

## WADENA COUNTY BOARD OF COMMISSIONERS' MEETING

JANUARY 18, 2022

The Wadena County Board of Commissioners' Meeting was held on January 18, 2022 in the Wadena City Council Chambers, 222 2<sup>nd</sup> St. SE, Wadena, Minnesota. The meeting was called to order at 9:02 am by Chairperson Kangas and all present recited the Pledge of Allegiance.

Present were: Commissioners Jon Kangas, Murlyn Kreklau, Sheldon Monson, County Coordinator Ryan Odden, County Auditor/Treasurer Heather Olson, County Attorney Kyra Ladd via Zoom, Human Services Director Jennifer Westrum via Zoom, Administrative Services Supervisor Amie Gendron via Zoom, Lead Eligibility Worker Deb Nelson via Zoom, Sheriff Mike Carr via Zoom, Chief Deputy Joe Schoon, Highway Engineer Darin Fellbaum via Zoom, Transit Director Randy Jahnke via Zoom, IT Director David Hotchkiss via Zoom, City of Wadena Dean Useiman, *Review Messenger* reporter Matt Johnson, *Wadena Pioneer Journal* reporter Rebecca Mitchell via Zoom, *Independent News Herald/Verndale Sun* reporter Trinity Gruenberg via Zoom, and Commissioner Mike Weyer via Zoom.

Commissioner Weyer and Commissioner Stearns were not present at the meeting. Commissioner Weyer was on via Zoom, but was only an observer for this meeting.

**Amend/Approve the Day's Agenda:** Ryan Odden asked to add at 13.1 Vaccination Mandate Update. Chairperson Kangas asked that we add 13.2 Timeline for agenda items being submitted to the Coordinator. Commissioner Kreklau would like to add at 13.3 an Update on Redistricting for the County. Moved by Commissioner Monson, seconded by Commissioner Kreklau to approve the agenda with the items added as listed above. Motion carried unanimously.

**Recognition of Interested Citizens:** None present today.

### CONSENT AGENDA:

Commissioner Kreklau would like to discuss 5d the Corrections Allocation. Chairperson Kangas would like to ask about the Human Service Warrants it says it was passed with a roll call and the consent agenda is not usually passed with a roll-call vote. Ryan Odden said that he can have them update the form so it is a consent agenda item.

It was pointed out by County Attorney, Kyra Ladd that the link on the meeting for the Zoom portion is for the wrong date of January 11, 2022 and the public cannot get into the meeting as it was listed. A break was taken for Ryan Odden to make that correction for the Zoom portion of the meeting.

Moved by Commissioner Monson, seconded by Commissioner Kreklau to approve the following consent agenda items:

- Approve the minutes from the 1-4-22 board meeting.
- Approve the warrants from 1-7-22, US Bank 1-5-22 and 1-14-22 for a total of \$1,619,975.46.
- Approve the Human Service warrants from 1-7-22 for \$61,896.42 and from 1-14-22 for \$9,960.72.
- Approve the Wadena County Allocation for 2022 to Todd Wadena Community Corrections for a total of \$370,102.00.
- To approve the delegate authority to make electronic funds transfers to the Wadena County Auditor/Treasurer staff under the supervision of the Auditor-Treasurer.
- Acknowledge the receipt of a letter of intent to file for office from Auditor-Treasurer, Heather Olson.

Motion carried unanimously.

#### REGULAR AGENDA:

**Todd Wadena Community Corrections Allocation:** Commissioner Krekalu wanted to discuss this and not have it appear on the Consent Agenda. He wanted to know how much the increase was for this year. Heather Olson reported it was a \$33,000.00 increase over last year. Commissioner Kreklau asked where these employees were paid through, Todd or Wadena County. He was told that they are paid through Todd County. Moved by Commissioner Kreklau, seconded by Commissioner Monson to approve the Wadena County Allocation for 2022 to Todd Wadena Community Corrections for a total of \$370,102.00. Motion carried 3-0.

**Human Service Monthly Statistical Reports:** Amie Gendron reported on the Human Services cases in the month of December. The number of children on out of home placement was at 38 for December and Commissioner Monson stated it is nice to see that number going down. The total budget for the last year came in at 96% of the amount budgeted for the year and that was noted and appreciated.

**Recognition of Interested Citizens:** This was readdressed as the link was not correct and citizens were not in the meeting yet when that portion of the meeting happened. Commissioner Weyer wanted noted that item 12 - Transfer of Expense from ARPA to Ag Society Maintenance was already approved as an ARPA expense at the 11-2-21 as stated in those meeting minutes.

**Rural Minnesota CEP Lease Extension:** Ryan Odden reported that Rural Minnesota CEP would like to extend their lease of a portion of the Work Force Center in the Human Service building until 6-30-22. They are looking at how much space that CEP is actually using in the

building due to the changes since the beginning of the pandemic. Currently Rural Minnesota CEP are leasing about 90% of the first floor of that building, but with remote work they are not needing as much space. Moved by Commissioner Monson, seconded by Commissioner Kreklau to extend the lease to Rural Minnesota CEP to 6-30-22 for the portion of the Human Service building that they use. Motion carried 3-0.

**Set Minimum Salary for Elected Officials:** Ryan Odden stated that this would set this minimum salary for the Elected Officials that would file for office to be elected in November of 2022. There was discussion on setting the minimum salaries for the elected officials and qualifications of those that would file for office. County Attorney, Kyra Ladd, stated that if any of the elected positions become an appointed position than the person appointed would then be subject to a salary grid and you should make it clear that you would not be tied to that minimum set today. It was suggested that the amount be at 80% of what is currently being paid. Moved by Commissioner Monson, seconded by Commissioner Kreklau to pass the following resolution with it saying if Elected to the office being added to the resolution and minimum salaries set as listed in the resolution:

**WADENA COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION SETTING THE MINIMUM SALARY OF ELECTED OFFICIALS**

**Whereas,** Minnesota Statutes require that at a January meeting during the year in which candidates may file for various county offices, the County Board shall set by resolution the minimum salary to be paid for the following term,

**NOW, THEREFORE, BE IT RESOLVED** that the minimum salaries of elected officials are hereby established for the next term as follows:

- County Auditor / Treasurer    \$ 74,434.00**
- County Recorder                    \$ 60,606.00, if it remains as an elected position**
- County Sheriff                        \$ 87,736.00**
- County Attorney                    \$121,992.00**

by the Wadena County Board of Commissioners .  
Jon Kangas, Wadena County Board Chair

## 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 18<sup>th</sup> day of January, 2022.

Witness my hand and seal  
Ryan Odden, County Coordinator  
Wadena County, Minnesota

**MN DNR Trail Program Grant Resolutions:** Darin Fellbaum presented a request for the passage for the following resolutions to fund the paving portion of the paving of the trail that runs along Greenwood Ave. Commissioner Monson asked who would maintain the trail after it is built. Darin Fellbaum said that it would be within the right of way so the county would have to maintain it. It is supposed to be for pedestrians to use. Chairperson feels that county has agreed to take over a city street and we are already spending a lot for the road costs and he does not see any benefit for the county for additional costs. Commissioner Monson feels that there is a benefit to have the pedestrians off of the road way. There were concerns voiced over the ongoing maintenance of the trail after it is built. Darin was directed by the board to go back to the City of Wadena and ask if they would commit to take over the maintenance of the trail. By consensus it was decided to table this item to the February 1, 2022 meeting.

**2022 HAVA Grant Resolution for the Replacement of the AutoMark Machines:**

Auditor/Treasurer, Heather Olson presented the request for the passage of the 2022 HAVA Grant Resolution for the purchase of new Omni Ballot Voter Assistive machines. She stated that she would like to use the \$15,000.00 from the 2021 Election Equipment and the \$1,042.79 from the 2022 Election Equipment fund to pay the county costs of these machines. County Attorney, Kyra Ladd, reported that some of the grants are now including within them vaccination language that will require the county to comply and asked that all grants be reviewed for this language. Heather Olson stated that she was unaware of that being a requirement for this grant. Moved by Commissioner Monson, seconded by Commissioner Kreklau to take from the 2021 Election Equipment fund \$15,000.00 and \$1,042.79 from the 2022 Election Equipment fund to purchase new Omni-Ballot machines. Motion carried unanimously.

A break was taken at 10:17 am. Meeting reconvened at 10:23 am.

**2022 HAVA Grant Resolution for the Replacement of the AutoMark Machines:** Moved by Commissioner Monson, seconded by Commissioner Kreklau to approve the attached resolution allowing the county to apply for the 2022 HAVA Grant for the purchase of Voter Assistive Omni-Ballot Machines to replace the AutoMark Machines.

**WADENA COUNTY BOARD OF COMMISSIONERS**  
**RESOLUTION FOR PURCHASE OF ELECTION EQUIPMENT**  
**THROUGH THE 2022 HAVA GRANT**

**WHEREAS**, the State of Minnesota is offering a 2022 HAVA grant to replace aging election equipment;

**WHEREAS**, Wadena County would like to replace the Voter Assistive AutoMark machines that were purchased in 2006 with 15 new Voter Assistive Omni-Ballot Machines;

**WHEREAS**, this HAVA Grant will pay \$23,039.33 of the cost of these new Voter Assistive Machines.

**WHEREAS**, the total cost of Omni-Ballot Voter Assistive Devices is \$72,789.25.

**WHEREAS**, Wadena County will use the VEGA 3 Grant funding, the 2022 HAVA Grant funding and County funding to purchase these machines.

**NOW THEREFORE BE IT RESOLVED:** That Wadena County will participate in the 2022 HAVA Grant option with the State of Minnesota and support the purchase of 15 Omni-Ballot Voter Assistive machine for a cost of \$72,789.25 with the 2022 HAVA Grant of \$23,039.33, the VEGA 3 Grant of \$33,607.13 and the remaining cost of \$16,142.79 coming from Wadena County Election Equipment.

PASSED AND ADOPTED BY THE WADENA COUNTY BOARD OF COMMISSIONERS  
THIS 18<sup>TH</sup> DAY OF JANUARY, 2022.

Motion carried unanimously.

**Transfer of Expense from ARPA to Ag Society Maintenance:** Heather Olson explained that in November the board made the decision to pay the \$13,500.00 sewer and water lines out of the ARPA funding. She is asking to take the money out of the 2021 maintenance funds for the Ag Society instead. It was pointed out by County Attorney that the person who made the motion and seconded it are the ones who need to rescind the previous motion. This was tabled until the next meeting.

**ARPA Funds:** Ryan Odden presented two spread sheets on the ARPA funds. The first is the Proposed American Recovery Plan Act Funding Projects and the second is the Approved ARPA Proposals. Some of the approved money is allocated, but has not been paid out yet. Human Services Director, Jennifer Westrum, asked to put into an account consider placing up to \$200,000.00 in an account to cover costs associated with discharge related issues for residents of the county related to the COVID Pandemic. Auditor/Treasurer Heather Olson informed the

board that funds will need to have detailed itemization bills to support the expenditures for the ARPA funding. These funds needs to be dedicated to a project by December 31, 2024. Commissioner Kreklau then talked about setting money aside for the different cities within the county for infrastructure based on population of the city. Commissioner Monson asked if all of the suggestions for the ARPA funding are qualified expenses. He asked that these suggestions be looked at and any that are not qualified be taken off of the list.

**Vaccination Update:** Chairperson Kangas wanted to address the gathering of vaccination status that was put into PayCom. Due the Supreme Court ruling on the vaccination mandates, this information is not needed. Ryan Odden reported that he has asked PayCom to purge all of the data that was entered for the vaccination status and end that module. Moved by Commissioner Kreklau, seconded by Commissioner Monson to purge all vaccination information and discontinue that module from PayCom. Motion carried unanimously.

**Timeline for Submitting Items for the Board Meetings:** Chairperson Kangas asked that the items for the Commissioner Meetings be submitted by the department at least one week prior to the meetings. He would like to have the agenda published by Wednesday afternoon prior to the meeting the following Tuesday. Heather Olson said this will put the warrants approval out at least another week. Ryan Odden said that meeting minutes will not be completed in time to be on the next board meeting. By consensus this will be implemented.

**Redistricting Update:** Commissioner Kreklau would like to have information on the possible redistricting of the Commissioner Districts for the county. Heather Olson said that she working on this. The state needs to complete their redistricting in February, the municipalities in March and the county districts are decided in April. Commissioner Monson wanted to shift whole townships rather than splitting up a township. Heather would like to discuss this in a work session with the whole board present.

**2022 County Commissioner Committee Assignments:** Chairperson Kangas went through the list of Commissioner Committee Assignments. The assignments were reviewed from the 2021 committee assignment and have suggest changes, they will finalize the 2022 assignments at a future meeting.

**Discussion Setting Workshop Dates:** Chairperson Kangas and Commissioner Kreklau would like to hold more sessions for the Commissioners. Commissioner Kreklau has done some research into what other counties are doing with work sessions. Some hold one meeting a month just for a work session. He think that this will benefit the county. Commissioner Monson wants these work sessions to have a structure and a set agenda. Chairperson Kangas wants to hold these work sessions in the Auditorium at the Courthouse for a more relaxed setting. He thinks that more items could be added to the consent agenda at the regular meetings if they are discussed at the work session meetings. It was pointed out that in the board operation and procedures manual



it is called a work shop meeting. County Attorney, Kyra Ladd, stated that any meeting with a quorum needs and an agenda posted. The purpose stated at the beginning of a meeting must be adhered to and as with any posted meeting, the public are allowed to attend and make comments. A work shop meeting will be held February 8, 2022.

Commissioner/Committee Reports:

Commissioner Monson: 1-14-22 Interviews for Todd Wadena Community Corrections, 1-18-22 Board Meeting.

Commissioner Kreklau: 1-11-22 Historical Society Meeting, 1-13-22 Hazard Mitigation Plan, 1-18-22 Board Meeting.

Commissioner Kangas: 1-12-22 Management Team Meeting, 1-13-22 Coordinator Meeting, 1-13-22 Hazard Migration Meeting, 1-18-22 Board Meeting.

**Closed Session for Negotiation Strategy:** Moved by Commissioner Kreklau, seconded by Commissioner Monson to go into closed session at 11:51 am. Motion carried unanimously.

The meeting went into closed session at 11:51am. The meeting reconvened at 12:06 pm.

Moved by Commissioner Monson, seconded by Commissioner Kreklau to adjourn the meeting at 12:06 pm. Motion carried unanimously.



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Ryan Odden  
Wadena County Coordinator



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Jon Kangas, Chairperson  
Wadena County Commissioner