

**Wadena County Board of Commissioners
Agenda for January 6th, 2026@ 9:00 am
Wadena County Courthouse, Small Courthouse
415 Jefferson St S, Wadena, MN 56482**

Join Zoom Meeting

[https://us06web.zoom.us/j/4707292321?
pwd=rzaVOlJRgxgx49EKxC70qpjCaaU0V.1&omn=87990569898](https://us06web.zoom.us/j/4707292321?pwd=rzaVOlJRgxgx49EKxC70qpjCaaU0V.1&omn=87990569898)

View meeting insights with Zoom AI Companion

<https://us06web.zoom.us/launch/edl?muid=69ab9ab9-ab4c-4020-be80-bb0e73d15236>

Meeting ID: 470 729 2321

Passcode: 52485

One tap mobile

+16469313860,,4707292321# US

+13017158592,,4707292321# US (Washington DC)

Join instructions

[https://us06web.zoom.us/meetings/87990569898/invitations?
signature=oSRDc0ofwtwjvr4WiJsTxSp6LP64FVleiyHXAmiUlrc](https://us06web.zoom.us/meetings/87990569898/invitations?signature=oSRDc0ofwtwjvr4WiJsTxSp6LP64FVleiyHXAmiUlrc)

One or more of our Commissioners may be joining remotely.

1. 9:00 A.M. Call To Order - By Clerk Of The Board
2. Pledge Of Allegiance
3. Nominations And Election Of The Board Chairperson And Vice-Chairperson
4. Amendments To The Agenda/Approval Of Agenda
5. Citizen's Comments

Please limit comments to 3 minutes per person. Items brought before the County Board will be referred for consideration. County Board may ask questions for clarification or explanation, but no Board action or discussion will be held on these items.

6. CONSENT AGENDA ITEMS

A. Minutes For Approval

Documents:

[MINUTES 12-16-2025.PDF](#)

B. Warrants For Approval

Documents:

[AUDITOR WARRANTS 01.06.2026.PDF](#)
[HUMAN SERVICES WARRANTS 01-06-2026.PDF](#)

C. 2026 Feedlot Agreement

Documents:

[2026 FEEDLOT AGREEMENT.PDF](#)

D. Friendly Rider Expense Contracts-MOU

Documents:

[FRIENDLY RIDER EXPENSE CONTRACTS-MOU.PDF](#)

E. Approve And Sign Contract For Services To Update County Comprehensive Plan

Documents:

[APPROVE AND SIGN CONTRACT FOR SERVICES TO UPDATE COUNTY COMPREHENSIVE PLAN.PDF](#)

F. Accept Draft Condensed Minutes Of The Planning Commission - December 18, 2025

Documents:

[ACCEPT DRAFT CONDENSED MINUTES OF THE PLANNING COMMISSION - DECEMBER 18, 2025.PDF](#)

G. Employment Update

Documents:

[EMPLOYMENT UPDATE.PDF](#)

H. Designation Of 2026 Depositories And Investments

Documents:

[DESIGNATION OF 2026 DEPOSITORIES AND INVESTMENTS.PDF](#)

I. Electronic Funds Transfer Authority

Documents:

[ELECTRONIC FUNDS TRANSFER AUTHORITY.PDF](#)

J. Appointment Of County Extension Committee Members

Documents:

[APPOINTMENT OF COUNTY EXTENSION COMMITTEE MEMBERS.PDF](#)

7. REGULAR AGENDA ITEMS

A. FOWCY Discussion

Documents:

[FOWCY DISCUSSION.PDF](#)

B. Highway Department Annual Purchases

Documents:

[HIGHWAY DEPARTMENT ANNUAL PURCHASES.PDF](#)

C. Approve MPCA Feedlot Delegation Agreement Work Plan

Documents:

[APPROVE MPCA FEEDLOT DELEGATION AGREEMENT WORK PLAN.PDF](#)

D. 10:00 AM Break

E. 2026 Official Wadena County Newspaper

Documents:

[2026 OFFICIAL WADENA COUNTY NEWSPAPER.PDF](#)

8. Commissioner Committee Assignments For Review

Documents:

[2025 COMMISSIONER COMMITTEE ASSIGNMENTS.PDF](#)

9. Commissioner/Committee Reports

10. Adjourn

WADENA COUNTY BOARD OF COMMISSIONERS' MEETING

December 16, 2025

The Wadena County Board of Commissioners' Meeting was held on Tuesday, December 16th, 2025 in the Wadena County Courthouse Small Courtroom at 415 Jefferson St. S., Wadena, Minnesota. The meeting was called to order at 9:00 a.m. by Chairperson Stearns and all present recited the Pledge of Allegiance.

Present were: Commissioners Murlyn Kreklau, Bryan Winkels, Ron Noon, Bill Stearns, and Jon Kangas; County Attorney Kyra Ladd, County Auditor/Treasurer/Interim County Administrator Heather Olson, County Engineer Anthony Maule, Assistant County Engineer Ben Skoog, Human Services and Human Resources Director/Deputy County Administrator Jennifer Westrum, Human Resources Specialist Brenna McKnight-Tessier, SGR Vice President Michael Czymbor via Zoom, Transit Director Randy Jahnke, Sergeant Bryan Savaloja, Sheriff Mike Carr, Public Health Director Sarah Ness via Zoom and Tax Specialist Missy Lund.

Amend/Approve the Day's Agenda:

Motion by Commissioner Winkels to approve today's Agenda as presented, seconded by Commissioner Kangas. Motion carried unanimously.

Citizen Comments: There were no citizen comments at this meeting.

Consent Agenda:

- 11-24-25 JD3 Minutes for Approval
- 11-25-2025 Minutes for Approval
- 12-01-2025 Minutes for Approval
- 12-01-2025 TNT Minutes for Approval
- Auditor Warrants for Approval in the amount of \$399,965.93
- Human Services Warrants for Approval in the amount of \$31,663.88
- Designating Wadena County Polling Places for Absentee and Mail Ballot Precincts for 2026 Election Year
- Fire Abatement Application
- Draft Condensed 11-20-2025 Minutes of Planning Commission
- Amendment to Summit Food Service PDF
- HBI RMS Grant Application
- Employment Update

Motion by Commissioner Kangas to approve the Consent Agenda after pulling the HBI RMS Grant, the Condensed Planning Commissioner Minutes and the Employment Update, seconded by Commissioner Kreklau. Motion carried unanimously.

Draft Condensed Minutes of the 11-20-2025 Planning Commission Meeting: Commissioner Kangas raised concerns about the use of “quarter-quarter section” reference in the zoning ordinances and suggested it be replaced with “parcel” for clarity. Commissioner Winkels noted that he would bring that suggestion to the next Planning Commission meeting.

Motion by Commissioner Kangas to accept the Condensed 11-20-2025 Minutes of the Planning Commission, seconded by Commissioner Noon. Motion carried unanimously.

Healthy Brain Initiative Road Map Strategist (HBI RMS) Grant: Commissioner Kreklau asked for the specifics on this \$50,000 grant opportunity. Public Health Director Sarah Ness explained that this is a one-time grant from the Alzheimer’s Association for a Public Health program focused on caregiver training and coalition building.

Motion by Commissioner Noon to approve the HBI RMS \$50,000 Grant Application as presented, seconded by Commissioner Winkels. Motion carried unanimously.

Employment Update: Commissioners Kreklau and Kangas asked if it was the employee or the department who requested the transition from full-time to part-time with benefits. Public Health Director Sarah Ness reported that the current full-time employee is transitioning into an existing part-time position which is available due to a retirement. The full-time position being vacated is not being filled at this time because of the uncertainty of the future of UCare.

Motion by Commissioner Winkels to approve the Employment Update as presented, seconded by Commissioner Noon. Motion carried unanimously.

REGULAR AGENDA ITEMS:

SGR Introduction: Michael Czymbor, Sr. Vice President of the recruiting firm SGR, joined the meeting via Zoom and presented an update on the County Administrator search. He outlined the recruitment process and timeline with the goal to present finalists by February 17, 2026.

Law Enforcement Contract with City of Verndale: Sheriff Mike Carr presented this contract for Board approval, which will bring in \$101,400 in revenue and reduce the sheriff’s overall budget request to 2.6% with no new additional employees. Sheriff Carr explained that the contract is for one year and noted that similar arrangements are becoming more common as smaller municipalities struggle to hire police officers. County Auditor/Treasurer/Interim County Administrator Heather Olson noted that if this contract is approved, the budget that was planned to be presented would need to be quickly updated and brought back for Board approval later in this meeting.

Motion by Commissioner Winkels to approve the Law Enforcement Contract with the City of Verndale, seconded by Commissioner Stearns. Motion approved unanimously.

Friendly Rider Selling Buses 9 and 10: Transit Director Randy Jahnke began this discussion with the Board going over the appraisal details and minimum bid amounts.

Motion by Commissioner Kreklau to post both bus 9 and bus 10 on MNBid with a minimum bid of \$1,500 each, seconded by Commissioner Kangas. Motion carried unanimously.

Solid Waste Committed Funds: Solid Waste Supervisor Wade Miller addressed the Board recommending the annual capital improvement budget receive \$80,000 in 2026 as committed fund dollars, an increase of \$30,000 over previous years. Solid Waste maintains a capital improvement plan and a committed fund to normalize its annual budget. The current committed fund balance is \$515,000 and estimated landfill closure costs are approximately \$1 million. This will not affect the proposed Levy, but instead will come out of Solid Waste Funds which are separate from the rest of the county funds.

Motion by Commissioner Winkels to authorize the Auditor to characterize \$80,000 annually within the Solid Waste Account as committed fund dollars starting with the year 2025, seconded by Commissioner Noon. A roll call vote was taken: Kreklau - nay, Noon - aye, Stearns - aye, Winkels - aye, Kangas - nay. Motion carried 3 to 2.

Licensed Solid Waste Haulers: Solid Waste Supervisor Wade Miller presented the Board with 4 applications for 2026 Solid Waste and Recycling Hauler Licenses.

Motion by Commissioner Kangas to approve the 2026 Solid Waste and Recycling License for G&T Sanitation, seconded by Commissioner Noon. Motion carried unanimously.

Motion by Commissioner Kangas to approve the 2026 Solid Waste and Recycling License for 5 Star Disposal, seconded by Commissioner Kreklau. Motion carried unanimously.

Motion by Commissioner Kangas to approve the 2026 Solid Waste and Recycling License for Long Prairie Sanitation, seconded by Commissioner Winkels. Motion carried unanimously.

Motion by Commissioner Winkels to approve the 2026 Solid Waste and Recycling License for Waste Management, seconded by Commissioner Noon. Motion carried unanimously.

Paycom 3 Year Agreement: Human Resources Specialist Brenna McKnight-Tessier addressed the Board with the request for approval. This agreement would cap increases at 3% each year with an estimated cost savings of \$2,704 over the three years.

Motion by Commissioner Noon to approve the 3 Year Agreement with Paycom, capping rate increases at 3% per year, seconded by Commissioner Kangas. Motion carried unanimously.

Paid Family Medical Leave (PFML) Policy: Human Services and Human Resources Director/ Deputy County Administrator Jennifer Westrum presented the policy for Board review, noting that Labor Attorney Dyan Ebert has vetted it prior to today's meeting.

Motion by Commissioner Winkels to approve the Paid Family Medical Leave Policy as presented which is consistent with current state law requiring compliance, seconded by Commissioner Kreklau. Motion carried unanimously.

Family Medical Leave (FML) Policy: Human Services and Human Resources Director/ Deputy County Administrator Jennifer Westrum stated that this policy is being presented for approval as it must align with Met Life's standards and match the timelines of the PFML time periods.

Motion by Commissioner Noon to approve the updates to the Family Medical Leave Policy as presented, seconded by Commissioner Stearns. Motion carried unanimously.

A break was taken from 10:00 a.m. to 10:10 a.m.

2028 CSAH 17 to TH 71 Roundabout - 5 Year Project Plan Update: County Engineer Anthony Maule and Assistant County Engineer Ben Skoog introduced the plan update to the Board. The board discussed potential concerns about truck traffic, winter maintenance, and local business access and decided to move forward with the project due to safety benefits and community support.

Motion by Commissioner Kangas to approve the Highway Department's updated 5 Year Plan to include the proposed mini-roundabout project on CSAH 17 at TH 71/TH 87 in Menahga for 2028 as well as authorizing the County Engineer and County Board Chair to send the letter of support to MNDOT's project manager indicating support of the improvement and commitment towards the County's cost for its leg of the intersection. Motion seconded by Commissioner Winkels and carried unanimously.

2026 Board Meeting Schedule: County Auditor/Treasurer/Interim County Administrator Heather Olson presented the Board Meeting schedule for discussion noting that there may be adjustments, potentially in February for County Administrator Interviews. Timing of Board of Appeals and Truth in Taxation are appropriate to the Statutes. All agreed to go forward with the 2026 schedule as presented.

Tax Forfeited Property: County Auditor/Treasurer/Interim County Administrator Heather Olson and Tax Specialist Missy Lund introduced three tax forfeited parcels which are eligible to have the minimum bid prices lowered and re-listed at auction or be left at the same price and available for sale over the counter at the Wadena County Auditor/Treasurer's Office.

Motion by Commissioner Noon to lower the minimum bid price of parcel 13.001.2020 to \$5,000, seconded by Commissioner Kreklau. A roll call vote was taken: Kreklau - aye, Noon - aye, Stearns - aye, Winkels - aye, Kangas - nay. Motion carried 4 to 1.

Motion by Commissioner Winkels to lower the minimum bid price of parcel 13.001.2025 to \$1,000, seconded by Commissioner Kangas. Motion carried unanimously.

Motion by Commissioner Winkels to lower the minimum bid price of parcel 19.370.0640 to \$10,000, seconded by Commissioner Kreklau. Motion carried unanimously.

Wadena County Owned Property: County Auditor/Treasurer/Interim County Administrator Heather Olson and Tax Specialist Missy Lund presented the list of county owned parcels which are eligible to have the minimum bid prices lowered and re-listed at auction or be left at the same price for sale over the counter at the Auditor/Treasurer's Office. Parcel 22.006.1050 is to remain at the price of \$25,000 and available for sale over the counter at the Wadena County Auditor/Treasurer's Office.

Motion by Commissioner Winkels to lower the minimum price on parcels 05.008.4010 & 05.009.3040, being sold together, to \$100,000 on the upcoming auction, seconded by Commissioner Kangas. A roll call vote was taken: Kreklau - nay, Noon - aye, Stearns - aye, Winkels - aye, Kangas - aye. Motion carried 4 to 1.

Final Levy and Budget: County Auditor/Treasurer/Interim County Administrator Heather Olson presented the Levy and Budget with revenue updates necessary from the passing of the Law Enforcement Contract with the City of Verndale earlier in the meeting. The final Levy increase is 8.90% and includes \$275,000 in Cash Reserves moved from the General Fund. County Auditor/Treasurer/Interim County Administrator Heather Olson reported that Cash Reserves still has a 12-month balance.

The Board discussed the county's budget and levy, expressing concerns about unsustainable tax increases and the impact on residents and businesses and the need for strategic planning and potential service changes to address financial challenges. It was noted that Wadena County is one of the few Minnesota Counties who is being proactive and considering the unfunded legislative mandates in its budget. Future decisions of the legislature and restructuring the implementation of these laws could have an impact.

Motion by Commissioner Winkels to approve the 2025/Payable 2026 Final Levy Resolution 2025-42 in the amount of \$12,012,150.00, seconded by Commissioner Noon. A roll call vote was taken: Kreklau - nay, Noon - aye, Stearns - aye, Winkels - aye, Kangas - nay. Motion carried 3 to 2.

Motion by Commissioner Winkels to set the Wadena County 2026 Budget at \$33,013,960.00, seconded by Commissioner Noon. A roll call vote was taken: Kreklau - nay, Noon - aye, Stearns - aye, Winkels - aye, Kangas - nay. Motion carried 3 to 2.

Recognition of Award: The Wadena County Board of Commissioners recognized and congratulated County Attorney Kyra Ladd as the recipient of the Minnesota County Attorneys Association Johnson Distinguished Service Award for demonstrating significant leadership and sacrifice in her work on the Sentencing Guidelines Commission.

Commissioner Reports:

Commissioner Winkels - 12/04 Ag Society, 12/7-9 AMC, 12/15 Ag Society

Commissioner Kangas - 12/03 AMC, 12/05 Mahube OTTWA, 12/15 Solid Waste

Commissioner Stearns - 12/15 TWCC

Commissioner Noon - 12/04 Public Safety, 12/7-9 AMC, 12/15 TWCC

Commissioner Kreklau - 12/04 Reg 5 Dev. Auth, 12/07 MN Rural Co., 12/07 AMC, 12/10 EDA,
12/15 Soil & Water

Motion to adjourn by Commissioner Winkels at 11:10 a.m., seconded by Commissioner Noon. Motion carried unanimously.

Heather Olson, County Auditor/ Treasurer
Interim County Administrator/Clerk of the Board
Wadena County, MN

William Stearns, County Board Chairman
Wadena County, MN

Auditor Warrants for approval on 01-06-2026

Warrants paid on 12-19-2025 \$101,619.90

Warrants paid on 12/26/2025 \$241,504.94

US Bank paid on \$

\$343,124.84

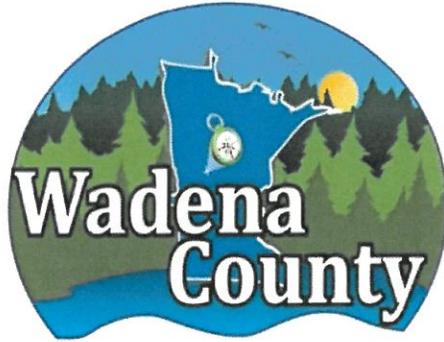
Motion to approve payment of Auditor Warrants made by Commissioner:

Seconded by Commissioner:

I, William Stearns, Chair of the Wadena County Board of Commissioners,
hereby certify to the Board of Commissioners of Wadena County, the above
disbursements of **\$343,124.84**

Board Chair

Vice Board Chair



Electronic Funds Transfer Voucher

Reference number: 2f04343915

Amount: \$ 23,599.44
number of items 42

Date: DEC 17 2025

Transfer performed by: *Karen Nelson*

Authorized by: *Holman*

Date: 12/17/25

**Attach bank confirmation*

Pay Or Transfer

ACH import

✔ Your ACH has been created successfully. Your reference number is 2f04343915.

⚠ Your ACH contains warnings:

- CHEKAuditor_s_batch_12.19.2025_KM.txt is pending financial institution review.

Company

WADENA COUNTY TR

Type

Other - Commingled File

Description

CHEKAuditor_s_batch_12.19.2025_KM.txt

Number Of Batches

2

Total Withdrawals

\$23,599.44 (2)

Total Deposits

\$23,599.44 (42)

*** WADENA COUNTY ***



<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
			<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
105105	ASTERA HEALTH	12,552.80	Judgment-Shrf	11-251-000-0000-6430	80-CV-23-677	N
105105		93.84	Interest-Judgment-Shrf	11-251-000-0000-6430	80-CV-23-677	N
	Warrant # 58559	Total...	12,646.64			
106395	CLASS C COMPONENTS INC	77.65	Plow bolts	13-330-000-0000-6562	452768	N
	Warrant # 58560	Total...	77.65			
105870	DIAMOND DRUGS INC	2,754.82	Inmate Prescriptions-Shrf	11-251-000-0000-6430	IN001545763	N
	Warrant # 58561	Total...	2,754.82			
105390	HARTFORD LIFE AND ACCIDENT INSURANCI	106.08	Insurance - Life COBRA	01-000-000-0000-2055	December	N
105390		1,108.16	Insurance - Life	01-000-000-0000-2057	December	N
105390		181.70	Insurance - Life	09-000-000-0000-2057	December	N
105390		797.84	Insurance - Life	11-000-000-0000-2057	December	N
105390		430.28	Insurance - Life	13-000-000-0000-2057	December	N
105390		1,091.72	Insurance - Life	15-000-000-0000-2057	December	N
105390		134.04	Insurance - Life	17-000-000-0000-2057	December	N
105390		21.16	Insurance - Life	55-000-000-0000-2057	December	N
	Warrant # 58562	Total...	3,870.98			
102092	HILLYARD HUTCHINSON MN	611.07	Laundry Detergent-Shrf	11-251-000-0000-6450	606031668	N
	Warrant # 58563	Total...	611.07			
100375	INTERNATIONAL UNION OPERATING ENGINI	420.00	Union Dues	13-000-000-0000-2042	1310 December	N
	Warrant # 58564	Total...	420.00			
105700	LIFE INSURANCE CO OF NORTH AMERICA -	251.68	Insurance - LTD	01-000-000-0000-2059	December	N
105700		112.86	Insurance - LTD	09-000-000-0000-2059	December	N
105700		237.64	Insurance - LTD	11-000-000-0000-2059	December	N
105700		132.76	Insurance - LTD	13-000-000-0000-2059	December	N
105700		279.02	Insurance - LTD	15-000-000-0000-2059	December	N
105700		21.78	Insurance - LTD	17-000-000-0000-2059	December	N
105700		13.70	Insurance - LTD	55-000-000-0000-2059	December	N
	Warrant # 58565	Total...	1,049.44			

*** WADENA COUNTY ***



<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
							<u>From Date</u>	<u>To Date</u>
105389	LIFE INSURANCE CO OF NORTH AMERICA -	241.40	Insurance - STD			01-000-000-0000-2058	December	N
105389		137.70	Insurance - STD			09-000-000-0000-2058	December	N
105389		287.30	Insurance - STD			11-000-000-0000-2058	December	N
105389		141.10	Insurance - STD			13-000-000-0000-2058	December	N
105389		601.80	Insurance - STD			15-000-000-0000-2058	December	N
105389		45.90	Insurance - STD			17-000-000-0000-2058	December	N
105389		34.00	Insurance - STD			55-000-000-0000-2058	December	N
	Warrant # 58566 Total...	1,489.20						
103034	MINNESOTA ENERGY RESOURCES CORPORA	255.19	Natural Gas/Heating			13-330-000-0000-6250	0505172398	N
103034		121.19	Natural Gas/Heating			13-330-000-0000-6250	0507120627	N
103034		762.00	Natural Gas/Heating			13-330-000-0000-6250	0507706843	N
103034		333.62	Gas November			17-403-100-0000-6210	0503013372-00001	N
	Warrant # 58567 Total...	1,472.00						
102788	MINNESOTA STATE SHERIFFS ASSOCIATION	175.00	Expungement Tranining-Gun Peri			11-209-000-0000-6803	4221	N
	Warrant # 58568 Total...	175.00						
100374	MINNESOTA TEAMSTERS NO. 320	853.00	Union Dues			01-000-000-0000-2042	ecember-023021600	N
100374		380.00	Union Dues			09-000-000-0000-2042	ecember-023021600	N
100374		133.00	Union Dues			11-000-000-0000-2042	ecember-023021600	N
100374		53.00	Union Dues			13-000-000-0000-2042	ecember-023021600	N
100374		51.00	Union Dues			55-000-000-0000-2042	ecember-023021600	N
	Warrant # 58569 Total...	1,470.00						
106564	MODERN IMAGING SOLUTIONS INC	1,133.30	Jail Supplies-Shrf			11-251-000-0000-6450	002321270	N
	Warrant # 58570 Total...	1,133.30						
101237	MOTOROLA SOLUTIONS CONNECTIVITY INC	1,410.00	Vesta-March 2025-911			11-293-000-0000-6803	8230501997	N
101237		1,410.00	Vesta-April 2025-911			11-293-000-0000-6803	8230505803	N
101237		1,410.00	Vest-May 2025-911			11-293-000-0000-6803	8230518830	N
101237		1,410.00	Vesta-June 2025-911			11-293-000-0000-6803	8230521962	N
101237		1,410.00	Vesta-July 2025-911			11-293-000-0000-6803	8230526763	N
101237		1,410.00	Vesta-August 2025-911			11-293-000-0000-6803	8230530276	N

*** WADENA COUNTY ***



<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
			<u>OBO#</u> <u>On-Behalf-of-Name</u>		<u>From Date</u>	<u>To Date</u>
101237	MOTOROLA SOLUTIONS CONNECTIVITY INC	1,410.00	Vesta-September 2025-911	11-293-000-0000-6803	8471000096	N
101237		1,410.00	Vesta-October 2025-911	11-293-000-0000-6803	8471000426	N
101237		1,410.00	Vesta-December 2025-911	11-293-000-0000-6803	8471000904	N
101237		1,410.00	Vesta-November 2025-911	11-293-000-0000-6803	8471000510	N
	Warrant # 58571	Total...	14,100.00			
102864	STAR SQUADS LLC	90.00	Capital Equipment-Shrf	11-201-000-0000-6660	1227	N
	Warrant # 58572	Total...	90.00			
100493	TODD WADENA ELECTRIC COOPERATIVE	55.97	Highway Lighting	13-314-000-0000-6525	20475003	N
100493		54.84	Highway Lighting	13-314-000-0000-6525	20475004	N
100493		59.25	Highway Lighting	13-314-000-0000-6525	20475006	N
100493		44.54	Highway Lighting	13-314-000-0000-6525	20475007	N
100493		44.41	Highway Lighting	13-314-000-0000-6525	20475008	N
	Warrant # 58573	Total...	259.01			
102530	TRIMIN SYSTEMS INC	9,113.00	TRIMIN 2026 ANNUAL PLATINUM	01-101-000-0000-6340	52060	N
102530		15,000.00	TRIMIN 2026 ANNUAL PLATINUM	01-101-102-0000-6820	52060	N
	Warrant # 58574	Total...	24,113.00			
104649	VERIZON WIRELESS	378.57	Phones/tablets/jet packs	17-403-100-0000-6210	6130445735	N
	Warrant # 58575	Total...	378.57			
100652	WEX BANK	28.06	WEX rebate for courthouse	01-062-000-0000-5992	unallocated	N
100652		195.21	November fuel	01-102-000-0000-6566	Assessor	N
100652		101.63	November fuel	01-103-000-0000-6566	Zoning	N
100652		4,367.25	Gas-Shrf	11-201-000-0000-6566	Sheriff	N
100652		55.97	Rebate-Gas-Shrf	11-201-000-0000-6566	Sheriff	N
100652		288.03	Gas-EM	11-281-000-0000-6566	Sheriff	N
100652		1,347.79	Gas - November	13-314-000-0000-6566	Highway	N
100652		5,665.58	Fuel purchase November	17-403-100-0000-6411	Transit	N
100652		28.32	Fuel purchase November	55-391-000-0000-6566	Solid Waste	N
	Warrant # 58576	Total...	11,909.78			

kmalone
12/17/2025

11:37AM
Warrant Form CHEK
Auditor's Warrants

*** WADENA COUNTY ***

WARRANT REGISTER
Auditor Warrants

Approved
Pay Date 12/19/2025



<u>Vendor #</u>	<u>Vendor Name</u>		<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
	Warrant Form	CHEK	Total...	78,020.46	67 Transactions		

*** WADENA COUNTY ***



Warrant Form CHEK-ACH
Auditor's Warrants

WARRANT REGISTER
Auditor Warrants

Approved
Pay Date 12/19/2025

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			<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
100985	AMAZON CAPITAL SERVICES INC	78.61	Office Supplies	01-032-000-0000-6401	1-9744397-2886601	N
100985		37.92	Office Supplies	01-032-000-0000-6401	1-2828205-5401015	N
	Warrant # 20610	Total...	116.53			
102617	ARVIG ENTERPRISES INC	282.65	Telephone-Shrf	11-201-000-0000-6340	1115077	N
	Warrant # 20611	Total...	282.65			
104813	BEHL/GEORGE	28.00	Mileage photos of driver incid	17-403-100-0000-6330	10/5/2025	N
	Warrant # 20612	Total...	28.00			
103074	BLUEBEAM INC	520.00	2 Seats - HR Bluebeam Subscrip	01-032-000-0000-6452	2616085	N
103074		260.00	1 Seat - Admin Bluebeam Subscr	01-033-000-0000-6260	2616085	N
	Warrant # 20613	Total...	780.00			
100987	CENTURYLINK QC	522.00	Circuit Account-Shrf	01-062-000-0000-6202	333847874	N
	Warrant # 20614	Total...	522.00			
106268	COLUMN SOFTWARE PBC	67.03	Board Minutes 11.04.2025	01-041-000-0000-6240	08D6A78D-0081	N
106268		40.65	Warrants for Approval 10.31.25	01-041-000-0000-6240	08D6A78D-0085	N
106268		53.76	Warrants for Approval 11.07.25	01-041-000-0000-6240	08D6A78D-0086	N
106268		70.60	Board Minutes 11.18.2025	01-041-000-0000-6240	08D6A78D-0084	N
	Warrant # 20615	Total...	232.04			
101234	FORUM COMMUNICATIONS COMPANY	1,815.00	Online Job Advertising	01-032-000-0000-6240	MP1229391125	N
	Warrant # 20616	Total...	1,815.00			
101547	GALLS LLC	31.74	Uniform Allowance-Shrf	11-201-000-0000-6182	033458130	N
101547		27.27	Uniform Allowance-Shrf	11-201-000-0000-6182	033458141	N
101547		58.50	Uniform Allowance-Shrf	11-201-000-0000-6182	033458142	N
	Warrant # 20617	Total...	117.51			
105393	GRUNST CHIROPRACTIC CLINIC	100.00	Driver DOT physical	17-403-100-0000-6803	9621-1	N
	Warrant # 20618	Total...	100.00			
105704	HESS/BENJAMIN A	175.00	Medical Consulting Services	09-481-481-9150-6260	December	N
105704		175.00	Medical Consulting Services	09-481-481-9300-6260	December	N

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	<u>Warrant #</u>	<u>20619</u>	<u>Total...</u>	<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
			350.00				
104066	LAW ENFORCEMENT LABOR SERVICES INC		581.94	Union Dues Jailer/Dispatch	11-000-000-0000-2042	December	N
104066			730.00	Union Dues Licensed	11-000-000-0000-2042	December	N
104066			146.00	Union Dues Supervisory	11-000-000-0000-2042	December	N
	<u>Warrant #</u>	<u>20620</u>	<u>Total...</u>				
			1,457.94				
100136	LEAF RIVER AG SERVICE		427.38	Propane	13-330-000-0000-6250	802919	N
	<u>Warrant #</u>	<u>20621</u>	<u>Total...</u>				
			427.38				
102505	MCIT		6,740.00	WC Audit 2024	01-801-000-0000-6260	WCAUDIT2064	N
	<u>Warrant #</u>	<u>20622</u>	<u>Total...</u>				
			6,740.00				
101317	MIDWEST MONITORING & SURVEILLANCE		6.50	Lab-Jail	11-251-000-0000-6450	DT1125149	N
	<u>Warrant #</u>	<u>20623</u>	<u>Total...</u>				
			6.50				
101719	POLMAN TRANSFER INC		50.00	Trailer rental	13-314-000-0000-6571	250658	N
	<u>Warrant #</u>	<u>20624</u>	<u>Total...</u>				
			50.00				
100667	QUINLIVAN & HUGHES PA		1,625.40	Professional Services	01-032-000-0000-6271	20051	N
	<u>Warrant #</u>	<u>20625</u>	<u>Total...</u>				
			1,625.40				
106496	RELAYT CHURCH		32.50	Clinic Rent	09-481-450-4100-6340	December	N
106496			32.50	Clinic Rent	09-481-470-3110-6340	December	N
	<u>Warrant #</u>	<u>20626</u>	<u>Total...</u>				
			65.00				
100162	REVIEW MESSENGER		78.00	Job Advertising	01-032-000-0000-6240	110525RM313	N
	<u>Warrant #</u>	<u>20627</u>	<u>Total...</u>				
			78.00				
106552	STRATEGIC GOVERNMENT RESOURCES INC		2,444.00	Co Admin Search Ad Placements	01-033-000-0000-6260	2025-110157	N
	<u>Warrant #</u>	<u>20628</u>	<u>Total...</u>				
			2,444.00				
100154	STROEING/TIMOTHY J		139.99	Uniform Allowance-Shrf	11-201-000-0000-6182	710372	N
	<u>Warrant #</u>	<u>20629</u>	<u>Total...</u>				
			139.99				
102465	THRIFTY WHITE PHARMACY		188.52	Medical Supplies-Jail	11-251-000-0000-6430	786202	N
	<u>Warrant #</u>	<u>20630</u>	<u>Total...</u>				
			188.52				



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100347	TREASURER ALDRICH TWP	179.75	2024 VOTER Account Distributio	01-066-000-0000-5353	Voter monies 2025	N
	Warrant # 20631	Total...				
		179.75				
100348	TREASURER BLUEBERRY TWP	345.63	2024 VOTER Account Distributio	01-066-000-0000-5353	Voter monies 2025	N
	Warrant # 20632	Total...				
		345.63				
100349	TREASURER BULLARD TWP	92.09	2024 VOTER Account Distributio	01-066-000-0000-5353	Voter monies 2025	N
	Warrant # 20633	Total...				
		92.09				
100362	TREASURER CITY OF MENAHPGA	505.41	2024 VOTER Account Distributio	01-066-000-0000-5353	Voter monies 2025	N
	Warrant # 20634	Total...				
		505.41				
100364	TREASURER CITY OF SEBEKA	247.99	2024 VOTER Account Distributio	01-066-000-0000-5353	Voter monies 2025	N
	Warrant # 20635	Total...				
		247.99				
100365	TREASURER CITY OF STAPLES	273.51	2024 VOTER Account Distributio	01-066-000-0000-5353	Voter monies 2025	N
	Warrant # 20636	Total...				
		273.51				
100366	TREASURER CITY OF VERNDALE	185.85	2024 VOTER Account Distributio	01-066-000-0000-5353	Voter monies 2025	N
	Warrant # 20637	Total...				
		185.85				
100367	TREASURER CITY OF WADENA	1,356.43	2024 VOTER Account Distributio	01-066-000-0000-5353	Voter monies 2025	N
	Warrant # 20638	Total...				
		1,356.43				
100350	TREASURER HUNTERSVILLE TWP	47.71	2024 VOTER Account Distributio	01-066-000-0000-5353	Voter monies 2025	N
	Warrant # 20639	Total...				
		47.71				
100342	TREASURER INDEPENDENT 818	1,000.00	Food Only Gift Cards	09-481-455-5202-6406	2105	N
	Warrant # 20640	Total...				
		1,000.00				
100351	TREASURER LEAF RIVER TWP	169.21	2024 VOTER Account Distributio	01-066-000-0000-5353	Voter monies 2025	N
	Warrant # 20641	Total...				
		169.21				
100352	TREASURER LYONS TWP	76.56	2024 VOTER Account Distributio	01-066-000-0000-5353	Voter monies 2025	N
	Warrant # 20642	Total...				
		76.56				
100353	TREASURER MEADOW TWP	85.99	2024 VOTER Account Distributio	01-066-000-0000-5353	Voter monies 2025	N
	Warrant # 20643	Total...				
		85.99				

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100354	TREASURER NORTH GERMANY TWP	118.17	2024 VOTER Account Distributio	01-066-000-0000-5353	Voter monies 2025	N
	Warrant # 20644 Total...	118.17				
100355	TREASURER ORTON TWP	82.66	2024 VOTER Account Distributio	01-066-000-0000-5353	Voter monies 2025	N
	Warrant # 20645 Total...	82.66				
100356	TREASURER RED EYE TWP	177.53	2024 VOTER Account Distributio	01-066-000-0000-5353	Voter monies 2025	N
	Warrant # 20646 Total...	177.53				
100357	TREASURER ROCKWOOD TWP	150.35	2024 VOTER Account Distributio	01-066-000-0000-5353	Voter monies 2025	N
	Warrant # 20647 Total...	150.35				
100358	TREASURER SHELL RIVER TWP	115.39	2024 VOTER Account Distributio	01-066-000-0000-5353	Voter monies 2025	N
	Warrant # 20648 Total...	115.39				
100359	TREASURER THOMASTOWN TWP	326.77	2024 VOTER Account Distributio	01-066-000-0000-5353	Voter monies 2025	N
	Warrant # 20649 Total...	326.77				
100360	TREASURER WADENA TWP	323.44	2024 VOTER Account Distributio	01-066-000-0000-5353	Voter monies 2025	N
	Warrant # 20650 Total...	323.44				
100361	TREASURER WING RIVER TWP	172.54	2024 VOTER Account Distributio	01-066-000-0000-5353	Voter monies 2025	N
	Warrant # 20651 Total...	172.54				
	Warrant Form CHEK-ACH Total...	23,599.44	53 Transactions			
	Final Total...	101,619.90	120 Transactions			

kmalone
12/17/2025

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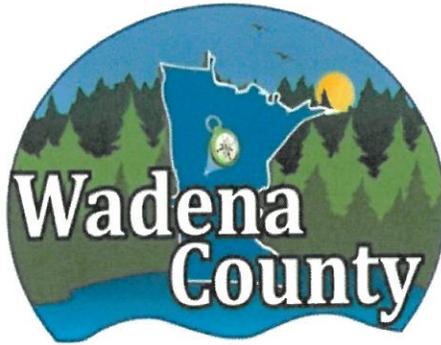
<u>WARRANT RUN</u> <u>INFORMATION</u>	<u>WARRANT</u> <u>FORM</u>	<u>STARTING</u> <u>WARRANT NO.</u>	<u>ENDING</u> <u>WARRANT NO.</u>	<u>DATE OF</u> <u>PAYMENT</u>	<u>DATE OF</u> <u>APPROVAL</u>	<u>PPD</u> <u>COUNT</u>	<u>AMOUNT</u>	<u>CTX</u> <u>COUNT</u>	<u>AMOUNT</u>
18	CHEK	58559	58576	12/19/2025					
42	CHEK-ACH	20610	20651	12/19/2025		3	517.99	39	23,081.45
	TOTAL								
							101,619.90		

*** WADENA COUNTY ***



RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>	<u>ACH AMOUNT</u>	<u>NON-ACH AMOUNT</u>		
1	46,328.05	General Revenue Fund	19,385.95	26,942.10		
9	2,227.26	Public Health Fund	1,415.00	812.26		
11	39,759.03	Sheriff	2,193.11	37,565.92		
13	4,477.35	Road And Bridge Fund	477.38	3,999.97		
15	1,972.54	Social Services Fund	-	1,972.54		
17	6,707.49	Friendly Rider's Transit	128.00	6,579.49		
55	148.18	Solid Waste Fund	-	148.18		
101,619.90	TOTAL		23,599.44	TOTAL ACH	78,020.46	TOTAL NON-ACH



Electronic Funds Transfer Voucher

Reference number: 88f464b849

Amount: \$ 43,096.91
number of items 25

Date: DEC 24 2025

Transfer performed by: Yarema

Authorized by: Hegler

Date: 12/24/25

**Attach bank confirmation*

Pay Or Transfer

ACH import

✔ Your ACH has been created successfully. Your reference number is 88f464b849.

⚠ Your ACH contains warnings:

- CHEKAuditor_s_batch_12.26.2025_KM.txt is pending financial institution review.

Company

WADENA COUNTY TR

Type

Other - Commingled File

Description

CHEKAuditor_s_batch_12.26.2025_KM.txt

Number Of Batches

2

Total Withdrawals

\$43,096.91 (2)

Total Deposits

\$43,096.91 (25)

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100161	ACCURATE RADAR SPECIALTIES	640.00		Radar Calibration-Shrf	11-201-000-0000-6301	3035	N
	Warrant # 58578	Total...	640.00				
105105	ASTERA HEALTH	10.75		Medical Supplies-Jail	11-251-000-0000-6430	21259033801	N
105105		217.66		Medical Supplies-Jail	11-251-000-0000-6430	21259033800	N
105105		116.51		Medical Supplies-Jail	11-251-000-0000-6430	21253033404	N
105105		614.45		Medical Supplies-Jail	11-251-000-0000-6430	21259609301	N
105105		167.46		Medical Supplies-Jail	11-251-000-0000-6430	21261118402	N
105105		8.01		Medical Supplies-Jail	11-251-000-0000-6430	21261118403	N
	Warrant # 58579	Total...	1,134.84				
105361	CARRS TREE SERVICE INC	1,000.00		Weed Spraying	13-314-000-0000-6518	160075	N
	Warrant # 58580	Total...	1,000.00				
105777	CENTRAL LAKES RESTAURANT SUPPLY OF A	240.00		hot/cold valve, hose	01-111-000-0000-6302	2504831	N
	Warrant # 58581	Total...	240.00				
106395	CLASS C COMPONENTS INC	252.54		Plow bolts	13-330-000-0000-6562	452768-01	N
	Warrant # 58582	Total...	252.54				
105938	J BROTHERS MECHANICAL PLUS, LLC	1,176.00		winterize Bell Hill	01-112-000-0000-6302	4242	N
	Warrant # 58583	Total...	1,176.00				
102061	MARATHON; JOHN'S CAR CARE CENTER	80.00		gas	01-111-000-0000-6566	8164	N
102061		78.60		gas	01-111-000-0000-6566	9627	N
102061		92.00		gas	01-111-000-0000-6566	757	N
102061		39.00		gas	01-111-000-0000-6566	1376	N
	Warrant # 58584	Total...	289.60				
106524	MARCO TECHNOLOGIES LLC	740.99		Copier Lease-Shrf	11-201-000-0000-6340	571242213	N
	Warrant # 58585	Total...	740.99				
103019	MCKESSON MEDICAL-SURGICAL INC	107.12		Medical Supplies-Jail	11-251-000-0000-6430	24776972	N
	Warrant # 58586	Total...	107.12				
103652	MEDICA	39,780.22		Health Insurance	01-000-000-0000-2041	939933082592	N

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103652	MEDICA	9,664.96	Health Insurance		09-000-000-0000-2041	939933082592	N
103652		28,866.15	Health Insurance		11-000-000-0000-2041	939933082592	N
103652		22,703.01	Health Insurance		13-000-000-0000-2041	939933082592	N
103652		67,799.67	Health Insurance		15-000-000-0000-2041	939933082592	N
103652		8,508.96	Health Insurance		17-000-000-0000-2041	939933082592	N
103652		3,342.38	Health Insurance		55-000-000-0000-2041	939933082592	N
	Warrant # 58587	Total...	180,665.35				
103171	MEDTOX LABORATORIES, INC	247.72	FSC Lead Testing- Head Start		09-481-455-5202-6406	1120251690623	N
	Warrant # 58588	Total...	247.72				
103034	MINNESOTA ENERGY RESOURCES CORPORA	876.95	heating/natural gas		01-111-000-0000-6415	0614205819-00001	N
103034		529.95	heating/natural gas		01-111-000-0000-6420	0614205819-00004	N
103034		1,564.88	heating/natural gas		01-111-000-0000-6420	0614205819-00007	N
	Warrant # 58589	Total...	2,971.78				
100022	NCPERS GROUP LIFE INS	16.00	PERA Life		01-000-000-0000-2057	34000012026	N
100022		16.00	PERA Life		09-000-000-0000-2057	34000012026	N
100022		16.00	PERA Life		11-000-000-0000-2057	34000012026	N
100022		16.00	PERA Life		15-000-000-0000-2057	34000012026	N
	Warrant # 58590	Total...	64.00				
100090	OFFICE OF MNIT SERVICES - AR	1,338.65	WAN Services		01-061-000-0000-6340	DV25110424	N
100090		148.45	Voice Services-911		11-293-000-0000-6803	W25110604	N
	Warrant # 58591	Total...	1,487.10				
105745	POLK COUNTY AUDITOR	500.00	2026 NCDPSA Yearly Dues		01-061-000-0000-6340	104	N
105745		1,000.00	CloudSafe Iguard Lite Annual		01-061-000-0000-6340	104	N
	Warrant # 58592	Total...	1,500.00				
106046	PREMIER TOWING AND RECOVERY	225.00	Tow-Forfeiture		11-210-000-0000-6803	1641	N
	Warrant # 58593	Total...	225.00				
106141	SCHMIDT/DOUGLAS J	108.00	Civilian Wages-Sjrf		11-201-000-0000-6103	80CR25174	N
	Warrant # 58594	Total...	108.00				

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100493	TODD WADENA ELECTRIC COOPERATIVE	1,651.64	Bell Hill	01-111-000-0000-6250	28514002	N
	Warrant # 58595	Total... 1,651.64				
106085	TONY'S TRANSFER INC	500.00	Cardboard Transportation	55-391-000-0000-6292	54359	N
	Warrant # 58596	Total... 500.00				
104649	VERIZON WIRELESS	26.41	Cell Phone Bill	01-061-000-0000-6340	6130699515	N
	Warrant # 58597	Total... 26.41				
105391	VISION SERVICE PLAN INSURANCE COMPAN	12.20	Insurance - Vision	01-000-000-0000-2055	824215709	N
105391		197.48	Insurance - Vision	01-000-000-0000-2061	824215707	N
105391		24.40	Insurance - Vision	09-000-000-0000-2061	824215707	N
105391		172.34	Insurance - Vision	11-000-000-0000-2061	824215707	N
105391		144.44	Insurance - Vision	13-000-000-0000-2061	824215707	N
105391		356.78	Insurance - Vision	15-000-000-0000-2061	824215707	N
105391		42.70	Insurance - Vision	17-000-000-0000-2061	824215707	N
105391		24.40	Insurance - Vision	55-000-000-0000-2061	824215707	N
	Warrant # 58598	Total... 974.74				
103000	WADENA COUNTY AUDITOR-TREAS	800.00	Office Cleaning - December	09-481-481-9300-6260	202512	N
	Warrant # 58599	Total... 800.00				
101588	WADENA COUNTY GIS DEPARTMENT	145.20	Signs-911	11-293-000-0000-6803	12162025	N
	Warrant # 58600	Total... 145.20				
103528	WADENA COUNTY SOLID WASTE	10.00	demolition	01-111-000-0000-6254	002-00094358-0	N
	Warrant # 58601	Total... 10.00				
103270	WCJAA	1,450.00	Training-Jail	11-251-000-0000-6241		N
	Warrant # 58602	Total... 1,450.00				
	Warrant Form CHEK	Total... 198,408.03	53 Transactions			

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102796	AIRE SERV	1,614.00		replace blower - heating syste	01-111-000-0000-6302	153316253	N
	Warrant # 20652	Total...	1,614.00				
102617	ARVIG ENTERPRISES INC	261.83		Phone Charges	01-061-000-0000-6340	3019140	N
	Warrant # 20653	Total...	261.83				
101657	BECKER TRANSPORT	7,517.70		MSW and Recycling Transport	55-391-000-0000-6292	3854	N
	Warrant # 20654	Total...	7,517.70				
102257	DEM-CON MATERIALS RECOVERY LLC	1,465.69		Process Recycling Loads	55-391-000-0000-6280	8837	N
	Warrant # 20655	Total...	1,465.69				
101467	FASTENAL COMPANY	93.47		Drill bits	13-330-000-0000-6568	WAD100328	N
101467		226.08		Drill bits,flap discs,grinding	13-330-000-0000-6569	WAD100335	N
101467		107.05		Flap discs	13-330-000-0000-6569	WAD100338	N
	Warrant # 20656	Total...	426.60				
101420	G & T SANITATION	1,860.00		Curbside Recycling Nov 25	55-391-000-0000-6252	161680	N
	Warrant # 20657	Total...	1,860.00				
101547	GALLS LLC	105.84		Uniform Allowance-Shrf	11-201-000-0000-6182	033484501	N
	Warrant # 20658	Total...	105.84				
105408	GUARDIAN RFID	38.00		Guardian Cards-Jail	11-251-000-0000-6255	14277	N
	Warrant # 20659	Total...	38.00				
105495	HELTEMES ELECTRIC LLC	70.40		LED lamps	01-111-000-0000-6410	10804	N
	Warrant # 20660	Total...	70.40				
101582	HOTSY MINNESOTA	1,194.00		Salt protector truck wash	13-330-000-0000-6569	27525	N
	Warrant # 20661	Total...	1,194.00				
103070	INNOVATIVE OFFICE SOLUTIONS LLC	87.32		office supplies	01-041-000-0000-6401	IN5008018	N
	Warrant # 20662	Total...	87.32				
105461	KREKLAU/MURLYN	180.60		mileage	01-002-000-0000-6334	November 2025	N
	Warrant # 20663	Total...	180.60				

*** WADENA COUNTY ***



Warrant Form CHEK-ACH
Auditor's Warrants

WARRANT REGISTER
Auditor Warrants

Approved
Pay Date 12/26/2025

<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
			<u>OBO#</u> <u>On-Behalf-of-Name</u>		<u>From Date</u>	<u>To Date</u>
100136	LEAF RIVER AG SERVICE	391.54	fairgrounds propane - Sheriff	01-111-000-0000-6250	503409	N
100136		1,711.95	Diesel Fuel	13-314-000-0000-6564	177400	N
100136		1,073.72	Diesel Fuel	13-314-000-0000-6564	178154	N
100136		1,231.62	Diesel Fuel	13-314-000-0000-6564	178162	N
100136		243.17	Diesel Fuel	13-314-000-0000-6564	178169	N
100136		4,327.09	Diesel Fuel	13-314-000-0000-6564	178179	N
100136		1,307.20	Diesel Fuel	13-314-000-0000-6564	178232	N
100136		1,634.00	Diesel Fuel	13-314-000-0000-6564	178233	N
100136		718.96	Diesel Fuel	13-314-000-0000-6564	178234	N
100136		735.30	Diesel Fuel	13-314-000-0000-6564	178236	N
	Warrant # 20664	Total...	13,374.55			
101445	MARCO, INC. (SUPPLIES & SALES)	50.00	Microsoft License Report	01-061-000-0000-6260	INV14629661	N
101445		1,118.68	Printer Contract	01-061-000-0000-6340	INV14646165	N
101445		211.05	M365 Monthly	01-061-000-0000-6409	INV14596570	N
	Warrant # 20665	Total...	1,379.73			
102470	MORRISON COUNTY HEALTH AND HUMAN :	244.13	Reflective Supervision (Lakes	09-481-450-4925-6260	1119	N
	Warrant # 20666	Total...	244.13			
101746	NOON/RONALD	44.81	meals - AMC	01-002-000-0000-6330	Dec 7-8, 2025	N
101746		266.00	mileage	01-002-000-0000-6334	December 2025	N
	Warrant # 20667	Total...	310.81			
105726	O'REILLY AUTO PARTS	45.98	Wiper blades bus 16	17-403-100-0000-6313	6199-189120	N
	Warrant # 20668	Total...	45.98			
103191	RINKE NOONAN LTD	142.50	Ditch ROB - JD4	01-801-000-0000-6260	404864	N
103191		142.50	Ditch ROB - JD2	01-801-000-0000-6260	404871	N
	Warrant # 20669	Total...	285.00			
100362	TREASURER CITY OF MENA HGA	48.61	Water and sewer	13-330-000-0000-6250	0100004600	N
	Warrant # 20670	Total...	48.61			
100364	TREASURER CITY OF SEBEKA	772.55	Street light replacement	13-314-000-0000-6518	2025-1222	N

*** WADENA COUNTY ***



Warrant Form CHEK-ACH
Auditor's Warrants

WARRANT REGISTER
Auditor Warrants

Approved
Pay Date 12/26/2025

<u>Vendor #</u>	<u>Vendor Name</u>		<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
	Warrant #	20671	Total...	772.55			
100367	TREASURER CITY OF WADENA		8,872.50	Maintenance Agreement 2025	13-314-000-0000-6524	INV00690	N
	Warrant #	20672	Total...	8,872.50			
105275	WADENA COUNTY DAC		100.80	Cleaning November	17-403-100-0000-6370	25230	N
	Warrant #	20673	Total...	100.80			
106275	WADENA IRON & METAL INC		191.20	Metal for equip repair	13-330-000-0000-6562	213167	N
106275			125.88	Metal for equip repair	13-330-000-0000-6562	213178	N
106275			44.24	Metal for equip repair	13-330-000-0000-6562	213180	N
	Warrant #	20674	Total...	361.32			
100266	WEST CENTRAL TELEPHONE ASSN		120.00	Labor _network Install Trip	01-061-000-0000-6260	4803	N
100266			343.60	Labor - Training	01-061-000-0000-6260	4807	N
100266			23.60	TAX EXEMPT	01-061-000-0000-6260	4807	N
100266			1,957.36	Telephone Charges	01-061-000-0000-6340	1360100	N
	Warrant #	20675	Total...	2,397.36			
100238	WHEELER/TYLER		81.59	Uniform Allowance-Shrf	11-201-000-0000-6182	3137837	N
	Warrant #	20676	Total...	81.59			
	Warrant Form	CHEK-ACH	Total...	43,096.91	45 Transactions		
			Final Total...	241,504.94	98 Transactions		

kmalone
12/23/2025

11:47AM

*** WADENA COUNTY ***



Warrant Form CHEK-ACH
Auditor's Warrants

WARRANT REGISTER
Auditor Warrants

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<u>WARRANT RUN</u> <u>INFORMATION</u>	<u>WARRANT</u> <u>FORM</u>	<u>STARTING</u> <u>WARRANT NO.</u>	<u>ENDING</u> <u>WARRANT NO.</u>	<u>DATE OF</u> <u>PAYMENT</u>	<u>DATE OF</u> <u>APPROVAL</u>	<u>PPD</u> <u>COUNT</u>	<u>AMOUNT</u>	<u>CTX</u> <u>COUNT</u>	<u>AMOUNT</u>
25	CHEK	58578	58602	12/26/2025					
25	CHEK-ACH	20652	20676	12/26/2025		3	573.00	22	42,523.91
	TOTAL								

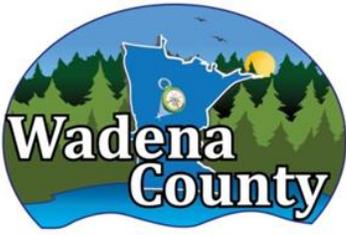
*** WADENA COUNTY ***



RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>	<u>ACH AMOUNT</u>	<u>NON-ACH AMOUNT</u>		
1	56,188.57	General Revenue Fund	6,978.59	49,209.98		
9	10,997.21	Public Health Fund	244.13	10,753.08		
11	33,979.52	Sheriff	225.43	33,754.09		
13	48,758.58	Road And Bridge Fund	24,658.59	24,099.99		
15	68,172.45	Social Services Fund	-	68,172.45		
17	8,698.44	Friendly Rider's Transit	146.78	8,551.66		
55	14,710.17	Solid Waste Fund	10,843.39	3,866.78		
241,504.94	TOTAL		43,096.91	TOTAL ACH	198,408.03	TOTAL NON-ACH

Wadena County, MN Board Action Form



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

Human Services Warrants	
Date of Meeting: 1/6/26	Total time requested: Consent
Department Requesting Action: Human Services	
Presenting Board Action/Discussion at Meeting: Human Services	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
ACH direct deposit forms for warrants dated 12/19/25, 12/26/25, 1/6/26, and one warrant register.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Wadena County Board of Commissioners approves the following by Motion:	
ACH and non-ACH Human Services payments in the amount of \$347,906.00.	
Financial Implications: \$347,906	Comments
Funding Source: State, Federal, Local	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Noon	<input type="checkbox"/> Noon
Second:	<input type="checkbox"/> Winkels	<input type="checkbox"/> Winkels
<input type="checkbox"/> Passed	<input type="checkbox"/> Stearns	<input type="checkbox"/> Stearns
<input type="checkbox"/> Failed	<input type="checkbox"/> Kreklau	<input type="checkbox"/> Kreklau
<input type="checkbox"/> Tabled	<input type="checkbox"/> Kangas	<input type="checkbox"/> Kangas

Signatures
STATE OF MINNESOTA} COUNTY OF Wadena} I, Heather Olson, County Auditor/Treasurer, 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:

ACH-EFT transactions for approval on 1/6/2026

Warrants paid:

MA ACH 12/19/2025	\$	548.07
SSIS ACH 12/26/2025	\$	1,672.45
MA ACH 12/26/2025	\$	2,153.61
Admin ACH 12/26/2025	\$	3,461.43
SSIS ACH 1/2/2026		\$19,837.22

\$27,672.78

Motion to approve payment of Human Services ACH-EFT transactions made by Commissioner:

Seconded by Commissioner:

Chair of the Wadena County Board of Commissioners,
hereby certify to the Board of Commissioners of Wadena County, the above disbursements of **\$27,672.78**

Board Chair

Vice Board Chair

Wadena County Electronic Funds Transfer Voucher

EFT Number

afd4fe7af3

Amount

\$ 548.07

Date

December 19th 2025

Transfer Performed By (Signature)

Annetta Ottens

Date

December 19th 2025

Authorized by (Signature)

Ann Hank

Date

12-18-25

***Attach bank confirmation**

Pay Or Transfer

ACH import

✔ Your ACH has been created successfully. Your reference number is afd4fe7af3.

⚠ Your ACH contains warnings:

- CHEKMA-12_19_2025-Annette_Stevens.txt is pending financial institution review.

Company

WADENA COUNTY TR

Type

Other - Commingled File

Description

CHEKMA-12_19_2025-Annette_Stevens.txt

Number Of Batches

1

Total Withdrawals

\$548.07 (1)

Total Deposits

\$548.07 (3)

Recap of Warrant ACH Files Generated

Warrant Form	Starting ACH No.	Ending ACH No.	Date of Payment
CHEK	35774	35776	12/19/25
Total Amount of ACHs generated.....			\$548.07
			3 ACH Payments

Wadena County
Electronic Funds Transfer Voucher

EFT Number

774478287C

Amount

2,153.01

Date

12.26.25

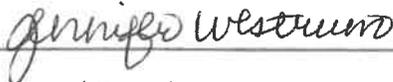
Transfer Performed By (Signature)



Date

12.23.25

Authorized by (Signature)



Date

12.24.25

**Attach bank confirmation*

Pay Or Transfer

ACH import

✔ Your ACH has been created successfully. Your reference number is 774478287c.

⚠ Your ACH contains warnings:

- CHEKMA_-_12_26_25_-_LauraW.txt is pending financial institution review.

Company

WADENA COUNTY TR

Type

Other - Commingled File

Description

CHEKMA_-_12_26_25_-_LauraW.txt

Number Of Batches

1

Total Withdrawals

\$2,153.61 (1)

Total Deposits

\$2,153.61 (8)

Recap of Warrant ACH Files Generated

Warrant Form	Starting ACH No.	Ending ACH No.	Date of Payment
CHEK	35784	35791	12/26/25
Total Amount of ACHs generated.....			\$2,153.61
			8 ACH Payments

**Wadena County
Electronic Funds Transfer Voucher**

EFT Number

56546060 99

Amount

3,441.43

Date

12.26.25

Transfer Performed By (Signature)



Date

12.23.25

Authorized by (Signature)



Date

12.24.25

****Attach bank confirmation***

Pay Or Transfer

ACH import

✔ Your ACH has been created successfully. Your reference number is 5bb4b0ba99.

⚠ Your ACH contains warnings:

- CHEKadmin_-_12_26_25_-_LauraW.txt is pending financial institution review.

Company

WADENA COUNTY TR

Type

Other - Commingled File

Description

CHEKadmin_-_12_26_25_-_LauraW.txt

Number Of Batches

1

Total Withdrawals

\$3,461.43 (1)

Total Deposits

\$3,461.43 (6)

Recap of Warrant ACH Files Generated

Warrant Form	Starting ACH No.	Ending ACH No.	Date of Payment
CHEK	35778	35783	12/26/25
Total Amount of ACHs generated.....			\$3,461.43
			6 ACH Payments

**Wadena County
Electronic Funds Transfer Voucher**

EFT Number

696477a996

Amount

\$1,672.45

Date

Dec 26th, 2025

Transfer Performed By (Signature)

12.22.25

Date

Web Gidding

Authorized by (Signature)

Aimee Gurd

Date

12-22-25

***Attach bank confirmation**

Recap of Warrant ACH Files Generated

Warrant Form	Starting ACH No.	Ending ACH No.	Date of Payment
CHEK	35777	35777	12/26/25

Total Amount of ACHs generated..... \$1,672.45 1 ACH Payments

⚠️ CHEKdbg-dec2625.txt is pending financial institution review.

CHEKdbg-dec2625.txt

Reference number

69b477a996

Effective date

Dec 26, 2025

Total withdrawal

\$1,672.45

Number of withdrawals

1

Total deposit

\$1,672.45

Number of deposits

1

**Wadena County
Electronic Funds Transfer Voucher**

EFT Number

7644760 ac 9

Amount

\$19,837.22

Date

Jan 2, 2026

Transfer Performed By (Signature)

Deb Madding

Date

12/29/25

Authorized by (Signature)

Ann Gudy

Date

12-29-25

***Attach bank confirmation**

 CHEKdebg-jan0226.txt is pending financial institution review.

CHEKdebg-jan0226.txt

Reference number

7644760ac9

Effective date

Jan 02, 2026

Total withdrawal

\$19,837.22

Number of withdrawals

2

Total deposit

\$19,837.22

Number of deposits

11

Recap of Warrant ACH Files Generated

Warrant Form	Starting ACH No.	Ending ACH No.	Date of Payment
CHEK	35792	35802	01/02/26
Total Amount of ACHs generated.....		\$19,837.22	11 ACH Payments

LAWRAW
12/23/2025

1:20PM
Warrant Form CHEK
Auditor's Warrants

WADENA COUNTY

WARRANT REGISTER
Auditor Warrants

Approved
Pay Date 12/26/2025

INTEGRATED
FINANCIAL SYSTEMS
Page 1

Vendor #	Vendor Name	Amount	Description	OBO#	On-Behalf-of-Name	Account Number	Invoice #	PO #
							From Date	To Date
100888	DCYF SWIFT - AR UNIT DC811	15.00	Inv #A580MX802711		15-420-610-0000-6011			
100888		772.85	Inv #A580MX802711		15-420-630-0000-6011			
100888		121.10	Inv #A580MX802701		15-420-630-0000-6011			
	Warrant # 112966	Total...	908.95					
103563	DHS - SWIFT	490.72	Inv #A300MM2V801		15-420-650-0000-6801			
103563		4,256.53	Inv #A300MM2V801		15-420-650-0000-6801			
103563		529.00	Inv #A300MM2W801		15-420-650-0000-6801			
103563		4,702.82	Inv #A300MM2W801		15-420-650-0000-6801			
103563		326.34	Inv #A300MM2V801		15-420-650-0000-6813			
103563		27,882.09	Inv #A300MM2V801		15-420-650-0000-6813			
103563		34,525.68	Inv #A300MM2V801		15-420-650-0000-6813			
103563		163.16	Inv #A300MM2V801		15-420-650-0000-6813			
103563		13,308.85	Inv #A300MM2V801		15-420-650-0000-6813			
103563		15,314.71	Inv #A300MM2V801		15-420-650-0000-6813			
103563		389.26	Inv #A300MM2W801		15-420-650-0000-6813			
103563		851.90	Inv #A300MM2W801		15-420-650-0000-6813			
103563		13,647.06	Inv #A300MM2W801		15-420-650-0000-6813			
103563		18,769.44	Inv #A300MM2W801		15-420-650-0000-6813			
103563		18,940.77	Inv #A300MM2W801		15-420-650-0000-6813			
103563		19,683.63	Inv #A300MM2W801		15-420-650-0000-6813			
103563		32,878.42	Inv #A300MM2W801		15-420-650-0000-6813			
103563		38,702.56	Inv #A300MM2W801		15-420-650-0000-6813			
103563		185.80	Inv #A300MM2W801		15-420-650-0000-6813			
103563		425.95	Inv #A300MM2W801		15-420-650-0000-6813			
103563		5,149.67	Inv #A300MM2W801		15-420-650-0000-6813			
103563		7,799.01	Inv #A300MM2W801		15-420-650-0000-6813			
103563		8,302.80	Inv #A300MM2W801		15-420-650-0000-6813			
103563		8,325.64	Inv #A300MM2W801		15-420-650-0000-6813			
103563		12,549.00	Inv #A300MM2W801		15-420-650-0000-6813			
103563		18,231.31	Inv #A300MM2W801		15-420-650-0000-6813			

LAURAW
12/23/2025

1:20PM

Warrant Form CHEK
Auditor's Warrants

WADENA COUNTY

INTEGRATED
FINANCIAL SYSTEMS

WARRANT REGISTER
Auditor Warrants

Approved
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Vendor #	Vendor Name	Amount	Description	OBO#	On-Behalf-of Name	Account Number	Invoice #	PO #/TX
							From Date	To Date
103563	DHS - SWIFT	1,523.00	Inv #A300MX802701		15-420-660-0000-6011			N
	Warrant # 112967	Total...	307,855.12					
106524	MARCO TECHNOLOGIES LLC	277.34	Acct #621933		15-420-600-0000-6310		Inv #570623819	N
106524	Warrant # 112968	Total...	832.01	Acct #621933	15-430-700-0000-6310		Inv #570623819	N
100090	OFFICE OF MNIT SERVICES - AR	14.17	Ag/Cust #100A18017		15-420-600-0000-6202		Inv #W25110605	N
100090	Warrant # 112969	Total...	42.53	Ag/Cust #100A18017	15-430-700-0000-6202		Inv #W25110605	N
105232	SCHULLER FAMILY FUNERAL HOME & CREM.	3,894.00	country burial - traditional		15-420-620-0000-6003			N
105232	Warrant # 112970	Total...	2,163.00	country burial - cremation	15-420-620-0000-6003			N
104649	VERIZON WIRELESS	68.96	Acct 542355791-00001		15-420-600-0000-6202		Inv 6130250901	N
104649	Warrant # 112971	Total...	206.89	Acct 542355791-00001	15-430-700-0000-6202		Inv 6130250901	N
100023	WADENA COUNTY ATTORNEY	1,228.25	November IV- D Services		15-420-640-0000-6262			N
100023	Warrant # 112972	Total...	117.00	November IV- D Services	15-420-640-0000-6262		SLS	N
101605	WADENA COUNTY SHERIFF	75.00	File #25- 528		15-420-640-0000-6382			N
	Warrant # 112973	Total...	75.00					
	Warrant Form CHEK	Total...	320,233.22	42 Transactions				

LAURAW
12/23/2025

1:20PM

Warrant Form CHEK- ACH
Auditor's Warrants

WADENA COUNTY



WARRANT REGISTER
Auditor Warrants

Approved
Pay Date 12/26/2025

Vendor #	Vendor Name	Amount	Description	OBO#	On-Behalf-of	Account Number	Invoice #	PO #
					Name		From Date	To Date
102617	ARVIG ENTERPRISES INC	11.18	Acct #56709		15-420-600-0000-6202			N
102617		33.54	Acct #56709		15-430-700-0000-6202			N
	Warrant # 35778 Total...	44.72						
101438	BROTHERS FIRE AND SECURITY	166.37	2025 Annual Alarm Inspection		15-420-600-0000-6302		Inv #W46387	N
101438		499.13	2025 Annual Alarm Inspection		15-430-700-0000-6302		Inv #W46387	N
	Warrant # 35779 Total...	665.50						
104492	KARVONEN & SON FUNERAL HOME INC	1,963.00	county burial - cremation		15-420-620-0000-6003			N
	Warrant # 35780 Total...	1,963.00						
106394	PURE WATER TECHNOLOGY OF THE NORTH	25.00	Acct #CO02		15-420-600-0000-6302		Inv #121574	N
106394		75.00	Acct #CO02		15-430-700-0000-6302		Inv #121574	N
	Warrant # 35781 Total...	100.00						
100231	RANGE PRINTING	8.73	Inv #112466		15-420-600-0000-6401			N
100231		75.46	Inv #112531		15-420-600-0000-6401			N
100231		26.19	Inv #112466		15-430-700-0000-6401			N
100231		226.40	Inv #112531		15-430-700-0000-6401			N
	Warrant # 35782 Total...	336.78						
100619	SHRED- N-GO - 446138	87.86	Inv #192477		15-420-600-0000-6302			N
100619		263.57	Inv #192477		15-430-700-0000-6302			N
	Warrant # 35783 Total...	351.43						
	Warrant Form CHEK- ACH Total...	3,461.43		13 Transactions				
	Final Total...	323,694.65		55 Transactions				

LURAW
12/23/2025

WADENA COUNTY



1:20PM
Warrant Form CHEK- ACH
Auditor's Warrants

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WARRANT RUN INFORMATION	WARRANT FORM	STARTING WARRANT NO.	ENDING WARRANT NO.	DATE OF PAYMENT	DATE OF APPROVAL	PPD COUNT	AMOUNT	CTX COUNT	AMOUNT
8	CHEK	112966	112973	12/26/2025					
6	CHEK-ACH	35778	35783	12/26/2025		0		6	3,461.43
	TOTAL								

LURAW
12/23/2025

1:20PM
Warrant Form CHEK- ACH
Auditor's Warrants

WADENA COUNTY ***
WARRANT REGISTER
Auditor Warrants

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Pay Date 12/26/2025



RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>	<u>ACH AMOUNT</u>	<u>NON-ACH AMOUNT</u>
15	323,694.65	Social Services Fund	3,461.43	320,233.22
	323,694.65	TOTAL	3,461.43	320,233.22
			TOTAL ACH	TOTAL NON-ACH

12/26/25

I, JENNIFER WESTRUM, DIRECTOR OF THE WADENA COUNTY HUMAN SERVICES DEPARTMENT, HEREBY CERTIFY TO THE AUDITOR/TREASURER OF WADENA COUNTY, THE ABOVE ACCOUNTS FOR PAYMENT AS ALLOWED BY THE BOARD.

Jennifer Westrum



DELEGATED COUNTY FEEDLOT GRANT AGREEMENT

State of Minnesota

SWIFT Contract Number: 276843

AI: 113711

Activity ID: PRO20250001

COVERSHEET WITH SIGNATURES

County ("Grantee")	
Name	Wadena County
County ("Grantee") Authorized Representative (Feedlot Contact)	
Name	Deana Malone
Address	4 Alfred Street Northeast
City, State, Zip code	Wadena, MN 56482
Phone Number	218-631-7604
Email	deana.malone@wcmn.us

MPCA ("State") Authorized Representative	
Name	Kourtney Frank, or successor
Address	7678 College Road Suite 105
City, State, Zip code	Baxter, MN 56425
Phone	218-232-9709
Email	Kourtney.frank@state.mn.us

County ("Grantee") Signature
<p>SIGNATURE OF OFFICIAL WITH AUTHORITY TO SIGN:</p> <p>NAME <u>Deana Malone</u></p> <p>SIGNED _____ DATE: _____</p> <p>I certify I have read the Grant Contract Agreement and will comply with all provisions including additional state, local, federal regulations and policies governing the funding that apply to my organization.</p>

Initial

GRANT CONTRACT AGREEMENT

Recitals

1. Under [Minnesota Statutes, § 116.03, subd. 2](#), the State is empowered to enter into this Grant Contract Agreement
2. The State is in need of the **Delegated County Feedlot Grant** project.
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this Grant Contract Agreement to the satisfaction of the State.

Grant Contract Agreement

1. Term of Grant Contract Agreement

- 1.1 **Effective date:** January 1, 2026, or the date the State obtains all required signatures, whichever is later.
- 1.2 **Expiration date:** December 31, 2029, or until all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 **Survival of Terms.** The following clauses survive the expiration or cancellation of this Grant Contract Agreement: Liability; State Audits; Government Data Practices and Intellectual Property; Publicity and Endorsement; Governing Law, Jurisdiction, and Venue; and Data Disclosure.

2. Grantee's Duties

The Grantee, who is not a state employee, will administer the state feedlot program as per [Minnesota Statutes, R. ch. 7020](#).

The Grantee will use feedlot grant funds according to [Minnesota Statutes 116.0711 feedlot permits; conditions; county grants](#) in conjunction with the required local match dollars and in-kind contributions to carry out the goals, plans, and minimum program requirements. If the Grantee fails to meet minimum program requirements it could result in reduction to base grant funding, and/or loss of eligibility for performance credits, and/or jeopardize status as a delegated county.

3. Time

The Grantee must comply with all the time requirements described in this Grant Contract Agreement. In the performance of this Grant Contract Agreement, time is of the essence and failure to meet a deadline date may be a basis for a determination by the State's Authorized Representative that the Grantee has not complied with the terms of the Grant Contract Agreement. The Grantee is required to perform all the duties cited within clause two "Grantees Duties" within the grant period. The State is not obligated to extend the grant period.

4. Conditions of Payment

The consideration for all services performed by the Grantee pursuant to this Grant Contract Agreement shall be paid by the State as follows:

- 4.1 **Compensation.** The Grantee will be paid based upon a formula as determined by [Minnesota Statutes 116.0711 feedlot permits; conditions; county grants](#).
- 4.2 **Administrative Costs.** Grantee administrative costs must be necessary and reasonable.
- 4.3 **Travel expenses.** Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Grantee because of this Grant Contract Agreement will not exceed \$0.00; The Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.

The Grantee will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current Commissioner's Plan promulgated by the Commissioner of Minnesota Management and Budget.

- 4.4 **Unexpended Funds.** The Grantee must promptly return to the State any unexpended funds that have not been accounted for annually in a financial report to the State due at grant closeout.

5. Conditions of Payment

All services provided by the Grantee under this Grant Contract Agreement must be performed in accordance with [Minnesota Statutes 116.0711](#) to the State's satisfaction, as determined by the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

6. Contracting and Bidding Requirements

The Grantee is required to comply with [Minnesota Statutes § 471.345, Uniform Municipal Contracting Law.](#)

- 6.1 The Grantee and any subrecipients must comply with prevailing wage rules per [Minnesota Statutes §§ 177.41 through 177.50](#), as applicable.
- 6.2 The Grantee and any subrecipients must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government: [Suspended and Debarred Vendors, Minnesota Office of State Procurement.](#)
- 6.3 The Grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.

7. Assignment, Amendments, Change Orders, Waiver, and Grant Contract Agreement Complete

- 7.1 **Assignment.** The Grantee shall neither assign nor transfer any rights or obligations under this Grant Contract Agreement without the prior consent of the State and a fully executed agreement, executed and approved by the authorized parties or their successors.
- 7.2 **Amendments.** Any amendments to this Grant Contract 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 Grant Contract Agreement, or their successors in office.
- 7.3 **Change Orders.** If the State's Project Manager or the Grantee's Authorized Representative identifies a change needed in the budget, either party may initiate a Change Order using the Change Order Form provided by the MPCA. Change Orders may not delay or jeopardize the success of the Project, alter the overall scope of the Project, increase or decrease the overall amount of the Grant Contract Agreement, or cause an extension of the term of this Grant Contract Agreement. Major changes require an Amendment rather than a Change Order.
- The Change Order Form must be approved and signed by the State's Project Manager and the Grantee's Authorized Representative in **advance of doing the work**. Documented changes will then become an integral and enforceable part of the Grant Contract Agreement. The MPCA has the sole discretion on the determination of whether a requested change is a Change Order or an Amendment. The state reserves the right to refuse any Change Order requests.
- 7.4 **Waiver.** If the State fails to enforce any provision of this Grant Contract Agreement, that failure does not waive the provision or the State's right to enforce it.
- 7.5 **Grant Contract Agreement complete.** This Grant Contract Agreement contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this Grant Contract Agreement, whether written or oral, may be used to bind either party.

8. Subcontracting and Subcontract Payment

- 8.1 Subrecipient is a person or entity that has been awarded a portion of the work authorized by this Grant Contract Agreement by Grantee. The Grantee must document any subaward through a formal legal agreement. The Grantee must provide timely notice to the State of any subrecipient(s) prior to the subrecipient(s) performing work under this Grant Contract Agreement.
- 8.2 The Grantee must monitor the activities of the subrecipient(s) to ensure the subaward is used for authorized purposes; is in compliance with the terms and conditions of the subaward, [Minnesota Statutes § 16B.97, Subd.4 \(a\) 1](#), and other relevant statutes and regulations; and that subaward performance goals are achieved.
- 8.3 During this Grant Contract Agreement, if a subrecipient is determined to be performing unsatisfactorily by the State's Authorized Representative, the Grantee will receive written notification that the subrecipient can no longer be used for this Grant Contract Agreement.
- 8.4 No sub-agreement shall serve to terminate or in any way affect the primary legal responsibility of the Grantee for timely and satisfactory performances of the obligations contemplated by the Grant Contract Agreement.
- 8.5 The Grantee must pay any subrecipient in accordance with [Minnesota Statutes § 16A.1245](#).
- 8.6 The Grantee and any subrecipients must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government.

9. Liability

Each party will be responsible for its own acts and behavior and the results thereof.

10. State Audits

Under [Minnesota Statutes § 16B.98, Subd.8](#), the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this Grant Contract Agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Grant Contract 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.

11. Government Data Practices and Intellectual Property Rights

11.1 **Government data practices.** The Grantee and State must comply with the Minnesota Government Data Practices Act, [Minnesota Statutes Chapter 13](#) as it applies to all data provided by the State under this Grant Contract Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this Grant Contract Agreement. The civil remedies of [Minnesota Statutes § 13.08](#) apply to the release of the data referred to in this clause by either the Grantee or the State.

If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

11.2 Intellectual property rights

(a) **Intellectual property rights.** The State owns all rights, title and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents created and paid for under this Grant Contract Agreement. Works means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Grantee, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this Grant Contract Agreement. Works includes "Documents." Documents are the originals of any databases, computer programs, reports, notes studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, agents, or subcontractors, in the performance of this Grant Contract Agreement. The Documents shall be the exclusive property of the State and all such Documents must be immediately returned to the State by the Grantee, at the Grantee's expense, upon the written request of the State, or upon completion, termination, or cancellation of this Grant Contract Agreement. To the extent possible, those Works eligible

for copyright protection under the United States' Copyright Act will be deemed to be "works made for hire." The Grantee assigns all right, title, and interest it may have in the Works and the Documents to the State. The Grantee must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the Works and Documents.

(b) Obligations.

- (1) **Notification.** Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Grantee, including its employees and subcontractors, in the performance of this Grant Contract Agreement, the Grantee shall immediately give the State's Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure therein.
- (2) **Representation.** The Grantee must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of the State, and that neither Grantee nor its employees, agents, or subcontractors retain any interest in and to the Works and Documents. The Grantee represents and warrants that the Works and Documents do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause Liability, the Grantee shall indemnify, defend, to the extent permitted by the Attorney General, and hold harmless the State, at the Grantee's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the Works or Documents infringe upon the intellectual property rights of others. The Grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including, but not limited to, attorney fees. If such a claim or action arises or in Grantee's or the State's opinion is likely to arise, the Grantee must, at the State's discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.
- (3) **License.** The State hereby grants a limited, no-fee, noncommercial license to the Grantee to enable the Grantee's employees engaged in research and scholarly pursuits to make, have made, reproduce, modify, distribute, perform, and otherwise use the Works, including Documents, for research activities or to publish in scholarly or professional journals, provided that any existing or future intellectual property rights in the Works or Documents (including patents, licenses, trade or service marks, trade secrets, or copyrights) are not prejudiced or infringed upon, that the Minnesota Data Practices Act is complied with, and that individual rights to privacy are not violated. The Grantee shall indemnify and hold harmless the State for any claim or action based on the Grantee's use of the Works or Documents under the provisions of Clause 10.2(b)(2). Said license is subject to the State's publicity and acknowledgement requirements set forth in this Grant Contract Agreement. The Grantee may reproduce and retain a copy of the Documents for research and academic use. The Grantee is responsible for security of the Grantee's copy of the Documents. A copy of any articles, materials or documents produced by the Grantee's employees, in any form, using or derived from the subject matter of this license, shall be promptly delivered without cost to the State.

12. Workers Compensation

The Grantee certifies that it is in compliance with [Minnesota Statutes §176.181, Subd. 2](#), pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State 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 the State's obligation or responsibility.

Publicity and Endorsement

A. Publicity

Any publicity regarding the subject matter of this Grant Contract Agreement must identify the State as the sponsoring agency and must use the MPCA logo and language provided by the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Grant Contract Agreement. All projects primarily funded by state grant appropriations must publicly credit the State of Minnesota, including on the grantee's website when practicable.

B. Endorsement

The Grantee must not claim that the State endorses its products or services.

13. Governing Law, Jurisdiction, and Venue

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

15. Termination

15.1 Termination by the State.

- A. Without Cause.** The State may terminate this Grant Contract Agreement without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
- B. With Cause.** The State may immediately terminate this Grant Contract Agreement if the State finds that there has been a failure to comply with the provisions of this Grant Contract Agreement, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the state of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

15.2 Termination by The Commissioner of Administration.

The Commissioner of Administration may immediately and unilaterally terminate this Grant Contract Agreement if further performance under the agreement would not serve agency purposes or performance under the Grant Contract Agreement is not in the best interest of the State.

15.3 Termination for insufficient funding.

The State may immediately terminate this Grant Contract 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 addressed within this Grant Contract Agreement. Termination must be by written notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that dedicated funds are available.

In the event of temporary lack of funding or appropriation, the State may pause its obligations under this Grant Contract Agreement without terminating it. This pause will be for the duration of the lack of funding or appropriation and shall not be considered a termination of the Grant Contract Agreement. The Grantee will be notified in writing of the temporary pause, and the Grantee's ability to provide services may be temporarily suspended during this period. The State will provide reasonable notice to the Grantee of the lack of funding or appropriation and shall notify the Grantee once funding is restored or appropriated, at which point the provision of services under the Grant Contract Agreement may resume.

The State will not be assessed any penalty if the Grant Contract Agreement is terminated due to insufficient funding. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving notice.

16. Data Disclosure

Under [Minnesota Statutes § 270C.65, Subd. 3](#), and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, 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 Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

17. Reporting Requirements

In the event a monitoring visit(s) and reporting is required by the State, the Grantee shall cooperate with the State and shall comply with the State’s request for documentation and other information, before, during and/or after the visit(s).

Attachments

The following Attachments are attached and incorporated into this Grant Contract Agreement. In the event of a conflict between the terms of this Grant Contract Agreement and its Attachments, or between Attachments, the order of precedence is first the Grant Contract Agreement, and then in the following order:

Attachment A

Wadena County, MN Board Action Form



Action Requested	
<input 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	

Friendly Rider Approval of Contracts/MOU	
Date of Meeting: 1/6/26	Total time requested: 5 min
Department Requesting Action: Transit	
Presenting Board Action/Discussion at Meeting: Transit Director	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
<p>-Needs are identified during budget process. Value determines type of Procurement. Small Purchases Procurement are not broken apart, but categorized and determined as budget category.</p> <p>-Every year Friendly Rider (unless multi-year) uses vendors to see:</p> <ol style="list-style-type: none"> 1. If vendor has adequate time/space/equipment/skill to work with Friendly Rider needs. 2. Have a vendor in line for when change in staff/repairs/emergencies/or routine maintenance is needed. 3. Cost affiliated with vendor to provide service to Friendly Rider. 4. Revenue Contracts are not included since they are on the Fee Schedule which is approved yearly. 	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input type="checkbox"/> The Wadena County Board of Commissioners approves the following by Motion:	
Approve consent agenda with vendors provided. These vendors have been vetted through the State or County Procurement Process. These vendors have been in use by Friendly Rider for previous years.	
Financial Implications:	Comments
Funding Source: Transit	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Noon	<input type="checkbox"/> Noon
Second:	<input type="checkbox"/> Winkels	<input type="checkbox"/> Winkels
<input type="checkbox"/> Passed	<input type="checkbox"/> Stearns	<input type="checkbox"/> Stearns
<input type="checkbox"/> Failed	<input type="checkbox"/> Kreklau	<input type="checkbox"/> Kreklau
<input type="checkbox"/> Tabled	<input type="checkbox"/> Kangas	<input type="checkbox"/> Kangas

Signatures	
STATE OF MINNESOTA}	
COUNTY OF Wadena}	
I, Heather Olson, County Auditor/Treasurer, 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:	

Expense Contracts/Agreements Form

Legal Name: Wadena County
System Name: Friendly Rider

Name of Contractor: DeLaHunt Media Contact Person: Tammy DeLaHunt
Phone: 218-732-3306

Address: PO Box 838
City: Park Rapids State: MN Zip: 56470

Type of Project (Drop Down)	Budget Line Item (Drop Down)	Contract Start Date	Contract End Date	Contract Year (Drop Down)	Annual Contract Amount	Total Contract Amount (if > 1 year)	Procurement Method (Drop Down)	Description of Services	Date Contract Packet was uploaded to BlackCat/Organization /Certifications
Operational Support	1130	1/1/2026	12/31/2026	Year One	3600		Small	Radio Advertising Non-Contract	12/26/2024
If Other:							If Other:		* Identify as: i.e. 2022 Cook County Lease Agreement

Name of Contractor: Hubbard Broadcasting LLC Contact Person: Jared Reinitz
Phone: 218-639-8006 or Office 218-631-1803

Address: 201 Jefferson St S
City: Wadena State: MN Zip: 56482

Type of Project (Drop Down)	Budget Line Item (Drop Down)	Contract Start Date	Contract End Date	Contract Year (Drop Down)	Annual Contract Amount	Total Contract Amount (if > 1 year)	Procurement Method (Drop Down)	Description of Services	Date Contract Packet was uploaded to BlackCat/Organization /Certifications
Operational Support	1130	1/1/2026	12/31/2026	Year One	3600		Small	Radio Advertising Non-Contract	12/26/2024
If Other:							If Other:		* Identify as: i.e. 2022 Cook County Lease Agreement

Name of Contractor: Forum Communications Contact Person: Britanie Rentz
Phone: Phone #: 218-631-2681

Address: 320 Jefferson St S
City: Wadena State: MN Zip: 56482

Type of Project (Drop Down)	Budget Line Item (Drop Down)	Contract Start Date	Contract End Date	Contract Year (Drop Down)	Annual Contract Amount	Total Contract Amount (if > 1 year)	Procurement Method (Drop Down)	Description of Services	Date Contract Packet was uploaded to BlackCat/Organization /Certifications
Operational Support	1130	1/1/2026	12/31/2026	Year One	3600		Small	Paper Advertising Non-Contract	12/26/2024
If Other:							If Other:		* Identify as: i.e. 2022 Cook County Lease Agreement

Name of Contractor: Benning Printing Contact Person: Kathy Marquardt
Phone: 218-756-2131

Address: 310 W Main
City: Clarissa State: MN Zip: 56440

Type of Project (Drop Down)	Budget Line Item (Drop Down)	Contract Start Date	Contract End Date	Contract Year (Drop Down)	Annual Contract Amount	Total Contract Amount (if > 1 year)	Procurement Method (Drop Down)	Description of Services	Date Contract Packet was uploaded to BlackCat/Organization /Certifications
Operational Support	1130	1/1/2026	12/31/2026	Year One	3600		Small	Paper Advertising Non-Contract	12/26/2024
If Other:							If Other:		* Identify as: i.e. 2022 Cook County Lease Agreement

Expense Contracts/Agreements Form

Name of Contractor: Marjon Printers Contact Person: Bernice Eckenrode
Phone: 218-837-5558

Address: PO Box 309
City: Sebeka State: MN Zip: 56477

Type of Project (Drop Down)	Budget Line Item (Drop Down)	Contract Start Date	Contract End Date	Contract Year (Drop Down)	Annual Contract Amount	Total Contract Amount (if > 1 year)	Procurement Method (Drop Down)	Description of Services	Date Contract Packet was uploaded to BlackCat/Organization /Certifications
Operational Support If Other:	1130	1/1/2026	12/31/2026	Year One	3600		Small If Other:	Paper Advertising Non-Contract	12/26/2024 * Identify as: i.e. 2022 Cook County Lease Agreement

RMM Publications Contact Person: Janice Winter
Phone: 218-894-1112

Address: 224 th St PO Box 100
City: Staples State: MN Zip: 56479

Type of Project (Drop Down)	Budget Line Item (Drop Down)	Contract Start Date	Contract End Date	Contract Year (Drop Down)	Annual Contract Amount	Total Contract Amount (if > 1 year)	Procurement Method (Drop Down)	Description of Services	Date Contract Packet was uploaded to BlackCat/Organization /Certifications
Operational Support If Other:	1130	1/1/2026	12/31/2026	Year One	3600		Small If Other:	Paper Advertising Non-Contract and Brochures	12/26/2024 * Identify as: i.e. 2022 Cook County Lease Agreement

Name of Contractor: Johns Car Care Contact Person: Caleb Haman
Phone: 218-631-1842

Address: 120 Ash Ave NW
City: Wadena State: MN Zip: 56482

Type of Project (Drop Down)	Budget Line Item (Drop Down)	Contract Start Date	Contract End Date	Contract Year (Drop Down)	Annual Contract Amount	Total Contract Amount (if > 1 year)	Procurement Method (Drop Down)	Description of Services	Date Contract Packet was uploaded to BlackCat/Organization /Certifications
Service (Repairs & Maintenance) If Other:	1220	1/1/2026	12/31/2026	Year One	22805		Small If Other:	Vehicle Maintenance Non-Contract	12/26/2024 * Identify as: i.e. 2022 Cook County Lease Agreement

Wadena Truck and Trailer Contact Person: Mark Wiese
Phone: 218-631-4332

Address: 217 Harry Rich Dr
City: Wadena State: MN Zip: 56482

Type of Project (Drop Down)	Budget Line Item (Drop Down)	Contract Start Date	Contract End Date	Contract Year (Drop Down)	Annual Contract Amount	Total Contract Amount (if > 1 year)	Procurement Method (Drop Down)	Description of Services	Date Contract Packet was uploaded to BlackCat/Organization /Certifications
Service (Repairs & Maintenance) If Other:	1220	1/1/2026	12/31/2026	Year One	22350		Small If Other:	Vehicle Maintenance Non-Contract	12/26/2024 * Identify as: i.e. 2022 Cook County Lease Agreement

Expense Contracts/Agreements Form

Name of Contractor: Heartland Tire Contact Person: Terry Wendt
Phone: 218-631-2710

Address: 217 Ash Ave
City: Wadena State: MN Zip: 56482

Type of Project (Drop Down)	Budget Line Item (Drop Down)	Contract Start Date	Contract End Date	Contract Year (Drop Down)	Annual Contract Amount	Total Contract Amount (if > 1 year)	Procurement Method (Drop Down)	Description of Services	Date Contract Packet was uploaded to BlackCat/Organization /Certifications
Service (Repairs & Maintenance) If Other:	1240	1/1/2026	12/31/2026	Year One	9477		Small If Other:	Vehicle Maintenance Non-Contract	12/26/2024 * Identify as: i.e. 2022 Cook County Lease Agreement

Name of Contractor: American Door Works Contact Person: Paul Guntorius
Phone: 218-828-8365

Address: 10727 Brent Dr.
City: Brainerd State: MN Zip: 56401

Type of Project (Drop Down)	Budget Line Item (Drop Down)	Contract Start Date	Contract End Date	Contract Year (Drop Down)	Annual Contract Amount	Total Contract Amount (if > 1 year)	Procurement Method (Drop Down)	Description of Services	Date Contract Packet was uploaded to BlackCat/Organization /Certifications
Operational Support If Other:	1360						Other If Other: Under Hwy Dept.	Yearly Maintenance and On Demand Repairs	12/18/2024 * Identify as: i.e. 2022 Cook County Lease Agreement

Name of Contractor:
Phone:

Address:

Type of Project (Drop Down)	Budget Line Item (Drop Down)	Contract Start Date	Contract End Date	Contract Year (Drop Down)	Annual Contract Amount	Total Contract Amount (if > 1 year)	Procurement Method (Drop Down)	Description of Services	Date Contract Packet was uploaded to BlackCat/Organization /Certifications
If Other:							Other If Other:		2/3/2025 * Identify as: i.e. 2022 Cook County Lease Agreement

Name of Contractor: Name of Contractor: Civics Plus LLC Contact Person: Chris May
Phone: Email Point of Contact: Christopher May christopher.may@civicsplus.

Address: Address: PO Box 737311
City: Dallas State: TX Zip: 75373-7311

Type of Project (Drop Down)	Budget Line Item (Drop Down)	Contract Start Date	Contract End Date	Contract Year (Drop Down)	Annual Contract Amount	Total Contract Amount (if > 1 year)	Procurement Method (Drop Down)	Description of Services	Date Contract Packet was uploaded to BlackCat/Organization /Certifications
Operational Support If Other:	1190	10/1/2024	9/30/	Option Year	1013.27		Other If Other: Under	DNS and Domain Hosting Fee: \$169.93 Premium Department Header Fee: \$843.34 Auto Renew	3/28/2025 * Identify as: i.e. 2022 Cook County Lease Agreement

Expense Contracts/Agreements Form

Name of Contractor: Marco Contact Person: Brady Knettel
Phone #: 218-330-1708

Address: 407 W Washington City: Brainerd State: MN Zip: 56401
City: Boston State: MA Zip: 02284-4789

Type of Project (Drop Down)	Budget Line Item (Drop Down)	Contract Start Date	Contract End Date	Contract Year (Drop Down)	Annual Contract Amount	Total Contract Amount (if > 1 year)	Procurement Method (Drop Down)	Description of Services	Date Contract Packet was uploaded to BlackCat/Organization /Certifications
Operational Support If Other:	1160	11/1/2021	10/31/2026	Year Five	1581.96	7909.8	Other If Other:	Under County IT	5/13/2025 * Identify as: i.e. 2022 Cook County Lease Agreement

Name of Contractor: IHSN Contact Person: Emily Battis
Phone: 715-386-1990

Address: PO BOX 490 City: Hudson State: WI Zip: 54016
City: Sebeka State: MN Zip: 56477

Type of Project (Drop Down)	Budget Line Item (Drop Down)	Contract Start Date	Contract End Date	Contract Year (Drop Down)	Annual Contract Amount	Total Contract Amount (if > 1 year)	Procurement Method (Drop Down)	Description of Services	Date Contract Packet was uploaded to BlackCat/Organization /Certifications
Other If Other: Drug and Alcohol Program	1120	3/7/2003		Option Year			Other If Other:	Ongoing Contract-Amt Depends on Test and Amount	* Identify as: i.e. 2022 Cook County Lease Agreement

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	

Approve & Sign Contract for Services to Update the County Comprehensive Plan	
Date of Meeting: 1-6-2026	Total time requested:
Department Requesting Action: Planning & Zoning	
Presenting Board Action/Discussion at Meeting: Deana Malone, if needed	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Proposed Contract	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Wadena County Board of Commissioners approves the following by Motion:	
To approve and sign the Contract with Hometown Planning, Ben Oelson, for services to be provided in the update of the Wadena County Comprehensive Plan, previously approved at the November 18, 2025, meeting of the County Board.	
Financial Implications: \$20050.00	Comments
Funding Source: (see comments)	To be paid as provided in the board motion from 11-18-2025 using a combination of the MCIT Dividend and the ISTS Restricted Fund.
Budgeted: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Noon	<input type="checkbox"/> Noon
Second:	<input type="checkbox"/> Winkels	<input type="checkbox"/> Winkels
<input type="checkbox"/> Passed	<input type="checkbox"/> Stearns	<input type="checkbox"/> Stearns
<input type="checkbox"/> Failed	<input type="checkbox"/> Kreklau	<input type="checkbox"/> Kreklau
<input type="checkbox"/> Tabled	<input type="checkbox"/> Kangas	<input type="checkbox"/> Kangas

<p>Signatures</p> <p>STATE OF MINNESOTA) COUNTY OF Wadena)</p> <p>I, Heather Olson, County Auditor/Treasurer, 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:</p>
--

Personal/Professional Service Agreement

THIS AGREEMENT is made and entered into by and between the County of Wadena("County"), and Hometown Planning LLC, Alexandria, Minnesota (hereinafter "Contractor").

RECITALS

WHEREAS, County, through the Department, wishes to purchase land use planning services; and

WHEREAS, there are funds available for the purchase of these services;

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

1) Term of the Agreement

Contractor agrees to furnish the services outlined in this proposal to the County beginning on or around January 1, 2026 and on an ongoing basis until the specified services are completed - expected to be on or around July 15, 2026. Upon mutual agreement, services may be extended past the initially expected timeline.

2) Services to be Provided

Contractor shall provide necessary services related to the updating of the County's Comprehensive Plan as generally stipulated below:

1. An update to the demographic data, tables and charts within the County's 2013 Plan;
2. A comprehensive effort to gather meaningful input from the general public, the County's Planning Commission and County Board, County staff and other interested parties to assist in the development of comprehensive and useful goals and policies to help the County move forward;
3. Review of Sections 4-9 of the 2013 Plan and the identification and development of updates to those sections in coordination with the County's Planning Commission.
4. Development of GIS-based maps necessary to graphically communicate major elements of the plan and update maps within the 2013 Plan. All mapping to be based on data that is readily available from various existing data sources, provided by Wadena County to Hometown Planning LLC at no cost, or otherwise agreed to by Hometown Planning LLC. Maps involving extensive field work, digitizing of new layers/information, detailed analysis or other costs are subject to additional cost and are not included in this agreement.
5. In-person presentation of the final draft plan to the Planning Commission at a public hearing and presentation of the final recommended Comprehensive Plan to the County Board.
6. Work beyond the scope of the above, or that involves more than attendance at a total of eight (8) meetings, or 155 hours of Consultant time (including driving time), shall be subject to additional cost and are not included in this agreement. Contractor shall make reasonable effort to notify the County if costs or time are exceeding initial estimates.

3) Payment for Services

Contractor shall be paid a total of \$20,050 for the provision of services consistent with this

agreement and the project proposal letter from Hometown Planning LLC to Wadena County dated October 15, 2025. Driving time, mileage, and incidental paper and printing costs are included in the above amount unless otherwise noted. Wadena County shall be responsible for costs associated with public outreach efforts, such as postage, mailings, public notices, or other associated costs. Additional work beyond the scope of any agreed upon work plan shall be paid by the County to Hometown Planning LLC at a rate of \$125/hour.

Contractor will invoice the County on a monthly basis and County shall pay all valid invoices within 30 days of receipt.

Billing schedule shall be as follows unless otherwise agreed by both parties:

1. \$1,500 upon the signing of the contract by both parties;
2. \$2,131.25 after completion of each of the eight meetings outlined in the work plan above (two at the beginning of the process to gather input from County officials and the general public, four to review Sections 4-9 of the 2013 Plan with the Planning Commission, the final public hearing before the Planning Commission and the presentation of the Planning Commission's recommendation to the County Board, with an initial schedule of;
 - a. Meetings 1 and 2: January 2026 – Joint meeting of the Planning Commission and County Board and a separate meeting with the general public to identify general issues of concern to be addressed in the updated Comprehensive Plan.
 - b. Meetings 3-6: February – April 2026 – Review Sections 4-9 of the 2013 Comprehensive Plan with the Planning Commission and identify desired updates.
 - c. Meeting #7: May/June 2026 – Planning Commission review and recommendation on the Comprehensive Plan at a public hearing.
 - d. Meeting #8: July 2026 – County Board review of Planning Commission-recommended Comprehensive Plan update.
3. \$1,500 after submittal of final draft of the Comprehensive Plan – as recommended by the Planning Commission - to the County Board.

4) Independent Contractor Status

That at all times and for all purposes hereunder, Contractor shall be an independent contractor and is not an employee of County for any purpose. No statement contained in this Agreement shall be construed so as to find Contractor to be an employee of County, and Contractor shall not be entitled to any of the rights, privileges, or benefits of employees of County, including but not limited to, workers' compensation, health/death benefits, and indemnification for third-party personal injury/property damage claims.

Contractor acknowledges and agrees that no withholding or deduction for State or Federal income taxes, FICA, FUTA, or otherwise, will be made from the payments due Contractor and that it is Contractor's sole obligation to comply with the applicable provisions of all Federal and State Tax laws.

Contractor shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services identified herein. Contractor is responsible for hiring sufficient workers to perform the services/duties required by this contract, withholding their taxes, and paying all other employment tax obligations on their behalf.

5) Indemnification and Insurance

Contractor agrees it will defend, indemnify and hold harmless County, its officers and employees against any and all liability, loss, costs, damages and expenses which County, its officers or employees may hereafter sustain, incur, or be required to pay arising out of Contractor's performance or failure to adequately perform its obligations pursuant to this contract.

Contractor further agrees that in order to protect itself as well as County under the indemnity provision set forth above, it will at all times during the term of this contract keep in force a valid policy of insurance covering general liability, as well as professional liability to cover Contractor, its agent, and employees for any legal actions which may arise out of their performance or failure to adequately perform its obligations pursuant to this contract. Any policy obtained and maintained under this clause shall provide that it shall not be cancelled, materially changed, or not renewed without thirty days' prior notice thereof to County.

Within 30 days of the effective date of this contract, and as a condition of this contract, the Contractor will furnish County with Certificates of Insurance listing County as a certificate holder.

6) Data Practices

All data collected, created, received, maintained, or disseminated for any purposes by the activities of Contractor because of this contract is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as amended, the Minnesota Rules implementing such act now in force or as adopted, as well as federal regulations on data privacy.

7) Records-Availability and Retention

Pursuant to Minn. Stat. § 16C.05, subd. 5, Contractor agrees that County, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonable deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of Contractor and involve transactions relating to this Agreement.

Contractor agrees to maintain these records for a period of six years from the date of termination of this Agreement.

8) Merger and Modification

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

Any material alterations, variations, modifications, or waivers of provisions of this Agreement shall be valid only when they have been reduced to writing as an amendment and signed by the parties.

9) Default and Cancellation

If Contractor fails to perform any of the provisions of this Agreement or so fails to administer the work as to endanger the performance of the Agreement, this shall constitute default.

Unless Contractor's default is excused, County, through the Department, may, upon written notice, immediately cancel this Agreement in its entirety.

This Agreement may be cancelled with or without cause by either party upon thirty days' written notice.

If the contract is terminated before full completion of the terms outlined herein, Contractor shall be paid for all work performed up to the date of termination within thirty (30) days of County being billed by Contractor for such services.

10) Subcontracting and Assignment

Contractor shall not enter into any subcontract for performance of any services contemplated under this Contract without the prior written approval of County and subject to such conditions and provisions as County may deem necessary. Contractor shall be responsible for the performance of all subcontractors.

11) Nondiscrimination

During the performance of this Agreement, Contractor agrees to the following: No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance status, criminal record, creed or national origin be excluded from full employment rights in, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable federal and state laws against discrimination.

IN WITNESS WHEREOF, COUNTY and CONTRACTOR have each executed or caused this Agreement to be executed in their behalf in the manner prescribed by law.

COUNTY OF WADENA

CONTRACTOR

Date: _____
Ron Noon
Chair, Wadena County Board of Commissioners

Date: _____
Benjamin J. Oleson
Hometown Planning LLC

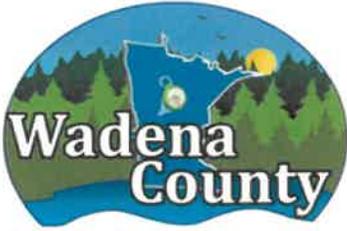
ATTEST:

Date: _____
Heather Olson
Interim Wadena County Administrator/Auditor/Treasurer

APPROVED AS TO FORM AND EXECUTION:

Date: _____
Kyra L. Ladd
County Attorney

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	

Accept Condensed Draft Minutes of the 12-18-2025 Meeting of the Planning Commission

Date of Meeting: 1-6-2026 Total time requested:

Department Requesting Action: Planning & Zoning

Presenting Board Action/Discussion at Meeting: Deana Malone, if needed

Background Supporting Documentation enclosed

Draft Condensed Minutes attached

Options Supporting Documentation enclosed

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

To accept the draft condensed minutes of the December 18, 2025, meeting of the Planning Commission

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

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Noon	<input type="checkbox"/> Noon
Second:	<input type="checkbox"/> Winkels	<input type="checkbox"/> Winkels
<input type="checkbox"/> Passed	<input type="checkbox"/> Stearns	<input type="checkbox"/> Stearns
<input type="checkbox"/> Failed	<input type="checkbox"/> Kreklau	<input type="checkbox"/> Kreklau
<input type="checkbox"/> Tabled	<input type="checkbox"/> Kangas	<input type="checkbox"/> Kangas

Signatures
 STATE OF MINNESOTA}
 COUNTY OF Wadena}
 I, Heather Olson, County Auditor/Treasurer, 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:

Planning Commission Meeting, December 18, 2025

Chair Linda Youngbauer called the meeting to order at 3:00 P.M. She asked if there were any additions or corrections to the agenda. Motion by Commissioner Randy Wenthold, second by Commissioner Randy Becker, to approve the agenda. Motion carried. Commissioner Wenthold made a motion to approve the minutes of October 16, 2025, as circulated, seconded by Commissioner Trisha Kraemer. Motion carried. Having no corrections to the minutes of November 20, 2025, Commissioner Wenthold made a motion to approve, seconded by Commissioner Becker. Motion carried.

Deana started with a draft of proposed amendments that were a result of the November discussion and the Planning Commission went line by line through it. Deana said that platting would be a separate portion of that, and she would plan time with the GIS Coordinator, along with the Highway Engineer, and Recorder to go through it because their input would be needed for much of it.

After going through the draft, and having discussion on each part of it, the following language was determined to be acceptable, after revisions were made, and they would review the amended document at their January meeting, suggest further changes, and determine a date for public hearing.

SECTION VII-IX: CONVEYANCE BY METES AND BOUNDS—*(highlighted areas indicate changes to the current Section of the Subdivision Ordinance)*

A. Compliance

No conveyance of land to which these regulations ~~are applicable~~ apply shall be filed or recorded with the County Recorder if the land is not described in the conveyance by metes and bounds, or is by reference to an unapproved registered land survey. No subdivision shall be approved if a violation of any Wadena County Ordinances exists on the parcel that is the subject of the subdivision application at the time of such application. The foregoing provisions shall not apply to a conveyance if the land described:

1. ~~Was a separate parcel of record on the date of adoption of this Ordinance.~~

2. ~~Was the subject of a written agreement to convey entered into prior to the date of adoption of this Ordinance.~~

3. ~~Is a single parcel of land of not less than two and one-half (2 1/2) acres and having a width and depth of not less than 300 feet. (Amended 5/4/93)~~

1. Is a parcel of land to be conveyed for the purpose of ingress and egress or for establishment of a required public utility.

2. Is a parcel of land to be added to an existent adjacent parcel under the same parcel identification and the resulting parcels will not be less than the minimum required size and dimensions ~~owner or owners~~. ~~In situations where an adjacent parcel cannot be combined, in a technical sense, to the parcel to which it is meant to be combined, including, but not limited to, adjacent land is located in an adjacent section, land is located outside of a platted area, or adjacent land is being purchased on a contract for deed, and cannot be split and considered as a separate parcel under the terms of the subdivision ordinance, the recorded document, conveying the parcel to the adjacent land owner, shall stipulate the parcel being added is not to be considered separate from the parcel to which it adjoins, that it is not to be sold separately from said parcel, and must identify the factor which does not allow the technical combination of the two parcels. (Amended May 3, 2016)~~

3. Subdivisions creating cemetery lots;
4. Transfers of small parcels, not meeting minimum requirements, to governmental units in case of encroachments, road right-of-way, or utility easements;
5. Splits resulting from court orders or mortgage foreclosures;
6. Common property line adjustments;

C. Variance

In any case in which compliance with the foregoing provisions ~~restrictions~~ will create an unnecessary hardship and failure to comply does not interfere with the purpose of these subdivision regulations, the Board of Adjustment shall have the authority to order the issuance of a variance, as provided by law, and in accordance with the Wadena County Zoning Ordinance.

~~C. Notwithstanding the provisions of Subdivision A.3 above, only one division per ¼ ¼ Section or Government Lot will be allowed except when adding a parcel to an existent parcel under the same owner or owners. Any further division of the remaining land must be by plat duly approved and recorded in accordance with laws and regulations in such case made and provided. Any further conveyance of land by metes and bounds description may be handled as a variance by the Board of Adjustment. (Amended 5/3/2016)~~

D. Administrative Subdivisions

Administrative Subdivisions will be allowed in the Agricultural Zoning districts in accordance with the standards set forth herein for the purpose of encouraging and establishing residential housing in the County. Where Shoreland Rules apply, the standards outlined in the Wadena County Zoning Ordinance shall pre-empt these standards. The standards outlined herein are considered the minimum requirements; however, the County Board may impose additional, reasonable standards to protect the health, safety, and welfare of the public.

1. Minimum Standards:

- a. A maximum of four (4) splits of a ¼ ¼ Section will be allowed through an administrative subdivision process.
- b. No split shall be proposed that is less than 2.5 acres in size and having a minimum lot width of 300 feet and a minimum lot depth of 300 feet.
- c. Legal access to the proposed parcel must be provided either through direct access in accordance with the Wadena County Highway Department access policy(s) and access policy(s) for the township within which the proposed parcel is situated, or through a legal permanent easement.
- d. Suitable soils to support onsite sewage treatment must be submitted.
- e. Plan for permanent residential home construction and habitation to take place on the proposed parcel within a two (2) year time frame. Camping trailers, RV's, storage containers, and other temporary or transient type housing will not be considered permanent residential construction.
- e. A survey of the proposed parcel(s) shall be required.

2. Application and Pre-Approval Requirements:

- a. An application for Administrative Subdivision on a form provided by Wadena County must be completed and signed by the owner of the parcel being subdivided.
- b. Application must be submitted to the Wadena County Zoning Office along with any required attachments and the fee for pre-approval set by the Wadena County Board of Commissioners.
- c. Upon receipt of the application the County will determine the proposed split(s) are compliant with the provisions of this ordinance or if further information is required, and notification of approval to the applicant will be provided once it is determined all requirements are met.
- d. After pre-approval is achieved, the applicant must submit to the County a survey from a registered land surveyor for the parcel(s) that is to be created before the deed to create said parcel is submitted to the County Recorder for recording.

Discussion points during the review of the draft were:

Why it could not be by the parcel instead of a $\frac{1}{4}$ $\frac{1}{4}$ section, and a comment about the County controlling what people can do on their land. It is the easiest way to track, technically a "parcel" could be 80 acres or 160 acres, etc., and it is the way most counties plan for population density. Commissioner Wenthold made the point later, that if it was by the parcel you could have a never ending amount of splits. To clarify, you would not have to own a full 40 acre tract in order to split a piece of land. All agreed that while the County is moving forward with availability for land to build homes on, it should still be looking at protecting open spaces and forests for agriculture and forestry and the forms of economic impact each of those industries have on the county, as well as the fact that open spaces help protect the environment and natural resources which also have an economic affect on the county.

What would be the proof for permanent residency. It was acknowledged that the purpose of these amendments was to promote and encourage residential development in the County, and all agreed a permanent residence should have to be built, whether it was a standard home, a house, or barndominium. There was lengthy discussion on the time frame by which a home needed to be constructed and inhabited. Two years was initially suggested because a person could buy the property and immediately get a permit to build which is valid for 2 years. Commissioners did say they would consider that an extension could be granted by the Zoning Administrator with good cause. Commissioner Winkels agreed that there should be some language to make sure that they were nice looking and asked if someone is granted a split with the intention of building, but did not build, could an assessment of sorts be put in place that would add 'x' amount per year to their assessment. Deana said that would be a good question for the Assessor. He added that it could not be a little bit, it would have to be enough to hurt some. The Assessor was sought to see if he could come answer the question but he was not available. Deana will find out for next meeting. Commissioner Becker said that the City of Sebeka gave away lots for free because they could not sell them, but the criteria was that there was a timeframe for a structure to be built. He added that they had been sitting there for ten years with nothing on them. Commissioner Winkels said that if they looked at average median household value in the County and figured out what the assessment was, they could determine what they could be getting and take a decent chunk of what that would look like. Commissioner Wenthold and Kraemer both brought discussion about what would be considered "complete" because someone could get four walls up, get it insulated, heat, water and septic and live in it and finish as they go. All agreed this would be considered complete, but "habitable" was the word they decided to use vs. "complete", and a habitable residence could be a primary dwelling or a rental.

Discussion and consensus that platting would have to be done in an R-1 Residential District. Comments were made that the sprawl of residential development is best placed around the municipalities.

Discussion and consensus on not wanting disheveled neighborhoods to develop like they are in Otter Tail County.

Discussion on what should be on the application for administrative splitting. All agreed on the proposed requirements for the application process including that a survey should be required to help prevent disputes in the future and for accuracy in planning.

Was mentioned that although County Commissioners want more residential development, they know it is not going to fix their tax problems. Discussion was there will be increases in services that an increase in population is sure to generate. Deana commented that it was going to be more work for everyone from Planning and Zoning, the Auditor's Office, the Assessor's Office, and the Recorder's Office, and those departments already have their plates full with the limited number of staff they have. Commissioner Becker expounded on increased services for road maintenance for both county and townships. Other services were brought up such as: fire and rescue, and that all the fire departments in the County are volunteer, law enforcement, human services and public health. Consensus was there would be an increase in demand for these services with an increase in the population.

A lengthy discussion was had with regard to the need for business development and someone to lead that charge. The hiring of a new administrator was brought up and that this might be an area that person could focus on to help the county draw in business and industry.

Consensus was Deana would check with the assessor on the question for him, put the draft together and review at the next meeting. Members were asked to look at it closely and bring any other thoughts to the January meeting and they would most likely schedule for a February public hearing at least for this part of the Subdivision Ordinance, although she would have preferred to have a single document to bring. She said she would try to get with GIS, Highway and Recorder together so they could get through the rest of the platting stuff, and they could maybe take that and this section to the public hearing. Deana said that they would have one more meeting on this section and if she could get the other things put together for the platting process, they could review that and take it to a public hearing in February. Everyone agreed that it was reasonable. Deana added that they could have two meetings in January, if needed. Commissioner Winkels asked that depending on the public hearing, could it go to the County Board in February or March, and Deana said, yes.

Chair Youngbauer asked about the update on the Comprehensive Plan. Deana said that they were moving forward with Ben Olson from Hometown Planners in Alexandria. There will be a kickoff meeting with the County Board and the Planning Commission to start and Mr. Oelson could walk through the steps of the process at that time. She clarified this was not a re-write but an update of certain areas and they would be focusing more on goals and objectives within the Plan. Commissioner Wenthold made a motion to adjourn the meeting, seconded by Commissioner Kraemer, and carried. Meeting adjourned at 4:19 P.M.

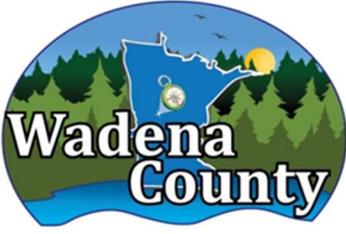

Deana Malone
Secretary/Zoning Administrator

Members Present: Chair Linda Youngbauer, Randy Wenthold, Randy Becker, Commissioner Bryan Winkels, Trisha Kraemer

Members Absent: Mike Weyer

Guests Present: 0

Wadena County, MN Board Action Form



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

Employment Update

Date of Meeting: 1/6/25	Total time requested: -
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Department Requesting Action: Human Resources

Presenting Board Action/Discussion at Meeting:

Background Supporting Documentation enclosed

New Hire – Transit – Casual PT
 Dennis Reger, Driver, Effective Date: 12/22/25
 Grade: 4, Step: 1, \$19.36 per hour, \$20,134.40 gross annual, \$23,264.29 total county expense
 Previous employee data is not available, position was left vacant on 2024 & 2025 budgets.

New Hire – Assessor – FT
 Barb Robinson, Records Specialist, Effective Date: 1/20/26
 Grade: 6, Step: 2, \$25.18 per hour, \$52,374.40 gross annual, \$72,294.40 total county expense
 Previous employee paid at hourly rate \$25.36

Current Wadena County employee numbers as of: 12/30/25
Actively Hiring Positions: 2
Closed Positions in interview/ offer process: 2
Approved and Budgeted Positions, currently leaving vacant: 6
FT (100%): 143
PT (Permanent/ Casual): 23
Seasonal/ Temporary: 0
County FTE: 155.2

*Benefits estimated on Embedded HSA Plan Employee + 1

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"/> Noon	<input type="checkbox"/> Noon
Second:	<input type="checkbox"/> Winkels	<input type="checkbox"/> Winkels
<input type="checkbox"/> Passed	<input type="checkbox"/> Stearns	<input type="checkbox"/> Stearns
<input type="checkbox"/> Failed	<input type="checkbox"/> Kreklau	<input type="checkbox"/> Kreklau

Tabled

Kangas

Kangas

Signatures

STATE OF MINNESOTA}
COUNTY OF Wadena}

I, Heather Olson, County Auditor/Treasurer, 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:

Wadena County, MN Board Action Form



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

Title: **Designation of 2026 Depositories & Investments**

Date of Meeting: **January 6, 2026** | Total time requested: **5 Minutes**

Department Requesting Action: **Auditor/Treasurer**

Presenting Board Action/Discussion at Meeting: **Heather Olson**

Background Supporting Documentation enclosed

Per Minnesota State Statute & Auditing Standards, the designation of depositories and investments shall be approved by the governing body annually.

Options Supporting Documentation enclosed

MINNESOTA STATUTE 118A.02

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

The Wadena County Commissioners to approve the attached resolution for the Designation of Depositories & Investments.

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

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Noon	<input type="checkbox"/> Noon
Second:	<input type="checkbox"/> Winkels	<input type="checkbox"/> Winkels
<input type="checkbox"/> Passed	<input type="checkbox"/> Stearns	<input type="checkbox"/> Stearns
<input type="checkbox"/> Failed	<input type="checkbox"/> Kreklau	<input type="checkbox"/> Kreklau
<input type="checkbox"/> Tabled	<input type="checkbox"/> Kangas	<input type="checkbox"/> Kangas

Signatures
 STATE OF MINNESOTA}
 COUNTY OF Wadena}
 I, Heather Olson, County Auditor/Treasurer, 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:

118A.02 DEPOSITORIES; INVESTING: SALES, PROCEEDS, IMMUNITY.

Subdivision 1. **Designation; delegation.** (a) The governing body of each government entity shall designate, as a depository of its funds, one or more financial institutions.

(b) The governing body may authorize the treasurer or chief financial officer to:

- (1) designate depositories of the funds;
- (2) make investments of funds under sections 118A.01 to 118A.06 or other applicable law; or
- (3) both designate depositories and make investments as provided in this subdivision.

Subd. 2. **Sale; proceeds; immunity, if loss.** (a) The treasurer or chief financial officer of a government entity may at any time sell obligations purchased pursuant to this section and the money received from such sale, and the interest and profits or loss on such investment shall be credited or charged, as the case may be, to the fund from which the investment was made.

(b) Neither such official nor government entity, nor any other official responsible for the custody of such funds, shall be personally liable for any loss sustained from the deposit or investment of funds in accordance with the provisions of sections 118A.04 and 118A.05.

History: 1996 c 399 art 1 s 3

DESIGNATION OF DEPOSITORIES

WHEREAS, Minnesota Statute 118A.02, subdivision 1 (a) states “The governing body of government entity shall designate, as a depository of its funds, one or more financial institutions.” And;

WHEREAS, in accordance with Minnesota Statute 118A.01 through 118A.06, the County Board of Commissioners has the official role to authorize the County Auditor/Treasurer and the Deputy Auditor/Treasurer to select depositories and make investments of funds under Minnesota Statute 118A.01 to 118A.06 on behalf of Wadena County where the following financial institutions are currently in place:

- Wadena State Bank, Wadena, MN
- Magnifi Financial Wadena, MN
- Mid Central National Bank Staples & Wadena MN
- MAGIC Fund
- US Bank – Moreton Capital Markets, LLC

WADENA COUNTY BOARD OF COMMISSIONERS DATED: January 6, 2026

By: _____ Attest _____

Ron Noon, Board of Commissioners Chair

Wadena County, MN Board Action Form



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

Electronic Funds Transfer Authority

Date of Meeting: January 6th, 2026 Total time requested: 5 minutes

Department Requesting Action: Auditor/Treasurer

Presenting Board Action/Discussion at Meeting: Heather Olson, Auditor/Treasurer

Background Supporting Documentation enclosed

Minnesota Statute 385.071 states that "The county board of commissioners shall establish policies and procedures for the investment and expenditure transactions via electronic funds transfer".

The purpose of this to ensure the safety of county funds by controlling the electronic flow of those funds.

The County Board shall annually delegate the authority to make electronic funds transfers to the County Auditor-Treasurer or the Auditor-Treasurer's designee in accordance to the County EFT Policy.

Options Supporting Documentation enclosed

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

To approve the delegate authority to make electronic funds transfers to the Wadena County Auditor-Treasurer staff under the supervision of the Auditor-Treasurer.

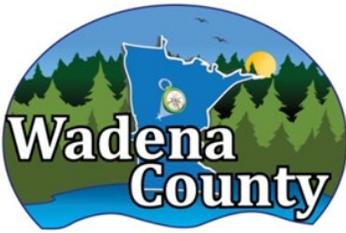
Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Noon	<input type="checkbox"/> Noon
Second:	<input type="checkbox"/> Kreklau	<input type="checkbox"/> Kreklau
<input type="checkbox"/> Passed	<input type="checkbox"/> Stearns	<input type="checkbox"/> Stearns
<input type="checkbox"/> Failed	<input type="checkbox"/> Winkels	<input type="checkbox"/> Winkels
<input type="checkbox"/> Tabled	<input type="checkbox"/> Kangas	<input type="checkbox"/> Kangas

Signatures
 STATE OF MINNESOTA }
 COUNTY OF Wadena }
 I, Heather Olson, County Auditor/Treasurer, 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"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
<input checked="" type="checkbox"/> Consent Agenda Item	

Appointment of County Extension Committee Members

Date of Meeting: January 6 th , 2026	Total time requested:
---	-----------------------

Department Requesting Action:

Presenting Board Action/Discussion at Meeting:

Background Supporting Documentation enclosed

Please see attached letter.

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"/> Noon	<input type="checkbox"/> Noon
Second:	<input type="checkbox"/> Kreklau	<input type="checkbox"/> Kreklau
<input type="checkbox"/> Passed	<input type="checkbox"/> Stearns	<input type="checkbox"/> Stearns
<input type="checkbox"/> Failed	<input type="checkbox"/> Winkels	<input type="checkbox"/> Winkels
<input type="checkbox"/> Tabled	<input type="checkbox"/> Kangas	<input type="checkbox"/> Kangas

Signatures

STATE OF MINNESOTA}
 COUNTY OF Wadena}
 I, Heather Olson, Auditor/Treasurer, 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

Meeting Date: January 6, 2026
Consent Agenda

CONSENT AGENDA BILL

SUBJECT: Appointment of County Extension Committee Members

RECOMMENDATIONS: Accept the Extension Committee's recommendation for committee member reappointments

DEPARTMENT OF ORIGIN: Extension

CONTACT PERSON: Tony Hansen 218-828-2286

Attachments: Extension Committee Recommendation Memo

Budget Impact: None

Summary Statement:

The Wadena County Extension Committee consists of six citizen representatives, two County Commissioners, and the County Auditor's designee. The following committee members are requesting to be reappointed for another term to serve on the Extension Committee starting in 2026:

Kyle Schulz
Karen Malone
Barb Johnson
Sheldon Monson

The committee will have one vacant seat starting 2026. There are no current committee representatives from district 3 or 5.

The recommended action is for the Wadena County Board of Commissioners to approve the reappointment of these committee members to another term of service on the Wadena County Extension Committee.

Tony Hansen
Regional Director- Northeast
hans8122@umn.edu
218-282-2286

Wadena County, MN Board Action Form



Action Requested	
<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

FOWCY Discussion

Date of Meeting: 1/6/2026	Total time requested: 15 minutes
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Department Requesting Action:

Presenting Board Action/Discussion at Meeting:

Background Supporting Documentation enclosed

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"/> Noon	<input type="checkbox"/> Noon
Second:	<input type="checkbox"/> Kreklau	<input type="checkbox"/> Kreklau
<input type="checkbox"/> Passed	<input type="checkbox"/> Stearns	<input type="checkbox"/> Stearns
<input type="checkbox"/> Failed	<input type="checkbox"/> Winkels	<input type="checkbox"/> Winkels
<input type="checkbox"/> Tabled	<input type="checkbox"/> Kangas	<input type="checkbox"/> Kangas

Signatures

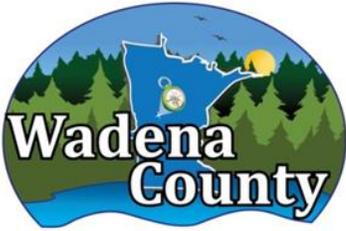
STATE OF MINNESOTA;
 COUNTY OF Wadena}

I, Heather Olson, Auditor/Treasurer, 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 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

Highway Department Annual Purchases	
Date of Meeting: 1/6/26	Total time requested: 5 minutes
Department Requesting Action: Highway Department	
Presenting Board Action/Discussion at Meeting: Anthony Maule, P.E. , County Engineer	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
<p>The Highway Department annually requests permission from the County Board to make annual purchases of materials and services included within its budget as needed for its annual operations. Authorization allows the Highway Department to prepare and accept quotations, bids, and make purchases for items included in the Department’s annual budget including:</p> <p>Culverts: \$50,000.00 Road Salt/Sand: \$210,000.00 (Board approved award of contract on 8/19/25) Bituminous Patch: \$40,000.00 Equipment Rental: \$12,000.00 Equipment, Machinery, & Vehicles: \$371,287.00* Dust Control Chemical/Contract: \$40,000.00 Road Maintenance: \$70,000.00 Gravel Royalty & Crushing: \$40,000.00 Crack Seal: \$20,000.00 Roadway Striping: \$35,000.00 Diesel Fuel: \$170,000.00 (Board approved award of contract on 8/19/25) Gas: \$27,000.00 Engineering & Survey Supply: \$5,500.00 Office Supplies & Furnishings: \$10,000.00 Traffic Signs, Posts, & 911 Signs: \$43,500.00 Safety Equipment: \$7,000.00 Equipment Repair & Routine Replacement: \$195,000.00 Motor Oil, Shop Equipment, & Shop Supplies: \$52,000.00 Building Maintenance & Improvements: \$41,000.00</p> <p>Total: \$1,439,287.00</p> <p>*2026 budget amount is \$320,000. Board approved purchases totaling \$371,287 on 11/4/25 with \$51,287 to come from Highway Department Equip Reserves*</p> <p>These items are included in the Highway Department’s 2026 Budget and are essential to daily operations of the Highway Department and its maintenance of the County Highway system. Expenses associated with these items and all Department expenses are reported to the County Board of Commissioners annually in the Highway Department’s Annual Report.</p>	

Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Wadena County Board of Commissioners approves the following by Motion: Approve the Highway Department to make its annual operations purchases.	
Financial Implications: \$1,439,287.00	Comments
Funding Source: Road & Bridge	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Noon	<input type="checkbox"/> Noon
Second:	<input type="checkbox"/> Winkels	<input type="checkbox"/> Winkels
<input type="checkbox"/> Passed	<input type="checkbox"/> Stearns	<input type="checkbox"/> Stearns
<input type="checkbox"/> Failed	<input type="checkbox"/> Kreklau	<input type="checkbox"/> Kreklau
<input type="checkbox"/> Tabled	<input type="checkbox"/> Kangas	<input type="checkbox"/> Kangas

Signatures
STATE OF MINNESOTA}
COUNTY OF Wadena}
I, Heather Olson, County Auditor/Treasurer, 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:

Wadena County, MN Board Action Form



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

Approval of MNPCA county Feedlot Program Delegation Agreement Work Plan

Date of Meeting: 01-06-2026 Total time requested: 5 minutes

Department Requesting Action: Wadena SWCD- Feedlot Program

Presenting Board Action/Discussion at Meeting: Savanna Anderson

Background Supporting Documentation enclosed

I included the Annual work plan that needs approval. The annual plan lays out our strategies for inspections, how we are handling registrations and violations and any planned outreach we have.

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"/> Noon	<input type="checkbox"/> Noon
Second:	<input type="checkbox"/> Kreklau	<input type="checkbox"/> Kreklau
<input type="checkbox"/> Passed	<input type="checkbox"/> Stearns	<input type="checkbox"/> Stearns
<input type="checkbox"/> Failed	<input type="checkbox"/> Weyer	<input type="checkbox"/> Weyer
<input type="checkbox"/> Tabled	<input type="checkbox"/> Kangas	<input type="checkbox"/> Kangas

Signatures

STATE OF MINNESOTA}
 COUNTY OF Wadena}

I, Heather Olson, Auditor/Treasurer, 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

Minnesota Pollution Control Agency County Feedlot Program Delegation Agreement Work Plan

(When completing this document, make sure to fill in the grey boxes and Xs with the specified information.)

Delegation Agreement Years:	<u>2026 – 2027</u>
County:	<u>Wadena</u>
County Feedlot Officer (CFO):	<u>Savanna Anderson</u>
If CFO is employed solely by SWCD, list designated County employee who will sign permits/Grant Agreement:	<u>Deana Malone</u>
Telephone number(s):	<u>218-632-4201</u>
Email address(es):	<u>savanna.anderson@wadena.mnswcd.org deana.malone@wcmn.us</u>

A. Strategies

Minn. R. ch. 7020.1600, subp. 3a. states a County must develop annual plans and goals in accordance with registration, inspection, compliance and owner assistance responsibilities as well as permit goals, complaint response and staffing levels.

Registration Strategy

See Appendix A for additional clarifying information regarding Registration of feedlots.

- 1. Please indicate the method(s) the County will use to provide a feedlot owner, who does not have an email address, with a registration receipt within 30 days of the county entering the registration information into the online registration service:** (Double-click on checkbox and select "checked." Select all that apply.)

- A registration receipt letter or mailing copy of record.
- An inspection letter that contains confirmation about registration/re-registration.
- A permit and/or a permit cover letter that contains confirmation of registration/re-registration.
- The County will document the dated 30-day registration receipts, as described below:
Click or tap here to enter text.

- 2. Please indicate how the County will register sites using the online registration service. Select all that apply or provide a narrative if the County is planning to conduct registrations in another manner than those provided below:**

- The County will advise feedlot owners to use the online registration service to register new feedlots or update existing feedlot registration information.
- The County will request feedlot owners complete and submit a registration data collection sheet. Upon receiving completed registration data collection sheets, the County will enter registration information into the online registration service for feedlot owners.

- The County will collect registration information during site inspections and will enter registration information into the online registration service for feedlot owners.
- The County will use information provided by feedlot owners on permit application forms and/or Notices of Construction forms and will enter registration information into the online registration service for feedlot owners.

Click or tap here to enter text.

3. **The County will address facilities that upon re-registration show an increase in animal units, a change or addition to animal types, or a change or addition to manure storage (i.e., liquid storage not previously included) by contacting the feedlot owner to verify the information provided in the updated registration and determine if other actions (i.e. site inspection, permitting, enforcement action or update of NMP) are needed to address the changes in the registration.**
4. **Please describe the strategy and timeline the County shall follow to address facilities that are not registered/re-registered in the current and/or prior four-year registration cycle. Select all that apply:**
 - Register/re-register sites throughout the four-year registration cycle.
 - Register/re-register sites early in the fourth year of the registration cycle.
 - Sites required to be registered that do not have a current registration (registered prior to January 1, 2022) Date will be inspected or contacted to verify animal numbers so registration can be updated.
 - Other (Example: How the county will address multiple AIs/sites that have the same address. Describe below:)

Click or tap here to enter text.

Inspection Strategy

For assistance with completing this part of the Delegation Agreement Work Plan please see **Appendix A**. A County must have an inspection strategy for the purpose of identifying pollution hazards and determining compliance with discharge standards, rules and permit conditions.

Note: *At least half of the required seven percent inspections need to be “Compliance” inspections. However, stockpile and manure storage area closure inspections conducted on their own do not count towards the County’s minimum seven percent inspection rate.*

Required Inspection Strategies

Strategy	Year 1	Year 2
Conduct compliance inspections at existing sites that have not had an inspection within the last year and have submitted permit applications proposing construction or expansion to ensure that the appropriate permit is issued.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

The County’s inspection strategy shall include goals for conducting a **majority** of inspections at high risk/ high priority sites. The strategy may also include goals for low risk/low priority sites. The County may choose from the provided examples and/or write an alternative strategy in the space provided in the below sections.

High risk/High priority sites (*check all that apply*):

- Sites within shoreland, a Drinking Water Supply Management Area (DWSMA), or other prioritized impaired waters.
- Sites that have open lot area(s) without runoff controls.
- Sites that have never been inspected that fall into the first two checkboxes.
- Sites that, according to previous inspections, have not been maintaining adequate land application records and/or manure management plans.
- Sites constructing Manure Storage Areas (MSA) and open lot runoff controls.
- Conduct phosphorus inspections within a formally designated area. *Sites within high nitrate vulnerable areas or that may apply manure to high nitrate vulnerable areas. Refer to the Nutrient Management Planning Map and the Vulnerable groundwater area layer link: <https://experience.arcgis.com/experience/b99690542f364a6dace31df6fab2e55a>*
- Alternative Strategy (*explain alternative strategies below*):

Click or tap here to enter text.

Low risk/Low priority sites (*check all that apply*):

- Sites within a specified size category (i.e., 300-499 AU). *Please explain/describe your inspection strategies in the text box below.*
- Sites within a watershed, township or other formally designated area.
- Conduct phosphorus inspections within a specific watershed, township or other formally designated area.
- Conduct in-field land application inspections within a specific watershed, township or other formally designated area.
- Conduct phosphorus inspections as part of a compliance inspection.
- Conduct in-field land application inspections as part of a compliance inspection or at non-NPDES sites >300 AU.
- Conduct inspections at all sites in the County on a five year or less rotating basis.
- Conduct inspections at sites required to be registered that have never been inspected.
- Alternative Strategy (*explain alternative strategies below*):

Click or tap here to enter text.

Inspection Strategies

Inspection Strategy	Inspection Goal Year 1*	Inspection Goal Year 2*
Sites over 300 AU	1	1
Sites between 50 AU and 299 AU	4	4
[Enter description of strategy. If choosing prioritized impaired water specify the area.]	[Number of Inspections]	[Number of Inspections]
[Enter description of strategy. If choosing prioritized impaired water specify the area.]	[Number of Inspections]	[Number of Inspections]
Total:	5	5

**Enter the number of inspections the County predicts will be completed for each category.*

Note: Numbers entered for in-field land application goals must be quantified by feedlot sites and not individual farm fields.

At least seventy five percent (75%) of inspection data shall be entered into Tempo within 120 days of the inspection. Minimally funded counties may enter data less frequently.

- Yes, I agree No I do not agree (*discuss with MPCA staff*)

Note:

- Counties need to enter data from all feedlot inspections at feedlots required to be registered into Tempo by no later than **February 1** of the year following the end of the program year.
- Counties that enter ninety percent (90%) of inspection data within 60 days of the inspection date will receive four (4) Performance Credits.

Be sure to read and understand Appendix A for required inspection documentation.

Compliance Strategy

1. Please state the various initial method(s) and practice(s) the County will use in response to **compliance inspections** that result in non-compliance: (Blatant violations will be referred to MPCA as soon as possible in accordance with Appendix C.)
 - Include corrective actions with completion deadlines in the inspection results notification letter.
 - Issue a Letter of Warning (LOW) or a Notice of Violation (NOV) that will include corrective actions and deadlines.
 - Issue an interim permit that includes timelines for corrective actions.
 - Other (describe below):
Click or tap here to enter text.

2. Please indicate the various initial method(s) and practice(s) the County will use in response to **land application inspections** that result in non-compliance: (Blatant violations will be referred to MPCA as soon as possible in accordance with Appendix C.)
 - Address non-compliance at the same time the facility non-compliance is addressed. See above.
 - Include corrective actions with completion deadlines in the inspection results notification letter.
 - Issue an LOW or NOV that will include corrective actions and deadlines.
 - Other (describe below):
Click or tap here to enter text.

3. Notification of inspection results, including corrective action(s) and completion deadlines, shall be sent to feedlot owners. For compliance inspections and/or desktop N & P record reviews the notification of results will be sent to feedlot owners within 30 days of a compliance determination. County intends to follow-up with feedlot owners to evaluate progress.

Yes, I agree No I do not agree (*discuss with MPCA staff*)

4. Explain how the County will escalate enforcement action when progress is not being made on corrective actions. (**Note:** See Appendix C – MPCA memorandum on CFO referral to MPCA.)

Work with MPCA to take appropriate steps to ensure corrective actions take place.

Owner Assistance Strategy

1. Please describe the type and number of activities you plan to conduct during the term of this DAWP and how you will track the number of producers reached. (Example: group education events, newsletters, newspaper articles, producer surveys, distribution of manure sample containers, help with MMP writing, social media posts.)

I plan to have at least 2 educational feedlot posts on our social media account each year and I plan to put at least 1 informative article in local papers each year. We also have manure sample kits on site if owners request one.

Counties are pre-approved to conduct publicity based on their Owner Assistance Strategy. Counties need to add “Paid for by a grant from the State of Minnesota” to any originally created Minn. R. ch. 7020 information intended for distribution.

2. Provide assistance to feedlots applying manure within MDA Level 2 DWSMAs in the county. Assist those feedlots with 300+ AU with MMP development and record keeping within the Nutrient Management Tool. Assist feedlots under 300 AU to understand and implement the “Small Farm MMP” and record keeping forms provided by the MPCA. Please explain how the County plans to provide this assistance for these feedlots, below.

Not Applicable (There are no Level 2 DWSMA’s within the County.)

Click or tap here to enter text.

Communication strategy (The communication strategy is intended to ensure that effective communication occurs between CFOs and MPCA regional representatives. Below are opportunities for connecting face to face or virtually. Describe how intentional communication will occur over the two-year work plan.)

1. Please describe the strategy the County intends to follow to communicate updates and needs with MPCA over the 2-year work plan cycle. (Double-click on checkbox and select “checked.” Select all that apply.) Examples are below:

- Attend regional meetings.
- Attend the MACFO Conference.
- Have quarterly check-ins with MPCA Regional Rep, using designated check-in form.
- Submit permit review documents to MPCA regional rep prior to issuing.
- Attend a live U of MN training (MinnFARM, Nutrient Management).
- Review first two inspections of the year with MPCA regional rep.
- Alternative Strategy (describe below):

Click or tap here to enter text.

- The check-in form to be used is in the Feedlot Folder in Tempo Help.

B. Delegated County Minimum Program Requirements (MPRs)

Minn. Stat. § 116.0711, subd. 2. (c) states that 25% of the total appropriation must be awarded according to the terms and conditions of the following MPRs.

Inspection MPRs

A County must inspect seven percent (7%) or more of their State required registered feedlots annually, as determined by the table in Appendix B, to be eligible for the Inspection MPR award. A full compliance inspection, a construction inspection, a desktop nitrogen and phosphorus record inspection (desktop N & P) or an in-field land application inspection may only count once towards the minimum seven percent inspection rate. A second inspection done at the same site in the same year would be counted towards performance credits. At least half of the seven percent (7%) inspections need to be compliance inspections. The remaining half can be a combination of construction inspections, desktop nitrogen and phosphorus record inspections or in-field land application inspections. **Note:** the stockpile and manure storage area closure inspections, on their own, do not count towards the minimum seven percent inspection requirement.

Inspection MPRs	Year 1	Year 2
<p>1. Agency-approved number of feedlots required to be registered by the State.</p> <p>(For Year 1, enter the “Feedlots Eligible for Funding” number for your county found in Appendix B. For Year 2, the Agency-approved number of feedlots for each county will be determined by the MPCA around April 1, 2026. Counties will need to determine the number of inspections that need to be conducted to meet their 7% inspection rate based on the number of Agency-approved feedlots at that time.)</p>	68	<p>[XXX]</p> <p>The 2027 MPCA approved number of feedlots is to be added by the county in 2026.</p>
<p>2. County–Agency agreed upon inspection rate.</p> <p>(Enter “7%” unless a different inspection rate percentage was negotiated.)</p>	7%	7%

3. County–Agency agreed upon inspection number for the identified time period. <i>(Calculate 7% of the number from item 1. If not a whole number, round up to the nearest 0.5 and enter it here. Example: 12.0 =12.0, 12.1 thru 12.5 = 12.5, 12.6 thru 12.9 = 13.0)</i>	5	[XXX] To be added by the county in 2026.
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Non-Inspection MPRs

Registration MPRs	Yes	No
1. The County will register and maintain registration data in the Tempo database (Minn. R. ch. 7020.0350, subp. 1 and 7020.1600, subp. 2. C). <i>Instructions for entering registration information into the online registration system are available in Tempo HELP/Feedlot folder/Registration Information folder/ "Online Registration FAQs.docx"</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. The County issues a registration receipt to the feedlot owner within 30 days of entering registration information into the online registration service if the site owner does not have an email address (Minn. R. ch. 7020.0350, subp. 5). <i>A file review should indicate the County has fulfilled the registration receipt requirement as stated in their Delegation Agreement Work Plan Registration Strategy.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The County acknowledges the following: a. The MPCA will run a report on or about January 30, 2026 to determine the number of feedlots the County will receive funding for during 2027 and 2028. b. In order for feedlot sites to count for funding purposes for 2027 and 2028 they must: <ul style="list-style-type: none"> • Have a locked registration in Tempo, • Have a registration Effective Start Date of January 1, 2022 or later; and • Be required to register: 10 or more AU in shoreland areas or 50 or more AU outside shoreland areas. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Inspection MPRs	Yes	No
3. The County maintains a record of all compliance inspection results, including land application inspections, conducted at feedlots required to be registered. At a minimum, counties must maintain on file (electronic or paper) inspection documentation as outlined in Appendix A (Minn. R. ch. 7020.1600, subp. 2.H.). <i>A file review should indicate that the County uses and maintains on file inspection documentation as stated in their Delegation Agreement Work Plan Inspection Strategy.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. The County enters data from all feedlot inspections at feedlots required to be registered into Tempo no later than February 1 of the year following the end of the program year (Minn. R. ch. 7020.1600, subp. 2.H) and at least seventy five percent (75%) of inspection data shall be entered into Tempo within 120 days of the inspection. Minimally funded counties may enter data less frequently. <i>A Tempo database query should indicate that inspection checklist data was entered into Tempo within required parameters.</i> <i>Instructions for entering an inspection into Tempo are available in Tempo HELP/Feedlot folder/ Inspection Information folder.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Inspection MPRs	Yes	No
<p>The County acknowledges the following:</p> <p>a. For inspections to count toward the required seven percent (7%) inspection rate they must*:</p> <ul style="list-style-type: none"> • Be at sites that are required to register: 10 or more AU in shoreland areas or 50 or more AU outside shoreland areas. • Have a locked inspection in Tempo; and • Have occurred during the CFO Annual Report reporting year. <p>*If at the time of inspection a site has a current (January 1, 2022 or later) locked registration with animal numbers that require registration (10 or more AU in shoreland or 50 or more AU outside of shoreland), and as a result of the inspection the registration information is updated to animal numbers that no longer require registration, the inspection shall count toward the seven percent (7%) inspection rate.</p> <p>b. Inspections at feedlot sites will not count toward the required seven percent (7%) inspection rate if:</p> <ul style="list-style-type: none"> • Inspection information is not entered into Tempo, or • Inspections entered into Tempo are not locked. 	☒	☐
<p>5. The County’s Inspection Strategy has been approved by the agency (Minn. R. ch. 7020.1600, subp. 3a.B(1-2)).</p> <p><i>The County’s CFO Annual Report should indicate the County initiated inspection plans and goals as stated in their Delegation Agreement Work Plan Inspection Strategy.</i></p>	☒	☐
Compliance MPRs	Yes	No
<p>6. The County will notify the producer, in writing or via email, of the results of any inspection. The notification must include a completed copy of the Minnesota Feedlot Inspection Checklist (wq-f3-45e). (Minn. R. ch. 7020.1600, subp. 3a.B(5)(a)). For compliance and desktop N & P inspections the written or emailed inspection notification shall be within 30 days of a compliance determination.</p> <p><i>A file review should indicate the County has notified the producer(s) of compliance inspection results. Notification must be in writing or via email.</i></p>	☒	☐
<p>7. The County will bring feedlot operations into compliance through the implementation of scheduled compliance goals as stated in the County’s Delegation Agreement Work Plan Compliance Strategy (Minn. R. ch. 7020.1600, subp. 3a.B(5)).</p> <p><i>A file review should indicate that the County brought non-compliant feedlots into compliance as stated in their Delegation Agreement Work Plan Compliance Strategy.</i></p>	☒	☐
<p>8. The County maintains documentation and correspondence for any return to compliance from a documented non-compliance status (Minn. R. ch. 7020.1600, subp. 2.H).</p> <p><i>When a County records a corrective action in Tempo, the file should contain documentation verifying the corrective action. Tempo should indicate that the audit data screen is correctly filled out for partial or complete upgrades and the Violations screen in Tempo has been updated to reflect the return to compliance.</i></p>	☒	☐

Permitting MPRs	Yes	No
<p>9. The County will issue permits within the 60/120-day time period according to Minn. Stat. § 15.99 (Minn. R. ch. 7020.0505, subp. 5.C).</p> <p><i>A file review should indicate that the County date stamps all application components and, if applicable, uses letters to notify producers of incomplete applications. An application component received by the County electronically (via email) does not need a date stamp provided the dated email is saved with the document.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>10. The County will make sure all permit applications are complete. (Minn. R. ch. 7020.1600, subp. 2.C).</p> <p><i>A file review should indicate that the County uses the most recent agency-approved permit application checklist, verifying the information contained in the application is complete and accurate. When required a complete and accurate Manure Management Plan (MMP) must be submitted with the permit application. Note: upon UMN extension N recommendation changes, being incorporated into the MPCA's Nutrient Management Tool, (NMT), the county will encourage/promote the use of Online NMT when feedlot owners are required to develop MMP's as part of a permit application.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>11. The County will ensure producer compliance with required notifications (Minn. R. ch. 7020.2000, subp. 4 and subp. 5).</p> <p><i>Public notification for new or existing feedlots with a capacity of ≥ 500 AU proposing to construct or expand must include the following information:</i></p> <ul style="list-style-type: none"> <i>a. Owner(s) name(s) or legal name of the facility;</i> <i>b. Location of facility - county, township, section, quarter section;</i> <i>c. Species of livestock and total animal units;</i> <i>d. Types of confinement buildings, lots, and areas at the animal feedlot; and</i> <i>e. Types of manure storage areas.</i> <p><i>Public notification is completed by equal or greater notification of one of the following:</i></p> <ul style="list-style-type: none"> <i>a. Newspaper (affidavit in file);</i> <i>b. Delivery by mail or in person; or</i> <i>c. As part of a county/township permitting process (Conditional Use Permit);</i> <i>d. A copy of the newspaper including date of publication;</i> <i>e. A printed copy of the notification from the newspaper website including date of publication.</i> 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>12. The County will issue the appropriate permit after completion of required notifications (Minn. R. ch. 7020.2000, subp. 4, 5).</p> <p><i>A file review should indicate that permits have been issued more than twenty (20) business days after public notifications.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Permitting MPRs	Yes	No
<p>13. The County will ensure that manure management plan (MMP) conditions have been met according to Minn. R. ch. 7020.2225, subp. 4.D prior to permit issuance (Minn. R. ch. 7001.0140).</p> <p>Upon UofM Extension nitrogen recommendation changes, incorporation of the changes into MPCA’s NMT and MPCA providing notice to the Delegated Counties, the county will require (Change or remove/reword) <i>use of MPCA online services for submittal of nutrient management plan development for CSF permit applications at sites with 300 AU or more & for Interim permit applications.</i></p> <p><i>A file should contain either a an NMP and a completed NMP review checklist for any interim permit issued for a site 100 or >100 AU; an NMP and a completed MMP review checklist for any CSF (construction short form) permit issued for a feedlot over 300 AU; A file review will confirm that a copy of the most recent Agency-approved MMP review checklist is in the permit file and verify that the NMP is complete, accurate and meets feedlot rule requirements as verified through the use of Tableau reports (i.e., Nutrient Management Tool Plan Reviewer) and the NMP review checklist.</i></p>	☒	☐
<p>14. The County will ensure that a producer who submits a permit application that includes a liquid manure storage area (LMSA) meets the requirements in Minn. R. ch. 7020.2100.</p> <p><i>A file review should indicate that MPCA engineering staff reviewed nonconcrete LMSAs, and for LMSA not requiring MPCA engineering staff review, the County uses the most recent Agency-approved LMSA checklist and that LMSA plans and specifications are complete, accurate and meet feedlot rule requirements as verified using the LMSA checklist.</i></p>	☒	☐
<p>15. The County will ensure that any pollution problems existing at a producer’s site will be resolved before the permit is issued or will be addressed by the permit (Minn. R. ch. 7020.0535, subp. 7 and 7001.0140).</p> <p><i>A file review should indicate the County issues interim permits in appropriate situations and conducts an inspection at existing sites within one year prior to permit issuance.</i></p>	☒	☐
Complaint Response MPR	Yes	No
<p>16. The County maintains a record of all complaint correspondence. (Minn. R. ch. 7020.1600, subp. 2.H. and subp. 2.J.(6))</p> <p><i>The County maintains a complaint log and promptly reports to the MPCA any complaints that represent a possible health threat, a significant environmental impact or indicate a flagrant violation.</i></p> <p><i>The complaint log should include:</i></p> <ul style="list-style-type: none"> <i>a. Type of complaint;</i> <i>b. Location of complaint;</i> <i>c. Date and time complaint was made;</i> <i>d. Facts and circumstances related to the complaint; and</i> <i>e. A statement describing the resolution of the complaint.</i> 	☒	☐

Owner Assistance MPR	Yes	No
<p>17. The County's Owner Assistance Strategy has been approved by the agency. (Minn. R. ch. 7020.1600, subp. 2.J.(5) and subp. 3a.B.(7))</p> <p><i>A review should indicate the County initiated their plan as stated in their Delegation Agreement Work Plan Owner Assistance Strategy.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Staffing Level and Training MPR	Yes	No
<p>18. The CFO (and other feedlot staff) attend training necessary to perform the duties of the feedlot program and is consistent with the agency training recommendations. (Minn. R. ch. 7020.1600, subp. 2.K.)</p> <p><i>The County should complete a minimum of 18 continuing education units (CEUs). Each unit consists of one hour of training related to Minn. R .ch. 7020 competency areas: regulating new construction, conducting inspections and evaluating compliance, handling complaints and reported spills, responding to air quality complaints, resolving identified pollution problems, communicating with farmers and the agricultural community.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Air Quality MPR	Yes	No
<p>19. The County maintains a record of all notifications received from feedlot owners claiming air quality exemptions including the days exempted and the cumulative days used. (Minn. R. ch. 7020.1600, subp. 2.I.)</p> <p><i>The County should maintain a pumping notification log. The log should include:</i></p> <ul style="list-style-type: none"> <i>a. Names of the owners/legal facility name;</i> <i>b. Location of the facility (county, township, section, quarter);</i> <i>c. Facility permit number; and</i> <i>d. Start date and number of days to removal.</i> 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Web Reporting Requirement	Yes	No
<p>20. The County maintains an active website listing detailed information on the expenditure of County program grant funds and measurable outcomes as a result of the expenditure of funds. (86th Legislature, MN Session Laws 2009, Chapter 37 – H. F No. 2123, article 1, section 3, subdivision 1)</p> <p><i>As of July 1 of the current program year, the CFO Annual Report and MPCA Financial Report from the previous program year should be posted on the County's website:</i></p> <p>https://www.revisor.mn.gov/laws/?year=2009&type=0&doctype=Chapter&id=37</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Appendix A

2026-27 Delegation Agreement Work Plan Guidance

This Delegation Agreement Work Plan applies to feedlots that are required to be registered under Minn. R. ch. 7020.

If a Delegated County (County) will not be able to meet their registration, inspection, compliance and/or owner assistance strategies during the year the County needs to communicate this with the MPCA in a timely manner and work with MPCA to determine an acceptable alternative. If a County is unable to achieve the strategies of the Delegation Agreement Work Plan, they risk losing funding. A County that does not meet the minimum seven percent inspection rate may be at risk for losing funding.

1. Data Practices

Any data requested that is part of the Tempo warehouse data dump, MPCA's "What's in my Neighborhood" and a submitted permit application and Manure Management Plan is public information. As such the county is not required to immediately notify the MPCA and is does not need to await direction on whether the county can disseminate this data to the public. The county can release this public data because this statement is a blanket approval for the county to do so.

2. Registration

a) Producer contact information

- If a feedlot owner provides contact information (phone / email) it needs to be entered. Counties should not enter their own contact information if a feedlot owner has provided contact information.
- If a feedlot owner does not provide contact information an effort should be made by the CFO to gather/obtain feedlot owner contact information (phone/email) before entering registration information so, if possible, the feedlot owner's contact information is entered rather than the contact information of the CFO.
- Entering CFO contact information (phone/email) as part of a feedlot's contact information should only be done as a last resort, meaning that either:
 - The feedlot owner does not have phone/email contact information.
 - The feedlot owner is unwilling to provide contact information.

b) Collected registration information

- If a feedlot owner submits registration information to the county (i.e., Registration Data Collection sheet or permit application) so that the county can enter the registration information into the on-line registration service, the submitted information needs to be retained (attached in Tempo or in county file).

c) Registration receipt

- If a feedlot owner does not provide email contact information and CFO email contact information is entered as contact information for the feedlot, the CFO needs to clearly document receipt of registration back to the feedlot owner. Acceptable forms of documentation include:
 - Dated registration receipt letter;
 - Dated inspection letter that indicates registration was updated;

- Dated permit cover letter that indicates registration was updated; or
 - The County will document the dated 30-day registration receipts as described in the Registration Strategy above.
- d) Register / Update feedlot registration information when permits are issued
- When a feedlot owner submits an application for a feedlot permit or Notice of Construction, the CFO needs to ensure that:
 - New feedlot sites are registered based on the information submitted; and
 - Registration information is updated for existing feedlot sites based on the information submitted.

6. Types of Inspections

Please refer to the Minnesota Feedlot Inspection Checklist (Checklist) to learn more about a feedlot inspection. All inspections must be documented.

Compliance Inspection is an onsite, full facility inspection during which all parts of the feedlot are inspected. When inspecting a site registered for ≥ 100 AU, the nitrogen section of the Checklist must be filled out for the inspection to be complete. When entering an inspection of this type into Tempo, select *FE Compliance Inspection* as the Compliance Evaluation Type and load applicable checklist.

Construction Inspection is an onsite inspection completed at a feedlot site that is constructing. A construction inspection typically involves just inspecting the construction activity that is taking place and does not require inspection of other parts of the feedlot. When entering an inspection of this type into Tempo, select *FE Construction Inspection* as the Compliance Evaluation Type and load applicable checklist.

Complaint Inspection is an inspection conducted in response to a complaint. A complaint inspection typically involves just inspecting the portion of the feedlot, land application site, manure stockpile or other areas relating to the complaint and does not require inspection of any other area not directly related to the complaint. When entering an inspection of this type into Tempo, select *FE Complaint Inspection* as the Compliance Evaluation Type.

Stockpile Inspection is an onsite inspection conducted to inspect one or more stockpiles. A stockpile inspection typically involves just inspecting the portion of the feedlot relating to the stockpile(s) and does not require inspection of other parts of the feedlot. The stockpile section(s) of the Checklist must be filled out for the inspection to be complete. When entering an inspection of this type into Tempo, select *FE Stockpile Inspection* as the Compliance Evaluation Type and load the applicable checklist portions.

Manure Storage Area Closure is an inspection that has been conducted at a facility and the inspector has evaluated the site's compliance with manure storage area closure requirements. If you have received a notification of manure storage area closure and did not inspect the facility, follow the procedure for "How to enter Notification of Manure Storage Area Closure" located here (<file:///pca.state.mn.us/xdrive/Tempo/Feedlot/>).

Note: *The stockpile and manure storage area closure inspections, on their own, do **not** count towards the minimum seven percent inspection requirement.*

Land Application Inspections

- **Phosphorus Inspection** is an inspection of the phosphorus portion of land application records that is conducted in conjunction with a compliance inspection of a site registered for ≥ 300 AU. The phosphorus section of the Checklist must be filled out for the inspection to be complete. Feedlot owners are required to maintain three (3) years of field records when fields do not have sensitive features and six (6) years when fields do contain sensitive features. **Please see phosphorus inspection guidance found on the MPCA County Feedlot Officers webpage for more information.**
- **Desktop Nitrogen & Phosphorus Record Review** is an inspection of both nitrogen and phosphorus land application records of a site registered for ≥ 300 AU. This is an independent inspection conducted without inspecting other parts of the feedlot. The nitrogen and phosphorus sections of the Checklist must be filled out for the inspection to be complete. This inspection typically would be conducted in the office after requesting and receiving application records, but it could also be conducted onsite. When entering an inspection of this type into Tempo, select *FE Desk-top Nitrogen & Phosphorus Record Inspection* as the Compliance Evaluation Type and load the applicable checklist. **Note:** When a Desktop Nitrogen & Phosphorus Record Inspection is conducted, review of the phosphorus portion of the records must be completed in the same manner as described in the Phosphorus inspection above.
- **In-field Land Application Inspection** is an onsite/in-field inspection that focuses on land application practices including but not limited to discharges and setback requirements. The inspection should include a review of the MMP as applicable. The in-field land application inspection section of the Checklist must be filled out for the inspection to be complete. When entering an inspection of this type into Tempo, select *FE In-field Land Application Inspection* as the Compliance Evaluation Type and load the applicable checklist. In-field land application inspections should focus on fields that have sensitive features present.

A special note about inspections at facilities designated as a large CAFO or operating under an NPDES or SDS Permit:

County inspections conducted at NPDES/SDS/CAFO sites DO NOT count towards the minimum seven percent (7%) inspection rate. If the inspection was requested of the County by MPCA feedlot program staff the County can add that inspection to the CFO Annual Report to obtain performance credits.

7. Inspection Documentation

Required

Each compliance inspection must be documented. A Checklist must be used for all compliance inspections as applicable (MPR #3). The results of compliance and land application inspections are to be documented and communicated in writing or via email to the feedlot owner. For compliance inspections and desktop N & P record reviews results are to be communicated to the feedlot owner within 30 days of a compliance determination (MPR #6).

Both the Checklist and the written communication of inspection results to the feedlot owner need to be either in the County's file or uploaded into Tempo.

It is not necessary to document and communicate results to the feedlot owner for a construction or complaint inspection unless compliance issues are discovered as a result of the inspection.

For **Compliance** inspections at feedlot sites with ≥ 300 AU where **manure application records are kept**, documentation in the file must include:

- The Checklist;
- Written communication of the inspection results;
- A copy or photo of a representative sample of manure application records that were evaluated. Examples include manure and soil sample results, field maps with application rates, MPCA Manure Planner; (This is not tied to an MPR.)
- The County's evaluation of nitrogen rates (i.e., nitrogen rate worksheet). Include documentation used to make a nitrogen determination; and
- The County's evaluation of phosphorus rates (i.e., phosphorus rate worksheet), if an optional phosphorus inspection is conducted in conjunction with a compliance inspection.

The County can also include additional items (photos, site map, etc.) as part of the inspection file if they determine it is applicable or necessary to document the inspection.

For **Compliance** inspections at feedlot sites with 100-299 AU where **manure application records are required to be kept**, documentation in the file must include:

- The Checklist;
- Written communication of the inspection results;
- The County's evaluation of nitrogen rates (i.e., nitrogen rate worksheet). Include documentation used to make a nitrogen determination; and
- The County's evaluation of phosphorus rates (i.e., phosphorus rate worksheet), if an optional phosphorus inspection is conducted in conjunction with a compliance inspection.

The County can also include additional items (photos, site map, etc.) as part of the inspection file if they determine it is applicable or necessary to document the inspection.

For **Desktop N & P** inspections documentation in the file must include:

- The Checklist;
- Written communication of the inspection results;
- A copy or photo of a representative sample of manure application records that were evaluated; (This is not tied to an MPR.)
- The County's evaluation of the nitrogen rates (i.e., nitrogen rate worksheet); and
- The County's evaluation of phosphorus rates (i.e., phosphorus rate worksheet).

The County can also include additional items as part of the inspection file if they determine it is applicable or necessary to document the inspection.

For Compliance **inspections** at feedlot sites where manure application records are **not** required to be kept (sites with less than 100 AU) and other types of inspections, documentation in the file must include the Checklist, written communication of inspection results to the feedlot owner and at least one of the following suggested pieces of documentation.

Suggestions

The following are suggestions for documenting an inspection. This documentation should be either in the County's file or uploaded into Tempo.

- **Compliance Inspection** - aerial photos, maps, camera photos, notes (on non-compliance)
- **Construction Inspection** - aerial photos, maps, camera photos, notes, copies or photos of contents of the owner's feedlot files or records, as-built documentation
- **Complaint Inspection** - aerial photos, maps, camera photos, notes, copies or photos of contents of the owner's feedlot files or records, land ownership records, nitrogen and phosphorus record review worksheets, manure and/or soil test results

- **Stockpile Inspection** - aerial photos, maps, camera photos, notes, locations of nearby sensitive features requiring setbacks, soil information (slope/depth to seasonal water table/texture)
- **Land Application Inspections** - aerial photos, maps, camera photos, notes, copies or photos of contents of the owner's feedlot files or records, land ownership records, nitrogen and phosphorus record review worksheets, manure and/or soil test results
- **Manure Storage Area (MSA) Closure** - either a letter stating that the MSA was closed in accordance with rule requirements and/or photo documenting the closure

For all inspection types except Construction and Complaint:

- Checklist must be used.
- Results must be entered in Tempo.
- A follow-up letter needs to be sent to the feedlot owner. The letter should include Checklist section(s) where non-compliance was identified (or a copy of the entire Checklist) and corrective actions/time frames for addressing non-compliance if applicable. For Compliance and Desktop N & P inspections the follow-up letter is to be sent to the producer within 30 days of compliance determination.
- Inspection documentation needs to be in County files or uploaded into Tempo.

For Construction and Complaint inspections:

- Inspection checklist can be used.
- Results must be entered in Tempo.
- Inspection documentation should be in County files or uploaded into Tempo.

How the minimum 7% inspection rate is determined and calculated:

1. A minimum of 7% of sites required to be registered must be inspected before any PCs are earned.
 - Only sites that received a Compliance, Construction, Desktop N&P, or In-field Land Application inspection can be used to satisfy the 7% minimum.
2. The following multipliers are used when using site inspections to satisfy the 7% minimum:
 - Sites that received a Compliance Inspection are counted as one (1.0) inspection.
 - Sites that received a Construction inspection are counted as one (1.0) inspection.
 - Sites that received a Desktop Nitrogen & Phosphorus Record inspection are counted as one (1.0) inspection.
 - Sites that received an In-field Land Application inspection are counted as one half (0.5) of an inspection.

How Performance Credits (PCs) are calculated

- Counties must meet or exceed 85% of the Minimum Program Requirements (MPRs) **and** the 7% minimum site inspection rate to be eligible to receive PCs.
- At **least half** of the site inspections used to satisfy the 7% minimum need to be **Compliance** inspections. The remaining half can be a combination of inspection types including Compliance, Construction, Desktop Nitrogen & Phosphorus Record Inspection, or In-field Land Application.
- PCs are not earned for inspections that satisfy the 7% minimum.

- Inspections are applied to the 7% minimum in the following order:
 1. Compliance
 2. Construction
 3. Desktop Nitrogen & Phosphorus
 4. In-field Land Application
- PCs are awarded for any inspection(s) not used to satisfy the 7% minimum based on the PC multipliers in the CFO Annual Report.

Examples

A county has 100 feedlots required to be registered. A minimum 7% inspection rate means a minimum of seven (7) feedlot sites need to be inspected and at least three and a half (3.5) of these inspections need to be Compliance inspections.

1. If the county inspects eight feedlot sites (8 Compliance inspections), they would receive 3 PCs for the extra Compliance inspection.
2. If the county inspects eight feedlot sites (7 Compliance and 1 Construction), they would receive 2 PCs for the extra Construction inspection.
3. If the county inspects nine feedlot sites (3 Compliance and 6 Construction), they would receive 0 PC. Only three Compliance inspections were done and that is not at least half (3.5) of the required 7% (7).
4. If the county inspects 13 feedlot sites (4 Compliance, 2 Construction, 1 Desk-top Nitrogen & Phosphorus and 6 In-field Land Application), they would receive 6 PCs.
 - 4 Compliance, 2 Construction, and 1 Desktop N&P inspections satisfy the 7%.
 - What is left goes towards PCs: 6 In-field Land Application x 1 = 6 PCs.
5. If the county inspects 18 feedlot sites (8 Compliance, 2 Construction, 1 Desk-top Nitrogen & Phosphorus and 7 In-field Land Application), they would receive 17 PCs.
 - The first 7 Compliance inspections go towards the 7%.
 - What is left goes towards PCs: one Compliance x 3 = 3 + two Construction x 2 = 4 + one Desktop N&P x 3 = 3 + seven In-field Land Application x 1 = 7 for a total of 17 PCs (3 + 4 + 3 + 7).
6. If the county inspects 15 feedlot sites (4 Compliance, 1 Construction, and 10 In-field Land Application), they would receive 6 PCs.
 - Four Compliance, one Construction, and four In-field Land Application inspections go towards the 7% ($4 + 1 + \{4 \times 0.5=2\} = 7$).
 - What is left goes towards PCs: six In-field Land Application x 1 = 6 PCs.

How inspections count towards the minimum seven percent (7%) inspection rate:

Compliance and construction Inspections count toward the minimum 7% inspection rate, each as one (1) inspection.

Desktop Nitrogen & Phosphorus Record Review (conducted independent of a compliance inspection) at a feedlot site ≥ 300 AU counts as one (1) inspection. Credit will be given only if there are records available and if those records are sufficient to make a compliance determination on the nitrogen and phosphorus record and rate requirements. Therefore, looking at both nitrogen and

phosphorus records during a desk-top nitrogen and phosphorus inspection counts as one (1) inspection.

In-field Land Application Inspection at a feedlot site that is required to be registered or at a feedlot site that receives manure from a site required to be registered counts as one half (0.5) an inspection. In order for the in-field land application inspection to count towards the minimum 7% inspection rate, the feedlot that is the source of the manure should not be considered a large CAFO or operating under an NPDES or SDS permit.

It is important to note that only one inspection can be counted toward the minimum 7% inspection rate for any given feedlot site during the program year. For example, if a County completes a compliance inspection and an in-field land application inspection at the same feedlot site during the same program year, the in-field land application inspection cannot be counted towards the minimum 7% inspection rate. However, any additional inspections completed for the same feedlot site during the same program year may count towards performance credits.

If **at the time of inspection**, a site has a current (January 1, 2022 or later) locked registration with animal numbers that require registration (10 or more AU in shoreland or 50 or more AU outside of shoreland) and as a result of the inspection the registration information is updated to animal numbers that no longer require registration, the inspection shall count toward the 7% inspection rate.

8. Inspection Strategy

As part of developing a realistic inspection strategy the County needs to consider all of their strategies (compliance and land application) and the time commitment required. The County should not design their inspection goals to simply meet the minimum 7% inspection rate. Rather, the County is urged to set inspection goals according to their inspection needs such as feedlots that have never been inspected. The County needs to be realistic with their inspection strategy because they will be required to initiate and work towards these strategy goals (MPR #5).

Recommended Approach for Developing an Inspection Strategy

Step 1. The first step is to calculate the number of feedlots the County intends to inspect annually. The County needs to set a goal of inspecting at least 7% of the total number of feedlots required to be registered in the County. Given this formula, a County with 300 feedlots would need to conduct 21 compliance inspections or a combination of 21 compliance/construction/desk-top nitrogen and phosphorus record/in-field land application inspections annually. One in-field land application inspection counts as one half (0.5) inspection towards the minimum 7% inspection rate.

Step 2. The second step is to decide how many inspections the County can conduct in each of the high risk/low risk categories over the next two years. Counties are encouraged to inspect sites in the BWSR One Watershed One Plan (see link below). Remember that inspections require follow-up and possible enforcement for non-compliant sites. Follow-up calls, letters, assistance and enforcement do not count towards the minimum 7% inspection rate.

9. BWSR ONE WATERSHED ONE PLAN (1W1P): <http://bwsr.state.mn.us/planning/1W1P/index.html>

APPENDIX B

Delegated County	County Vendor Number	Location	Feedlots Eligible for Funding	Minimal Funding	Base Grant Award (County must match)	MPR Award	Total Award
Big Stone	0000197278	2	53	Yes	\$7,500.00		\$7,500.00
Blue Earth	0000197279	2	327		\$27,848.67	\$12,310.57	\$40,159.24
Brown	0000197280	1	319		\$27,167.35	\$12,009.40	\$39,176.75
Carver	0000197282	1	160		\$13,626.26	\$6,023.52	\$19,649.78
Clay	0000197285	1	79		\$6,727.97	\$2,974.11	\$9,702.08
Cottonwood	0000197287	1	186		\$15,840.53	\$7,002.34	\$22,842.87
Douglas	0000197326	2	250		\$21,291.03	\$9,411.75	\$30,702.78
Faribault	0000197291	1	250		\$21,291.03	\$9,411.75	\$30,702.78
Fillmore	0000196178	1	561		\$47,777.07	\$21,119.97	\$68,897.04
Freeborn	0000197292	1	198		\$16,862.50	\$7,454.11	\$24,316.60
Goodhue	0000197327	1	445		\$37,898.03	\$16,752.92	\$54,650.95
Houston	0000197295	2	300		\$25,549.24	\$11,294.10	\$36,843.34
Jackson	0000197297	1	278		\$23,675.62	\$10,465.87	\$34,141.49
Kandiyohi	0000197330	1	274		\$23,334.97	\$10,315.28	\$33,650.25
Kittson	0000195228	1	18	Yes	\$7,500.00		\$7,500.00
Lac qui Parle	0000197331	1	172		\$14,648.23	\$6,475.29	\$21,123.51
Lake of the Woods	0000197332	1	19	Yes	\$7,500.00		\$7,500.00
Le Sueur	0000197299	1	147		\$12,519.13	\$5,534.11	\$18,053.24
Lincoln	0000197300	1	366		\$31,170.07	\$13,778.81	\$44,948.87
Lyon	0000197301	1	282		\$24,016.28	\$10,616.46	\$34,632.74
Marshall	0000197334	1	50	Yes	\$7,500.00		\$7,500.00
Martin	0000197302	1	489		\$41,645.25	\$18,409.39	\$60,054.64
McLeod	0000197362	1	229		\$19,502.58	\$8,621.17	\$28,123.75
Meeker	0000197303	1	273		\$23,249.80	\$10,277.63	\$33,527.44
Morrison	0000197305	1	529		\$45,051.82	\$19,915.27	\$64,967.09
Mower	0000197306	1	304		\$25,889.89	\$11,444.69	\$37,334.58
Murray	0000197307	1	425		\$36,194.75	\$15,999.98	\$52,194.73
Nicollet	0000197335	1	278		\$23,675.62	\$10,465.87	\$34,141.49
Nobles	0000197336	1	458		\$39,005.17	\$17,242.33	\$56,247.50
Norman	0000197308	1	46	Yes	\$7,500.00		\$7,500.00
Pennington	0000197338	1	32	Yes	\$7,500.00		\$7,500.00
Pipestone	0000197311	1	414		\$35,257.94	\$15,585.86	\$50,843.81
Polk	0000197339	1	54	Yes	\$7,500.00		\$7,500.00
Pope	0000197340	1	145		\$12,348.80	\$5,458.82	\$17,807.61
Red Lake	0000197341	1	31	Yes	\$7,500.00		\$7,500.00
Renville	0000197312	1	263		\$22,398.16	\$9,901.16	\$32,299.33
Rice	0000197343	1	237		\$20,183.90	\$8,922.34	\$29,106.24
Rock	0000197313	1	541		\$46,073.79	\$20,367.03	\$66,440.82
Stearns	0000194398	1	1328		\$113,097.95	\$49,995.23	\$163,093.18
Steele	0000197345	1	190		\$16,181.18	\$7,152.93	\$23,334.11
Stevens	0000197317	1	110		\$9,368.05	\$4,141.17	\$13,509.22
Swift	0000197318	1	138		\$11,752.65	\$5,195.29	\$16,947.94
Todd	0000197346	1	701		\$59,700.05	\$26,390.56	\$86,090.60
Traverse	0000197319	1	36	Yes	\$7,500.00		\$7,500.00
Wadena	0000197364	2	68		\$5,791.16	\$2,560.00	\$8,351.16
Waseca	0000197320	2	228		\$19,417.42	\$8,583.52	\$28,000.94
Watonwan	0000197322	1	162		\$13,796.59	\$6,098.82	\$19,895.40
Winona	0000197348	1	460		\$39,175.49	\$17,317.63	\$56,493.12
Wright	0000197323	1	220		\$18,736.11	\$8,282.34	\$27,018.45
Yellow Medicine	0000197349	1	225		\$19,161.93	\$8,470.58	\$27,632.50
Total			13,348	9	\$1,175,400.00	\$489,750.00	\$1,665,150.00

APPENDIX C

CFO referral of enforcement to MPCA

Policy memo: Referral of enforcement cases from delegated counties to MPCA

DATE : June 21, 2006 (updated June 1, 2021)
TO : MPCA and County Feedlot Staff
FROM : Randall G. Hukriede, Feedlot Program Manager
PHONE : 320-295-2227

Goal: To provide criteria to promote statewide consistency regarding acceptance of feedlot enforcement referrals from delegated counties to the Minnesota Pollution Control Agency (MPCA) where there is a persistent failure by a feedlot owner to correct pollution hazards. Referral of cases from the delegated counties to the MPCA should be done infrequently and only for very serious cases. This memo does not apply to situations where a county feedlot officer (CFO) discovers a blatant violation (e.g., acute discharging, pumping, piping, dumping manure to waters of the state). These situations should be referred to the MPCA immediately.

Situations where referrals may be accepted:

- Conflict of interest between producer and county/CFO;
- Serious environmental harm/potential for harm;
- Pollution problems and/or investigations involving multiple counties; and
- Other cases as determined appropriate by the MPCA.

Requirements for the county before cases are referred:

- County must have issued a Notice of Violation (NOV);
- County must have tried to refer the case to its county attorney if its previous enforcement action was not successful in resolving the case;
- County must send a letter to the MPCA describing what it has done to resolve the case and why it wants to refer the case to the MPCA; and
- County must agree to continue to work with the MPCA as needed to resolve the case.

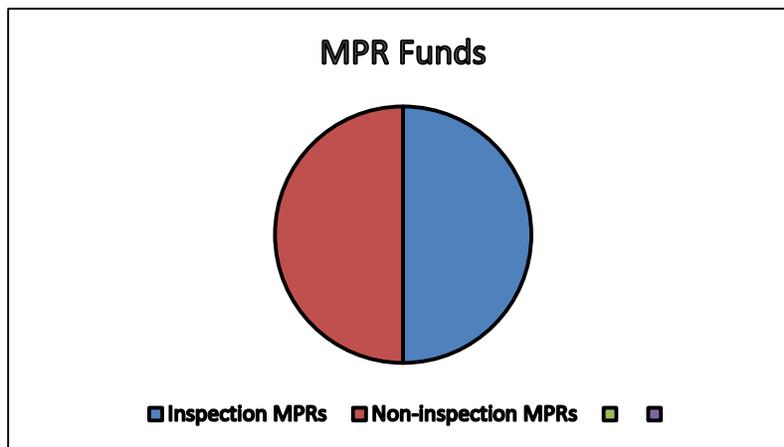
Requirements for the MPCA:

- Incorporate enforcement requirements by reference into county workplans and delegation agreements.
- Staff meet with supervisor and compliance coordinator to approve acceptance of the referral.
- Continue to conduct enforcement training for CFOs and/or county attorney as needed.
- Maintain a NOV and Letter of Warning to be used by counties.

Appendix D MPCA Feedlot Program

Minimum Program Requirements Scoring System Checklist

Minimum Program Requirement (MPR) funds are awarded when a county meets both inspection and non-inspection MPRs. Minn. Stat. § 116.0711, subp. 2 (c) states a county can lose 50% of MPR funds for not meeting inspection MPRs (7% inspection requirement). The MPCA has determined that if a county does not meet non-inspection MPRs, the county can also lose MPR funds. Therefore, half of the MPR funds can be lost for not meeting inspection MPRs (as per Statute) and half can be lost for not meeting non-inspection MPRs. To earn the total MPR fund amount, a county must meet inspection MPRs (7% inspection requirement) and at least 80% of their non-inspection MPRs.



FAILURE TO MEET INSPECTION MPRs (Minimum 7% inspection rate)

Fully Funded County	<ul style="list-style-type: none"> • Lose Performance Credits (PC) • Lose 100% of inspection MPR funds (50% of total MPR funds)
Minimally Funded County	<ul style="list-style-type: none"> • Lose PCs • Lose \$937.50 (half of 25% of \$7500)

Year 1 - See above, plus:

- MPCA County Program Lead sends letter (in addition to year-end review letter) to CFO's immediate supervisor copying CFO; and
- MPCA requires CFO to schedule one formal check-in with MPCA County Program Lead and MPCA Regional Representative to make sure the county is on track to meet requirements in subsequent year.

Year 2 – See above, plus:

- MPCA County Program Lead sends letter (in addition to year-end review letter) to a county staff person higher up the chain of command than the CFO's immediate supervisor (e.g., department head, county administrator, county board chair); and
- MPCA schedules a meeting with county program leadership to discuss and plan for success.

Year 3 – See above, plus:

- MPCA County Program Lead sends letter (in addition to year-end review letter) to a county staff person higher up the chain of command than the CFO’s immediate supervisor (e.g., department head, county administrator, county board chair); and
- MPCA schedules a meeting with county leadership to discuss issues, delegation, and a plan for county success or exit.

FAILURE TO MEET NON-INSPECTION MPRs

Both fully funded and minimally funded counties need to meet 90% of MPRs to obtain PCs (per statute).

If a county meets _ of non-inspection MPRs	County receives _ of non-inspection MPR funds
>80%	100% (50% of total MPR funds)
60-79.9%	50% (25% of total MPR funds)
<60%	0%

Year 1 – If a county meets <80% non-inspection MPRs, see above, plus:

- MPCA requires that the CFO schedule two formal check-ins with MPCA County Program Lead and the county’s MPCA Regional Representative to make sure the county is on track to meet requirements in subsequent year; and
- MPCA County Program Lead sends letter (in addition to year-end review letter) to CFO’s immediate supervisor and copies CFO.

Year 2 – If a county meets <80% non-inspection MPRs, see above, plus:

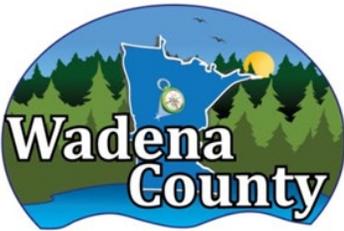
- MPCA requires that the CFO schedule three formal check-ins with MPCA County Program Lead and the county’s MPCA Regional Representative to make sure the county is on track to meet requirements in subsequent year.
- MPCA County Program Lead sends letter (in addition to year-end review letter) to a county staff person higher up the chain of command than the CFO’s immediate supervisor (i.e., department head, county administrator, county board chair); and
- MPCA schedules a meeting with county program leadership to discuss and plan for success.

Year 3 – If a county meets <80% non-inspection MPRs, see above, plus:

- MPCA requires that the CFO schedule three formal check-ins with MPCA County Program Lead and the county’s MPCA Regional Representative to make sure the county is on track to meet requirements in subsequent year,
- MPCA County Program Lead sends letter (in addition to year-end review letter) to a county staff person higher up the chain of command than the CFO’s immediate supervisor (i.e., department head, county administrator, county board chair); and
- MPCA schedules a meeting with county leadership to discuss issues, delegation, and plan for success or exit.

For minimally funded counties, MPR funds are equal to 25% of \$7,500.00 or \$1,875.00. Half of this amount (\$937.50) can be lost for not meeting the required 7% inspection rate (inspection MPRs) and up to half (\$937.50) can be lost for not meeting non-inspection MPRs.

Wadena County, MN Board Action Form



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

2026 Official Wadena County Newspaper

Date of Meeting: January 6 th , 2026	Total time requested: 5 Minutes
---	---------------------------------

Department Requesting Action: Auditor/Treasurer

Presenting Board Action/Discussion at Meeting: Heather Olson, Auditor/Treasurer

Background Supporting Documentation enclosed

2025 Newspaper Bids for 2026 Financial Statements, Legal Notices, and Delinquent Tax Notice

Options Supporting Documentation enclosed

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

- Motion to approve the bid as presented for the 2026 Official Wadena County Newspaper for first publication of the 2025 Wadena County financial statements to the _____ with the understanding that the statements and related information will be published exactly as submitted, not subject to reentering of any of the data by newspaper staff and proof copy to be approved by Auditor/Treasurer prior to publication.
- Motion to approve the bid as presented for the 2026 Official Wadena County Newspaper for second publication of the 2025 Wadena County financial statements to the _____, with the understanding that the statements and related information will be published exactly as submitted, not subject to reentering of any of the data by newspaper staff and proof copy to be approved by Auditor/Treasurer prior to publication.
- Motion to approve the bid as presented for the 2026 Official Wadena County Newspaper for publication of the Legal Notices and publication of the Delinquent Tax Notice in 6 point Helvetica to _____ with the understanding that a proof copy of the Legal Notices and Delinquent Tax Notice be approved by the Office of the Auditor/Treasurer prior to publication.

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

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Noon	<input type="checkbox"/> Noon
Second:	<input type="checkbox"/> Kreklau	<input type="checkbox"/> Kreklau
<input type="checkbox"/> Passed	<input type="checkbox"/> Stearns	<input type="checkbox"/> Stearns
<input type="checkbox"/> Failed	<input type="checkbox"/> Winkels	<input type="checkbox"/> Winkels
<input type="checkbox"/> Tabled	<input type="checkbox"/> Kangas	<input type="checkbox"/> Kangas
Signatures		

STATE OF MINNESOTA}
COUNTY OF Wadena}

I, Heather Olson, Auditor/Treasurer, 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

Newspaper bids for 2026													
	Subscribers	Legal Proceedings of the County Board	Help wanted Ads	Advertising for bids	Advertising for bids	Public Notices	Public Notices	Sales Ads	Election Notices Sample Ballots	Election Notices Sample Ballots	Delinquent Tax Notice	Bid per column Inch 1st Financial	Bid per column Inch 2nd Financial
		6 Point & 8 point	Per Column Inch	6 Point & 8 point	Box Ad	6 & 8 point	Box Ad	Per Column Inch	6 & 8 point	Box Ad	6 & 8 point	6 Point	8 Point
The Verndale Sun	600	\$5.00	\$12.00	\$5.00	\$10.00	\$5.00	\$10.00	\$12.00	\$5.00	\$10.00	\$5.00	\$5.00	\$5.00
The Wadena Pioneer Journal	1,301	\$5.25				\$5.25			\$5.25		\$5.25	\$5.50	\$5.25 If 1st & 2nd are both are PJ
Review Messenger	1,747	\$4.95	\$4.95	\$4.95		\$4.95		\$12.00	\$4.95		\$4.95	\$4.95	\$4.95

December 15, 2025

Wadena County Board of Commissioners
Wadena, MN 56482

RE: Wadena County Official Proceedings

To the Honorable Board of Commissioners:

We are submitting a bid for the printing of County Official Proceedings and other written documents as are required pursuant to applicable Minnesota Statutes for the County of Wadena for the year 2026. In addition to the publication in our newspaper, your legal notice will appear on our website located at www.reviewmessenger.com and the statewide public notice website found at www.mna.org/mnpublicnotice at no additional charge.

While no specific size was requested in the bid request for the official proceedings for the County of Wadena our bid price of \$4.95 per column inch is based on 6-point Helvetica font on auto leading, is based on the font specification during the year 2025. The bid price is considerably less than our base legal rate of \$12.25 per inch.

Our bid price for each notice is below

	Wadena County official proceedings
6 point font on auto leading-	\$4.95 per column inch

The Sebeka/Menahga Review Messenger is a legal and qualified newspaper based in Sebeka and Menahga, which is in the heart of Wadena County. We are a family-owned and operated newspaper and the largest newspaper in the county in terms of total circulation within the bounds of Wadena County. Our newspaper is published every Wednesday and we are a qualified legal newspaper based on Minn. Stat. Section 331A.02.

Our circulation, based on the USPS Circulation Statement (Form 3526), which was published on September 24 was 1,747.

- Total Print Circulation- 1,664
- Total Digital Subscribers- 83
- Total Print and Digital Circulation- 1,747
- Total paid distribution outside of the mail (including newsstands), digital subscribers and Wadena County print subscribers- 1,417

Our primary office is located in Sebeka at 112 Minnesota Ave. W and our secondary office is located in Menahga at 11 Main St. W. We also have sister publications in Henning, New York Mills and Frazee as well.

We have also been requested to provide the following information by Wadena County Auditor/Treasurer Heather Olson.

Legal Proceeding of the County Board-

Our bid is \$4.95 per column inch on 6 point auto leading Helvetica font for Wadena County proceedings, which includes, but not limited to: calls for bid, election notices from the auditor/treasurer's office and ordinance notices from Wadena County, etc. will all be at the low bid rate of \$4.95 per inch.

Help Wanted Ads-

If our bid price of \$4.95 per column inch on 6 point auto leading Helvetica font for Wadena County proceedings is approved all help wanted ads will be charged the same \$4.95 per column inch rate.

Advertising for Bids-

Our bid is \$4.95 per column inch on 6 point auto leading Helvetica font for Advertisements for Bids during the year 2026.

Public Notices-

Our bid price is \$4.95 per column inch on 6 point auto leading Helvetica font for Wadena County public notices, which includes, but not limited to: calls for bid, election notices from the auditor/treasurer's office and ordinance notices from Wadena County, etc. will all be at the low bid rate of \$4.95 per inch.

Sales Ads (i.e. Friendly Rider)-

Sales Ads for things like Friendly Rider will be subject to our regular advertising rate of \$12 per inch.

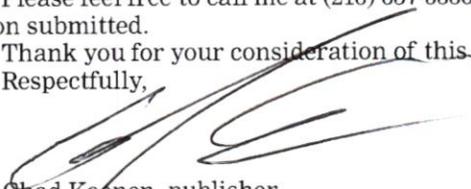
Election Notices/Sample Ballots-

Our bid for Election Notices/Sample Ballots will be \$4.95 per column inch during the year 2026.

Please feel free to call me at (218) 837-5558 (office) or (701) 261-0915 (cell) if you have any questions about any of the information submitted.

Thank you for your consideration of this proposal.

Respectfully,



Chad Koenen, publisher
Sebeka/Menahga Review Messenger
112 Minnesota Ave
PO Box 309
Sebeka, MN 56477

December 18, 2024

Wadena County Board of Commissioners
Wadena, MN 56482

RE: 2026 Financial Statement Printings and Delinquent Tax List

To the Honorable Board of Commissioners:

We are submitting a bid for the publication of the Annual Financial Statement and 2026 Delinquent Tax List, per bid specifications. In addition to the publication in our newspaper, your legal notice will appear on our website located at www.review-messenger.com and the statewide public notice website found at www.mna.org/mnpublicnotice at no additional charge.

While no specific size was requested in the bid request for the Annual Financial Statement and 2026 Delinquent Tax List, our bid price of \$4.95 per column inch is based on 6-point Helvetica font on auto leading is based on the font specification during the year 2024. The bid price is considerably less than our base legal rate of \$12.25 per inch.

Our bid price for each notice is below

	First Financial Statement	Second Financial Statement
6 point font on auto leading-	\$4.95 per column inch	\$4.95 per column inch
	Delinquent Tax List	
6 point font on auto leading-	\$4.95 per column inch	

The Sebeka/Menahga Review Messenger is a legal and qualified newspaper based in Sebeka and Menahga, which is in the heart of Wadena County. We are a family-owned and operated newspaper and the largest newspaper in the county in terms of total circulation within the bounds of Wadena County. Our newspaper is published every Wednesday and we are a qualified legal newspaper based on Minn. Stat. Section 331A.02.

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Our primary office is located in Sebeka at 112 Minnesota Ave. W and our secondary office is located in Menahga at 11 Main St. W. We also have sister publications in Henning, New York Mills and Frazee as well.

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Legal Proceeding of the County Board-

Our bid is \$4.95 per column inch on 6 point auto leading Helvetica font for Wadena County proceedings, which includes, but not limited to: calls for bid, election notices from the auditor/treasurer's office and ordinance notices from Wadena County, etc. will all be at the low bid rate of \$4.95 per inch.

Help Wanted Ads-

If our bid price of \$4.95 per column inch on 6 point auto leading Helvetica font for Wadena County proceedings is approved all help wanted ads will be charged the same \$4.95 per column inch rate.

Advertising for Bids-

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Sales Ads for things like Friendly Rider will be subject to our regular advertising rate of \$12 per inch.

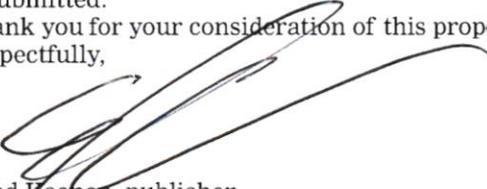
Election Notices/Sample Ballots-

Our bid for Election Notices/Sample Ballots will be \$4.95 per column inch during the year 2026.

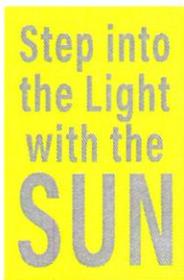
Please feel free to call me at (218) 837-5558 (office) or (701) 261-0915 (cell) if you have any questions about any of the information submitted.

Thank you for your consideration of this proposal.

Respectfully,



Chad Koehn, publisher
Sebeka/Menahga Review Messenger
112 Minnesota Ave
PO Box 309
Sebeka, MN 56477



November 18, 2025

Board of Commissioners
Wadena County, Wadena, MN 56482

The Verndale Sun respectfully submits the bid below per column inch for required publications for the county of Wadena for 2026. This includes publishing the official proceedings of the Wadena County Board and any and all other legal and public notices and ads required by the county.

The Verndale Sun qualifies as a legal newspaper as provided by Minnesota Statute 331A.02, 331A.07 and other applicable laws. It is a weekly newspaper published on Wednesday. The office is located at 310 Main Street West, Clarissa, MN.

All public notices are posted online and are accessible by anyone free of charge. Free courtesy copies of the newspaper are delivered to healthcare facilities, restaurants, most businesses with a lobby or waiting room, etc. in the Wadena, Verndale and surrounding area.

Our regular legal rates are \$13 per column inch. Our display ad rates are \$12 per column inch. Our classified rates are \$11 for up to 25 words.

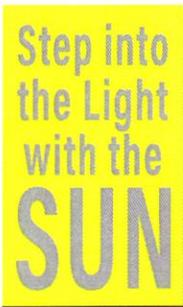
Subscribers (Print) — 600

- 1. Legal Proceedings of the County Board**—6 point, \$5.00 per column inch; 8 point, \$5.00 per column inch
- 2. Help Wanted Ads**—\$12 per column inch
- 3. Advertising for Bids**—*Column Format*: 6 point, \$5.00 per column inch; 8 point, \$5.00 per column inch;
Box Ad: \$10 per column inch
- 4. Public Notices**—*Column Format*: 6 point, \$5.00 per column inch; 8 point, \$5.00 per column inch;
Box Ad: \$10 per column inch
- 5. Sales Ads (i.e. Friendly Rider)**—\$12 per column inch
- 6. Election Notices/Sample Ballots**—*Column Format*: 6 point, \$5.00 per column inch; 8 point, \$5.00 per column inch; *Box Ad*: \$10 per column inch

NOTE: The county has the option to designate to run bids, public notices and election notices in a column format or as a box ad.

Respectfully submitted,


Ray Benning, Publisher
Verndale Sun



The Verndale Sun

November 18, 2025

Board of Commissioners
Wadena County
Wadena, MN 56482

The Verndale Sun respectfully submits the bid below per column inch for the publishing of the Delinquent Tax List for 2026.

The Verndale Sun qualifies as a legal newspaper as provided by Minnesota Statute 331A.02, 331A.07 and other applicable laws. It is a weekly newspaper published on Wednesday. The office is located at 310 Main Street West, Clarissa, MN.

All public notices are posted online and are accessible by anyone free of charge. Free courtesy copies of the newspaper are delivered to healthcare facilities, restaurants, most businesses with a lobby or waiting room, etc. in the Wadena, Verndale and surrounding area.

Our regular legal rates are \$13 per column inch. Our display ad rates are \$12 per column inch. Our classified rates are \$11 for up to 25 words.

	<u>Delinquent Tax Notice</u>	<u>Subscribers (Print)</u>
6 point	\$5.00 per column inch	600
8 point	\$5.00 per column inch	600

Respectfully submitted,

Ray Benning
Publisher
Verndale Sun

Step into
the Light
with the
SUN

The Verndale Sun



November 18, 2025

Board of Commissioners
Wadena County
Wadena, MN 56482

The Verndale Sun respectfully submits the bid below per column inch for the publishing of the first and second printing of the Annual Financial Statement for 2026.

The Verndale Sun qualifies as a legal newspaper as provided by Minnesota Statute 331A.02, 331A.07 and other applicable laws. It is a weekly newspaper published on Wednesday. The office is located at 310 Main Street West, Clarissa, MN.

All public notices are posted online and are accessible by anyone free of charge. Free courtesy copies of the newspaper are delivered to healthcare facilities, restaurants, most businesses with a lobby or waiting room, etc. in the Wadena, Verndale and surrounding area.

Our regular legal rates are \$13 per column inch. Our display ad rates are \$12 per column inch. Our classified rates are \$11 for up to 25 words.

	<u>1st Financial Statement</u>	<u>2nd Financial Statement</u>	<u>Subscribers (Print)</u>
6 point	\$5.00 per column inch	\$5.00 per column inch	600
8 point	\$5.00 per column inch	\$5.00 per column inch	600

Respectfully submitted,



Ray Benning
Publisher
Verndale Sun



WADENA COUNTY FINANCIAL STATEMENT PRINTING & PUBLISHING BID

To: The Honorable Board of County Commissioners—Wadena County, Minnesota

Date: December 12, 2025

Wadena Pioneer Journal newspaper—legal publication as defined by the State of Minnesota—herewith submits the following bids pursuant to Wadena County’s notice to Bidders.

Financial Statement

First and second printing of the Annual Financial Statement of the County of Wadena.

The Wadena Pioneer Journal’s lowest classified rate paid by commercial users for comparable space, etc., as defined in the bid notice is \$10.90/column inch.

The Wadena Pioneer Journal respectfully submits a bid of **\$5.50/column inch for the first printing** and **\$5.25 a column inch for the second printing** (if both the first and second printing is awarded to the Pioneer Journal). If only one of the printings is awarded to the Pioneer Journal the rate will be **\$5.50/col. inch**.

SAMPLE PUBLICATIONS: EXHIBIT A (attached)

- 1 column/auto leading = \$15.47
- 1 column/auto leading = \$31.30
- 1+ column/auto leading = \$49.16

SUBSCRIBER INFORMATION

- Wadena Pioneer Journal Total Print Copies: 666 Subscribers
- Wadena Pioneer Journal Total Digital Copies (non duplicated): 392
- Total Qualified Print and Digital Circulation: 1301
- In County Subscribers/Newstands: 909

NON SUBSCRIBER ACCESS

- More than 2,267 people visit wadenapj.com each week, with 9,764 weekly views from Minnesota. Plus, there were 1,474 views of legal notices primarily from Wadena, Minneapolis, and Menahga from December 2024-November 2025.
- Legals are posted in front of the paywall giving all readers access.
- Legals are also posted on mnpublicnotice.com— giving more access to people than what is represented in our subscriber information.
- A free digital subscription to wadenapj.com will be available to Wadena County to access all content printed in the Thursday publication of the Pioneer Journal and all online content at wadenapj.com.



Respectfully Submitted—

Tiffany Voigt
General Manager



INTERIM AD DRAFT

This is the proof of your ad scheduled to run in **Wadena Pioneer Journal** on the dates indicated below. If changes are needed, please contact us prior to deadline at (701) 561-0669.

Notice ID: ILaJ0iGxGuFom0TKymAL | **Proof Updated: Dec. 11, 2025 at 05:50pm CST**
Notice Name: Rate Reference 1

This is not an invoice. Below is an estimated price, and it is subject to change. You will receive an invoice with the final price upon invoice creation by the publisher.

FILER **FILING FOR**
Column tests Wadena Pioneer Journal
tests@column.us
(248) 202-9499

Columns Wide: 1 **Ad Class:** Legals
Total Column Inches: 2.95
Number of Lines: 30

02/26/2026: General Public Notice	15.47
	Subtotal \$15.47
	Tax \$0.00
	Processing Fee \$0.00
	Total \$15.47

PUBLIC NOTICE

NOTICE OF UPCOMING ELECTION

Notice is hereby given that a General Election will be held on **[Election Date]**, in accordance with state and local statutes. Polls will be open from **[Start Time]** to **[End Time]** at designated voting locations within **[City/County/Precinct Name]**. Offices to be elected include, but may not be limited to, **[List Offices or Ballot Items]**. Sample ballots, polling locations, and voter registration information may be obtained from the **[City/County Auditor or Election Office Name]**, located at **[Address]**, during regular business hours.

Eligible electors who wish to vote must be registered as required by law. Absentee and early voting options are available pursuant to statutory guidelines.

Dated this ____ day of _____, 20____
[Name/Title of Election Official]

[Election Authority or Office]
(Feb. 26, 2026)



INTERIM AD DRAFT

This is the proof of your ad scheduled to run in **Wadena Pioneer Journal** on the dates indicated below. If changes are needed, please contact us prior to deadline at **(701) 561-0669**.

Notice ID: fJTYDndXxOF2i1PZ33zn | **Proof Updated: Dec. 11, 2025 at 06:01pm CST**
Notice Name: Rate Reference 3

This is not an invoice. Below is an estimated price, and it is subject to change. You will receive an invoice with the final price upon invoice creation by the publisher.

FILER	FILING FOR
Column tests tests@column.us (248) 202-9499	Wadena Pioneer Journal

Columns Wide:	1	Ad Class: Legals
Total Column Inches:	5.96	
Number of Lines:	61	

02/26/2026: General Public Notice	31.30	
	Subtotal	\$31.30
	Tax	\$0.00
	Processing Fee	\$0.00
	Total	\$31.30

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LOREM IPSUM

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(Feb. 26, 2026)



INTERIM AD DRAFT

This is the proof of your ad scheduled to run in **Wadena Pioneer Journal** on the dates indicated below. If changes are needed, please contact us prior to deadline at **(701) 561-0669**.

Notice ID: dpQZHsUY5TbKz0UTZhWA | **Proof Updated: Dec. 11, 2025 at 06:00pm CST**
Notice Name: Rate Reference 4

This is not an invoice. Below is an estimated price, and it is subject to change. You will receive an invoice with the final price upon invoice creation by the publisher.

FILER **FILING FOR**
Column tests Wadena Pioneer Journal
tests@column.us
(248) 202-9499

Columns Wide: 1 **Ad Class:** Legals
Total Column Inches: 9.36
Number of Lines: 96

02/26/2026: General Public Notice	49.16
Subtotal	\$49.16
Tax	\$0.00
Processing Fee	\$0.00
Total	\$49.16

See Proof on Next Page

LOREM IPSUM

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quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Ullamco laboris nisi ut aliquip ex ea commodo consequat. (Feb. 26, 2026)



WADENA COUNTY OFFICIAL NEWSPAPER - PRINTING & PUBLISHING BID

To: The Honorable Board of County Commissioners—Wadena County, Minnesota

Date: December 12, 2025

Wadena Pioneer Journal newspaper—legal publication as defined by the State of Minnesota—herewith submits the following bid pursuant to Wadena County’s notice to Bidders for the year 2026.

The Wadena Pioneer has a local office located at 320 Jefferson St S, Wadena, MN 5648.

Financial Statement

The Wadena Pioneer Journal’s lowest classified rate paid by commercial users for comparable space, etc., as defined in the bid notice is \$10.90/column inch.

The Wadena Pioneer Journal respectfully submits a bid of \$5.25/column inch to publish public notices and all other written documents for Wadena County legal notices for the year 2026.

SAMPLE PUBLICATIONS: EXHIBIT A (attached)

- 1 column/auto leading = \$15.47
- 1 column/auto leading = \$31.30
- 1+ column/auto leading = \$49.16

SUBSCRIBER INFORMATION

- Wadena Pioneer Journal Total Print Copies: 666 Subscribers
- Wadena Pioneer Journal Total Digital Copies (non duplicated): 392
- **Total Qualified Print and Digital Circulation: 1301**
- In County Subscribers/Newstands: 909
- General Circulation in Locality is distributed in the following cities: Aldrich, Menagha, Sebeka, Staples, Verndale, Wadena

ACCESS TO THE PUBLIC NOTICES

The Wadena Pioneer Journal publishes a weekly print edition on Thursdays. The print edition can also be accessed online at wadenapi.com. Print editions are available for home delivery via a subscription and are available on newsstands for purchase. Digital subscriptions are also available for online content at wadenapi.com, however; public notices are viewable for free on wadenapi.com.

Public notices will be available in the weekly printed edition of the Pioneer Journal. The Wadena Pioneer will publish all notices on wadenapi.com and will be located in front of the paywall that makes the online public notices section accessible to the public at no cost to the public. Notices will remain on the website during the notice’s full publication period.



NON SUBSCRIBER ACCESS

- More than 2,267 people visit wadenapj.com each week, with 9,764 weekly views from Minnesota. Plus, there were 1,474 views of legal notices primarily from Wadena, Minneapolis, and Menahga from December 2024-November 2025.
- Legals are posted in front of the paywall giving all readers access.
- Legals are also posted on mnpublicnotice.com— giving more access to people than what is represented in our subscriber information.
- A free digital subscription to wadenapj.com will be available to Wadena County to access all content printed in the Thursday publication of the Pioneer Journal and all online content at wadenapj.com.

Respectfully Submitted—

Tiffany Voigt
General Manager



INTERIM AD DRAFT

This is the proof of your ad scheduled to run in **Wadena Pioneer Journal** on the dates indicated below. If changes are needed, please contact us prior to deadline at **(701) 561-0669**.

Notice ID: ILaJ0iGxGuFom0TKymAL | **Proof Updated: Dec. 11, 2025 at 05:50pm CST**
Notice Name: Rate Reference 1

This is not an invoice. Below is an estimated price, and it is subject to change. You will receive an invoice with the final price upon invoice creation by the publisher.

FILER	FILING FOR
Column tests	Wadena Pioneer Journal
tests@column.us	
(248) 202-9499	
Columns Wide: 1	Ad Class: Legals
Total Column Inches: 2.95	
Number of Lines: 30	

02/26/2026: General Public Notice 15.47

Subtotal	\$15.47
Tax	\$0.00
Processing Fee	\$0.00
Total	\$15.47

PUBLIC NOTICE

NOTICE OF UPCOMING ELECTION

Notice is hereby given that a General Election will be held on **[Election Date]**, in accordance with state and local statutes. Polls will be open from **[Start Time] to [End Time]** at designated voting locations within **[City/County/Precinct Name]**. Offices to be elected include, but may not be limited to, **[List Offices or Ballot Items]**. Sample ballots, polling locations, and voter registration information may be obtained from the **[City/County Auditor or Election Office Name]**, located at **[Address]**, during regular business hours.

Eligible electors who wish to vote must be registered as required by law. Absentee and early voting options are available pursuant to statutory guidelines.

Dated this ___ day of _____, 20.
[Name/Title of Election Official]

[Election Authority or Office]
(Feb. 26, 2026)

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(Feb. 26, 2026)



INTERIM AD DRAFT

This is the proof of your ad scheduled to run in **Wadena Pioneer Journal** on the dates indicated below. If changes are needed, please contact us prior to deadline at **(701) 561-0669**.

Notice ID: dpQZHsUY5TbKz0UTZhWA | **Proof Updated: Dec. 11, 2025 at 06:00pm CST**
Notice Name: Rate Reference 4

See Proof on Next Page

This is not an invoice. Below is an estimated price, and it is subject to change. You will receive an invoice with the final price upon invoice creation by the publisher.

FILER	FILING FOR
Column tests tests@column.us (248) 202-9499	Wadena Pioneer Journal

Columns Wide:	1	Ad Class: Legals
Total Column Inches:	9.36	
Number of Lines:	96	

02/26/2026: General Public Notice	49.16
Subtotal	\$49.16
Tax	\$0.00
Processing Fee	\$0.00
Total	\$49.16

LOREM IPSUM

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WADENA COUNTY DELINQUENT TAX LIST PRINTING & PUBLISHING BID

To: The Honorable Board of County Commissioners—Wadena County, Minnesota

Date: December 12, 2025

Wadena Pioneer Journal newspaper—legal publication as defined by the State of Minnesota—herewith submits the following bids pursuant to Wadena County’s notice to Bidders.

Delinquent Tax List

Delinquent Tax Notice and all other legal notices and publication of the County of Wadena for the year 2026.

The Wadena Pioneer Journal’s lowest classified rate paid by commercial users for comparable space, etc., as defined in the bid notice is \$10.90/column inch.

The Wadena Pioneer Journal respectfully submits a bid of \$5.25/column inch to publish the Delinquent Tax Notice and all other Wadena County legal notices for the year 2026.

SAMPLE PUBLICATIONS: EXHIBIT A (attached)

- 1 column/auto leading = \$15.47
- 1 column/auto leading = \$31.30
- 1+ column/auto leading = \$49.16

SUBSCRIBER INFORMATION

- Wadena Pioneer Journal Total Print Copies: 666 Subscribers
- Wadena Pioneer Journal Total Digital Copies (non duplicated): 392
- Total Qualified Print and Digital Circulation: 1301
- In County Subscribers/Newstands: 909

NON SUBSCRIBER ACCESS

- More than 2,267 people visit wadenapj.com each week, with 9,764 weekly views from Minnesota. Plus, there were 1,474 views of legal notices primarily from Wadena, Minneapolis, and Menahga from December 2024-November 2025.
- Legals are posted in front of the paywall giving all readers access.
- Legals are also posted on mnpublicnotice.com— giving more access to people than what is represented in our subscriber information.
- A free digital subscription to wadenapj.com will be available to Wadena County to access all content printed in the Thursday publication of the Pioneer Journal and all online content at wadenapj.com.



Respectfully Submitted—

Tiffany Voigt
General Manager

Faint vertical text on the right edge of the page, likely bleed-through from the reverse side.



INTERIM AD DRAFT

This is the proof of your ad scheduled to run in **Wadena Pioneer Journal** on the dates indicated below. If changes are needed, please contact us prior to deadline at (701) 561-0669.

Notice ID: lLaJ0iGxGuFom0TKymAL | Proof Updated: Dec. 11, 2025 at 05:50pm CST
Notice Name: Rate Reference 1

This is not an invoice. Below is an estimated price, and it is subject to change. You will receive an invoice with the final price upon invoice creation by the publisher.

FILER	FILING FOR
Column tests tests@column.us (248) 202-9499	Wadena Pioneer Journal
Columns Wide:	1 Ad Class: Legals
Total Column Inches:	2.95
Number of Lines:	30

02/26/2026: General Public Notice	15.47
	Subtotal \$15.47
	Tax \$0.00
	Processing Fee \$0.00
	Total \$15.47

PUBLIC NOTICE

NOTICE OF UPCOMING ELECTION

Notice is hereby given that a General Election will be held on **[Election Date]**, in accordance with state and local statutes. Polls will be open from **[Start Time]** to **[End Time]** at designated voting locations within **[City/County/Precinct Name]**. Offices to be elected include, but may not be limited to, **[List Offices or Ballot Items]**. Sample ballots, polling locations, and voter registration information may be obtained from the **[City/County Auditor or Election Office Name]**, located at **[Address]**, during regular business hours.

Eligible electors who wish to vote must be registered as required by law. Absentee and early voting options are available pursuant to statutory guidelines.

Dated this ____ day of _____, 20.
[Name/Title of Election Official]

[Election Authority or Office]
(Feb. 26, 2026)

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(Feb. 26, 2026)



INTERIM AD DRAFT

This is the proof of your ad scheduled to run in **Wadena Pioneer Journal** on the dates indicated below. If changes are needed, please contact us prior to deadline at **(701) 561-0669**.

Notice ID: dpQZHsUY5TbKz0UTZhWA | **Proof Updated: Dec. 11, 2025 at 06:00pm CST**
Notice Name: Rate Reference 4

This is not an invoice. Below is an estimated price, and it is subject to change. You will receive an invoice with the final price upon invoice creation by the publisher.

FILER **FILING FOR**
Column tests Wadena Pioneer Journal
tests@column.us
(248) 202-9499

Columns Wide: 1 **Ad Class:** Legals
Total Column Inches: 9.36
Number of Lines: 96

02/26/2026: General Public Notice	49.16
Subtotal	\$49.16
Tax	\$0.00
Processing Fee	\$0.00
Total	\$49.16

See Proof on Next Page

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Assignment or Meeting	Contact Person	Email Address	Meeting Frequency	Commissioner Representing Assignment				
Board Chairman				B. Stearns				
Board Vice Chairman				R. Noon				
County Regular Board Meeting	Heather Olson	Heather.Olson@wcmn.us	At least the 1st & 3rd Tuesday 9 am	R. Noon	B. Winkels	B. Stearns	M. Kreklau	J. Kangas
County Board Work Sessions and/or Special Board meetings	Heather Olson	Heather.Olson@wcmn.us	Workshops on 2nd Tuesday or as needed	R. Noon	B. Winkels	B. Stearns	M. Kreklau	J. Kangas
Board of Equalization	Jason Jorgensen	jason.jorgensen@wcmn.us	June 12, 2023 after 4 pm board workshop	R. Noon	B. Winkels	B. Stearns	M. Kreklau	J. Kangas
Township Association Semi-Annual meetings	Neal Malcore	218-472-3316		R. Noon	B. Winkels	B. Stearns	M. Kreklau	J. Kangas
2024 All Commissioner Committee Assignments				District 1	District 2	District 3	District 4	District 5
Budget Committee	Heather Olson	Heather.Olson@wcmn.us	Calendar is given at March Meeting for the year	R. Noon	B. Winkels	B. Stearns	M. Kreklau	J. Kangas
Building Services Committee		sean.uselman@wcmn.us	Monthly			B. Stearns		J. Kangas
Building Project Committee				R. Noon	B. Winkels	B. Stearns	M. Kreklau	J. Kangas
Personnel Committee (Chair & Vice Chair)	Jennifer Westrum	Jennifer.westrum@wcmn.us	3rd Monday of the month			B. Stearns		
Hwy 10, Greenwood Ave., Fair Grounds Drainage Committee	Anthony Maule	anthony.maule@wcmn.us	As needed	R. Noon		B. Stearns		
Todd/Wadena Corrections Joint Powers Executive Board & Advisory			2nd Monday of the month	R. Noon		B. Stearns		
MTW Community Health Board	Sarah Ness	sarah.ness@wcmn.us		R. Noon	B. Winkels			
The Alliance, WCEDA (West Central Economic Development Alliance)		wceda@wcta.net	2nd Tuesday of the month			B. Stearns-Alt	M. Kreklau	
Strategic and Efficient Government Committees								
AMC Environmental & Natural Resources Committee	Brian Martinson	bmartinson@mncounties.org	Meet at conferences & as needed		B. Winkels			
AMC General Government Committee	Matt Hilgart	mhilgart@mncounties.org	Meet at conferences & as needed				M. Kreklau	
AMC Health & Human Services	Matt Freeman & Kari Oldfield-Tabbert	mattokodfield@mncounties.org	Meet at conferences & as needed			B. Stearns		J. Kangas
AMC Public Safety	Emilio Lamda	elamda@mncounties.org	Meet at conferences & as needed	R. Noon				
AMC Transportation & Infrastructure	Emily Murray	emurray@mncounties.org	Meet at conferences & as needed					J. Kangas
AMC Business Growth	Laurie Klupacs	klupacs@mncounties.org						J. Kangas
AMC County Futures	Ryan Erdmann	rerdmann@mncounties.org				B. Stearns		
Recorder's Compliance Fund Committee (Land Records)	Tracy Bochart	tracy.bochart@wcmn.us	As needed	R. Noon			M. Kreklau	
Health Insurance Advisory Committee	Brenna Tessier	brenna.tessier@wcmn.us	As needed			B. Stearns		J. Kangas
Management Team Committee (Chair & Vice Chair)	Randy Jahnke	Randy.Jahnke@wcmn.us	2nd Wednesday of the month	R. Noon		B. Stearns		
Negotiations Committee			As needed	R. Noon				J. Kangas
Zoning & Planning Commission	Deana Malone	deana.malone@wcmn.us	3rd Thursday of month		B. Winkels			
Tax Abatement Committee	Heather Olson	Heather.Olson@wcmn.us	Annually in first quarter				M. Kreklau	J. Kangas
Safety and Security Committee (Chair and Vice Chair)	Betsy Heller	elizabeth.heller@wcmn.us		R. Noon		B. Stearns		
Counties Providing Technology Board - Joint Powers	Jina Marlow	jina.marlow@cptmn.us	4th Monday every other month		B. Winkels			J. Kangas-Alt
Community Growth Committees								
Central MN Council on Aging	Lori Vrolson	Lori@cmcoa.org	Thursday once a month				M. Kreklau-Alt	J. Kangas
FSC collaborative-Public Health	Laure Laughlin	Laure.laughlin@wcmn.us	3 times a year	R. Noon				
Opioid Committee	Sarah Ness	sarah.ness@wcmn.us	3rd Wednesday of the month	R. Noon				
Old Wadena Committee	Darlys Hamberg	darham2000@yahoo.com	2nd Thursday of the month		B. Winkels			
Region 5 Development Commission	Cheryl Lee Hills	chills@regionfive.org	Mostly the last Thursday of the month				M. Kreklau	
Public Health Advisory/CLT	Sarah Ness	sarah.ness@wcmn.us		R. Noon				
Transit Board - Friendly Rider TAC Meeting	Randy Jahnke	Randy.Jahnke@wcmn.us	Quarterly meetings		B. Winkels	B. Stearns		
Wadena County Parks Board	Deana Malone	deana.malone@wcmn.us	Semi-annual meeting				M. Kreklau	J. Kangas
Environmental Resources Committees								
County Wide Ditch Committee	Anthony Maule	anthony.maule@wcmn.us				B. Stearns	M. Kreklau	
IT Committee	Neil Hutson	neil.hutson@wcmn.us	1st Tuesday of the month		B. Winkels			J. Kangas
Prairie Lakes Municipal Solid Waste Authority	Karen Lehmann	klehmann@plmswa.com	4th Wednesday of the month			B. Stearns	M. Kreklau-Alt	
Soil & Water Conservation District	Anne Oldakowski	anne.oldakowski@wadena.mnswcd.org	3rd Monday of the month				M. Kreklau	
Solid Waste Department Committee	Chris McConn	cmcconn@co.ottertail.mn.us	3rd Wednesday of the month			B. Stearns		J. Kangas
Red Eye Watershed Policy Committee	Nicole Lundeen	nicole.lundeen@eot.mnswcd.org	Once a year in March				M. Kreklau	
Crow Wing One Watershed One Plan	Anne Oldakowski	anne.oldakowski@wadena.mnswcd.org			B. Winkels			
Community Engagement Committees								
Extension Committee	Heather Olson	heather.olson@wcmn.us	1st Monday of the month, quarterly starting in Feb.	R. Noon			M. Kreklau	
Fair Board/Ag Society Committee	Dennis Linder	wadenacountyfair@gmail.com	Monthly meetings 7 to 9 on Second tuesday		B. Winkels		M. Kreklau-Alt	
Kitchigami Regional Library	Melissa Whatley	whatley@krls.org	3rd Thursday of alternate months & May, June & July	R. Noon-Alt			M. Kreklau	
MAHUBE-Otwa Board	Liz Kuoppala	ikuoppala@mahube.org	Last Friday of the month					J. Kangas
MN Rural Counties Caucus (MRC)	Rob Vanasek	rob@capitalhillassoc.com		R. Noon-Alt	B. Winkels-Alt	B. Stearns-Alt	M. Kreklau-Ld	J. Kangas-Alt
Public Health CHAMP Board	Laure Laughlin	Laure.laughlin@wcmn.us		R. Noon				
Wadena Historical Society	Jebb Willis	jebbwillis1955@gmail.com	Monthly meetings	R. Noon				
Friends of Wadena County Youth	Dan Sartell	Dansartell55@gmail.com	As needed	R. Noon		B. Stearns		
Community Safety Committees								
Central MN Emergency Services Board (800 MHz)	Shari Gieseke	shari.gieseke@ci.stcloud.mn.us	6 times a year	R. Noon-Alt				J. Kangas
Central MN Emergency Services Joint Powers Board	Marion Larson	marion.larson@co.stearns.mn.us	5th Friday of the month that has 5 Fridays	R. Noon				J. Kangas-Alt
Joint Public Health & EMS Preparedness	Tyler Wheeler	tylerw@wcmn.us	Quarterly - 3rd Tuesday Feb, May, Aug, Nov 1-2 p.m.	R. Noon				J. Kangas-Alt.
Trish Library Committee	Trisha Mernitz	trisha.mernitz@courts.state.mn.us			B. Winkels			
Trauma Informed Care	Cheri Dodds	Cheri.Dodds@wcmn.us	2nd Thursday of the month		B. Winkels			
Court Coordination	Kelly				B. Winkels			
CRE Design Team	Stacy Veen	stacy.veen@wcmn.us	Quarterly meetings		B. Winkels			
West Central Regional Juvenile Center	Josh Swanson	Josh.Swanson@claycounty.us		R. Noon-Alt	B. Winkels			J. Kangas