



BOARD AGENDA
BOARD OF WRIGHT COUNTY
COMMISSIONERS
Tuesday, February 17, 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. MINUTES - DISPENSE WITH READING, APPROVE AS WRITTEN/REVISED
 - A. Approve Minutes County Board Meeting (02-03-2026)
- III. REVIEW & APPROVAL OF AGENDA
- IV. CONSENT AGENDA
 - A. ADMINISTRATION
 1. Approve Gambling Application, Form LG 220, DC Trapshooting Booster Club, Gambling Premises: Rainbow Sportsmens Club, 1500 Oliver Ave. SW, Cokato, MN 55321 (Cokato Township), Date of Activity: 05-24-2026
 2. Approve Gambling Application, Form LG220, Star Lodge 62, Gambling Premises: Rockford Township Hall, 3039 Dague Ave SE, Buffalo, MN 55313 (Rockford Township), Date of Activity: April 11, 2026.
 3. Approve Changes To The Wright County Abatement Policy
 - B. FINANCE & TAXPAYER SERVICES
 1. Approve the Reimbursement of the American Rescue Plan (ARP) Act Funds as Follows:
Approval of Use of ARP Funds from 01-099-493
\$61,362.73 5.19 Broadband: "Last Mile" Project
 2. Approve Increasing the Change Fund in Finance & Taxpayer Services from \$4,000 to \$4,500

3. Approve Standard Carryovers from 2025 Budget to 2026 Budget. These Carry Forwards Include Purchase Orders and Other Obligations that are Being Carried Forward into the New Year
4. Approve Request to Hire Two Full Time Overcomp License Center Specialist
5. Approve Request to Rehire One Full-Time Budget Analyst and Any Associated Back-Fill Needs
6. Approve Request to Rehire One Full-Time Staff Accountant and Any Related Back-Fill Positions
7. Acknowledge Warrant Disbursements Issued from January 26 through February 5, 2026

C. HEALTH & HUMAN SERVICES

1. Approve New Lower-Potency Hemp Edible Retail Registration for Backyard Liquor Stop in St. Michael in Collaboration with the Joints Power of Agreement (JPA).
2. Approve New Lower-Potency Hemp Edible Retail Registration for Riverview Liquor in Otsego in Collaboration with the Joints Power of Agreement (JPA).
3. Approve Amendments to the Opioid Settlement Advisory Council Bylaws

D. HUMAN RESOURCES

1. Authorize Signatures on the Collective Bargaining Agreement and Memorandum of Agreements with the MNPEA Public Safety Telecommunicators (Formerly Civilian Communication Officers) for the 2026-2028 Calendar Years

E. RECORDER

1. Approve Registered Land Survey (RLS) No. 53 for Recording; Located in Buffalo Township

F. SHERIFF

1. Authorize Signatures on a Joint Powers Agreement with Sherburne County for Boarding of Inmates

V. TIMED AGENDA ITEMS

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

1. Recognition of Service:
 1. Case Aide Terri Aarvig Retires on February 27, 2026
 2. Social Services Supervisor LeeAnn Thimell Retires on March 13, 2026

VI. ITEMS FOR CONSIDERATION

A. ADMINISTRATION

1. Adopt Resolution 26-14, Rejecting the Hearing Officer Recommendations For Violation Issued to H&H Sports Shop
2. Adopt Resolution 26-16, Delegating Abatement Powers To County Auditor Treasurer
3. Appoint an Alternate to the Central Minnesota Emergency Services Board

B. COMMITTEE MINUTES

1. Approve Personnel Committee Meeting Minutes (02-02-2026)
2. Approve Committee of the Whole Minutes and Recommendations (02-03-2026)
3. Approve Minutes from the Operations Committee Meeting (02-03-2026)

VII. ADJOURNMENT

VIII. WARRANTS ISSUED



Agenda Item

Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *

2/17/2026 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Greg Kryzer

Agenda Item Type

☐ RFBA ☒ Minutes Submission ☐ Warrants Submission

Requestor Title

County Administrator

Target Section

☐ Consent Agenda ☐ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department) *

ADMINISTRATION

Originator

BTP5489

Item Details

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

Approve Minutes County Board Meeting (02-03-2026)

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

Approve Minutes County Board Meeting (02-03-2026)

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

[2-3-26 County Board Meeting Minutes.docx](#)

Attachment Type

Attachment

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

Approved

Notes

County Administrator Review**County Administrator Decision**

Notes



BOARD MINUTES
BOARD OF WRIGHT COUNTY COMMISSIONERS

Tuesday, February 3, 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. Chair Darek Vetsch called the meeting to order.

MINUTES - DISPENSE WITH READING, APPROVE AS WRITTEN/REVISED

A. Approve Minutes County Board Meeting (1-20-2026)

At 9:01 a.m. Vetsch requested a motion to approve minutes.

Motion by Commissioner Jeanne Holland and seconded by Commissioner Nadine Schoen

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

REVIEW & APPROVAL OF AGENDA

At 9:01 a.m. Vetsch requested a motion to approve the agenda.

Motion by Schoen and seconded by Holland

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

CONSENT AGENDA

At 9:01 a.m. Vetsch requested a motion to approve the consent agenda.

Motion by Schoen and seconded by Holland

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

A. ADMINISTRATION

1. **Approve Lawful Gambling Application, Form LG220, The Church of St. Mary of Czestochowa, Gambling Premises: The Church of St. Mary of Czestochowa, 1867 95th St. SE, Delano, MN 55328 (Franklin Township), Date of Activity: (7-19-2026)**
2. **Approve Fleet Purchases as Per 2026 Budget**

B. FINANCE & TAXPAYER SERVICES

1. **Approve Budget Amendment 6, CIP Consolidation**
2. **Approve Budget Amendment 10, ARP Lost Revenue Carryforward**
3. **Approve Budget Amendment 11, CIP Carryforward**
4. **Acknowledge Warrant Disbursements Issued from January 12 through January 25, 2026**

C. PLANNING & ZONING

1. **Appoint Charlie Borrell to Represent Commissioner District 3 on the Wright County Planning Commission Term Ending December 31, 2026.**
2. **Accept the Recommendation of The Planning Commission to Rezone the Following Property: Kraina Land LLC - (Rockford Twp)**

TIMED AGENDA ITEMS

A. 9:05 AM - BARRY RHINEBERGER - PLANNING & ZONING ADMINISTRATOR

1. **Accept the Request to Withdraw the Rezoning Application for Christina Clark and Motion to Dismiss the Matter, Without Prejudice, at the Applicant's Request**

At 9:02 a.m. Planning & Zoning Administrator Barry Rhineberger spoke on the request to withdraw the rezoning without prejudice. Vetsch requested a motion to accept the request to withdraw the rezoning application without prejudice.

Motion by Holland and seconded by Schoen

Aye: 5; Nay: 0; Abstain: 0; Absent: 0; Recused: 0

For: Diedrick, Holland, Schoen, Moynagh, Vetsch

B. 9:10 AM - ROSS DEMANT - PARKS & RECREATION DIRECTOR

1. Adopt Resolution 26-11, Related to a Grant Application Through the Minnesota Department of Natural Resources Outdoor Recreation Grant Program-Improvements to Beebe Lake County Park

At 9:03 a.m. Assistant County Administrator Marc Mattice spoke on Resolution 26-11 Related to a Grant Application Through the Minnesota Department of Natural Resources Outdoor Recreation Grant Program-Improvements to Beebe Lake County Park. Vetsch requested a motion to adopt Resolution 26-11.

Motion by Commissioner Tina Diedrick and seconded by Holland

Aye: 5; Nay: 0; Abstain: 0; Absent: 0; Recused: 0

Names:

For: Diedrick, Holland, Schoen, Moynagh, Vetsch

C. 9:15 AM - LINDSEY MEYER - FINANCE DIRECTOR

1. Adopt Resolution 26-12, to Establish Absentee Ballot Board, Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) Ballot Board, and Mail Ballot Board and to Approve the Ballot Board Members for the 2026-2027 Election Cycle Ending on December 31, 2027.

At 9:05 a.m. Finance Director Lindsey Meyer spoke on Resolution 26-12, to Establish Absentee Ballot Board, Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) Ballot Board, and Mail Ballot Board and to Approve the Ballot Board Members for the 2026-2027 Election Cycle Ending on December 31, 2027. Vetsch requested a motion to adopt Resolution 26-12.

Motion by Holland and seconded by Commissioner Kirby Moynagh.

Aye: 5; Nay: 0; Abstain: 0; Absent: 0; Recused: 0

For: Diedrick, Holland, Schoen, Moynagh, Vetsch

2. Adopt Resolution 26-13, Establishment of Buffalo, Deer, Goose, & Mink Lake Improvement District

At 9:06 a.m. Meyer introduced Resolution 26-13, Establishment of Buffalo, Deer, Goose and Mink Lake Improvement District. Meyer spoke on the Lake Improvement District's lack of a funding source. Vetsch and Diedrick spoke in favor of the Lake Improvement District. Holland questioned grant funding and income. Moynagh questioned taxing authority. Vetsch requested a motion to adopt Resolution 26-13.

Motion by Diedrick and seconded by Moynagh

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

D. 9:25 AM - JAMI GOODRUM - HEALTH & HUMAN SERVICES DIRECTOR

1. HEALTH & HUMAN SERVICES CONSENT AGENDA

At 9:09 a.m. Vetsch requested a motion to approve 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

- i. Approve Public Health Task Force Member Application
1. Nicole Klanderud, District 1**
- ii. Approve Mental Health Advisory Council (MHAC) Member Application:
1. Shannon Carlson, District 1**
- iii. Approve Mental Health Advisory Council (MHAC) Bylaws Amendment: Add One Active Youth Member from Wright County to the Council**
- iv. Approve Proposal to Establish a Youth Mental Coalition in Mental Health Advisory Council (MHAC)**
- v. Approve Seasonal Liquor License for Albion Ridges 2026**

2. HEALTH & HUMAN SERVICES TIMED AGENDA

- i. Consider Resolution 26-14, Hearing Officer Recommendations for Violation Issued to H&H Sports Shop**

At 9:10 a.m. Director of Public Health Sarah Grosshuesch spoke on Resolution 26-14, Hearing Office Recommendations for Violation Issued to HH Sports Shop. Vetsch spoke on the compliance check stating it was conducted by the Food & Drug Administration, not Wright County and thought it was poorly administered. Diedrick spoke on the business failing the compliance check. Schoen spoke on the policy and procedure. County Administrator Greg Kryzer spoke on creating a new resolution and bringing it forward to the February 17 board meeting. Moynagh requested a more in-depth discussion in the future on this topic. Vetsch requested a motion to deny the resolution and to bring forward a revised resolution at the February 17, 2026, board meeting.

Motion by Schoen and seconded by Holland

Aye: 5; Nay: 0; Abstain: 0; Absent: 0; Recused: 0

For: Diedrick, Holland, Schoen, Moynagh, Vetsch

ITEMS FOR CONSIDERATION

A. ADMINISTRATION

1. **Schedule Public Hearing on Tuesday, March 3, 2026, at 9:30 A.M. to Update the Local Option Sales Tax (LOST) Transportation Project List**

At 9:26 a.m. Kryzer spoke on the LOST Public Hearing. Vetsch requested a motion to schedule hearing at 9:30 a.m. March 3, 2026.

Motion by Holland and seconded by Schoen

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

B. COMMITTEE MINUTES

1. **Approve Minutes & Recommendations County Board Workshop (1-13-2026)**

At 9:27 a.m. Vetsch spoke on the County Board Workshop minutes and recommendations to schedule a meeting for the Committee of the Whole to meet after February 3, 2026, County Board meeting to discuss the funding options more in-depth and to remove the Commissioners from all county staff email lists. Vetsch requested a motion to approve the minutes and recommendations.

Motion by Schoen and seconded by Holland

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

2. **Approve Minutes and Recommendations from The Transportation Committee Of The Whole (1-13-2026)**

At 9:28 a.m. Vetsch reviewed the minutes and recommendations from the Transportation Committee of the Whole. The committee provided an informational update. Vetsch requested a motion to approve the minutes and recommendations.

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 from Committee of the Whole (01-20-2026) - Closed Session**

At 9:29 a.m. Vetsch reviewed the minutes from the Committee of the Whole Closed Session. The committee provided an informational update. Vetsch requested a motion to approve the minutes.

Motion by Schoen and seconded by Holland

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

4. Approve Operations Committee Meeting Minutes (01-20-2026)

At 9:30 a.m. Vetsch reviewed the minutes from the Operations Committee. The committee provided an informational update. Vetsch requested a motion to approve the minutes.

Motion by Diedrick and seconded by Holland

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

ADJOURNMENT

At 9:31 a.m. Vetsch adjourned board meeting.

WARRANTS ISSUED

Destination and Workflow**Meeting Type: ***

Board Meeting

Target Meeting Date *2/17/2026 9:00 AM – Board of Wright County
Commissioners**Requestor Name**

Greg Kryzer

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

County Administrator

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

ADMINISTRATION

Originator

KAK4327

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

Approve Gambling Application, Form LG 220, DC Trapshooting Booster Club, Gambling Premises: Rainbow Sportsmens Club, 1500 Oliver Ave. SW, Cokato, MN 55321 (Cokato Township), Date of Activity: 05-24-2026

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

Approve Gambling Application, Form LG 220, DC Trapshooting Booster Club, Gambling Premises: Rainbow Sportsmens Club, 1500 Oliver Ave. SW, Cokato, MN 55321 (Cokato Township), Date of Activity: 05-24-2026

Value Stream the request primarily aligns with:

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

Describe the impact on staffing resources.

Fiscal Impact:

Background/Justification:

Route for Review and Approval☐ Finance Review ☐ Legal Review ☐ Risk Mgmt Review ☐ Skip Workflow

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

Document Name

[LG220 Gmb|g App DC Trap 5-24-26.pdf](#)

Attachment Type

Attachment

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

Approved

Notes

County Administrator Review**County Administrator Decision**

Notes

MINNESOTA LAWFUL GAMBLING

4/23

LG220 Application for Exempt Permit

Page 1 of 3

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: DC TRAPSHOOTING BOOSTER CLUB INC

Previous Gambling Permit Number: X-95492-24-001

Minnesota Tax ID Number, if any: _____

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

Mailing Address: 12421 75TH ST SW

City: HOWARD LAKE State: MN Zip: 55349 County: WRIGHT

Name of Chief Executive Officer (CEO): ANGIE LORENTZ

CEO Daytime Phone: 320-282-5579 CEO Email: ANGIELORENTZ07@GMAIL.COM

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

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

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

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

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

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

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

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

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

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

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

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): RAINBOW SPORTSMENS CLUB

Physical Address (do not use P.O. box): 1500 OLIVER AVE SW

Check one:

☐ City: _____ Zip: _____ County: _____

☒ Township: COKATO Zip: 55321 County: WRIGHT

Date(s) of activity (for raffles, indicate the date of the drawing): MAY 24, 2026

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

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

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

LG220 Application for Exempt Permit

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

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

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

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

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

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

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

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

Print Township Name: Cokato

Signature of Township Officer: _____

Title: Chairman Date: 2-2-2026**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

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

Chief Executive Officer's Signature: Angie Lorentz Date: 2/2/2026
(Signature must be CEO's signature; designee may not sign)

Print Name: ANGIE LORENTZ**REQUIREMENTS****Complete a separate application for:**

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

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

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

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

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

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

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

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

Questions?

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

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

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

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

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

An equal opportunity employer

Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *

2/17/2026 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Greg Kryzer

Agenda Item Type

☒ RFBA ☐ Minutes Submission ☐ Warrants Submission

Requestor Title

County Administrator

Target Section

☒ Consent Agenda ☐ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department) *

ADMINISTRATION

Originator

KAK4327

Item Details

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

Approve Gambling Application, Form LG220, Star Lodge 62, Gambling Premises: Rockford Township Hall, 3039 Dague Ave SE, Buffalo, MN 55313 (Rockford Township), Date of Activity: April 11, 2026.

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

Approve Gambling Application, Form LG220, Star Lodge 62, Gambling Premises: Rockford Township Hall, 3039 Dague Ave SE, Buffalo, MN 55313 (Rockford Township), Date of Activity: April 11, 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

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Document Name

[LG220 Gmb|g App Star Lodge Rdctd.pdf](#)

Attachment Type

Attachment

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

Approved

Notes

County Administrator Review**County Administrator Decision**

Notes

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit

4/23

Page 1 of 3

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

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

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

Application Fee (non-refundable)

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

ORGANIZATION INFORMATION

Organization Name: Star Lodge 62

Previous Gambling Permit Number: X- 93724-25-006

Minnesota Tax ID Number, if any: _____

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

Mailing Address: 6000 Main St Suite 1

City: Rockford State: MN Zip: 55373 County: Wright

Name of Chief Executive Officer (CEO): Adam Shepard

CEO Daytime Phone: 7632320812 CEO Email: ashepard_80@yahoo.com

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

Email permit to (if other than the CEO): amwachholz@gmail.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☒ Fraternal ☐ Religious ☐ Veterans ☐ Other Nonprofit Organization

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

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

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

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

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

Secretary of State website, phone numbers:

www.sos.state.mn.us

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

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

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

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

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

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

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Rockford Township Hall

Physical Address (do not use P.O. box): 3039 Dague Ave SE

Check one:

☐ City: _____ Zip: _____ County: _____

☒ Township: Buffalo MN Zip: 55313 County: Wright

Date(s) of activity (for raffles, indicate the date of the drawing): 4/11/26

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

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

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

LG220 Application for Exempt Permit**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)****CITY APPROVAL
for a gambling premises
located within city limits**

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

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

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

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

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

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

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

Print Township Name: RockfordSignature of Township Officer: [Signature]Title: Chairperson Date: 1/20/2026**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

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

Chief Executive Officer's Signature: [Signature] Date: 01/10/2026
(Signature must be CEO's signature; designee may not sign)

Print Name: Adam Shepard**REQUIREMENTS****Complete a separate application for:**

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

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

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

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

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

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

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

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

Questions?

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

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

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

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

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

An equal opportunity employer

Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *

2/17/2026 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Marc Mattice

Agenda Item Type

☒ RFBA ☐ Minutes Submission ☐ Warrants Submission

Requestor Title

Assistant County Administrator, Property Services

Target Section

☒ Consent Agenda ☐ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department) *

ADMINISTRATION

Originator

MAM7693

Item Details

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

Approve Changes To The Wright County Abatement Policy

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

Approve Changes To The Wright County Abatement Policy

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:

This item was discussed at the January 2026 County Board Workshop.

Route for Review and Approval

☐

Finance
Review

☐

Legal Review

☐

Risk Mgmt
Review

☐

Skip Workflow

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

Document Name

[Proposed Wr Co Abatement Policy – Upd 2025-2026 Clean.pdf](#)

[Proposed Wr Co Abatement Policy – Upd 2025-2026 redlined.pdf](#)

Attachment Type

Attachment

Attachment

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

Approved

Notes

County Administrator Review**County Administrator Decision**

Notes

WRIGHT COUNTY ABATEMENT POLICY

Revised: January 13th, 2026

Abatements Are Discretionary - The power to abate property tax is a discretionary authority given to each County. State Statute provides that the County Board may not act on most abatement applications unless that application has received the favorable approval of the County Assessor, and the County Auditor-Treasurer. If the request involves only an abatement of penalties and interest, the application needs only the approval of the County Auditor-Treasurer.

Property owners have available to them a number of methods to challenge property assessments and valuations. Appeals can be made directly to the County Assessor, through the Local and County Boards of Appeal and Equalization, or through the Minnesota Tax Court, Chapter 278. Because there are other alternatives available, abatements should be used as a last resort to correct assessment errors and inequities when no other solution is possible. Abatements are not for the purpose of reducing conflict and controversy.

1. Pursuant to Minnesota Statutes, Section 375.192, Subdivision 2:
" ... the county board may consider and grant reductions or abatements on applications only as they relate to taxes payable in the current year and the two prior years; provided that reductions or abatements for the two prior years shall be considered or granted only for (i) clerical errors, or (ii) when the taxpayer fails to file for a reduction or an adjustment due to hardship, as determined by the county board".
2. Absent exceptional circumstances, it is the County's policy to only consider applications as they relate to taxes payable in the current year. The application for the current year's abatement must articulate as to why the abatement is being requested. Circumstances that were beyond the control of the Applicant, should be clearly defined on the application form. The County reserves the right to seek additional information from the Applicant to substantiate the reason for the request.
3. Under exceptional circumstances, abatements will be considered for up to two prior tax years but must be limited to the correction of clerical errors or for a property owner's failure to file for a reduction due to hardship. The Applicant shall identify whether the basis for the request is for a clerical error or due to hardship. The Applicant, if claiming a hardship, shall detail the basis for the hardship that precluded them from addressing the issue of taxes during the prior year or years. Evidence of the hardship will need to be provided. The County reserves the right to seek additional information from the Applicant to substantiate the reason for the request.
4. **Hardship Defined:** A tragedy or casualty, such as death of an immediate family member, extreme or extended illness, accident, fire, or other extreme hardship, that occurs over the application due date and/or the deadline to appeal to the Local Board of Appeal and Equalization, County Board of Appeal and Equalization or through Tax Court.

Inability or failure to pay the taxes do not meet the definition of hardship.
5. Any abatement application resulting in a total tax reduction or refund of less than \$200.00 in tax will be considered, but absent exceptional circumstances, will not be approved.
6. Abatement requests not exceeding \$5,000.00 in tax reduction for the current year may be handled administratively by the County Assessor and County Auditor/Treasurer without taking the matter to the County Board.
7. Pursuant to Minnesota Statutes, Section 375.192 Subdivision 2:
"On any reduction or abatement when the reduction of taxes, costs, penalties, and interest exceed \$10,000, the county board shall give notice within 20 days to the school board and the municipality in which the property is located. The notice must describe the property involved, the actual amount of the reduction being sought, and the reason for the reduction."

WRIGHT COUNTY ABATEMENT POLICY

Revised: January 13th, 2026

8. In the case of an assessment error, an abatement may be processed to restore equality and uniformity between the subject property and other similar properties. These abatements may only be granted for taxes payable in the current year.
9. A transcription error by the County is likely a clerical error and therefore, an abatement to correct the error is not limited to the current year. The discretion to grant this type of application for the two prior years is retained by the County Board pursuant to Minnesota Statutes, Section 375.192.
10. Local Option Disaster Abatements: A property owner may apply for a local option abatement if a structure has been unintentionally damaged or destroyed and is not eligible for a disaster reassessment, as approved by the Executive Council, (consisting of the governor, lieutenant governor, secretary of state, state auditor, and attorney general). The local option disaster abatement may be granted for the taxes payable in the year in which the damage occurred along with the following payable year. Wright County will consider an abatement for the property tax due on the property for each full month that the property is not able to be occupied due to the damage that has occurred, if the requirements of Minnesota Statutes, Section 273.1233 are met. Disaster abatements may only be applied to taxes calculated based upon the structures located on a property.

This Abatement Policy revokes all prior policies, effective on the date of approval by the County Board. The Wright County Auditor/Treasurer has agreed to the delegation of certain powers, as detailed in Resolution No.17-oP.

The foregoing was approved by the Wright County Board of Commissioners on the 13th day of January, 2026.

Dated:

Greg Kryzer,
Wright County Administrator

WRIGHT COUNTY ABATEMENT POLICY

Revised: January 13th, 2026

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Abatements Are Discretionary - The power to abate property tax is a discretionary authority given to each County. State Statute ~~The law~~ provides that the County Board may not act on most abatement applications unless that application has received the favorable approval of the County Assessor, and the County Auditor-Treasurer. If the request involves only an abatement of penalties and interest, the application needs only the approval of the County Auditor-Treasurer.

Property owners ~~Taxpayers~~ have available to them a number of methods to challenge property assessments and valuations. Appeals can be made directly to the County Assessor, through the Local and County Boards of Appeal and Equalization, or through the Minnesota Tax Court, Chapter 278. ~~They can use Minnesota Chapter 278 (Tax Court), appeal to the local boards of review and equalization, or seek to discuss the basis for the valuation directly with the County Assessor.~~ Because there are other alternatives available, abatements should be used as a last resort to correct assessment errors and inequities when no other solution is possible. Abatements ~~They~~ are not for the purpose of reducing conflict and controversy.

1. Pursuant to Minnesota Statutes, Section 375.192, Subdivision 2:
"... the cCounty bBoard may consider and grant reductions or abatements on applications only as they relate to taxes payable in the current year and the two prior years; provided that reductions or abatements for the two prior years shall be considered or granted only for (i) clerical errors, or (ii) when the taxpayer fails to file for a reduction or an adjustment due to hardship, as determined by the county board".
2. Absent exceptional circumstances, it is the County's policy to only consider applications only as they relate to taxes payable in the current year. The request application for the current year's abatement must articulate as to why the abatement is being requested. CIf there are circumstances that were beyond the control of the Applicant, should be clearly defined on the application form those circumstances should be spelled out. The County reserves the right to seek additional information from the Applicant to substantiate the reason for the request.
3. Under exceptional circumstances, abatements will be considered for up to two prior tax years but must be limited to the correction of clerical errors or for a property owner's failure to file for a reduction due to hardship. The Applicant shall identify whether the basis for the request is for a clerical error or due to hardship. The Applicant, if claiming a hardship, shall detail the basis for the hardship that precluded them from addressing the issue of taxes during the prior year or years. Evidence of the hardship will need to be provided. The County reserves the right to seek additional information from the Applicant to substantiate the reason for the request.
4. Hardship Defined: A tragedy or casualty, such as death of an immediate family member, extreme or extended illness, accident, fire, or other extreme hardship, that occurs over the application due date and/or the deadline to appeal to the Local Board of Appeal and Equalization, County Board of Appeal and Equalization or through Tax Court. ~~Hardship is defined as a circumstance beyond the control or ability of the property owner to correct assessment errors or inequities and which were not appealed in the normal process of the Local Board of Appeal and Equalization, County Board of Appeal and Equalization or Tax Court.~~

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Examples of hardship include, but are not limited to: extreme or extended hospitalization, accident or illness, extended physical or mental incapacity of the taxpayer, death of the taxpayer, military service including deployments or being out of country, and other events and circumstances which may constitute excusable inaction on the part of the taxpayer.

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Inability or failure to pay the taxes and financial problems do not meet the definition of hardship.

5. Any abatement application resulting in a total tax reduction or refund of ~~involving~~ less than \$200.00 ~~400.00~~ in tax will be considered, but consideration of the cost and time incurred for the processing of the applications will be factored into the decision-making process and, absent exceptional circumstances, an abatement will ~~would~~ not be approved.

WRIGHT COUNTY ABATEMENT POLICY

Revised: January 13th, 2026

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6. Abatement requests not exceeding ~~\$2,500.00~~\$5,000.00 in tax reduction for the current year may be handled administratively by the County Assessor and County Auditor/Treasurer without taking the matter to the County Board. ~~If the request is for \$10,000 or more in tax, penalty, and interest reduction, the County is required to provide notice of the request to the school board and the municipality.~~

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~~6.7.~~ Pursuant to Minnesota Statutes, Section 375.192 Subdivision 2:

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~~“On any reduction or abatement when the reduction of taxes, costs, penalties, and interest exceed \$10,000, the county board shall give notice within 20 days to the school board and the municipality in which the property is located. The notice must describe the property involved, the actual amount of the reduction being sought, and the reason for the reduction.”~~

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~~7. Abatements for homestead where no homestead application has been properly signed, returned, and approved will be considered. Property owners will be required to file a homestead application and the proper abatement application. Also, the Applicant will be required to provide proof of occupancy at the homesteaded address for the assessment year in question. The County reserves the right to seek additional information regarding the Applicant's homestead status. Homestead abatements may be handled administratively by the County Assessor and County Auditor without taking the matter to the County Board.~~

8. ~~Oceasional Assessment Errors Do Occur.~~ In the case of an assessment error, an abatement may be processed in order to restore equality and uniformity between the subject property and other similar properties. ~~A miscalculation of the value may be a result of the inability of the Assessor's Office to access the property at the time of the entry of the assessment and later having the opportunity to access the property.~~ These abatements may only be granted for taxes payable in the current year.

9. A transcription error by the County is likely a clerical error and therefore, an abatement to correct the error is not limited to the current year. The discretion to grant this type of application for the two prior years is retained by the County Board pursuant to Minnesota Statutes, Section 375.192.

10. Local Option Disaster Abatements: A property owner may apply for a local option abatement if a structure has been unintentionally damaged or destroyed and is not eligible ~~In the case of a property that does not qualify for a~~ disaster reassessment, as approved by the Executive Council, (consisting of the governor, lieutenant governor, secretary of state, state auditor, and attorney general). The local option disaster abatement may be granted for the taxes payable in the year in which the damage occurred along with the following payable year. Wright County will consider an abatement for the property tax due on the property for each full month that the property is not able to be occupied due to the damage that has occurred, if the requirements of Minnesota Statutes, Section 273.1233 are met. Disaster abatements may only be applied to taxes calculated based upon the structures located on a property.

This Abatement Policy revokes all prior policies, effective on the date of approval by the County Board. The Wright County Auditor/Treasurer has agreed to the delegation of certain powers, as detailed in Resolution No. 17-oP.

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The foregoing was approved by the Wright County Board of Commissioners on the 13th day of January, 2026.

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Dated:

WRIGHT COUNTY ABATEMENT POLICY

Revised: January 13th, 2026

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Greg Kryzer,
Wright County Administrator

Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *2/17/2026 9:00 AM – Board of Wright County
Commissioners**Requestor Name**

Lindsey Meyer

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

Finance Director

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

FINANCE & TAXPAYER SERVICES

Originator

RJK8456

Item Details

Board Action Requested (this is what will appear on the Agenda) *Approve the Reimbursement of the American Rescue Plan (ARP) Act Funds as Follows:
Approval of Use of ARP Funds from 01-099-493
\$61,362.73 5.19 Broadband: "Last Mile" Project**Short Title (what will appear on Agenda outline – 250 character max.) ***Approve the Reimbursement of the American Rescue Plan (ARP) Act Funds as Follows:
Approval of Use of ARP Funds from 01-099-493
\$61,362.73 5.19 Broadband: "Last Mile" Project

Value Stream the request primarily aligns with:

Promote Safe and Healthy Communities

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

NA

Describe the impact on staffing resources.

NA

Fiscal Impact:

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

Background/Justification:

The expenditures have been reviewed by the County's ARP Committee on February 06, 2026, for eligibility. The ARP Committee is recommending the request for reimbursement as listed above.

Route for Review and Approval

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

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

Document Name

[ARP SUMMARY 2026.02.06.pdf](#)

Attachment Type

Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

Finance Review

Finance Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

CATEGORY	STATUS	PROGRAM	PROJECT / GRANT	SERVICE CODE	END DATE	GRANTED	SPENT TO DATE 2/6/2026	% DISBURSED	REMAINING
INFRASTRUCTURE	GRANT DISBURSE	BROADBAND IMPROVEMENTS	BB-004-003 2023 BORDER TO BORDER - ARVIG ALBION TWP, RC	8498	6/30/2026	\$ 439,873.00	\$ 312,287.63	71%	\$ 127,585.37
INFRASTRUCTURE	GRANT DISBURSE	WATER QUALITY GRANTS	WQG-004 DELANO DITCH 34 IMPROVEMENTS	8506	9/30/2026	\$ 400,000.00	\$ -	0%	\$ 400,000.00
INFRASTRUCTURE	GRANT DISBURSE	ACCESS IMPROVEMENTS AT COUNTY PARKS	ACC-001 ACCESS IMPROVEMENTS AT MONTISSIPPI PARK	8531	12/31/2026	\$ 150,000.00	\$ 42,400.00	28%	\$ 107,600.00
INFRASTRUCTURE	GRANT DISBURSE	WATER AND SEWER GRANTS	CITY-004 SOUTH HAVEN	8469	12/31/2026	\$ 6,832.00	\$ 6,490.40	95%	\$ 341.60
INFRASTRUCTURE	GRANT DISBURSE	ARMER 800 MHZ RADIO EQUIPMENT UPGRADE	SHF-03 ARMER 800 MHZ RADIO EQUIPMENT UPGRADES	8541	12/31/2026	\$ 178,000.00	\$ 119,579.00	67%	\$ 58,421.00
INFRASTRUCTURE	GRANT DISBURSE	PARK MAINTENANCE AND UPGRADES	WCPK-006 MONTISSIPPI PARK – PLAYGROUND REPLACEMENT	8465	12/31/2026	\$ 208,706.38	\$ 121,969.00	58%	\$ 86,737.38
BUSINESS & ECONOMIC DEVELOPMENT	CLOSED	CCT FURNITURE REPLACEMENT PROGRAM	CCT-001 COKATO CHARITABLE TRUST - REPLACE FURNITUR	8453	COMPLETE	\$ 50,000.00	\$ 50,000.00	100%	\$ -
BUSINESS & ECONOMIC DEVELOPMENT	CLOSED	ECONOMIC ASSISTANCE FOR COMMUNITY DENTAL	CDC-001 ECONOMIC ASSISTANCE FOR COMMUNITY DENTAL	8471	COMPLETE	\$ 200,000.00	\$ 200,000.00	100%	\$ -
BUSINESS & ECONOMIC DEVELOPMENT	CLOSED	ECONOMIC ASSISTANCE FOR WRIGHT COUNTY 4-H	WC4H-001 ECONOMIC ASSISTANCE FOR WRIGHT COUNTY 4-H	8416	COMPLETE	\$ 60,677.00	\$ 60,677.00	100%	\$ -
BUSINESS & ECONOMIC DEVELOPMENT	CLOSED	ECONOMIC ASSISTANCE FOR WRIGHT COUNTY FAIR	WCF-001 ECONOMIC ASSISTANCE FOR WRIGHT COUNTY FAIR	8503	COMPLETE	\$ 40,000.00	\$ 40,000.00	100%	\$ -
EDUCATION & TRAINING	CLOSED	TECHNOLOGY SUPPORT AND TRAINING FOR SENIORS	SCS-001 TECHNOLOGY SUPPORT & TRAINING FOR SENIORS	8419	COMPLETE	\$ 66,000.00	\$ 66,000.00	100%	\$ -
FAMILIES	CLOSED	EXPAND EMERGENCY ASSISTANCE	HHS-001 AUXILIARY EMERGENCY ASSISTANCE	8433	COMPLETE	\$ 87,360.96	\$ 87,360.96	100%	\$ -
FAMILIES	CLOSED	OPERATION LIVING HOPE	OLH-001 OPERATION LIVING HOPE PROGRAMS	8444	COMPLETE	\$ 11,600.79	\$ 11,600.79	100%	\$ -
FAMILIES	CLOSED	VOLUNTEER RECRUITMENT FOR SAFE FAMILIES	SF-001 VOLUNTEER RECRUITMENT FOR SAFE FAMILIES	8436	COMPLETE	\$ 19,461.55	\$ 19,461.55	100%	\$ -
INFRASTRUCTURE	CLOSED	BROADBAND IMPROVEMENTS	BB-001 BROADBAND FEASIBILITY STUDY	8414	COMPLETE	\$ 69,768.93	\$ 69,768.93	100%	\$ -
INFRASTRUCTURE	CLOSED	BROADBAND IMPROVEMENTS	BB-002-01 BROADBAND GRANT PROGRAM - CITY OF SOUTH HA	8536	COMPLETE	\$ 137,443.00	\$ 137,443.00	100%	\$ -
INFRASTRUCTURE	CLOSED	BROADBAND IMPROVEMENTS	BB-002-05 BROADBAND GRANT PROGRAM - WINDSTREAM SOL	8470	COMPLETE	\$ 323,859.00	\$ 323,859.00	100%	\$ -
INFRASTRUCTURE	CLOSED	BROADBAND IMPROVEMENTS	BB-002-06 BROADBAND GRANT PROGRAM - MIDCO SILVER CRE	8463	COMPLETE	\$ 239,000.00	\$ 239,000.00	100%	\$ -
INFRASTRUCTURE	CLOSED	BROADBAND IMPROVEMENTS	BB-002-07 BROADBAND GRANT PROGRAM - MEEKER COOP STC	8462	COMPLETE	\$ 115,238.00	\$ 115,238.00	100%	\$ -
INFRASTRUCTURE	CLOSED	BROADBAND IMPROVEMENTS	BB-002-10 BROADBAND GRANT PROGRAM - MEEKER COOP FRE	8461	COMPLETE	\$ 26,289.00	\$ 26,289.00	100%	\$ -
INFRASTRUCTURE	CLOSED	BROADBAND IMPROVEMENTS	BB-002-11 BROADBAND GRANT PROGRAM - BUFFALO FIBER BU	8450	COMPLETE	\$ 185,138.00	\$ 185,138.00	100%	\$ -
INFRASTRUCTURE	CLOSED	BROADBAND IMPROVEMENTS	BB-003-001 2022 BORDER TO BORDER - CHARTER MULTIPLE TO	8494	COMPLETE	\$ 106,705.00	\$ 106,705.00	100%	\$ -
INFRASTRUCTURE	CLOSED	BROADBAND IMPROVEMENTS	BB-003-002 2022 BORDER TO BORDER - CHARTER ROCKFORD T	8495	COMPLETE	\$ 65,000.00	\$ 65,000.00	100%	\$ -
INFRASTRUCTURE	CLOSED	BROADBAND IMPROVEMENTS	BB-004-001 2023 BORDER TO BORDER - MEEKER COOP FRENCH	8496	COMPLETE	\$ 776,192.00	\$ 776,192.00	100%	\$ -
INFRASTRUCTURE	CLOSED	BROADBAND IMPROVEMENTS	BB-004-002 2023 BORDER TO BORDER - FRONTIER CLEARWATE	8497	COMPLETE	\$ 780,000.00	\$ 780,000.00	100%	\$ -
INFRASTRUCTURE	CLOSED	BROADBAND IMPROVEMENTS	BB-005 2023 BROADBAND – COKATO TOWNSHIP PROJECT	8522	COMPLETE	\$ 204,000.00	\$ 204,000.00	100%	\$ -
INFRASTRUCTURE	CLOSED	WATER AND SEWER GRANTS	CITY-001 HOWARD LAKE	8434	COMPLETE	\$ 76,479.00	\$ 76,479.00	100%	\$ -
INFRASTRUCTURE	CLOSED	WATER AND SEWER GRANTS	CITY-002 CLEARWATER	8435	COMPLETE	\$ 70,828.00	\$ 70,828.00	100%	\$ -
INFRASTRUCTURE	CLOSED	WATER AND SEWER GRANTS	CITY-003 OTSEGO	8466	COMPLETE	\$ 737,311.00	\$ 737,311.00	100%	\$ -
INFRASTRUCTURE	CLOSED	WATER AND SEWER GRANTS	CITY-005 ROCKFORD	8447	COMPLETE	\$ 149,375.00	\$ 149,375.00	100%	\$ -
INFRASTRUCTURE	CLOSED	WATER AND SEWER GRANTS	CITY-006 MONTROSE	8448	COMPLETE	\$ 139,404.00	\$ 139,404.00	100%	\$ -
INFRASTRUCTURE	CLOSED	WATER AND SEWER GRANTS	CITY-007 BUFFALO	8449	COMPLETE	\$ 597,057.00	\$ 597,057.00	100%	\$ -
INFRASTRUCTURE	CLOSED	WATER AND SEWER GRANTS	CITY-008 COKATO	8452	COMPLETE	\$ 103,362.00	\$ 103,362.00	100%	\$ -
INFRASTRUCTURE	CLOSED	WATER AND SEWER GRANTS	CITY-009 MONTICELLO	8464	COMPLETE	\$ 533,799.00	\$ 533,799.00	100%	\$ -
INFRASTRUCTURE	CLOSED	WATER AND SEWER GRANTS	CITY-010 MAPLE LAKE	8482	COMPLETE	\$ 79,728.00	\$ 79,728.00	100%	\$ -
INFRASTRUCTURE	CLOSED	WATER AND SEWER GRANTS	CITY-011 ALBERTVILLE	8484	COMPLETE	\$ 291,586.00	\$ 291,586.00	100%	\$ -
INFRASTRUCTURE	CLOSED	WATER AND SEWER GRANTS	CITY-012 ST. MICHAEL & HANOVER	8483	COMPLETE	\$ 779,815.00	\$ 779,815.00	100%	\$ -
INFRASTRUCTURE	CLOSED	WATER AND SEWER GRANTS	CITY-013 WAVERLY	8489	COMPLETE	\$ 70,164.00	\$ 70,164.00	100%	\$ -
INFRASTRUCTURE	CLOSED	WATER AND SEWER GRANTS	CITY-014 ANNANDALE	8423	COMPLETE	\$ 122,971.00	\$ 122,971.00	100%	\$ -
INFRASTRUCTURE	CLOSED	WATER AND SEWER GRANTS	CITY-015 DELANO	8509	COMPLETE	\$ 239,443.00	\$ 239,443.00	100%	\$ -
INFRASTRUCTURE	CLOSED	REPLACEMENT OF PUMPING SYSTEM AT LAKE PULASKI	LID-001 LAKE PULASKI PUMP REPLACEMENT	8454	COMPLETE	\$ 300,000.00	\$ 300,000.00	100%	\$ -
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-001 CORINNA TOWNSHIP	8447	COMPLETE	\$ 81,233.00	\$ 81,233.00	100%	\$ -
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-002 CLEARWATER TOWNSHIP	8424	COMPLETE	\$ 45,449.00	\$ 45,449.00	100%	\$ -
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-003 WOODLAND TOWNSHIP 1	8511	COMPLETE	\$ 11,315.33	\$ 11,315.33	100%	\$ -
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-004 BUFFALO	8519	COMPLETE	\$ 49,339.00	\$ 49,339.00	100%	\$ -
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-005 COKATO	8521	COMPLETE	\$ 53,614.00	\$ 53,614.00	100%	\$ -
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-006 SOUTHSIDE	8470	COMPLETE	\$ 49,118.00	\$ 49,118.00	100%	\$ -

CATEGORY	STATUS	PROGRAM	PROJECT / GRANT	SERVICE CODE	END DATE	GRANTED	SPENT TO DATE 2/6/2026	% DISBURSED	REMAINING
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-007 STOCKHOLM	8518	COMPLETE	\$ 47,584.00	\$ 47,584.00	100%	\$ -
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-008 VICTOR	8520	COMPLETE	\$ 50,869.00	\$ 50,869.00	100%	\$ -
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-009 ALBION	8527	COMPLETE	\$ 54,729.00	\$ 54,729.00	100%	\$ -
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-010 MAPLE LAKE 1	8533	COMPLETE	\$ 40,448.32	\$ 40,448.32	100%	\$ -
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-011 MAPLE LAKE 2	8537	COMPLETE	\$ 28,479.68	\$ 28,479.68	100%	\$ -
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-012 MIDDLEVILLE	8535	COMPLETE	\$ 48,623.00	\$ 48,623.00	100%	\$ -
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-013 MONTICELLO	8557	COMPLETE	\$ 87,734.00	\$ 87,734.00	100%	\$ -
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-014 ROCKFORD	8533	COMPLETE	\$ 91,118.00	\$ 91,118.00	100%	\$ -
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-015 SILVER CREEK	8532	COMPLETE	\$ 83,996.00	\$ 83,996.00	100%	\$ -
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-016 WOODLAND	8525	COMPLETE	\$ 34,095.67	\$ 34,095.67	100%	\$ -
INFRASTRUCTURE	CLOSED	TOWNSHIP GRANTS	TOWN-017 FRANKLIN	8534	COMPLETE	\$ 85,936.62	\$ 85,936.62	100%	\$ -
INFRASTRUCTURE	CLOSED	WATER QUALITY IMPROVEMENT PROJECTS	WCAG-001 OTSEGO STREAMBANK RESTORATION EXPANSION	8420	COMPLETE	\$ 70,000.00	\$ 70,000.00	100%	\$ -
INFRASTRUCTURE	CLOSED	WATER QUALITY IMPROVEMENT PROJECTS	WCAG-006 COUNTY DITCH #33 IMPOUNDMENTS	8401	COMPLETE	\$ 139,236.68	\$ 139,236.68	100%	\$ -
INFRASTRUCTURE	CLOSED	WATER QUALITY IMPROVEMENT PROJECTS	WCAG-008 CARP MANAGEMENT	8410	COMPLETE	\$ 112,915.81	\$ 112,915.81	100%	\$ -
INFRASTRUCTURE	CLOSED	WATER QUALITY IMPROVEMENT PROJECTS	WCAG-010 COUNTY DITCH #10 WASCOBS	8402	COMPLETE	\$ 71,372.28	\$ 71,372.28	100%	\$ -
INFRASTRUCTURE	CLOSED	WATER QUALITY IMPROVEMENT PROJECTS	WCAG-011 IN-LAKE STUDIES	8409	COMPLETE	\$ 31,986.03	\$ 31,986.03	100%	\$ -
INFRASTRUCTURE	CLOSED	WATER QUALITY IMPROVEMENT PROJECTS	WCAG-012 BASINS AND GRADE STABILIZATION ON THE NOR	8408	COMPLETE	\$ 77,763.55	\$ 77,763.55	100%	\$ -
INFRASTRUCTURE	CLOSED	WATER QUALITY IMPROVEMENT PROJECTS	WCAG-016 COUNTY DITCH #31 SIDE INLETS	8467	COMPLETE	\$ 14,204.00	\$ 14,204.00	100%	\$ -
INFRASTRUCTURE	CLOSED	WATER QUALITY IMPROVEMENT PROJECTS	WCAG-017 JD 15 SIDE INLET AND BANK STABILIZATION	8501	COMPLETE	\$ 9,000.00	\$ 9,000.00	100%	\$ -
INFRASTRUCTURE	CLOSED	PARK MAINTENANCE AND UPGRADES	WCPK-001 ROBERT NEY REGIONAL PARK SKI TRAIL LIGHTING AN	8421	COMPLETE	\$ 150,000.00	\$ 150,000.00	100%	\$ -
INFRASTRUCTURE	CLOSED	PARK MAINTENANCE AND UPGRADES	WCPK-003 HARRY LARSON PARKING LOT	8423	COMPLETE	\$ 37,748.75	\$ 37,748.75	100%	\$ -
INFRASTRUCTURE	CLOSED	PARK MAINTENANCE AND UPGRADES	WCPK-004 SCHROEDER PARK REDEVELOPMENT	8424	COMPLETE	\$ 1,601,363.41	\$ 1,601,363.41	100%	\$ -
INFRASTRUCTURE	CLOSED	WATER QUALITY GRANTS	WQG-001 COKATO STORMWATER POND	8502	COMPLETE	\$ 250,000.00	\$ 250,000.00	100%	\$ -
INFRASTRUCTURE	CLOSED	WATER QUALITY GRANTS	WQG-003 INDIAN LAKE GULLY REPAIR	8490	COMPLETE	\$ 159,375.00	\$ 159,375.00	100%	\$ -
INFRASTRUCTURE	CLOSED	WATER QUALITY GRANTS	WQG-005 OTSEGO CREEK RESTORATION PROJECT	8507	COMPLETE	\$ 210,000.00	\$ 210,000.00	100%	\$ -
INFRASTRUCTURE	CLOSED	WATER QUALITY IMPROVEMENT PROJECTS	WCAG-018 COUNTY DITCH #33 BRANCH #4 EMERGENCY REALIG	8401	COMPLETE	\$ 75,000.00	\$ 75,000.00	100%	\$ -
INFRASTRUCTURE	CLOSED	WATER QUALITY IMPROVEMENT PROJECTS	WCAG-019 COUNTY DITCH #38 ENGINEERING EXPENSES FOR RE	8526	COMPLETE	\$ 76,176.00	\$ 76,176.00	100%	\$ -
INTERNAL COUNTY B	CLOSED	SHERIFF'S OFFICE RADIO COMPLIANCE PROJECT	SHF-001 SHERIFF'S OFFICE RADIO COMPLIANCE PROJECT	8467	COMPLETE	\$ 1,799,960.84	\$ 1,799,960.84	100%	\$ -
INTERNAL COUNTY B	CLOSED	RETENTION PAY FOR SHERIFF'S OFFICE	SHF-002 SHERIFF'S OFFICE EMPLOYEE RETENTION	8486	COMPLETE	\$ 1,500,000.00	\$ 1,500,000.00	100%	\$ -
INTERNAL COUNTY B	CLOSED	ADMINISTRATION TIME	WC-001 ADMINISTRATION TIME	8427	COMPLETE	\$ 52,166.65	\$ 52,166.65	100%	\$ -
INTERNAL COUNTY B	CLOSED	PAYROLL FOR PUBLIC HEALTH EMPLOYEES	WC-002 PAYROLL FOR PUBLIC HEALTH EMPLOYEES	-	COMPLETE	\$ 10,000,000.00	\$ 10,000,000.00	100%	\$ -
INTERNAL COUNTY B	CLOSED	PPE AND OTHER SUPPLIES	WC-003 PPE AND OTHER SUPPLIES	8429	COMPLETE	\$ 12,599.65	\$ 12,599.65	100%	\$ -
INTERNAL COUNTY B	CLOSED	PPE AND OTHER SUPPLIES	WC-004 TESTING SUPPLIES	8430	COMPLETE	\$ 17.75	\$ 17.75	100%	\$ -
INTERNAL COUNTY B	CLOSED	PPE AND OTHER SUPPLIES	WC-005 LEC HOLDING CELL MODIFICATIONS	8431	COMPLETE	\$ 3,498.95	\$ 3,498.95	100%	\$ -
INTERNAL COUNTY B	CLOSED	CONSULTANT SUPPORT	WC-006 CONSULTANT SUPPORT	8428	COMPLETE	\$ 77,805.98	\$ 77,805.98	100%	\$ -
INTERNAL COUNTY B	CLOSED	CUSTOMER FLOW MANAGEMENT SYSTEM	WC-007 CUSTOMER FLOW MANAGEMENT SYSTEM	8415	COMPLETE	\$ 132,151.41	\$ 132,151.41	100%	\$ -
INTERNAL COUNTY B	CLOSED	COMMUNITY HEALTH NEEDS ASSESSMENT	WCPH-001 COMMUNITY HEALTH NEEDS ASSESSMENT	8413	COMPLETE	\$ 27,509.74	\$ 27,509.74	100%	\$ -
INTERNAL COUNTY B	CLOSED	WRIGHT COUNTY CERTIFIED WELL WATER TEST	WCPH-02 WRIGHT COUNTY CERTIFIED WELL WATER TESTING	-	COMPLETE	\$ 4,109.29	\$ 4,109.29	100%	\$ -

TOTAL ALLOCATED	\$ 26,878,110.00
TOTAL SPENT	\$ 26,097,424.65
TOTAL REMAINING	\$ 780,685.35

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*

2/17/2026 9:00 AM – Board of Wright County Commissioners

Agenda Item Type

☒ RFBA
 ☐ Minutes Submission
 ☐ Warrants Submission

Target Section

☐ Consent Agenda
 ☐ Timed Agenda
 ☐ Item for Consideration

Originator

RJK8456

Item Details

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

Approve Increasing the Change Fund in Finance & Taxpayer Services from \$4,000 to \$4,500

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

Approve Increasing the Change Fund in Finance & Taxpayer Services from \$4,000 to \$4,500

Value Stream the request primarily aligns with:

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

Describe the impact on staffing resources.

NA

Fiscal Impact:

NA

Background/Justification:

The Finance & Taxpayer Services Department is implementing a new cashiering system at the Taxpayer Services window and has correspondingly reviewed their balancing procedures. The department is requesting additional funds to allow for an updated and more streamlined daily balancing process.

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

Finance Review

Finance Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

Destination and Workflow

Meeting Type:*

Board Meeting

Target Meeting Date*2/17/2026 9:00 AM – Board of Wright County
Commissioners**Requestor Name**

Lindsey Meyer

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

Finance Director

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

FINANCE & TAXPAYER SERVICES

Originator

BTP5489

Item Details

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

Approve Standard Carryovers from 2025 Budget to 2026 Budget. These Carry Forwards Include Purchase Orders and Other Obligations that are Being Carried Forward into the New Year

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

Approve Standard Carryovers from 2025 Budget to 2026 Budget. These Carry Forwards Include Purchase Orders and Other Obligations that are Being Carried Forward into the New Year

Value Stream the request primarily aligns with:

Develop County Infrastructure

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

The requests of carry forward funds include balances remaining for major projects and initiatives that the county has undertaken.

Describe the impact on staffing resources.**Fiscal Impact:****Background/Justification:**

This is an annual request to designate and carry forward funds from the 2025 budget to be made available for expenditures occurring in 2026. This annual process ensures that budgeted resources are transferred to meet the County's ongoing obligations and commitments in the subsequent year.

Route for Review and Approval

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

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

Document Name[Carry Forward Summary.pdf](#)**Attachment Type**

Attachment

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

Approved

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

2025 Budget Carryforwards to 2026

Fund	Dept	Dept Name	Justification	Carryover Amount	Account Number	Carry Forward Reason
01	031	COUNTY ADMINISTRATOR	Admin Office suppliers; ribbons and badge holders	\$ 15.43	01-031-021-0000-6411-000000	Purchase Order
01	032	HUMAN RESOURCES	4 Gas Multimeter	81.71	01-032-036-0000-6411-000000	Purchase Order
01	041	FINANCE AND TAXPAYER SERVICES	CherryRoad Oracle Support 6.3.24 - 12.31.25	205,419.57	01-041-042-0000-6260-000000	Purchase Order
01	041	FINANCE AND TAXPAYER SERVICES	Payroll Implementation Consultation	52,776.00	01-041-042-0000-6261-000000	Purchase Order
01	063	INFORMATIONAL TECHNOLOGY	ArcGIS Enterprise Implementation Service Task 5	23,200.00	01-063-000-0000-6261-000000	Purchase Order
01	063	INFORMATIONAL TECHNOLOGY	Azure and Microsoft 365 Professional Services	56,239.00	01-063-021-0000-6261-000000	Purchase Order
01	063	INFORMATIONAL TECHNOLOGY	Glover consulting from 2025-2026	47,430.00	01-063-062-0000-6261-000000	Purchase Order
01	063	INFORMATIONAL TECHNOLOGY	KnowBe4 Training Subscription from 01Mar2026 to 28Feb2027	21,715.50	01-063-065-0000-6260-000000	Purchase Order
01	063	INFORMATIONAL TECHNOLOGY	Splunk Enterprise 100GB ingestion per day	56,779.17	01-063-066-0000-6260-000000	Purchase Order
01	063	INFORMATIONAL TECHNOLOGY	Commvault Cloud Air Gap Protect 70TB Jan2026-Dec2026	52,702.61	01-063-066-0000-6261-000000	Purchase Order
01	099	CARES ACT	Complete cost of Montissippi Park rennovation	189,425.00	01-099-493-8465-6602-000000	Purchase Order
01	100	OTHER GENERAL GOVERNMENT	AMC Annual Dues	46,169.00	01-100-000-0000-6245-000000	Purchase Order
01	100	OTHER GENERAL GOVERNMENT	Rave Alert for Public Safety - 5 Year Renewal - July 2025 invoiced annually - Pricing from Quote Q-41645	17,828.43	01-100-000-0000-6260-000000	Purchase Order
01	100	OTHER GENERAL GOVERNMENT	Squad 0887 Vs Deer	16,580.67	01-100-000-0000-6352-000000	Purchase Order
01	111	BUILDING CARE	Backup cooling unit for GC server room	18,690.66	01-111-012-0000-6301-000000	Purchase Order
01	201	SHERIFF	Police Staff & Command School- MT	4,750.00	01-201-000-0000-6338-000000	Purchase Order
01	201	SHERIFF	Streichers hats	1,979.80	01-201-000-0000-6411-000000	Purchase Order
01	201	SHERIFF	Whites Hazmat Public Safety Drysuit, MTO	3,200.00	01-201-000-0000-6412-000000	Purchase Order
01	201	SHERIFF	9mm Range Dynamics Ammunition	27,866.56	01-201-000-0000-6480-000000	Purchase Order
01	201	SHERIFF	NetApp Server For SO 5 year contract - Dec2025-Dec2030	34,509.90	01-201-262-0000-6260-000000	Purchase Order
01	201	SHERIFF	Faraday Box for forensics	3,356.47	01-201-262-0000-6480-000000	Purchase Order
01	201	SHERIFF	Build for 2026 Chevy Tahoe	4,640.00	01-201-268-0000-6452-000000	Purchase Order
01	201	SHERIFF	Alco Sensor IV Intoximeters Inc	19,780.20	01-201-268-0000-6480-000000	Purchase Order
01	201	SHERIFF	2026 Police F-150	47,431.00	01-201-268-0000-6633-000000	Purchase Order
01	201	SHERIFF	Rave Alert for Public Safety - 5 Year Renewal - July 2025 invoiced annually - Pricing from Quote Q-41645	17,828.43	01-201-280-0000-6260-000000	Purchase Order
01	201	SHERIFF	Rave Alert for Public Safety - 5 Year Renewal - July 2026 invoiced annually - Pricing from Quote Q-41645	17,828.43	01-201-281-0000-6260-000000	Purchase Order
01	521	PARKS	Promotional Material for Recreation Programs	2,160.00	01-521-021-0000-6235-000000	Purchase Order
01	521	PARKS	WebTrac App Base	4,480.00	01-521-021-0000-6260-000000	Purchase Order
01	521	PARKS	Electrical service improvement design services at Collinwood north loop	3,500.00	01-521-021-0000-6261-000000	Purchase Order
01	521	PARKS	Axel for Trailer	2,897.02	01-521-021-0000-6452-000000	Purchase Order
01	521	PARKS	Herbicide Order (State Contract Pricing)	7,570.50	01-521-021-0000-6550-000000	Purchase Order
01	521	PARKS	EAB Grant Tree Removal	72,250.00	01-521-021-0000-6605-000000	Purchase Order
01	521	PARKS	Tipper box for new cab and chassis	29,145.00	01-521-021-0000-6633-000000	Purchase Order
01	521	PARKS	Park Entry Signs for Stanley Eddy Regional Park, Betty T. Mason County Park, Bill Anderson County Park, Carl Johnson County Park, and Wildlife County Park and Interperative Sign at Otsego County Park for Streambank Restoration Project.	16,319.04	01-521-524-0000-6605-000000	Purchase Order
02	226	E 911	T7936A Added CA00840AK	11,606.40	02-226-000-0000-6260-000000	Purchase Order
03	320	HIGHWAY ENGINEERING	35-8 Construction Engineering, Survey, Inspection, Testing	292,063.35	03-320-000-0000-6505-000000	Purchase Order
03	320	HIGHWAY ENGINEERING	614-011 Roundabout TH12-CSAH 14	5,535.73	03-320-021-0000-6505-000000	Purchase Order
03	325	HIGHWAY CONSTRUCTION	086-599-029 & 086-599-030 Franklin Twp Bridge Engineering and Tree Clearing - Township Bridge Reimbursement	271,558.93	03-325-000-0000-6650-000000	Purchase Order
03	325	HIGHWAY CONSTRUCTION	35-8 Roundabout Construction	2,409,900.42	03-325-021-0000-6650-000000	Purchase Order
03	326	HIGHWAY LOCAL OPTION SALES TAX	602-012 CSAH 2 Bridge Inspection	199,085.58	03-326-000-0000-6261-000000	Purchase Order
03	326	HIGHWAY LOCAL OPTION SALES TAX	1921.1 CSAH 19 Hanover Improvements	6,721,731.45	03-326-000-0000-6650-000000	Purchase Order
03	326	HIGHWAY LOCAL OPTION SALES TAX	070-027 HSIP 19-30th St RAB Engineering Services	880,051.75	03-326-021-0000-6261-000000	Purchase Order
03	340	HIGHWAY SHOP MAINTENANCE	Fuel storage tank	13,150.00	03-340-021-0000-6615-000000	Purchase Order
03	350	HIGHWAY SIGN DEPARTMENT	Yellow and White paint	19,033.92	03-350-000-0000-6532-000000	Purchase Order
03	350	HIGHWAY SIGN DEPARTMENT	CSAH 19 Signal Timing - Updates	1,857.20	03-350-000-0000-6543-000000	Purchase Order
03	350	HIGHWAY SIGN DEPARTMENT	Yellow and White paint	47,248.17	03-350-021-0000-6532-000000	Purchase Order
03	380	FLEET DEPARTMENT	AssetWorks GPS Bundle (Includes Hardware, Monthly Subscription, and Telematics Module/Cloud) Calculated for Annual fee	8,379.00	03-380-000-0000-6260-000000	Purchase Order
03	380	FLEET DEPARTMENT	2025 CHEV TRAVERSE 2LT AWD	1,195.20	03-380-000-0000-6633-000000	Purchase Order
03	380	FLEET DEPARTMENT	2026 Ford 450 Crew Cab	67,102.00	03-380-340-0000-6633-000000	Purchase Order
11	420	FINANCIAL SERVICE	EXT0400: SMS Text Block, Remaining amount on the PO WC200552	358.32	11-420-600-0020-6260-000000	Purchase Order
11	420	FINANCIAL SERVICE	Replacement Computer for SS	399.29	11-420-600-0020-6480-000000	Purchase Order
11	420	FINANCIAL SERVICE	Glover consulting from 2025-2026	155.00	11-420-640-0010-6261-000000	Purchase Order
11	420	FINANCIAL SERVICE	Glover consulting from 2025-2026	52.00	11-420-640-0020-6261-000000	Purchase Order
11	430	HHS SOCIAL SERVICES	Glover consulting from 2025-2026	200.00	11-430-700-0010-6261-000000	Purchase Order

2025 Budget Carryforwards to 2026

Fund	Dept	Dept Name	Justification	Carryover Amount	Account Number	Carry Forward Reason
11	430	HHS SOCIAL SERVICES	EXT0400: SMS Text Block, Remaining amount on the PO WC200552	783.85	11-430-700-0020-6260-000000	Purchase Order
11	430	HHS SOCIAL SERVICES	Glover consulting from 2025-2026	116.00	11-430-700-0020-6261-000000	Purchase Order
11	430	HHS SOCIAL SERVICES	Replacement Computer for SS	890.73	11-430-700-0020-6480-000000	Purchase Order
11	450	PUBLIC HEALTH SERVICES	Glover consulting from 2025-2026	200.00	11-450-430-0010-6261-000000	Purchase Order
11	450	PUBLIC HEALTH SERVICES	EXT0400: SMS Text Block, Remaining amount on the PO WC200552	257.55	11-450-430-0020-6260-000000	Purchase Order
11	450	PUBLIC HEALTH SERVICES	Glover consulting from 2025-2026	32.00	11-450-430-0020-6261-000000	Purchase Order
11	450	PUBLIC HEALTH SERVICES	Replacement Computer for SS	245.72	11-450-430-0020-6480-000000	Purchase Order
11	450	PUBLIC HEALTH SERVICES	Rave Alert for Public Safety - 5 Year Renewal - July 2025 invoiced annually - Pricing from Quote Q-41645	17,828.46	11-450-451-7103-6260-000000	Purchase Order
11	450	PUBLIC HEALTH SERVICES	Buffalo Strong	56,232.50	11-450-452-0010-6261-000000	Purchase Order
11	450	PUBLIC HEALTH SERVICES	City of Otsego Parks and Recreation Department Implementing ADA compliant	1,609.88	11-450-491-0010-6261-000000	Purchase Order
12	450	PUBLIC HEALTH SERVICES	Rivers of Hope - Treatment of trauma for individuals with OUD and family members, and provide training of health care personnel to identify and address such trauma.	166,697.53	12-450-442-0220-6261-000000	Purchase Order
12	450	PUBLIC HEALTH SERVICES	Cokato Ambulance	40,000.00	12-450-442-0222-6261-000000	Purchase Order
01	100	OTHER GENERAL GOVERNMENT	COUNTY DITCH #33 IMPOUNDMENTS	330,398.82	01-100-493-8401-6261-000000	Carry Forward Projects
01	100	OTHER GENERAL GOVERNMENT	UPGRADING HAND WELLS AND SEPTIC SYSTEMS IN W.C PARKS	262,385.00	01-100-493-8406-6261-000000	Carry Forward Projects
01	100	OTHER GENERAL GOVERNMENT	KERNZA BUFFERS ON COUNTY DITCHES	27,680.13	01-100-493-8411-6261-000000	Carry Forward Projects
01	100	OTHER GENERAL GOVERNMENT	MONTISSISSIPPI PHASE 1 & 2 IMPROVEMENTS	490,994.31	01-100-493-8425-6261-000000	Carry Forward Projects
01	100	OTHER GENERAL GOVERNMENT	WCFO GRANT	10,459.54	01-100-493-8445-6261-000000	Carry Forward Projects
01	100	OTHER GENERAL GOVERNMENT	WATER QUALITY IMPROVEMENT GRANT - MONTICELLO (WQG-002-01)	909,875.00	01-100-493-8491-6261-000000	Carry Forward Projects
01	100	OTHER GENERAL GOVERNMENT	ERP EPM IMPLEMENTATION	87,887.50	01-100-493-8556-6261-000000	Carry Forward Projects
01	100	OTHER GENERAL GOVERNMENT	CD 31 WETLAND CONTROL STRUCTURE	15,000.00	01-100-493-8558-6261-000000	Carry Forward Projects
01	100	OTHER GENERAL GOVERNMENT	AG & DRAINAGE GRANT ASSISTANCE FUND	240,000.00	01-100-493-8559-6261-000000	Carry Forward Projects
01	100	OTHER GENERAL GOVERNMENT	COUNTY DITCH #20 BMP	175,000.00	01-100-493-8560-6261-000000	Carry Forward Projects
01	100	OTHER GENERAL GOVERNMENT	COUNTY DITCH #35 BMP	100,000.00	01-100-493-8561-6261-000000	Carry Forward Projects
01	100	OTHER GENERAL GOVERNMENT	GENERAL DITCH PLANNING FUND	70,000.00	01-100-493-8562-6261-000000	Carry Forward Projects
01	100	OTHER GENERAL GOVERNMENT	Remaining ARP Lost Revenue Balance	3,598,136.27	01-100-493-0000-6261-000000	Carry Forward Projects
01	099	CARES ACT	ACCESS IMPROVEMENTS AT MONTISSISSIPPI PARK	107,600.00	01-099-493-8531-6602-000000	ARPA Carry Forward Projects
01	099	CARES ACT	BB-004-003 ARVIG ST. MICHAEL, ALBION AND ROCKFORD TOWNSHIP	127,586.00	01-099-493-8498-6261-000000	ARPA Carry Forward Projects
01	099	CARES ACT	CITY OF SOUTH HAVEN	342.00	01-099-493-8469-6261-000000	ARPA Carry Forward Projects
01	099	CARES ACT	ARMER 800 MHZ RADIO EQUIPMENT UPGRADES	58,421.00	01-099-493-8541-6261-000000	ARPA Carry Forward Projects
01	099	CARES ACT	MAPLE LAKE TOWNSHIP STORMWATER	206.00	01-099-493-8537-6261-000000	ARPA Carry Forward Projects
01	099	CARES ACT	FRANKLIN TOWNSHIP TOWN-017 TOWNSHIP SURFACE PROJECTS	15,817.00	01-099-493-8534-6261-000000	ARPA Carry Forward Projects
01	099	CARES ACT	MONTISSISSIPPI PARK – PLAYGROUND REPLACEMENT	86,738.00	01-099-493-8465-6602-000000	ARPA Carry Forward Projects
01	099	CARES ACT	WQG-004 DELANO DITCH 34 IMPROVEMENTS	400,000.00	01-099-493-8506-6261-000000	ARPA Carry Forward Projects
34	150	LONG TERM STRATEGIC INFRASTRUCTURE PLAN	BODY CAMERAS + SERVER SOFTWARE	150,229.00	34-150-000-8007-6480-000000	CIP Carry Forward Projects
34	150	LONG TERM STRATEGIC INFRASTRUCTURE PLAN	ATTORNEY RECORDS SYSTEM REPLACEMENT	175,294.03	34-150-000-8019-6261-000000	CIP Carry Forward Projects
34	150	LONG TERM STRATEGIC INFRASTRUCTURE PLAN	LEC CHILLER INSTALLATION	210,000.00	34-150-000-8055-6261-000000	CIP Carry Forward Projects
34	150	LONG TERM STRATEGIC INFRASTRUCTURE PLAN	BEEBE LAKE PLAYGROUND - ADDITIONAL STRUCTURE	75,000.00	34-150-000-8064-6261-000000	CIP Carry Forward Projects
34	150	LONG TERM STRATEGIC INFRASTRUCTURE PLAN	BEEBE LAKE PLAYGROUND - ADDITIONAL STRUCTURE	218,505.54	34-150-000-8064-6602-000000	CIP Carry Forward Projects
34	150	LONG TERM STRATEGIC INFRASTRUCTURE PLAN	BEEBELAKE COUNTY PARK; ADA IMPROVEMENTS AND TRAIL PAVING	300,000.00	34-150-000-8066-6602-000000	CIP Carry Forward Projects
34	150	LONG TERM STRATEGIC INFRASTRUCTURE PLAN	COMPOST FACILITY FUTURE SITE USE IMPROVEMENTS AND MODIFICATIONS	1,725,659.99	34-150-107-8114-6602-000000	CIP Carry Forward Projects
34	150	LONG TERM STRATEGIC INFRASTRUCTURE PLAN	CAMERAS AT OUTPOST LOCATIONS	18,000.00	34-150-000-8234-6261-000000	CIP Carry Forward Projects
34	150	LONG TERM STRATEGIC INFRASTRUCTURE PLAN	COMMAND POST REPLACEMENT	92,200.00	34-150-000-8443-6633-000000	CIP Carry Forward Projects
34	150	LONG TERM STRATEGIC INFRASTRUCTURE PLAN	COMMVAULT STORAGE RESTRUCTURE	300,000.00	34-150-000-8476-6621-000000	CIP Carry Forward Projects
34	150	LONG TERM STRATEGIC INFRASTRUCTURE PLAN	CISCO SWITCH REPLACEMENTS	150,000.00	34-150-000-8477-6261-000000	CIP Carry Forward Projects
34	150	LONG TERM STRATEGIC INFRASTRUCTURE PLAN	CISCO SWITCH REPLACEMENTS	65,000.00	34-150-000-8477-6621-000000	CIP Carry Forward Projects
34	150	LONG TERM STRATEGIC INFRASTRUCTURE PLAN	SECURITY THREAT ASSESSMENT IMPROVEMENTS	75,000.00	34-150-000-8514-6261-000000	CIP Carry Forward Projects
34	150	LONG TERM STRATEGIC INFRASTRUCTURE PLAN	RELATIONSHIP MANAGEMENT FOR INTEGRATED SERVICES	50,000.00	34-150-000-8516-6261-000000	CIP Carry Forward Projects
34	150	LONG TERM STRATEGIC INFRASTRUCTURE PLAN	BODY CAMERA/LE RMS PROJECT - CONTINGENCY FUND	300,000.00	34-150-000-8517-6261-000000	CIP Carry Forward Projects
34	150	LONG TERM STRATEGIC INFRASTRUCTURE PLAN	LEC ROOF REPLACEMENT – ADMIN/OFFICE	1,179,050.00	34-150-000-8529-6602-000000	CIP Carry Forward Projects
34	150	LONG TERM STRATEGIC INFRASTRUCTURE PLAN	LEC ROOF REPLACEMENT - JAIL	2,975,050.00	34-150-000-8530-6602-000000	CIP Carry Forward Projects
34	150	LONG TERM STRATEGIC INFRASTRUCTURE PLAN	NEW HIGHWAY OUTLYING TRUCK STATION - MONTROSE/WAVERLY	800,000.00	34-150-000-8547-6602-000000	CIP Carry Forward Projects
34	150	LONG TERM STRATEGIC INFRASTRUCTURE PLAN	CASHIERING AND CREDIT CARD IMPLEMENTATION	100,000.00	34-150-000-8548-6261-000000	CIP Carry Forward Projects
34	150	LONG TERM STRATEGIC INFRASTRUCTURE PLAN	BERTRAM SHARED MAINTENANCE / STORAGE FACILITY	1,170,000.00	34-150-000-8550-6261-000000	CIP Carry Forward Projects
34	150	LONG TERM STRATEGIC INFRASTRUCTURE PLAN	COLLINWOOD NORTH LOOP WATER AND ELECTRICAL UPDATES	173,801.00	34-150-000-8551-6261-000000	CIP Carry Forward Projects
34	150	LONG TERM STRATEGIC INFRASTRUCTURE PLAN	CROW RIVER REGIONAL TRAIL	891,705.31	34-150-000-8552-6261-000000	CIP Carry Forward Projects

2025 Budget Carryforwards to 2026						
Fund	Dept	Dept Name	Justification	Carryover Amount	Account Number	Carry Forward Reason
34	150	LONG TERM STATEGRIC INFRASTRUCTURE PLAN	COURT SERVICES	29,962.50	34-150-000-8564-6602-000000	CIP Carry Forward Projects
				\$ 30,701,086.97		
Assigned Fund Balance				Amount	Account Number	
Subsequent years budget - General Fund				\$ 8,241,071.67	01-000-000-0000-2803-000000	
Subsequent years budget - Reserve Fund				11,606.40	02-000-000-0000-2803-000000	
Subsequent years budget - Road & Bridge Fund				10,937,892.70	03-000-000-0000-2803-000000	
Subsequent years budget - Health and Human Services Fund				79,361.30	11-000-000-0000-2803-000000	
Subsequent years budget - Opioid Fund				206,697.53	12-000-000-0000-2803-000000	
Subsequent years budget - Capital Improvement Fund				11,224,457.37	34-000-000-0000-2803-000000	
				\$ 30,701,086.97		

Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *

2/17/2026 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Lindsey Meyer

Agenda Item Type

☒ RFBA ☐ Minutes Submission ☐ Warrants Submission

Requestor Title

Finance Director

Target Section

☒ Consent Agenda ☐ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department) *

FINANCE & TAXPAYER SERVICES

Originator

JLG7596

Item Details

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

Approve Request to Hire Two Full Time Overcomp License Center Specialist

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

Approve Request to Hire Two Full Time Overcomp 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:

The incremental cost of two overcomp positions will be partially or fully offset by the salary and benefit savings associated with a retirement transition in addition to the expected reduction in salary related to several staff utilizing medical leave programs.

Background/Justification:

The request for two overcomp License Center Specialists is due to a combination of uncontrollable and compounding operational factors that have significantly impacted staffing capacity and workload distribution. First, an upcoming retirement will result in the loss of a tenured employee whose institutional knowledge and productivity cannot be immediately or fully replaced. This creates both a short-term coverage gap and a longer-term training demand on existing staff. Second, multiple qualified medical leave requests have been approved which will place additional strain on remaining team members and limit our ability to maintain consistent service levels without additional help. Finally, we have welcomed new talent to the team who are still in the learning and onboarding phase. Employees within their first year of this role require additional training time, mentorship, and support to ensure they can operate independently at full capacity. Approving the two overcomp positions will allow the License Center to maintain operational continuity and service quality, reduce burnout and workload strain on existing staff, support effective onboarding and knowledge transfer, and ensure staffing coverage during the leave periods and retirement transition. This request is a proactive measure to stabilize operations, protect team morale, and position the department for long-term success.

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. (2)

Document Name

[License Center Specialist.pdf](#)

[FTPS Org Chart- LC Specialist.pdf](#)

Attachment Type

Attachment

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.

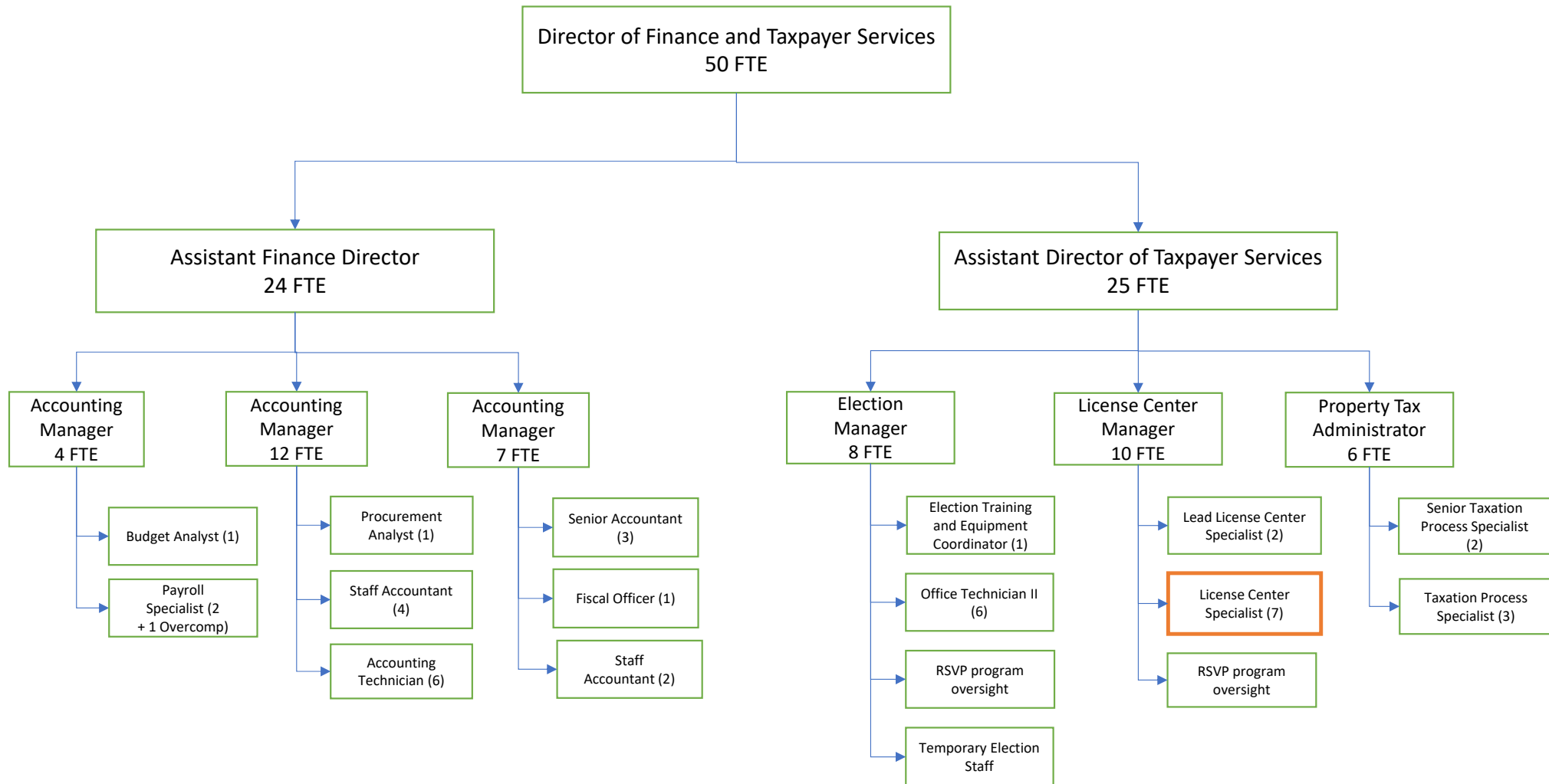
State and Federal DL Certification to comply with Real ID/Enhanced Driver's License within six months of hire.

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



Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *

2/17/2026 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Lindsey Meyer

Agenda Item Type

☒ RFBA ☐ Minutes Submission ☐ Warrants Submission

Requestor Title

Finance Director

Target Section

☒ Consent Agenda ☐ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department) *

FINANCE & TAXPAYER SERVICES

Originator

BMR5794

Item Details

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

Approve Request to Rehire One Full-Time Budget Analyst and Any Associated Back-Fill Needs

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

Approve Request to Rehire One Full-Time Budget Analyst and Any Associated Back-Fill Needs

Value Stream the request primarily aligns with:

Develop County Infrastructure

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

This role provides direct support of the County's financial infrastructure.

Describe the impact on staffing resources.

Per the background/justification, this role will help increase team bandwidth by taking on workload currently being done by finance leadership along with budgetary, financial analysis, KPI reporting, dashboard creation, cross-training support responsibilities, etc.

Fiscal Impact:

The compensation for this position has been included within 2026 budget.

Background/Justification:

This position has been vacant for eight months, forcing critical budget work upward to Accounting Managers and now to the Assistant Finance Director. While leading the finance team and supervising payroll, the Assistant Director is also handling data entry, budget amendments, and issue reviews—delaying strategic priorities and deprioritizing important deadlines. This workload risks burnout and prevents focus on high-level management and execution.

Additionally, our new EPM system—designed to improve budgeting, allow easier access to financial data for all users and enable timely data for faster decision-making—cannot deliver its full value because leadership is tied up with transactional tasks. Filling this role now is essential to protect leadership capacity, meet deadlines, and realize the County's investment in better budgeting practices.

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
2026 Position Backfill Request – Budget Analyst JD.docx	Attachment
2026 Position Backfill Request Requirements Budget Analyst.docx	Attachment
Finance Taxpayer Services Org Chart – BA.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

Finance Review

Finance Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

Budget Analyst



Department/Division: Finance & Taxpayer Services

FLSA Status: Non-Exempt

Union/Non-Union: Union

General Definition of Work

Performs difficult administrative work related to administering, preparing, and maintaining the County's annual budget and financial related tasks. Work is performed under the limited supervision of the Accountant Manager and oversight is exercised over personnel within the team.

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

Coordinate's the County's budget development within the various departments, divisions and/or programs.

Responsible for meeting with department senior managers and staff to compile and analyze documentation regarding revenue, spending levels, or staffing requirements.

Participate in identifying County program service levels and developing documentation for budget adjustment requests.

Prepare budget recommendations, along with required supporting documentation for supervisory review and submission to the Assistant Finance Director.

Required to attend scheduled budget hearings and assist in preparation of budget responses to the questions or issues that arise.

Perform financial forecasting and prepare budget-related projections; perform cost control and containment analysis; monitor program delivery, expenditure, and revenue reports and take corrective action; participate in fund balancing and reconciliation efforts.

Perform financial analysis of fiscal activities for the development and ongoing monitoring of the budget.

Prepare and present complex reports and analyses of the County's budget. Provide information and training on financial management, planning, budgets, expenditures, and revenue forecasting.

Analyzes assigned departments' annual, supplemental and deficiency budget requests and develop recommendations for review by higher-level budget officials. Assist departments with proper expenditure coding, financial analysis, and other related activities. Prepare financial system budget entries as required.

Develop and maintain databases, spreadsheets, and related management systems for budget development and administration

Participate in developing program definitions, goals, and performance measures; coordinate strategic planning activities with departmental staff in conjunction with elected officials' goals, priorities, and policies.

Analyze enterprise-wide resource planning (ERP) system issues. Recommend and document solutions. Daily communication with departmental system user to provide instruction and training on system uses and relation policies and procedures.

Prepare reports relating to departmental financial activities in order to document financial conditions and to comply with external reporting requirements: prepared financial statements that are part of the Annual Comprehensive Financial Report and Budget Book.

Prepares and participates in the Capital Improvement Plan (CIP) reports and applicable committee.

Performs other duties and activities as assigned.

Budget Analyst

Knowledge, Skills, and Abilities

Knowledge of government accounting methods, principles, and practices; knowledge of County government work flows and processes; knowledge of financial and accounting systems and programs used to support Department's financial function; knowledge of, and ability to interpret and apply, laws and regulations related to government programs; knowledge of government programs and funding sources; knowledge of methods, procedures, and principles of public and business administration; knowledge of computer systems used to administer financial and/or County programs including system configuration; skill in the use of standard office equipment, including computer and software programs; verbal and written communication skills sufficient to effectively present information and respond to questions from a wide variety of audiences; reading comprehension skills sufficient to read and interpret technical financial documents; 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 prepare and analyze program budgets and financial reports; ability to effectively organize time and anticipate, plan, and successfully respond to changing circumstances; ability to perform all job duties in compliance with safety guidelines and with an ongoing awareness of safety practices; ability to communicate courteously and professionally while maintaining positive working relationships with others when carrying out all job functions.

Education and Experience

Associates Degree in accounting, finances, or related field, and two years of experience in accounting, budgeting, and/or auditing, preferably in a government setting, or equivalent combination of education and experience. Knowledge of Governmental Accounting Standards Board (GASB) proclamations is preferred. Bachelor's degree is preferred.

Physical Requirements

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

Special Requirements

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

Last Revised: 05/16/23



Position Backfill Request

Name of Department: Finance and Taxpayer Services

Department Head/Supervisor Lindsey Meyer/Brian Roth

Position Title Budget Analyst

Date of Resignation: May 16, 2025

1. Will this position directly contribute to a county's strategic objective?
 - a. Make Disciplined Investments for a Stable Future- Yes
 - b. Continue Transparency and Empower Community Engagement-Yes
 - c. Improve Operational Excellence- Yes
2. How many FTE's does your department currently have budgeted for this position?

FTE's 1

3. Is there a direct impact on Wright County's citizens?

a. **Yes** or no, and please explain.

Performing budget to actual analysis, provides feedback and transparency to the citizen of Wright County on how their tax dollars are being distributed.

4. Direct risk or cost for not backfilling this position?

a. **Yes** or no, and please explain.

This position has been vacant for eight months, forcing critical budget work upward to Accounting Managers and now to the Assistant Finance Director. While leading the finance team and supervising payroll, the Assistant Director is also handling data entry, budget amendments, and issue reviews—delaying strategic priorities and deprioritizing important deadlines. This workload risks burnout and prevents focus on high-level management and execution.

Additionally, our new EPM system—designed to improve budgeting, allow easier access to financial data for all users and enable timely data for faster decision-making—cannot deliver its full value because leadership is tied up with transactional tasks. Filling this role now is essential to protect leadership capacity, meet deadlines, and realize the County's investment in better budgeting practices.

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

a. If **yes** – explain.

This position's time is costed in the Indirect Cost Plan, which results in the Wright County receiving a portion of reimbursement for the salary of this individual from federal grants.

6. Key activity or performance indicators that show the need for this position?

a. Show the statistical data specific to the position.

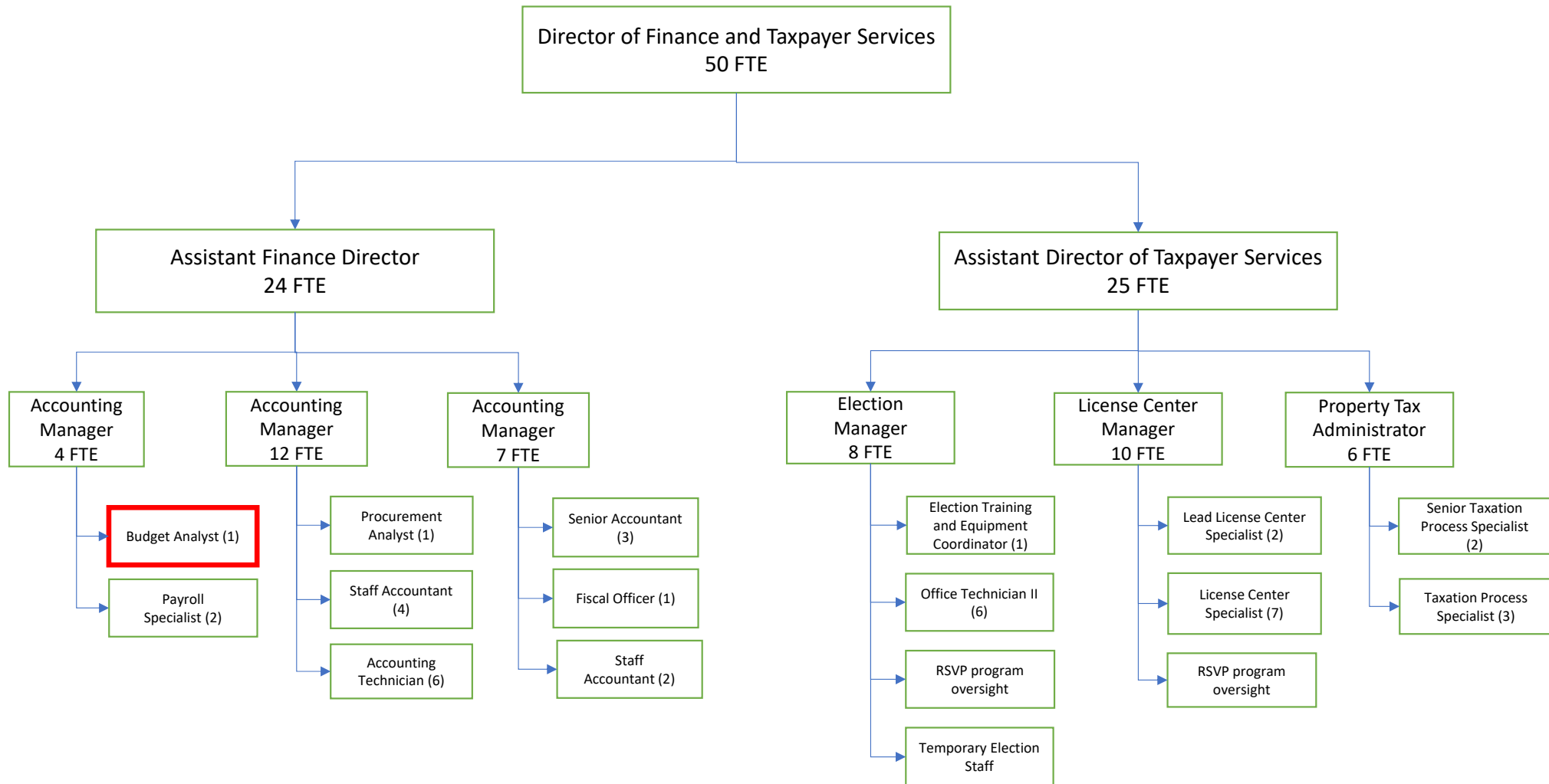
- Budget Amendments (In 2024, 97 budget amendments were created and processed. In 2025 there were over 80 amendments).
- Quarterly summary for Board
- Actuals variance analysis (vs. budget, forecast, prior year)
- Assists in the roll forward and compilation of the County's annual budget
- Assists in the preparation and review of the County's labor budget
- Will maintain the County's budget system and train all users(Oracle EPM)
- Assists Department with budget related items (staffing requests, budget overages, etc.)
- Set up and hold quarterly financial review meetings with departments to review past and discuss forecast changes
- To cross train in payroll and act as backup
- Build dashboards (KPIs/Metrics) for performance reporting
- Take lead in financial modeling opportunities (cost benefits analysis, initiatives to optimize cost structure, etc.)

7. Attach the Department organization chart highlighting the position.

Recommendation for Board Approval: Yes _____ No _____

Date of Recommendation: _____

Finance & Taxpayer Services Org Chart 1.1.2026



Destination and Workflow**Meeting Type: ***

Board Meeting

Target Meeting Date *2/17/2026 9:00 AM – Board of Wright County
Commissioners**Requestor Name**

Lindsey Meyer

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

Finance Director

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

FINANCE & TAXPAYER SERVICES

Originator

KMD7520

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

Approve Request to Rehire One Full-Time Staff Accountant and Any Related Back-Fill Positions

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

Approve Request to Rehire One Full-Time Staff Accountant and Any Related Back-Fill Positions

Value Stream the request primarily aligns with:

Optimize Civic Engagement

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

This position provides support to departments of Wright County, business, and citizens to ensure transparency and operational excellence related to Accounts Payable payments ensuring all vendors/clients get paid in a timely manner and allowing County departments to conduct business. Reconciles and maintains records, monthly/quarterly/yearly reporting & publications, 1099's and other tasks as assigned.

Describe the impact on staffing resources.**Fiscal Impact:**

The compensation for this position has been included within 2026 budget.

Background/Justification:

This position is part of the Accounts Payable team which reviews Accounts Payable invoices to ensure all vendors and clients are paid timely. The team is responsible for handling over 1700 invoices monthly. Reconciles and maintains records, monthly/quarterly/yearly reporting & publications, 1099's and other tasks as assigned.

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
Finance Taxpayer Services Org Chart – SA.pdf	Attachment
2026 Position Backfill Request – Staff Accountant.docx	Attachment
Staff Accountant Job Discription.docx	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

Finance Review

Finance Decision

Approved

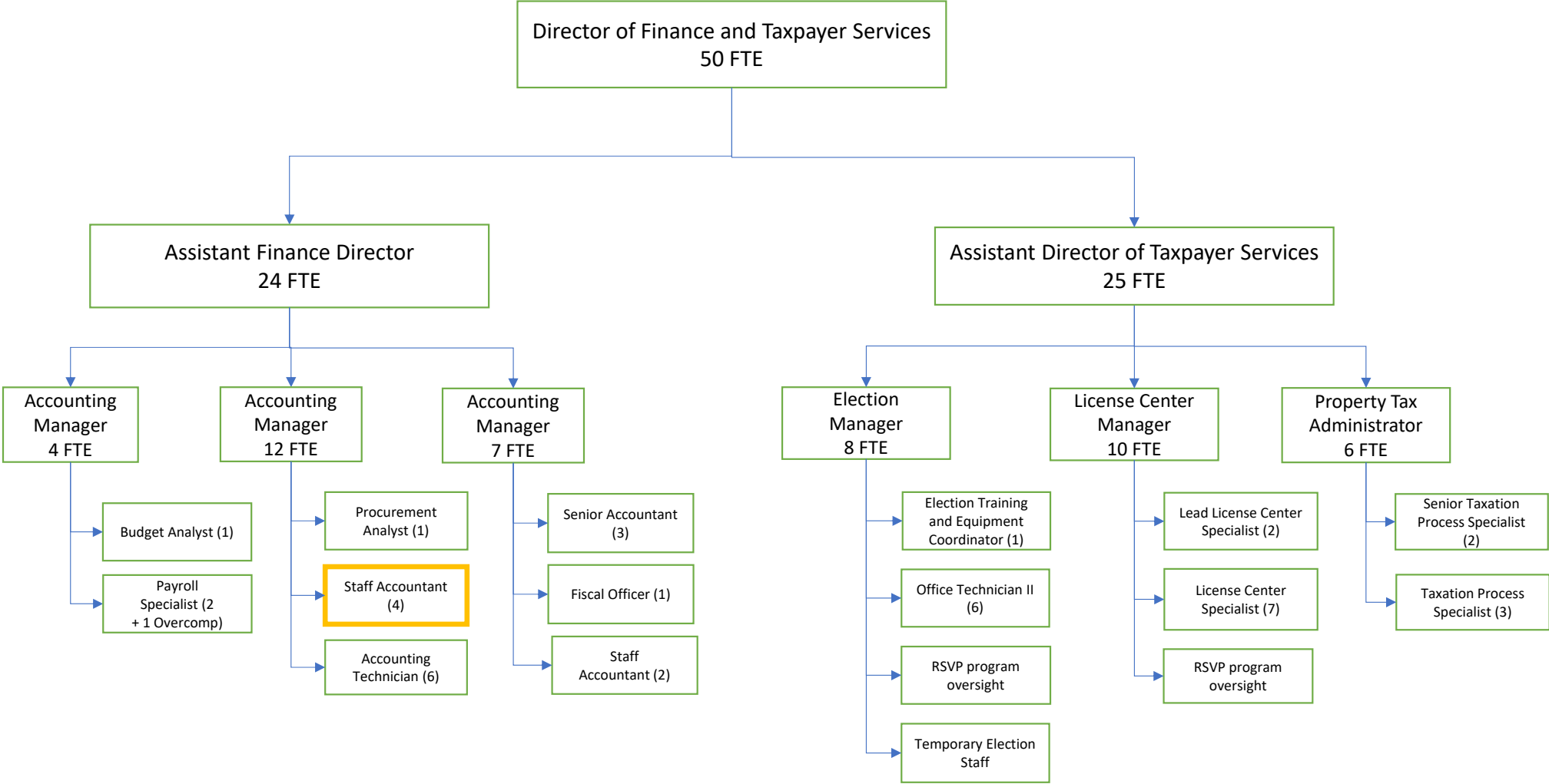
Notes

County Administrator Review

County Administrator Decision

Notes

Finance & Taxpayer Services Org Chart 2.5.2025





Position Backfill Request

Name of Department: Finance and Taxpayer Services

Department Head/Supervisor Lindsey Meyer/Kate Dahl

Position Title Staff Accountant

Date of Resignation: January 14th, 2026

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

This position provides support to departments of Wright County, business, and citizens to ensure transparency and operational excellence related to Accounts Payable payments ensuring all vendors/clients get paid in a timely manner and allowing County departments to conduct business. Reconciles and maintains records, monthly/quarterly/yearly reporting & publications, 1099's and other tasks as assigned.

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

FTE's 6

3. Is there a direct impact on Wright County's citizens?
 - a. Yes or no, and please explain.
 - Yes, this position prepares the warrant list for publication in the county newspapers. Make payments to vendors. A number of our vendors are also Wright County taxpayers, including businesses and residents/clients. The indirect impact of this position is also very important, ensuring timely payment out all of our vendors from utilities, contractors and general suppliers, effectively 'keeping the lights on' for County departments to do what they do best.
4. Direct risk or cost for not backfilling this position?
 - a. Yes or no, and please explain.
 - Yes, invoices/payments, reconciliation, and reporting could be delayed because of low staffing, which can cause late payment fees, tense vendor relationships, and overall, more costly transacting.
5. Are there external funding sources tied to this position used?

- a. If yes – explain.
- Yes, a percentage of this staff time is included in the Indirect Cost Plan, which results in revenue from the federal government.
6. Key activity or performance indicators that show the need for this position?
- a. Show the statistical data specific to the position.
- Contacting suppliers/departments: communicating with suppliers/departments to resolve issues, confirm details, and ensure smooth transaction flow.
 - Processes 1099s- Review monthly disbursements to ensure 1099 coding is correct and prepare & fill 1099 yearly with the IRS.
 - Matches purchases orders to invoices- Work with the Procurement Analyst and departments on any discrepancies before payment ensuring we are paying only for what has been ordered and received.
 - Backup all Accounts Payable job functions and maintains written procedures for the team. On average, the Accounts Payable team processes over 1700 invoices a month.

2025	Count of Approval Status
☐ Fully paid	20456
☐ Jan	1870
☐ Feb	1645
☐ Mar	1739
☐ Apr	1787
☐ May	1797
☐ Jun	1710
☐ Jul	1692
☐ Aug	1695
☐ Sep	1632
☐ Oct	1832
☐ Nov	1498
☐ Dec	1559

- Back up countywide expense review. Reviews on average 198 employee expense reports monthly with total spending at \$1.03M (2025)
 - Includes procurement card transactions and employee reimbursements.
 - Supports 113 WEX cards and 141 Procurement Card users.
 - Back up reviews and maintain drainage general ledger accounting including reconciliations for all county and joint drainage systems.
7. Attach the Department organization chart highlighting the position.

Recommendation for Board Approval: Yes _____ No _____

Date of Recommendation: _____

Staff Accountant



Department/Division: Finance & Taxpayer Services

FLSA Status: Non-Exempt

Union/Non-Union: Union

General Definition of Work

Performs intermediate-technical work administering, maintaining, and preparing financial records and reports, which includes the administration and maintenance of the integrated financial system. This position is responsible for performing various accounting functions. Work is performed under the limited supervision of the Accounting Manager.

Qualification Requirements

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

Essential Functions

Administers the integrated financial system including performing training, setting up accounts, setting up user security, performing month-end and year-end closing procedures, prepares various financial reports, oversees assigned modules, system testing, prepares user menus' and communicates the impact of new system updates to end users.

Performs accounting entries, transactions, and reconciliations to provide accurate and timely financial records for department operations and reporting using various mediums such as spreadsheets and databases.

Monitors and reconcile cash balances. Performs review and analysis of transaction for trends, compliance, and irregularities. Review receipt and disbursement listing for coding errors and other discrepancies.

Monitors contracts, audit invoicing and tracks bills to various agencies to account for accurate documentation and follow-up. Performs review and analysis of transaction for trends, compliance, and irregularities.

Assists with year-end audit preparation, including preparing year-end audit workpapers.

Works directly with software vendors to identify and/or seek solutions to software or user problems. Works closely with other department on their accounting and financial software questions.

Assists in administering and monitoring department financial operations, which includes serving as liaison in financial/accounting and provides general accounting assistance to all County Departments.

Maintain County gravel operator database, comply with reporting requirements to MN Department of Revenue and the collection of aggregate tax.

Perform other duties and activities as assigned.

Knowledge, Skills, and Abilities

Knowledge of government accounting methods, principles and practices; knowledge of County government work flows and processes; knowledge of financial and accounting systems and programs used to support departmental financial functions; knowledge of payroll programs and funding sources; knowledge of methods, procedures and principals of public and business administration; knowledge of local, State, and Federal laws, regulations, and coding to finance; knowledge of computer systems used to administer accounting and payroll systems; skill in the use of standard office equipment, including computer and software programs; verbal and written communication skills sufficient to effectively present information and respond to questions from a wide variety of audiences; reading comprehension skills sufficient to read and interpret technical financial documents; interpersonal skills sufficient to exchange and/or convey information, receive work direction, and maintain effective working

Staff Accountant

relationships; ability to perform data entry into various databases; ability to analyze department budget and financial reports; ability to effectively organize time and anticipate, plan and successfully respond to changing circumstances; ability to pay attention to detail and exercise strong organizational skills; ability to perform all job duties in compliance with safety guidelines and with an ongoing awareness of safety practices; ability to communicate courteously and professionally while maintaining positive working relationships with others when carrying out all job functions.

Education and Experience

Bachelor's degree in accounting, or related field or equivalent combination of education and one year of experience in accounting, banking, auditing, or related financial field. Payroll, budgetary, and/or audit support experience is preferred.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires repetitive motions and occasionally requires standing, walking, reaching with hands and arms and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

May require possession of, or ability to obtain, specific licenses and/or certifications depending on departmental assignment.

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

Last Revised 1/10/2024

Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *

2/17/2026 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Lindsey Meyer

Agenda Item Type

☒ RFBA ☐ Minutes Submission ☐ Warrants Submission

Requestor Title

Finance Director

Target Section

☒ Consent Agenda ☐ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department) *

FINANCE & TAXPAYER SERVICES

Originator

KMD7520

Item Details

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

Acknowledge Warrant Disbursements Issued from January 26 through February 5, 2026

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

Acknowledge Warrant Disbursements Issued from January 26 through February 5, 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 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

[01.26.26 – 02.05.26 Disbursement by Funds Report.pdf](#)

Attachment Type

Attachment

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

Approved

Notes

County Administrator Review**County Administrator Decision**

Notes



Disbursements by Funds Report

Report Date GMT 2/6/26 4:09 PM

Page 1 of 1

Date Range: 1/26/2026 to 2/5/2026 Pii:

Fund	Description	Amount
01	GENERAL REVENUE FUND	2,650,703.53
02	RESERVES FUND	14,653.72
03	ROAD AND BRIDGE FUND	484,414.11
11	HUMAN SERVICES FUND	816,172.32
20	WASTE MANAGEMENT FUND	2,484.80
34	CAPITAL IMPROVEMENTS FUND	1,979.21
71	HISTORIAN FUND	125.00
72	SOIL AND WATER FUND	1,836.11
73	LAKE IMPROVEMENT DISTRICTS	2,256.54
84	STATE COLLECTIONS FUND	293,298.35
87	SOCIAL WELFARE FUND	150.00
	Total	4,268,073.69

Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *

2/17/2026 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Jami Goodrum

Agenda Item Type

☒ RFBA ☐ Minutes Submission ☐ Warrants Submission

Requestor Title

Department Head

Target Section

☒ Consent Agenda ☐ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department) *

HEALTH & HUMAN SERVICES

Originator

NMB7429

Item Details

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

Approve New Lower-Potency Hemp Edible Retail Registration for Backyard Liquor Stop in St. Michael in Collaboration with the Joints Power of Agreement (JPA).

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

Approve New Lower-Potency Hemp Edible Retail Registration for Backyard Liquor Stop in St. Michael in Collaboration with the Joints Power of Agreement (JPA).

Value Stream the request primarily aligns with:

Shepherd Economic Growth

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

The Licensing and Compliance team with Health & Human Services – Public Health aims to regulate and support local businesses that sell 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:

Backyard Liquor Stop 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

[Backyard Liquor Stop.pdf](#)

Attachment Type

Attachment

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

Approved

Notes

County Administrator Review**County Administrator Decision**

Notes



WRIGHT COUNTY
MINNESOTA

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
Backyard Liquor Stop	101 Central Ave E	St. Michael	4	Lower-Potency Hemp Edible Retailer	Yes	<i>Pending</i>	Tobacco Failure 4/21/2025 Liquor Failure 7/21/2021

Destination and Workflow**Meeting Type: ***

Board Meeting

Target Meeting Date *2/17/2026 9:00 AM – Board of Wright County
Commissioners**Requestor Name**

Jami Goodrum

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

Department Head

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

HEALTH & HUMAN SERVICES

Originator

NMB7429

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

Approve New Lower-Potency Hemp Edible Retail Registration for Riverview Liquor in Otsego in Collaboration with the Joints Power of Agreement (JPA).

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

Approve New Lower-Potency Hemp Edible Retail Registration for Riverview Liquor in Otsego in Collaboration with the Joints Power of Agreement (JPA).

Value Stream the request primarily aligns with:

Shepherd Economic Growth

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

The Licensing and Compliance team with Health & Human Services – Public Health aims to regulate and support local businesses that sell 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:

Riverview Liquor 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

[Riverview Liquors.pdf](#)

Attachment Type

Attachment

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

Approved

Notes

County Administrator Review**County Administrator Decision**

Notes



WRIGHT COUNTY
MINNESOTA

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
Riverview Liquors	15682 90th Street NE	Otsego	3	Lower-Potency Hemp Edible Retailer	<i>Pending</i>		Tobacco Failure 8/01/2023 & 8/16/2022

Destination and Workflow

Meeting Type: * Board Meeting	Target Meeting Date * 2/17/2026 9:00 AM – Board of Wright County Commissioners
Requestor Name Clay Wilfahrt	Agenda Item Type ☒ RFBA ☐ Minutes Submission ☐ Warrants Submission
Requestor Title Assistant County Administrator	Target Section ☒ Consent Agenda ☐ Timed Agenda ☐ Item for Consideration
Department (please use dropdown to select department) * ADMINISTRATION	Originator CTW4081

Item Details

Board Action Requested (this is what will appear on the Agenda) * Approve Amendments to the Opioid Settlement Advisory Council Bylaws
Short Title (what will appear on Agenda outline – 250 character max.) * Approve Amendments to the 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 Opioid Settlement Advisory Council works to reduce the negative impacts associated with opioid use disorders.

Describe the impact on staffing resources.
Staff time is required to administer Council operations.

Fiscal Impact:
None

Background/Justification:
At a recent Committee of the Whole, the Board directed staff to bring forward amendments to the Bylaws to a future Board meeting. The only change to the Bylaws from the previous version included in the January 16th Board Packet is to include County Board members as voting members of the Council.

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
[OSAC Bylaws Clean.pdf](#)
[OSAC Redline Bylaws.pdf](#)
Attachment Type

Attachment

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 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.

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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.

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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](#).

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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~~ 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.

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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 ~~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.

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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.

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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.
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.~~

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Accepted by Wright County Opioid Settlement Advisory Council –

Dated: _____

Dated: _____

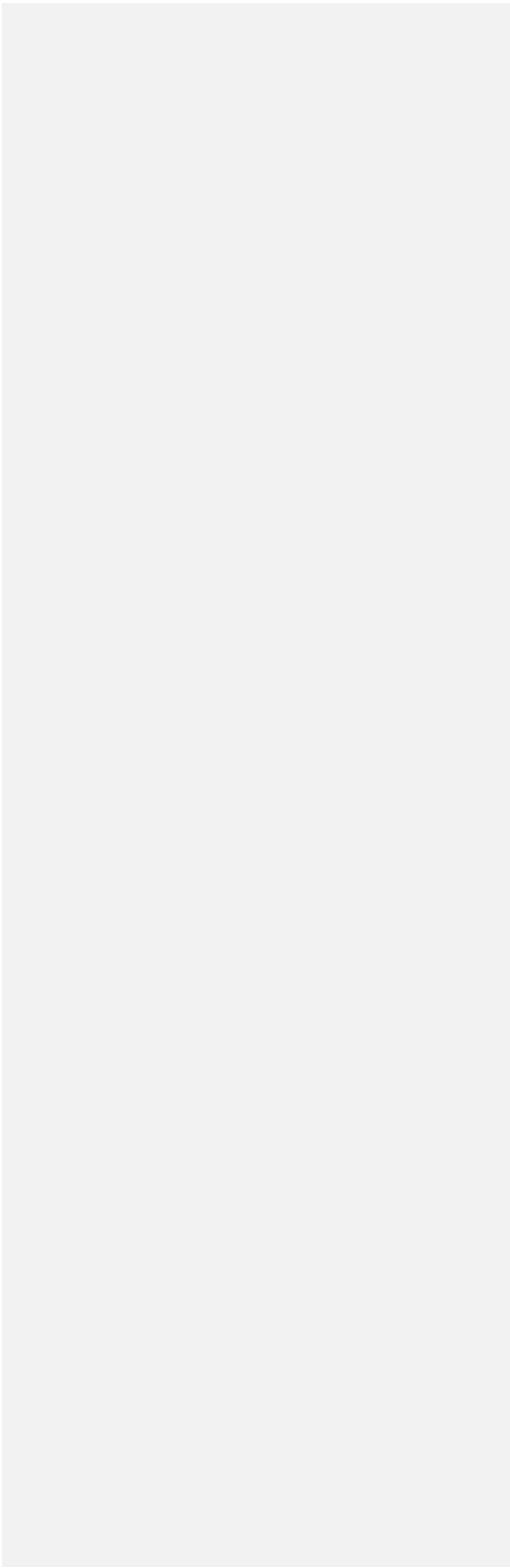
Wright County Public Health Chief Strategist

Adopted by Wright County Board of Commissioners –

Dates:

Dated: _____

Chair, Wright County Board of Commissioners



LABOR AGREEMENT BETWEEN
WRIGHT COUNTY
AND
MINNESOTA PUBLIC EMPLOYEES' ASSOCIATION (MNPEA)
NON-LICENSED ESSENTIAL SHERIFF STAFF
(PUBLIC SAFETY TELECOMMUNICATORS)

JANUARY 1, 2026 - DECEMBER 31, 2028

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LABOR AGREEMENT BETWEEN
WRIGHT COUNTY
AND
MINNESOTA PUBLIC EMPLOYEES' ASSOCIATION

PUBLIC SAFETY TELECOMMUNICATORS

ARTICLE 1. PURPOSE OF AGREEMENT

This Agreement is entered into between the Wright County Board, hereinafter called the EMPLOYER, and the Minnesota Public Employees Association (MNPEA)-**Public Safety Telecommunicators** hereinafter called the UNION. The intent and purpose of this Agreement is to:

- 1.1 Establish procedures for the resolution of disputes concerning this Agreement's interpretation and/or application; and
- 1.2 Place in written form the parties' full and complete agreement upon terms and conditions of employment for the duration of the Agreement.

ARTICLE 2. RECOGNITION

The EMPLOYER recognizes the UNION as the exclusive representative for all non-licensed essential public safety dispatch employees of the Wright County Sheriff's Department, Buffalo, Minnesota, who are public employees within the meaning of Minn. Stat. 179A.03, subd. 14, excluding supervisory and confidential employees. The bargaining unit currently consists of the following job classifications:

Public Safety Telecommunicator (PST)	Senior Public Safety Telecommunicator (Sr. PST)	Lead Public Safety Telecommunicator
---	--	--

ARTICLE 3. DEFINITIONS

- 3.1 UNION: Minnesota Public Employees Association (MNPEA)
- 3.2 EMPLOYER: Wright County Board.
- 3.3 UNION MEMBER: A member of Minnesota Public Employees Association (MNPEA)-**Public Safety Telecommunicator** employees.
- 3.4 EMPLOYEE: A member of the exclusively recognized bargaining unit.
- 3.5 BASE PAY RATE: The employee's hourly pay rate exclusive of any special allowances.

- 3.6 **CALL BACK:** Return of an employee to a specified work site to perform assigned duties at the express authorization of the EMPLOYER at a time other than an assigned shift. An extension of or early report to an assigned shift is not a call back.
- 3.7 **STRIKE:** Concerted action in failing to report for duty, the willful absence from one's position, the stoppage of work, slowdown, or abstinence in whole or in part from the full, faithful and proper performance of the duties of employment for the purposes of inducing, influencing or coercing a change in the conditions or compensation or the rights, privileges or obligations of employment.
- 3.8 **IMMEDIATE FAMILY DEFINITION:** Immediate family shall include the employee's spouse, children, adult children, parents, stepparents, siblings, spouse's parents, spouse's siblings, grandparents, grandchildren, and legal ward.
- 3.9 **ACT:** The Minnesota Public Employment Labor Relations Act of 1971, as amended.
- 3.10 **PART-TIME EMPLOYEE:** An employee scheduled on a continuing basis working less than forty (40) hours per week or less than eight (8) hours per day.
- 3.11 **ANNIVERSARY DATE:** The date a person achieves permanent status in a job classification.
- 3.12 **PERMANENT STATUS:** The satisfactory completion of a one (1) year probationary period in which the employee has not previously achieved permanent status.
- 3.13 **TEMPORARY EMPLOYEE:** An employee hired on a temporary basis to replace a regular employee who is on a medical leave of absence or who has been assigned to a special project. Temporary employees shall include a special project employee who is hired on a grant or other special project basis where the employee has little prospect for permanent employment. Such employees shall earn the salary rate set forth in Appendix A for temporary employees and shall not receive any other benefits or seniority.
- 3.14 **SEASONAL EMPLOYEE:** An employee hired on a seasonal basis, for period not to exceed seven (7) months (except under exceptional circumstances, such period may be extended for up to two (2) additional months upon written notice to the UNION and the employee), as designated by the Employer, in a position with little prospect for permanent employment. Such employees shall earn the salary rate set forth in Appendix A for seasonal or temporary employees and shall not receive any other benefits.
- 3.15 **OVERTIME:** Work performed at the express authorization of the employer in excess of the employee's scheduled shift.
- 3.16 **PERMANENT EMPLOYEES:** A member of the exclusively recognized bargaining unit who has completed a probationary period and is working more than fourteen (14) hours per week or more than sixty-seven (67) days per year.

- 3.17 CONTINUOUS SERVICE: Full-time unceasing service from last date of hire, including approved leaves of absence. An employee shall be given credit for prior continuous service upon return from layoff, if return was upon recall, as established by the employer.
- 3.18 DAYS: Unless otherwise indicated, this means working days.
- 3.19 PROMOTION: A change of an employee from a position of one work classification to a position in another work classification with more responsible duties and higher compensation.
- 3.20 TRANSFER: A change of an employee from one position to another position in the same work classification or to another work classification in the same compensation range. Transfer usually involves the performance of similar duties and requires essentially the same basic qualifications.
- 3.21 RETIREMENT ELIGIBILITY: Defined consistent with PERA retirement eligibility for annuity.
- 3.22 FLSA OVERTIME: Work performed at the express authorization of the Employer in excess of the Employee's scheduled shift that is deemed overtime pay per FLSA regulations and shall be paid at time and one half the Employee's regular rate of pay.
- 3.23 PREMIUM PAY: Work performed at the express authorization of the Employer that is contracted to be paid at time and one half the Employee's base rate of pay.
- 3.24 REGULAR RATE OF PAY: The hourly rate of pay for MNPEA members that is calculated pursuant to FLSA regulations by taking into account all compensation paid to the employee in a work period (less statutory exclusions) divided by the number of hours worked in the work period.

ARTICLE 4. UNION SECURITY

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

- 4.1 Deduct each payroll period an amount sufficient to provide the payment of dues established by the union from the wages of all employees authorizing in writing such deduction, and
- 4.2 Remit such deduction to the appropriate designated officer of the UNION.
- 4.3 The UNION may designate certain employees from the bargaining unit to act as stewards and shall inform the EMPLOYER in writing of such choice.
- 4.4 The UNION agrees to indemnify and hold the EMPLOYER harmless against any and all claims, suits, orders, or judgments brought or issued against the County as a result of any action taken or not taken by the County under the provisions of this Article.

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

4.6 Bulletin Boards

- A. The EMPLOYER agrees to allow the UNION the use of designated bulletin board space for the purpose of posting notices of UNION meetings, notice of UNION elections, results of UNION elections and appointments and other official UNION business and UNION recreation or social affairs.
- B. No information may be posted which represents derogatory attacks directed against any employee, the EMPLOYER, or information concerning candidates for any public office or UNION office.

ARTICLE 5. EMPLOYER SECURITY

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

ARTICLE 6. EMPLOYER AUTHORITY

- 6.1 The EMPLOYER retains the full and unrestricted right to operate and manage all manpower, facilities and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify the organizational structure; to select, direct and determine the number of personnel; to establish work schedules, and to perform any inherent managerial function not specifically limited by this Agreement.
- 6.2 Any term and condition of employment not specifically established or modified by the Agreement shall remain solely within the discretion of the EMPLOYER to modify, establish, or eliminate.

ARTICLE 7. EMPLOYEE RIGHTS-GRIEVANCE PROCEDURE

- 7.1 Definition of a Grievance. A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this Agreement.
- 7.2 Union Representatives. The EMPLOYER will recognize representatives designated by the UNION as the grievance representatives of the bargaining unit having the duties and responsibilities established by this Article. The UNION shall notify the EMPLOYER in writing of the names of such UNION representatives and of their successors when so designated.
- 7.3 Processing of a Grievance. It is recognized and accepted by the UNION and the EMPLOYER that the processing of grievances as hereinafter provided is limited by the

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

- 7.4 Procedure. An employee shall be allowed Union representation at any step of the discipline procedure or any investigation which could lead to disciplinary action. The Employer shall have no obligation to inform or advise an employee of the provisions of this Section. Grievances, as defined by Section 7.1, shall be resolved in conformance with the following procedure:

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

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

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

Step 4. A grievance unresolved in Step 3 and appealed in Step 4 shall be submitted to arbitration subject to the provisions of the Act. The selection of an arbitrator shall be

made in accordance with the "Rules Governing the Arbitration of Grievances" as established by the Public Employment Relations Board.

7.5 Arbitrator's Authority

- A. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the EMPLOYER and the UNION, and shall have no authority to make a decision on any other issue not so submitted.
- B. The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on both the EMPLOYER and the UNION and shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented.
- C. The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the EMPLOYER and the UNION provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings the cost shall be shared equally.

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

7.7 Choice of Remedy. If, as a result of the written Employer Response at Step 3, the grievance remains unresolved and if the grievance involves the suspension, demotion or discharge of an employee who has completed the required probationary period, the grievance may be appealed either to Step 4 of Article VII, or a procedure such as veterans' preference or human rights, if by law they can appeal. If appealed to any procedure other than Step 4 or Article VII, the grievance is not subject to the arbitration procedure as provided in Step 4 of Article VII. The grieved employee shall indicate in writing which procedure is to be utilized - Step 4 of Article VII or another appeal procedure - and shall sign a statement to the effect that the choice of any other hearing precludes the grieved employee from making a subsequent appeal through Step 4 of

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

ARTICLE 8. SAVINGS CLAUSE

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

ARTICLE 9. WORK SCHEDULES

- 9.1 The sole authority in work schedules is the EMPLOYER. The normal work day for an employee shall be eight (8) consecutive hours. The normal work week shall be forty (40) hours within a seven-day work period.
- 9.2 Service to the public may require the establishment of regular shifts for some employees on a daily, weekly, seasonal, or annual basis. The EMPLOYER will give one (1) week advance notice to the employees affected by the establishment of work days different from the employee's normal eight (8) hour work day. In the event that work is required because of unusual circumstances no advance notice need to be given. Each employee has an obligation to work overtime or call backs if requested unless unusual circumstances prevent him/her from so working.
- 9.3 Nothing contained in this or any other Article shall be interpreted to be a guarantee of the minimum or maximum number of hours the EMPLOYER may assign employees.

ARTICLE 10. OVERTIME PAY

- 10.1 **Employees** will be compensated at one and one-half (1½) times the employee's regular hourly rate of pay for hours worked (excluding holidays, and authorized leave time) in excess of the scheduled shift or forty (40) hours within the seven (7) day work period. Changes of shifts do not qualify an employee for overtime under this Article.
- 10.2 Overtime will be distributed as equally as practicable within job classifications.
- 10.3 Overtime refused by employees will, for record purposes under Article 10.2, be considered as unpaid overtime worked.

- 10.4 For the purpose of computing overtime compensation, overtime hours worked shall not be pyramided, compounded, or paid twice for the same hours worked.
- 10.5 An employee who is called to duty during their scheduled off-duty time shall receive a minimum of two (2) hours' premium pay at one and one-half (1½) times the employee's base pay rate. An extension or early report to a regularly scheduled shift for duty does not qualify the employee for the two (2) hour minimum.
- 10.6 Employees may receive compensatory time on a time and one-half (1 ½) base in lieu of overtime pay at the Employer's option.

Employees covered by this Agreement may accrue compensatory time in lieu of overtime pay, subject to applicable law, up to a maximum balance of sixty (60) hours. Once an employee uses compensatory time and the balance falls below sixty (60) hours, the employee may continue to accrue additional compensatory time until the sixty (60) hour cap is again reached. Compensatory time shall not be paid out during active employment and shall be used in accordance with scheduling and operational needs as approved by the Employer. Any unused compensatory time balance remaining at the time of separation from employment shall be paid out in accordance with applicable law and at the employee's applicable rate of pay.

ARTICLE 11. RIGHT OF SUBCONTRACT

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

ARTICLE 12. DISCIPLINE

- 12.1 The EMPLOYER will discipline employees for just cause only. Discipline will be in one or more of the following forms:
- (a) oral reprimand;
 - (b) written reprimand;
 - (c) suspension;
 - (d) demotion; or
 - (e) discharge.
- 12.2 Suspensions, demotions and discharges will be in written form.
- 12.3 Written reprimands, notices of suspension, and notices of discharge which are to become part of an employee's personnel file shall be read and acknowledged by signature of the employee. Employees and the UNION will receive a copy of such reprimands and/or notices.
- 12.4 Employees may examine their own individual personnel files at reasonable times under the direct supervision of the EMPLOYER.

- 12.5 Employees will not be questioned concerning an investigation of disciplinary action unless the employee that is the subject of the investigation has been given an opportunity to have a Union representative present at such questioning.
- 12.6 Grievances related to this Article shall be initiated by the Union at Step 3 of the grievance procedure of Article.

ARTICLE 13. SENIORITY

- 13.1 Employee seniority is the length of continuous service with the EMPLOYER. Employee seniority is broken by a voluntary quit, retirement, or discharge for cause.
- 13.2 Job classification seniority is the length of service within a job classification.
- 13.3 Reduction of Work Force. Employees will be reduced on the basis of job classification seniority. Employees will be recalled within job classifications on the basis of job classification seniority. An employee on lay off shall have an opportunity to return to work within the job classification from which the employee was reduced or laid off for a two (2) year period from the time of reduction or lay off, before any new employee is hired or promoted. Any employee on layoff who is notified at the employee's last known address by registered mail to return to work, and who fails to return within twelve (12) work days, shall be considered to be a voluntary termination.

ARTICLE 14. PROBATIONARY PERIODS

- 14.1 All newly hired, rehired, or promoted employees will serve a one (1) year probationary period.
- 14.2 At any time during the probationary period a newly hired or rehired employee may be terminated at the sole discretion of the EMPLOYER. Terminated employees will be given written reasons for the termination.

ARTICLE 15. JOB POSTING-PROMOTIONS

- 15.1 Permanent vacancies in job classifications listed in ARTICLE II of this Agreement shall be posted. Employees shall have seven (7) calendar days after posting to complete application for such vacancies. The applicant with the highest qualifications will be chosen for the vacancy.
- 15.2 All promoted employees shall serve a twelve-month trial period. During the trial period a promoted employee may be replaced in the employee's previous job classification, if a vacancy exists, at the sole discretion of the EMPLOYER. Terminated or demoted employees will be given written reasons for termination or demotion. An employee returned to the previous job classification will also revert to his/her anniversary.

ARTICLE 16. HOSPITAL/MEDICAL/LIFE/LTD/STD

16.1 **Effective upon the ratification of the collective bargaining agreement for the 1/1/2026 through 12/31/2028 time period**, the County will provide three insurance plans (Appendix B):

a. Plan 4 (\$1000 Deductible Plan & Dental)

The County will contribute up to a maximum of **\$1,180.00** towards single health and preventative dental coverage, and **\$2,178.00** towards family health and preventative dental coverage.

b. Plan 5 (\$3000 Deductible Plan (With VEBA) & Dental)

- The County will contribute up to a maximum of **\$1,097.00** towards single health and preventative dental coverage, and **\$2,022.00** towards family health and preventative dental coverage.
- The County will make contributions to a VEBA account equivalent to the amount of \$125.00 per month for single insurance coverage, and \$250.00 a month for family insurance coverage.

c. Plan 6 (\$4000 Deductible Plan (With HSA) & Dental)

- The County will contribute up to a maximum of **\$1,030.26** per month towards single health and preventative dental coverage, and **\$1,854.00** towards family health and preventative dental coverage.
- The County will make contributions to an HSA account equivalent to the amount of \$166.66 per month for single insurance coverage, and \$333.33 a month for family insurance coverage.

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

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

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

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

policyholder shall be eligible for a County contribution equivalent to the dollar amount contributed toward single coverage. This single County contribution amount shall be applied towards the family policy of the policyholder.

- 16.4 Effective January 1, 2026, Employees will be provided life insurance in the amount of \$40,000.
- 16.5 Affordable Care Act. In the event the health insurance provisions of this Agreement fail to meet the requirements of the Affordable Care Act and its related regulations or cause the Employer to be subject to a penalty, tax or fine, the Union and the Employer will meet immediately to bargain over alternative provisions so as to comply with the Act and avoid and/or minimize any penalties, taxes or fines for the Employer.
- 16.6 EMPLOYEES shall be eligible for Minnesota Paid Leave (MPL), consistent with the terms outlined in Minn. Stat. Ch. 268B and Section 613 of the Wright County Personnel Policy Manual. The EMPLOYER will pay the statutorily required minimum share of the premium for MPL as it may be amended. See Minn. Stat. § 268B.14 (currently requiring a minimum 50% employer contribution as of contract effective date). The remaining employee premium share is payable through payroll deductions.

ARTICLE 17. HOLIDAYS

- 17.1 The following days will be observed as paid holidays:

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

- 17.2 Holiday Pay. Eligible employees shall receive eight (8) hours' pay for each of the holidays listed above on which they perform no work.
- 17.3 Observance. Holidays will be observed on the day that the actual holiday falls.
- 17.4 Eligibility Requirements. To qualify for a paid holiday employees must work their last scheduled work day before the holiday and the first scheduled work day following the holiday. Employees on prior approved paid absence as provided by this Agreement shall be considered to have worked the day before or after a holiday.

- 17.5 If an employee works on any of the above holidays, the employee shall be paid double time for all hours worked in addition to holiday pay.
- 17.6 In addition to the holidays listed in 17.1, twelve (12) hours of "floating" holiday time will be granted in each calendar year to be scheduled with the prior permission of the employee's supervisor. The "floating" holiday may be taken in two-hour increments. The "floating" holiday must be taken during the calendar year in which it is earned or it will be forfeited. Employees who use the floating holiday during the probationary period and fail to complete the probationary period for any reason, will have the hours used deducted from their final paycheck.
- a. Pro-rated floating holidays for new full-time hires.
- | <u>If Hired</u> | <u>Eligible to Receive</u>
(Hrs.) |
|-------------------|--------------------------------------|
| January – October | 8 |
| November | 6 |
| December | 0 |
- b. Floating holidays which have not been used prior to an employee's termination date shall be forfeited.
- c. Floating holidays are pro-rated for part-time employees.

ARTICLE 18. PAID TIME OFF

- 18.1 EMPLOYEES shall be eligible for paid time off (PTO), consistent with the terms outlined in Section 301 of the Wright County Personnel Policy Manual. In the event Wright County Policy 301 is modified by the County in the future, the modification will automatically apply to the bargaining unit unless it results in a reduction of benefit to the employee. In the event of a future policy modification that results in a reduction of PTO benefit, employees in the bargaining unit will continue to receive the benefits outlined in the policy immediately prior to the modification.
- 18.2 Holiday During PTO Period: If a holiday, as defined elsewhere in the Holiday Article, occurs during the calendar week in which PTO is taken by an employee, the employee shall not be charged PTO on the day of the holiday.
- 18.3 PTO Requests. Preference in scheduling shall be based on the order in which PTO requests are received. In the event a scheduling conflict occurs, seniority shall be the determining factor in granting PTO time off, when all factors are equal. The procedure in this Section will govern over any conflicting language in Section 301 of the Wright County Personnel Policy Manual solely with respect to determining preference for scheduling PTO.

When a PTO request is submitted, a copy of the Employee Time Request form that the Employee turned in will be returned to the Employee either approved or not approved within fourteen (14) days. If there are subsequent requests for the same days off, the response will be pending for the subsequent requests until the schedule for that time period is complete.

- 18.4 FAMILY AND MEDICAL LEAVE ACT. Employees shall be eligible for leaves of absence in accordance with the Federal Family Medical Leave Act and applicable State statutes and County policy.

ARTICLE 19. BEREAVEMENT LEAVE

- 19.1 Effective upon ratification of the collective bargaining agreement, EMPLOYEES shall be eligible for bereavement leave, consistent with the terms outlined in Section 604 of the Wright County Personnel Policy Manual. In the event Wright County Policy 604 is modified by the County in the future, the modification will automatically apply to the bargaining unit unless it results in the elimination or reduction of benefit to the employee. In the event of a future policy modification that results in the elimination or a reduction of bereavement leave, employees in the bargaining unit will continue to receive the benefits outlined in the policy immediately prior to the modification.

ARTICLE 20. WORK OUT OF CLASSIFICATION

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

ARTICLE 21. WAIVER

- 21.1 Any and all prior agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment, to the extent inconsistent with the provisions of this Agreement are hereby superseded.
- 21.2 The parties mutually acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any term or condition of employment not removed by law from bargaining. All agreements and understandings arrived at by the parties are set forth in writing in this Agreement for the stipulated duration of this Agreement. The EMPLOYER and the UNION each voluntarily and unqualifiedly waives the right to meet and negotiate regarding any and all terms and conditions of employment referred to or covered in this Agreement or with respect to any term or condition of employment not specifically referred to or covered by this Agreement, even though such terms or conditions may not have been within the knowledge or contemplation of either or both parties at the time this contract was negotiated or executed.

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

ARTICLE 22. COURT TIME

An employee who is required to appear in Court during the employee's scheduled off-duty time shall receive a minimum of two (2) hours of premium pay for virtual court appearances and four (4) hours' premium pay for in-person court appearances at one and one-half (1½) times the Employee's base pay rate. Pay at one and one-half (1½) times the Employee's base pay rate shall also be paid to the employee if the court appearance is scheduled during the employee's off-duty time is canceled, and notice is not given to the employee at least 12 hours prior to the scheduled court appearance. An extension of or early report to a regularly scheduled shift for Court appearance does not qualify the Employee for the two (2) or four (4) hour minimum.

ARTICLE 23. GENERAL PROVISIONS

- 23.1 Employees below the range maximum will be eligible for the following range movement on the employee's anniversary date in job classification upon completion of a successful performance evaluation. In no event will an employee's wage exceed the maximum of the salary range.

Year	Range Movement
2026	4%
2027	3.5%
2028	3.25%

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

The salary ranges will increase as illustrated in Appendix A pursuant to the general wage increase that is approved each year pursuant to the collective bargaining agreement at the minimum and maximum of the range.

- 23.2 Promotions. An employee, who is promoted to a new position at a higher-grade level, shall receive a pay adjustment that is a salary increase of 4% over the employee's base pay or the minimum of the new salary range, whichever is greater. Starting January 1, 2024, an employee, who is promoted to a new position at a higher-grade level, shall receive a pay adjustment that is a salary increase of 5% over the employee's base pay or the minimum of the new salary range, whichever is greater. At the sole discretion of the employer, the County Administrator and/or Human Resource Director may approve a pay adjustment that is a salary increase of up to and including 12% over the employee's current base pay based on the applicant's education, experience, and labor market conditions. In no event can a

promotional increase exceed the maximum of the salary range. Promotions from the **Public Safety Telecommunicator** position to the **Senior Public Safety Telecommunicator** position shall be considered when necessary and appropriate for the orderly advancement of an employee and in the best interest of the Employer, upon recommendation by the County Sheriff in his/her sole discretion. The Sheriff's decision is an inherent managerial right. Unless specially noted otherwise in this agreement, references to **Public Safety Telecommunicator** position will include **Senior Public Safety Telecommunicator** position.

- 23.3 Part-time Pro-Rated Benefits. Any part-time employee who is covered by this agreement and is subject to the provisions of P.E.L.R.A., M.S. 179A.01 et seq, shall receive pro-rated holidays, PTO based on the number of hours of their job appointment. Part-time employees working 20 hours or more per week shall be eligible for insurance receiving a pro-rata Employer contribution. Range movement for part-time employees will be granted per Wright County policy.
- 23.4 No employee shall receive a reduction in salary as a result of acceptance of a promotion.
- 23.5 Employees may be granted unpaid leaves of absence by written request at the sole discretion of the EMPLOYER. An employee who has been employed for at least one (1) year and who has worked for at least 1,250 hours in the twelve (12) month period immediately preceding the commencement of leave, may be eligible for a leave of absence pursuant to the Family Medical Leave Act (FMLA). The terms regarding such leave shall be governed by the provisions of the County's FMLA personnel policy.
- 23.6 The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination as to race, color, creed, sex, national origin, religion or political affiliation and other protected classes pursuant to state and federal statutes. Disputes under the terms of this Article shall be subject to the grievance procedure Steps 1, 2 and 2A, but shall not be subject to arbitration; nor shall the provisions of this Article be admissible as evidence in any forum.
- 23.7 Statement Concerning Harassment. The Employer and the Union believe that all employees have a right to work in an atmosphere free of harassment. To this end the Employer has adopted a specific personnel policy dealing with harassment, offensive and violent behavior. Any employee who believes that he/she has been subjected to improper harassment is urged to consult that policy. In addition, the employee is urged to contact the County Administrator, his/her supervisor and his/her Union steward or business agent if he/she is confronted with harassment while an employee of the County.
- 23.8 Employees specifically required by the Employer to use the employee's automobile for approved County business will be reimbursed in accordance with County policy.
- 23.9 Employees specifically required by the Employer to travel outside Wright County on approved County business will be reimbursed for meals by the County based on County policy.

- 23.10 Shift Differential Pay. Employees working in the positions of **Public Safety Telecommunicator, Senior Public Safety Telecommunicator, and Lead Public Safety Telecommunicator**, shall receive a shift differential of **\$1.25** per hour in addition to their regular wages for hours worked from 6:00 pm through 6:00 am. Shift differential will be included in the determination of an employee's regular rate of pay for FLSA overtime purposes to the extent required by law. Shift differential cannot otherwise be compounded with any other form of premium pay.
- 23.11 **Weekend Shift Differential Pay. Effective July 1, 2026, Employees working in the positions of Public Safety Telecommunicator, Senior Public Safety Telecommunicator, and Lead Public Safety Telecommunicator, shall receive a shift differential of \$0.75 per hour in addition to their regular wages for all hours worked from 6:00 am through 6:00 pm during weekend scheduled work hours (Saturday and Sunday). Shift differential will be included in the determination of an employee's regular rate of pay for FLSA overtime purposes to the extent required by law. Shift differential cannot otherwise be compounded with any other form of premium pay.**
- 23.12 When the current wage exceeds the salary range that position shall be frozen until such time the range exceeds the frozen wage.
- 23.13 Field Training Officer. The Field Training Officer (FTO) will receive one and one-half (1.5 Hrs.) hours additional compensation at the base rate of pay for each full shift that the FTO Officer is performing field training when assigned FTO duties (i.e., when an FTO is scheduled to work a ten-hour work shift and is assigned a Public Safety Telecommunicator or Senior Public Safety Telecommunicator in field training, he/she will be compensated for eleven and one-half hours (11.5 Hrs.) of work at base rate.) This extra one and one-half hour of compensation is not representative of time actually worked. This additional one and one-half (1.5 hrs.) hours of compensation shall not be counted as hours worked for FLSA purposes.
- The Employer, in its sole discretion, may create, maintain, or discontinue a field training program for the Wright County Sheriff's Office. If a field training program is created and maintained, a Public Safety Telecommunicator and Senior Public Safety Telecommunicator with the Wright County Sheriff's Office may be assigned by the Sheriff to serve as the FTO.
- 23.14 Union agrees to the County Drug and Alcohol Testing Policy.
- 23.15 Employees will be eligible for tuition reimbursement as provided in Section 505 (Training and Development) of the County's personnel policy.

ARTICLE 24. SEVERANCE PAY

- 24.1 An employee whose employment is terminated due to retirement, disability, permanent layoff, or other honorable conditions shall be granted severance pay as provided in

Wright County Policy 301 as incorporated into this agreement in Section 18.1. Upon death the benefits are to be paid to the named survivors. An employee who is terminated for cause shall lose all severance benefits.

24.2 An employee who is terminated for cause shall lose all severance benefits.

ARTICLE 25. PAID PARENTAL LEAVE

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

ARTICLE 26. MATCHING 457(b) DEFERRED COMPENSATION CONTRIBUTION

26.1 Effective upon ratification of the 2023-2025 collective bargaining agreement, EMPLOYEES shall be eligible for a matching 457(b) Deferred Compensation contribution consistent with the terms outlined in Section 304.04 of the Wright County Personnel Policy Manual. In the event Wright County Policy 304.04 is modified by the County in the future, the modification will automatically apply to the bargaining unit unless it results in an elimination or a reduction of benefit to the employee. In the event of a future policy modification that results in the elimination or a reduction of this benefit, employees in the bargaining unit will continue to receive the benefits outline in the policy immediately prior to the modification.

ARTICLE 27. DURATION

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

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

FOR WRIGHT COUNTY:

Darek Vetsch, Wright County Board Chair

Greg Kryzer, County Administrator

FOR MINNESOTA PUBLIC
EMPLOYEES ASSOCIATION-**PUBLIC**
SAFETY TELECOMMUNICATORS:

Joe Ditsch, MNPEA Business Agent

Union Steward

Union Steward

APPENDIX A

2026-2028 Wage Scale

Salary Ranges (Hourly)

Grade	Wage Range 2026		Wage Range 2027		Wage Range 2028	
	New Min Gen Adj 2.50%	New Max Gen Adj 2.50%	New Min Gen Adj 3.0%	New Max Gen Adj 3.0%	New Min Gen Adj 2.50 %	New Max Gen Adj 2.50%
7	\$29.34	\$41.67	\$30.22	\$42.92	\$30.97	\$43.99
	Public Safety Telecommunicator (PST)		Public Safety Telecommunicator (PST)		Public Safety Telecommunicator (PST)	
8	\$30.81	\$43.75	\$31.73	\$45.06	\$32.52	\$46.19
	Senior Public Safety Telecommunicator (Sr. PST)		Senior Public Safety Telecommunicator (Sr. PST)		Senior Public Safety Telecommunicator (Sr. PST)	
10	\$33.97	\$48.23	\$34.99	\$49.68	\$35.86	\$50.92
	Lead Public Safety Telecommunicator		Lead Public Safety Telecommunicator		Lead Public Safety Telecommunicator	

APPENDIX B

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

Medica Plans 4, 5 and 6 and Health Partners Dental

Employer Contribution and Employee Cost for Family Coverage

**Includes Health Partners preventive dental premium*

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

Employer Contribution and Employee Cost for Single Coverage

**Includes preventive dental premium*

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

Destination and Workflow

Meeting Type:*

Board Meeting

Target Meeting Date*

2/17/2026 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Schawn Johnson

Agenda Item Type

☒ RFBA ☐ Minutes Submission ☐ Warrants Submission

Requestor Title

Human Resources Director

Target Section

☒ Consent Agenda ☐ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department)*

HUMAN RESOURCES

Originator

SPJ8450

Item Details

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

Authorize Signatures on the Collective Bargaining Agreement and Memorandum of Agreements with the MNPEA Public Safety Telecommunicators (Formerly Civilian Communication Officers) for the 2026–2028 Calendar Years

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

Authorize Signatures on the Collective Bargaining Agreement and Memorandum of Agreements with the MNPEA Public Safety Telecommunicators (Formerly Civilian Communication Officers) for the 2026–2028 Calendar Years

Value Stream the request primarily aligns with:

Develop County Infrastructure

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

County Board approval of the new 2026–2028 collective bargaining agreement and Memorandum of Agreement (MOA) with the MNPEA Public Safety Telecommunicators.

Describe the impact on staffing resources.

Promotes and enhances on-going working relationships between the County and the MNPEA Public Safety Telecommunicators.

Fiscal Impact:

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

Background/Justification:

For County Board review, please find attached the 2026–28 collective bargaining agreement between Wright County and the MNPEA Public Safety Telecommunicators. A clean copy and a red-lined cope of he proposed collective bargaining agreement are attached. The proposed language changes to the 2026–28 collective bargaining agreement are identified in red. Also, for County Board review is an MOA addressing the implementation of the County's new compensation and classification plan in 2026.

Route for Review and Approval

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

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

Document Name	Attachment Type
2026–28 MNPEA Dispatch CBA Clean Copy.pdf	Attachment
2026–28 MNPEA Dispatch CBA Redline.pdf	Attachment
2026 Wage Implementation MOA MNPEA PST.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

Finance Review

Finance Decision

Approved

Notes

Per Bryan P. approved by Greg

County Administrator Review

County Administrator Decision

Notes

LABOR AGREEMENT BETWEEN
WRIGHT COUNTY
AND
MINNESOTA PUBLIC EMPLOYEES' ASSOCIATION (MNPEA)
NON-LICENSED ESSENTIAL SHERIFF STAFF
(PUBLIC SAFETY TELECOMMUNICATORS)

JANUARY 1, 2026 - DECEMBER 31, 2028

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LABOR AGREEMENT BETWEEN
WRIGHT COUNTY
AND
MINNESOTA PUBLIC EMPLOYEES' ASSOCIATION

PUBLIC SAFETY TELECOMMUNICATORS

ARTICLE 1. PURPOSE OF AGREEMENT

This Agreement is entered into between the Wright County Board, hereinafter called the EMPLOYER, and the Minnesota Public Employees Association (MNPEA)-Public Safety Telecommunicators hereinafter called the UNION. The intent and purpose of this Agreement is to:

- 1.1 Establish procedures for the resolution of disputes concerning this Agreement's interpretation and/or application; and
- 1.2 Place in written form the parties' full and complete agreement upon terms and conditions of employment for the duration of the Agreement.

ARTICLE 2. RECOGNITION

The EMPLOYER recognizes the UNION as the exclusive representative for all non-licensed essential public safety dispatch employees of the Wright County Sheriff's Department, Buffalo, Minnesota, who are public employees within the meaning of Minn. Stat. 179A.03, subd. 14, excluding supervisory and confidential employees. The bargaining unit currently consists of the following job classifications:

Public Safety Telecommunicator (PST)	Senior Public Safety Telecommunicator (Sr. PST)	Lead Public Safety Telecommunicator
---	--	--

ARTICLE 3. DEFINITIONS

- 3.1 UNION: Minnesota Public Employees Association (MNPEA)
- 3.2 EMPLOYER: Wright County Board.
- 3.3 UNION MEMBER: A member of Minnesota Public Employees Association (MNPEA)-Public Safety Telecommunicator employees.
- 3.4 EMPLOYEE: A member of the exclusively recognized bargaining unit.
- 3.5 BASE PAY RATE: The employee's hourly pay rate exclusive of any special allowances.

- 3.6 CALL BACK: Return of an employee to a specified work site to perform assigned duties at the express authorization of the EMPLOYER at a time other than an assigned shift. An extension of or early report to an assigned shift is not a call back.
- 3.7 STRIKE: Concerted action in failing to report for duty, the willful absence from one's position, the stoppage of work, slowdown, or abstinence in whole or in part from the full, faithful and proper performance of the duties of employment for the purposes of inducing, influencing or coercing a change in the conditions or compensation or the rights, privileges or obligations of employment.
- 3.8 IMMEDIATE FAMILY DEFINITION: Immediate family shall include the employee's spouse, children, adult children, parents, stepparents, siblings, spouse's parents, spouse's siblings, grandparents, grandchildren, and legal ward.
- 3.9 ACT: The Minnesota Public Employment Labor Relations Act of 1971, as amended.
- 3.10 PART-TIME EMPLOYEE: An employee scheduled on a continuing basis working less than forty (40) hours per week or less than eight (8) hours per day.
- 3.11 ANNIVERSARY DATE: The date a person achieves permanent status in a job classification.
- 3.12 PERMANENT STATUS: The satisfactory completion of a one (1) year probationary period in which the employee has not previously achieved permanent status.
- 3.13 TEMPORARY EMPLOYEE: An employee hired on a temporary basis to replace a regular employee who is on a medical leave of absence or who has been assigned to a special project. Temporary employees shall include a special project employee who is hired on a grant or other special project basis where the employee has little prospect for permanent employment. Such employees shall earn the salary rate set forth in Appendix A for temporary employees and shall not receive any other benefits or seniority.
- 3.14 SEASONAL EMPLOYEE: An employee hired on a seasonal basis, for period not to exceed seven (7) months (except under exceptional circumstances, such period may be extended for up to two (2) additional months upon written notice to the UNION and the employee), as designated by the Employer, in a position with little prospect for permanent employment. Such employees shall earn the salary rate set forth in Appendix A for seasonal or temporary employees and shall not receive any other benefits.
- 3.15 OVERTIME: Work performed at the express authorization of the employer in excess of the employee's scheduled shift.
- 3.16 PERMANENT EMPLOYEES: A member of the exclusively recognized bargaining unit who has completed a probationary period and is working more than fourteen (14) hours per week or more than sixty-seven (67) days per year.

- 3.17 CONTINUOUS SERVICE: Full-time unceasing service from last date of hire, including approved leaves of absence. An employee shall be given credit for prior continuous service upon return from layoff, if return was upon recall, as established by the employer.
- 3.18 DAYS: Unless otherwise indicated, this means working days.
- 3.19 PROMOTION: A change of an employee from a position of one work classification to a position in another work classification with more responsible duties and higher compensation.
- 3.20 TRANSFER: A change of an employee from one position to another position in the same work classification or to another work classification in the same compensation range. Transfer usually involves the performance of similar duties and requires essentially the same basic qualifications.
- 3.21 RETIREMENT ELIGIBILITY: Defined consistent with PERA retirement eligibility for annuity.
- 3.22 FLSA OVERTIME: Work performed at the express authorization of the Employer in excess of the Employee's scheduled shift that is deemed overtime pay per FLSA regulations and shall be paid at time and one half the Employee's regular rate of pay.
- 3.23 PREMIUM PAY: Work performed at the express authorization of the Employer that is contracted to be paid at time and one half the Employee's base rate of pay.
- 3.24 REGULAR RATE OF PAY: The hourly rate of pay for MNPEA members that is calculated pursuant to FLSA regulations by taking into account all compensation paid to the employee in a work period (less statutory exclusions) divided by the number of hours worked in the work period.

ARTICLE 4. UNION SECURITY

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

- 4.1 Deduct each payroll period an amount sufficient to provide the payment of dues established by the union from the wages of all employees authorizing in writing such deduction, and
- 4.2 Remit such deduction to the appropriate designated officer of the UNION.
- 4.3 The UNION may designate certain employees from the bargaining unit to act as stewards and shall inform the EMPLOYER in writing of such choice.
- 4.4 The UNION agrees to indemnify and hold the EMPLOYER harmless against any and all claims, suits, orders, or judgments brought or issued against the County as a result of any action taken or not taken by the County under the provisions of this Article.

- 4.5 The EMPLOYER agrees that during the life of this Agreement the EMPLOYER will not lock out the employees.
- 4.6 Bulletin Boards
- A. The EMPLOYER agrees to allow the UNION the use of designated bulletin board space for the purpose of posting notices of UNION meetings, notice of UNION elections, results of UNION elections and appointments and other official UNION business and UNION recreation or social affairs.
 - B. No information may be posted which represents derogatory attacks directed against any employee, the EMPLOYER, or information concerning candidates for any public office or UNION office.

ARTICLE 5. EMPLOYER SECURITY

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

ARTICLE 6. EMPLOYER AUTHORITY

- 6.1 The EMPLOYER retains the full and unrestricted right to operate and manage all manpower, facilities and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify the organizational structure; to select, direct and determine the number of personnel; to establish work schedules, and to perform any inherent managerial function not specifically limited by this Agreement.
- 6.2 Any term and condition of employment not specifically established or modified by the Agreement shall remain solely within the discretion of the EMPLOYER to modify, establish, or eliminate.

ARTICLE 7. EMPLOYEE RIGHTS-GRIEVANCE PROCEDURE

- 7.1 Definition of a Grievance. A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this Agreement.
- 7.2 Union Representatives. The EMPLOYER will recognize representatives designated by the UNION as the grievance representatives of the bargaining unit having the duties and responsibilities established by this Article. The UNION shall notify the EMPLOYER in writing of the names of such UNION representatives and of their successors when so designated.
- 7.3 Processing of a Grievance. It is recognized and accepted by the UNION and the EMPLOYER that the processing of grievances as hereinafter provided is limited by the

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

- 7.4 Procedure. An employee shall be allowed Union representation at any step of the discipline procedure or any investigation which could lead to disciplinary action. The Employer shall have no obligation to inform or advise an employee of the provisions of this Section. Grievances, as defined by Section 7.1, shall be resolved in conformance with the following procedure:

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

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

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

Step 4. A grievance unresolved in Step 3 and appealed in Step 4 shall be submitted to arbitration subject to the provisions of the Act. The selection of an arbitrator shall be

made in accordance with the "Rules Governing the Arbitration of Grievances" as established by the Public Employment Relations Board.

7.5 Arbitrator's Authority

- A. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the EMPLOYER and the UNION, and shall have no authority to make a decision on any other issue not so submitted.
- B. The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on both the EMPLOYER and the UNION and shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented.
- C. The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the EMPLOYER and the UNION provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings the cost shall be shared equally.

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

7.7 Choice of Remedy. If, as a result of the written Employer Response at Step 3, the grievance remains unresolved and if the grievance involves the suspension, demotion or discharge of an employee who has completed the required probationary period, the grievance may be appealed either to Step 4 of Article VII, or a procedure such as veterans' preference or human rights, if by law they can appeal. If appealed to any procedure other than Step 4 or Article VII, the grievance is not subject to the arbitration procedure as provided in Step 4 of Article VII. The grieved employee shall indicate in writing which procedure is to be utilized - Step 4 of Article VII or another appeal procedure - and shall sign a statement to the effect that the choice of any other hearing precludes the grieved employee from making a subsequent appeal through Step 4 of

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

ARTICLE 8. SAVINGS CLAUSE

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

ARTICLE 9. WORK SCHEDULES

- 9.1 The sole authority in work schedules is the EMPLOYER. The normal work day for an employee shall be eight (8) consecutive hours. The normal work week shall be forty (40) hours within a seven-day work period.
- 9.2 Service to the public may require the establishment of regular shifts for some employees on a daily, weekly, seasonal, or annual basis. The EMPLOYER will give one (1) week advance notice to the employees affected by the establishment of work days different from the employee's normal eight (8) hour work day. In the event that work is required because of unusual circumstances no advance notice need to be given. Each employee has an obligation to work overtime or call backs if requested unless unusual circumstances prevent him/her from so working.
- 9.3 Nothing contained in this or any other Article shall be interpreted to be a guarantee of the minimum or maximum number of hours the EMPLOYER may assign employees.

ARTICLE 10. OVERTIME PAY

- 10.1 Employees will be compensated at one and one-half (1½) times the employee's regular hourly rate of pay for hours worked (excluding holidays, and authorized leave time) in excess of the scheduled shift or forty (40) hours within the seven (7) day work period. Changes of shifts do not qualify an employee for overtime under this Article.
- 10.2 Overtime will be distributed as equally as practicable within job classifications.
- 10.3 Overtime refused by employees will, for record purposes under Article 10.2, be considered as unpaid overtime worked.

- 10.4 For the purpose of computing overtime compensation, overtime hours worked shall not be pyramided, compounded, or paid twice for the same hours worked.
- 10.5 An employee who is called to duty during their scheduled off-duty time shall receive a minimum of two (2) hours' premium pay at one and one-half (1½) times the employee's base pay rate. An extension or early report to a regularly scheduled shift for duty does not qualify the employee for the two (2) hour minimum.
- 10.6 Employees may receive compensatory time on a time and one-half (1 ½) base in lieu of overtime pay at the Employer's option.

Employees covered by this Agreement may accrue compensatory time in lieu of overtime pay, subject to applicable law, up to a maximum balance of sixty (60) hours. Once an employee uses compensatory time and the balance falls below sixty (60) hours, the employee may continue to accrue additional compensatory time until the sixty (60) hour cap is again reached. Compensatory time shall not be paid out during active employment and shall be used in accordance with scheduling and operational needs as approved by the Employer. Any unused compensatory time balance remaining at the time of separation from employment shall be paid out in accordance with applicable law and at the employee's applicable rate of pay.

ARTICLE 11. RIGHT OF SUBCONTRACT

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

ARTICLE 12. DISCIPLINE

- 12.1 The EMPLOYER will discipline employees for just cause only. Discipline will be in one or more of the following forms:
- (a) oral reprimand;
 - (b) written reprimand;
 - (c) suspension;
 - (d) demotion; or
 - (e) discharge.
- 12.2 Suspensions, demotions and discharges will be in written form.
- 12.3 Written reprimands, notices of suspension, and notices of discharge which are to become part of an employee's personnel file shall be read and acknowledged by signature of the employee. Employees and the UNION will receive a copy of such reprimands and/or notices.
- 12.4 Employees may examine their own individual personnel files at reasonable times under the direct supervision of the EMPLOYER.

- 12.5 Employees will not be questioned concerning an investigation of disciplinary action unless the employee that is the subject of the investigation has been given an opportunity to have a Union representative present at such questioning.
- 12.6 Grievances related to this Article shall be initiated by the Union at Step 3 of the grievance procedure of Article.

ARTICLE 13. SENIORITY

- 13.1 Employee seniority is the length of continuous service with the EMPLOYER. Employee seniority is broken by a voluntary quit, retirement, or discharge for cause.
- 13.2 Job classification seniority is the length of service within a job classification.
- 13.3 Reduction of Work Force. Employees will be reduced on the basis of job classification seniority. Employees will be recalled within job classifications on the basis of job classification seniority. An employee on lay off shall have an opportunity to return to work within the job classification from which the employee was reduced or laid off for a two (2) year period from the time of reduction or lay off, before any new employee is hired or promoted. Any employee on layoff who is notified at the employee's last known address by registered mail to return to work, and who fails to return within twelve (12) work days, shall be considered to be a voluntary termination.

ARTICLE 14. PROBATIONARY PERIODS

- 14.1 All newly hired, rehired, or promoted employees will serve a one (1) year probationary period.
- 14.2 At any time during the probationary period a newly hired or rehired employee may be terminated at the sole discretion of the EMPLOYER. Terminated employees will be given written reasons for the termination.

ARTICLE 15. JOB POSTING-PROMOTIONS

- 15.1 Permanent vacancies in job classifications listed in ARTICLE II of this Agreement shall be posted. Employees shall have seven (7) calendar days after posting to complete application for such vacancies. The applicant with the highest qualifications will be chosen for the vacancy.
- 15.2 All promoted employees shall serve a twelve-month trial period. During the trial period a promoted employee may be replaced in the employee's previous job classification, if a vacancy exists, at the sole discretion of the EMPLOYER. Terminated or demoted employees will be given written reasons for termination or demotion. An employee returned to the previous job classification will also revert to his/her anniversary.

ARTICLE 16. HOSPITAL/MEDICAL/LIFE/LTD/STD

16.1 Effective upon the ratification of the collective bargaining agreement for the 1/1/2026 through 12/31/2028 time period, the County will provide three insurance plans (Appendix B):

a. Plan 4 (\$1000 Deductible Plan & Dental)

The County will contribute up to a maximum of \$1,180.00 towards single health and preventative dental coverage, and \$2,178.00 towards family health and preventative dental coverage.

b. Plan 5 (\$3000 Deductible Plan (With VEBA) & Dental)

- The County will contribute up to a maximum of \$1,097.00 towards single health and preventative dental coverage, and \$2,022.00 towards family health and preventative dental coverage.
- The County will make contributions to a VEBA account equivalent to the amount of \$125.00 per month for single insurance coverage, and \$250.00 a month for family insurance coverage.

c. Plan 6 (\$4000 Deductible Plan (With HSA) & Dental)

- The County will contribute up to a maximum of \$1,030.26 per month towards single health and preventative dental coverage, and \$1,854.00 towards family health and preventative dental coverage.
- The County will make contributions to an HSA account equivalent to the amount of \$166.66 per month for single insurance coverage, and \$333.33 a month for family insurance coverage.

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

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

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

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

policyholder shall be eligible for a County contribution equivalent to the dollar amount contributed toward single coverage. This single County contribution amount shall be applied towards the family policy of the policyholder.

- 16.4 Effective January 1, 2026, Employees will be provided life insurance in the amount of \$40,000.
- 16.5 Affordable Care Act. In the event the health insurance provisions of this Agreement fail to meet the requirements of the Affordable Care Act and its related regulations or cause the Employer to be subject to a penalty, tax or fine, the Union and the Employer will meet immediately to bargain over alternative provisions so as to comply with the Act and avoid and/or minimize any penalties, taxes or fines for the Employer.
- 16.6 EMPLOYEES shall be eligible for Minnesota Paid Leave (MPL), consistent with the terms outlined in Minn. Stat. Ch. 268B and Section 613 of the Wright County Personnel Policy Manual. The EMPLOYER will pay the statutorily required minimum share of the premium for MPL as it may be amended. *See* Minn. Stat. § 268B.14 (currently requiring a minimum 50% employer contribution as of contract effective date). The remaining employee premium share is payable through payroll deductions.

ARTICLE 17. HOLIDAYS

- 17.1 The following days will be observed as paid holidays:

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

- 17.2 Holiday Pay. Eligible employees shall receive eight (8) hours' pay for each of the holidays listed above on which they perform no work.
- 17.3 Observance. Holidays will be observed on the day that the actual holiday falls.
- 17.4 Eligibility Requirements. To qualify for a paid holiday employees must work their last scheduled work day before the holiday and the first scheduled work day following the holiday. Employees on prior approved paid absence as provided by this Agreement shall be considered to have worked the day before or after a holiday.

- 17.5 If an employee works on any of the above holidays, the employee shall be paid double time for all hours worked in addition to holiday pay.
- 17.6 In addition to the holidays listed in 17.1, twelve (12) hours of "floating" holiday time will be granted in each calendar year to be scheduled with the prior permission of the employee's supervisor. The "floating" holiday may be taken in two-hour increments. The "floating" holiday must be taken during the calendar year in which it is earned or it will be forfeited. Employees who use the floating holiday during the probationary period and fail to complete the probationary period for any reason, will have the hours used deducted from their final paycheck.
- a. Pro-rated floating holidays for new full-time hires.
- | <u>If Hired</u> | <u>Eligible to Receive</u>
(Hrs.) |
|-------------------|--------------------------------------|
| January – October | 8 |
| November | 6 |
| December | 0 |
- b. Floating holidays which have not been used prior to an employee's termination date shall be forfeited.
- c. Floating holidays are pro-rated for part-time employees.

ARTICLE 18. PAID TIME OFF

- 18.1 EMPLOYEES shall be eligible for paid time off (PTO), consistent with the terms outlined in Section 301 of the Wright County Personnel Policy Manual. In the event Wright County Policy 301 is modified by the County in the future, the modification will automatically apply to the bargaining unit unless it results in a reduction of benefit to the employee. In the event of a future policy modification that results in a reduction of PTO benefit, employees in the bargaining unit will continue to receive the benefits outlined in the policy immediately prior to the modification.
- 18.2 Holiday During PTO Period: If a holiday, as defined elsewhere in the Holiday Article, occurs during the calendar week in which PTO is taken by an employee, the employee shall not be charged PTO on the day of the holiday.
- 18.3 PTO Requests. Preference in scheduling shall be based on the order in which PTO requests are received. In the event a scheduling conflict occurs, seniority shall be the determining factor in granting PTO time off, when all factors are equal. The procedure in this Section will govern over any conflicting language in Section 301 of the Wright County Personnel Policy Manual solely with respect to determining preference for scheduling PTO.

When a PTO request is submitted, a copy of the Employee Time Request form that the Employee turned in will be returned to the Employee either approved or not approved within fourteen (14) days. If there are subsequent requests for the same days off, the response will be pending for the subsequent requests until the schedule for that time period is complete.

- 18.4 FAMILY AND MEDICAL LEAVE ACT. Employees shall be eligible for leaves of absence in accordance with the Federal Family Medical Leave Act and applicable State statutes and County policy.

ARTICLE 19. BEREAVEMENT LEAVE

- 19.1 Effective upon ratification of the collective bargaining agreement, EMPLOYEES shall be eligible for bereavement leave, consistent with the terms outlined in Section 604 of the Wright County Personnel Policy Manual. In the event Wright County Policy 604 is modified by the County in the future, the modification will automatically apply to the bargaining unit unless it results in the elimination or reduction of benefit to the employee. In the event of a future policy modification that results in the elimination or a reduction of bereavement leave, employees in the bargaining unit will continue to receive the benefits outlined in the policy immediately prior to the modification.

ARTICLE 20. WORK OUT OF CLASSIFICATION

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

ARTICLE 21. WAIVER

- 21.1 Any and all prior agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment, to the extent inconsistent with the provisions of this Agreement are hereby superseded.
- 21.2 The parties mutually acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any term or condition of employment not removed by law from bargaining. All agreements and understandings arrived at by the parties are set forth in writing in this Agreement for the stipulated duration of this Agreement. The EMPLOYER and the UNION each voluntarily and unqualifiedly waives the right to meet and negotiate regarding any and all terms and conditions of employment referred to or covered in this Agreement or with respect to any term or condition of employment not specifically referred to or covered by this Agreement, even though such terms or conditions may not have been within the knowledge or contemplation of either or both parties at the time this contract was negotiated or executed.

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

ARTICLE 22. COURT TIME

An employee who is required to appear in Court during the employee's scheduled off-duty time shall receive a minimum of two (2) hours of premium pay for virtual court appearances and four (4) hours' premium pay for in-person court appearances at one and one-half (1½) times the Employee's base pay rate. Pay at one and one-half (1½) times the Employee's base pay rate shall also be paid to the employee if the court appearance is scheduled during the employee's off-duty time is canceled, and notice is not given to the employee at least 12 hours prior to the scheduled court appearance. An extension of or early report to a regularly scheduled shift for Court appearance does not qualify the Employee for the two (2) or four (4) hour minimum.

ARTICLE 23. GENERAL PROVISIONS

- 23.1 Employees below the range maximum will be eligible for the following range movement on the employee's anniversary date in job classification upon completion of a successful performance evaluation. In no event will an employee's wage exceed the maximum of the salary range.

Year	Range Movement
2026	4%
2027	3.5%
2028	3.25%

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

The salary ranges will increase as illustrated in Appendix A pursuant to the general wage increase that is approved each year pursuant to the collective bargaining agreement at the minimum and maximum of the range.

- 23.2 Promotions. An employee, who is promoted to a new position at a higher-grade level, shall receive a pay adjustment that is a salary increase of 4% over the employee's base pay or the minimum of the new salary range, whichever is greater. Starting January 1, 2024, an employee, who is promoted to a new position at a higher-grade level, shall receive a pay adjustment that is a salary increase of 5% over the employee's base pay or the minimum of the new salary range, whichever is greater. At the sole discretion of the employer, the County Administrator and/or Human Resource Director may approve a pay adjustment that is a salary increase of up to and including 12% over the employee's current base pay based on the applicant's education, experience, and labor market conditions. In no event can a

promotional increase exceed the maximum of the salary range. Promotions from the Public Safety Telecommunicator position to the Senior Public Safety Telecommunicator position shall be considered when necessary and appropriate for the orderly advancement of an employee and in the best interest of the Employer, upon recommendation by the County Sheriff in his/her sole discretion. The Sheriff's decision is an inherent managerial right. Unless specially noted otherwise in this agreement, references to Public Safety Telecommunicator position will include Senior Public Safety Telecommunicator position.

- 23.3 Part-time Pro-Rated Benefits. Any part-time employee who is covered by this agreement and is subject to the provisions of P.E.L.R.A., M.S. 179A.01 et seq, shall receive pro-rated holidays, PTO based on the number of hours of their job appointment. Part-time employees working 20 hours or more per week shall be eligible for insurance receiving a pro-rata Employer contribution. Range movement for part-time employees will be granted per Wright County policy.
- 23.4 No employee shall receive a reduction in salary as a result of acceptance of a promotion.
- 23.5 Employees may be granted unpaid leaves of absence by written request at the sole discretion of the EMPLOYER. An employee who has been employed for at least one (1) year and who has worked for at least 1,250 hours in the twelve (12) month period immediately preceding the commencement of leave, may be eligible for a leave of absence pursuant to the Family Medical Leave Act (FMLA). The terms regarding such leave shall be governed by the provisions of the County's FMLA personnel policy.
- 23.6 The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination as to race, color, creed, sex, national origin, religion or political affiliation and other protected classes pursuant to state and federal statutes. Disputes under the terms of this Article shall be subject to the grievance procedure Steps 1, 2 and 2A, but shall not be subject to arbitration; nor shall the provisions of this Article be admissible as evidence in any forum.
- 23.7 Statement Concerning Harassment. The Employer and the Union believe that all employees have a right to work in an atmosphere free of harassment. To this end the Employer has adopted a specific personnel policy dealing with harassment, offensive and violent behavior. Any employee who believes that he/she has been subjected to improper harassment is urged to consult that policy. In addition, the employee is urged to contact the County Administrator, his/her supervisor and his/her Union steward or business agent if he/she is confronted with harassment while an employee of the County.
- 23.8 Employees specifically required by the Employer to use the employee's automobile for approved County business will be reimbursed in accordance with County policy.
- 23.9 Employees specifically required by the Employer to travel outside Wright County on approved County business will be reimbursed for meals by the County based on County policy.

- 23.10 Shift Differential Pay. Employees working in the positions of Public Safety Telecommunicator, Senior Public Safety Telecommunicator, and Lead Public Safety Telecommunicator, shall receive a shift differential of **\$1.25** per hour in addition to their regular wages for hours worked from 6:00 pm through 6:00 am. Shift differential will be included in the determination of an employee's regular rate of pay for FLSA overtime purposes to the extent required by law. Shift differential cannot otherwise be compounded with any other form of premium pay.
- 23.11 Weekend Shift Differential Pay. Effective July 1, 2026, Employees working in the positions of Public Safety Telecommunicator, Senior Public Safety Telecommunicator, and Lead Public Safety Telecommunicator, shall receive a shift differential of **\$0.75** per hour in addition to their regular wages for all hours worked from 6:00 am through 6:00 pm during weekend scheduled work hours (Saturday and Sunday). Shift differential will be included in the determination of an employee's regular rate of pay for FLSA overtime purposes to the extent required by law. Shift differential cannot otherwise be compounded with any other form of premium pay.
- 23.12 When the current wage exceeds the salary range that position shall be frozen until such time the range exceeds the frozen wage.
- 23.13 Field Training Officer. The Field Training Officer (FTO) will receive one and one-half (1.5 Hrs.) hours additional compensation at the base rate of pay for each full shift that the FTO Officer is performing field training when assigned FTO duties (i.e., when an FTO is scheduled to work a ten-hour work shift and is assigned a Public Safety Telecommunicator or Senior Public Safety Telecommunicator in field training, he/she will be compensated for eleven and one-half hours (11.5 Hrs.) of work at base rate.) This extra one and one-half hour of compensation is not representative of time actually worked. This additional one and one-half (1.5 hrs.) hours of compensation shall not be counted as hours worked for FLSA purposes.
- The Employer, in its sole discretion, may create, maintain, or discontinue a field training program for the Wright County Sheriff's Office. If a field training program is created and maintained, a Public Safety Telecommunicator and Senior Public Safety Telecommunicator with the Wright County Sheriff's Office may be assigned by the Sheriff to serve as the FTO.
- 23.14 Union agrees to the County Drug and Alcohol Testing Policy.
- 23.15 Employees will be eligible for tuition reimbursement as provided in Section 505 (Training and Development) of the County's personnel policy.

ARTICLE 24. SEVERANCE PAY

- 24.1 An employee whose employment is terminated due to retirement, disability, permanent layoff, or other honorable conditions shall be granted severance pay as provided in

Wright County Policy 301 as incorporated into this agreement in Section 18.1. Upon death the benefits are to be paid to the named survivors. An employee who is terminated for cause shall lose all severance benefits.

24.2 An employee who is terminated for cause shall lose all severance benefits.

ARTICLE 25. PAID PARENTAL LEAVE

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

ARTICLE 26. MATCHING 457(b) DEFERRED COMPENSATION CONTRIBUTION

26.1 Effective upon ratification of the 2023-2025 collective bargaining agreement, EMPLOYEES shall be eligible for a matching 457(b) Deferred Compensation contribution consistent with the terms outlined in Section 304.04 of the Wright County Personnel Policy Manual. In the event Wright County Policy 304.04 is modified by the County in the future, the modification will automatically apply to the bargaining unit unless it results in an elimination or a reduction of benefit to the employee. In the event of a future policy modification that results in the elimination or a reduction of this benefit, employees in the bargaining unit will continue to receive the benefits outline in the policy immediately prior to the modification.

ARTICLE 27. DURATION

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

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on this
17th day of February, 2026.

FOR WRIGHT COUNTY:

FOR MINNESOTA PUBLIC
EMPLOYEES ASSOCIATION-PUBLIC
SAFETY TELECOMMUNICATORS:

Darek Vetsch, Wright County Board Chair

Joe Ditsch, MNPEA Business Agent

Greg Kryzer, County Administrator

Union Steward

Union Steward

APPENDIX A

2026-2028 Wage Scale

Salary Ranges (Hourly)

Grade	Wage Range 2026		Wage Range 2027		Wage Range 2028	
	New Min Gen Adj 2.50%	New Max Gen Adj 2.50%	New Min Gen Adj 3.0%	New Max Gen Adj 3.0%	New Min Gen Adj 2.50 %	New Max Gen Adj 2.50%
7	\$29.34	\$41.67	\$30.22	\$42.92	\$30.97	\$43.99
	Public Safety Telecommunicator (PST)		Public Safety Telecommunicator (PST)		Public Safety Telecommunicator (PST)	
8	\$30.81	\$43.75	\$31.73	\$45.06	\$32.52	\$46.19
	Senior Public Safety Telecommunicator (Sr. PST)		Senior Public Safety Telecommunicator (Sr. PST)		Senior Public Safety Telecommunicator (Sr. PST)	
10	\$33.97	\$48.23	\$34.99	\$49.68	\$35.86	\$50.92
	Lead Public Safety Telecommunicator		Lead Public Safety Telecommunicator		Lead Public Safety Telecommunicator	

APPENDIX B

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

Medica Plans 4, 5 and 6 and Health Partners Dental

Employer Contribution and Employee Cost for Family Coverage

**Includes Health Partners preventive dental premium*

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

Employer Contribution and Employee Cost for Single Coverage

**Includes preventive dental premium*

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

MEMORANDUM OF AGREEMENT
REGARDING IMPLEMENTATION OF NEW
COMPENSATION AND CLASSIFICATION PLAN

This Agreement is entered into by and between Wright County (“Wright County”) and the Minnesota Public Employees Association (“Union”) on behalf of the Public Safety Telecommunicators bargaining unit.

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

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

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

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

NOW, THEREFORE, the parties agree as follows:

1. The County will implement its new compensation and classification plan on January 1, 2026. The grading for positions in the bargaining unit represented by the Union, along with the new minimum and maximum hourly rate for each grade is attached as Exhibit A.
2. Effective January 1, 2026, individual employees will transition to the new compensation and classification plan in the following three phases:
 - a. **Phase 1.** All employees who are paid an hourly rate under the minimum hourly wage of their assigned grade in the County’s new compensation and classification plan will have their hourly rate increased to the minimum of the new salary range. Employees whose December 31, 2025 hourly rate is within the 2026 salary range for their assigned grade will not receive any hourly rate increase in Phase 1.
 - b. **Phase 2.** After Phase 1 is completed, the County will apply a range position adjustment to employees who experienced a negative impact with respect to their range penetration percentage as a result of the Phase 1 implementation.
 - An employee’s 2025 range penetration percentage will be calculated as follows: $(\text{December 31, 2025 Hourly Rate} - \text{2025 Range Minimum}) \div (\text{2025 Range Maximum} - \text{2025 Range Minimum}) \times 100$.
 - An employee’s new range penetration percentage will be calculated as follows: $(\text{Hourly Rate After Phase 1 Implementation} - \text{New Range Minimum}) \div (\text{New Range Maximum} - \text{New Range Minimum}) \times 100$.

Minimum) divided by (New Range Maximum – New Range Minimum) multiplied by 100.

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

- An employee whose 2025 range penetration was 67 percent and whose new range penetration is 59 percent will receive a range penetration adjustment of six percent. The employee's hourly rate will be adjusted to reflect the amount that is 65 percent of new range.
- An employee whose 2025 range penetration was 88 percent and whose new range penetration is 84 percent will receive a range penetration adjustment of four percent. The employee's hourly rate will be adjusted to reflect the amount that is 88 percent of new range.
- An employee whose 2025 range penetration was zero percent and whose new range penetration is zero percent will receive no range penetration adjustment.

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

- c. **Phase 3.** After Phase 2 is completed, the negotiated 2.5 percent general increase outlined in the CBA for 2026 wages will be applied to individual employees' hourly rates. The Phase 3 hourly rate will apply to hours worked effective January 1, 2026.
3. The parties agree that the transition of positions to the new compensation and classification plan will not be considered a position reclassification under Section 101 of the Wright County Personnel Policy Manual.
4. Individual employees will be separately eligible to receive range movement on their anniversary date as set forth in the CBA.
5. This Agreement represents the complete and total agreement between the parties regarding the three-phase implementation of the County's new compensation and classification plan.
6. This Agreement will expire and automatically sunset on December 31, 2028.

FOR THE COUNTY OF WRIGHT:

MINNESOTA PUBLIC EMPLOYEES
ASSOCIATION-PUBLIC SAFETY
TELECOMMUNICATORS:

Darek Vetsch
Commission Chair

Joe Ditsch, MNPEA Business Agent

Greg Kryzer
County Administrator

Steward

Steward

Dated this ____ of _____, 2026

Dated this ____ of _____ 2026

EXHIBIT A

2026 Minimum and Maximum Hourly Rates by Grade Compared to 2025 Rates.

Grade	Points for each Grade	Point Scale	Title	Union	E / NE Status	Dept	Job Code	2026 Proposed Min	2026- Proposed Maximum
7	228	225-259	Public Safety Telecommunicator (Formerly Civilian Communications Officer)	MNPEA	NE	Sheriff	B026	\$ 28.62	\$ 40.65
8	272	260-287	Senior Public Safety Telecommunicator Officer (Formerly Senior Civilian Communications Officer)	MNPEA	NE	Sheriff	B052	\$ 30.06	\$ 42.68
10	302	300-329	Lead Public Safety Telecommunicator (Formerly Lead Communication Officer)	MNPEA	NE	Sheriff	B223	\$ 33.14	\$ 47.05

Note: The 2026 rates referenced above are the rates that will be used for Phase 1 implementation prior to the application of the 2026 general adjustment as part of Phase 3.

Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *2/17/2026 9:00 AM – Board of Wright County
Commissioners**Requestor Name**

Tanya West

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

Recorder

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

RECORDER

Originator

TLW7588

Item Details

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

Approve Registered Land Survey (RLS) No. 53 for Recording; Located in Buffalo Township

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

Approve Registered Land Survey (RLS) No. 53 for Recording; Located in Buffalo 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.**Describe the impact on staffing resources.****Fiscal Impact:****Background/Justification:**

Order granting variance filed 3-27-2025 by the Wright County Planning and Zoning Office.

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

Legal Review

Legal Decision

Denied

Notes

CMB – Tanya West advised on 4/23/2025 that legal review is not required for Registered Land Surveys. Legal has not been involved in this land survey except for my receiving some related emails in April 2025.

County Administrator Review

County Administrator Decision

Notes

Agenda Item



Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *

2/17/2026 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Pat O'Malley

Agenda Item Type

☒ RFBA
 ☐ Minutes Submission
 ☐ Warrants Submission

Requestor Title

Jail Captain

Target Section

☒ Consent Agenda
 ☐ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department) *

SHERIFF

Originator

MWT7727

Item Details

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

Authorize Signatures on a Joint Powers Agreement with Sherburne County for Boarding of Inmates

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

Authorize Signatures on a Joint Powers Agreement with Sherburne County for Boarding of Inmates

Value Stream the request primarily aligns with:

Shepherd Economic Growth

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

Rental of jail space creates revenue to offset overall expenses.

Describe the impact on staffing resources.

Minimal as Sherburne County will provide corrections staffing for the housing unit.

Fiscal Impact:

Positive impact on budgeted revenue.

Background/Justification:

Sherburne County is seeking to rent space in the Wright County jail while they perform maintenance in their facility.

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[Sherburne Co_boarding.JPA 2525.pdf](#)**Attachment Type**

Attachment

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

Approved

Notes

**JOINT POWERS AGREEMENT BETWEEN THE COUNTY OF SHERBURNE
AND THE COUNTY OF WRIGHT
FOR BOARDING INMATES AT THE WRIGHT COUNTY JAIL**

This Agreement is made and entered into between Wright County, 3800 Braddock Ave. NE. Buffalo, MN 55313-3662, hereinafter referred to as "Wright County or Contractor" and the County of Sherburne, 13880 Business Center Drive NW Suite 100, Elk River, MN 55330, State of Minnesota, through the Sherburne County Sheriff's Office, hereinafter referred to as "Sherburne County or County".

WHEREAS, Sherburne County and Wright County are governmental units as that term is defined in Minn. Stat. § 471.59; and

WHEREAS, Minn. Stat. § 471.59 authorizes local governmental units to jointly or cooperatively exercise any power common to the contracting parties; and

WHEREAS, Sherburne County, has a need for boarding services for both male and female inmates, hereinafter collectively referred to as "inmates" or " Sherburne County inmates" and wishes to contract with Wright County to board Sherburne County inmates at the Wright County Correctional facility, hereinafter called the "Facility"; and

WHEREAS, Wright County currently has bed space and staffing capacity available at the Facility; and

WHEREAS, Sherburne County can provide correctional officers for purposes of Wright County accommodating Sherburne County inmates at the Facility;

NOW, THEREFORE, in consideration of the mutual undertakings and agreements hereinafter set forth, Wright County and Sherburne County agree as follows:

I. TERM

Wright County agrees to furnish the services set forth in this Agreement during the period commencing March 13, 2026, and terminating on December 31, 2026, with two, one-year optional renewals upon written agreement of both parties and with the understanding that terms of the Agreement may be subject to review annually by either Sherburne or Wright County.

II. WRIGHT COUNTY DUTIES

Wright County Shall:

- A. Accept and provide for the secure custody, care and safe keeping of Sherburne County inmates in the Facility in accordance with all Federal, State or local laws, statutes, ordinances, rules and regulations, policies and procedures, and court orders pertaining to this Agreement. Wright County will provide programs, facilities and staff for which they would otherwise be responsible. This includes, but is not limited to, all Standard Assurances, which are attached as Exhibit B.
- B. Permit Sherburne County to purchase bed space on a space available basis. Any such purchase shall be under the terms and conditions of this Agreement.

- C. Provide Sherburne County inmates with the same level of medical, dental, and mental health care and services provided to Wright County inmates, including arranging the transportation of inmates requiring removal from the Facility for emergency medical, dental, or mental health treatment. Wright County shall have the sole authority to determine whether any Sherburne County inmates housed in the Facility require emergency medical, mental health, or dental care. Wright County shall notify the Sherburne County's authorized agent whenever an inmate is removed from the Facility in order to provide emergency medical, mental health, or dental treatment. All inmates requiring emergency medical, dental or mental health treatment will be treated according to the joint protocol established between Sherburne and Wright Counties which is attached and incorporated as Exhibit A. This joint protocol shall also govern all hospital visits or admissions.
- D. Admit or release inmates as provided in the Agreement, but only after Wright County receives the appropriate documentation to confirm the identity of the inmate, which must be presented by an authorized agent or employee of Sherburne County. The identity and authority of the Sherburne County agent or employee must also be confirmed through appropriate documentation before an inmate is admitted or released. The Facility will be available to admit or release inmates twenty-four (24) hours a day.
- E. Permit Sherburne County inmates to participate in the Wright County programs in which other inmates housed in the Facility participate, if such participation is possible; under the terms of this Agreement; the terms and conditions of their confinement in the Facility; Sherburne County policy, where applicable; and court orders.
- F. Provide initial and ongoing training, direction, and supervision for Sherburne County correctional officers assigned to the Wright County Jail. Such correctional officers shall be incorporated into the daily operational schedule and work assignments of the facility. Wright County shall retain responsibility for day-to-day operations, staffing, post assignments, and operational decisions within the Papa and Quebec units. Assigned Sherburne County correctional officers shall be granted the same facility access, system access, and operational authority as Wright County correctional officers while on duty, subject to Wright County policies, procedures, and chain of command.

III. SHERBURNE COUNTY DUTIES

Sherburne County Shall:

- A. Be responsible for transporting all Sherburne County inmates to and from the Facility, except in those cases where the inmate is transported to a medical care facility for emergency medical or dental treatment pursuant to this Agreement.
- B. Be responsible for providing Wright County with all necessary orders, writs, and other documentation prior to housing or releasing an inmate.
- C. Assign correctional officers to work in the Wright County Jail as housing officers for the Papa and Quebec housing units. The correctional officers provided by Sherburne County assigned to the Wright County Jail shall remain employees of Sherburne County for all purposes, including payroll and benefits, but shall operate under the general supervision and security protocols of the Wright County Jail.
- D. Correctional officers assigned to work in the Wright County Jail as housing officers for the Papa and Quebec housing units shall be responsible for their own acts and omissions and the results thereof and shall be subject to the indemnity provisions set forth in Section IX of this

agreement. Sherburne County retains ultimate liability for the correctional officers subject to the indemnification provisions in Section IX of this agreement.

- E. Be responsible for the workplace injuries of correctional officers assigned to work in the Wright County Jail.

IV. PAYMENT

- A. Payment for all services performed and goods or materials supplied by Wright County pursuant to this Agreement shall be made by Sherburne County as follows:
 - 1. Sherburne County will pay One Hundred Thousand dollars and no/100 (\$100,000.00) per month, per unit, for the use of 2 housing units (Papa and Quebec), plus any medical and dental costs.
 - 2. If additional bed space is needed, (and additional bed space is available), compensation for each inmate held at the Facility under the terms of this Agreement during the period of February 15th, 2026, through December 31, 2026, shall be a daily rate of Seventy-five and no/100 dollars (\$75.00), per-day, per-bed, plus any medical and dental costs. The Agreement will be subject to review annually by either Sherburne or Wright County. The parties must agree in writing to any changes to the daily rate.
 - 3. All costs associated with emergency medical or dental services provided to Sherburne County inmates outside of the Facility pursuant to this Agreement, including transportation expenses, will be a reimbursable expense paid by Sherburne County to Wright County upon invoice to Sherburne County.
- B. Payments shall be made by Sherburne County within thirty (30) calendar days after receipt of invoice from Wright County. Invoices must be submitted monthly. Invoices for inmates in additional bed space (outside of Papa and Quebec units) must state the inmates' names, dates inmates are incarcerated during the billing period, and detail of any costs over and above the fixed per diem.

If the invoice is incorrect, defective, or otherwise improper, Sherburne County will notify Wright County within ten (10) calendar days of receiving the incorrect invoice. Upon receiving the corrected invoice from Wright County, Sherburne County will make payment within thirty (30) calendar days.

V. CANCELLATION

This Agreement may be canceled by either party at any time with or without cause upon forty-five (45) calendar days written notice to the other party. In the event of such a cancellation, Wright County shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed through the date of cancellation.

Termination of this Agreement shall not discharge any liability, responsibility, or right of any party which arises from the performance of or failure to adequately perform this Agreement prior to the effective date of termination. Nor shall termination discharge any obligation which by its nature would survive after the date of termination, including by way of illustration only and not limitation, the Standard Assurances attached as Exhibit B.

VI. ASSIGNMENT

Neither party shall assign its rights or obligations under this Agreement without the prior written consent of the other party.

VII. AMENDMENTS

Any amendments to this Agreement shall be in writing.

VIII. DATA PRACTICES

All data collected, created, received, maintained, or disseminated because of this Agreement is governed by the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 and the Minnesota Rules implementing the Act ("Data Practices Act"). For purposes of executing its responsibilities under this Agreement, Wright County shall be considered part of the corrections system as defined in Minn. Stat. § 13.85. Wright County's employees and agents shall have access to private or confidential data maintained by Sherburne County to the extent necessary to carry out its responsibilities under this Agreement. Any such private or confidential data received by Wright County shall retain its data classification with Wright County. Wright County is responsible to ensure data it collects regarding each inmate is maintained in accordance with the Data Practices Act and its policies.

IX. INDEMNITY

Each party to the Agreement shall be liable for its own acts and personnel to the extent provided by law and hereby agrees to indemnify, hold harmless, and defend the other, its officers and employees against any and all liability, loss, costs, damages, expenses, claims, or actions, including attorney's fees which the other, its officers and employees may hereinafter sustain, incur, or be required to pay, arising out of or by reason of any act or omission of the party, its agents, servant, or employees, in the execution, performance, or failure to adequately perform its obligations pursuant to this Agreement.

X. MERGER

It is understood and agreed that the entire Agreement between the parties is contained herein and this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter. All items referred to in this Agreement are incorporated or attached and are deemed part of this Agreement.

XI. CONFLICT

If there is a conflict between any provision of any Exhibit and the body of this Agreement, the body of this Agreement will prevail. To the extent reasonably possible, the Exhibits will be construed and constructed to supplement, rather than conflict with, the body of this Agreement. If there is a conflict between any provision of an Exhibit and another Exhibit, the following is the order of precedence: (1) Exhibit A and (2) Exhibit B.

XII. COMPLIANCE WITH LAWS/STANDARDS

- A. Each party agrees to comply with all Federal, State, and local laws, ordinances, rules, regulations and executive orders pertaining to unlawful discrimination on account of race, color, creed, religion, national origin, sex, gender, marital status, status about public assistance, disability or age.

- B. Each party further agrees to comply with all Federal, State, and local laws or ordinance, and all applicable rules, regulations, and standards established by any agency of such governmental units, which are now or hereafter promulgated insofar as they relate to the County's performance of the provisions of this Agreement.
- C. Wright County shall procure at its own expense, all licenses, permits, or other rights for the provision of the services contemplated herein.
- D. This Agreement shall be governed by and construed in accordance with the substantive and procedural laws of the State of Minnesota, without giving effect to the principles of conflict of laws. All proceedings related to this Agreement shall be venued in the State of Minnesota.

XIII. RECORDS/REPORTS

- A. Wright County agrees to maintain records relating to all services provided to inmates under the terms of this Agreement according to Minnesota State Statutes and Wright County's document retention policy. Such records shall be made available for audit or inspection at any time upon request of Sherburne County or its authorized representative.
- B. Wright County agrees to provide the Sheriff of Sherburne County with written notice of all claims filed by any Sherburne County inmate against it concerning boarding/detention services.
- C. During the Term of this Agreement, upon request by the Sheriff of Sherburne County, Wright County shall submit to the Sheriff of Sherburne County copies of all inspection reports completed by the Federal Bureau of Prisons, the Minnesota Department of Corrections or any other State or Federal agency dealing with the Detention Center.

XIV. INDEPENDENT CONTRACTOR STATUS

Wright County is to be and shall remain an independent contractor with respect to any and all work performed under this Agreement. It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting Wright County as the agent, representative, or employee of Sherburne County for any purpose or in any manner whatsoever. Any and all claims that arise or may arise on behalf of Wright County, its agents, servants or employees as a consequence of any act or omission on the part of Wright County or its agents, servants, employees while engaged in the performance of the Agreement shall in no way be the obligation or responsibility of Sherburne County.

XV. SUBCONTRACTING/SUCCESSORS

- A. Subcontracts. Wright County shall not enter into any agreement providing secured beds for Sherburne County at any facility other than the Wright County Correctional Facility.
- B. Successors. Sherburne County and Wright County each binds itself and its successors, legal representatives, and assigns to the other party to this Agreement and to the partners, successors, legal representatives, and assigns of such other party, in respect to all covenants of this Agreement.

XVI. DEFAULT

Neither party shall be liable to the other party for any loss or damage resulting from a delay or failure to perform due to unforeseeable acts or events outside the defaulting party's reasonable control, providing

the defaulting party gives notice to the other party as soon as possible. Acts and events may include acts of God, acts of terrorism, war, fire, flood, epidemic, acts of civil or military authority, and natural disasters.

XVII. CONTRACT RIGHTS/REMEDIES

- A. Rights Cumulative. All remedies available to either party under the terms of this Agreement or by law are cumulative and may be exercised concurrently or separately, and the exercise of any one remedy shall not be deemed an election of such remedy to the exclusion of the other remedies.
- B. Waiver. Waiver for any default shall not be deemed to be a waiver of any subsequent default. Waiver for breach of any provision of this Agreement shall not be construed to be modification for the terms of this Agreement unless stated to be such in writing and signed by the Contract Agents of Sherburne County and Wright County specified in this Agreement.

XVIII. CONTRACT AGENTS

The authorized agents for purposes of administration of this Agreement are Captain Pat O'Malley for the Wright County Sheriff's Office and Commander Dave Isais for the Sherburne County Sheriff's Office.

IN WITNESS WHEREOF, the parties have executed this First Agreement on the dates indicated below.

COUNTY OF WRIGHT

By: _____

_____(print name)

Wright County Board of Commissioners

Date: _____

COUNTY OF SHERBURNE

By: _____

_____(print name)

Sherburne County Board of Commissioners

Date: _____

APPROVED AS TO FORM:

EXHIBIT A

When a Sherburne County inmate is transported to Wright County, Sherburne County will send all prescription medications the inmate is taking and all necessary medical information to Wright County at the time of admission at Wright County. Wright County will provide medical, dental, and mental health treatment following its clinical protocols and procedures. Wright County shall bill Sherburne County for any and all medications, and for all medical, dental, and mental health care received by Sherburne County inmates, to include all emergency medical transports, in addition to the payment of the daily correctional facility bed rate. However, it is understood and agreed that when an inmate is admitted to a hospital that involves an overnight stay, and Sherburne County is providing security for said inmate, then the inmate will no longer be considered to be boarded by Wright County and Sherburne County will not be liable for payment of the daily bed rate for the hospitalized inmate. Wright County medical staff shall have the authority to provide all routine and non-emergency medical needs to the inmate at the Wright County Facility.

EMERGENCY ROOM VISITS

All medical, mental health, and dental emergencies will be transported to the appropriate facility as directed by the Wright County medical staff either by ambulance or by Wright County staff unless Sherburne County Officers are available.

Wright County shall notify Sherburne County of these situations as soon as possible and provide updates to the Sherburne County designated contact as needed.

HOSPITAL ADMISSIONS

An inmate needing hospitalization will be transported to Buffalo Allina Hospital or Monticello Centra Care Hospital. Wright County shall notify Sherburne County of this situation as soon as possible. Sherburne County will agree to send security supervision to the hospital facility upon notification. An inmate admitted to the hospital may have a permanent transfer to the care and custody of Sherburne County, as determined by the authorities of the Sherburne County facility.

HOSPITAL VISITS

An inmate needing medical follow-up clinic visits or medical specialty clinic visits will be transported by Sherburne County correctional staff who will provide supervision of any visits required outside of the Wright County Correctional Facility. Wright County medical staff shall notify Sherburne County medical staff of all scheduled appointments required outside of the Wright County Correctional Facility. Sherburne County medical staff will assume and ensure the responsibility of arranging the medical transportation and supervision by the Sherburne County correctional staff.

MEDICAL RECORDS

Inmate medical record information, including test results and prescriptions, will be shared between the two facilities as medically necessary and as authorized under State and Federal law.

TUBERCULOSIS SCREENING

Screening of inmates for tuberculosis must comply with Minnesota Statutes § 144.455 pertaining to tuberculosis screening and follow-up practices. The Wright County medical staff and Sherburne County medical staff shall communicate this information to ensure compliance with state regulations. Wright county medical staff will document TB screenings and notify Sherburne County medical staff of the test results. Wright County will bill Sherburne County for any TB screenings performed by Wright County medical staff on Sherburne County inmates.

EXHIBIT B STANDARD ASSURANCES

1. **NON-DISCRIMINATION**. During the performance of this Contract, the Contractor shall not unlawfully discriminate against any employee or applicant for employment because of race, color, creed, religion, sex, national origin, disability, sexual orientation, age, marital status, veteran's status or public assistance status. The Contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without unlawful discrimination because of their race, color, creed, religion, sex, national origin, disability, sexual orientation, age, marital status, veteran's status, or public assistance status. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices which set forth the provisions of this nondiscrimination clause.

The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of Contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, religion, sex, national origin, disability, sexual orientation, age, marital status, veteran's status, or public assistance status.

No funds received under this Contract shall be used to provide religious or sectarian training or services.

The Contractor shall comply with any applicable federal or state law regarding non-discrimination. The following list includes, but is not meant to limit, laws which may be applicable:

A. The Equal Employment Opportunity Act of 1972, as amended, 42 U.S.C. § 2000e *et seq.* which prohibits discrimination in employment because of race, color, religion, sex, or national origin.

B. Equal Employment Opportunity-Executive Order No.11246, 30 FR 12319, signed September 24, 1965, as amended, which is incorporated herein by reference, and prohibits discrimination by U.S. Government contractors and subcontractors because of race, color, religion, sex, or national origin.

C. The Rehabilitation Act of 1973, as amended, 29 U.S.C. § 701 *et seq.* and 45 C.F.R. 84.3 (J) and (K) implementing Sec. 504 of the Act which prohibits discrimination against qualified handicapped persons in the access to or participation in federally-funded services or employment.

D. The Age Discrimination in Employment Act of 1967, 29 U.S.C. § 621 *et seq.* as amended, and Minn. Stat. § 181.81, which generally prohibit discrimination because of age.

E. The Equal Pay Act of 1963, as amended, 29 U.S.C. § 206(d), which provides that an employer may not discriminate on the basis of sex by paying employees of different sexes differently for the same work.

F. Minn. Stat. Ch. 363A, as amended, which generally prohibits discrimination because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, or age.

G. Minn. Stat. § 181.59 which prohibits discrimination against any person by reason of race, creed, or color in any state or political subdivision contract for materials, supplies, or construction. Violation of this section is a misdemeanor and any second or subsequent violation of these terms may be cause for forfeiture of all sums due under the Contract.

H. Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 through 12213, 47 U.S.C. §§ 225, 611, with regulations at 29 C.F.R. § 1630, which prohibits discrimination against qualified individuals on the basis of a disability in term, condition, or privilege of employment.

I. Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, *et seq.* and including 45 CFR Part 80, prohibits recipients of federal financial assistance from discriminating on the basis of national origin which includes not discriminating against those persons with limited English proficiency.

J. Equal Protection of the Laws for Faith-based and Community Organizations-Executive Order No. 13279, signed December 12, 2002 and as amended May 3, 2018. Prohibits discrimination against grant seeking

organizations on the basis of religion in the administration or distribution of federal financial assistance under social service programs, including grants and loans.

K. Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, with regulations at 41

C.F.R. Part 60-250, which prohibits discrimination in employment against protected veterans.

2. **DATA PRIVACY.** For purposes of this Contract all data created, collected, received, stored, used, maintained, or disseminated by Contractor in the performance of this Contract is subject to the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 and the Minnesota Rules implementing the Act now in force or hereafter adopted as well as any applicable Federal laws on data privacy. Contractor must comply with the applicable data management requirements as if it were a governmental entity. The remedies in Minn. Stat. § 13.08 apply to the Contractor. Contractor does not have a duty to provide access to public data to the public if the public data are available from the governmental agency (County), except as required by the terms of this Contract. All subcontracts shall contain the same or similar data practices compliance requirements.

3. **RECORDS DISCLOSURE/RETENTION.** Contractor's bonds, records, documents, papers, accounting procedures and practices, and other evidences relevant to this Contract are subject to the examination, duplication, transcription, and audit by the County and either the Legislative or State Auditor, pursuant to Minn. Stat. § 16C.05, subd. 5. Such evidences are also subject to review by the Comptroller General of the United States, or a duly authorized representative, if federal funds are used for any work under this Contract. The Contractor agrees to maintain such evidences for a period of six (6) years from the date services or payment were last provided or made or longer if any audit in progress requires a longer retention period.

4. **WORKER HEALTH, SAFETY AND TRAINING.** Contractor shall be solely responsible for the health and safety of its employees in connection with the work performed under this Contract. Contractor shall make arrangements to ensure the health and safety of all subcontractors and other persons who may perform work in connection with this Contract. Contractor shall ensure all personnel of Contractor and subcontractors are properly trained and supervised and, when applicable, duly licensed or certified appropriate to the tasks engaged in under this Contract. Each Contractor shall comply with federal, state, and local occupational safety and health standards, regulations, and rules promulgated pursuant to the Occupational Health and Safety Act which are applicable to the work to be performed by Contractor.

5. **CONTRACTOR GOOD STANDING.** Contractor shall maintain Good Standing status with the Office of the Minnesota Secretary of State, and shall notify County of any changes in Good Standing status within 5 calendar days of such change. Foreign business entities must maintain a certificate of authority (foreign corporations, limited liability companies, limited partnerships, and limited liability limited partnerships), or a statement of foreign qualification (foreign limited liability partnerships), or a statement of partnership authority (general partnerships). See Minn. Stat. §§ 303.03 (corporations); 322C.0802 (limited liability companies); 321.0902 and 321.0907 (foreign limited partnership); 321.0102(7) (foreign limited liability limited partnerships); 323A.1102(a) (foreign limited liability partnership); 321.0902 and 321.0907 (foreign general partnerships).

6. **CONTRACTOR DEBARMENT, SUSPENSION, AND RESPONSIBILITY CERTIFICATION.**
Federal Regulation

45 CFR 92.35 prohibits the State/Agency from purchasing goods or services with federal money from vendors who have been suspended or debarred by the federal government. Similarly, Minn. Stat. § 16C.03, subd. 2 provides the Commissioner of Administration with the authority to debar and suspend vendors who seek to contract with the State/Agency. Vendors may be suspended or debarred when it is determined, through a duly authorized hearing process, that they have abused the public trust in a serious manner.

By signing this Contract, the Contractor certifies that it and its principals* and employees:

- A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transacting business by or with any federal, state, or local governmental department or agency; and
- B. Have not within a three (3) year period preceding this Contract: 1) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract; 2) violated any federal or state antitrust statutes; or 3) committed embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and
- C. Are not presently indicted or otherwise criminally or civilly charged by a governmental entity for: 1) commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction; 2) violating any federal or state antitrust statutes; or 3) committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and
- D. Are not aware of any information and possess no knowledge that any subcontractor(s) that will perform work pursuant to this Contract are in violation of any of the certifications set forth above; and
- E. Shall immediately give written notice to the Authorized Representative should Contractor come under investigation for allegations of fraud or a criminal offense in connection with obtaining, or performing a public (federal, state, or local government) transaction; violating any federal or state antitrust statutes; or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

*“Principals” for the purposes of this certification means officers; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g. general manager; plant manager; head of a subsidiary, division, or business segment and similar positions).

Directions for Online Access to Excluded Providers

To ensure compliance with this regulation, identification of excluded entities and individuals can be found on the Office of

Inspector General (OIG) website at https://oig.hhs.gov/exclusions/exclusions_list.asp

Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *

2/17/2026 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Jami Goodrum

Agenda Item Type

☒ RFBA ☐ Minutes Submission ☐ Warrants Submission

Requestor Title

Department Head

Target Section

☐ Consent Agenda ☒ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department) *

HEALTH & HUMAN SERVICES

Time Required:

2 Minutes

Originator

NMB7429

Item Details

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

Recognition of Service:

1. Case Aide Terri Aarvig Retires on February 27, 2026
2. Social Services Supervisor LeeAnn Thimell Retires on March 13, 2026

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

Recognition of Service:

1. Case Aide Terri Aarvig Retires on February 27, 2026
2. Social Services Supervisor LeeAnn Thimell Retires on March 13, 2026

Value Stream the request primarily aligns with:

Optimize Civic Engagement

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

HHS recognizes staff loyalty and long service to the community as an employee of Wright County Health & Human Services

Describe the impact on staffing resources.

None

Fiscal Impact:

None

Background/Justification:

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

Route for Review and Approval

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

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

Document Name

Attachment Type

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

Approved

Notes

County Administrator Review**County Administrator Decision**

Notes

Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *

2/17/2026 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Jami Goodrum

Agenda Item Type

☒ RFBA ☐ Minutes Submission ☐ Warrants Submission

Requestor Title

Department Head

Target Section

☐ Consent Agenda ☐ Timed Agenda
☒ Item for Consideration

Department (please use dropdown to select department) *

HEALTH & HUMAN SERVICES

Originator

NMB7429

Item Details

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

Adopt Resolution 26-14, Rejecting the Hearing Officer Recommendations For Violation Issued to H&H Sports Shop

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

Adopt Resolution 26-14, Rejecting the Hearing Officer Recommendations For Violation Issued to H&H Sports Shop

Value Stream the request primarily aligns with:

Promote Safe and Healthy Communities

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

The Licensing and Compliance team with Health & Human Services – Public Health aims to prevent tobacco from being sold to minors in Wright County.

Describe the impact on staffing resources.

Staff time spent organizing an appeal hearing, various correspondence.

Fiscal Impact:

Refund licensee for the \$1,000 fine already paid. No invoice for Hearing Officer related costs, per ordinance 110.

Background/Justification:

Due to second compliance violation in 36-months, a violation notice was sent to H&H Sports Shop on 10/13/2025, beginning the 10-day appeal window. On 10/22/2025 we received official notice from the license holder to appeal the ordinance violation. A Hearing was held on 1/7/2026. Discussion was had at 2/3/2026 Board meeting to resubmit with a rejected 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

[26-14 H&H Tobacco Violation Rejection – FLAT.pdf](#)

Attachment Type

Attachment

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

Approved

Notes

County Administrator Review**County Administrator Decision**

Notes



RESOLUTION #26-14
BOARD OF WRIGHT COUNTY
COMMISSIONERS

DATE ADOPTED:
February 17, 2026

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

RESOLUTION #26-14

Page 1 of 2

A RESOLUTION REJECTING THE HEARING OFFICER'S FINDINGS AND DISMISSING A TOBACCO LICENSE VIOLATION AT H&H SPORTS SHOP, 607 HIGHWAY 55 EAST, MAPLE LAKE, MN

WHEREAS, the Wright County Board of Commissioners is the tobacco licensing authority for the City of Albertville, Minnesota, pursuant to Minn. Stat. § 461.12 (2024); and

WHEREAS, H&H Sports Shop, located at 607 Highway 55 East, Maple Lake, Minnesota 55358, is a licensed tobacco retailer subject to Wright County Ordinance Chapter 110; and

WHEREAS, an alleged tobacco violation arose from an FDA-administered tobacco compliance check conducted on August 13, 2025; and

WHEREAS, the alleged formal violation notice was not communicated to the licensee for approximately thirty-three (33) days following the compliance check; 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, March 03, 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



RESOLUTION #26-14
BOARD OF WRIGHT COUNTY
COMMISSIONERS

DATE ADOPTED:
February 17, 2026

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

RESOLUTION #26-14

Page 2 of 2

WHEREAS, Wright County's established practice is to notify licensees of alleged tobacco violations promptly in order to prevent continued violations and to provide timely education and corrective guidance; and

WHEREAS, the Board further finds that the FDA compliance check was administered under federal procedures that differ from Wright County's local compliance check protocols; and

WHEREAS, the Board has the authority to accept, modify, or reject the Hearing Officer's findings and recommendations;

NOW, THEREFORE, BE IT RESOLVED by the Wright County Board of Commissioners that:

A. The Hearing Officer's findings related to the August 13, 2025 FDA tobacco compliance check are hereby **REJECTED**.

B. The administrative violation and associated penalty assessed against H&H Sports Shop are hereby **DISMISSED**.

C. No administrative fine, suspension, or other penalty shall be imposed against the licensee arising from the August 13, 2025 FDA compliance check.

D. The Wright County Licensing Official shall mail a copy of this Resolution to the licensee. Such mailing shall constitute full and complete notice of the Board's action.

Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *

2/17/2026 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Marc Mattice

Agenda Item Type

☒ RFBA ☐ Minutes Submission ☐ Warrants Submission

Requestor Title

Assistant County Administrator, Property Services

Target Section

☐ Consent Agenda ☐ Timed Agenda
☒ Item for Consideration

Department (please use dropdown to select department) *

ADMINISTRATION

Originator

MAM7693

Item Details

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

Adopt Resolution 26-16, Delegating Abatement Powers To County Auditor Treasurer

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

Adopt Resolution 26-16, Delegating Abatement Powers To County Auditor Treasurer

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:

This item was discussed at the January 13, 2026 workshop.

Route for Review and Approval

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

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

Document Name

[Proposed Wr Co Abatement Policy – Upd 2025–2026 Clean.pdf](#)
[26–16 County Abatement Resolution – FLAT.pdf](#)

Attachment Type

Attachment
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

WRIGHT COUNTY ABATEMENT POLICY

Revised: January 13th, 2026

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Abatements Are Discretionary - The power to abate property tax is a discretionary authority given to each County. State Statute ~~The law~~ provides that the County Board may not act on most abatement applications unless that application has received the favorable approval of the County Assessor, and the County Auditor-Treasurer. If the request involves only an abatement of penalties and interest, the application needs only the approval of the County Auditor-Treasurer.

Property owners ~~Taxpayers~~ have available to them a number of methods to challenge property assessments and valuations. Appeals can be made directly to the County Assessor, through the Local and County Boards of Appeal and Equalization, or through the Minnesota Tax Court, Chapter 278. ~~They can use Minnesota Chapter 278 (Tax Court), appeal to the local boards of review and equalization, or seek to discuss the basis for the valuation directly with the County Assessor.~~ Because there are other alternatives available, abatements should be used as a last resort to correct assessment errors and inequities when no other solution is possible. Abatements ~~They~~ are not for the purpose of reducing conflict and controversy.

1. Pursuant to Minnesota Statutes, Section 375.192, Subdivision 2:
"... the cCounty bBoard may consider and grant reductions or abatements on applications only as they relate to taxes payable in the current year and the two prior years; provided that reductions or abatements for the two prior years shall be considered or granted only for (i) clerical errors, or (ii) when the taxpayer fails to file for a reduction or an adjustment due to hardship, as determined by the county board".
2. Absent exceptional circumstances, it is the County's policy to only consider applications only as they relate to taxes payable in the current year. The request application for the current year's abatement must articulate as to why the abatement is being requested. If there are circumstances that were beyond the control of the Applicant, should be clearly defined on the application form those circumstances should be spelled out. The County reserves the right to seek additional information from the Applicant to substantiate the reason for the request.

3. Under exceptional circumstances, abatements will be considered for up to two prior tax years but must be limited to the correction of clerical errors or for a property owner's failure to file for a reduction due to hardship. The Applicant shall identify whether the basis for the request is for a clerical error or due to hardship. The Applicant, if claiming a hardship, shall detail the basis for the hardship that precluded them from addressing the issue of taxes during the prior year or years. Evidence of the hardship will need to be provided. The County reserves the right to seek additional information from the Applicant to substantiate the reason for the request.

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4. Hardship Defined: A tragedy or casualty, such as death of an immediate family member, extreme or extended illness, accident, fire, or other extreme hardship, that occurs over the application due date and/or the deadline to appeal to the Local Board of Appeal and Equalization, County Board of Appeal and Equalization or through Tax Court. ~~Hardship is defined as a circumstance beyond the control or ability of the property owner to correct assessment errors or inequities and which were not appealed in the normal process of the Local Board of Appeal and Equalization, County Board of Appeal and Equalization or Tax Court.~~

Examples of hardship include, but are not limited to: extreme or extended hospitalization, accident or illness, extended physical or mental incapacity of the taxpayer, death of the taxpayer, military service including deployments or being out of country, and other events and circumstances which may constitute excusable inaction on the part of the taxpayer.

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Inability or failure to pay the taxes and financial problems do not meet the definition of hardship.

5. Any abatement application resulting in a total tax reduction or refund of involving less than \$200.00 400.00 in tax will be considered, but consideration of the cost and time incurred for the processing of the applications will be factored into the decision-making process and, absent exceptional circumstances, an abatement will ~~will~~ not be approved.

WRIGHT COUNTY ABATEMENT POLICY

Revised: January 13th, 2026

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6. Abatement requests not exceeding ~~\$2,500.00~~^{\$5,000.00} in tax reduction for the current year may be handled administratively by the County Assessor and County Auditor/Treasurer without taking the matter to the County Board. ~~If the request is for \$10,000 or more in tax, penalty, and interest reduction, the County is required to provide notice of the request to the school board and the municipality.~~

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~~6.7.~~ Pursuant to Minnesota Statutes, Section 375.192 Subdivision 2:

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~~“On any reduction or abatement when the reduction of taxes, costs, penalties, and interest exceed \$10,000, the county board shall give notice within 20 days to the school board and the municipality in which the property is located. The notice must describe the property involved, the actual amount of the reduction being sought, and the reason for the reduction.”~~

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- ~~7.~~ Abatements for homestead where no homestead application has been properly signed, returned, and approved will be considered. Property owners will be required to file a homestead application and the proper abatement application. Also, the Applicant will be required to provide proof of occupancy at the homesteaded address for the assessment year in question. The County reserves the right to seek additional information regarding the Applicant's homestead status. Homestead abatements may be handled administratively by the County Assessor and County Auditor without taking the matter to the County Board.

8. ~~Oceasional Assessment Errors Do Oecur:~~ In the case of an assessment error, an abatement may be processed in order to restore equality and uniformity between the subject property and other similar properties. ~~A miscalculation of the value may be a result of the inability of the Assessor's Office to access the property at the time of the entry of the assessment and later having the opportunity to access the property.~~ These abatements may only be granted for taxes payable in the current year.

9. A transcription error by the County is likely a clerical error and therefore, an abatement to correct the error is not limited to the current year. The discretion to grant this type of application for the two prior years is retained by the County Board pursuant to Minnesota Statutes, Section 375.192.

10. Local Option Disaster Abatements: A property owner may apply for a local option abatement if a structure has been unintentionally damaged or destroyed and is not eligible ~~In the case of a property that does not qualify for a~~ disaster reassessment, as approved by the Executive Council, (consisting of the governor, lieutenant governor, secretary of state, state auditor, and attorney general). The local option disaster abatement may be granted for the taxes payable in the year in which the damage occurred along with the following payable year. Wright County will consider an abatement for the property tax due on the property for each full month that the property is not able to be occupied due to the damage that has occurred, if the requirements of Minnesota Statutes, Section 273.1233 are met. Disaster abatements may only be applied to taxes calculated based upon the structures located on a property.

This Abatement Policy revokes all prior policies, effective on the date of approval by the County Board. The Wright County Auditor/Treasurer has agreed to the delegation of certain powers, as detailed in Resolution No. 17-oP.

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The foregoing was approved by the Wright County Board of Commissioners on the 13th day of January, 2026.

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Dated:

WRIGHT COUNTY ABATEMENT POLICY

Revised: January 13th, 2026

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Greg Kryzer,
Wright County Administrator

WRIGHT COUNTY ABATEMENT POLICY

Revised: January 13th, 2026

Abatements Are Discretionary - The power to abate property tax is a discretionary authority given to each County. State Statute provides that the County Board may not act on most abatement applications unless that application has received the favorable approval of the County Assessor, and the County Auditor-Treasurer. If the request involves only an abatement of penalties and interest, the application needs only the approval of the County Auditor-Treasurer.

Property owners have available to them a number of methods to challenge property assessments and valuations. Appeals can be made directly to the County Assessor, through the Local and County Boards of Appeal and Equalization, or through the Minnesota Tax Court, Chapter 278. Because there are other alternatives available, abatements should be used as a last resort to correct assessment errors and inequities when no other solution is possible. Abatements are not for the purpose of reducing conflict and controversy.

1. Pursuant to Minnesota Statutes, Section 375.192, Subdivision 2:
 "... the county board may consider and grant reductions or abatements on applications only as they relate to taxes payable in the current year and the two prior years; provided that reductions or abatements for the two prior years shall be considered or granted only for (i) clerical errors, or (ii) when the taxpayer fails to file for a reduction or an adjustment due to hardship, as determined by the county board".
2. Absent exceptional circumstances, it is the County's policy to only consider applications as they relate to taxes payable in the current year. The application for the current year's abatement must articulate as to why the abatement is being requested. Circumstances that were beyond the control of the Applicant, should be clearly defined on the application form. The County reserves the right to seek additional information from the Applicant to substantiate the reason for the request.
3. Under exceptional circumstances, abatements will be considered for up to two prior tax years but must be limited to the correction of clerical errors or for a property owner's failure to file for a reduction due to hardship. The Applicant shall identify whether the basis for the request is for a clerical error or due to hardship. The Applicant, if claiming a hardship, shall detail the basis for the hardship that precluded them from addressing the issue of taxes during the prior year or years. Evidence of the hardship will need to be provided. The County reserves the right to seek additional information from the Applicant to substantiate the reason for the request.
4. **Hardship Defined:** A tragedy or casualty, such as death of an immediate family member, extreme or extended illness, accident, fire, or other extreme hardship, that occurs over the application due date and/or the deadline to appeal to the Local Board of Appeal and Equalization, County Board of Appeal and Equalization or through Tax Court.

 Inability or failure to pay the taxes do not meet the definition of hardship.
5. Any abatement application resulting in a total tax reduction or refund of less than \$200.00 in tax will be considered, but absent exceptional circumstances, will not be approved.
6. Abatement requests not exceeding \$5,000.00 in tax reduction for the current year may be handled administratively by the County Assessor and County Auditor/Treasurer without taking the matter to the County Board.
7. Pursuant to Minnesota Statutes, Section 375.192 Subdivision 2:
 "On any reduction or abatement when the reduction of taxes, costs, penalties, and interest exceed \$10,000, the county board shall give notice within 20 days to the school board and the municipality in which the property is located. The notice must describe the property involved, the actual amount of the reduction being sought, and the reason for the reduction."

WRIGHT COUNTY ABATEMENT POLICY

Revised: January 13th, 2026

8. In the case of an assessment error, an abatement may be processed to restore equality and uniformity between the subject property and other similar properties. These abatements may only be granted for taxes payable in the current year.
9. A transcription error by the County is likely a clerical error and therefore, an abatement to correct the error is not limited to the current year. The discretion to grant this type of application for the two prior years is retained by the County Board pursuant to Minnesota Statutes, Section 375.192.
10. Local Option Disaster Abatements: A property owner may apply for a local option abatement if a structure has been unintentionally damaged or destroyed and is not eligible for a disaster reassessment, as approved by the Executive Council, (consisting of the governor, lieutenant governor, secretary of state, state auditor, and attorney general). The local option disaster abatement may be granted for the taxes payable in the year in which the damage occurred along with the following payable year. Wright County will consider an abatement for the property tax due on the property for each full month that the property is not able to be occupied due to the damage that has occurred, if the requirements of Minnesota Statutes, Section 273.1233 are met. Disaster abatements may only be applied to taxes calculated based upon the structures located on a property.

This Abatement Policy revokes all prior policies, effective on the date of approval by the County Board. The Wright County Auditor/Treasurer has agreed to the delegation of certain powers, as detailed in Resolution No.17-oP.

The foregoing was approved by the Wright County Board of Commissioners on the 13th day of January, 2026.

Dated:

Greg Kryzer,
Wright County Administrator



RESOLUTION #26-16
BOARD OF WRIGHT COUNTY
COMMISSIONERS

DATE ADOPTED:
February 17, 2026

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

RESOLUTION #26-16

Page 1 of 2

RESOLUTION DELEGATING ABATEMENT POWERS TO
COUNTY AUDITOR - TREASURER

- WHEREAS,** Minnesota Statutes, Section 375.192, Subd. 4 authorizes the County Board to delegate to the Auditor-Treasurer any authority, power or responsibility for the reduction or abatement of valuation or taxes assigned to the County Board under that same section of law; and
- WHEREAS,** The statute cited above requires the County Board to prescribe the conditions for any delegation; and
- WHEREAS,** The County Board, along with revising its Wright County Abatement Policy, wishes to delegate to the Auditor-Treasurer certain authority, as set out below; and
- WHEREAS,** The current Auditor-Treasurer, Lindsey Meyer, concurs with the delegation as set out below, with the understanding that she will be working with the County Assessor to administer said authority with a fair and even hand;

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 #26-16
BOARD OF WRIGHT COUNTY
COMMISSIONERS

DATE ADOPTED:
February 17, 2026

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

RESOLUTION #26-16

Page 2 of 2

NOW, THEREFORE, BE IT RESOLVED that, pursuant to Minnesota Statutes, Section 375.192, Subd. 4, the Wright County Board of Commissioners hereby delegates responsibility and authority for the following to the County Auditor-Treasurer.

- 1) Abatement of taxes, penalties and interest not exceeding \$5,000 for the current payable year for all classifications of property; and
- 2) Credit of taxes, penalties and interest not exceeding \$5,000 for the next payable year in situations in which a property qualifies for the local option abatement due to the unintentional damage to or loss of a structure.

Destination and Workflow**Meeting Type: ***

Board Meeting

Target Meeting Date *2/17/2026 9:00 AM – Board of Wright County
Commissioners**Requestor Name**

Greg Kryzer

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

County Administrator

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

ADMINISTRATION

Originator

BTP5489

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

Appoint an Alternate to the Central Minnesota Emergency Services Board

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

Appoint an Alternate to the Central Minnesota Emergency Services Board

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:

Wright County is permitted to appoint an alternate to this joint power entity and that no alternate was appointed on January 6, 2026

Route for Review and Approval☐ Finance Review ☐ Legal Review ☐ Risk Mgmt Review ☐ Skip Workflow

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

Document Name

[General Membership Appointment Form.docx](#)

Attachment Type

Attachment

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

Approved

Notes

County Administrator Review**County Administrator Decision**

Notes

Central Minnesota Emergency Services Board
Appointment to Emergency Services Board

The following appointments have been made by the governing body of Wright County in accordance with the terms of the Joint Powers Agreement governing the Central Minnesota Emergency Services Board to provide authorized representation to serve a term commencing January 6, 2026 on the **Emergency Services Board** representing Wright County, a member of the Central Minnesota Emergency Services Board:

Delegate:	Alternate:
<u>Tina Diedrick</u>	<u>Alternate Name</u>
<u>County Commissioner</u>	<u></u>
<i>Title</i>	<i>Title</i>
<u>3650 Braddock Avenue N.E., Buffalo, MN 55313</u>	<u></u>
<i>Address</i>	<i>Address</i>
<u>Tina.M.Diedrick@wrightcountymn.gov</u>	<u>email</u>
<i>Email address</i>	<i>Email address</i>
<u>(763) 682-7697</u>	<u></u>
<i>Phone</i>	<i>Phone</i>

I certify the appointments herein listed have been approved by the governing body of Wright County, a member of the Central Minnesota Emergency Services Board, this 17th day of February, 2026.

Signed: _____

Title: _____

Printed Name: _____

Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *

2/17/2026 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Greg Kryzer

Agenda Item Type

☐ RFBA ☒ Minutes Submission ☐ Warrants Submission

Requestor Title

County Administrator

Target Section

☐ Consent Agenda ☐ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department) *

ADMINISTRATION

Originator

BTP5489

Item Details

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

Approve Personnel Committee Meeting Minutes (02-02-2026)

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

Approve Personnel Committee Meeting Minutes (02-02-2026)

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

[2.2.26 Personnel Committee minutes.docx](#)

Attachment Type

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

February 2, 2026

Tina Diedrick
Darek Vetsch
Jeanne Holland
Nadine Schoen
Kirby Moynagh

District 1
District 2
District 3
District 4
District 5

DATE APPROVED: [DATE]

Members Present: Schawn Johnson, Greg Kryzer, Nadine Schoen, Darek Vetsch

Others Present: Sarah Grosshuesch, Mike MacMillan, Lindsey Meyer, Lori Pawelk, Randy Rempel, Clay Wilfahrt

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

I. Oracle Product Owner

Enterprise Resource Planning (ERP) Product Manager Randy Rempel said that an Oracle Product Owner is a necessary position because Oracle will be rolling out numerous new elements in 2026 and having this position will be integral to correctly administering the product in-house instead of through consultants. County Administrator Greg Kryzer said that a job description for the position has been created.

RECOMMENDATION: The consensus of the committee was to recommend starting the hiring process for the Oracle Product Owner position.

II. Meeker County Public Health Cooperative

Kryzer said he was approached by the Meeker County Administrator and asked if Meeker County could partner with Wright County to form a new Public Health Cooperative. The committee discussed the pros and cons of joining a partnership. Commissioner Darek Vetsch said there would be several challenges in entering into a Joint Powers Agreement that would make Meeker County an equal partner despite a significant disparity in the size of the two counties, as well as the likelihood that funding resources currently coming to Wright County would be adversely impacted.

RECOMMENDATION: The consensus of the committee was to deny the Meeker County request.

III. Staff Accountant Backfill

Finance Director Lindsey Meyer said there is an opening for a Staff Accountant position and the request would be to simply backfill a vacant position that is included in the Finance & Taxpayer Services 2026 budget.

RECOMMENDATION: The consensus of the committee was to authorize advertising for the vacant Staff Accountant position, as well as authorizing any associated openings that may take place with the filling of the Staff Accountant position (if applicable).

IV. Budget Analyst Backfill

Meyer stated that the Budget Analyst position has been vacant since May 2025 and the responsibilities of that position have been taken on by staff – in particular the Assistant Finance Director. Meyer said she was asked by the board at the time of the job opening in May 2025 to hold off filling the position. In the months since, numerous changes to laws impacting the Finance & Taxpayer Services Department have taken place at both the state and

federal level – adding to the necessity to fill the Budget Analyst position. Meyer added that additional positions are expected to open up over the next few months, adding to the strain on the current staff.

RECOMMENDATION: The consensus of the committee was to advertise for the Budget Analyst position and authorize any associated openings that may take place with the filling of the Budget Analyst position (if applicable).

V. License Center Overcomp

Meyer said there will be a retirement in the License Center coming in April and three of the 10 License Center employees are currently on some form of leave that prevents them from working full-time every week. She added that the License Center is short-staffed almost every day. Kryzer said advertising for one of the two positions being requested would effectively be replacing the employee that is retiring and funding for the second position would be covered by wages saved by the county with employees on leave programs that are funded by the state. Meyer said the strain on the existing staff is significant because it is often very short-handed and the goal is to be as efficient as possible in serving the public. Meyer said there should be no difficulty in filling these positions because over the last few hiring cycles, there have been numerous qualified candidates that applied each time.

RECOMMENDATION: The consensus of the committee was to authorize advertising for two License Center positions.

The meeting adjourned at 11:32 a.m.

Minutes submitted by Lead Communications Specialist John Holler



Agenda Item

Destination and Workflow

Meeting Type: * Board Meeting	Target Meeting Date * 2/17/2026 9:00 AM – Board of Wright County Commissioners
Requestor Name Greg Kryzer	Agenda Item Type ☐ RFBA ☒ Minutes Submission ☐ Warrants Submission
Requestor Title County Administrator	Target Section ☐ Consent Agenda ☐ Timed Agenda ☒ Item for Consideration
Department (please use dropdown to select department) * ADMINISTRATION	Originator KAK4327

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve Committee of the Whole Minutes and Recommendations (02-03-2026)

Short Title (what will appear on Agenda outline – 250 character max.) *
Approve Committee of the Whole Minutes and Recommendations (02-03-2026)

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[02-03-2026 COTW MINUTES.docx](#)**Attachment Type**

Attachment

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

Approved

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

MINUTES & RECOMMENDATIONS

**COMMITTEE OF THE WHOLE**

10:30 A.M. on February 3, 2026

Government Center - Conference Room 1105

Date Approved: **DRAFT**

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

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

Others Present: Sarah Grosshuesch, Kimberly Johnson, Greg Kryzer, Lindsey Meyer, James O'Dell, David Miller, Mike MacMillan, Jill Pooler, Carrie Tripp, Clay Wilfahrt

At 10:34 A.M. Commissioner Darek Vetsch began the meeting.

I. OPIOID SETTLEMENT ADVISORY COUNCIL BYLAWS

The committee discussed drafted bylaws and next steps needed for approval.

RECOMMENDATION: *The committee consensus was to bring forward for board approval the Opioid Settlement Advisory Council Bylaws.*

II. STATE AFFORDABLE HOUSING AID (SAHA) FUNDING

The committee reviewed SAHA funding options and received clarification from Health & Human Services (HHS) on emergency crisis funding guidelines and clarification from Wright County Community Action (WCCA) on housing stability programs.

WCCA reported high demand for transitional housing, noting nine families currently served and many more eligible but unserved. They estimated \$60,000 would support declining housing subsidies with wraparound services, costing roughly \$17,000–\$20,000 per household annually. Emergency housing needs were estimated at \$35,000. Committee members expressed general support for directing funds to WCCA, with an emphasis on prioritizing Wright County residents and defining clear eligibility and follow-up requirements.

The committee directed HHS and WCCA to return with a detailed funding proposal outlining dollar amounts, eligibility criteria, pathways, and wraparound services. Administration was asked to schedule follow-up meetings with cities to inform long-term SAHA funding options.

RECOMMENDATION: *Informational Only.*

At 11:16 A.M. the meeting was adjourned.

Minutes submitted by Administrative Specialist Kelly Kosloski.

Agenda Item



Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *

2/17/2026 9:00 AM – Board of Wright County Commissioners

Requestor Name

Greg Kryzer

Agenda Item Type
☐ RFBA ☒ Minutes Submission ☐ Warrants Submission

Requestor Title

County Administrator

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

Department (please use dropdown to select department) *

ADMINISTRATION

Originator

KAK4327

Item Details

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

Approve Minutes from the Operations Committee Meeting (02-03-2026)

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

Approve Minutes from the Operations Committee Meeting (02-03-2026)

Value Stream the request primarily aligns with:

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

Describe the impact on staffing resources.

Fiscal Impact:

Background/Justification:

Route for Review and Approval

☐ Finance
Review

☐ Legal Review

☐ Risk Mgmt
Review

☐ Skip Workflow

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

Document Name

[02-03-2026 Operations Committee MINUTES draft.docx](#)

[2025 Year End Updates Final.pdf](#)

Attachment Type

Attachment

Attachment

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

Approved

Notes

County Administrator Review**County Administrator Decision**

Notes



MINUTES

OPERATIONS COMMITTEE

11:30 A.M. on February 3, 2026

Government Center Room 3202

Date Approved: **DRAFT**

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

Members Present: Jeanne Holland, Kirby Moynagh

Staff Present: Greg Kryzer, Marc Mattice

I. REVIEW PROPERTY SERVICES – 2025 YEAR-END REPORT/UPDATES ON STRATEGIC INITIATIVES AND KEY ACTIVITY INDICATORS

- A. RECORDER'S OFFICE
- B. PARKS AND RECREATION
- C. PARKS AND RECREATION, AGRICULTURAL AND DRAINAGE DIVISION
- D. FACILITY SERVICES
- E. ASSESSOR'S OFFICE
- F. PLANNING AND ZONING
- G. COUNTY SURVEYOR
- H. HIGHWAY DEPARTMENT
- I. PARTNERS
 - 1. Wright Soil and Water Conservation District
 - 2. Wright County Historical Society

At 11:38 a.m. Assistant County Administrator-Property Services Marc Mattice began the meeting. The committee reviewed the *Property Services Strategic Initiatives Report Card - 2025 Year-End Update*, with discussion centered on Key Activity Indicators for departments and partner organizations.

The committee directed Mattice to:

- Prepare both a midyear report and year-end Strategic Initiatives Report for 2026 using the same format.
- Include the Wright County Fair Board as a partner organization in future reports, with corresponding activity indicators.

At 12:29 p.m. the meeting adjourned.

RECOMMENDATION: Informational Only.

Minutes submitted by Administrative Specialist Kelly Kosloski.

Property Services
Strategic Initiatives Report Card
2025 Year End Update



Introduction

Wright County Commissioners,

I am pleased to present the Property Services Year-End Report, outlining our progress toward the 2025 departmental goals and Key Activity Indicators. This report reflects our continued commitment to delivering high-quality programs and services grounded in compassion, communication, integrity, and accountability.

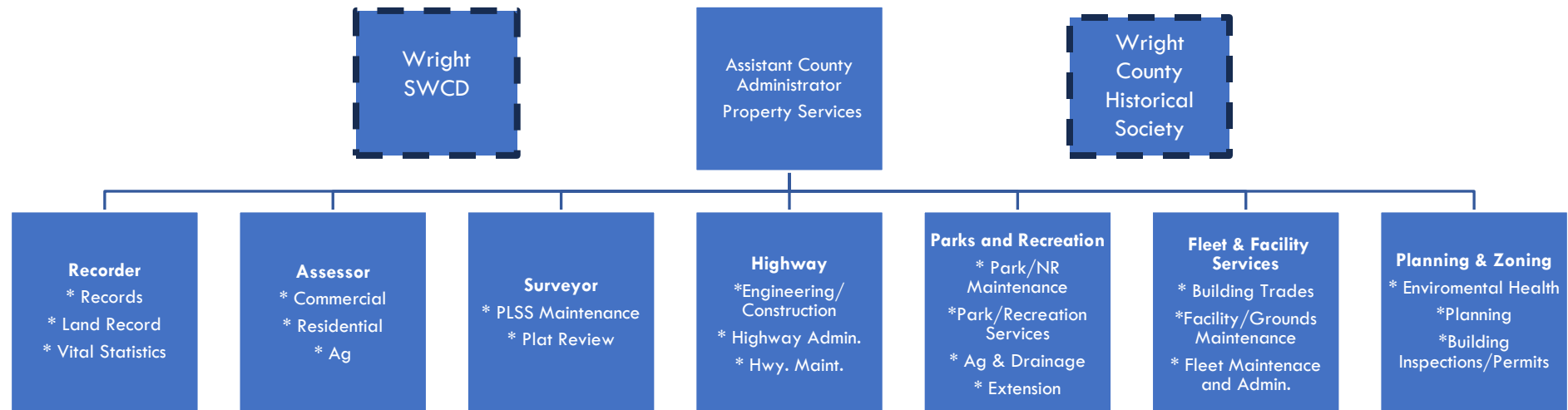
I want to express my sincere appreciation to our dedicated teams. Their efforts have been instrumental in maintaining Wright County as a safe, affordable, and family-friendly place to live, learn, work, and play.

Thank you for your continued support and guidance as we work together to serve the residents of Wright County.

Respectfully,

Marc Mattice

Assistant County Administrator, Property Services



Recorder's Office

Goal	Status	Actions Completed
Goal #1 Succession Planning Wright County Recorder's office is approaching a significant staff transition with many retirements expected over the next 5-7 years. This presents a valuable opportunity to refresh our approach and attract the next generation of talent. While we acknowledge the institutional knowledge that will depart with these experienced staff members, we're committed to a smooth knowledge transfer and embracing new ways of working. By proactively preparing, we can build a stronger department that attracts and retains top talent, while ensuring a seamless transition and continued high-quality service for the county.	IN PROCESS Completion timeline 2nd Q 2026	Developed a knowledge transfer strategy to capture the expertise of retiring staff. This includes documentation of processes, knowledge-sharing sessions, and cross-training initiatives to ensure a smooth transition. Implemented Tuesday Topics managed by Trinity. Developed Torrens Procedures completed by Kelly and Casey. Draft electronic procedural manual in process Continued transparency with leadership and board Chief Deputy Recorder will retire the end of April. Re-evaluate and re-structure to accommodate for the next generation of workers. Working with management team to assess overall office needs and put together preliminary plan to review with Assistant County Administrator in January.
Goal #1A Electronic Procedural Manual Wright County Recorder's Office works with over 350 different document types, two different filing systems (abstract and Torrens) as well as multiple applications. This complexity results in challenges when attempting to knowledge-share w/in the department. Developing an electronic procedural manual source of truth to easily bring together existing resources for training materials will help to address this problem.	IN PROCESS Completion timeline 2nd Q 2026	This goal is a result of our succession/transition planning. SharePoint will be used to build an internal application. IT completed the development of our electronic procedural manual and template for different document types. The Recorder's management team is uploading data and documentation into the electronic manual.
Goal #2 Legislative Changes affecting public data (property records) Judicial official analysis & implementation project created (enterprise) Wright County Recorder's office real estate records are public data. There are legislative changes affecting public data and changing how we process recordings and/or future changes that could result in redaction or privatizing certain records. The Recorder is responsible for administering this program on behalf of land records departments.	IN PROCESS Completion Timeline 1st Q 2026 Project Status 75%	Daniels Law, Judicial Safety Bill (pending legislation changes) and Law Enforcement Statute Legislative update Judicial Safety: They modified and passed some language changes within the bill to include land record departments effective 1/1/2026. We will continue to work with the project team and attorney's office to establish procedures like Safe at Home (SAH) and we plan to use the same OnBase solution currently in place for SAH. PIPP Phase II – Land Records in process IT is updating PIPP link to include land record requirements. Recorder completed testing of land records management system enhancement in December and IT has updated the release into the production environment. Recorder establishing final procedures and collaborating with land records departments on final implementation. 3 judges have submitted information, and we are working through new forms and requirements (masking required within 60 days of receipt of judicial real property notice).

Abstract vs. Torrens Wright County Recorder's Office strives for transparency in managing land data. We use Tyler Enterprise Assessment and Tax software for parcel information. To improve clarity, we've collaborated with GIS staff to develop a solution that better explains our filing systems. This ensures all departments understand the crucial distinction between Torrens and Abstract land. For Torrens properties, strict legal guidelines govern every transaction, including recording, dividing, or merging parcels. The Recorder identified an area within Assessment Administration to include this information during the conversion from the AS400 to Tyler. <i>NOTE: Final analysis may result in Recorder's staff handling GIS maintenance and potential for new workflows being created in the future.</i>	COMPLETED 2nd Q 2025	GIS and Recorder gathered data from land records management system and GIS to connect parcel data with the active Torrens certificate data. Recorder worked with Tyler to upload and edit data in Assessment Administration. Staff reviewed and updated parcels to ensure data will pull into future years. Intern reviewing historical parcels to ensure parcel accuracy in GIS over the summer. Recorder staff will complete final validation 1st Q 2025. 50 metes and bound legal descriptions to be mapped. After validating data through both GIS and Recorder systems, we'll make it readily available within Tyler Enterprise Assessment and Tax software (PRM Tyler). This enhanced data will also be integrated into Beacon and the upcoming Tyler Public Access project, allowing for seamless retrieval across all platforms.
Goal #3 Land Notification Redesign Land Notification is a free service that we provide the citizens of Wright County. This service alerts property owners by providing them with information about documents that are being recorded against their name, business, or property. Each time there is recording activity on a specific property or name, an email is generated, notifying the appropriate individual of this activity. Real Estate Fraud and a focus on preventative solutions continues to be an important topic in the marketplace.	IN PROCESS Completion Timeline 1st Q 2026	The redesign will provide simplified user signup and editing features, No longer required to have a Google or Yahoo account to register. Create and manage user IDs and passwords at the user level or the county level; Alerts can be received by text or email. Each alert can send to multiple phone numbers or email addresses; Alerts Manager; County can view and manage all alerts; End users can view and manage their own alerts; Better user interface for county admin users Tanya and Trinity working with the vendor on county specific layout and updates to be completed in February. Schedule update with IT/Vendor in February Recorder complete testing. GO LIVE February/March Notify current users of change. Recorder to update all communications including flyers, website, etc.
Goal #4 Plat Processing Solution Wright County Recorder's Office works with multiple departments through the plat process. The platting process begins with the Surveyor and ends with the Recorder. There are multiple departments that can be involved depending on the location of property (city or township), whether there are parks, highways, etc. involved with the platting. We would like to come up with an electronic workflow process to share all the incoming paperwork between departments and to eliminate multiple ways of sharing data (email, SharePoint, paper, plat tracker). <i>Departments: Surveyor, Recorder, P&Z, Highway & Attorney</i>	IN PROCESS Completion Timeline 4th Q 2026 Project Status 55%	Project priority escalated due to multiple outdated applications being used. The decision made to build an internal application to replace outdated applications built by IT. IT timeline being established for the development of new solutions. Recorder staff testing updates made to Plat search. Development of Plat Tracker in process. Project temporarily on HOLD with Recorder with Judicial Legislation Priority. IT continues to work behind the scenes updating the old applications to the new.

Goal #5 E-File enhancement E-File is a new option in Landshark that enables Wright County departments to submit documents for recording electronically vs. interoffice.	2026	Step 1: Move all internal county access from Landlink to Landshark with the increase in protection programs. Limit Landlink access to Recorder staff and simplify the onboarding process. Step 2: Work with Vendor/IT to update test environment and ultimately roll out into production. Step 3: Work with departments to cross train and roll out new solution. Start with land record departments and then move to Central Service departments.
Goal #6 Parcel Maintenance/Parcel Boundary Changes Wright County Recorder's Office works closely with the Assessor and GIS to communicate parcel changes through SharePoint. We continue to work with the Assessor since the implementation of the Tyler Enterprise Assessment & Tax System on process improvements and workflows. We are open to business process changes that will allow for a more efficient processes. We want to eliminate dual entry which poses a risk for errors and discrepancies within multiple systems and applications.	IN PROCESS	Continued land records process improvement meetings, project, and collaboration with land records departments. Future opportunity Online Batch Process Project Future opportunity electronic notifications, paperless batch process Future opportunity possible workflows in Tyler Collaboration with GIS to tie Recorded document data to reflect historical changes in parcel fabric. No new developments due to other priorities within office.
Goal #7 Half Section Conversion to Digital Wright County Recorder's office currently draws out metes and bounds legal descriptions on half section maps. The Surveyor's office discontinued providing updated half section maps in 2007. As part of the Geospatial plan, we want to move forward with preserving the existing half section maps and notes and move to a paperless process. The GIS department moved forward with the creation of parcel fabric which provides an opportunity to build a land records-based system of record resulting in a digital source of historical land records changes in Wright County.	IN PROCESS Completion Timeline 1st Q 2026 Project Status 85%	Successful build and implementation within Parcel Drafter or ARC GIS PRO. Recorder staff began training on Parcel Drafter. Consult with Misty on the existing platform set up for P&Z half section maps. Put together a plan to begin parallel processing of 1/2 section maps and convert over to paperless in 2026. GIS met with ESRI and ProWest – provided a couple different solutions in Parcel drafter. GIS and BA are working on analysis and options to present back. *LPS staff are required to learn new skills and upgrade their PC requirements. LPS staff training in ARC GIS PRO moving to Phase 2, half section scanning in process and staff maintaining half section maps as well as processing boundary line changes in ARC GIS PRO. GIS training internal land records departments on how to use new tool in January. Recorder staff will scan half section maps after year end parcel maintenance completed in January/February. Parcel changes will be electronic in 2026
Goal #8 Online Batch Processing Wright County Recorder's Office currently relies on a combined approach of SharePoint and paper batch forms to notify relevant departments (Assessor's office, P&Z, Parks, Taxpayer Services, and GIS) about parcel changes. This method, while functional, becomes cumbersome when dealing with location-specific updates that impact multiple taxing districts. To streamline communication and improve data accuracy, we're seeking an electronic solution that efficiently shares parcel changes with all affected departments.	HOLD	Project intake completed. BA assigned and met with key stakeholders. Assessor, Recorder and Taxpayer Services talked through current batch form and requirement changes. Placed on HOLD - Subject to Plat Processing Solution developed by IT.

Goal #9 Trimin Hosted Solutions In today's landscape of increasing ransomware and digital threats, the statutory obligation of a County Recorder to preserve the integrity and accessibility of land records is more critical than ever. Trimin Government Solutions addresses these needs through a dual-layered approach of hosted infrastructure and automated backups, designed specifically for the unique legal requirements of county offices.	2026/2027	This initiative is currently in our project pipeline. To comply with IT's requirement for a departmental disaster recovery plan, we would like to revisit the backup options provided by our land records vendor. Our goal is to ensure all recorded documents are redundantly stored on a separate, secure server to protect against potential cybersecurity incidents. Submit request to Project to move project forward to begin discussions. Review CIP timeline.
Goal #10 Agreement & Authorization Forms – move from paper to electronic Wright County Recorder's Office subscribers submit paper agreements and escrow authorization forms to become Landshark Subscribers. We would like public facing forms that can be signed and submitted electronically. Manual paperwork creates bottlenecks. An online tool eliminates the "print-sign-scan-mail" cycle, allowing subscribers to complete agreements in minutes rather than days. This accelerates the user access and ensures that services can commence without administrative delays.	FUTURE	Future initiative in project pipeline. Online forms guarantee data integrity by preventing incomplete entries, significantly reducing manual follow-up. Integrated e-signatures offer a secure, time-stamped record of every transaction, streamlining our filing system and entirely removing the need for paper-based mailing.
Goal #11 Future of Parcel Identification Numbers Wright County Recorder's Office currently reviews and updates recorded documents and our land records management system with parcel identification numbers for transfer document types only. A nationwide trend for the past decade, however, is linking parcel IDs to all recorded documents. This approach unlocks significant benefits: enhanced search capabilities, seamless integration across departments and platforms (including GIS) and aligns with the recent GEOSPATIAL Study's recommendation for tying GIS and recorded data together. Implementing this practice would help create a land records-based data management system. Allowing for the integration of multiple systems centered around GIS data (parcel geometry).	FUTURE	Expanding our data management capabilities will necessitate hiring an additional staff member. To accommodate the anticipated growth in parcel data, we will need to add a dedicated staff person for management and maintenance.
Goal #12 Historical Records Storage The Recorder's office has several historical books and official papers pertaining to Real Estate and Vital Statistics that are Permanent Records not to be destroyed. These records have been imaged and have been moved to a climate-controlled space in the new building. We will continue to work with Records Manager and Facilities Director to ensure the appropriate preservation steps in the new building.	FUTURE	MISSION STATEMENT: Maintain superior quality in our archival and records management procedures to provide convenient public access to all the real property and vital statistic records.

Key Activity Indicators	Actual 2018	Actual 2019	Actual 2020	Actual 2021	Actual 2022	Actual 2023	Actual 2024	Actual 2025
Recorder Compliance Data <i>(90-100% required per statute)</i>	100%	100%	100%	99.96%	100%	100%	100%	100%
Real Estate – Paper Recordings	13,043	11,532	8,959	9,564	7,000	5,907	6,255	6,979
Real Estate – Electronic Recordings	13,615	16,761	30,752	32,714	21,000	16,257	16,919	19,036
Total Recordings	26,658	28,293	39,711	42,278	28,000	22,164	23,174	26,015
Plats Recorded	43	50	53	66	50	46	40	50
Lots within Plats	797	821	643	1,982	1,200	712	847	1,090
Notary Registration Revenues	5,960	9,330	8,975	4,240	6,250	7,620	8,300	8,480
Vital Statistics (Birth, Death, Marriage, and Credentials)	6,971	7,826	9,378	12,528	12,500	12,701	12,078	14,063 *
Personal Protective Program and Document Filings (Safe at Home, Judicial)	0	2	3	1	1	3	2	7

*Vitals increase with Real ID deadline 2025

Parks and Recreation

Goal	Status	Actions Completed
Goal #1 Enhance the public knowledge of the Department's facilities, programs, and recreational opportunities.	In Progress	4.9 K Facebook Followers 58,679 Views from May 12- June 13, 2025 822,398 views from January 1 through December 31 143 Followers on Instagram - Account was created on Jan 17, 2025 - Wayfinding/ Branding Plan implementation - Otsego, Schroeder, Collinwood, Montissippi, Little Waverly, Albrights - Creating a more interactive program guide - Website re-design - Creation and implementation of the Department's first marketing plan - Attended community fairs to promote programs and offerings.
Goal #2 Create an asset and task management system that incorporates the long-term asset both the preservation and park infrastructure data.	In Progress	- May 2025 started the implementation of Limble Asset/ Task Management - Working with the Project's team to assist with the implementation - Goal is to have this program fully integrated by September of 2025 Continuing to work on building the infrastructure for a summer 2026 full roll out.
Goal #3 Create a comprehensive five-year plan for programming to better serve the community through programs, special events, and community partnerships.	In Progress	- Started a comprehensive document listing: - Past 5 years of programming - Current assessment program offerings - Working on aligning the 5-year programming vision with the Department's mission and vision statements
Goal #4 Develop a system-wide natural resource management plan to identify timelines, maintenance routines, and target areas for restoration projects.	In Progress	Implemented a mapping program that is tracks amount and type of chemical used during management efforts. This information is then used to determine best management practices and what areas management efforts could be expanded at.
Goal #5 Identify and pursue grant funding for current and future park, recreation, and natural resource projects.	In Progress	- Work has begun on the initial phases of Montissippi County Park parking lot and playground improvements. Construction is slated to start Fall of 2025. This project is partially funded by a \$350,000 DNR grant. - Working with Minnesota Land Trust on the acquisition of 40 acres which would be added to the system at Harry Larson County Park. MLT contributed \$81,000 as part of their conservation easement.

		• Work has started with the \$419,000 shade tree grant at four parks with the removal of 70 ash trees in high use areas. • Implementing a project that will provide 11 acres of direct hardwood seeding at Collinwood Regional Park and Campground. This project is funded through a Conservation Legacy Grant for \$50,000. • Received notification from the Greater Minnesota Parks and Trails Commission that the department received a grant for \$293,000 for the construction of a trail head at the Stanley Eddy Alama Unit. • \$719,000 TAP grant for the construction of segment “B” of the Crow River Regional Trail. • Minnesota Parks and Artist in residency program through GMPTC, designing an interpretive trail at Robert Ney Regional Park.
Goal #6 Continue with the implementation of the Department’s 2024 Transition Plan.	In Progress	• Otsego parking lot was recently reconstructed which included improvement ADA parking stalls, and curb cut modifications to allow easier access to the park. • Vault toilets are being planned for Montissippi and Harry Larson Park. These amenities provide greater access to all ability levels and will meet at ADA requirements. • Planning is currently underway for park improvements at Montissippi County Park and will focus on ADA improvements to the parking area and playground. • A track chair is now available to reserve, providing greater outdoor access and mobility for individuals with disabilities to explore park trails and natural areas. • Installed 2 ADA vault style toilets (Harry Larson, Montissippi) • Improved the parking at Otsego County Park which included improvements to the ADA stalls.

Key Activity Indicators	Actual 2021	Actual 2022	Actual 2023	Actual 2024	Actual 2025
Number of Buildings/Structures Managed	58	58	58	60	61
Parks – Total Acreage	4,717	4727	4727	4727	4767
Miles of Trails (Park and Corridor)	86	86	86	86.5	86.5
Number of Paid Camping Occasions	9,300	12,882	13,406	13,426	12,753
County Park Revenues – Camping	\$260,000	\$471,580	\$500,727	\$550,745	\$551,447
County Park Revenues – Other (New for 2025)					\$83,561
Programs Offered	58	60	70	94	99
Program Attendance	4,800	3948	4323	4760	5,500

**** COVID Impacts resulted in an impact to camping season length and program offerings**

Parks and Recreation Division of Agriculture and Drainage

Goal	Status	Actions Completed
Goal #1 Vegetation Control Through approved best practices, herbicide applications, tree growth removal, and mowing. (NEW) Rollout of 2026 drone spraying program.	Herbicide Applications: 90% Complete Ditch Mowings: 15% Complete	The division has completed steady progress on repairs, which has, in turn, led to more vegetative maintenance control needs. Staff currently selectively sprays ditches for noxious weeds and trees that, when grown, would hinder future maintenance/repairs. A “Targeted Plants” list is available upon request. We were limited in the number of days we could spray in 2025 due to rain, wind, or other priority work such as construction projects. A licensed pesticide applicator cannot spray when wind speed exceeds 15 mph or when it rains, so the days we can spray each year do become limited, especially in the more open southern part of the county. We only mowed a fraction of the ditches due to weather conditions and our prioritization for spraying. This is something we must improve upon in 2026. Since we are on private property, we also need to be careful when mowing so we do not do property damage, so we will continue to balance this and complete work as weather permits. Some sections of ditches are also not accessible with the UTV as they are in wetlands or don’t have access that would follow the ROW of the system. This has made the rollout of a drone spraying program a top priority for 2026 (will address the remaining 10% of herbicide applications not completed). We have purchased the drone but still have a significant amount of work such as licensing, training, testing, and permitting to figure out before we would be ready to spray. We are hoping to begin spraying via drone in July of 2026 after conversation with MnDOT on the rollout process they went through. Ditches recently repaired typically required 2-3 sprayings per year to keep up with the aggressive seed banks. If plants we do not want are allowed to go to seed, we will have more work in the future to combat these plants and thus more costs. It is likely that we will be doing a significant amount of ditch repairs in 2026 which will add to the areas we must maintain. This also takes away from our time to spray/mow as construction oversight becomes priority. We anticipate we will be managing vegetation from late April to late September for the foreseeable future and as weather permits.
Goal #2 Drainage System Blockage Removal Through approved best practices, remove and reestablish historical flow rates for systems	Blockage Removal: 100%	Staff was able to remove all obstructions and resolve issues that occurred during spring flooding. We were also able to complete blockage remove in the fall as beavers are actively making dams this time of the year. We personally removed many dams, with a few being too large and required a larger excavator. Many

affected by Beaver Dams and other sources of blockage.		of our ditch systems still have had little to no maintenance in the past 100 years, so these provide a “band-aid” fix until larger repairs can be completed.
Goal #3 Drainage System Repair and Maintenance Policy	Status of Various Policy/Procedural Updates: Roughly 75% Complete but Continues to Evolve and Grow in Scope	Staff worked with Finance, Records, Legal, and the Auditor to improve our current workflow and requirements under drainage law in 2025. This work continued into 2025 and will likely continue well into the future. Planned are improvements to the assessments, recordings, property splits and combinations, notices, easements, project tracking for finance, grants, and others. This remained a top priority in 2025, but a significant amount of work is still needed. The Land Records Improvement Process Committee has been a great asset during this process. The hardest part of reaching this goal has been balancing a huge backlog of requested repairs while also finding time to improve our internal process. Sometimes we also have work under a joint policy when systems are shared with other counties, each of which has their own preferred way of doing things. Drainage proceedings often require coordination with numerous divisions/departments within Wright County, and we greatly appreciate the time they allot to these projects.
Goal #4 Improve Drainage Website And Maintain New Records as a Part of Drainage Proceeding.	Website Updates: 60%	The Natural Resources website was completed in 2025. This winter, we are actively working on uploading new information into DrainageDB, which is the 3 rd party software that is linked to our drainage site. The main layout of the ditch page still needs to be improved, but we are prioritizing having our records readily available, indexed, and reviewable by the public as required by Minn. Stat. 103E.101. We have a significant amount of paper and scanned documents, so this process is always ongoing as we complete more repairs/proceedings for drainage systems.
Goal #5 Commercial Pesticide Applicators Testing	100% in 2025, goals set for 2026	In April of 2025 staff held our first round of Commercial Pesticide Applicators testing. This was due to not having any local testing facilities available to residents. We are offering 2 additional testing days (April 20 th -24 th) in 2025. This allows us to offer testing during the time of the year with the highest demand, while also reducing testing days throughout the growing/construction season. With 2025 being our first year, we anticipate more demand in 2026 as word gets out.
Goal #6 Improve Natural Resources Management in Wright County	Continuous	Staff now assists the Parks department with prairie maintenance, noxious weed management, plantings, and various other natural resource activities in our parks. We currently help maintain 371 acres of prairie, direct hardwood seedings, and other natural resource projects. We also oversee the Ash tree removal grant funded project where we received \$430,000 in grant funding. In 2025 we also secured funding for 5 new natural resource projects.
Goal #7 Secure Grant Funding for Drainage and Natural Resource Projects	2025 Completed 2026 Anticipated Reduction	Staff is currently working on grant reporting/updates for numerous grants we currently hold. We were awarded a significant amount of grants in 2024-2025 for projects that we are still in the process of completing. Grant projects planned in 2025 were completed successfully without any major issue. Close-out of 4

grants were completed at the end of 2025, with 5 grants remaining. Some of the 2025 projects will continue into 2026 and 2027, but we are currently ahead of schedule.

With the significant amount of drainage projects we are projecting in 2026, we are pulling back the amount of grants we will apply for in 2026. Our focus will be on current grants and ensuring these drainage projects are prioritized/successful. If we are unable to spend all grant funds by the deadline, or have projects with major issues, granting agencies will likely not give us future funding. It is important we continue to apply for grants, but to also ensure we are to take these projects on with current staffing levels.

Improving our residents' experience has always been a top goal for the Division of Agriculture and Drainage. As with other counties that are trying to catch up on drainage system repairs, we have made good progress, but still have much left to do. To provide a better user experience, this means working with various departments such as Legal, Finance, Taxpayer Services, Projects, Records, GIS, Parks, Wright SWCD, and others. We greatly appreciate the time and support these departments have already provided us and understand the additional workload drainage systems demand them. Staff looks forward to any feedback/request from the County Board, acting as the Drainage Authority, as we continue to grow as a division.

Key Activity Indicators	Year 2020	Year 2021	Year 2022	Year 2023	Year 2024	Year 2025
Linear Feet of Vegetative Control Completed	29,040	126,720	142,560	161,480	168,100	178,350
Linear Feet of Tile Replaced	1,100	5,500	800	0	80	4,000
Linear Feet of Open Ditch Cleaned	20,697	108,240	63,360	22,200	8,050	10,250
Linear Feet of Open Ditch Mowed	Not Tracked	Not Tracked	Not Tracked	900	110,200	25,000
Natural Resource Management (Acres)	Not Tracked	Not Tracked	Not Tracked	110	231	371

Assessor's Office

Goal	Status	Actions Completed
Goal #1 - Finalize Current Year Assessment Finalize property valuations and classifications annually for all taxable and exempt parcels of Real Estate and Personal Property.	Spring 100%	The finalization of the assessment is the culmination of 18 months of work gathering, preparing and analyzing data; creating and updating valuation models to represent market levels and applying changes countywide. This also includes the final steps of administering all of the state legislated property tax programs for all districts within Wright County.
Goal #2 - Public Notification & Appeals Process Mail Notice of Valuation and Classification to all parcels Countywide, at least 10 days before the scheduled Local Board of Appeal and Equalization meeting for the respective districts. Assist property owners with questions, concerns and appeals.	Spring 100%	Attend Local Board meetings throughout the County along with the County Board of Appeal and Equalization to present data related to the Assessment and any appeals being considered. This is a largely state mandated process.
Goal #3 - PRISM 1 – Preliminary Assessment Property Record Information System of Minnesota - PRISM data is used to calculate aid for local governments, track how the property tax system is working, and analyze how proposed changes would affect it. With PRISM, the State can analyze property tax data faster and more thoroughly to help legislators, state agencies, counties, and others who use the information. The system provides reports, quickly detects any errors in the data, and alerts counties to potential audit issues.	Due: April 1st 100%	The PRISM 1 report is the first tabulation of valuation reported to Department of Revenue. This submission represents the data that was provided to property owners on their Annual Notice of Value and Classification for all parcels in the county.
Goal #4 - Quintile Review All real property subject to taxation shall be listed and at least one-fifth of the parcels listed shall be physically inspected and revalued each year with reference to their value on January 2nd preceding the assessment so that each parcel shall be reappraised at maximum intervals of five years. This part of the statute requires staff to visit at least 1/5 of the properties (over 14,500 parcels in 2025) in addition to all the normal required appraisal work to ensure accurate valuations and classification.	Continuous	The quintile process is monitored by supervisors continuously through our CAMA software and motor vehicle logs. This is provided to the appraisal staff and local assessors to let them know where they are at in their quintile review. Year-end monitoring involves value change reports and ratio analysis comparing actual sale prices to the property's assessed market value. This is a state-mandated function. The Department of Revenue annually follows up on all parcels countywide that are out of compliance.
Goal #5 - PRISM 2 – Adjusted Assessment The second of four PRISM submissions done by the County annually. This submission is done after the conclusion of County Boards of Appeal and Equalization and the first distribution of State Assessed valuations.	Due: September 1st	A snapshot of the assessment after all appeals and board changes are complete. The initial set of state-assessed valuations is included, as well as any changes to state programs on a parcel level, including homestead, green acres, disabled

		vets, etc. This submission is much more detailed and provides the opportunity to correct any errors in the data prior to the start of the TNT process.
Goal #6 - Tyler Enterprise CAMA, Assessment Administration and TAX Wright County entered into a contract with Tyler Technologies for CAMA and Assessment Administration in early 2020 and as of February of 2022, Tyler TAX. Conversion to the Tyler CAMA and Assessment Administration system was completed in November 2021, with additional set up, testing, and modifications ongoing in 2022/2023. The software is very robust and is a definite improvement over the antiquated system that it replaced. Assessor staff continues to find efficiencies and is comfortable with the software. We are actively networking on an ongoing basis with the vendor and with other counties using Enterprise CAMA/AA and tax.	Completed	We hosted the second Tyler Minnesota User Conference August 4th – 7th. We had four days of Assessor and Auditor/Taxpayer Services experts from the counties who are contracting with Tyler all in one place with a team of Tyler experts to learn the system, troubleshoot inefficiencies, and make the most out of this software. This was a very successful event with 49 unique training sessions related to the duties within the Assessors and Taxpayer Services teams with approximately 150 participants. Plans are in the works to host the event again, tentatively in July of 2026. In May, Marissa Klemz and Tammy Anderson were able to attend the Tyler Connect conference in San Antonio. This conference was attended by over 5,000 Tyler clients from all over the world. They spent four days attending seminars that were geared towards the administrators of the Enterprise software, many taught by the actual developers who work behind the scenes to make the product work. It was an excellent opportunity to share ideas with intense users of the system along with the actual developers. Marissa and Tammy came back with a deeper understanding of how Tyler manages the product as well as how the product works and what the future intent is with the product. They were also able to identify additional ways that we can utilize the software to it's fullest potential further increasing our return on investment in this solution. Both Marissa and Tammy felt this was an excellent opportunity. Tammy and Marissa will attend the conference again, this time hosted in Las Vegas, in early April 2026.
Goal #7 - Mobile Assessor The implementation of a mobile application software that will interface with the Tyler CAMA software to maximize staff time and eliminate inefficiencies in the current process. We signed a contract with Woolpert (aka Data Cloud Solutions/DCS) for a mobile assessing solution in late 2023. We were expecting to go live in April of 2024, but have encountered issues connecting our APEX sketch program with Mobile Assessor and syncing it into Tyler CAMA. The Woolpert	Contract Terminated	Woolpert was unable to implement the software per contract terms. We terminated the contract in early December with the assistance of Caroline Bachun from the Wright County Attorney department. We were able to negotiate and recover a majority of the investment put into the project. We intend to explore other options such as Field Mobile, which is a Tyler based product. We actually looked at their product a few years ago and they have continued to upgrade it, we are hopeful that it will be able to satisfy our needs for a mobile assessing solution.

team is working with APEX to resolve the issues and we hope to still go live with the application in 2025. <i>An update regarding Mobile Assessor: we went through user acceptance training (UAT) from October through December of 2024. In our opinion, the product is not working as was to be expected and there will be continued conversations with all parties involved. The hope was to have the product usable in 2025, and after the UAT our confidence level is lacking assurance. We will continue to work towards solutions with DCS and also in the meantime see if acceptable alternatives exist.</i>		
Goal #8 - Tax Court Petitions There are currently (as of June 4, 2025) 71 tax court petitions for payable years 2023-2025 with a combined assessed market value of over \$585 million (41 which are new for the 2025 payable year).	Ongoing	We continue to work closely with the Attorney's office and outside counsel through the Tax Court process for petitions filed against the County. This is an ongoing process to meet the Scheduling Order deadlines and ensure the County is properly represented and the tax base is preserved fairly and equitably. One challenge we have faced over the past few years is turnover in who is assigned to work on these cases from the County Attorney's office. This process is unique, and the size and complexity of the cases are time consuming and requires expertise involving appraisal, property assessment and property tax law. It takes some time for new attorneys to learn how to handle these cases. As our County continues to grow the Tax Court burden will continue to grow as well. It would be in Wright County's best interest to establish a solid base within the Attorney's office to ensure we are able to continue to uphold our assessment year after year. As of this date (1/23/2026) 35 petitions remain outstanding with assessor staff working actively on ~90% of them.
Goal #9 - State Licensure If you assist the assessor of a Minnesota taxing jurisdiction in making decisions about exemptions, classifications, or valuations, you must obtain a Minnesota assessor's license within three years of the date of your employment. State law requires working Certified Minnesota Assessors (CMA) to progress to an Accredited Minnesota Assessor (AMA) within five years of receiving their initial license. If you do not meet this AMA deadline, your CMA license will become inactive.	Ongoing	Currently, our office is made up of the following: Office technician: 1 Certified Assessment Technician Trainee: 2 • In process of becoming certified Certified Assessment Technician: 2 • 80 hours of combined continuing education this cycle Appraiser Trainee: 5 • In process of taking courses to become licensed as CMA – due within 3 years of hire.

The Minnesota Association of Assessment Professionals (MAAP) now has their own certification process which began with the current licensing cycle. The certification is called the Certified Assessment Technician (CAT). The requirements are similar to CMA but more geared towards the administration of the assessment. Continuing Education requirements apply to this certification as well. Licensing cycles are in four-year increments, the current cycle runs from July 1st, 2024 – June 30th, 2028. Continuing Education must be completed by all CMA, AMA, SAMA and CAT certified employees during each four-year licensing cycle. The requirements are as follows: CAT – 40 CEHs CMA – 50 CEHs including Ethics AMA / SAMA – 60 CEHs including Ethics and 30 PACE hours.		Certified Minnesota Assessor: 0 Certified Minnesota Assessor, Income Qualified: 3 - CMA/CMAIQ are in the process of becoming accredited within five years of achieving their CMA license. Accredited Minnesota Assessor: 4 Senior Accredited Minnesota Assessor: 7 - AMA/SAMA have a combined 540 hours of continuing education to attend this cycle with 270 of those hours being PACE accredited. In 2017, legislation was changed requiring all CMAs to attain their AMA within five years. As a result, the number of AMA/SAMA licensed appraisers in our office continues to increase, resulting in an increased need for education. The amount of cost and time associated with meeting licensure requirements has also increased. We currently have three appraisers who need to achieve the AMA licensure by 2029 and five additional appraisers who need to achieve it by 2031. The number of licensed assessors in Minnesota has decreased over 18% in the last six years, and ~ 41% of those currently licensed are over 50 years of age. It is rare in this profession to be able to hire someone who is already licensed. It is a big investment to train someone and walk them through all the steps towards licensure. Our goal is to be able to retain our staff to cut down on the amount of resources it takes to stay in compliance with state licensing requirements. It would be advantageous to continue to have discussions on how to acknowledge the different licensure levels in a way that would help us to retain our licensed staff. The latest union contract is recognizing the AMA license with a pay differential, which is a positive. We feel that it would be best to have this implemented as part of the job and not subject to negotiations based on the union and contract cycles. Other counties have differentiated between these levels and Wright County should consider moving in the same direction.
Goal #10 - Online Exempt Applications and Portal In 2024 we enlisted the help of IT in creating an online portal and public facing exempt application to replace our existing exempt process.	Completed	Historically the process of applying for exemption and processing exempt applications was all paper based with several manual steps that needed to be completed along the way. The new process was built out in OnBase and provides an online application for the public along with a portal that allows

This new process was able to kick off for the three-year reapplication period which concluded February 1st, 2025.		for communication between our office and the applicant. It is common for us to be asking applicants for more information or to clarify information before granting or denying an exempt application. Within the portal, we have internal workflows built that automatically moves the applications from one step to the next including notifying the applicant of the status of their application. Once processed OnBase acts as the repository for all applications making for easy searching when questions arise. This updated process has provided many benefits to our internal staff as well as to the applicants which are most commonly local jurisdictions within Wright County. We are able to more easily keep track of applications that are received and identify when an application is missing. We also are easily able to see where in the process an application is at. All accomplished without additional money spent – just utilizing the resources Wright County has to offer. Feedback from external users has been very positive.
Goal #11 - Disabled Vets Market Value Exclusion Portal The Disabled Vets Market Value Exclusion program has been continually growing across Wright County with over 850 property owners now qualifying. The requirements for this program require us to gather numerous documents and follow a stringent verification process. It has become the most time consuming Property Tax Program to administer. This program also requires recertification each year by the Veteran Service Officers.	In Process/Awaiting Implementation	This project was kicked off this spring to identify a long-term solution to help manage this property tax program. Our team has been meeting with a project manager, IT staff and Vets staff to identify ways to improve our processes and utilize available technology to improve efficiency. The timeline for having a new solution in place was Fall 2025 but was moved down on our priority list. Everything is ready and will be used in production Q2 of 2026.
Goal #12 - Abatement Process The property tax abatement process has historically been a very manual, paper driven process that involves Assessor and Taxpayer Services. The goal for this project is to streamline the process using technology to make it easier to track abatements through the various steps and improve on the turnaround time for the taxpayers. This process will also improve communication among the departments involved and reduce confusion and bottlenecks.	In Process/Near Completion	This project is near completion – testing is complete and the plan is to implement around Q2 in 2026. The abatement policy was updated 1/20/2026.

Key Activity Indicators	2021	2022	2023	2024	2025
Valuation of Wright County	\$ 18.1 B	\$21.8 B	\$25.695 B	\$26.12 B	\$27.8 B
New construction value in the county	\$ 405.4 M	\$585.2 M	\$612 M	\$510 M	\$576 M
County-Wide Parcel Count	70,543	71,707	73,341	73,917	74,630
Parcels Appraised By The Assessors' Office (New For 2025)					62,414
Average parcel count per appraiser (Goal to be around 4,000)	4,149	4,218	4,075	3,934	3,732
Median Ratio – Residential (New for 2025)	92.18	95.41	95.72	95.48	In process
Median Ratio – Agricultural (New for 2025)	91.05	92.92	97.09	99.22	In process
Median Ratio – Commercial (New for 2025)	94.07	94.83	94.49	96.35	In Process

The assessment ratio is a percentage used in property tax calculations. It represents the proportion of a property's fair market value that is officially designated as its "assessed value" for taxation. Acceptable Range: The Minnesota Department of Revenue considers the assessment level to be acceptable if the overall median ratio falls between 90% and 105% of market value.

Fleet & Facilities Services

Goal	Status	Actions Completed
Goal #1 Oversee and Execute Construction Projects 2025 Projects in narrative	In Progress	Maple Lake Highway Shop – 99% Complete. Hwy department has been actively using the space and we are working to close the project. There is a question of fire rated access to the fire pump & controller, so the project won't close until Q2 of 2026 Household Hazardous Waste Facility construction is underway with occupancy expected in spring 2026. New turns lanes were installed on Cty Rd 37 and a majority of paving on the site is complete. Water issues made 100% completion not possible and will have to be completed at the end of construction. Roofing is being completed in January with interior finishes beginning the first week of February. The Court Services & Probation remodel project is nearly complete, only awaiting delivery of doors. Furniture is installed and space is operational. Remodel the Buffalo HWY building to accommodate the Surveyor department move in 2026. Plan development of plans in spring 2026 with construction anticipated to begin Q3.
Goal #2 Analysis and Management of Service Delivery Models and Levels With the transition of the facilities team to the new campus, the delivery model & levels of service will be under review. The current model of service delivery through contracted professional services will be under analysis to determine the most effective way of structuring the team to deliver high quality service at the best cost/benefit ratio. The current facilities, as-well-as other outlying sites, will continue to be reviewed to determine if high levels of service can be delivered through other methods. Centralization of operations in combination with Parks & Highway may be a pathway to providing the care and maintenance that is needed.	Long Term Complete	The Facilities team is settled and operating appropriately to serve the needs of county departments. A number of transitions happened in 2025 with employee movement and retirements, but operations have continued well. A new janitorial services company started January 1, 2026. Efforts continue to onboard their services correctly. With the opening of the HHW site in 2026, there may be a need to fill the vacant maintenance tech position.

Goal #3 Fleet Division Analysis and Management of Service Delivery Models and Levels On January 5, 2026 the Facilities Services department grew to include a Fleet Services division and also include asset management. Analysis and operational review will need to be done to determine what / where changes need to be made while delivering high levels of services.	Long Term In Progress	The review and understanding of old practices / operations is currently underway. Peter Kile has shifted from Facilities Manager to Fleet & Asset Manager, spending 100% of his efforts on understanding current operations. Review of practices and determining recommendations will be an ongoing/long-term effort in 2026.
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Key Activity Indicators	Actual 2022	Actual 2023	Actual 2024	Actual 2025
Square Feet Managed (2022 transition year)	939,304	907,116	749,228	769,755
Area Maintained Per Staff (Square Feet)	55,253	56,695	46,827	51.317
Total Work Orders	2,658	3,685	4,777	3,622
Work Orders Per Staff Member	17 staff – 158 WO / Staff	16 Staff – 230 WO / Staff	16 Staff – 299 WO / Staff	15 Staff – 241 WO /Staff YTD (Current Unfilled FTE – 1)
FLEET: Motor Pool Vehicles (June)	10	12	8	9
FLEET: Annual Miles Driven	20,742	32,357	71,047	87,009
FLEET: Denials of Vehicles	0	0	84	34

Highway

Goal	Status	Actions Completed
Goal #1 Deliver Projects Identified In The 5-year Plan. The 5-Year Plan & Map was updated and recommended for approval at 5-13-25 TCOTW meeting. Year 2030 was added and projects identified. The Five-Year Plan & Map is a living document that identifies projects from 2026-2030. The plan needs to be updated occasionally due to changes in available funding, timing with other projects, grant awards and working with changing timelines of partner agencies.		The Highway Dept. Presented a draft updated Five-Year plan at the 5-13-25 TCOTW meeting. 2025 Projects: -Pavement Preservation contract: Knife River Corp. \$5million -CSAH 5 Bridge Replacement: SSI, Inc. began in February and opened to traffic in July. \$2.2million -CSAH 8 Bridge Replacement: SSI, Inc. was low bid, work began July of 2025 and opened to traffic in December. \$1.5million -CSAH 35/CSAH 8 Roundabout: Construction began in fall 2025 and will be completed in summer 2026. \$2.9 million
Goal #2 Incorporate Local Option Sales Tax Project Into a 5-Year Plan The Local Option Sales Tax (LOST) revenue is authorized through December 31, 2032. We need to continue to include projects on the LOST list in our 5-Year Construction Plan and adjust as needed with future updates to the Five-Year Plan.		Projects on the county's LOST list that are eligible to use LOST funding are included in the current updated 5-year plan (2026-2030) Minor updates to LOST list and 5-yr plan were recommended by staff at 5-13-25 TCOTW meeting and approved by County Board at next Board Meeting. County roads 106, 145, 139 were added along with intersection improvements on TH24 related to I-94 interchange bridge project. 5- Year Plan Link
Goal #3 Implement Outlaying Highway Truck Station Plans Maple Lake Shop Design and Construction Waverly Shop Evaluation and Recommendation		Maple Lake Shop: Additional property adjacent to existing Maple Lake shop was purchased in 2023. Construction of Maple Lake shop began summer of 2024 and operational late summer of 2025. Waverly Shop: Seeking location for a new shop in Waverly/Montrose area. Intent is to purchase property in 2025, but suitable location was not finalized. Continue search in 2026..
Goal #4 Make Updates To The Long-Range Transportation Plan The LRTP was adopted by the County Board in September of 2019, and it provides guidance to cooperatively preserve and improve the County's transportation system. Minor revisions/corrections were made in December 2020 based on feedback/input from partner agencies. A more formal review/update to the LRTP should be made every five to 10 years..	The LRTP is a valuable planning tool for all jurisdictions in Wright County.	The document is a living document, and the next update should be considered in the 2025 to 2028 timeframe, as needed. Cost to hire a consultant to review existing LRTP and update will likely cost \$75-\$100k. Because of budget and staffing constraints for 2025 we are recommending looking at update in 2026. LRTP update was discussed at 5-13-25 TCOTW and consensus was to look at budgeting for 2026 or 2027. For efficiency and cost savings, look to implement with updates to other departments such as Parks and Planning&Zoning.

Goal #5 Acquire Long Term Gravel Sources We currently have an arrangement in place with B.McNamara, Inc. for a gravel supply for 2023 from the Roman pit located along CSAH 83. We are actively pursuing an agreement with B.McNamara to purchase gravel for the next 3 to 5 years. It is our goal to reduce reliance on gravel and repurpose bituminous millings taken from our maintenance patching operations to lower the quantity of gravel purchased in future years for our shouldering operations.	We now have a gravel supply in place through December 31, 2027.	The County Board approved a five-year gravel supply contract with B. McNamara at the 9/20/2022 meeting. The gravel will come from the Roman Pit located along CSAH 83 near our main shop in Buffalo. We are also utilizing recycled bituminous pavement from preservation projects as shouldering material on 25-30 miles of roadway annually which will reduce the amount of gravel that will need to be purchased.
Goal #6 Continue aggressive pursuit of alternate funding (state and federal grants) for transportation improvements. Including, but not limited to, Region 7W STBGP (State Transportation Block Grant Program) federal funds, HSIP state safety funds, LRIP state funds, LPP state funds, Bridge Bonding state funds, TED federal funds, RAISE federal funds, etc.		In 2024/2025 we were successful in securing grant funds: -TH25/CR113: Rural High-Risk Roadway -CR137(I-94): LRIP and LPP state funds (2026) -US12/CSAH14 intersection: LPP and RHRR funds (2026) -CSAH39 – Federal funds for reconstruction from O'Dean to Nashua Ave in 2029. -Applied for several safety grants in January of 2026 and also submitted CSAH30/16 area in Delano for Region 7W federal funds. -\$3.7 million dollar request as part of THUD congressional delegated spending for TH24-CSAH 7 intersection.
Goal #7 Goal is to reduce Fatal and Serious Injury crashes throughout Wright County.		While the population and vehicle miles traveled through Wright County continue to increase, the Fatal and Serious injury crashes have been relatively steady. Continue emphasis on improving safety throughout the county network and supporting state and local agencies for increased spending and focus on their systems.

Key Activity Indicators	Actual 2020	Actual 2021	Actual 2022	Actual 2023	Actual 2024	Actual 2025
Hours To Plow Complete Systems During Snow Review ***	4	4	4	4	4	4
Overall system Pavement Condition Index (PCI) Rating.	68	68	68	68	73*	76*
Total Lane Miles	1041.2	1043.8	1043.8	1043.8	1047	1047
Average Bridge Sufficiency Rating **	81.9	81.7	81.7	80.9	81.1	81.1
Miles of road reconditioned/Cost per mile	18 / \$280k	26 / \$275k	34 / \$260k	21 / \$370	11/\$315k	16 / \$313k
Price per ton bituminous / Total tons used		\$49 / 90,000	\$52 / 130,000	\$67/ 105,000	\$64 / 81,200	\$70 / 57,000
Number of Fatal/Serious Injury Accidents (New for 2025)	25	25	26	25	20	27

* MnDOT will complete the biennial pavement rating of the county system in 2025. This will provide an updated PCI rating. Current rating determined by linear regression of previous ratings and does not include improvements to the system from our 2025 projects.

** Wright County will be replacing six insufficient bridges over the next 5 years, which will increase our system's Sufficiency Rating. CSAH 2 Bridge was completed in 2024, and CSAH 5 and CSAH 8 in 2025. Sufficiency Ratings have not been updated yet to reflect the new bridge.

*** Adding lane miles, paved shoulders, roundabouts, and increased traffic has increased demand on our system. Still, we've made additions and improvements over the last five years to maintain an average route time of approximately 4 hours.

Surveyor

Goal	Status	Actions Completed
Goal #1 - Quick turnover of subdivision plat review and approval: Per Minnesota Statutes, Section 389.09, the County Surveyor is tasked with the review and approval of all new Subdivision, Registered Land Survey, and Common Interest Community plats prior to recording.	In Progress. Plat review turnaround times have been on par with expectations.	Reviewed 51 new plats. Approved 48 plats for Mylars.
Goal #2 - Provide survey support to Parks and Recreation The surveyor department has been requested to provide boundary surveys of park property.	In Progress	Completed the Albert Yager Park survey. Stakes were provided along the property lines for sign placement. Maple Lake Access - boundary field work and analysis complete, will stake the east and west lines in Spring.
Goal #3 - Update County Coordinate System This initiative is to update the County Coordinate System which is currently on a 1986 adjustment. The goal is to use a 2011 adjustment for data collection for construction projects and ultimately a 2022 adjustment to create a new Countywide Base Map for all future projects.	In Progress	Conversion of the section corner coordinates from 1986 adjustment to 2011 adjustment has been performed. Field quality control checks are in progress to continue to prepare for the 2022 adjustment. Once NGS completes its final Datum Adjustment of 2022, Wright County can begin to use this adjustment for survey fieldwork and all new projects. Once NGS completes its final Datum Adjustment of 2022, Wright County can begin to use this adjustment for survey fieldwork and all new projects.
Goal #4 - Document scanning of section corner histories The scanning of the section corner histories provides a digital record of the work performed in the 70's thru the 90's to establish the section corner positions.	Completed	Scanning of the documents has been completed and the digital files have been placed on the network.
Goal #5 - Private Survey Viewer This project involves the indexing and delineation of the private surveys for display on Beacon	In Progress	Ongoing entry of these private surveys into the database and creation of the drawing for display in Beacon. We plan to provide updates this year on the status of these entries into the system.

Key Activity Indicators	Actual 2019	Actual 2020	Actual 2021	Actual 2022	Actual 2023	Actual 2024	Actual 2025
Plats Reviewed	57	51	69	65	39	53	51
Lots Reviewed	979	717	2,111	1,280	817	1,102	1,084
PLSS Monuments Set	110	85	106	65	74	35	49
Certificates of Location Created	128	216	213	103	98	13	125
Highway Right of Way Plats	1	1	2	1	1	0	1

Planning and Zoning

Goal	Status	Actions Completed
Goal #1 Ordinance Review and Updates	Complete	Updated PUD and Subdivision Ordinance, new ordinance for backyard chickens and other associated updates.
Goal #2 Analysis and Management of Service Delivery Models and Levels For Household Hazardous Waste Facility	Ongoing	Construction has commenced on new facility. Further review of services provided will be ongoing, after facility construction.
Goal #3 Implement Online Permitting Options	Ongoing	Have completed initial analysis and review. Waiting for finalization of scoping documents. Planning for implementation 2 nd quarter 2026

Key Activity Indicators	2019	2020	2021	2022	2023	2024	2025
Dwelling Permits	120	135	105	97	94	117	74
Septic Permits	310	373	317	292	283	306	262
Total Permits Issued	1,677	1,874	1,998	1,807	2,132	2,300	1,841
Total Number of Inspections/Inspections/BI	1,195	1,288	1,209	1,170	1,424	1,452	1,269
Planning Commission Items	70	61	88	52	70	70	75
Board of Adjustment Items	55	73	70	79	93	70	74
Household Hazardous Waste – Facility Visits	5,815	6,843	7,210	7,474	8,295	9,627	7,425
SCORE Recycling Percentages (New in 2025)			23%	27%	40%	39%	Available 3/26

Soil and Water Conservation District

Goal	Status	Actions Completed
Goal #1 Installation of conservation practices to improve water quality and run-off rate control	Number of Practices Designed and Constructed: 106% Complete Sediment Reductions: 364% Complete Phosphorus Reductions: 137% Complete Leveraged State & Federal Funds: 95% Complete	The most visible programs completed by the District are those that implement conservation practices on the landscape. Increased state and federal funding, along with landowner need and awareness of District programs, has led to a drastic increase in demand for conservation practice technical and financial assistance. The District tries very hard to keep up with demand and the recent addition of an Engineering Technician will provide needed staff capacity. Conservation best management practices can be installed to positively impact citizens everywhere in Wright County. Priority is given to projects that will provide a water quality benefit, typically through reducing sediment and nutrients entering water bodies. While these projects are predominantly seen in agricultural fields, they are also implemented in urban settings, and along city, township and county infrastructure. This year, 53 conservation practices were installed and certified, we also had two large projects with state and federal funding fall through this year, one due to an owner change another due to uncertain farm markets, that would have brought the total to over 65 practices and \$750,000 leveraged funds.
Goal #2 Wetland Conservation Act Administration	Contacts: 137% Complete	District staff works with many individuals and entities throughout the year to administer the state Wetland Conservation Act (WCA) law. Delegated by Wright County through a joint powers agreement, WCA is the lone program administered by the District that carries potential enforcement activities. Of the 350-contact goal, staff has worked with 480 contacts to date. Activities range from general administrative questions about the WCA law, preliminary project feedback, site visits, Technical Evaluation Panel (TEP) meetings and site visits, TEP representation throughout Wright County, violation inquiries, administration of replacement plan, wetland banking, exemption, no-loss, wetland boundary/type, and sequencing applications.
Goal #3 Aquatic Invasive Species Program Administration and Coordination	At-The-Ramp Inspections: 104% Complete At-The-Ramp Inspections per Hour: 105% Complete	Wright County has delegated the SWCD to administer Aquatic Invasive Species (AIS) activities in Wright County. With guidance from the AIS Advisory Committee, the District implements a variety of activities with the state funding that is passed through the County, including at-the-ramp inspections of watercraft and accessories, courtesy decontamination services, AIS treatment grants for lake associations and lake improvement districts (LID), and education and outreach activities. 16,709 at-the-ramp inspections have been completed at a rate of 2.1 inspections per staffed hour. A goal of 2.0 inspections per hour was set based on previous years' numbers and data analysis that has led to better prioritize of inspection hours. Our total at-the-ramp inspection goal has increased to 16,000 per year based on the past three-year trend.

		The SWCD also works with lake associations and the Parks Department to maintain five CD3 stations at lakes accesses, which provide tools necessary for boaters to minimize the spread of invasive species. A new effort started last year is to provide low-cost tool stations at boat ramps to further help boaters minimize AIS spread. These stations are a fraction of the cost of a CD3 station, which allows many more lakes to afford to participate in the program. There are currently 15 low-cost stations in the county. Five AIS Advisory Committee meetings have been facilitated by District staff. AIS treatment grants have been awarded to 28 lake associations or LIDs, totaling \$55,757. These funds help defray the cost of treating AIS such as starry stonewort, Eurasian water milfoil and curly-leaf pondweed. Lake residents contract treatment, then request their grant allocation as a partial reimbursement of costs. Treatment happens during the summer, with payments going out in the fall.
Goal #4 Tree Sales	Tree Sales: 116% Complete	The SWCD conducts its annual bareroot tree sale in April. This year we set a goal of 35,000 bareroot trees to be sold in bundles of 25 and reached 40,675 in total tree sales with 615 orders placed. The tree sale program also offers native plants and seed mixes, and tree tubes and stakes to protect the tree in its first years. This program could not function as it does without the cooperation of the Highway and Parks Departments via use of a storage shed adjacent to the Parks Department shop. This is a service program that allows the District to engage with many citizens who would not otherwise utilize our services; it is promoted to over 1,400 email addresses, 700 mailers, via local newspaper, and social media.
Goal #5 Water Quality Monitoring	Water Quality Sampling: 100% Complete	Each year the District coordinates and conducts a variety of water quality monitoring activities throughout the county. The largest project in scope is the volunteer citizen lake monitoring program, where participating lake residents collect a lake sample and deliver it to the District office once per month from May through September, then SWCD staff package and ship the samples in bulk for analysis. This effort reduces the cost per sample and provides long-term trend analysis for participating lakes, which then can be used when applying for competitive grants. Staff has worked with lake associations and residents to increase the number of lakes being sampled; this year 36 lakes are participating. District staff are also utilizing One Watershed, One Plan grant funds to do more in-depth monitoring of five lakes to provide a detailed nutrient budget, which will better position these lakes for grant funds and provide staff with better information to more effectively and efficiently improve water quality. Each of the five sites have been sampled ten times this year. Additional monitoring done this year includes seventeen rounds of samples at the Mink Lake limestone filter, thirteen visits to each of the seven Twelve Mile Creek monitoring locations for water quality, and three visits to each of the seven locations for water quantity.
Goal #6 Complete Position Classification and Compensation Study Update	Class and Comp Study Update: 100% Complete	It was identified that the District's position classification and compensation system and position descriptions needed an update. We contracted with Abdo to complete both updates, bringing the District up to date and further aligning with Wright County.
Goal #7 Develop Online Project and Program Tracking Tool	Tracking Tool Development:	The District has recognized the need for an online application to more efficiently track projects and activities within each of the three major watershed planning areas. Staff have

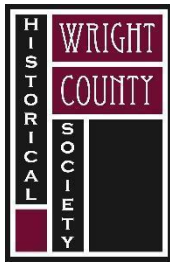
	99% Completed	worked with neighboring SWCD staff to build the structure of an ArcGIS Online application. Now that the structure has been completed, staff have begun entering data from completed projects. Further testing will take place, with a goal of increased field usage.
Goal #8 Add Staffing Capabilities through Public/Private Partnerships	Continuous	The District's 2022 Strategic Plan identified enhancing our capacity through available funding sources, which was reviewed at the 2023 District Planning Meeting, where priority was placed on finding funding opportunities to enhance soil health capacity. In 2024 we received a BWSR grant to enhance soil health staffing through a contracted position in partnership with local ag co-op, Centra Sota. The grant provides funding for this Conservation Agronomist position through 2027 at no cost to the District. Additionally, the District has partnered with Pheasants Forever to place a Farm Bill Biologist at the SWCD office. This position will focus on state and federal easement programs and the federal Conservation Reserve Program. This position primarily leverages federal funding, along with local Pheasants Forever chapter funding, leaving an annual contribution of \$3,500 from the SWCD for this full-time position. These partnerships and positions are still active in 2025.
Goal #9 Education and Outreach	Continuous	The bulk of our education happens during face-to-face interactions with landowners in the field, or a one-on-one phone call. Other public outreach and educational events include SWCD Legislative Day, Dassel Cokato school FFA Ag Day, 5 th Grade Environmental Education Days, Winter Soil Health Event, Wright County Fair, Lake Association and Township maintenance staff meetings, Master Gardener's Spring Days, Metro Area Envirothon, Annual Report, Quarterly Newsletters, website and social media posts.
Goal #10 Update District Website	Continuous	In 2025, our website was viewed 10,150 times with 6,238 unique visitors. The website was created and continues to be updated by District staff, improving timeliness of content, and reducing out-sourced expenses. This was the third year our tree sales were completed online, streamlining order management, payment collection, and improving season end inventory efficiencies.
Goal #11 Water Management Administration	Continuous	The SWCD has been delegated water management duties by the County. This work primarily includes maintaining the comprehensive watershed management plans (CWMP), then evaluating and prioritizing implementation of activities found within each plan. In 2016, the transition began from one countywide local CWMP to planning along watershed boundaries, known as the state program, One Watershed, One Plan. This year, staff has worked with watershed partners to implement the North Fork Crow River and South Fork Crow River CWMPs and complete the draft plan, bylaws, and the initial implementation work plan for the Mississippi River-St. Cloud watershed. Combined, the watersheds have a minimum of four monthly meetings, which are attended by SWCD staff.
Goal #12 State Buffer Law Compliance Assistance	Continuous	Landowner communication via phone calls and emails continued this year to coordinate meetings for verifying state buffer law compliance. Follow-up communication has been the primary activity in 2025. Communication and cooperation with the County Ag and Drainage staff was utilized to check or confirm statuses of some buffers. The BWSR buffer tracking tool (BuffCAT) was updated and referenced for spot checks. Some buffers were field checked and re-staked. BuffCAT was updated in December after continued aerial photo

		review and field checks, along with a list of buffers to be field checked annually. 11,183 Wright County parcels are currently affected by the Buffer Law. Ten parcels are currently indicated as non-compliant in BuffCAT. Letters were sent to current landowners for non-compliant parcels.
Goal #13 Terrestrial Invasive Species Management	Continuous	Education and Outreach through the Wright Cooperative Weed Management Area (CWMA) has continued each year at the annual meeting in March, including 2025. Attendees include County Parks and Highway Dept. staff, Township staff and supervisors, Area DNR staff, private contractors, and private landowners. District staff coordinates the state grant, working with partners to identify locations of invasive species, and continues to work closely with the County Ag inspector to identify and eradicate invasive species. The SWCD was awarded a competitive 2024 CWMA grant that was used to cost-share terrestrial invasive species treatment.
Goal #14 Promotion and Local Administration of State Easement Programs	Continuous	The state of Minnesota has delegated SWCDs to locally implement the Reinvest In Minnesota (RIM) and Conservation Reserve Enhancement Program (CREP) perpetual conservation easement programs. Every year District staff monitor one third of the state-held easements within the county for compliance and provide maintenance and native plant education to landowners. Eighteen inspections were conducted this year, starting in July. District staff also provide program outreach for priority conservation areas and technical assistance for all interested individuals. Two CREP applications were submitted and approved through state and federal administrators. One RIM application was accepted.
Goal #15 Administration and Coordination of the North Fork Crow River One Watershed, One Plan Grants and Partnership	Continuous	Wright SWCD is the Fiscal Agent and Plan Coordinator for the North Fork Crow River Comprehensive Water Management Plan. Staff coordinates and facilitates Technical Advisory Committee and Policy Committee meetings, manages all fiscal duties and grant expenditures, completes grant reporting to the state, and coordinates plan updates and overall plan management. Two Policy Committee, eleven technical advisory committee and ten sub-committee meetings were facilitated in 2025, grant budgets and milestones have been updated monthly for two grants and semi-annual reporting has been submitted to the state for two grants.
Goal #16 Partnerships with Local Governments	Continuous	The District places a strong emphasis on working collaboratively with County departments, townships, cities, lake associations, and other local entities to maximize efficiency and overall delivery of conservation programming to improve Wright County residents' quality of life. This year staff has worked directly with eight townships and six cities on projects, grants, or providing technical assistance.
Goal #17 Pursuit of Grant Funding to Improve Water Quality and Soil Health	Continuous	The SWCD has been proactive in its pursuit of state and federal grant funding to off-set local citizen project costs. This grant funding through BWSR totaling \$535,000 has been sought and received for Soil Health outreach and cost-share programs, including funding to hire a Conservation Agronomist through 2027. The SWCD has partnered with the Ag and Drainage division to successfully receive two competitive Multi-purpose Drainage Management grants for projects along County Ditch 19 and Joint Ditch 15 totaling \$715,000. Projects utilizing these funds are ongoing. Additionally, the District has utilized a large portion of the North Fork Crow River One Watershed, One Plan project funds each year and will again in 2025.

		The SWCD has applied for funding through the LSOHF and EPA and received the next phase of 319 funds in the Twelve Mile Creek watershed for \$310,000.
Goal #18 Observe and Report Groundwater Monitoring Well Readings	Continuous	The District monitors a network of 22 observation wells within the county and reports data to the DNR, then state-wide numbers are combined to observe groundwater level trends. 89 of the 89 observations have been completed for 2025.
Goal #19 Review and Comment on Planning and Zoning Items	Continuous	District staff review county and township planning and zoning requests for potential impacts to natural resources and provide comments when warranted. This year staff has reviewed all Planning and Zoning staff reports and provided comments on approximately 50 items.
Goal #20 Solar Farm Installation Reviews	Continuous	Wright County has delegated Solar Farm Installation Reviews to the SWCD. District staff review solar farm applications for off-site impacts, vegetation plans and potential erosion and flooding concerns. Staff has reviewed and corresponded on two Solar Farm plans in 2025. Staff provided recommendations to the applicants and Planning and Zoning.
SWCD staff strive to create positive and lasting relationships with the citizens, organizations, and political entities within Wright County. Our goal is to provide timely response to citizen concerns, providing assistance whenever possible, and directing individuals to the appropriate entity whenever we cannot fully address a request. Our office provides technical and financial assistance to implement best management practices to preserve Wright County's many and varying natural resources. Working closely with County departments (Ag and Drainage, Parks, Highway and GIS), cities, townships and lake associations has enabled the SWCD to better reach our goals and provide direct support to partnering entities. We also very much appreciate the support provided by Wright County Departments, such as Finance, Human Resources, the Attorney's Office, and the Sheriff's Department. As a full-time staff of 8, the SWCD would be far less efficient at implementing conservation efforts without these departments' assistance and the collaboration saves taxpayers from unnecessary redundancies.		

Key Activity Indicators	Year 2020	Year 2021	Year 2022	Year 2023	Year 2024	Year 2025
Conservation Practices	68	94	60	63	51	53
Sediment Reduction (Tons/Yr)	1,026.2	1,292.7	2,736.0	1,992.0	2,239.7*	4,461.69*
Phosphorus Reduction (Lb/Yr)	1,119.5	1,677.9	3,397.8	1,204.0	349.2*	1,374.95*
Leveraged State and Federal Project Funds	\$799,180	\$630,767	\$416,531	\$808,900	\$916,744	\$568,685.94
WCA Contacts	352	370	350	351	440	480
AIS At-The-Ramp Inspections	16,707	12,539	15,990	16,584	18,002	16,709
AIS At-The-Ramp Inspections per Hour	1.6	1.5	2.0	2.1	2.2	2.1
Tree Sales	38,525	54,000	49,425	47,100	41,625	40,675

*New pollution reduction tool used in 2024



Wright County Historical Society Performance Measurements - for Jan 23, 2026

MISSION: THE WRIGHT COUNTY HISTORICAL SOCIETY SERVES TO COLLECT, PRESERVE, AND SHARE OUR HISTORY

Performance Measure	Definition	Reason For Measuring	Action To Be Taken Based on Measure	Target	Historical Date	
Volunteer involvement in Historical Society services and programs	Number of volunteers and volunteer hours within all Historical Society's services, programs, and events	Measure how the Historical Society has promoted and encouraged public engagement and community service activities	1. Increase outreach strategies to encourage volunteer engagement opportunities	VOLUNTEER HOURS GOAL - 2026 1900 Hours 90 Volunteers	2025 - 1811 hrs/81 vol 2024 - 1541 hrs/68 vol 2023 - 1102 hrs/44 vol 2022 - 1063 hrs/37 vol 2021 - 486 hrs/19 vol 2020 - 426 hrs/ 16 vol	
Historical collections work	To set a baseline understanding regarding annual donations, the time required to care for them, and methods by which collection items are shared and utilized	Review how the Historical Society considers items of potential historical significance, how these items are documented, and what role they play in the organization, for the county, and for visitors	1. Number of items held in trust 2. Types of use 3. Preservation methods	USAGE GOAL 2026- use of objects and materials to update/create 2 exhibits/displays, plus 2 digital exhibits.	2025- 45 donations made with about 390 items total 2024 - 43 donations made with about 169 items total 2023 - 27 donations made with 120 items total 2022 - 14 donations with 45 items total	

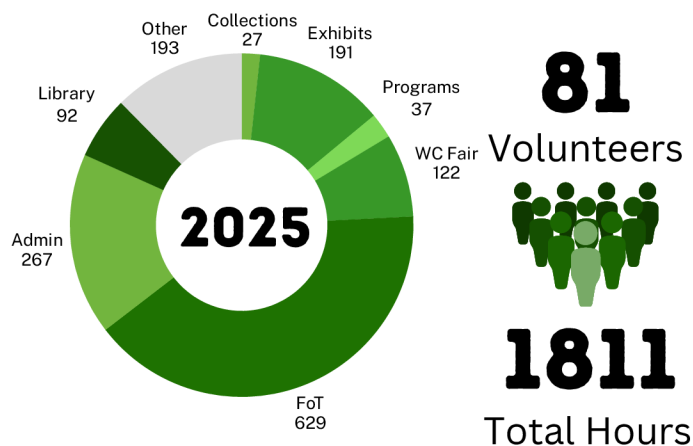
VISITORS	Number of in-person visits, not including programs or special events.	Measure how often and how many times the center is visited and where visitors originate	1. Increase in-person visitation at the Center 2. Define the service area of visitors (eg. county vs. out-of-county)	IN-PERSON VISITATION GOAL 2026 - 3000	VISITORS 2025 - 2600 (<i>parking lot in Oct</i>) 2024 - 2660 2023 - 1900 2022 - 1700 2021 - 1600	
RESEARCH REQUESTS	Number of research requests completed (external)	Measure the number and type of research projects and the staff hours to complete requests.	1. Type of request 2. Total staff hours working on research projects. 3. Revenue generated	Research goal (external) 2026- \$800 in paid research requests	RESEARCH REQUESTS 2025 - \$710 2024 - \$790 2023 - \$520 2022 - \$300 2021 - \$660 2020 - \$440	
PROGRAMS & PARTICIPATION	To set a baseline projection on annual program offerings and participation numbers	Measure community engagement of programs and events in relation to staff resources	1. Number of programs 2. Total number of participants. 3. Total staff hours for program development, preparation, and implementation	TOTAL NO OF PROGRAMS 2026 - 45 TOTAL NO OF PARTICIPANTS 2026 - 1500	PROGRAMS & PARTICIPATION 2025 - 34 (<i>parking lot fix in Oct</i>) 2024 - 36 2023 - 15 2022 - 12 TOTAL NO OF PARTICIPANTS 2025 - 966 2024 - 1427 2023 - 589 2022 - 7200	

SOCIAL & ELECTRONIC MEDIA	Monitor social and electronic media for connections to the community and define which platforms are best suited for engagement	To measure engagement of off-site users of Historical Society resources	1. Number of posts made. 2. Total post engagement	2026 SOCIAL MEDIA ENGAGEMENT GOAL Facebook Top 20 out of 87 Counties/4500 Flwrs Instagram Top 20 out of 87 Counties/600 Flwrs YouTube Top 10 out of 87 Counties/60 Sbsrs <i>*Meta (FB & IG) has altered their algorithm's priorities. Changes will start in 2026 for more prioritized "Reach and Interactions/Views) instead of "Likes."</i> 2025 Facebook 757400 Views 16100 Interactions Instagram 16100 Views 689 Interactions	SOCIAL MEDIA 2025 RESULTS Facebook 3923 Followers 678 Posts/Reels 16100 Likes Instagram 546 Followers 413 Posts/Reels/Stories 689 Likes YouTube 56 Subscribers 25 Videos/Shorts 2500 Views SOCIAL MEDIA 2024 Facebook 3393 Followers 341 Posts/Reels 11236 Likes Instagram 504 Followers 306 Posts/Reels/Stories 4016 Likes YouTube 45 Subscribers 27 Posts/Shorts 1002 Views
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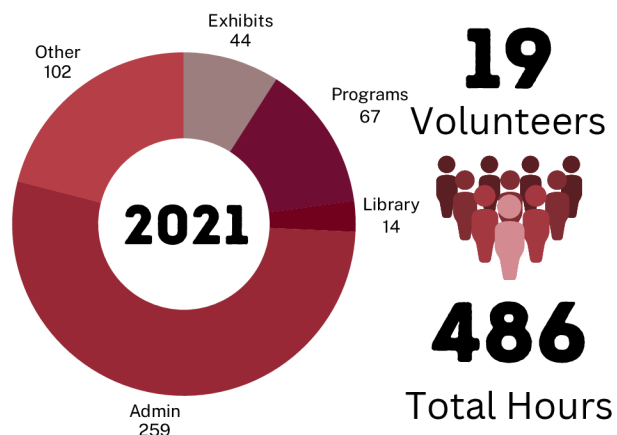
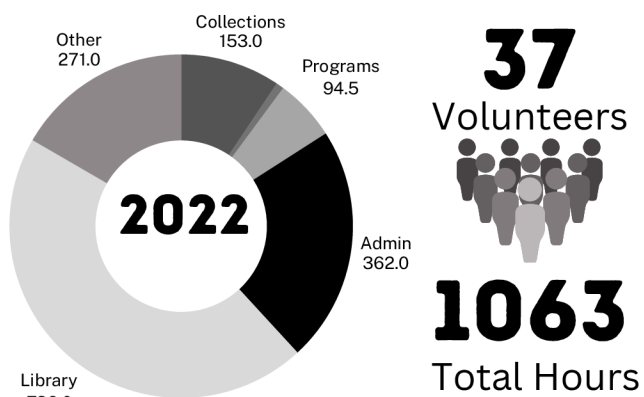
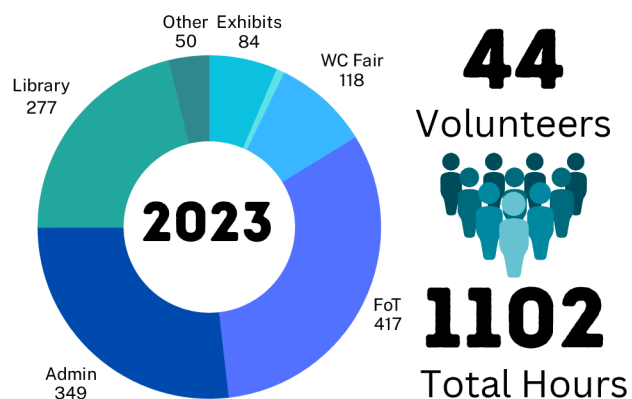
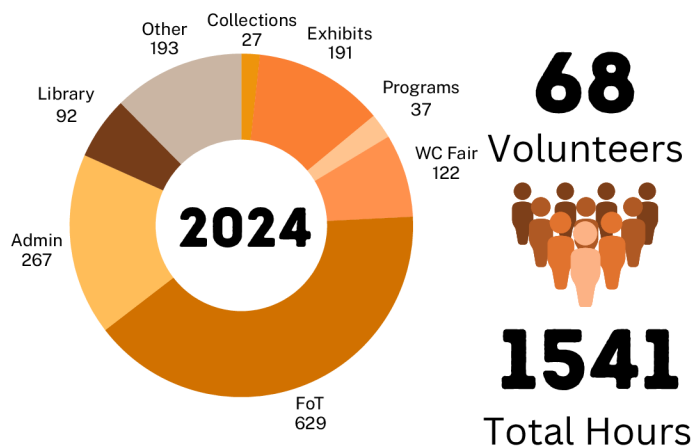
REVENUE GENERATION	To gather information on revenue generation	Measure the annual revenue through memberships, donations, fundraisers, and other means	1. Total membership revenue 2. Total fundraising revenue 3. Total revenue by donations 4. Total retail revenue 5. Library revenue 6. Grant revenue	INCOME GOALS Membership Goal 2026 - \$7,500 Fundraising Goal 2026 - \$10,000 Donation Goal 2026 - \$20,000 Retail Goal 2026 - \$7,000 Library Goal 2026 - \$3,000 Grant Goal 2026 - \$20,000 <i>WCHS has increased membership costs starting Jan 1, 2026</i>	Membership Revenue 2025 - \$6,430 2024 - \$6,650 2023 - \$4,365 2022 - \$1,440 Fundraising Revenue 2025 - \$5,125 2024 - \$4,450 2023 - \$3,200 2022 - \$2,850 2021 - \$2,500 Donation Revenue 2025 - \$18,100 2024 - \$16,580 2023 - \$ 9,500 2022 - \$ 9,200 2021 - \$ 9,000 Retail Revenue (Gross) 2025 - \$6,738 2024 - \$5,532 2023 - \$4,220 2022 - \$1,450 2021 - \$ 364 Library Revenue 2025 - \$2,290* 2024 - \$2,550 2023 - \$1,170 2022 - \$ 405 2021 - \$ 760 *closed Oct, a busy research month
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					Grant Revenue 2025 - \$16,500 2024 - \$ 4,100 2023 - \$ 100 2022 - \$ 3,500 2021 - \$ 20,000 2020 - \$ 7,300	
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NUMBER OF VOLUNTEERS AND VOLUNTEER HOURS WITHIN ALL WCHS' ACTIVITIES



GROUP	HRS
WCHS Board Members	1032
Comm. Service/S2Sv	65
Wright County Festival	112
WCHS Festival of Trees	811



PROCESSING NEW ITEMS

1

Donor Meeting

10-60 MINUTES

2

Paperwork

10 MINUTES

3

Cataloging

10-30 MINUTES PER ITEM

4

Housing/Storage

10-30 MINUTES

5

Additional Information

2-15 items per donation

60-970 minutes per donation

WCHS Festival of Trees

Demographic Report

DATE RANGE: 2 December 2025
3 January 2026

Total Visitor Attendance

3997

Total Surveys Submitted

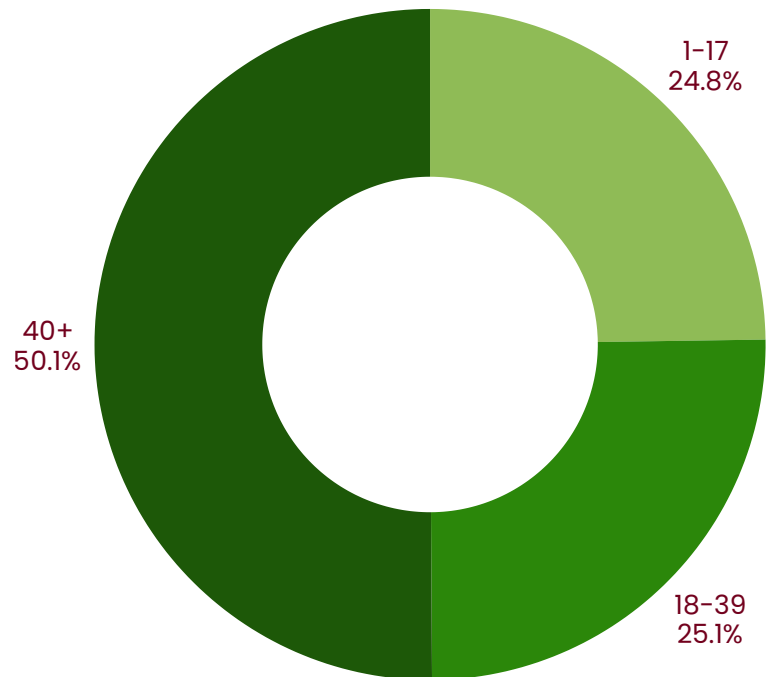
344

New Visitors Claimed

152

Audience Demographics

1-17 18-39 40+



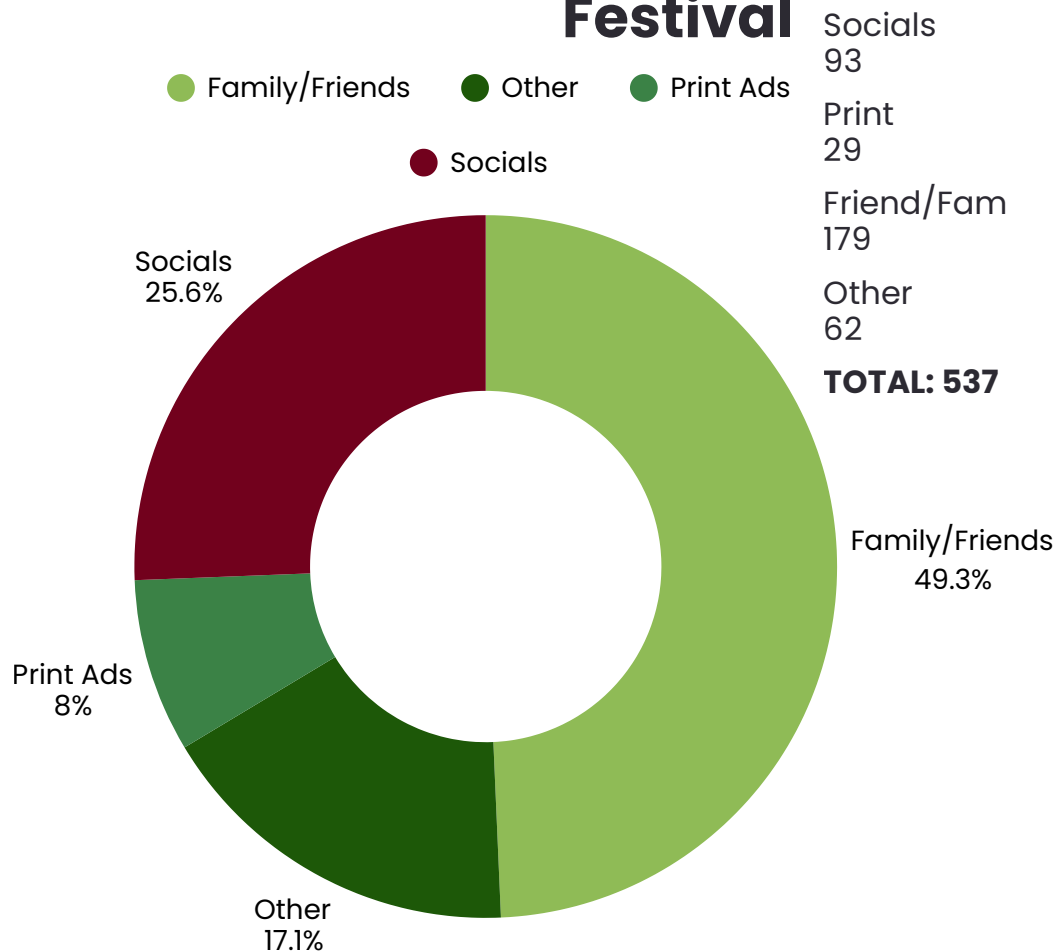
1-17 = 133 | 18-39 = 135 | 40+ = 269

TOTAL: 537

Learned about Festival

Family/Friends Other Print Ads

Socials



Socials
93

Print
29

Friend/Fam
179

Other
62

TOTAL: 537

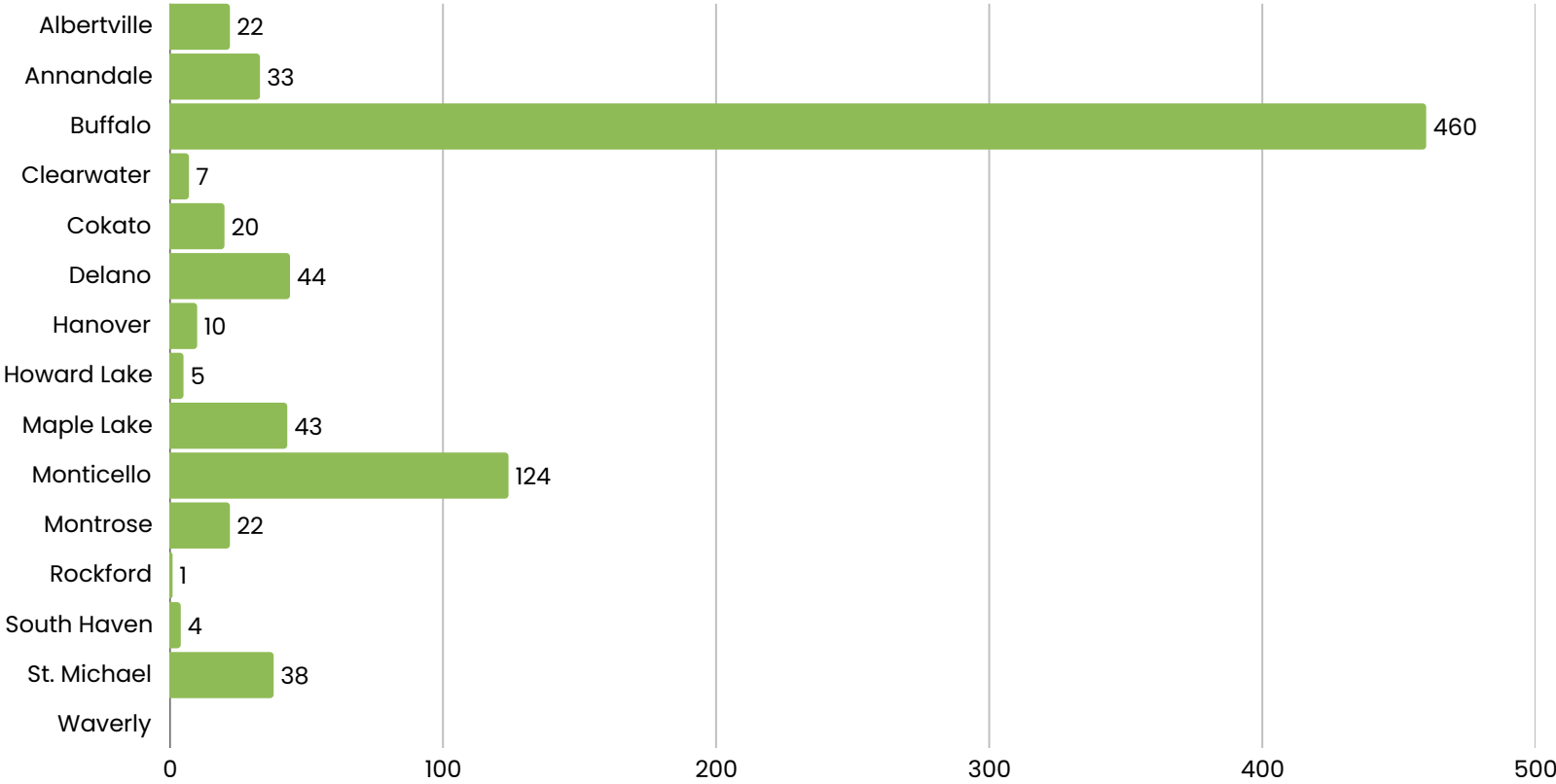
Family/Friends
49.3%

Other
17.1%

218

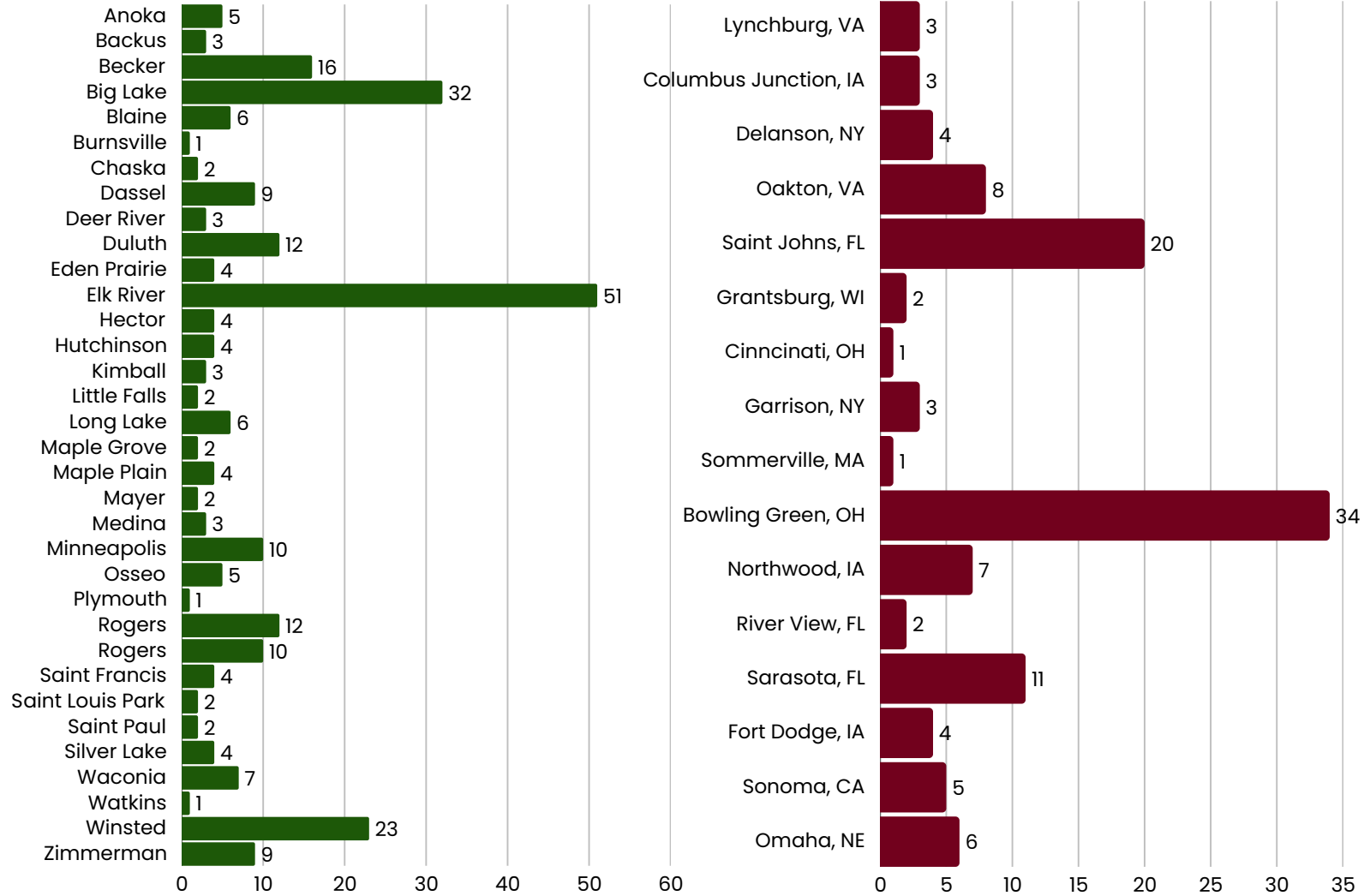
WHERE ARE THEY FROM?

● Wright County Cities



● Non Wright County

● Out of State

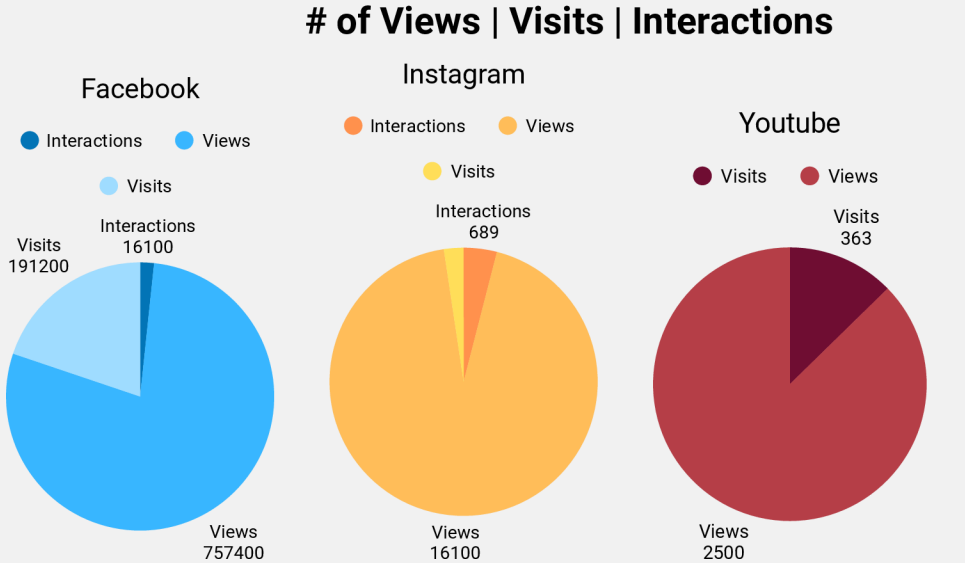
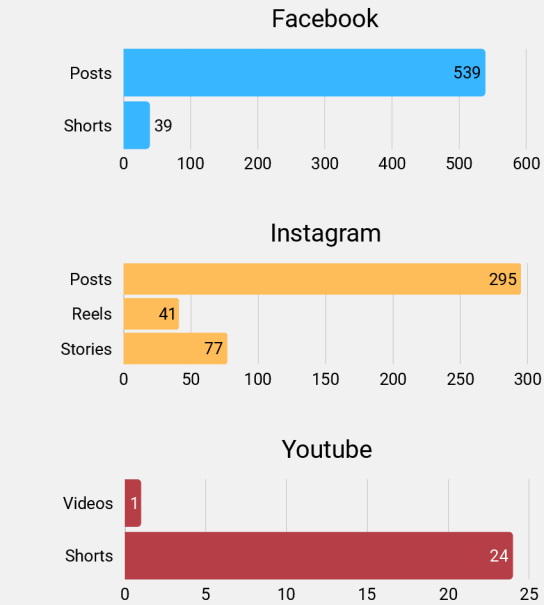
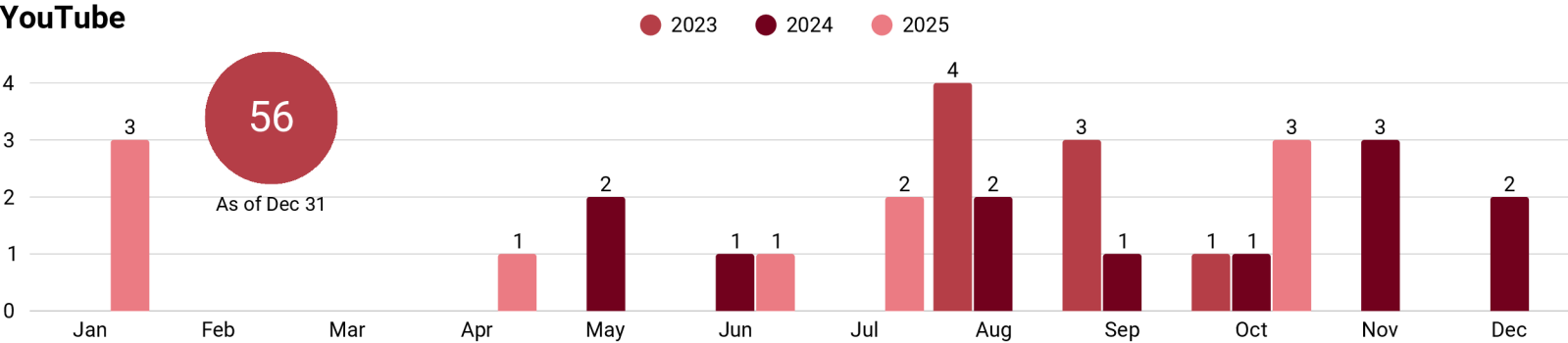
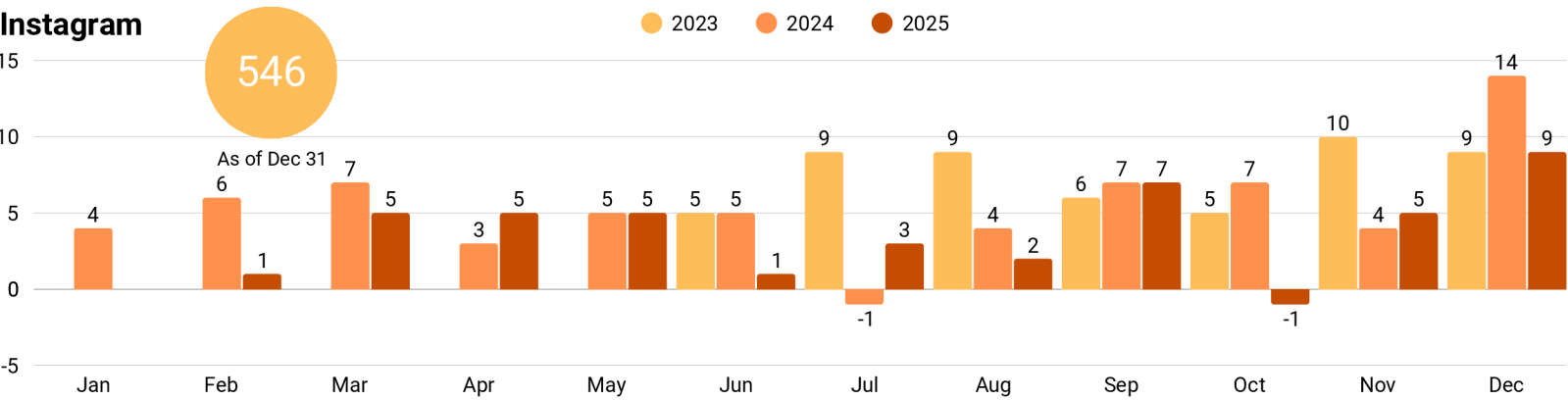
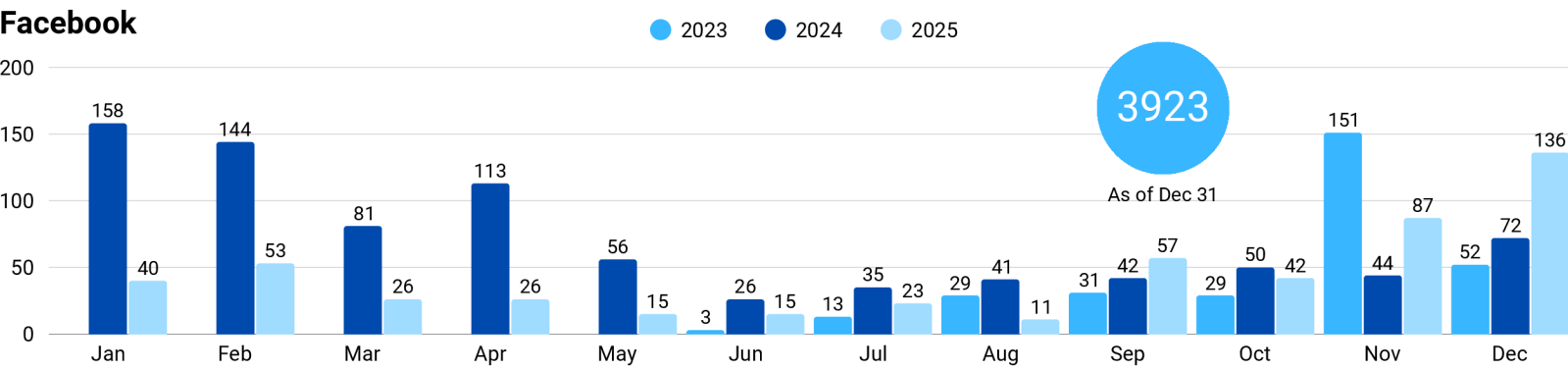


WCHS Programs & Events - Attendance Collection				2025
Date	Program Class	#	Presenter	Staff
January				58
18-Jan-25	Ghost Plats of Wright County	45	Craig Johnson	Mary
25-Jan-25	Aviation History: Boeing	13	Mike Lavelle	Geoff
February				5
08-Feb-25	Family Search.org Website POSTPONED		Steve Barthel	Geoff
22-Feb-25	Barn Quilt Class #1	5	Sue Edwards	Marisa
March				215
01-Mar-25	A Supernatural Conversation: Cold Cases	56	SIM	Geoff
08-Mar-25	Family Search.org Class	18	Steve Barthel	Sally
13-Mar-25	Member's Social Pop-In	45	Staff	Staff
15-Mar-25	Emily Holt - Art Exhibit Opening	57	Emily Holt	Mary
22-Mar-25	Seed Swap!	13	Sally Stevens	Sally
29-Mar-25	Rockford HS Book Talk	26	Kevin Koehler	Marisa
April				25
03-Apr-25	Crops of the Future (Hist of Farming)	25	Sally Stevens	Sally
12-Apr-25	Creative Coffee Chat #5 - Fun & Games		Sally Stevens	Geoff
May				68
03-May-25	Mental Health First Aid	6	Kirk Wulf	Marisa
10-May-25	4-H Group - Garden & Potluck	18	Amy Zeidler	Geoff
10-May-25	Chris Pultz - Art Opening Exhibit	26	Chris Pultz	Geoff
17-May-25	Ancestry 101	7	Ember	Mary
24-May-25	CCC#5 - Fun & Games w/Cribbage	11	Sally	Sally
June				
07-Jun-25	SSEEG Video Conference	4	Ken Gregornik	Geoff
21-Jun-25	Swedish Genealogy	1	Ember	Marisa
28-Jun-25	The Great Outdoor Fair (Sturges Park)	75	Geoff & Marisa	-
July				
19-Jul-25	Katie Teesdale - Art Opening Exhibit	12	Katie Teesdale	Geoff
25-Jul-25	One Room Schoolhouse Program		Canceled	

August				
23-Aug-25	CCC#6 - Fun & Games w/Dominoes	2	Sally	Sally
September				
13-Sep-25	Barn Quilt Class #2	2	Sue Edwards	Geoff
18-Sep-25	Barn Quilt Class - Quilting Group	6	Sue Edwards	Staff
26-Sep-25	Touch a Truck	180	Buffalo Library	Geoff
27-Sep-25	Art Walk & Talk	2	Sue Davies	Mary
October				
4-Oct-25	Mythological Inaccuracies	26	Emily (Mary's kid)	Sally
11-Oct-25	SIM Primer Class		Canceled (parking lot)	Mary
25-Oct-25	SIM Evidence Presentation		Rescheduled (parking lot)	Geoff
30-Oct-25	Theresa Presentation		Canceled (parking lot)	Geoff
November				
15-Nov-25	SIM Paranormal Conversation	38	SIM	Geoff
22-Nov-25	Personal Digital Archiving	9	Marisa	Marisa
December	FESTIVAL OF TREES			
6-Dec-25	Make & Take - Brush Ornaments	24	Amy	Geoff
11-Dec-25	BHS Singers	1	Zack Carlson	Geoff
13-Dec-25	Make & Take - Barn Quilts	34	Sally	Mary
15-Dec-25	WC Department Gathering	12	Jeanne	G/S
18-Dec-25	BHS Singers	20	Zack Carlson	Marisa
20-Dec-25	Make & Take - Foam Creations	33	Sally	Geoff
20-Dec-25	Desolation of Smaug Trio	89	Band	Geoff
27-Dec-25	Colleen Austin Harp Music	25	Colleen	Mary
2025	TOTAL	966		

of Followers | Subscribers

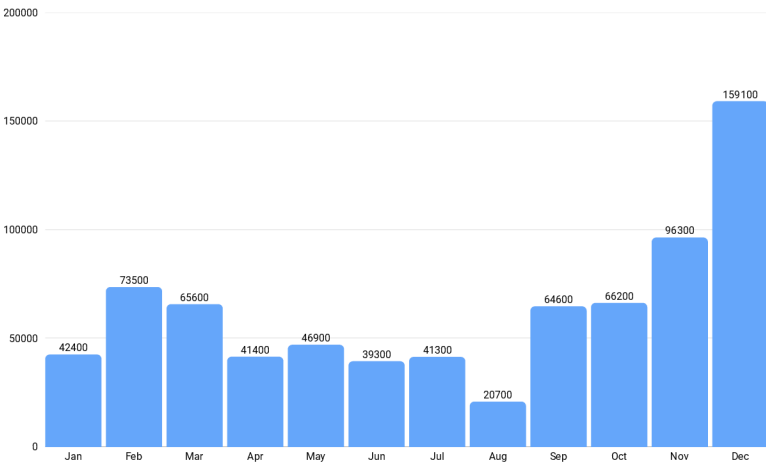
2023-25



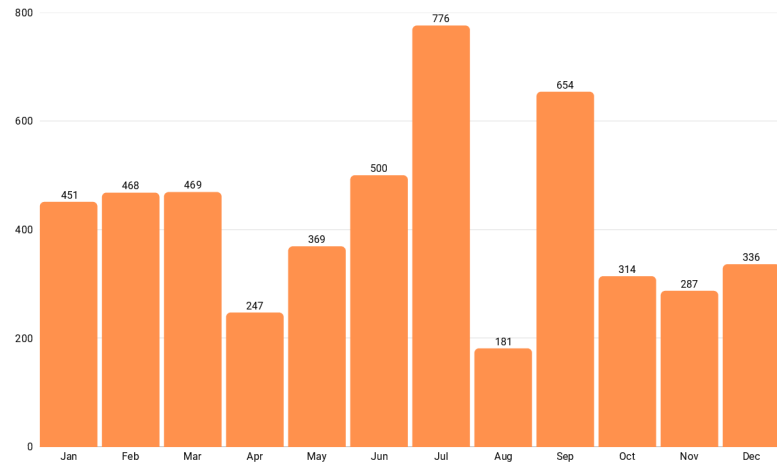
of Meta Visits, and Reach

2025

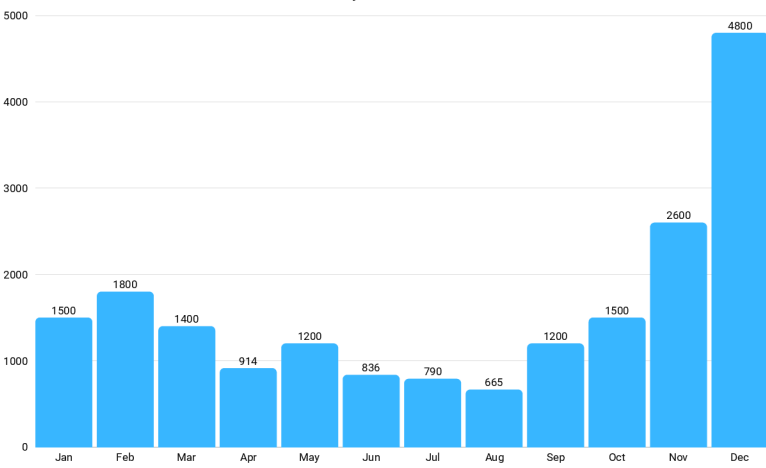
Monthly Reach On Facebook



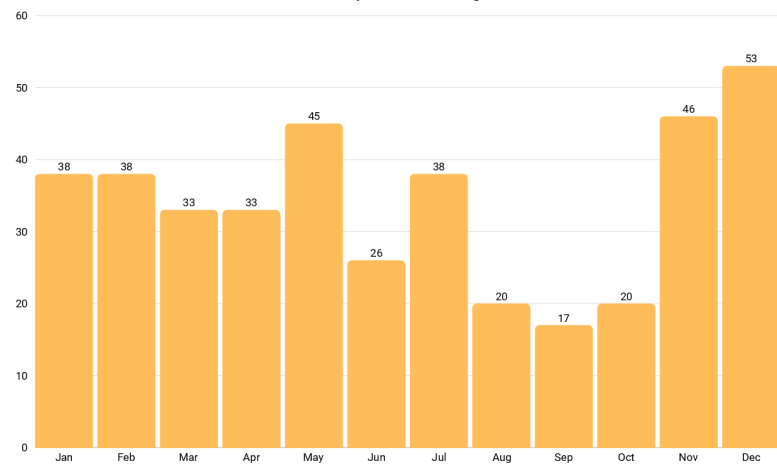
Monthly Reach On Instagram



Monthly Visits On Facebook



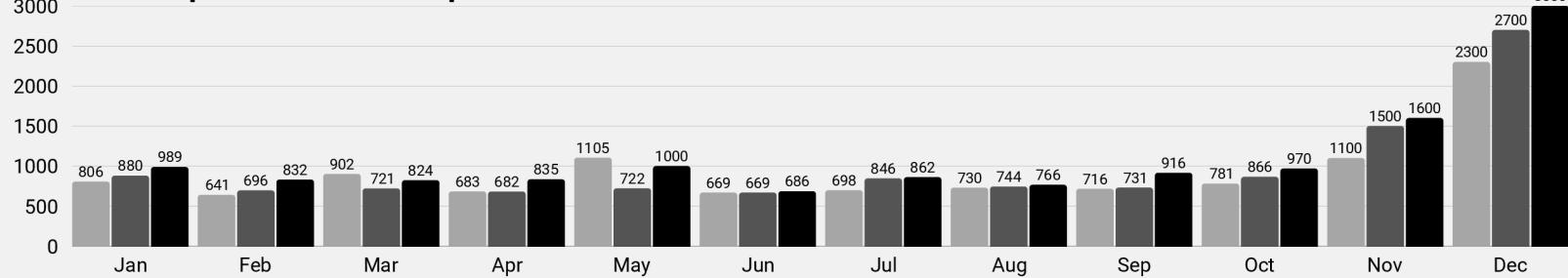
Monthly Visits On Instagram



of Website Interactions and Unique Visits

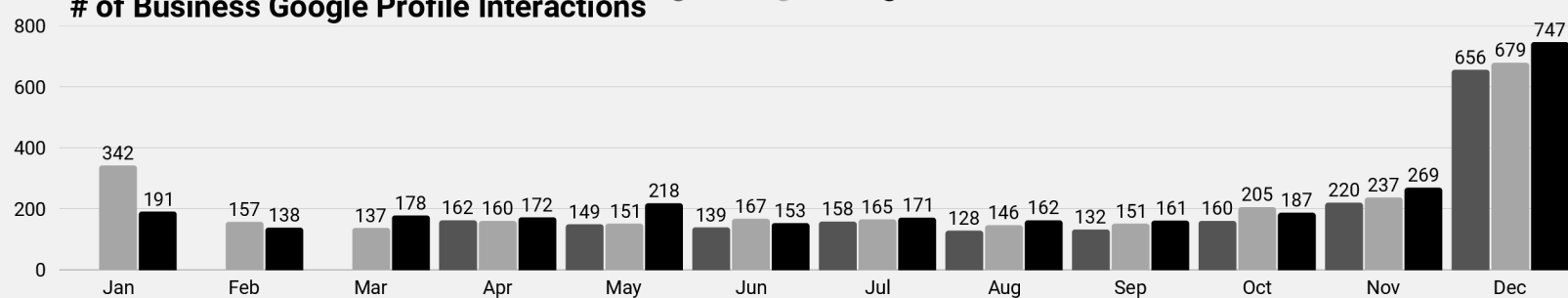
● 2023 ● 2024 ● 2025

of Unique Website Visits per month



of Business Google Profile Interactions

● 2023 ● 2024 ● 2025



MAIN STATISTICS OF SOCIAL MEDIA USEAGE BY MINNESOTA COUNTY HISTORICAL SOCIETIES

OUT OF 87
COUNTIES WITH
A HIST SOCIETY

 25 /87

 21 /87

 16 /87

TOP 3
PLATFORM
FOLLOWERS

 OLMSTED
11,000

 HENNEPIN
2679

 STEARNS
404

NEIGHBORING COUNTIES

COUNTY	Facebook	Instagram	YouTube
Carver	2300	15	3
Hennepin	8400	2679	133
McLeod	1600	323	0
Meeker	952	397	23
Sherburne	1700	237	0
Stearns	7700	1261	404
Wright	3600	524	53

TOP TEN COUNTIES BY POPULATION

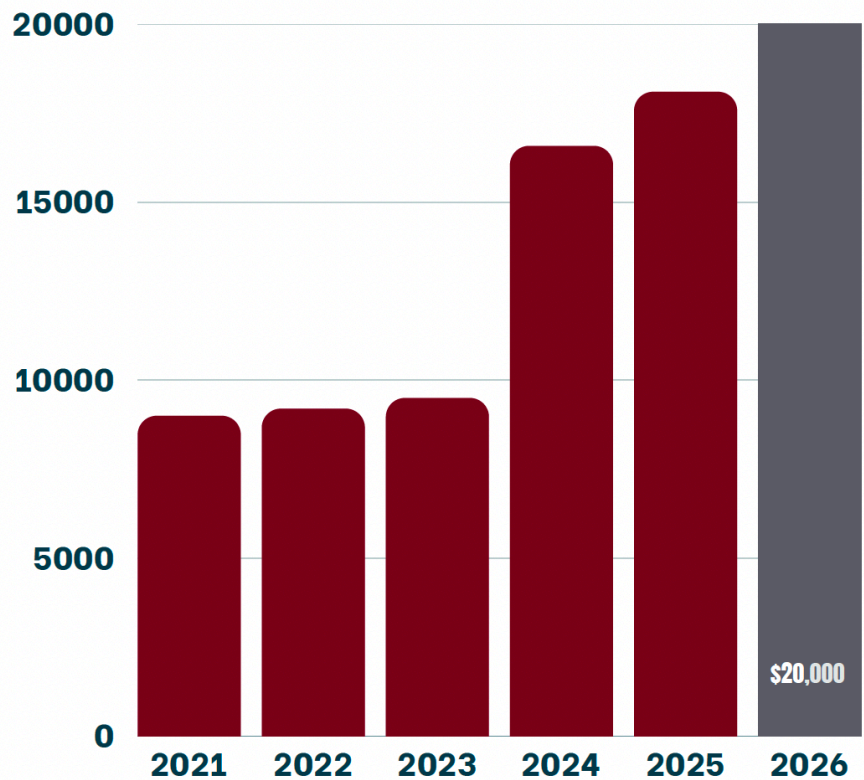
COUNTY	POP.	FB	IG	YT
Hennepin	1258713	8400	2679	133
Ramsey	536075	5400	542	322
Dakota	447440	3000	850	61
Anoka	372441	7000	1298	216
Washington	278936	4500	568	12
Saint Louis	200514	4600	908	6
Olmsted	164784	11000	2349	321
Stearns	160977	7700	1261	404
Scott	155814	1800	713	29
Wright	151150	3600	524	53

WRIGHT COUNTY HISTORICAL SOCIETY 2025 REPORT - 2026 GOALS

INDIVIDUAL DONATIONS

Our plan for 2026 is to focus on increasing business donations, a creative targeted individual campaign, and individual large donation campaign.

2026 GOAL: \$20,000

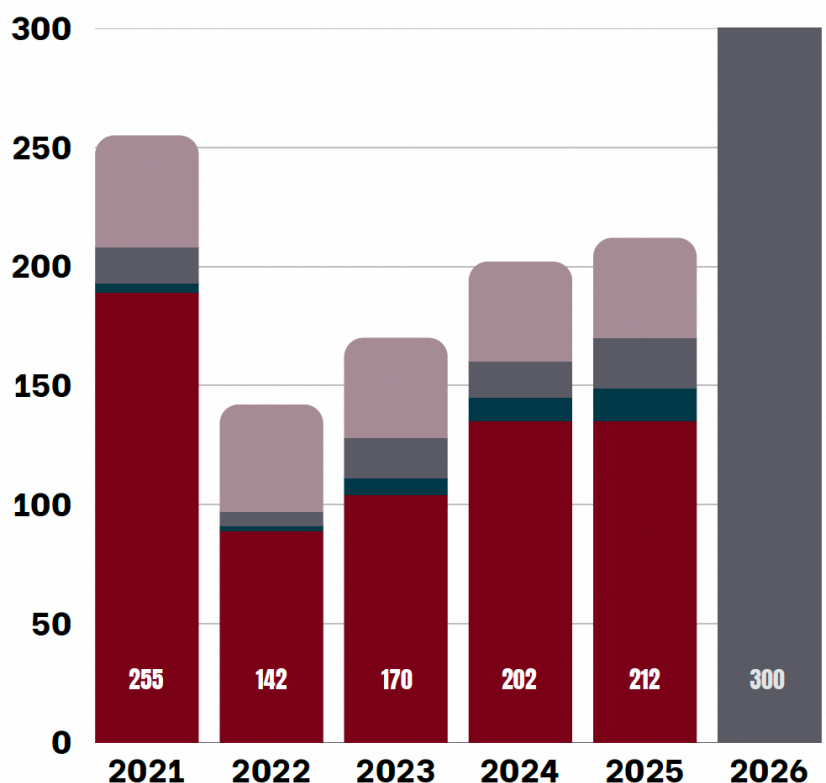


MEMBERSHIPS

Membership continues one of WCHS's areas of greatest need--to increase all levels of membership. Membership levels include:

- Individual/Family (\$25/40)
- Business (\$50)
- Sponsor (\$100)
- Life (no longer offered)

2026 GOAL: \$7,500



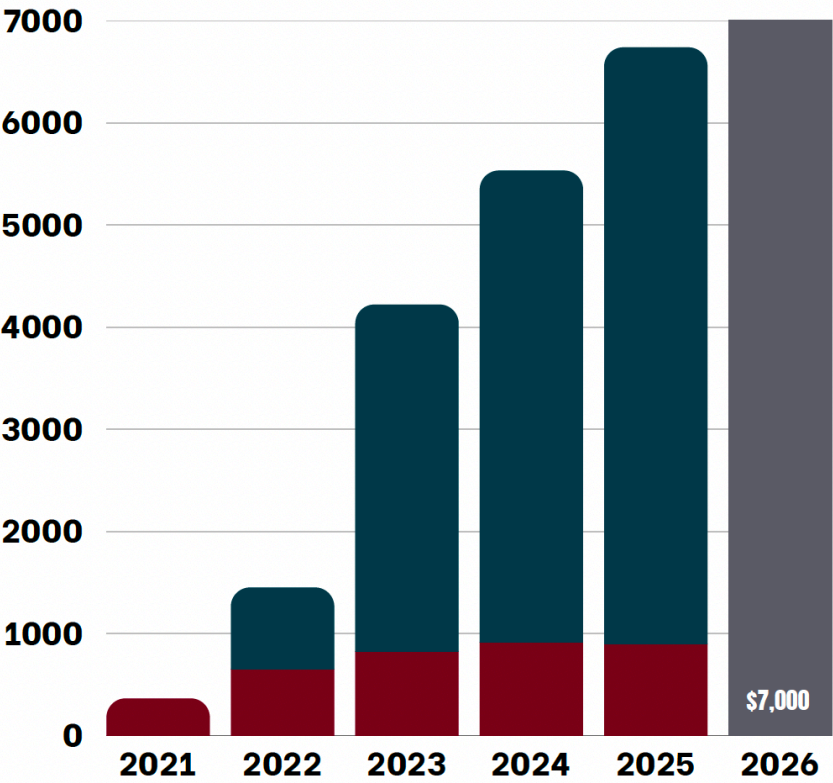
WRIGHT COUNTY HISTORICAL SOCIETY
2025 REPORT - 2026 GOALS

GIFT SHOP

Our Gift Shop and online sales have increased exponentially with the addition of holiday items.

- Books
- Other items

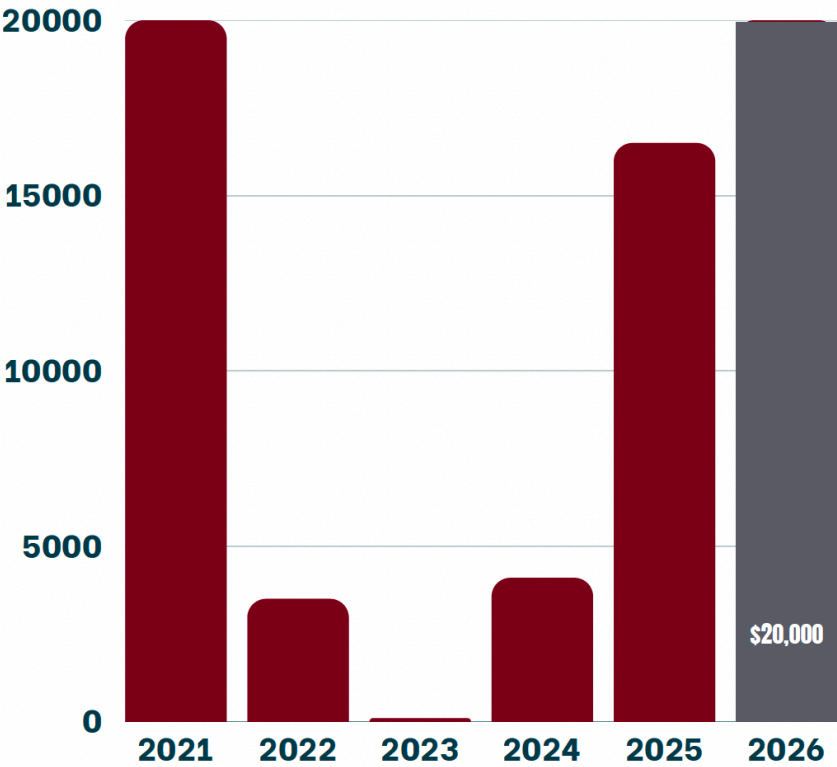
2026 GOAL: \$7,000



GRANTS

Grant projects for 2026 will include requests for all three main areas of operation-- archives & exhibits, programs & outreach, and building needs.

2026 GOAL: \$20,000



WRIGHT COUNTY HISTORICAL SOCIETY 2025 REPORT - 2026 GOALS

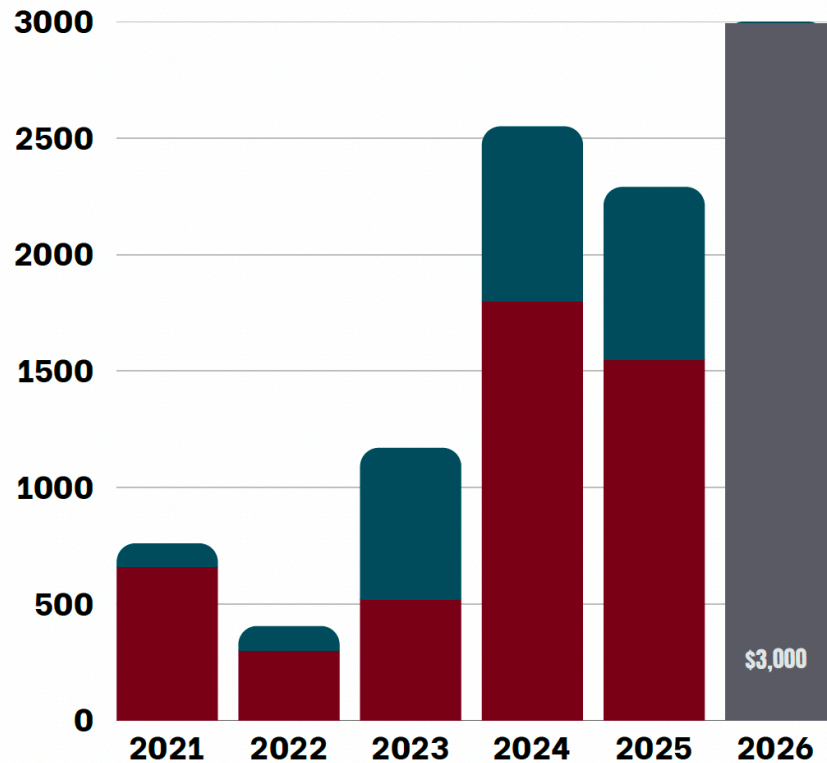
LIBRARY

Funds generated from the library include copies of files, photos, plat mats, etc.

External research fees are purchased through our website from across the world.

- Research fees
- Reprint & copy fees

2026 GOAL: \$3,000



FUNDRAISERS

Fundraising events are a main focus of our 2026 work plan, which includes the FOT.

- Online Yard Sale (Spring, started in 2021)
- Online Auction (Winter)
- Other (includes FOT)

2026 GOAL: \$10,000

