

**Wadena County Board of Commissioners  
Agenda for July 14, 2020**

**Agenda for July 14, 2020 beginning at 9:00 am this meeting is setup for remote participation as listed below and in the Wadena City Council Chambers 222 2nd St. SE Wadena, MN 56482.**

**Section 13D.021, subdivision 1 permits public bodies to hold meetings via telephone or other electronic means if the conditions of this section are met.**

**Section 13D.021 requires a public body to make a determination that an in-person meeting is "not practical or prudent because of a health pandemic or an emergency declared under chapter 12." At this time, the governor has declared an emergency under Ch. 12.**

**Requirements for holding a meeting via telephone or other electronic means include:**

- 1. All participating members can hear one another;**
- 2. Members of the public at the physical meeting location can hear all discussion "unless attendance at the regular meeting location is not feasible due to the health pandemic";**
- 3. At least one member of the public body is present at the meeting location, "unless unfeasible due to the health pandemic"; and**
- 4. All votes are taken by roll call.**

**Join Zoom Meeting**

**Meeting ID: 929 4514 6959**

**Password: 965092**

**+16465588656,,99297792682# US (New York)**

**+13126266799,,92945146959# US (Chicago)**

**Dial by your location**

- +1 646 558 8656 US (New York)**
- +1 301 715 8592 US (Germantown)**
- +1 312 626 6799 US (Chicago)**
- +1 669 900 9128 US (San Jose)**
- +1 253 215 8782 US (Tacoma)**
- +1 346 248 7799 US (Houston)**

- 1. 9:00 A.M. Call To Order**
- 2. Pledge Of Allegiance**
- 3. Amendments To The Agenda/Approval Of Agenda**

4. Recognition Of Interested Citizens

5. Consent Agenda Items

A. 7-7-20 Minutes

Documents:

[7-7-20 MINUTES.PDF](#)

B. Low Income SSTS Replacement Grant 08-020-2020

Documents:

[LOW INCOME SSTS REPLACEMENT GRANT 08-020-2020.PDF](#)

C. Low Income SSTS Replacement Grant 14-300-0380

Documents:

[LOW INCOME SSTS REPLACEMENT GRANT 14-300-0380.PDF](#)

6. Regular Agenda Items

7. COVID 19 Emergency Executive Committee Update

Documents:

[COVID 19 EMERGENCY EXECUTIVE COMMITTEE UPDATE.PDF](#)

8. Resolution For Holding Events During COVID 19 Pandemic

Documents:

[RESOLUTION FOR HOLDING EVENTS DURING COVID 19 PANDEMIC.PDF](#)

9. Wearing Face Coverings In County Buildings

Documents:

[WEARING FACE COVERINGS IN COUNTY BUILDINGS.PDF](#)

10. CARES Act Discussion

Documents:

[CARES ACT DISCUSSION.PDF](#)

11. 10:00 A.M. Break

12. RESOLUTION FOR NO NET LOSS OF TAXABLE PARCELS IN WADENA COUNTY

Documents:

[RESOLUTION FOR NO NET LOSS OF TAXABLE PARCELS IN WADENA COUNTY.PDF](#)

13. Commissioner/Committee Reports

14. Adjourn



## WADENA COUNTY BOARD OF COMMISSIONERS' MEETING

July 7, 2020

The Wadena County Board of Commissioners' Meeting was held on July 7, 2020 in the Wadena City Council Chambers, 222 2<sup>nd</sup> St. SE, Wadena, Minnesota. The meeting was called to order at 9:03 am by Commissioner Horsager and all present recited the Pledge of Allegiance.

Also present were: Commissioners Jim Hofer, Jon Kangas, Sheldon Monson and Bill Stearns, County Coordinator/Engineer Ryan Odden via Zoom, County Attorney Kyra Ladd, County Auditor/Treasurer Heather Olson via Zoom, Chief Deputy Joe Schoon, Planning & Zoning Administrator Deana Malone, Public Health Director Cindy Pederson, Human Services Amie Gendron, County Assessor Lee Brekke, Information Technology Coordinator Dave Hotchkiss, County Recorder Soledad Henriksen, Kevin Lindow via Zoom, *Wadena Pioneer Journal* reporter Michael Johnson via Zoom and *Independent News Herald/Verndale Sun* reporter Trinity Gruenberg via Zoom.

**Amend/Approve the Day's Agenda:** Moved by Commissioner Monson, seconded by Commissioner Hofer to approve the day's agenda as presented. Motion carried unanimously.

**Recognize Interested Citizens:** None present today.

CONSENT AGENDA:

Commissioner Kangas wanted to pull E, "Counties Providing Technology Revised Joint Powers Agreement," for further consideration. He also had questions on C, "Achievement Days Aug 7-9, 2020," and D, "School Backpack Program August 17-20, 2020." Commissioner Kangas was interested in the Achievement Days gathering having, "no more than 250 guests," but it also stating, "no public spectators will be allowed," at the event. He wanted to know what the gathering would entail for people involved. Kyra Ladd, County Attorney, mentioned that she didn't know where the Extension was coming from, but this was standards everywhere for wording. Commissioner Kangas' question on the School Backpack Program was that it only involved a limited amount of people and why it needed to be brought before the Board to be discussed. Commissioner Hofer stated that there would be some more clarifications coming up in the COVID-19 Emergency Executive Committee Update about gatherings. Moved by Commissioner Monson, seconded by Commissioner Kangas to approve the following consent agenda items, except E, "Counties Providing Technology Revised Joint Powers Agreement," which was pulled for further consideration:

- Approve the 6-15-20 and 6-23-20 minutes.
- Approve the 1st Half Allocation of \$1,500.00 for the Menahga Area Historical Society & Museum.
- Approve the Achievement Days set for August 7-9, 2020.
- Approve the School Backpack Program set for August 17-20, 2020.
- Approve the minutes of the public hearing held by the Planning Commission on June 18, 2020.
- Approve the posting of a Child Support Worker, Solid Waste Attendant, and Child Protection Social Worker. All replacement hires.
- Approve the move of the Child Supports Officers under the Income Maintenance Unit (IMU).
- Approve the July New Hires: Human Services – Replacement Hire Stacey Veen, Adult Mental Health Social Worker, \$23.06 per hour, Start Date 6/22/2020, Grade: 54, Step: 2 Yearly Gross Salary: \$47,964.80, Total Salary and Employer Contributions (Taxes & Benefits): \$55,231.

Sheriff's Office – New Hires Daniel Garner, Sheriff's Deputy, \$25.56 per hour, Start Date 7/1/2020, Grade: 54, Step: 5 Yearly Gross Salary: \$53,164.80, Total Salary and Employer Contributions (Taxes & Benefits): \$61,219 and Richard Ziegler, Jailer/Dispatch, \$17.52 per hour, Start Date 5/18/2020, Grade: 51, Step: 1 Yearly Gross Salary: \$36,441.60, Total Salary and Employer Contributions (Taxes & Benefits): \$41,963.

- Approve Fair Ground Maintenance Funds to be used for a walkway at a cost of \$4,100.00 and a wheel barrier not to exceed \$2,500.00.

Motion carried unanimously.

**Counties Providing Technology Revised Joint Powers Agreement:** Commissioner Kangas wanted to know more information on the Joint Powers Agreement Article 4.3, "The Board may establish and collect fees for its services to Members and to others." He was wondering if there was any limitation on it or was it for the modules the County has purchased. Commissioner Hofer, who had been on the Board for 2 years, stated that the initial buy-in was \$175,000.00. There after the Assessor's office, IFS programs for budgeting and the Treasurer's Office for taxes all use the software. When the County purchases each of the modules there is a price and Commissioner Hofer described it like a cafeteria plan where the County checks out each one of them.

Kyra Ladd voiced that she felt when reviewing the revised Agreement that it was open ended. She wanted to know how it gets charged, who decides it and if the County doesn't like something about the Agreement it would take them 18 months to withdraw. Commissioner Hofer stated that they receive a dividend every year and last year was \$50,000.00. He wanted everyone to know that the County is already receiving money back. Commissioner Hofer wanted to remind Ladd that the County Board had already accepted the Joint Powers Agreement, that this was just a revised copy. Ladd spoke that she was not asked to review the original Agreement, but it had the same language. She found it odd that there was no ceiling for what the County was obligated to pay and if the County wanted out they were forced into an agreement for 18 months.

Commissioner Kangas told the Board that he understood what the fee schedule was now and did not have a problem with it, because each of the 23 Counties has their own seat on the Board. His biggest concern was the, "Right to Withdraw," which is a minimum of 18 months and could go up to 30 months depending on when a County gave their notice. He wanted the Board to be clear of this situation. Commissioner Stearns stated in this situation the months would be a good thing to have on the County's side, because if they ever withdrew it would take that long to find software for taxes which would be complicating. Also he mentioned it would take a lot of money to find this software too. He shared that this is why there is an Agreement already for this software that we are using.

Moved by Commissioner Monson, seconded by Commissioner Hofer to approve the revised Joint Powers Agreement. Motion carried unanimously.

REGULAR AGENDA:

**Wadena County 2021-2023 Auditing Services:** Heather Olson, County Auditor/Treasurer, was present via Zoom and discussed that this year the County needs to let the State of Minnesota know that they are no longer using their auditing services. It has been a conversation for multiple years in the County to go with another auditing service. Olson believes that to get the best use of the County's money and to

receive the best services, the County needs to put out a Request for Proposal this month to see if they can get a new auditing firm or if the State would choose to rebid.

Commissioner Monson shared that he knew of another County that went with an independent auditor and they were pleased with the money they saved. Commissioner Hofer mentioned that a Board he was on switched auditors and it saved money plus they were quicker. Olson stated that she was finishing up the Request for Proposal.

Moved by Commissioner Monson, seconded by Commissioner Hofer to approve to end the auditing service agreement with the State Of Minnesota Auditor's Office and go out for RFP for 2021, 2022, 2023 auditing services to be returned by August 7, 2020 to the Wadena County Auditor's Office. Motion carried unanimously.

**Wadena County CARES Act Funding:** On June 26, 2020 the County was given notification by the State of Minnesota that they were eligible to apply for the CARES Act Funding. If the County did not apply by that day, funds could have been delayed closer to fall. Heather Olson stated that the County did get their application out that day and on July 2, 2020 Wadena County did receive \$1,692,093.00 from the State which was a flow through for the Federal Government.

Last week Olson listened to a webinar and was given a sheet of guidance that was put together by AMC and MDR with what the County can and cannot do with the funds. The County has already incurred some COVID-19 expenses over the last 4 months that will be covered by the money. Olson wanted the Board to know that the money cannot be used for Capital Improvement purchases. The money cannot be used to better the County. It has to be only for COVID-19 related situations. Fund payments may not be used for government revenue replacement, including the provision of assistance to meet tax obligations. This means that the County cannot use this money to assist people with their taxes.

Commissioner Kangas wanted to know about the section of the guidelines that talks about eligible expenditures may include grants to small businesses with costs due to interruptions caused by required closures. He wanted to know if the County was going to notify local businesses of getting some of these funds. He feels the County isn't hurting quite as bad as some of the local businesses and was hoping some of the funds could help them.

Olson agreed with Commissioner Kangas that the County has not had a lot of COVID-19 related expenses currently. She feels a committee should be formed and decide how the funds should be portioned off. There is a timeline that the funds have to be used, which is the beginning of December 2020 and any unused funds have to be returned by the end of December 2020. Commissioner Kangas wanted to know if the Ag Society or the Fair Board would be eligible for funds since they lost revenue from not being able to hold events or would that be considered County. Olson returned that she would have to check on that circumstance.

The Commissioners discussed who should be on a committee if formed for disbursing funds from the CARE Act. Commissioner Horsager made a list of potential names for the committee; Chair or Vice-Chair of the Board of Commissioners, Dean Uselman (Wadena City Economic Development Director), Katie Heppner (West Central Economic Development Alliance Executive Director), someone from the Wadena County Attorney's Office, someone from Region 5, Heather Olson (Wadena County Auditor/Treasurer) and Ryan Odden (Wadena County Coordinator). This committee would perform as guardians for making decisions and spending the CARE Act fund in a legal manor. The Commissioners' Board was appreciative

of Heather Olson for putting together the application quickly so the funds could be received back in a timely manner.

**Resolution to Approve CUP for Lee and Robin Hendrickson for a Sand Extraction Operation:** Planning & Zoning Administrator Deana Malone was present to discuss the Resolution to approve the Conditional Use Permit for Lee and Robin Hendrickson to authorize and extraction for fill sand for the applicant's excavating company located in Section 11 of Blueberry Township located in an A-2 Mixed Agriculture Forestry District. There was a Public Hearing held on the application on Thursday, June 18, 2020 and the Planning Commission did their due diligence in hearing the application and have made a recommendation to the Wadena County Board of Commissioners to approve the application.

Moved by Commissioner Kangas, seconded by Commissioner Monson to approve the recommendation of the Planning Commission to approve the application of Lee and Robin Hendrickson to operate an extraction operation for fill sand for use in the applicant's excavating business on property located in Section 11 of Blueberry Township located in an A-2 Mixed Agriculture Forestry District with their findings of fact and with the conditions proposed (PID #02.011.3010). Motion carried unanimously.

**Resolution to Approve CUP for Donald and Mary Petersen for 2nd Family Dwelling:** Deana Malone explained the Resolution to approve the Conditional Use Permit for Donald and Mary Petersen to allow a second dwelling for an immediate family member located in Section 17 of North Germany Township located in an A-General Agricultural District. A Public Hearing was held on the application Thursday, June 18, 2020 and the Planning Commission did their due diligence in hearing the application and have made a recommendation to the Wadena County Board of Commissioners to approve the application.

Moved by Commissioner Stearns, seconded by Commissioner Monson to approve the recommendation of the Planning Commission to approve the application of Donald and Mary Petersen to allow a second family dwelling to be situated on their property located in Section 17 of North Germany Township located in an A-General Agriculture District with their findings of fact (PID #08.017.3010). Motion carried unanimously.

**Preliminary Plat - Renneberg Holdings LLC and Wes Renneberg:** Deana Malone discussed the Preliminary Plat of Common Interest Community to approve for Renneberg Holdings, LLC and Wes Renneberg on property located in Section 4 of Blueberry Township located in an R-1 Suburban Residence District. Malone addressed the Planning Commission with the Preliminary Plat for Wes Renneberg and Renneberg Holdings, stating that she had contacted the surveyor on the project and had gone over a few things with him that needed to be added to the plat to be in compliance with the Subdivision Ordinance. The Planning Commission reviewed and made a recommendation to the Wadena County Board of Commissioners to approve on Thursday, June 18, 2020

Moved by Commissioner Kangas, seconded by Commissioner Monson to approve the Preliminary Plat of Common Interest Community – Blueberry Pines developed by Renneberg Holdings, LLC and Wes Renneberg on property located Section 4 of Blueberry Township, located in an R-1 Suburban Residence District, with the changes required by the Planning Commission in their review and recommendation to approve on June 18, 2020. Motion carried unanimously.

**Conservation Fund Proposal to Acquire 4,900 AC in Wadena County:** Commissioner Horsager received an email from the Conservation Fund recently stating that they were looking at purchasing 4,900 acres of land from Potlatch in Wadena County and would be coming to speak with the County. Then the

Conservation Fund would donate those acres to the State of Minnesota. There is already 23,325.55 acres of land in State management, which is off the Wadena County tax rolls. The majority of this land is in Huntersville Township and they are looking at donating another 7.5 sq. miles in the same area.

The County may receive a payment in lieu of taxes, but it is not a guarantee according to Deana Malone. Wadena County has recouped 260 of the original acres from the DNR in their last land purchase. Malone stated that when the DNR purchased land before, they came to the County Board to ask for permission. She shared that from the first acquisition, the DNR needed permission from the County Board to purchase land. She further stated that according to that information, they would need to receive approval again from the Board. If they do not get permission they should not accept the acquisition of the land, because that is their policy.

The Commissioners were in agreement that a large portion of land in Wadena County is already in State management and they did not want any more purchased. They came to a consensus that a Resolution in opposition of the Conservation Fund acquiring Wadena County land be brought before the next Board meeting.

A break was taken at 10:07 am. The meeting reconvened at 10:12 am.

**COVID-19 Emergency Executive Committee Update:** Ryan Odden, County Coordinator/Engineer, spoke via Zoom about the last two COVID-19 Emergency Executive Committee meetings. He mentioned that one topic was about Cindy Pederson, Public Health Director, has been helping the County with work place guidelines which have been currently stable. Another topic he talked about was that the County Board wasn't seeing it necessary for all events to be submitted as a Consent Agenda Item. Odden will bring a Resolution before the Board next week that people having larger events will only need to let himself, Cindy Pederson and maybe the COVID-19 Committee know what is happening on County property and not everything needs to be brought before the County Board. Also Odden mentioned that the COVID-19 Committee spoke about what the court is going to need to operate off-site and where the Board of Commissioners is going to meet short term during the current pandemic.

**Authorization for Entering into Lease Agreement for Offsite Court Hearing and Trials:** Ryan Odden, Kyra Ladd and Dave Hotchkiss, IT Coordinator, have been meeting with Court Administration and the Sheriff's Office. They have been looking for alternate offsite locations for court activities. This would include larger hearings and jury trials that would take a lot of staff and have many people involved. St. Ann's has a gathering space where the County is probably going to end up. Odden asked St. Ann's for a lease agreement to review, but has not received one as of yet. The lease amount that the County will be potentially charged would be \$100.00 a day. The County needs to get moving, because some of the trials have been on hold. The County's responsibility is the building cost and the State is responsible for any technology costs.

Ladd spoke that there has been State Information Technology and Audio Visual people looking at the site. The group did look at a number of sites around Wadena and there was pros and cons. The con with St. Ann's is that the County does not know how long they could be in that location with other occupants needing the space if an Executive Order is lifted. The County is under a Supreme Court Order due to the spacing and requirements for courtroom proceedings. The Courthouse has two large courtrooms, but doesn't offer the square footage needed currently for large trials. This is a temporary solution, but the County does not have a long term answer. If St. Ann's is used for court proceedings, but they need their building back earlier than expected the County would need to come up with a second option.

Commissioner Kangas questioned if this would be a legitimate COVID-19 expense to go towards a lease agreement and also if schools were back in session, wouldn't courts be back at the Courthouse? Commissioner Stearns stated that St. Ann's does not have a school anymore and that children attended Kindergarten-6<sup>th</sup> grade at the public school. The only use they would have would be for religious release. Ladd also added it would be used for counseling services too. Commissioner Hofer shared that whatever the Governor allows for schools may not be allowed for courts.

Commissioner Monson wondered if the court had to be held in Wadena County. Ladd stated that a Court Order could get a venue change in another County with Wadena County jurors. She mentioned that all 87 Counties have been on hold with their court cases and needed their space in their Counties too. Commissioner Monson also brought up the use of the old United Methodist Church, which is now privately owned. Ladd offered that Court Administration was looking into that property, but had not got back to her yet. Hotchkiss said that the technology piece might be a conflict on that property, which was not an issue at St. Ann's.

Moved by Commissioner Monson, seconded by Commissioner Hofer to authorize the County Coordinator and the County Attorney to enter into any agreement to set-up offsite court use. Motion carried unanimously.

**Discuss Continuing Remote Access for Board Meetings:** More face to face attendance is occurring at the Wadena County Board of Commissioners' Meetings, but Zoom has become popular and has brought more participation too. Ryan Odden was wondering if the Board wanted to offer Zoom as an option long term at their Board Meetings. Ladd shared that at the County's Management Meeting the topic was brought up and everyone at their meeting enjoyed the Zoom Commissioners' Meeting option.

Commissioner Stearns wanted to know from Ladd if after the Governor's order, if there would need to be a timing change for the meeting notices. Ladd stated that it was correct that the County would need to give 10 days' notice for meetings, but it could still be seen via Zoom. Also the agenda could be uploaded later than the 10 days to the website.

Commissioner Horsager said that the County had the consensus of the Board to direct Odden and Hotchkiss to continue offering the option of Zoom to their Board Meetings.

**Agreement between the City Of Wadena and Wadena County for use of the City Council Chambers:** The Wadena City Administrator, Janette Bower, put together an Agreement between the City of Wadena and Wadena County for the use of the City of Wadena's Council Chambers. Currently the County Board cannot use the small courtroom at the Courthouse due to the size, because of orders related to the pandemic.

Commissioner Hofer noticed a discrepancy on the Board Action Form for the Agreement that it stated, "Wadena County Commissioners' Board to use their Council Chambers for meetings on the first and third Tuesdays of the month." The text should have read, "generally the first three Tuesdays of the month."

Moved by Commissioner Monson, seconded by Commissioner Hofer to approve the Agreement between the City of Wadena and Wadena County for use of the City of Wadena Council Chambers with the effective date of July 1, 2020 and for the change of the meetings to read, "generally the first three Tuesdays of the month." Motion carried unanimously.

Commissioner Reports:

Commissioner Hofer: 6/23/2020 Commissioners' Board Meeting, 6/24/2020 CHAMP Youth Asset Board, 6/24/2020 Law Library Committee, 6/29/2020 COVID-19 Committee, 7/1/2020 Management Team Meeting, 7/6/2020 COVID-19 Committee, 7/7/2020 Commissioners' Board Meeting.

Commissioner Kangas: 6/23/2020 Commissioners' Board Meeting, 6/24/2020 Prairie Lakes Municipal Solid Waste Authority Meeting, 6/25/2020 Budget Committee, 6/29/2020 Parks' Board Meeting, 7/1/2020 GISAC Meeting, 7/7/2020 Commissioners' Board Meeting.

Commissioner Monson: 6/24/2020 CHAMP Board Meeting, 6/25/2020 Region 5 Meeting, 7/7/2020 Commissioners' Board Meeting.

Commissioner Stearns: 6/23/2020 Commissioners' Board Meeting, 6/24/2020 Prairie Lakes Municipal Solid Waste Authority Meeting, 6/24/2020 AMC Business Partners Meeting, 6/25/2020 Budget Committee, 6/26/2020 Region 5 Rural Transit Coordinating Council Meeting, 7/7/2020 Commissioners' Board Meeting.

Commissioner Horsager: 6/23/2020 Commissioners' Board Meeting, 6/23/2020 Historical Society Meeting, 6/25/2020 Central MN Council on Aging, 6/26/20 Mahube-OTWA Board of Directors' Meeting, 6/29/2020 COVID-19 Committee, 6/29/2020 Parks' Board Meeting, 7/1/2020 Management Team Meeting, 7/6/2020 COVID-19 Committee, 7/7/2020 Commissioners' Board Meeting.

**Commissioners' Board Meeting Dates for July 2020:** The Board is switching a meeting date from Tuesday, July 28, 2020 to Tuesday, July 21, 2020 due to a conflict at the request of Commissioner Monson. All Commissioners agreed to the change of the date.

A break was taken at 10:59 am. The meeting reconvened at 11:04 am.

**Closed Session to Develop or Consider Offers or Counteroffers for the Purchase or Sale of Real or Personal Property of Parcel Number 22-470-1661 in Sleepers Plat in Wadena, MN 56482:** The purpose of the meeting will be to meet in closed session, permitted under Minnesota State Statute 13D.05, Subd. 3, (3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property of Parcel # 22-470-1661 in Sleepers Plat in Wadena, MN 56482 at 11:05 am. Meeting reopened at 11:33 am.

Commissioner Monson moved, seconded by Commissioner Kangas to adjourn the meeting at 11:34 am. Motion carried unanimously.

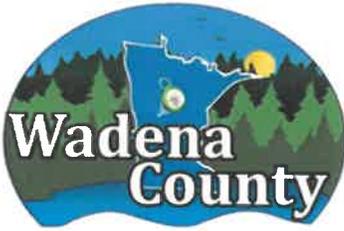
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Ryan Odden,  
Wadena County Coordinator/Engineer

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Charles Horsager, Chairperson  
Wadena County Commissioners

# Wadena County, MN Board Action Form



**Action Requested**

<input checked="" type="checkbox"/> Action/Motion	<input type="checkbox"/> Report
<input type="checkbox"/> Discussion	<input type="checkbox"/> Resolution
<input type="checkbox"/> Information Item	<input type="checkbox"/> Other
<input checked="" type="checkbox"/> Consent Agenda Item	

**Title: Low Income Septic System Replacement Grant Approval - PID# 08-020-2020**

Date of Meeting: 7-14-2020

Total time requested: Consent

Department Requesting Action: Planning & Zoning

Presenting Board Action/Discussion at Meeting:

**Background**  Supporting Documentation enclosed

- LISSTSR Grant application was received from property owner of PID #08-020-2020 on June 23, 2020.
- Applicant meets USDA guidelines for low income.
- Applicant owns and resides on property where system needs to be replaced.
- Applicant submitted two similar quotes (attached): 1) L & B Excavating \$12,875 2) Gilster Excavating \$13,000.
- The LISSTSR Grant Review Committee reviewed the application and recommended 75% of the low bid from L & B Excavating be awarded toward the installation of the new system.
- Applicant will pay the balance of the system.
- All previous applications in 2020 have been approved at 75% of the low bid.
- With the other application approval today, there is a balance of \$1,806 available in grant funding.

**Options**  Supporting Documentation enclosed

**Recommendation**  The Wadena County Board of Commissioners approves the following by Motion:

**To approve the Low Income Septic System Replacement Grant for the owner of property having PID# 08-020-2020 in the amount of \$9,656 which is 75% of the low quote received from L & B Excavating, and to accept the low quote from L & B Excavating to design & install the new system.**

**Financial Implications: \$9,656**

Comments

Funding Source: 2851 Reserve

Budgeted:  Yes  No

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Monson	<input type="checkbox"/> Monson
Second:	<input type="checkbox"/> Hofer	<input type="checkbox"/> Hofer
<input type="checkbox"/> Passed	<input type="checkbox"/> Stearns	<input type="checkbox"/> Stearns
<input type="checkbox"/> Failed	<input type="checkbox"/> Horsager	<input type="checkbox"/> Horsager
<input type="checkbox"/> Tabled	<input type="checkbox"/> Kangas	<input type="checkbox"/> Kangas

**Signatures**

STATE OF MINNESOTA }  
COUNTY OF Wadena }

I, Ryan Odden, County Coordinator, Wadena County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Administration Office of Wadena County in Wadena, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:

Seal

LEE HENDRICKSON  
218-564-5731  
Cell: 218-639-2198



**L&B**  
EXCAVATING, INC.  
SEPTIC DESIGN & INSTALLATION

P.O. Box 185  
Menahga, MN 56464  
MPCA # 1158

6/15/20

Luther Kneklau (B.O) 837-5213

17299 250<sup>th</sup> St.

Sebeka MN 56477

A finance charge of 1.5% per month (18% per annum) will be charged on all accounts over 30 days.

4 bedroom Septic

\* New 2250 3 Comp Tank

\* 10' x 50' Rock bed in man

\* Pump & Alarm & Electrical Hookup

\* Pump old Tank & Abandon

\* Sand on New man

\* Septic Design & Permit

12,875.00

Thanks

Thank You

# *Gilster Excavating Inc*

DAN GILSTER  
21354 320<sup>TH</sup> STREET  
SEBEKA, MN 56477

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Phone 218-472-3072

Cell Phone 218-849-1496  
gilsterexc@wcta.net

June 10, 2020

**LUTHER KREKLAU  
17299 250<sup>TH</sup> ST  
SEBEKA, MN 56477**

**QUOTE:**

SEPTIC FOR A 4 BEDROOM HOME

2,250 2 COMPARTMENT TANK WITH PUMP & ALARM

500 SQ FT DRAIN FIELD MOUND

OLD TANKS PUMPED & FILLED IN

INCLUDES DESIGN, PERMIT AND WIRING HOOKED UP

\$13,000.00

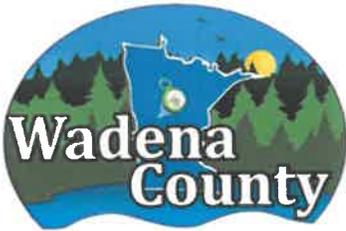
GILSTER EXCAVATING



DAN GILSTER  
LICENSE # 2564

**QUOTE EXPIRES 12/31/2020**

# Wadena County, MN Board Action Form



<b>Action Requested</b>	
<input checked="" type="checkbox"/> Action/Motion	<input type="checkbox"/> Report
<input type="checkbox"/> Discussion	<input type="checkbox"/> Resolution
<input type="checkbox"/> Information Item	<input type="checkbox"/> Other
<input checked="" type="checkbox"/> Consent Agenda Item	

<b>Title: Low Income Septic System Replacement Grant Approval – PID# 14-300-0380</b>	
Date of Meeting: 7-14-2020	Total time requested: Consent
Department Requesting Action: Planning & Zoning	
Presenting Board Action/Discussion at Meeting:	
<b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
<ul style="list-style-type: none"> <li>LISSTSR Grant application was received from property owner of PID #14-300-0380 on July 6, 2020.</li> <li>Applicant meets USDA guidelines for low income.</li> <li>Applicant owns and resides on property where system needs to be replaced.</li> <li>Applicant submitted two similar quotes (attached): 1) Baker Excavating \$7,700 2) Bluffton Hardware \$9,500.</li> <li>The LISSTSR Grant Review Committee reviewed the application and recommended 75% of the low bid from Baker Excavating be awarded toward the installation of the new system.</li> <li>Applicant will pay the balance of the system.</li> <li>All previous applications in 2020 have been approved at 75% of the low bid.</li> <li>With the other application approval today, there is a balance of \$1,806 available in grant funding.</li> </ul>	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Wadena County Board of Commissioners approves the following by Motion:	
<b>To approve the Low Income Septic System Replacement Grant for the owner of property having PID# 14-300-0380 in the amount of \$5,775 which is 75% of the low quote received from Baker Excavating, and to accept the low quote from Baker Excavating to design &amp; install the new system.</b>	
<b>Financial Implications: \$5775</b>	Comments
Funding Source: 2851 Reserve	
Budgeted: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Monson	<input type="checkbox"/> Monson
Second:	<input type="checkbox"/> Hofer	<input type="checkbox"/> Hofer
<input type="checkbox"/> Passed	<input type="checkbox"/> Stearns	<input type="checkbox"/> Stearns
<input type="checkbox"/> Failed	<input type="checkbox"/> Horsager	<input type="checkbox"/> Horsager
<input type="checkbox"/> Tabled	<input type="checkbox"/> Kangas	<input type="checkbox"/> Kangas

**Signatures**  
 STATE OF MINNESOTA }  
 COUNTY OF Wadena }  
 I, Ryan Odden, County Coordinator, Wadena County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Administration Office of Wadena County in Wadena, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting.  
 Witness my hand and seal:

Seal



# BAKER EXCAVATING



Licensed · Bonded · Insured

Septic Systems - Black Dirt - Demolition Work  
218-371-2754 28745 610th St. · Wadena, MN

<b>ORDER INFO</b>	customer's order no. <b>0384</b>	phone	date <b>7-3-20</b>
	name <b>Alvin Finn</b>		
	address <b>14842 Pine Edge Dr</b>		
	city, state, zip <b>Wadena mn 56482</b>		
	sold by	cash <input type="checkbox"/> c.o.d. <input type="checkbox"/>	charge <input type="checkbox"/> on acct. <input type="checkbox"/>

quantity	description	price	amount
1	3 Bed. Septic System - 1500 2 compartment		
2	Tank - Pressure Bod. - Pump Tank +		
3	Collapse old System.		
4	Design - Install - Perm. H - Inspection.		
5			
6	grass seed - will Run wires but		
7	Homeowner is Responsible To Hook		7700 <sup>00</sup>
8	up wires		
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			

*Thank you  
Bill*

received by	sub total	
	tax	
	<b>TOTAL DUE</b>	<b>7700<sup>00</sup></b>

# PROPOSAL

PROPOSAL NO. 530

SHEET NO.

DATE 7-2-20

FROM: BLUFFTON HARDWARE, INC  
P.O. BOX 56  
BLUFFTON, MN 56518  
218-385-2701

## PROPOSAL SUBMITTED TO

## WORK TO BE PERFORMED AT

NAME Elvin Finn  
STREET 14842 Pine Edge Dr.  
CITY Wadena  
STATE Mn.  
TELEPHONE NUMBER Rik - 651-243-4374STREET Same  
CITY \_\_\_\_\_  
STATE \_\_\_\_\_  
DATE OF PLANS \_\_\_\_\_  
ARCHITECT \_\_\_\_\_

We hereby propose to furnish all the materials and perform all the labor necessary for the completion of:

Sewer System: Install new sewer system for 3-Bedroom house  
which consists of 1500 gal. 2-compartment Septic tank - lift station  
pump - electric alarm - effluent filter and 380 sq.ft. pressure bed  
drainfield with all materials - labor and excavation and installed  
according to county codes \$ 9000.<sup>00</sup>  
Permit Fee - Design: \$ 500.<sup>00</sup>  
(Working run from house to lift station)  
(Note pumping of old tank - and electrical hookup by owner)

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of:

Nine thousand five hundred dollars and 00/100 Dollars (\$ 9500.<sup>00</sup> ).  
with payments to be made as follows:

Completion of Job

Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon above work. Workmen's Compensation and Public Liability Insurance on above work to be taken out by Bluffton Hdw. Inc.

Respectfully submitted

Per Bluffton Hdw. Inc.Note— This proposal may be withdrawn by us if not accepted within 60 days.

## ACCEPTANCE OF PROPOSAL

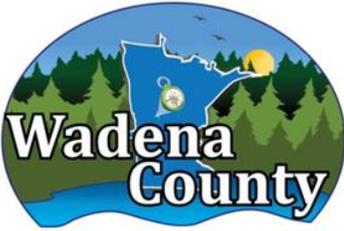
The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Accepted \_\_\_\_\_

Signature \_\_\_\_\_

# Wadena County, MN Board Action Form

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Action Requested	
<input checked="" type="checkbox"/> Action/Motion <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Information Item  <input type="checkbox"/> Consent Agenda Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other

*COVID 19 Emergency Executive Committee Update*

Date of Meeting: Every meeting until committee is ended.	Total time requested: 10 minutes
----------------------------------------------------------	----------------------------------

Department Requesting Action: Coordinator

Presenting Board Action/Discussion at Meeting: Ryan Odden, County Coordinator

**Background**  Supporting Documentation enclosed

The Committee has a standing meeting schedule to have a conference call to discuss any COVID 19 related issues. The committee will report to the board if there has been any new issues that needed a immediate decision or will give recommendations of items that could wait until a regular board meeting.

**Options**  Supporting Documentation enclosed

**Recommendation**  The Wadena County Board of Commissioners approves the following by Motion:

Financial Implications:	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

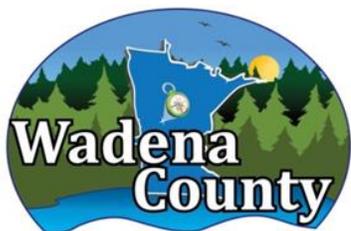
Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Monson	<input type="checkbox"/> Monson
Second:	<input type="checkbox"/> Hofer	<input type="checkbox"/> Hofer
<input type="checkbox"/> Passed	<input type="checkbox"/> Stearns	<input type="checkbox"/> Stearns
<input type="checkbox"/> Failed	<input type="checkbox"/> Horsager	<input type="checkbox"/> Horsager
<input type="checkbox"/> Tabled	<input type="checkbox"/> Kangas	<input type="checkbox"/> Kangas

**Signatures**  
 STATE OF MINNESOTA }  
 COUNTY OF Wadena }  
 I, Ryan Odden, County Coordinator, Wadena County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Administration Office of Wadena County in Wadena, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:

Seal

# Wadena County, MN Board Action Form

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<b>Action Requested</b>	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item  <input type="checkbox"/> Consent Agenda Item	<input type="checkbox"/> Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Other

<b>Resolution for Holding Events During COVID 19 Pandemic</b>	
Date of Meeting: 7/14/20	Total time requested: 5 min
Department Requesting Action: Coordinator	
Presenting Board Action/Discussion at Meeting: Ryan Odden	
<b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed At the May 5, 2020 regular county board a resolution was passed that any event on county property be approved to the County Board prior to the event during the declared state of emergency.	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Wadena County Board of Commissioners approves the following by Motion: <b>The Wadena County Commissioners pass the Resolution for Holding Events During COVID 19 Pandemic.</b>	
<b>Financial Implications: \$</b>	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Monson	<input type="checkbox"/> Monson
Second:	<input type="checkbox"/> Hofer	<input type="checkbox"/> Hofer
<input type="checkbox"/> Passed	<input type="checkbox"/> Stearns	<input type="checkbox"/> Stearns
<input type="checkbox"/> Failed	<input type="checkbox"/> Horsager	<input type="checkbox"/> Horsager
<input type="checkbox"/> Tabled	<input type="checkbox"/> Kangas	<input type="checkbox"/> Kangas

<b>Signatures</b> STATE OF MINNESOTA } COUNTY OF Wadena } I, Ryan Odden, County Coordinator, Wadena County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Administration Office of Wadena County in Wadena, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:	Seal
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# WADENA COUNTY BOARD OF COMMISSIONERS

## RESOLUTION FOR HOLDING EVENTS DURING COVID 19 PANDEMIC

**Whereas**, the Wadena County Board of Commissioners have made an executive order committed to protecting the health, safety, and welfare of its citizens and those spending time in our communities. As the seasons change and spring and summer are upon us, we are mindful that decisions about events where people come together such as community celebrations and large gatherings are being discussed,; and

**Whereas**, any proceeding with event planning should be done so with full knowledge that emergency executive orders could impact whether or not events can occur and if there are any associated restrictions with the same; and

**Whereas**, any planned events that require permits and licenses issued by the County will be done so in accordance with any emergency executive orders and the accompanying restrictions that are in place; and

**Whereas**, we recommend the cooperation from county residents and we voice our ongoing concern for the health of our public, the need to follow CDC guidance, and the economic and social implications felt by so many. During these uncertain times, it is unfortunately not business as usual and various factors need to be carefully considered; and

**Whereas**, Wadena County intends to comply with all governor executive orders and we expect others to fully cooperate as well, including any and all person(s)/organizations using any County owned property.

**NOW, THEREFORE, BE IT RESOLVED** by the Wadena County Board of Commissioners that all events in the County make every effort to comply with all current Governor Executive Orders and CDC guidelines. **LET IT BE FURTHER RESOLVED** that any event being planned on County owned property give notice of the event to the County Coordinator prior to holding their event.

### CERTIFICATION

I, Ryan Odden, County Coordinator, Clerk to the Wadena County Board of Commissioners, do hereby certify that the above is a true and correct copy of a resolution adopted by the Wadena County Board of Commissioners at a meeting held on the 14<sup>th</sup> day of July, 2020.

Witness my hand and seal.

---

Ryan Odden, County Coordinator  
Wadena County, Minnesota

# Wadena County, MN Board Action Form

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<b>Action Requested</b>	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item  <input type="checkbox"/> Consent Agenda Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other

**Wearing Face Coverings in County Buildings**

Date of Meeting: 7/14/20 Total time requested: 5 min

Department Requesting Action: Coordinator

Presenting Board Action/Discussion at Meeting: Ryan Odden

**Background**  Supporting Documentation enclosed

At the July 10, 2020 COVID Exec. Committee discussed the new Supreme Court order that makes it mandatory for everyone conducting in-person business with the Courts to "...wear a face covering at all times while in public areas, hallways, or other common areas of the facility."

The Committee is recommending to the County Board that all public have the same requirement in all County buildings.

**Options**  Supporting Documentation enclosed

**Recommendation**  The Wadena County Board of Commissioners approves the following by Motion:  
**The Wadena County Commissioners is requiring that everyone conducting in-person business within County Buildings the to wear a face covering at all times while in public areas, hallways, or other common areas of the facility's.**

<b>Financial Implications: \$</b>	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Monson	<input type="checkbox"/> Monson
Second:	<input type="checkbox"/> Hofer	<input type="checkbox"/> Hofer
<input type="checkbox"/> Passed	<input type="checkbox"/> Stearns	<input type="checkbox"/> Stearns
<input type="checkbox"/> Failed	<input type="checkbox"/> Horsager	<input type="checkbox"/> Horsager
<input type="checkbox"/> Tabled	<input type="checkbox"/> Kangas	<input type="checkbox"/> Kangas

**Signatures**

STATE OF MINNESOTA }  
 COUNTY OF Wadena }  
 I, Ryan Odden, County Coordinator, Wadena County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Administration Office of Wadena County in Wadena, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:

Seal

# Wadena County, MN Board Action Form

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<b>Action Requested</b>	
<input type="checkbox"/> Action/Motion <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Information Item  <input type="checkbox"/> Consent Agenda Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other

**CARES Act Discussion**

Date of Meeting: 7/14/20 Total time requested: 5 min

Department Requesting Action: Coordinator

Presenting Board Action/Discussion at Meeting: COVID Committee and Heather Olson Auditor/Treasurer

**Background**  Supporting Documentation enclosed

General discussion on CARES Act funding. Note the COVID Exec, Committee did approve the purchase of temperature scan stations for the Courthouse, Public Health and Human Services. They will be getting installed in the next couple weeks.

**Options**  Supporting Documentation enclosed

**Recommendation**  The Wadena County Board of Commissioners approves the following by Motion:

<b>Financial Implications: \$</b>	Comments
-----------------------------------	----------

Funding Source:	
-----------------	--

Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	
--------------------------------------------------------------------	--

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Monson	<input type="checkbox"/> Monson
Second:	<input type="checkbox"/> Hofer	<input type="checkbox"/> Hofer
<input type="checkbox"/> Passed	<input type="checkbox"/> Stearns	<input type="checkbox"/> Stearns
<input type="checkbox"/> Failed	<input type="checkbox"/> Horsager	<input type="checkbox"/> Horsager
<input type="checkbox"/> Tabled	<input type="checkbox"/> Kangas	<input type="checkbox"/> Kangas

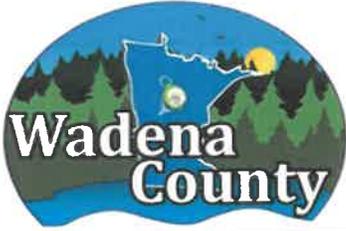
**Signatures**

STATE OF MINNESOTA }  
 COUNTY OF Wadena }

I, Ryan Odden, County Coordinator, Wadena County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Administration Office of Wadena County in Wadena, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:

Seal

# Wadena County, MN Board Action Form



Action Requested	
<input type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item  <input type="checkbox"/> Consent Agenda Item	<input type="checkbox"/> Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Other

<b>Title: Resolution for No Net Loss of Taxable Parcels in Wadena County</b>	
Date of Meeting: 7-14-2020	Total time requested:
Department Requesting Action: County Board	
Presenting Board Action/Discussion at Meeting:	
<b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
<ul style="list-style-type: none"> <li>• Attached Resolution</li> </ul>	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input type="checkbox"/> The Wadena County Board of Commissioners approves the following by Motion:	
<b>Financial Implications:</b>	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Monson	<input type="checkbox"/> Monson
Second:	<input type="checkbox"/> Hofer	<input type="checkbox"/> Hofer
<input type="checkbox"/> Passed	<input type="checkbox"/> Stearns	<input type="checkbox"/> Stearns
<input type="checkbox"/> Failed	<input type="checkbox"/> Horsager	<input type="checkbox"/> Horsager
<input type="checkbox"/> Tabled	<input type="checkbox"/> Kangas	<input type="checkbox"/> Kangas

**Signatures**

STATE OF MINNESOTA }  
 COUNTY OF Wadena }  
 I, Ryan Odden, County Coordinator, Wadena County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Administration Office of Wadena County in Wadena, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting.  
 Witness my hand and seal:

Seal

Wadena County Board of Commissioners

**A Resolution for No Net Loss of Taxable Lands**

**WHEREAS**, Wadena County's land area totals 341,723.9 acres, and there are already 23,325.55 acres, roughly 7%, in public land ownership; and

**WHEREAS**, Wadena County still maintains greater than 80% of its original wetlands which are already protected under the Wetland Conservation Act, and

**WHEREAS**, Wadena County already struggles with a limited tax base and adding more acres to a public land inventory would have negative tax implications for the County; and

**WHEREAS**, in December of 2015 the Department of Natural Resources acquired an additional 2006 acres of forested land from Potlach through purchase and through a donation from the Trust for Public Land with the approval of the County Board and with the understanding these acres would be replaced by the sale of other state held lands, and

**WHEREAS**, only a fraction of those lands have been replaced in the County to date,

**NOW, THEREFORE BE IT RESOLVED**, the Wadena County Board of Commissioners opposes any further additions to publicly held lands in the County of Wadena unless there is an acre for acre return to privately held, taxable acres which would happen concurrently.

**THE WADENA COUNTY  
BOARD OF COMMISSIONERS**

IN TESTIMONY WHEREOF THE WADENA COUNTY BOARD OF COMMISSIONERS has caused this resolution to be adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**ATTEST:  
COMMISSIONERS**

**WADENA COUNTY BOARD OF**

\_\_\_\_\_  
Ryan Odden – Wadena County Coordinator

BY \_\_\_\_\_  
Charles Horsager, Chairperson