



BOARD AGENDA
BOARD OF WRIGHT COUNTY
COMMISSIONERS
Tuesday, May 5, 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. COUNTY BOARD MINUTES
 - 1. Approve Minutes from County Board Meeting (04-21-2026)
 - B. COMMITTEE MINUTES
 - 1. Approve Minutes from the Ways & Means Committee Meeting (04-16-2026)
 - 2. Approve Minutes from the Committee of the Whole Meeting (04-21-2026)
 - 3. Approve Minutes from the Committee of the Whole Meeting (04-28-2026)
 - 4. Approve Minutes from the Committee of the Whole Meeting (04-28-2026)
 - 5. Approve Minutes from Aggregate Tax Committee Meeting (04-28-2026)
 - 6. Approve Minutes from Personnel Committee (04-28-2026)
- III. REVIEW & APPROVAL OF AGENDA
- IV. CONSENT AGENDA

A. ADMINISTRATION

1. Appoint Marc Weigle to the Wright County Economic Development Authority.
2. Authorize Signature of Board Chair on An Updated Joint Powers Agreement Between Wright County and Wright Soil and Water Conservation District Related To Administration of The Wetlands Conservation Act

B. ASSESSOR

1. Approve Backfill of Assessment Process Specialist (APS) and All Associated Backfill Positions

C. FINANCE & TAXPAYER SERVICES

1. Approve Budget Amendment 33, Online Permitting Project
2. Approve Aggregate Tax Committee Appointment, Julie Marquardt, Woodland Township
3. Acknowledge Warrant Disbursements Issued from April 13 through April 26, 2026

D. PARKS & RECREATION

1. County Ditch #10 Bank Stabilization Project Update, Wright SWCD

E. PLANNING & ZONING

1. Approve the Recommendation of the Planning Commission to Rezone the following Property: Jason Carlson - (Marysville Townshp), With a Unanimous Vote, the Planning Commission Recommends Approval to Rezone all of Tax Parcel 211-000-023201

2. Approve the Recommendation of the Planning Commission to Rezone the Following Property: Steve Bruggeman - (Silver Creek Township), All of Parcel 216-000-092300

V. TIMED AGENDA ITEMS

A. 9:05 A.M. - ROSS DEMANT - DIRECTOR OF PARKS & RECREATION

1. Adopt Resolution 26-36, Accepting Donations from Various Businesses for Prizes for the Wright County Parks and Recreation Challenge Wright Program

B. 9:07 A.M. - CHAD HAUSMANN - HIGHWAY ENGINEER

1. Adopt Resolution 26-37, Authorize Signatures to Enter into MnDOT Cooperative Construction Agreement 1060047
2. Adopt Resolution 26-38, Authorize Signatures to Enter into Minnesota Department of Transportation Contract #1062668

C. 9:12 A.M. - MATT DETJEN - AG & DRAINAGE COORDINATOR

1. Take Action to Schedule and Cancel Public Hearings Related to the Partial and/or Full Abandonment of JD 1

D. 9:20 A.M. - HEALTH & HUMAN SERVICES

1. HEALTH & HUMAN SERVICES CONSENT AGENDA

- i. Approve Public Health Task Force Two-Year Term Reappointment
 1. Ann Gonderinger, District 5 – First Term Ends 2026-07-02
- ii. Accept Opioid Settlement Advisory Council New Member Application
 1. Tessa MacDonald, County Employee
- iii. Approve Annual Liquor License for Fountain Hill Winery & Vineyard in Franklin Township- 2026-2027 License

- iv. Approve Mental Health Advisory Council (MHAC) 2026 Unmet Needs Report and Recommendations
- v. Approve Public Health Task Force Bylaws Amendment
- vi. Approve Annual Liquor License for Fountain Hill Winery & Vineyard in Franklin Township - 2026 License
- vii. Approve Mental Health Advisory Council Two-Year Term Reappointment
 - 1. Carl Harju, District 5 – Fifth Term Ends 2026-07-11

2. HEALTH & HUMAN SERVICES TIMED AGENDA

- i. Recognize May as Child Foster Care Awareness Month
- ii. Adopt Resolution HHS 26-04 to Accept April 2026 Donation

E. 9:30 A.M. - 2026 FEES FOR SERVICE CHANGE SCHEDULE CHANGE PUBLIC HEARING

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

F. 9:35 A.M. - APPROVE MODIFICATION TO FEE SCHEDULE

- 1. Approve Modification To The Wright County 2026 Fees for Service Changes

VI. ITEMS FOR CONSIDERATION

A. ADMINISTRATION

- 1. Adopt Resolution 26-39, Final Acceptance and Final Payment in the Amount of \$66,282.09 to Sir Lines-A-Lot for the 2025 Pavement Marking Contract Work
- 2. Cancellation of the County Board Workshop Scheduled for 9:00 a.m., Tuesday May 12, 2026

VII. ADJOURNMENT

VIII. WARRANTS ISSUED

Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *

5/5/2026 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Greg Kryzer

Agenda Item Type

☐ RFBA ☒ Minutes Submission ☐ Warrants Submission

Requestor Title

County Administrator

Target Section

☒ Consent Agenda ☐ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department) *

ADMINISTRATION

Originator

BTP5489

Item Details

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

Approve Minutes from County Board Meeting (04-21-2026)

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

Approve Minutes from County Board Meeting (04-21-2026)

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

[4-21-2026 County Board Meeting Minutes.docx](#)

Attachment Type

Attachment

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

Approved

Notes

County Administrator Review**County Administrator Decision**

Notes



BOARD MINUTES
BOARD OF WRIGHT COUNTY COMMISSIONERS

Tuesday, April 21, 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 Vetsch, Holland, Schoen, and Moynagh present.

Present were the following:

Board of Commissioners:	Jeanne Holland Kirby Moynagh Nadine Schoen Darek Vetsch
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Absent

Board of Commissioners:	Tina Diedrick
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PLEDGE OF ALLEGIANCE

At 9:02 a.m. Chair Darek Vetsch called meeting to order.

MINUTES - DISPENSE WITH READING, APPROVE AS WRITTEN/REVISED

A. COUNTY BOARD MINUTES

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

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

- 1. Approve Minutes from County Board Meeting (04-07-2026)**
- 2. Approve Minutes from County Board Workshop (04-14-2026)**

REVIEW & APPROVAL OF AGENDA

At 9:02 a.m. Vetsch requested a motion to approve the Agenda. Commissioner Jeanne Holland requested a legislative update from Administration. The item was added to Items for Consideration as A. number 4.

Motion by Holland and seconded by Moynagh

Aye: 4; Nay: 0; Abstain: 0; Absent: 1; Recused: 0

For: Holland, Schoen, Moynagh, Vetsch
Absent: Diedrick

CONSENT AGENDA

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

Motion by Schoen and seconded by Holland

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

A. ADMINISTRATION

1. **Approve Charitable Gambling Application, Form LG220, Silver Bullet Saddle Club, Gambling Premises: Silver Bullet Saddle Club Arena, 17363 County Road 7 NW, Clearwater MN 55320, Date of Activity: 06.12.2026**
2. **Approve Charitable Gambling Application, Form LG220, Silver Bullet Saddle Club, Gambling Premises: Silver Bullet Saddle Club Arena, 17363 County Road 7 NW, Clearwater MN 55320, Date of Activity: 06.13.2026**
3. **Approve Charitable Gambling Application, Form LG220, Silver Bullet Saddle Club, Gambling Premises: Silver Bullet Saddle Club Arena, 17363 County Road 7 NW, Clearwater MN 55320, Date of Activity: 08.14.2026**
4. **Approve Charitable Gambling Application, Form LG220, Silver Bullet Saddle Club, Gambling Premises: Silver Bullet Saddle Club Arena, 17363 County Road 7 NW, Clearwater MN 55320, Date of Activity: 08.15.2026**
5. **Authorize Signatures on Transfer Documents for Property Transfer Between Wright County Economic Development Authority and Wright County**

B. FINANCE & TAXPAYER SERVICES

1. **Adopt Budget Schedule for 2027 Budget**
2. **Approve Hiring of Temporary Election Staff**
3. **Approve Budget Amendment 29, Extension**
4. **Approve Budget Amendment 30, Jail Uncollectible Debt**

5. **Approve Budget Amendment 31, Highway TH55 Eval + Design**
6. **Approve Budget Amendment 32, Highway Cone Splitter + Tools**
7. **Approve Large Group Assembly Permit for Tony Aurentz XC Motorcycle Event Cokato**
8. **Acknowledge Warrant Disbursements Issued from March 30 through April 12, 2026**

C. RECORDER

1. **Approve Plat of Enclave at Lake IDA for Recording; Located in Silver Creek Township**

TIMED AGENDA ITEMS

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

1. **Adopt Resolution 26-34, Recognizing May 3-9, 2026 as Correctional Officers and Employee Week in Wright County**

At 9:05 a.m. Jail Administrator Pat O'Malley spoke on Resolution 26-34, Recognizing May 3-9, 2026, as Correctional Officers and Employee Week in Wright County. At 9:10 a.m. Vetsch requested a motion to adopt Resolution 26-34.

Motion by Schoen and seconded by Holland

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

B. 9:10 AM - MARC MATTICE - ASSISTANT COUNTY ADMINISTRATOR

1. **Adopt Resolution 26-35, Recognizing April 20-24, 2026 as National Work Zone Awareness Week in Wright County**

At 9:10 a.m. County Administrator Greg Kryzer spoke on Resolution 26-35, Recognizing April 20-24, 2026, as National Work Zone Awareness week in Wright County. Highway Maintenance Supervisor Cody Allen spoke on the work the Highway Department has been doing. At 9:13 a.m. Vetsch requested a motion to adopt Resolution 26-35.

Motion by Schoen and seconded by Moynagh

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

C. 9:15 AM - MATT DETJEN - AGRICULTURE & DRAINAGE SUPERVISOR**1. Update on the Mississippi River St. Cloud Watershed Entity (MRSCWE) Funding for the County Ditch #20 and #24 Multipurpose Drainage Management (MDM) Plan**

At 9:15 a.m. Agriculture & Drainage Supervisor Matt Detjen spoke on the Mississippi River St. Cloud Watershed Entity (MRSCWE) Funding for the County Ditch #20 and #24 Multipurpose Drainage Management (MDM) Plan. Vetsch spoke on the great work that everyone has been doing on the joint project. At 9:16 a.m. Vetsch requested a motion to continue with the benefited roles of the joint project.

Motion by Schoen and seconded by Moynagh

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

2. Schedule a Public Hearing on the Petition for Partial Abandonment of Judicial Ditch #1 Pursuant to Minnesota Statute 103E.806

At 9:17 a.m. Detjen spoke on the scheduling for the public hearing on the Petition for Partial Abandonment of Judicial Ditch #1 Pursuant to Minnesota Statute 103E.806 for 10:30 a.m., June 16, 2026. At 9:17 a.m. Vetsch requested a motion to schedule the public hearing.

Motion by Schoen and seconded by Moynagh

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

D. 9:23 AM - MATTHEW FOMBY - INFORMATION TECHNOLOGY DIRECTOR**1. Request to Schedule a Closed Session to Discuss IT Security**

At 9:18 a.m. Kryzer spoke scheduling a closed session to discuss IT security. The meeting was set for 11:00 a.m., April 28, 2026. At 9:18 a.m. Vetsch requested a motion to schedule the closed session meeting.

Motion by Holland and seconded by Moynagh

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

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, May 5, 2026 at 9:30 a.m.**

At 9:20 a.m. Vetsch requested a motion to set the public hearing related to changes in the fees for service schedule for 9:30 a.m. Tuesday, May 5, 2026.

Motion by Schoen and seconded by Holland

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

2. Schedule Committee of the Whole To Review Business Decision Related To GIS Parcel and Property Management. Requested Date, Tuesday, April 28, 2026 at 1:00 p.m.

At 9:20 a.m. Vetsch requested a motion to schedule a Committee of the Whole to review business decisions related to GIS Parcel and Property Management for 1:00 p.m. Tuesday, April 28, 2026.

Motion by Schoen and seconded by Moynagh

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

3. Authorize Signatures on Letter Of Support To Legislators For Transportation Funding

At 9:21 a.m. Kryzer spoke on the letters of support for transportation funding. Vetsch requested a motion to approve letters and gather signatures.

Motion by Holland and seconded by Schoen

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

4. Legislative Update

At 9:23 a.m. Kryzer gave an update on the bills before committees during this session at the State Capitol including the backyard chicken bill and green screen maxis update for Health & Human Services.

ADJOURNMENT

At 9:26 a.m. Vetsch adjourned the meeting

WARRANTS ISSUED

Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *

5/5/2026 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Greg Kryzer

Agenda Item Type

☐ RFBA ☒ Minutes Submission ☐ Warrants Submission

Requestor Title

County Administrator

Target Section

☐ Consent Agenda ☐ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department) *

ADMINISTRATION

Originator

KAK4327

Item Details

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

Approve Minutes from the Ways & Means Committee Meeting (04-16-2026)

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

Approve Minutes from the Ways & Means Committee Meeting (04-16-2026)

Value Stream the request primarily aligns with:

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

Describe the impact on staffing resources.

Fiscal Impact:

Background/Justification:

Route for Review and Approval

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

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

Document Name
[04-16-2026 Ways and Means MINUTES.docx](#)
[04-16-2026 Ways and Means Memo.docx](#)
Attachment Type

Attachment

Attachment

RFBA Review
Assistant County Administrator Review
Assistant County Administrator Decision

Approved

Notes

County Administrator Review
County Administrator Decision

Notes

MINUTES

WAYS & MEANS COMMITTEE

April 21, 2026

Government Center - Room 3210

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

Date Approved: **DRAFT****I. CONVENE**

At 8:30 a.m., the Ways & Means Committee convened with Members Holland (remote) and Schoen present.

Also in attendance: Elizabeth Karels, Marissa Klemz, Marc Mattice, Lindsey Meyer, Angela Mullenbach, Barry Rhineberger, Larkin Walter, Tanya West, and Malaina White.

II. DATA TRANSPARENCY STRATEGY DISCUSSION

At 8:31 a.m., Assistant County Administrator of Property Services Marc Mattice provided an update on progress made to date on the Graphic Information System (GIS) Parcel & Property Management Application project.

Mattice outlined completed work, including foundational technical development and early business decisions. He also highlighted the project's opportunity to reassess the level of public access to land records data.

The committee reviewed two potential transparency models—Limited and Open—and discussed the advantages, drawbacks, and uncertainties associated with each. Additional discussion focused on establishing a county-wide approach to land records data transparency and developing department guidance to support that approach.

Discussed was the opportunity to reassess land records data made public with two proposed transparency models – limited and open. The pros, cons, and unknowns of each model were discussed. Additional discussion included how to move forward with a county-wide approach to land records data transparency and development of guidance for departments.

The committee reached consensus on two actions. The GIS Parcel & Property Management Application Executive team will continue meeting and working on details. A Committee of the whole will be scheduled, inviting Wright County City Administrators to review transparency models, assess internal and external stakeholder impacts of each model, and determine next steps for unified county strategy.

RECOMMENDATION: Informational only.

III. ADJOURN

At 9:17 a.m. the meeting was adjourned.

Minutes submitted by Administrative Specialist Kelly Kosloski.



GIS Parcel and Property Management Application

Background:

- What we have done:
 - Kicked off project internally; Determined technology; Proven out foundational work/showstoppers; Started business decisions; Engaged functional area Subject matter Experts (SMEs).
- Where we are:
 - Working through business decisions; Reviewing infrastructure needs/support; Engaging in training for Experience Builder
- What is next:
 - Training; Sprint Planning; Looking to start Development with SMEs engagement in May

Through the **GIS Parcel and Property Management** project, this change in technology provides a unique opportunity to review what land records data will be available through the GIS solution.

Then to ask:

- What is the County Boards' appetite for land records digital data transparency?

Considerations to data transparency:

- Limited
- Open

Limited:

- Less data available to the public
 - May lead to more data requests to land records offices, this could mean more employee time spent on data requests.
- Relationships with current businesses that currently have access to the data could be affected if the data is taken away due to their business need for the information.
- Businesses in Wright County that have historically had access to land record data may be upset they no longer have access, this could promote calls to department heads, Admin and elected officials

**Open:**

- More data available to public
 - May require more training/education of staff as more questions may be asked about data opportunities
- Privacy considerations with anticipated expansion of government official/staff protection laws.
 - There should be procedures in place outside of this project to meet those needs.
- General “feeling” of not wanting “my” data available to the general public
 - IE) Number of bathrooms, bedrooms, etc.

Considerations:

- Determine an approach for land records data transparency
- Schedule a committee of the whole
- Create guidance for departments



Agenda Item

Destination and Workflow

Meeting Type:* Board Meeting	Target Meeting Date* 5/5/2026 9:00 AM – Board of Wright County Commissioners
Requestor Name Greg Kryzer	Agenda Item Type ☐ RFBA ☒ Minutes Submission ☐ Warrants Submission
Requestor Title County Administrator	Target Section ☐ Consent Agenda ☐ Timed Agenda ☐ Item for Consideration
Department (please use dropdown to select department)* ADMINISTRATION	Originator KAK4327

Item Details

Board Action Requested (this is what will appear on the Agenda)*
Approve Minutes from the Committee of the Whole Meeting (04-21-2026)

Short Title (what will appear on Agenda outline – 250 character max.)*
Approve Minutes from the Committee of the Whole Meeting (04-21-2026)

Value Stream the request primarily aligns with:

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

Describe the impact on staffing resources.

Fiscal Impact:

Background/Justification:

Route for Review and Approval

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

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Document Name

[04-21-2026 COTW MINUTES.docx](#)

Attachment Type

Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

MINUTES

COMMITTEE OF THE WHOLE

10:30 A.M. on April 21, 2026

Government Center - Room 1105

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

Approved: **DRAFT****I. CONVENE**

The Wright County Committee of the Whole met at 10:30 a.m. with Holland, Moynagh, Schoen, and Vetsch present. Absent: Diedrick. Others present were Steve Bot, Diane Erkens, Kimberly Johnson, Greg Kryzer, Mike MacMillan, Lindsey Meyer, David Miller, Jessi Miller, Jill Pooler, Carrie Tripp, and Clay Wilfahrt.

II. STATE AFFORDABLE HOUSING AID (SAHA) FUNDING

At 10:33 a.m., Assistant County Administrator of Centralized Services Clay Wilfahrt began the meeting with an overview of SAHA funding and prior board direction given to staff following the February 3, 2026 Committee of the Whole meeting.

Wright County Community Action (WCCA) Housing Program Manager David Miller presented proposed SAHA eligibility criteria, a 12-month declining subsidy model for participants, programing supports, a budget summary, and community impacts from housing funding recipients.

The committee discussed program support, referral process, city partnerships, contract language, SAHA funding spending deadlines, and WCCA's capacity to manage additional city-funded services without increasing staff.

The committee consensus was for staff to review and revise contract language related to city partnerships and potential deadline extensions and bring forward to the board the updated contract for approval.

RECOMMENDATION: Informational only.

III. ADJOURN

At 11:20 a.m. the meeting was adjourned.

Minutes submitted by Administrative Specialist Kelly Kosloski.



Agenda Item

Destination and Workflow

Meeting Type:*

Board Meeting

Target Meeting Date*

5/5/2026 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Greg Kryzer

Agenda Item Type

☐ RFBA ☒ Minutes Submission ☐ Warrants Submission

Requestor Title

County Administrator

Target Section

☐ Consent Agenda ☐ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department)*

ADMINISTRATION

Originator

KAK4327

Item Details

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

Approve Minutes from the Committee of the Whole Meeting (04-28-2026)

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

Approve Minutes from the Committee of the Whole Meeting (04-28-2026)

Value Stream the request primarily aligns with:

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Describe the impact on staffing resources.

Fiscal Impact:

Background/Justification:

Route for Review and Approval

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

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Document Name

[04-28-2026 COTW MINUTES.docx](#)

Attachment Type

Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

MINUTES



COMMITTEE OF THE WHOLE

1:00 P.M. on April 28, 2026

Government Center Room 1103

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

Approved: **DRAFT****I. CONVENE**

The Wright County Committee of the Whole met at 1:00 p.m. with Commissioners Diedrick, Holland, Moynagh, Schoen, and Vetsch present. Absent: Diedrick.

County staff present were Elizabeth Karels, Greg Kryzer, Marc Mattice, Lindsey Meyer, Angela Mullenbach, Jennifer Rasset, Larkin Walter Freeman, Tanya West, Clay Wilfahrt. Wright County staff from cities present were Steve Bot, Beth Opheim, and Anitta Smythe.

II. GEOSPATIAL INFORMATION SYSTEM (GIS) PARCEL & PROPERTY MANAGEMENT APPLICATION

- A. PROJECT UPDATE**
- B. DATA AVAILABILITY**

At 1:09 p.m. County Administrator Greg Kryzer began the meeting with an update on the GIS project, initiated after the transition from AS400 to Tyler Cama/Tax and ongoing delays from the Beacon vendor in November after introduction to the board. The county is exploring opportunities to expand GIS capabilities beyond the current Beacon platform.

Discussion focused on enhancing internal value of GIS across county departments, cities, and townships; limiting certain public-facing data (name search comparable searches/results, and photos); allowing only a single-street view property photo to remain public; providing restricted data to businesses through data requests; and, not pursuing a subscription model in the new GIS application.

The committee consensus was for staff to continue developing the new GIS application with public data access as directed and should exclude subscription options from the design.

RECOMMENDATION: Informational only.

III. ADJOURN

At 1:48 p.m. the meeting was adjourned.

Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *

5/5/2026 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Greg Kryzer

Agenda Item Type

☐ RFBA ☒ Minutes Submission ☐ Warrants Submission

Requestor Title

County Administrator

Target Section

☐ Consent Agenda ☐ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department) *

ADMINISTRATION

Originator

KAK4327

Item Details

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

Approve Minutes from the Committee of the Whole (04-28-2026)

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

Approve Minutes from the Committee of the Whole (04-28-2026)

Value Stream the request primarily aligns with:

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

Describe the impact on staffing resources.

Fiscal Impact:

Background/Justification:

Route for Review and Approval

☐

Finance
Review

☐

Legal Review

☐

Risk Mgmt
Review

☐

Skip Workflow

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Document Name[04-28-2026 COTW Closed Session MINUTES.docx](#)**Attachment Type**

Attachment

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

Approved

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



MINUTES

COMMITTEE OF THE WHOLE
CLOSED SESSION

11:00 A.M. on April 28, 2026

Government Center – Room 1211

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

Date Approved: **DRAFT****I. CONVENE**

The Wright County Committee of the Whole met at 11:00 a.m. with Commissioners Holland, Moynagh, Schoen, and Vetsch present. Absent: Commissioner Diedrick. Other county staff present were Matthew Fomby, Seth Hansen, Kelly Kosloski, Greg Kryzer, Marc Mattice, and Clay Wilfahrt.

II. INFORMATION TECHNOLOGY (IT) SECURITY UPDATE

At 11:01 a.m. County Administrator Greg Kryzer called the meeting to order and entered into a closed session meeting pursuant to Minn. Stat 13D.05, subd. 3(d). IT Director Matthew Fomby provided an IT security update.

RECOMMENDATION: Informational only.

III. ADJOURN

At 11:55 a.m. the meeting was adjourned.

Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *

5/5/2026 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Greg Kryzer

Agenda Item Type

☐ RFBA ☒ Minutes Submission ☐ Warrants Submission

Requestor Title

County Administrator

Target Section

☐ Consent Agenda ☐ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department) *

ADMINISTRATION

Originator

BTP5489

Item Details

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

Approve Minutes from Aggregate Tax Committee Meeting (4-28-2026)

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

Approve Minutes from Aggregate Tax Committee Meeting (4-28-2026)

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

[04.28.2026 Aggregate Tax Committee Minutes.docx](#)

Attachment Type

Attachment

RFBA Review
Assistant County Administrator Review
Assistant County Administrator Decision

Approved

Notes

County Administrator Review
County Administrator Decision

Notes



MINUTES

COMMITTEE – AGGREGATE TAX

10:30 A.M. on April 28, 2026

Government Center Rm 3210

Approved: **DRAFT**

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

I. CONVENE

The Wright County Aggregate Tax Committee met at 10:30 a.m. with Commissioners Moynagh and Vetsch present. County staff were Scott Deckert and Marc Mattice.

II. COMMITTEE RECOMMENDATION FOR TOWNSHIP REPRESENTATIVE APPOINTMENT

- A. JEFF JOHNSON
- B. JULIE MARQUARDT

At 10:35 a.m., Assistant County Administrator Marc Mattice began the meeting. The committee and commissioners reviewed the nominations for Township Representative and recommended appointing Julie Marquardt from Woodland Township to a two-year term.

RECOMMENDATION: The committee reached consensus to bring forward for board approval the appointment of Julie Marquardt as Township Representative.

III. ADJOURN

At 10:40 a.m. the meeting was adjourned.

Minutes prepared by Administrative Specialist Jenn Eggersgluss.

Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *

5/5/2026 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Greg Kryzer

Agenda Item Type

☐ RFBA ☒ Minutes Submission ☐ Warrants Submission

Requestor Title

County Administrator

Target Section

☐ Consent Agenda ☐ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department) *

ADMINISTRATION

Originator

BTP5489

Item Details

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

Approve Minutes from Personnel Committee (04-28-2026)

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

Approve Minutes from Personnel Committee (04-28-2026)

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

[Personnel committee minutes 4.28.26.docx](#)

Attachment Type

Attachment

RFBA Review
Assistant County Administrator Review
Assistant County Administrator Decision

Approved

Notes

County Administrator Review
County Administrator Decision

Notes



COMMITTEE MEETING MINUTES

PERSONNEL COMMITTEE

April 28, 2026

Tina Diedrick
Darek Vetsch
Jeanne Holland
Nadine Schoen
Kirby Moynagh

District 1
District 2
District 3
District 4
District 5

DATE APPROVED: [DATE]

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

Others Present: Mike MacMillan, Marc Mattice, Lindsey Meyer, Jill Pooler, Clay Wilfahrt

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

I. THREE BACKFILL POSITIONS IN HEALTH & HUMAN SERVICES

Adult Financial Services Supervisor Jill Pooler explained that the three positions being requested are all backfill positions that are already in the Health & Human Services budget. Pooler stated the positions would largely be budget-neutral. Most of the salary for the Adult Outreach Social Workers (a full-time Social Worker II) will be paid through grant funds. Pooler added that the two Waiver positions (full-time Social Worker positions) generate more revenue than the cost of starting salary and benefits.

RECOMMENDATION: It was the consensus of the committee to recommend backfilling the two Social Worker positions, and the one Social Worker 2 position, as well as any associated backfills if necessary.

II. BACKFILL REQUEST FROM THE ASSESSOR'S OFFICE

Assistant County Administrator Marc Mattice said the position being requested is to backfill an Assessment Process Specialist. Mattice stated that the Assessor's Office has been running lean for the last few years, so when a position opens up, it needs to be filled quickly because of the workload in the department. The Assessor's Office processes the assessment for 35 jurisdictions in Wright County with the state-mandated responsibility of more than 73,000 parcels.

RECOMMENDATION: It was the consensus of the committee to recommend backfilling the Assessment Process Specialist position, as well as any associated backfills if necessary.

The meeting adjourned at 10:56 a.m.

Minutes submitted by Lead Communications Specialist John Holler

Destination and Workflow

Meeting Type:*

Board Meeting

Target Meeting Date*

5/5/2026 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Clay Wilfahrt

Agenda Item Type

☒ RFBA ☐ Minutes Submission ☐ Warrants Submission

Requestor Title

Assistant County Administrator

Target Section

☒ Consent Agenda ☐ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department)*

ADMINISTRATION

Originator

CTW4081

Item Details

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

Appoint Marc Weigle to the Wright County Economic Development Authority.

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

Appoint Marc Weigle to the Wright County Economic Development Authority.

Value Stream the request primarily aligns with:

Shepherd Economic Growth

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

The EDA's role is to help the County grow its economy.

Describe the impact on staffing resources.

None

Fiscal Impact:

None

Background/Justification:

EDA Commissioner Phil Kern resigned from his position on the Wright County Economic Development Authority. Kern's Term was originally appointed on February 2, 2021 and is for six years. Per conversation at a recent County Board Workshop, the Board directed staff to bring forward Marc Weigle to fulfill the remainder of the term. Weigle's term will extend through February 2, 2027.

Route for Review and Approval

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

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

Document Name

Attachment Type

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

Approved

Notes

County Administrator Review**County Administrator Decision**

Notes

Destination and Workflow

Meeting Type:*

Board Meeting

Target Meeting Date*

5/5/2026 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Marc Mattice

Agenda Item Type

☒ RFBA ☐ Minutes Submission ☐ Warrants Submission

Requestor Title

Assistant County Administrator; Property Services

Target Section

☒ Consent Agenda ☐ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department)*

ADMINISTRATION

Originator

MAM7693

Item Details

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

Authorize Signature of Board Chair on An Updated Joint Powers Agreement Between Wright County and Wight Soil and Water Conservation District Related To Administration of The Wetlands Conservation Act

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

Authorize Signature of Board Chair on An Updated Joint Powers Agreement Between Wright County and Wight Soil and Water Conservation District

Value Stream the request primarily aligns with:

Empower Use of Land, Property, and the Environment

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

Allows Wright Soil and Water Conservation District to act in place of Wright County as the LGU

Describe the impact on staffing resources.

None – The original JPA was executed in 1994

Fiscal Impact:

No additional

Background/Justification:

This agreement is authorized by Minnesota Statutes§ 103C.331, subdivision 19, (for SWCDs), and Minn. Stat.§ 471.59 (for counties and municipalities) and amends and supersedes the parties original Joint Powers Agreement executed on December 28, 1993 (County of Wright) and January 24, 1994 (Wright Soil and Water Conservation District).

The amendment is basic and has been reviewed by legal council (Brian Wold), to file are attached one with edits and a clean copy. The main point is that teh Wright SWCD board updated the policy, removing local appeals.

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

[AMENDED JOINT POWERS AGREEMENT_Edits.pdf](#)

[Amended Joint Powers Agreement 2026_swcd signed.pdf](#)

Attachment Type

Attachment

Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

AMENDED JOINT POWERS AGREEMENT
(Adopted ~~December, 2022~~ April, 2026)

For Administration of the Wetland Conservation Act (1991)

This agreement is made between Wright Soil and Water Conservation District and the County of Wright, for administration of the Wetland Conservation Act of 1991, pursuant to authorizing resolutions of the boards of Wright Soil and Water Conservation District and the County of Wright.

This agreement is authorized by Minnesota Statutes § 103C.331, subdivision 19, (for SWCDs), and Minn. Stat. § 471.59 (for counties and municipalities) and amends and supersedes the parties original Joint Powers Agreement executed on December 28, 1993 (County of Wright) and January 24, 1994 (Wright Soil and Water Conservation District).

Wright Soil and Water Conservation District and the County of Wright agree that:

1. Wright Soil and Water Conservation District will act in place of the County of Wright as the local government unit under the Wetland Conservation Act and the rules of the Board of Water and Soil Resources adopted under the act.
2. The County of Wright shall delegate one employee with expertise in water resource management to serve as a representative on the Technical Evaluation Panel
- ~~1.3.~~ Wright Soil and Water Conservation District will administer any ordinances the County of Wright adopts to implement the act and the rules.
- ~~2.4.~~ Wright Soil and Water Conservation District will follow the Minnesota Open Meeting Law. The Wright Soil and Water Conservation District will collect for its account fees as established by the Wright Soil and Water Conservation District for all Wetland Conservation Act applications and appeals.
- ~~3.~~ ~~Any appeal of a staff decision shall be made to the Wright Soil and Water Conservation District Board except wetland type and boundary decisions shall be immediately appealable to the Minnesota Board of Water and Soil Resources.~~

- ~~4.5.~~ The County of Wright will annually provide sufficient funding to the Wright Soil and Water Conservation District for the administration of the Wetland Conservation Act. Source of funds shall be through State grant funds and general revenue funds as agreed upon between the two governmental units.
- ~~5.6.~~ The Wright Soil and Water Conservation District shall account for any funds and the Wright Soil and Water Conservation District 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 Wright Soil and Water Conservation District in the event this agreement is terminated.
- ~~6.7.~~ 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. Wright Soil and Water Conservation District 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 Wright Soil and Water Conservation District, and no employee of Wright Soil and Water Conservation District shall become an employee of Wright County, by virtue of this agreement.
- ~~7.8.~~ The Wright County Attorney shall be legal counsel on all Wetland Conservation Act matters pursuant to Minn. Stat. § 103C.321 Subd. 4 (2016). In the event of a conflict of interest the County of Wright shall provide sufficient funds to provide legal advice and support for administration and enforcement of the Wetland Conservation Act.
- ~~8.9.~~ The Policy Handbook adopted by the Wright Soil and Water Conservation District on July 10, 2017, and as subsequently amended, is reaffirmed and readopted and made applicable to all wetland conservation act matters proceeding under this amended joint powers agreement.
- ~~9.10.~~ 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 Wright Soil and Water Conservation District shall maintain all records, accounts and reports for the Wetland Conservation Act.

~~10.11.~~ 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.

~~11.12.~~ 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 Wright Soil and Water Conservation District and the County of Wright 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 to the order.

Wright Soil and Water Conservation District
Board Chair

Date

County of Wright
Board Chair

Date

**AMENDED JOINT POWERS AGREEMENT
(Adopted April, 2026)**

For Administration of the Wetland Conservation Act (1991)

This agreement is made between Wright Soil and Water Conservation District and the County of Wright, for administration of the Wetland Conservation Act of 1991, pursuant to authorizing resolutions of the boards of Wright Soil and Water Conservation District and the County of Wright.

This agreement is authorized by Minnesota Statutes § 103C.331, subdivision 19, (for SWCDs), and Minn. Stat. § 471.59 (for counties and municipalities) and amends and supersedes the parties original Joint Powers Agreement executed on December 28, 1993 (County of Wright) and January 24, 1994 (Wright Soil and Water Conservation District).

Wright Soil and Water Conservation District and the County of Wright agree that:

1. Wright Soil and Water Conservation District will act in place of the County of Wright as the local government unit under the Wetland Conservation Act and the rules of the Board of Water and Soil Resources adopted under the act.
2. The County of Wright shall delegate one employee with expertise in water resource management to serve as a representative on the Technical Evaluation Panel
3. Wright Soil and Water Conservation District will administer any ordinances the County of Wright adopts to implement the act and the rules.
4. Wright Soil and Water Conservation District will follow the Minnesota Open Meeting Law. The Wright Soil and Water Conservation District will collect for its account fees as established by the Wright Soil and Water Conservation District for all Wetland Conservation Act applications and appeals.
5. The County of Wright will annually provide sufficient funding to the Wright Soil and Water Conservation District for the administration of the Wetland Conservation Act. Source of funds shall be through State grant funds and general revenue funds as agreed upon between the two governmental units.
6. The Wright Soil and Water Conservation District shall account for any funds and the Wright Soil and Water Conservation District 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 Wright Soil and Water Conservation District in the event this agreement is terminated.

7. 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. Wright Soil and Water Conservation District 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 Wright Soil and Water Conservation District, and no employee of Wright Soil and Water Conservation District shall become an employee of Wright County, by virtue of this agreement.
8. The Wright County Attorney shall be legal counsel on all Wetland Conservation Act matters pursuant to Minn. Stat. § 103C.321 Subd. 4 (2016). In the event of a conflict of interest the County of Wright shall provide sufficient funds to provide legal advice and support for administration and enforcement of the Wetland Conservation Act.
9. The Policy Handbook adopted by the Wright Soil and Water Conservation District on July 10, 2017, and as subsequently amended, is reaffirmed and readopted and made applicable to all wetland conservation act matters proceeding under this amended joint powers agreement.
10. 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 Wright Soil and Water Conservation District shall maintain all records, accounts and reports for the Wetland Conservation Act.
11. 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.
12. 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 Wright Soil and Water Conservation District and the County of Wright 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 to the order.



 Wright Soil and Water Conservation District
 Board Chair

4-13-26

 Date

 County of Wright
 Board Chair

 Date

Destination and Workflow

Meeting Type:* Board Meeting	Target Meeting Date* 5/5/2026 9:00 AM – Board of Wright County Commissioners
Requestor Name Tony Rasmuson	Agenda Item Type ☒ RFBA ☐ Minutes Submission ☐ Warrants Submission
Requestor Title County Assessor	Target Section ☒ Consent Agenda ☐ Timed Agenda ☐ Item for Consideration
Department (please use dropdown to select department)* ASSESSOR	Originator MAM7693

Item Details

Board Action Requested (this is what will appear on the Agenda)*
Approve Backfill of Assessment Process Specialist (APS) and All Associated Backfill Positions

Short Title (what will appear on Agenda outline – 250 character max.)*
Approve Backfill of Assessment Process Specialist (APS) and All Associated Backfill Positions

Value Stream the request primarily aligns with:

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

Describe the impact on staffing resources.

Fiscal Impact:

Background/Justification:
The backfill request was reviewed at the Personnel Committee on April 28, 2026, recommendation from committee is to back fill. along with all associated backfills.

Property assessment is a mandated function of local government for property tax purposes and must be completed on an annual basis. Wright County grew by an additional 1,090 new parcels and had 1,081 new homes last year. The estimated market value as of the last PRISM 1 submission to the Minnesota Department of Revenue is \$29.7 billion of which \$513 million was new construction.

Route for Review and Approval

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

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

Document Name**Attachment Type**
[2026 Assessment Process Specialist Backfill Request.docx](#)

Attachment

[Assessment Process Specialist 072025.pdf](#)

Attachment

[Performance Indicators – APS backfill request April 2026.pdf](#)

Attachment

[Performance Indicators – APS backfill request April 2026.xlsx](#)

Attachment

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

Approved

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



WRIGHT COUNTY ADMINISTRATION

Position Backfill Request

Name of Department: Assessor

Department Head/Supervisor Tony Rasmuson/Tamara Anderson

Position Title Assessment Process Specialist (APS)

Date of Resignation: April 23rd, 2026; last day of employment with Wright County: April 23rd, 2026

1. Will this position directly contribute to a county's strategic objective?
 - a. **Make Disciplined Investments for a Stable Future – Yes, the Assessor’s Office develops the tax capacity annually which serves as the property tax base for all of Wright County, including all taxing authorities located within the boundaries of the county. The work completed on an annual basis is very heavily regulated by state statutes which we are required to abide by along with any directives from the Minnesota Department of Revenue. We process the state property tax programs for all of Wright County within this position.**
 - b. **Continue Transparency and Empower Community Engagement: Yes, Assessment Process Specialists (APS) work with all property owners within Wright County administering state property tax programs such as Disabled Vets Value Exclusion, Cross County, Special Ag, Green Acres, and Rural Preserve. They also administer state legislation that directly impacts the calculation of property taxes at the parcel level including maintaining parcel groups, value exclusions and plat law. In addition they work through any parcel changes including name changes and parcel changes. Parcel changes include combinations, annexations, divisions, new plats, vacations etc. The APS position is responsible for reallocating the value and classification for each parcel impacted to ensure they are appropriately taxed in the following payable year for property taxes. This position also supports the functions of the appraisers, management and OT serving as the central heartbeat of our team. They process eCRVs, Exempt Applications and Abatement Applications; serve as customer service back up, and assist with homestead and mobile home processing.**
 - c. **Improve Operational Excellence: A proper assessment provides a fair and equitable tax base in which property owners pay their “fair share” of the taxing authorities levies based on Minnesota statutes. Failure to replace this position will result in inequities in the property tax base in Wright County negatively impacting property owners.**
2. How many FTE’s does your department currently have budgeted for this position?

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

- a. Yes or no, and please explain. **Yes, we process the assessment for all 35 county jurisdictions in accordance with state mandates and appraisal standards. Our work has a direct impact on the integrity of the property tax base in Wright County. Property taxes are the most visible form of local government for property owners, and this position is critical in achieving and maintaining equity and fairness.**
4. Direct risk or cost for not backfilling this position?
 - a. Yes or no, and please explain. **Yes, this is a state mandated responsibility, and we have over 73,000 parcels countywide that require continuous management to ensure we continue to maintain our tax base equitably. Failure to do so will result in unfair property taxation for the property owners in Wright County. The Department of Revenue may also step in to help facilitate at a cost to the county.**
5. Are there external funding sources tied to this position used?
 - a. If yes – **Yes, approximately one third of county expenses to the assessor department is funded by 32 of the 35 jurisdictions in Wright County who contract with us for assessing services.**
6. Key activity or performance indicators that show the need for this position?
 - a. Show the statistical data specific to the position. **Attached**
7. Attach the Department organization chart highlighting the position along with the position description. **Attached**

Assessment Process Specialist



Department/Division: Assessor

FLSA Status: Non-Exempt

Union/Non-Union: Union

General Definition of Work

Performs difficult administrative work coordinating central operations and procedures within the Wright County Assessor's office. Work is performed under the limited supervision of the Assistant County Assessor (Commercial).

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

Assists in the development and administration of the assessment process; audits property values and classifications produced by Appraisers and Local Assessors; maintains parcel information on all taxable and exempt parcels in the property tax system; coordinates the efforts of all Assessment Staff to ensure data accuracy in the property tax system.

Reviews property ownership and mailing address changes on all property types and the effect on property tax programs, classification changes or other changes that are the result of the ownership change; Conducts title research to resolve issues as they relate to classification of the property.

Collaborates with Appraisal Staff and other County departments on processing abatements and changes to the assessment, including maintaining the changes in the property tax system.

Prepares and generates a variety of standard and custom reports, data extracts, and files to be provided to supervisors, appraisers, the Minnesota Department of Revenue (MNDOR), other County Assessor Departments, or other appropriate individuals or agencies.

Acts as a liaison between the Assessor's Office and the MNDOR; responsible for timely Prism Submissions to MNDOR; Processing of electronic Certificates of Real Estate Value (eCRV) including research, verification, determining property type and codes, investigation of financial terms of the sales and calculation of balloon payments; Transfer finalized eCRVs to the state and work with Property Tax Compliance Officer on issues as they arise.

Administers State mandated property tax programs and associated legislative changes including, but not limited to the Homestead Market Value Exclusion, Disabled Veterans Market Value Exclusion, Blind and Disabled; develops office procedures regarding these programs; collaborates with necessary resources such as the Veterans Service Officer to administer the programs; Processes all applications determining eligibility and ongoing requirements of the programs. Assists with the administration of Green Acres, Special Ag, Managed Forest, and Plat Law exclusion.

Processes new land divisions, combinations, plats, annexations etc.; completing difficult calculations and redistributions of value and classification; Verifies all details of the parcel changes for accuracy, communicating with property owners, closing companies, attorneys and real estate agents; Utilizes GIS and half-section maps for locating and drawing out new boundary lines; Determines how the characteristics of the original parcel should be split amongst the new parcels; Divides the value of the new parcels created, calculating the new land breakdown, estimated market value, values associated with various property tax programs and classifications, while maintaining the current assessment year balance for value and classification. Maintains changes in the property tax system and Computer Aided Mass Appraisal system.

Assessment Process Specialist

Assists Property Appraisers in gathering property information and maintaining records and property data including building sketches, sales summary sheets, building data, photographs, and maps; Assists with field inspections as allowed by State licensing guidelines.

Generates maps and research information using the GIS system for appraisers, surveyors, realtors, brokers, attorneys, property owners, and the general public; research GIS errors and correspond with the Surveyor's office to resolve.

Provides property tax estimates to closing companies, attorneys, property owners and real estate professionals.

Facilitates the assessment year-end process to ensure consistency, accuracy and timeliness for each component of the year-end process; creates data extracts and edits for analyzation of values and classifications; finalizes the annual Valuation Notices to ensure the notices are mailed in a timely fashion according to State statute.

Assists in administering Local Board of Appeal and Equalization records; verifies compliance requirements for each district; Submits all required documentation to the MNDOR.

Processes accounts payable for the Assessor's Office.

Performs other duties and activities as assigned.

Knowledge, Skills, and Abilities

Knowledge of the real estate tax system, appraisal, and assessment principles and procedures; knowledge of Minnesota laws, regulations, and programs relating to property taxes and assessment; knowledge of the relationship between the CAMA and Tax systems; knowledge of and ability to use ArcGIS; 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 a wide variety of technical legal documents; ability to read maps and draw complex legal descriptions and locate properties on maps; interpersonal skills sufficient to exchange and/or convey information, give and receive work direction, and maintain effective working relationships; skill in the use of standard office equipment, including computer and software programs with advanced Excel skills; ability to learn specialized assessment and appraisal computer systems specific to the County and Department; ability to comprehend State statutes and implement procedures and policy changes within the County; ability to enter data quickly and accurately; ability to make mathematical computations and tabulations with speed and accuracy required for tax purposes; ability to work independently; ability to deal with persons who are emotionally upset; ability to work under pressure and meet deadlines; ability to maintain accurate and complete records and files; ability to train and direct the work of others in an effective and efficient manner conducive to efficient performance and high morale; 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 related experience specifically in property appraisals, property assessments, legal descriptions, GIS, and title research, or equivalent combination of education and experience. Associates/Technical degree preferred.

Physical Requirements

This work requires the frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and climbing or balancing, frequently requires walking, lifting and repetitive motions and occasionally requires standing, stooping, kneeling, crouching or crawling, reaching with hands and arms, 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, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Assessment Process Specialist

Special Requirements

MN Certified Assessment Technician (CAT)Certification upon hire or within two years of employment.

MN Assessment Administration 30 hour training course within two years or employment.

MN DOR Tax Calculation Certification within one year of employment.

Legal Description training within one year of employment.

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

Last Revised: 7/23/2025

Parcel Counts**Real Property Parcel Counts**

District	Assesment Year						
	2020	2021	2022	2023	2024	2025	2026*
101	2890	2976	2973	2967	2968	2968	2967
102	1498	1535	1582	1606	1612	1645	1645
103	6658	6784	6836	6876	6899	6909	6909
104	879	880	887	890	891	891	891
105	1298	1228	1240	1247	1252	1252	1252
106	23	24	24	24	24	24	24
107	2876	3087	3240	3263	3381	3484	3484
108	1120	1200	1324	1450	1526	1650	1650
109	1169	1168	1175	1177	1180	1184	1184
110	1004	1013	1016	1016	1019	1072	1072
112	1737	1736	1737	1763	1765	1756	1756
113	1386	1418	1449	1449	1449	1450	1450
114	7454	8124	8374	8445	8679	9094	9094
115	132	132	132	132	135	136	136
116	1078	1079	1130	1128	1161	1167	1167
118	8481	8971	9356	9524	9734	9905	9905
155	5085	5159	5267	5324	5364	5434	5434
201	1002	1005	1006	1004	1006	1008	1008
202	1044	1046	1049	1060	1065	1069	1069
203	693	701	702	702	703	702	702
204	1272	1273	1259	1259	1264	1263	1263
205	894	894	900	901	906	905	905
206	2680	2685	2681	2680	2685	2684	2684
208	1483	1491	1503	1505	1501	1505	1505
209	1204	1209	1212	1220	1222	1222	1222
210	1516	1531	1536	1545	1547	1551	1551
211	1023	1026	1027	1027	1028	1024	1024
212	753	759	761	765	768	770	770
213	1753	1759	1765	1769	1776	1779	1779
215	1815	1811	1819	1819	1830	1831	1831
216	1749	1749	1743	1748	1757	1766	1766
217	1916	1918	1914	1915	1912	1910	1910
218	800	807	813	819	827	828	828
219	843	843	846	847	853	856	856
220	782	786	785	786	792	798	795
Total	67990	69807	71063	71652	72481	73492	73488
Per APS	22663	23269	23688	23884	24160	24497	24496

*2026 parcel counts are of 3/16/26 and will change as divisions and new plats are processed.

Parcel Counts

Real Property Parcel Counts							
District	Assessment Year						
	2020	2021	2022	2023	2024	2025	2026*
101	2890	2976	2973	2967	2968	2968	2967
102	1498	1535	1582	1606	1612	1645	1645
103	6658	6784	6836	6876	6899	6909	6909
104	879	880	887	890	891	891	891
105	1298	1228	1240	1247	1252	1252	1252
106	23	24	24	24	24	24	24
107	2876	3087	3240	3263	3381	3484	3484
108	1120	1200	1324	1450	1526	1650	1650
109	1169	1168	1175	1177	1180	1184	1184
110	1004	1013	1016	1016	1019	1072	1072
112	1737	1736	1737	1763	1765	1756	1756
113	1386	1418	1449	1449	1449	1450	1450
114	7454	8124	8374	8445	8679	9094	9094
115	132	132	132	132	135	136	136
116	1078	1079	1130	1128	1161	1167	1167
118	8481	8971	9356	9524	9734	9905	9905
155	5085	5159	5267	5324	5364	5434	5434
201	1002	1005	1006	1004	1006	1008	1008
202	1044	1046	1049	1060	1065	1069	1069
203	693	701	702	702	703	702	702
204	1272	1273	1259	1259	1264	1263	1263
205	894	894	900	901	906	905	905
206	2680	2685	2681	2680	2685	2684	2684
208	1483	1491	1503	1505	1501	1505	1505
209	1204	1209	1212	1220	1222	1222	1222
210	1516	1531	1536	1545	1547	1551	1551
211	1023	1026	1027	1027	1028	1024	1024
212	753	759	761	765	768	770	770
213	1753	1759	1765	1769	1776	1779	1779
215	1815	1811	1819	1819	1830	1831	1831
216	1749	1749	1743	1748	1757	1766	1766
217	1916	1918	1914	1915	1912	1910	1910
218	800	807	813	819	827	828	828
219	843	843	846	847	853	856	856
220	782	786	785	786	792	798	795
Total	67990	69807	71063	71652	72481	73492	73488
Per APS	22663	23269	23688	23884	24160	24497	24496

*2026 parcel counts are of 3/16/26 and will change as divisions and new plats are processed.

Record Changes

	Assessment Year						
Location	2020	2021	2022*	2023	2024	2025	2026
Sharepoint	3110	3791	525	2555	210	625	27
Tyler Workflow	0	0	0	3779	6967	20426	30346
Changes Processed	3110	3791	525	6334	7177	21051	30373
Changes per APS	1037	1264	175	2111	2392	7017	10124

*Transition to Sharepoint Online effected records for the Asmt 2022 list.

Divisions, Plats, Combination Work

District	Calendar Year						2025
	2019	2020	2021	2022	2023	2024	
101	2	3	9	6	5	1	8
102	2	3	8	8	5	1	6
103	17	13	17	15	13	1	9
104	2	3	1	2	1	1	3
105	15	3	26	4	6	7	2
106	0	0	1	0	0	1	0
107	7	6	12	4	3	3	4
108	4	4	2	7	4	7	3
109	3	1	1	3	2	4	3
110	2	3	1	4	0	2	5
112	2	1	0	2	3	3	2
113	1	3	2	1	0	4	1
114	23	17	21	22	16	13	15
115	1	0	4	0	2	1	1
116	1	1	3	3	2	3	2
118	27	21	28	13	23	11	19
155	11	6	11	8	7	6	5
201	11	7	9	4	5	2	5
202	8	9	6	3	8	6	7
203	6	5	10	4	2	6	2
204	6	7	7	11	3	7	7
205	11	6	4	7	10	6	4
206	14	18	14	15	7	12	11
208	9	6	7	12	11	13	4
209	11	8	7	6	11	8	1
210	13	8	10	9	6	14	11
211	6	9	12	4	3	1	6
212	4	8	9	8	5	3	1
213	17	14	21	7	4	9	9
215	11	13	11	14	4	9	5
216	13	12	6	12	8	9	19
217	7	8	11	13	3	9	11
218	4	5	8	7	7	6	4
219	3	12	2	9	7	6	11
220	10	1	11	9	2	3	6
Total	284	244	312	256	198	198	212
Per APS	95	81	104	85	66	66	71

Totals from Land Records Batch List.

Type	Calendar Year						
	2019	2020	2021	2022	2023	2024	2025
Divison	122	112	116	92	66	70	71
Div & Combo	33	21	32	34	27	26	36
Combo	54	42	79	41	42	38	36
Plat	50	51	66	53	45	39	51
Annex	9	4	5	12	4	12	2
Reword	11	9	7	16	6	8	5
Vacation	0	0	1	2	6	2	5
Correction	5	5	6	6	2	3	6
Total	284	244	312	256	198	198	212
Per APS	95	81	104	85	66	66	71

eCRVs

District	Sales Study Year						
	2019	2020	2021	2022	2023	2024	2025
101	178	186	255	188	133	96	118
102	112	120	113	80	73	97	100
103	389	455	466	451	314	313	345
104	96	77	87	60	48	57	59
105	74	78	68	82	55	58	69
106	2	1	3	1	0	2	0
107	181	201	255	264	220	204	246
108	69	79	109	145	96	110	127
109	83	87	86	84	79	80	66
110	60	60	64	62	40	45	61
112	123	133	150	130	100	81	75
113	79	107	131	127	77	76	82
114	464	549	745	642	501	543	602
115	6	10	14	15	10	5	9
116	91	98	105	100	37	70	80
118	739	784	939	776	588	574	614
155	375	346	426	441	260	269	266
201	37	42	54	34	17	19	20
202	28	33	33	35	40	42	23
203	23	23	37	23	25	19	20
204	25	49	53	28	17	22	28
205	26	42	32	18	15	19	21
206	106	122	112	86	54	75	74
208	46	59	68	60	48	37	45
209	31	31	29	41	36	23	22
210	61	62	53	58	36	47	48
211	27	29	47	23	23	18	25
212	16	18	30	21	12	17	10
213	57	72	77	91	47	53	39
215	64	70	76	64	54	30	45
216	72	56	72	55	48	46	45
217	59	65	56	62	44	59	48
218	27	31	34	25	23	18	20
219	18	35	21	19	16	16	25
220	21	17	17	23	18	15	17
Total	3865	4227	4917	4414	3204	3255	3494
Per APS	1288	1409	1639	1471	1068	1085	1165

Totals from MNDOR eCRV website.

Homesteads

	Homestead Applications Processed					
	Calendar Year					
	2019	2020	2021	2022	2023	2024
Sharepoint	3116	3477	3173	2813	299	0
Smartfile	0	0	0	176	2723	2890
Hmsts Processed	3116	3477	3173	2989	3022	2890

Homestead applications were transitioned from Sharepoint to Smartfile in October 2022.

Some applications for Assessment Year 2023 were received but not processed in Sharepoint until calendar year

	Relative Renewal Homestead Forms					
	Calendar Year					
	2019	2020	2021	2022	2023	2024
Parcels	601	804	605	553	552	505

Formerly appraiser task, handed off to OT.

	Duplicate Homesteads Investigated					
	Calendar Year					
	2019	2020	2021	2022	2023	2024
Parcels	N/A*	347	386	451	398	468

*2019 is not available

	Veteran's Exclusion Applicants					
	Calendar Year					
	2019	2020	2021	2022	2023	2024
Disability Level						
70% or Greater	205	229	255	288	349	396
100% Total & Permanent	223	232	263	297	317	386
Surviving Spouse	46	49	63	71	87	102
Total	474	510	581	656	753	884

2025
0
3073
3073

r 2023.

2025
481

2025
409

2025
449
431
109
989

Exempt Parcels

District	Exempt Parcel Counts						
	Assessment Year						
	2020*	2021	2022	2023	2024	2025	2026
101	176	177	180	184	185	190	190
102	117	118	118	123	123	121	121
103	565	576	598	603	599	609	609
104	-	65	64	65	67	67	70
105	184	181	113	112	113	110	109
106	0	0	0	0	0	0	0
107	-	305	319	319	321	326	328
108	45	46	48	51	59	61	65
109	-	172	132	132	133	131	130
110	-	47	49	49	49	50	52
112	280	355	357	282	280	104	108
113	131	279	280	146	137	138	147
114	-	131	135	492	492	507	511
115	15	471	483	14	15	15	15
116	84	15	15	88	88	89	88
118	339	85	85	393	427	457	464
155	349	345	367	358	356	365	370
201	-	45	46	39	39	39	38
202	51	51	51	53	56	55	54
203	-	20	20	20	20	20	19
204	156	156	156	156	156	156	158
205	77	76	76	65	65	64	64
206	-	165	165	164	164	164	166
208	58	58	58	57	57	60	60
209	77	76	76	65	65	65	64
210	76	75	75	75	75	65	65
211	-	52	52	52	53	53	52
212	-	44	44	32	33	33	32
213	125	128	123	120	121	122	124
215	78	78	77	76	76	76	76
216	-	111	111	110	110	109	109
217	73	71	70	44	44	44	44
218	42	42	42	30	31	31	30
219	32	33	33	27	27	27	27
220	-	52	52	51	53	53	52
Total	3130	4701	4670	4647	4689	4576	4611

*2020 counts are from that year's billing letter and omit locally assessed districts.

District	Exempt Applications					
	Assessment Year					
	2020	2021	2022	2023	2024	2025
101	0	0	4	2	0	6
102	4	1	1	9	0	7
103	16	10	14	6	5	25
104	0	0	0	2	2	1
105	4	3	2	0	0	5
106	0	0	0	0	0	0
107	1	11	17	7	2	11
108	3	2	2	6	4	2
109	2	1	1	2	0	2
110	0	0	0	0	0	5
112	1	0	2	0	0	1
113	0	0	1	0	2	4
114	5	1	3	12	2	14
115	0	0	0	0	0	0
116	0	1	0	4	0	2
118	9	2	38	21	2	18
155	6	9	3	2	3	22
201	0	0	0	0	0	0
202	0	0	1	0	2	1
203	0	0	2	0	0	1
204	0	0	0	0	0	0
205	0	0	0	0	0	1
206	1	0	0	0	0	4
208	0	0	0	0	0	0
209	0	0	0	1	0	1
210	4	0	0	0	0	0
211	1	0	0	0	0	0
212	0	0	0	0	1	1
213	0	0	1	2	1	4
215	0	0	0	0	0	3
216	0	0	1	0	0	2
217	0	0	0	0	0	1
218	0	0	0	0	0	4
219	0	0	0	0	0	0
220	0	0	0	0	1	0
Total	57	41	93	76	27	148

Values from Assessor OnBase Exempt Application.

2022 and 2025 are 3 Year Reapplication years.

2026
3
5
20
0
2
0
7
7
2
1
1
4
16
0
2
20
19
0
0
1
0
1
4
0
1
0
0
1
1
2
1
0
3
0
0
124

Row Labels	Count of PID
22/23	4
Clerical Adjustment	2
Local Option	1
Tax Court Settlement	1
23/24	21
Clerical Adjustment	4
Homestead	1
Local Option	8
Tax Court Settlement	8
24/25	42
Clerical Adjustment	8
Denied	1
Homestead	21
Local Option	4
Tax Court Settlement	8
25/26	7
Clerical Adjustment	2
Tax Court Settlement	5
(blank)	1
Local Option	1
Grand Total	75

Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *

5/5/2026 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Lindsey Meyer

Agenda Item Type

☒ RFBA ☐ Minutes Submission ☐ Warrants Submission

Requestor Title

Finance Director

Target Section

☒ Consent Agenda ☐ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department) *

FINANCE & TAXPAYER SERVICES

Originator

BMR5794

Item Details

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

Approve Budget Amendment 33, Online Permitting Project

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

Approve Budget Amendment 33, Online Permitting Project

Value Stream the request primarily aligns with:

Shepherd Economic Growth

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

This project will allow a path for the public & vendors to apply for permits online.

Describe the impact on staffing resources.

N/A

Fiscal Impact:

To be supported through transfer from fund balances (CIP: \$38,640 + \$1,360 Recorder).

Background/Justification:

The Online Permitting project for Planning and Zoning was approved by the CIP Committee during the 2025 cycle and is being carried forward into 2026.

Route for Review and Approval

☒ Finance
Review

☐ Legal Review

☐ Risk Mgmt
Review

☐ Skip Workflow

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

Document Name

[BA 33 Recorder Online Permitting.pdf](#)

Attachment Type

Attachment

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

Approved

Notes

Finance Review**Finance Decision**

Approved

Notes

County Administrator Review**County Administrator Decision**

Notes

2026 Budget Amendment Form

Request Type:
Department:

Operating Line Item Request
Recorder

Justification:

The Online Permitting project for Planning and Zoning was approved by the CIP Committee during the 2025 cycle and is being carried forward into 2026.

Budget Year:

2026

Related Items
Revenues

Line Item	Description	Amount
34-165-000-8513-5911	USE OF FUND BALANCE	\$38,640.00
02-101-000-8513-5911	USE OF FUND BALANCE	\$1,360.00
	TOTAL:	40,000.00

Expenses

Line Item	Description	Cost
34-165-000-8513-6261	PROFESSIONAL SERVICES	\$38,640.00
02-101-000-8513-6261	PROFESSIONAL SERVICES	\$1,360.00
	TOTAL:	40,000.00

Net adjustment -

Budget Tracking

Finance Reviewed:
Approval Required: PERSONNEL
Committee Date:
Board Approval Date:
Posted Date:

Destination and Workflow

Meeting Type:* Board Meeting	Target Meeting Date* 5/5/2026 9:00 AM – Board of Wright County Commissioners
Requestor Name Jessica Gadach	Agenda Item Type ☒ RFBA ☐ Minutes Submission ☐ Warrants Submission
Requestor Title Assistant Director Taxpayer Services	Target Section ☒ Consent Agenda ☐ Timed Agenda ☐ Item for Consideration
Department (please use dropdown to select department)* FINANCE & TAXPAYER SERVICES	Originator MAM7693

Item Details

Board Action Requested (this is what will appear on the Agenda)* Approve Aggregate Tax Committee Appointment, Julie Marquardt, Woodland Township
Short Title (what will appear on Agenda outline – 250 character max.)* Approve Aggregate Tax Committee Appointment, Julie Marquardt, Woodland Township

Value Stream the request primarily aligns with: Optimize Civic Engagement
Briefly describe how the request aligns with the selected value stream. Provides transparency and input to the aggregate tax ordinance and fees
Describe the impact on staffing resources. n/a
Fiscal Impact: n/a
Background/Justification: This is a two year appointment as a township representative on the Aggregate Tax Committee.

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

[04.28.2026 Aggregate Tax Committee Minutes.docx](#)

Attachment Type

Attachment

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

Approved

Notes

County Administrator Review**County Administrator Decision**

Notes



MINUTES

COMMITTEE – AGGREGATE TAX

10:30 A.M. on April 28, 2026

Government Center Rm 3210

Approved: **DRAFT**

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

I. CONVENE

The Wright County Aggregate Tax Committee met at 10:30 a.m. with Commissioners Moynagh and Vetsch present. County staff were Scott Deckert and Marc Mattice.

II. COMMITTEE RECOMMENDATION FOR TOWNSHIP REPRESENTATIVE APPOINTMENT

- A. JEFF JOHNSON
- B. JULIE MARQUARDT

At 10:35 a.m., Assistant County Administrator Marc Mattice began the meeting. The committee and commissioners reviewed the nominations for Township Representative and recommended appointing Julie Marquardt from Woodland Township to a two-year term.

RECOMMENDATION: The committee reached consensus to bring forward for board approval the appointment of Julie Marquardt as Township Representative.

III. ADJOURN

At 10:40 a.m. the meeting was adjourned.

Destination and Workflow**Meeting Type:***

Board Meeting

Target Meeting Date*5/5/2026 9:00 AM – Board of Wright County
Commissioners**Requestor Name**

Lindsey Meyer

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

Finance Director

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

FINANCE & TAXPAYER SERVICES

Originator

KMD7520

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

Acknowledge Warrant Disbursements Issued from April 13 through April 26, 2026

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

Acknowledge Warrant Disbursements Issued from April 13 through April 26, 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

[04.13.2026 – 04.26.2026 Disbursement by Fund.pdf](#)

Attachment Type

Attachment

RFBA Review
Assistant County Administrator Review
Assistant County Administrator Decision

Approved

Notes

County Administrator Review
County Administrator Decision

Notes



Disbursements by Funds Report

Report Date GMT 4/28/26 1:31 PM

Page 1 of 1

Date Range: 4/13/2026 to 4/26/2026 Pii:

Fund	Description	Amount
01	GENERAL REVENUE FUND	1,874,503.78
02	RESERVES FUND	241,484.63
03	ROAD AND BRIDGE FUND	455,199.62
11	HUMAN SERVICES FUND	249,978.10
20	WASTE MANAGEMENT FUND	4,324.93
34	CAPITAL IMPROVEMENTS FUND	19,768.41
41	DITCH FUND	100.00
70	TRUST AND AGENCY FUND	12,319.38
71	HISTORIAN FUND	165.04
72	SOIL AND WATER FUND	823.21
73	LAKE IMPROVEMENT DISTRICTS	596.00
84	STATE COLLECTIONS FUND	285,888.26
85	REFUNDING ACCOUNT FUND	11,923.28
87	SOCIAL WELFARE FUND	3,965.04
	Total	3,161,039.68

Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *

5/5/2026 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Matt Detjen

Agenda Item Type

☒ RFBA ☐ Minutes Submission ☐ Warrants Submission

Requestor Title

Ag Drainage & Natural Resources Supervisor

Target Section

☒ Consent Agenda ☐ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department) *

PARKS & RECREATION

Originator

MJD7571

Item Details

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

County Ditch #10 Bank Stabilization Project Update, Wright SWCD

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

County Ditch 10 Project Update

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:**

Project funded through grants, no assessment to the landowners' on CD 10

Background/Justification:

The Division of Agriculture and Drainage has a contract with the Wright SWCD to identify, design, and construct Best Management Practices or "BMPs" along the county ditch system. This partnership helps reduce costs and often provides grant funding opportunities for eligible projects.

Areas along County Ditch #10 were identified as potential locations for bank stabilization projects during the repair proceedings in 2021–2022. At the time we already had two separate grants for other BMP projects along the ditch. We also understood that would could potentially receive funding for these projects with future grants once the current ones were settled. It was determined to remove these projects from the ultimate repair project to reduce cost/assessments to benefited landowners and follow up on these projects later. The Wright SWCD now has \$60,000 in dedicated project funding in the 12-Mile Creek Watershed that is to be used for these projects.

The Wright SWCD completed plans and specifications for these projects and sent these out for bid to qualified contractors. Bids for these projects are due on May 1st. Some items were listed as bid alternatives in the documents so that they could be cut if costs exceeded the funding available. No assessments would be made to the benefited landowners on County Ditch #10 for these grant qualifying projects. These projects will be extremely beneficial for the County Ditch #10 from not only a maintenance standpoint, but a water quality perspective as well.

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



County Ditch #10

Bank Stabilization Project Update- Wright SWCD - April 29, 2026

The Division of Agriculture and Drainage has a contract with the Wright SWCD to identify, design, and construct Best Management Practices or “BMPs” along county ditch system. This partnership helps reduce costs and often provides grant funding opportunities for eligible projects.

Areas along County Ditch #10 were identified as potential locations for bank stabilization projects during the repair proceedings in 2021-2022. At the time we already had two separate grants for other BMP projects along the ditch. We also understood that would could potentially receive funding for these projects with future grants once the current ones were settled. It was determined to remove these projects from the ultimate repair project to reduce cost/assessments to benefited landowners and follow up on these projects later. The Wright SWCD now has **\$60,000** in dedicated project funding in the *12-Mile Creek Watershed* that is to be used for these projects.

The Wright SWCD completed plans and specifications for these projects and sent these out for bid to qualified contractors. Bids for these projects are due on May 1st. Some items were listed as bid alternatives in the documents so that they could be cut if costs exceeded the funding available. No assessments would be made to the benefited landowners on County Ditch #10 for these grant qualifying projects. These projects will be extremely beneficial for the County Ditch #10 from not only a maintenance standpoint, but a water quality perspective as well.

Destination and Workflow

Meeting Type:* Board Meeting	Target Meeting Date* 5/5/2026 9:00 AM – Board of Wright County Commissioners
Requestor Name Barry Rhineberger	Agenda Item Type ☒ RFBA ☐ Minutes Submission ☐ Warrants Submission
Requestor Title Planning & Zoning Administrator	Target Section ☒ Consent Agenda ☐ Timed Agenda ☐ Item for Consideration
Department (please use dropdown to select department)* PLANNING & ZONING	Originator STD2320

Item Details

Board Action Requested (this is what will appear on the Agenda)*
Approve the Recommendation of the Planning Commission to Rezone the following Property: Jason Carlson – (Marysville Township), With a Unanimous Vote, the Planning Commission Recommends Approval to Rezone all of Tax Parcel 211-000-023201

Short Title (what will appear on Agenda outline – 250 character max.)*
Approve the Recommendation of the Planning Commission to Rezone the following Property: Jason Carlson – (Marysville Township), With a Unanimous Vote, the Planning Commission Recommends Approval to Rezone all of Tax Parcel 211-000-023201

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

Describe the impact on staffing resources.

None

Fiscal Impact:

None

Background/Justification:

Approve the Recommendation of the Planning Commission to Rezone the following Property: Jason Carlson – (Marysville Township), With a Unanimous Vote, the Planning Commission Recommends Approval to Rezone All of Tax Parcel 211-000-023201 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) Rezoning requests require County Board approval. The Planning Commission recommends approval of the above request

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
Jason Carlson minutes.pdf	Attachment
Jason Carlson staff report.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

WRIGHT COUNTY PLANNING COMMISSION**Meeting of: APRIL 16, 2026****MINUTES**

The Wright County Planning Commission met on Thursday, March 5, 2026, in the County Commissioners Board Room at the Wright County Government Center, Buffalo, Minnesota. Dan Mol, Chairman, called the meeting to order at 6:30 p.m. with members present: Dan Bravinder, Charlie Borrell, Troy Beise, Pat Mahlberg, Jeanne Holland & Randy Wilson. Brian Wold, Assistant County Attorney, was the legal counsel and Scott Deckert, Planning & Zoning Assistant Administrator were present.

PUBLIC HEARINGS:**JASON CARLSON** – New

LOCATION: 675 BOLTON AVE SW - TR DESC IN BK 242-194 in Section 02, Township 119, Range 26, Wright County, Minnesota. (Marysville Twp.) Tax #211-000-023201. Property Owner: ELOUISE A CARLSON REVTR

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, Chapter 155, Title XV, Land Usage & Zoning of the Wright County Code of Ordinances.

Present: Jason Carlson & Jerry Carlson

- A. Deckert explained the request is located in Marysville Township and involves the rezoning of approximately 50 acres from AG to A/R to allow for a four-lot subdivision. He noted the property is designated as rural residential in the Land Use Plan, which supports residential development. Deckert further explained that the proposed plan includes one driveway that may need to cross a floodplain or wetland, which can be addressed during the subdivision stage. He displayed and reviewed the Land Use Plan (LUP) map, zoning map, floodplain map, and a rough concept plan. He also displayed a map showing a 500-foot setback from an existing feedlot, noting that any new home must be located outside of that setback. It was noted the Township submitted recommendation of approval.
- B. Jason Carlson stated the property is identified in the LUP and acknowledged the restrictions related to the feedlot. He expressed confidence that they can work with Soil and Water on the driveway issue.
- C. Public Comment
 - Eric Knudson stated he would prefer the property remain farmland and noted that Marysville Township is adamant about preserving land in the area. However, after speaking with neighbors, he noted they agree that if the land is not preserved as farmland, the A/R designation is acceptable.
 - Richard Phipps questioned whether the property could be further subdivided into smaller lots. He expressed concern that a developer could purchase all four lots and subdivide them further. He noted they moved to the area for privacy and space. Mol responded that future development cannot be predicted and that additional subdivision is a possibility. Deckert added that anyone may apply for further subdivision; however, all such requests would require review by the Planning Commission and County Board. Mahlberg reiterated that the current request would allow for lots no smaller than 10 acres.
- D. Bravinder stated he supports the request, noting it is consistent with the Land Use Plan and compatible with surrounding properties to the north and south.
- E. Wilson stated the request aligns with the Land Use Plan and is reasonable.

- F. Mahlberg noted that the criteria considered by the Commission for rezoning have been met and that the property is consistent with the Land Use Plan.
- G. Wilson moved to recommend approval to the County Board of Commissioners for rezoning 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) 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.

VOTE: CARRIED UNANIMOUSLY

4. **JASON CARLSON** – New

LOCATION: 675 BOLTON AVE SW - TR DESC IN BK 242-194 in Section 02, Township 119, Range 26, Wright County, Minnesota. (Marysville Twp.) Tax #211-000-023201. Property Owner: ELOUISE A CARLSON REVTR

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, Chapter 155, Title XV, Land Usage & Zoning of the Wright County Code of Ordinances.

- (A) The property is approximately 50.10 acres and is located west of and along Bolton Avenue SW in Marysville Township. It is zoned General Agriculture (AG), with certain portions falling within the Residential-Recreational Shoreland Overlay District (S-2) and within 1,000 feet of Goose Lake, which is classified as a Natural Environment lake. The US Highway 12 Corridor (US 12) Land Use Plan guides the property as Rural Residential (10-acre lots). The property boundaries have not changed since 8-1-1978. As such, the property has one residential building entitlement, which is being used by the existing home. In 1989, a rezoning request was submitted to the Planning Commission to rezone 5 acres of the property to Suburban Residential-a (R2-a), which was withdrawn before any discussions took place.
- (B) This request is to rezone the entire property from General Agriculture (AG) with a Residential-Recreational Shoreland District Overlay (S-2) to Agricultural/Residential (A/R) with the S-2 overlay. The A/R zoning district requires a minimum lot size of 10 acres, with a minimum of 300 feet of road frontage (lot width) and 300 feet of depth off the required road frontage. If the rezoning is approved, the applicant would apply for a four-lot unplatted subdivision, with all lots meeting the minimum requirements. It's worth mentioning that the floodplain layer from Deer and Goose Lake extends into this property a small amount. As such, if the rezoning is approved, there will be conditions and standards for the subsequent driveways. The Conditional Use Permit for the subdivision may be able to address these issues at the same time, or the applicant can leave it up to future owners to get the proper approvals.
- (C) The Township submitted its recommendation for approval. The SWCD has a comment regarding one of the potential driveways. The Feedlot Administrator also noted that the north lot will have a 500' setback for the feedlot across the road. No other comments were received.
- (D) The US 12 Land Use Plan states: Rural Residential – *“Designates those areas where a combination of agriculture, hobby farms and very large lot residential areas is deemed appropriate. The purpose is to provide a buffer between agricultural and other uses, and also to provide housing opportunities in a rural environment where large lot sizes and the rural atmosphere will be maintained. Existing land types may include large wooded areas, non prime farmland, pasture and other lands in areas not well suited to long term agricultural uses. **Appropriate zoning may include Agricultural, Agricultural Residential, or, in unique circumstances, R-2(a). Rezoning from Agricultural to Agricultural Residential will be considered on a case by case basis, and not considered to be automatic, with the need for residential land, effect on nearby agricultural operations, the timing of the proposal in light of land uses in the area, and plan policies being prime considerations.** Rezoning to R-1 or R-2 will only be considered for riparian lots on shorelands especially suited to residential development. Rezoning to R-2a may be appropriate in unique circumstances such as: infill for areas that are already developed in a similar manner; adjacent to developed areas with smaller lot sizes to serve as a transition, and; other unique situations which do not establish R-2a as a new zoning district in a previously "undeveloped" area.”*
- (E) The zoning districts located within a half-mile radius include General Agriculture (AG), Agricultural/Residential (A/R), Suburban Residential-a (R-2a), or Urban/Rural Transition (R-1).
- *AG (General Agriculture)*: Located on about a third of the properties within a half mile of the subject property, including adjacent to the east, south, and west.
 - *A/R (Agricultural/Residential)*: Located on about a third of the properties within a half mile of the subject property, including adjacent to the north.

- *R-2a (Suburban Residential-a)*: Located on a couple of properties to the northwest and southwest of the subject property, including adjacent to the east.
- *R-1 (Urban/Rural Transition)*: Located on lakeshore properties along Goose Lake to the east.

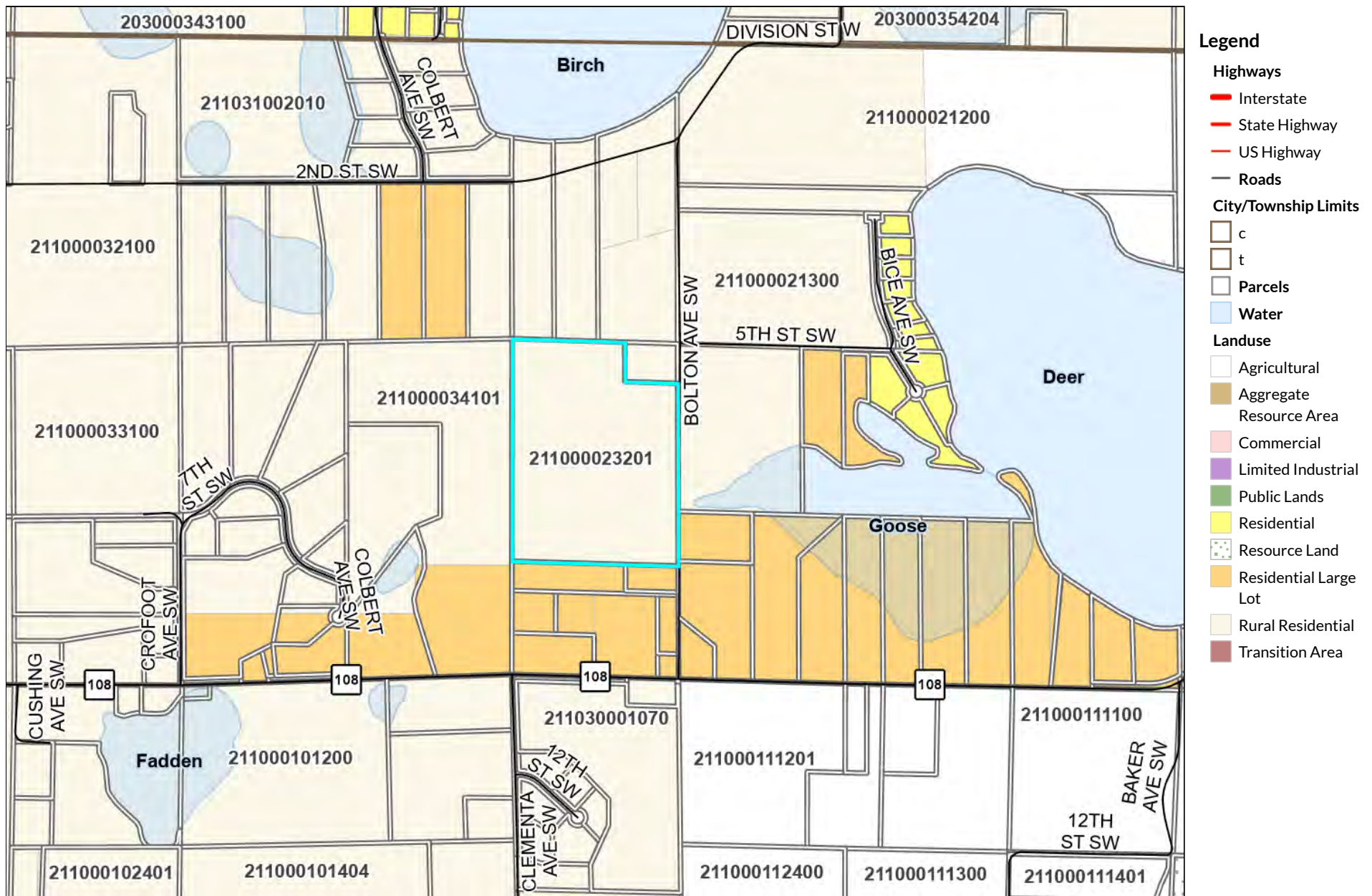
The land use designation within a half-mile radius includes Agricultural, Rural Residential, Residential Large Lot, and Residential.

- *Agricultural*: Located south of County Road 108 and east of what would be Bolton Avenue SW, if the road did not end at County Road 108.
- *Rural Residential*: Includes a majority of the properties within a half mile, including those adjacent to the subject property to the east, north, and west.
- *Residential Large Lot*: Mostly located to the south of the subject property, on properties zoned R-2a or old, smaller Lot of Records.
- *Residential*: Located along Bice Avenue on properties located on Goose Lake to the east.

ACTION – Unlike the previous two requests, this property IS designated for higher density development -- Rural Residential (RR). Unless there are surprises at the hearing, and if the Township approves, it may be appropriate to consider a motion at the meeting, without further deliberation. But a site inspection could also be considered to give the Commission time and to get a better feel for the property and the request. **If the Commission thinks the request is ready for action, a potential motion could be to recommend approval to the County Board of Commissioners for rezoning 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) because we find the property is aligned with the goals and policies of the US Highway 12 Corridor Land Use Plan.**

Otherwise, a continuation for a site inspection would be in order.

Land Use Map

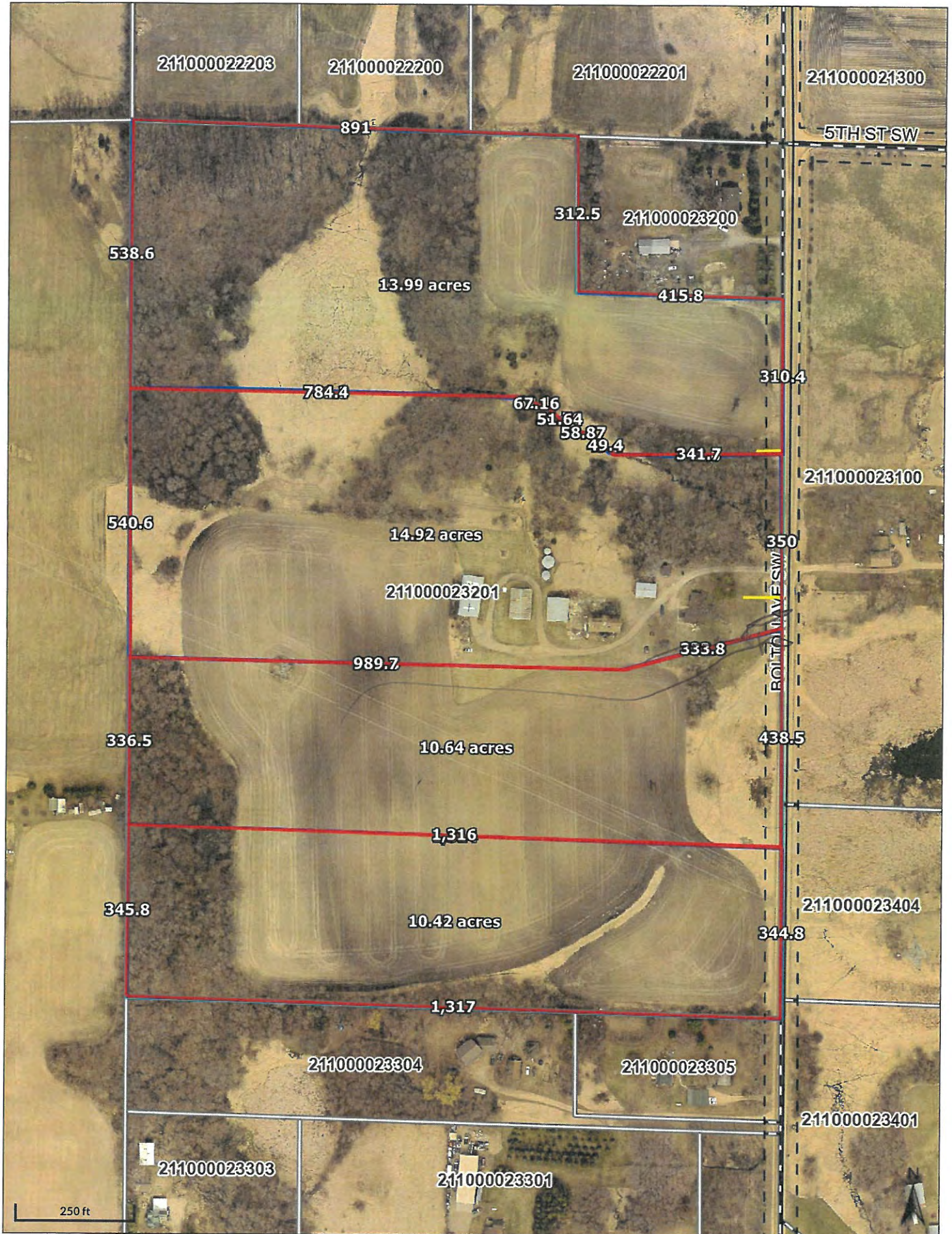


Zoning Map



Flood Plain

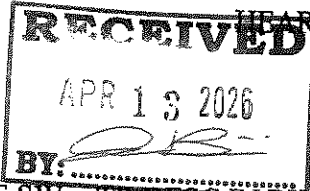




NOTICE OF PUBLIC HEARING - WRIGHT COUNTY PLANNING COMMISSION

TOWNSHIP RESPONSE FORM

TOWNSHIP: Marysville Twp.

HEARING DATE: Thursday, April 16,
at 6:30 p.m.JASON CARLSON
(763) 229-2515LOCATION: 675 BOLTON AVE SW - TR DESC IN BK 242-194 in Section 02, Township 119, Range 26,
Wright County, Minnesota. (Marysville Twp.) Tax #211-000-023201. Property Owner: ELOUISE A
CARLSON REVTR

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, Chapter 155, Title XV, Land Usage & Zoning of the Wright County Code of Ordinances.

STAFF NOTES: The Planning Commission may deem the request appropriate with the Land Use Plan's designation as "Rural Residential."

*

*

THE TOWN BOARD SHOULD COMPLETE THE FOLLOWING AT A TOWN BOARD MEETING. IF THE TOWNSHIP IS RECOMMENDING ACTION WHICH CONFLICTS WITH THE COMPREHENSIVE PLAN, PLEASE STATE THE REASONS. IF NO WRITTEN RESPONSE IS RECEIVED FROM THE TOWNSHIP BEFORE THE HEARING, THE WRIGHT COUNTY PLANNING COMMISSION WILL HAVE TO CONTINUE THE HEARING OR ASSUME THAT THE TOWN BOARD PREFERS TO LEAVE THE MATTER UP TO THE COUNTY.

X TOWNSHIP APPROVES OF THE REQUEST BECAUSE: The property is 50.10 acres, after discussions the applicant is requesting the property to be split into 4 large lots. Motion was made by Andrew Hirsch, 2nd by Jill Belland to approve the request; mitigated by the following factors, the property is currently in Marysville land use plan to allow the property to be re-zoned and the applicant complies with the 300 ft of road frontage and carried 3-0.

TOWNSHIP DISAPPROVES OF THE REQUEST BECAUSE: _____

TOWNSHIP COMMENTS OR PROPOSED CONDITIONS: _____

SIGNED: _____

Danille Necker Clerk *Treasurer*

Scott Deckert

From: Tracy Janikula
Sent: Friday, April 10, 2026 11:15 AM
To: Joshua C. Butteris
Cc: Scott Deckert; Barry Rhineberger
Subject: Carlson rezone - 211-000-023201
Attachments: Carlson rezone feedlot setback.pdf

There is a registered feedlot across Bolton Ave SW from the Carlson property. I've included an air photo with the buffer.

Tracy



Tracy Janikula • Feedlot Program Administrator

WRIGHT COUNTY, MINNESOTA: PLANNING & ZONING

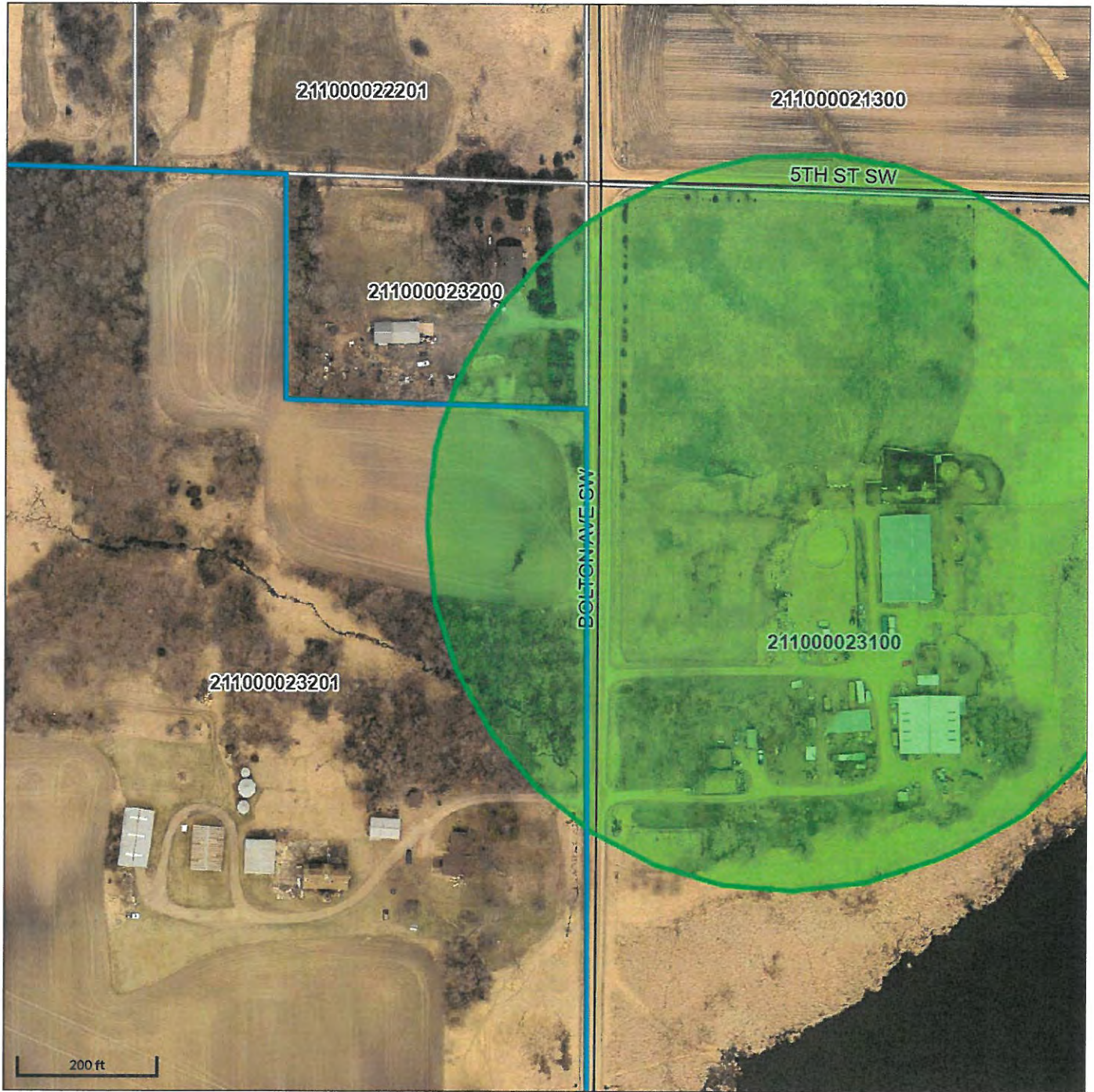
direct: 763-682-7334

Government Center, 3650 Braddock Ave NE, Room Suite 1600, Buffalo, MN 55313

www.co.wright.mn.us

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Feedlot 500 ft setback for new home on proposed north lot



Parcel ID	211000023201	Alternate (2701) TOWN OF MARYSVILLE-0877	Taxpayer	675 BOLTON AVE
Sec/Twp/Rng	02-119-026	ID	Address	SW
Property	675 BOLTON	Class		ELOUISE A
Address	AVE SW			CARLSON REVTR
	BUFFALO	Acreage		
District		5050 - AG IMP 35 TO 79.9 AC		
Brief Tax Description		SECT-02 TWP-119 RANGE-026 UNPLATTED LAND MARYSVILLE TWP TR DESC IN BK 242-194		
		(Note: Not to be used on legal documents)		

Scott Deckert

From: Grean, Andrew - FPAC-NRCS, MN <Andrew.Grean@mn.nacdnet.net>
Sent: Thursday, April 16, 2026 10:45 AM
To: Scott Deckert
Cc: Jake Carlson
Subject: PID 211000023201 - Carlson Re-Zone
Attachments: IMG_0001.jpg; Carlson Rezone - SWCD Comment Figure.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 Scott,

My understanding is that there is a rezoning request for the above PID – the attached rough sketch of the plan was sent to me by Jake. The boundary of proposed lots (14.92 acre and 10.64 acre lots on the attached jpg.) may have a small portion of wetland that would need to be filled in if a driveway were built in this location in the future. It appears to be a very small portion of wetland located within the ROW of Bolton Ave SW, expanding into a larger basin just to the south. The attached “SWCD Comment Figure” is a ballpark of the wetland boundary in this location. Assuming the crossing can stay within the narrow portion of the Bolton Ave SW ROW I don’t anticipate the need for a separate WCA application (a wetland delineation or replacement plan, for example). My recommendation is that if the rezoning is approved, a site visit be held between the applicant and myself to flag the approximate wetland boundary in this location, ideally reaffirming the fact that if a driveway were built here it would be in compliance with WCA.

Let me know if you have any questions!

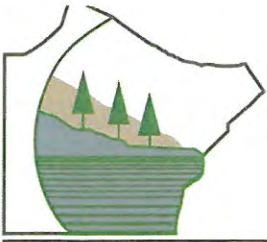
Thank you,

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

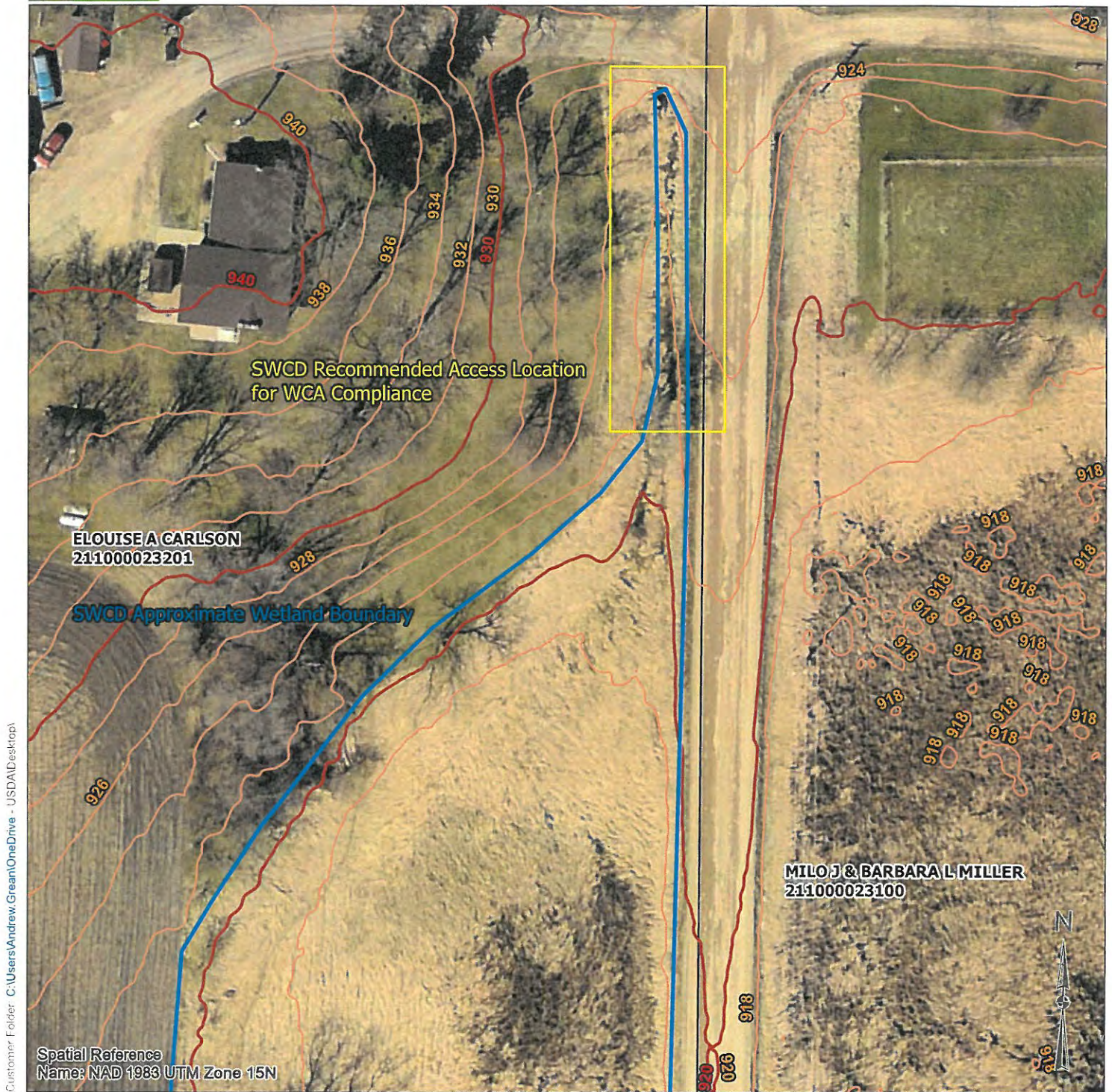


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Carlson Rezone - PID 211000023201
Approximate Wetland Boundary and
Recommended Access Location

Wright County
T119, R26, Sec. 2



Location of Map Center: 93°55'34"W 45°8'32"N

- Parcels_10_24
- Contours_Wright_2023_2ft
- Contours_Wright_2023_10ft

0 30 60 120 Feet



Agenda Item

Destination and Workflow

Meeting Type:* Board Meeting	Target Meeting Date* 5/5/2026 9:00 AM – Board of Wright County Commissioners
Requestor Name Barry Rhineberger	Agenda Item Type ☒ RFBA ☐ Minutes Submission ☐ Warrants Submission
Requestor Title Planning & Zoning Administrator	Target Section ☒ Consent Agenda ☐ Timed Agenda ☐ Item for Consideration
Department (please use dropdown to select department)* PLANNING & ZONING	Originator STD2320

Item Details

Board Action Requested (this is what will appear on the Agenda)*
Approve the Recommendation of the Planning Commission to Rezone the Following Property: Steve Bruggeman – (Silver Creek Township), All of Parcel 216-000-092300

Short Title (what will appear on Agenda outline – 250 character max.)*
Approve the Recommendation of the Planning Commission to Rezone the Following Property: Steve Bruggeman – (Silver Creek Township), All of Parcel 216-000-092300

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 Northwest Quadrant Land Use Plan

Describe the impact on staffing resources.

None

Fiscal Impact:

None

Background/Justification:

Approve Recommendation of the Planning Commission to Rezone the Following Property: Steve Bruggeman – (Silver Creek Township), With a Unanimous Vote, the Planning Commission Recommends Approval to Rezone All of Parcel 216-000-092300 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) and Establishment of a Standard Planned Unit Development (PUD) Overlay District Based on the Standard PUD Concept Plan Completed by Otto Associates, Project No. 25-0469 (Noted Exhibit A) Rezoning requests require County Board approval. The Planning Commission recommends approval of the above request

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
Steve Bruggeman minutes.pdf	Attachment
bruggeman staff report.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

WRIGHT COUNTY PLANNING COMMISSION**Meeting of: APRIL 16, 2026****MINUTES**

The Wright County Planning Commission met on Thursday, March 5, 2026, in the County Commissioners Board Room at the Wright County Government Center, Buffalo, Minnesota. Dan Mol, Chairman, called the meeting to order at 6:30 p.m. with members present: Dan Bravinder, Charlie Borrell, Troy Beise, Pat Mahlberg, Jeanne Holland & Randy Wilson. Brian Wold, Assistant County Attorney, was the legal counsel and Scott Deckert, Planning & Zoning Assistant Administrator were present.

PUBLIC HEARINGS:**STEVE BRUGGEMAN** – Cont. 2/12 with revisions, 3/26

LOCATION: 10521 DOUGLAS AVE NW - 42.77 AC NW SW N OF RD & SW NW in Section 9, Township 121, Range 26, Wright County, Minnesota. (Silver Creek Twp.) Tax #216-000-092300. Property Owners: RALPH H & CHERYL M UECKER

REVISED - 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) **and establishment of a Standard Planned Unit Development (PUD) overlay district**, as regulated in Sections 155.028, 155.047, 155.048, 155.057, & 155.059, Title XV, Land Usage & Zoning of the Wright County Code of Ordinances.

Present: Paul Otto with Otto Associates

- A. Deckert reminded the Commission that this item was previously heard and involves a request to rezone approximately 43 acres from AG to A/R and to establish a PUD. He noted the property is dual designated in the Land Use Plan (LUP), guided by both rural residential and resource land. Because of this, he explained that the rezoning should be completed with a PUD to preserve natural features, particularly the stream in this case. He reviewed the LUP, current zoning map, and the proposed four-lot concept plan. Deckert pointed out the revised plan brings the property line directly along the stream, with three lots located to the east and one lot to the west.
- B. Otto stated that following the last meeting, they considered the discussion and revisited the concept plan. Ultimately, it was determined that four lots are a better fit for the area, with the creek acting as a natural barrier. He noted the proposed plan preserves natural resources and keeps the farmstead intact, allowing it to function as a conforming hobby farm with livestock.
- C. Borrell questioned what would happen if the creek were to change course over the next 30–50 years. Otto responded that, as a surveyor, it is his experience that if a creek meanders, property owners typically consider ownership to extend to the creek. He noted that if the creek were to significantly change course, the plat could be revised and the boundary line adjusted. He added that, in practice, most owners assume ownership to the creek, and any disputes could be addressed if they arise.
- D. No public comments.
- E. Mol noted that the Commission visited the site, the request had been discussed at a prior meeting, and the applicant incorporated some of the Commission's recommendations. He also noted the property is guided in the LUP for the proposed use.
- F. Bravinder stated he believes the applicant did a good job protecting the natural resources on the property and that the proposal represents appropriate development. He expressed support for the request.

- G. Bravinder moved to recommend approval to the County Board of Commissioners to rezone the property 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) and establishment of a Standard Planned Unit Development (PUD) overlay district based on the Standard PUD concept plan completed by Otto Associates, Project No. 25-0469 (noted Exhibit A), because it is aligned with the goals and policies of the Northwest Quadrant Land Use Plan. Motion seconded my Holland.

VOTE: CARRIED UNANIMOUSLY

1. **JASON CARLSON** – New

LOCATION: 675 BOLTON AVE SW - TR DESC IN BK 242-194 in Section 02, Township 119, Range 26, Wright County, Minnesota. (Marysville Twp.) Tax #211-000-023201. Property Owner: ELOUISE A CARLSON REVTR

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, Chapter 155, Title XV, Land Usage & Zoning of the Wright County Code of Ordinances.

Present: Jason Carlson & Jerry Carlson

- A. Deckert explained the request is in Marysville Township and involves the rezoning of roughly 50 acres from AG to A/R to allow for a four lot subdivision. He noted that the property is in the Plan as rural residential, which supports residential development. Deckert explained that in what is proposed there is one driveway that may have to cross floodplain or wetland and is something that can be addressed at the subdivision stage. He went on to display and receive the LUP map, zoning map, floodplain map and rough concept plan. He went on display a map showing a 500 ft. setback line from an existing feedlot, with an explanation that any new home would have to be outside that line.
- B. Jason Carlson noted the property is in the LUP, he is aware of the restrictions with the feedlot and feels they can work with Soil and Water on the driveway.
- C. Public Comment
 - Eric Knudson ultimately would like to see the property kept as farmland, as that is what Marysville Township is adamant about, but he did speak with neighbors, and they agree that if not kept as farmland the A/R designation is okay.
 - Richard Phipps questioned if the property could be further developed into smaller lots. His concern is a developer purchasing all 4 lots and subdividing even more. He noted they moved into the area for privacy and space. Mol noted that the future cannot be predicted and there is a possibility of smaller lots. Deckert noted that anyone can apply for anything, but all items would come through the Planning Commission and County Board for review. Mahlberg reiterated that this request is for rezoning that would allow for lots no less than 10 acres.
- D. Bravinder noted he feels good that the request is in the Plan and fits with the properties to the north and south. He is in favor of the request.
- E. Wilson stated he sees the request as in the Plan and makes sense.
- F. Mahlberg noted the factors that the Commission looks at with rezoning are present and the property is in the Plan.
- G. Wilson moved to recommend approval to the County Board of Commissioners for rezoning 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) 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.

VOTE: CARRIED UNANIMOUSLY

WRIGHT COUNTY PLANNING COMMISSION

Meeting of: APRIL 16, 2026

Staff Report

The Wright County Planning Commission will meet on Thursday April 16, 2026 at **6:30 p.m.** in the County Commissioners Board Room at the Wright County Government Center, Buffalo, Minnesota to consider the following items:

ACTION ON MARCH 26, 2026 MINUTES

PUBLIC HEARINGS:

1. **STEVE BRUGGEMAN** – Cont. 2/12 with revisions, 3/26

LOCATION: 10521 DOUGLAS AVE NW - 42.77 AC NW SW N OF RD & SW NW in Section 9, Township 121, Range 26, Wright County, Minnesota. (Silver Creek Twp.) Tax #216-000-092300. Property Owners: RALPH H & CHERYL M UECKER

REVISED - 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) **and establishment of a Standard Planned Unit Development (PUD) overlay district**, as regulated in Sections 155.028, 155.047, 155.048, 155.057, & 155.059, Title XV, Land Usage & Zoning of the Wright County Code of Ordinances.

- (A) The property is approximately 42.85 acres and is located northwest of the intersection of County Road 39 and County Road 123 (Douglas Avenue NW) in Silver Creek Township. The property is zoned General Agriculture (AG), with parts falling within the Residential-Recreational Shoreland Overlay District (S-2), since it is within 300 feet of Silver Creek, an Agriculture-Tributary designated stream/river. The Northwest Quadrant (NWQ) Land Use Plan designated the property as Rural Residential **and** Resource Land. The property has one building entitlement, which is being used by the existing home.
- (B) The original request before the Commission on February 12, 2026, was to rezone the property from General Agriculture (AG) with a Residential-Recreational Shoreland Overlay District (S-2) to Agricultural/Residential (A/R) with a Residential-Recreational Shoreland Overlay District (S-2). The Planning Commission conducted a site inspection on February 24, 2026. On February 26, 2026, the applicant requested the establishment of a Standard Planned Unit Development overlay be added to the original rezoning request. As a result, updated notices were sent for the revised application.
- (C) As this is a PUD request, certain differences must be noted. First, variances from lot sizing, setbacks etc. are possible under the following conditions:
 - (1) *Certain regulations contained in this chapter may not realistically apply to the proposed development due to its unique nature.*
 - (2) *The variances, if granted, would be fully consistent with the general intent and purpose of this chapter.*
 - (3) *The planned unit development would produce development of equal or superior quality to that which would result from strict adherence to the provision of this chapter.*
 - (4) *The variances will not constitute a threat to the property values, safety, health and general welfare of the owners or occupants of adjacent or nearby land, nor be detrimental to the health, safety, morals and general welfare of the people of the county.*
 - (5) *It shall be determined that the variances are required for a reasonable and practical physical development according to a comprehensive development plan and are not required solely on the basis of financial considerations.*
 - (6) *Except in the case of a resort conversion, or when a community water and sewer system will be provided, lot sizes shall meet or exceed the minimum standards set forth for the Urban/Rural Transition (R-1) Zone. (minimum lot size 1-acre, 150 feet of road and shoreline frontage (lot width) and 150 feet of depth off the road and shoreline frontage)*

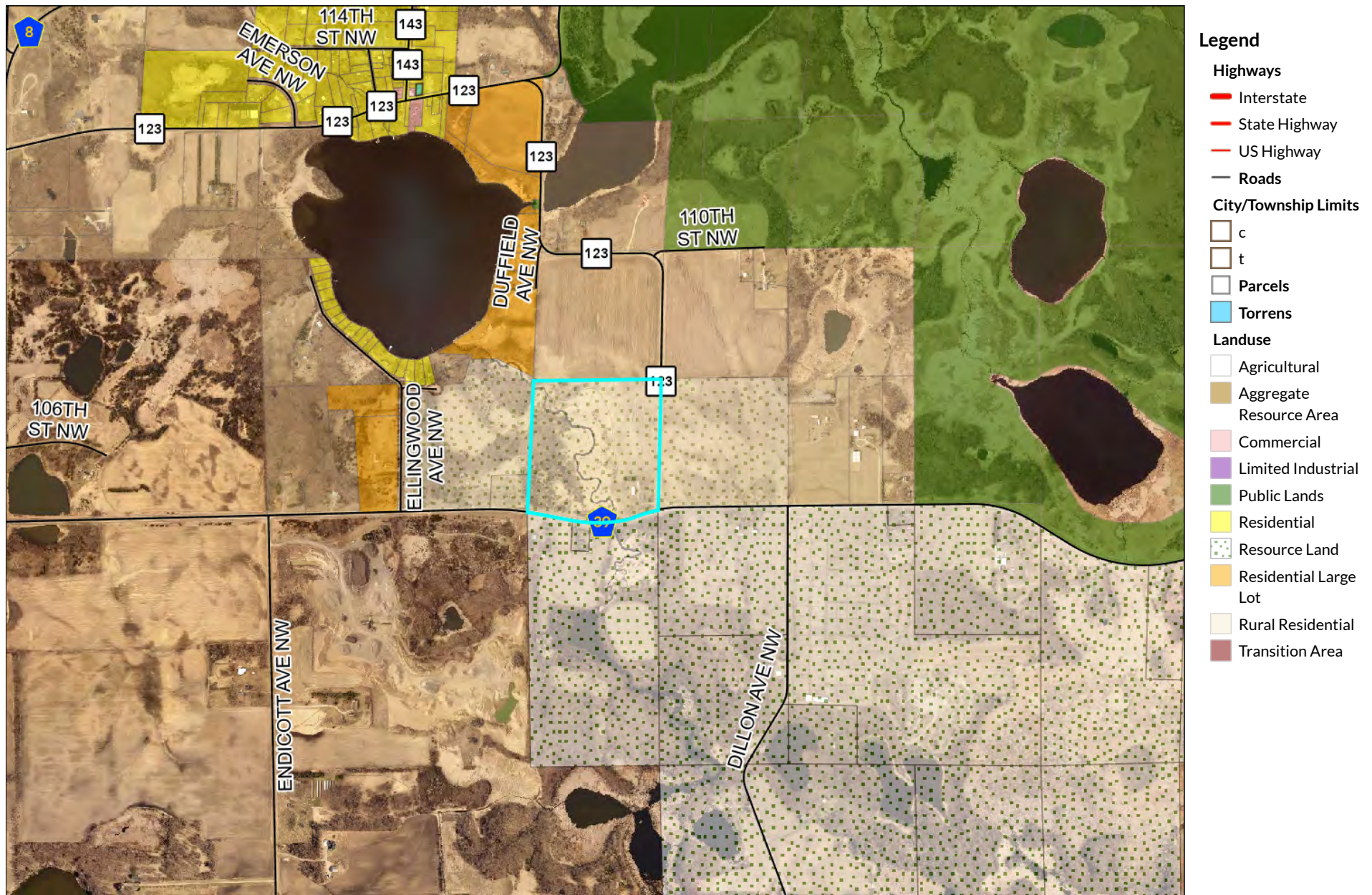
Second, with a PUD, the proposal must be an *effective and unified treatment of the development possibilities and provide for the preservation of unique natural amenities such as streams, stream banks etc. No density bonus is given for a Standard PUD. As such, only 4 lots would be proposed.*

Because this has two land use designations (Rural Residential and Resource Land), it is unique. Generally, for land designated as Rural Residential, appropriate zoning would be A/R. Because it was given a Resource Land designation during the last plan update, the subdivision of the land is *limited to a Planned Unit Development to preserve the natural resource in that area.*”

ACTION – Staff is now seeking direction from the Commission regarding how they would like to proceed. The property is located within the Northwest Quadrant Land Use Plan and is guided as Rural Residential and Resource Land. With the addition of the Standard Planned Unit Development request, the proposal appears to be more consistent with the Land Use Plan. The Commission will need to determine if the PUD proposal “preserves natural amenities” and if the variances from lot size are reasonable. **The Township’s written recommendation for approval was received.**

- **If the Commission agrees that the property meets the qualifications for rezoning, a motion could be to recommend approval to the County Board of Commissioners to rezone the property 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) and establishment of a Standard Planned Unit Development (PUD) overlay district based on the Standard PUD concept plan completed by Otto Associates, Project No. 25-0469 (noted Exhibit A), because it is aligned with the goals and policies of the Northwest Quadrant Land Use Plan.**
- **If the Commission is leaning towards a recommendation for approval but has concerns about some details of the concept plan, the request could be continued for the applicant to make modifications as necessary. These adaptations should be discussed and, if a rural PUD is preferred, that should be stated as well.**
- **If a denial is in order, a motion could be to close the public hearing and direct counsel to prepare findings based on the record and discussion consistent with the denial of the request to rezone and continue the matter to the May 7, 2026, Planning Commission hearing.**
- **It should be noted that if the Commission is considering denial, the applicant should be given the opportunity to withdraw the request.**

Bruggeman Land Use



Bruggeman Zoning



Scott Deckert

From: Office <office@silvercreektwp.com>
Sent: Thursday, April 16, 2026 12:01 PM
To: Scott Deckert
Cc: Office
Subject: RE: Bruggeman

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.

Yes, voted to recommend that Wright County approve Otto concept plan as presented to Silver Creek P&Z on April 7th. Reasoned that using the creek as a boundary made more sense than earlier plan that had creek/ditch splitting proposed lots.

Johann Massmann, Clerk – Treasurer
 Silver Creek Township, Wright Co MN

From: Scott Deckert <Scott.Deckert@wrightcountymn.gov>
Sent: Thursday, April 16, 2026 10:56 AM
To: Office <office@silvercreektwp.com>
Subject: Bruggeman

Looking for the Township recommendation for the Bruggeman rezoning request. Steve mentioned they had met and been approved, but I haven't seen anything yet. Thanks.

Scott



Scott Deckert • Assistant Planning & Zoning Administrator

WRIGHT COUNTY, MINNESOTA: PLANNING & ZONING

SSTS INTERMEDIATE INSPECTOR LIC. 5356

direct: (763) 684-2320 • fax: (763) 682-7872

Government Center, 3650 Braddock Ave NE, Room 1600, Buffalo, MN 55313

www.wrightcountymn.gov

Recognizing exceptional customer service. Nominate a team member who went above and beyond on our [website!](#)

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Destination and Workflow

Meeting Type:*

Board Meeting

Target Meeting Date*

5/5/2026 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Delia Scepaniak

Agenda Item Type

☒ RFBA ☐ Minutes Submission ☐ Warrants Submission

Requestor Title

Parks and Recreation / Extension

Target Section

☐ Consent Agenda ☒ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department)*

PARKS & RECREATION

Time Required:

Originator

RED4097

Item Details

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

Adopt Resolution 26-36, Accepting Donations from Various Businesses for Prizes for the Wright County Parks and Recreation Challenge Wright Program

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

Adopt Resolution 26-36, Accepting Donations from Various Businesses for Prizes for the Wright County Parks and Recreation Challenge Wright Program

Value Stream the request primarily aligns with:

Optimize Civic Engagement

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

Engaging people to explore different parks throughout the County.

Describe the impact on staffing resources.

N/A

Fiscal Impact:

Positive impact from the donations

Background/Justification:

The Robert Ney Nature Center's 30th Anniversary event commemorates three decades of environmental education and community engagement. This milestone celebration will feature a wide range of interactive activities, including a raptor demonstration, voyageur canoe rides, hands-on crafts, and more. Attendees can collect stamps by participating in activities, with each stamp serving as an entry in the end-of-event prize drawing for gift cards. We look forward to showcasing the Center's impact and continued commitment to outdoor learning.

Challenge Wright is a hiking event where participants explore seven designated trails around Wright County. Each hiker must find the Challenge Wright Medallion on the trail and submit a photo to prove they have completed that hike. The hikes are located in the following parks: Stanley Eddy Regional Park – South Unit, Robert Ney Regional Park – east Unit, Harry Larson County Park, Bill Anderson County Park, Marcus Zumbunnen County Park, Bertram Chain of Lakes Regional Park, and Montissippi County Park .

Participants can register in different categories, including fastest, oldest, pet-friendly, or general, as well as in family teams. They have from June 13th to August 8th to complete all the hikes. Once an individual or family finishes all seven hikes, they will be entered into a drawing for a prize.

The purpose of this program is to encourage community members to stay active while highlighting the beautiful parks that Wright County has to offer.

These Donations will be handed out to participants at the start of the program in their swag bag. The cash donation will be used of offset program expenses.

Route for Review and Approval

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

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

Document Name[26-36 Parks Donations -FLAT.pdf](#)**Attachment Type**

Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

Finance Review

Finance Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes



RESOLUTION #26-36
BOARD OF WRIGHT COUNTY
COMMISSIONERS

DATE ADOPTED:
May 5, 2026

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

RESOLUTION #26-36

Page 1 of 1

Accept Prizes From The Following Businesses For The Sponsorship Of The Wright County Parks And Recreation Department's Robert Ney Nature Center 30th Anniversary Event And Challenge Wright Program

Challenge Wright

Kids Haven-(150 Water Bottles Valued at \$574)

Landscapes Architect-(150 Chap sticks Valued at \$339)

Buffalo Animal Companions Clinic-(\$100 check; 79 Water Bottles Valued at \$170)

Robert Ney Nature Center Anniversary Event

Runnings-(10 \$10 Gifts Cards Valued at \$100)

Fleet Farm (Tent Value \$45.89)

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

Agenda Item



Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *5/5/2026 9:00 AM – Board of Wright County
Commissioners**Requestor Name**

Chad Hausmann

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

Highway Engineer

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

HIGHWAY

Time Required:

3

Originator

SCB7391

Item Details

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

Adopt Resolution 26-XX, and Authorize Signatures to Enter into MnDOT Cooperative Construction Agreement 1060047

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

Adopt Resolution 26-XX, and Authorize Signatures to Enter into MnDOT Cooperative Construction Agreement 1060047

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:

\$0 due to grant funds estimated to cover all construction costs, HSIP, LPP, RHRR.

Background/Justification:

The county was awarded several funding grants for the construction of a roundabout at TH 25-CR 113: Highway Safety Improvement (HSIP) \$750,000, Local Partnership Program (LPP) \$500,000 and Rural High Risk Roadway (RHRR) \$1,250,000. This agreement outlines the responsibilities of the State and County. Construction of a roundabout will improve the safety, efficiency and reduce travel speeds of vehicles traveling between Monticello and Buffalo.

Attachments: Resolution, Agreement 1060047

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
5.5.26 Resolution MnDOT Agree 1060047.PDF	Attachment
5.5.26.1060047 AGR WRIGHT CO.pdf	Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes



RESOLUTION #26-37
BOARD OF WRIGHT COUNTY
COMMISSIONERS

DATE ADOPTED:
May 5, 2026

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

RESOLUTION #26-37

Page 1 of 1

IT IS RESOLVED that Wright County enter into MnDOT Agreement No. 1060047 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the State to the City of the State's share of the costs of the grading, surfacing, roundabout, ADA improvements and lighting construction and other associated construction to be performed upon, along, and adjacent to Trunk Highway No. 25 at County State aid Highway No. 113 / 50th Street Northeast designated by the County as State Project No. 086-070-026 and by the State as State Project No. 8605-62 (TH 25=025) and Federal Project No. HSIP 8626(150).

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

MnDOT Contract No.: 1060047

**STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION
AND
WRIGHT COUNTY
COOPERATIVE CONSTRUCTION
AGREEMENT**

State Project Number (SP):	<u>8605-62</u>	Original Amount Encumbered – RHRR
Trunk Highway Number (TH):	<u>25=025</u>	Funds
State Project Number (SP):	<u>086-070-026</u>	<u>\$617,173.00</u>
Federal Project Number:	<u>HSIP 8626(150)</u>	Original Amount Encumbered – LPP Funds
Lighting System Feed Point No.:	<u>86E1</u>	<u>\$500,000.00</u>
		Total Amount Encumbered
		<u>\$1,367,173.00</u>

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

Recitals

1. The County will perform grading, surfacing, roundabout, ADA improvements and lighting construction and other associated construction upon, along, and adjacent to Trunk Highway No. 25 at County Road (CR) No. 113 / 50th Street Northeast according to County-prepared plans, specifications, and special provisions designated by the County as SP 086-070-026 and by the State as State Project No. 8605-62 (TH 25=025) and Federal Project No. HSIP 8626(150) (Project); and
2. The County requests the State participate in the costs of the grading, surfacing, roundabout, ADA improvements and lighting construction and the State is willing to participate in the costs of said construction and associated construction engineering; and
3. MnDOT Contract Number 1052257 which has been executed between the County and the State, appoints the State as the County's agent to receive and disburse transportation related federal funds and sets forth duties and responsibilities for letting, payment, and other procedures for a federally funded contract let by the County; and
4. The State funds will be paid to the County, up to a capped amount, as set forth in this Agreement; and
5. The Catalog of Federal Domestic Assistance number or CFDA number is 20.205; 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: State Ownership of Improvements, Maintenance by

the County, Liability; Worker Compensation Claims; Insurance, State Audits, Government Data Practices, Governing Law; Jurisdiction; Venue, and Force Majeure.

- 1.4. **Plans, Specifications, and Special Provisions.** State-Aid approved County plans, specifications, and special provisions designated by the County as SP 086-070-026 and by the State as State Project No. 8605-62 (TH 25=025) and Federal Project No. HSIP 8626(150) are on file in the office of the County's Engineer and incorporated into this Agreement by reference (Project Plans).
- 1.5. **Duties of the County.** The County will perform all of its duties and obligations in MnDOT Contract No. 1052257, which is incorporated herein by reference, in the solicitation, letting, award, and administration of the construction of the Project.
- 1.6. **Exhibits.** The Preliminary Schedule "I" is attached and incorporated into this Agreement.

2. Right-of-Way Use

- 2.1. **Limited Right to Occupy.** The State grants to the County (and its contractors and consultants) the right to occupy Trunk Highway Right-of-Way as necessary to perform the work described in the Project Plans. This right is limited to the purpose of constructing the Project, and administering such construction, and may be revoked by the State at any time, with or without cause. Cause for revoking this right of occupancy includes, but is not limited to, breaching the terms of this or any other agreement (relevant to this Project) with the State, failing to provide adequate traffic control or other safety measures, failing to perform the construction properly and in a timely manner, and failing to observe applicable environmental laws or terms of applicable permits. The State will have no liability to the County (or its contractors or consultants) for revoking this right of occupancy.
- 2.2. **State Access; Suspension of Work; Remedial Measures.** The State's District Engineer or assigned representative retains the right to enter and inspect the Trunk Highway Right-of-Way (including the construction being performed on such right-of-way) at any time and without notice to the County or its contractor. If the State determines (in its sole discretion) that the construction is not being performed in a proper or timely manner, or that environmental laws (or the terms of permits) are not being complied with, or that traffic control or other necessary safety measures are not being properly implemented, then the State may notify and require the County (and its contractors and consultants) to suspend their operations until the County (and its contractors and consultants) take all necessary actions to rectify the situation to the satisfaction of the State. The State will have no liability to the County (or its contractors or consultants) for exercising or failing to exercise its rights under this provision.
- 2.3. **Traffic Control; Worker Safety.** While the County (and its contractors and consultants) are 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 County, contractor, and consultant personnel occupying the State's Right-of-Way must be provided with required reflective clothing and hats.
- 2.4. **State Ownership of Improvements.** The State will retain ownership of its Trunk Highway Right-of-Way, including any improvements made to such right-of-way under this Agreement, unless otherwise noted. The warranties and guarantees made by the County's contractor with respect to such improvements (if any) will flow to the State. The County will assist the State, as necessary, to enforce such warranties and guarantees, and to obtain recovery from the County's consultants, and contractor (including its sureties) for non-performance of contract work, for design errors and omissions, and for defects in materials and workmanship. Upon request of the State, the County will undertake such actions as are reasonably necessary to transfer or assign contract rights to the State and to permit subrogation by the State with respect to claims against the County's consultants and contractors.

- 2.5. *Utility Relocation.*** The State authorizes the County to issue Notices and Orders for utility relocation in accordance with Minnesota Statutes §161.45 and Minnesota Rules Part 8810.3100 through 8810.3600.

3. Contract Award and Construction

- 3.1. *Bids and Award.*** The County will receive bids and award a construction contract to the lowest responsible bidder (or best value proposer), subject to concurrence by the State in that award, according to the Project Plans. The contract construction will be performed according to the Project Plans.
- 3.2. *Bid Documents Furnished by the County.*** The County will, within seven days of opening bids for the construction contract, submit to the State's District Engineer a copy of the low bid and an abstract of all bids together with the County's request for concurrence by the State in the award of the construction contract. The County will not award the construction contract until the State advises the County in writing of its concurrence.
- 3.3. *Rejection of Bids.*** The County may reject and the State may require the County to reject any or all bids for the construction contract. The party rejecting or requiring the rejection of bids must provide the other party written notice of that rejection or requirement for rejection no later than 30 days after opening bids. Upon the rejection of all bids, a party may request, in writing, that the bidding process be repeated. Upon the other party's written approval of such request, the County will repeat the bidding process in a reasonable period of time, without cost or expense to the State.
- 3.4. *Contract Terms.*** The County's contract with its construction contractor(s) must include the following terms:
- A.** A clause making the State of Minnesota, acting through its Commissioner of Transportation, an intended third-party beneficiary of the contract with respect to the portion of work performed on the State's Right-of-Way; and
 - B.** A clause requiring the State to be named as an additional insured on any insurance coverage which the contractor is required to provide; and
 - C.** A clause stating that any warranties provided by the contractor, for the work performed on the trunk highway, will flow to, and be enforceable by, the State as the owner of such improvements.
- 3.5. *Direction, Supervision, and Inspection of Construction***
- A.** The contract construction will be under the direction of the County and under the direct supervision of a registered professional engineer. The supervision provided by the County may only be assigned, sublet, or transferred after the County is notified in writing by the State that such action is permitted under 23 CFR 1.33 and 23 CFR 635.105 and state law. This written consent will in no way relieve the County from its primary responsibility for satisfactory performance of the contract construction. The County will provide a County-employed registered professional engineer to oversee the contract construction, if the same consultant that designed the Project employs the engineer supervising the contract construction directly.
 - B.** The State will be the primary overseer of the contract construction and a State District Engineer authorized representative will perform regular periodic inspections during construction. The County will give the District Engineer at Baxter five days' notice of its intention to start the contract construction.
 - C.** The County will notify the Independent Assurance Inspector when the contract construction is in progress that requires observation by the Independent Assurance Inspector as required by the Independent Assurance Schedule. Responsibility for the control of materials for the contract construction will be on the County and its contractor and will be carried out according to Specifications

No. 1601 through and including No. 1609 in the State's current *Standard Specifications for Construction*.

3.6. Contaminated Soils and Groundwater within the State's Cost Participation Limits

- A. 24 Hour Notification.** The County will notify the State District Engineer's authorized representative a minimum of 24 hours prior to the contractor beginning the excavation and removal of any contaminated soils that have been identified within the Project limits.
- B. Immediate Notification.** The County will notify the State District Engineer's authorized representative immediately upon the contractor encountering contaminated soils and/or groundwater in areas that are within the Project limits. The County will confer with the State as to the handling, disposal, and any other issues related to contaminated materials found on State Right-of-Way or import of materials onto State Right-of-Way.
- C. Environmental Consultant.** The County will provide for an Environmental Consultant to be on site to observe and document the excavation, handling and disposal of contaminated soils that have been identified within the Project limits. If the contractor encounters contaminated materials in areas not previously identified and upon notification by the County to the State, the County hired Environmental Consultant will be provided to collect and analyze soil and/or groundwater samples to determine contaminant levels, work with the landfill for disposal of the soil waste, and provide oversight of any soil and groundwater handling and disposal. The County will not allow the contractor to excavate any contaminated soil unless the Environmental Consultant is present.

3.7. Completion of Construction. The County will cause the contract construction to be started and completed according to the time schedule in the construction contract special provisions. The completion date for the contract construction may be extended, by an exchange of letters between the appropriate County official and the State District Engineer's authorized representative, for unavoidable delays encountered in the performance of the contract construction.

3.8. Plan Changes. All changes in the Project Plans and all addenda, change orders, supplemental agreements, and work orders entered into by the County and its contractor for contract construction must be approved in writing by the State District Engineer's authorized representative.

3.9. State Furnished Engineering Services. Upon written request from the County, the State may furnish specific engineering or technical services, pursuant to Minnesota Statutes § 161.39. Such services may be/are covered by other technical services agreements. The County will pay the State to reimburse the Trunk Highway Fund for the full cost and expense of furnishing such services upon the State's requests for reimbursement. The costs and expenses will include the current State labor additives and overhead rates, subject to adjustment based on actual direct costs that have been verified by audit. Providing such services will not make the State a principal or co-principal with respect to liability regarding the contract construction.

3.10. Compliance with Laws, Ordinances, and Regulations

- A.** The County will comply and cause its contractor to comply with all Federal, State, and Local laws, and all applicable ordinances and regulations. With respect only to that portion of work performed on the State's Trunk Highway Right-of-Way, the County will not require the contractor to follow local ordinances or to obtain local permits.
- B.** County treatment of all public, private, or cooperatively owned utility facilities which directly or indirectly serve the public and which occupy highway rights of way will conform to 23 CFR 645 "Utilities" which is incorporated into this Agreement by reference.

3.11. Construction Documents Furnished by the County. The County will keep records and accounts that enable it to provide the State, when requested, with the following:

- A. Copies of the County contractor's invoice(s) covering all contract construction.
- B. Copies of the endorsed and canceled County warrant(s) or check(s) paying for final contract construction, or computer documentation of the warrant(s) issued, certified by an appropriate County official that final construction contract payment has been made.
- C. Copies of all construction contract change orders, supplemental agreements, and work orders.
- D. A certification form, provided by the State, signed by the County's Engineer in charge of the contract construction attesting to the following:
 - i. Satisfactory performance and completion of all contract construction according to the Project Plans.
 - ii. Acceptance and approval of all materials furnished for the contract construction relative to compliance of those materials to the State's current *Standard Specifications for Construction*.
 - iii. Full payment by the County to its contractor for all contract construction.
- E. Copies, certified by the County's Engineer, of material sampling reports and of material testing results for the materials furnished for the contract construction.
- F. A copy of the "As Built" plan sent to the District Engineer.

4. Right-of-Way; Easements; Permits

- 4.1. The County will obtain all rights-of-way, easements, construction permits, and any other permits and sanctions that may be required in connection with the local and trunk highway portions of the contract construction. Before payment by the State, the County will furnish the State with certified copies of the documents for rights-of-way and easements, construction permits, and other permits and sanctions required for State participation construction covered under this Agreement.
- 4.2. The County will convey to the State by quit claim deed, all newly acquired rights needed for the continuing operation and maintenance of the Trunk Highway, if any, upon completion of the Project, at no cost or expense to the State.
- 4.3. The County will comply with Minnesota Statutes § 216D.04, subdivision 1(a), for identification, notification, design meetings, and depiction of utilities affected by the contract construction.

5. Maintenance by the County

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

- 5.1. **Roadways.** Maintenance of CR 113 / 50th Street Northeast. 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.
- 5.2. **Roundabout on TH 25**
 - A. **Roundabout Approaches.** Maintenance of CR 113 / 50th Street Northeast approaches up to the curb line of the outer circle of the TH 25 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 25 at CR 113 / 50th Street Northeast. The State and the 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.

C. Roundabout Landscaping. Maintenance of any landscaping in the TH 25 at CR 113 / 50th Street Northeast roundabout. 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.

5.3. 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.

5.4. 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.

5.5. Lighting. Maintenance of lighting at and approaching the roundabout, including all legs and within the roundabout, will be shared between the State and the County. The County 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. The County will be responsible for minor maintenance, including, but not limited to re-lamping or LED luminaire replacement, repair or replacement of all damaged luminaire glassware, luminaires when damaged or when ballasts fail, photoelectric control on luminaires, and painting of poles and other equipment, if applicable, for the entire system. The State will be responsible for major maintenance, including, but not limited to Gopher State One Call (GSOC) locates, knocked down poles including wiring within the poles, damaged poles, pull boxes, underground wire, loose connections, damaged foundations, defective starter boards or drivers, damaged fuse holders, and blown fuses for the entire system.

5.6. 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 other party.

6. State Cost and Payment by the State

6.1. State Cost. \$1,367,173.00 is the State's capped cost for grading, surfacing, roundabout, ADA improvements and lighting construction and associated construction engineering as defined in the construction plan and the attached Schedule "I" and is reflective of the Participation Distribution prepared by the Office of State Aid for Local Transportation. Upon review of the construction contract bid documents described in Article 3.2, the State will decide whether to concur in the County's award of the construction contract and, if so, 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.

A. State Match to the County Federal-Aid Funds. \$83,333.33 is the RHRR-funded State Match to the County Federal-Aid funds and will be paid to the County through the State Aid Finance Office under the

Delegated Contract Process (State Aid Manual, Chapter 5.3). The RHRR funds will be capped upon award of the construction contract.

- B. *RHRR Funded. \$783,839.67*** is the RHRR funded portion of the construction and the State funded construction engineering cost share and will be paid to the County through the State Aid Finance Office under the Delegated Contract Process (State Aid Manual, Chapter 5.3). The total RHRR funds (including State Match and construction engineering) is capped at **\$867,173.00**.
- C. *State Funded. \$500,000.00*** is the State LPP funded portion of the construction and the State funded construction engineering cost share. The LPP funds available on the Project are capped at **\$500,000.00**. The State will pay the County the State funded portion of the State cost share and the State funded construction engineering as shown on the Revised Schedule "I" after the following conditions have been met:
 - i. Encumbrance by the State of the State's full and complete State funded cost share and State funded construction engineering.
 - ii. Approval by the State's Land Management Director at Saint Paul of certified documentation, submitted by the County, for all right-of-way and easement acquisitions required for the contract construction.
 - iii. Execution of this Agreement and transmittal to the County.
 - iv. The State's receipt of a written request from the County for the advancement of funds. The request will include certification by the County that all necessary parties have executed the construction contract.

6.2. *Construction Engineering Costs.* The State will pay a construction engineering charge up to 8 percent of the total State participation construction covered under this Agreement up to the capped amount.

6.3. *Limitations of State Payment; No State Payment to Contractor.* The State's participation in the contract construction is limited to the amount shown in Article 6.1, and the State's participation will not change except by a mutually agreed written amendment to this Agreement. The State's payment obligation extends only to the County. The County's contractor is not intended to be and will not be deemed to be a third-party beneficiary of this Agreement. The County's contractor will have no right to receive payment from the State. The State will have no responsibility for claims asserted against the County by the County's contractor.

6.4. *Final Payment by the State.* Upon completion of all contract construction, the State will prepare a Final Schedule "I" in conjunction with the Delegated Contract Process. The Final Schedule "I" will be based on final quantities and include all State participation construction items and the construction engineering cost share covered under this Agreement. If the final cost of the State participation construction exceeds the amount of funds advanced by the State, the State will pay the difference to the County without interest. If the final cost of the State participation construction is less than the amount of funds advanced by the State, the County will refund the difference to the State without interest.

The State and the County waive claims for any payments or refunds less than \$5.00 according to Minnesota Statutes § 15.415.

7. 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.

7.1. 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

7.2. 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

8. Assignment; Amendments; Waiver; Contract Complete

- 8.1. *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 County from contracting with a third-party to perform County maintenance responsibilities covered under this Agreement.
- 8.2. *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.
- 8.3. *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.
- 8.4. *Contract Complete.*** This Agreement contains all prior negotiations and agreements between the State and the County. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

9. Liability; Worker Compensation Claims; Insurance

- 9.1.** 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 County. Notwithstanding the foregoing, the County will indemnify, hold harmless, and defend (to the extent permitted by the Minnesota Attorney General) the State against any claims, causes of actions, damages, costs (including reasonable attorney's fees), and expenses arising in connection with the Project covered by this Agreement, regardless of whether such claims are asserted by the County's contractor(s) or consultant(s) or by a third party because of an act or omission by the County or its contractor(s) or consultant(s).
- 9.2.** Each party is responsible for its own employees for any claims arising under the Workers Compensation Act.
- 9.3.** The County may require its contractor to carry insurance to cover claims for damages asserted against the County's contractor.

10. Nondiscrimination

Provisions of Minnesota Statutes § 181.59 and of any applicable law relating to civil rights and discrimination are considered part of this Agreement.

11. Title VI/Non-discrimination Assurances

The County agrees to comply with all applicable USDOT Standard Title VI/Non-Discrimination Assurances contained in USDOT Order No. 1050.2A, and in particular Appendices A and E, which can be found at: https://edocs-public.dot.state.mn.us/edocs_public/DMResultSet/download?docId=11149035. If federal funds are included in this Agreement, the County will ensure the appendices and solicitation language within the assurances are inserted into contracts as required. The State may conduct a review of the County's compliance with this provision. The County must cooperate with the State throughout the review process by supplying all requested information and documentation to the State, making County staff and officials available for meetings as requested, and correcting any areas of non-compliance as determined by the State.

12. State Audits

Under Minnesota Statutes § 16C.05, subdivision 5, the County's books, records, documents, 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.

13. Government Data Practices

The 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 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 County or the State.

14. Telecommunications Certification

By signing this Agreement, the County certifies 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 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 County will include this certification as a flow down clause in any contract related to this Agreement.

15. 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.

16. Termination; Suspension

16.1. By Mutual Agreement. This Agreement may be terminated by mutual agreement of the parties or by the State for insufficient funding as described below.

16.2. 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 payment of the services covered here. Termination must be by written or fax notice to the County. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the County will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if this Agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds.

16.3. *Suspension.* In the event of a total or partial government shutdown, the State may suspend this Agreement and all work, activities, performance, and payments authorized through this Agreement. Any work performed during a period of suspension will be considered unauthorized work and will be undertaken at the risk of non-payment.

17. 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.

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MnDOT Contract No.: 1060047

STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes § 16A.15 and 16C.05.

Signed: _____

Date: _____

SWIFT Purchase Order: 3000874983

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. 1060047

Wright County

SP 8605-62 (TH 25=025)

Preliminary: April 24, 2026

SP 086-070-026

Fed. Proj. HSIP 8626(150)

Grading, surfacing, roundabout, ADA improvements and lighting construction performed under

County contract with _____

located on TH 25 at CR 113 / 50th Street Northeast

STATE COST PARTICIPATION						
	FEDERAL	RHRR	RHRR	LPP	COUNTY	TOTAL
	<i>(for information only)</i>	MATCH				
SP 8605-62, Roundabout Items, From Sheet Nc	380,589.65	42,287.74	342,054.43	500,000.00	-	1,264,931.82
SP 086-070-026, Roundabout Items, Fom Shee	369,410.35	41,045.59	332,007.07		-	742,463.01
Subtotal	750,000.00	83,333.33	674,061.50	500,000.00	-	2,007,394.83
Construction Engineering (8%)			160,591.59			160,591.59
Total	750,000.00	83,333.33	834,653.09	500,000.00	-	2,167,986.42
Total w/Cap Applied to RHRR Funds	750,000.00	83,333.33	783,839.67	500,000.00		2,117,173.00
Total Minus Federal Funds						1,367,173.00
(1) Total State Construction Costs (amount capped at \$1,367,173.00)						1,367,173.00
(2) State LPP Funded Construction Cost						500,000.00
(3) State Amount Paid through DCP Process						\$867,173.00
Encumbered Amount						\$1,367,173.00

(1) Amount capped as shown in Article 6.1 of the Agreement

(2) Amount of advance payment as described in Article 6.1.C of the Agreement (estimated amount)

(3) Amount to be paid as described in Article of the Agreement (estimated amount)

(1) 100% STATE (LPP) FUNDS (CAPPED), THEN, 90% FED/10% STATE (RHRR) FUNDS (CAPPED) THEN, 100% STATE (RHRR) FUNDS (CAPPED), REMAINDER 10%
 (P) = PLAN QUANTITY

ITEM NUMBER	SP 8605-62 ROUNDAABOUT CONSTRUCTION	UNIT	QUANTITY	UNIT PRICE	COST (1)
2021.501	MOBILIZATION	LUMP SUM	0.63	100,000.00	63,000.00
2101.502	CLEARING	EACH	1.00	266.50	266.50
2101.502	GRUBBING	EACH	1.00	194.00	194.00
2102.503	PAVEMENT MARKING REMOVAL	LIN FT	156.00	0.73	113.88
2104.502	REMOVE SIGN	EACH	9.00	30.00	270.00
2104.502	REMOVE PIPE APRON	EACH	4.00	390.00	1,560.00
2104.503	REMOVE PIPE CULVERTS	LIN FT	171.00	16.58	2,835.18
2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	LIN FT	63.00	3.00	189.00
2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	6,130.00	3.50	21,455.00
2104.602	REMOVE SIGN SPECIAL	EACH	1.00	301.00	301.00
2106.507	EXCAVATION - COMMON (P)	CU YD	3,383.00	18.00	60,894.00
2106.507	EXCAVATION - SUBGRADE (P)	CU YD	2,707.00	12.00	32,484.00
2106.507	SELECT GRANULAR EMBANKMENT (CV) (P)	CU YD	3,385.00	20.00	67,700.00
2106.507	COMMON EMBANKMENT (CV) (P)	CU YD	4,212.00	8.00	33,696.00
2118.507	AGGREGATE SURFACING (CV) CLASS 1 (P)	CU YD	51.00	49.52	2,525.52
2211.507	AGGREGATE BASE (CV) CLASS 6 (P)	CU YD	1,517.00	29.29	44,432.93
2357.606	BITUMINOUS MATERIAL FOR SHOULDER TACK	GALLON	47.00	3.21	150.87
2360.509	TYPE SP 9.5 WEARING COURSE MIX (4,C)	TON	1,358.00	108.50	147,343.00
2360.509	TYPE SP 12.5 NON WEAR COURSE MIX (4,B)	TON	1,019.00	93.00	94,767.00
2501.502	15" RC PIPE APRON	EACH	1.00	1,100.00	1,100.00
2501.502	36" RC PIPE APRON	EACH	2.00	2,000.00	4,000.00
2502.503	4" PERF TP PIPE DRAIN	LIN FT	815.00	15.00	12,225.00
2503.503	15" RC PIPE SEWER DES 3006 CL III	LIN FT	365.00	90.00	32,850.00
2503.503	36" RC PIPE SEWER DES 3006 CL III	LIN FT	142.00	180.00	25,560.00
2506.502	CASTING ASSEMBLY	EACH	14.00	1,000.00	14,000.00
2506.503	CONST DRAINAGE STRUCTURE DES 48-4020	LIN FT	64.50	646.00	41,667.00
2506.503	CONST DRAINAGE STRUCTURE DES 60-4020	LIN FT	33.40	950.00	31,730.00
2511.504	GEOTEXTILE FILTER TYPE 4	SQ YD	40.00	4.00	160.00
2511.507	RANDOM RIPRAP CLASS III	CU YD	12.00	120.00	1,440.00
2521.518	6" CONCRETE WALK	SQ FT	10,793.00	10.00	107,930.00
2521.518	7" CONCRETE WALK	SQ FT	3,453.00	15.00	51,795.00
2521.602	DRILL & GROUT REINF BAR (EPOXY COATED)	EACH	144.00	16.00	2,304.00
2521.618	CONCRETE CURB RAMP WALK	SQ FT	3,021.00	16.00	48,336.00
2531.503	CONCRETE CURB & GUTTER DESIGN B424	LIN FT	1,290.00	28.00	36,120.00

(1) 100% STATE (LPP) FUNDS (CAPPED), THEN, 90% FED/10% STATE (RHRR) FUNDS (CAPPED) THEN, 100% STATE (RHRR) FUNDS (CAPPED), REMAINDER 1060047
(P) = PLAN QUANTITY

ITEM NUMBER	SP 8605-62 ROUNDAABOUT CONSTRUCTION	UNIT	QUANTITY	UNIT PRICE	COST (1)
2531.503	CONCRETE CURB & GUTTER DESIGN R424	LIN FT	339.00	30.00	10,170.00
2531.503	CONCRETE CURB & GUTTER DESIGN S524	LIN FT	1,106.00	31.00	34,286.00
2531.603	CONCRETE SILL	LIN FT	1,331.00	14.00	18,634.00
2531.618	TRUNCATED DOMES	SQ FT	330.00	60.00	19,800.00
2545.501	LIGHTING SYSTEM	LUMP SUM	0.55	140,000.00	77,000.00
2545.601	TEMPORARY LIGHTING SYSTEM	LUMP SUM	0.50	35,000.00	17,500.00
2554.602	GUIDE POST TYPE SPECIAL	EACH	3.00	175.00	525.00
2563.601	TRAFFIC CONTROL	LUMP SUM	0.63	25,000.00	15,750.00
2564.502	DELINEATOR / MARKER	EACH	4.00	65.00	260.00
2564.502	DELINEATOR / MARKER PANEL	EACH	6.00	65.00	390.00
2564.518	SIGN	SQ FT	452.00	80.00	36,160.00
2573.501	STABILIZED CONSTRUCTION EXIT	LUMP SUM	0.50	5,000.00	2,500.00
2573.502	STORM DRAIN INLET PROTECTION	EACH	15.00	225.00	3,375.00
2573.502	CULVERT END CONTROLS	EACH	2.00	185.29	370.58
2573.503	SILT FENCE, TYPE MS	LIN FT	1,142.00	2.14	2,443.88
2574.505	SOIL BED PREPARATION	ACRE	2.10	216.50	454.65
2574.508	FERTILIZER TYPE 3	POUND	26.00	1.25	32.50
2574.508	FERTILIZER TYPE 4	POUND	298.00	1.35	402.30
2575.504	RAPID STABILIZATION METHOD 4	SQ YD	550.00	1.50	825.00
2575.504	ROLLED EROSION PREVENTION CATEGORY 20	SQ YD	550.00	2.00	1,100.00
2575.505	SEEDING	ACRE	2.10	400.00	840.00
2575.508	HYDRAULIC REINFORCED FIBER MATRIX	POUND	11,542.00	1.70	19,621.40
2575.608	SEED SOUTHERN BOULEVARD	POUND	14.00	5.65	79.10
2575.608	SEED MESIC INSLOPE	POUND	115.00	12.00	1,380.00
2575.608	SEED SOUTHERN SHORTGRASS ROADSIDE	POUND	10.00	20.02	200.20
2582.503	6" SOLID LINE MULTI COMP GR IN (WR)	LIN FT	4,890.00	1.32	6,454.80
2582.503	6" BROKEN LINE MULTI COMP GR IN (WR)	LIN FT	220.00	1.29	283.80
2582.503	6" DBLE SOLID LINE MULTI COMP GR IN (WR)	LIN FT	883.00	2.90	2,560.70
2582.503	24" SOLID LINE PREF THERMO GR IN	LIN FT	51.00	25.21	1,285.71
	[The remainder of this page has been intentionally left blank, continued on next sheet]				

(1) 100% STATE (LPP) FUNDS (CAPPED), THEN, 90% FED/10% STATE (RHRR) FUNDS (CAPPED) THEN, 100% STATE (RHRR) FUNDS (CAPPED), REMAINDER 1060047
(P) = PLAN QUANTITY

[illegible]

Data is considered Non-public prior to project award under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13.

(2) 90% FEDERAL FUNDS/10% STATE (RHRR) FUNDS (CAPPED) THEN, 100% STATE (RHRR) FUNDS (CAPPED), REMAINDER 100% WRIGHT COUNTY
1060047
(P) = PLAN QUANTITY

ITEM NUMBER	SP 086-070-026 WORK ITEM	UNIT	QUANTITY	UNIT PRICE	COST (2)
2021.501	MOBILIZATION	LUMP SUM	0.37	100,000.00	37,000.00
2102.503	PAVEMENT MARKING REMOVAL	LIN FT	438.00	0.73	319.74
2102.518	PAVEMENT MARKING REMOVAL	SQ FT	222.00	4.73	1,050.06
2104.502	REMOVE SIGN	EACH	8.00	30.00	240.00
2104.502	SALVAGE MAIL BOX SUPPORT	EACH	2.00	45.00	90.00
2104.502	REMOVE PIPE APRON	EACH	6.00	390.00	2,340.00
2104.502	REMOVE LIGHTING UNIT	EACH	2.00	700.00	1,400.00
2104.502	REMOVE HANDHOLE	EACH	3.00	500.00	1,500.00
2104.502	REMOVE LIGHT FOUNDATION	EACH	2.00	615.00	1,230.00
2104.502	REMOVE SERVICE CABINET	EACH	1.00	600.00	600.00
2104.503	REMOVE PIPE CULVERTS	LIN FT	155.00	16.58	2,569.90
2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	LIN FT	78.00	3.00	234.00
2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	2,417.00	3.50	8,459.50
2106.507	EXCAVATION - COMMON (P)	CU YD	1,592.00	18.00	28,656.00
2106.507	EXCAVATION - SUBGRADE (P)	CU YD	786.00	12.00	9,432.00
2106.507	SELECT GRANULAR EMBANKMENT (CV) (P)	CU YD	1,797.00	20.00	35,940.00
2106.507	COMMON EMBANKMENT (CV) (P)	CU YD	3,010.00	8.00	24,080.00
2118.507	AGGREGATE SURFACING (CV) CLASS 1 (P)	CU YD	36.00	49.52	1,782.72
2211.507	AGGREGATE BASE (CV) CLASS 6 (P)	CU YD	824.00	29.29	24,134.96
2357.606	BITUMINOUS MATERIAL FOR SHOULDER TACK	GALLON	46.00	3.21	147.66
2360.504	TYPE SP 9.5 WEARING COURSE MIX (3,C) 3.0" THICK	SQ YD	306.00	20.00	6,120.00
2360.509	TYPE SP 9.5 WEARING COURSE MIX (4,C)	TON	577.00	108.50	62,604.50
2360.509	TYPE SP 12.5 NON WEAR COURSE MIX (4,B)	TON	386.00	93.00	35,898.00
2501.502	24" RC PIPE APRON	EACH	4.00	1,250.00	5,000.00
2501.502	30" RC PIPE APRON	EACH	2.00	1,650.00	3,300.00
2501.503	24" RC PIPE CULVERT	LIN FT	42.00	135.00	5,670.00
2501.503	30" RC PIPE CULVERT	LIN FT	51.00	150.00	7,650.00
2502.503	4" PERF TP PIPE DRAIN	LIN FT	278.00	15.00	4,170.00
2503.503	15" RC PIPE SEWER DES 3006 CL III	LIN FT	312.00	90.00	28,080.00
2503.503	24" RC PIPE SEWER DES 3006 CL III	LIN FT	262.00	110.00	28,820.00
2503.503	30" RC PIPE SEWER DES 3006 CL III	LIN FT	112.00	140.00	15,680.00
2506.502	CASTING ASSEMBLY	EACH	16.00	1,000.00	16,000.00
2506.503	CONST DRAINAGE STRUCTURE DES 48-4020	LIN FT	64.70	646.00	41,796.20
2506.503	CONST DRAINAGE STRUCTURE DES 60-4020	LIN FT	34.10	950.00	32,395.00

(2) 90% FEDERAL FUNDS/10% STATE (RHRR) FUNDS (CAPPED) THEN, 100% STATE (RHRR) FUNDS (CAPPED), REMAINDER 100% WRIGHT COUNTY
1060047
(P) = PLAN QUANTITY

ITEM NUMBER	SP 086-070-026 WORK ITEM	UNIT	QUANTITY	UNIT PRICE	COST (2)
2511.504	GEOTEXTILE FILTER TYPE 4	SQ YD	60.00	4.00	240.00
2511.507	RANDOM RIPRAP CLASS III	CU YD	18.00	120.00	2,160.00
2521.518	6" CONCRETE WALK	SQ FT	5,292.00	10.00	52,920.00
2521.602	DRILL & GROUT REINF BAR (EPOXY COATED)	EACH	24.00	16.00	384.00
2521.618	CONCRETE CURB RAMP WALK	SQ FT	550.00	16.00	8,800.00
2531.503	CONCRETE CURB & GUTTER DESIGN B424	LIN FT	1,117.00	28.00	31,276.00
2531.503	CONCRETE CURB & GUTTER DESIGN D424	LIN FT	88.00	28.00	2,464.00
2531.504	6" CONCRETE DRIVEWAY PAVEMENT	SQ YD	18.00	82.00	1,476.00
2531.603	CONCRETE SILL	LIN FT	918.00	14.00	12,852.00
2531.618	TRUNCATED DOMES	SQ FT	66.00	60.00	3,960.00
2540.602	INSTALL MAIL BOX SUPPORT	EACH	2.00	250.00	500.00
2545.501	LIGHTING SYSTEM	LUMP SUM	0.45	140,000.00	63,000.00
2545.601	TEMPORARY LIGHTING SYSTEM	LUMP SUM	0.50	35,000.00	17,500.00
2554.602	GUIDE POST TYPE SPECIAL	EACH	6.00	175.00	1,050.00
2563.601	TRAFFIC CONTROL	LUMP SUM	0.37	25,000.00	9,250.00
2564.502	DELINEATOR / MARKER	EACH	4.00	65.00	260.00
2564.502	DELINEATOR / MARKER PANEL	EACH	2.00	65.00	130.00
2564.518	SIGN	SQ FT	208.00	80.00	16,640.00
2573.501	STABILIZED CONSTRUCTION EXIT	LUMP SUM	0.50	5,000.00	2,500.00
2573.502	STORM DRAIN INLET PROTECTION	EACH	15.00	225.00	3,375.00
2573.502	CULVERT END CONTROLS	EACH	4.00	185.29	741.16
2573.503	SILT FENCE, TYPE MS	LIN FT	267.00	2.14	571.38
2574.505	SOIL BED PREPARATION	ACRE	1.20	216.50	259.80
2574.508	FERTILIZER TYPE 3	POUND	10.00	1.25	12.50
2574.508	FERTILIZER TYPE 4	POUND	163.00	1.35	220.05
2575.504	RAPID STABILIZATION METHOD 4	SQ YD	408.00	1.50	612.00
2575.504	ROLLED EROSION PREVENTION CATEGORY 20	SQ YD	408.00	2.00	816.00
2575.505	SEEDING	ACRE	1.20	400.00	480.00
2575.508	HYDRAULIC REINFORCED FIBER MATRIX	POUND	6,060.00	1.70	10,302.00
2575.608	SEED SOUTHERN BOULEVARD	POUND	6.00	5.65	33.90
2575.608	SEED MESIC INSLOPE	POUND	66.00	12.00	792.00
2575.608	SEED SOUTHERN SHORTGRASS ROADSIDE	POUND	5.00	20.02	100.10
2582.503	4" SOLID LINE MULTI COMP GR IN	LIN FT	1,307.00	3.78	4,940.46
2582.503	6" SOLID LINE MULTI COMP GR IN	LIN FT	1,842.00	2.95	5,433.90

Data is considered Non-public prior to project award under the
Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13.

WRIGHT COUNTY**RESOLUTION**

IT IS RESOLVED that Wright County enter into MnDOT Agreement No. 1060047 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the State to the City of the State's share of the costs of the grading, surfacing, roundabout, ADA improvements and lighting construction and other associated construction to be performed upon, along, and adjacent to Trunk Highway No. 25 at County Road No. 113 / 50th Street Northeast designated by the County as State Project No. 086-070-026 and by the State as State Project No. 8605-62 (TH 25=025) and Federal Project No. HSIP 8626(150).

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)

Agenda Item



Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *

5/5/2026 9:00 AM – Board of Wright County Commissioners

Requestor Name

Chad Hausmann

Agenda Item Type
☒ RFBA
 ☐ Minutes Submission
 ☐ Warrants Submission

Requestor Title

Highway Engineer

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

Department (please use dropdown to select department) *

HIGHWAY

Time Required:

2

Originator

CDH7387

Item Details

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

Adopt Resolution 26-XX, to Enter into Minnesota Department of Transportation Contract #1062668

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

Adopt Resolution 26-XX, to Enter into Minnesota Department of Transportation Contract #1062668 and also sign same agreement.

Value Stream the request primarily aligns with:

Develop County Infrastructure

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

Allows the advance of construction of CSAH 36 in 2026 and receive additional federal funds in 2027.

Describe the impact on staffing resources.

None

Fiscal Impact:

Wright County has Federal/State grant funds available in 2026 with additional Federal funds in 2027. Keeping the project in 2026 prevents the county from losing the 2026 Federal Funds.

Background/Justification:

\$750,000 in Highway Safety Improvement Funds (HSIP) was awarded for this project, but is not available until 2027. 2026 construction also allows all work, including MnDOT's project on TH 25 from Buffalo to Monticello to be completed in 2026 and reducing overall impact to the public.

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
5.5.26.1062668 TH25-CR113 AC Agr..pdf	Attachment
5.5.26.Resolution 1062668 TH25-CR113 AC Agr..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



Minnesota Department of Transportation

State Aid for Local Transportation

395 John Ireland Boulevard, MS 500

Saint Paul, MN 55155

April 28, 2026

Mr. Chad Hausmann
 Wright County Engineer
 3600 Braddock Avenue NE
 Buffalo, MN 55313

SUBJECT: **SP 086-070-026/8605-62, HSIP 8626(150)**
CR 113/TH 25 Roundabout
MnDOT Contract Number 1062668

Dear Mr. Hausmann:

Attached is the agreement between Wright County and MnDOT, which allows for MnDOT to act as Wright County's agent in accepting federal aid in connection with the above referenced project.

This agreement is for Advance Construction, because you wish to begin construction of the project prior to the year it is designated in the STIP. The project will be converted to "real" funds in Federal fiscal year 2027 or sooner as funds are available.

Please review and if approved, have the agreement signed. A County Board resolution similar to the example attached, must be passed. The certified resolution should then be placed as the last page in the agreement. Please verify that the person/title authorized to sign as stated in the resolution, corresponds to the signature (person/title) on the signature page. Please return the agreement to me for MnDOT signatures. A fully executed copy will be returned to you. If you have any questions or need any revisions, please feel free to contact me at 612.271.6210.

Sincerely,

Angela Murphy, PE
 Federal Plans Engineer

Enclosures

Cc: Andjela Tomovic —DSAE
 Robin Sterzinger—Finance
 File

An Equal Opportunity Employer



STATE OF MINNESOTA
AGENCY AGREEMENT
 for
FEDERAL PARTICIPATION IN ADVANCE CONSTRUCTION

State Project Number: 086-070-026/8605-62_____

FAIN Number: HSIP 8626(150)_____

This Agreement is entered into by and between Wright County ("Local Government") and the State of Minnesota acting through its Commissioner of Transportation ("MnDOT").

RECITALS

1. MnDOT Contract Number dcp(1052257) which has been executed between the Local Government and MnDOT, appoints MnDOT as the Local Government's agent to receive and disburse transportation related federal funds, and sets forth duties and responsibilities for letting, payment, and other procedures for a federally funded contract let by the Local Government; and
2. Pursuant to Minnesota Statutes Section 161.36, the Local Government desires MnDOT to act as the Local Government's agent to accept and disburse federal funds for the construction, improvement, or enhancement of transportation financed in whole or in part by federal funds, hereinafter referred to as the "Project"; and
3. The Local Government is proposing a federal aid project for CR 113/TH 25 Roundabout, hereinafter referred to as the "Project"; and
4. The Project is eligible for the expenditure of federal aid funds and is programmed in the approved federally approved STIP for fiscal year 2027, and is identified in MnDOT records as State Project 086-070-026/8605-62, and in Federal Highway Administration ("FHWA") records as Minnesota Project HSIP 8626(150); and
5. The Local Government desires to proceed with the construction of the project in advance of the year it is programmed for the federal funds; and
6. It is permissible under Federal Highway Administration procedures to perform advance construction of eligible projects with non-federal funds, with the intent to request federal funding for the federally eligible costs in a subsequent federal fiscal year(s), if sufficient funding and obligation authority are available; and
7. The Local Government desires to temporarily provide Local Government State Aid and/or other local funds in lieu of the federal funds so that the project may proceed prior to the fiscal year(s) designated in the STIP; and
8. MnDOT requires that the terms and conditions of this agency be set forth in an agreement.

AGREEMENT TERMS

1. Term of Agreement

- 1.1. **Effective Date.** This Agreement will be effective upon execution by the Local Government and by appropriate State officials, pursuant to Minnesota Statutes Section 16C.05, and will remain in effect for five

(5) years from the effective date or until all obligations set forth in this Agreement have been satisfactorily fulfilled, whichever occurs first.

2. Local Government's Duties

- 2.1. The Local Government will perform all of its duties and obligations in MnDOT Contract Number dcp(1052257), which is incorporated herein by reference, in the solicitation, letting, award, and administration of the construction of the Project.

3. MnDOT's Duties

- 3.1. MnDOT will perform all of its duties in accordance with MnDOT Contract Number dcp(1052257), which is incorporated herein by reference.
- 3.2. MnDOT will make the necessary requests to the FHWA for authorization to use federal funds for the Project, and for reimbursement of eligible costs pursuant to the terms of this Agreement.
- 3.3. MnDOT will request the conversion of the Project to federal funding of eligible costs, when funding and obligation authority are available.
- 3.4. At such time that the project is converted to federal funding and such funding is received by MnDOT, MnDOT will reimburse to the Local Government the federal aid share of the federally eligible costs, previously provided by the Local Government. Reimbursement for Local Government State Aid funds used in lieu of federal funds, will be deposited in the Local Government's State Aid Account. Reimbursement for other Local Government funds used in lieu of federal funds will be forwarded to the Local Government.

4. Time

- 4.1. The Local Government must comply with all time requirements described in this Agreement. In the performance of this Agreement, time is of the essence
- 4.2. The period of performance is defined as beginning on the date of federal authorization and ending on the date defined in the federal financial system or federal agreement ("end date"). **No work completed** after the **end date** will be eligible for federal funding. Local Government must submit all contract close out paperwork to MnDOT at least twenty-four months prior to the **end date**.

5. Payment

- 5.1. It is estimated that the total cost of the Project is \$2,117,183. The remaining share will be paid by the Local Government. 90% of the eligible costs will be eligible for HSIP funds in federal fiscal year 2027. This amount is \$750,000.
- 5.2. The Local Government will pay any part of the cost or expense of the work that the FHWA does not pay.
- 5.3. Request for reimbursement of the federal aid share of the federally eligible costs can be made any time after the work is completed, however payment may not be made until after October 1, 2026 for federal fiscal year 2027. It could be earlier if funding and obligation authority are available (subject to the Area Transportation Partnership (ATP) policy).
- 5.4. The Local Government will make requests for reimbursement in accordance with the payment provisions in MnDOT Contract Number dcp(1052257), which is incorporated by reference, and will comply with the requirements of 2 CFR Part 200.

6. Authorized Representatives

- 6.1. MnDOT's Authorized Representative is:

Name: Angela Murphy, or their successor.

Title: State Aid, Federal Plans Engineer

Phone: 612-271-6210

Email: angela.murphy@state.mn.us

MnDOT's Authorized Representative has the responsibility to monitor Local Government's performance and the authority to accept the services provided under this Agreement. If the services are satisfactory, MnDOT's Authorized Representative will certify acceptance on each invoice submitted for payment.

6.2. The Local Government's Authorized Representative is:

Name: Chad Hausmann _____, or their successor.

Title: Wright County Engineer _____

Phone: 763-682-7387 _____

Email: chad.hausmann@co.wright.mn.us

If the Local Government's Authorized Representative changes at any time during this Agreement, the Local Government will immediately notify MnDOT.

7. Assignment Amendments, Waiver, and Agreement Complete

- 7.1. **Assignment.** The Local Government may neither assign nor transfer any rights or obligations under this Agreement without the prior written consent of MnDOT and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office.
- 7.2. **Amendments.** Any amendments 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.
- 7.3. **Waiver.** If MnDOT fails to enforce any provision of this Agreement, that failure does not waive the provision or MnDOT's right to subsequently enforce it.
- 7.4. **Agreement Complete.** This Agreement contains all negotiations and agreements between MnDOT and the Local Government. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.
- 7.5. **Severability.** If any provision of this Agreement or the application thereof is found to be invalid or unenforceable to any extent, the remainder of the Agreement, including all material provisions and the application of such provisions, will not be affected and will be enforceable to the greatest extent permitted by the law.
- 7.6. **Electronic Records and Signatures.** The parties agree to contract by electronic means. This includes using electronic signatures and converting original documents to electronic records.
- 7.7. **Certification.** By signing this Agreement, the Local Government certifies that it is not suspended or debarred from receiving federal or state awards.

8. Liability and Claims

- 8.1. **Tort Liability.** Each party is responsible for its own acts and omissions and the results thereof to the extent authorized by law and will not be responsible for the acts and omissions of any others and the results thereof. The Minnesota Tort Claims Act, Minnesota Statutes Section 3.736, governs MnDOT liability.
- 8.2. **Claims.** The Local Government acknowledges that MnDOT is acting only as the Local Government's agent for acceptance and disbursement of federal funds, and not as a principal or co-principal with respect to the

Project. The Local Government will pay any and all lawful claims arising out of or incidental to the Project including, without limitation, claims related to contractor selection (including the solicitation, evaluation, and acceptance or rejection of bids or proposals), acts or omissions in performing the Project work, and any *ultra vires* acts. To the extent permitted by law, the Local Government will indemnify, defend (to the extent permitted by the Minnesota Attorney General), and hold MnDOT harmless from any claims or costs arising out of or incidental to the Project(s), including reasonable attorney fees incurred by MnDOT. The Local Government's indemnification obligation extends to any actions related to the certification of DBE participation, even if such actions are recommended by MnDOT.

9. Audits

- 9.1. Under Minn. Stat. § 16C.05, Subd.5, the books, records, documents, and accounting procedures and practices of the Local Government, or any other party relevant to this Agreement or transaction, are subject to examination by MnDOT and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later. The Local Government will take timely and appropriate action on all deficiencies identified by an audit.
- 9.2. All requests for reimbursement are subject to audit, at MnDOT's discretion. The cost principles outlined in 2 CFR 200.400-.476 will be used to determine whether costs are eligible for reimbursement under this Agreement.
- 9.3. If Local Government expends \$750,000 or more in Federal Funds during the Local Government's fiscal year, the Local Government must have a single audit or program specific audit conducted in accordance with 2 CFR Part 200.

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

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

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

13. Termination; Suspension

- 13.1. **Termination by MnDOT or Commissioner of Administration.** MnDOT or Commissioner of Administration may unilaterally terminate this Agreement with or without cause, upon 30 days written notice to the Local Government. Upon termination, the Local Government will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
- 13.2. **Termination for Cause.** MnDOT may immediately terminate this Agreement if MnDOT finds that there has been a failure to comply with the provisions of this Agreement, that reasonable progress has not been made, that fraudulent or wasteful activity has occurred, that the Local Government has been convicted of a criminal offense relating to a state agreement, or that the purposes for which the funds were granted have not been or will not be fulfilled. MnDOT may take action to protect the interests of MnDOT of Minnesota,

including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

13.3. Termination for Insufficient Funding. MnDOT may immediately terminate this Agreement if:

13.3.1. Funding is not obtained from the Minnesota Legislature; or

13.3.2. Funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Local Government. MnDOT is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Local Government will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. MnDOT will not be assessed any penalty if the Agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. MnDOT will provide the Local Government notice of the lack of funding within a reasonable time of MnDOT's receiving that notice.

13.4. Suspension. MnDOT may immediately suspend this Agreement in the event of a total or partial government shutdown due to the failure to have an approved budget by the legal deadline. Work performed by the Local Government during a period of suspension will be deemed unauthorized and undertaken at risk of non-payment.

- 14. Data Disclosure.** Under [Minn. Stat. § 270C.65](#), Subd. 3, and other applicable law, the Local Government consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to MnDOT, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Local Government to file state tax returns and pay delinquent state tax liabilities, if any.
- 15. Fund Use Prohibited.** The Local Government will not utilize any funds received pursuant to this Agreement to compensate, either directly or indirectly, any contractor, corporation, partnership, or business, however organized, which is disqualified or debarred from entering into or receiving a State contract. This restriction applies regardless of whether the disqualified or debarred party acts in the capacity of a general contractor, a subcontractor, or as an equipment or material supplier. This restriction does not prevent the Local Government from utilizing these funds to pay any party who might be disqualified or debarred after the Local Government's contract award on this Project.
- 16. Discrimination Prohibited by Minnesota Statutes §181.59.** The Local Government will comply with the provisions of Minnesota Statutes §181.59 which requires that every contract for or on behalf of the State of Minnesota, or any county, city, town, township, school, school district or any other district in the state, for materials, supplies or construction will contain provisions by which Contractor agrees: 1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no Contractor, material supplier or vendor, will, by reason of race, creed or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; 2) That no Contractor, material supplier, or vendor, will, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause 1 of this section, or on being hired, prevent or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed or color; 3) That a violation of this section is a misdemeanor; and 4) That this contract may be canceled or terminated by the state of Minnesota, or any county, city, town, township, school, school district or any other person authorized to contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this Agreement.
- 17. Appendix II 2 CFR Part 200.** The Local Government agrees to comply with the following federal requirements as identified in 2 CFR 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal

Awards, and agrees to pass through these requirements to its subcontractors and third party contractors, as applicable. In addition, the Local Government shall have the same meaning as “Contractor” in the federal requirements listed below.

- 17.1.1. Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- 17.1.2. All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.
- 17.1.3. Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
- 17.1.4. Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.
- 17.1.5. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles

ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

- 17.1.6. Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.
- 17.1.7. Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended - Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- 17.1.8. Debarment and Suspension (Executive Orders 12549 and 12689) - A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
- 17.1.9. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) - Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.
- 17.1.10. Local Government will comply with 2 CFR § 200.323.
- 17.1.11. Local Government will comply with 2 CFR § 200.216.
- 17.1.12. Local Government will comply with 2 CFR § 200.322.
- 17.2. **Drug-Free Workplace.** The Local Government will comply with the Drug-Free Workplace requirements under subpart B of 49 C.F.R. Part 32.
- 17.3. **Title VI/Non-discrimination Assurances.** The Local Government hereby agrees that, as a condition of receiving any Federal financial assistance under this Agreement, it will comply with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. § 2000d), related nondiscrimination statutes (i.e., 23 U.S.C. § 324, Section 504 of the Rehabilitation Act of 1973 as amended, and the Age Discrimination Act of 1975), and applicable regulatory requirements to the end that no person in the United States shall, on the grounds of race, color, national origin, sex, disability, or age be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity for which the Local Government receives Federal financial assistance.

The Local Government hereby agrees to comply with all applicable US DOT Standard Title VI/Non-Discrimination Assurances contained in DOT Order No. 1050.2A, and in particular Appendices A and E, which can be found at: https://edocs-public.dot.state.mn.us/edocs_public/DMResultSet/download?docId=11149035. If federal funds are included in any contract, the Local Government will ensure the appendices and solicitation language within the assurances are inserted into contracts as required. State may conduct a review of the Local Government's compliance with this provision. The Local Government must cooperate with State throughout the review process by supplying all requested information and documentation to State, making Local Government staff and officials available for meetings as requested, and correcting any areas of non-compliance as determined by State.

- 17.4. **Buy America.** The Local Government must comply with the Buy America domestic preferences contained in the Build America, Buy America Act (Sections 70901-52 of the Infrastructure Investment and Jobs Act, Public Law 117-58) and as implemented by US DOT operating agencies and the US Office of Management and Budget, as applicable.

17.5. **Federal Funding Accountability and Transparency Act (FFATA).**

17.5.1. This Agreement requires the Local Government to provide supplies and/or services that are funded in whole or in part by federal funds that are subject to FFATA. The Local Government is responsible for ensuring that all applicable requirements, including but not limited to those set forth herein, of FFATA are met and that the Local Government provides information to the MnDOT as required.

- a. Reporting of Total Compensation of the Local Government's Executives.
- b. The Local Government shall report the names and total compensation of each of its five most highly compensated executives for the Local Government's preceding completed fiscal year, if in the Local Government's preceding fiscal year it received:
 - i. 80 percent or more of the Local Government's annual gross revenues from Federal procurement contracts and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - ii. \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and
 - iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>).

Executive means officers, managing partners, or any other employees in management positions.

- c. Total compensation means the cash and noncash dollar value earned by the executive during the Local Government's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):
 - i. Salary and bonus.
 - ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in

accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.

- iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
 - iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
 - v. Above-market earnings on deferred compensation which is not tax qualified.
- 17.5.2. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.
- 17.5.3. The Local Government must report executive total compensation described above to the MnDOT by the end of the month during which this Agreement is awarded.
- 17.5.4. The Local Government will obtain a Unique Entity Identifier (UEI) number and maintain this number for the term of this Agreement. This number shall be provided to MnDOT on the plan review checklist submitted with the plans for each project.
- 17.5.5. The Local Government's failure to comply with the above requirements is a material breach of this Agreement for which the MnDOT may terminate this Agreement for cause. The MnDOT will not be obligated to pay any outstanding invoice received from the Local Government unless and until the Local Government is in full compliance with the above requirements.

[THE REMAINDER OF THIS PAGE HAS INTENTIONALLY BEEN LEFT BLANK.]

Wright County

Wright County certifies that the appropriate person(s) have executed the contract on behalf of the Local Government as required by applicable articles, bylaws, resolutions or ordinances

By: _____

Title: _____

Date: _____

DEPARTMENT OF TRANSPORTATION

By: _____

Title: State Aid Engineer

Date: _____

COMMISSIONER OF ADMINISTRATION

By: _____

Title: _____

Date: _____

By: _____

Date: _____

SAMPLE RESOLUTION FOR AGENCY AGREEMENT

BE IT RESOLVED, that pursuant to Minnesota Stat. Sec. 161.36, the Commissioner of Transportation be appointed as Agent of Wright County to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

BE IT FURTHER RESOLVED, the **Chairman* and the **Auditor* are hereby authorized and directed for and on behalf of Wright County to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in "Minnesota Department of Transportation MnDOT Contract Number 1062668," a copy of which said agreement was before the County Board and which is made a part hereof by reference.

Titles of persons authorized to sign on behalf of the County

SAMPLE CERTIFICATION

STATE OF MINNESOTA

COUNTY OF _____

I hereby certify that the foregoing Resolution is a true and correct copy of the Resolution presented to and adopted by Wright County at a duly authorized meeting thereof held on the ____ day of _____, 20____, as shown by the minutes of said meeting in my possession.

Auditor

Notary Public

My Commission expires _____

(SEAL)



RESOLUTION #26-38
BOARD OF WRIGHT COUNTY
COMMISSIONERS

DATE ADOPTED:
May 5, 2026

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

RESOLUTION #26-38

Page 1 of 2

WHEREAS, The Project is eligible for the expenditure of federal aid funds and is programmed in the approved federally approved STIP for fiscal years 2026, 2027 and 2028, and is identified in MnDOT records as State Project(s) 086-636-009, 086-636-010, 227-090-001, and in Federal Highway Administration ("FHWA") records as Minnesota Project STBG-TA 8626(221); and

WHEREAS, Wright County desires to proceed with the construction of the project in advance of the year it is programmed for a portion of the federal funds; and

WHEREAS, It is permissible under Federal Highway Administration procedures to perform advance construction of eligible projects with non-federal funds, with the intent to request federal funding in subsequent federal fiscal years,

IT IS RESOLVED that pursuant to Minnesota Stat. Sec. 161.36, the Commissioner of Transportation be appointed as Agent of Wright County to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

**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 09, 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.

 Greg Kryzer, County Administrator



RESOLUTION ##
BOARD OF WRIGHT COUNTY
COMMISSIONERS

DATE ADOPTED:

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

RESOLUTION ##

Page 2 of 2

BE IT FURTHER RESOLVED, the Board Chairman and County Administrator are hereby authorized and directed for and on behalf of Wright County to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in "Minnesota Department of Transportation MnDOT Contract Number 1062556," a copy of which said agreement was before the County Board and which is made a part hereof by reference.

Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *

5/5/2026 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Matt Detjen

Agenda Item Type

☒ RFBA ☐ Minutes Submission ☐ Warrants Submission

Requestor Title

Ag Drainage & Natural Resources Supervisor

Target Section

☐ Consent Agenda ☒ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department) *

PARKS & RECREATION

Time Required:

8

Originator

MJD7571

Item Details

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

Take Action to Schedule and Cancel Public Hearings Related to the Partial and/or Full Abandonment of JD 1

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

Take Action to Schedule and Cancel Public Hearings Related to the Partial and/or Full Abandonment of JD 1

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.

NA

Describe the impact on staffing resources.

NA

Fiscal Impact:

TBD

Background/Justification:

Judicial Ditch #1 (JD 1) is a ditch system located in Marysville Township. In 2019 a Redetermination of Benefits (ROB) was ordered on this system, and a public hearing on the Viewers' Report was held on 4/28/2026. Leading up to this hearing, staff received two petitions for partial abandonment pursuant to Minn. Stat. 103E.806. Staff brought these petitions to the board meeting on April 21st to set the public hearing, and the date/time chosen was June 16th at 10:30AM.

Approximately 10 minutes before the public hearing started on April 28th, staff received a petition from benefited landowners for the full abandonment of JD 1 pursuant to Minn. Stat. 103E.811. This led the drainage authority to continue the public hearing on the ROB to a later date until this petition could be reviewed

A petition for abandoning a drainage system has requirements that must be met before a hearing can be set/held. The petition must be signed by "at least 51 percent of the property owners assessed for the construction of the drainage system or by the owners of not less than 51 percent of the area of the property assessed for the drainage system". Staff have since reviewed the petition and compared it against the current listed of property owners' asses for the drainage system, and 53% have signed this petition making it valid.

The drainage authority must now hold a public hearing on the petition for full abandonment and determine how to handle both the current petition(s) for partial abandonment and the continuation of the hearing on the redetermination of benefits.

Actions needed:

Item #1: Cancel the public hearing on the petition for partial abandonment of JD 1 pursuant to Minn. Stat 103E.806 that was scheduled for June 16th at 10:30AM.

Item #2: Schedule a public hearing on the petition for abandonment of JD 1 pursuant to Minn. Stat. 103E.811 for June 16th at 10:30AM.

Item #3: Schedule public hearing on the petition for partial abandonment of JD 1 pursuant to Minn. Stat. 103E.806 for June 16th at 11:00AM.

Item #4: Schedule the continuation of the public hearing for the redetermination of benefits for JD 1 pursuant to Minn. Stat. 103E.351 for June 16th at 11:30AM

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

[JD1 Abandonment Memo_4_29_2026.pdf](#)

Attachment Type

Attachment

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

Approved

Notes**Legal Review****Legal Decision**

Approved

Notes

Brian Wold reviewed and approved as consistent with meeting discussion.

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



Judicial Ditch 1

Petition and Public Hearing Continuation Summary - April 29, 2026

Public Meeting Request for Partial Abandonment

Judicial Ditch #1 (JD 1) is a ditch system located in Marysville Township. In 2019 a Redetermination of Benefits (ROB) was ordered on this system, and a public hearing on the Viewers' Report was held on 4/28/2026. Leading up to this hearing, staff received two petitions for partial abandonment pursuant to Minn. Stat. 103E.806. Staff brought these petitions to the board meeting on April 21st to set the public hearing, which was scheduled for June 16th at 10:30AM.

Approximately 15 minutes before the public hearing started on April 28th, staff received a petition from benefited landowners for the full abandonment of JD 1 pursuant to Minn. Stat. 103E.811. This led the drainage authority to continue the public hearing on the ROB to a later date until this petition could be reviewed.

A petition for abandoning a drainage system has requirements that must be met before a hearing can be set/held. The petition must be signed by *"at least 51 percent of the property owners assessed for the construction of the drainage system or by the owners of not less than 51 percent of the area of the property assessed for the drainage system"*. Staff have since reviewed the petition and compared it against the current listed of property owners' assessed for the drainage system, and **53%** have signed this petition making it valid.

The drainage authority must now hold a public hearing on the petition for full abandonment and determine how to handle both the current petition(s) for partial abandonment and the continuation of the hearing on the redetermination of benefits.

Staff Recommendation:

Step #1: Cancel the public hearing on the petition for partial abandonment of JD 1 pursuant to Minn. Stat 103E.806 that was scheduled for June 16th at 10:30AM.

Step #2: Scheduled a public hearing of the petition for abandonment of JD 1 pursuant to Minn. Stat. 103E.811 for June 16th at **10:30AM**.

****Please note that if the petition in Step #2 is successful, Steps #3 and #4 will not be required.*

Step #3: Schedule public hearing on the petition for partial abandonment of JD 1 pursuant to Minn. Stat. 103E.806 for June 16th at **11:00AM**.

Step #4: Schedule the continuation of the public hearing for the redetermination of benefits for JD 1 pursuant to Minn. Stat. 103E.351 for June 16th at **11:30AM**.

Judicial Ditch #1

Current List of Benefitted Landowners (4/29/2026)

Parcel #	Total Acres	Original Benefits	% of Original Benefits	Current Owner	Signed Petition
211-000-052400	39.40	\$ 117.19	6.29%	Demarais, Russell	No
211-000-053100	39.44	\$ 307.63	16.52%	Spike, Michael and Elizabeth	Yes
211-000-053200	39.29	\$ 118.24	6.35%	Uter, William and Steven	No
211-000-053201	2.01	\$ 297.86	16.00%	Painschab, Adam	Yes
211-000-053203	37.34	\$ 410.24	22.03%	Spike, Michael and Elizabeth	Yes
211-000-053300	78.20	\$ 235.33	12.64%	Uter, William and Steven	No
211-000-062100	79.25	\$ 79.77	4.28%	County of Wright-Hwy Dept	No
211-000-062300	29.78	\$ 26.59	1.43%	Nygaard, Dale & Patricia	Yes
211-000-062301	5.00	\$ 26.59	1.43%	Nygaard, Dale & Patricia	Yes
211-000-062302	4.97	\$ 26.59	1.43%	Nygaard, Jeffery & Mary	No
211-000-063100	40.59	\$ 55.05	2.96%	Buttenhoff, Gregory & Jennie	Yes
211-000-063101	40.43	\$ 55.05	2.96%	Buttenhoff, Joel	Yes
211-000-214101	1.00	\$ 105.65	5.67%	Township of Marysville	No
		\$ 1,861.78	100.00%		53.84%

\$ 1,861.78

103E.811 ABANDONING DRAINAGE SYSTEM.

Subdivision 1. **Drainage lien payment period must expire.** After the period originally fixed or subsequently extended to pay the assessment of the drainage liens expires, a drainage system may be abandoned as provided in this section.

Subd. 2. **Petitioners.** A petition must be signed by at least 51 percent of the property owners assessed for the construction of the drainage system or by the owners of not less than 51 percent of the area of the property assessed for the drainage system. For the purpose of the petition, the county is the resident owner of all tax-forfeited property held by the state and assessed benefits for the drainage system, and the board may execute the petition for the county as an owner.

Subd. 3. **Petition.** The petition must designate the drainage system proposed to be abandoned and show that the drainage system is not of public benefit and utility because the agricultural property that used the drainage system has been generally abandoned or because the drainage system has ceased to function and its restoration is not practical.

Subd. 4. **Filing petition; jurisdiction.** If all property assessed for benefits in the drainage system is in one county, the petition must be filed with the auditor unless the petition is signed by the board, in which case the petition must be made to the district court of the county and filed with the court administrator. If property assessed for benefits is in two or more counties, the petition must be filed with the auditor. When the petition is filed, the drainage authority in consultation with the auditor, or the court administrator with the approval of the court, shall set a time and location for a hearing on the petition. The auditor or court administrator shall give notice by publication of the time and location of the abandonment hearing to all persons interested. The drainage authority or the district court where the petition is properly filed has jurisdiction of the petition.

Subd. 5. **Abandonment hearing.** (a) At the hearing, the drainage authority or court shall examine the petition and determine whether it is sufficient and shall hear all interested parties.

(b) If a property owner assessed benefits for the drainage system appears and makes a written objection to the abandonment of the drainage system, the drainage authority or court shall appoint three disinterested persons as viewers to examine the property and report to the drainage authority or court. The hearing must be adjourned to make the examination and report and a date must be set to reconvene. The viewers, if appointed, shall proceed to examine the property of the objecting owner and report as soon as possible to the drainage authority or court with the description and situation of the property and whether the drainage system drains or otherwise affects the property.

(c) When the hearing is reconvened, the drainage authority or court shall consider the viewers' report and all evidence offered, and:

(1) if the drainage authority determines that the drainage system serves any useful purpose to any property or the general public, the petition for abandonment must be denied; or

(2) if the drainage authority determines that the drainage system does not serve any useful purpose to any affected property and is not of public benefit and utility, the drainage authority or court shall make findings and shall, by order, abandon the drainage system.

103E.811

MINNESOTA STATUTES 2025

2

Subd. 6. **Effect of abandonment.** After abandonment of a drainage system, a repair petition for the drainage system may not be accepted and the responsibility of the drainage authority for the maintenance of the drainage system ends.

History: *1990 c 391 art 5 s 103*

103E.806 PARTIAL ABANDONMENT OF DRAINAGE SYSTEM.

Subdivision 1. **Petition.** After construction of a drainage system, an owner of benefited property may petition the drainage authority to abandon any part of the drainage system that is not of public benefit and utility and does not serve a substantial useful purpose to property remaining in the system.

Subd. 2. **Filing.** If the drainage system is under the jurisdiction of a county drainage authority, the petition must be filed with the auditor of the county. If the drainage system is under the jurisdiction of a joint county drainage authority, the petition must be filed with the county having the largest area of property in the drainage system, where the primary drainage system records are kept. If the system is under the jurisdiction of a watershed district, the petition must be filed with the secretary of the district.

Subd. 3. **Hearing.** (a) When the petition is filed, the drainage authority, in consultation with the auditor or the secretary, shall set a time and location for a hearing on the petition and shall give notice of the hearing by mail to the owners of all property benefited by the drainage system, and either in a newspaper of general circulation within the affected drainage area or by publication on a website of the drainage authority.

(b) At the hearing, the drainage authority shall make findings and direct, by order, that part of the drainage system be abandoned, if the drainage authority determines that part of the drainage system does not serve a substantial useful purpose as part of the drainage system to any property remaining in the system and is not of a substantial public benefit and utility.

Subd. 4. **Effect of partial abandonment.** After partial abandonment of a drainage system, a repair petition may not be accepted for the abandoned part of the drainage system and the responsibility of the drainage authority for that part of the drainage system ends.

Subd. 5. **Liens and assessments on property.** An order under this section does not release the property from a drainage lien filed on account of the drainage system before the date of the order. An order under this section does not release the property from any assessment or a drainage lien filed on or after the date of the order for costs incurred on account of the drainage system before the date of the order.

History: 2010 c 298 s 9

Destination and Workflow

Meeting Type:*

Board Meeting

Target Meeting Date*

5/5/2026 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Mike MacMillan

Agenda Item Type

☒ RFBA ☐ Minutes Submission ☐ Warrants Submission

Requestor Title

Department Head

Target Section

☒ Consent Agenda ☐ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department)*

HEALTH & HUMAN SERVICES

Originator

NMB7429

Item Details

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

Approve Public Health Task Force Two-Year Term Reappointment
1. Ann Gonderinger, District 5 – First Term Ends 2026-07-02

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

Approve Public Health Task Force Two-Year Term Reappointment
1. Ann Gonderinger, District 5 – First Term Ends 2026-07-02

Value Stream the request primarily aligns with:

Promote Safe and Healthy Communities

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

The Wright County Public Health Task Force advises on public health responsibilities and essential local public health activities include assuring an adequate local public health infrastructure; promoting healthy communities and healthy behaviors; preventing the spread of infectious disease; protecting against environmental health hazards; preparing for and responding to disasters, assist communities in recovery; and assuring the quality and accessibility of health services.

Describe the impact on staffing resources.

None

Fiscal Impact:

None, unless member requests a stipend for their time

Background/Justification:

The Wright County Public Health Task Force was established pursuant to Minnesota Statute 145A.10, Subdivision 10 (Community Health Services Act). Members of the Task Force advise, consult with and make recommendations to the Health & Human Services Advisory Committee and/or the Health & Human Services Board directly, on matters relating to the maintenance, funding, and evaluation of public health services.

Route for Review and Approval

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

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

Document Name

Attachment Type

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

Destination and Workflow

Meeting Type:*

Board Meeting

Target Meeting Date*

5/5/2026 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Mike MacMillan

Agenda Item Type

☒ RFBA ☐ Minutes Submission ☐ Warrants Submission

Requestor Title

Department Head

Target Section

☒ Consent Agenda ☐ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department)*

HEALTH & HUMAN SERVICES

Originator

NMB7429

Item Details

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

Accept Opioid Settlement Advisory Council New Member Application
1. Tessa MacDonald, County Employee

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

Accept Opioid Settlement Advisory Council New Member Application
1. Tessa MacDonald, County Employee

Value Stream the request primarily aligns with:

Promote Safe and Healthy Communities

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

The OSAC group is dedicated to ensuring the County's share of the National Opioid Settlement dollars are spent to best meet the needs of the community.

Describe the impact on staffing resources.

None

Fiscal Impact:

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

Background/Justification:

As Chief Strategist, Public Health has committed to accepting new OSAC applications and facilitating meetings. We have agreed to bring all member appointment and/or resignation recommendations to the Board of Commissioners for final approval.

With the withdrawal and addition of these OSAC members, the Council will have 13 members (7 county affiliated, 6 community members)

Route for Review and Approval

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

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

Document Name

Attachment Type

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

Destination and Workflow

Meeting Type:*

Board Meeting

Target Meeting Date*

5/5/2026 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Mike MacMillan

Agenda Item Type

☒ RFBA ☐ Minutes Submission ☐ Warrants Submission

Requestor Title

Department Head

Target Section

☒ Consent Agenda ☐ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department)*

HEALTH & HUMAN SERVICES

Originator

NMB7429

Item Details

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

Approve Annual Liquor License for Fountain Hill Winery & Vineyard in Franklin Township– 2026–2027 License

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

Approve Annual Liquor License for Fountain Hill Winery & Vineyard in Franklin Township– 2026–2027 License

Value Stream the request primarily aligns with:

Shepherd Economic Growth

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

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

Describe the impact on staffing resources.

Time spent processing application, issuing license, and completing annual compliance checks.

Fiscal Impact:

Collection of license renewal fee.

Background/Justification:

License application was received and processed through appropriate channels (WCSO for background check, Wright County Attorney's Office). Application will go to township on May 4th. Pending township and County Board approval, next it will go to the Alcohol and Gambling Enforcement Division for final approval. License period would be from time of July 1, 2026 – June 30, 2027.

Route for Review and Approval

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

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

Document Name

Attachment Type

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

Approved

Notes

County Administrator Review**County Administrator Decision**

Notes

Destination and Workflow

Meeting Type:*

Board Meeting

Target Meeting Date*

5/5/2026 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Mike MacMillan

Agenda Item Type

☒ RFBA ☐ Minutes Submission ☐ Warrants Submission

Requestor Title

Department Head

Target Section

☒ Consent Agenda ☐ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department)*

HEALTH & HUMAN SERVICES

Originator

NMB7429

Item Details

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

Approve Mental Health Advisory Council (MHAC) 2026 Unmet Needs Report and Recommendations

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

Approve Mental Health Advisory Council (MHAC) 2026 Unmet Needs Report and Recommendations

Value Stream the request primarily aligns with:

Promote Safe and Healthy Communities

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

Many children and adults in Wright County have significant mental health needs. This advisory council partners with out agency to assure understanding of community needs and support systematic improvements. The Mental Health Advisory Council is tasked to monitor the needs of our community as it relates to mental health services and supports. This council considers the county residents' needs for support and makes recommendations to help promote a safe and healthy community. This presentation promotes dialog between community members participating in this advisory council and Board membership.

Describe the impact on staffing resources.

Our Mental Health Social Services Supervisors attend this meeting on a quarterly basis to stay engaged and part of these ongoing discussions.

Fiscal Impact:

Minimal. Four hours of two supervisors' time annually. Voting community members receive a per diem for participation.

Background/Justification:

MN Statutes 245.466 and 245.4875 require counties to maintain a local mental advisory council (MHAC). One identified expectation of this council is to provide the Board an annual report of unmet mental health needs for individuals residing in the county. It is an opportunity for the MHAC to engage with the Board to share feedback and status updates.

Route for Review and Approval

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

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

Document Name

[2026–2027 Unmet Needs Report.pdf](#)

Attachment Type

Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

TO: HEALTH & HUMAN SERVICES BOARD
FROM: MENTAL HEALTH ADVISORY COUNCIL
SUBJECT: UNMET NEEDS REPORT
DATE: MAY 2026

UNMET NEEDS REPORT

The following unmet needs were identified and discussed at the 2025-26 Mental Health Advisory Council (MHAC) Meetings. MHAC has a statutory responsibility to present a report outlining the committee's understanding of unmet mental health needs of both children and adults residing in the county at least annually to the Board. The following is a list of the unmet needs and possible solutions discussed:

1. More clinicians – graduate school program attendance is decreasing
Solution Discussed: virtual treatment options for rural providers
2. Inpatient and Outpatient bed/services – lack of step-down services
Solution Discussed: Capitol Mental Health, new all mental health hospital in St. Paul, when fully open, will provide 144 mental health beds.
3. Need for more harm reduction programs
Solution Discussed: not aware of local options
4. Decrease in CMH social workers and overall decrease in qualified providers in the mental health field
Solution Discussed: Independent Lifestyles has contracted with more PMAP companies to assist with the shortage of CMH social workers.
 Continue to partner with universities and graduate programs in counseling, social work, psychology and marriage and family therapy to create internship and practicum placements.
 Collaborate with local school districts to participate in career day events and provide education about careers in the mental health field.
5. Food insecurity/accessibility
Solution Discussed: Local family discussed the beginning phases of a program they are developing for a meal kit "pantry." Hopeful to get this running on a bigger scale, received grant funds and program is up and running in Buffalo. Now offering food kits in the local library and a few churches, free of charge to local families.
6. Transportation
Solution Discussed: Trailblazer transit, increase in volunteer drivers through the county, Connect a Ride, contact large employer to see about hiring people to help transport employees home, more centralized location for the meetings. Offer stipend incentive to youth to attend a meeting.

Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *

5/5/2026 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Mike MacMillan

Agenda Item Type

☒ RFBA ☐ Minutes Submission ☐ Warrants Submission

Requestor Title

Department Head

Target Section

☒ Consent Agenda ☐ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department) *

HEALTH & HUMAN SERVICES

Originator

NMB7429

Item Details

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

Approve Public Health Task Force Bylaws Amendment

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

Approve Public Health Task Force Bylaws Amendment

Value Stream the request primarily aligns with:

Promote Safe and Healthy Communities

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

The Wright County Public Health Task Force serves as the community health advisory committee to advise, consult with, and make recommendations to the Wright County Board on the development and maintenance of a system of community health services dictated by statute 145A.04.

Describe the impact on staffing resources.

None

Fiscal Impact:

The Public Health Task Force has a budget line in the Public Health budget for the reimbursement should a member chooses to seek a stipend for meeting attendance. The total number of Task Force members is reduced in the amended language.

Background/Justification:

Under a newly elected Chair, a review of the bylaws determined that language regarding the membership of the Task Force was unclear and not reflective of the broader role of public health in the community nor the current Task Force representation. The proposed new language, approved by the Task Force membership, reflects the broad range of professions and sectors of recent Task Force members. The total number membership number was reduced from 21 to 15 to ensure an efficient working size.

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

[PH Task Force Bylaws 2026-04-09.pdf](#)

Attachment Type

Attachment

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

BYLAWS OF WRIGHT COUNTY PUBLIC HEALTH TASK FORCE

PREAMBLE

1. Public Health responsibilities and essential local public health activities include assuring an adequate local public health infrastructure; promoting healthy communities and healthy behaviors; preventing the spread of infectious disease; protecting against environmental health hazards; preparing for and responding to disasters, assist communities in recovery; and assuring the quality and accessibility of health services. Services are provided to residents of Wright County in their homes and other appropriate locations.
2. Specific services available are defined in the policies established and are provided regardless of race, color, creed, sex, handicapping conditions, or ability to pay.
3. Plans developed and implemented work toward the coordination of all services provided to Wright County residents in the interest of continuity of care and appropriate use of personnel and financial resources

ARTICLE I

Name, Location, and Jurisdictional Area

1. Name. The name of the Task Force shall be Wright County Public Health Task Force. (Hereinafter called Task Force)
2. Location. The Task Force shall maintain its principal office in Buffalo, Minnesota, with such other offices in such locations within the jurisdictional area as the Task Force may from time to time prescribe.
3. Jurisdictional Area. The Task Force shall exercise its powers within the boundaries of Wright County and within such other areas as Wright County Health & Human Services Board determines pursuant to law.

ARTICLE II

Duties and Powers

The Task Force is established pursuant to Minnesota Statute 145A.10, Subdivision 10 (Community Health Services Act).

ARTICLE III

Board Members

1. Eligibility and Selection. The Task Force membership shall be appointed by the County Commissioners. Task Force members must reside or provide services in Wright County.
2. Composition of Membership. ~~Membership shall consist of not less than 9 and no more than 21 members. Membership is as follows: one-third providers of health services, including at least three licensed Health professionals (of these professionals there shall be at least one practicing physician and one registered nurse, preferably a public health~~

~~nurse), one-third consumers, organizations or constituencies in the community.~~ Members shall be residents of or employed in Wright County at the time of appointment and shall include knowledgeable community representatives. All reasonable efforts shall be made to ensure that the membership is broadly representative of the demographic characteristics of Wright County. Membership of the Task Force shall consist of 9-15 members appointed by the County Board and shall be selected from among the following: consumers/consumer advocates, community members, public health professionals, health care practitioners, health care providers/hospitals, youth serving organization, and/or education.

3. Terms. A term consists of two years. Membership shall be assured through an effort to balance new and experienced members. The Health & Human Services Board shall approve appointment of members to additional terms. There shall be no limitation in the number of terms a member may serve.
4. Task Force Liaison. Wright County Health & Human Services Public Health Director and Public Health Supervisors shall act as liaisons to the Task Force.
5. Vacancies. A vacancy in the Task Force shall occur upon the inability to serve or resignation of a Task Force member. Vacancies may also occur if a Task Force member moves out of, ceases services in the county, or upon completion of term. Any member with three or more consecutive unexcused absences or otherwise not fulfilling his/her duties may be excused by a majority vote of members present.
6. Per Diem and Expenses. Voting Task Force members shall receive such per diem and be reimbursed for such expenses as provided by law and resolution of the Health & Human Services Board. Member of the Task Force who are professionals drawing a salary from their employer while servicing on the Task Force shall not be eligible for a per diem. Per diem shall be set by the Health & Human Services Board at their annual meeting.

ARTICLE IV Meetings

1. Task Force Meetings. The Task Force shall hold its regular meetings at its principal place of business or elsewhere as provided by the Board at least six times per year. A proposed written agenda for each regular meeting shall be provided to each Task Force member by Wright County staff at least one week before each regular meeting. The Task Force shall be limited to such agenda items, except for emergency items during its meeting.
2. Quorum. A quorum shall consist of a majority of the Task Force membership.
3. Adjournment. Any meeting may be adjourned to a particular place on a date and time upon majority vote of the members voting.
4. Voting. Each Task Force member shall have one (1) vote. All business shall be conducted by a majority vote unless otherwise provided by the Task Force or required by law. County staff members shall not be voting members.

5. Sub-committees. Standing and special sub-committees shall be appointed as necessary. Persons outside of the Task Force membership with special talents and information may be asked to serve on sub-committees. The sub-committee chairperson will be selected at the first meeting of the sub-committee. At least one member of the Task Force shall be a member of each sub-committee.
6. Records of Meetings. A Wright County staff member shall prepare and certify minutes of the meetings, copies of which shall be provided to Task Force members in such manner as the Task Force shall determine.
7. Rules. All meetings shall be conducted in accordance with Roberts Rules of Order unless otherwise provided in these Bylaws.
8. Open Meeting. All Task Force meetings shall be open to the public. Meeting dates will be published on the Wright County Health & Human Services Internet site.

ARTICLE V

Officers

9. Offices and Terms. The officers of the Council shall be a chairperson and a vice chairperson who must be Task Force members elected by the Task Force. The officers shall serve a term of two (2) years or until their respective successors are elected. New officers will assume office as soon as elected.
10. Election of Officers. Elections will be held at the first meeting of the year in odd numbered years. Special elections may be called by the Task Force as needed.
11. Combined Officers. No two offices may be held by the same person at the same time.
12. Chairperson. The Chairperson shall be the presiding officer of the Task Force and shall be responsible for carrying out the policy decision of the Task Force and see that all resolutions of the Task Force are carried to the Health & Human Services Advisory Committee. The Chairperson or designee will represent the Public Health Task Force at the Health & Human Services Advisory Committee meetings.
13. Vice Chairperson. The Vice Chairperson shall assist the Chairperson in carrying out his/her duties and responsibilities and shall perform such additional duties as may be established by the Task Force from time to time. In the absence of the Chairperson at any meeting of the Task Force, the Vice Chairperson shall preside. If both the Chairperson and the Vice Chairperson are not in attendance at a regular or special meeting, a temporary Chairperson shall be chosen from among those members present at the meeting.

ARTICLE VI

Responsibilities

14. Advise, consult with and make recommendations to the Health & Human Services Advisory Committee and/or the Health & Human Services Board directly, on matters relating to the maintenance, funding, and evaluation of public health services. The

Health & Human Services Advisory Committee will be responsible to the Health & Human Services Board for recommendations related to the development of all Health & Human Services.

15. As individual members, be knowledgeable concerning Public Health programs and legislation affecting services.
16. Coordinate and integrate Public Health with other health and human service programs in Wright County through reports of the Health & Human Services Advisory committee and Human Services Board by soliciting involvement in program planning.

ARTICLE VII

Gifts

1. Gifts. The Task Force may accept any contribution, gift, bequest or device for any lawful purpose of the Task Force.
2. Procedure for Gifts. Any gift presented to the Task force shall be recorded and brought to the Health & Human Services Advisory Committee with a recommendation for use.

ARTICLE VIII

Waiver of Notice

Whenever any notice is required to be given, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

ARTICLE IX

Amendments to Bylaws

The Bylaws of the Task force shall remain in effect until amended as provided herein. The Bylaws may be amended only upon 5 day written notice setting forth the proposed amendment, read at the regular meeting at which the amendment will be considered. Amendments may be adopted upon affirmative vote of a majority of the Public Health Task force membership. Repealers shall be considered amendments for the purposes of this Article.

Approved by PHTF 4/9/2026

Accepted by Public Health Task Force – 4/8/2013-2/10/2020

Accepted by HHS Board – 2/10/2020

Destination and Workflow**Meeting Type:***

Board Meeting

Target Meeting Date*5/5/2026 9:00 AM – Board of Wright County
Commissioners**Requestor Name**

Mike MacMillan

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

Department Head

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

HEALTH & HUMAN SERVICES

Originator

NMB7429

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

Approve Annual Liquor License for Fountain Hill Winery & Vineyard in Franklin Township – 2026 License

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

Approve Annual Liquor License for Fountain Hill Winery & Vineyard in Franklin Township – 2026 License

Value Stream the request primarily aligns with:

Shepherd Economic Growth

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

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

Describe the impact on staffing resources.

Time spent processing application, issuing license, and completing annual compliance checks.

Fiscal Impact:

Collection of license renewal fee.

Background/Justification:

License application was received and processed through appropriate channels (WCSO for background check, Wright County Attorney's Office). Application will go to township on May 4th. Pending township and County Board approval, next it will go to the Alcohol and Gambling Enforcement Division for final approval. License period would be from time of AGED approval – June 30, 2026.

Route for Review and Approval

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

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

Document Name

[2026 Renewal – Fountain Hill.pdf](#)

Attachment Type

Attachment

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

Approved

Notes

County Administrator Review**County Administrator Decision**

Notes



WRIGHT COUNTY
MINNESOTA

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, WCSO, WC Attorney, Township approval)	Payment Received	Violations in Last 5 Years	HHS/PH Recommend Renewal
Fountain Hill Winery & Vineyard	Franklin Township	5	New License (new ownership)	Yes / Township pending	Yes	None, New Ownership	Yes



Agenda Item

Destination and Workflow

Meeting Type:* Board Meeting	Target Meeting Date* 5/5/2026 9:00 AM – Board of Wright County Commissioners
Requestor Name Mike MacMillan	Agenda Item Type ☒ RFBA ☐ Minutes Submission ☐ Warrants Submission
Requestor Title Department Head	Target Section ☒ Consent Agenda ☐ Timed Agenda ☐ Item for Consideration
Department (please use dropdown to select department)* HEALTH & HUMAN SERVICES	Originator NMB7429

Item Details

Board Action Requested (this is what will appear on the Agenda)*
Approve Mental Health Advisory Council Two-Year Term Reappointment
1. Carl Harju, District 5 – Fifth Term Ends 2026-07-11

Short Title (what will appear on Agenda outline – 250 character max.)*
Approve Mental Health Advisory Council Two-Year Term Reappointment
1. Carl Harju, District 5 – Fifth Term Ends 2026-07-11

Value Stream the request primarily aligns with:

Promote Safe and Healthy Communities

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

The Wright County Mental Health Advisory Council is to use the knowledge of a broad range of people who use mental health services, provide services or are concerned about public policy to find ways to improve local mental health services. This council focuses on making recommendations for services and identifying gaps and needs in mental health to our local Health & Human Services Advisory Board.

Describe the impact on staffing resources.

None

Fiscal Impact:

None

Background/Justification:

The Wright County Mental Health Advisory Council shall possess, exercise and discharge all duties and powers as are given to mental health advisory councils in the State of Minnesota by the Minnesota Comprehensive Adult Mental Health Act (M.S. 245.466, Subd. 5 et seq.), the Children's Mental Health Act (M.S. 245.4875, Subd. 5) and any subsequent amendments thereto.

Route for Review and Approval

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

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

Document Name

Attachment Type

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes

Destination and Workflow

Meeting Type:*

Board Meeting

Target Meeting Date*

5/5/2026 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Mike MacMillan

Agenda Item Type

☒ RFBA ☐ Minutes Submission ☐ Warrants Submission

Requestor Title

Department Head

Target Section

☐ Consent Agenda ☒ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department)*

HEALTH & HUMAN SERVICES

Time Required:

2 Minutes

Originator

NMB7429

Item Details

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

Recognize May as Child Foster Care Awareness Month

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

Recognize May as Child Foster Care Awareness Month

Value Stream the request primarily aligns with:

Promote Safe and Healthy Communities

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

By proclaiming May as Child Foster Care Awareness Month, we are recognizing and honoring our Wright County providers who provide care and a safe home for children.

Describe the impact on staffing resources.

None

Fiscal Impact:

None

Background/Justification:

May is nationally recognized as Child Foster Care Awareness Month. We take time each year to honor, recognize, and show our appreciation to our Wright County Child Foster Care providers. We value our providers for their commitment to caring for vulnerable children during a difficult time in their young lives. They are difference-makers for these children and their families on a daily basis.

Route for Review and Approval

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

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

Document Name

Attachment Type

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

Approved

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

Destination and Workflow

Meeting Type: *

Board Meeting

Target Meeting Date *

5/5/2026 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Mike MacMillan

Agenda Item Type

☒ RFBA ☐ Minutes Submission ☐ Warrants Submission

Requestor Title

Department Head

Target Section

☐ Consent Agenda ☒ Timed Agenda
☐ Item for Consideration

Department (please use dropdown to select department) *

HEALTH & HUMAN SERVICES

Time Required:

1 Minute

Originator

NMB7429

Item Details

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

Adopt Resolution HHS 26-04 to Accept April 2026 Donation

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

Adopt Resolution HHS 26-04 to Accept April 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

[HHS 26-04 April 2026 Donation.pdf](#)

Attachment Type

Attachment

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

Approved

Notes

County Administrator Review**County Administrator Decision**

Notes



**BOARD OF WRIGHT COUNTY
HEALTH & HUMAN SERVICES**

DATE ADOPTED:

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

Page of

Motion by Commissioner	_____	Seconded by Commissioner	_____
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Roll Call Vote:				
	YES	ABSENT	NO	ABSTAIN
DIEDRICK	_____	_____	_____	_____
VETSCH	_____	_____	_____	_____
HOLLAND	_____	_____	_____	_____
SCHOEN	_____	_____	_____	_____
MOYNAGH	_____	_____	_____	_____

STATE OF MINNESOTA)

County of Wright) ss.

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

Michael MacMillan, Health & Human Services Director



**BOARD OF WRIGHT COUNTY
HEALTH & HUMAN SERVICES**

DATE ADOPTED:

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

Page of

Destination and Workflow**Meeting Type: ***

Board Meeting

Target Meeting Date *5/5/2026 9:00 AM – Board of Wright County
Commissioners**Requestor Name**

Marc Mattice

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

Assistant County Administrator; Property Services

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

ADMINISTRATION

Time Required:**Originator**

MAM7693

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

PUBLIC HEARING – 2026 Fees for Service Schedule Changes

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

PUBLIC HEARING – 2026 Fees for Service Schedule Changes

Value Stream the request primarily aligns with:

Optimize Civic Engagement

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

Provide opportunity for public input on proposed fees.

Describe the impact on staffing resources.

Updating schedules published online and in print.

Fiscal Impact:**Background/Justification:**

The Board of Commissioners approved the 2026 Fee Schedule at its Regular Meeting on November 4, 2025, and made modification on March 17, 2026 . Since those approvals, the Sheriff's Office is requesting an update to their service fees, requiring revisions to the previously adopted schedule.

Route for Review and ApprovalFinance
Review

Legal Review

Risk Mgmt
Review

Skip Workflow

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

Document Name

[2026 Sheriff Office Fee Schedule Changes.pdf](#)

Attachment Type

Attachment

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

Approved

Notes

County Administrator Review**County Administrator Decision**

Notes

2026 Proposed Fee Schedule Change
May 5, 2026

Sheriff's Office				NEW FEE
Fee Title	2026 Current Fee	2026 Proposed Fee	Fee Charge Description & Relevant Statute or Ordinance if Applicable	Fee Justification
Work Release	New fee	\$ 15.00	Daily fee for participation in work release.	The vast majority of MN Counties charge a daily. Sherburne \$25 Daily, Stearns \$14-\$16 Daily plus monitor. Assisting inmates in maintaining employment while completing his/her sentence is a benefit to the community as a whole, likely reducing recidivism. The Sheriff's Office would charge the work release fee plus the GPS fee already established.

Destination and Workflow**Meeting Type:***

Board Meeting

Target Meeting Date*5/5/2026 9:00 AM – Board of Wright County
Commissioners**Requestor Name**

Marc Mattice

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

Assistant County Administrator; Property Services

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

ADMINISTRATION

Time Required:**Originator**

MAM7693

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

Approve Modification To The Wright County 2026 Fees for Service Changes

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

Approve Modification To The Wright County 2026 Fees for Service Changes

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:**

As presented at the 9:30 a.m. Public Hearing.

Route for Review and Approval☐Finance
Review☐

Legal Review

☐Risk Mgmt
Review☐

Skip Workflow

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

Document Name
[2026 Sheriff Office Fee Schedule Changes.pdf](#)
Attachment Type

Attachment

RFBA Review
Assistant County Administrator Review
Assistant County Administrator Decision

Approved

Notes

County Administrator Review
County Administrator Decision

Notes

2026 Proposed Fee Schedule Change
May 5, 2026

Sheriff's Office				NEW FEE
Fee Title	2026 Current Fee	2026 Proposed Fee	Fee Charge Description & Relevant Statute or Ordinance if Applicable	Fee Justification
Work Release	New fee	\$ 15.00	Daily fee for participation in work release.	The vast majority of MN Counties charge a daily. Sherburne \$25 Daily, Stearns \$14-\$16 Daily plus monitor. Assisting inmates in maintaining employment while completing his/her sentence is a benefit to the community as a whole, likely reducing recidivism. The Sheriff's Office would charge the work release fee plus the GPS fee already established.

Agenda Item



Destination and Workflow

Meeting Type:*

Board Meeting

Target Meeting Date*

5/5/2026 9:00 AM – Board of Wright County Commissioners

Requestor Name

Chad Hausmann

Agenda Item Type
☒ RFBA
 ☐ Minutes Submission
 ☐ Warrants Submission

Requestor Title

Highway Engineer

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

Department (please use dropdown to select department)*

HIGHWAY

Originator

SCB7391

Item Details

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

Authorize final acceptance and final payment in the amount of \$66,282.09 to Sir Lines-A-Lot for the 2025 Pavement Marking contract work.

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

Authorize final acceptance and final payment in the amount of \$66,282.09 to Sir Lines-A-Lot for the 2025 Pavement Marking contract work.

Value Stream the request primarily aligns with:

Develop County Infrastructure

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

Provides for annual pavement markings on our county highway system which are a critical component of highway safety.

Describe the impact on staffing resources.

Highway Engineering Division staff coordinating the work, processing partial payments and ensuring it meets specifications.

Fiscal Impact:

Final payment in the amount of \$66,282.09.

Background/Justification:

The 2025 Pavement Marking Contract (No. 25-03) scope of work included yellow and white latex pavement marking lines along our county highway system. The total value of the work was \$690,531.11.

Attached: Final Invoice

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

[5.5.26.FV.2503.Pavement.Markings.pdf](#)

Attachment Type

Attachment

Item Properties (click to expand)

Item Created By (Real Name):

Sara C. Buermann

Created By User's Email Address

Sara.Buermann@wrightcountymn.gov

Item Created By (User Name):

SCB7391

Date Stored

04/28/2026

Document Handle

14457508

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

05/05/2026

kw Agenda Item Caption

Authorize final acceptance and final payment in the amount of \$66,282.09 to Sir Lines-A-Lot for the 2025 Pavement Marking contract work.

Agenda Item Key

17329

Ownership Group

AM-ADMIN

Agenda Unique ID

04/28/2026 08:32:11

Submitter Email Address

Sara.Buermann@wrightcountymn.gov

Agenda Item Att Order

1

Changes Requested



Remit To: Sir Lines-A-Lot LLC
7175 CAHILL RD
EDINA MN 55439

To: Wright County
3600 Braddock Ave NE
Buffalo MN 55313

INVOICE - Application for Payment

Project: Wright County C25-03 - 2025 Pavement Markings

Project No.: SAP #C25-03

Invoice No.: H25-0151-008

Invoice Date: 11/25/25

Work Up To: 11/25/25

Customer Project No.:

ITEM NO.	ITEM	UM	\$ PRICE	----- TO DATE -----		----- THIS PERIOD -----	
				UNITS	\$ AMOUNTS	UNITS	\$ AMOUNT
1	YELLOW PAINT	GAL	21.60	9,652.60	208,496.16	881.20	19,033.92
2	WHITE PAINT	GAL	22.15	21,762.30	482,034.95	2,133.10	47,248.17

Billing Totals:

\$690,531.11

\$66,282.09

Please include SLAL invoice number on all correspondence.



WRIGHT COUNTY
MINNESOTA

Highway Department

CERTIFICATE OF PERFORMANCE

2025 Pavement Marking Contract

COUNTY OF WRIGHT

Wright County Highway Department Contract No. 25-03

Scope of Work/Project Description:

Contractor: Sir Lines-A-Lot

Total Value of Work: \$ 690,531.11

I HEREBY CERTIFY to the Board of Commissioners of Wright County, that to the best of my knowledge, the items of work shown in the Statement of Work Certified in the Final Voucher, have been completed and performed as measured by and in accordance with the Plans and Specifications per the terms of said contract.

DATE: _____

SIGNATURE: _____

Cody Sedbrook, Traffic Engineer

Cody Sedbrook

Digitally signed by Cody
Sedbrook
Date: 2026.04.14
09:13:08-05'00'

CONSENT OF SURETY TO FINAL PAYMENT

AIA Document G707

Bond No. 2365883

OWNER	☐
ARCHITECT	☐
CONTRACTOR	☐
SURETY	☒
OTHER	☐

TO OWNER:
(Name and address)

Wright County Highway Department
3600 Braddock Ave NE
Buffalo, MN 55313

ARCHITECT'S PROJECT NO.:

CONTRACT FOR: 2025 Pavement Markings Contract

PROJECT:
(Name and address)

CONTRACT DATED: March 18, 2025

2025 Pavement Markings Contract - Job No. 2503

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the
(Insert name and address of Surety)

Swiss Re Corporate Solutions America Insurance Corporation
1200 Main Street, Suite 800
Kansas City, MO 64105

, SURETY,

on bond of
(Insert name and address of Contractor)

Sir Lines-A-Lot, LLC
7175 Cahill Rd.
Edina, MN 55439

, CONTRACTOR,

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not relieve the Surety of any of its obligations to

(Insert name and address of Owner)

Wright County Highway Department
3600 Braddock Ave NE
Buffalo, MN 55313

, OWNER,

as set forth in said Surety's bond.

IN WITNESS WHEREOF, the Surety has hereunto set its hand on this date: December 15, 2025

(Insert in writing the month followed by the numeric date and year.)

Attest:

(Seal):

Cassidy Kelly



Swiss Re Corporate Solutions America Insurance Corporation

(Surety)

By:

(Signature of authorized representative)

William Reidinger

Attorney-in-Fact

(Printed name and title)

SWISS RE CORPORATE SOLUTIONS

SWISS RE CORPORATE SOLUTIONS AMERICA INSURANCE CORPORATION ("SRCSAIC")
SWISS RE CORPORATE SOLUTIONS PREMIER INSURANCE CORPORATION ("SRCSPIC")

GENERAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, THAT SRCSAIC, a corporation duly organized and existing under laws of the State of Missouri, and having its principal office in the City of Kansas City, Missouri, and SRCSPIC, a corporation organized and existing under the laws of the State of Missouri and having its principal office in the City of Kansas City, Missouri, each does hereby make, constitute, and appoint: **William Reidinger**

Principal: Sir Lines-A-Lot, LLC
Obligee: Wright County Highway Department
Bond Description: 2025 Pavement Markings Contract - Job No. 2503
Bond Number: 2365883
Bond Amount: See Bond Form

Its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver, for and on its behalf and as its act and deed, bonds or other writings obligatory in the nature of a bond on behalf of each of said Companies, as surety, on contracts of suretyship as are or may be required or permitted by law, regulation, contract or otherwise, provided that no bond or undertaking or contract or suretyship executed under this authority shall exceed the amount of:

FIFTY MILLION (\$50,000,000.00) DOLLARS

This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Boards of Directors of both SRCSAIC and SRCSPIC at meetings duly called and held on the 9th of May 2012:

"RESOLVED, that any two of the President, any Managing Director, any Senior Vice President, any Vice President, the Secretary or any Assistant Secretary be, and each or any of them hereby is, authorized to execute a Power of Attorney qualifying the attorney named in the given Power of Attorney to execute on behalf of the Corporation bonds, undertakings and all contracts of surety, and that each or any of them hereby is authorized to attest to the execution of any such Power of Attorney and to attach therein the seal of the Corporation; and it is

FURTHER RESOLVED, that the signature of such officers and the seal of the Corporation may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signatures or facsimile seal shall be binding upon the Corporation when so affixed and in the future with regard to any bond, undertaking or contract of surety to which it is attached."



By Erik Janssens
Erik Janssens, Senior Vice President of SRCSAIC & Senior Vice President of SRCSPIC

By Gerald Jagrowski
Gerald Jagrowski, Vice President of SRCSAIC & Vice President of SRCSPIC

IN WITNESS WHEREOF, SRCSAIC and SRCSPIC have caused their official seals to be hereunto affixed, and these presents to be signed by their authorized officers this 10TH day of NOVEMBER, 20 22

State of Illinois
County of Cook

SS

Swiss Re Corporate Solutions America Insurance Corporation
Swiss Re Corporate Solutions Premier Insurance Corporation

On this 10TH day of NOVEMBER, 20 22, before me, a Notary Public personally appeared Erik Janssens, Senior Vice President of SRCSAIC and Senior Vice President of SRCSPIC and Gerald Jagrowski, Vice President of SRCSAIC and Vice President of SRCSPIC, personally known to me, who being by me duly sworn, acknowledged that they signed the above Power of Attorney as officers of and acknowledged said instrument to be the voluntary act and deed of their respective companies.



Christina Manisco
Christina Manisco, Notary

I, Jeffrey Goldberg, the duly elected Senior Vice President and Assistant Secretary of SRCSAIC and SRCSPIC, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney given by said SRCSAIC and SRCSPIC, which is still in full force and effect.

IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Companies this 15th day of December, 2025.

Jeffrey Goldberg
Jeffrey Goldberg, Senior Vice President &
Assistant Secretary of SRCSAIC and
SRCSPIC

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTSDate: 12/12/2025The undersigned hereby acknowledges receipt of the sum of \$ 690,531.11.

1. ☐ as partial payment for labor, skill and material furnished
2. ☒ as payment for all labor, skill and material furnished or to be furnished (except the sum of 66,282.09 retainage or holdback)
3. ☐ as full and final payment for all labor, skill and material furnished or to be furnished

to the following described real property: (legal description, street address or project name)

and for value received hereby waives all rights acquired by the undersigned to file or record mechanic's lien against said real property for labor, skill or material furnished to said real property (only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors employed by the undersigned have been paid in full, EXCEPT:


By: Emily GruenwaldIts: Project Accountant LeadFed. Tax ID No. 46-5427787**INSTRUCTIONS:**

Please complete and sign this lien waiver on the line above. Once it has been fully signed, please return this original, signed lien waiver to us in the enclosed self-addressed stamped envelope. If you have any questions, please call _____ at _____. Thank you.



Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	0-361-308-128
Submitted Date and Time:	23-Mar-2026 12:36:21 PM
Legal Name:	SIR LINES-A-LOT INC
Federal Employer ID:	46-5427787
User Who Submitted:	linesalot
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	1166192640
Minnesota ID:	3509324
Project Owner:	WRIGHT COUNTY HIGHWAY DEPARTMENT
Project Number:	C25-03
Project Begin Date:	01-May-2025
Project End Date:	23-Mar-2026
Project Location:	WRIGHT COUNTY
Project Amount:	\$690,531.11
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Central Time.

Please [print this page](#) for your records using the print or save functionality built into your browser.



RESOLUTION #26-39
BOARD OF WRIGHT COUNTY
COMMISSIONERS

DATE ADOPTED:
May 5, 2026

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

RESOLUTION #26-39

Page 1 of 1

BE IT RESOLVED that, all work having been satisfactorily completed and the Engineer's Certificate of Final Contract Acceptance having been submitted, the Wright County Board of Commissioners does hereby accept Contract 2503 for the 2025 County wide Pavement Marking contract and hereby does authorize final payment in the amount of \$66,282.09 to Sir Lines-A-Lot of Edina, MN.

Motion by
Commissioner

Seconded by
Commissioner

Roll Call Vote:

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

STATE OF MINNESOTA)

ss.

County of Wright)

I, Select Signer, duly appointed and qualified of the County of Wright, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Wright County, Minnesota, at their session held on Wednesday, April 29, 2026, now on file in my office, and have found the same to be a true and correct copy thereof.

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

Select Signer

Destination and Workflow

Meeting Type:*

Board Meeting

Target Meeting Date*

5/5/2026 9:00 AM – Board of Wright County
Commissioners

Requestor Name

Greg Kryzer

Agenda Item Type

☒ RFBA ☐ Minutes Submission ☐ Warrants Submission

Requestor Title

County Administrator

Target Section

☐ Consent Agenda ☐ Timed Agenda
☒ Item for Consideration

Department (please use dropdown to select department)*

ADMINISTRATION

Originator

BTP5489

Item Details

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

Cancellation of the County Board Workshop Scheduled for 9:00 a.m., Tuesday May 12, 2026

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

Cancellation of the County Board Workshop Scheduled for 9:00 a.m., Tuesday May 12, 2026

Value Stream the request primarily aligns with:

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

Describe the impact on staffing resources.

Fiscal Impact:

Background/Justification:

Route for Review and Approval

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

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

Document Name

Attachment Type

RFBA Review

Assistant County Administrator Review

Assistant County Administrator Decision

Approved

Notes

County Administrator Review

County Administrator Decision

Notes