Resolution 26-8, Regarding the Placement of a Special Assessment on Property Located in Monticello, Parcel 155-278-001030

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Resolution 26-8, Regarding the Placement of a Special Assessment on Property Located in Monticello, Parcel 155-278-001030

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

Briefly describe how the request aligns with the selected value stream.
This allows new construction, lighting, building envelope, lighting, Boiler, HVAC, EV Charging, renewable energy sources to be placed on the property

Describe the impact on staffing resources.
N/A

Fiscal Impact:
N/A

Background/Justification:
The Property Assessed Clean Energy (PACE) Program provides loan funds to assist property owners to make energy conservation and/or renewable energy improvements to their property. Property owners in Monticello have applied for funding through this program. The Property Owners were given notice during the application process that the funds will be repaid over a 30 year term with interest. By their application, the Property Owners have also agreed that this special assessment be placed on their property pursuant to Minnesota Chapter 429. Board approval is needed to finalize this agreement and placed the special assessment on the subject property. Property Assessed Clean Energy (PACE) Special Assessment on parcel 155-278-001030

Route for Review and Approval

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

Agenda Item Attachments – File names have to be 64 characters or less (including spaces, special characters, etc.) or they WILL NOT attach to the RFBA. If your file name is longer than that, please rename your file. (4)

Document Name	Attachment Type
06a-Letter to Wright County Fairfield Inn.docx	Attachment
Petition for Special Assessment.pdf	Attachment
Special Assessment App.pdf	Attachment
26-8 Monticello Hospitatlity - FLAT.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

RESOLUTION #26-8
BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:
January 20, 2026

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

RESOLUTION #26-8

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

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

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

Owner: Monticello Hospitality Group, LLC Parcel ID: 155-278-001030
Amount assessed: $4,500,000.00 Interest rate: not to exceed 8.00%
Term: 30 years

Conforms with the Minnesota PACE statutes. Interest, at a rate not to exceed 8.00%, will start to accrue on January 1, 2027. The assessment will amortize over a 30-year term, beginning in 2027. A PACE application requesting this assessment from the property owner is attached to this resolution.

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

Roll Call Vote:

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

STATE OF MINNESOTA)
ss.
County of Wright)

I, Select Signer, duly appointed and qualified of the County of Wright, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Wright County, Minnesota, at their session held on 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

MinnPACE

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

Petition for Special Assessment

Property Owner:* Monticello Hospitality Group, LLC
(*each Property Owner must print, complete and sign this Petition in front of a Notary Public)

Property Address or PID ("the Property"): 90 Chelsea Road, Monticello, MN 55362 Parcel ID # 155278001030

We hereby acknowledge that we will be obligated to pay the assessment(s) (the "Assessment") when due. The Assessment and the interest and any penalties thereon will constitute a lien against the Property until they are paid, even if I/we sell the Property to another person. I/we understand that assessment installments together with the interest on the Assessment will be collected on my/our property tax bill in the same manner and at the same time as property taxes and will be collected on my/our property tax bill and subject to the same penalties, remedies and lien priorities as for property taxes in the event of delinquency, including foreclosure. I/we waive any and all procedural and substantive objections to the installation of the improvements (the "Improvements") and the Assessments, including but not limited to any public or other hearings or hearing requirements or any claim that the Assessment exceeds the benefit to the Property. I/we waive any appeal rights otherwise available pursuant to Minn. Stat. Section 429.081. The City or County will assess the cost of the Improvements as a special assessment against the Property in accordance with the City's or County's charter, code, or ordinances regulating assessments. The Assessment will carry a term of up to 30 years and will be certified by the City or County annually for collection with the property taxes. I/we may choose to prepay all or a portion of the Assessment directly to the City or County at any time during the term of the Assessment. All principal amounts certified annually will carry interest amounts calculated on a fixed interest rate as established by the Port Authority of the City of Saint Paul prior to ratification of the Assessment by the City or County.

By: _____
(Property Owner Signature)

Name: Robert Thompson
(Please Print)

Title: Managing Member
(If Appropriate)

Date: 01-07-26

Notary

For an acknowledgment in an individual capacity

State of Minnesota

County of Douglas Minnesota

This instrument was acknowledged before me on this 7th day of January, 2026 by Robert Thompson.

Pamela J Watson
Notary Public
Minnesota
My Commission Expires Jan. 31, 2030

Notary Seal

Signature of Notary Public: Pamela J Watson

My commission expires: Jan 31, 2030

This form is eligible for e-Notary and Remote Online Notary services pursuant to Minnesota Statutes Chapters 358 and 359. To perform electronic or remote notarization, a Notary Public must hold an active commission and be separately authorized for electronic and remote notarization

Updated 9-22-2025

MinnPACE

400 Wabasha Street N | Suite 240 | Saint Paul, MN
55102 | 651-204-6216 (phone)

Special Assessments Application and Petition Agreement

The Property Assessed Clean Energy Program (MinnPACE), administered by the Saint Paul Port Authority, provides a fiance loan for the installation of energy effficiency, resiliant and conservation improvements that are permanetly fixed to the eligible properties and petition for special assessments in accordance with Minnesota Statues Sections 216C.435 and 216C.436 and Chapter 42, and the MinnPACE Program. This MinnPACE Agreement contains an Application section, a Petition for Special Assessment, and designated attachments, all of which must be reviewed and completed, and constitute a full and complete agreement.

APPLICATION

Eligibility Requirements

- Applicant(s) is/are legal owners(s) of the Property described in the Application (the "Property.")
- Property is developed and located within the City of Monticello, MN and County of Wright.
- Property Owner is current on all mortgage(s)
- All lenders have signed the Lender Acknowledgement From for MinnPACE Financing.
- Property Owner is not in bankruptcy and the Property is not an asset in a bankruptcy proceeding.
- There are no federal or state income tax liens, judgement liens or similar involuntary liens on the Property.
- Applicant(s) can be verified as being in "Good Standing" with Minnesota Office of the Secretary of State **or** are be able to provide a Member Agreement or Operating Agreement certified to be true or correct.
- Improvement costs are reasonable for the scope of the proposed Improvements and in relation to Property value.
- Request Financing Amount does not exceed the lesser of 30 percent of the Property Market Value or the actual cost of installing the Improvements, including the cost of necessary equipment, materials and labor, the cost of energy audit or renewable energy feasibility study and the cost of verification of installation, less the value of expected rebates.
- Applicant(s) has/have obtained an energy audit or renewable energy feasibility study on the Property. Attach when submitting application.

Below, please list and identify all real estate upon which the improvement will constructed or will be directly benefited.
Property Owner(s) Legal Name(s) (as they appear on Property tax records)

Applicant #1: Monticello Hospitality Group, LLC
List of all parcel #'s Owned by Applicant #1: parcel ID # 155278001030

Applicant #2: NA
List of all parcel #'s Owned by Applicant #2:

Initials
(all signers) Monticello Hospitali NA



MinnPACE

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Property Owner(s) Type(s) – *check all that apply*

☐ Individual(s)/Joint Tenants/Common Property (not in trust) ☐ Corporation ■ Limited Liability Company
☐ Trust/Trustees/Living Trust ☐ Partnership ☐ Other (Specify):

Property Owner Contact Information

Name: Robert Thompson Email: rob.thompson@ciconstruction.com
Phone (Day): 320-762-5913 Cell Phone: 612-812-1563

Physical Property Address

Street Address: 90 Chelsea Road City, State Zip: Monticello, MN 55362

Property Type: ☐ Commercial/Industrial ☐ Multi-housing ☐ Agriculture ☑ New Construction ☐ Non-profit/Faith based

Square Footage of Building (if applicable): 27,828 sq.ft. building footprint 72,165 total sq.ft. of new building

Finance Amount Requested: $ 4,500,000

Finance Term: ☐ 10 Years ■ Other: 30yr

Current Mortgage Financing – *attach a copy of Mortgage Statement*

Name of Mortgage Lender: National Bank of Commerce
Mortgage Lender Address: 14540 Dellwood Dr. Baxter, MN 56425
Outstanding Principal Balance: New build in progress up to $14,500,000

Do you confirm that there is only one mortgage lender tied to this property? yes
(if no, provide 2nd mortgage statement)

Utility Company: - *Attach a copy of statement*

Eligible Improvements - *Check All That Apply*

- ■ Automated Energy Control/Management Systems
- ■ Building Envelope and Insulation
- ■ Electric vehicle recharging unit(s)
- ■ High-Efficiency Windows or Doors
- ■ HVAC Modifications or Replacement
- ■ A/C
- ■ Boiler
- ☐ Chiller
- ☐ Comopressed Air
- ☐ Geothermal
- ■ Insulation
- ■ Lighting
- ☐ Heat Recovery
- ■ Solar Panels
- ■ Roof
- ■ Wind
- ☐ Increase the resistance of property against severe weather, fire, floods, or droughts
- ☐ Air Quality Improvements
- ☐ Water Use Efficiency Improvements
- ☐ Other

Energy Savings: - *Attach energy study*

Estimated Annual Savings: $

Estimated Energy Saved or
Greenhouse Gas Emissions saved:

Initials (all signers) RLT TC

MinnPACE

400 Wabasha Street N | Suite 240 | Saint Paul, MN 55102 | 651-204-6216 (phone)

This statement is given to MinnPACE, a division of the Saint Paul Port Authority, and its Successors for the purpose of obtaining credit. It is true and correct in every detail and fairly shows my/our financial condition at this time. MinnPACE and its Successors are authorized to check my/our credit and employment history or any other information provided.

Individual Applicant

Full Name: Robert Thompson
Street Address: 421 7th Ave West
City/State/Zip: Alexandria, MN 56308
County: Douglas
Date of Birth: 10-14-54

Individual Co-Applicant

Full Name: Ted Christianson
Street Address: 2633 26th Ave S
City/State/Zip: Fargo, ND 58103
County: Cass
Date of Birth: 12-06-1958

THE UNDERSIGNED CERTIFY THAT TH INFORMATION CONTAINED IN THIS FORM HAS BEEN CAREFULLY REVIEWED AND THAT IT IS TRUE AND CORRECT IN ALL RESPECTS.

Applicant Signature — managing member — 01-07-2026 Date

Co-Applicant Signature (if joint ownership) — Managing Member — 01-07-2026 Date

MinnPACE

400 Wabasha Street N | Suite 240 | Saint Paul, MN
55102 | 651-204-6216 (phone)

Declarations

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

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

Initials (all signers) RLT TC

MinnPACE

400 Wabasha Street N | Suite 240 | Saint Paul, MN 55102 | 651-204-6216 (phone)

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

MinnPACE Property Checklist Funding From Other Lenders

- ☐ Evidence of an Energy Audit or Renewable Energy System Feasibility (including cost savings, rebates, etc.)
- ☐ Construction contracts and bids
- ☐ Current tax statement for the property receiving improvements
- ☐ Lender Acknowledgement Form
- ☐ Copy of a driver's license or state ID for each signer
- ☐ Petition for Special Assesment

TrillionBTU Pace Loan Checklist

- ☐ Evidence of an Energy Audit or Renewable Nergy System Feasibility (including cost savings, rebates, etc.)
- ☐ Petition for Special Assesment
- ☐ Mortgage statement
- ☐ Current tax statement for the property receiving improvements
- ☐ Lender Acknowledgement Form
- ☐ Tax returns for the past three years (Confirm with holly on this part).
- ☐ Financial statements for the past 3 years
- ☐ Rent roll of Subject Property (if applicable)
- ☐ Debt schedule of operating entity-all debt of the operating entity
- ☐ Entity documents from borrower-articles, operating agreement, etc.
- ☐ Petion for Special Assesment
- ☐ Copy of a driver's license or state ID for each signer

Signatures of all Property Owners and Notary

Date: 01-07-26

Property Owner Signature [signature] managing member Printed Name Robert Thompson

Property Owner Signature [signature] Managing Member Printed Name Ted Christianson

For an acknowledgment in an individual capacity:

State of Minnesota

County of Douglas

This instrument was acknowledged before me on this 7th day of January, 2026 by Ted Christianson

Pamela J Watson
Notary Public
Minnesota
My Commission Expires Jan. 31, 2030

Signature of notarial officer [signature]

My commission expires: Jan 31, 2030

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 *
1/20/2026 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:
5

Originator
MJD7571

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Schedule the Public Hearing on the Reestablishment of Records for County Ditch #23 Pursuant to Minn. Stat. 103E.101.

Short Title (what will appear on Agenda outline - 250 character max.) *
Schedule the Public Hearing on the Reestablishment of Records for County Ditch #23 Pursuant to Minn. Stat. 103E.101.

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

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

Describe the impact on staffing resources.

Fiscal Impact:
Cost of ROR was $18,800.

Background/Justification:
County Ditch #23 is located in Woodland Township and is an open ditch system 1.66 miles in length that was established in 1915. The Drainage Authority appointed Houston Engineering to completed the Reestablishment of Records on this system in 2025. Houston Engineering has submitted their Reestablishment of Records engineering report dated 12/22/2025. Pursuant to Minn. Stat. 103E.101, the Drainage Authority must hold a public hearing for adoption of the report. This public hearing has strict notice requirements that will impact when the hearing can be held.

Staff Request:

Schedule the Public Hearing on the Reestablishment of Records for County Ditch #23 for March 10th, 2026 at 2:00PM in the Wright County Board Room.

Route for Review and Approval

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

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

Document Name	Attachment Type
CD 23 Records Reestablishment_Final 20251222.pdf	Attachment
CD 23_Public Hearing Request_1_20_2026.pdf	Attachment
Minn Stat 103E.101.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes
Moved to agenda

Finance Review

Finance Decision
Approved

Notes

Legal Review

Legal Decision
Approved

Notes
Approved. Brian Wold reviewed on 1/14/2026.

County Administrator Review

County Administrator Decision

Notes

Technical Memorandum

To: Matthew Detjen
Wright County Drainage Authority

From: Joe Lewis, PE
Houston Engineering, Inc.

Subject: County Ditch 23 Reestablishment of Records

Date: December 22, 2025

Project: 7103-0039

Introduction

The purpose of this report is to provide the Wright County Drainage Authority with results of the investigation and analysis of the County Ditch 23 (CD 23) public drainage system records. CD 23 consists of open channel ditch, which serves predominantly agricultural land, located in Woodland Township and is not within the jurisdiction of an existing watershed district or water management organization. This report contains necessary description of the alignment; cross-section; profile; hydraulic structure locations, materials, dimensions and elevations; and right-of-way of the drainage system to reestablish records as requested by the Board. Minnesota Statue 103E.101 subd. 4a allows the drainage authority to reestablish records if, after an investigation of drainage system records, it is found that the records establishing the alignment, cross-section, profile, or right-of-way of a drainage system are lost, destroyed or otherwise incomplete. The drainage authority may, by order, reestablish records defining the alignment; cross section; profile; hydraulic structure locations, materials, dimensions, and elevations; and right-of-way of the drainage system which define the “As Constructed and Subsequently Improved Condition” or ACSIC. This report documents the investigation of drainage system records and physical investigation of the drainage system used by the engineer to recommend reestablished records to define the alignment, grade, and geometry as necessary to maintain the historic function of the drainage system. No other historical reviews or reviews of the system are known to exist.

Relationship to Drainage System Maintenance and Repair

This memorandum establishes the ACSIC as the basis for future maintenance and repair of the public drainage system. A future repair report may include alternatives which adjust the elevation of the open channel and culverts consistent with the ACSIC. Additional actions such as realignment or abandonment of portions of the public system, or other similar modifications may also be considered and ultimately follow procedures in MS 103E. The range of alternatives evaluated within the repair report is based in part on discussions with landowners and other interested parties.

Definitions

This memorandum defines the condition and therefore by inference the capacity (i.e. the existing flow rate in cubic feet per second) of the public drainage systems using three definitions:

As-Designed/Established Conditions

The geometry of the public drainage systems as designed in 1915 including all subsequent designs for legal repairs and alterations. A repair or alteration is considered legal if formally authorized is some legal proceedings. The details of the As-designed / Established condition are relatively unknown due to the scarcity of the original design plan and profiles that identify the dimensions, lengths and grade elevations. The As-Designed / Established Condition may or may not reflect the As-Constructed and Subsequently Improved Condition and is generally shown on construction plans and engineering drawings.

As-Constructed and Subsequently Improved Condition

The geometry of the public drainage systems as constructed in 1915 including all subsequent legal repairs and alterations as well as other actions which maintain and are consistent with the general character and efficiency of the drainage systems. Often, survey data (and only rarely as-built drawings) show that the alignment, grade and geometry (i.e., cross sectional area) of the existing public drainage system if altered from the As-Designed / Established Condition. The definition of As-Constructed and Subsequently Improved Condition (ACSIC) is intended to establish the condition to which the system can legally be repaired consistent with the definition in MS 103E.701, which states:

> The term, "repair" means to restore all or a part of a drainage system, as nearly as practicable to the same hydraulic capacity as originally constructed and subsequently improved, including resloping of ditches and leveling of spoil banks if necessary to prevent further deterioration, realignment to original construction if necessary to restore the effectiveness of the drainage system, and routine operations that may be required to remove obstructions and maintain the efficiency of the drainage system. "Repair" also includes:
>
> 1. incidental straightening of a tile system resulting from the tile-laying technology used to replace tiles; and
> 2. replacement of tiles with the next larger size that is readily available, if the original size is not readily available.

Available records provide very limited information regarding the originally constructed alignment, grade (profile) and geometry (cross-section) of CD 23. Alterations to the public drainage system alignment, grade and geometry from the As-Designed / Established Condition likely resulted from the use of less accurate survey methods and construction techniques than currently exist, inaccurate culvert and crossing installation, and a need to “fit” the drainage system to the existing topography. Alterations to the public drainage system that were not performed per the requirements of MS 103E (i.e., ditch law) or its predecessors are typically not considered part of the ACSIC.

Repaired Condition

The condition to which the drainage authority repairs the public drainage system. If the capacity of the Repaired Condition exceeds the ACSIC, the work is considered an improvement under MS 103E and its predecessors. The County may decide for a variety of reasons to repair the public drainage system to some condition less than the As-Constructed and Subsequently Improved Condition.

Maintenance

There is no statutory distinction between the terms maintenance and repair. However, historically, drainage authorities have drawn a distinction between the two terms as a function of the scope of work performed for each. The primary difference between maintenance and repair, is that maintenance activities are generally completed at a select (more isolated) location or locations along portions of the

public drainage system, rather than a drainage system-wide assessment, analysis, recommendation, or alteration that occurs in association with a repair proceeding.

Maintenance generally includes activities such as vegetation management, the removal of open channel and tile blockages (e.g., beaver dams, sediment), the replacement of tile ruptures, the installation of tile inlets and access manholes, the replacement of portions of a tile system, the stabilization and repair of slopes and spoil material, and the removal of sediment up to the repair condition. Maintenance also includes the resetting or resizing of culverts or other crossings which were inaccurately placed and result in the obstruction of the public drainage system. Maintenance activities are usually exempt from wetland permitting requirements under the Wetland Conservation Act and Section 404 of the Clean Water Act.

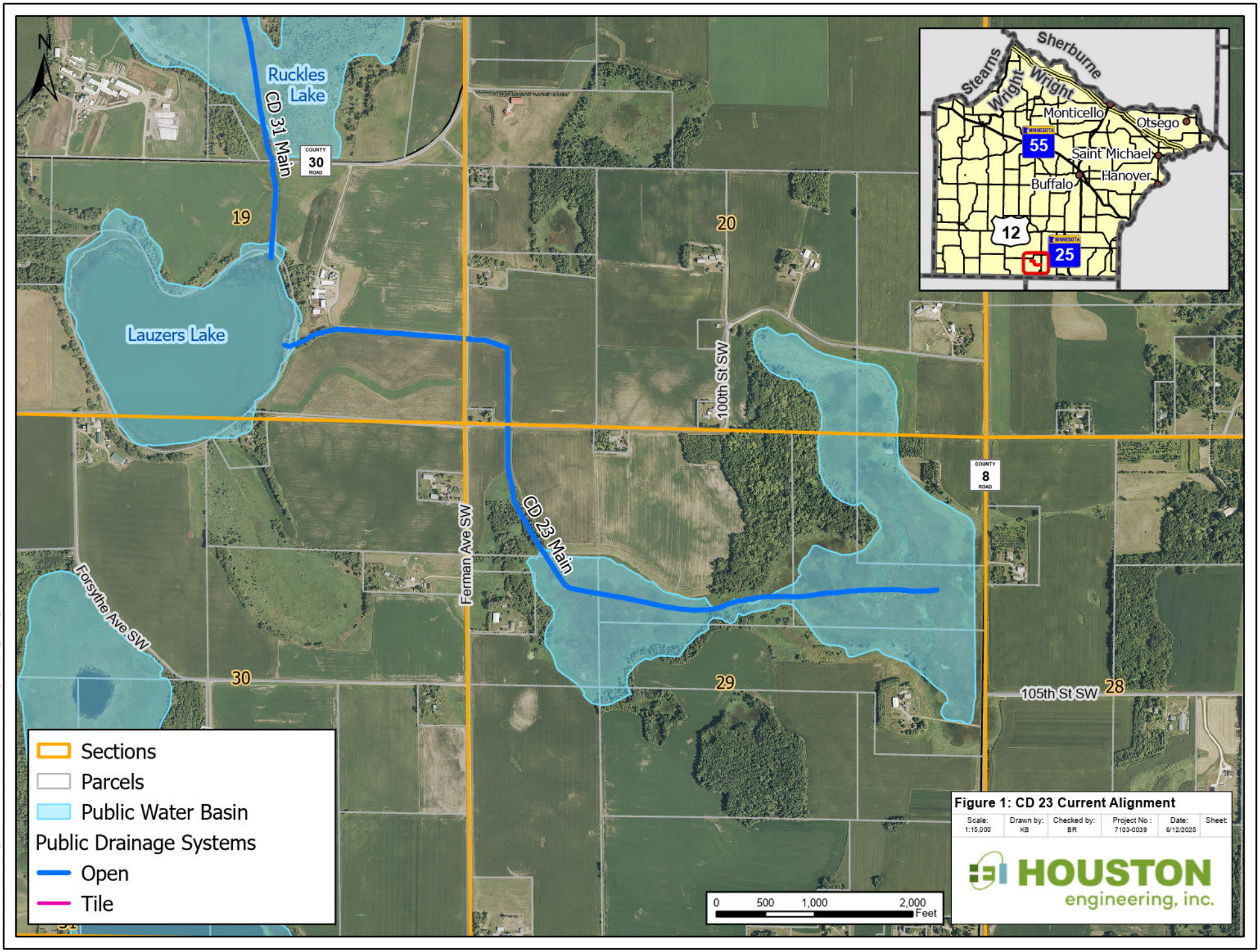
Location, General Description and History of the Public Drainage System

Location

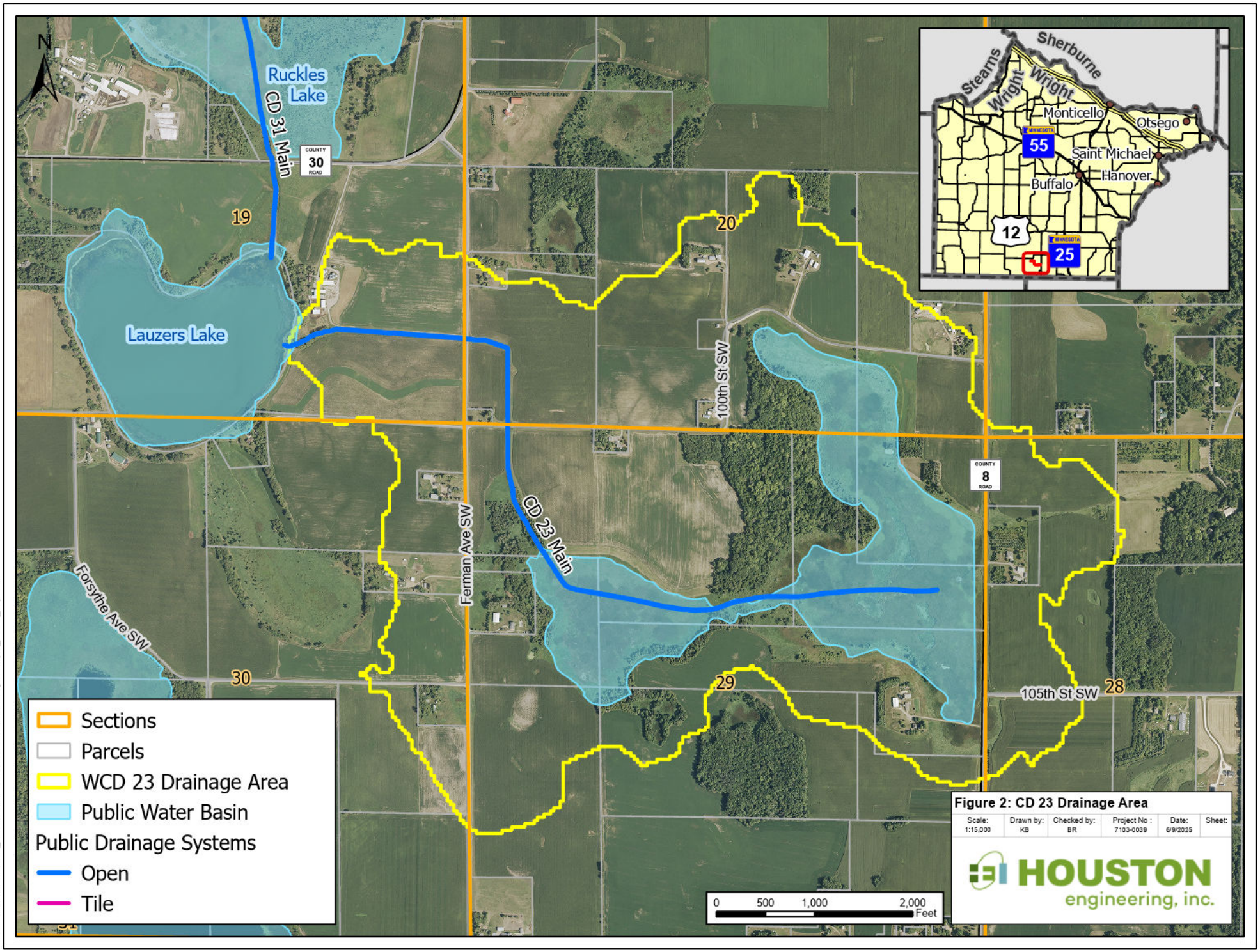
The Wright CD 23 public drainage system, shown in **Figure 1**, is located in Sections 19, 20 and 29 of Woodland Township (T118N, R26W), generally flowing west and north beginning approximately 1,600 feet south and 450 feet west of the northeast corner of Section 29. The system outlets into a public water referred to as Lauzers Lake in Section 19 which discharges into CD 31. CD 23 currently consists entirely of an open channel ditch. The drainage area that contributes runoff to the drainage system is approximately 806 acres (**Figure 2**) and is located in Sections 19, 20, 29 & 30 of Woodland Township. The drainage area is predominantly agricultural but also contains forested, wetlands, and rural residential land uses.

History of the Public Drainage System

A petition for the system was filed on July 27th, 1914, and an order for its establishment was filed on March 2nd, 1915, by the Wright County Board. An Engineer's Report was filed on January 5th, 1915, with construction quantities, survey, cost estimate and profile. An amended Engineer's Report was filed on June 1st, 1916, which indicates the system was completed and recommended portion of 20-inch tile be installed for stations 43+00 to 57+00. However, sometime between 1963 and 1979, the tile portion was removed, and an open channel was created.



H:\JBN\7100\7103\7103_0039 CD 23 Reestablishment\GIS\Maps\Wright_CD23_Figures\



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Existing/Current Alignment

This portion of the memorandum describes the current condition of the public drainage system as observed “on-the-ground” (i.e., existing) as determined by a review of the available records, field survey, aerial imagery, and other available historical evidence. The stationing used to describe the alignment proceeds from downstream to upstream. The plan and profile drawings, as seen in **Attachment A**, shows the system’s existing alignment and stationing. Review of aerial photographs and survey indicates that little or no modification has occurred to the alignment since establishment.

The alignment begins at STA 87+37 approximately 1,600 feet south and 450 feet west of the northeast corner of section 29. From STA 87+37 the open channel ditch continues westward until turning north around station 49+00. The open channel ditch continues north under 100th Street SW before turning west around STA 23+00. The alignment then continues west under Ferman Ave SW until its terminus in Lauzers Lake.

Source of Survey Data used in this Assessment

Survey data was collected in April to June of 2025 to determine the existing condition of the public drainage system. All survey data collected utilizes the Wright County Coordinate System and North American Vertical Datum 1988 (NAVD 88).

Known System Modifications or Proceedings

The current alignment of CD 23 matches closely to the As-Designed / Established Condition from 1915 which was determined based on historic aerial imagery and the stationing, reference points and lengths shown in the 1915 design profile drawings. The ACSIC alignment, shown in **Figure 1**, was based on field survey, 1915 alignment, and current and historical imagery. One significant modification of using 20-inch tile for a portion of the open ditch was documented in the Engineer’s Amended report from 1916. From historical imagery, the tile portion was replaced with open channel ditch between the years of 1963 and 1979, however there was no documentation of this alteration found in the drainage system records. No other significant modifications are documented in the historical drainage system records nor are they observed in comparison between current and historic aerial photographs.

As-Constructed and Subsequently Improved Condition

As-Constructed and Subsequently Improved Grade and Geometry

Ideally, the grade of the ACSIC would be determined using as-built drawings that identify the constructed alignment, grade, and geometry. However, since as-built plans are rarely available from during the establishment of public drainage systems, engineers have frequently utilized the profile drawings from the original designs along with test pits and borings to determine and corroborate the ACSIC.

Elevations from the original CD 23 1915 design profiles were based on an assumed vertical datum referring to a benchmark that no longer is in existence and there are no as-built plans available. To convert the design profile in a local vertical datum to a modern vertical datum, soil borings collected during field survey were used to determine “as-built” excavation depths where the material transitions from accumulated sediment to native mineral soil.

A statistical comparison of 17 soil borings and their elevations from the 1915 design profile was performed. Through the comparison process, a datum adjustment factor was calculated to convert the design profile to NAVD 88 (see **Table 1**). Soil boring elevations that were not within one standard deviation from the datum adjustment calculated from the entire set of soil borings were determined to be outliers and were removed from the final datum adjustment calculation.

The soil borings and the design profile have a good correlation for system upstream of station 19+00. For this segment, a constant value of 906.36 feet was used to adjust the design profile's datum to NAVD 88. The soil borings and design profile did not have a good correlation for the portion downstream of station 19+00. The ACSIC was determined by connecting the elevation at station 19+00 to the soil boring at 0+69 near the outlet to Lauzers Lake.

Table 1: CD 23 Comparison of Design Profile Elevations to Soil Boring Elevations

Current CD 23 Alignment Station	Soil Boring Elev.	1915 Profile Elev. (NAVD 88)	Deviation of Soil Boring from Design Profile Elev.
0+69	994.73	998.94	-4.25*
10+62	995.98	999.20	-3.26*
13+69	995.80	999.28	-3.52*
20+81	999.85	999.47	0.35
26+90	999.59	999.62	-0.07
29+92	999.32	999.69	-0.41
31+88	999.88	999.74	0.11
32+92	1000.53	999.76	0.73
35+96	1001.27	999.84	1.40*
37+96	999.88	999.89	-0.05
39+97	998.08	999.94	-1.90*
41+98	1000.13	999.99	0.11
43+99	999.52	1000.04	-0.55
44+98	999.56	1000.06	-0.54
55+05	997.68	1000.35	-2.67*
65+04	1000.32	1000.60	-0.28
74+04	1001.43	1000.83	0.60

*Indicates outlier that was not used in determining the Datum Adjustment.

The 1915 plans for establishing the ditch identified a 4-foot bottom width and 1:1 side slopes along the entire length.

Culverts

In the 1915 Engineer Plans, two culverts were included with the original design. In the 1915 Engineer's Plan, the crossing under 100th St SW was a 36-inch culvert, which is larger than the 24-inch culvert observed during field survey.

Table 2: CD 23 Existing Culvert Data

Crossing	Maintenance Responsibility	Station	Existing Crossing	Historic Crossing	Minimum Design Criteria Flow	Relation to ACSIC Profile (ft)	Notes
Field Crossing	Private	5+34	36" RCP	N/A	2-year	-0.1	Existing crossing is sufficient in size and is set near the ACSIC.
Ferman Ave SW	Woodland Township	19+08	36" CMP	36"	25-year	0.1	Existing crossing is sufficient in size and is set near the ACSIC.
100th ST SW	Woodland Township	31+25	24" CPP	36"	25-year	1.4	Existing crossing is undersized and is set above the ACSIC. The current invert elevations are noticeably higher than the existing and ACSIC profile elevations indicating the culvert was incorrectly placed at a higher elevation than the ACSIC elevation.

Right-of-Way

Proceedings for the original establishment of the drainage system awarded damages for the areas physically occupied by the drainage system along with an easement for the area required for construction activities such as land clearing and spoil disposal. This combination of areas constitutes the right-of-way (ROW) for the drainage system and is often described as the area that is reasonably necessary for the drainage authority to perform its repair, maintenance, inspection obligations, along with an area of reasonable set-back to protect the drainage system. The geometry of the spoil pile was assumed to have 3:1 inslopes and 10:1 field slopes with an 8-foot bench as was common practice of the time. The minimum length of spoil on each side of the ditch was set to 25 feet and total ROW width was calculated by adding together the top width of the as-designed ditch and the assumed length of spoil on either side of the ditch. The widths of the ROW are shown in **Table 3.**

Table 3: ROW Widths for CD 23

Upstream Station	Downstream Station	Right-of-Way (ft)
18+00	0+00	60
25+00	18+00	70
45+00	25+00	90
87+39	45+00	60

Regulatory Impacts

As seen in **Figure 3**, the upstream end of the CD 23 public drainage system is located within the Public Water Basin 86-101 (Dog Lake) and serves as its outlet. CD 23 outlets to Public Water 86-100 (Lauzers Lake). Drainage system activities within public waters (below the OHW) may require coordination with the DNR.

Minnesota DNR regulates work within public waters and generally exempts public drainage projects from a public waters work permit if they are located within an altered natural watercourse or do not substantially affect public waters. However, future work planned for CD 23 should be evaluated by the engineer for potential impacts on Public Waters 86-100 and 86-101; as projects that substantially affect the public water may require permission from the DNR and potentially require mitigation. M.S. 103E.701 subd. 2 provides a process for coordinating drainage system repairs with the DNR when those repairs might impact the inventoried public waters.

The CD 23 public drainage system does not currently intersect any wetlands from the U.S. Fish and Wildlife Service National Wetland Inventory (NWI) other than those that coincide with the public water basins as shown in **Figure 3**.

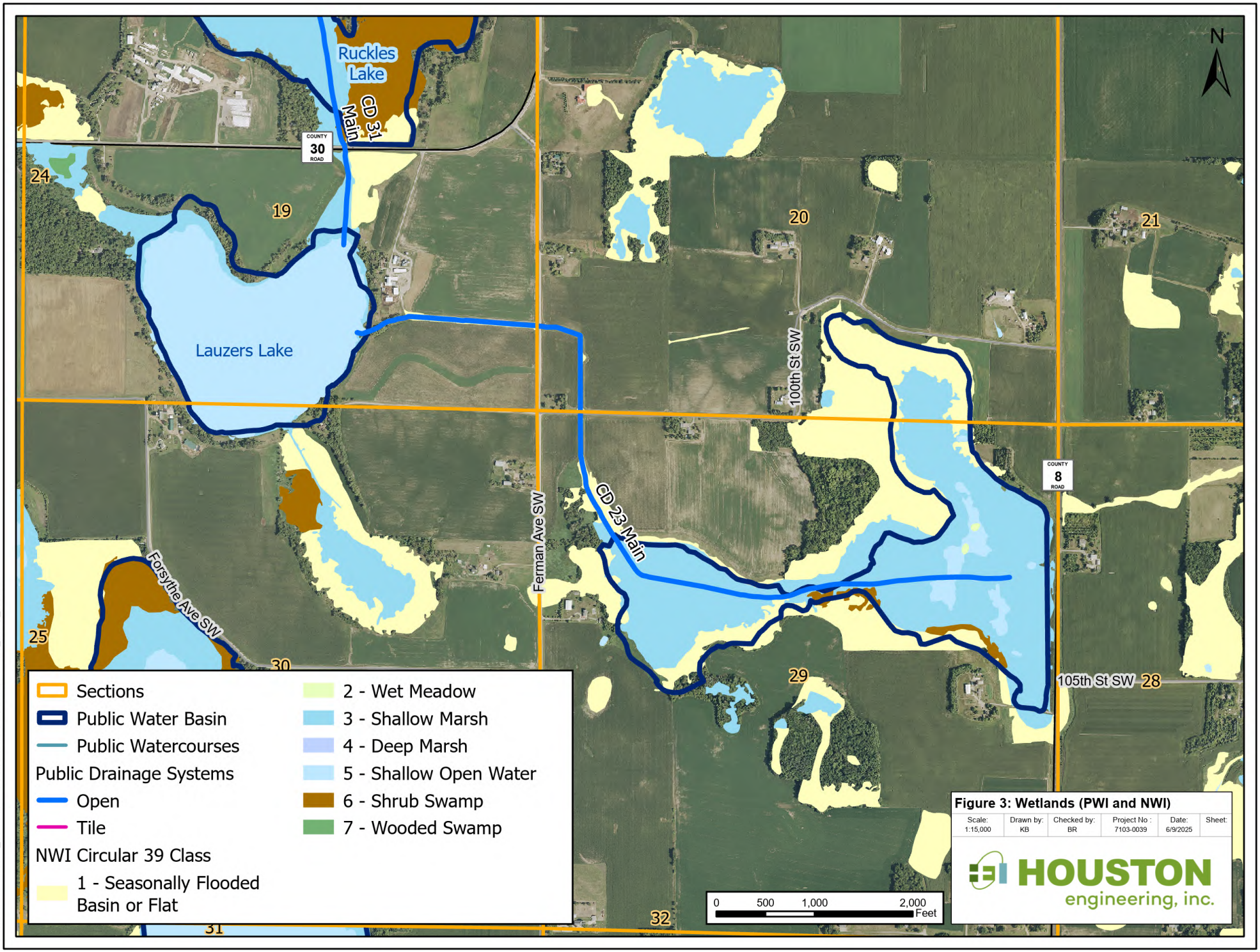


Figure 3: Wetlands (PWI and NWI)

Scale:	Drawn by:	Checked by:	Project No :	Date:	Sheet:
1:15,000	KB	BR	7103-0039	6/9/2025	

HOUSTON engineering, inc.

H:\JBN\7100\7103\7103_0039 CD 23 Reestablishment\GIS\Maps\Wright_CD23_Figures\

Recommendations

This report having been completed and filed, the engineer recommends that the Drainage Authority schedule, notice and hold a public hearing, and consider adopting corrected records consistent with this report. The corrected drainage system records should be based on the alignment, grade, and geometry described within this historical review and in **Figure 2**. The alignment, grade, and geometry are, in the Opinion of the Engineer, necessary to reestablish the historic function of the legal drainage system to be the basis for maintenance and repair of the public drainage systems. We further recommend that the Drainage Authority submit the alignment, grade and geometry of the ACSIC to the Minnesota Department of Natural Resources and the Wright County Soil and Water Conservation District for their review and concurrence.

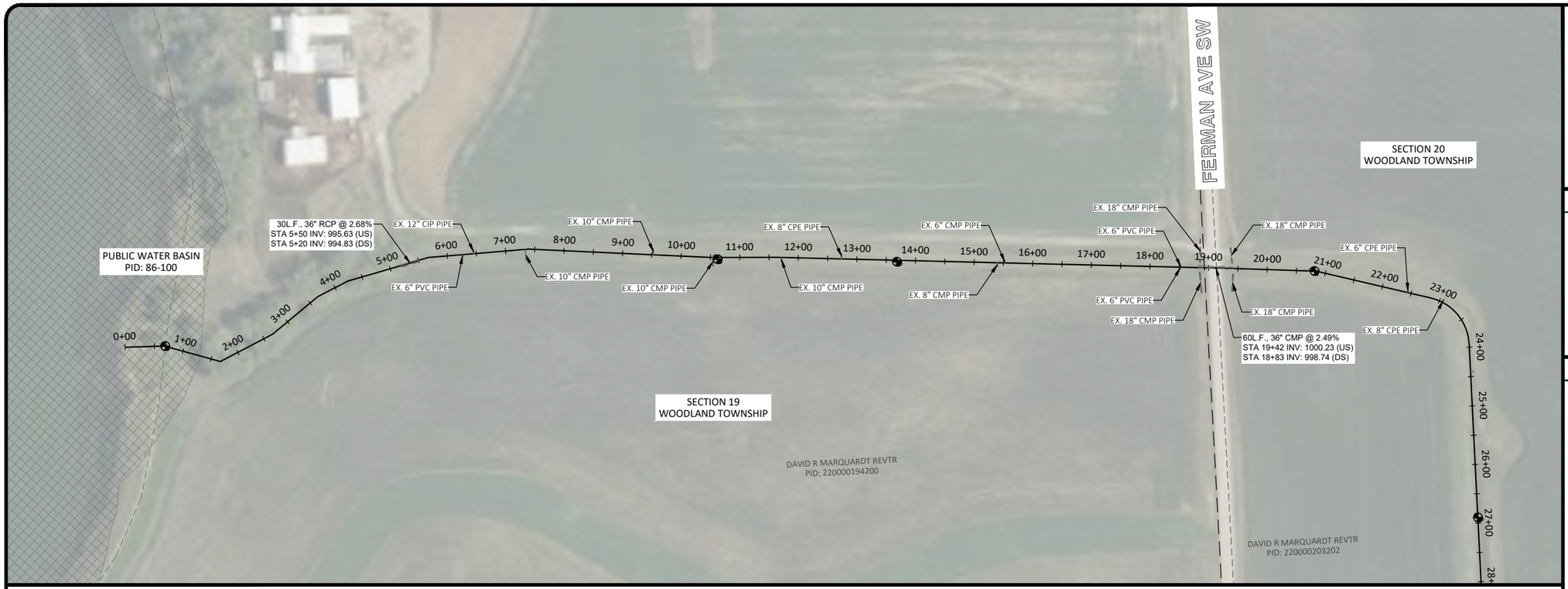
Available Information/Historic Records

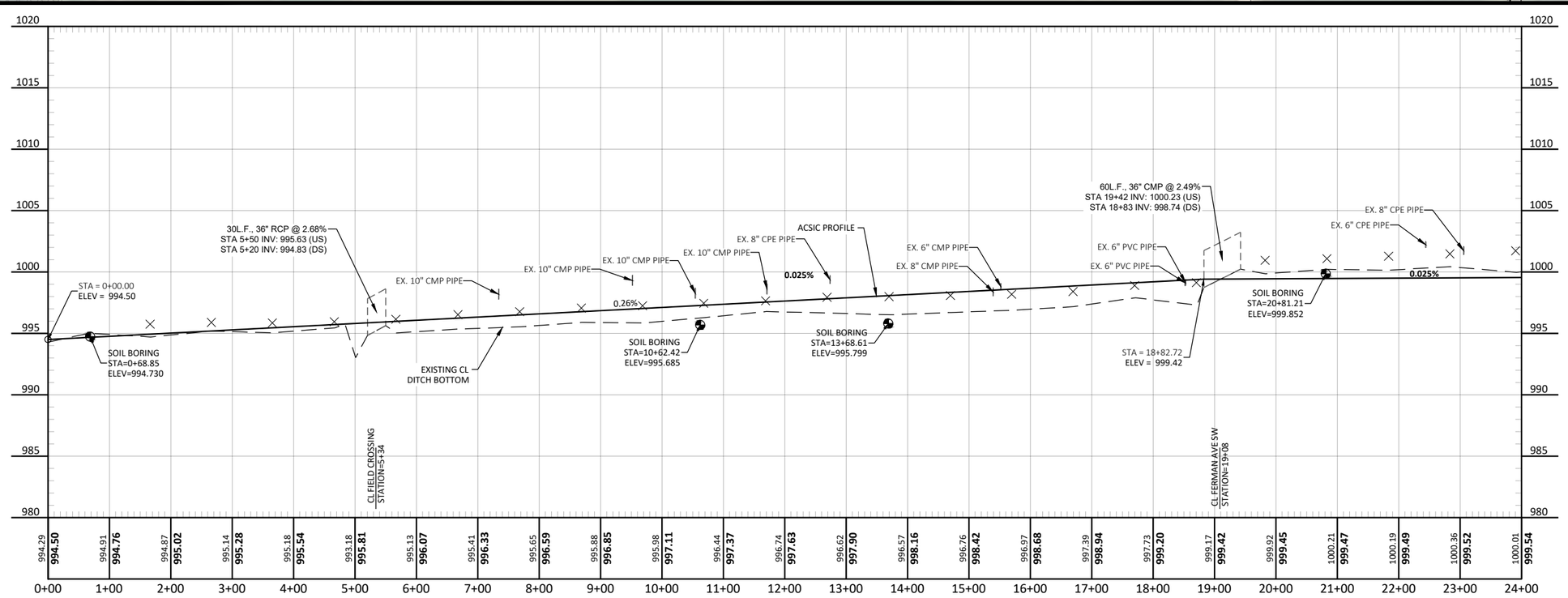
Historic records for the CD 23 public drainage system are available on the county website at the following location: https://wright.drainagedb.net/portal/#portaldashboard.php. The following documents have been specifically utilized or referenced for this report:

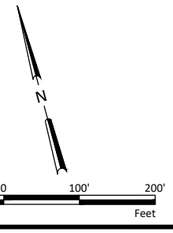
Wright County Ditch 23 Historic Files

- 1914 Petition - Establishment
- 1915 Engineer's Report
- 1915 Order for Establishment of County Ditch 23
- 1915 Original Viewer's Report
- 1916 Amended Engineer's Report
- 2016 Order for Redetermination of Benefits for County Ditch 23
- 2022 Findings and Order Accepting Viewer's Report for County Ditch 23

ATTACHMENT A: PLAN & PROFILE DRAWINGS







NOTES

1. HORIZONTAL CONTROL: ANY COORDINATES LISTED IN THIS PLAN MINNESOTA STATE PLANE, SOUTH ZONE, US FOOT.
2. VERTICAL CONTROL: ALL ELEVATIONS ARE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD 88).

LEGEND

- SECTION LINE
- PROPERTY LINE
- PUBLIC WATERS
- SOIL BORING LOCATION
- TOP OF WATER ELEVATION

LEGEND FOR PROFILE ELEVATIONS

EXISTING SURVEYED PROFILE 897.94 / 896.46 ACSIC

70+00

No.	Revision	Date	By

PRELIMINARY
NOT FOR CONSTRUCTION

HOUSTON engineering, inc.

Drawn by	Date
APD	6-12-2025
Checked by	Scale
JLL	AS SHOWN

WRIGHT COUNTY DITCH 23
WRIGHT COUNTY
WOODLAND TOWNSHIP SECTIONS 19, 20, 29, & 30

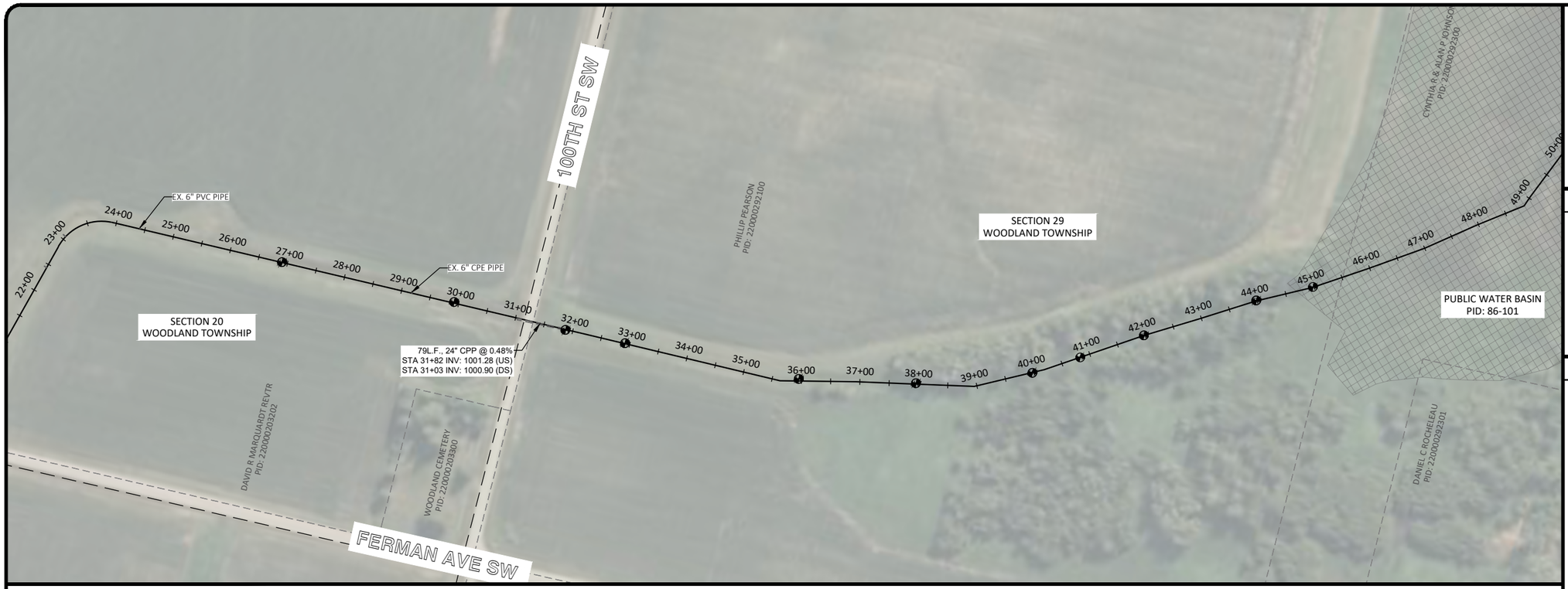
PLAN AND PROFILE (1 OF 4)

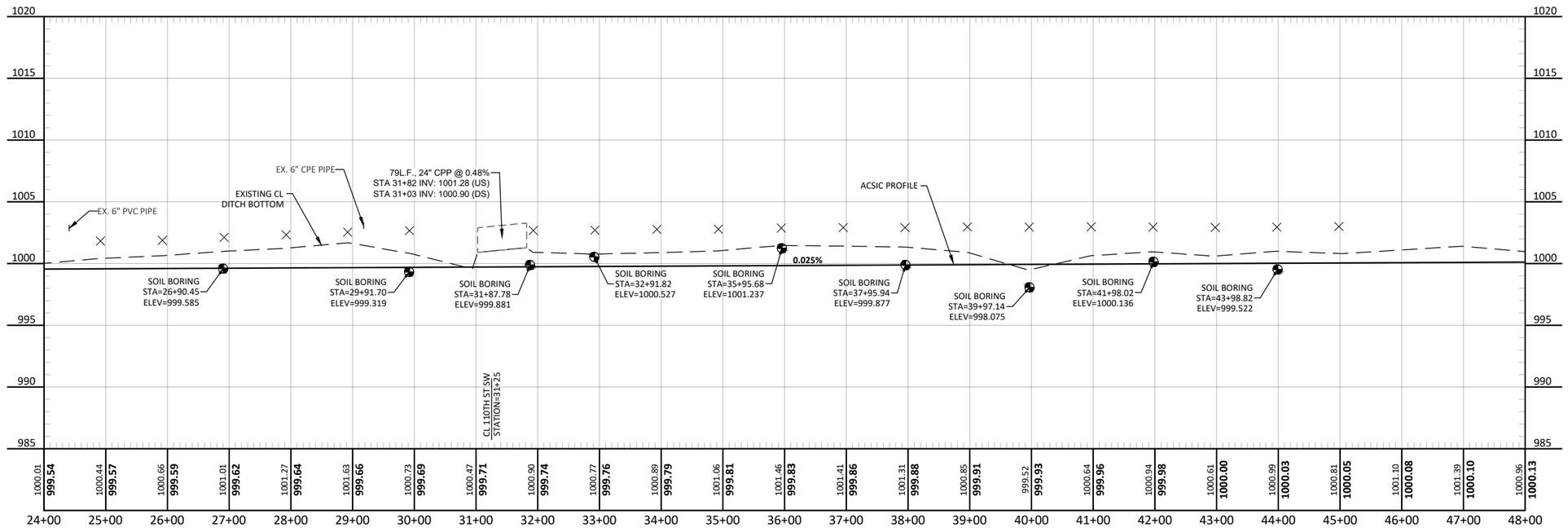
PROJECT NO. 7103-0039

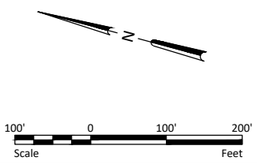
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HEI NO. 7103-0039







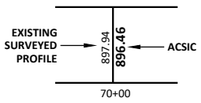
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LEGEND FOR PROFILE ELEVATIONS



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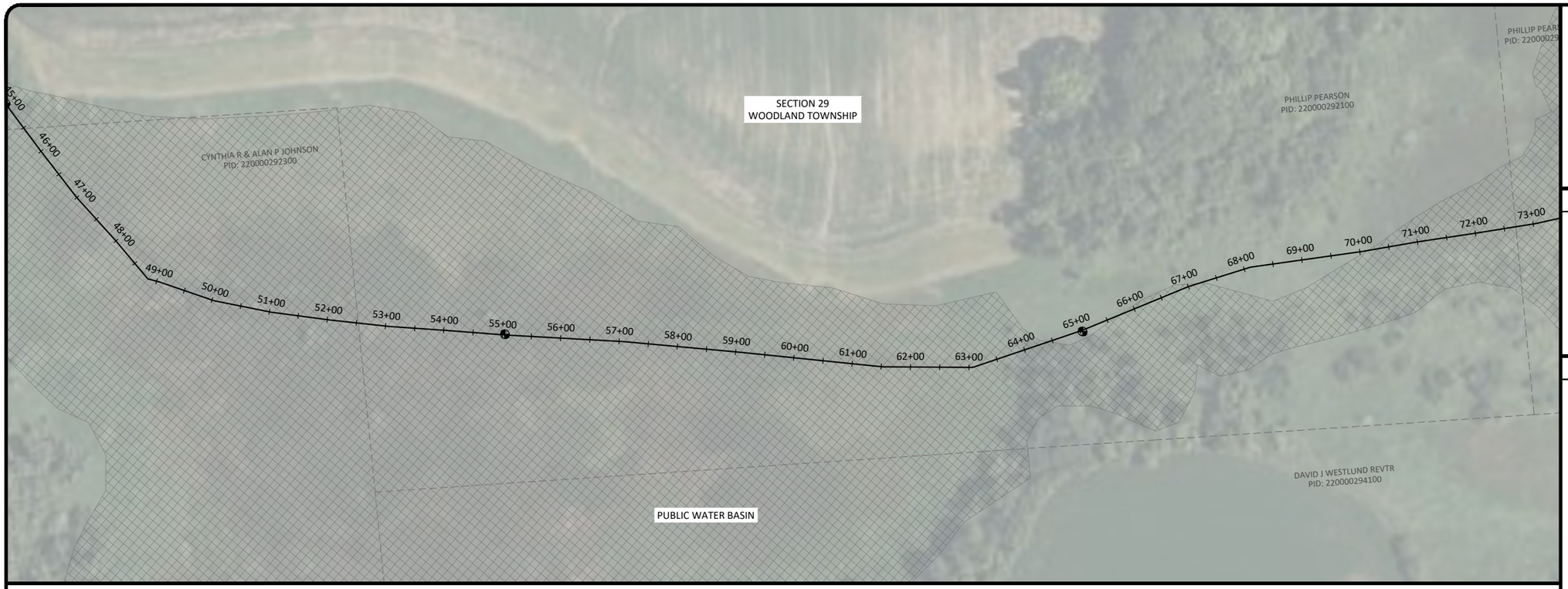
WRIGHT COUNTY DITCH 23
WRIGHT COUNTY
WOODLAND TOWNSHIP SECTIONS 19, 20, 29, & 30

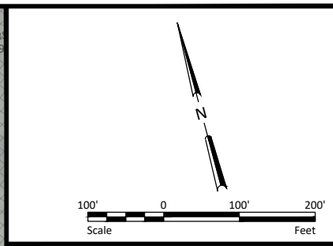
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PROJECT NO. 7103-0039

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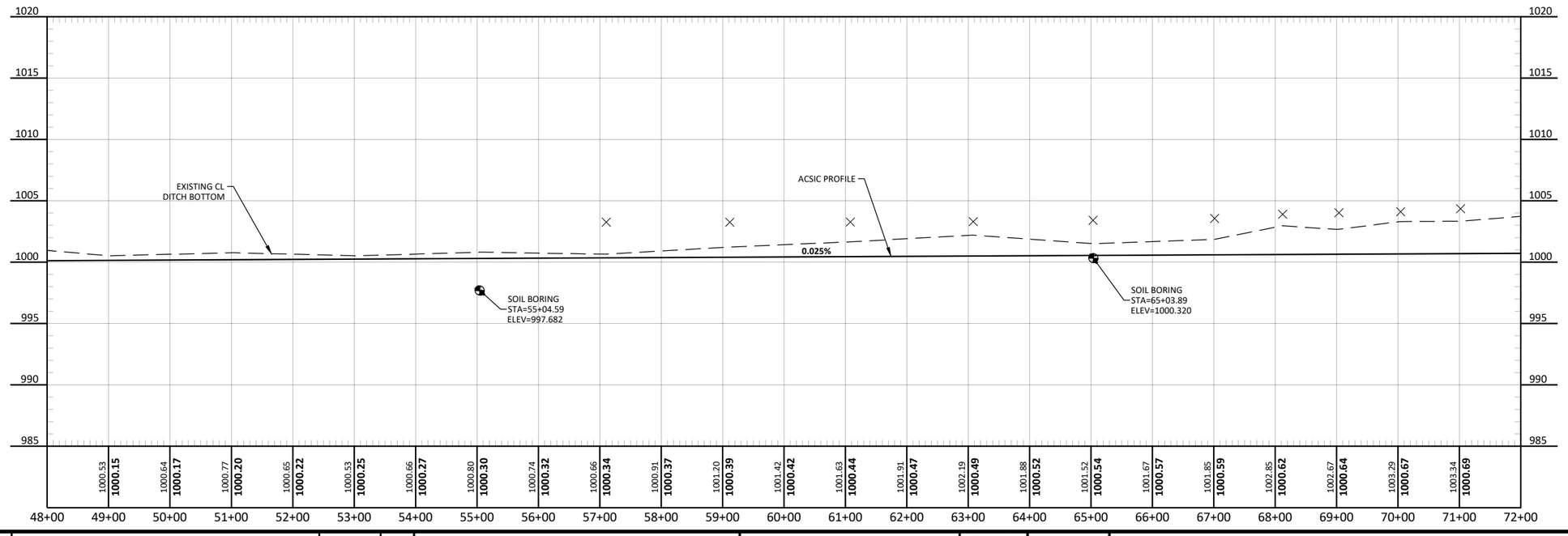


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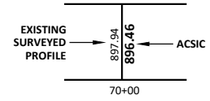
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LEGEND FOR PROFILE ELEVATIONS



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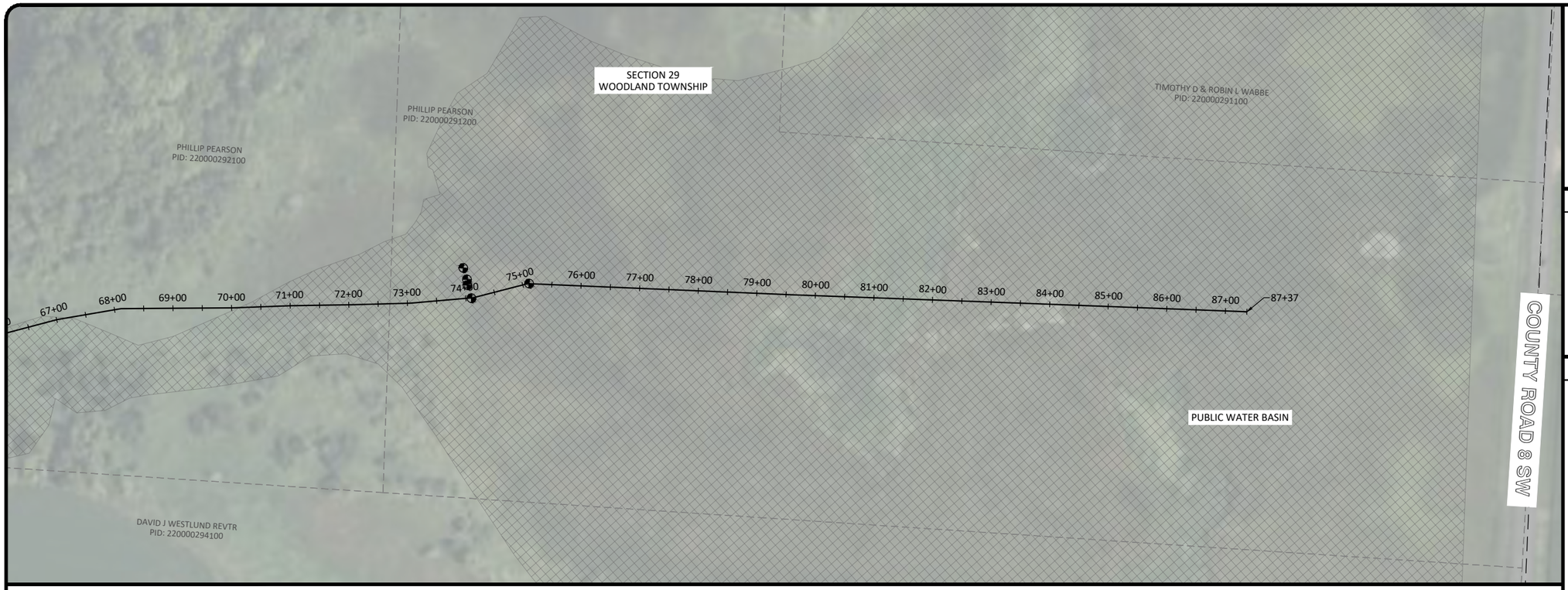
WRIGHT COUNTY DITCH 23
WRIGHT COUNTY
WOODLAND TOWNSHIP SECTIONS 19, 20, 29, & 30

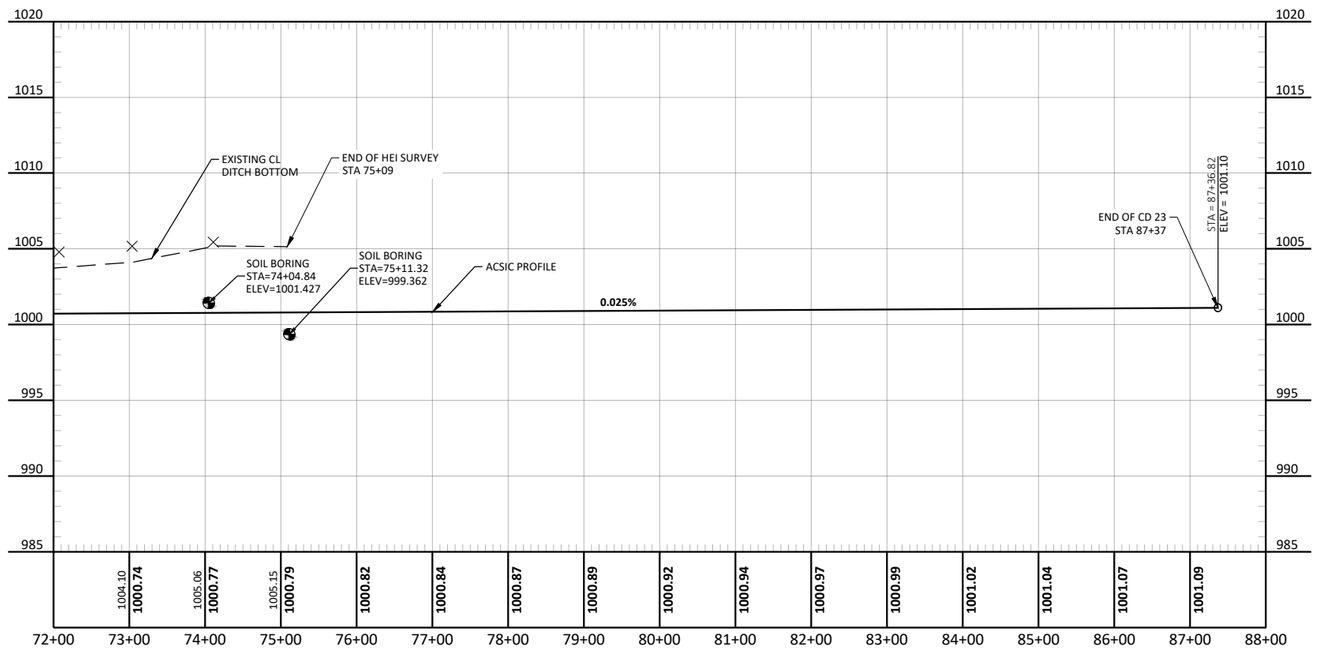
PLAN AND PROFILE (3 OF 4)
PROJECT NO. 7103-0039

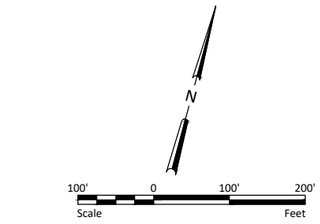
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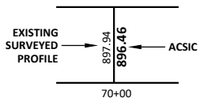
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LEGEND FOR PROFILE ELEVATIONS



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HOUSTON engineering, inc.

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WRIGHT COUNTY DITCH 23
WRIGHT COUNTY
WOODLAND TOWNSHIP SECTIONS 19, 20, 29, & 30

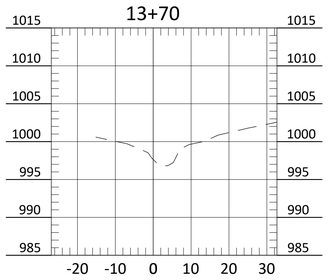
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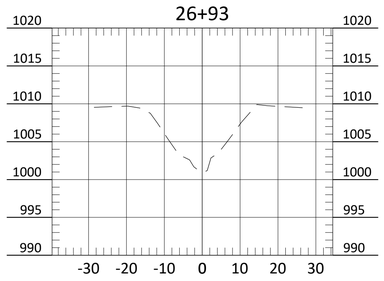
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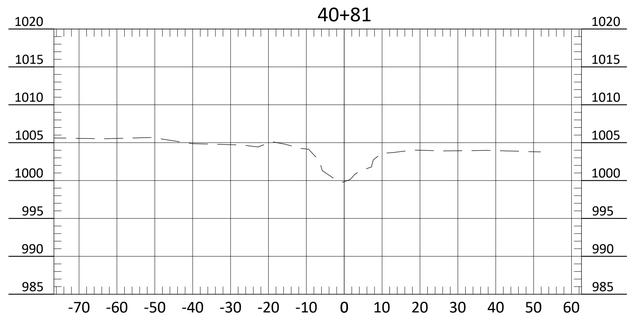
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HEI NO. 7103-0039







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No.	Revision	Date	By

HOUSTON engineering, inc.

Drawn by	Date
APD	6-12-2025
Checked by	Scale
JLL	AS SHOWN

WRIGHT COUNTY DITCH 23
WRIGHT COUNTY
WOODLAND TOWNSHIP SECTIONS 19, 20, 29, & 30

CROSS SECTION

PROJECT NO. 7103-0039

SHEET 5

HEI NO. 7103-0039

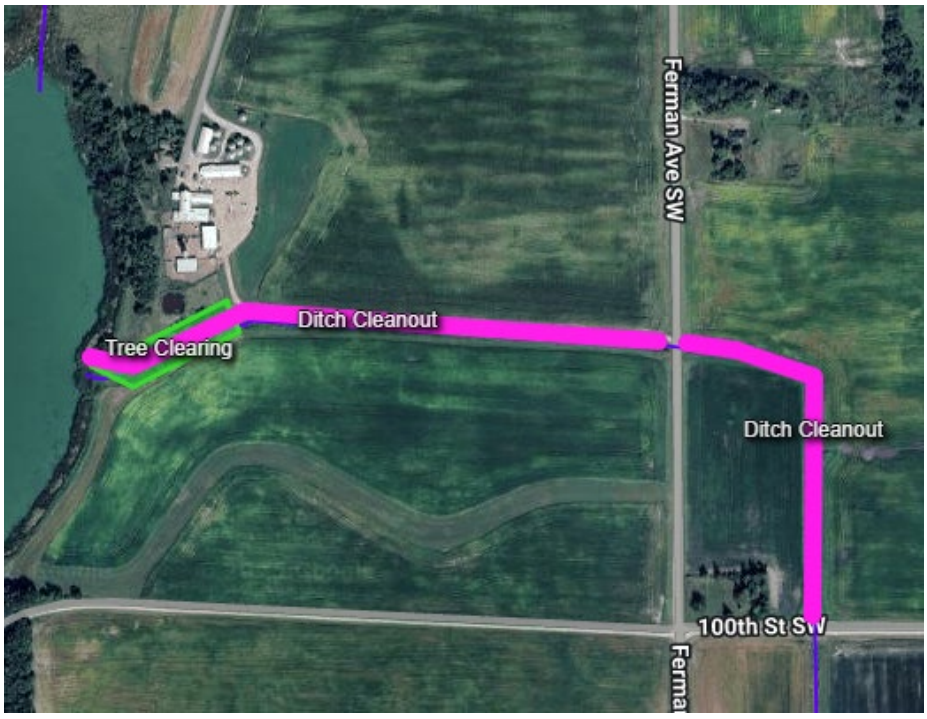
Wright County Division of Agriculture & Drainage

County Ditch CD-23

Request for Public Hearing on Reestablishment of Records

Wright County Agriculture & Drainage Division is requesting the Drainage Authority to hold a public hearing on County Ditch 23. Staff have confirmed with Joe Lewis, PE from Houston Engineering, that he is available on March 10, 2026 for a public hearing on the report. Joe submitted the final Reestablishment of Report which is dated December 22, 2025. Pursuant to Minnesota Statute 103E.101 Subd. 4c the Drainage Authority must set at time and location for the hearing on this report.

The Reestablishment of Records was completed prior to any future repairs which may include ditch cleanout work. There is a stretch of ditch which has silted in north of 100th St SW to Ferman Ave SW and west of Ferman Ave SW to the ditch outlet. The ditch west of Ferman Ave SW has also grown in with vegetation and trees and is restricting water flow. The tree clearing has already been approved by the Ditch Authority, and the work is tentatively planned for February 2026.



Staff Request:

The Agriculture & Drainage Division is seeking permission from the Drainage Authority to hold a public hearing on March 10, 2026, regarding the Reestablishment of Records Report dated December 22, 2025, on County Ditch 23.

103E.101 DRAINAGE PROCEEDING AND CONSTRUCTION RECORDS.

Subdivision 1. **Public records.** All maps, plats, charts, drawings, plans, specifications, and other documents that have been filed, received in evidence, or used in connection with a drainage proceeding or construction are subject to the provisions on public records in section 15.17.

Subd. 2. **Record requirements.** All maps, plats, profiles, plans, and specifications prepared and used in relation to a proceeding must:

(1) be uniform;

(2) have each sheet marked to identify the proceeding by the drainage project and system number;

(3) show the name of the person preparing the sheet;

(4) show the date the sheet was prepared; and

(5) conform to rules and standards prescribed by the director.

Subd. 3. **Index of proceedings and records.** The auditor or secretary shall keep all orders, exhibits, maps, charts, profiles, plats, plans, specifications, and records of the proceedings. These records may not be removed except when the board makes a written order to remove them. The auditor or secretary shall keep an accurate index of the proceedings and related documents in a readily usable, resilient, and secure manner.

Subd. 4. **Engineer's documents.** All original plats, profiles, records, and field books made by the engineer during the proceedings or the construction of a drainage project are public records and the property of the drainage authority. These public records must be filed with the auditor or secretary under the direction of the drainage authority when construction is completed or when the engineer stops acting for the drainage project, whichever is earlier.

Subd. 4a. **Reestablishing records.** (a) If, after thorough investigation of drainage system records, a drainage authority finds that records establishing the alignment, cross section, profile, or right-of-way of a drainage system that it administers are lost, destroyed, or otherwise incomplete, it may, by order, reestablish records defining the alignment; cross section; profile; hydraulic structure locations, materials, dimensions, and elevations; or right-of-way of the drainage system as originally constructed or subsequently improved in accordance with this chapter. The procedure for reestablishing drainage system records must involve, at a minimum, investigation and a report of findings by a professional engineer licensed in Minnesota supported by existing records and evidence, including, but not limited to, applicable aerial photographs, soil borings or test pits, culvert dimensions and invert elevations, and bridge design records. The existing and reestablished records together must define the alignment; cross section; profile; hydraulic structure locations, materials, dimensions, and elevations; and right-of-way of the drainage system. Drainage system records reestablished under this subdivision do not interrupt prescriptive occupation.

(b) The description of a drainage system under this subdivision may be initiated by the drainage authority on its own motion or by any party affected by the drainage system filing a petition. If the system is under the jurisdiction of a county board, the petition must be filed with the auditor. If the system is under the jurisdiction of a joint county drainage authority, the petition must be filed with the auditor of the county with the largest area of property in the drainage system. If the system is under the jurisdiction of a watershed district board, the petition must be filed with the secretary.

(c) When a drainage authority directs by resolution or when a petition is filed under this subdivision, the drainage authority, in consultation with the auditor or secretary, shall set a time and location for a hearing after the engineer's report is complete. The auditor or secretary shall give notice of the hearing by mail to the commissioner of natural resources, the executive director of the Board of Water and Soil Resources, the petitioner or petitioners, and all property owners benefited or damaged by the drainage system and shall give notice to other interested parties either in a newspaper of general circulation in the drainage system area or by publication on a website of the drainage authority.

(d) Drainage system records reestablished under this subdivision constitute official drainage system records. A finding of drainage system right-of-way in the applicable order is a defense to a trespass claim and shall be given due weight in any subsequent court proceeding to establish the existence or nature of a property encumbrance.

Subd. 5. **Filing and storage facilities.** County boards shall provide the auditor, and watershed district boards shall provide the secretary, with necessary filing and storage facilities to protect the files and records of all proceedings under its jurisdiction. The county boards and watershed district boards may provide for the copying and filing of the documents and records of proceedings by photographic devices as provided for public records under section 15.17. In the event of loss of the originals, the photographic copies are originals after authentication by the auditor or secretary.

Subd. 5a. **Transferring records.** (a) When a watershed district assumes authority for a drainage system according to section 103D.625, the county or joint county board transferring authority shall transfer all of the original records for the drainage system to the watershed district, except as provided in paragraph (b).

(b) Physical or electronic copies of drainage system records that are authenticated by the county auditor having the original records may be used in place of the originals by the watershed district until the watershed district has necessary records storage facilities to protect the original records or, in the case of a partial transfer of a drainage system, until the entire drainage system is transferred to the watershed district.

Subd. 6. **Records; prima facie evidence.** The record of proceedings under this chapter and of orders made by the drainage authority or the district court in the proceedings, or a certified copy of a record or order, is prima facie evidence of the facts stated in the record or order and of the regularity of all proceedings prior to the making of the order.

History: *1990 c 391 art 5 s 22; 2013 c 4 s 4-9*

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Lindsey Meyer

Requestor Title
Auditor/Tresurer

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

Target Meeting Date *
1/20/2026 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:
5 min

Originator
KAL5640

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Buffalo, Deer, Goose, and Mink Lake Improvement District Public Hearing 1/20/2026

Short Title (what will appear on Agenda outline - 250 character max.) *
Buffalo, Deer, Goose, and Mink Lake Improvement District Public Hearing 1/20/2026

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

Briefly describe how the request aligns with the selected value stream.
Allows local management of the lake, reduce phosphorus levels in Buffalo lake and surrounding lakes, conduct studies, and monitor water quality. Adding DNR Advisory report and map, plus public comments received to be added for public record.

Describe the impact on staffing resources.
N/A

Fiscal Impact:
They are seeking to secure grants, engage local support through donations/fundraising, MN DNR, and other external programs.

Background/Justification:
On 10/16/25, Taxpayer Services received a petition for the creation of the Buffalo, Deer, Goose, and Mink Lake Improvement District. Staff have validated that the petition contains 57.14% of property owner signatures from within the proposed boundary. The MN DNR has provided their advisory report on the formation of the Lake improvement district and proposed boundary lines. Attached you will find public comments about the possible formation of this lake improvement district.

Route for Review and Approval

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

Agenda Item Attachments – File names have to be 64 characters or less (including spaces, special characters, etc.) or they WILL NOT attach to the RFBA. If your file name is longer than that, please rename your file. (8)

Document Name	Attachment Type
2026-01-12-Buffalo-LIDProposal-DNRAdvisoryReport.pdf	Attachment
Buffalo Lake Watershed Map - DNR.pdf	Attachment
Simplified LID map.pdf	Attachment
Buffalo, Deer, Goose, and Mink Lake LID - small file.pdf	Attachment
Daniel Ogdahl Public Comment.pdf	Attachment
Protecting Buffalo Lake LID Brochure Public Comment.pdf	Attachment
Kotila Lid.pdf	Attachment
Mastel LID.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

DEPARTMENT OF NATURAL RESOURCES

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

January 12, 2026

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

Re: DNR Advisory Report on the Formation of the Buffalo Lake Improvement District in Wright County

Dear County Commissioners:

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

We approve of the proposed boundary. However, we believe that the proposed boundary is effective only for these proposed purposes:

- managing curlyleaf pondweed
- promoting shoreline restoration, buffer strips, and native shoreline vegetation
- monitoring water quality
- conducting a study to identify potential sources of phosphorus inputs to the lake, developing a phosphorus budget, and devising phosphorus reduction projects
- reducing phosphorus concentrations originating from riparian properties
- implementing in-lake treatments, such as alum applications if recommended

DNR is concerned that the proposed boundaries, which include only the riparian properties around Buffalo, Mink, Deer, and Goose Lakes, may be inadequate to reduce phosphorus concentrations to a level that will achieve the desired water quality improvements. If the proposed study reveals that loading reductions are needed from land outside of its boundary, then the DNR suggests that the LID modify its boundaries to include the lakes' entire catchment, as shown on the attachment to this report.

Goals of the Proposed Lake Improvement District

The primary goal of the proposed LID is to reduce the phosphorus concentration in the Buffalo Lake water column. Secondary goals include: providing educational information to landowners; reducing the abundance of curlyleaf pondweed; promoting native vegetation buffers; and preserving and restoring shoreline habitat.

Background Information on Buffalo Lake

1. The proposed LID would include a total of four lakes. These are Buffalo Lake (DOW Lake ID Number 86009000), Mink Lake (DOW Lake ID Number 86008800), Deer Lake (DOW Lake ID Number 86010700), and Goose Lake (DOW Lake ID Number 86010800). Buffalo and Deer Lakes are in the same catchment basin (Mill Creek; Catchment ID 1800700), and Deer and Goose Lakes are in the downstream catchment (Mill Creek; Catchment ID 1807401)[1].
2. A fifth basin, unnamed basin 86036300 (no DNR shoreland classification), is in the same catchment as Buffalo Lake and drains into Buffalo Lake. This basin is classified as a Type 3 wetland, and the proposers have not included it within the boundaries of the LID.
3. Mill Creek flows into Buffalo Lake in the north and flows out in the south, discharging into Deer Lake.
4. This LID would include all parcels having direct access to Buffalo, Mink, Deer, and Goose Lakes.
5. The shoreland districts of Buffalo Lake and Mink Lake are partially within the City of Buffalo and partially within unincorporated Wright County. The shoreland districts for Deer and Goose Lakes are entirely within unincorporated Wright County.
6. Mink and Deer Lakes are both classified as Recreational Development (RD). Goose Lake is classified as Natural Environment (NE), and Buffalo Lake is classified as General Development (GD). In Buffalo, GD lakes have structure setbacks of 75 feet above the Ordinary High Water Level (OWHL) for unsewered and 50 feet for sewered lots, and RD lakes have structural setbacks of 100 and 75 feet, respectively. In Wright County, structure setbacks are 75 feet for GD, 100 feet for RD, and 200 feet for NE lakes.
7. The total and littoral areas, as well as average and maximum depths,[2] of each of the lakes proposed to be included in this LID are:

Lake	Total Area	Littoral Area	Littoral Percent	Average Depth	Maximum Depth
Buffalo	1552	760	49	14.7	33
Mink	94	57	61	11.4	36
Goose	52	52	100	4.6	14
Deer	171	126	74	9	27
Total	1869	995			

   The littoral zone is statutorily defined as that part of the lake that is 15 feet deep or less per M.R. part 6280.0100, sub 9. Generally, the littoral zone is the part of a lake where rooted aquatic plants can grow, though the maximum depth at which plants can grow depends on water clarity and so varies from lake to lake and even from year to year within the same lake.
8. The combined lakes' catchment has an area of approximately 9930 acres[3], yielding an overall lake:catchment ratio of approximately 5.3:1. The total upstream watershed for the chain of lakes is approximately 31,783 acres[4], yielding an upstream watershed:lake ratio of approximately 17:1.
9. Approximately 2000 acres of the catchment area is comprised of open water, including but not limited to the four lakes for which this LID is proposed. Agriculture and developed land comprise the vast majority of the land in the catchment area. Agriculture, consisting of approximately 36% pasture and 64% cultivated

1. MNDNR - Division of Ecological and Water Resources - Watershed Delineation Project
2. MN DNR Lakefinder
3. MNDNR - Division of Ecological and Water Resources - Watershed Delineation Project
4. MNDNR - Division of Ecological and Water Resources - Watershed Delineation Project

crops, covers approximately 43% of the land area in the catchment basin, with developed areas covering 40%. Natural upland vegetation (forest, shrub/scrub, and grasslands) covers 9%, and wetlands covers 8%[5]. Much of the developed land is in the City of Buffalo.

10. The Minnesota Pollution Control Agency (MPCA) lists Buffalo and Deer Lakes as impaired due to excessive nutrients. The impairment results in nuisance algae growth that limits recreational use of the lake. The lakes are also listed as impaired for aquatic consumption due to mercury in fish tissue, and fish bioassessments indicate that they may not support a thriving community of fish and other aquatic organisms. Total Maximum Daily Loads (TMDLs) have been approved for nutrients and mercury in fish tissue. The MPCA has given Buffalo Lake a grade of D for overall lake health, with phosphorus and water clarity rated as Below Goal, and both Fish and Lake Plant Community quality rated as Below Threshold. Deer Lake has been given a grade of D+. The other two lakes have not been assessed for water quality[6].
11. According to the MN DNR Lakefinder, zebra mussel (*Dreissenia polymporpha*) and Eurasian watermilfoil (*Myriophyllum spicatum*, EWM) are present in all four lakes. The lakes are also infested with curlyleaf pondweed (*Potamogeton crispu*s, CLP).
12. The watershed upstream of the proposed LID includes three additional basins listed as impaired for phosphorus, which are not proposed to be included in the LID. These include Light Foot Lake (86012200), Lake Albert (86012700), and Ramsey (86012000)[7]. Both Ramsey and Albert are on Mill Creek, upstream of Buffalo Lake. A TMDL for nutrients has been approved for Light Foot and Ramsey. Ramsey and Light Foot have overall aquatic health grades of C and D, respectively[8.]
13. Water clarity in all four lakes is poor, and as a consequence aquatic plant growth is limited.
14. Goose Lake has a history of partial winterkills, but the last recorded event was in 1989.
15. Proposed methods of financing include several voluntary possibilities and external grant awards, but do not include fees, levies, or other sources of funding automatically collected from each property owner in the LID.
16. The proposed method of the LID formation is by citizen petition.

Issue Analysis

Phosphorus Reduction

Buffalo Lake has elevated phosphorus concentrations, leading to algae blooms and impairment of aquatic recreation. Improvements in the City of Buffalo's wastewater treatment resulted in some improvement to the lake's trophic status, but the lake remains impaired, with its water quality currently assigned a D grade.

About 43% of the catchment basin remains in agricultural use (with about 36% pasture and 64% cultivated crops), with developed areas comprising approximately 40%, much of it in the City of Buffalo. Together, these represent most of the land use types in the catchment, which contribute to runoff and external loading of nutrients. In addition, the amount of dissolved phosphorus in the water column due to internal loading is probably a contributing factor, although its magnitude is unknown.

5. 2016 Land Cover Dataset, U.S. Geological Survey
6,7,8. MPCA Website, Lakes and streams water quality dashboard

The LID is being proposed to facilitate a comprehensive study to characterize phosphorus inflows and outflows into Buffalo Lake, and use this information to determine the most effective measures to reduce phosphorus in the lake. This will begin with a water quality monitoring program, with Total Phosphorus (TP) samples being collected from:

- Inflow and outflow from Mill Creek
- Mink Lake
- Storm drain inflow (with and without Pulaski pumping)
- Tributary inflow in downtown Buffalo

Monitoring at these sites was begun by the LID Steering Committee in 2025, and the LID would continue this effort. Additional sites may be added in the future. The proposers intend to partner with MPCA, the Wright County Soil and Water Conservation District (WCSWCD), and/or the DNR to further guide monitoring design and protocols and determine appropriate projects to reduce phosphorus for this system. Possible projects considered at this time include:

- Reducing external phosphorus inputs by promoting agricultural and urban Best Management Practices (BMPs);
- Pursuing shoreline restoration projects to intercept runoff;
- Installing iron-enhanced drainpipe sand filters;
- Reducing curlyleaf pondweed to reduce internal phosphorus loading; and
- Conducting alum treatments to bind dissolved phosphorus in the water column and sequester it in the lake's sediments.

The proposal does not provide any details concerning any of these possible projects. That is appropriate, because the scope and sources of the problem have not yet been characterized. A thorough study of the problem is a necessary first step to make appropriate remediation decisions, which is the primary goal of this proposed LID. In addition, alum treatments should only be considered after external loading sources have been addressed and loading from the watershed has been minimized to the extent possible, to get the maximum benefit from treatments.

The proposed water quality monitoring schedule is a necessary first step both in identifying sources of phosphorus input and in determining appropriate remediation measures, and the proposed locations would be appropriate for the scope of the proposed boundary. Funding studies to determine appropriate remediation measures would also be an appropriate action for the proposed LID to take, and within the scope of the proposed boundaries. MN DNR recommends that the LID work with MPCA, SWCDs, or other appropriate agencies to determine the most appropriate monitoring schedule for water quality sampling collection. This may include sampling for both Total Phosphorus (TP) and Dissolved Phosphorus (DP); collecting and analyzing sediment samples from Buffalo Lake; extending the season during which water samples are collected to determine the effects of curlyleaf pondweed growth and dieback on phosphorus; and adjusting collection schedules to capture water samples during or shortly after precipitation events to best characterize stormwater runoff into Buffalo Lake.

As mentioned above, there is a concern about the extent of the proposed LID boundaries, with respect to implementing projects and programs to reduce phosphorus at its source. Very little of the lakes' catchment basin is in a natural state; most of it is either in agricultural production or is developed. Both agriculture and urban development are major sources of phosphorus contamination and runoff in water bodies. Under the current proposed boundaries, effective remediation projects that could be directly undertaken by the proposed LID are limited to riparian projects such as buffer strips and runoff capture, and in-lake treatments such as alum treatments.

However, other strategies to reduce phosphorus contamination in Buffalo Lake, particularly with respect to agricultural sources, would need to be implemented elsewhere in the catchment basin, outside of the proposed boundary. Although the LID would have the ability to form partnerships with other external groups to reduce phosphorus coming from outside the LID boundary, this is not as effective as including these areas in the LID boundary directly. MN DNR suggests that the LID consider expanding its boundary to include these lands as well. In addition, considering that so much of the catchment area is within the City of Buffalo, and much of the agricultural land is separated from Buffalo Lake by developed land in the city, the DNR suggests that the LID pursue cooperative strategies with the city to intercept and treat this runoff as it passes through the city. It is also recommended that the City of Buffalo revisit its Stormwater Pollution Prevention Program (SWPPP) required for its MS4 permit, and update the SWPPP to address current issues. In addition, the city should also ensure that the elements and practices in the SWPPP are being followed to minimize impacts to Buffalo Lake and other water bodies potentially affected by city development. MN DNR suggests that the LID discuss these issues further with the city.

Aquatic Invasive Species Management

Buffalo Lake currently has two aquatic invasive plants: curlyleaf pondweed (CLP) and Eurasian watermilfoil (EWM). One of the secondary goals of the LID is to manage CLP. The proposal does not discuss the extent of current CLP growth in Buffalo or any of the other lakes in the proposed LID, nor does it discuss management methods. Nevertheless, aquatic plant management is an appropriate in-lake project that can be addressed within the proposed boundary. Any plant AIS management should be accompanied by regular lake vegetation surveys, and with the guidance of DNR's Aquatic Invasive Species Program and Aquatic Plant Management Program. The LID should contact the local Aquatic Invasive Species specialist April Londo (April.Londo@state.mn.us) for further guidance on aquatic plant management in general and AIS management in particular, and the local AIS prevention specialist Rafael Contreras-Rangel (Rafael.Contreras-Rangel@state.mn.us) for further guidance on preventing AIS. The DNR also suggests that the LID contact Habitattitude (https://www.habitattitude.net) for further information on the proper handling of unwanted aquarium pets and to conduct workshops for LID residents on the proper surrender of unwanted pets and disposal of aquarium water and plant trimmings.

Other Secondary Goals

The proposal contains several secondary goals of the LID, including:

- Promoting shoreline restoration using native vegetation;
- Protecting existing wetlands and shoreline to enhance fish and wildlife habitat;
- Educating landowners; and
- Hosting workshops on lake and shoreland-related topics.

All of these are projects appropriate to a LID that could be pursued or implemented within the proposed boundaries. Shoreline restoration and wetland protection would also support the LID's primary goal of phosphorus reduction by intercepting runoff, promoting sedimentation, and promoting the growth of plants that take up nutrients. Phosphorus adhering to sediment running off from riparian properties is a common source of phosphorus contamination in lakes, and replacement of turfgrass at the water's edge with a buffer composed of native grasses, shrubs, and trees would both intercept runoff from the lot and enhance wildlife habitat. The LID could host workshops and provide educational materials for property owners on the ecology of natural shorelines and could initiate pilot projects on the shorelines of willing property owners to demonstrate the concept and benefits.

Factors and conditions that improve shoreline buffer effectiveness include:

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

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

Impact of Climate Change

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

Methods of Financing

Minnesota statutes and rules allow LIDs to adopt any or all of several methods of financing their projects. These are enumerated in Minnesota Statutes 103B.555, and include ad valorem taxes, levies, fees and assessments imposed upon the members of the LID. Such sources of revenue are a required and stable source of income for the LID and its projects, but this proposal does not identify any of these as a possible source of funding, instead listing outside sources such as grants, voluntary donations, and unspecified fundraising. None of these latter funding sources are guaranteed to persist from year to year, unlike the sources of revenue listed in MS 103B.555 Subdivision 1. Because some of the programs proposed for the LID would require multiple years to carry out, a stable source of funding would be prudent. Since any sources of revenue to be adopted by the LID must be enumerated in the Order of Establishment, MN DNR strongly suggests adopting at least one stable source as a method of financing its programs, in the event that expected grants or donations do not materialize.

Recommendations/Conclusions

Proposed LID Boundaries

The boundaries of the proposed LID include properties with direct access to at least one of the four included lakes. MR Part 6115.0920 subpart 5 requires that the boundaries include all lands and waters within the direct drainage basin of the lake (shown on the attached map). However, this rule also allows the County Board or City Council to create a boundary less than the entire drainage basin with written Commissioner approval if the boundary selected includes a sufficient amount of the lake's watershed to develop and implement feasible solutions to the problems the LID intends to address. Restriction of the district's boundary to these properties is sufficient to address the in-lake activities for which the LID is being proposed, such as curlyleaf pondweed management, education, promotion of riparian buffers and natural shorelines, water quality sampling, and alum treatment. However, MN DNR has concerns about the adequacy of the proposed boundary as with respect to additional projects intended to reduce phosphorus. MN DNR would like to remind the proposers and Wright County commissioners that, in accordance with MS 103B.575, LID boundaries can be expanded in the future, should that be necessary.

Advisory Comments & Recommendations

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

Sincerely,
DIVISION OF ECOLOGICAL AND WATER RESOURCES

Randall Doneen

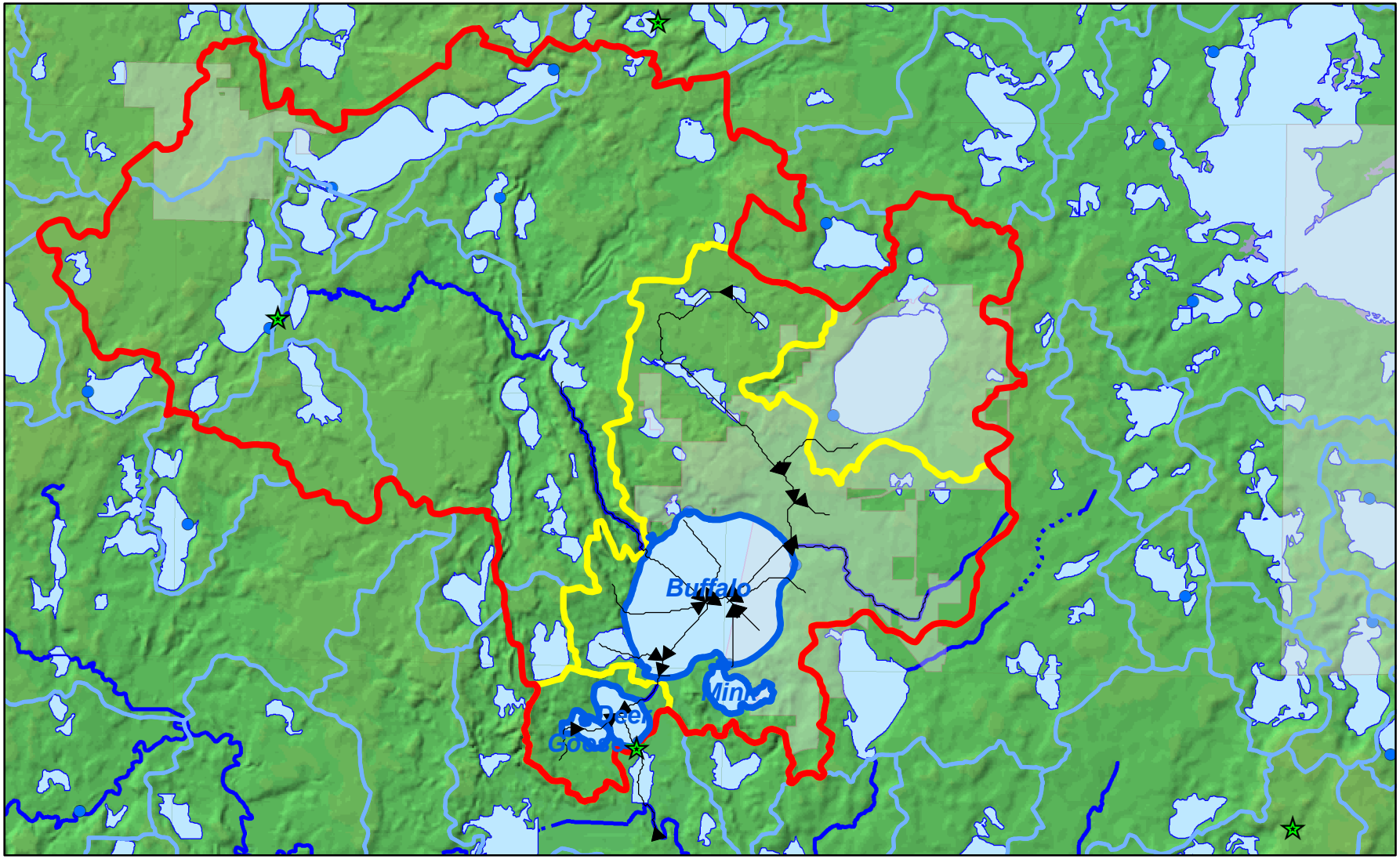
Digitally signed by Randall Doneen
Date: 2026.01.12 14:08:01 -06'00'

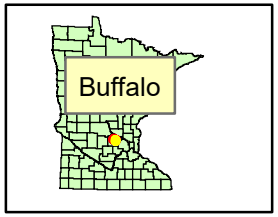
Randall Doneen
Manager, Conservation Assistance and Regulations (CAR) Section

Attachment

c: Emily Javens, DNR Land Use Programs Supervisor
Dan Petrik, Land Use Specialist
Amy Timm, MPCA
Scott Lucas, MPCA
James Bedell, Area Hydrologist for Wright County
April Londo, DNR Aquatic Invasive Species Specialist
Rafael Contreras-Rangel, AIS Prevention Planner

Buffalo, Mink, Goose, and Deer Lakes



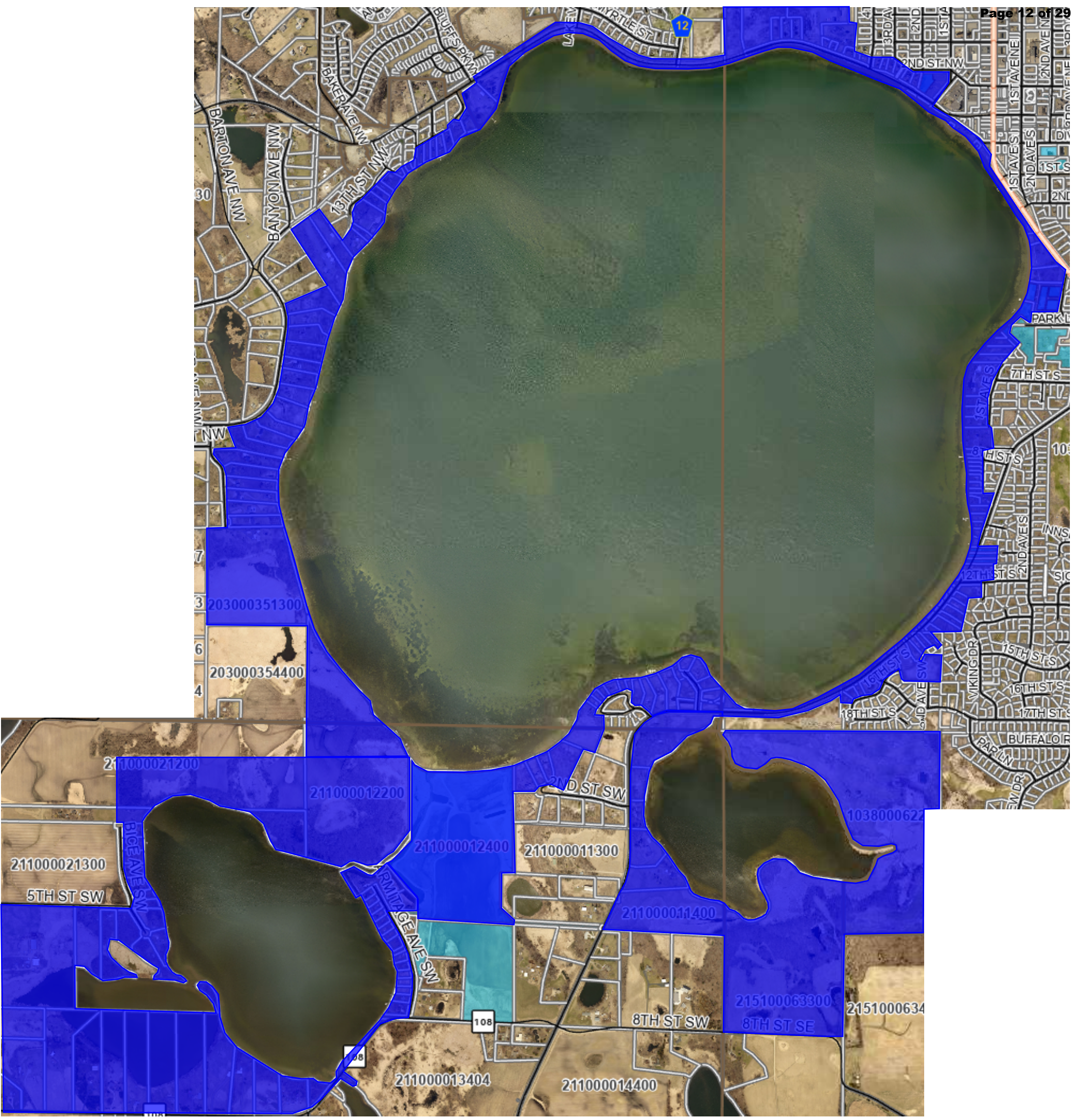


The watershed data presented here are part of the National Watershed Boundary Dataset (WBD).
A Hydrologic Unit (HU) is the smallest division in the nested, hierarchical watershed classification system of the WBD.
Electronic data for use in a GIS (Geographic Information System) can be downloaded from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

Flow
Buffalo Chain
Upstream Watershed
Catchment

0.3 0.6
Miles
N

Watershed	Area	
	Acres	Square Miles
Buffalo, Mink, Deer, and Goose Lakes	1869	2.92
Direct Catchment Watershed Mill Creek	9930	15.52
Total Upstream Contributing Watershed	31,783	49.66



The boundary of the proposed LID includes all properties with direct access to Buffalo, Deer, Goose and Mink Lakes

N

2025 Property Value Map

Appendix A

$102,093,300 Total Property Values Buffalo, Mink, Deer & Goose

Monday January 5th
2026

To Whom it May Concern
to the Public Hearing notice
for Creation of Buffalo lake
Peer Lake Goose lake and Mink
Lake Improvement District (LID)

Although I Did Sign a Petition
for LID of Buffalo Lake, I rescind
my Signing of that Document

I Am Strongly Opposed to the Creation
of Buffalo Lake Peer Lake Mink Lake
(LID)

Thank You, I can be Reached at
(612) 280 7380
Dan Ogdahl
62 Aladdin Cir NW
Buffalo MN 55313

Outlook

Buffalo, Deer, Goose, and Mink Lake Improvement District

From Ryan Kotila <rkotila7@gmail.com>
Date Tue 1/6/2026 7:14 AM
To Wright County Property Tax <PropertyTax@wrightcountymn.gov>

You don't often get email from rkotila7@gmail.com. Learn why this is important

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

Good Morning,

I would ask the Wright county board not to approve the creation of the Buffalo, Deer, Goose, and Mink Lake Improvement District.

When the petitioners were collecting signatures for the creation of the LID my wife Alyson was at home. They asked if she wanted to improve the water quality of the lake by getting state grants. She then signed off on the petition. I believe that the person wasn't being transparent in what they were doing in collecting signatures. It wasn't getting signatures for creation of the LID, it was for improving water quality through state grants.

I saw the creation on the board agenda and brought it to the Deer Lake association attention. No one had any inclination what was happening and wasn't aware what a LID is or what it can do. When I brought up the Taxing authority no one wanted it through the correspondence that I had with them. We have a number of retired residents on my lake and on a fixed income. I am afraid that additional taxes could impact them. Mark Roney who represents Deer Lake for the LID said that the board will not impose any special assessments on property taxes. This is disingenuous because if you read the MN statute on LID this is how they will fund these projects not by state grants. If the LID would get state funding a majority of the time there would be a matching requirement by the residences.

The river backflows in the springtime into Deer Lake when the water level is high. When this happens the water quality isn't that clear and water level can fluctuate around five feet. Buffalo City residents are directly impacting the water quality from the runoff. The City owns a majority of the north shore because of the road and park and are excluded from the LID because they can't be imposed special assessments. The LID for all lakes just doesn't make sense because of the river and the structure of the parcels that would make up the LID.

I ask the board not to approve the creation of the LID. To make the petitioners put the taxing language into the petition and go and ask the landowners again to sign off on the petition. They wouldn't be able to collect the required signatures.

For these reasons, I urge the board to reject the current petition and ensure transparency in any future proposals.

Thanks,
Ryan and Alyson Kotila
515 Armitage Ave SW
Buffalo MN 55313

Outlook

Comment for Public Hearing on 1/20/26

From Joel Mastel <sportfish461@gmail.com>
Date Mon 12/29/2025 2:07 PM
To Wright County Property Tax <PropertyTax@wrightcountymn.gov>

You don't often get email from sportfish461@gmail.com. Learn why this is important

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

Sirs,

Regarding the letter we received on 12/4/2025, Public Hearing Notice for Creation of the Buffalo, Deer, Goose and Mink Lake Improvement district) we wish to share our experience as lakeshore property owners on Buffalo Lake. We have lived on NW shore of Buffalo Lake since 2001. In that time, we have seen erratic lake levels causing significant shoreline erosion and late summer blue green algae infestations impacting our use and enjoyment of the property and lake access. These issues have been typical year to year. Recently, about 2 or 3 years ago, we started seeing Zebra Mussels encrusting our dock posts and boat lifts. This infestation cleared the water which allowed the weeds out to a depth of 12' to bloom and choke the entire shoreline around the lake and over the submerged islands. This condition has made any type of motor boating impossible from our shore due to the weed mat choking boat motor operation. If a remedy for this situation is not made available, we will not be putting out our dock and lifts this coming summer season.

We have been made aware that the dam emptying into the Crow River was removed some time ago. That, coupled with the added water pumped from Lake Pulaski have made maintaining appropriate dock and boat lift heights a constant challenge through the summer season. as longtime lakeshore owners, we would like to see efforts to stabilize the lake water level through use of the dam and direction and action to combat the weed and Zebra Mussel infestations.

Diane and Joel Mastel

1515 Antelope Ave NW

Buffalo. MN 55313

952-237-9352

PROTECTING BUFFALO LAKE:
Why a Lake Improvement District (LID) Matters



WHAT'S THE PROBLEM?

Buffalo Lake is struggling with water quality and receives a "D" on its DNR report card

🚨 Phosphorus levels are dangerously high

🐟 Invasive weed growth, odor, and both nontoxic and toxic algae blooms are increasing

📉 Poor lake quality hurts property value, recreation, and fish habitat

THE SOLUTION: A LID

A Lake Improvement District (LID) allows residents to:

✓ Apply for grants

✓ Monitor lake health

✓ Launch targeted restoration projects

No new taxes. No special assessments.

TOP GOALS of the Buffalo Lake LID

🎯 Reduce phosphorus & improve water clarity

🌿 Limit increasingly excessive invasive curlypondweed growth

🔬 Monitor phosphorus and water quality consistently

🌧️ Track storm drains & runoff sources

🏡 Support shoreline restoration with tools & grants

🚰 Educate on septic, lawn, and stormwater care

💰 Use grants & donations without need for tax assessments

NEXT STEPS: YOU'RE PART OF THE SOLUTION

✅ Sign our petition to enable formation of the LID

✅ Help secure funding to protect Buffalo Lake

🏡 As a lakeshore resident, you'll also help preserve your property value in the process

💙 Let's take ownership of our lake's future — together!

BUFFALO, DEER, GOOSE, AND MINK LAKE

Lake Improvement District Application

Abstract

Application by concerned residents on Buffalo Lake to form a Lake Improvement District.

Compiled By: Brett Oden, Jake Ullery, Mark Paananen, Beau Schafer, and Beth Lee

For Questions: brettoden@gmail.com

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The Problem

Buffalo Lake has historically been impacted by elevated phosphorus levels, leading to significant water quality concerns. During the EPA's National Eutrophication Survey of 1972, Buffalo Lake was found to receive a total phosphorus load at a rate over 3 times the rate determined to be dangerous for further eutrophication. Changes were made to the City of Buffalo's wastewater treatment (56% of the total phosphorus load) resulting in some improvement of the trophic condition of the lake. However, as the study concluded, this alone would not bring about substantial improvement without non-point source phosphorus control.

The Minnesota Pollution Control Agency's Lake Assessment Program in 2005 continued to sound the alarm, finding Buffalo Lake impaired and strongly recommending that "the concern for protecting and improving Buffalo Lake should be elevated due to the current poor water quality." Continued efforts to protect the lake from further degradation were strongly recommended at that time, as well as a recommendation to get the community owners and community to take ownership in the quality of the lake.

Despite this alarm, with the lack of both a Lake Association and a Lake Improvement District, Buffalo Lake has suffered from the necessary concerned citizen input to properly monitor the lake water quality to keep the lake listed as impaired and hence quality for federal funding to assist with future studies, lake restoration, and best management practices in the watershed as was recommended in 2005.

A survey of Buffalo Lake lakeshore residents by the newly formed Buffalo Lake Association in 2024 found that 88% of respondents supported the creation of a Lake Improvement District, and that the top concern (from a list of 12 problems) of respondents was water quality, followed by algal blooms. Phosphorus levels are the common denominator of the majority of the community's largest current complaints (water clarity, color, smell, floating algae mats, toxic algae, etc) and also the common denominator of potential further problems from excess eutrophication (lowered oxygen, more frequent fish kills, etc.)

The most succinct statement of the extent of water quality problems facing Buffalo Lake is a "D" grade on it's DNR "report card". While there are many challenges to reducing phosphorus in a lake with a large watershed to lake area ratio (Buffalo's is nearly 20), the DNR's goal of a 5% reduction in total phosphorus load is felt to be quite attainable by the proposed LID's steering committee.

Objectives

The **primary objective** of the proposed LID is to reduce the phosphorus concentration in the Buffalo Lake water column. This can be accomplished by reducing the phosphorus entering the lake from both agricultural and urban runoff (external phosphorus load) and by removing/sequestering phosphorus in the lake (internal phosphorus load). Understanding that effective lake management requires a comprehensive approach that addresses both external and internal sources to improve and maintain water quality, the LID proposes starting with intensive study to determine the most cost-effective measures.

The LID would facilitate a comprehensive study similar to the 2005 MPCA study to get "caught up" from the dearth of phosphorus data over the recent years. While simple, proven methods such as encouraging property owners to avoid phosphorus fertilizer could be undertaken early, more expensive methods such as alum treatments would be built into a long-term management plan as dictated by study results.

Buffalo Lake has some unique features that would allow for more detailed study of phosphorus sources than has been done in the past and the LID proposes using manpower from its members to assist in sampling much frequently under differing weather and water flow situations and more locations. Started during the summer of 2025 by the LID steering committee, these sites being tested include:

1. Inflow from Mill Creek
2. Outflow from Mill Creek (and inflow when "reversed" during flooding)
3. Mink Lake (as indicator of Wild Marsh runoff)
4. Storm drain inflow (with and without Pulaski pumping)
5. Tributary inflow in downtown Buffalo

Secondary objectives for the LID include:

- Providing educational information to landowners
- Reducing Buffalo's largest biomass of invasive species (Curlyleaf Pondweed)
- Promoting native vegetation buffers
- Preserving and restoring shoreline habitat

Proposed Projects, Programs and Activities

1. **Water clarity measurement**
    - Secchi disk readings were begun weekly in 2024 and will continue via citizen monitoring
    - Monthly secchi readings will be reported to WCSWCD, MPCA via Citizen Lake Monitoring Program (CLMP) along with chlorophyll-a levels beginning in 2025
    - Clarity data to be correlated with temperature readings currently in place through DNR fisheries
2. **Phosphorus measurement**
    - Annually, total phosphorus samples will be sent to MPCA lab via CLMP monthly x 5
    - On-site testing of total phosphorus will be done during the above samplings to correlate/validate reliability of on-site data
    - Additional earlier, more frequent, and later on-site readings will be taken
    - Additional sites (listed above in objectives) will be sampled
3. **Study design**
    - Partner with MPCA, WCSWCD, and/or DNR
    - Determine most cost effective and efficient intervention model
    - Develop a comprehensive lake management plan
4. **Interventions to be considered**
    - Reduce external phosphorus inputs by promoting agricultural and urban Best Management Practices
    - Shoreline restoration projects to intercept runoff
    - Drainpipe iron-enhanced sand filters
    - Address internal phosphorus loading with curly pondweed reduction
    - Alum treatments to bind phosphorus in sediments
5. **Shoreline Stewardship and Habitat Enhancement**
    - Provide technical and financial assistance for shoreline restoration using native vegetation
    - Protect existing wetlands and riparian zones to enhance wildlife and fish habitat
    - Educate landowners on shoreline buffer benefits and erosion control measures
6. **Public Engagement and Education**
    - Host workshops on lawn care, septic maintenance, AIS prevention, and lake-friendly living
    - Publish seasonal email updates on water quality, project updates, and events

- Develop educational signage at access points

LID Boundary

See Appendix A – Buffalo Lake Boundary and Valuation

Financing

The establishment and operation of the Lake Improvement District (LID) on Buffalo Lake in Buffalo, Minnesota, will be funded primarily through external sources, minimizing and or eliminating the need to impose assessments on lakeshore property owners. The primary funding mechanisms will include:

- **Grants**: Applications will be submitted to various state and federal agencies offering financial support for lake and water resource management projects.
- **Local Support**: Engagement with local governmental bodies and organizations to secure funding and resources.
- **Minnesota Department of Natural Resources (DNR)**: Leveraging programs and funding opportunities provided by the DNR to support lake improvement initiatives.
- **Donations/Fundraising**: Donations from businesses, non-profit orgs, and individuals.
- **Buffalo Lake Association**: Donations and fundraising efforts from the Buffalo Lake Association.

This approach aligns with practices observed in other Lake Improvement Districts across Minnesota, where reliance on external funding sources has been a standard method to support lake management efforts without imposing financial burdens on local property owners.

Note: Funds collected by the LID will primarily be used to support studies and collect data.

Board of Directors

The Board of Directors will be appointed by the County. The initial board proposed may be made up of the 7 LID steering members creating this proposal – names listed below. All members own lakeshore homes on Buffalo/Deer Lake.

LID Steering Committee

1. Brett Oden
2. Mark Paananen

3. Beth Lee
4. Jake Ullery
5. Beau Shafer
6. Tom Wright
7. Mark Roney

Existing Regulations

Buffalo, Minnesota, enforces several local ordinances and regulations to manage and protect its water resources and surrounding lands. Key regulations include:

- **Shoreland Management**: The City of Buffalo regulates alterations of vegetation and topography within the shoreland area to prevent erosion into public waters, fix nutrients, preserve shoreland aesthetics, preserve historic value, prevent bank slumping, and protect fish and wildlife habitat. ci.buffalo.mn.us
- **Floodplain Management**: The Minnesota Department of Natural Resources (DNR) provides guidance on floodplain regulations, emphasizing the importance of proper floodplain management to minimize risk from potential flood hazards. Minnesota DNR
- **Wetland Management**: While specific ordinances for wetland management in Buffalo are not detailed in the provided resources, the DNR offers general information on wetland regulations and best practices. Minnesota DNR
- **Water Safety/Water Surface Use**: Specific ordinances related to water safety and surface use are not detailed in the provided resources. It is recommended to consult local authorities for information on these regulations.
- **Use or Operation of Lake Public Accesses**: Specific ordinances related to the use or operation of lake public accesses are not detailed in the provided resources. It is recommended to consult local authorities for information on these regulations.

For comprehensive information on these and other local ordinances affecting the use of the lake or lands around Buffalo, Minnesota, please refer to the City of Buffalo's Community Planning & Zoning page. ci.buffalo.mn.us

Local Interest and Commitment to Future Management

A survey was conducted in the summer of 2024 that was sent to 183 Buffalo Lake residents with a 31% response rate. The top two concerns of the respondents were water quality and algae blooms and 88% supported the creation of a Lake Improvement District. In addition, a majority of respondents indicated that they would be interested in volunteering to help with the support of a Lake Improvement District. We also have support from the Deer Lake Association as well as from the City of Buffalo who stand to benefit greatly from a cleaner

and healthy lake; given the proximity of the lake being in the heart of downtown Buffalo and the economic impact that a revitalized lake would have on tourism and increase revenue for local business as well as boosting property values. Community members have expressed a strong desire for sustainable lake management practices to preserve and enhance the environmental quality, recreational value, and ecological health of the lake. The formation of the LID is seen as a proactive step to ensure that local stakeholders have a formal, organized structure to manage and protect the lake's natural resources.

The LID will ensure transparency and involvement through:

- Public Meetings: Regular updates, project discussions, and feedback.
- Annual Reports: Summaries of activities, spending, and future plans.
- Community Education: Programs promoting lake stewardship.
- Responsive Management: Open communication for resident input.

The community's strong support and the proposed LID's proactive management will create a clear commitment to sustainability. This approach will help preserve and enhance the lake's natural resources for future generations.

Lands & Waters That May Be Adversely Affected by the LID's Proposed Actions

The LID's steering committee has reviewed the potential impacts of its proposed activities and does not anticipate any significant adverse affects on surrounding lands or waters. The primary focus of the LID's efforts is to reduce phosphorus concentration in the water column to improve water quality, support aquatic health, and enhance recreational value. Phosphorus reduction interventions that may be considered will be promoting agricultural and urban Best Management Practices, shoreline restoration projects to intercept runoff, improvement in storm water management, and addressing internal phosphorus loading with curly pondweed reduction and alum treatments to bind phosphorus in sediment. Secondary objectives for the LID include providing educational information to landowners, reducing invasive species, promoting native vegetation buffers, and preserving/restoring shoreline habitat. The LID's phosphorus reduction initiative and supporting efforts will be intentionally designed to improve environmental outcomes without causing harm to local land or water resources. These actions will be grounded in education, prevention, and stewardship, and will be conducted in full compliance with applicable local, state, and federal regulations, including but not limited to guidance from the Minnesota Pollution Control Agency (MPCA), Minnesota Department of Natural Resources (DNR), and the Wetland Conservation Act (WCA), where applicable. As the LID considers or proposes

changes to how these objectives are administered, detailed assessments of possible adverse impact to lands and waters will be provided as required or appropriate with a emphasis on "primum non nocere" (first, do no harm) to not only the immediate Buffalo Lake ecosystem but also any land and waters downstream (Mill Creek, Deer Lake, Crow river).

Public Accesses

Buffalo Lake (S) Public Water Access Site

Directions to access:

Just south of the city of Buffalo, off Country Road 12, on the south shore of Buffalo Lake.
Bing | Google | Google Earth

Administrator: City of Buffalo

Facilities:

- 1 ramp (type=gravel)
- no parking lots
- no vehicle parking spaces
- no vehicle/trailer parking spaces
- no accessible parking spaces
- no docks
- no restrooms

Lat/Lon: 45.151911, -93.888719

Buffalo Lake (E) Public Water Access Site

Directions to access: *In the city of Buffalo, on E shore.*
Bing | Google | Google Earth

Administrator: City of Buffalo

Facilities:

- 1 ramp (type=concrete slab)
- 1 parking lot (type=gravel)
- 7 vehicle parking spaces
- 15 vehicle/trailer parking spaces
- no accessible parking spaces
- 1 dock
- 1 restroom

Lat/Lon: 45.167726, -93.874121

Dock Details:

- dock removal (2021-10-18)

Buffalo Lake (N) Public Water Access Site

Directions to access: 0.5 mi W of the city of Buffalo on Cnty Rd 9, to N shore.
Bing | Google | Google Earth

Administrator: DNR Division of Parks and Trails

Facilities:

- 1 ramp (type=concrete slab)
- 1 parking lot (type=asphalt)
- no vehicle parking spaces
- 24 vehicle/trailer parking spaces
- no accessible parking spaces
- 1 dock
- 1 restroom

Lat/Lon: 45.175912, -93.897987

Dock Details:

- dock removal (2024-10-23)

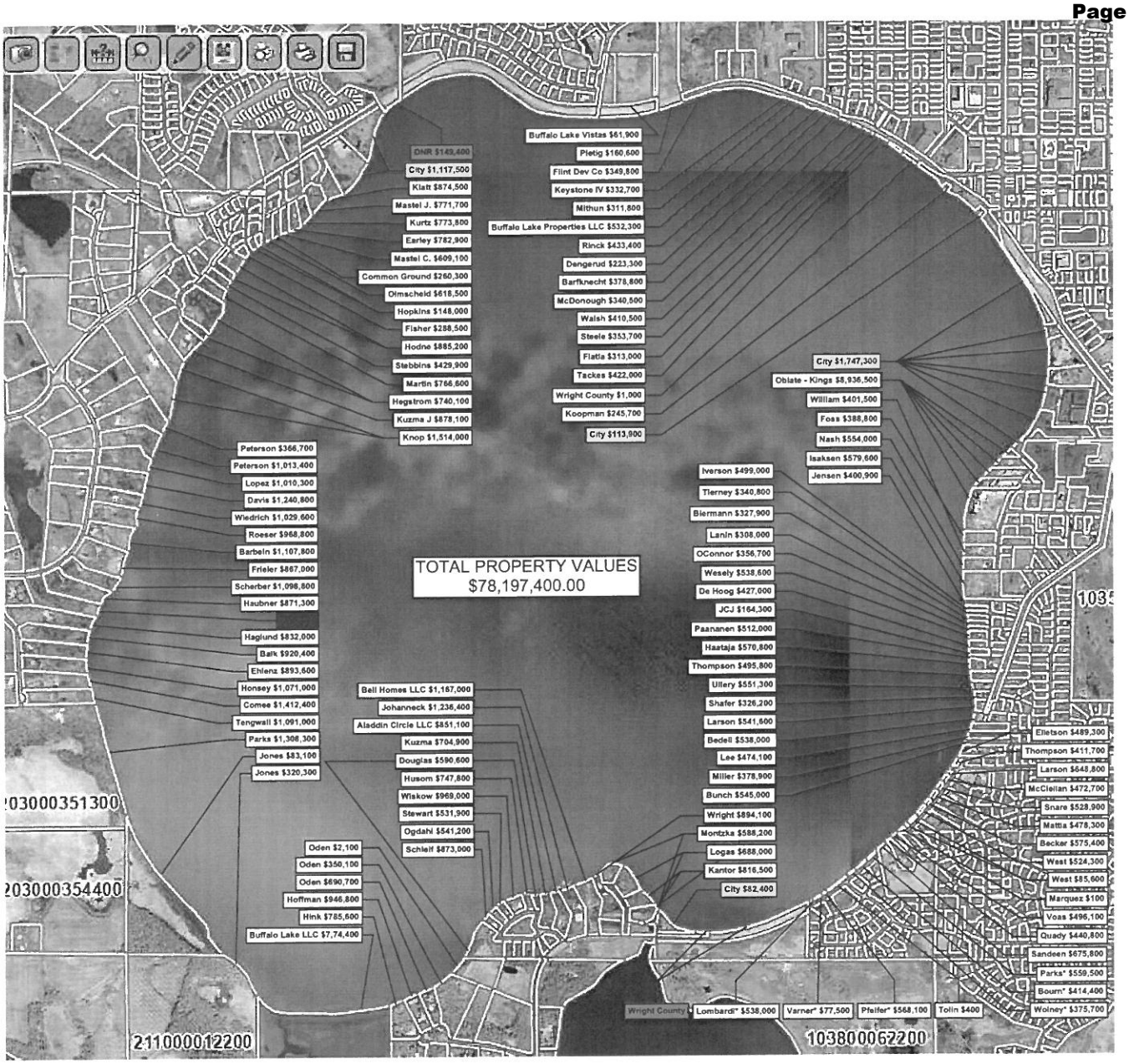
Deer Lake Public Water Access Site

Directions to access: *2.5 mi SW of Buffalo, to S shore.*
Bing | Google | Google Earth

Administrator: DNR Division of Parks and Trails

Estimate of Total Equalized Valuation of Property Within the District

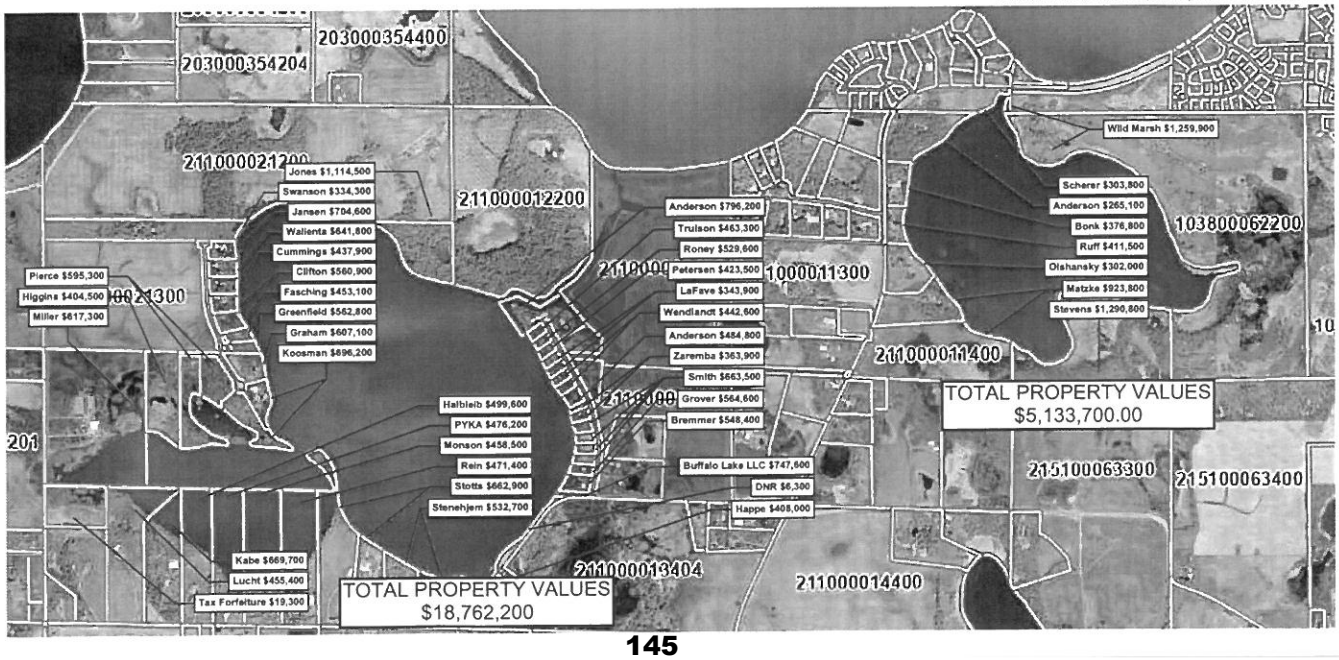
See Appendix A – Buffalo Lake Boundary and Valuation

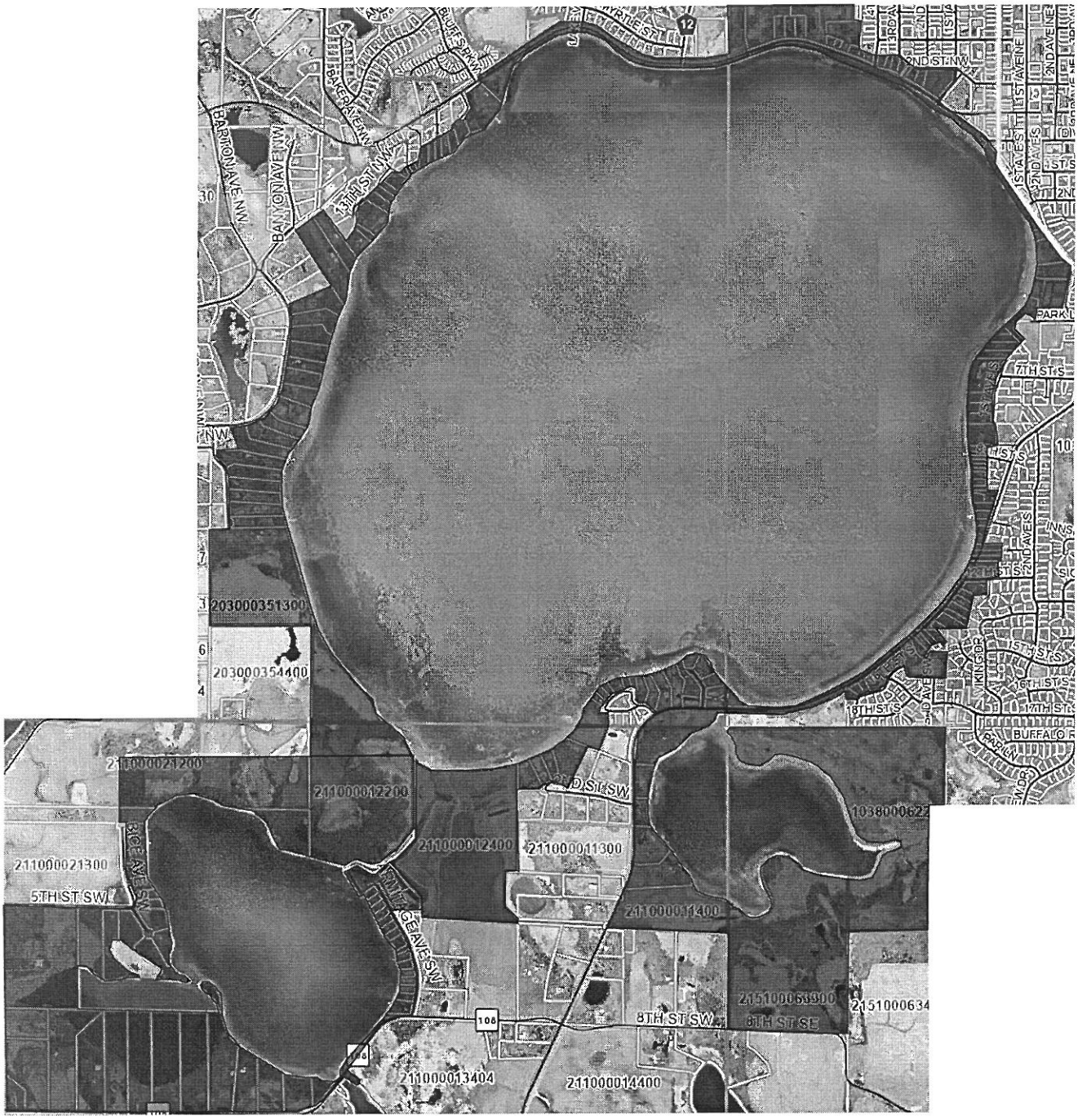


Appendix A - 2025 Property Value Map

$102,093,300 Total Property Values Buffalo, Mink, Deer & Goose

* Includes lake shore as separate parcel valued at $1,000





The boundary of the proposed LID includes all properties with direct access to Buffalo, Deer, Goose and Mink Lakes

N

2025 Property Value Map Appendix A

$102,093,300 Total Property Values Buffalo, Mink, Deer & Goose

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Lindsey Meyer

Requestor Title
Auditor/Treasurer

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

Target Meeting Date *
1/20/2026 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 min

Originator
KAL5640

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Public Hearing for Transferring Property from ISD# 885 to ISD# 882

Short Title (what will appear on Agenda outline - 250 character max.) *
Public Hearing for Transferring Property from ISD# 885 to ISD# 882

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.
Land detachment request to transfer parcel from ISD# 885 to ISD# 882 for the Holker family so they can combine their parcels in the future.

Describe the impact on staffing resources.
N/A

Fiscal Impact:
N/A

Background/Justification:
Land detachment request to transfer parcel from ISD# 885 to ISD# 882 for the Holker family so they can combine their parcels in the future. Parcel size is .56 acres and is not build-able. STMA school district# 885 has approved the transfer for land detachment.

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
Approval Letter to Holker 11-17-2025.pdf	Attachment
Holker- Petition Maps.pdf	Attachment
School Detachment Public Hearing.docx	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

ST. MICHAEL - ALBERTVILLE SCHOOLS
EXCELLENCE IS OUR TRADITION

November 17, 2025

Holker Family
7875 Fenning Ave NE
Monticello, MN 55362

STMA SCHOOL DISTRICT APPROVAL ON PETITION TO ANNEX LAND

Dear Holker Family,

Thank you for submitting your petition requesting the reclassification of your .56-acre parcel (Parcel ID: 213-000-301301) currently assigned to St. Michael-Albertville Schools.

This letter is to inform you that at its regular meeting on Monday, November 17, 2025, the St. Michael-Albertville School Board unanimously approved your request to reclassify the parcel to the Monticello School District for tax purposes. This action was taken following the public hearing held on November 3 and in accordance with Minnesota statutes governing land reclassification.

If you have any questions or need further information, please feel free to contact our office.

Respectfully,

Dr. Ann-Marie Foucault

Superintendent
St. Michael-Albertville Public Schools- ISD 885
11343 50th Street NE
Albertville, MN 55301
Phone: 763-497-3180
Email: annmarief@mystma.org

cc: Drew Scherber- STMA School Board Chairperson
Douglas Birk-Executive Director of Admin Services

July 29, 2025

To Whom it may concern:

Christopher J and Connie A Holker, and Theodore T Holker of Monticello, Minnesota. Owners of the land described below, wish to petition for a school district change so the two parcels can be combined with our other adjoining parcel. (213000301400)

We purchased Parcels 213000301301 and 213000302201 in 2024. (See Beacon Map)

Property ID # 213000301301 was recently created by a surveyor and is only 0.56 of an acre. This parcel is currently in Saint Michael school District 0885. The size of this property is very small and can't be used for anything on its own. We ask that the school district be changed to Monticello School District 0882. This would allow the three properties to be changed into one property Identification number, therefore would be more usable. Doing this would streamline the property for tax purposes, as well as other possible advantages in the future.

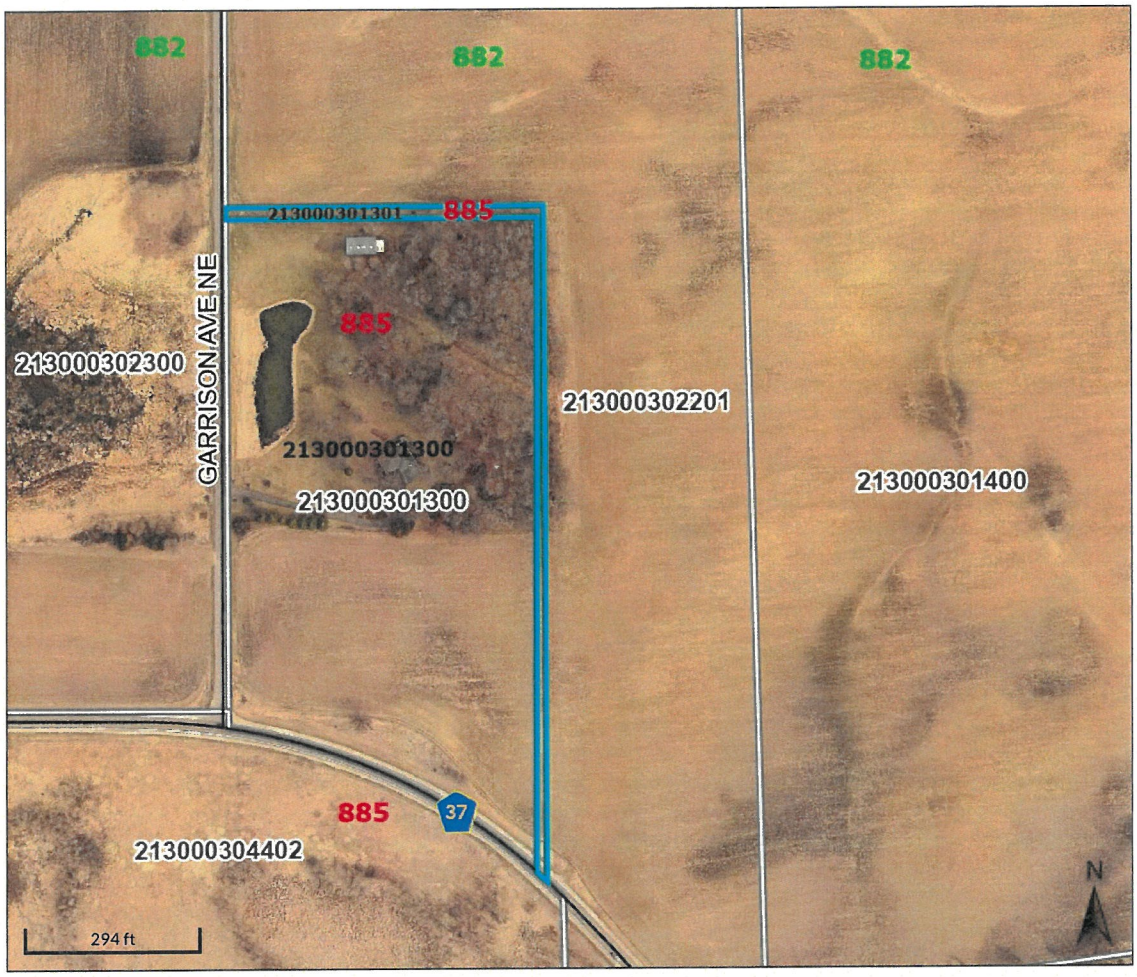
Thank You,

Christopher J Holker

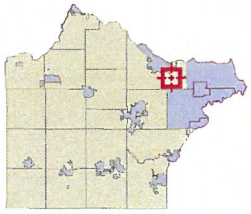
Theodore T Holker Jr.

Connie A Holker

Beacon™ Wright County, MN



Overview



Legend

Highways
- Interstate
- State Hwy
- US Hwy
- Roads

City/Township Limits
- c
- t

Parcels

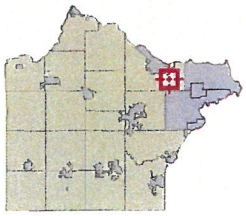
Torrens

Parcel ID	213000301301	**Alternate ID**	(2903) TOWN OF MONTICELLO-0885	**Taxpayer Address**	7572 GARRISON AVE NE CHRISTOPHER J HOLKER & THEODORE T HOLKER JR
Sec/Twp/Rng	30-121-024	**Class**	101 - 2A/1B/4BB AGRICULTURAL		
Property Address	7572 GARRISON AVE NE MONTICELLO	**Acreage**	0.56 Acres		
District	5100 - AG UNIMP UP TO 10 AC				

Beacon™ Wright County, MN



Overview



Legend

- Highways
  - Interstate
  - State Hwy
  - US Hwy
  - Roads
- City/Township Limits
  - c
  - t
- Parcels
- Torrens

Parcel ID	213000301301	**Alternate ID**	(2903) TOWN OF MONTICELLO-0885	**Taxpayer Address**	7572 GARRISON AVE NE CHRISTOPHER J HOLKER & THEODORE T HOLKER JR
Sec/Twp/Rng	30-121-024	**Class**	101 - 2A/1B/4BB AGRICULTURAL		
Property Address	7572 GARRISON AVE NE MONTICELLO	**Acreage**	0.56 Acres		
District	5100 - AG UNIMP UP TO 10 AC				

No Delinquent Taxes
Transfer Entered
eCRV No. 1672545
Transfer Date: 07-31-2024
Deed Tax $6,270.00
Ag Fee $5.00
PID# 213-000-302300, 213-000-302200 DIV
Trinity Nathe, Land Records Administrator
By Deputy: AA/AML/KPA/DL/PT
NOTES:

DOCUMENT #: **A1558029**
07-31-2024 at 1:42 PM
Certified filed and or recorded on above date
TANYA WEST
WRIGHT COUNTY RECORDER
WRIGHT COUNTY, MN
Pages: **4** Fee Amount: **$96.00**
Return To: PREFERRED TITLE

Return to:
PREFERRED TITLE
225 WEST BROADWAY
MONTICELLO, MN 55362

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

(Top 3 inches reserved for recording data)

WARRANTY DEED
Individual(s) to Individual(s)

Minnesota Uniform Conveyancing Blanks
Form 10.1.1 (2016)

eCRV number: 1672545

DEED TAX DUE: $ 6,270.00

DATE: July 23, 2024

FOR VALUABLE CONSIDERATION, James A. Moores and Rebecca A. Romstad-Moores, husband and wife ("**Grantor**"), hereby conveys and warrants to Christopher J. Holker and Theodore T. Holker, Jr. ("**Grantee**"), as

☐ tenants in common,
☒ joint tenants,

real property in Wright County, Minnesota, legally described as follows:

See attached Exhibit A

Check here if all or part of the described real property is Registered (Torrens) ☐

Together with all hereditaments and appurtenances belonging thereto, subject to the follow exceptions:
Covenants, conditions, restrictions, reservations and easements of record, if any

Check applicable box:

- ☐ The Seller certifies that the Seller does not know of any wells on the described real property.
- ☒ A well disclosure certificate accompanies this document or has been electronically filed. (If electronically filed, insert WDC number: 1082438)
- ☐ I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

Grantor

James A. Moores

Rebecca A. Romstad-Moores

Rebecca A. Romstad-Moores

State of Minnesota
County of Wright

This instrument was acknowledged before me on July 23, 2024 by, James A. Moores and Rebecca A. Romstad-Moores, husband and wife

(Stamp)

CINDY HEATON
NOTARY PUBLIC
MINNESOTA
My Commission Expires Jan. 31, 2025

Cindy Heaton

Title (and Rank): _____

My commission expires: _____

THIS INSTRUMENT WAS DRAFTED BY:

Preferred Title, Inc.
225 West Broadway
Monticello, MN 55362

TAX STATEMENTS FOR THE REAL PROPERTY DESCRIBED IN THIS INSTRUMENT SHOULD BE SENT TO:
Christopher J. Holker and Theodore T. Holker, Jr.
7875 Fenning Ave NE
Monticello MN 55362

Exhibit A

Parcel 1: The South Half of the Northwest Quarter of Section 30, Township 121, Range 24, Wright County, Minnesota.

Parcel 2: The North Half of the Northwest Quarter of Section 30, Township 121, Range 24, Wright County, Minnesota and those parts of the Southwest Quarter of the Northeast Quarter and of Government Lot 3, all in Section 30, Township 121, Range 24, Wright County, Minnesota described as follows: Commencing at the Northeast Corner of said Section 30; thence South 00 degrees 04 minutes 46 seconds West along the east line of said Section 30, a distance of 1320.73 feet to the northeast corner of the South Half of said Northeast Quarter; thence South 89 degrees 59 minutes 10 seconds West along the north line of said South Half of the Northeast Quarter, a distance of 1766.06 feet to a point on said north line distant 470.25 feet west of the northeast corner of said Southwest Quarter of the Northeast Quarter; thence South 00 degrees 03 minutes 46 seconds West, a distance of 1894.04 feet to the most westerly corner of Lot "A" of Section 30 as shown on the recorded survey by E. R. McCord, dated July 17, 1877; thence South 16 degrees 36 minutes 35 seconds West along the southwesterly extension of the west line of said Lot "A", a distance of 214.50 feet to a point hereinafter referred to as "Point A" for the purpose of this description; thence return North 16 degrees 36 minutes 35 seconds East, a distance of 214.50 feet to said most westerly corner of Lot "A"; thence return North 00 degrees 03 minutes 46 seconds East, a distance of 1894.04 feet to said point on the north line of the South Half of the Northeast Quarter distant 470.25 feet west of said northeast corner of the Southwest Quarter of the Northeast Quarter, said point is also the point of beginning of the land being described; thence South 01 degrees 24 minutes 35 seconds East, a distance of 2136.00 feet to intersect a line bearing South 72 degrees 51 minutes 32 seconds East from said "Point A"; thence North 72 degrees 51 minutes 32 seconds West through said "Point A" along an old traveled roadbed, a distance of 340.83 feet; thence North 01 degrees 24 minutes 35 seconds West, a distance of 413.11 feet to the centerline of County State Aid Highway Number 37; thence northwesterly along said centerline to the west line of said Government Lot 3; thence North 00 degrees 13 minutes 39 seconds West along said west line of Government Lot 3 and west line of said Southwest Quarter of the Northeast Quarter, a distance of 1349.33 feet to the northwest corner of said Southwest Quarter of the Northeast Quarter; thence North 89 degrees 59 minutes 10 seconds East along the north line of said Southwest Quarter of the Northeast Quarter, a distance of 825.56 feet to the point of beginning.

LESS AND EXCEPT

Those parts of the Southwest Quarter of the Northeast Quarter and of Government Lot 3, all in Section 30, Township 121, Range 24, Wright County, Minnesota, described as follows: Commencing at the Northeast Corner of said Section 30; thence South 00 degrees 04 minutes 46 seconds West along the east line of said Section 30, a distance of 1320.73 feet to the northeast corner of the South Half of said Northeast Quarter; thence South 89 degrees 59 minutes 10 seconds West along the north line of said South Half of the Northeast Quarter, a distance of 2591.62 feet to the northwest corner of said Southwest Quarter of the Northeast Quarter; thence South 00 degrees 13 minutes 39 seconds East along the west line of said Southwest Quarter of the Northeast Quarter, a distance of 524.93 feet to the point of beginning of the land being described; thence North 89 degrees 46 minutes 32 seconds East; a distance of 499.61 feet; thence South 00 degrees 05 minutes 10 seconds West, a distance of 1058.70 feet to the centerline of County State Aid Highway Number 37; thence northwesterly along said centerline to the west line of said Government Lot 3; thence North 00 degrees 13 minutes 39 seconds West along said west line of Government Lot 3 and the west line of said Southwest Quarter of the Northeast Quarter, a distance of 824.40 feet to the point of beginning.

WRIGHT COUNTY BOARD OF COMMISSIONERS

PUBLIC HEARING NOTICE

TRANSFERRING PROPERTY FROM ISD# 885 TO ISD# 882

NOTICE IS HEREBY GIVEN, that the Wright County Board of Commissioners (County Board), on January 20th, 2026, at 9:40 AM, will hold a public hearing for the petition to transfer a property from St. Michael-Albertville School District (ISD) # 885 to Monticello ISD# 882. The owners desire to transfer PID (213-000-301301) to the Monticello School District so they can combine this parcel with their other parcels in the same school district. This public hearing and discussion will take place in the Commissioners' Board Room at the Wright County Government Center, 3650 Braddock Avenue, NE, Buffalo, Minnesota 55313.

On 11/3/2025, a petition for detachment and annexation of land was provided to Wright County with approval consent from the St. Michael-Albertville School Board in accordance with Minnesota Statutes, section 123A.45.

Public Hearing: Transferring Property from ISD# 885 STMA to ISD# 882 Monticello

Area of Service: Parcel ID# 213-000-301301

Proposed Purposes And Programs: Effective for taxes payable in 2027, the property which is the subject of this order, PID #213-000-301301 of approximately .56 acres in size, shall be relieved from all taxes from the St. Michael-Albertville School District, ISD # 885 and shall be subject to all taxes levied by the Monticello School District, ISD #882.

You have the following options available to submit public comments:

1.) Attend the public hearing and provide your comments during the public comment portion of the hearing. These comments will become part of the official record in this proceeding.

2.) Provide written comments by mail, email, or drop off prior to the hearing. All written comments must be submitted by January 8th, 2026, at 1:00pm to allow time for Finance & Taxpayer Services to review these prior to the public hearing. All written comments received by this deadline will be provided to the County Board prior to the public hearing and will be a part of the official record.

Lindsey Meyer
Wright County Finance Director, Auditor/Treasurer

ST. MICHAEL - ALBERTVILLE SCHOOLS
EXCELLENCE IS OUR TRADITION

November 17, 2025

Holker Family
7875 Fenning Ave NE
Monticello, MN 55362

STMA SCHOOL DISTRICT APPROVAL ON PETITION TO ANNEX LAND

Dear Holker Family,

Thank you for submitting your petition requesting the reclassification of your .56-acre parcel (Parcel ID: 213-000-301301) currently assigned to St. Michael-Albertville Schools.

This letter is to inform you that at its regular meeting on Monday, November 17, 2025, the St. Michael-Albertville School Board unanimously approved your request to reclassify the parcel to the Monticello School District for tax purposes. This action was taken following the public hearing held on November 3 and in accordance with Minnesota statutes governing land reclassification.

If you have any questions or need further information, please feel free to contact our office.

Respectfully,

Dr. Ann-Marie Foucault

Superintendent
St. Michael-Albertville Public Schools- ISD 885
11343 50th Street NE
Albertville, MN 55301
Phone: 763-497-3180
Email: annmarief@mystma.org

cc: Drew Scherber- STMA School Board Chairperson
Douglas Birk-Executive Director of Admin Services

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Lindsey Meyer

Requestor Title
Auditor/Treasurer

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

Target Meeting Date *
1/20/2026 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 minutes

Originator
KAL5640

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve Resolution 26-10, Transferring Parcel to ISD 882 (Monticello Township)

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Resolution 26-10, Transferring Parcel to ISD 882 (Monticello Township)

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.
Petition for detachment and annexation. Order to transfer parcel from ISD 885 to ISD 882. The Holker family petitioned STMA school district# 885 to approve the transfer of their 0.56 acre parcel in Monticello Township. If successful, this will allow the Holker family to combine the parcel to their adjoining property.

Describe the impact on staffing resources.
N/A

Fiscal Impact:
N/A

Background/Justification:
Petition for detachment and annexation. Order to transfer parcel from ISD 885 to ISD 882. The Holker family petitioned STMA school district# 885 to approve the transfer of their 0.56 acre parcel in Monticello Township. At the 11/17/2025 school board meeting, the school board unanimously approved the request to reclassify the parcel to Monticello school district# 882 for tax purposes.

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
Approval Letter to Holker 11-17-2025.pdf	Attachment
Holker- Petition Maps.pdf	Attachment
26-10 Transfer ISD855 to ISD882 - FLAT.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

July 29, 2025

To Whom it may concern:

Christopher J and Connie A Holker, and Theodore T Holker of Monticello, Minnesota. Owners of the land described below, wish to petition for a school district change so the two parcels can be combined with our other adjoining parcel. (213000301400)

We purchased Parcels 213000301301 and 213000302201 in 2024. (See Beacon Map)

Property ID # 213000301301 was recently created by a surveyor and is only 0.56 of an acre. This parcel is currently in Saint Michael school District 0885. The size of this property is very small and can't be used for anything on its own. We ask that the school district be changed to Monticello School District 0882. This would allow the three properties to be changed into one property Identification number, therefore would be more usable. Doing this would streamline the property for tax purposes, as well as other possible advantages in the future.

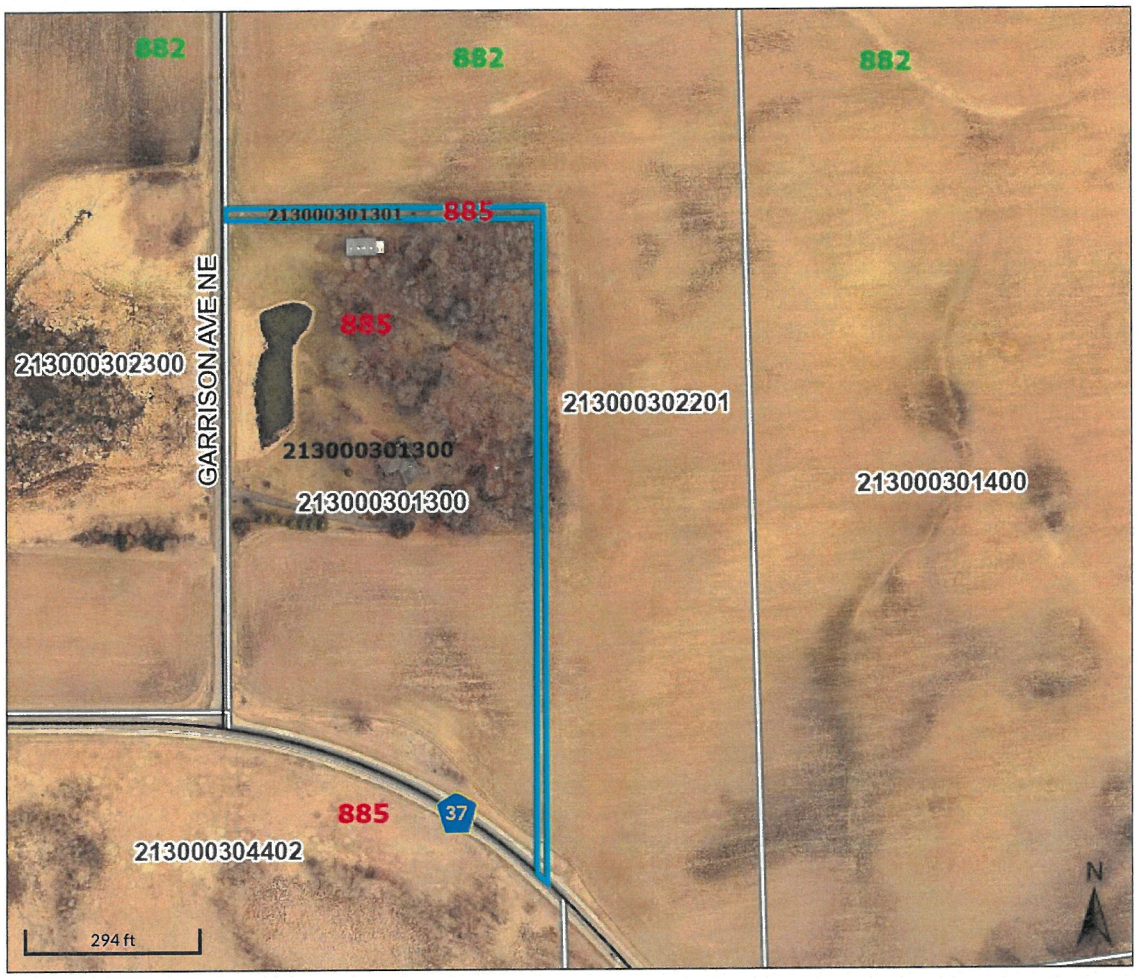
Thank You,

Christopher J Holker

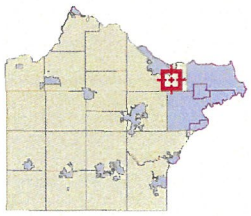
Theodore T Holker Jr.

Connie A Holker

Beacon™ Wright County, MN



Overview



Legend

Highways
- Interstate
- State Hwy
- US Hwy
- Roads

City/Township Limits
- c
- t

Parcels

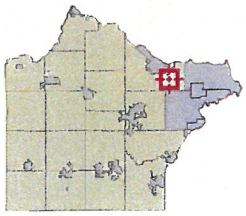
Torrens

Parcel ID	213000301301	**Alternate ID**	(2903) TOWN OF MONTICELLO-0885	**Taxpayer Address**	7572 GARRISON AVE NE CHRISTOPHER J HOLKER & THEODORE T HOLKER JR
Sec/Twp/Rng	30-121-024	**Class**	101 - 2A/1B/4BB AGRICULTURAL		
Property Address	7572 GARRISON AVE NE MONTICELLO	**Acreage**	0.56 Acres		
District	5100 - AG UNIMP UP TO 10 AC				

Beacon™ Wright County, MN



Overview



Legend

- Highways
  - Interstate
  - State Hwy
  - US Hwy
  - Roads
- City/Township Limits
  - c
  - t
- Parcels
- Torrens

Parcel ID	213000301301	**Alternate ID**	(2903) TOWN OF MONTICELLO-0885	**Taxpayer Address**	7572 GARRISON AVE NE CHRISTOPHER J HOLKER & THEODORE T HOLKER JR
Sec/Twp/Rng	30-121-024	**Class**	101 - 2A/1B/4BB AGRICULTURAL		
Property Address	7572 GARRISON AVE NE MONTICELLO	**Acreage**	0.56 Acres		
District	5100 - AG UNIMP UP TO 10 AC				

No Delinquent Taxes
Transfer Entered
eCRV No. 1672545
Transfer Date: 07-31-2024
Deed Tax $6,270.00
Ag Fee $5.00
PID# 213-000-302300, 213-000-302200 DIV
Trinity Nathe, Land Records Administrator
By Deputy: AA/AML/KPA/DL/PT
NOTES:

DOCUMENT #: **A1558029**
07-31-2024 at 1:42 PM
Certified filed and or recorded on above date
TANYA WEST
WRIGHT COUNTY RECORDER
WRIGHT COUNTY, MN
Pages: **4** Fee Amount: **$96.00**
Return To: PREFERRED TITLE

Return to:
PREFERRED TITLE
225 WEST BROADWAY
MONTICELLO, MN 55362

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

(3)

(Top 3 inches reserved for recording data)

WARRANTY DEED
Individual(s) to Individual(s)

Minnesota Uniform Conveyancing Blanks
Form 10.1.1 (2016)

eCRV number: 1672545

DEED TAX DUE: $ 6,270.00

DATE: July 23, 2024

FOR VALUABLE CONSIDERATION, James A. Moores and Rebecca A. Romstad-Moores, husband and wife ("**Grantor**"), hereby conveys and warrants to Christopher J. Holker and Theodore T. Holker, Jr. ("**Grantee**"), as

☐ tenants in common,
☒ joint tenants,

real property in Wright County, Minnesota, legally described as follows:

See attached Exhibit A

Check here if all or part of the described real property is Registered (Torrens) ☐

Together with all hereditaments and appurtenances belonging thereto, subject to the follow exceptions:
Covenants, conditions, restrictions, reservations and easements of record, if any

Check applicable box:

- ☐ The Seller certifies that the Seller does not know of any wells on the described real property.
- ☒ A well disclosure certificate accompanies this document or has been electronically filed. (If electronically filed, insert WDC number: 1082438)
- ☐ I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

Grantor

James A. Moores

Rebecca A. Romstad-Moores

Rebecca A. Romstad-Moores

State of Minnesota
County of Wright

This instrument was acknowledged before me on July 23, 2024 by, James A. Moores and Rebecca A. Romstad-Moores, husband and wife

(Stamp)

CINDY HEATON
NOTARY PUBLIC
MINNESOTA
My Commission Expires Jan. 31, 2025

Cindy Heaton

Title (and Rank): _____

My commission expires: _____

THIS INSTRUMENT WAS DRAFTED BY:

Preferred Title, Inc.
225 West Broadway
Monticello, MN 55362

TAX STATEMENTS FOR THE REAL PROPERTY DESCRIBED IN THIS INSTRUMENT SHOULD BE SENT TO:
Christopher J. Holker and Theodore T. Holker, Jr.
7875 Fenning Ave NE
Monticello MN 55362

Exhibit A

Parcel 1: The South Half of the Northwest Quarter of Section 30, Township 121, Range 24, Wright County, Minnesota.

Parcel 2: The North Half of the Northwest Quarter of Section 30, Township 121, Range 24, Wright County, Minnesota and those parts of the Southwest Quarter of the Northeast Quarter and of Government Lot 3, all in Section 30, Township 121, Range 24, Wright County, Minnesota described as follows: Commencing at the Northeast Corner of said Section 30; thence South 00 degrees 04 minutes 46 seconds West along the east line of said Section 30, a distance of 1320.73 feet to the northeast corner of the South Half of said Northeast Quarter; thence South 89 degrees 59 minutes 10 seconds West along the north line of said South Half of the Northeast Quarter, a distance of 1766.06 feet to a point on said north line distant 470.25 feet west of the northeast corner of said Southwest Quarter of the Northeast Quarter; thence South 00 degrees 03 minutes 46 seconds West, a distance of 1894.04 feet to the most westerly corner of Lot "A" of Section 30 as shown on the recorded survey by E. R. McCord, dated July 17, 1877; thence South 16 degrees 36 minutes 35 seconds West along the southwesterly extension of the west line of said Lot "A", a distance of 214.50 feet to a point hereinafter referred to as "Point A" for the purpose of this description; thence return North 16 degrees 36 minutes 35 seconds East, a distance of 214.50 feet to said most westerly corner of Lot "A"; thence return North 00 degrees 03 minutes 46 seconds East, a distance of 1894.04 feet to said point on the north line of the South Half of the Northeast Quarter distant 470.25 feet west of said northeast corner of the Southwest Quarter of the Northeast Quarter, said point is also the point of beginning of the land being described; thence South 01 degrees 24 minutes 35 seconds East, a distance of 2136.00 feet to intersect a line bearing South 72 degrees 51 minutes 32 seconds East from said "Point A"; thence North 72 degrees 51 minutes 32 seconds West through said "Point A" along an old traveled roadbed, a distance of 340.83 feet; thence North 01 degrees 24 minutes 35 seconds West, a distance of 413.11 feet to the centerline of County State Aid Highway Number 37; thence northwesterly along said centerline to the west line of said Government Lot 3; thence North 00 degrees 13 minutes 39 seconds West along said west line of Government Lot 3 and west line of said Southwest Quarter of the Northeast Quarter, a distance of 1349.33 feet to the northwest corner of said Southwest Quarter of the Northeast Quarter; thence North 89 degrees 59 minutes 10 seconds East along the north line of said Southwest Quarter of the Northeast Quarter, a distance of 825.56 feet to the point of beginning.

LESS AND EXCEPT

Those parts of the Southwest Quarter of the Northeast Quarter and of Government Lot 3, all in Section 30, Township 121, Range 24, Wright County, Minnesota, described as follows: Commencing at the Northeast Corner of said Section 30; thence South 00 degrees 04 minutes 46 seconds West along the east line of said Section 30, a distance of 1320.73 feet to the northeast corner of the South Half of said Northeast Quarter; thence South 89 degrees 59 minutes 10 seconds West along the north line of said South Half of the Northeast Quarter, a distance of 2591.62 feet to the northwest corner of said Southwest Quarter of the Northeast Quarter; thence South 00 degrees 13 minutes 39 seconds East along the west line of said Southwest Quarter of the Northeast Quarter, a distance of 524.93 feet to the point of beginning of the land being described; thence North 89 degrees 46 minutes 32 seconds East; a distance of 499.61 feet; thence South 00 degrees 05 minutes 10 seconds West, a distance of 1058.70 feet to the centerline of County State Aid Highway Number 37; thence northwesterly along said centerline to the west line of said Government Lot 3; thence North 00 degrees 13 minutes 39 seconds West along said west line of Government Lot 3 and the west line of said Southwest Quarter of the Northeast Quarter, a distance of 824.40 feet to the point of beginning.

RESOLUTION #26-9
BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:
January 20, 2026

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

RESOLUTION #26-9

ORDER Transferring property FROM isd #885 TO ISD #882

ON PETITION FOR DETACHMENT AND ANNEXATION

WHEREAS, Christopher J. and Connie A. Holker, and Theodore T. Holker are the owners of property located in section 30 of Monticello Township; and

WHEREAS, a portion of their property, identified as PID #213-000-302201, approximately 21.71 acres in size, is in the Monticello School District, Independent School District (ISD) #882, and

WHEREAS, a portion of their property, identified as PID #213-000-301301, approximately .56 acres in size, is in the Saint Michael-Albertville School District, ISD #885; and

WHEREAS, a portion of their property, identified as PID #213-000-301400, approximately 96.44 acres in size, is in Monticello School District, ISD #882; and

WHEREAS, on July 29, 2025, the Holkers served a petition for detachment and annexation of land on the County Auditor, which did not include the consent of the St. Michael-Albertville School District Board endorsed on the petition, as required by Minnesota Statutes, section 123A.45; and

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

Roll Call Vote:

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

STATE OF MINNESOTA)
ss.
County of Wright)

I, Select Signer, duly appointed and qualified of the County of Wright, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Wright County, Minnesota, at their session held on Monday, March 03, 2025, now on file in my office, and have found the same to be a true and correct copy thereof.

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

Select Signer

RESOLUTION #26-9

BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:
January 20, 2026

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

RESOLUTION #26-9

WHEREAS, on 11/3/2025 the Holkers served a petition for detachment and annexation of land on the County Auditor, with the consent of the St. Michael-Albertville School District Board endorsed on the petition, in accordance with Minnesota Statutes, section 123A.45; and

WHEREAS, the Holkers have petitioned the Wright County Board of Commissioners to transfer the small strip of their property (PID #213-000-301301 of approximately .56 acres in size) into the Monticello School District, so that all three parcels of their property would be contained within ISD # 882; and

WHEREAS, this petition is governed by Minnesota Statutes, section 123A.45; and

WHEREAS, PID #213-000-301301 of approximately .56 acres in size shares a boundary with PID #213-000-302201 of approximately 21.71 acres in size; and

WHEREAS, the detachment of PID #213-000-301301 of approximately .56 acres from the Saint Michael-Albertville School District, ISD #885, will not reduce the size of ISD # 885 to less than four sections; and

WHEREAS, there are currently no dwellings on PID #213-000-301301 and PID #213-000-302201, the land in question, and therefore, there are no students currently residing on the property; and

WHEREAS, there are currently no consolidation or combination proceedings pending with the Minnesota Commissioner of Education for the land area in PID #213-000-301301 and PID #213-000-302201; and

WHEREAS, a copy of the endorsed petition, and supporting documentation regarding the location and title to the land, is attached to this Order; and

RESOLUTION #26-9

BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:
January 20, 2026

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

RESOLUTION #26-9

NOW THEREFORE, IT IS HEARBY ORDERED BY THE WRIGHT COUNTY BOARD OF COMMISSIONERS:

1. That PID #213-000-301301 of approximately .56 acres in size shall be detached from the Saint Michael-Albertville School District, Independent School District (ISD) #885, and annexed into the Monticello School District, Independent School District (ISD) #882.

2. That after the petition is granted, the Holkers need to take other steps through Wright County to combine PID #213-000-301301 and PID # 213-000-302201, and if desired, PID #213-000-301400 of approximately 96.44 acres in size, into a combined parcel of land for tax purposes.

3. That the effective date of this Order shall be the date the petition is approved through this Order by the Wright County Board of Commissioners.

4. That, effective for taxes payable in 2027, the property which is the subject of this order, PID #213-000-301301 of approximately .56 acres in size, shall be relieved from all taxes from the St. Michael-Albertville School District, ISD # 885 and shall be subject to all taxes levied by the Monticello School District, ISD #882.

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 *
1/20/2026 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 26-7, Requesting Variance from MN Rules for State Aid Operation Design Stands for Chatham Township Project on 13th St. NW

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Resolution 26-7, Requesting Variance from MN Rules for State Aid Operation Design Stands 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:
This request was previously brought to the board on 1/6/26 and was approved, however the language needed to be slightly modified to remove the words "less than" in reference to the 15-mph design speed. 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: Updated 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
26-7 13th Street Chatham Township Variance Resolution - FLAT.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

moved to agenda

County Administrator Review

County Administrator Decision

Notes

RESOLUTION #26-7
BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:
January 20, 2026

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

RESOLUTION #26-7

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)

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

Select Signer

RESOLUTION #26-7

BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:
January 20, 2026

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

RESOLUTION #26-7

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 of 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
Greg T. Kryzer

Requestor Title
County Administrator

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
1/20/2026 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) *
Resolution 26-11, Minimum Salary for Elected Officials for January 1, 2027

Short Title (what will appear on Agenda outline - 250 character max.) *
Resolution 26-11, Minimum Salary for Elected Officials for January 1, 2027

Value Stream the request primarily aligns with:
Optimize Civic Engagement

Briefly describe how the request aligns with the selected value stream.
Minn. Statutes 387.20 and 388.18 require the board to set minimum elected salaries prior to an election.

Describe the impact on staffing resources.

Fiscal Impact:

Background/Justification:
Minnesota Statutes 387.20 and 388.18 require the County to set minimum elected salaries prior to an election.

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
26-11 2027 Elected Officals Salary - FLAT.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

RESOLUTION #26-10
BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:
January 20, 2026

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

RESOLUTION #26-10

Minimum Salary for Elected Officials for January 1, 2027

WHEREAS, under Minn. Stat § 387.20 Subd. 2. (b), at the January meeting prior to the first date on which applicants may file for the office of county sheriff, the Wright County Board of Commissioners shall set by resolution the minimum salary to be paid the county sheriff for the term next following; and

WHEREAS, under Minn. Stat. § 388.18 Subd. 2., at the January meeting prior to the first date on which applicants may file for the office of county attorney, the Wright County Board of Commissioners shall set by resolution the minimum salary to be paid the county attorney for the term next following.

NOW, THEREFORE, BE IT RESOLVED, that the minimum salary as set by the Wright County Board of Commissioners for the elected positions for the County Sheriff and County Attorney shall for the next term following be:

County Sheriff $139,880
County Attorney $139,880

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, January 20, 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.

Select Signer

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 *
1/20/2026 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 Personnel Committee Minutes (1-6-2026)

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Personnel Committee Minutes (1-6-2026)

Value Stream the request primarily aligns with:

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

Describe the impact on staffing resources.

Fiscal Impact:

Background/Justification:

Route for Review and Approval

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

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

Document Name	Attachment Type
Personnel committee minutes 1.6.26.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

January 6, 2026

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: **Greg Kryzer, Nadine Schoen, Darek Vetsch**

Others Present: **Schawn Johnson, Lindsey Meyer, Clay Wilfahrt**

THESE MINUTES ARE IN DRAFT FORMAT AND REQUIRE APPROVAL BY THE COUNTY BOARD

I. BACKFILL POSITION IN LICENSE CENTER

Finance Director Lindsey Meyer requested permission to advertise for a vacant License Center Specialist position to maintain staffing levels, citing that the Government Center DMV has been extremely busy and maintaining staffing levels is crucial to serving county residents.

RECOMMENDATION: It was the consensus of the committee to approve the backfilling of an open License Center Specialist position and authorize advertising the position opening.

The meeting adjourned at 9:50 a.m.
Minutes submitted by Lead 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 *
1/20/2026 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 Minutes from Committee of the Whole - Legislative Issues Meeting (01-12-2026)

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Minutes from Committee of the Whole - Legislative Issues Meeting (01-12-2026)

Value Stream the request primarily aligns with:

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

Describe the impact on staffing resources.

Fiscal Impact:

Background/Justification:

Route for Review and Approval

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

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

Document Name	Attachment Type
01-12-2026 COTW Legislative Issues MINS and RECS.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

COMMITTEE MINUTES & RECOMMENDATIONS

Committee of the Whole – Legislative Issues

9:00 A.M. on January 12, 2026

Government Center Conference Room 1211

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

Date Approved: DRAFT

Members Present: Tina Diedrick, Jeanne Holland, Kirby Moynagh, Nadine Schoen, Darek Vetsch

Others Present: Steven Bot, Sean Deringer, Dawn Gillman, Jami Goodrum, Glenn Gruenhagen, Matt Hilgart, Michael Holmstrom, Syreeta Jackson, Kimberly Johnson, Greg Kryzer, Emilio Lamba, Eric Lucero, Brian Lutes, Mike MacMillan, Marc Mattice, Joe McDonald, Lindsey Meyer, Paul Novotny, Jim O'Dell, Jill Pooler, Marion Rarick, Clay Wilfahrt, Shane Zahrt

I. 2026 WRIGHT COUNTY LEGISLATIVE ISSUES

At 9:04 A.M. Commissioner Darek Vetsch began the meeting. Wright County 2026 legislative priorities and issues were shared and discussed.

At 10:04 A.M. Health & Human Services Lead Eligibility Specialist Syreeta Jackson demonstrated the MN Department of Human Services MAXIS system used to determine eligibility for public assistance and health care.

At 10:58 A.M. the meeting adjourned.

RECOMMENDATION: ***Informational Only.***

Minutes submitted by Administrative Specialist Kelly Kosloski.

DRAFT