BOARD AGENDA
BOARD OF WRIGHT COUNTY COMMISSIONERS
Tuesday, March 3, 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 (02-17-2026)

III. REVIEW & APPROVAL OF AGENDA

IV. CONSENT AGENDA

A. ADMINISTRATION

1. Approve Gambling Application, Form LG 220, Delano Shooting Sports Inc., Gambling Premises: Delano Sportsmen's Club, 5836 65th St. SE, Delano, MN 55328 (Franklin Township), Date of Activity: 06-08-2026

2. Authorize Signatures on Joint Power Agreement with Chatham Township for the Enforcement and Regulation of Cannabis

3. Cancel the County Board of Commissioners Workshop Agenda for Tuesday, March 10, 2026

B. ATTORNEY

1. Approve Expenditures from Forfeiture Funds

C. FACILITIES

1. Authorize Backfill of a Fleet & Facilities Maintenance Technician Position and Resulting Potential Vacancy

D. FINANCE & TAXPAYER SERVICES

1. Approve Updated Finance Investment Policy

2. Approve Budget Amendment 7, PCS Opioid

3. Approve Budget Amendment 13, Highway Sealcoat

4. Approve Budget Amendment 15, Opioid Fund Budget

5. Approve Budget Amendment 16, JD 15 Pond Project

6. Acknowledge Warrant Disbursements Issued from February 6 through February 22, 2026

E. HIGHWAY

1. Authorization for Additional Services with Stantec Consulting Services

F. PARKS & RECREATION

1. Authorize Backfill of the Parks and Natural Resource Position and all Associated Backfills

G. PLANNING & ZONING

1. Approve the Recommendation of the Planning Commission to Rezone the Following Property: Carol Lee - (Cokato Township)

2. Approve the Recommendation of the Planning Commission to Rezone the Following Property: Colleen Day - (Buffalo Township)

H. RECORDER

1. Approve and Authorize Signatures on Township Plat for the Plat of Old Apostolic Lutheran Cemetery of Waverly Located in Woodland Township

V. TIMED AGENDA ITEMS

A. 9:05 AM - CLAY WILFAHRT - ASSISTANT COUNTY ADMINISTRATOR

1. Recognition of Service for Jami Goodrum, Health and Human Services Director. Jami will be retiring March 6th.

B. 9:15 AM - CHAD HAUSMANN - HIGHWAY ENGINEER

1. Adopt Resolution 26-18, Spring Load Restrictions on the Wright County Highway System

2. Adopt Resolution 26-19, Minnesota Department of Transportation Cooperative Construction Agreement 1061776

C. 9:20 AM - HEALTH & HUMAN SERVICES

1. HEALTH & HUMAN SERVICES CONSENT AGENDA

i. Approve New Lower-Potency Hemp Edible Retail Registration for Brothers Smoke & More in Clearwater in Collaboration with the Joints Power of Agreement (JPA).

ii. Approve New Lower-Potency Hemp Edible Retail Registration for Brothers Smoke & More in Monticello in Collaboration with the Joints Power of Agreement (JPA).

iii. Approve New Lower-Potency Hemp Edible Retail Registration for Hi-Way Liquors in Monticello in Collaboration with the Joints Power of Agreement (JPA)

iv. Approve Olson's Campground on Limestone Lake Consumption & Display Permit for April 1, 2026 - March 31, 2027.

v. Approve New Lower-Potency Hemp Edible Retail Registration for Monticello Smoke Shop in Monticello in Collaboration with the Joints Power of Agreement (JPA)

2. HEALTH & HUMAN SERVICES TIMED AGENDA

i. Adopt Resolution HHS 26-03 to Accept January 2026 Donation.

ii. HHS Director's Comments:
1. Preliminary Wright County Birth Record Data
2. 2025 HHS Annual Report

D. 9:30 AM - PUBLIC HEARING - LOCAL OPTION SALES TAX

1. PUBLIC HEARING - Updates To The Local Option Sales Tax Project List

E. 9:35 AM - MARC MATTICE - ASSISTANT COUNTY ADMINISTRATOR

1. Adopt Resolution 26-20, Local Option Sales Tax

VI. ITEMS FOR CONSIDERATION

A. ADMINISTRATION

1. Set Date and Time for Public Hearing Related to Changes in the Fees for Service Schedule;
Suggested Date and Time: Tuesday, March 17, 2026 at 9:30 a.m.

2. Schedule A Joint Meeting of The Wright Soil and Water Conservation Board and the Wright County Board of Commissioners For April 14, 2026, at 10:00 A.M.

3. Discuss The Possibility of Submitting a Federal Funding Request For Wright Technical Center

B. COMMITTEE MINUTES

1. Approve Personnel Committee Meeting Minutes (02-17-2026)

VII. ADJOURNMENT

VIII. WARRANTS ISSUED

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Greg Kryzer

Requestor Title
County Administrator

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
3/3/2026 9:00 AM - Board of Wright County Commissioners

Agenda Item Type
○ RFBA ◉ Minutes Submission ○ Warrants Submission

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

Originator
BTP5489

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve Minutes County Board Meeting (02-17-2026)

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Minutes County Board Meeting (02-17-2026)

Value Stream the request primarily aligns with:

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

Describe the impact on staffing resources.

Fiscal Impact:

Background/Justification:

Route for Review and Approval

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

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

Document Name	Attachment Type
2-17-26 County Board Meeting Minutes.docx	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

BOARD MINUTES

BOARD OF WRIGHT COUNTY COMMISSIONERS

Tuesday, February 17, 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 9:01 a.m. Chair Darek Vetsch called meeting to order.

MINUTES - DISPENSE WITH READING, APPROVE AS WRITTEN/REVISED

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

Motion by Commissioner Jeanne Holland and seconded by Commissioner Nadine Schoen

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

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

REVIEW & APPROVAL OF AGENDA

At 9:01 a.m. Vetsch asked if there were any changes to the agenda. County Administrator Greg Kryzer requested to add Resolution 26-17, Authorizing Submittal of a Fiscal Year 2026 Better Utilizing Investments to Leverage Development (BUILD) Grant Application for the I-94 to US 10 Regional Mississippi River Crossing Project. Vetsch requested a motion to approve the agenda with the addition of Resolution 26-17.

Motion by Holland and seconded by Schoen

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

For: Diedrick, Holland, Schoen, Moynagh, Vetsch

CONSENT AGENDA

At 9:03 a.m. Vetsch requested a motion to approve consent agenda.

Motion by Commissioner Kirby Moynagh and seconded by Schoen

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

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**

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

   At 9:04 a.m. Social Services Manager Michelle Miller & Social Services Supervisor Jessica Nelson spoke on Case Aide Teri Aarvig's retirement.

   2. Social Services Supervisor LeeAnn Thimell Retires on March 13, 2026

   At 9:07 a.m. Social Services Manager Jill Pooler spoke on Social Services Supervisor LeeAnn Trimmell and her upcoming retirement. Trimmell spoke on her time with the County. Vetsch thanked the employees for their dedication to the county.

ITEMS FOR CONSIDERATION

A. ADMINISTRATION

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

At 9:13 a.m. Kryzer spoke on the typographical error in Resolution 26-14 Rejecting the Hearing Officer Recommendations for Violation Issued to H&H Sports Shop. The resolution says Albertville, but the location is Maple Lake. Moynagh spoke on the need to communicate with the Food and Drug Administration regarding county ordinances. Vetsch requested a motion to adopt Resolution 26-14.

Motion by Holland and seconded by Schoen

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

2. Adopt Resolution 26-16, Delegating Abatement Powers to County Auditor Treasurer

At 9:15 a.m. Vetsch requested a motion to adopt Resolution 26-16, Powers to County Auditor Treasurer.

Motion by Schoen and seconded by Holland

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

3. Appoint an Alternate to the Central Minnesota Emergency Services Board

At 9:16 a.m. Kryzer spoke on appointing an alternate to the Central Minnesota Emergency Services Board. Moynagh volunteered to be the alternate. Vetsch requested a motion to appoint Moynagh as the alternate.

Motion by Schoen and seconded by Holland

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

4. Adopt Resolution 26-16Resolution 26-17, Authorizing Submittal of a Fiscal Year 2026 Better Utilizing Investments to Leverage Development (BUILD) Grant Application for the I-94 to US 10 Regional Mississippi River Crossing Project

At 9:18 a.m. Highway Engineer Chad Hausmann spoke on Resolution 26-17, Authorizing Submittal of a Fiscal Year 2026 Better Utilizing Investments to Leverage Development (BUILD) Grant Application for the I-94 to US 10 Regional

Mississippi River Crossing Project. Hausmann also spoke on working with Minnesota Department of Transportation on effective dates for the counties' weight restrictions to go into effect. Vetsch requested a motion to adopt Resolution 26-17.

Motion by Schoen and seconded by Holland

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

B. COMMITTEE MINUTES

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

At 9:22 a.m. Vetsch spoke on the Personnel Committee meeting minutes and recommendations to backfill the staff accountant and budget analyst positions. Recommendations were also made to advertise the two license center positions and the Oracle Product Owner position. Kryzer spoke on the Meeker County Public Health Cooperative Joint Powers Agreement and why Wright County will not be entering it with Meeker County. 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

2. Approve Committee of the Whole Minutes and Recommendations (02-03-2026)

At 9:27 a.m. Vetsch spoke on the Committee of the Whole minutes and recommendation to bring forward for board approval the Opioid Settlement Advisory Council Bylaws. 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

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

At 9:27 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 Holland and seconded by Schoen

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

ADJOURNMENT

At 9:28 a.m. Vetsch spoke on the Commissioner's trip to Washington DC. Vetsch spoke on funding for Wright County roads and meeting with representatives.

At 9:30 a.m. Vetsch adjourned the meeting

WARRANTS ISSUED

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Greg Kryzer

Requestor Title
County Administrator

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
3/3/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
KAK4327

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve Gambling Application, Form LG 220, Delano Shooting Sports Inc., Gambling Premises: Delano Sportsmen's Club, 5836 65th St. SE, Delano, MN 55328 (Franklin Township), Date of Activity: 06-08-2026

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Gambling Application, Form LG 220, Delano Shooting Sports Inc., Gambling Premises: Delano Sportsmen's Club, 5836 65th St. SE, Delano, MN 55328 (Franklin Township), Date of Activity: 06-08-2026

Value Stream the request primarily aligns with:

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

Describe the impact on staffing resources.

Fiscal Impact:

Background/Justification:

Route for Review and Approval

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

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

Document Name	Attachment Type
3.3.2026 LG220 Delano Trap Team.pdf	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

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: Delano Shooting Sports Inc.

Previous Gambling Permit Number: X-

Minnesota Tax ID Number, if any:

Federal Employer ID Number (FEIN), if any:

Mailing Address: 5665 45th St Se

City: Delano State: MN Zip: 55328 County: Wright

Name of Chief Executive Officer (CEO): Michael Larison

CEO Daytime Phone: 763-645-4884 CEO Email: larrylarison@hotmail.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): Delano Sportsmen's Club

Physical Address (do not use P.O. box): 5836 65th St SE

Check one:

☑ City: Delano Zip: 55328 County: Wright

☑ Township: Franklin Zip: 55328 County: Wright

Date(s) of activity (for raffles, indicate the date of the drawing): 6/8/2026

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

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: Wright

Signature of County Personnel:

_____

Title:_____ Date:_____

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

Print Township Name: _____

Signature of Township Officer:_____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: _____ Date: 2/18/2026
(Signature must be CEO's signature; designee may not sign)

Print Name: Michael Larison

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

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

An equal opportunity employer

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Clay Wilfahrt

Requestor Title
Assistant County Administrator

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
3/3/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
CTW4081

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Authorize Signatures on Joint Power Agreement with Chatham Township for the Enforcement and Regulation of Cannabis

Short Title (what will appear on Agenda outline - 250 character max.) *
Authorize Signatures on Joint Power Agreement with Chatham Township for the Enforcement and Regulation of Cannabis

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

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

Describe the impact on staffing resources.

Fiscal Impact:

Background/Justification:
The County Board requested staff to reach out to cities and townships to present a Joint Powers Agreement for the regulation and enforcement of Cannabis regulations. Chatham Township has approved and signed the JPA. Staff is requesting that the Board approve and authorize the Chairperson to sign the agreement.

Route for Review and Approval

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

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

Document Name	Attachment Type
Chatham JPA.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

JOINT POWERS AGREEMENT BETWEEN THE COUNTY OF WRIGHT AND CHATHAM TOWNSHIP FOR THE ENFORCEMENT AND REGULATION OF CANNABIS

This agreement is made between the County of Wright and Chatham Township for administration and regulation of cannabis as regulated under Minnesota Chapter 342 and the rules and regulations promulgated thereunder.

This agreement is authorized by Minnesota Statutes § 342.22, subdivision 1 and Minn. Stat. § 471.59.

The County of Wright and Chatham Township agree that:

1. The County of Wright will act in place of Chatham Township as the local government unit for the regulation and enforcement of cannabis under Minnesota Chapter 342 and any rules or regulations adopted under Minnesota Chapter 342 by the State of Minnesota or the Office of Cannabis Management.

2. The County of Wright is authorized to adopt, administer, and enforce within the jurisdictional limits of Chatham Township any ordinances, laws, regulations, or registration requirements concerning cannabis including, but not limited to, the adoption of a moratorium.

3. The County of Wright is authorized and has the consent of the Chatham Township to register and enforce all registration requirements under Minnesota Statute §342.22. Any fees or penalties collected for registration and enforcement will remain entirely with the County of Wright. The parties will retain any Local Government Cannabis Aid allocated to them by the State of Minnesota.

4. The County of Wright will annually provide sufficient funding for the administration, enforcement and registration of the possession, sale and use of cannabis within the jurisdiction limits of Chatham Township. Source of funds shall be through State grant funds, County cannabis aid funds, general revenue funds and the collection of fees and penalties as established by the County of Wright.

5. The Chatham Township shall retain all authority granted to it under Minnesota Chapter 462.

6. Any ordinance adopted by the County of Wright with regards to cannabis shall be construed to supersede any local municipal regulation or ordinance to the extent the local municipal regulation is less restrictive. Where the

conditions imposed by any ordinance provision are either more restrictive or less restrictive than comparable conditions imposed by any other law, ordinance, statute, resolution or regulation of any kind, the regulations which are more restrictive, or which impose higher standards or requirements shall prevail.

7. The parties to this agreement will be subject to and follow the terms of the Minnesota Government Data Practice Act as provided under Minnesota Statutes Chapter 13 for all requests for access to data. The County of Wright shall maintain all records, accounts and reports for the regulation and registration of cannabis.

8. The County of Wright shall account for any funds and the County of Wright shall provide a report of all receipts and disbursements upon request. If any surplus property or funds are obtained through this joint powers agreement they shall be distributed to the County of Wright in the event this agreement is terminated.

9. Wright County shall be solely responsible for the compensation of its employees and elected members, including specifically but not exclusively worker's compensation insurance and all taxes, while performing their duties under this agreement. Chatham Township shall be solely responsible for the compensation of its employees and elected members, including specifically but not exclusively worker's compensation insurance and all taxes, while performing their duties under this agreement. No employee of Wright County shall become an employee of Chatham Township, and no employee of Chatham Township shall become an employee of Wright County, by virtue of this agreement.

10. All responsibilities not specifically set out to be jointly exercised by the Parties under this Agreement are hereby reserved to the Parties individually. Nothing in this Agreement shall act as a waiver by a participating Party of its individual power and legal authority to provide services.

11. Indemnification and Hold Harmless:

    To the full extent permitted by law, actions by the Parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the Parties that they shall be deemed a "single governmental unit" for the purpose of liability, as set forth in Minnesota Statutes, Section 471.59, subd. 1a(a); provided further that for purposes of that statute, each Party to this Agreement expressly declines responsibility for the acts or omissions of the other Party.

The Parties of this Agreement are not liable for the acts or omissions of the other participants to this Agreement except to the extent to which they have agreed in writing to be responsible for acts or omissions of the other Parties.

This agreement may be amended by mutual agreement of the County of Wright and the Chatham Township by resolutions of their respective boards.

This agreement shall become effective upon signature of all duly authorized signatures, and shall remain in effect until terminated by agreement of the parties or thirty days after written notice of termination by either party.

County of Wright
Board Chair

Date

Chatham Township
Town Board Chair

Date

2/10/26

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Marc Mattice

Requestor Title
Assistant County Administrator

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
3/3/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
BTP5489

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Cancel the County Board of Commissioners Workshop Agenda for Tuesday, March 10, 2026

Short Title (what will appear on Agenda outline - 250 character max.) *
Cancel the County Board of Commissioners Workshop Agenda for Tuesday, March 10, 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.

Document Name	Attachment Type

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Brian Lutes

Requestor Title
County Attorney

Department (please use dropdown to select department) *
ATTORNEY

Target Meeting Date *
3/3/2026 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
AMJ7346

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve Expenditures from Forfeiture Funds

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Expenditures from Forfeiture Funds

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

Briefly describe how the request aligns with the selected value stream.
The request directly aligns with the value stream as Rivers of Hope, Parenting with Grace, MEADA, WCFLO and Just Drive are all organizations that promote Wright County being a safe and healthy community.

Describe the impact on staffing resources.
N/A

Fiscal Impact:
Minimal with no levy impact, as the funds utilized are forfeiture proceeds.

Background/Justification:
I am utilizing this Request for Board Action as a means of being transparent with regard to how I am utilizing my forfeiture funds. I am seeking approval of the use of designated forfeiture funds in the following manner:
1) Rivers of Hope in the amount of $10,000 from Drug Forfeiture Funds under the category of crime prevention and gifts or grants to a nonprofit crime victim service organization pursuant to Minn. Stat. §609.5315, Subd. 6(c)(2)(i)(iii)(iv)(xiii).
2) MEADA in the amount of $5,000 from Drug Forfeiture Funds under the category of drug abuse and crime prevention and gifts or grants to a nonprofit program pursuant to Minn. Stat. §609.5315, Subd. 6(c)(2)(i)(xiii).
3) Wright County Frontline Outreach (WCFLO) in the amount of $2,500 from Drug Forfeiture Funds under the category of crime prevention and gifts or grants to a nonprofit crime victim service organization pursuant to Minn. Stat. §609.5315, Subd. 6(c)(2)(i)(iii)(iv)(xiii).
4) Just Drive Inc. in the amount of $1,000 from DWI Forfeiture Funds under the category of drug abuse and crime prevention and gifts or grants to a nonprofit program pursuant to Minn. Stat. §609.5315, Subd. 6(c)(2)(i)(xiii).
5) Parenting with Grace in the amount of $1,500 from Drug Forfeiture Funds under the category crime prevention and gifts or grants to a non-profit crime victim service organization pursuant to Minn. Stat. §609.5315, Subd. 6(c)(2)(i)(iii)(iv)(xiii).

Route for Review and Approval

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

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

Document Name	Attachment Type

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Notes

Finance Review

Finance Decision
Approved

Notes
cash balance is sufficient to accommodate

Legal Review

Legal Decision
Approved

Notes
CMB Approved

County Administrator Review

County Administrator Decision
Approved

Notes

WRIGHT COUNTY CLAIM FORM

** FOR DEPARTMENT USE**				** FOR AUDITOR'S OFFICE USE**
Account Code	Amount	Description	Reference	

REQUEST FOR REIMBURSEMENT, GOOD(S) DELIVERED OR SERVICES PROVIDED

Date: 2/10/2026 Vendor #

Please issue check payable to: Just Drive Inc.
8549 Elk Avenue
Monticello, MN 55362

Total Amount: $1,000.00

Account Code	Amount	Description	Invoice	P.O. #
02-095-6245	$1,000.00	Donation for services provided from DWI Forfeiture Funds under the category of drug abuse and crime prevention and gifts or grants to a nonprofit program pursuant to Minn. Stat. §609.5315, Subd. 6(c)(2)(i)(xiii).		

Special notes regarding expenses incurred, services provided or good(s) delivered (attach invoices/receipts)

PLEASE RETURN CHECK TO BRIAN LUTES SO HE CAN SEND OUT.

Brian A. Lutes

Approved by

WRIGHT COUNTY CLAIM FORM

** FOR DEPARTMENT USE**				** FOR AUDITOR'S OFFICE USE**
Account Code	Amount	Description	Reference	

REQUEST FOR REIMBURSEMENT, GOOD(S) DELIVERED OR SERVICES PROVIDED

Date: 2/10/2026 Vendor #

Please issue check payable to: MEADA
3650 Braddock Ave NE, Suite 2100
Buffalo, MN 55313

Total Amount: $5,000.00

Account Code	Amount	Description	Invoice	P.O. #
02-092-6245	$5,000.00	Donation for services provided from Drug Forfeiture Funds under the category of drug abuse and crime prevention and gifts or grants to a nonprofit program pursuant to Minn. Stat. §609.5315, Subd. 6(c)(2)(i)(xiii).		

Special notes regarding expenses incurred, services provided or good(s) delivered (attach invoices/receipts)

PLEASE RETURN CHECK TO BRIAN LUTES SO HE CAN SEND OUT.

Brian A. Lutes

Approved by

WRIGHT COUNTY CLAIM FORM

** FOR DEPARTMENT USE**				** FOR AUDITOR'S OFFICE USE**
Account Code	Amount	Description	Reference	

REQUEST FOR REIMBURSEMENT, GOOD(S) DELIVERED OR SERVICES PROVIDED

Date: 05/27/2025 Vendor #

Please issue check payable to: Parenting with Grace
1201½ Highway 25 N
Buffalo, MN 55313

Total Amount: $1,500.00

Account Code	Amount	Description	Invoice	P.O. #
02-092-6245	$1,500.00	Donation for services provided from Drug Forfeiture Funds under the category of crime prevention and gifts or grants to a nonprofit crime victim service organization pursuant to Minn. Stat. §609.5315, Subd. 6(c)(2)(i)(iii)(iv)(xiii).		

Special notes regarding expenses incurred, services provided or good(s) delivered (attach invoices/receipts)

PLEASE RETURN CHECK TO BRIAN LUTES SO HE CAN SEND OUT.

Brian A. Lutes

Approved by

WRIGHT COUNTY CLAIM FORM

** FOR DEPARTMENT USE**				** FOR AUDITOR'S OFFICE USE**
Account Code	Amount	Description	Reference	

REQUEST FOR REIMBURSEMENT, GOOD(S) DELIVERED OR SERVICES PROVIDED

Date: 2/10/2026 Vendor #

Please issue check payable to: Wright County Frontline Outreach
PO Box 385
Monticello, MN 55362

Total Amount: $2,500.00

Account Code	Amount	Description	Invoice	P.O. #
02-092-6245	$2,500.00	Donation for services provided from Drug Forfeiture Funds under the category of crime prevention and gifts or grants to a nonprofit crime victim service organization pursuant to Minn. Stat. §609.5315, Subd. 6(c)(2)(i)(iii)(iv)(xiii).		

Special notes regarding expenses incurred, services provided or good(s) delivered (attach invoices/receipts)

PLEASE RETURN CHECK TO BRIAN LUTES SO HE CAN SEND OUT.

Brian A. Lutes

Approved by

WRIGHT COUNTY CLAIM FORM

** FOR DEPARTMENT USE**				** FOR AUDITOR'S OFFICE USE**
Account Code	Amount	Description	Reference	

REQUEST FOR REIMBURSEMENT, GOOD(S) DELIVERED OR SERVICES PROVIDED

Date: 2/10/2026 Vendor #

Please issue check payable to: Rivers of Hope
PO Box 511
Monticello, MN 55362

Total Amount: $10,000.00

Account Code	Amount	Description	Invoice	P.O. #
02-092-6245	$10,000.00	Donation for services provided from Drug Forfeiture Funds under the category of crime prevention and gifts or grants to a nonprofit crime victim service organization pursuant to Minn. Stat. §609.5315, Subd. 6(c)(2)(i)(iii)(iv)(xiii).		

Special notes regarding expenses incurred, services provided or good(s) delivered (attach invoices/receipts)

PLEASE RETURN CHECK TO BRIAN LUTES SO HE CAN SEND OUT.

Brian A. Lutes

Approved by

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Alan Wilczek

Requestor Title
Director of Fleet & Facilities Services

Department (please use dropdown to select department) *
FACILITIES

Target Meeting Date *
3/3/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
AMW7382

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Authorize Backfill of a Fleet & Facilities Maintenance Technician Position and Resulting Potential Vacancy

Short Title (what will appear on Agenda outline - 250 character max.) *
Authorize Backfill of a Fleet & Facilities Maintenance Technician Position and Resulting Potential Vacancy

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

Briefly describe how the request aligns with the selected value stream.
The fleet & facilities department is responsible for maintenance and management of county infrastructure to meet the needs of departments utilizing the facilities to serve residents.

Describe the impact on staffing resources.
Fully staff budgeted positions within the department.

Fiscal Impact:
Neutral. Backfilling the position aligns with 2026 budget.

Background/Justification:
With the increase in facilities and the maintenance footprint, backfilling the position will enhance the ability to properly maintain sites. The position has been vacant since May 2025 due to a transfer into another department. Requesting authorization to backfill the position and resulting potential vacancies that result (potential for filling with an internal candidate).

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
Facilities Maintenance Technician.pdf	Attachment
FULL FACILITIES AND FLEET ORG CHART .pdf	Attachment
Position Backfill Request Requirements.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

Facilities Maintenance Technician

Department/Division: Facilities Department

FLSA Status: *Non-Exempt*

Union/Non-Union: Union

General Definition of Work

Performs intermediate semiskilled work conducting daily maintenance of the Wright County facilities and grounds; and performs maintenance of the heating and cooling systems. Work is performed under the moderate supervision of the Facilities 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

Maintains the grounds of County facilities assigned using a variety of equipment (such as mowers, riding mowers, weed whips, edgers, snow blowers, shovels, etc.).

Maintains and repairs grounds, maintenance equipment, irrigation systems and landscapes.

Makes plumbing repairs such as replacing washers and fixing clogged drains and/or leaks; replaces lights, ceiling tiles, and various filters; performs minor electrical repairs as directed; maintains water softener levels; performs other repairs to doors, walls; paints; constructs simple storage and display items as requested.

Assists with the maintenance of heating and cooling equipment.

Replaces and properly disposes of light bulbs and tubes.

Moves, installs, and sets-up office furniture and equipment; hangs pictures.

Assists with unloading supplies and deliveries.

Responds to immediate various department needs such as cleaning, facility support, and/or emergency situations.

Safely operates utility vehicles, and other power equipment while performing grounds and landscape projects and maintenance

Performs other duties and activities as assigned.

Knowledge, Skills, and Abilities

Knowledge of general cleaning supplies and procedures; knowledge of general electrical and plumbing repair and maintenance; knowledge of OSHA Safety regulations related to maintenance and custodial work and chemicals; knowledge of proper lifting techniques; knowledge of, and ability to use, power cleaning tools, equipment, and motorized tools and equipment; verbal communication skills sufficient to provide basic information to co-workers and the public; reading skills to understand labeling and written instructions; interpersonal skills sufficient to exchange and or convey information, receive work direction, and maintain effective working relationships with others; ability to maintain grounds maintenance equipment; ability to successfully respond to changing circumstances; ability to respond to occasional call backs after regular shifts and on weekends; ability to perform all job duties in compliance with safety guidelines and with an ongoing awareness of safety practices; ability to communicate courteously and professionally while maintaining positive working relationships with others when carrying out all job functions.

Education and Experience

High school diploma or GED, and three years of experience in custodial/maintenance work or equivalent work experience in a related field.

Facilities Maintenance Technician

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel and lifting, frequently requires climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms and repetitive motions and occasionally requires sitting, tasting or smelling and pushing or pulling; 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, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires working near moving mechanical parts and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, exposure to vibration, exposure to bloodborne pathogens; wearing a self-contained breathing apparatus or specialized personal protective equipment may be required; work is generally in a moderately noisy location (e.g. business office, light traffic).

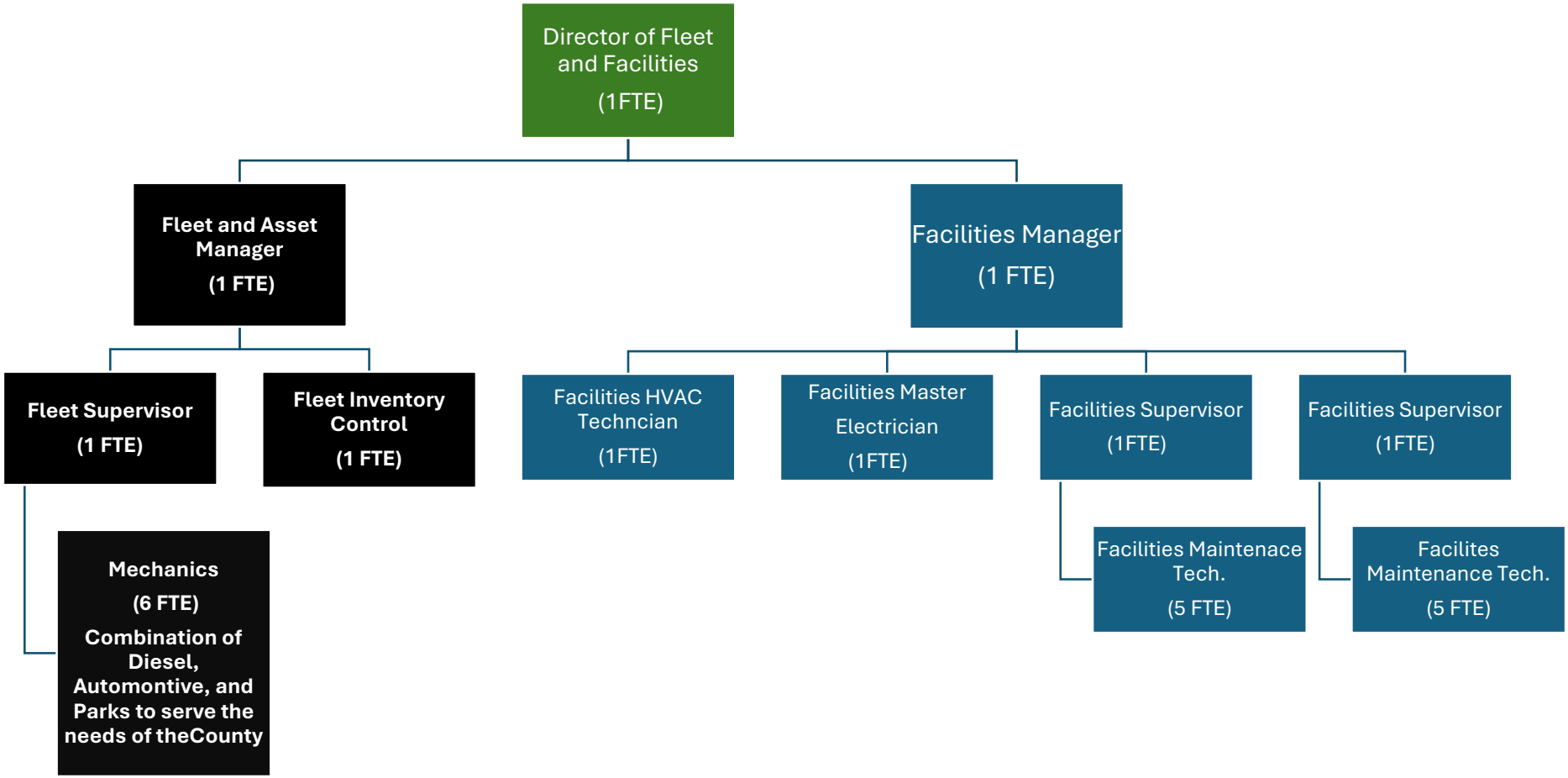
Special Requirements

Special Engineer Boiler Operator's License is required within six months of hire.
Requires the ability to pass a BCA background check.
Forklift Certification with-in 6 months of hire.
A valid driver's license or evidence of equivalent mobility is also required upon hire.

Last Revised: 10/13/2025

Department

Fleet and Facility Services



WRIGHT COUNTY
ADMINISTRATION

Position Backfill Request

Name of Department: Fleet & Facilities Services

Department Head/Supervisor Alan Wilczek

Position Title Facilities Maintenance Technician

Date of Resignation: April 2025

1. Will this position directly contribute to a county's strategic objective?
   a. Make Disciplined Investments for a Stable Future
   b. Continue Transparency and Empower Community Engagement
   c. Improve Operational Excellence Yes
   This position contributes to the safety and operational effectiveness of county facilities/property. Operational excellence for the facilities team ensures citizens experience a positive environment when utilizing the services of county departments.

2. How many FTE's does your department currently have budgeted for this position?
   FTE's 10

3. Is there a direct impact on Wright County's citizens?
   a. Yes or no, and please explain.
   Yes, there is an impact to the citizens that utilize county facilities. The maintenance technician position is responsible for maintaining both the interior and exterior of the facilities to ensure safe and comfortable conditions for public to utilize the services of the county.

4. Direct risk or cost for not backfilling this position?
   a. Yes or no, and please explain.
   Yes, the risk is that a smaller workforce limits the capabilities of the team to ensure safe and efficient site operations are met.

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

6. Key activity or performance indicators that show the need for this position?
    a. Show the statistical data specific to the position.
    In addition to general repairs and responsibilities, there were 3,630 work order service requests issued to the team in 2025. Responsibilities and performance expectations continue to rise as new projects are constructed and the facilities department asset list grows.

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

Recommendation for Board Approval: Yes _____ No _____

Date of Recommendation: _____

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Lindsey Meyer

Requestor Title
Finance Director

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

Target Meeting Date *
3/3/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
BMR5794

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve Updated Finance Investment Policy

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Updated Finance Investment Policy

Value Stream the request primarily aligns with:
Shepherd Economic Growth

Briefly describe how the request aligns with the selected value stream.
This policy supports Shepherding Economic Growth by responsibly managing public funds to strengthen fiscal stability and fund long-term economic development priorities.

Describe the impact on staffing resources.
N/A

Fiscal Impact:
N/A

Background/Justification:
Each year the investment policy is to be reviewed to gauge whether any potential adjustments need to be made. This helps ensure that we have the appropriate oversight, procedures and practices in place to safeguard our investments. The attached updated policy has been reviewed multiple times internally by management and staff. In addition, our investment advisor, Ehlers, also provided recommendations that have been taken into consideration for this update.

Route for Review and Approval

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

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

Document Name	Attachment Type
Investment Policy_Final - Feb 2026.pdf	Attachment
Investment Policy Update Memo.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

Wright County – Financial Policy Manual

Investment Policy

SECTION:	General Policies-Finance	**EFFECTIVE:**	March 2026
AUTHORITY:	County Board	**REVISED:**	February 2026

Purpose

To provide clear guidelines as it pertains to prudently managing investments in order to maximize returns while minimizing risk.

Policy

Wright County is responsible for receiving and disbursing public funds for many programs and taxing districts within the County's jurisdiction. It is the Policy of the County to invest public funds in a manner which will provide the highest investment return with minimum risk while meeting the daily cash flow demands of the County and conforming to all federal, state and local regulations governing the investment of public funds.

While the funds are in the custody of the County, pending disbursement, it is the Finance Department's responsibility to invest the monies as prescribed by Minnesota Statues, Chapters 118, 471 and 475.

Investment portfolio risk will be minimized to ensure that liquidity and marketability are maintained. The County will not invest in debt instruments that it cannot hold until maturity, this excludes emergency situations. Although investments are subject to short-term volatility, it is critical that a long-term investment focus be maintained. The County will invest in securities that match the County's cash flow needs and debt service requirements.

Investment Program Objectives:

Governing Authority

Legality: The investment program shall be operated in conformance with federal, state, other legal requirements, and according to Minnesota State statutes.

1. Scope

   This Investment Policy applies to all financial assets of the County as reported within the County's Annual Comprehensive Financial Report and include the General Fund, Special Revenue Funds, Capital Project Funds, Debt Service Funds, Trust and Agency Funds, and any new fund created by the County, unless specifically exempted by the County Board.

2. Prudence

The standard of prudence to be used by investment officials shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived, and shall be applied in the context of managing the overall portfolio. Investment officers acting in accordance with written procedures and the Investment Policy and exercising due diligence shall be relieved of personal liability for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse situations. Investment procedures must be complied with by those with access to and management responsibilities for County investments.

3. Objective

The primary objective of Wright County investment activities shall be:

a) Safety

Safety of principal is of critical importance to the investment program. Investments of the County shall be undertaken in a manner that seeks to ensure the preservation of principal in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

i. Credit Risk
The risk of loss, due to failure of the security issuer or credit enhancement, will be minimized by:

1. limiting investments to the type of securities listed in Section 8 of this Investment Policy.

2. diversifying the investment portfolio so that the impact of potential losses from any type of security or from any one individual issuer will be minimized.

ii. Interest Rate Risk
The risk that the market value of securities in the portfolio will fall due to change in market interest rates will be minimized by:

1. structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity unless an emergency arises.

2. investing operating funds primarily in short-term securities, money market mutual funds, or similar investment pools with a weighted average maturity of 5 years or less.

b) Liquidity

The County investment portfolio will remain sufficiently liquid to enable the County to meet all operating requirements that might reasonably be anticipated.

The portfolio will be structured so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets.

Alternatively, a portion of the portfolio may be placed in money market mutual funds, commercial paper accounts, or local government investment pools which offer same-day liquidity for short- term funds.

c) Yield (Return on Investment)

The County's investment portfolio shall be designed with the objective of attaining a market rate return. The core of investments is limited to low-risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity, except for the following exceptions:

i. A security with declining credit may be sold early to minimize loss of principal.

ii. A security swap that would improve the quality, yield, or target duration in the portfolio.

iii. Liquidity needs of the portfolio require that the security be sold.

d) Trading

Portfolio purchases will focus on holding investments until maturity to maintain securities at amortized cost. If market conditions permit, active portfolio management strategies may be permitted as long as they follow policy constraints on prudence and discipline.

4. Delegation of Authority

The investment program shall be operated in conformance with federal, state, and other legal requirements. Authority to manage the County investment program is derived from Minn. Stat. 118A and the designations within this Policy as adopted.

Management responsibility for the investment program is hereby delegated to the Finance Department, who shall establish written procedures for the operations of the Investment Program consistent with this Investment Policy. The finance staff will monitor performance of the investment portfolio; and ensure that proper internal controls are developed to safeguard investments assets. Procedures should include reference to: safekeeping, delivery versus payment (DVP), investment accounting, Public Securities Association (PSA) repurchase agreements, wire transfer agreements, collateral/depository agreements, and banking service contracts. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions.

No person may engage in an investment transaction except as provided under the terms of this Policy and the procedures established by the Finance Department. The Finance Department shall be responsible for all investment transactions and shall establish a system of controls to regulate the activities of subordinate staff.

The selection of banking Services shall be made by the Finance Department. The Finance Department shall disclose all bank depositories annually to the County Board. ln selecting depositories, the credit worthiness, experience, and past performance shall all be considered.

5. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from conducting personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Investment officials shall annually disclose to the Finance Department any material financial interests as required by State statute on an annual Statement of Economic Interest form. Employees and officers shall subordinate their personal investment transactions to those of the County, particularly with regard to the time of purchases and sales and shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the County.

6. Authorized Broker/Dealers

Wright County will conduct investment transactions only with authorized broker/dealers that:

a) act as primary or regional dealers that qualify under Securities & Exchange Commission Rule 15C3- l (Uniform Net Capital Rule).

b) submit annually to the Finance Director/Auditor-Treasurer a Minnesota State Auditor Broker Certification Form.

All broker/dealer relationships, providing they meet the above requirements, will be approved. The County will maintain no less than three broker/dealers in order to seek to diversify and allow for comparable quotes on investment transactions. If the County engages an external investment manager, that investment manager will maintain their own approved list of broker/dealers to satisfy this requirement.

7. External Investment Managers

Wright County may enter into contracts with third-party investment advisory firms when their services are deemed to be beneficial to the County's Investment Program. The contract must be reviewed and approved by the County Board. The advisor must comply with this Investment Policy.

8. Authorized and Suitable Investments

Based on the investment objectives as defined in section 3 of this Policy, the County will limit investments to:

a) United States Securities including bonds, notes, bills, mortgages or other securities which are direct obligations or are guaranteed or insured issues of the United States, its agencies, its instrumentalities, or organizations created by an act of Congress. Mortgage-backed securities that are defined as high risk by Minnesota Statute 118A or in certificates of deposit secured by letters of credit issued by federal home loan banks are not permissible investments.

b) General Obligation Bonds of state or local governments rated A or better by a national bond rating service.

c) Revenue obligations of state or local governments rated AA or better by a national bond rating agency.

d) General Obligation Bonds of the Minnesota Housing Finance Agency rated A or better by a national bond rating service.

e) General obligations of the Housing Finance Agency of any state rated AA or better and if it includes the moral obligation of the state.

f) Certificates of Deposits (Time Deposits) that are fully insured by the Federal Deposit Insurance Corporation (FDIC). This also includes Certificates of Deposits from credit unions, which are insured by the National Credit Union Association (NCUA).

g) Bankers acceptances of United States banks, eligible for purchase by the Federal Reserve System, that mature in 270 days or less. Evaluation of the financial strength of the accepting bank is necessary through purchasing acceptances only from banks with a minimum A (very strong bank) rating by a nationally recognized rating agency.

h) Commercial paper issued by United States corporations or their Canadian subsidiaries that is rated in the top statistical category by at least two nationally recognized rating agencies and matures in 270 days or less.

i) SEC-registered money market funds meeting the conditions of rule 2a-7 of the Securities and Exchange Commission and is rated in one of the two highest rating categories for money market funds by at least one national recognized statistical rating organization.

j) The Minnesota Association of Governments Investing for Counties (MAGIC) Fund. The MAGIC Fund is a local government investment pool that is a joint powers entity for the purpose of allowing Minnesota Counties and instrumentalities of Counties to pool their investment funds to seek the highest possible investment yield, while maintaining liquidity and preserving capital.

k) Repurchase agreements consisting of collateral allowable in Minn. Stat. 118A.04, and reverse repurchase agreements may be entered into with:

   i. a financial institution qualified as a depository of public funds of the government entity.

   ii. any other financial institution which is a member of the Federal Reserve System and whose combined capital and surplus equals or exceeds $10,000,000.

   iii. a primary reporting dealer in the United States government securities to the Federal Reserve Bank of New York.

iv. a securities broker-dealer licensed pursuant to Chapter 80A, or an affiliate of it, regulated by the Securities and Exchange Commission and maintaining a combined capital and surplus of $40 million or more, exclusive of subordinated debt.

v. reverse agreements only for a period of 90 days or less, and only to meet short-term cash flow needs. In no event may reverse repurchase agreements be entered into for the purpose of generating cash for investments, except as stated in State and Local Securities, Minn. Stat. 118.04, Subd. 3.

l) Guaranteed investment contracts.

Agreements or contracts for guaranteed investment contracts may be entered into if they are issued or guaranteed by United States commercial banks, domestic branches of foreign banks, United States insurance companies, or their Canadian subsidiaries, or the domestic affiliates of any of the foregoing. The credit quality of the issuer's or guarantor's short and long-term unsecured debt must be rated in one of the two highest categories by a nationally recognized rating agency. Should the issuer's or guarantor's credit quality be downgraded below "A", the government entity must have withdrawal rights.

9. Additional Investment Authority

So long as the County is a qualifying government pursuant to Minnesota Statute 118A.09, Subd. 1, the County may exercise additional investment authority per this policy and Minnesota Statute.

The County may invest up to 15 percent of the sum of unassigned cash, cash equivalents, deposits, and investments in:

- An index mutual fund based in the United States and indexed to a broad market United States equity index, on the condition that index mutual fund investments must be made directly with the main sales office of the fund; or
- With the Minnesota State Board of Investment subject to such terms and minimum amounts as may be adopted by the County Board of Commissioners

Before investing pursuant to this section, the County must adopt a resolution that includes the following statements:

- The County understands that investments have a risk of loss.
- The County understands the type of funds that are being invested and the specific investment itself.
- The County certifies that all funds designated for investment through the Minnesota State Board of Investment meet the requirements of this section and the policies and procedures established by the State Board of Investment.

10. Concentration of Credit Risk

The County will substantially reduce the risk of loss resulting from the over-concentration of assets in a specific maturity, issuer, institution, or class of securities.

No more than 5% of the overall portfolio may be invested in the securities of a single issuer, except for securities of the U.S Government and its agencies, SEC-registered money market fund, or an external investment pool.

Further investment parameters can be found in Appendix A.

11. Collateralizations

Collateralization will be required on the following types of investments:

a) Certificates of Deposits (Time Deposits) / Demand Deposits > $250,000

b) Repurchase agreements for investments held beyond seven days.

c) Bank Deposits held over $250,000 in each institution.

In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 110% of market value of principal and accrued interest. The underlying securities will be subject to monthly market valuations to ensure there is no market exposure.

The County chooses to limit collateral to the following U.S. Government securities and certain letters of credit, as described:

a. Treasury Bills

b. Treasury Notes

c. Treasury Bonds

d. Federal National Mortgage Associations (FNMA)

e. Federal Home Loan Bank (FHLB)

May include irrevocable standby letters of credit issued by Federal Home Loan Banks to a municipality accompanied by written evidence that the bank's public debt is rated "AA" or better by Moody's Investors Service, Inc., Standard & Poor's Corporation or equivalent rating agency.

f. Student Loan Marketing Association (SLMA)

g. Federal Farm Credit Bank (FIRCB)

h. Government National Mortgage Association (GNMA)

i. Federal Home Loan Mortgage Corporation (FHLMC)

For cash deposits on hand, collateral will always be held by an independent third party with whom the entity has a current custodial agreement.

Clearly marked evidence of ownership (safekeeping receipt) must be supplied by the entity and retained. Collateralization shall be in the form of specific securities held for the County. The only exceptions are Federal Depository Insurance Corporation (FDIC), Securities Investor Protection Corporation (SIPC), National Credit Union Administration (NCUA), and pre-approved insurance coverage. The County may collateralize its repurchase agreements using longer-dated investments not to exceed 5 years to maturity.

The right of collateral substitution is granted, subject to approval from the Finance Director/Auditor-Treasurer or their designee.

12. Safekeeping and Custody

Investments, contracts, and agreements may be held in safekeeping with:

a) any Federal Reserve Bank.

b) any bank authorized under the laws of the United States or any state to exercise corporate trust powers including, but not limited to, the bank from which the investment is purchased.

c) primary reporting dealer in the United States government securities to the Federal Reserve Bank of New York.

d) a securities broker/dealer licensed under Chapter 80A, or an affiliate of it, and regulated by the Securities and Exchange Commission, provided that the government entity's ownership of all securities is evidenced by written acknowledgements identifying the securities by the names of the issuers, maturity dates, interest rates, CUSIP number, or other distinguishing marks.

e) County ownership of all securities in which the fund is invested should be evidenced by written acknowledgements identifying the securities by:

i. the names of the issuers.

ii. the maturity dates.

iii. the interest rates.

iv. any serial numbers or CUSIP number.

The County may not invest in securities that are both uninsured and not registered in the name of the County and are held by either the counterparty or the counterparty's trust department or agent, but not in the name of the County.

13. Maximum Maturities

To the extent possible, the County will attempt to match investment maturities with anticipated cash flow liquidity demands.

A majority of County reserve funds will be invested in securities maturing in 10 years or less, with no more than 5% of the County' s reserve funds being invested in securities maturing 15 years or more. Portfolio maturities shall be staggered to provide for reasonable liquidity.

Because of the inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as local government investment pools, money market funds, bank checking and savings to ensure that appropriate liquidity is maintained to meet ongoing obligations.

14. Internal Control

The Finance Department is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the County are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of the costs and benefits requires estimates and judgments by management.

Accordingly, the Finance Department shall establish a process for an annual review of the procedures by and an annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

a) Control of collusion

Collusion is a situation where two or more employees are working in conjunction to defraud the employer.

b) Separation of transaction authority from accounting and recordkeeping

By separating the person who authorizes the recording of the journal transaction from the person who performs the purchase of the transaction, a separation of duties is achieved.

c) Custodial safekeeping

Securities purchased from any bank or dealer including appropriate collateral, as defined by State law, may be placed with an independent third party for custodial safekeeping.

d) Clear delegation of authority to subordinate staff members

Subordinate staff members must have a clear understanding of their authority and responsibilities to avoid improper actions. Clear delegation of authority also preserves the internal control structure that is contingent on the various staff positions and their respective responsibilities.

e) Development of a wire or electronic transfer agreement with the lead bank or third-party custodian

This agreement should outline the various controls, security provisions, and delineate responsibilities of each party making and receiving wire or electronic transfers.

15. Performance Standards

The investment portfolio will be designed to obtain a market average rate of return during budgetary and economic cycles, taking into account the County's investment risk constraints and cash flow needs. The County will strive to have all of its excess cash funds earning interest, or an earnings credit. The reporting method chosen to report interest rate sensitivity in a manner consistent with the portfolio's risk guidelines is segmented time quarterly distributions.

The Finance team will provide quarterly information concerning cash position, investment performance, and percentage that is invested short term for less than one year; medium term for one to five years; or long term for greater than five years.

16. Reporting

The Finance Department is charged with the responsibility of preparing a quarterly investment report that includes a management summary providing an analysis of the current investment portfolio and including return analysis and investment income with all gains and losses reported year-to-date.

17. Investment Policy Adoption

The County's Investment Policy shall be approved by the County Board. The Policy shall be reviewed annually by the County Board.

18. Local considerations

Where possible, funds may be invested for the betterment of the local economy that of local entities within the State. Wright County may accept a proposal from an eligible institution which provides for a reduced rate of interest provided that such institution documents the use of the deposited funds for community development projects.

Appendix A

Sector	Sector Maximum (%)	Issuer Maximum (%)	Minimum Rating Requirement	Maximum Maturity at Purchase
U.S. Treasury	100%	100%	N/A	12 years
Federal Agency Securities	75%[1]	40%	N/A	12 years
Federal Agency Mortgage-backed Securities (MBS)				10 year weighted average life (WAL)
Municipal Bonds (General Obligation)	70%	5%	Moody's – A3, S&P – A-, or equivalent	12 years
Municipal Bonds (Revenue)	70%	5%	Moody's – Aa3, S&P – AA-, or equivalent	12 years
FDIC or NCUA-insured bank deposits	100%	Up to FDIC or NCUA insurance limit	None, if fully insured by the FDIC or NCUA	12 years
Commercial Paper	25%	5%[2]	Highest short-term rating category by at least two NRSRO's	270 days
Bankers Acceptances	15%	5%[2]	Highest short-term rating category by at least two NRSRO's	270 days
Local Government Investment Pools (LGIPs) or Governmental Money Market Funds	100%	100%	Highest Short-Term Fund Quality rating (if rated)	N/A

[1] Maximum exposure to any one Federal Agency, including Federal Agency MBS, is 40% (with exception of any with the explicit guarantee of the U.S. Government)
[2] Maximum per issuer exposure for all non-U.S. Treasury, explicit U.S. Government guaranteed, or Federal Agency issuers is 5%

MEMORANDUM

To: Board of Commissioners
From: Lindsey Meyer, Finance Director
Date: February 25, 2026
Subject: Investment Policy Update

Summary

As part of our annual review of the Investment Policy for Wright County, the Finance Department has incorporated a few updates that go beyond grammatical or formatting revisions. The purpose of this memorandum is to summarize these policy modifications for your review and consideration prior to formal adoption.

Collectively, these updates modernize the policy, enhance statutory alignment, provide flexibility where prudent, and preserve the County's emphasis on safety, prudence, liquidity, and compliance.

Policy Updates

- *Section 6: Authorized Broker-Dealers*
    - The Investment Policy has been revised to clarify that if the County engages an external investment manager (currently Ehlers), that firm will maintain its own approved list of broker/dealers to satisfy the broker diversification requirement. This update recognizes the operational reality that registered advisory firms operate under their own compliance frameworks and due diligence standards, while still ensuring that broker-dealers meet regulatory and capital requirements. This change provides administrative clarity and aligns with common industry practice without reducing oversight or statutory compliance.

- *Section 8: Authorized Investments*
    - This section of the Investment Policy has been simplified and reorganized to more closely track the language and structure of Minnesota Statute 118A. This update does not materially expand or restrict eligible investments but improves clarity, reduces interpretive ambiguity, and ensures stronger alignment with statutory authority. The intent is to make the policy easier to administer, audit, and reference.

- *Section 9: Additional Investment Authority*
    - The updated now reflects that Wright County qualifies under Minnesota Statute 118A.09 to expand its investment authority beyond traditional debt instruments and into indexed mutual funds, limited to up to 15 percent of unassigned cash, cash equivalents, deposits, and investments. This represents a broader investment strategy designed to potentially enhance long-term returns while maintaining statutory limits and risk awareness.

      It is important to note that these indexed mutual fund investments are not eligible to be managed under our current advisory relationship with Ehlers. Should the Board approve moving forward with this strategy, the finance team would coordinate directly with the appropriate representatives at the Minnesota State Board of Investment to establish procedures, required resolutions, and implementation controls consistent with statute.

      This provision does not automatically initiate equity investments but instead formally authorizes the County to do so upon future Board action.

- *Section 11(e) – Federal Home Loan Bank Collateral Flexibility*
    - A policy update has been made to allow for irrevocable standby letters of credit issued by a Federal Home Loan Bank as eligible collateral, in addition to direct debt securities, provided that the issuing institution's public debt rating meets the minimum standards established in the Investment Policy.

      This modification provides additional flexibility in collateralization structures, particularly for deposits and repurchase agreements, and is consistent with practices currently utilized by other Minnesota counties. The underlying requirement that collateral be appropriately rated and compliant with statutory safeguards remains unchanged.

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Lindsey Meyer

Requestor Title
Finance Director

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

Target Meeting Date *
3/3/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
BTP5489

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve Budget Amendment 7, PCS Opioid

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Budget Amendment 7, PCS Opioid

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

Briefly describe how the request aligns with the selected value stream.
Opioid settlement funds promote the Safe and Healthy Communities value stream by supporting prevention, treatment, and recovery efforts that reduce overdoses, strengthen families, and improve overall community well-being.

Describe the impact on staffing resources.
N/A

Fiscal Impact:
Transfer to Court Services from settlement funds.

Background/Justification:
Probation & Court Services received approved funding from the opioid settlement to perform services and support for clients that are impacted by opioid addiction.

Route for Review and Approval

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

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

Document Name	Attachment Type
BA 7 - PCS Opioid Fund.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

2026 Budget Amendment Form

Request Type: Operating Line Item Request

Department: Probation & Court Services

Justification: Probation and Court Services has received approved funding from the opioid settlement to provide services and support to clients impacted by opioid addiction. These costs were previously budgeted under other program charges; however, the settlement award is specifically intended to cover transportation and temporary housing assistance for affected clients. The remaining portion of the $25,000 allocation will be applied toward staff time currently funded by county levy dollars, resulting in a positive contribution to the fund balance.

Budget Year: 2026

Related Items

Revenues

Line Item	Description	Amount
01-025-000-0000-5830	MISECELLANEOUS REVENUE	($100,000.00)
01-025-000-0400-5528	INTRA COUNTY SERVICES	$100,000.00
01-025-000-0000-5911	USE OF FUND BALANCE	($25,000.00)
	TOTAL:	$ (25,000.00)

Expenses

Line Item	Description	Cost
01-025-000-0400-6050	PAYMENT FOR RECEIPENTS - TRANSPORTATION	$25,000.00
01-025-000-0400-6051	PAYMENT FOR RECEIPENTS - HOUSING	$50,000.00
01-025-000-0000-6365	OTHER PROGRAM CHARGES (DRUG COURT)	(100,000.00)
	TOTAL:	(25,000.00)
	Net adjustment	-

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

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Lindsey Meyer

Requestor Title
Finance Director

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

Target Meeting Date *
3/3/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
BTP5489

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve Budget Amendment 13, Highway Sealcoat

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Budget Amendment 13, Highway Sealcoat

Value Stream the request primarily aligns with:
Develop County Infrastructure

Briefly describe how the request aligns with the selected value stream.
Sealcoat projects protect and extend the life of road surfaces, reducing long-term maintenance costs, and preserving safe, reliable transportation assets for the community.

Describe the impact on staffing resources.
N/A

Fiscal Impact:
$104K use of Fund Balance.

Background/Justification:
Highway had an approved Purchase order WC201539 for sealcoating in 2025. There was an issue in the set up with the PO, which Oracle forced it to close. The contract was in force and the vendor performed the work, as agreed upon. This amendment is for the remainder of the contract that would have been carried forward to 2026 if the PO was set up correctly. The issue has since been resolved.

Route for Review and Approval

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

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

Document Name	Attachment Type
BA13 Highway Sealcoat.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

2026 Budget Amendment Form

Request Type: Operating Line Item Request

Department: Highway

Justification: Highway had an approved Purchase order WC201539 for sealcoating in 2025. There was an issue in the set up with the PO, which Oracle forced it to close. The contract was in force and the vendor performed the work, as agreed upon. This amendment is for the remainder of the contract that would have been carried forward to 2026 if the PO was set up correctly. The issue has since been resolved.

Budget Year: 2026

Related Items

Revenues

Line Item	Description	Amount
03-330-000-0000-5911-0	USE OF FUND BALANCE	$104,000.00
	TOTAL:	$ 104,000.00

Expenses

Line Item	Description	Cost
03-330-000-0000-6530-0	SEALCOAT CONTRACT	$104,000.00
		$104,000.00
	Net adjustment	-

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

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Lindsey Meyer

Requestor Title
Finance Director

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

Target Meeting Date *
3/3/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
BMR5794

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Motion to Approve Budget Amendment 15, Opioid Fund Budget.

Short Title (what will appear on Agenda outline - 250 character max.) *
Motion to Approve Budget Amendment 15, Opioid Fund Budget.

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 Budget supports Promotion of Safe and Healthy Communities value stream by supporting prevention, treatment, and recovery efforts that reduce overdoses, strengthen families, and improve overall community well-being.

Describe the impact on staffing resources.
N/A

Fiscal Impact:
Initial 2026 budget setup from settlement funds.

Background/Justification:
Opioid Fund is comprised of settlement funds that were received from pharmaceutical companies for opioid related activities. This amendment is for the 2026 budget for anticipated opioid fund expenditures.

Route for Review and Approval

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

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

Document Name	Attachment Type
BA 15 – Opiod Fund Budget.pdf	Attachment

Item Properties (click to expand)

Item Created By (Real Name):
Brian M. Roth

Created By User's Email Address
Brian.Roth@wrightcountymn.gov

Item Created By (User Name):
BMR5794

Date Stored
02/24/2026

Document Handle
14364325

Current User's Name
UNITYSCHED

Current User's Real Name
Unity Scheduler Service Account

Current User's Email Address

Agenda Item Type: *
Agenda Item Form – RFBA

Agenda Item Type
AGENDA ITEM FORM – RFBA

Meeting View Type
0

Keywords

kw Meeting Type
Board Meeting

kw Meeting Date
03/03/2026

kw Agenda Item Caption
Motion to Approve Budget Amendment 15, Opioid Fund Budget.

Agenda Item Key
16896

Ownership Group
AM-ADMIN

Agenda Unique ID
02/24/2026 10:01:18

Submitter Email Address
Brian.Roth@wrightcountymn.gov

Agenda Item Att Order
1

Changes Requested

2026 Budget Amendment Form

Request Type: Operating Line Item Request

Department: Opioid Fund

Justification: Opioid Fund is comprised of settlement funds that was received from pharmaceutical companies for opioid related activities. This amendment is for the anticipated opioid fund expenditures in 2026.

Budget Year: 2026

Related Items

Revenues

Line Item	Description	Amount
12-450-000-0000-5380	STATE GRT-INTERAGENCY EARLY INT C	($450,000.00)
	TOTAL:	$ (450,000.00)

Expenses

Line Item	Description	Cost
12-450-000-0000-6232	PRINTING/PHOTOCOPYING	500.00
12-450-000-0000-6261	PROFESSIONAL SERVICES	372,220.00
12-450-000-0000-6336	TASK FORCES	2,000.00
12-450-000-0000-6380	INTERGOVERNMENTAL EXPENSE	75,000.00
12-450-000-0000-6411	OPERATING SUPPLIES	200.00
12-450-000-0000-6260	SOFTWARE & SUBSCRIPTIONS	80.00
	TOTAL:	450,000.00
	Net adjustment	-

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

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Lindsey Meyer

Requestor Title
Finance Director

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

Target Meeting Date *
3/3/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
BMR5794

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve Budget Amendment 16, JD 15 Pond Project

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Budget Amendment 16, JD 15 Pond Project

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.
Supporting this and similar initiatives Improves water quality, manages stormwater effectively, enhances wildlife habitat, and preserves natural resources for sustainable community use.

Describe the impact on staffing resources.
N/A

Fiscal Impact:
$72K Use of Fund Balance.

Background/Justification:
During the 04/08/2025 Ways and Means Committee Board approval was granted with the JD 15 Pond Project to not exceed $72,000. This amendment is for the total 2026 project spend that has been incurred.

Route for Review and Approval

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

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

Document Name	Attachment Type
BA 16 – JD 15 ARP Budget.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

2026 Budget Amendment Form

Request Type: Operating Line Item Request

Department: General Government

Justification: During the 04/08/2025 Ways and Means Committee Board approval was granted with the JD 15 Pond Project to not exceed $72,000. This amendment is for the total 2026 project spend that has been incurred.

Budget Year: 2026

Related Items

Revenues

Line Item	Description	Amount
41-692-410-8570-5910	TRANSFER IN	($15,000.00)
	TOTAL:	$ (15,000.00)

Expenses

Line Item	Description	Cost
01-100-493-8570-6508	EASEMENT & RIGHT OF WAY	47,500.00
01-100-493-8570-6910	TRANSFER OUT	15,000.00
01-100-493-0000-6261	PROFESSIONAL SERVICES - UNALLOCATED	(62,500.00)
41-692-410-0000-6261	PROFESSIONAL SERVICES	15,000.00
	TOTAL:	15,000.00
	Net adjustment	-

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

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Lindsey Meyer

Requestor Title
Finance Director

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

Target Meeting Date *
3/3/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
KMD7520

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Acknowledge Warrant Disbursements Issued from February 6 through February 22, 2026

Short Title (what will appear on Agenda outline - 250 character max.) *
Acknowledge Warrant Disbursements Issued from February 6 through February 22, 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	Attachment Type
02.06.26 - 02.22.26 Disbursements by Funds.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

WRIGHT COUNTY
MINNESOTA

Disbursements by Funds Report

Report Date GMT 2/23/26 10:25 PM

Date Range: 2/6/2026 to 2/22/2026 **Pii:**

Fund	Description	Amount
01	GENERAL REVENUE FUND	1,215,888.27
02	RESERVES FUND	124,616.85
03	ROAD AND BRIDGE FUND	1,006,965.44
11	HUMAN SERVICES FUND	249,102.69
20	WASTE MANAGEMENT FUND	762.55
34	CAPITAL IMPROVEMENTS FUND	221,940.50
71	HISTORIAN FUND	275.33
72	SOIL AND WATER FUND	3,084.50
73	LAKE IMPROVEMENT DISTRICTS	468.00
77	ESTATE RECOVERIES	48,552.11
78	WCFSC COLLABORATIVE FUND	64,490.66
84	STATE COLLECTIONS FUND	516,197.16
	Total	**3,452,344.06**

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Chad Hausmann

Requestor Title
Highway Engineer

Department (please use dropdown to select department) *
HIGHWAY

Target Meeting Date *
3/3/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
SCB7391

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Authorization for Additional Services with Stantec Consulting Services

Short Title (what will appear on Agenda outline - 250 character max.) *
Authorization for Additional Services with Stantec Consulting Services

Value Stream the request primarily aligns with:
Develop County Infrastructure

Briefly describe how the request aligns with the selected value stream.
The authorization outlines the scope of work, deliverables and cost to complete the CSAH 8 bridge construction inspection.

Describe the impact on staffing resources.
Staff time to administer the contract.

Fiscal Impact:
$36,890 (LOST funds)

Background/Justification:
The county entered into a contract in December 2023 for the design of the CSAH 8 bridge over the Crow River in Marysville Township and due to staffing shortages, additional construction inspection services were added in June 2025. This authorization allows for additional construction inspection services by Stantec Consulting Services to complete final inspection tasks in the spring of 2026 including inspecting final contractor tasks, punch list items and project close out.

Route for Review and Approval

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

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

Document Name	Attachment Type
3.3.26.CSAH 8_Bridge 86538_Change Order 5.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

Stantec Consulting Services Inc.
733 Marquette Avenue, Suite 1000
Minneapolis MN 55402-2314

February 3, 2026

Project/File: 193806783

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

Dear Sara Buermann,

Reference: Wright County – CSAH 8 over N. Fork Crow River - Change Order 5

This Change Order is to amend the current BR86538 Bridge and Approach Grading design contract to include the following:

Change Order 5 – Construction Inspection Closeout

- Scope: No change in scope or services provided by Stantec.
- Purpose: Additional budget is requested for the Construction Inspection task to complete project close out and observe punch list construction activities.
- **Additional Fee**: $36,890.00

If you have any comments or questions regarding the scope or fee, please let me know.

Best regards,

Stantec Consulting Services Inc.

Michael Leonard, PE
Bridge Engineer
Phone: (612) 712-2080
michael.leonard@stantec.com

Attachment: Change Order 5_Fee Estimate_BR86538

FEE ESTIMATE - Br. No. 86538 CSAH 8 Bridge Construction Inspection

Name	Leonard, Michael (PM)	Naslund, Zach (Construction Manager)	(Mileage)
Project Billing Rate (T&M)	$183.00	$183.00	$0.725
Total Units (T&M)	40	160	400
Fee (T&M)	$7,320.00	$29,280.00	$290.00

Project Summary	Hours	Labour	Expense	Subs	Total
Fixed Fee	0	$0.00	$0.00	$0.00	**$0.00**
Time & Material	200	$36,600.00	$290.00	$0.00	**$36,890.00**
Total	200	$36,600.00	$290.00	$0.00	**$36,890.00**

Task Name	Units		
Change Order 5			
Project Closeout	40	160	400

Task Type	Hours	Labour	Expense	Subs	Total
Time & Material	**200**	**$36,600.00**	**$290.00**	**$0.00**	**$36,890.00**
Time & Material	200	$36,600.00	$290.00	$0.00	$36,890.00

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Ross Demant

Requestor Title
Parks and Recreation Director

Department (please use dropdown to select department) *
PARKS & RECREATION

Target Meeting Date *
3/3/2026 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
RED4097

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Authorize Backfill of the Parks and Natural Resource Position

Short Title (what will appear on Agenda outline - 250 character max.) *
Authorize Backfill of the Parks and Natural Resource Position

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

Briefly describe how the request aligns with the selected value stream.
The Parks and Natural Resource position is directly responsible for the safe operation and user experience of the County's parks system.

Describe the impact on staffing resources.
This position is integral to the continuity of operations within the Parks and Recreation Department. The Parks and Recreation Natural Resource Technician plays a critical role in supporting natural resource management efforts, assisting with environmental programming, and maintaining park facilities to ensure safe, high-quality experiences for the public.

Fiscal Impact:
Position is included in the approved 2026 Parks and Recreation Budget.

Background/Justification:
One Parks and Natural Resource Technician will be vacant due to a retirement.

Route for Review and Approval

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

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

Document Name	Attachment Type
Organizational Chart 2026.pdf	Attachment
2026 Position Backfill Request Natural Resource Tech.pdf	Attachment
Parks Natural Resources Technician.docx	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

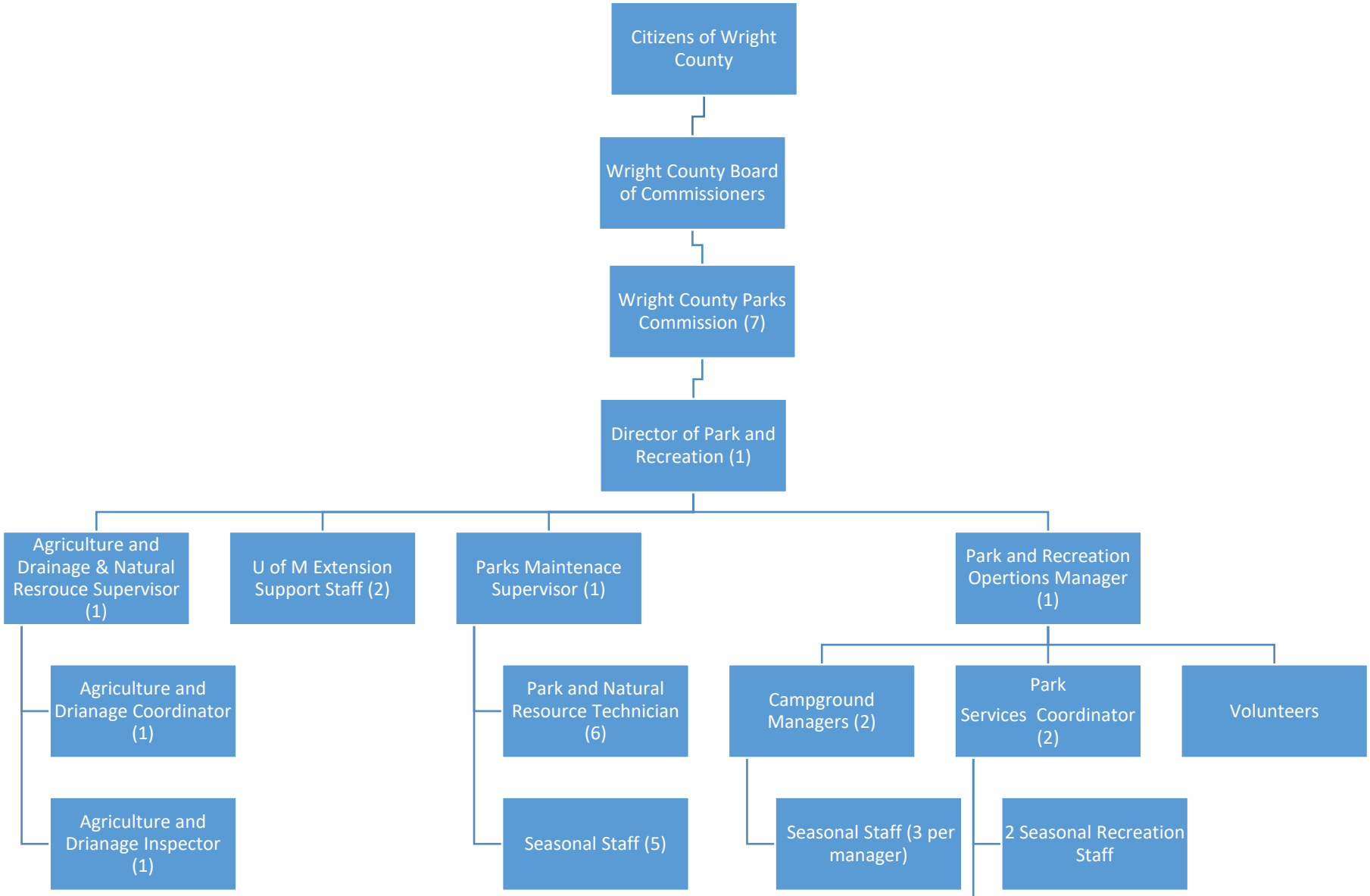
Approved

Notes

County Administrator Review

County Administrator Decision

Notes



WRIGHT COUNTY
Parks & Recreation

WRIGHT COUNTY
ADMINISTRATION

Position Backfill Request

Name of Department: Parks and Recreation

Department Head/Supervisor Ross Demant/ Josh Wilson

Position Title Natural Resource Technician

Date of Resignation: Tuesday, March 31, 2026

1. Will this position directly contribute to a county's strategic objective?

    a. Make Disciplined Investments for a Stable Future- **The County has made significant investments in the parks and recreation infrastructure. Maintenance staff are essential to protecting these investments and ensuring long-term value through proper care and upkeep.**

    b. Continue Transparency and Empower Community Engagement-**Parks provide one of the most direct and visible ways the County engages with local communities, offing accessible spaces that foster public connection, trust, and participation.**

    c. Improve Operational Excellence**- This position supports the safe, efficient operation of the park system and helps maintain the high level of service Wright County residents expect.**

2. How many FTE's does your department currently have budgeted for this position? **6- FTE's**

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

    a. These positions have a direct and measurable impact on Wright County residents by ensuring parks, trails, and recreational facilities are safe, accessible, and well maintained for all who live, camp, and recreate in the County.
    b. This position assists with the maintenance and operation of County amenities, including three campgrounds, five swim beaches, two-disc golf courses, a nature center, the Chalet, approximately 70 miles of natural-surface trails, 14 miles of paved trails, 42 miles of winter trails, and the natural resource management of 4,717 acres of park land.

4. Direct risk or cost for not backfilling this position?
    a. Not backfilling this position would directly impact on the maintenance and safety of the County's park system and would negatively affect user experience and overall participant satisfaction.

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

   General funded position.

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

Key Activity Indicators	Actual 2020	Actual 2021	Actual 2022	Actual 2023	Actual 2024	Actual 2025
Number of Buildings/Structures Managed	58	58	58	58	60	**61**
Parks – Total Acreage	4,717	4,717	4727	4727	4727	**4767**
Miles of Trails (Park and Corridor)	84	86	86	86	86.5	**86.5**
Number of Paid Camping Occasions	6648**	9,300	12,882	13,406	13,426	**12,753**
County Park Revenues – Camping	$181,859**	$260,000	$471,580	$500,727	$550,745	**$551,447**
County Park Revenues – Other (New for 2025)						**$83,561**
Programs Offered	17**	58	60	70	94	**99**
Program Attendance	736**	4,800	3948	4323	4760	**5,500**

** COVID Impacts resulted in an impact to camping season length and program offerings

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

8. Additional Info.
   a.

Recommendation for Board Approval: Yes ___X___ No _____

Date of Recommendation: _____February 17, 2026_____

Parks & Natural Resources Technician

Department/Division: Parks and Recreation

FLSA Status: *Non-Exempt*

Union/Non-Union: Union

General Definition of Work

Performs intermediate skilled trades work coordinating complex tasks and providing technical assistance for the successful implementation of numerous and diverse maintenance, construction, and natural resource projects for a system of regional parks and trails within Wright County. Work is performed under the limited supervision of the Parks Maintenance Supervisor. Oversight is exercised over Seasonal Maintenance Staff.

This position may be assigned to specialized functions within the Parks Department.

Qualification Requirements

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

Essential Functions

Utilizes computer software, survey equipment and methods to perform survey, design, construction, and improvements; performs construction, improvements, and repairs to trails, roads, parking areas, including site planning, construction methods, calculations of quantities, estimates, including the operation of heavy and light equipment.

Performs technical and manual tasks related to the establishment and maintenance of natural resource restoration areas such as wetland restorations, direct hardwood seeding, lake shore restorations, and native prairies following appropriate techniques and management plans.

Performs skilled, semi-skilled labor in the areas of plumbing, carpentry, welding, fabrication, and mechanical.

Performs manual labor to maintain, repair, construction in maintenance of park system grounds, buildings, facilities and system amenities.

Performs environmental and natural resource monitoring and inspections; prepares reports and plans relating to resource management; identifies corrective actions.

Assists with the implementation of contracts and monitors performance of select contractors and review pay requests.

Provides work direction and training for seasonal staff and temporary employees, Sentence –to-Serve Program Workers, and Program staff as assigned.

Repairs, orders, and maintains parts and equipment; keeps accurate records.

Develops, implements, promotes, and conducts outdoor education programs for youth, families, and special populations to advance outdoor education and recreation programs, awareness, and services.

Assists the Director of Parks and Recreation in budgeting and purchases necessary materials and supplies.

Performs various administrative duties related to Park and Recreation Department operations.

Performs other duties and activities as assigned.

Knowledge, Skills, and Abilities

In-depth knowledge of wildlife, habitat, turf grass, prairie, shrub and tree management; knowledge of carpentry, drafting, and math skills; knowledge of State and Federal materials specifications and park and trail design standards; knowledge of construction practices and project implementation; knowledge of surveying procedures and equipment; knowledge of soil types, specifications, material sampling, field and survey computations; knowledge of practices, functions, and procedures for skilled parks maintenance, repairs, and construction tasks; knowledge of

Parks & Natural Resources Technician

operating requirements, safety precautions, and routine maintenance requirements of power tools, vehicles, and equipment; knowledge of State and Federal DOT laws and regulations relating to the operation of truck trailer combinations; knowledge of safety rules, regulations and practices; knowledge of turf grass, prairie, shrubs and trees management including identification of trees, diseases and measures of control, proper use of fertilizers and chemicals; basic skill in reading and understanding blueprints and construction drawings; verbal and written communication skills sufficient to effectively present information and respond to questions from a wide variety of audiences, and exchange and/or convey technical information; reading comprehension skills sufficient to read and interpret technical documents; interpersonal skills sufficient to exchange and or convey information, give and receive work direction, and maintain effective working relationships; ability to use drafting software to prepare construction plans; ability to develop and present effective environmental education programs; ability to proficiently and safely operate specialized construction related equipment and vehicles such as, pay loaders, backhoes, skid loaders, including various attachments, loader tractor, motor graders, power brooms, fork lift, semi-tractor and trailers aerial boom, dump truck, wood shop equipment, chainsaws, tractors, hand feed drum-style brush chipper and power tools and other equipment as assigned; ability to perform heavy manual labor tasks requiring strength and coordination; ability to perform tasks requiring carpentry, electrical, masonry, plumbing, painting, metal welding and fabrication, and mechanical skills; ability to learn facilities computer systems; ability to perform data entry into various databases; ability to pay attention to detail and effectively organize time and anticipate, plan and successfully respond to changing circumstances; ability to 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/Technical degree in natural resources, park/recreation management, outdoor/environmental education, civil engineering, or related field, and three years of experience in natural resources, carpentry, civil engineering, environmental education, or equivalent combination of education and experience.

Physical Requirements

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

Special Requirements

Class A CD with Air Brakes, Manual Transmission, and Tanker Endorsements within six months of employment
First Aid/CPR certification within six months of employment.
Non-Commercial Pesticide Applicator Category A and E License, Tree Inspector, Forklift, Erosion and Stormwater Management with Construction Installer and Design of Construction SWPPP, Chainsaw certifications may be required depending on job assignments.
A valid driver's license or evidence of equivalent mobility is also required upon hire.

Last Revised: 1/10/2019

Parks & Natural Resources Technician

Addendum/Other Assignments

Project Planning/Civil

In this assignment, the position spends significant time on Essential Duty in the Core Job Description, but has the following additional tasks and responsibilities:

Works closely with the Director of Parks and Recreation and Park Maintenance Supervisor in the planning, implementation, and evaluation of work, including providing input to budgets, contracts, and permits.

Leads and assists in organizing, directing, and coordinating multiple complex projects including ensuring contractor conformance to construction documents, providing technical assistance and leadership to staff, recommending change orders, and project close out documentation.

Provides expertise necessary for developing grading, layout, utility, erosion control, and landscape plans.

Performs technical tasks including preparation of routine computations such as quantities, volumes, coordinates, and cost estimates.
Prepares manual and computer aided drafting (CAD) data such as cross sections, plan views, plan profiles, and topography.

Natural Resources

In this assignment, the position spends significant time on Essential Duty in the Core Job Description, but has the following additional tasks and responsibilities:

Provides input to or responds to groups of concerned citizens on issues about environmental and natural resources projects being completed within the system.

Assists in the preparation of permit applications for natural resources projects or environmental projects to fulfill requirements of watershed districts, or local, State, and Federal agencies.

Assists in the research, preparation, updating, and implementation of park unit natural resource management plans.

Advises Director of Parks and Recreation in the drafting and revision of park plans to ensure emphasis on natural resource preservation and management.

Delineates wetland boundaries for proposed park road, trail, and other improvement projects.

Parks & Natural Resources Technician

Addendum/Other Assignments (Continued)

Equipment Operation

In this assignment, the position spends significant time on Essential Duty in the Core Job Description, but has the following additional tasks and responsibilities:

Operates heavy equipment including single axle and tandem trucks, rollers, packers, motor graders, loaders, backhoes, and skid steers.

Removes and installs culverts, fences, and snow fences; uses shovels to load and distribute fill material, and patching material and removes snow on park trails and roadways.

Hauls material including fill, gravel, and bituminous mix.

Removes dead animals and carcasses from park areas and trails.

Construction/ Carpentry

In this assignment, the position spends significant time on Essential Duty in the Core Job Description, but has the following additional tasks and responsibilities:

Performs construction and repairs both interior and exterior, including minor and major building construction, roofing, fencing, forming and placement of concrete flat work, light masonry, painting, framing, tiling, insulation, plumbing, siding and carpentry.

Assists in the preparation of plans, specifications and cost estimates for park construction projects.

Documents and completes periodic (every two weeks) inspections of playgrounds and park facilities for hazards and safety, ensuring proper maintenance and repairs are completed to deter any liability loss.

Maintains, constructs, and makes improvements to park furnishings and facilities such as benches, picnic tables, park shelters, docks, fishing piers, signs, kiosks, bike racks, grills, fire rings.

Performs tasks using the proper stationary, mobile and hand power tools, for cutting, drilling, welding, planning, sandblasting; pressure washer, high speed routers, air tools, etc.

Selects and applies paints, stains, and varnishes.

Winterizes buildings and other facilities to prevent frost and damage to water lines and other amenities.

Prepares park buildings and facilities for spring and year-around operation to ensure proper operation during peak use times.

Performs inspections of contractor’s work as needed.

Performs layout and construction of park and facility signage.

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Barry Rhineberger

Requestor Title
Planning & Zoning Administrator

Department (please use dropdown to select department) *
PLANNING & ZONING

Target Meeting Date *
3/3/2026 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
STD2320

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve the Recommendation of the Planning Commission to Rezone the Following Property: Carol Lee - (Cokato Township)

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve the Recommendation of the Planning Commission to Rezone the Following Property: Carol Lee - (Cokato 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.
The Planning Commission Believes the Rezoning of the Property is aligned With the Goals and Policies of the US Hwy 12 Corridor Land Use Plan and the Township Approved

Describe the impact on staffing resources.
None

Fiscal Impact:
None

Background/Justification:
Rezoning Requests Require County Boar Approval. The Planning Commission Recommends Approval of the Above Request: with a 4-1 Vote, the Planning Commission Recommends Approval to Rezone the Northeast Portion of Tax Parcel 205-000-283100, as Shown on the Plan Prepared by Northstar Surveying, Job No. 2025204, Dated December 19, 2025, from General Agriculture (AG) with Shoreland District Overlay (S2) to Agricultural/Residential (AR) with Shoreland District Overlay

Route for Review and Approval

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

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

Document Name	Attachment Type
0212 mins - Lee.pdf	Attachment
Carol Lee Staff Report.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

3. **CAROL LEE –** Cont. 1/15

LOCATION: 4825 PITTMAN AVE SW – part of E1/2 OF SW1/4, Section 28, Township 119, Range 28, Wright County, Minnesota. (Cokato Twp.) Tax #205-000-283100. Property Owner: GALEN M & CAROL LEE

Petitions to rezone the northeast 21.47 acres of the property, as referenced on a survey by Northstar Surveying, under Job No. 2025204, from General Agriculture (AG) with a Residential-Recreational Shorelands District Overlay (S-2) to Agricultural/Residential (A/R) with a Residential-Recreational Shorelands District Overlay (S-2), as regulated in Sections 155.028, 155.047, 155.048 & 155.057, Title XV, Land Usage & Zoning of the Wright County Code of Ordinances.

Present: Carol Lee & Myron Klinkner (Carol's Son-in-Law)

A. Rhineberger stated that, similar to the previous request, this matter was continued for a site inspection. The Commission visited the site on Tuesday, February 10, 2026, and is now considering the applicant's request for deliberation and decision.

B. The applicant, Lee, had nothing new to add and stated the request was due to the need for 400 feet of road frontage and 300 feet of lakeshore frontage for the referenced lot.

C. There were no public comments.

D. Wilson raised a prior question he had regarding the stormwater system or ditch that dead-ends near the City of Cokato. Bravinder explained the history of County Ditch No. 7, which runs along the south end of the property and drains into Dahlgren Slough before reaching the City of Cokato. Bravinder stated he plans to attend a meeting in March, as the community is discussing contributing to a ditch clean-out, and he wants clarification on how drainage will be handled given the current dead-end condition. He added that the property involved in this request would not experience changes in water levels as a result of the ditch, despite County concerns. Wilson responded that his concern stemmed from the lack of a clear drainage outlet and the potential for water buildup on the property, noting that stormwater issues typically raise additional concerns for him when reviewing requests. Bravinder clarified that while water may temporarily accumulate during heavy rainfall, it eventually absorbs into the ground in the back field area of the property which is Dahlgren Slough. Bravinder added that historically the field had been farmed and used for hay by a previous owner. Lee stated that the property had been farmed in the past, but a later owner did not maintain it well, resulting in overgrowth of small trees and brush. She explained that after she and her husband purchased the property, they cleared the scrub trees and restored portions of the land for agricultural use. She added that they planted several acres of crops to improve the land and encourage wildlife habitat, noting that deer and other wildlife are now commonly seen on the property.

E. Wilson asked about the group responsible for Brooks Lake along the north side of the property and whether there were specific reasons for their opposition to the rezoning request. Mol noted that the group's concerns were included in the meeting packet for Commission review and while each member would determine the relevance of those concerns individually. Bravinder stated he did not believe the issue would be significant, as the proposed home site would be located some distance from Brooks Lake. Lee added that the home would be situated near the golf course on the east side of the property. Bravinder asked Rhineberger to clarify the required setback from the lake. Rhineberger explained that because Brooks Lake is classified as a recreational development lake, the required setback is 100 feet. Bravinder also referenced Soil and Water

notes indicating that the northwest corner of the property contains wetlands that will not be developed, leaving the primary buildable area within the farmland, similar to the previous request.

F. Rhineberger stated that during the site inspection, the proposed home location did not provide significant lake views and asked whether there were plans to remove trees. The applicant explained that she was not seeking lake views but rather views of wildlife on the property. Klinkner commented that access to the lake could be accommodated by using a side-by-side vehicle. Mol added that during the site inspection, the applicant discussed building the proposed home closer to Pittman Avenue rather than nearer to the lake. Lee confirmed this, stating the home would be located along Pittman Avenue toward the northeast corner of the parcel, near approximately five existing homes and residential properties.

G. Mol explained that this request is similar to the previous one, where the Land Use Plan shows tillable acreage interspersed with wetlands and located along a body of water. He noted that the riparian portion of the ordinance allows the Commission to approve such requests if appropriate. Based on the site inspection and the Soil and Water maps referenced showing wetland areas, Mol stated that the proposal does not involve rezoning the entire property for large-scale development. Rather, it is for a single-family home with shoreline frontage and compliance with existing Township Road frontage requirements. He said that given these factors, he thinks the request deserves consideration.

H. Mahlberg asked the applicant what, in their view, makes the property especially suited for residential development. Klinkner responded that the parcel already sits up against homes in the area and would be larger than many nearby properties. He added that it is lakeshore property and would not appear out of place. Mahlberg then asked about the condition of the lakeshore. Klinkner stated that the property has 300 feet of shoreline and that it is in good condition. He also noted that his son installed a small landing to allow access for his duck boat.

I. Wilson moved to recommend approval to the County Board of Commissioners to rezone the northeast portion of tax parcel 205-000-283100, as shown on the plan prepared by Northstar Surveying, Job No. 2025204, dated December 19, 2025, from AG-General Agriculture with S2-Residential-Recreational Shoreland District overlay to Agricultural/Residential (AR) with S2-Residential-Recreational Shoreland District overlay, because we find the property is aligned with the goals and policies of the US Highway 12 Corridor Land Use Plan. Motion seconded by Bravinder.

DISCUSSION: none

VOTE:
Aye: Bravinder, Beise, Wilson, and Mol Nay: Mahlberg

MOTION CARRIED 4 to 1

10. **CAROL LEE –** New
LOCATION: 4825 PITTMAN AVE SW – part of E1/2 OF SW1/4, Section 28, Township 119, Range 28, Wright County, Minnesota. (Cokato Twp.) Tax #205-000-283100. Property Owner: GALEN M & CAROL LEE

Petitions to rezone the northeast 21.47 acres of the property, as referenced on a survey by Northstar Surveying, under Job No. 2025204, from General Agriculture (AG) with a Residential-Recreational Shorelands District Overlay (S-2) to Agricultural/Residential (A/R) with a Residential-Recreational Shorelands District Overlay (S-2), as regulated in Sections 155.028, 155.047, 155.048 & 155.057, Title XV, Land Usage & Zoning of the Wright County Code of Ordinances.

(A) The subject property consists of approximately 75.88 acres and is located along Pittman Avenue SW in Cokato Township. The property is zoned General Agriculture (AG) and is subject to a Residential-Recreational Shorelands (S-2) overlay district. The entire property lies within 1,000 feet of Brooks Lake, a DNR-designated Recreational Development lake, and/or Dahlgren Slough, a DNR-designated Natural Environment lake. The property is designated as Agricultural under the US 12 Highway Corridor (US-12) Land Use Plan.

Historically, the original parcel consisted of approximately two quarter-quarter sections. In October 2008, one residential building entitlement was administratively approved through an entitlement division, resulting in the creation of PID 205-000-283101. The remainder parcel may contain one additional building entitlement; however, this cannot be confirmed at this time. County ordinance requires that only land located above the Ordinary High-Water Mark (OHW) be included in building entitlement calculations. Based on an aerial review, approximately 50 acres of the property appear to be located above the OHW, allowing for one residential building entitlement, which was utilized in 2008.

It may be possible to establish an additional residential building entitlement if a certified survey demonstrates that the original farm contained 60 acres or more above the OHW of the two lakes.

(B) The request today is to rezone the northeast 21.47 acres of the property, as referenced on a survey by Northstar Surveying, under Job No. 2025204, from General Agriculture (AG) with a Residential-Recreational Shorelands District Overlay (S-2) to Agricultural/Residential (A/R) with a Residential-Recreational Shorelands District Overlay (S-2). The A/R zoning district has a minimum lot size requirement of 10 acres. Additionally, the A/R zoning district requires a minimum of 300 feet of road & shoreline frontage (lot width) with 300 feet of depth off the needed road & shoreline frontage per lot. A survey and concept plan shows that if the request is approved, the applicant would apply for a one-lot unplatted subdivision to create a roughly 21.47-acre lot with about 10.94 acres of high ground.

(C) Cokato Township has recommended approval of the request. Wright Soil and Water Conservation District expressed concern about future home placement, including potential wetland fill issues with driveway and lake setbacks, as well as the need for a new wetland delineation before approving the rezoning or before the subdivision request. The City of Cokato has responded that they have no comment. One neighbor has responded with concerns about a new home on this lake, which will impact water quality, wetlands, and trees, and suggests that a new wetland delineation be prepared.

(D) The US 12 Land Use Plan states: Agricultural – "*Designates those areas appropriate to remain in agricultural use over the long term. The purpose is to both preserve productive farmland for the future and to protect agricultural activity from encroachment by other activities. Existing land types may include productive farmland, pasture, farm woodlots, wetlands and other agricultural or open lands.* ***Appropriate zoning will generally include only the Agricultural District. Rezoning to other districts will be considered only in rare and unique circumstances, or for riparian lots on shorelands especially suited to residential development."***

(E) Within a half-mile of the property, there exist two different zoning jurisdictions, the County and the City of Cokato.
ZONING
County Jurisdiction: The surrounding area includes areas zoned Urban/Rural Transition (R-1), General Business (B-2), General Industry (I-1), and General Agriculture (AG).

- R-1 (Urban/Rural Transition): Northeast of the property, mainly along the lakeshore of Brooks Lake. Zoning is a mix of lot of records that inherited R-1 zoning or subdivisions from the 1990s, like PID 205-000-281404 or the Brooks Northside Plat.
- B-2 (General Business): West of the subject property, a portion of PID 205-000-283300 was rezoned in 1983.
- I-1 (General Industry): Located on a number of properties south and west of the subject property and across US Highway 12.
- AG (General Agriculture): Found in all directions of the subject property.

City of Cokato: According to the City's zoning map (last updated March 2024), the surrounding area has a mix of smaller residential zoning districts, commercial, and even industrial zoning.

Land Use Plan

Wright County Land Use Plan: The land use designations within a half-mile radius include Public Lands, Transition Area, Commercial, Limited Industrial, and Agricultural.

- Public Lands: Park that is now part of the City, known as Veterans Memorial Park
- Transition Area: Located south and east of the subject property.
- Commercial: West of the subject property. Only on a portion of PID 205-000-283300 that was rezoned in 1983.
- Limited Industrial: Located to the west of the subject property and across US Highway 12.
- Agricultural: Covers the remainder of the surrounding area, including the subject property itself.

City of Cokato Land Use Plan: None found, but the property is just outside of the current Transition Area boundary.

ACTION – Since this is the first hearing on the rezoning request, Staff is seeking direction from the Commission on how they would like to proceed. As with many rezoning requests, the Commission may request a site inspection to better assess the property.

The proposed rezoning appears to be inconsistent with the US Highway 12 Corridor Land Use Plan, which designates the area as Agricultural. Therefore, the request to rezone the property to Agricultural/Residential (A/R) may not align with the broader planning goals, unless the Planning Commission finds the property rare and unique or the lot is riparian shoreland especially suited to residential development.

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

- **To continue the matter to the February 12th meeting, for site inspection.**

- **To close the public hearing and direct counsel to prepare findings based on the record and discussion, consistent with the denial of the request, and continue the matter to the February 12, 2026, Planning Commission hearing.**

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

- **To recommend approval to the County Board of Commissioners to rezone the northeast portion of tax parcel 205-000-283100, as shown on the plan prepared by Northstar Surveying, Job No. 2025204, dated December 19, 2025, from AG-General Agriculture with S2-Residential-Recreational Shoreland District overlay to Agricultural/Residential (AR) with S2-Residential-Recreational Shoreland District overlay, because we find the property is aligned with the goals and policies of the US Highway 12 Corridor Land Use Plan.**

3. **CAROL LEE –** Cont. 1/15

LOCATION: 4825 PITTMAN AVE SW – part of E1/2 OF SW1/4, Section 28, Township 119, Range 28, Wright County, Minnesota. (Cokato Twp.) Tax #205-000-283100. Property Owner: GALEN M & CAROL LEE

Petitions to rezone the northeast 21.47 acres of the property, as referenced on a survey by Northstar Surveying, under Job No. 2025204, from General Agriculture (AG) with a Residential-Recreational Shorelands District Overlay (S-2) to Agricultural/Residential (A/R) with a Residential-Recreational Shorelands District Overlay (S-2), as regulated in Sections 155.028, 155.047, 155.048 & 155.057, Title XV, Land Usage & Zoning of the Wright County Code of Ordinances.

(A) The subject property consists of approximately 75.88 acres and is located along Pittman Avenue SW in Cokato Township. The property is zoned General Agriculture (AG) and is subject to a Residential-Recreational Shorelands (S-2) overlay district. The entire property lies within 1,000 feet of Brooks Lake, a DNR-designated Recreational Development lake, and/or Dahlgren Slough, a DNR-designated Natural Environment lake. The property is designated as Agricultural under the US 12 Highway Corridor (US-12) Land Use Plan.

Historically, the original parcel consisted of approximately two quarter-quarter sections. In October 2008, one residential building entitlement was administratively approved through an entitlement division, resulting in the creation of PID 205-000-283101. The remainder parcel may contain one additional building entitlement; however, this cannot be confirmed at this time. County ordinance requires that only land located above the Ordinary High-Water Mark (OHW) be included in building entitlement calculations. Based on an aerial review, approximately 50 acres of the property appear to be located above the OHW, allowing for one residential building entitlement, which was utilized in 2008.

It may be possible to establish an additional residential building entitlement if a certified survey demonstrates that the original farm contained 60 acres or more above the OHW of the two lakes.

(B) The request today is to rezone the northeast 21.47 acres of the property, as referenced on a survey by Northstar Surveying, under Job No. 2025204, from General Agriculture (AG) with a Residential-Recreational Shorelands District Overlay (S-2) to Agricultural/Residential (A/R) with a Residential-Recreational Shorelands District Overlay (S-2). The A/R zoning district has a minimum lot size requirement of 10 acres. Additionally, the A/R zoning district requires a minimum of 300 feet of road & shoreline frontage (lot width) with 300 feet of depth off the needed road & shoreline frontage per lot. A survey and concept plan shows that if the request is approved, the applicant would apply for a one-lot unplatted subdivision to create a roughly 21.47-acre lot with about 10.94 acres of high ground.

(C) Cokato Township has recommended approval of the request. Wright Soil and Water Conservation District expressed concern about future home placement, including potential wetland fill issues with driveway and lake setbacks, as well as the need for a new wetland delineation before approving the rezoning or before the subdivision request. The City of Cokato has responded that they have no comment. One neighbor has responded with concerns about a new home on this lake, which will impact water quality, wetlands, and trees, and suggests that a new wetland delineation be prepared.

(D) The US 12 Land Use Plan states: Agricultural – "*Designates those areas appropriate to remain in agricultural use over the long term. The purpose is to both preserve productive farmland for the future and to protect agricultural activity from encroachment by other activities. Existing land types may include productive farmland, pasture, farm woodlots, wetlands and other agricultural or open lands.* ***Appropriate zoning will generally include only the Agricultural District. Rezoning to other districts will be considered only in rare and unique circumstances, or for riparian lots on shorelands especially suited to residential development."***

(E) Within a half-mile of the property, there exist two different zoning jurisdictions, the County and the City of Cokato.
ZONING

County Jurisdiction: The surrounding area includes areas zoned Urban/Rural Transition (R-1), General Business (B-2), General Industry (I-1), and General Agriculture (AG).

- R-1 (Urban/Rural Transition): Northeast of the property, mainly along the lakeshore of Brooks Lake. Zoning is a mix of lot of records that inherited R-1 zoning or subdivisions from the 1990s, like PID 205-000-281404 or the Brooks Northside Plat.
- B-2 (General Business): West of the subject property, a portion of PID 205-000-283300 was rezoned in 1983.
- I-1 (General Industry): Located on a number of properties south and west of the subject property and across US Highway 12.
- AG (General Agriculture): Found in all directions of the subject property.

City of Cokato: According to the City's zoning map (last updated March 2024), the surrounding area has a mix of smaller residential zoning districts, commercial, and even industrial zoning.

Land Use Plan

Wright County Land Use Plan: The land use designations within a half-mile radius include Public Lands, Transition Area, Commercial, Limited Industrial, and Agricultural.

- Public Lands: Park that is now part of the City, known as Veterans Memorial Park
- Transition Area: Located south and east of the subject property.
- Commercial: West of the subject property. Only on a portion of PID 205-000-283300 that was rezoned in 1983.
- Limited Industrial: Located to the west of the subject property and across US Highway 12.
- Agricultural: Covers the remainder of the surrounding area, including the subject property itself.

City of Cokato Land Use Plan: None found, but the property is just outside of the current Transition Area boundary.

ACTION – Since this is the first hearing on the rezoning request, Staff is seeking direction from the Commission on how they would like to proceed. As with many rezoning requests, the Commission may request a site inspection to better assess the property.

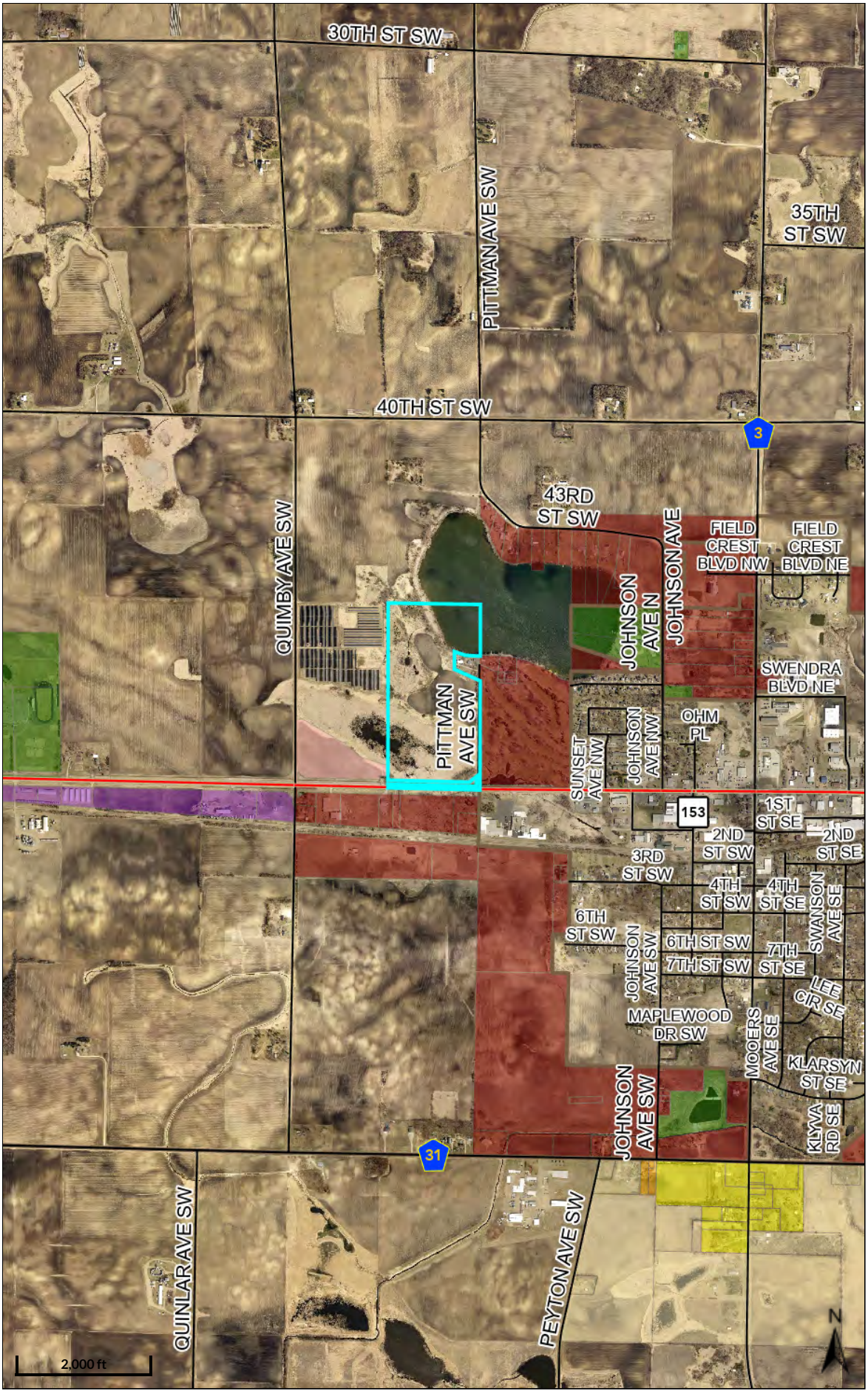
The proposed rezoning appears to be inconsistent with the US Highway 12 Corridor Land Use Plan, which designates the area as Agricultural. Therefore, the request to rezone the property to Agricultural/Residential (A/R) may not align with the broader planning goals, unless the Planning Commission finds the property rare and unique or the lot is riparian shoreland, especially suited to residential development.

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

- **To close the public hearing and direct counsel to prepare findings based on the record and discussion, consistent with the denial of the request, and continue the matter to the March 5th, 2026, Planning Commission hearing.**

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

- **To recommend approval to the County Board of Commissioners to rezone the northeast portion of tax parcel 205-000-283100, as shown on the plan prepared by Northstar Surveying, Job No. 2025204, dated December 19, 2025, from AG-General Agriculture with S2-Residential-Recreational Shoreland District overlay to Agricultural/Residential (AR) with S2-Residential-Recreational Shoreland District overlay, because we find the property is aligned with the goals and policies of the US Highway 12 Corridor Land Use Plan.**



Legend

Highways

- Interstate
- State Highway
- US Highway

Roads

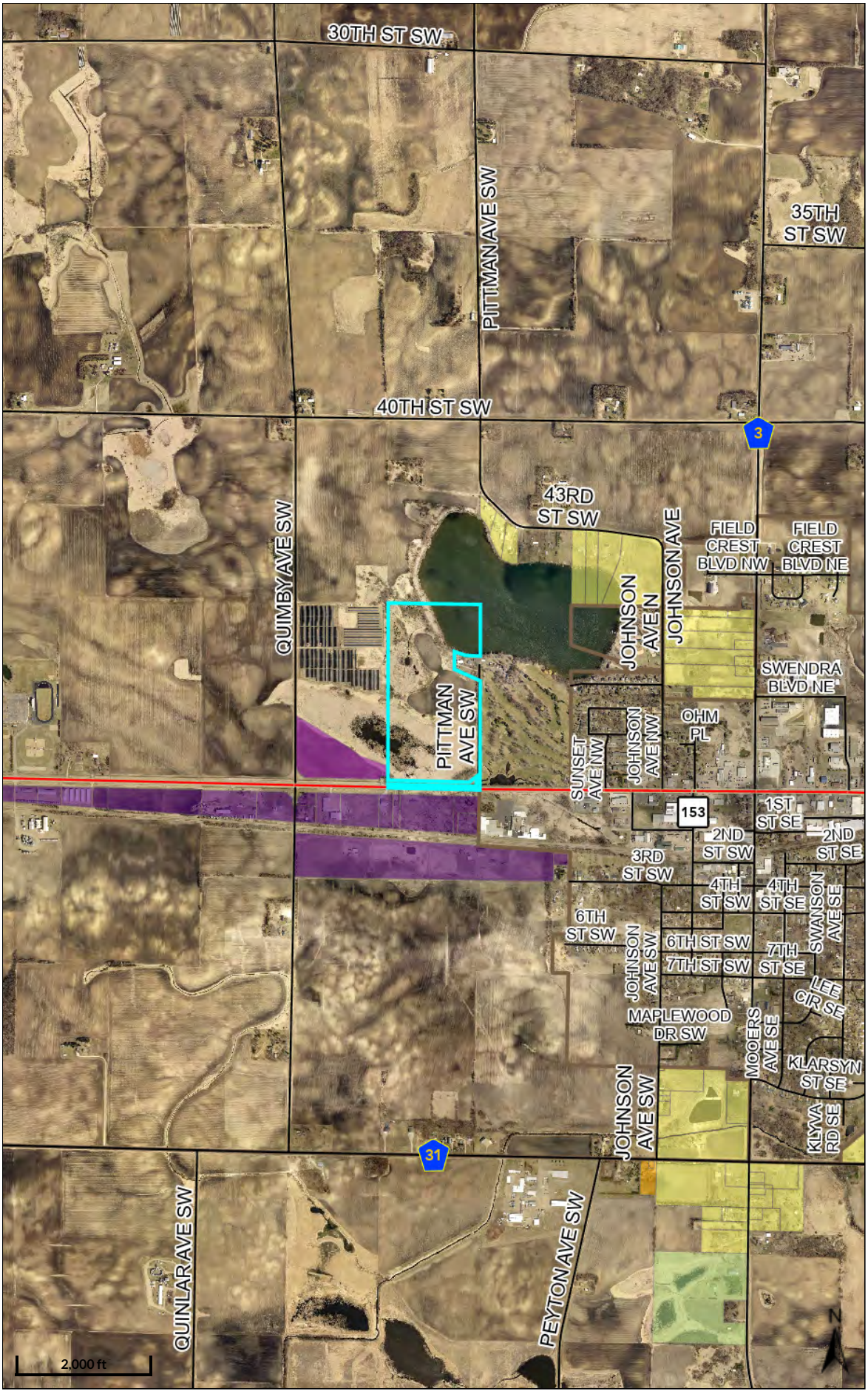
City/Township Limits

- c
- t

Parcels

Landuse

- Agricultural
- Aggregate Resource Area
- Commercial
- Limited Industrial
- Public Lands
- Residential
- Resource Land
- Residential Large Lot
- Rural Residential
- Transition Area



Legend

Highways

- Interstate
- State Highway
- US Highway

Roads

City/Township Limits

- c
- t

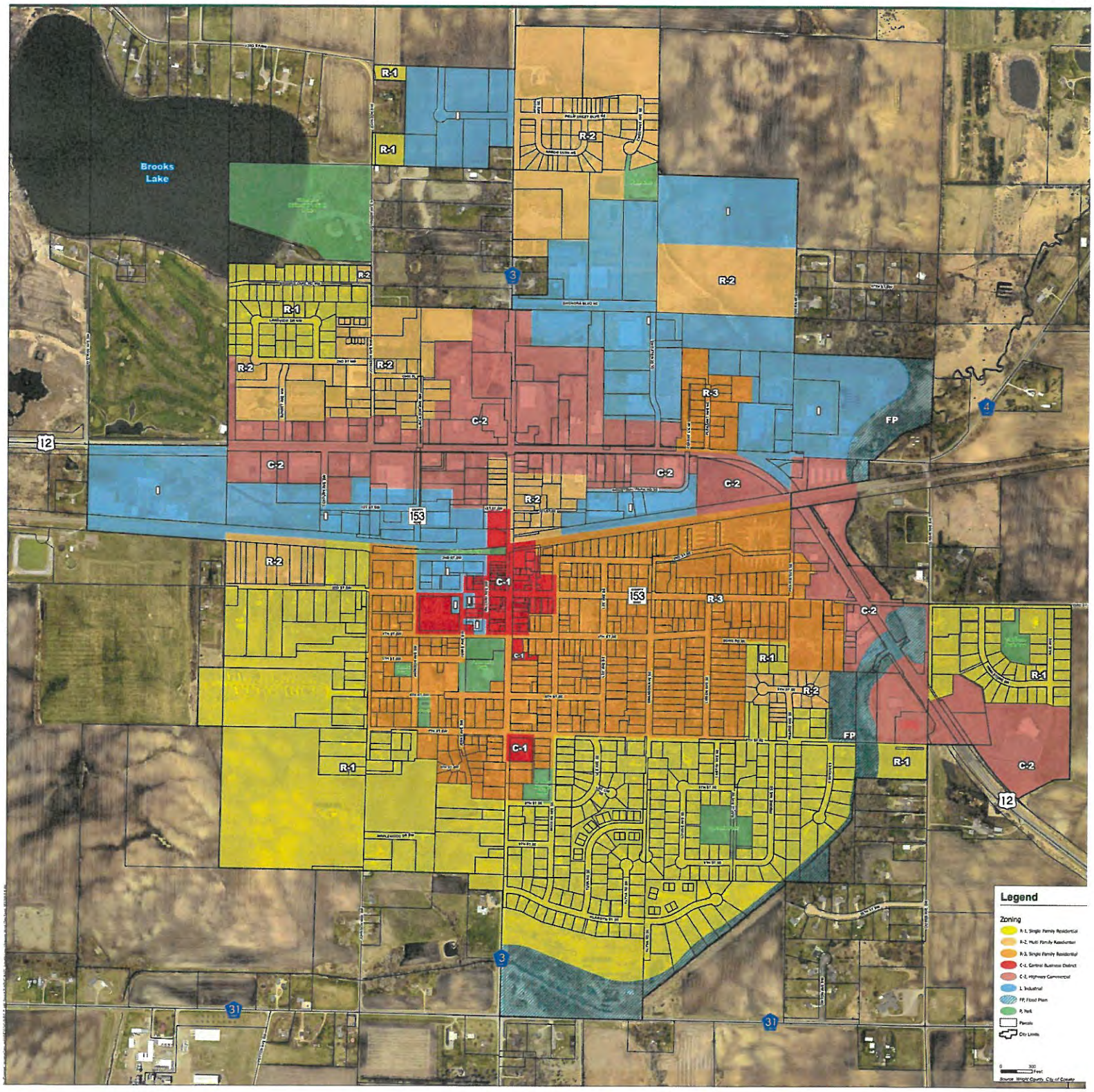
Parcels

Zoning

- (AG) General Agricultural
- (A/R) Agricultural/Residen
- (B-1) Highway Business
- (B-2) General Business
- BAZ
- (I-1) Limited Industrial
- (R-1) Urban/Rural Transition
- (R-2) Suburban Residential (2.5 acres)
- (R-2a) Suburban Residential (a)(5 acres)
- (S-3) Commercial Shoreland
- (W) Wild and Scenic River

City of Cokato
Wright County, MN

Zoning Map
March 2024

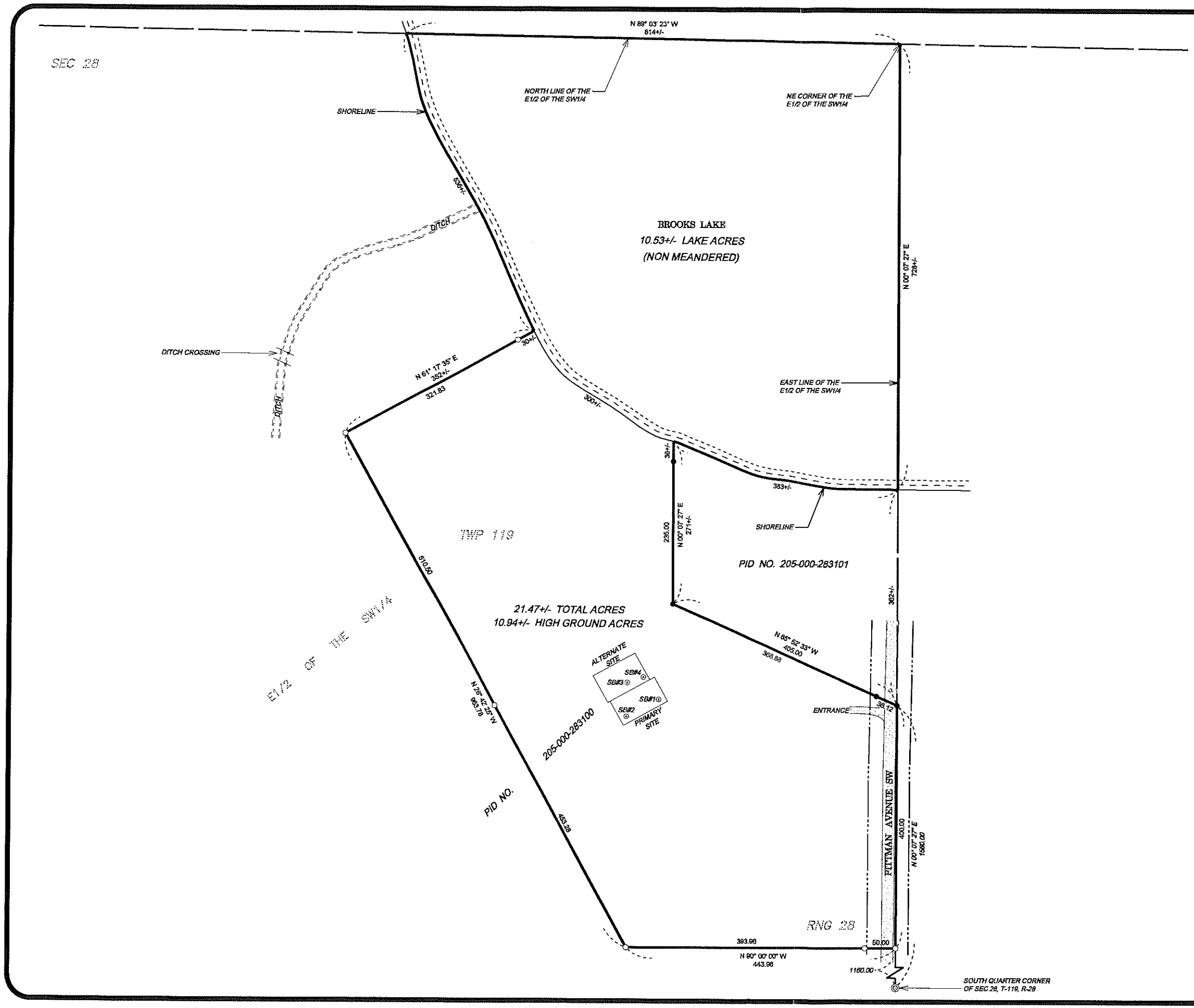


Rough Concept Plan

Showing 300 feet on Lakeshore



100



Northstar Surveying
(320)693-3710
310 East Depot Street
Litchfield, MN 55355
doug.northstar@gmail.com
paul.northstarsurveying@gmail.com

CLIENT NAME:

Carol Lee

PROJECT ADDRESS

4825 Pittman Avenue SW
Cokato, MN

DATE OF FIELD WORK: December 5, 2025
DATE OF MAP: December 10, 2025
Changed Boundary: December 18, 2025
REVISION:_____DATE_____, 20____

JOB NO: 2025204
DRAFTED BY: PMH
CHECKED BY: DSH

HORIZONTAL DATUM: Wright County NAD83 2011
VERTICAL DATUM: N/A

PROPOSED LEGAL DESCRIPTION (TO BE SPLIT FROM PID NO. 205-000-283100)

That part of the East Half of the Southwest Quarter (E1/2 of the SW1/4) of Section 28, Township 119 North, Range 28 West, Wright County, Minnesota, described as follows: Commencing at the South Quarter corner of said Section 28; thence on an assumed bearing of North 00 degrees 07 minutes 27 seconds East along the east line of said E1/2 of the SW1/4, 1160.00 feet; thence North 90 degrees 00 minutes 00 seconds West, 443.98 feet; thence North 28 degrees 42 minutes 25 seconds West, 963.78 feet to the point of beginning of the tract herein described; thence return South 28 degrees 42 minutes 25 seconds East, 963.78 feet; thence South 90 degrees 00 minutes 00 seconds East, 443.98 feet to the east line of said E1/2 of the SW1/4; thence North 00 degrees 07 minutes 27 seconds East along last said line, 400.00 feet; thence North 65 degrees 52 minutes 33 seconds West, 405.00 feet; thence North 00 degrees 07 minutes 27 seconds East, 271 feet, more or less, to the shoreline of Brooks Lake; thence easterly along said shoreline to the east line of said E1/2 of the SW1/4; thence North 00 degrees 07 minutes 27 seconds East along last said line, 728 feet, more or less, to the northeast corner of said E1/2 of the SW1/4; thence North 89 degrees 03 minutes 23 seconds West along the north line of said E1/2 of the SW1/4, 814 feet, more or less, to the shoreline of said Brooks Lake; thence southeasterly along said shoreline to a line which bears North 61 degrees 17 minutes 35 seconds East from the point of beginning; thence South 61 degrees 17 minutes 35 seconds West, 352 feet, more or less, to the point of beginning and there terminating.

Containing 21.47 Acres, more or less.
Subject to easements of record.
Subject to any and all enforceable restrictive covenants.

CERTIFICATION: I hereby certify that this survey was prepared by me or under my direct supervision and that I am a Professional Licensed Surveyor under the Laws of the State of Minnesota.

Doug Huhn
Registration No. 43808 - In the State of Minnesota

Surveyor's Notes

1: Northstar Surveying prepared this survey without the benefit of a current abstract or title work. We reserve the right to revise the survey upon receipt of a current title commitment or title opinion.

2: Northstar Surveying was not contacted to locate the size, location, or existence of any/all easements, right-of-way lines, setback lines, agreements or other similar matters.

3: Subsurface buildings, improvements and/or Environmental issues may exist on site that we were not made aware of and therefore were not examined or considered during the process of this survey.

GRAPHIC SCALE
0 40 80 160
(IN FEET)

LEGEND

- Set 1/2 Inch by 14 Inch Iron Pipe with Plastic Cap Inscribed with License No. 43808
- Soil Boring
- Found Monumentation
- Government Section Corner
- Bituminous Surface
- Gravel Surface

Joshua C. Butteris

From: Cokato Township <cokatotownship13@gmail.com>
Sent: Tuesday, January 13, 2026 1:11 PM
To: Joshua C. Butteris
Subject: Re: Zoning request
Attachments: Jan-July 2026 minutes.ods

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Actually, our Vice Chair just sent me a change regarding those specific notes in the meeting minutes. Please use this revised version instead.
Thank you,
Rachel V.

On Tue, Jan 13, 2026 at 12:45 PM Joshua C. Butteris <Joshua.Butteris@wrightcountymn.gov> wrote:

Hi Rachel - Thank you!!

Best Wishes,

Josh Butteris • Planner

WRIGHT COUNTY, MINNESOTA: PLANNING & ZONING
direct: (763) 682-7337 • fax: (763) 682-7872
3650 Braddock Ave NE, Suite 1600, Buffalo, MN 55313
www.co.wright.mn.us

From: Cokato Township <cokatotownship13@gmail.com>
Sent: Tuesday, January 13, 2026 10:47 AM
To: Joshua C. Butteris <Joshua.Butteris@wrightcountymn.gov>
Subject: Zoning request

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

Hi Josh,

Please see the attached minutes from the Cokato township board meeting last night, which addressed a zoning request for acreage owned by Carol Lee (see lines 12-15. The hearing for the request is this coming Thursday evening.

Regards,

Rachel Vieau

Township Clerk

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January

COKATO TOWNSHIP

January 12th 2026 @ 7 p.m.

Due to a health emergency in Dec. with Chairman Bravinder, the regularly monthly mtg was rescheduled from the 5th to the 12th. With his health still in recovery, Bravinder was absent and vice chair Timothy Gosswiller led the meeting. Gosswiller called the meeting to order at 7 p.m. All stood for the Pledge of Allegiance. Other board members present: Supervisor Halonen. Others present at the meeting included: Treasurer Peterson, Clerk Vieau, Maintenance Operator Niska, and Deputy Clerk Halonen.

Supervisor Gosswiller made a last minute change to the agenda, adding item 5a. Supervisor Halonen made a motion to approve the agenda with the addition. Seconded by Gosswiller.

The reading of the December meeting minutes was waived by Supervisor Halonen who also made a motion to approve them as presented. Seconded by Gosswiller.

Treasurer Peterson presented the treasurer's report for December. Brief discussion held. Supervisor Halonen made a motion to approve the report as given, seconded by Gosswiller.

On behalf of Carol Lee, a petition was presented to rezone the NE 21.47 acres of her property, as referenced on a survey by Northstar surveying, Job No. 2025204. With septic pre-approval, and neighboring properties having this same zoning (ag-residential), Vice Chair Gosswiller made a motion to approve of the request as presented. Supervisor Halonen seconded. Board also heard from citizen Harlan Anderson on the history of this acreage.

Agenda item 5a: citizen Kyle Ashwill was present to request of the board a permit approval for an event to take place at his property on 25th Street (a 2-day cross country dirt bike race) on the first weekend of May. Discussion held with broader scope of the event presented. Supervisor Gosswiller made a motion to accept the permit request, with the caveat of there being no event parking on 25th street. Supervisor Halonen seconded.

Agenda item 6: taken care of in December. Agenda item 7: Treasurer Peterson gave a brief report.

The Board had a discussion on when to set the date/time for the annual Board of Budget & Audit meeting. February 2, 2026 (6 p.m.) was decided on: mtg to be held an hour prior to the regular monthly Board meeting.

Item #10: discussion held on possible procedures for board members who need to step in when others get sick or are absent for longer periods of time.

Maintenance Operator's Report: operator Niska reported having plowed snow, chiseled ice, moved snow banks, fixed signs on 6th Street, and picked up garbage. Discussion held re: getting gravel for the spring season.

Nothing on clerk's list. Claims were signed, using Chairman Bravinder's signature stamp in his absence.

Supervisor Gosswiller made a motion to accept the claims as presented. Supervisor Halonen seconded.

The meeting was adjourned by Vice Chair Gosswiller at 8:40 p.m.

Rachel Vieau – Township Clerk

Barry Rhineberger

From: Brad Potter <bpotter@cokato.mn.us>
Sent: Wednesday, January 14, 2026 9:29 AM
To: Barry Rhineberger
Cc: Joshua C. Butteris; Scott Deckert
Subject: RE: County Planning Commission Items - Interest from the City of Cokato

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Our Council reviewed the two requests and there are no comments regarding them.

Thank you.

Brad Potter
City of Cokato
City Administrator
Office: 1-320-286-5505
Cell: 1-320-582-6115

City of Cokato
In the midst of opportunity

From: Barry Rhineberger <Barry.Rhineberger@wrightcountymn.gov>
Sent: Tuesday, January 6, 2026 2:08 PM
To: Brad Potter <bpotter@cokato.mn.us>
Cc: Joshua C. Butteris <Joshua.Butteris@wrightcountymn.gov>; Scott Deckert <Scott.Deckert@wrightcountymn.gov>
Subject: RE: County Planning Commission Items - Interest from the City of Cokato

Brad,

The US Highway 12 Land Use Plan document, specifying the criteria for rezoning within specific land use plan districts is available on the County website - https://www.wrightcountymn.gov/184/Wright-County-Land-Use-Plan and the corresponding land use map is available within the layers in Beacon. Each prospective rezoning would need to be approved or denied based on specific evaluation made by each individual Planning Commission and County Board member. As such, I cannot say what is ultimately possible. For the Lee rezoning request, the property is NOT in the Plan for development, however, the Planning Commission and County Board MAY find the property "rare and unique" or "shoreland especially suited for residential development", or not. From our office's standpoint, we have to accept any application for rezoning, whether it is in the Plan or not, and the PC and CB are left making the decision on whether or not they will approve it.

Barry Rhineberger · Planning and Zoning Administrator
WRIGHT COUNTY, MINNESOTA: PLANNING & ZONING
direct: (763)682-8947
Government Center, 3650 Braddock Ave NE, Room 1600, Buffalo, MN 55313
www.wrightcountymn.gov

Joshua C. Butteris

From: Nadeau, Daniel - FPAC-NRCS, MN <daniel.nadeau@mn.nacdnet.net>
Sent: Wednesday, January 7, 2026 10:45 AM
To: Joshua C. Butteris
Cc: Grean, Andrew - FPAC-NRCS, MN
Subject: SWCD Comments for Jan 15th Planning Commission Meeting

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

Hey Josh,

Kraina Land LLC – this site has the potential for illegal clear-cutting in the shore impact zone of Crawford Lake. Besides noting this for the developer, this message seems to get lost when the lots are sold and the landowner wants to create access or a better view of the lake. Anyway the county can be proactive in communicating this information to the future landowners?

Carol Lee – where will the house be located? I assume near the septic location. I ask because placing a house in the NW part of this property could cause some issues with regards to wetland fill (driveway) and setbacks from Brooks Lake (100ft).

Colleen Day – Would remind the new landowner of not clear cutting trees in the shore impact zone on Schmidts Lake.

Thanks,

Dan Nadeau
Senior Resource Conservationist | daniel.nadeau@mn.nacdnet.net
Direct: (763) 614-2913 | Office: (763) 682-1933 ext. 3
311 Brighton Ave S Ste C | Buffalo, MN 55313 | www.wrightswcd.org



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Joshua C. Butteris

From: Grean, Andrew - FPAC-NRCS, MN <Andrew.Grean@mn.nacdnet.net>
Sent: Tuesday, January 13, 2026 10:51 AM
To: Joshua C. Butteris
Cc: Nadeau, Daniel - FPAC-NRCS, MN
Subject: RE: [External Email]Lee Request - 1/15/2026 Planning Commission
Attachments: Cokato Holdco Solar - WCA Notice of Decision 2015.pdf

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

Hello Josh,

The following are my comments for WCA compliance. A wetland delineation was approved for this property back in 2015 (see attached). It is no longer valid for WCA (WCA decisions are valid for 5 years), however, it is still useful to get a general idea of potential wetland impacts for this subdivision. Referring to the attached, "Wetland D" would likely be impacted if the landowner chooses to build in the NW corner (driveway would cross the delineated wetland). There are also scenarios where wetlands could be avoided, however, it is dependent on the scale and location of future development. Re-approving the wetland delineation (a new delineation would need to be completed and approved to establish the current wetland boundaries) would allow the landowner to demonstrate wetland avoidance prior to the development of the property. I would recommend that a new wetland delineation be completed. Having the approved wetland boundaries shown on concept plans during the rezoning consideration would be ideal or at least prior to the unplatted subdivision request. Let me know if you have any questions or want to discuss how to best fit my recommendation into the P&Z processes.

Thank you,

Andrew Grean
Wetland Resource Conservationist | andrew.grean@mn.nacdnet.net
Direct: (763) 614-2918 | Office: (763) 682-1933 ext. 3
311 Brighton Ave S Ste C | Buffalo, MN 55313 | www.wrightswcd.org

From: Joshua C. Butteris <Joshua.Butteris@wrightcountymn.gov>
Sent: Tuesday, January 6, 2026 2:20 PM
To: Nadeau, Daniel - FPAC-NRCS, MN <daniel.nadeau@mn.nacdnet.net>
Cc: Grean, Andrew - FPAC-NRCS, MN <Andrew.Grean@mn.nacdnet.net>
Subject: [External Email]Lee Request - 1/15/2026 Planning Commission

[External Email]
If this message comes from an **unexpected sender** or references a **vague/unexpected topic;**
Use caution before clicking links or opening attachments.
Please send any concerns or suspicious messages to: Spam.Abuse@usda.gov

Hi Dan & Andrew – Here are the plans for the Lee Request. The request is to rezone the northeast 21.47 acres of the property (PID 205-000-283100) from General Agriculture (AG) with a Residential-Recreational Shorelands District Overlay (S-2) to Agricultural/Residential (A/R) with a Residential-Recreational Shorelands District Overlay (S-2).

The A/R zoning district requires a minimum lot size of 10 acres (outside Planned Unit Developments; this is not a Planned Unit Development request). If approved, an unplatted subdivision request would be required for the proposed one-lakeshore lot. The reason why this one would not require platting is that the resulting lot is 5 acres or larger and does not create a new road.

Let me know if you have any questions about this one.

Best Wishes,

Josh Butteris • Planner
WRIGHT COUNTY, MINNESOTA: PLANNING & ZONING
direct: (763) 682-7337 • fax: (763) 682-7872
3650 Braddock Ave NE, Suite 1600, Buffalo, MN 55313
www.co.wright.mn.us

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Minnesota Wetland Conservation Act
Notice of Decision

Local Government Unit (LGU)	Address
Wright SWCD	**311 Brighton Ave S, Suite C** **Buffalo, MN 55313**

1. PROJECT INFORMATION

Applicant Name	Project Name	Date of Application	Application Number
Solarstone Partners (Kaya Tarhan)	**Cokato Holdco Solar Wetland Delineation**	**7-21-15**	

☒ Attach site locator map.

Type of Decision:

☒ Wetland Boundary or Type ☐ No-Loss ☐ Exemption ☐ Sequencing
☐ Replacement Plan ☐ Banking Plan

Technical Evaluation Panel Findings and Recommendation (if any):

☐ Approve ☒ Approve with conditions ☐ Deny

Summary (or attach): Members of the TEP (Andrew Grean, Wright SWCD; Ben Meyer, BWSR; Mark Johnson, Wright Co. Hwy. Dept.) conducted a site visit on 8-17-15 to review the wetland boundary/type. Members of the TEP felt as though the wetland boundary was accurately flagged in the field and typed correctly. Given the assessment area included DNR Public Waters, the TEP recommended that the ordinary high water level (OHWL) be clearly shown on the final wetland boundary figure.

2. LOCAL GOVERNMENT UNIT DECISION

Date of Decision: **8-31-15**

☒ Approved ☐ Approved with conditions (include below) ☐ Denied

LGU Findings and Conclusions (attach additional sheets as necessary):

The Wright SWCD received a wetland boundary/type application on 7-21-15. WSB & Associates, Inc. submitted the application on behalf of their client, Solarstone Partners. The project is located in T119N, R28W, Sec. 28 (Cokato Twp.) – PID 205000283100, just west of the City of Cokato, Wright County, MN. A DNR Public Water Wetland (Dahlgren Slough - #86026500) and Public Water Basin (Brooks Lake - #86026400) are located within the assessment area. The wetland delineation was completed for the potential citing of a solar garden in the future.

The LGU concurs with the TEP's findings to approve the wetland boundary/type application as presented within the current application and staked in the field during the 8-17-15 site visit. As requested by the TEP, a revised figure showing the current OHWL for Brooks Lake was received on 8-28-15 (attached). The area northeast of "Wetland C" was originally thought to be below the OHWL for Brooks Lake and therefore was denoted as an "approximate, unofficial" wetland boundary. If development is proposed within the boundary of this approximate area, further field investigation will be required to determine the exact wetland boundary. The OHWL for Dahlgren Slough is currently being determined by the MN DNR and is not available at this time.

For Replacement Plans using credits from the State Wetland Bank:

Bank Account #	Bank Service Area	County	Credits Approved for Withdrawal (sq. ft. or nearest .01 acre)

Replacement Plan Approval Conditions. In addition to any conditions specified by the LGU, the approval of a Wetland Replacement Plan is conditional upon the following:

☐ **Financial Assurance:** For project-specific replacement that is not in-advance, a financial assurance specified by the LGU must be submitted to the LGU in accordance with MN Rule 8420.0522, Subp. 9 (List amount and type in LGU Findings).

☐ **Deed Recording:** For project-specific replacement, evidence must be provided to the LGU that the BWSR "Declaration of Restrictions and Covenants" and "Consent to Replacement Wetland" forms have been filed with the county recorder's office in which the replacement wetland is located.

☐ **Credit Withdrawal:** For replacement consisting of wetland bank credits, confirmation that BWSR has withdrawn the credits from the state wetland bank as specified in the approved replacement plan.

Wetlands may not be impacted until all applicable conditions have been met!

LGU Authorized Signature:

Signing and mailing of this completed form to the appropriate recipients in accordance with 8420.0255, Subp. 5 provides notice that a decision was made by the LGU under the Wetland Conservation Act as specified above. If additional details on the decision exist, they have been provided to the landowner and are available from the LGU upon request.

Name	Title	
Andrew Grean	**Wetland Specialist**	
Signature 	Date **8-31-15**	Phone Number and E-mail **763.682.1933** **andrew.grean@mn.nacdnet.net**

THIS DECISION ONLY APPLIES TO THE MINNESOTA WETLAND CONSERVATION ACT. Additional approvals or permits from local, state, and federal agencies may be required. Check with all appropriate authorities before commencing work in or near wetlands.

Applicants proceed at their own risk if work authorized by this decision is started before the time period for appeal (30 days) has expired. If this decision is reversed or revised under appeal, the applicant may be responsible for restoring or replacing all wetland impacts.

This decision is valid for three years from the date of decision unless a longer period is advised by the TEP and specified in this notice of decision.

3. APPEAL OF THIS DECISION

Pursuant to MN Rule 8420.0905, any appeal of this decision can only be commenced by mailing a petition for appeal, including applicable fee, within thirty (30) calendar days of the date of the mailing of this Notice to the following as indicated:

Check one:

☐ Appeal of an LGU staff decision. Send petition and $0 fee (if applicable) to:	☒ Appeal of LGU governing body decision. Send petition and $500 filing fee to:
Wright SWCD **311 Brighton Ave S, Suite C** **Buffalo, MN 55313**	Executive Director Minnesota Board of Water and Soil Resources 520 Lafayette Road North St. Paul, MN 55155

4. LIST OF ADDRESSEES

☒ SWCD TEP member: **Andrew Grean, Wright SWCD 311 Brighton Ave South, Suite C Buffalo, MN 55313**

☒ BWSR TEP member: **Ben Meyer, BWSR 520 Lafayette Road North, Saint Paul, MN 55155**
☒ LGU TEP member (if different than LGU Contact): **Mark Johnson, Wright Co. Hwy. Dept. 1901 Highway 25 North, Buffalo, MN 55313**
☒ DNR TEP member: **Jason Neuman, DNR Fisheries 7372 State Highway 25 SW, Montrose, MN 55363**
☒ DNR Regional Office (if different than DNR TEP member):
Roger Stradal, DNR Area Hydrologist, 940 Industrial Dr. Suite 103, Sauk Rapids, MN 56379

☐ WD or WMO (if applicable):
☒ Applicant (notice only) and Landowner (if different)

Kaya Tarhan, Solarstone Partners, 3944 Xerxes Ave, Minneapolis, MN 55410
WSB & Associates, 701 Xenia Ave. S. Suite 300, Golden Valley, MN

☒ Members of the public who requested notice (notice only):
Frank Svoboda, 25580 Nelsine Dr., Excelsior, MN 55331
Scott Glup, USFWS, 22274 615th Ave, Litchfield, MN 55355

☒ Corps of Engineers Project Manager (notice only): **Andrew Beaudet, Army Corp of Engineers 180 Fifth St. E., Suite 700 St. Paul, MN 55101-1638**
☐ BWSR Wetland Bank Coordinator (wetland bank plan applications only)

5. MAILING INFORMATION

➢For a list of BWSR TEP representatives: www.bwsr.state.mn.us/aboutbwsr/workareas/WCA_areas.pdf

➢For a list of DNR TEP representatives: www.bwsr.state.mn.us/wetlands/wca/DNR_TEP_contacts.pdf

➢Department of Natural Resources Regional Offices:

NW Region:	NE Region:	Central Region:	Southern Region:
Reg. Env. Assess. Ecol. Div. Ecol. Resources 2115 Birchmont Beach Rd. NE Bemidji, MN 56601	Reg. Env. Assess. Ecol. Div. Ecol. Resources 1201 E. Hwy. 2 Grand Rapids, MN 55744	Reg. Env. Assess. Ecol. Div. Ecol. Resources 1200 Warner Road St. Paul, MN 55106	Reg. Env. Assess. Ecol. Div. Ecol. Resources 261 Hwy. 15 South New Ulm, MN 56073

For a map of DNR Administrative Regions, see: http://files.dnr.state.mn.us/aboutdnr/dnr_regions.pdf

➢For a list of Corps of Project Managers: www.mvp.usace.army.mil/regulatory/default.asp?pageid=687 or send to:

US Army Corps of Engineers
St. Paul District, ATTN: OP-R
180 Fifth St. East, Suite 700
St. Paul, MN 55101-1678

➢For Wetland Bank Plan applications, also send a copy of the application to:

Minnesota Board of Water and Soil Resources
Wetland Bank Coordinator
520 Lafayette Road North
St. Paul, MN 55155

6. ATTACHMENTS

In addition to the site locator map, list any other attachments:

- ☒ **8-28-15 Revised Wetland Boundary Figure**
- ☐
- ☐
- ☐
- ☐



Figure 1: Project Location

Cokato Site:
SW, Section 28, T119N, R28W
Cokato Township
Wright County

N

0 500 1,000 Feet

WSB & Associates, Inc.



Document Path: K:\02619-040\GIS\Maps\Wetland Delineation\setbacks.mxd

Wetland Boundaries Map

Cokato Site:
SW, Section 28, T119N, R28W
Cokato Township
Wright County

WSB & Associates, Inc.

Joshua C. Butteris

From: Manda Goldsberry <mandagoldsberry@yahoo.com>
Sent: Wednesday, January 14, 2026 4:21 PM
To: Joshua C. Butteris
Subject: For Hearing Tomorrow
Attachments: Public Hearing Letter 2026 Jan15 Lee Property Zoning.docx

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

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

Hello Mr. Butteris,

Please see attached letter for the hearing tomorrow.

Thank you,
Manda Goldsberry

Get Outlook for Android

To Whom It May Concern at the Wright County Planning Commission:

We are writing to comment on the upcoming January 15th public hearing regarding the property owned by Galen M & Carol Lee located at 4825 Pittman Ave SW Cokato, MN requesting to change the zoning of the property to residential.

We have helped to run Brooks Lake Area Association for over 15 years. We work with Wright County Soil and Water, the MN DNR, and the city of Cokato on lake protection and improvement efforts. Our lake association with the help of these organizations and grants spends $6-10,000 per year monitoring, testing, cleaning, treating, and working to improve not only Brooks Lake but the watershed as a whole, as Brooks Lake is the top of the local watershed area.

Our concern is regarding building a home which needs well and septic, including the piping to the home and a road access that would go through and alter the wetlands, native vegetation and trees that cover this lot. Developing this land would significantly impact and damage not only Brooks Lake but the rest of the watershed downstream including Cokato Lake, the Crow River and the other important bodies of water in our county.

The City of Cokato, MN DNR, Wright County Soil and Water and the residents of the Cokato area in Brooks Lake have spent countless hours and tens of thousands of dollars working to restore Brooks Lake and ensure we have a healthy watershed. We need the wetlands, natives and trees on this land to be protected from damaging development.

Please consider getting an up-to-date wetland delineation, look at the native vegetation and trees in the spring/summer to get an accurate picture of the importance of this property to our lake and watershed. We are happy to provide the lake maps and surveys we have done over the years and to discuss further.

Thank you for your consideration.

Manda and Jonathan Goldsberry
15221 43rd St SW
Cokato, MN 55321

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Barry Rhineberger

Requestor Title
Planning & Zoning Administrator

Department (please use dropdown to select department) *
PLANNING & ZONING

Target Meeting Date *
3/3/2026 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
STD2320

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve the Recommendation of the Planning Commission to Rezone the Following Property: Colleen Day - (Buffalo Township)

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve the Recommendation of the Planning Commission to Rezone the Following Property: Colleen Day - (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.
The Planning Commission Believes the Rezoning of the Property is Aligned with the Goals and Policies of the Northeast Quadrant Land Use Plan and the Township Approves

Describe the impact on staffing resources.
None

Fiscal Impact:
None

Background/Justification:
Rezoning Requests Require County Board Approval. The Planning Commission Recommends Approval of the Above Request: With a 4-1 Vote, the Planning Commission Recommends Approval to Rezone Tax Parcels 202-000-251204 & 202-000-244100 from General Agriculture (AG) with S2 Residential Recreational Shoreland District Overlay to Agricultural/Residential (AR) with S2 Residential Recreational Shoreland District

Route for Review and Approval

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

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

Document Name	Attachment Type
colleen day minutes.pdf	Attachment
colleen day staff report.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

3. **COLLEEN DAY** – New

LOCATION: 5511 20TH ST NE - GOVERNMENT LOT 8, Section 25 and part of THAT PART OF GOVERNMENT LOT, Section 24, all in Township 120, Range 25, Wright County, Minnesota. (Buffalo Twp.) Tax #202-000-251204 & 202-000-244100. Property Owner: COLLEEN M DAY & ROBERT W DAY

Petitions to rezone the property referenced from General Agriculture (AG) with a Residential-Recreational Shorelands District Overlay (S-2) to Agricultural/Residential (A/R) with a Residential-Recreational Shorelands District Overlay (S-2), as regulated in Sections 155.028, 155.047, 155.048 & 155.057, Title XV, Land Usage & Zoning of the Wright County Code of Ordinances.

Present: Colleen Day

A. Rhineberger displayed the concept plan and reviewed the rezoning request. The subject property consists of approximately 47.9 acres and includes two separate parcels divided by a section line (PIDs 202-000-251204 and 202-000-244100). The property is currently zoned General Agriculture (AG) with a Residential-Recreational Shorelands District (S-2) overlay and is located within 1,000 feet of Schmidt Lake, a DNR-designated Natural Environment Lake (NE). The property is designated as Agricultural in the Northeast Quadrant (NEQ) Land Use Plan (LUP). The applicant is requesting to rezone both parcels from General Agriculture (AG) with a Residential-Recreational Shorelands District (S-2) overlay to Agricultural/Residential (A/R) with a Residential-Recreational Shorelands District (S-2) overlay. Rhineberger noted that because the property is designated Agricultural in the LUP, the request may not be consistent with broader planning goals unless the Planning Commission determines the property to be rare and unique or finds that the shoreland lots are especially suited for residential development. A concept plan was submitted showing two lots with a proposed minimum maintenance road. If the rezoning request is approved, a platted subdivision application would be required to implement the concept plan. Buffalo Township has recommended approval of the project and indicated a willingness to allow the creation of a road; however, that recommendation was issued in July 2025, and Township Board membership has since changed. Rhineberger noted it may be advisable for the applicant to return to the Township for an updated recommendation. The Wright Soil and Water Conservation District (SWCD) provided comments regarding specifications for clear-cutting trees within the shore impact zone of Schmidt Lake and expressed concerns about the proposed driveway crossing a drainage ditch or gully on the area identified as Lot 1. Rhineberger further noted that the concept plan includes an island identified as an Outlot; however, under A/R zoning, the island would be required to be incorporated into one of the lots, as undeveloped outlots are not permitted in standard two-lot subdivisions.

B. Day stated that there is adequate room for widening the exiting driveway and that she is not concerned. She noted that at the July Township meeting, Anne Neumann and Carl Carlson, the newly appointed Township Board members, were present. Day questioned the comment regarding the island. Rhineberger clarified that the island cannot be a separate Outlot and must be incorporated into one of the proposed lots, and it cannot be held under separate ownership. Day asked whether the second island would be subject to the same requirement, which Rhineberger confirmed. Day explained that the purpose of the request is to create an additional building site for her daughter.

C. No comments from the public.

D. Borrell stated that neither the Township nor SWCD has expressed opposition to the request and that he views the site as a desirable location. He commented that the Land Use Plan is outdated and believes the decision should be left to the County Board. He indicated his willingness to support approval.

E. Bravinder asked the distance which the Township is willing to accept the road. Day responded approximately 300 feet, after which it would continue as a private drive to Lot 1. Day stated that the intent is to install the driveways side by side. Bravinder expressed concern about whether there would be sufficient room to accommodate two driveways

in that location and indicated that a site visit may be helpful. Rhineberger noted that each lot is required to have its own separate access.

F. Mol stated that the property is designated Agricultural in the Land Use Plan and is currently zoned AG. He noted that in similar situations, the Commission has conducted site inspections to better evaluate the property and surrounding area. Mol stated that the Commission must determine whether the property is rare and unique or otherwise justify the request beyond a finding that the LUP is outdated. He expressed support for conducting a site visit.

G. Bravinder moved to continue the matter to the February 12th meeting, for site inspection. Motion seconded by Borrell.

VOTE: CARRIED UNANIMOUSLY

2. **COLLEEN DAY** – Cont. 1/15

LOCATION: 5511 20TH ST NE - GOVERNMENT LOT 8, Section 25 and part of THAT PART OF GOVERNMENT LOT, Section 24, all in Township 120, Range 25, Wright County, Minnesota. (Buffalo Twp.) Tax #202-000-251204 & 202-000-244100. Property Owner: COLLEEN M DAY & ROBERT W DAY

Petitions to rezone the property referenced from General Agriculture (AG) with a Residential-Recreational Shorelands District Overlay (S-2) to Agricultural/Residential (A/R) with a Residential-Recreational Shorelands District Overlay (S-2), as regulated in Sections 155.028, 155.047, 155.048 & 155.057, Title XV, Land Usage & Zoning of the Wright County Code of Ordinances.

Present: Colleen Day and Madison Day (Colleen's daughter)

A. Rhineberger stated the matter was continued from the previous hearing for a site inspection. The Commission met at the site on Tuesday, February 10, 2026, and staff is now seeking direction.

B. The applicant had nothing to add, and there were no public comments..

C. Bravinder referenced Township notes from 2022 regarding road access and road frontage requirements, noting that the Township had indicated it would be willing to construct or assume jurisdiction over a 14-foot-wide roadway to satisfy the required 300 feet of road frontage. C. Day confirmed the accuracy of this information. Bravinder raised concerns about whether the proposed roadway width was sufficient; however, the applicant stated that no additional guidance had been provided by the Township beyond what was previously approved and that the Township required the applicant to maintain the road. Bravinder asked whether the frontage requirements would be fully met. Rhineberger explained that Planning and Zoning staff had worked with the applicant over several years, including under the previous administrator, and determined that the current concept plan satisfies the minimum frontage requirements. He added that roadway construction standards would have to be determined by the Township. Rhineberger noted that the County's acceptance of the concept plan was based on prior approvals, established requirements, and the applicant's time and financial investment in advancing the project was in reliance of those determinations. Based on the longstanding Township support and confirmation that frontage standards would be met, Bravinder stated he would recommend approval of the request.

D. Mahlberg stated that rezoning standards emphasize rare or unique circumstances where riparian parcels are particularly suited for residential development. While Township support is a positive factor, he asked the applicant to explain how the property meets this standard, noting that the County contains many lakes and water bodies. He questioned what specific characteristics make this parcel especially suited for residential use as compared to other similar properties. C. Day stated that the purpose of the request was to create a separate building site for her daughter. Mahlberg acknowledged that such requests are common but noted that the Commission's rezoning standards do not specifically address personal or family circumstances. He reiterated that the standard requires identifying rare or unique conditions and asked the applicant to identify what distinguishes the property in that regard. The applicant indicated that she was unable to identify specific characteristics that would answer the question.

E. Wilson said one concern he has with the request is that the property is currently used for crops. He asked about the impact of converting this specific farmland to residential use. The applicant said their plan is to

keep as much of the property as possible in the Green Acres program. Wilson also asked whether the applicant had concerns about the road width and whether it would allow adequate access for fire trucks and other emergency vehicles. The applicant responded that the vehicles would be able to reach the residence without issue.

F. Beise had no concerns with the applicant's request.

G. Mol said the Commission is guided by the land use plan and that this request goes against it since the property is zoned agricultural by both the City and the County. He explained that changing zoning outside of the plan requires strong reasons to avoid setting a precedent for future requests. He added that the ordinance allows rezoning for lakeshore riparian properties, which is the main reason this request can be considered. Mahlberg agreed that the ordinance allows the request but noted that the Land Use Plan is older and may be updated in the future with new standards for lakeshore development. He stated that while the Commission has approved similar requests in the past, the current standard is to maintain agricultural zoning unless a property is clearly suited for riparian residential use. He added that future requests may not have the same lake characteristics, and in his view, this proposal is stronger than some previously considered by the Commission.

H. Mahlberg asked the applicant about the topography of the referenced proposal of Lot 1 and how access to the lake would work. Madison Day, the applicant's daughter, explained that the lot has a gentle slope with a trail leading down to the lake and that the proposed home would fit well on the site. M. Day asked what qualities the Commission looks for in riparian residential development. Mahlberg said the property must be shown to be suited for residential use and that his questions were meant to establish that record. M. Day stated that she was unsure why the property would not be considered suitable for residential development and noted that the proposed building plan would utilize the property well, and limit future development. She added that she would not object to a similar request from a neighboring property across the lake. Rhineberger explained that those nearby properties had multiple building entitlements, while this parcel has only one that's been used already, creating the need for rezoning.

I. Mahlberg noted the lake's recreational features support the request but also complicate his decision. M. Day agreed, stating that it is a very popular recreational lake. Mol said the lot meets the criteria for riparian property and that the applicant has the right to request rezoning based on its lakeshore location, and wouldn't need to demonstrate a rare or unique circumstance for approval. Wilson said this was a difficult decision for him as well, given that the request goes against the Land Use Plan designation of agricultural zoning. Mahlberg then asked Mol to comment on whether the property is productive farmland, noting its location on a peninsula. Mol explained that the parcel is difficult to access for crop farming and is not a typical farming plot. He stated that from a row-crop farming perspective, the land's curved shape, size, and the presence of the house in the back corner make it undesirable for most farmers. He added that the proposed split of approximately 10 acres for the proposed Lot 1 would include a buffer of existing trees along the lakeshore. Mol noted that the applicant is restricted from removing trees larger than four inches in diameter, as discussed during the site inspection, meaning clear-cutting would not occur. Mol also stated that the lake is relatively undeveloped with larger lot sizes and that while he is generally opposed to these types of requests, he has supported a few similar ones. He further clarified that agricultural zoning does not require land to be actively farmed but rather allows for open land and wildlife habitat.

J. M. Day stated that the long-term plan is to use the remaining property as an equine operation along with other productive farm animals. She explained that while less of the land may be tilled in the future, more would be used as pasture. She noted that the property would not be solely for recreational lake use and would continue to function primarily as farmland. She also stated that they have had multiple discussions with the Planning and Zoning feedlot administrator regarding these plans.

K. Bravinder motioned to recommend approval to the County Board of Commissioners to rezone tax parcel 202-000-251204 & 202-000-244100, from AG-General Agriculture with S2-Residential-Recreational Shoreland District overlay to Agricultural/Residential (AR) with S2-Residential-Recreational Shoreland District overlay, because we find the property is aligned with the goals and policies of the Northeast Quadrant Land Use Plan and the Township approves. Motion seconded by Beise.

DISCUSSION: none

VOTE:
Aye: Bravinder, Beise, Wilson, and Mol Nay: Mahlberg

MOTION CARRIED 4 to 1

3. **COLLEEN DAY** – New

LOCATION: 5511 20TH ST NE - GOVERNMENT LOT 8, Section 25 and part of THAT PART OF GOVERNMENT LOT, Section 24, all in Township 120, Range 25, Wright County, Minnesota. (Buffalo Twp.) Tax #202-000-251204 & 202-000-244100. Property Owner: COLLEEN M DAY & ROBERT W DAY

Petitions to rezone the property referenced from General Agriculture (AG) with a Residential-Recreational Shorelands District Overlay (S-2) to Agricultural/Residential (A/R) with a Residential-Recreational Shorelands District Overlay (S-2), as regulated in Sections 155.028, 155.047, 155.048 & 155.057, Title XV, Land Usage & Zoning of the Wright County Code of Ordinances.

(A) The subject property is roughly 47.9 acres that contains two different parcels that are divided by a section line: PID 202-000-251204 (a Torrens property), which is approximately 47.50 acres, and PID 202-000-244100, which is roughly 0.40 acres. The property is located along County Road 35 NE (20th Street NE) in Buffalo Township. The property is zoned General Agriculture (AG) with a Residential-Recreational Shorelands District (S-2) overlay. The whole property is within 1,000 feet of Schmidt Lake, a DNR-designated Natural Environment Lake. The property is designated in the Northeast Quadrant (NEQ) Land Use Plan as Agricultural. The property has one entitlement per a recorded Deed Restriction from 2003. In 2022, an administrative order was recorded that required the two parcels, PID 202-000-251204 and PID 202-000-244100, to remain owned in common.

(B) Today's request is to rezone the property (both PIDs 202-000-251204 and 202-000-244100) from General Agriculture (AG) with a Residential-Recreational Shorelands District Overlay (S-2) to Agricultural/Residential (A/R) with a Residential-Recreational Shorelands District Overlay (S-2). The A/R zoning district has a minimum lot size requirement of 10 acres. Additionally, the A/R zoning district requires a minimum of 300 feet of road & shoreline frontage (lot width) with 300 feet of depth off the needed road & shoreline frontage per lot. A concept plan has been submitted showing two lots with a proposed minimum maintenance road. If the rezoning is approved, a platted subdivision request would be required to create the submitted concept plan.

(C) Buffalo Township has recommended approval of the project and has shown a willingness to allow the creation of a road, however, that response is from July of 2025 and there are different board members at the Township. It may be advisable to have the applicant return to the Township for an updated recommendation. Wright Soil and Water Conservation District (SWCD) would like to remind the new landowner that clear-cutting trees in the shore impact zone on Schmidt Lake is not allowed and have concerns regarding the driveway crossing a drainage ditch/gully. No other comments have been received.

(D) The NEQ Land Use Plan states: Agricultural – "*Designates those areas appropriate to remain in agricultural use over the long term. Purpose is to both preserve productive farmland for the future and to protect agricultural activity from encroachment by other activities. Existing land types may include productive farmland, pasture, farm woodlots, wetlands and other agricultural or open lands.* ***Appropriate zoning will generally include only the Agricultural District. Rezoning to other districts will be considered only in rare and unique circumstances, or for riparian lots on shorelands especially suited to residential development.***"

(E) Within a half-mile of the property, there exist two different zoning jurisdictions, the County and the City of St. Michael.

ZONING

a. County Jurisdiction: The surrounding area is zoned entirely General Agriculture (AG). The nearest non-AG zoning is located approximately one mile north along Gabler Avenue NE, where fourteen R-1 residential lots were created in 1972.
b. City of St. Michael: According to the City's zoning map (last updated December 10, 2024), the surrounding area is zoned A-1 (General Agriculture). The A-1 district generally allows one dwelling per 40 acres, unless the parcel qualifies as a Lot of Record under City standards

Land Use Plan

a. Wright County Land Use Plan: The area is designated Agricultural, with the exception of the 121-acre Mary Schmidt Crawford Woods Scientific and Natural Area, which is designated Public Lands and owned by the Minnesota DNR.
b. City of St. Michael Land Use Plan: The area is designated Agriculture.

ACTION – Since this is the first hearing on the rezoning request, Staff is seeking direction from the Commission on how they would like to proceed. As with many rezoning requests, the Commission may request a site inspection to better assess the property, which would also allow the applicant to meet with Buffalo Township for an updated recommendation.

The proposed rezoning appears to be inconsistent with the Northeast Land Use Plan, which designates the area as Agricultural. Therefore, the request to rezone the property to Agricultural/Residential (A/R) may not align with the broader planning goals, unless the Planning Commission finds the property rare and unique, or the lots are riparian shoreland lots especially suited to residential development. Other items to consider include the minimum-maintenance road. With the road expansion, a future subdivision cannot exist.

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

- **To continue the matter to the February 12th meeting, for site inspection (updated Township review?)**

- **To recommend approval to the County Board of Commissioners to rezone tax parcel 202-000-251204 & 202-000-244100, from AG-General Agriculture with S2-Residential-Recreational Shoreland District overlay to Agricultural/Residential (AR) with S2-Residential-Recreational Shoreland District overlay, because we find the property is aligned with the goals and policies of the Northeast Quadrant Land Use Plan.**

- **To close the public hearing and direct counsel to prepare findings based on the record and discussion, consistent with the denial of the request, and continue the matter to the February 12, 2026, Planning Commission hearing.**

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

We are requesting another building entitlement on my property, so my daughter and her family can build a home.

Planning & Zoning has stated that each parcel needs 300 feet of road frontage. So, it needs to be platted.

We attended township meetings in 2022, the township has accepted these 300 feet as a township road, which the Day family will maintain.

First Planning & Zoning said my property needs to be rezoned, to be platted.

If the Planning Commission, for some reason would not accept our proposal, I want my property not to be rezoned, remain in its current status.


20TH STREET
RD.
2
LOT
3
LAKE
EXHIBITS
© 2025 Microsoft Corporation © 2025 Maxar ©CNES (2025) Distribution Airbus DS © 2025 TomTom, Earthstar Geographics SIO



Legend

Highways
- Interstate
- State Highway
- US Highway

Roads

City/Township Limits
- c
- t

Parcels

Landuse
- Agricultural
- Aggregate Resource Area
- Commercial
- Limited Industrial
- Public Lands
- Residential
- Resource Land
- Residential Large Lot
- Rural Residential
- Transition Area



Legend

Highways
- Interstate
- State Highway
- US Highway

Roads

City/Township Limits
- c
- t

Parcels

Zoning
- (AG) General Agricultural
- (A/R) Agricultural/Residen
- (B-1) Highway Business
- (B-2) General Business
- BAZ
- (I-1) Limited Industrial
- (R-1) Urban/Rural Transition
- (R-2) Suburban Residential (2.5 acres)
- (R-2a) Suburban Residential (a)(5 acres)
- (S-3) Commercial Shoreland
- (W) Wild and Scenic River

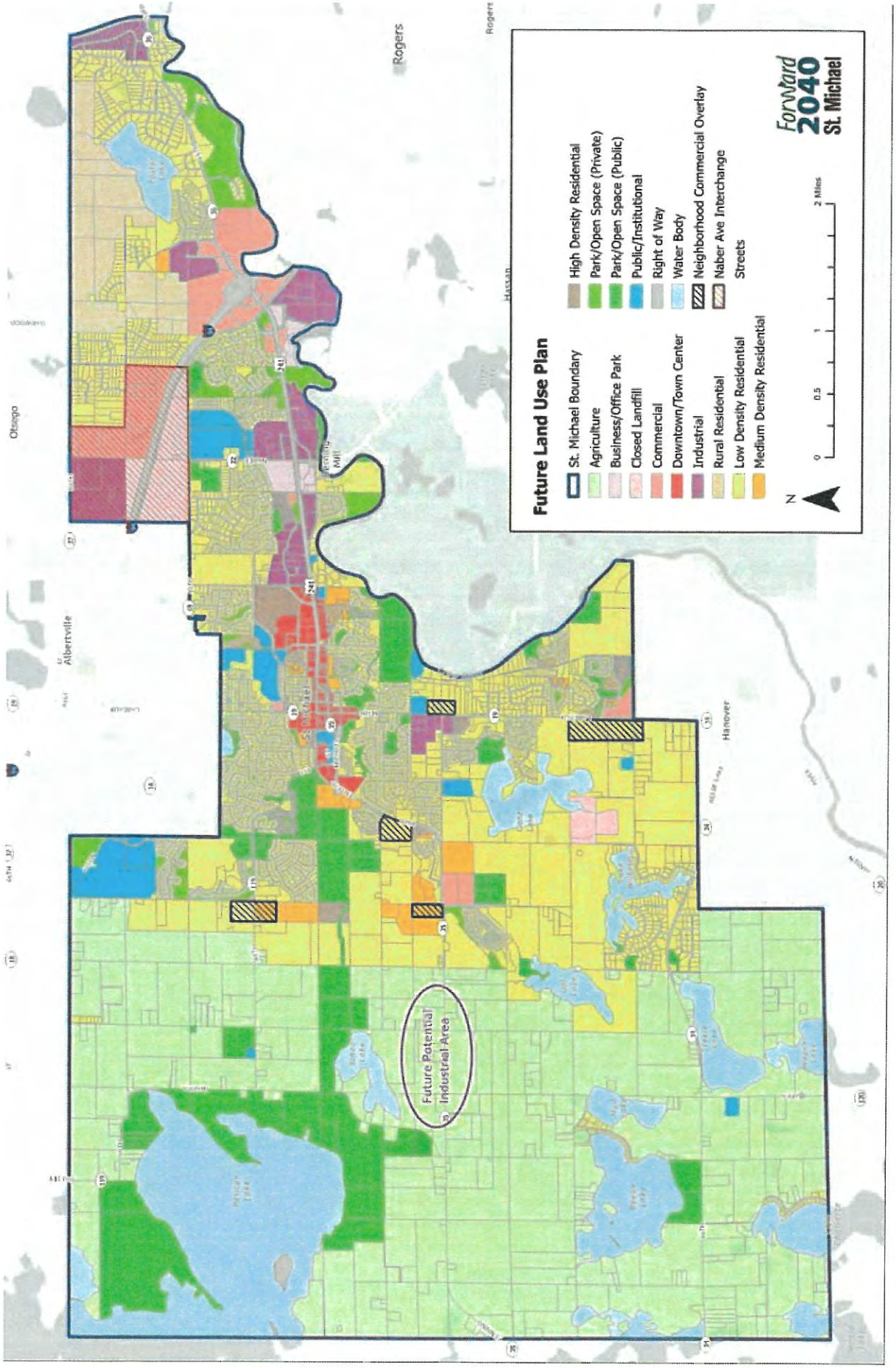
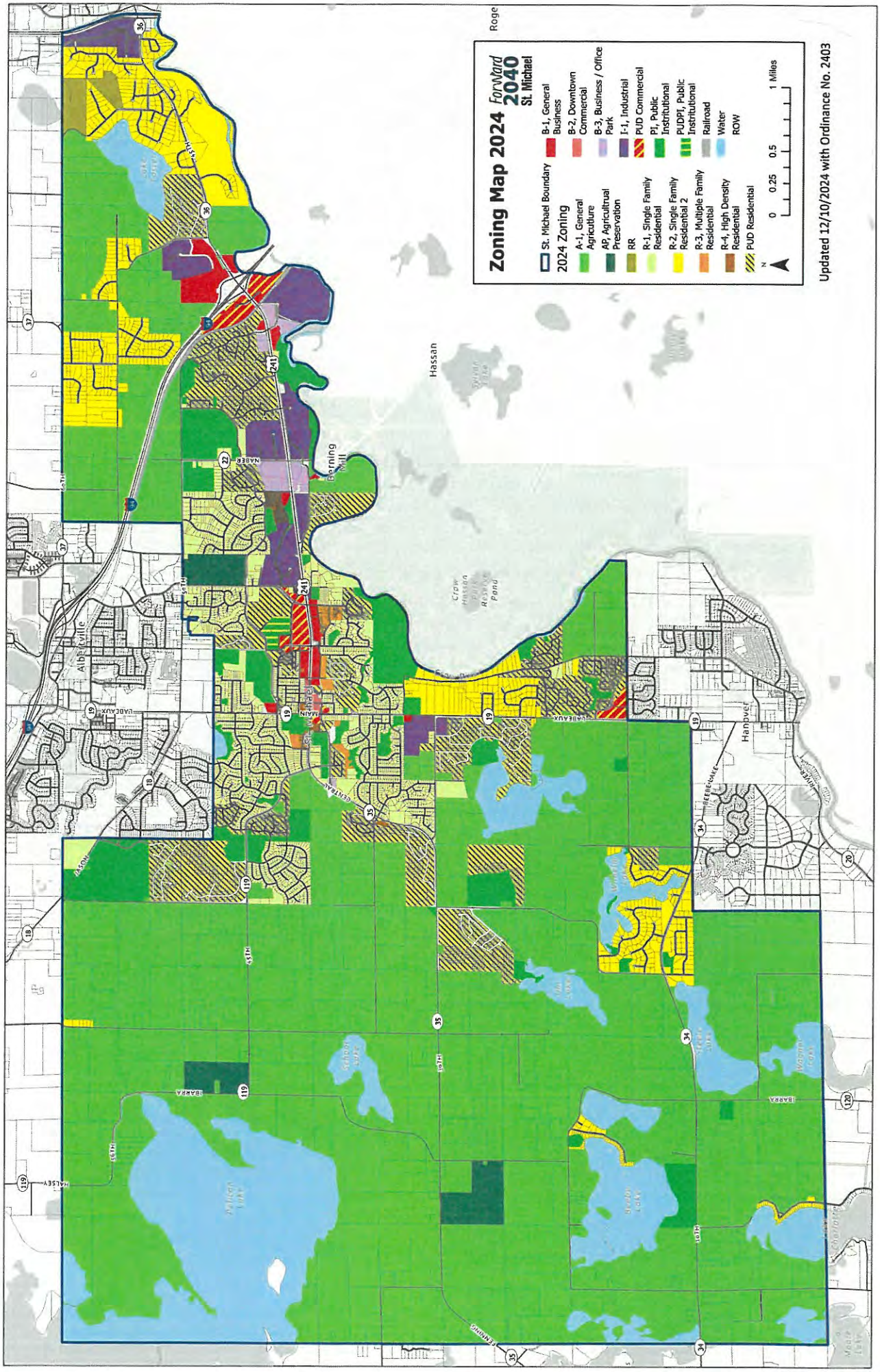


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2024 Zoning
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R-4, High Density Residential
PUD Residential
B-1, General Business
B-2, Downtown Commercial
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I-1, Industrial
PUD Commercial
PI, Public Instrutional
PUDPI, Public Instrutional
Railroad
Water
ROW
0 0.25 0.5 1 Miles
Updated 12/10/2024 with Ordinance No. 2403
Albertville
St. Michael
Hanover
Hasson
Corp Hasson Flood Reserve Pond
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7/18/2025

Re: Buffalo Township Building Approval for the Day Family

Attn: Barry Rhineberger of Wright County Planning & Zoning

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Joshua C. Butteris

From: Nadeau, Daniel - FPAC-NRCS, MN <daniel.nadeau@mn.nacdnet.net>
Sent: Wednesday, January 7, 2026 10:45 AM
To: Joshua C. Butteris
Cc: Grean, Andrew - FPAC-NRCS, MN
Subject: SWCD Comments for Jan 15th Planning Commission Meeting

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

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Thanks,

Dan Nadeau
Senior Resource Conservationist | daniel.nadeau@mn.nacdnet.net
Direct: (763) 614-2913 | Office: (763) 682-1933 ext. 3
311 Brighton Ave S Ste C | Buffalo, MN 55313 | www.wrightswcd.org



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2. **COLLEEN DAY** – Cont. 1/15
LOCATION: 5511 20TH ST NE - GOVERNMENT LOT 8, Section 25 and part of THAT PART OF GOVERNMENT LOT, Section 24, all in Township 120, Range 25, Wright County, Minnesota. (Buffalo Twp.) Tax #202-000-251204 & 202-000-244100. Property Owner: COLLEEN M DAY & ROBERT W DAY

Petitions to rezone the property referenced from General Agriculture (AG) with a Residential-Recreational Shorelands District Overlay (S-2) to Agricultural/Residential (A/R) with a Residential-Recreational Shorelands District Overlay (S-2), as regulated in Sections 155.028, 155.047, 155.048 & 155.057, Title XV, Land Usage & Zoning of the Wright County Code of Ordinances.

(A) The subject property is roughly 47.9 acres that contains two different parcels that are divided by a section line: PID 202-000-251204 (a Torrens property), which is approximately 47.50 acres, and PID 202-000-244100, which is roughly 0.40 acres. The property is located along County Road 35 NE (20th Street NE) in Buffalo Township. The property is zoned General Agriculture (AG) with a Residential-Recreational Shorelands District (S-2) overlay. The whole property is within 1,000 feet of Schmidt Lake, a DNR-designated Natural Environment Lake. The property is designated in the Northeast Quadrant (NEQ) Land Use Plan as Agricultural. The property has one entitlement per a recorded Deed Restriction from 2003. In 2022, an administrative order was recorded that required the two parcels, PID 202-000-251204 and PID 202-000-244100, to remain owned in common.

(B) Today's request is to rezone the property (both PIDs 202-000-251204 and 202-000-244100) from General Agriculture (AG) with a Residential-Recreational Shorelands District Overlay (S-2) to Agricultural/Residential (A/R) with a Residential-Recreational Shorelands District Overlay (S-2). The A/R zoning district has a minimum lot size requirement of 10 acres. Additionally, the A/R zoning district requires a minimum of 300 feet of road & shoreline frontage (lot width) with 300 feet of depth off the needed road & shoreline frontage per lot. A concept plan has been submitted showing two lots with a proposed minimum maintenance road. If the rezoning is approved, a platted subdivision request would be required to create the submitted concept plan.

(C) Buffalo Township has recommended approval of the project and has shown a willingness to allow the creation of a road. However, that response is from July of 2025, and there are different board members at the Township. It may be advisable for the applicant to return to the Township for an updated recommendation. Wright Soil and Water Conservation District (SWCD) would like to remind the new landowner that clear-cutting trees in the shore impact zone on Schmidt Lake is not allowed and has concerns regarding the driveway crossing a drainage ditch/gully. No other comments have been received.

(D) The NEQ Land Use Plan states: Agricultural – "*Designates those areas appropriate to remain in agricultural use over the long term. Purpose is to both preserve productive farmland for the future and to protect agricultural activity from encroachment by other activities. Existing land types may include productive farmland, pasture, farm woodlots, wetlands and other agricultural or open lands.* ***Appropriate zoning will generally include only the Agricultural District. Rezoning to other districts will be considered only in rare and unique circumstances, or for riparian lots on shorelands especially suited to residential development.***"

(E) Within a half-mile of the property, there exist two different zoning jurisdictions, the County and the City of St. Michael.

ZONING

a. County Jurisdiction: The surrounding area is zoned entirely General Agriculture (AG). The nearest non-AG zoning is located approximately one mile north along Gabler Avenue NE, where fourteen R-1 residential lots were created in 1972.
b. City of St. Michael: According to the City's zoning map (last updated December 10, 2024), the surrounding area is zoned A-1 (General Agriculture). The A-1 district generally allows one dwelling per 40 acres, unless the parcel qualifies as a Lot of Record under City standards.

Land Use Plan

a. Wright County Land Use Plan: The area is designated Agricultural, except for the 121-acre Mary Schmidt Crawford Woods Scientific and Natural Area, which is designated Public Lands and owned by the Minnesota DNR.
b. City of St. Michael Land Use Plan: The area is designated Agriculture.

ACTION – Since this is the first hearing on the rezoning request, Staff is seeking direction from the Commission on how they would like to proceed. As with many rezoning requests, the Commission may request a site inspection to better assess the property, which would also allow the applicant to meet with Buffalo Township for an updated recommendation.

The proposed rezoning appears to be inconsistent with the Northeast Land Use Plan, which designates the area as Agricultural. Therefore, the request to rezone the property to Agricultural/Residential (A/R) may not align with the broader planning goals, unless the Planning Commission finds the property rare and unique, or the lots are riparian shoreland lots especially suited to residential development. Other items to consider include the minimum-maintenance road. With the road expansion as proposed, a future subdivision cannot exist.

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

- **To recommend approval to the County Board of Commissioners to rezone tax parcel 202-000-251204 & 202-000-244100, from AG-General Agriculture with S2-Residential-Recreational Shoreland District overlay to Agricultural/Residential (AR) with S2-Residential-Recreational Shoreland District overlay, because we find the property is aligned with the goals and policies of the Northeast Quadrant Land Use Plan.**

- **To close the public hearing and direct counsel to prepare findings based on the record and discussion, consistent with the denial of the request, and continue the matter to the March 5th, 2026, Planning Commission hearing.**

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

We are requesting another building entitlement on my property, so my daughter and her family can build a home.

Planning & Zoning has stated that each parcel needs 300 feet of road frontage. So, it needs to be platted.

We attended township meetings in 2022, the township has accepted these 300 feet as a township road, which the Day family will maintain.

First Planning & Zoning said my property needs to be rezoned, to be platted.

If the Planning Commission, for some reason would not accept our proposal, I want my property not to be rezoned, remain in its current status.


NE 20TH STREET (CR 484)
2
LOT
LAKE
© 2025 Microsoft Corporation © 2025 Maxar ©CNES (2025) Distribution Airbus DS © 2025 TomTom, Earthstar Geographics SIO



Legend

Highways
- Interstate
- State Highway
- US Highway

Roads

City/Township Limits
- c
- t

Parcels

Landuse
- Agricultural
- Aggregate Resource Area
- Commercial
- Limited Industrial
- Public Lands
- Residential
- Resource Land
- Residential Large Lot
- Rural Residential
- Transition Area



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Zoning

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- (A/R) Agricultural/Residen
- (B-1) Highway Business
- (B-2) General Business
- BAZ
- (I-1) Limited Industrial
- (R-1) Urban/Rural Transition
- (R-2) Suburban Residential (2.5 acres)
- (R-2a) Suburban Residential (a)(5 acres)
- (S-3) Commercial Shoreland
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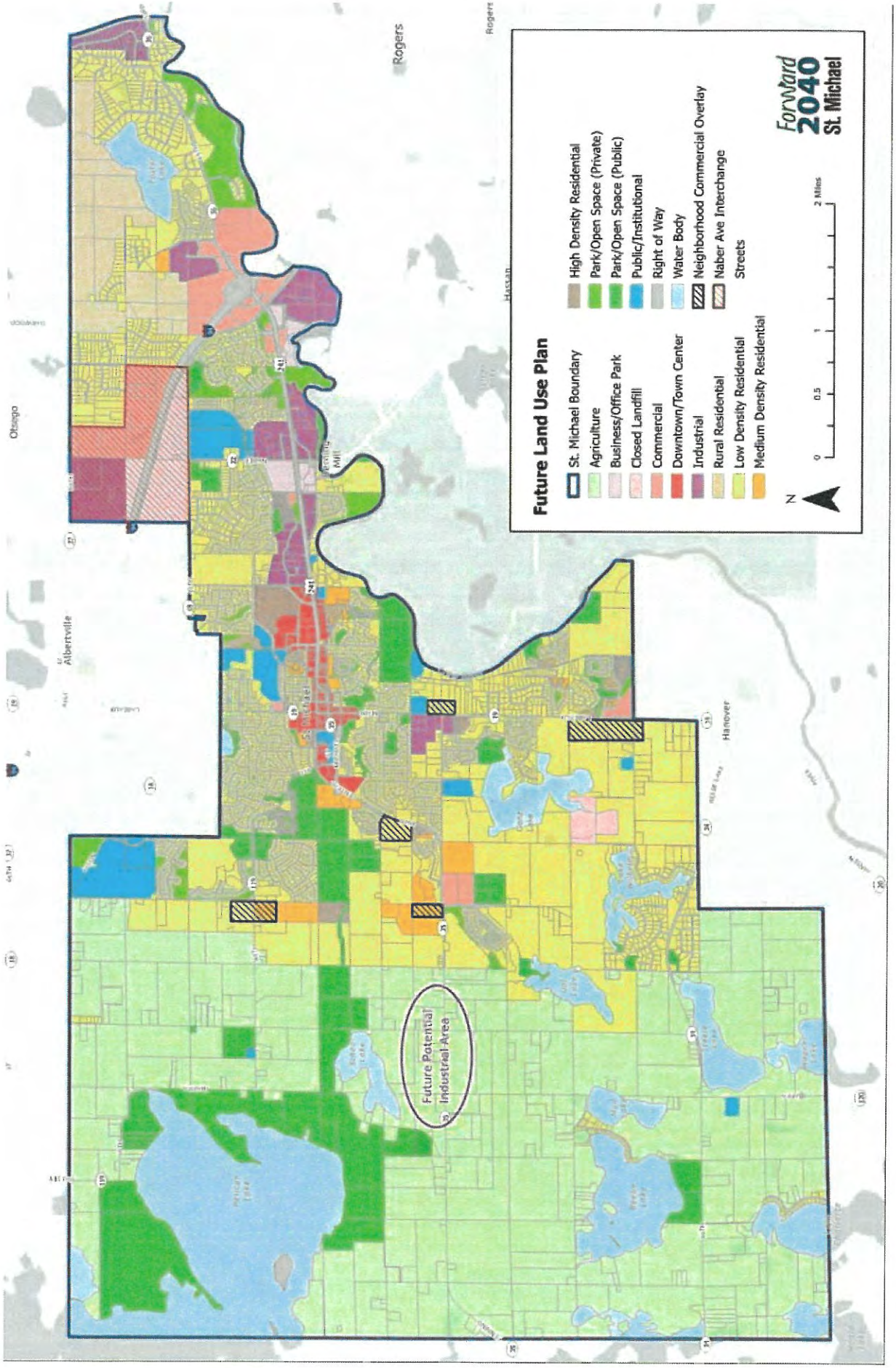
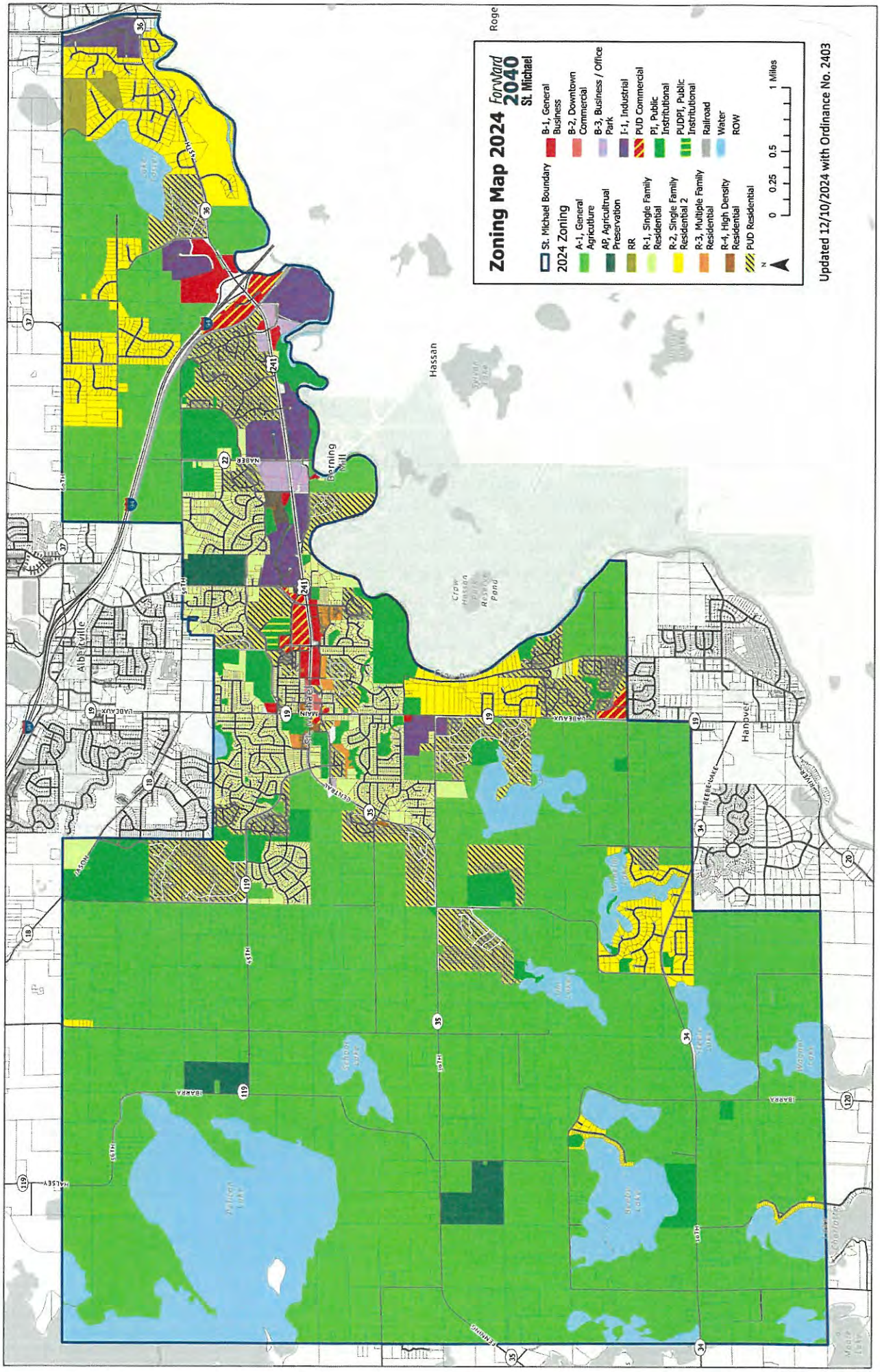


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Sent: Wednesday, January 7, 2026 10:45 AM
To: Joshua C. Butteris
Cc: Grean, Andrew - FPAC-NRCS, MN
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Sent: Thursday, January 15, 2026 11:56 AM
To: Grean, Andrew - FPAC-NRCS, MN; Joshua C. Butteris
Subject: RE: [External Email]Day Request - 1/15/2026 Planning Commission

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Good Morning,

Yes, filling in what looks like a head of a gully and putting a road over it could be interesting. Looking at Beacon, the field to the SW drains toward the current driveway and then into a culvert and then dumps into that gully flowing towards the lake. The road probably acts like a dam to some degree, which is beneficial. I would want to make sure that if the road is built over the gully some thought was put into building a stabile road for emergency vehicles and the culvert added under the new driveway has a stabile outlet with fabric and riprap (class 2) as to not make further destabilize the current gully.

Thanks,

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Senior Resource Conservationist | daniel.nadeau@mn.nacdnet.net
Direct: (763) 614-2913 | Office: (763) 682-1933 ext. 3
311 Brighton Ave S Ste C | Buffalo, MN 55313 | www.wrightswcd.org

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Sent: Tuesday, January 13, 2026 9:58 AM
To: Joshua C. Butteris <Joshua.Butteris@wrightcountymn.gov>
Cc: Nadeau, Daniel - FPAC-NRCS, MN <daniel.nadeau@mn.nacdnet.net>
Subject: RE: [External Email]Day Request - 1/15/2026 Planning Commission

Good Morning Josh,

No WCA comments for this one.

One general comment – the proposed driveway is shown crossing a gully/ditch (circled in yellow on the attached). This drainage feature ends up in Schmidt Lake – depending on how the driveway is constructed it could result in additional erosion headed towards the lake. Long term stability of the driveway could also be an issue if the drainage feature is actively eroding. I don't have expertise in providing recommendations on best management practices, however, there should be careful consideration regarding the design of the driveway and planned BMP's for erosion prevention during construction.

Feel free to chime in with any of your thoughts on this Dan.

Thank you,

Andrew Grean
Wetland Resource Conservationist | andrew.grean@mn.nacdnet.net
Direct: (763) 614-2918 | Office: (763) 682-1933 ext. 3
311 Brighton Ave S Ste C | Buffalo, MN 55313 | www.wrightswcd.org

From: Joshua C. Butteris <Joshua.Butteris@wrightcountymn.gov>
Sent: Tuesday, January 6, 2026 1:53 PM
To: Nadeau, Daniel - FPAC-NRCS, MN <daniel.nadeau@mn.nacdnet.net>
Cc: Grean, Andrew - FPAC-NRCS, MN <Andrew.Grean@mn.nacdnet.net>
Subject: [External Email]Day Request - 1/15/2026 Planning Commission

[External Email]
If this message comes from an **unexpected sender** or references a **vague/unexpected topic;**
Use caution before clicking links or opening attachments.
Please send any concerns or suspicious messages to: Spam.Abuse@usda.gov

Hi Dan & Andrew – Here are the plans for the Day Request. The request is to rezone the property (PID 202-000-251204 & 202-00-244100) from General Agriculture (AG) with a Residential-Recreational Shorelands District Overlay (S-2) to Agricultural/Residential (A/R) with a Residential-Recreational Shorelands District Overlay (S-2).

The A/R zoning district requires a minimum lot size of 10 acres (outside Planned Unit Developments; this is not a Planned Unit Development request). If approved, a platted subdivision request would be required to propose the driveway to become a road and two lakeshore lots (one new homesite).

Let me know if you have any questions about this one.

Best Wishes,

Josh Butteris • Planner
WRIGHT COUNTY, MINNESOTA: PLANNING & ZONING
direct: (763) 682-7337 • fax: (763) 682-7872
3650 Braddock Ave NE, Suite 1600, Buffalo, MN 55313
www.co.wright.mn.us

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Concept Plan



Concept Plan for part of Government Lots 1, 2, & 3 and part of the NW 1/4 of Section 24, and part of Government Lot 1, of Section 25, One North Township 17N, Range 23, Wright County, Minnesota

Proposed Use: 12-12-25 Revised Survey

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly licensed Land Surveyor under the laws of the State of Minnesota.

Date: 12-12-25
License #42082

Requested By: Colleen Day

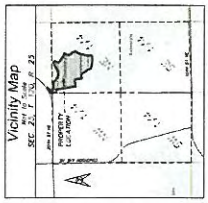
Date: 9-15-25 | Drawn By: T.J.B. | Scale: 1"=100' | Checked By: P.E.O.

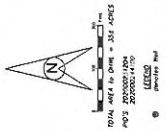
TTO ASSOCIATES
Surveyors & Land Developers, Inc.
9 West Division Street
Elk River, MN 55330
(763)856-4777
Fax (763)856-2632
www.ttoassociates.com

Project No. 25-0297

- denotes iron monument found
- denotes 1/2" iron pipe set and marked by license #42082

Vicinity Map
SEC. 25, T. 120, R. 25





WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Tanya West

Requestor Title
Recorder and Registrar of Titles

Department (please use dropdown to select department) *
RECORDER

Target Meeting Date *
3/3/2026 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
TLW7588

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve Township Plat for the Plat of Old Apostolic Lutheran Cemetery of Waverly Located in Woodland Township

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Township Plat for the Plat of Old Apostolic Lutheran Cemetery of Waverly Located in Woodland 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:

Route for Review and Approval

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

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

Document Name	Attachment Type

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Clay Wilfahrt

Requestor Title
Assistant County Administrator

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
3/3/2026 9:00 AM - Board of Wright County Commissioners

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

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

Time Required:
5 Minutes

Originator
CTW4081

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Recognition of Service for Jami Goodrum, Health and Human Services Director. Jami will be retiring March 6th.

Short Title (what will appear on Agenda outline - 250 character max.) *
Recognition of Service for Jami Goodrum, Health and Human Services Director. Jami will be retiring March 6th.

Value Stream the request primarily aligns with:
Optimize Civic Engagement

Briefly describe how the request aligns with the selected value stream.
The County recognizes the commitment of staff to the community through recognition at Board meetings.

Describe the impact on staffing resources.
None

Fiscal Impact:
None

Background/Justification:
The County recognizes the service of it's employees and their commitment to the community. The County would like to thank Jami for her service to Wright County.

Route for Review and Approval

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

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

Document Name	Attachment Type

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Chad Hausmann

Requestor Title
Highway Engineer

Department (please use dropdown to select department) *
HIGHWAY

Target Meeting Date *
3/3/2026 9:00 AM - Board of Wright County Commissioners

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

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

Time Required:

Originator
SCB7391

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Adopt Resolution 26-18, Spring Load Restrictions on the Wright County Highway System

Short Title (what will appear on Agenda outline - 250 character max.) *
Adopt Resolution 26-18, Spring Load Restrictions on the Wright County Highway System

Value Stream the request primarily aligns with:
Develop County Infrastructure

Briefly describe how the request aligns with the selected value stream.
Limiting loads on designated highways during the spring thaw period (when the subgrade of the highways are at their weakest strength due to saturation of the underlying soils) protects the count's investment and preserves the life of the highways.

Describe the impact on staffing resources.
Highway maintenance workers place load posting signs along county highways as appropriate.

Fiscal Impact:
None

Background/Justification:
MN State Statute 169.87 provides local authorities, with respect to highways under their jurisdiction, to designate seasonal load restrictions. The resolution is attached along with the 2026 Weight Restriction Map. The map will be placed on the county's website and sent to the townships and cities in Wright County.

Route for Review and Approval

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

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

Document Name	Attachment Type
3.3.26.2026_Weight_Restriction Map.pdf	Attachment
26-18 Spring Load Restrictions - FLAT.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

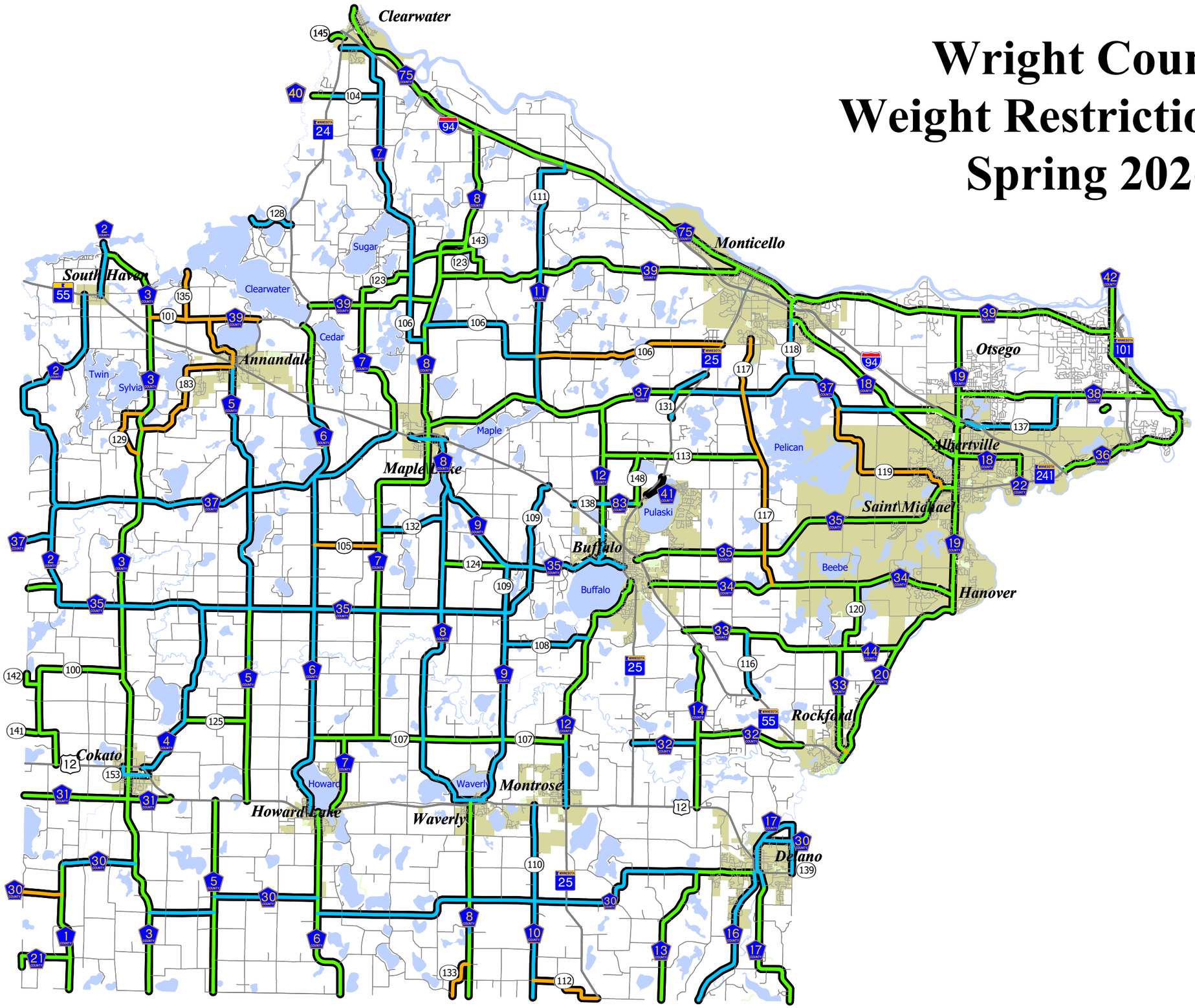
Notes

County Administrator Review

County Administrator Decision

Notes

Wright County
Weight Restriction Map
Spring 2026



Legend

- 5 TON
- 7 TON
- 9 TON
- 10 TON

N W E S

Miles 0 1.5 3

Wright County
Engineering Division
January 15, 2026

RESOLUTION #26-18
BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:
March 3, 2026

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

RESOLUTION #26-18

Page 1 of 1

Whereas, Minnesota Statutes 169.87 provides local authorities, with respect to highways under their jurisdiction, for seasonal load restrictions, and

THEREFORE, BE IT RESOLVED, that the County Highway Engineer is authorized to place seasonal load restrictions on County State Aid Highways and County Roads within Wright County, and also,

BE IT RESOLVED that the gross weight on any axel on any vehicle or trailer, shall not exceed the posted limit and also,

BE IT RESOLVED that the load limitations will go into effect when the signs are erected and will remain in effect until the signs are removed. The timing of road postings, which is dependent on weather conditions, will be determined by the County Highway Engineer.

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, December 08, 2025, now on file in my office, and have found the same to be a true and correct copy thereof.

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

Greg Kryzer, County Administrator

Version 2

MnDOT Contract No.: **1061776**

STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION
AND
CITY OF CLEARWATER
AND
WRIGHT COUNTY
COOPERATIVE CONSTRUCTION
AGREEMENT

State Project Number (SP):	**8611-29**
Trunk Highway Number (TH):	**24=240**
Federal Project Number:	**NHPP-NHFP-BFP I940(069)**
Lighting System Feed Point No.:	**A23B (State)**
Lighting System Feed Point Nos.:	**86A2 and C (City)**

City Estimated Amount Receivable
$363,922.38

County Estimated Amount Receivable
$1,007,841.42

This Agreement is between the State of Minnesota, acting through its Commissioner of Transportation ("State"), the City of Clearwater acting through its City Council ("City"), and Wright County, acting through its Board of Commissioners ("County").

Recitals

1. The State will perform grading, bituminous and concrete surfacing, roundabouts, ADA improvements, lighting, TMS, signal system and Bridge No. 86826 construction and other associated construction upon, along, and adjacent to Trunk Highway No. 24 from 600 feet South of County Road (CR) No. 145 to County State Aid Highway(CSAH) No. 75 according to State-prepared plans, specifications, and special provisions designated by the State as State Project No. 8611-29 (TH 24=240) ("Project"); and
2. The City wishes to participate in maintenance of the roundabout landscaping and in the costs of the City utility and associated construction and associated construction engineering; and
3. The County wishes to participate in the costs of the County Road No. 145 roundabout construction and associated construction engineering; and
4. Separate agreements between the State and the City and the County will address Trunk Highway Traffic Detours; and
5. Minnesota Statutes § 161.45, subdivision 2, allows for City-owned utility relocation to be included in a State construction contract, and payment by the City for such relocation according to applicable statutes and rules for utilities on trunk highways; and
6. Minnesota Statutes § 161.20, subdivision 2 authorizes the Commissioner of Transportation to make arrangements with and cooperate with any governmental authority for the purposes of constructing, maintaining, and improving the trunk highway system.

Agreement

1. Term of Agreement; Survival of Terms; Plans; Incorporation of Exhibits

1.1. ***Effective Date.*** This Agreement will be effective on the date the State obtains all signatures required by Minnesota Statutes § 16C.05, subdivision 2.

1.2. ***Expiration Date.*** This Agreement will expire when all obligations have been satisfactorily fulfilled.

1.3. ***Survival of Terms.*** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this Agreement, including, without limitation, the following clauses: 3. Maintenance by the City; 4. Maintenance by the County; 11. Liability; Worker Compensation Claims; 13. State Audits; 14. Government Data Practices; 16. Governing Law; Jurisdiction; Venue; and 18. Force Majeure.

1.4. ***Plans, Specifications, and Special Provisions.*** Plans, specifications, and special provisions designated by the State as State Project No. 8611-29 (TH 24=240) are on file in the office of the Commissioner of Transportation at Saint Paul, Minnesota, and incorporated into this Agreement by reference ("Project Plans").

1.5. ***Exhibits.*** Preliminary Schedule "I" is on file in the office of the City Administrator, in the office of the County Engineer, and attached and incorporated into this Agreement.

2. Construction by the State

2.1. ***Contract Award.*** The State will advertise for bids and award a construction contract to the lowest responsible bidder according to the Project Plans.

2.2. ***Direction, Supervision, and Inspection of Construction***

A. ***Supervision and Inspection by the State.*** The State will direct and supervise all construction activities performed under the construction contract, and except as provided below, perform all construction engineering and inspection functions in connection with the contract construction. All contract construction will be performed according to the Project Plans.

B. ***Inspection by the County.*** The County participation construction covered under this Agreement will be open to inspection by the County. If the County believes the County participation construction covered under this Agreement has not been properly performed or that the construction is defective, the County will inform the State District Engineer's authorized representative in writing of those defects. Any recommendations made by the County are not binding on the State. The State will have the exclusive right to determine whether the State's contractor has satisfactorily performed the County participation construction covered under this Agreement.

C. ***Construction Engineering and Inspection by the City.*** The City will assign its City Engineer or other registered professional engineer to perform construction engineering in connection with the water main construction. The engineer so assigned will act under the supervision and direction of the State and be responsible for construction inspection, control of materials, staking and associated documentation for said construction. The construction will be performed according to the Project Plans and recognized and accepted practices and procedures as set forth in various State manuals, including Specifications No. 1601 through and including No. 1609 in the State's current "Standard Specifications for Construction". The City will furnish other personnel, services, supplies, and equipment needed to properly carry on the construction.

i. ***Documentation of Construction Costs.*** At regular intervals after the State's contractor has started the water main construction, the City will prepare partial estimates of the construction costs according to the terms of the construction contract and immediately submit the partial estimates to the State. The City will also prepare the final estimate data for said construction and submit the final estimate to the State. Quantities listed on the partial and final estimates will be documented according to guidelines in the applicable documentation manual.

ii. ***Final Inspection of Construction.*** Upon completion of the water main construction, the City will advise the State whether or not said construction should be accepted by the State as being performed in a satisfactory manner. If the City recommends that the State not accept the

construction, then the City will, as part of their recommendation, identify the specific defects in the construction and the reasons why it should not be accepted. Any recommendations made by the City are not binding on the State. The State will determine, after considering the City's recommendations, whether or not the construction has been properly performed and whether to accept or reject it.

iii. ***Inspection of Other City Participation Construction.*** The remainder of the City participation construction covered under this Agreement will be open to inspection by the City. If the City believes the City participation construction covered under this Agreement has not been properly performed or that the construction is defective, the City will inform the State District Engineer's authorized representative in writing of those defects. Any recommendations made by the City are not binding on the State. The State will have the exclusive right to determine whether the State's contractor has satisfactorily performed the City participation construction covered under this Agreement.

2.3. ***Plan Changes, Additional Construction, Etc.***

A. The State will make changes in the Project Plans and contract construction, which may include the City and the County participation construction covered under this Agreement, and will enter into any necessary addenda and change orders with the State's contractor that are necessary to cause the contract construction to be performed and completed in a satisfactory manner. The State District Engineer's authorized representative will inform the appropriate City and County officials of any proposed addenda and change orders to the construction contract that will affect the City and County participation construction covered under this Agreement.

B. The City or the County may request additional work or changes to the work in the plans as part of the construction contract. Such request will be made by an exchange of letter(s) with the State. If the State determines that the requested additional work or plan changes are necessary or desirable and can be accommodated without undue disruption to the Project, the State will cause the additional work or plan changes to be made.

2.4. ***Satisfactory Completion of Contract.*** The State will perform all other acts and functions necessary to cause the construction contract to be completed in a satisfactory manner.

2.5. ***Permits***

A. The City will submit to the State's Utility Engineer an original permit application for all utilities owned by the City to be constructed hereunder that are upon and within the Trunk Highway Right-of-Way. Applications for permits will be made on State form "Application For Utility Permit On Trunk Highway Right-of-Way" (Form 2525).

B. The City will submit to the Minnesota Pollution Control Agency the plans and specifications for the construction or reconstruction of its sanitary sewer facilities to be performed under the construction contract and obtain, under Minnesota Statutes § 115.07 or Minnesota Rules 7001.1030, subpart 2C, either a permit or written waiver from that agency for that construction or reconstruction. The City is advised that under Minnesota Rules 7001.1040, a written application for the permit or waiver must be submitted to the Minnesota Pollution Control Agency at least 180 days before the planned date of the sanitary sewer facility construction or reconstruction.

2.6. ***Utility Adjustments.*** Adjustments to certain City and County-owned facilities, including but not limited to, valve boxes and frame and ring castings, may be performed by the State's contractor under the construction contract. The City and County will furnish the contractor with new units and/or parts for those in place City and County-owned facilities when replacements are required and not covered by a

contract pay item, without cost or expense to the State or the contractor, except for replacement of units and/or parts broken or damaged by the contractor.

3. Maintenance by the City

Upon completion of the Project, the City will provide the following without cost or expense to the State:

3.1. ***Roundabout on TH 24***

A. ***Roundabout Landscaping.*** Maintenance of any landscaping in the TH 24 roundabouts at CR 145, and TH 94 ramps. Maintenance includes but is not limited to, vegetation control, litter and debris removal, removal and replacement of all dead or diseased plantings, and any other maintenance activities necessary to perpetuate the landscaping in a safe, usable, and aesthetically acceptable condition.

3.2. ***Storm Sewers.*** Routine maintenance of any storm sewer facilities construction. Routine maintenance includes, but is not limited to, removal of sediment, debris, vegetation and ice from grates and catch basins, and any other maintenance activities necessary to preserve the facilities and to prevent conditions such as flooding, erosion, or sedimentation, this also includes informing the District Maintenance Engineer of any needed repairs.

3.3. ***Municipal Utilities.*** Maintenance of any municipal-owned utilities construction, without cost or expense to the State.

3.4. ***Sidewalks.*** Maintenance of any sidewalk construction, including stamped and colored concrete sidewalk (if any) and pedestrian ramps. Maintenance includes, but is not limited to, snow, ice and debris removal, patching, crack repair, panel replacement, cross-street pedestrian crosswalk markings, vegetation control of boulevards (if any), and any other maintenance activities necessary to perpetuate the sidewalks in a safe, useable, and aesthetically acceptable condition.

3.5. ***Shared Use Path.*** The City will provide routine and minor maintenance of the SUP on TH 24 and TH 94 Right-of-Way. Routine and minor maintenance may include, but are not limited to, snow and ice control/removal, sweeping and debris removal, patching, crack repair, replacement of failing section(s) of pavement, vegetation control, signing, pavement markings, and any other maintenance activities necessary to perpetuate the SUP in a safe, usable, and aesthetically acceptable condition as determined by the State's District Maintenance Engineer and all applicable laws including, but not limited to, the Americans with Disabilities Act ("ADA"). If the City fails to perform its maintenance services under this Agreement in compliance with applicable laws, the State will provide the City with a notice of non-compliance. Within three business days of sending the notice of non-compliance, the State's District Maintenance Engineer and the City Engineer will meet to discuss the City performance of maintenance and decide upon next steps to remedy any non-compliant performance. If the parties cannot agree upon a remedy, the State may perform such obligation and the City will reimburse the State for the cost thereof, plus 10 percent of such cost for overhead and supervision within 30 days of receipt of the State's invoice. The State and the City agree that full pavement replacement is outside of routine and minor maintenance, and the State and the City will share in the cost of pavement replacement according to the State's Cost Participation and Maintenance Responsibilities with Local Units of Government Manual, as amended or revised.

A. ***State Right-of-Way Access.*** The State authorizes the City to enter upon State Right-of-Way to perform the maintenance activities described in this Agreement. The City must notify and coordinate with the State's District Maintenance Engineer prior to accessing State Right-of-Way. While the City is occupying the State's Right-of-Way, they must comply with the approved traffic control plan, and with applicable provisions of the Work Zone Field Handbook

(*http://www.dot.state.mn.us/trafficeng/workzone/index.html*). All City personnel occupying the State's Right-of-Way must be provided with required reflective clothing and hats.

B. ***Environmental.*** The City will not dispose of any materials regulated by any governmental or regulatory agency onto the ground, or into any body of water, or into any container on the State's Right-of-Way. In the event of spillage of regulated materials, the City will immediately notify the State's Authorized Representative in writing and will provide for cleanup of the spilled material and any materials contaminated by the spillage in accordance with all applicable federal, state, and local laws and regulations, at the sole expense of the City.

3.6. ***Lighting Systems "A" and "C".*** Maintenance and ownership of Lighting System "A" on feed point 86A2 and Lighting System "C" on feed point C construction. Maintenance of electrical lighting systems includes everything within the system, from the point of attachment to the power source or utility, to the last light on the feed point, including but not limited to re-lamping of lighting units or replacing of LED luminaires, repair or replacement of all damaged luminaire glassware, loose connections, luminaires when damaged or when ballasts fail, photoelectric control on luminaires, defective starter boards or drivers, damaged fuse holders, blown fuses, knocked down poles including wiring within the poles, damaged poles, pull boxes, underground wire, damaged foundations, equipment pad, installation of approved splices or replacement of wires, repair or extending of conduit, lighting cabinet maintenance including photoelectric cell, electrical distribution system, Gopher State One Call (GSOC) locates, and painting of poles and other equipment. The City will be responsible for the hook up cost and application to secure an adequate power supply to the service pad or pole and will pay all monthly electrical service expenses necessary to operate the lighting facility.

3.7. ***Additional Drainage.*** No party to this Agreement will drain any additional drainage volume into the storm sewer facilities constructed under the construction contract hat was not included in the drainage for which the storm sewer facilities were designed, without first obtaining written permission to do so from the owner of the storm sewer facilities.

4. Maintenance by the County

Upon completion of the Project, the County will provide the following without cost or expense to the State:

4.1. ***Roadways.*** Maintenance of CR 145. Maintenance includes, but is not limited to, snow, ice and debris removal, resurfacing, seal coating, and any other maintenance activities according to accepted County maintenance practices.

4.2. ***Roundabout on TH 24 at CR 145***

A. ***Roundabout Approach.*** Maintenance of CR 145 approach up to the curb line of the outer circle of the TH 24 roundabout. Maintenance includes, but is not limited to, snow, ice and debris removal, resurfacing, seal coating, and any other maintenance activities according to accepted County maintenance practices.

B. ***Roundabout Circle.*** Maintenance of the roundabout circle on TH 24 at CR 145 . The State and County will provide for snow, ice and debris removal of the roadway portion of the roundabout circle in conjunction with ongoing maintenance activities of their respective roadway approaches to the roundabout circle. The State will provide for resurfacing, seal coating, and any other maintenance activities necessary to perpetuate the roadway portion of the roundabout circle in a safe and usable condition.

4.3. ***Storm Sewers.*** Routine maintenance of any County storm sewer facilities construction. Routine maintenance includes, but is not limited to, removal of sediment, debris, vegetation, and ice from grates and catch basins, and any other maintenance activities necessary to preserve the facilities and to prevent

conditions such as flooding, erosion, or sedimentation, this also includes informing the District Maintenance Engineer of any needed repairs.

4.4. ***Additional Drainage.*** No party to this Agreement will drain any additional drainage volume into the storm sewer facilities constructed under the construction contract that was not included in the drainage for which the storm sewer facilities were designed, without first obtaining written permission to do so from the owner of the storm sewer facilities.

4.5. ***Right-of-Way Access.*** Each party authorizes the other party to enter upon their respective public right-of-way to perform the maintenance activities described in this Agreement.

5. Basis of City Cost

5.1. ***Schedule "I"***The Preliminary Schedule "I" includes anticipated City participation construction items, and the construction engineering cost share covered under this Agreement, and is based on engineer's estimated unit prices.

5.2. ***City Participation Construction.*** The City will participate in the following at the percentages indicated. The construction includes the City's proportionate share of item costs for Mobilization, Field Office, Field Laboratory and Traffic Control.

A. 100 Percent will be the City's rate of cost participation in all of the utility and non-utility construction. The construction includes, but is not limited to, those construction items tabulated on Sheet No. 2 of the Preliminary Schedule "I."

5.3. ***Construction Engineering Costs.*** The City will pay a construction engineering charge equal to 3 percent of the total water main City participation construction covered under this Agreement. The City will pay a construction engineering charge equal to 8 percent of the remainder of the City participation construction covered under this Agreement.

5.4. ***Plan Changes, Additional Construction, Etc.*** The City will share in the costs of construction contract addenda and change orders that are necessary to complete the City participation construction covered under this Agreement, including any City requested additional work and plan changes.

The State reserves the right to invoice the City for the cost of any additional City requested work and plan changes, construction contract addenda, change orders, and associated construction engineering before the completion of the contract construction.

5.5. ***Liquidated Damages.*** All liquidated damages assessed the State's contractor in connection with the construction contract will result in a credit shared by each party in the same proportion as their total construction cost share covered under this Agreement is to the total contract construction cost before any deduction for liquidated damages.

6. City Cost and Payment by the City

6.1. ***City Cost.*** **$363,922.38** is the City's estimated share of the costs of the contract construction and the construction engineering cost share as shown in the Preliminary Schedule "I." The Preliminary Schedule "I" was prepared using anticipated construction items and estimated quantities and unit prices and may include any credits or lump sum costs. Upon award of the construction contract, the State will prepare a Revised Schedule "I" based on construction contract construction items, quantities, and unit prices, which will replace and supersede the Preliminary Schedule "I" as part of this Agreement.

6.2. ***Conditions of Payment.*** The City will pay the State the City's total estimated construction and construction engineering cost share, as shown in the Revised Schedule "I," after the following conditions have been met:

A. Execution of this Agreement and transmittal to the City, including a copy of the Revised Schedule "I."

B. The City's receipt of a written request from the State for the advancement of funds.

6.3. ***Acceptance of the City's Cost and Completed Construction.*** The computation by the State of the amount due from the City will be final, binding and conclusive. Acceptance by the State of the completed contract construction will be final, binding, and conclusive upon the City as to the satisfactory completion of the contract construction.

6.4. ***Final Payment by the City.*** Upon completion of all contract construction and upon computation of the final amount due the State's contractor, the State will prepare a Final Schedule "I" and submit a copy to the City. The Final Schedule "I" will be based on final quantities, and include all City participation construction items and the construction engineering cost share covered under this Agreement. If the final cost of the City participation construction exceeds the amount of funds advanced by the City, the City will pay the difference to the State without interest. If the final cost of the City participation construction is less than the amount of funds advanced by the City, the State will refund the difference to the City without interest.

The State and the City waive claims for any payments or refunds less than $5.00 according to Minnesota Statutes § 15.415.

7. Basis of County Cost

7.1. ***Schedule "I"*** The Preliminary Schedule "I" includes anticipated County participation construction items, and the construction engineering cost share covered under this Agreement, and is based on engineer's estimated unit prices.

7.2. ***County Participation Construction.*** The County will participate in the following at the percentages indicated. The construction includes the County's proportionate share of item costs for Mobilization, Field Office, Field Laboratory and Traffic Control.

A. 100 Percent will be the County's rate of cost participation in all of the CR 145 construction. The construction includes, but is not limited to, those construction items tabulated on Sheet No. 3 thru No. 5 of the Preliminary Schedule "I."

7.3. ***Construction Engineering Costs.*** The County will pay a construction engineering charge equal to 8 percent of the total County participation construction covered under this Agreement.

7.4. ***Plan Changes, Additional Construction, Etc.*** The County will share in the costs of construction contract addenda and change orders that are necessary to complete the County participation construction covered under this Agreement, including any County requested additional work and plan changes.

The State reserves the right to invoice the County for the cost of any additional County requested work and plan changes, construction contract addenda, change orders, and associated construction engineering before the completion of the contract construction.

7.5. ***Liquidated Damages.*** All liquidated damages assessed the State's contractor in connection with the construction contract will result in a credit shared by each party in the same proportion as their total construction cost share covered under this Agreement is to the total contract construction cost before any deduction for liquidated damages.

8. County Cost and Payment by the County

8.1. ***County Cost.*** **$1,007,841.42** is the County's estimated share of the costs of the contract construction, and the construction engineering cost share as shown in the Preliminary Schedule "I." The Preliminary Schedule "I" was prepared using anticipated construction items and estimated quantities and unit prices and may include any credits or lump sum costs. Upon award of the construction contract, the State will

prepare a Revised Schedule "I" based on construction contract construction items, quantities, and unit prices, which will replace and supersede the Preliminary Schedule "I" as part of this Agreement.

8.2. ***Conditions of Payment.*** The County will pay the State the County's total estimated construction and construction engineering cost share, as shown in the Revised Schedule "I," after the following conditions have been met:

A. Execution of this Agreement and transmittal to the County, including a copy of the Revised Schedule "I."

B. The County's receipt of a written request from the State for the advancement of funds.

8.3. ***Acceptance of the County's Cost and Completed Construction.*** The computation by the State of the amount due from the County will be final, binding and conclusive. Acceptance by the State of the completed contract construction will be final, binding, and conclusive upon the County as to the satisfactory completion of the contract construction.

8.4. ***Final Payment by the County.*** Upon completion of all contract construction and upon computation of the final amount due the State's contractor, the State will prepare a Final Schedule "I" and submit a copy to the County. The Final Schedule "I" will be based on final quantities, and include all County participation construction items and the construction engineering cost share covered under this Agreement. If the final cost of the County participation construction exceeds the amount of funds advanced by the County, the County will pay the difference to the State without interest. If the final cost of the County participation construction is less than the amount of funds advanced by the County, the State will refund the difference to the County without interest.

The State and the County waive claims for any payments or refunds less than $5.00 according to Minnesota Statutes § 15.415.

9. Authorized Representatives

Each party's Authorized Representative is responsible for administering this Agreement and is authorized to give and receive any notice or demand required or permitted by this Agreement.

9.1. The State's Authorized Representative will be:

Name, Title:	Malaki Ruranika, Cooperative Agreements Engineer (or successor)
Address:	395 John Ireland Boulevard, Mailstop 682, Saint Paul, MN 55155
Telephone:	(651) 366-4634
Email:	malaki.ruranika@state.mn.us

9.2. The City's Authorized Representative will be:

Name, Title:	Annita Smythe, City Administrator (or successor)
Address:	605 County Road 75, Clearwater, MN 55320
Telephone:	(320) 558-2428
Email:	asmythe@clearwatercity.com

9.3. The County's Authorized Representative will be:

Name, Title:	Chad Hausmann, County Highway Engineer (or successor)
Address:	3600 Braddock Avenue Northeast, Buffalo, MN 55313
Telephone:	(763) 682-7388
Email:	chad.hausmann@co.wright.mn.us

10. Assignment; Amendments; Waiver; Contract Complete

10.1. ***Assignment.*** No party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other party and a written assignment agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office. The foregoing does not prohibit the City or the County from contracting with a third-party to perform City or County maintenance responsibilities covered under this Agreement.

10.2. ***Amendments.*** Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.

10.3. ***Waiver.*** If a party fails to enforce any provision of this Agreement, that failure does not waive the provision or the party's right to subsequently enforce it.

10.4. ***Contract Complete.*** This Agreement contains all prior negotiations and agreements between the State, the City, and the County. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

11. Liability; Worker Compensation Claims

11.1. Each party is responsible for its own acts, omissions and the results thereof to the extent authorized by law and will not be responsible for the acts and omissions of others and the results thereof. Minnesota Statutes § 3.736 and other applicable law govern liability of the State. Minnesota Statutes Chapter 466 and other applicable law govern liability of the City and the County.

11.2. Each party is responsible for its own employees for any claims arising under the Workers Compensation Act.

12. Nondiscrimination

Provisions of Minnesota Statutes § 181.59 and of any applicable law relating to civil rights and discrimination are considered part of this Agreement.

13. State Audits

Under Minnesota Statutes § 16C.05, subdivision 5, the City's and the County's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the State and the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

14. Government Data Practices

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

15. Telecommunications Certification

By signing this Agreement, the City and the County certify that, consistent with Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. 115-232 (Aug. 13, 2018), and 2 CFR 200.216, the City and the County will not use funding covered by this Agreement to procure or obtain, or to extend, renew, or enter into any contract to procure or obtain, any equipment, system, or service that uses “covered telecommunications equipment or services” (as that term is defined in Section 889 of the Act) as a

substantial or essential component of any system or as critical technology as part of any system. The City and the County will include this certification as a flow down clause in any contract related to this Agreement.

16. Governing Law; Jurisdiction; Venue

Minnesota law governs the validity, interpretation, and enforcement of this Agreement. Venue for all legal proceedings arising out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

17. Termination; Suspension

17.1. ***By Mutual Agreement.*** This Agreement may be terminated by mutual agreement of the parties.

17.2. ***Termination for Insufficient Funding.*** The State may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the performance of contract construction under the Project. Termination must be by written or fax notice to the City and the County.

17.3. ***Suspension.*** In the event of a total or partial government shutdown, the State may suspend this Agreement and all work, activities, and performance of work authorized through this Agreement.

18. Force Majeure

No party will be responsible to the other for a failure to perform under this Agreement (or a delay in performance) if such failure or delay is due to a force majeure event. A force majeure event is an event beyond a party's reasonable control, including but not limited to, unusually severe weather, fire, floods, other acts of God, labor disputes, acts of war or terrorism, or public health emergencies.

(The remainder of this page has been intentionally left blank.)

MnDOT Contract No.: **1061776**

CITY OF CLEARWATER

The undersigned certify that they have lawfully executed this contract on behalf of the Governmental Unit as required by applicable charter provisions, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

INCLUDE COPY OF RESOLUTION APPROVING THE AGREEMENT AND AUTHORIZING ITS EXECUTION.

MnDOT Contract No.: **1061776**

WRIGHT COUNTY

The undersigned certify that they have lawfully executed this contract on behalf of the Governmental Unit as required by applicable charter provisions, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

DEPARTMENT OF TRANSPORTATION

Recommended for Approval:

By: _____
(District Engineer)

Date: _____

Approved:

By: _____
(State Design Engineer)

Date: _____

COMMISSIONER OF ADMINISTRATION

By: _____
(With Delegated Authority)

Date: _____

INCLUDE COPY OF RESOLUTION APPROVING THE AGREEMENT AND AUTHORIZING ITS EXECUTION.

PRELIMINARY SCHEDULE "I"
Agreement No. 1061776
City of Clearwater and Wright County

SP 8611-29 (TH 24=240) Preliminary: February 13, 2026
Fed. Proj. NHPP-NHFP-BFP I940(069)

Grading, bituminous and concrete surfacing, roundabouts, ADA improvements, lighting, TMS, Signal System and Bridge No. 86826 construction to start approximately July 2026 under State Contract No. ____ with ____ located along TH 24

CITY COST PARTICIPATION	
SP 8611-29, Utility Construction Items (From Sheet No. 2)	156,240.00
Construction Engineering (3%)	4,687.20
SP 8611-29, None- Utility Construction Items (From Sheet No. 2)	187,958.50
Construction Engineering (8%)	15,036.68
(1) Total City Cost	**$363,922.38**

(1) Amount of advance payment as described in Article 6 of the Agreement (estimated amount)

COUNTY COST PARTICIPATION	
CR 145 Reconstruction Items (From Sheet No. 5)	933,186.50
Construction Engineering (8%)	74,654.92
(2) Total County Cost	**$1,007,841.42**

(2) Amount of advance payment as described in Article 8 of the Agreement (estimated amount)

Data is considered Non-public prior to project award under the
Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13.

(1) 100% CITY
(P) = PLAN QUANTITY

1061776

ITEM NUMBER	SP 8611-29 CLEARWATER UTILITY CONSTRUCTION	UNIT	QUANTITY	UNIT PRICE	COST (1)
2021.501	MOBILIZATION	LUMP SUM	0.02	600,000.00	12,000.00
2031.502	FIELD OFFICE	EACH	0.02	50,000.00	1,000.00
2031.502	FIELD LABORATORY	EACH	0.02	45,000.00	900.00
2104.502	REMOVE SIGN	EACH	1.00	65.00	65.00
2104.502	SALVAGE SIGN	EACH	1.00	100.00	100.00
2104.503	REMOVE WATER MAIN	LIN FT	25.00	20.00	500.00
2104.602	REMOVE SIGN SPECIAL	EACH	1.00	300.00	300.00
2231.604	BITUMINOUS PATCH SPECIAL	SQ YD	130.00	60.00	7,800.00
2504.602	* CONNECT TO EXISTING WATER MAIN	EACH	3.00	3,000.00	9,000.00
2504.602	* HYDRANT	EACH	1.00	9,000.00	9,000.00
2504.602	* ADJUST GATE VALVE & BOX	EACH	4.00	1,200.00	4,800.00
2504.602	* 6" GATE VALVE & BOX	EACH	1.00	3,500.00	3,500.00
2504.602	* 8" GATE VALVE & BOX	EACH	4.00	4,500.00	18,000.00
2504.603	* 6" PVC WATERMAIN	LIN FT	32.00	75.00	2,400.00
2504.603	* 8" PVC WATERMAIN	LIN FT	825.00	80.00	66,000.00
2504.603	* 20" STEEL CASING PIPE	LIN FT	98.00	300.00	29,400.00
2504.604	* 4" INSULATION	SQ YD	4.00	100.00	400.00
2504.608	* WATERMAIN FITTINGS	POUND	617.00	20.00	12,340.00
2506.502	* ADJUST FRAME & RING CASTING	EACH	2.00	700.00	1,400.00
2545.501	LIGHTING SYSTEM "A"	LUMP SUM	0.29	180,000.00	52,200.00
2545.501	LIGHTING SYSTEM "C"	LUMP SUM	0.16	305,000.00	48,800.00
2545.601	PAINT LIGHTING SYSTEM	LUMP SUM	1.00	15,000.00	15,000.00
2545.602	GFCI RECEPTACLE	EACH	18.00	425.00	7,650.00
2563.601	TRAFFIC CONTROL	LUMP SUM	0.02	1,200,000.00	24,000.00
2564.502	INSTALL SIGN	EACH	1.00	675.00	675.00
2564.518	SIGN	SQ FT	16.00	81.00	1,296.00
2564.618	SIGN SPECIAL	SQ FT	12.00	100.00	1,200.00
2582.503	6" DBLE SOLID LINE MULTI COMP GR IN (WR)	LIN FT	30.00	3.25	97.50
2582.518	CROSSWALK PREF THERMO GR IN	SQ FT	180.00	18.75	3,375.00
2582.518	CROSSWALK PREF THERMO GR IN CONT	SQ FT	200.00	55.00	11,000.00
	* 3% Construction Engineering			*TOTAL	$156,240.00
				TOTAL	$187,958.50
	(1) **100% CITY**		**$344,198.50**		

Data is considered Non-public prior to project award under the
Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13.

(2) 100% COUNTY
(P) = PLAN QUANTITY

1061776

ITEM NUMBER	RECONSTUCTION ITEMS ON CR 145		UNIT	QUANTITY	UNIT PRICE	COST (2)
2021.501	MOBILIZATION		LUMP SUM	0.07	600,000.00	42,000.00
2031.502	FIELD OFFICE		EACH	0.07	50,000.00	3,500.00
2031.502	FIELD LABORATORY		EACH	0.07	45,000.00	3,150.00
2101.502	GRUBBING		EACH	11.00	200.00	2,200.00
2101.505	GRUBBING		ACRE	0.20	8,000.00	1,600.00
2102.503	PAVEMENT MARKING REMOVAL		LIN FT	100.00	1.00	100.00
2104.502	REMOVE SIGN		EACH	16.00	65.00	1,040.00
2104.502	SALVAGE SIGN PANEL		EACH	1.00	200.00	200.00
2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)		LIN FT	48.00	5.00	240.00
2104.503	SAWING BIT PAVEMENT (FULL DEPTH)		LIN FT	552.00	3.00	1,656.00
2104.503	REMOVE PIPE CULVERTS		LIN FT	275.00	17.00	4,675.00
2104.503	REMOVE CURB & GUTTER		LIN FT	55.00	6.00	330.00
2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT		SQ YD	243.00	13.00	3,159.00
2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT		SQ YD	766.00	6.00	4,596.00
2104.504	REMOVE BITUMINOUS PAVEMENT		SQ YD	4,013.00	5.00	20,065.00
2104.504	REMOVE BITUMINOUS SHOULDER PAVEMENT		SQ YD	1,222.00	4.00	4,888.00
2104.602	SALVAGE SIGN SPECIAL		EACH	2.00	100.00	200.00
2106.507	EXCAVATION - COMMON	(P)	CU YD	4,507.00	10.00	45,070.00
2106.507	SELECT GRANULAR EMBANKMENT (CV)	(P)	CU YD	1,507.00	20.00	30,140.00
2106.507	COMMON EMBANKMENT (CV)	(P)	CU YD	920.00	3.00	2,760.00
2112.519	SUBGRADE PREPARATION 6"-12"		ROAD STA	9.00	150.00	1,350.00
2118.509	AGGREGATE SURFACING CLASS 1		TON	34.00	26.00	884.00
2211.507	AGGREGATE BASE (CV) CLASS 6	(P)	CU YD	1,371.00	30.00	41,130.00
2301.502	DOWEL BAR		EACH	981.00	11.00	10,791.00
2301.504	CONCRETE PAVEMENT 8.5"		SQ YD	1,706.00	110.00	187,660.00
2301.508	SUPPLEMENTAL PAVEMENT REINFORCEMENT		POUND	2,459.00	2.80	6,885.20
2357.606	BITUMINOUS MATERIAL FOR SHOULDER TACK		GALLON	43.00	3.50	150.50
2360.509	TYPE SP 9.5 WEARING COURSE MIX (4,C)		TON	990.00	100.00	99,000.00
2451.507	FINE AGGREGATE BEDDING (CV)	(P)	CU YD	122.00	50.00	6,100.00
2501.502	12" RC PIPE APRON		EACH	1.00	1,000.00	1,000.00
2501.502	18" RC PIPE APRON		EACH	2.00	1,200.00	2,400.00
2501.502	15" RC SAFETY APRON		EACH	2.00	1,500.00	3,000.00
2501.502	18" RC SAFETY APRON		EACH	2.00	1,400.00	2,800.00
2501.503	15" RC PIPE CULVERT DES 3006 CL V		LIN FT	53.00	80.00	4,240.00

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(2) 100% COUNTY
(P) = PLAN QUANTITY

1061776

ITEM NUMBER	RECONSTUCTION ITEMS ON CR 145	UNIT	QUANTITY	UNIT PRICE	COST (2)
2501.503	18" RC PIPE CULVERT DES 3006 CL V	LIN FT	143.00	90.00	12,870.00
2502.503	4" PERF TP PIPE DRAIN	LIN FT	476.00	15.00	7,140.00
2503.503	12" RC PIPE SEWER DES 3006 CL V	LIN FT	209.00	70.00	14,630.00
2506.502	CONST DRAINAGE STRUCTURE DESIGN G OR H	EACH	1.00	4,000.00	4,000.00
2506.502	CASTING ASSEMBLY	EACH	6.00	1,200.00	7,200.00
2506.503	CONST DRAINAGE STRUCTURE DES 48-4020	LIN FT	23.40	650.00	15,210.00
2511.504	GEOTEXTILE FILTER TYPE 4	SQ YD	55.00	4.00	220.00
2511.507	RANDOM RIPRAP CLASS III	CU YD	7.00	130.00	910.00
2511.507	RANDOM RIPRAP CLASS IV	CU YD	9.00	130.00	1,170.00
2521.518	6" CONCRETE WALK	SQ FT	3,194.00	10.00	31,940.00
2521.602	DRILL & GROUT REINF BAR (EPOXY COATED)	EACH	66.00	16.00	1,056.00
2521.618	CONCRETE CURB RAMP WALK	SQ FT	1,517.00	16.00	24,272.00
2531.503	CONCRETE CURB & GUTTER DESIGN B424	LIN FT	321.00	30.00	9,630.00
2531.503	CONCRETE CURB & GUTTER DESIGN S524	LIN FT	326.00	35.00	11,410.00
2531.603	CONCRETE SILL	LIN FT	166.00	12.00	1,992.00
2531.603	CONCRETE CURB & GUTTER	LIN FT	116.00	45.00	5,220.00
2531.618	TRUNCATED DOMES	SQ FT	106.00	70.00	7,420.00
2533.503	PORTABLE PRECAST CONC BARRIER DES 8337	LIN FT	400.00	15.00	6,000.00
2533.503	PORTABLE PREC CONC BAR DES 8337-ANCHORED	LIN FT	200.00	45.00	9,000.00
2533.503	RELOCATE PORT PRECAST CONC BAR DES 8337	LIN FT	200.00	5.00	1,000.00
2540.602	MAIL BOX SUPPORT	EACH	6.00	500.00	3,000.00
2545.501	LIGHTING SYSTEM "C"	LUMP SUM	0.10	305,000.00	30,500.00
2554.602	GUIDE POST TYPE SPECIAL	EACH	7.00	200.00	1,400.00
2563.601	TRAFFIC CONTROL	LUMP SUM	0.07	1,200,000.00	84,000.00
2563.602	PORTABLE BARRIER DELINEATOR	EACH	40.00	9.00	360.00
2563.602	TUBULAR MARKER	EACH	40.00	50.00	2,000.00
2563.615	TEMPORARY IMPACT ATTENUATOR	ASSEMBLY	2.00	5,000.00	10,000.00
2563.615	RELOCATE TEMPORARY IMPACT ATTENUATOR	ASSEMBLY	2.00	1,000.00	2,000.00
2564.502	INSTALL SIGN PANEL	EACH	1.00	200.00	200.00
2564.502	DELINEATOR / MARKER PANEL	EACH	1.00	105.00	105.00
2564.518	SIGN	SQ FT	254.00	81.00	20,574.00
2564.602	INSTALL SIGN SPECIAL	EACH	2.00	500.00	1,000.00
2573.502	STORM DRAIN INLET PROTECTION	EACH	6.00	210.00	1,260.00
2573.502	CULVERT END CONTROLS	EACH	3.00	200.00	600.00

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(2) 100% COUNTY
(P) = PLAN QUANTITY

1061776

ITEM NUMBER	RECONSTUCTION ITEMS ON CR 145		UNIT	QUANTITY	UNIT PRICE	COST (2)
2573.503	FILTER BERM TYPE 4		LIN FT	831.00	0.50	415.50
2574.505	SUBSOILING	(P)	ACRE	1.00	300.00	300.00
2574.505	SOIL BED PREPARATION	(P)	ACRE	2.00	220.00	440.00
2574.508	FERTILIZER TYPE 1		POUND	501.00	2.00	1,002.00
2575.504	ROLLED EROSION PREVENTION CATEGORY 25		SQ YD	462.00	2.00	924.00
2575.505	SEEDING	(P)	ACRE	2.00	350.00	700.00
2575.505	MOWING	(P)	ACRE	3.00	150.00	450.00
2575.505	WEED SPRAYING	(P)	ACRE	1.00	320.00	320.00
2575.506	WEED SPRAY MIXTURE		GALLON	0.10	200.00	20.00
2575.508	HYDRAULIC MULCH MATRIX		POUND	3,750.00	1.70	6,375.00
2575.523	RAPID STABILIZATION METHOD 3		M GALLON	18.00	500.00	9,000.00
2575.608	SEED SOUTHERN TALLGRASS ROADSIDE		POUND	16.00	33.00	528.00
2581.503	6" REMOVABLE PREFORM PAVEMENT MARKING TAPE WR		LIN FT	6,600.00	2.30	15,180.00
2581.603	REMOVABLE PREFORMED PLASTIC MASK (BLACK)		LIN FT	3,600.00	3.00	10,800.00
2582.503	6" SOLID LINE PAINT (WR)		LIN FT	4,200.00	0.50	2,100.00
2582.503	6" SOLID LINE MULTI COMP (WR)		LIN FT	2,100.00	1.00	2,100.00
2582.503	4" SOLID LINE MULTI COMP GR IN (WR)		LIN FT	170.00	1.25	212.50
2582.503	6" SOLID LINE MULTI COMP GR IN (WR)		LIN FT	660.00	1.25	825.00
2582.503	4" DBLE SOLID LINE MULTI COMP GR IN (WR)		LIN FT	770.00	2.50	1,925.00
2582.503	6" SOLID LINE MULTI COMP GR IN (WR) CONT		LIN FT	570.00	2.50	1,425.00
2582.503	6" DOTTED LINE MULTI COMP GR IN (WR) CONT		LIN FT	21.00	1.80	37.80
2582.503	24" SOLID LINE PREF THERMO GR IN		LIN FT	70.00	25.00	1,750.00
2582.518	PAVT MSSG PAINT		SQ FT	16.00	10.00	160.00
2582.518	PAVT MSSG PREF THERMO GR IN CONT		SQ FT	20.00	38.00	760.00
2582.518	CROSSWALK PREF THERMO GR IN CONT		SQ FT	120.00	55.00	6,600.00
2582.603	PAVEMENT MARKING SPECIAL		LIN FT	21.00	28.00	588.00
					TOTAL	$933,186.50
		(2)	**100% COUNTY**	**$933,186.50**		

Data is considered Non-public prior to project award under the
Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13.

CITY OF CLEARWATER

RESOLUTION

IT IS RESOLVED that the City of Clearwater enter into MnDOT Agreement No. 1061776 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the City to the State of the City's share of the costs of the utility construction and other associated construction and maintenance to be performed upon, along, and adjacent to Trunk Highway No. 24 from 600 feet south of County Road No. 145 to County State Aid Highway No. 75 under State Project No. 8611-29 (TH 24=240).

IT IS FURTHER RESOLVED that the Mayor and the _____
(Title)
are authorized to execute the Agreement and any amendments to the Agreement.

CERTIFICATION

I certify that the above Resolution is an accurate copy of the Resolution adopted by the Council of the City of Clearwater at an authorized meeting held on the _____ day of _____, 2026, as shown by the minutes of the meeting in my possession.

Subscribed and sworn to me this
_____ day of _____, 2026

Notary Public _____

My Commission Expires _____

_____
(Signature)

_____
(Type or Print Name)

_____
(Title)

WRIGHT COUNTY

RESOLUTION

IT IS RESOLVED that Wright County enter into MnDOT Agreement No. 1061776 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the County to the State of the County's share of the costs of the grading, bituminous and concrete surfacing, roundabouts, ADA improvements, and lighting construction and other associated construction and to be performed upon, along, and adjacent to Trunk Highway No. 24 from 600 feet south of County Road No. 145 to County State Aid Highway No. 75 under State Project No. 8611-29 (TH 24=240).

IT IS FURTHER RESOLVED that the _____
(Title)
and the _____
(Title)
are authorized to execute the Agreement and any amendments to the Agreement.

CERTIFICATION

I certify that the above Resolution is an accurate copy of the Resolution adopted by the Board of Commissioners of Wright County at an authorized meeting held on the _____ day of _____, 2026, as shown by the minutes of the meeting in my possession.

Subscribed and sworn to me this
_____ day of _____, 2026

Notary Public _____

My Commission Expires _____

_____
(Signature)

_____
(Type or Print Name)

_____
(Title)

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Chad Hausmann

Requestor Title
Highway Engineer

Department (please use dropdown to select department) *
HIGHWAY

Target Meeting Date *
3/3/2026 9:00 AM - Board of Wright County Commissioners

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

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

Time Required:
3

Originator
SCB7391

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Adopt Resolution 26-19, Minnesota Department of Transportation Cooperative Construction Agreement 1061776

Short Title (what will appear on Agenda outline - 250 character max.) *
Adopt Resolution 26-19, Minnesota Department of Transportation Cooperative Construction Agreement 1061776

Value Stream the request primarily aligns with:
Develop County Infrastructure

Briefly describe how the request aligns with the selected value stream.
The agreement outlines the scope of work, deliverables and county cost share to construct infrastructure improvements.

Describe the impact on staffing resources.
Staff time to administer the contract.

Fiscal Impact:
$1,007,841.42 (Local, LOST)

Background/Justification:
This agreement provides for MnDOT to invoice the County for the County's share of the costs of the TH 24 and County Road (CR) 145 roundabout construction and associated construction engineering.
Attached: Resolution, Agreement

Route for Review and Approval

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

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

Document Name	Attachment Type
3.3.26.1061776 AGR CLEARWATER and WRIGHT.pdf	Attachment
26-19 MNDOT Agree 1061776 - FLAT.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

RESOLUTION #26-19
BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:
March 3, 2026

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

RESOLUTION #26-19

Page 1 of 1

IT IS RESOLVED that Wright County enter into MnDOT Agreement No. 1061776 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the County to the State of the County's share of the costs of the grading, bituminous and concrete surfacing, roundabouts, ADA improvements, and lighting construction and other associated construction and to be performed upon, along, and adjacent to Trunk Highway No. 24 from 600 feet south of County Road No. 145 to County State Aid Highway No. 75 under State Project No. 8611-29 (TH 24=240).

IT IS FURTHER RESOLVED that the Board Chair and County Administrator are authorized to execute the agreement and any amendments to the Agreement.

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, December 08, 2025, now on file in my office, and have found the same to be a true and correct copy thereof.

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

Greg Kryzer, County Administrator

Version 2

Hwy 24 Project

CLEARWATER, MINNESOTA

WRIGHT COUNTY
MINNESOTA



WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Jami Goodrum

Requestor Title
Department Head

Department (please use dropdown to select department) *
HEALTH & HUMAN SERVICES

Target Meeting Date *
3/3/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
NMB7429

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve New Lower-Potency Hemp Edible Retail Registration for Brothers Smoke & More in Clearwater 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 Brothers Smoke & More in Clearwater 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:
Brothers Smoke & More – Clearwater has applied for a Wright County lower-potency hemp edible retail registration.

Route for Review and Approval

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

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

Document Name	Attachment Type
Brothers Smoke More – Clearwater.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

WRIGHT COUNTY
MINNESOTA

2026 LIQUOR LICENSURE

HEALTH & HUMAN SERVICES

The following establishments are seeking renewal of their liquor license and are recommended by Public Health.

Name of Establishment	City of Operation	District	License Type	Paperwork Completed & Received (Application, Worker's Compensation, Liability Insurance, etc.)	Payment Received	Violations in Last 5 Years	HHS/PH Recommend Renewal
Olson's Campground	Silver Creek Township	2	Renewal, Consumption & Display Permit	Yes	Yes	None	Yes

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
High-Way Liquors	710 Clearwater Center	Clearwater	2	Lower-Potency Hemp Edible Retailer	Received	Received	None.

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Jami Goodrum

Requestor Title
Department Head

Department (please use dropdown to select department) *
HEALTH & HUMAN SERVICES

Target Meeting Date *
3/3/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
NMB7429

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve New Lower-Potency Hemp Edible Retail Registration for Brothers Smoke & More in Monticello 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 Brothers Smoke & More in Monticello 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:
Brothers Smoke & More – Monticello has applied for a Wright County lower-potency hemp edible retail registration.

Route for Review and Approval

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

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

Document Name	Attachment Type
Brothers Smoke More – Monticello.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

WRIGHT COUNTY
MINNESOTA

CANNABIS RETAIL REGISTRATION

HEALTH & HUMAN SERVICES

The following establishments are seeking Lower-Potency Hemp Edible (LPHE) retail registration and are recommended by Public Health.

C	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
Brothers Smoke & More	1549 E Broadway St	Monticello	2	Lower-Potency Hemp Edible Retailer	Received	Received	None.

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Jami Goodrum

Requestor Title
Department Head

Department (please use dropdown to select department) *
HEALTH & HUMAN SERVICES

Target Meeting Date *
3/3/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
NMB7429

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve New Lower-Potency Hemp Edible Retail Registration for Hi-Way Liquors in Monticello 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 Hi-Way Liquors in Monticello 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:
Hi-Way Liquors has applied for a Wright County lower-potency hemp edible retail registration.

Route for Review and Approval

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

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

Document Name	Attachment Type
Hi-Way Liquors .pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

WRIGHT COUNTY
MINNESOTA

CANNABIS RETAIL REGISTRATION

HEALTH & HUMAN SERVICES

The following establishments are seeking Lower-Potency Hemp Edible (LPHE) retail registration and are recommended by Public Health.

Name of Establishment	Address	City / Township	Commissioner District	JPA – Cannabis Retail Registration Cap (1:12,500) or Lower-Potency Hemp Edible Retailer	Paperwork Completed & Received	Payment Received	Violations in Last 5 Years
High-Way Liquors	545 Hwy. 25 N	Monticello	2	Lower-Potency Hemp Edible Retailer	Received	Pending	Alcohol Failure 7/25/2024, Tobacco Failure 7/15/2021

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Jami Goodrum

Requestor Title
Department Head

Department (please use dropdown to select department) *
HEALTH & HUMAN SERVICES

Target Meeting Date *
3/3/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
NMB7429

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve Olson's Campground on Limestone Lake Consumption & Display Permit for April 1, 2026 - March 31, 2027.

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Olson's Campground on Limestone Lake Consumption & Display Permit for April 1, 2026 - March 31, 2027.

Value Stream the request primarily aligns with:
Shepherd Economic Growth

Briefly describe how the request aligns with the selected value stream.
The Licensing and Compliance team with Health & Human Services – Public Health aims to support local businesses that sell liquor.

Describe the impact on staffing resources.
Time spent processing application, issuing license, and completing annual compliance checks.

Fiscal Impact:
Collection of renewal fee, $250 to HHS Licensing, plus $250 to Alcohol and Gambling Enforcement Division (AGED).

Background/Justification:
Liquor license (new and renewal) is done in coordination with the Wright County Sheriff's Office, Attorney's Office, local township staff and the Alcohol and Gambling Enforcement Division. Consumption & Display permits are issued by the state AGED office, but must be approved by County first.

Route for Review and Approval

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

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

Document Name	Attachment Type
2026 Renewal – Olson's Campground CD.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

WRIGHT COUNTY
MINNESOTA

2026 LIQUOR LICENSURE

HEALTH & HUMAN SERVICES

The following establishments are seeking renewal of their liquor license and are recommended by Public Health.

Name of Establishment	City of Operation	District	License Type	Paperwork Completed & Received (Application, Worker's Compensation, Liability Insurance, etc.)	Payment Received	Violations in Last 5 Years	HHS/PH Recommend Renewal
Olson's Campground	Silver Creek Township	2	Renewal, Consumption & Display Permit	Yes	Yes	None	Yes

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Jami Goodrum

Requestor Title
Department Head

Department (please use dropdown to select department) *
HEALTH & HUMAN SERVICES

Target Meeting Date *
3/3/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
NMB7429

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve New Lower-Potency Hemp Edible Retail Registration for Monticello Smoke Shop in Monticello 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 Monticello Smoke Shop in Monticello 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:
Monticello Smoke Shop has applied for a Wright County lower-potency hemp edible retail registration.

Route for Review and Approval

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

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

Document Name	Attachment Type
Monticello Smoke Shop.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

WRIGHT COUNTY
MINNESOTA

CANNABIS RETAIL REGISTRATION

HEALTH & HUMAN SERVICES

The following establishments are seeking Lower-Potency Hemp Edible (LPHE) retail registration and are recommended by Public Health.

C	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
Monticello Smoke Shop	1220 Highway 25 S.	Monticello	2	Lower-Potency Hemp Edible Retailer	Received	Received	Tobacco Failure 7/16/2021

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Jami Goodrum

Requestor Title
Department Head

Department (please use dropdown to select department) *
HEALTH & HUMAN SERVICES

Target Meeting Date *
3/3/2026 9:00 AM - Board of Wright County Commissioners

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

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

Time Required:
2 Minutes

Originator
NMB7429

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Adopt Resolution HHS 26-03 to Accept January 2026 Donation.

Short Title (what will appear on Agenda outline - 250 character max.) *
Adopt Resolution HHS 26-03 to Accept January 2026 Donation.

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

Briefly describe how the request aligns with the selected value stream.
HHS accepts donations for programs to continue supporting client needs.

Describe the impact on staffing resources.
None

Fiscal Impact:
May reduce budget cost and/or levy expenditure dependent on type and use of donated funds.

Background/Justification:
Health & Human Services accepts donations from private individuals, businesses and public entities to assist our customers and to enhance our operations pursuant to MN Statute 465.03 (Gifts to Municipalities) and Title 2 CFR Subtitle A Chapter II Part 200 Subpart E § 200.434 Contributions and Donations.

Route for Review and Approval

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

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

Document Name	Attachment Type
HHS 26-03 January 2026 Donation.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

RESOLUTION #26-03
BOARD OF WRIGHT COUNTY HEALTH & HUMAN SERVICES

DATE ADOPTED:
March 3, 2026

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

ACCEPT JANUARY 2026 DONATION

WHEREAS Wright County Health & Human Services is authorized to accept and maintain donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens; and

WHEREAS in January, Wright County Health & Human Services respectively received a total of Twenty-Five Dollars ($25) cash and in-kind donations from the following persons and entities (Page 2) who have offered to contribute the donations set forth to Wright County:

WHEREAS all such donations have been contributed to Wright County for the benefit of its citizens, as allowed by law; and

WHEREAS the Wright County Health & Human Services Board finds that it is appropriate to accept the donations offered.
NOW, THEREFORE, BE IT RESOLVED BY THE WRIGHT COUNTY HEALTH & HUMAN SERVICES BOARD, AS FOLLOWS:
1. The donations described herewith are accepted and shall be used as allowed by law.
2. The Wright County Health & Human Services Agency is hereby directed to acknowledge to each donor the County's acceptance of the donation

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

Roll Call Vote:

	YES	ABSENT	NO	ABSTAIN
DIEDRICK				
VETSCH				
HOLLAND				
SCHOEN				
MOYNAGH				

STATE OF MINNESOTA)
ss.
County of Wright)

I, Jami Goodrum, duly appointed and qualified Health & Human Services Director of the County of Wright, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Health & Human Services Board of County Commissioners, Wright County, Minnesota, at their session held on March 3, 2026, now on file in my office, and have found the same to be a true and correct copy thereof.

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

_____
Jami Goodrum, Health & Human Services Director

Add Page

RESOLUTION #26-03

BOARD OF WRIGHT COUNTY HEALTH & HUMAN SERVICES

DATE ADOPTED:

March 3, 2026

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

ACCEPT JANUARY 2026 DONATION

Page 2 of 2 Delete Page Add Page

PROGRAM	AMOUNT	DONOR
60 Plus Clinic	$ 5.00	Unknown
HHS Warming Closet	$ 20.00	HHS Staff
TOTAL	**$ 25.00**	

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Jami Goodrum

Requestor Title
Department Head

Department (please use dropdown to select department) *
HEALTH & HUMAN SERVICES

Target Meeting Date *
3/3/2026 9:00 AM - Board of Wright County Commissioners

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

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

Time Required:
5 Minutes

Originator
NMB7429

Item Details

Board Action Requested (this is what will appear on the Agenda) *
HHS Director's Comments:
1. Preliminary Wright County Birth Record Data
2. 2025 HHS Annual Report

Short Title (what will appear on Agenda outline - 250 character max.) *
HHS Director's Comments:
1. Preliminary Wright County Birth Record Data
2. 2025 HHS Annual Report

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

Briefly describe how the request aligns with the selected value stream.
The HHS Director regularly apprises the Board with matters deemed for informational purposes that may or may not require future Board action. This is in line with the Agency's mission for transparency and open communication.

Describe the impact on staffing resources.
None

Fiscal Impact:
None

Background/Justification:
The Wright County Health & Human Services Board exercises authority and oversees the HHS Agency, with the expectation that the department maintain an open and transparent line of communication with the Board.

Route for Review and Approval

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

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

Document Name	Attachment Type

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Marc Mattice

Requestor Title
Assistant County Administrator; Property Services

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
3/3/2026 9:00 AM - Board of Wright County Commissioners

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

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

Time Required:

Originator
MAM7693

Item Details

Board Action Requested (this is what will appear on the Agenda) *
PUBLIC HEARING - Updates To The Local Option Sales Tax Project List

Short Title (what will appear on Agenda outline - 250 character max.) *
PUBLIC HEARING - Updates To The Local Option Sales Tax Project List

Value Stream the request primarily aligns with:
Develop County Infrastructure

Briefly describe how the request aligns with the selected value stream.
Continue to improve, develop, and maintain the Wright County transportation infrastructure.

Describe the impact on staffing resources.
Continuous coordination and workflow associated with projects. Finance must submit the updated resolution and project list to the MN DOR

Fiscal Impact:

Background/Justification:
The County adopted resolution 17-30, enacting a county-wide 1/2% (0.5%) sales tax for transportation projects beginning October 1, 2017.

Route for Review and Approval

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

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

Document Name	Attachment Type
Affidavit of Publication – Public Hearing – LOST.pdf	Attachment
3. 2026.LOST. Proposed Additions.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

NOTICE OF PUBLIC HEARING LOCAL OPTION SALES TAX

NOTICE IS HEREBY GIVEN that on **Tuesday, MARCH 3, 2026, at 9:30 A.M.**, the Wright County Board of Commissioners will hold a Hearing in the County Commissioners' Board Room at the Wright County Government Center, 3650 Braddock Avenue NE, Buffalo, Minnesota to take public comment on the Local Option Sales Tax.

Interested persons are invited to attend the Hearing or submit written comments before the hearing date. Written comments shall be submitted to Marc Mattice, Assistant County Administrator, Property Service, 3650 Braddock Avenue NE., Room 3213, Buffalo, Minnesota, 55313 or admin.requests@co.wright.mn.us. All written comments must be received by 12:00 p.m. (Noon), February 27, 2026, to receive full consideration by the Wright County Board of Commissioners. For questions, contact Chad Hausmann, Wright County Highway Department, at 763-682-7388, or chad.hausmann@wrightcountymn.gov

The proposed project list can be reviewed online at https://www.co.wright.mn.us/131/Administration or in person in the Wright County Administration Office, located in the Wright County Government Center, or by requesting a copy by email from admin.requests@co.wright.mn.us

Interpreter Services will be provided upon written request.

Published in the Delano Herald Journal, Feb. 20 & 27, 2026. |

ATTACHMENT A - WRIGHT COUNTY RESOLUTION 26-xx

Wright County Local Option Sales Tax
Hwy Staff Recommended Projects

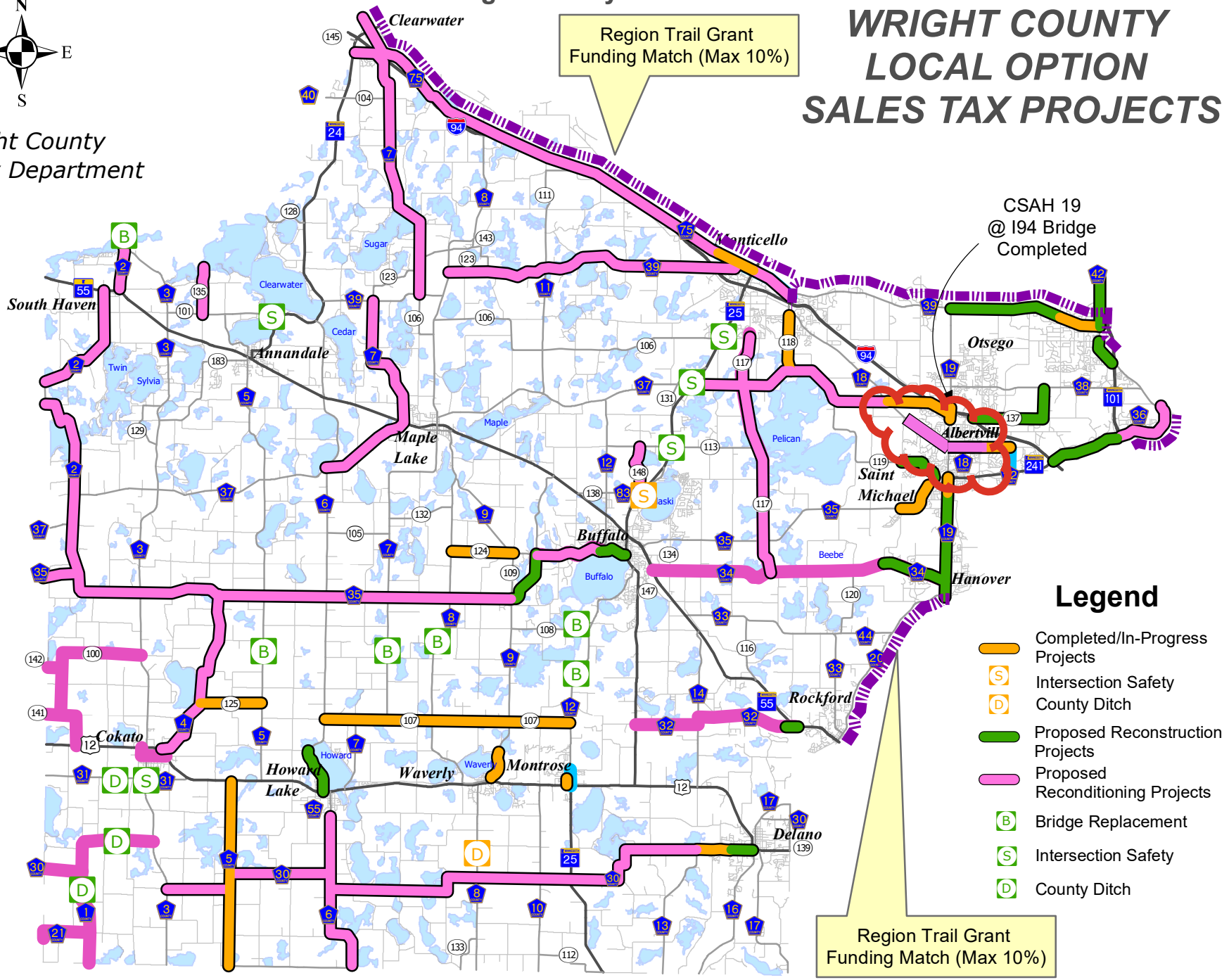
= In-progress Projects

Roadway	Termini	Type of Improvement	Length (miles)
	Highway Projects		
CSAH 2	CSAH 35 to North County Line	Reconditioning	12.6
CSAH 3	CSAH 3 at CSAH 31	Intersection/Safety	0.3
CSAH 4	US 12 to CSAH 35	Reconditioning	5.9
CSAH 6	U.S. Hwy. 12 to North City Limits in Howard Lake	Reconstruction	1.0
CSAH 6	South County Line to Howard Lake	Reconditioning	5.5
CSAH 7	TH 55 to TH 24	Reconditioning	12.7
CSAH 19	South Co. Line to Chestnut St. in Hanover & St. Mich.	Expansion/Reconditioning	3.5
CSAH 30	Davidson Ave to Hwy 12	Reconstruction	1.1
CSAH 30	CSAH 13 to CSAH 3	Reconditioning	18.1
CSAH 32	T.H. 55 Intersection in Rockford	Reconstruction/Intersection	0.5
CSAH 34	Jamison Ave. to CSAH 19 in Hanover	Reconstruction/Expansion	2.5
CSAH 35	Jamison Ave. to One-way Pairs in Saint Michael	Reconstruction/Expansion	1.6
CSAH 35	West County Line to TH 25	Reconditioning/Reconstruction	20.5
CSAH 36	I-94 to T.H. 101 in Saint Michael	Reconstruction/Expansion	2.3
CSAH 36	T.H. 101 to CSAH 42 in Otsego	Reconditioning	2.4
CSAH 37	T.H. 25 to CSAH 18	Reconditioning	7.0
CSAH 37	CSAH 6 to TH 55	Reconditioning	3.0
CSAH 39	CSAH 19 to O'Dean Ave.	Reconstruction/Safety	3.6
CSAH 39	TH 24 at CSAH 39	Intersection/Safety	0.3
CSAH 39	CSAH 8 to CSAH 75	Reconditioning	9.8
CSAH 42	CSAH 39 to North County Line	Reconstruction/Expansion	1.3
CSAH 42	85th Street in Otsego to T.H. 101	Reconstruction/Expansion	2.0
CSAH 75	Stearns Co. Line to CSAH 39/18 in Monticello	Reconditioning	17.0
CR 106	TH 25 to CSAH 11, CSAH 11 to CSAH 8, CSAH 8 to CSAH 39	Reconditioning	12.0
CR 117	CSAH 34 to Monticello	Reconditioning	7.9
CR 119	CSAH 35 to Jamison Ave. in St. Michael	Reconstruction	1.4
CR 137	I-94 to CSAH 38 (Albertville, St. Mich., Otsego)	Reconstruction	3.2
CR 139	Hwy 12 to CSAH 17	Reconditioning	1.5
CR 145	TH 24 to west Co Line	Reconstruction	0.2
CSAH 18	Main Ave. to Jamison Ave	Reconstruction	2.2
County Ditch Improvements			
Hwy 30, 31, 1	Judicial Ditch 15	Culvert improvements under Co. Hwys.	
Bridge			
CSAH 5	Bridge	Bridge Replacement	
CSAH 7	Bridge	Bridge Replacement	
CSAH 8	Bridge	Bridge Replacement	
CSAH 12	Bridge	Bridge Replacement	
CR 108	Bridge	Bridge Replacement	
Misc. Improvement Projects			
TH 25 Corridor	Intersections of Hwy. 83, 37, 113, 106 along TH 25	Co. Hwy. Share of State 25 projects	
TH 24 Corridor	Intersections of Hwy 75, 7, 145 along TH 24	Reconstrucition	
Shops	County Highway Maintenance Facilities (various locations countywide)		
Regional Trails	Grant funding - local match (10% max)	Great River and Crow River Regional Trails	

Attachment A Wright County Resolution 26-xx

WRIGHT COUNTY LOCAL OPTION SALES TAX PROJECTS

Wright County
Highway Department



March 3, 2026

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Marc Mattice

Requestor Title
Assistant County Administrator

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
3/3/2026 9:00 AM - Board of Wright County Commissioners

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

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

Time Required:
2 Minutes

Originator
MAM7693

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Adopt Local Option Sales Tax Resolution

Short Title (what will appear on Agenda outline - 250 character max.) *
Adopt Local Option Sales Tax Resolution

Value Stream the request primarily aligns with:
Develop County Infrastructure

Briefly describe how the request aligns with the selected value stream.
Continue to improve, develop, and maintain the Wright County Transportation Infrastructure

Describe the impact on staffing resources.
Finance filling the resolution and project list with MN DOR

Fiscal Impact:

Background/Justification:
Adopting the resolution is part of the process following the public hearing.

Route for Review and Approval

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

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

Document Name	Attachment Type
3. 2026.LOST. Proposed Additions.pdf	Attachment
Resolution – Local Option Sales Tax. Jdraft for 2026.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

ATTACHMENT A - WRIGHT COUNTY RESOLUTION 26-xx

Wright County Local Option Sales Tax
Hwy Staff Recommended Projects

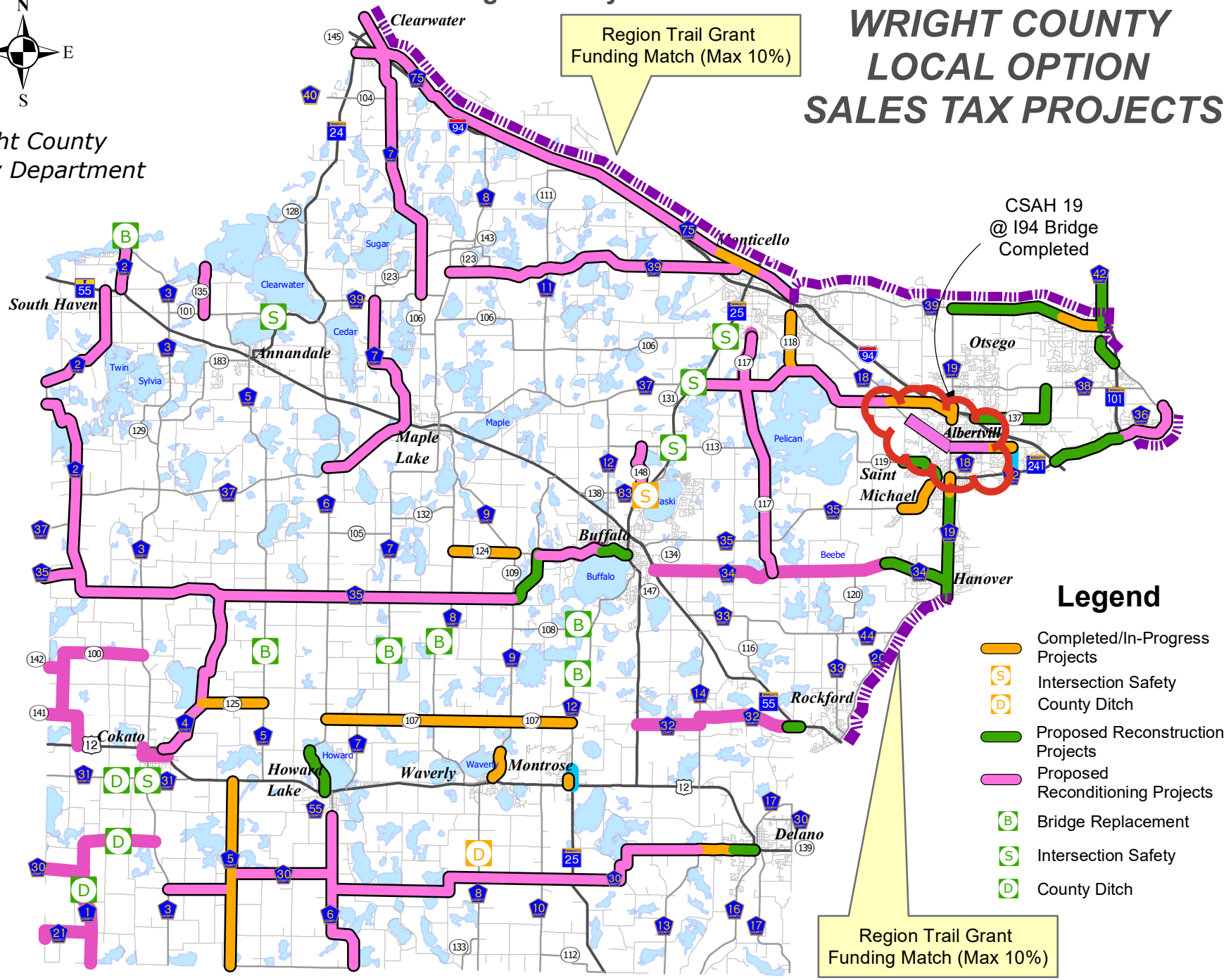
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Shops	County Highway Maintenance Facilities (various locations countywide)		
Regional Trails	Grant funding - local match (10% max)	Great River and Crow River Regional Trails	

Attachment A Wright County Resolution 26-xx

WRIGHT COUNTY LOCAL OPTION SALES TAX PROJECTS

Wright County
Highway Department



March 3, 2026

RESOLUTION #26-20
BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:
March 3, 2026

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

RESOLUTION #26-20

LOCAL OPTION SALES TAX FOR TRANSPORTATION RESOLUTION

WHEREAS, the County Board desires to update the Local Option Sales Tax (LOST) transportation project list as attached.

WHEREAS, the quality of Wright County's transportation system has a direct impact on the safety of system users, the County's economy, and future economic development; and

WHEREAS, Wright County is one of the fastest growing counties in the State of Minnesota, and a safe, efficient and reliable transportation system is critical to the quality of life and economic vitality in the County; and

WHEREAS, the County has prepared a Long-Range Transportation Plan (LRTP) that identifies improvement projects needed to preserve, enhance safety, and improve the mobility of the county transportation system; and

WHEREAS, the LRTP shows that improvements are needed to the County Highway system which will enhance structural strength, capacity, access and mobility to and from City and Township roadways; and

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

Roll Call Vote:

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

STATE OF MINNESOTA)
ss.
County of Wright)

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

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

Select Signer

RESOLUTION #26-20

BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:
March 3, 2026

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

RESOLUTION #26-20

HEREAS, there is a lack of adequate transportation funding at the local and state level and the LRTP has identified an annual funding gap for the County Highway system needs; and

WHEREAS, the County has created a list of projects throughout all areas of the County that could be constructed in the next 20 to 25 years with additional revenue for transportation; and

WHEREAS, Minnesota State Statute 297A.993, Subdivision 1, authorizes the County Board of Commissioners to adopt the county-wide sales tax for transportation of up to ½ percent (0.5%) after holding a public hearing and passing an official resolution; and

WHEREAS, 297A.993, Subdivision 2, requires proceeds of the county-wide sales tax for transportation to be dedicated exclusively to fund capital costs of specific transportation projects or improvements, both capital and operating costs of specific transit projects or improvements, payment of the capital costs of a safe routes to school program or payment of transit operating costs; and

WHEREAS, 297A.993, Subdivision 2, requires the sales tax to terminate when revenues raised are sufficient to finance the identified projects or the sunset date is reached, whichever happens first; and

WHEREAS, proceeds of the sales tax for transportation shall be spent on projects specifically identified in Attachment A, the Wright County Local Option Sales Tax Projects (list & map) presented at the Tuesday, March 3, 2026, public hearing as on file at the Highway Department; and

WHEREAS, the County Board will continue to study the County's long term transportation capital improvement projects and take input from local jurisdictions for future investment options. Additional projects or improvements can be presented to the County Board for consideration for funding by a county-wide sales tax for transportation at a future public hearing and included in a separate resolution passed at a future date by the County Board of Commissioners; and

WHEREAS, the Wright County Board desires to update the LOST project list and continue the county-wide sales tax for transportation and have the State Department of Revenue collect and distribute the sales tax.

RESOLUTION #26-20

BOARD OF WRIGHT COUNTY COMMISSIONERS

DATE ADOPTED:
March 3, 2026

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

RESOLUTION #26-20

NOW, THEREFORE, BE IT RESOLVED, that the Wright County Board of Commissioners authorizes and enacts a ½ percent (0.5%) county-wide sales tax for transportation as provided for in Minnesota Statute 297A.993.

BE IT FURTHER RESOLVED that this action supersedes resolution 25-36, dated June 14, 2025, and shall be effective immediately without causing interruption to current sales tax collection.

BE IT FURTHER RESOLVED, the county-wide transportation sales tax shall be collected from March 3, 2026, to December 31, 2056, for the purpose of funding Wright County transportation projects identified in Attachment A, the Wright County Local Option Sales Tax Projects (list & map) presented at the Tuesday, March 3, 2026, public hearing.

BE IT FURTHER RESOLVED that the provisions of Minnesota State Statute 297A.99, Subdivisions 4, and 6 through 12, shall govern the imposition, administration, collection, and enforcement of the tax.

BE IT FURTHER RESOLVED that the Wright County Board of Commissioners hereby directs the County Auditor-Treasurer (Finance Director) to immediately certify the county-wide sales tax for transportation to the Minnesota Department of Revenue.

BE IT FURTHER RESOLVED that the Wright County Board of Commissioners hereby authorize the County Board Chair and County Administrator to sign and and all agreements to effectuate this resolution.

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Marc Mattice

Requestor Title
Assistant County Administrator; Property Services

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
3/3/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
MAM7693

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Set Date and Time for Public Hearing Related to Changes in the Fees for Service Schedule;
Suggested Date and Time: Tuesday, March 17, 2026 at 9:30 a.m.

Short Title (what will appear on Agenda outline - 250 character max.) *
Set Date and Time for Public Hearing Related to Changes in the Fees for Service Schedule;
Suggested Date and Time: Tuesday, March 17, 2026 at 9:30 a.m.

Value Stream the request primarily aligns with:
Optimize Civic Engagement

Briefly describe how the request aligns with the selected value stream.
Provides citizens with an opportunity to express concerns.

Describe the impact on staffing resources.
Slight impact on staff time to update and publish fees for service schedules.

Fiscal Impact:
Publishing public notices and printing fee schedule updates

Background/Justification:
This request was made by the Finance Taxpayer Services. They are requesting a change to their credit card processing fees. Documents will be provided as part of the public hearing on March 17, 2026

Route for Review and Approval

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

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

Document Name	Attachment Type

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Marc Mattice

Requestor Title
Assistant County Administrator; Property Services

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
3/3/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
MAM7693

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Schedule A Joint Meeting of The Wright Soil and Water Conservation Board and the Wright County Board of Commissioners For April 14, 2026, at 10:00 A.M.

Short Title (what will appear on Agenda outline - 250 character max.) *
Schedule A Joint Meeting of The Wright Soil and Water Conservation Board and the Wright County Board of Commissioners For April 14, 2026, at 10:00 A.M.

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.
Establishes commutation between boards on projects and priorities

Describe the impact on staffing resources.
Meeting organization

Fiscal Impact:
NA

Background/Justification:

Route for Review and Approval

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

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

Document Name	Attachment Type

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Tina Diedrick

Requestor Title
Commissioner District 1

Department (please use dropdown to select department) *
ADM COUNTY CLERK

Target Meeting Date *
3/3/2026 9:00 AM - Board of Wright County Commissioners

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

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

Originator
MAM7693

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Discuss The Possibility of Submitting a Federal Funding Request For Wright Technical Center

Short Title (what will appear on Agenda outline - 250 character max.) *
Discuss The Possibility of Submitting a Federal Funding Request For Wright Technical Center

Value Stream the request primarily aligns with:
Shepherd Economic Growth

Briefly describe how the request aligns with the selected value stream.
Supports Education Opportunities

Describe the impact on staffing resources.
Time to develop funding request

Fiscal Impact:
Unknown

Background/Justification:

Route for Review and Approval

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

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

Document Name	Attachment Type

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

WRIGHT COUNTY
MINNESOTA

Agenda Item

Destination and Workflow

Meeting Type: *
Board Meeting

Requestor Name
Greg Kryzer

Requestor Title
County Administrator

Department (please use dropdown to select department) *
ADMINISTRATION

Target Meeting Date *
3/3/2026 9:00 AM - Board of Wright County Commissioners

Agenda Item Type
○ RFBA ◉ Minutes Submission ○ Warrants Submission

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

Originator
BTP5489

Item Details

Board Action Requested (this is what will appear on the Agenda) *
Approve Personnel Committee Meeting Minutes (02-17-2026)

Short Title (what will appear on Agenda outline - 250 character max.) *
Approve Personnel Committee Meeting Minutes (02-17-2026)

Value Stream the request primarily aligns with:

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

Describe the impact on staffing resources.

Fiscal Impact:

Background/Justification:

Route for Review and Approval

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

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

Document Name	Attachment Type
Personnel Committee minute 2.17.26.docx	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision
Approved

Notes

County Administrator Review

County Administrator Decision

Notes

COMMITTEE MEETING MINUTES

PERSONNEL COMMITTEE

February 17, 2026

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

DATE APPROVED: [DATE]

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

Others Present: **Mike MacMillan, Marc Mattice, Lindsey Meyer, Lori Pawelk, Jill Pooler, Clay Wilfahrt**

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

I. Social Services Supervisor

Interim Health & Human Services Director Mike MacMillan said there is currently a Social Services Supervisor position that is vacant and another that position that will be opening soon due to a retirement in the department – creating the need to fill the position as soon as possible. Assessment Services Supervisor Jill Pooler said there are too many employees that work under the Social Services Supervisors for just one person to handle the workload. Discussion took place about the pending retirement, which will create an opening for an Assessment Services Supervisor.

RECOMMENDATION: It was the consensus of the committee to authorize posting both internally and externally for the Social Services Supervisor position, as well as authorizing MacMillan the ability to post the Assessment Services Supervisor position when appropriate.

II. Parks & Recreation – Natural Resource Technician

Assistant County Administrator Marc Mattice said that he had received a retirement notice from Parks and Natural Resource Technician Tom Fedor, who has worked for Wright County since 1984. Fedor's primary role was in carpentry.

RECOMMENDATION: It was the consensus of the committee to authorize posting for the Natural Resource Technician position, as well as the ability to fill any vacancies that may be created during the hiring process.

III. Fleet & Facilities Department – Facilities Maintenance Technician

Mattice said that in 2025 the Facilities Department eliminated one Facility Maintenance position and left another position vacant. During this same period, the department took on the added responsibility of maintaining the Soil & Water Conservation District building, increasing the overall workload at a time when staffing was reduced. With the increase in new facilities, Mattice felt it was time to fill the Facility Maintenance Technician position.

RECOMMENDATION: It was the consensus of the committee to authorize the backfilling of the Facilities Maintenance Technician position.

The meeting adjourned at 11:01 a.m.
Minutes submitted by Lead Communications Specialist John Holler

DRAFT