

**Wadena County Board of Commissioners  
Agenda for January 13th, 2026 @ 9:00 am  
Wadena County Courthouse, Small Courtroom  
415 Jefferson St S, Wadena, MN 56482**

One or more of our Commissioners may be joining remotely.

Join Zoom Meeting

[https://us06web.zoom.us/j/4707292321?  
pwd=rzaVOIJRgXgx49EKxC70qjCaaU0V.1&omn=83320707507](https://us06web.zoom.us/j/4707292321?pwd=rzaVOIJRgXgx49EKxC70qjCaaU0V.1&omn=83320707507)

View meeting insights with Zoom AI Companion

<https://us06web.zoom.us/launch/edl?muid=0cd98753-55f2-4b68-8049-9335d14cb046>

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/83320707507/invitations?signature=Oj9-  
YqBw4rOornRaUVnQ8NdkBAYRQFYWI86TzY\\_I80g](https://us06web.zoom.us/meetings/83320707507/invitations?signature=Oj9-YqBw4rOornRaUVnQ8NdkBAYRQFYWI86TzY_I80g)

1. 9:00 A.M. Call To Order
2. Pledge Of Allegiance
3. Amendments To The Agenda/Approval Of Agenda
4. 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.

5. CONSENT AGENDA ITEMS

A. Minutes For Approval

Documents:

[12-23-2025 MINUTES.PDF](#)

B. Warrants For Approval

Documents:

[AUDITORS WARRANT FOR APPROVAL.PDF](#)  
[HUMAN SERVICES WARRANTS.PDF](#)

C. Committee Charters 2026

Documents:

[COMMITTEE CHARTERS 2026.PDF](#)  
[2026 CHAMP CHARTER.PDF](#)  
[2026 COMPLIANCE FUND CHARTER.PDF](#)  
[2026 INSURANCE COMMITTEE CHARTER - REVIEWED 09-25.PDF](#)  
[2026 OPIOID SETTLEMENT COMMITTEE CHARTER.PDF](#)  
[2026 PARK BOARD COMMITTEE CHARTER.PDF](#)  
[2026 PERSONNEL COMMITTEE CHARTER.PDF](#)  
[2026 PLANNING COMMISSIONER COMMITTEE CHARTER.PDF](#)  
[2026 PUBLIC HEALTH ADVISORY COMMITTEE CHARTER.PDF](#)  
[2026 TRANSIT ADVISORY COMMITTEE CHARTER.PDF](#)  
[2026 WADENA COUNTY EARLY CHILDHOOD COALITION CHARTER.PDF](#)  
[2026 WADENA COUNTY EMERGENCY PLANNING COMMITTEE CHARTER.PDF](#)  
[2026 WADENA COUNTY TRAUMA-INFORMED WELLNESS COMMITTEE CHARTER.PDF](#)  
[2026 BOARD OF ADJUSTMENT COMMITTEE CHARTER.PDF](#)  
[2026 SAFETY AND SECURITY COMMITTEE CHARTER.PDF](#)

D. 2026 Vehicle Fleet Update

Documents:

[2026 VEHICLE FLEET UPDATE BY DEPARTMENT.PDF](#)

E. 2026 Todd Wadena Community Corrections Subsidy Request

Documents:

[2026 TODD WADENA COMMUNITY CORRECTIONS SUBSIDY REQUEST.PDF](#)

F. Employment Update

Documents:

[EMPLOYMENT UPDATE.PDF](#)

6. REGULAR AGENDA ITEMS

A. Extension Committee Responsibilities

Documents:

[EXTENSION COMMITTEE RESPONSIBILITIES.PDF](#)

B. FOWCY Discussion

Documents:

[FOWCY DISCUSSION.PDF](#)

C. Update On Nimrod Road Discussion

Documents:

[UPDATE ON NIMROD ROAD DISCUSSION.PDF](#)

D. 10:00 AM Break

E. Approve Grant Agreement With BWSR And DNR For 2026-2027

Documents:

[APPROVE GRANT AGREEMENT WITH BWSR AND DNR FOR 2026-2027.PDF](#)

F. Solid Waste Update

Documents:

[SOLID WASTE UPDATE.PDF](#)

G. Sourcewell Ballot

Documents:

[SOURCEWELL BALLOT.PDF](#)

H. Feb 17, 2026 Board Meeting Schedule

Documents:

[FEB 17, 2026 BOARD MEETING SCHEDULE.PDF](#)

I. 2026 Commissioner Committee Assignments

Documents:

[2026 COMMISSIONER COMMITTEE ASSIGNMENTS.PDF](#)

7. Interim County Administrator Report

8. Commissioner/Committee Reports

9. Adjourn

# WADENA COUNTY BOARD OF COMMISSIONERS' MEETING

December 23, 2025

The Wadena County Board of Commissioners' Meeting was held on Tuesday, December 23<sup>rd</sup>, 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, Human Services and Human Resources Director/Deputy County Administrator Jennifer Westrum, Solid Waste Supervisor Wade Miller, Solid Waste Director Chris McConn, Dennis and Beth Lindner from D&B Trucking and Logistics, Randy Becker from Becker Transport, Bill Layman from Layman Excavating, IT Coordinator Neil Hutson, Planning & Zoning/Building Services Administrator Deana Malone, Administrative Services Supervisor Amie Gendron, Deputy Tyler Wheeler, Sergeant Bryan Savaloja, Sheriff Mike Carr.

## **Amend/Approve the Day's Agenda:**

Motion by Commissioner Winkels to approve today's Agenda after adding a discussion of the Event Center Water Lines, seconded by Commissioner Kreklau. Motion carried unanimously.

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

## **Consent Agenda:**

- Auditor Warrants for Approval in the amount of \$488,181.96
- Snowmobile Safety Grant
- Resolution 2025-63 EMPG Grant
- Recorder Fees for Judicial Security Legislation and Adopting Procedures
- Public Health Mass Dispensing Local Agreement with Local Schools
- IV-D Interagency Cooperative Agreement and Arrangement
- Public Health Clinic Rental Site
- OHV Safety Grant
- Highway Dept Renewal of Building Cleaning Services Contract
- Interest Rate on Delinquent Taxes
- Cancellation of Outstanding Checks
- Friendly Rider Donations
- Vintage Golf Operations, LLC Liquor License
- Knob Hill Sportsmen's Club Liquor License
- Month End Cash and Investments Balance November 2025
- Revenues and Expenditures Budget Report November YTD 2025

- Employment Update

Motion by Commissioner Noon to approve the Consent Agenda after pulling the Cancellation of Outstanding Checks item for further discussion, seconded by Commissioner Winkels. Motion carried unanimously.

**Cancelling Outstanding Checks:** Commissioner Kangas expressed his concern regarding entity contact attempts for one of the two outstanding checks presented for cancellation. County Auditor/Treasurer/Interim County Administrator Heather Olson provided clarification and procedural information.

Motion by Commissioner Kangas to approve cancelling the outstanding checks as presented, seconded by Commissioner Noon. Motion carried unanimously.

### **REGULAR AGENDA ITEMS:**

**Human Services Statistical Reports:** Support Services Supervisor Amie Gendron presented the reports as of November 2025, noting changes in caseloads and program participation. The Board considered moving the Human Services report to the consent agenda in the future, but the majority of the Commissioners did not wish to do so.

**Licensed Solid Waste Haulers:** Solid Waste Supervisor Wade Miller and Solid Waste Director Chris McConn presented the application for a Solid Waste and Recycling Hauler License for Hough Inc. The need for more equitable service coverage across the county was discussed. Solid Waste Director Chris McConn stated that he would follow-up with the Solid Waste Committee.

Motion by Commissioner Noon to approve the Solid Waste and Recycling Hauler License for Hough Inc., seconded by Commissioner Stearns. Motion carried unanimously.

**Transport Contract for Solid Waste and Recycling:** Solid Waste Supervisor Wade Miller and Solid Waste Director Chris McConn addressed the Board regarding the re-bidding of the hauling contract for transporting MSW (household garbage) from the Wadena County Transfer Station to the Gwinner, ND Landfill and also the single sort recycling from the Wadena County Transfer Station to Shakopee, MN. Three bids were received on this project and were discussed at length. The Solid Waste Committee is recommending awarding the contract to Layman Excavating at \$77,662.50.

Representatives from the three bidders were in attendance. Dennis and Beth Lindner from D&B Trucking, Randy Becker from Becker Transport, and Bill Layman from Layman Excavating expressed their comments and concerns including the \$30,000 gap between the bids and the lack of specific maintenance responsibilities in the bid documents. Solid Waste Director McConn acknowledged these concerns but noted they must follow the RFP process even though it does not include the trailer maintenance costs, and if that detail is to be added to the bid process it must be done at a committee

level prior to opening the bids. The contracts come up for bids infrequently, every 3 - 5 years, and may be extended yearly according to the Solid Waste State Statutes

Motion by Commissioner Kangas to award the 3-year Transport Contract for Solid Waste and Recycling, effective March 1, 2026, to Layman Excavating and to terminate the existing contract with Becker Transport effective February 28, 2026. Motion seconded by Commissioner Stearns. A roll call vote was taken: Kreklau - nay, Noon - aye, Stearns - aye, Winkels - aye, Kangas - aye. Motion carried 4 to 1.

**Amendment to Crow Wing River Watershed Implementation Agreement:** County Attorney Kyra Ladd and Planning & Zoning/Building Services Administrator Deana Malone gave a brief background of this agreement's history which included the addition of the White Earth Nation, presented to the Board on November 18, 2025. County Attorney Ladd stated that she had not been notified of the change to the agreement and expressed concern that tribal involvement and sovereignty language issues were added to the agreement without her review.

The agreement includes funding provisions to the county for low-income septic replacement; however there are two signature pages, one for the county and one for the Soil and Water Board. The County's signature is not required for Soil and Water to access those funds.

Motion by Commissioner Noon to rescind the November 18, 2025 approval of the Amendment to the Crow Wing River Watershed Implementation Agreement, seconded by Commissioner Winkels. Motion carried unanimously.

A break was taken from 10:17 a.m. to 10:23 a.m.

**Resolution 2025-61 in Support of 2030 Federal Transportation Project Application:** County Engineer Anthony Maule addressed the Board requesting support of this resolution. The Wadena County Highway Department is applying for Federal Funding for a Roadway Resurfacing Project through the Federal Surface Transportation Block Grant Program. Funding provided would be 80% of eligible costs. The remaining 20% would come from CSAH regular funds. The project involves 6 miles on CSAH 23 from CSAH 12 to CSAH 15 which was last surfaced/graded in 2009.

Motion by Commissioner Winkels to approve Resolution 2025-61 in support of an Application for Federal Funding for a Roadway Resurfacing Project through the Federal Surface Transportation Block Grant Program, seconded by Commissioner Kreklau. Motion carried unanimously.

**Resolution 2025-64 Request for State Funding for 40 Bed Non-Secure Juvenile Facility in Clay County:** Commissioner Noon introduced the resolution supporting Clay County's request for state funding to build a 40-bed non-secure juvenile mental health facility. Currently there are only 4 of these facilities in the state.

Motion by Commissioner Noon to approve Resolution 2025-64 Supporting State Funding for a 40 Bed Non-Secure Juvenile Facility in Clay County, seconded by Commissioner Kangas. Motion carried unanimously.

**Recognition:** Sergeant Bryan Savaloja was recognized by Sheriff Mike Carr and the Board of Commissioners for receiving the prestigious **FBI-LEEDA Trilogy Award**, for completing the three-part series of intense trainings that foster strong leadership within law enforcement. The Board congratulated and commended Sergeant Savaloja on his accomplishment.

**Mass Notification System:** Sergeant Bryan Savaloja and Deputy Tyler Wheeler presented the bids for a new mass notification vendor. In November, 2025, the Sheriff's Office was notified of a data breach involving their mass notification vendor OnSolve (CodeRED). This, along with decreased alert capabilities, poor communication and loss of public trust, resulted in the termination of their contract effective December 31, 2025. The funding for this service will come from the E911 Funds already accounted for in the 2026 budget.

Motion by Commissioner Noon to approve the 5-year mass notification contract with Rave Alert by Motorola for \$20,000 (\$4,000/year), seconded by Commissioner Winkels. Motion carried unanimously.

**Microsoft Software Renewal:** IT Coordinator Neil Hutson introduced Microsoft 365 to the Board. The current Microsoft Office licensing and associated other contracts are due for renewal/replacement in 2026. Moving to a unified Microsoft 365 model consolidates multiple vendor contracts into one and provides modern tools for all staff at a lower total cost of ownership. Funds will be reallocated from existing expiring software contracts to cover this renewal. Projected net savings are approximately \$12,000/year.

Motion by Commissioner Winkels to move to the Microsoft 365 model and authorize the purchase of licensing at Government Pricing rates via Marco Technologies, seconded by Commissioner Stearns. Motion carried unanimously.

**Ag Society Lease:** Commissioner Winkels presented the one-year version of the lease for approval and went through the updates and changes to the lease. Discussion included event security, liability insurance, funding allocations, and maintenance items. The board reviewed the language about assessments in the lease agreement, ultimately deciding to leave the current language unchanged for now while acknowledging that future discussions would be needed about water and sewer costs.

Motion to approved the 1-year Ag Society Lease as presented by Commissioner Winkels, seconded by Commissioner Kreklau. Motion carried unanimously.

**Event Center Water Access:** Commissioner Noon began the discussion providing a brief overview of the status of water line installation to the event center, stating the water line was completed up to the building but needs to be connected inside the building. A permit has been acquired and a plumber was

found, but the plumber is no longer responding. Now the line needs to be excavated and de-watered again. Work has stopped and FOWCY is requesting direction to get thing moving again.

This subject will be re-visited at the January 6<sup>th</sup>, 2026 Board meeting after the Interim County Administrator and County Engineer have had time to review previously recorded discussions with FOWCY representative Dan Sartell and hopefully have him attend the meeting to participate in the discussion.

Motion by Commissioner Noon, seconded by Commissioner Winkels to go into closed session of the Wadena County Board of Commissioners per MN Statute § 13D.05 Subd. 3(d) for a safety and security access discussion at 11:30 a.m. Motion carried unanimously.

Open session of the Wadena County Board of Commissioners was resumed at 11:44 a.m.

**Safety and Security Access Control Bids:** IT Coordinator Neil Hutson and Sergeant Bryan Savaloja presented the 2 bids received for upgrading and updating the access control system for the exterior doors of the courthouse along with the public to private doors at the Human Services building. This is a one-time charge.

It was noted that if all doors were to be upgraded at this time it would be around \$300,000. The request at this time is to only upgrade the most essential exterior doors of the courthouse and the public to private doors at Human Services for \$62,001.47.

Motion by Commissioner Noon to approved the \$62,001.47 Marco proposal for courthouse and human services door control system upgrades, to be paid from South Country Funds. Motion was seconded by Commissioner Winkels and carried unanimously.

**Interim County Administrator Report:** County Auditor/Treasurer/Interim County Administrator Heather Olson gave her report.

- The employee pot luck was a big success
- The county was awarded \$10,000 in grant dollars through the elections program for courthouse entrance ramp improvements

**Commissioner Reports:**

Commissioner Kreklau - 12/19 KRLS

Commissioner Noon - 12/17 PH CHAMP, 12/18 S&S, 12/19 City of Wadena, 12/22 Mediations

Commissioner Stearns - 12/17 PLSWMA, 12/18 S&S

Commissioner Winkels - 12/17 Staples Rotary, 12/18 P&Z, 12/21 Ag Society

Commissioner Kangas - 12/17 ESB Radio Board, 12/22 Mediations

Motion to adjourn by Commissioner Winkels at 12:05 p.m., seconded by Commissioner Kreklau.  
Motion carried unanimously.

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

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William Stearns, County Board Chairman  
Wadena County, MN

Auditor Warrants for approval on 01/13/2026

Warrants paid on 12/31/2025 \$164,485.12

Warrants paid on \$

US Bank paid on \$

**\$164,485.12**

Motion to approve payment of Auditor Warrants made by Commissioner:

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Seconded by Commissioner:

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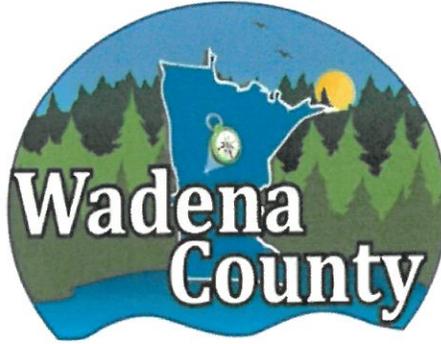
I, Ron Noon, Chair of the Wadena County Board of Commissioners,  
hereby certify to the Board of Commissioners of Wadena County, the above  
disbursements of **\$164,485.12**

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Board Chair

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Vice Board Chair



## Electronic Funds Transfer Voucher

Reference number: 9124ed7b97

Amount: \$ 145,114.63  
number of items 30

Date: DEC 30 2025

Transfer performed by: Karen Malow

Authorized by: [Signature]

Date: 12/31/25

*\*Attach bank confirmation*

## Pay Or Transfer

### ACH import

✔ Your ACH has been created successfully. Your reference number is 9124ed7b97.

⚠ Your ACH contains warnings:

- CHEKAuditor\_s\_batch\_12.31.2025\_KM.txt is pending financial institution review.

#### Company

WADENA COUNTY TR

#### Type

Other - Commingled File

#### Description

CHEKAuditor\_s\_batch\_12.31.2025\_KM.txt

#### Number Of Batches

2

#### Total Withdrawals

\$145,114.63 (2)

#### Total Deposits

\$145,114.63 (31)

\*\*\* 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>	
103707	ALBANY RECYCLING CENTER INC	2,152.93		Electronics Recycling	55-391-000-0000-6292	1459	N
	Warrant # 58613	Total...	2,152.93				
100011	ASSOCIATION OF MN COUNTIES	1,365.00		MNCITLA 2026 Dues	01-061-000-0000-6241	76114	N
	Warrant # 58614	Total...	1,365.00				
100226	AUTO VALUE - WADENA	280.97		Front brake & disc	13-330-000-0000-6562	65415065	N
100226		73.98		Grease seals	13-330-000-0000-6562	65415077	N
100226		3.58		Tire repair	13-330-000-0000-6562	65415320	N
100226		574.10		Brake pads,rotors,calipers	13-330-000-0000-6562	65415554	N
100226		148.16		Calipers core return	13-330-000-0000-6562	65415628	N
100226		265.97		Brake pads & rotors	13-330-000-0000-6562	65415715	N
100226		306.14		Brake calipers	13-330-000-0000-6562	65415717	N
100226		148.16		Calipers core return	13-330-000-0000-6562	65415843	N
100226		14.99		Snowdriver	13-330-000-0000-6562	65416087	N
100226		149.90		Swivel adapter	13-330-000-0000-6562	65416216	N
100226		149.20		Oil, air, fuel filters	13-330-000-0000-6563	65415877	N
100226		29.98		Black lightning	13-330-000-0000-6569	65414903	N
100226		4.99		On-Off toggle	13-330-000-0000-6569	65415019	N
100226		19.17		Socket & gaskets	13-330-000-0000-6569	65415129	N
100226		47.95		Tubing & brake fluid	13-330-000-0000-6569	65415743	N
100226		55.98		Engine degreaser	13-330-000-0000-6569	65416172	N
	Warrant # 58615	Total...	1,680.58				
102139	CASS COUNTY SHERIFF'S DEPT	35.00		Nastrom Forfeiture paperwork	01-091-000-0000-6382	10.10.2025	N
	Warrant # 58616	Total...	35.00				
106582	EITEL/DENNIS & DAWN	24.16		11.011.3030 & 4030 penalty aba	82-000-000-0000-2126	12.26.2025	N
	Warrant # 58617	Total...	24.16				
106429	HELLER/ELIZABETH	16.80		Daily Mileage for Mail	01-041-000-0000-6334	Mileage Jul-Dec 25	N
	Warrant # 58618	Total...	16.80				
102072	HENRY SCHEIN	226.24		Vanish Point Syringe (23/25g)	09-481-465-7000-6430	51066812	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>
	Warrant #	58619	Total...	226.24			
102092	HILLYARD HUTCHINSON MN		882.84	Jail Supplies-Shrf	11-251-000-0000-6450	25780115	N
	Warrant #	58620	Total...	882.84			
105282	HOCKERT/JOHN J		2,514.50	22.300.1540 fire abatement	82-000-000-0000-2126	12.29.2025	N
	Warrant #	58621	Total...	2,514.50			
100890	LICENSE BUREAU		21.25	TabS 2018 chevy	01-102-000-0000-6560	11/17/25	N
	Warrant #	58622	Total...	21.25			
106524	MARCO TECHNOLOGIES LLC		234.54	Copier Lease - December 2025	01-032-000-0000-6340	570912121	N
106524			366.02	copier contract	01-041-000-0000-6340	571242494	N
106524			407.32	MARCO December	01-091-000-0000-6340	571242783	N
106524			254.21	Copier lease for December	01-103-000-0000-6340	570912287	N
106524			17.26	Copier Contract	09-481-450-4130-6231	570634618	N
106524			1.73	Copier Contract	09-481-450-4910-6231	570634618	N
106524			9.06	Copier Contract	09-481-450-4925-6231	570634618	N
106524			14.24	Copier Contract	09-481-455-5010-6231	570634618	N
106524			11.65	Copier Contract	09-481-455-5035-6231	570634618	N
106524			1.73	Copier Contract	09-481-455-5411-6231	570634618	N
106524			5.61	Copier Contract	09-481-465-7000-6231	570634618	N
106524			42.57	Copier Contract	09-481-470-3101-6231	570634618	N
106524			2.59	Copier Contract	09-481-470-3110-6231	570634618	N
106524			62.43	Copier Contract	09-481-481-9300-6231	570634618	N
106524			117.58	Copier Rental-Jail	11-201-000-0000-6340	570634048	N
106524			479.70	Copier Lease	13-310-000-0000-6505	571537430	N
106524			135.83	copy machine contract	17-403-100-0000-6401	570911982	N
106524			138.38	Printer Lease	55-391-000-0000-6281	570634261	N
	Warrant #	58623	Total...	2,302.45			
106383	MCKNIGHT-TESSIER/BRENNA		19.32	Mileage	01-032-000-0000-6334	2025 Mileage	N
	Warrant #	58624	Total...	19.32			

\*\*\* 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>
103034	MINNESOTA ENERGY RESOURCES CORPORA	255.69	Heating/Natural Gas	13-330-000-0000-6250	0504975350	N
	Warrant # 58625	Total...	255.69			
100252	MINNESOTA POWER	31.63	Power to Nimrod Shelter	01-521-000-0000-6451	2640220000	N
	Warrant # 58626	Total...	31.63			
100119	MN ASSOC OF COUNTY PLANNING AND ZC	180.00	2026 MACPZA Membership dues	01-103-000-0000-6241	2026	N
	Warrant # 58627	Total...	180.00			
103704	MN WEIGHTS AND MEASURES	286.00	Scale Inspection	55-391-000-0000-6281	DEV-00068669	N
	Warrant # 58628	Total...	286.00			
101009	NEW YORK MILLS DISPATCH	30.60	annual survey	17-403-100-0000-6240	36869	N
	Warrant # 58629	Total...	30.60			
103159	SOLDO CONSULTING PC	6,122.50	Investigation-Shrf	11-201-000-0000-6240	11/30/2025	N
	Warrant # 58630	Total...	6,122.50			
102856	WADENA COUNTY ZONING	15.00	laminated signs for forfeited	08-831-901-0000-6401	12.29.2025	N
	Warrant # 58631	Total...	15.00			
101192	WADENA FAMILY DENTAL	522.00	Dental-Inmate-Jail	11-251-000-0000-6430	13560	N
101192		686.00	Dental-Inmate-Jail	11-251-000-0000-6430	13595	N
	Warrant # 58632	Total...	1,208.00			
	Warrant Form CHEK	Total...	19,370.49	53 Transactions		

\*\*\* WADENA COUNTY \*\*\*



Warrant Form CHEK-ACH  
Auditor's Warrants

WARRANT REGISTER  
Auditor Warrants

Approved  
Pay Date 12/31/2025

<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>	
102796	AIRE SERV	592.95		replace zone damper motor	01-111-000-0000-6302	154436106	N
	Warrant # 20707	Total...	592.95				
106132	BECKER/RANDY	60.00		December Planning Commission	01-103-000-0000-6111	12182025	N
106132		17.36		December mileage	01-103-000-0000-6334	12182025	N
	Warrant # 20708	Total...	77.36				
106268	COLUMN SOFTWARE PBC	21.09		JD3 Minutes 11.24.2025	01-041-000-0000-6240	08D6A78D-0087	N
106268		30.28		Board Minutes 11.25.2025	01-041-000-0000-6240	08D6A78D-0088	N
	Warrant # 20709	Total...	51.37				
105856	ERLANDSON/BREANNA	2.94		Mileage	01-032-000-0000-6334	2025 Mileage	N
	Warrant # 20710	Total...	2.94				
103070	INNOVATIVE OFFICE SOLUTIONS LLC	740.00		Labor for sit/stand install	01-061-000-0000-6260	235424	N
103070		2,784.66		Sit / Stand Desk Attachments	01-061-000-0000-6480	235424	N
	Warrant # 20711	Total...	3,524.66				
100336	KANGAS/JONATHAN	406.00		mileage	01-002-000-0000-6334	Nov/Dec 2025	N
	Warrant # 20712	Total...	406.00				
104492	KARVONEN & SON FUNERAL HOME INC	522.70		Transport-Coroner	11-204-000-0000-6334	202520	N
104492		522.70		Transport-Coroner	11-204-000-0000-6334	202522	N
	Warrant # 20713	Total...	1,045.40				
106389	KRAEMER/PATRICIA	60.00		December Planning Commission	01-103-000-0000-6111	12182025	N
106389		2.80		December mileage	01-103-000-0000-6334	12182025	N
	Warrant # 20714	Total...	62.80				
101213	LADD/KYRA	8.00		6/5/25 parking at capital	01-091-000-0000-6330		N
101213		12.93		1/19/25 meal	01-091-000-0000-6330	x	N
101213		12.00		2/13/25 meal-breakfast	01-091-000-0000-6330		N
101213		4.82		2/13/25 meal-lunch	01-091-000-0000-6330		N
101213		6.76		2/21/25 meal- breakfast	01-091-000-0000-6330		N
101213		15.00		2/21/25 meal- lunch	01-091-000-0000-6330		N

\*\*\* WADENA COUNTY \*\*\*



Warrant Form CHEK-ACH  
Auditor's Warrants

WARRANT REGISTER  
Auditor Warrants

Approved  
Pay Date 12/31/2025

<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>
101213	LADD/KYRA	11.03	4/25/25 meal- breakfast	01-091-000-0000-6330		N
101213		11.49	4/25/25 meal- lunch	01-091-000-0000-6330		N
101213		4.59	5/8/25 meal-breakfast	01-091-000-0000-6330		N
101213		11.97	5/8/25 meal-lunch	01-091-000-0000-6330		N
101213		13.21	5/8/25 meal-dinner	01-091-000-0000-6330		N
101213		12.00	5/16/25 meal-breakfast	01-091-000-0000-6330		N
101213		17.34	5/15/25 meal-dinner	01-091-000-0000-6330		N
101213		13.71	5/19/25 meal-lunch	01-091-000-0000-6330		N
101213		9.65	5/19/25 meal-dinner	01-091-000-0000-6330		N
101213		11.97	6/5/25 meal- lunch	01-091-000-0000-6330		N
101213		11.97	7/24/25 meal- lunch	01-091-000-0000-6330		N
101213		12.00	8/13/25 meal-breakfast	01-091-000-0000-6330		N
101213		11.97	8/13/25 meal- dinner	01-091-000-0000-6330		N
101213		6.80	9/11/25 meal-dinner	01-091-000-0000-6330		N
101213		23.00	12/4/25 meal- dinner	01-091-000-0000-6330		N
101213		18.49	MCAA training 12/17/25 dinner	01-091-000-0000-6330		N
101213		210.00	1/24/25 MCAA mileage	01-091-000-0000-6334		N
101213		210.00	2/21/25 MCAA mileage	01-091-000-0000-6334		N
101213		210.00	3/21/25 MCAA mileage	01-091-000-0000-6334		N
101213		210.00	4/25/25 MCAA mileage	01-091-000-0000-6334		N
101213		210.00	5/16/25 MCAA mileage	01-091-000-0000-6334		N
101213		210.00	10/24/25 MCAA mileage	01-091-000-0000-6334		N
101213		112.00	Fall leadership mileage	01-091-000-0000-6334		N
101213		224.00	MCAA annual conference mileage	01-091-000-0000-6334		N
101213		210.00	6/5/25 State Capital mileage	01-091-000-0000-6334		N
101213		98.00	MCAA training 12/17/25	01-091-000-0000-6334		N
	Warrant # 20715	Total...	2,164.70			
100136	LEAF RIVER AG SERVICE	1,752.12	Diesel Fuel	55-391-000-0000-6566	178204	N
	Warrant # 20716	Total...	1,752.12			
101455	LIBERTY TIRE RECYCLING LLC	1,138.05	Tire Disposal	55-391-000-0000-6279	3115780	N

\*\*\* WADENA COUNTY \*\*\*



Warrant Form CHEK-ACH  
Auditor's Warrants

WARRANT REGISTER  
Auditor Warrants

Approved  
Pay Date 12/31/2025

<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 #	20717	Total...	1,138.05			
100246	M-R SIGN COMPANY INC		446.46	Street Signs	13-314-000-0000-6511	230258	N
	Warrant #	20718	Total...	446.46			
106097	MALONE/KAREN E		72.10	mail run mileage	01-041-000-0000-6334	July-December 2025	N
	Warrant #	20719	Total...	72.10			
101445	MARCO, INC. (SUPPLIES & SALES)		415.75	MIR Professional Service	01-061-000-0000-6260	INV14705523	N
101445			211.05	M365 Monthly	01-061-000-0000-6409	INV14700877	N
101445			60,988.50	M365 Yearly	01-061-000-0000-6409	INV14707466	N
	Warrant #	20720	Total...	61,615.30			
100311	MNCCC		11,800.00	2026 MCAPS license and user fe	01-091-000-0000-6260	2601195	N
	Warrant #	20721	Total...	11,800.00			
102057	MOTOROLA SOLUTIONS INC		5,362.50	License-Body Camera-Shrf	11-201-000-0000-6340	1411196801	N
102057			585.00	License-Body Camera-Shrf	11-201-000-0000-6340	1411213881	N
102057			2,065.20	Body Worn Camera-Shrf	11-201-000-0000-6660	8282151537	N
102057			9,641.00	Body Worn Camera-Shrf	11-201-000-0000-6660	8282152532	N
102057			220.00	Access Point-Shrf	11-201-000-0000-6660	8282221503	N
	Warrant #	20722	Total...	17,873.70			
104700	NYHUS CHEVROLET INC		617.14	Auto Repair-Shrf	11-201-000-0000-6560	251614	N
	Warrant #	20723	Total...	617.14			
100139	OTTER TAIL COUNTY TREASURER		944.00	Chris McConn contract mileage	55-391-000-0000-6334	2025	N
	Warrant #	20724	Total...	944.00			
100162	REVIEW MESSENGER		126.00	Homestead ad	01-102-000-0000-6240	11/30/25	N
	Warrant #	20725	Total...	126.00			
102353	STEIN'S INC		285.31	supplies	01-111-000-0000-6410	967591	N
	Warrant #	20726	Total...	285.31			
101986	STEVE'S ALIGNMENT & AUTO REPAIR INC		72.59	Full service on Zoning truck	01-103-000-0000-6560	2125	N
	Warrant #	20727	Total...	72.59			

\*\*\* WADENA COUNTY \*\*\*



Warrant Form CHEK-ACH  
Auditor's Warrants

WARRANT REGISTER  
Auditor Warrants

Approved  
Pay Date 12/31/2025

<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>
103237	SUMMIT FOOD SERVICE LLC	9,495.16	Inmate Meals-November-Jail	11-251-000-0000-6388	INV2000260676	N
	Warrant # 20728	Total...	9,495.16			
100753	THOMSON REUTERS - WEST	61.81	December Plan Charges	01-091-000-0000-6285	852966687	N
100753		503.05	December online subscription	01-091-000-0000-6285	852943230	N
	Warrant # 20729	Total...	564.86			
100193	WADENA SOIL & WATER CON DIST	16,289.50	aquatic invasive species aid	01-801-000-0000-6908	December 2025	N
100193		5,000.00	riparian protection aid	01-801-000-0000-6908	December 2025	N
	Warrant # 20730	Total...	21,289.50			
102551	WADENA TRUCK & TRAILER REPAIR	432.23	Hydraulic Hose and Fittings	55-391-000-0000-6303	S36986	N
	Warrant # 20731	Total...	432.23			
100155	WASTE MANAGEMENT OF MINNESOTA INC	6,305.14	Disposal to Landfill	55-391-000-0000-6280	0005870-0010-0	N
	Warrant # 20732	Total...	6,305.14			
106173	WENT NORTH LLC	60.00	December Planning Commission	01-103-000-0000-6111	12182025	N
106173		43.26	December mileage	01-103-000-0000-6334	12182025	N
	Warrant # 20733	Total...	103.26			
106387	WINKELS/BRYAN	403.20	mileage	01-002-000-0000-6334	December 2025	N
	Warrant # 20734	Total...	403.20			
102025	YOUNGBAUER/LINDA	60.00	December Planning Commission	01-103-000-0000-6111	12182025	N
	Warrant # 20735	Total...	60.00			
100268	ZIEGLER INC	923.61	Equipment Repair	13-330-000-0000-6562	SI000739200	N
100268		642.34	Filters	13-330-000-0000-6563	IN002201041	N
100268		224.38	Filters	13-330-000-0000-6563	IN002201141	N
	Warrant # 20736	Total...	1,790.33			
	Warrant Form CHEK-ACH	Total...	145,114.63	77 Transactions		
	Final Total...	164,485.12	130 Transactions			

kmalone  
12/30/2025

11:03AM

\*\*\* WADENA COUNTY \*\*\*



Warrant Form CHEK-ACH  
Auditor's Warrants

WARRANT REGISTER  
Auditor Warrants

Approved  
Pay Date 12/31/2025

Page 8

<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>
20	CHEK	58613	58632	12/31/2025					
30	CHEK-ACH	20707	20736	12/31/2025		7	2,845.90	23	142,268.73
	TOTAL								

\*\*\* WADENA COUNTY \*\*\*



Warrant Form CHEK-ACH  
Auditor's Warrants

WARRANT REGISTER  
Auditor Warrants

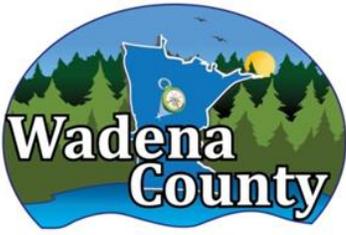
Approved  
Pay Date 12/31/2025

RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>	<u>ACH AMOUNT</u>	<u>NON-ACH AMOUNT</u>
1	106,205.99	General Revenue Fund	103,274.90	2,931.09
8	15.00	Forfeit Land Fund	-	15.00
9	395.11	Public Health Fund	-	395.11
11	37,362.32	Sheriff	29,031.40	8,330.92
13	4,652.76	Road And Bridge Fund	2,236.79	2,415.97
17	166.43	Friendly Rider's Transit	-	166.43
55	13,148.85	Solid Waste Fund	10,571.54	2,577.31
82	2,538.66	Taxes And Penalties Fund	-	2,538.66
	164,485.12	TOTAL	145,114.63	19,370.49
			TOTAL ACH	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: 1/13/26	Total time requested: Consent
Department Requesting Action: Human Services	
Presenting Board Action/Discussion at Meeting: Human Services	
<b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
ACH direct deposit forms for warrants dated 1/2/26, 1/9/26, and one warrant register.	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Wadena County Board of Commissioners approves the following by Motion:	
ACH and non-ACH Human Services payments in the amount of \$90,928.80.	
<b>Financial Implications: \$90,928.80</b>	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 1/13/2026

## Warrants paid:

MA ACH 1/2/2026	\$	3,973.13
SSIS ACH 1/9/2026	\$	16,415.93
Admin ACH 1/2/2026	\$	45,452.08

**\$65,841.14**

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 **\$65,841.14**

---

Board Chair

---

Vice Board Chair

**Wadena County**  
**Electronic Funds Transfer Voucher**

EFT Number

27846e5668

Amount

3,973.13

Date

1-2-26

Transfer Performed By (Signature)



Date

12-30-25

Authorized by (Signature)



Date

12-30-25

*\*Attach bank confirmation*

Recap of Warrant ACH Files Generated

Warrant Form	Starting ACH No.	Ending ACH No.	Date of Payment
CHEK	35806	35813	01/02/26
Total Amount of ACHs generated.....			\$3,973.13
			8 ACH Payments

## Pay Or Transfer

### ACH import

✔ Your ACH has been created successfully. Your reference number is 2784be5b68.

⚠ Your ACH contains warnings:

- CHEKMA\_-\_1\_2\_26\_-\_LauraW.txt is pending financial institution review.

#### Company

WADENA COUNTY TR

#### Type

Other - Commingled File

#### Description

CHEKMA\_-\_1\_2\_26\_-\_LauraW.txt

#### Number Of Batches

1

#### Total Withdrawals

\$3,973.13 (1)

#### Total Deposits

\$3,973.13 (8)

**Wadena County  
Electronic Funds Transfer Voucher**

EFT Number

0d34db 2916

Amount

45,452.08

Date

1-2-26

Transfer Performed By (Signature)



Date

12.30.25

Authorized by (Signature)



Date

12-30-25

**\*Attach bank confirmation**

## Pay Or Transfer

### ACH import

✔ Your ACH has been created successfully. Your reference number is 0d34da291b.

⚠ Your ACH contains warnings:

- CHEKadmin\_-\_1\_2\_26\_-\_LauraW.txt is pending financial institution review.

#### Company

WADENA COUNTY TR

#### Type

Other - Commingled File

#### Description

CHEKadmin\_-\_1\_2\_26\_-\_LauraW.txt

#### Number Of Batches

1

#### Total Withdrawals

\$45,452.08 (1)

#### Total Deposits

\$45,452.08 (3)

Recap of Warrant ACH Files Generated

Warrant Form	Starting ACH No.	Ending ACH No.	Date of Payment
CHEK	35803	35805	01/02/26
Total Amount of ACHs generated.....			\$45,452.08
			3 ACH Payments

**Wadena County  
Electronic Funds Transfer Voucher**

**EFT Number**

28542 ee 97d

**Amount**

\$16,415.93

**Date**

Jan 09, 2026

**Transfer Performed By (Signature)**

Deb Godding

**Date**

1/5/26

**Authorized by (Signature)**

Aimee Kersh

**Date**

1-5-26

**\*Attach bank confirmation**

Recap of Warrant ACH Files Generated

Warrant Form	Starting ACH No.	Ending ACH No.	Date of Payment
CHEK	35814	35815	01/09/26
Total Amount of ACHs generated.....			\$16,415.93
			2 ACH Payments

⚠️ CHEKdebg-jan0926.txt is pending financial institution review.

## CHEKdebg-jan0926.txt

---

**Reference number**

28542ee97d

**Effective date**

Jan 09, 2026

**Total withdrawal**

\$16,415.93

**Number of withdrawals**

2

**Total deposit**

\$16,415.93

**Number of deposits**

2



\*\*\* WADENA COUNTY \*\*\*

LAIURAW  
12/30/2025

2:17PM

Warrant Form CHEK  
Auditor's Warrants

WARRANT REGISTER  
Auditor Warrants

Approved Pay Date  
01/02/2026

Vendor #	Vendor Name	Amount	Description	OBO#	On-Behalf-of-Name	Account Number	Invoice #	From Date	To Date	PO #/TX
100890	LICENSE BUREAU	15.94	2026 license		15-430-700-0000-6560		Trailblazer - 2023			N
100890		15.94	2026 license		15-430-700-0000-6560		Trailblazer - 2025			N
100890		15.94	2026 license		15-430-700-0000-6560		Impala			N
100890		15.94	2026 license		15-430-700-0000-6560		Equinox			N
	<b>Warrant # 112993</b>	<b>Total...</b>								
		233.75								
101280	SOURCEWELL	768.46	Inv #INV00005394		15-420-600-0000-6354					N
101280		2,305.38	Inv #INV00005394		15-430-700-0000-6354					N
101280		19,060.97	Inv #INV00005394		15-430-700-0000-6354					N
	<b>Warrant # 112994</b>	<b>Total...</b>								
		22,134.81								
100823	US BANK CORPORATE PAYMENT	15.84	CB Nuggets		15-420-600-0000-6330					N
100823		16.99	Amazon		15-420-600-0000-6401					N
100823		4.47	Walmart		15-420-600-0000-6401					N
100823		8.35	Amazon		15-420-600-0000-6401					N
100823		24.23	Walmart		15-420-600-0000-6401					N
100823		31.72	Amazon		15-420-600-0000-6401					N
100823		5.15	Merickels		15-420-600-0000-6401					N
100823		6.35	Walmart		15-420-600-0000-6401					N
100823		8.66	Walmart		15-420-600-0000-6401					N
100823		47.52	CB Nuggets		15-430-700-0000-6330					N
100823		50.99	Amazon		15-430-700-0000-6401					N
100823		13.40	Walmart		15-430-700-0000-6401					N
100823		25.04	Amazon		15-430-700-0000-6401					N
100823		72.69	Walmart		15-430-700-0000-6401					N
100823		95.17	Amazon		15-430-700-0000-6401					N
100823		15.44	Merickels		15-430-700-0000-6401					N
100823		19.07	Walmart		15-430-700-0000-6401					N
100823		25.98	Walmart		15-430-700-0000-6401					N
100823		31.00	Go certificates		15-430-740-0000-6801					N
	<b>Warrant # 112995</b>	<b>Total...</b>								
		456.06								

LAURAW  
12/30/2025

2:17PM

\*\*\*

# WADENA COUNTY

\*\*\*



Warrant Form CHEK  
Auditor's Warrants

WARRANT REGISTER  
Auditor Warrants

Approved  
Pay Date 01/02/2026

Page 3

<u>Vendor #</u>	<u>Vendor Name</u>	<u>Warrant Form</u>	<u>CHEK</u>	<u>Total..</u>	<u>Amount</u>	<u>Description</u>	<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>From Date</u>	<u>PO # TX</u>	<u>To Date</u>
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25,087.66

52 Transactions



LURAW  
12/30/2025

2:17PM

Warrant Form CHEK- ACH  
Auditor's Warrants

\*\*\* WADENA COUNTY \*\*\*

WARRANT REGISTER  
Auditor Warrants

Approved  
Pay Date 01/02/2026



WARRANT RUN INFORMATION	WARRANT FORM	STARTING WARRANT NO.	ENDING WARRANT NO.	DATE OF PAYMENT	DATE OF APPROVAL	PPD COUNT	PPD AMOUNT	CTX COUNT	CTX AMOUNT
6	CHEK	112990	112995	01/02/2026					
3	CHEK- ACH	35803	35805	01/02/2026		0		3	45,452.08
	TOTAL								

\*\*\* WADENA COUNTY \*\*\*

2:17PM  
Warrant Form CHEK- ACH  
Auditor's Warrants

WARRANT REGISTER  
Auditor Warrants

Approved  
Pay Date 01/02/2026

RECAP BY FUND

FUND	AMOUNT	NAME	ACH AMOUNT	NON-ACH AMOUNT
15	70,539.74	Social Services Fund	45,452.08	25,087.66
	70,539.74	TOTAL	45,452.08	25,087.66
			TOTAL ACH	TOTAL NON-ACH

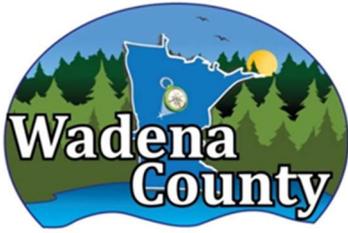
1/2/26

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*

# Wadena County, MN Board Action Form

---



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

<b>2026 Wadena County Committee Charters</b>	
Date of Meeting: 01/13/2026	Total time requested: 10 Minutes
Department Requesting Action: Administration	
Presenting Board Action/Discussion at Meeting:	
<b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Committee charters are reviewed and approved by the Board on an annual basis.	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Wadena County Board of Commissioners approves the following by Motion:	
The Wadena County Board of Commissioners adopts the attached committee charters for 2026.	
<b>Financial Implications:</b>	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> 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><b>Signatures</b></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>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



**Committee Charter:** Chemical Health and Multi-drug Prevention (CHAMP) Coalition of Wadena County

**Department Responsible:** Wadena County Public Health

**Overview:** Substance misuse is an underlying issue influencing public health and community concerns. Funding requests to address substance misuse have required the inclusion of a community coalition to represent the funded geographic area. Coalition membership consists of multiple community sectors such as youth, parents, community members, business, media, schools, youth-serving organizations, law enforcement, judicial, spiritual/fraternal organizations, county/local elected officials, civic/volunteer groups, healthcare, mental health, state/local government, and other organizations involved in reducing substance abuse.

**Purpose:** The overall purpose of the CHAMP Coalition Board is to increase community collaboration with community sectors in efforts to improve and enhance the health, safety and quality of life for children, teens and the Wadena County community by reducing substance use and abuse. CHAMP leverages partnerships with coalition members/groups to improve relationships and connections and to increase awareness of local concerns including substance prevention and misuse, and mental health needs.

Coalition Members:	Sector
Wadena Chamber of Commerce	Business
Local residents	Community Members
Someplace Safe	Community Serving Organization
MAHUBE-OTWA	Community Serving Organization
Lutheran Social Services (LSS)	Community Serving Organization
Community Concern for Youth (CCY)/	Other Organizations involved in reducing youth substance misuse
Probation	Law Enforcement
County Commissioner	Elected Official
Astera Health	Healthcare
Wadena County Human Services	Human Services
County Attorney	Judicial
Menahga Police Department	Law Enforcement
Wadena Police Department	Law Enforcement
Wadena County Sheriff's Office	Law Enforcement
Sebeka Police Department	Law Enforcement
Sourcewell	Mental Health
School Social Workers	Mental Health/Schools
School Counselors	Mental Health/Schools
Local Parents	Parents
Local churches	Faith-based Organizations
Public Health	Healthcare Professionals
Menahga Schools	Schools
Sebeka Schools	Schools
Verndale Schools	Schools
Wadena-Deer Creek Schools	Schools
Jail Social Worker	Human Services
Wadena County Students	Youth
4H Extension Educator/Coordinator	Youth Serving Organization

**Membership:**

- There shall be no minimum or maximum number of members.
- Membership shall include, but not be limited to, members from community sectors including youth, parents, community members, business, schools, youth-serving organizations, law enforcement, judicial, county/local elected officials, civic/volunteer groups, healthcare, mental health, state/local government, other organizations involved in reducing substance abuse and others interested in the wellbeing of the community.
- Each represented governmental unit shall establish the criteria and method of selecting its members.
- Non-governmental units shall establish the criteria and method of selecting its members.
- There are no term limits of members.

**Responsibilities:**

- Participate in the identification, selection and implementation of activities that reduce alcohol, tobacco and other drug use among residents of Wadena County, especially young people.
- Help assess community needs and identify existing resources.
- Strive to coordinate programs and resources to maximize impact.
- Assist with evaluation and monitoring of Coalition activities.

**Meeting Schedule:**

The CHAMP Board meets quarterly, the fourth Wednesday in March, June, September, and December; unless a conflict with the set date necessitates a change (such as a holiday).

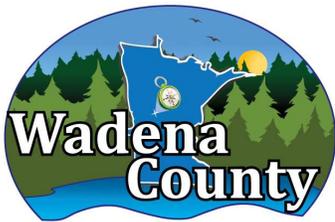
**Decision-making:** Group consensus

**Reporting:** Reports to funders, Wadena County Board, advisories and collaboratives, as requested.

**Annual review:** Charter reviewed and updated annually

**Goals:**

- Increase community collaboration
- Reduce substance misuse in Wadena County



415 Jefferson Street South, Room 220  
Wadena, MN 56482  
Phone: 218-631-7622  
Fax: 218-631-5709  
E-mail: [tracy.borchert@wcmn.us](mailto:tracy.borchert@wcmn.us)  
website: [www.co.wadena.mn.us](http://www.co.wadena.mn.us)

## Committee Charter For: Recorder’s Office Compliance Fund

**Overview, Purpose and Responsibility:** The Wadena County Recorder’s Office Compliance Fund Committee was formed to review proposals submitted by the county land record offices, requesting use of these restricted funds, to ensure they meet restrictions as defined per MN Statute 357.182, Subd. 7 (outlined below), prior to recommendation to the Wadena County Board of Commissioners for approval.

**Subd. 7. Restriction on use of recording fees.**

Notwithstanding any law to the contrary, for county budgets adopted after January 1, 2006, each county shall segregate the additional unallocated fee authorized by sections [357.18](#), [508.82](#), and [508A.82](#) from the application of the provisions of chapters 386, 507, 508, and 508A, in an appropriate account. This money is available as authorized by the Board of County Commissioners for supporting enhancements to the recording process, including electronic recording, to fund compliance efforts specified in subdivision 5 and for use in undertaking data integration and aggregation projects. Money remains in the account until expended for any of the authorized purposes set forth in this subdivision. This money must not be used to supplant the normal operating expenses for the office of county recorder or registrar of titles.

**Composition of Committee:**

Role	Department Represented
County Recorder/Local Registrar	Recorder
Member	Planning & Zoning
Member	GIS
Board Representative Member	County Commissioner
Board Representative Member	County Commissioner
Member	Auditor & Treasurer
Member	Assessor

**Meeting Schedule:** As proposals are submitted to the County Recorder/Local Registrar meetings are scheduled with committee members.

**Decision Making:** The Recorder’s Office Compliance Fund Committee reviews proposals for compliance of statute and recommends the proposal to the Wadena County Board of Commissioners for approval/authorization.

**Reporting:** The Wadena County Recorder/Local Registrar oversees and maintains this restricted fund and retains proposals submitted and authorized.

## Committee Charter (2026): Insurance Committee

**Revision Date:** September 2025

### Overview:

This committee will review insurance benefits and make recommendations to the County Board on benefit revisions.

### Purpose:

The purpose of the Insurance Committee is to involve labor and management in a non-adversarial, cooperative effort to maintain the benefits to the best of their ability for Wadena County. The committee will review current benefits and give recommendations to the County Board.

- Add insurance plans which will be beneficial to county employees
- Remove plans which are no longer needed
- Change insurance brokers and/or companies to obtain better rates and/or customer service

### Composition:

- Appointed members including one appointed representative from each of the following: Commissioner (x2), County Administrator or Deputy County Administrator, Human Resources Specialist (x2), Human Services, Transit, Non-Union Employee, and a Union Steward from LELS Licensed, LELS Non-Licensed, LELS Supervisory, Teamsters, and 49ers.

Agency/Represent
Union, Local 49
Human Services
Transit
Non-Union
Union, Teamsters General
Union, LELS, Licensed
Union, LELS, Non-Licensed
Union, LELS Supervisory
County Board Member
County Board Member
Human Resources Specialist (Chair)
Human Resources Specialist (Vice Chair)
County Administrator or Deputy County Administrator

### Responsibilities:

- Review Request for Proposals (RFPs) for accuracy
- Review insurance quotes and insurance broker information
- Discuss options for changes
- Recommend action to the County Board

### Duties of each insurance committee member must include:

- Advising on any benefits issues and suggestions from their union and/or department
- Assisting in recommendations to County Board

### Meeting schedule:

Meetings shall be held as needed as well as annually to review this charter

Request for Proposals (RFPs) are to be sent out to insurance brokers every five years for all insurance plans:

- Health insurance RFP was last sent out in 2025 for the 2026 benefit year
- The RFP for Short-Term Disability was last sent out in 2023 for the 2024 benefits year.
- The RFP for Long-Term Disability was last sent out in 2023 for the 2024 benefits year.
- Dental RFP was last sent out in 2022 for the 2023 benefit year.
- Life Insurance RFP was last sent out in 2025 for the 2026 benefit year.
- Vision insurance was last sent out in 2024 for the 2025 benefit year.

Decision making:

The insurance committee advises the County board in making decisions on which insurance plans and/or broker with which to do business. Recommendations from the committee will be submitted to the Board in writing, as well as a presentation at a board meeting. The County Board will consider recommendations and respond in a board meeting within a reasonable time.

Reporting:

- Agendas
- Make recommendations needed for insurance to the County Board
- All written recommendations submitted to the Board shall be clear and concise; provide reasons for implementation; include implementation costs and recommended completion dates.

Annually review: Charter and Goals

Five Year Goals:

- Insurance committee members will discuss pros and cons with their departments and/or union members and report back to the committee during annual meetings and/or RFP meetings
- The next health insurance RFP is due to be sent out in 2030.
- The next short-term disability RFP is due to be sent out in 2028.
- The next long-term disability RFP is due to be sent out in 2028.
- The next life insurance RFP is due to be sent out in 2030.
- The next vision insurance RFP is due to be sent out in 2029.
- The next dental insurance RFP is due to be sent out in 2027.



## **Committee Charter: Wadena County Opioid Committee (2026)**

**Lead Contact for Charter:** Public Health Director

### **Purpose:**

The purpose of the Wadena County Opioid Committee serves to advise the Wadena County Board of Commissioners as to how to most effectively, efficiently, and equitably allocate the Opioid Settlement funds awarded. Informed by the Minnesota Opioids State-Subdivision Memorandum of Agreement (MOA), the committee will both recommend the standards by which funds are spent as well as specific projects to be funded.

According to the MOA, the Public Health departments shall serve as the lead agency and Chief Strategist to identify, collaborate, and respond to local issues as Local Governments decide how to leverage and disburse Opioid Settlement Funds.

### **Committee Composition:**

An elected official (Wadena County Commissioner), representatives from Public Health, Human Services, Sheriff's Department, County Coordinator, and County Attorney, and other community partners.

#### **2026 Members**

County Administrator

Commissioner(s)

Representative(s), Wadena County Public Health

Representative(s), Wadena County Sheriff's Department

Representative(s), Human Services

Wadena County Attorney

Representative(s), Astera Health

Representative(s), Northern Pines

Representative(s), Essentia Health

Representative(s), Community Corrections

Representative(s), City of Wadena Police Department

Two community members with lived experience or family members affected

### **Responsibilities:**

1. The committee will advise the Wadena County Board of Commissioners as to how to most effectively, efficiently, and equitably allocate the Opioid Settlement funds awarded.
2. The committee will establish the processes and mechanism for funding requests.

3. The committee will complete a community assessment to evaluate both long and short-term effects of opioid use/abuse in our community to help determine strategies and key areas of focus.

**Meeting Schedule:** The committee will meet quarterly and special circumstances may necessitate an interim meeting as determined by the committee members.

**Decision Making:**

The role of the Opioid Settlement Committee is to provide recommendations to the County Board regarding the utilization of the Opioid Settlement funds.

**Reporting:**

- Agendas and meeting minutes
- Complete annual reporting as directed by the Attorney General’s Office.
- Complete required special forms for IRS reporting.

**Annual Review:**

Charter: The committee shall review this charter annually  
Review to occur during the last meeting of the year or the first meeting in January

Goals: The committee will act as an agent of the County Board and should set annual goals to be accomplished.

**2026 Goals**

1. **Continue to discuss ways on how to increase exposure and utilization of the Opioid Settlement RFP.**
2. **Hold a community Naloxone educational session/event.**
3. **Continue to improve/increase community access and availability of Naloxone.**
4. **Utilize funding process and mechanism for funding requests. Move requests and approvals to the County board in a timely/effective manner.**



**Committee Charter:** Parks Board

**Overview:** Formed in 1973 under the direction of the Wadena County Board of Commissioners

**Purpose:** Reviews the operations of the Parks Department and makes recommendations to the County Board for improvements or changes to the Parks system

**Composition:**

Representation	Role/Term
Citizen	Member - 3 year term
Citizen	Member - 3 year term
Citizen	Member - 3 year term
Citizen	Member – 3 year term
County Commissioner	Member – Board Appointed
County Commissioner	Member – Board Appointed

**Membership:**

- Two County Commissioners appointed by the Board Chair at the first of the year
- Four citizen members having an interest in parks and recreation appointed by the Wadena County Board of Commissioners.
- Terms are for 3 years, no term limits, and termination in staggered years to assure experienced members are always part of the Board
- Members receive a per diem set by the Wadena County Board of Commissioners for participation in each meeting
- Members receive mileage to and from their home to the location of the meeting
- 

**Responsibilities:**

- Review Parks budget and make recommendations for changes for coming year
- Make recommendations to the County Board for camping fee changes
- Make recommendations to the County Board for improvements to the Parks system
- Review and/or write proposed amendments to the County Park Ordinance and provide a public hearing to take comments and input from the citizens of Wadena County and then make a recommendation to the County Board of Commissioners for final approval or denial of the proposals

**Meeting schedule:** Semi-annually – dates as set by Chair, typically in April and September

**Decision making:** Makes recommendations to the County Board

**Reporting:** Reports to the County Board

**Annual review:**

Charter: Review and update annually

Goals:

- Ensure the continuation of the Wadena County Parks system for future generations
- Ensure efficient and effective operation of the County Parks system



**Committee Charter: Wadena County Personnel Committee**

**County Board: 2026**

Overview: The Wadena County Personnel Policy manual established guidelines for all employees of Wadena County. In addition, labor contracts have negotiated practice and policy for employees and the employer.

Article 3 of the Personnel Policy manual states that the County Board has the final authority for decisions relating to: Policy, Budget, Technology, Organizational Structure, and Delegation of Representation and Personnel Decisions. The County Board delegates the responsibility and authority to Department Heads for Personnel Decisions and their Department.

Article 5.08 provides authorization to refill an existing position, if the position has been budgeted for as approved by the County board. The County Board reserves the right to require prior notification to the County Board for authorization to fill vacancies if budgetary consideration and/or greater management control is needed as determined by County Board resolution.

**Purpose:** The purpose of the Personnel Committee is to assist, advise, and make recommendations on personnel matters to Department Heads and the County Board.

**Composition:** The County Board Chair and Vice Chair shall be members, allowing if possible, for one member carryover from the previous year. In addition, the County Attorney, Chair of the Management Team, Deputy County Administrator, and the County Administrator shall constitute the Personnel Committee.

**2026 Members**

Board Chair

Board Vice Chair

County Attorney

County Administrator

Management Team Chair

Deputy County Administrator

**Responsibilities:**

1. The Personnel Committee shall review and make recommendations to Department Heads and the County Board on issues, including but not limited to: retirements, resignations, replacement, recruitment, department restructuring, and employee discipline.
2. The Personnel Committee shall review staffing requests by Department Heads by reviewing reasons for the change, funding sources/budget impact, grade/step, current job description, date of last update to the job description, timelines with the staffing change, and interview process.
3. The Personnel Committee will work with Department Heads to strive for consistency with step placement including recognition of the market and candidate experience.
4. The Personnel Committee will review the needs and make recommendations presented by Department Heads in such areas, including but not limited to: management and employee training needs, evaluations, temporary or seasonal help, and impact of new state and federal requirements.

**Meeting Schedule:** The Personnel Committee will meet at 8:30 a.m. on the third Monday of each month. All agenda items are due to the Deputy County Administrator by noon on the prior Monday. If no requests are received, the meeting may be cancelled by the Deputy County Administrator in consultation with the committee members. Special circumstances may necessitate an interim meeting as determined by the committee members.

**Decision Making:**

The role of the Personnel Committee is to give advice and direction to a Department Head and/or County Administrator and/or Deputy County Administrator regarding staffing replacement and/or restructuring. The committee will review existing policies, labor contracts, State and Federal Statutes and give approval to carry items to the County Board for approval. If the Personnel Committee does not support of filling a vacant or new position, a Department Head may appeal to the full County Board.

**Reporting:**

The Deputy County Administrator shall maintain a copy of all committee agendas and notes. The Commissioner Representatives will summarize committee meeting to the County Board during their Commissioner Reports.

**Annual Review:**

- Charter: The committee shall review this charter annually at the first meeting of January.
- Goals: The committee should set annual goals to ensure efficiencies with county personnel and policies.



**Committee Charter:** Planning Commission

**Overview:** Formed in 1971 under MN Statute 394 as it pertains to the adoption of Zoning and the development of a Planning Commission

**Purpose:** To hold public hearings for the following: Conditional Use Permit Applications, Rezoning, & Platting. Development of Ordinance amendments and updating of the County Comprehensive Plan.

**Composition:**

Name	Role/ Term
Citizen District 1	Member – 3 year term
Citizen District 2	Member – 3 year term
Citizen District 3	Member – 3 year term
Citizen District 4	Member – 3 year term
Citizen District 5	Member – 3 year term
County Commissioner	Non-voting Member - appointed

**Membership:**

- Each citizen member appointed holds a dual seat on the Board of Adjustment & the Planning Commission
- One member from each Commissioner’s District
- Member solicitation by the Commissioner from their district
- County Board approval and appointment of candidate
- One County Commissioner appointed by the Board Chair at the first of the year
- Terms are for 3 years, no term limits, and terminate in staggered years to assure experienced members are always part of the Board
- Members receive a per diem set by the Wadena County Board of Commissioners for participation in each meeting
- Members receive mileage to and from the site of the meeting location

**Responsibilities:**

- Hold Public Hearings to provide a forum for public input on and for review of information and facts involved with the approval or denial of an application for Conditional Use, Rezoning, or Plat and make a recommendation, based on their findings, to the County Board of Commissioners, so the County Board may make an informed decision on the outcome

- Develop Findings of Fact based on the information provided at the hearing which support a recommendation to approve or deny and application as listed above
- Review and/or write proposed amendments to the County Zoning, Sub-division and Flood Plain & EAW Ordinances and provide a public hearing to take comments and input from the citizens of Wadena County and then make a recommendation to the County Board of Commissioners for final approval or denial of the proposals

**Meeting schedule:** 3<sup>rd</sup> Thursday of each month – special meetings may be called by the Chair

**Decision making:** Recommendations to County Board

**Reporting:** Reports to the County Board of Commissioners

**Annual review:**

**Charter:** Review and update annually

**Goals:**

- Perform the duties outlined in MN Statute 394 and the Wadena County Zoning Ordinance to the best of their ability
- Ensure the intent of the County Comprehensive plan is upheld in all decision making processes



Committee Charter:  
Public Health Advisory

Department Responsible:  
Wadena County Public Health, Public Health Director

Overview:  
Public Health has in place a 12-member public health advisory committee that consists of citizens appointed by the county board with two members from each of the 5 districts, a County Commissioner, and a medical consultant. This committee is provided for under Statute 145A. It is not required but serves an important role in providing the community a voice.

Purpose:  
This committee serves the role of providing citizen input into and assistance with advocacy for public health programs and initiatives.

Members:  
The members for the Public Health Advisory Committee shall be appointed to a three-year term by board motion. Mid-term member changes shall be approved by the County Board. Term limit totals are 12 years served consecutively or nonconsecutively. Membership will consist of two members from each Wadena County District (Districts 1-5), an elected official (County Commissioner), and the Medical Consultant for Wadena County Public Health.

Responsibilities:

- Keep abreast of issues that affect the health of the public
- Interact with citizens in the district as needed on public health programming
- Provide input from a citizen perspective into public health programming/policy
- Support public health programming/policy
- Members make be asked to serve as a liaison role or additional committee(s) i.e. County Wide Emergency Committee, CLT - Community Leadership Team.

Meeting Schedule:  
Meetings should be held at minimum, two times per year with more frequent meetings of up to four times per year as needed based on public health issues. Meetings occur the first Thursday quarterly in February, May, August, and November.

Decision-Making:  
Consensus, motions for items will be forwarded to the County Board as needed.

Reporting:  
Public Health Director shall maintain the agendas and minutes.

Annual Review:  
Charter reviewed and updated annually.

Goals:

- Provide citizen voice to public health topics
- Input into prevention efforts and policy change
- Recommendations/input on Community Health Needs Assessment and Improvement Planning
- Recommendations/input on organization structure, staffing, budget, program changes, and strategic planning.



**Committee Charter: Transit Advisory Committee**

**TAC Reviewed and Approved 11/20/25  
Commissioner Approved January Mtg 2026**

**Overview:**

The Wadena County Public Transit Advisory Committee (TAC) was formed to create an environment in which information and transportation is effectively applied to enhance the efficiency of County operations and responsiveness to changing business. The committee meetings are used as a forum for collaboration across County, State, and Friendly Rider Service Areas. General Public is encouraged and welcome to attend.

**Purpose:** The purpose of the Transit Advisory Committee is to enhance cross-organizational communication regarding needs, capabilities, developments, innovations and deficiencies. The Transit Advisory Committee will provide recommendations and will form working groups if deemed necessary. *PRIMARY GOAL: To Promote Friendly Rider in a POSITIVE nature to the area communities.*

**Composition:** Representation in the following areas. Director of Transit will facilitate meetings. Term limits, for board representation, for all non-Governmental Agencies are with no limits. Review of Members will be held at the 3<sup>rd</sup> meeting. Best practice is to attend meetings not missing 3 or more in a year. Commissioners are strongly encouraged to appoint TAC representation of riders that use Friendly Rider. Voting will be done by a nomination and a second. Wadena County Board Chair appoints Wadena County Commissioner Representation. Todd County Commissioners approve Todd County Commissioner representation.

Title	Voting/Per Diem	Agency/Represent/Term
Transit Director	Non-Voting	Friendly Rider- <b>No Term</b>
Transit Coordinator	Non-Voting	Friendly Rider- <b>No Term</b>
County Engineer	Voting	Wadena County- <b>No Term</b>
County Commissioner	Voting	Wadena County- <b>No Term</b>
County Commissioner	Voting	Wadena County- <b>No Term</b>
County Commissioner	Voting	Todd County- <b>No Term</b>
Human Services	Voting	Wadena County- <b>No Term</b>
Project Manager	Non-Voting	State of Minnesota- <b>No Term</b>
Ministerial Rep	Voting/Per Diem	Area Churches- <b>No Term</b>
District 1	Voting/Per Diem	Citizen-Commissioner Appt.- <b>No Term</b>
District 2	Voting/Per Diem	Citizen-Commissioner Appt.- <b>No Term</b>
District 3	Voting/Per Diem	Citizen-Commissioner Appt.- <b>No Term</b>
District 4	Voting/Per Diem	Citizen-Commissioner Appt.- <b>No Term</b>
District 5	Voting/Per Diem	Citizen-Commissioner Appt.- <b>No Term</b>

### **Responsibilities:**

- Provide feedback and input on Transportation initiatives
- Discuss major transportation needs: Facility/Service Area/Service Times
- Act as an advisory committee to the area's transportation needs
- Recommend transportation needs
- Work with area groups to schedule presentations

### **Meeting Schedule: Goal: To meet around Resolutions that are needed for TAC Support to Bring to Board of Commissioners**

- The Wadena County Transit Advisory Committee will meet quarterly or more often if needed. Notification in the County Approved Website.
- Quarter One:** Directors Report/Approve Charter-**Typically January**
- Quarter Two:** Directors Report/Quarterly Topic 1-Board of Commissioners Presentation (Operation/Capital/Ridership/Reserve Acct Balance)- **Typically Early May (second week)- Presentation to Board of Commissioners in July Board Meeting**
- Quarter Three:** Directors Report/Quarterly Topic 2-Budget Proposal and Process/Capital Bus-**Typically Early-June (second week)**
- Quarter Four:** Directors Report/Quarterly Topic 3- Charter Review-**Typically November or December**

### **Decision Making:**

- The Transit Advisory Committee makes recommendations regarding strategies, policies, and other transit related issues. Best Practice for Resolutions is TAC approves support for Resolution to present to Board of Commissioners. Only Transit Advisory Committee has a vote. General Public is welcome.

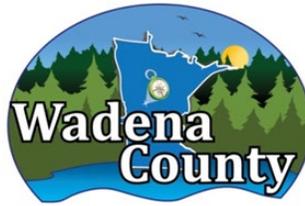
### **Reporting:**

- Agendas/Minutes/Reports, made by the Transit Director, will be dispersed via e-mail unless previous methods have been arranged to voting members. Transit Director will keep a record of any communications to the County Board. Transit Director or designee will record the minutes if Director is unable to attend.
- Director's Report will include:** Capital Update (Building and Bus: BlackCat VCAR Report), BlackCat Transit Analysis/ Ridership Numbers/ Marketing /Staffing Update

- Yearly Report** to Wadena County Board of Commissioners: A Year-to-Date Financial Report: After previous year's numbers are in per County Accrual Basis. Typically, in April or May
- Budgets for TAC will be printed on Color and 11x17 Paper

### **Annual Review-First Meeting of the Year:**

- Charter: Review/Approve/Second
- Additions/Deletions to Directors Report
- Per Diem (set forth by Wadena County Consent Agenda 10/4/22): The standard Per Diems paid to Board appointed citizen members of committees in Wadena County is \$60.00 and reimbursement for mileage at the IRS approved rate paid by Wadena County. Todd County Representative is paid by Todd County



**Committee Charter:** Wadena County Early Childhood Coalition

Charter Contact: Wadena County Public Health

Overview: Wadena County Early Childhood Coalition provides guidance to the general community to increase parent awareness of the importance of early childhood development and education. In addition to striving for strong engagement and empowerment of families to help their child(ren) succeed.

Mission: Members of this community nurture every child, and all children will enter school healthy, confident and ready to succeed.

Composition:

Role	Agency/Represent
Coordinator	Wadena County Public Health
ECFE	Wadena Deer Creek Public Schools
ECFE	Sebeka Public Schools
ECFE	Verndale Public School
Public Health Nurse	Wadena County Public Health
ECSE Home Visitor	Freshwater
Family Education Specialist	West Central MN Communities Action
Parent Aware Quality Coach	MAHUBE OTWA
Intake Navigator for Family Outreach	MAHUBE OTWA
Social Worker	Wadena County Human Services
Program Director	Lakes Area Pregnancy Support Center

Responsibilities:

- Attend bi-monthly meetings.
- Provide input into Wadena County Early Childhood Coalition efforts.
- Creates and maintain open lines of communication between community agencies and families.
- Assess community and early childhood needs.
- Collaborate with one another to provide families with community resources and information.
- Review Charter and Mission and responsibilities annually.
- Assist with implementation, monitoring, and evaluating school readiness programs and plans as requested.
- Serve as the leader/champion to assist families in increasing opportunities to access community resources.
- Participate in collaborative funding process by submitting and/or reviewing requests for consideration by the FSC Executive Advisory

-Meeting schedule: Bi-monthly with summer months off.

-Decision making: Majority vote.

-Reporting: Agendas/Minutes.

## Committee Charter: Wadena County Emergency Joint Task Force Committee

**Overview:** There are a number of agencies involved in emergency planning and many of the funding sources require planning with partners and community members. Meeting on a regular basis provides the opportunity to assure partners are planning together.

**Purpose:** The overall purpose of the task force is to meet on a regular basis to share emergency plans and strategies to improve coordination and reduce duplication; with the overall goal to improve population safety and improve emergency response.

### Composition:

Role	Agency/Represent
Emergency Manager	Wadena County Sheriff's Office
Jail Programmer	Wadena County Sheriff's Office
PHEP Coordinator	Wadena County Public Health
Director	Wadena County Public Health
Elected Official	Wadena County Board of Commissioners
Firefighter-Regional EMS Advisory Board	Verndale Fire Department
EMS Manager	Astera Health
EMS Educator	Astera Health
Emergency Preparedness Coordinator	Lakewood Health System
Regional Coordinator	Central Minnesota EMS Region
Human Services Representative	Wadena County Human Services
Mass Care & Logistics	Red Cross Northern MN Chapter
Central Region PHEP Coordinator	Minnesota Department of Health
Fire chief	Wadena Fire Department
Long-Term Care Representative	Greenwood Connections, Menahga
Long-Term Care Representative	Fair Oaks Lodge
Long-Term Care Representative	Vivie Home Care
Faith Community – Pastor	Immanuel Lutheran, Wadena
Emergency Responder	Menahga Emergency Response Team
Chief of Police	Menahga Police Department
Chief of Police	Sebeka Police Department
Chief of Police	Verndale Police Department
Chief of Police	Staples Police Department
Chief of Police	Wadena Police Department
Environmental	Wadena County Soil and Water
School Rep	Freshwater Education District
School Rep	Menahga
School Rep	Sebeka
School Rep	Verndale
School Rep	WDC
Highway Rep	Wadena County Highway Department
Service Cooperative	Sourcewell

### Responsibilities:

- Review charter annually
- Review annual grant emergency planning documents and/or emergency plan response documents of member agencies as needed– feedback, coordinate planning
- Collaborate on identified areas of need
- Emergency planning networking/sharing e.g. trainings, strategies, updates

**Meeting schedule:** Quarterly, Third Tuesday of the month (Feb, May, Aug, Nov) 1:00pm -2:30pm in the Wadena County Courthouse (alternate location if necessary)

**Decision making:** Consensus

**Retention:**

- Agendas and minutes will be maintained following applicable record retention schedule. They will be provided to members on a regular basis.
- Record retention of meeting agendas and minutes will be the responsibility of each organization if they need to retain their own copies of the records.
- Wadena County will retain meeting agendas/minutes/additional applicable documents following current applicable record retention schedule. If schedules differ by department, a primary record retention department will be designated. The current record retention designated department is Public Health and the responsible person is the Director of Public Health.

**Annual review:**

Charter – Review charter at last meeting of year for the upcoming calendar year

## Wadena County Trauma-Informed Wellness Committee Charter

### Overview:

In a cooperative effort with Region V+, Wadena County is committed to infusing trauma informed practices into our county at all levels and roles to create a positive work environment and to effectively help the people we serve. This includes identifying trauma and understanding its effects, utilizing trauma-specific strategies, looking at practices and policies through a trauma informed lens, and promoting collaboration and team work to minimize re-traumatization and to magnify positive effects. We are committed to engage in the process that will facilitate a cultural change to help Wadena County in becoming trauma sensitive to better support our employees and serve our communities. This initiative will include guidance to employee wellness programming, planning, promotion, implementation and evaluation to establish continuity, motivation and broad ownership of employee wellness efforts.

### Purpose:

This committee is designed to promote and support trauma-informed practices, policies, and procedures to improve the health, productivity and well-being of Wadena County employees and clients with the intention of creating an environment that sustains intentional kindness, acceptance, accountability, trust and safety.

### Membership:

Role	Agency/Represent
Facilitator/Member	Public Health
Member	Highway Department
Member	Human Services
Member	Human Resources
Member	Sheriff's Department
Member	County Commissioner

Committee members will be reflective of the Wadena County organization. All employees are welcome to participate on this committee.

### Responsibilities:

- Encourage a trauma-informed, educated and responsive workforce.
- Exercise emerging and evidence-based, trauma-informed best practices.
- Promote physical and psychological safe and secure environments.
- Engage and build trauma-informed working relationships.
- Promote resources addressing secondary traumatic stress and/or compassion fatigue among staff.
- Utilize tools to support organizational wellness.
- Attend quarterly meetings.
- Provide input into employee wellness goals.
- Create and maintain open lines of communication between the committee and employees.
- Review committee charter annually.
- Implement, monitor, and evaluate wellness activities.
- Serve as the leader/champion for wellness activities in the workplace.

### Committee History:

- Participated in an 18-month Sourcewell (formerly NJPA) training to become a trauma informed community which included four meeting days: Two-day training and kickoff (completed January 2018), mid-year (2018) and summit meeting (2019). Meetings included coaching calls and monthly local trauma informed community (Region V+) meetings, funded by Sourcewell and approved by the Wadena County Board.
- The learning community was designed to help assess, develop, and implement trauma informed practices, policies and procedures in an organization.
- The Trauma-Informed Committee (TIC) and Employee Wellness Committee, had been functioning separately in the past and combined in 2024 due to similar goals.

**Committee Meeting Schedule:**

- This committee will meet quarterly.

**Decision making:**

- Group consensus

**Goals:**

- Develop and implement a trauma informed - wellness activities.
- Increase participation and maintain committee membership.



**Committee Charter:** Board of Adjustment

**Overview:** Formed in 1971 under MN Statute 394 as it pertains to the adoption of Zoning and the development of a Board of Adjustment

**Purpose:** To hold public hearings for applications for a Variance from the standards of the Wadena County Zoning Ordinance, Subdivision Ordinance, and Flood Plain Ordinance and make formal decisions to approve or deny the application.

**Composition:**

Name	Role/ Term
Citizen from District 1	Member – 3 year term
Citizen from District 2	Member – 3 year term
Citizen from District 3	Member – 3 year term
Citizen from District 4	Member – 3 year term
Citizen from District 5	Member – 3 year term

**Membership:**

- Each citizen member appointed holds a dual seat on the Board of Adjustment & the Planning Commission
- One member from each Commissioner’s District
- Member solicitation by the Commissioner from their district
- County Board approval and appointment of candidate
- Terms are for 3 years, no term limits, and terminate in staggered years to assure experienced members are always part of the Board
- Members receive a per diem set by the Wadena County Board of Commissioners for participation in each meeting
- Members receive mileage to and from their home to the location of the meeting

**Responsibilities:**

- Hold Public Hearings to provide a forum for public input on and for review of information and facts involved with the granting or denial of an application for Variance
- Using standards outlined in the Wadena County Zoning Ordinance and MN Statute 394, develop Findings of Fact to support the decision to approve or deny an application for Variance

- Make a formal decision to approve or deny an application for Variance

**Meeting schedule:** 3<sup>rd</sup> Thursday of each month – special meetings may be called by the Chair

Decision making: Quasi-judicial Board – all decisions made by the Board of Adjustment are final except that any decision may be appealed in District Court within 30 days of the date of the notification of denial or granting

**Reporting:** N/A

**Annual review:**

**Charter:** Review and update annually

**Goals:**

- Perform the duties outlined in MN Statute 394 and the Wadena County Zoning Ordinance to the best of their ability
- Ensure the intent of the County Comprehensive plan is upheld in all decision making processes

## Committee Charter: Safety and Security Committee

Revision Date 12/18/2025

### Overview:

182.676: Every public or private employer of more than 25 employees shall establish and administer a joint labor-management safety committee. A safety committee must hold regularly scheduled meetings unless otherwise provided in a collective bargaining agreement. Employee Safety Committee members must be selected by employees. An employer that fails to establish or administer a Safety Committee as required by this section may be cited by the commissioner. A citation is punishable as a serious violation under section 182.666.

### Purpose:

The purpose of the Safety and Security Committee is to involve labor and management in a non-adversarial, cooperative effort to promote safety, security and health in the workplace. The safety and security committee will assist management and make recommendations for change.

- Prevent employee accidents and injuries
- Train employees as required by statute
- Recognition, investigation and timely follow up of accidents, injuries, and hazards
- Assist in identifying and implementing security measures

### Composition:

- Elected members shall include one elected representative from each of the unions, the Human Services group and the Board of Commissioners Chair and Vice Chair. These members will be elected on a bi-annual basis prior to the new calendar year.
- Appointed members shall include one appointed representative from each of the following: Human Resources, Building Services, Administrator, Emergency Management, IT, and a MCIT county representative.
- Members may not serve a dual role as elected and appointed.

<b>Role</b>	<b>Agency/Representing</b>
Elected Member	Union - Local 49
Elected Member	Union - Teamsters General
Elected Member	Union - LELS Licensed
Elected Member	Union - LELS Non Licensed
Elected Member	Union - LELS Supervisors
Elected Member	Human Services
Elected Member	County Board Chair
Elected Member	County Board Vice Chair
Appointed Member	Human Resources
Appointed Member	Building Services
Appointed Member	Emergency Manager
Appointed Member	MCIT County Representative
Appointed Member	Administrator
Appointed Member	IT Dept Head

# Wadena County, MN Board Action Form

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

<b>2026 County Wide Vehicle Fleet Update</b>	
Date of Meeting: 01/13/2026	Total time requested:
Department Requesting Action:	
Presenting Board Action/Discussion at Meeting: N/A	
<b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input type="checkbox"/> The Wadena County Board of Commissioners approves the following by Motion:	
<b>Financial Implications:</b>	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> 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

<b>Signatures</b>	
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:	

# Assessor's Office

<u>UNIT #</u>	<u>MAKE/MODEL</u>	<u>YEAR ACQUIRED</u>	<u>REPLACEMENT YEAR</u>	<u>ODOMETER</u>
	2014 Ford Explorer	Sheriff's Vehicle	No Planned Replacement	176257
	2007 Ford Explorer	Sheriff's Vehicle	No Planned Replacement	174257
	2018 Chevy Equinox	2024	No Planned Replacement	99899

## Friendly Rider

<u>UNIT #</u>	<u>MAKE/MODEL</u>	<u>VIN</u>	<u>YEAR ACQUI</u> <u>RED</u>	<u>REPLACEMENT Y</u> <u>EAR</u>	<u>ODOMETER</u>
#16 White Dog	Ford E 450	1FDFE4FN2RDD22663	2024	2031	34400
#17 Cardinal	Ford E 450	1FDFE4FN3RDD39102	2024	2032	58925
#9 Blue Dog	Ford E 450	1FDFE4FS2HDC06576	2016	2025	188806
#10 Wolverine	Ford E 450	1FDFE4FS4HDC06577	2016	2026	187190
#12 Green Hornet	Ford E 450	1FDFE4FS3KDC02303	2018	2028	177361
#14 Ragnar	Ford E 450	1FDFE4FS9KDC42109	2019	2029	178598
#15 Red Dog	Ford E 450	1FDFE4FN8NDC21718	2021	2030	80833
#11 Wild Cat	Freightliner	4UZADRFD1JCJY4819	2019	2027	268922
# 18	Ford E 450	1FDFE4FN6SDD18654	2025	2033	7400
#19	Ford E 450	1FDFE4FN4SDD18782	2025	2034	10199
	Chevy Blazer	1GNDT135962167389	2006	Not Until a Need	172348

Will be disposing upon approval- BAF 12/16/25

Will be disposing upon approval- BAF 12/16/25

**WADENA COUNTY HIGHWAY DEPARTMENT EQUIPMENT INVENTORY &  
REPLACEMENT SCHEDULE**

30-Nov-25

**Motor Graders (Replaced every 15 Years)**

<u>Unit #</u>	<u>Year</u>	<u>Make</u>	<u>Estimated Replacement Year</u>	<u>Hours</u>
34	2023	Cat 140H(Reconditioned)	2038	14,245
3108	2008	JD 772D	2023	8,890
3217	2017	CAT 140M3	2032	3,871
5522	2011	CAT 140 M	2026	3,250

**Plow Trucks (Replaced every 15 Years)**

<u>Unit #</u>	<u>Year</u>	<u>Make</u>	<u>Estimated Replacement Year</u>	<u>Mileage</u>
23	2000	Sterling	2015	273,078
26	2006	Sterling	2021	213,166
22	2007	Sterling	2022	220,732
1808	2008	Sterling	2023	197,134
2011	2012	International	2027	178,967
2113	2013	International	2028	157,396
4115	2014	International	2029	136,672
2421	2020	Mack GR64FR	2035	60,219
5422	2023	Mack GR64FT	2038	26,788
5924	2025	Mack GR64TR	2040	9,686

**Vehicles (Replaced every 15 Years)**

<u>Unit #</u>	<u>Year</u>	<u>Make</u>	<u>Estimated Replacement Year</u>	<u>Mileage</u>
17	2000	Old Sign Truck	2015	147,389
11	2004	Chevy Ext Cab HD2500	2019	147,951
6	2006	Ford F150	2021	148,424
1	2010	Ford F150	2025	104,447
1510	2011	Ford F550 4x2	2026	83,942
12	2012	Ford F150 Crew Cab	2027	90,562
814	2014	Ford F150 Crew Cab	2029	82,168
916	2016	Chevy Pickup	2031	60,352
1717	2018	Ford F750 Sign Truck	2033	70,745
319	2019	Chev Silverado	2034	141,241
1321	2013	Ford F350	2028	188,803
521	2013	Ford F350	2028	149,416
6125	2025	Chev Silverado K1500	2040	8,899
6225	2025	Chev Silverardo K1500	2040	4,918

**Tractors (Replaced Every 15 Years)**

<u>Unit #</u>	<u>Year</u>	<u>Make</u>	<u>Estimated Replacement Year</u>	<u>Hours</u>
4018	2008	JD 7430 Tractor	2023	4,737
4221	2021	MF Tractor	2036	2,263
5121	2022	JD5100 Tractor	2037	1,461

**WADENA COUNTY HIGHWAY DEPARTMENT EQUIPMENT INVENTORY &  
REPLACEMENT SCHEDULE**

30-Nov-25

**Mowers (Replaced TBD)**

<u>Unit #</u>	<u>Year</u>	<u>Make</u>	<u>Estimated Replacement Year</u>	<u>Hours</u>
4620	2020	Vermeer M6050 Mower		
4621	2021	Vermeer M6050 Mower		

**Other Units(Replaced As Necessary)**

<u>Unit #</u>	<u>Year</u>	<u>Make</u>	<u>Estimated Replacement Year</u>	<u>Hours/Mileage</u>
3616	2016	Cat. Wheel Loader	2031	3,687
3916	2016	Cat Excavator	2031	2,929
77	2005	Towmaster DTG Trailer		
30	2001	Sterling Semi Tractor		478,395
29	1993	Belly Dump Trailer		
52	2004	Wheel roller Packer		
58	2006	Craftco Tar Melter		3,102
56	2006	Engle Water Tank		
57	2007	Superior Broom		1,771
63		Northstar Generator		
38	2009	Midland Shouldering Mach		650
2810	2010	95 Rway Belly Dump		
231	2011	Hydro Tek Steamer		241
4415	2009	International Semi Tractor		482,736
45	2006	Air Compressor		703
44	2007	Davco 6450 BrushCutter		
111		ABU Bobcat Trailer		
112		Tommy Lift Silt Machine		
233		Walk Roll Packer		
1115		Husqvarna Lawn Mower		
3599		Hypertherm Powermax 65 Plasma Cutter		
4308		Milleromatic 350P Welder		
4539	2015	WRT 13-Wheel Roller Packer		
4543	2018	Capitol I Pull Sodd Machine		
4545	2018	Felling 16' Trailer		
4823	2013	Falcon RME Talon Asphalt Recycler Trailer		
4919		Pronovost Snowblower		
5021	1997	Ingersoll Rand DD24		2,931
5321	2022	JD 333 Skid Steer		917
3721	2015	Cat Backhoe		2,948

# Human Services

<u>UNIT #</u>	<u>MAKE/MODEL</u>	<u>YEAR ACQUIRED</u>	<u>REPLACEMENT YEAR</u>	<u>ODOMETER</u>
	2010 Chevy Impala	2010	2025	180,130
	2013 Ford Fusion	2013	2027 ?	172,351
	2018 Chevy Traverse	2018	2028 ?	153,002
	2018 Ford Ecosport	2018	no planned replacement	98,429
	2019 Ford Taurus	2019	no planned replacement	91,040
	2021 Chevy Equinox	2021	no planned replacement	101,549
	2021 Ford Escape	2021	no planned replacement	56,421
	2022 Ford Bronco	2022	no planned replacement	60,571
	2023 Chevy Trailblazer	2024	no planned replacement	32,988
	2025 Chevy Trailblazer	2025	no planned replacement	18,732
	2023 Dodge Durango	2025	no planned replacement	29,353

\*We still have the 2010 Impala

\*We removed the vehicle purchase from the 2026 budget that would have replaced the 2013 Fusion.

Odometer as of end of November.

## Maintenance

<i>UNIT #</i>	<i>MAKE/MODEL</i>	<i>YEAR ACQUIRED</i>	<i>REPLACEMENT YEAR</i>	<i>ODOMETER</i>
2004	ford f350	Est 2012	No Planned Replacement	110205
2005	ford f350	Est 2012	TBD - Needed	101028
1985	ford 9000 dump truck	2005	No Planned Replacement	250917
1982	ford f350 dump	Unknown	No Planned Replacement	28619

# Sheriff's Office

<u>UNIT #</u>	<u>MAKE/MODEL</u>	<u>YEAR ACQUIRED</u>	<u>REPLACEMENT YEAR</u>	<u>ODOMETER</u>
4101	2016 Ford Police Interceptor		No Planned Replacement	131,983
4102	2013 Dodge RAM		No Planned Replacement	140,534
4103	2022 Chevy Tahoe		2029	38,106
4105	2020 Ford Police Interceptor		No Planned Replacement	65,566
4107	2023 Ford Police Interceptor		2027	63,500
4108	2022 Ford F150 Responder		2026	49,882
4109	2024 Chevy Tahoe		2028	29,256
4110	2025 Chevy Tahoe		2030	10,636
4111	2023 Ford Police Interceptor		2027	83,840
4112	2024 Chevy Tahoe		2028	30,844
4113	2022 Ford Police Interceptor		2026	92,807
4114	2025 Chevy Tahoe		2030	6,810
4115	2023 Ford Police Interceptor		2029	32,215
41	2022 Ford Police Interceptor		No Planned Replacement	68,758
White Knight	2020 Ford Police Interceptor		No Planned Replacement	131,781
410	2017 Dodge RAM		No Planned Replacement	121,819
MRAP	Armored Vehicle		No Planned Replacement	6,195
Mobile Command	2012 Ford Ambulance		No Planned Replacement	257,125
Peace Keeper	1982		2025	79,635
Peace Keeper	1980		2025	Unknown
EOC Trailer	2024 Ice Castle		No Planned Replacement	
XP1000	2023 Polaris Ranger AVT		No Planned Replacement	744
Snowmobile	2008 Artic Cat SnoPro		No Planned Replacement	2,286
John Boat	2016 Lund		No Planned Replacement	
Boat	2019 Alumacraft Competitor		No Planned Replacement	

## Solid Waste

<u>UNIT #</u>	<u>MAKE/MODEL</u>	<u>YEAR ACQUIRED</u>	<u>REPLACEMENT YEAR</u>	<u>ODOMETER</u>
	2010 Ford F250	2010	No Planned Replacement	185337
	2011 Mack Granite Hook Truck	2011	2025	311054
	2023 Loader	2023	2033	1515hrs

## Zoning

<u>UNIT #</u>	<u>MAKE/MODEL</u>	<u>YEAR ACQUIRED</u>	<u>REPLACEMENT YEAR</u>	<u>ODOMETER</u>
	2003 Chevy 4x4	2002	No Planned Replacement	174412
	2016 Ford F250 Crew Cab	2025	No Planned Replacement	104862

# Wadena County, MN Board Action Form

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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	

2026 Todd Wadena Community Corrections Subsidy Request	
Date of Meeting: January 13 <sup>th</sup> , 2026	Total time requested:
Department Requesting Action: Auditor/Treasurer	
Presenting Board Action/Discussion at Meeting:	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
See attached letter	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input type="checkbox"/> The Wadena County Board of Commissioners approves the following by Motion:	
Approve the 1 <sup>st</sup> Half County Allocation for the Todd Wadena Community Corrections for the year of 2026.	
<b>Financial Implications:</b> \$346,444.50.00	Comments
Funding Source: General Fund	
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"/> 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

# COMMUNITY CORRECTIONS

State of Minnesota  
Todd and Wadena Counties

## MEMO

January 6, 2026

TO: Heather Olson  
Wadena County Auditor/Treasurer  
Wadena County Courthouse Wadena,  
MN 56482

FROM: Dacia Carr, Supervisor  
Megan Kruse, Administrative Assistant

*Dacia Carr Megan Kruse*

SUBJ: 2026 Community Corrections Subsidy

Wadena County's level of participation in the Community Corrections system for 2026 is \$442,889, plus the additional \$250,000 for Wadena County Out of Home Placements, for a total of \$692,889. We are asking that you make whatever arrangements necessary to facilitate either:

- 1) A one-time payment of the full \$692,889 to Todd-Wadena Community Corrections.
- 2) A two-part payment of \$346,444.50 in January 2026, and \$346,444.50 in July 2026, to Todd-Wadena Community Corrections.

Thank you for your assistance with regard to this matter. Please feel free to contact Dacia Carr, Supervisor, or Megan Kruse, Administrative Assistant, if you have any questions. Thank you again.

cc: Jennifer Westrum, Interim Wadena County Coordinator  
File

√ LONG PRAIRIE OFFICE – 221 First Ave., S. , Suite 200, Long Prairie, MN 56347 (320-732-6165)  
☐ WADENA OFFICE – 415 S. Jefferson, Courthouse – Lower Level, Wadena, MN 56482 (218-631-7618)  
☐ STAPLES OFFICE – 200 First Street NE, Staples, MN 56479 (218-894-6300)

*“An Equal Opportunity Employer”*

# Wadena County, MN Board Action Form

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<b>Action Requested</b>	
<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	

**Employment Update**

Date of Meeting: 1/13/25 Total time requested: -

Department Requesting Action: Human Resources

Presenting Board Action/Discussion at Meeting:

**Background**  Supporting Documentation enclosed

Resignation – Human Services – FT  
 Molly Cash, HCBS Social Worker, Effective Date: 1/29/26

*Current Wadena County employee numbers as of: 1/8/26*  
*Actively Hiring Positions: 1*  
*Closed Positions in interview/ offer process: 3*  
*Approved and Budgeted Positions, currently leaving vacant: 9*  
*FT (100%): 143*  
*PT (Permanent/ Casual): 23*  
*Seasonal/ Temporary: 0*  
*County FTE: 154.2*

\*Benefits estimated on Embedded HSA Plan Employee + 1

**Options**  Supporting Documentation enclosed

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

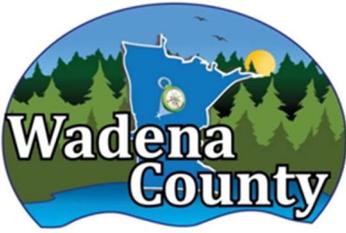
<b>Financial Implications:</b>	<b>Comments</b>
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

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:

# Wadena County, MN Board Action Form

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

<b>Wadena County Extension Committee Document of Responsibilities and Information</b>	
Date of Meeting: 01-13-2026	Total time requested: 10
Department Requesting Action: Extension Committee	
Presenting Board Action/Discussion at Meeting: Tony Hansen, Uof M Regional Director - NE Region	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input type="checkbox"/> The Wadena County Board of Commissioners approves the following by Motion:	
<b>Financial Implications:</b>	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> 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><b>Signatures</b></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>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



## Wadena County Extension Committee

Wadena County is currently seeking citizen representatives from Commissioner Districts 3 and 5 to serve on the County Extension Committee.

### Role of the County Extension Committee

County Extension work includes educational programs and services provided by Extension educators in the areas of agriculture; agricultural finance; economic development; nutrition; leadership; environment and natural resources and youth leadership development including 4-H programs.

University of Minnesota Extension committees are authorized by Minnesota law to discern the particular needs of counties and to implement programs fulfilling the goals of the people of the county and of Extension.

### Member Responsibilities:

Identify local community needs and link Extension resources by:

- Participating in meetings and Extension programs.
- Connecting Extension educators to relevant community partners.
- Assisting staff in determining local program priorities and collaborating with the regional director and stakeholders to support funding for local Extension staff.

Provide Extension support and advocacy by:

- Understanding Extension and educational programming, not just what is being offered locally.
- Encouraging Extension to address community issues in a comprehensive and interdisciplinary manner.
- Advising Extension in assessing and setting strategic priorities aligned with local needs.
- Providing feedback on educational programs and outreach efforts with the goal of improving local programs.
- Assisting in the review of local programming and outreach to ensure the interests and needs of current and potential constituents are addressed.
- Assisting Extension in marketing itself to local residents as a valuable community asset.
- Participating on interview committees for local positions when requested.
- Fostering relationships with elected officials and opinion leaders regarding Extension's educational programs and budget needs.

Steward resources effectively by:

- Assuring adequate resources for Extension to fulfill its mission in the county.
- Communicating the return on investment of Extension programs within the county and community.
- Recommending, supporting, and advocating for the county Extension annual budget request.
- Helping Extension establish and maintain appropriate office(s), equipment, and resources.

## Committee Composition:

- The county must have an Extension committee with 9 members:
  - Two members must be county commissioners appointed by the county board.
  - The County auditor or the auditor's designee must be a member and secretary of the committee.
  - Six members must be appointed at large by the county board.
- The committee annually elects its own chair and vice-chair.
- Committee membership should consider representation and inclusion of:
  - Racial and ethnic backgrounds
  - Social positions with respect to gender identity, sexual orientation, and disability
  - Age groups
  - Various community and work sectors, such as education, health care, natural resources, human services, agriculture, livestock, business, social services, food industry, etc.

## Member Characteristics:

- An interest in Extension and greater community development.
- Eagerness to participate and have a learning mindset.
- A desire for stewardship, service, and action.
- Ability to express ideas and effectively communicate.

## Time Commitment:

- 6 hours annually for meetings, plus additional optional Extension events
- 4 meetings annually
- A committee term is three years.

## 2026 Committee Information:

- Wadena County committee members are reimbursed for their mileage to attend committee meetings and are also paid a per diem for meeting attendance.
- Extension Committee meetings are typically held on Mondays at the Wadena County Extension Office in Wadena.
- The 2026 committee meeting dates are
  - February 9, 1pm-2:30pm
  - May 11, 1pm-2:30pm
  - August 10, 1pm-2:30pm
  - November 9, 1pm-2:30pm

For more information, contact Tony Hansen, Regional Director- [hans8122@umn.edu](mailto:hans8122@umn.edu) 218-828-2286



UNIVERSITY OF MINNESOTA EXTENSION

# Wadena County, MN Board Action Form

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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: 1/13/2026	Total time requested: 15 minutes
----------------------------	----------------------------------

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:  Yes  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

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

**Update on Nimrod Road Discussion**

Date of Meeting: 1/13/26	Total time requested: 10 minutes
--------------------------	----------------------------------

Department Requesting Action: Highway Department

Presenting Board Action/Discussion at Meeting: Anthony Maule, P.E. , County Engineer

**Background**  Supporting Documentation enclosed

On June 16<sup>th</sup>, 2025 at its regular board meeting, the Board of Commissioners held a discussion with the City of Nimrod mayor regarding the City’s interest in a County Right-of-Way parcel located within the City at the intersection of CSAH 12/26. The City had recently approved an adjacent plat and was looking to establish a street connection to CSAH 12. Consensus of the Board at that time was to continue to work with Nimrod Mayor Keith Frame on the process to sell the parcel to the City of Nimrod minus the 50' easement on either side of the road(s).

Over the next few months the County Engineer met with the City, Developer, and adjacent landowner to the South of this parcel to understand access concerns and needs and the location for a proposed street connection was identified. The Developer proceeded to request authorization of the Highway Department to construct an access and the access was constructed.

On November 25<sup>th</sup>, 2025 at the County Board of Commissioners meeting, discussion of access needs was had with the County Board, Developer, and City along with the desire of the City for conveyance of Right-of-Way to the City of Nimrod. The Board requested that the property and access road to the Sleepy Hollow Plat be surveyed.

Since that time Bensen & Associates, hired by the Developer, has completed a survey of the County Right-of-Way parcel and provided descriptions of the various portions of the property needed for the access needs of the various parties. (Refer to attached markup of Survey Exhibit).

Next steps are for the County Board to review the attached exhibit, provide any comments or consideration for changes, to discuss what portions of the property the County would intend to retain/convey to the City, and to engage an attorney to draft legal documents.

**Options**  Supporting Documentation enclosed

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

<b>Financial Implications:</b>	Comments
Funding Source: Road & Bridge	
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:

**LEGAL DESCRIPTION**

**Tract "A"**

That part of the Southeast Quarter of the Southwest Quarter of Section 32, Township 137, Range 33, Wadena County, Minnesota, shown as Boulevard on the Auditor's Plat of Nimrod Townsite, as of public record, Wadena County, Minnesota, described as follows: Commencing at the Southwest corner of said Section 32; thence on a bearing of S 89°36'25" E along the South line of said Section 32, a distance of 1249.13 feet to its intersection with an arc that is 60.00 feet southeasterly of and parallel with the centerline of C.S.A.H. No. 12, said point being the point of beginning of the tract herein described; thence continue on a bearing of S 89°36'25" E along the South line of said Section 32, a distance of 268.47 feet to its intersection with an arc that is 50.00 feet southwesterly of and parallel with the centerline of C.S.A.H. No. 26; thence northwesterly, 68.01 feet along last said arc, having a radius of 250.24 feet, a central angle of 15°34'16" and a chord bearing and distance of N 26°51'42" W, 67.80 feet; thence on a bearing of N 34°38'50" W, tangent to last said curve and 50.00 feet southwesterly of and parallel with the centerline of C.S.A.H. No. 26, a distance of 50.80 feet to the intersection with an arc that is 60.00 feet southeasterly of and parallel with the centerline of C.S.A.H. No. 12; thence southwesterly, 232.34 feet along last said arc, having a radius of 1014.93 feet, a central angle of 13°06'58" and a chord bearing and distance of S 64°19'41" W, 231.83 feet to the point of beginning.

**Tract "B"**

That part of the Southeast Quarter of the Southwest Quarter of Section 32, Township 137, Range 33, Wadena County, Minnesota, shown as Boulevard on the Auditor's Plat of Nimrod Townsite, as of public record, Wadena County, Minnesota, described as follows: Commencing at the Southwest corner of said Section 32; thence on a bearing of S 89°36'25" E along the South line of said Section 32, a distance of 1621.83 feet to its intersection with an arc that is 50.00 feet northeasterly of and parallel with the centerline of C.S.A.H. No. 26, said point being the point of beginning of the tract herein described; thence continue on a bearing of S 89°36'25" E along the South line of said Section 32, a distance of 76.95 feet to the West line of Nimrod Avenue (shown as State Aid Road No. 2 on Auditor's Plat of Nimrod Townsite); thence on a bearing of N 09°38'14" E along last said line, 415.74 feet to its intersection with an arc that is 60.00 feet southeasterly of and parallel with the centerline of C.S.A.H. No. 12; thence southwesterly, 339.43 feet along last said arc, having a radius of 1014.93 feet, a central angle of 19°09'43" and a chord bearing and distance of S 42°32'29" W, 337.85 feet to its intersection with a line that is 50.00 feet northeasterly of and parallel with the centerline of C.S.A.H. No. 26; thence on a bearing of S 34°38'50" E, along last said line, 51.51 feet; thence southeasterly along last said line, 129.99 feet along a tangent curve, concave to the southwest, having a radius of 350.24 feet, a central angle of 21°15'51" and a chord bearing and distance of S 24°00'56" E, 129.24 feet to the point of beginning.

**Nimrod Avenue Description**

That part of the Southeast Quarter of the Southwest Quarter of Section 32, Township 137, Range 33, Wadena County, Minnesota, shown as State Aid Road No. 2 on the Auditor's Plat of Nimrod Townsite, as of public record, Wadena County, Minnesota, described as follows: Commencing at the Southwest corner of said Section 32; thence on a bearing of S 89°36'25" E along the South line of said Section 32, a distance of 1698.78 feet to West line of Nimrod Avenue (shown as State Aid Road No. 2 on Auditor's Plat of Nimrod Townsite), said point being the point of beginning of the tract herein described; thence continue on a bearing of S 89°36'25" E along the South line of said Section 32, a distance of 66.87 feet to the West line of SLEEPY HOLLOW as of public record, Wadena County, Minnesota; thence on a bearing of N 09°38'14" E along last said line and along the West line of Reserve Lot C as shown on said Auditor's Plat of Nimrod Townsite, 622.20 feet to its intersection with an arc that is 60.00 feet southeasterly of and parallel with the centerline of C.S.A.H. No. 12; thence southwesterly, 227.48 feet along last said arc, having a radius of 1014.93 feet, a central angle of 12°50'32" and a chord bearing and distance of S 26°32'22" W, 227.01 feet to its intersection with the West line of Nimrod Avenue (shown as State Aid Road No. 2 on Auditor's Plat of Nimrod Townsite); thence on a bearing of S 09°38'14" W along last said line, 415.74 feet to the point of beginning.

**Access Need Markup**

County ROW Needs Retained from Parcel 23 of Quit Claim Deed Doc #243347 from State of Minnesota to Wadena County

City ROW Needs

Access Needs for PID R060052020

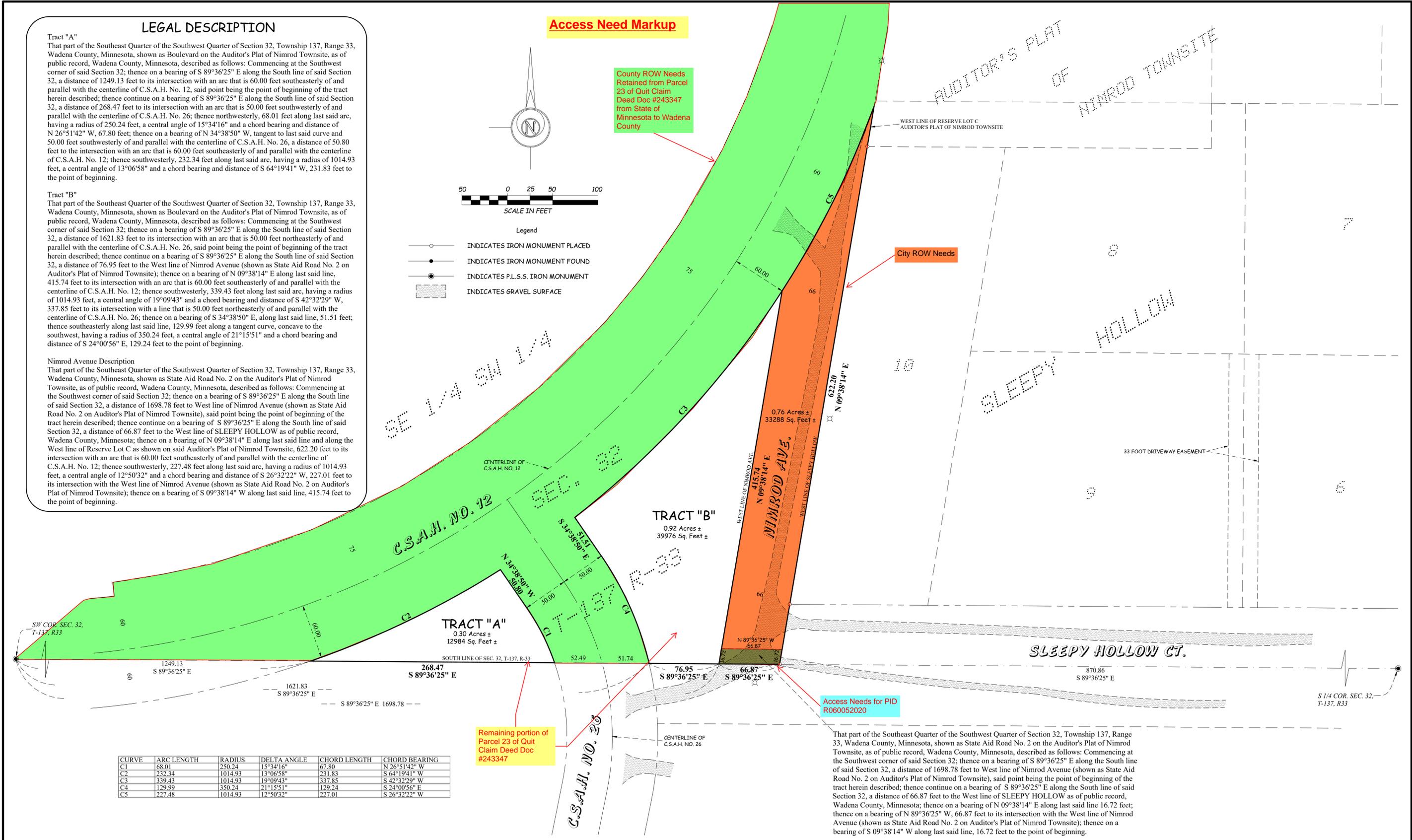
Remaining portion of Parcel 23 of Quit Claim Deed Doc #243347



**Legend**

- INDICATES IRON MONUMENT PLACED
- INDICATES IRON MONUMENT FOUND
- INDICATES P.L.S.S. IRON MONUMENT
- ▨ INDICATES GRAVEL SURFACE

CURVE	ARC LENGTH	RADIUS	DELTA ANGLE	CHORD LENGTH	CHORD BEARING
C1	68.01	250.24	15°34'16"	67.80	N 26°51'42" W
C2	232.34	1014.93	13°06'58"	231.83	S 64°19'41" W
C3	339.43	1014.93	19°09'43"	337.85	S 42°32'29" W
C4	129.99	350.24	21°15'51"	129.24	S 24°00'56" E
C5	227.48	1014.93	12°50'32"	227.01	S 26°32'22" W



That part of the Southeast Quarter of the Southwest Quarter of Section 32, Township 137, Range 33, Wadena County, Minnesota, shown as State Aid Road No. 2 on the Auditor's Plat of Nimrod Townsite, as of public record, Wadena County, Minnesota, described as follows: Commencing at the Southwest corner of said Section 32; thence on a bearing of S 89°36'25" E along the South line of said Section 32, a distance of 1698.78 feet to West line of Nimrod Avenue (shown as State Aid Road No. 2 on Auditor's Plat of Nimrod Townsite), said point being the point of beginning of the tract herein described; thence continue on a bearing of S 89°36'25" E along the South line of said Section 32, a distance of 66.87 feet to the West line of SLEEPY HOLLOW as of public record, Wadena County, Minnesota; thence on a bearing of N 09°38'14" E along last said line 16.72 feet; thence on a bearing of N 89°36'25" W, 66.87 feet to its intersection with the West line of Nimrod Avenue (shown as State Aid Road No. 2 on Auditor's Plat of Nimrod Townsite); thence on a bearing of S 09°38'14" W along last said line, 16.72 feet to the point of beginning.

NO.	REVISION DESCRIPTION	DATE	BY

I hereby certify that this plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Land Surveyor under the laws of the State of Minnesota.  
 Benjamin C. O'Malley  
 Signed: *[Signature]*  
 Date: 1/6/26 License No. 42300

Date 1/6/26  
 Drawn By BCO  
 Checked By BCO

**W. BENSON AND ASSOCIATES**  
 SURVEYING, ENGINEERING & ENVIRONMENTAL

604 W. 1st STREET  
 PO BOX 64  
 PARK RAPIDS  
 MN 56470  
 218-732-3323

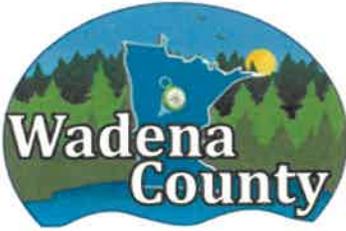
THIS SURVEY IS INTENDED ONLY FOR THE BENEFIT OF THE PARTY TO WHOM IT WAS PREPARED FOR AND SHOULD NOT BE RELIED UPON BY ANY OTHER PARTY OR FOR ANY OTHER PURPOSE. UNAUTHORIZED REPRODUCTION OF THIS DOCUMENT IS PROHIBITED.

**JEFF SCHINDELDECKER**  
 Prjct 2024-620A  
 Sec32 T137N R33W  
 Wadena County MN

Sheet No. 1 of 1 Sheets

# Wadena County, MN Board Action Form

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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

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Date of Meeting: 01-13-2026	Total time requested: 10 min
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Department Requesting Action: Planning & Zoning/SWCD
------------------------------------------------------

Presenting Board Action/Discussion at Meeting: Deana Malone
-------------------------------------------------------------

<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed
------------------------------------------------------------------------------

Proposed Amended Agreement

This is an agreement for the biennial funding made available to Wadena County to assist with supporting the County's administration of the SSTS program, Shoreland Ordinance, Local Water Management & the Wetland Conservation Act, as well as the SSTS Fix-it Grant funding program for the County. This is a standard agreement which requires Board approval and which the Director for the SWCD will sign, if approved.

<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed
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<b>Recommendation</b> <input type="checkbox"/> The Wadena County Board of Commissioners approves the following by Motion:
---------------------------------------------------------------------------------------------------------------------------

Approve the Grant Agreement with the Board of Soil and Water Resources and the Department of Natural Resources

<b>Financial Implications: None</b>	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:



**FY 2026 and 2027 STATE OF MINNESOTA  
BOARD OF WATER and SOIL RESOURCES  
NATURAL RESOURCES BLOCK GRANT PROGRAM  
GRANT AGREEMENT**

<b>Vendor:</b>	0000197364
<b>PO#:</b>	3000019622

This Grant Agreement is between the State of Minnesota, acting through its Board of Water and Soil Resources (Board) and Wadena County, 415 S Jefferson St, Wadena MN 56482 (Grantee).

Grant ID	Grant Title	Awarded Amt
P26-0470	2026 - Local Water Management - NRBG (Wadena County)	\$15,390.00
P26-0557	2026 - Wetland Conservation Act - NRBG (Wadena County)	\$19,909.00
P26-0642	2026 - Shoreland-NRBG (Wadena County)	\$3,084.00
P26-0728	2026 - Septic Treatment Systems - NRBG (Wadena County)	\$21,200.00
P26-0783	2026 - Septic Treatment Systems Upgrade - NRBG (Wadena County)	\$27,633.00
P27-0080	2027 - Local Water Management - NRBG (Wadena County)	\$15,390.00
P27-0167	2027 - Wetland Conservation Act - NRBG (Wadena County)	\$19,909.00
P27-0252	2027 - Shoreland-NRBG (Wadena County)	\$3,084.00

**Total Grant Awarded: \$125,599.00**

**Recitals**

1. This Grant Agreement is for the FY 2026 and 2027 Department of Natural Resources (DNR) Shoreland, Local Water Management (LWM), Wetland Conservation Act (WCA), and FY 2026 Minnesota Pollution Control Agency (MPCA) Subsurface Sewage Treatment System (SSTS) Program Grants.
2. The Laws of Minnesota 2025, First Special Session, Chapter 1, Article 1, Section 4(h) appropriated funds to the Board for the FY 2026 and 2027 DNR Shoreland, LWM, and WCA grants.
3. The Board adopted Board Order #25-39 to authorize and allocate funds for the FY 2026 and 2027 DNR Shoreland, LWM, WCA, and MPCA SSTS grants.
4. The MPCA transferred to BWSR funds for their Fiscal Year 2026 SSTS Grant Programs to be allocated with this Grant Agreement.
5. The Grantee has met the criteria established by statute, the Board, the DNR, and the MPCA, and is eligible to receive NRBG grant funds.
6. The Grantee represents that it is duly qualified and agrees to perform all services described in this Grant Agreement to the satisfaction of the Board.
7. As a condition of the grant, Grantee agrees to minimize administration costs.

**Authorized Representative**

The State's Authorized Representative is Adam Beilke, Land and Water Programs Supervisor, BWSR, 2118 Campus Drive SE, Suite 100, Rochester, MN 55904, (507) 766-9820, or his successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services and performance provided under this Grant Agreement.

The Grantee's Authorized Representative is:

**TITLE** SWCD Director  
**ADDRESS** 411 Alfred St NE  
**CITY** Wadena MN 56482  
**TELEPHONE NUMBER** (218) 632-4201

If the Grantee's Authorized Representative changes at any time during this Grant Agreement, the Grantee must immediately notify the Board.

## Grant Agreement

### 1. Terms of the Grant Agreement.

- 1.1. **Effective date:** The date the Board obtains all required signatures under Minn. Stat. § 16B.98, Subd. 5. **The Board will notify the Grantee when this Grant Agreement has been executed. The Grantee must not begin work under this Grant Agreement until it is executed.**
- 1.2. **Expiration date:** December 31, 2028 or until all obligations have been satisfactorily fulfilled, whichever comes first.
- 1.3. **Survival of Terms:** The following clauses survive the expiration date or cancellation of this Grant Agreement: 9. Liability; 10. State Audits; 11. Government Data Practices; 14. Governing Law, Jurisdiction, and Venue; 16. Data Disclosure; and 19. Intellectual Property Rights.

### 2. Grantee's Duties.

The Grantee will comply with required grants management policies and procedures set forth through Minn. Stat. § 16B.97, Subd. 4(a)(1). The Grantee is responsible for the specific duties for the Program as follows:

- 2.1. **Implementation:** The Grantee will implement their duties according to the Program Requirements outlined in Exhibit A, which is attached and incorporated into this Grant Agreement.
- 2.2. **Reporting:** All data and information provided in a Grantee's report shall be considered public.
  - 2.2.1. The Grantee will submit an annual progress report to the Board by February 1 of each year on the status of Program implementation by the Grantee. Information provided must conform to the requirements and formats set by the Board.
  - 2.2.2. All individual grants over \$500,000 require a reporting expenditure by July 15 of each year.
  - 2.2.3. Final Progress Report: The Grantee will submit a final progress report to the Board by February 1, 2029, or within 30 days of fully expending funds, whichever occurs sooner. Information provided must conform to the requirements and formats set by the Board.
  - 2.2.4. The Grantee will prominently display on its website the Clean Water Legacy Logo and a link to the Legislative Coordinating Commission website.
- 2.3. **Compliance:** The Grantee will comply with Minnesota Statutes Section 103B.3361 through 103B.3369 (LWP), Minnesota Rules Chapter 8420 (WCA); Minnesota Statutes Section 103F.201 and Minnesota Rules Chapter 6120 (Shoreland) and have a DNR approved shoreland ordinance; Minnesota Rules Chapter 7082.0040 through 7082.0700 (SSTS); and amendments thereto, for Local Water Management, Wetland Conservation Act, Shoreland Management, and Subsurface Sewage Treatment Systems.
- 2.4. **Wetland Conservation Act Funds Transfer:** As required by the Board, the Grantees' participation in the NRBG is conditioned upon a transfer of funds to the Soil and Water Conservation District (SWCD) for Wetland Conservation Act activities, or such greater amount as agreed upon by the county and SWCD. This transfer must occur within 120 days of receipt of NRBG funds by the Grantee. This amount is listed on the BWSR website.
- 2.5. **Website:** The Grantee must clearly post on the Grantee's website the names of, and contact information for, the Grantee's leadership and the employee or other person who directly manages and oversees this Grant Contract Agreement on behalf of the Grantee.

### 3. Time.

The Grantee must comply with all the time requirements described in this Grant Agreement. In the performance of this Grant Agreement, time is of the essence.

### 4. Terms of Payment.

- 4.1. All FY 2026 Grant funds will be distributed in one installment promptly after the execution of the Grant Agreement. FY 2027 grant funds will be distributed as soon as is practicable after the start of fiscal year 2027. FY 2027 grant funds may not be spent before they are received.
- 4.2. All costs must be incurred within the grant period. All incurred costs should be calculated or determined before the final report is completed or returning funds.
- 4.3. Unspent grant funds must be returned within 30 days of the expiration date of the Grant Agreement.
- 4.4. Once final reporting has been completed funds may not be re-requested as funds may not be available.
- 4.5. The obligation of the State under this Grant Agreement will not exceed the amount listed above.
- 4.6. This grant is an advance payment. Advance payments allow the Grantee to have adequate operating capital for start-up costs, ensure their financial commitment to landowners and contractors, and to better schedule work into the future.

## 5. **Conditions of Payment.**

All services provided by the Grantee under this Grant Agreement must be performed to the Board's satisfaction, as set forth in this Grant Agreement. Compliance will be determined at the sole discretion of the Board's Authorized Representative and in accordance with all applicable federal, State, Board, and local laws, policies, procedures, ordinances, rules, and regulations. The Grantee will not receive payment, may be required to repay grant funds, or may have future payments withheld if work is found by the Board to be unsatisfactory or performed in violation of federal, State, or local law. Costs charged to the grant must be direct and necessary to produce the outcomes funded by the grant. Charges to the grant must be itemized and documented. Grantee administrative costs must be necessary and reasonable. Grantee is required to account for staff time charged to BWSR grants in order to track the expenditure of grant funds and match to ensure the use of the funds is consistent with applicable State and BWSR requirements.

## 6. **Contracting and Bidding Requirements.**

6.1. **Municipalities**, as defined in [Subd. 1](#) of Minnesota Statutes § 471.345, are required to comply with [Minnesota Statutes § 471.345, Uniform Municipal Contracting Law](#) and the following sub-clauses:

- 6.1.1. The Grantee and any subrecipients must comply with prevailing wage rules per [Minnesota Statutes §§ 177.41 through 177.50](#), as applicable.
- 6.1.2. 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](#).
- 6.1.3. 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.

6.2. **Non-governmental organizations**, those that do not meet the definition of municipality in 6.1, are required to comply with the contracting and bidding requirements in the following sub-clauses:

- 6.2.1. Any services and/or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process.
- 6.2.2. Services and/or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids or awarded to a targeted vendor.
- 6.2.3. Services and/or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.
- 6.2.4. The Grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:
  - 6.2.4.1. [State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List](#)
  - 6.2.4.2. [Metropolitan Council Underutilized Business Program](#)
  - 6.2.4.3. Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [Central Certification Directory](#)
- 6.2.5. 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.
- 6.2.6. The Grantee must maintain support documentation of the purchasing or bidding process used to contract services in their financial records, including support documentation justifying a single source bid, if applicable.
- 6.2.7. Notwithstanding 6.2.1. – 6.2.4. above, the State may waive bidding process requirements when:
  - 6.2.7.1. Vendors included in response to competitive grant request for proposal process were approved and incorporated as an approved work plan for the grant; or
  - 6.2.7.2. It is determined there is only one reasonably able and available source for such materials or services and that grantee has established a fair and reasonable price.
- 6.2.8. The Grantee and any subrecipients must comply with prevailing wage rules per [Minnesota Statutes §§ 177.41 through 177.50](#), as applicable.
- 6.2.9. 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](#).

## 7. **Assignment, Amendments, Work Plan Revisions, Waiver, and Contract Complete.**

7.1. **Assignment.** The Grantee may neither assign nor transfer any rights or obligations under this Grant Agreement without the prior consent of the Board and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Grant Agreement, or their successors in office.

7.2. **Amendments and Work Plan Revisions.** Any amendments to this Grant Agreement must be in writing and will not be effective until approved and executed by the same parties who approved and executed the original Grant Agreement, or their successors in office. Amendments must be executed prior to the expiration of the original Grant Agreement or any

amendments thereto. All work plan revisions must be documented. The Board reserves the right to require a work plan revision or grant agreement amendment for changes in the scope of the grant.

- 7.3. **Waiver.** If the Board fails to enforce any provision of this Grant Agreement, that failure does not waive the provision or its right to enforce it.
- 7.4. **Contract Complete.** This Grant Contract Agreement contains all negotiations and agreements between the Board 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. A 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. Activities identified in the sub-agreement must fit within the scope of the agreement between the Board and the recipient and include shared responsibilities for liability, fund distribution, implementation, and reporting.
- 8.3. 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.
- 8.4. 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.
- 8.5. 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.
- 8.6. The Grantee must pay any subrecipient in accordance with [Minnesota Statutes § 16A.1245](#).
- 8.7. 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.**

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this Grant Agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this Grant Agreement.

**10. State Audits.**

Under Minn. Stat. § 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 Agreement or transaction are subject to examination by the Board and/or the State Auditor, the Attorney General, or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Grant 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.

10.1. The books, records, documents, accounting procedures and practices of the Grantee and its designated local units of government and contractors relevant to this grant, may be examined at any time by the Board or Board's designee and are subject to verification. The Grantee or delegated local unit of government will maintain records relating to the receipt and expenditure of grant funds.

**11. Government Data Practices.**

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

**12. Workers' Compensation.**

The Grantee certifies that it is in compliance with Minn. Stat. § 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.

**13. Publicity and Endorsement.**

**13.1. Publicity.** Any publicity regarding the subject matter of this Grant Agreement must identify the Board as the sponsoring agency. 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 Agreement.

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

**14. Governing Law, Jurisdiction, and Venue.**

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

**15. Termination.**

**15.1.** The Board may cancel this Grant Agreement at any time, with or 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.

**15.2.** The Board may immediately terminate this Grant Agreement if the Board finds that there has been a failure to comply with the provisions of this Grant 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 Board 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.

**15.3.** 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.

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

**16. Data Disclosure.**

Under Minn. Stat. § 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. Constitutional and Statutory Compliance.**

It is the responsibility of the Grantee to comply with requirements of the Minnesota Constitution and state statute regarding the use of Clean Water Funds to supplement traditional sources of funding. Grantee must meet Clean Water Fund expenditure and accountability requirements as defined in [Subd.4 of Minnesota Statute § 114D.50](#).

**18. Signage.**

It is the responsibility of the Grantee to comply with requirements for project signage as provided in Minnesota Laws 2010, Chapter 361, Article 3, Section 5(b) for Clean Water Fund projects.

**19. 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*. 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. Work 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. The Documents will be the exclusive property of the State and all such Documents must be immediately returned to the State by the Grantee upon completion or cancellation of this grant at the State's request. To the extent possible, those Works eligible for copyright protection under the United State 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.

*IN WITNESS WHEREOF, the parties have caused this Grant Agreement to be duly executed intending to be bound thereby.*

**Approved:**

**Wadena County**

**Board of Water and Soil Resources**

**By:** \_\_\_\_\_

**By:** \_\_\_\_\_

\_\_\_\_\_  
*(signature)*

\_\_\_\_\_  
*(signature)*

**Title:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Grant Program Requirements:  
FY26-27 Natural Resources Block Grants**

**1. Match**

No match is required.

**2. Grant Work Plan**

A work plan is not required.

**3. Eligible Activities**

Grant funds are to be used for the local administration and implementation of the Local Water Management, Subsurface Sewage Treatment Systems, Shoreland, and Wetland Conservation Act programs. Eligible activities include:

- Administration, coordination, and implementation of local programs
- Education, outreach, and other project support activities
- Supplies and equipment necessary for program implementation
- Financial assistance provided for practice implementation
- Technical assistance for practice or program implementation

**Subsurface Sewage Treatment Systems Upgrade grants**

Grant funds are to be used for upgrading eligible subsurface sewage treatment systems (SSTS) and must meet the following criteria for specific projects:

- Fix SSTS that have been deemed Failing to Protect Groundwater or an Imminent Threat to Public Health or Safety (must have been issued a Notice of Noncompliance)
- Funding can only be used for homesteaded single-family homes or duplexes
- Homeowner must be low-income

Grantees may use a portion of the grant funds for work directly related to, and necessary for, administering the grants as approved in the grant award. This amount must not exceed the lesser of \$4,000 or 10% of the distribution received.

**4. Flexible Program Spending**

Grantees have the flexibility to determine the amount of grant to allocate for program administration of the Local Water Management, Wetland Conservation Act, and Shoreland programs. Grantees can use their base allocation(s) from any or all three of these programs as necessary. Each of the programs must still be implemented in accordance with statute, rule or policy. The flexible spending option does not apply to the SSTS grant programs.

**5. Native Vegetation**

Projects that involve vegetation restoration or establishment must use native vegetation and seed and plant sources consistent with BWSR's Native Vegetation Establishment and Enhancement Guidelines, with the exceptions listed below. Use of plant species on the Minnesota [Noxious Weed List](#) is prohibited for all projects. Non-native species used for projects must not pose a risk to native plant communities. The maximum distance for sources of herbaceous species seed and plants is 200 miles; and for tree and shrubs seed and plants the distance is 300 miles.

## Exceptions

- Non-native, non-invasive perennial crops, hay crops or forage crops may be used:
  - As part of a drinking water protection strategy in a vulnerable or highly vulnerable DWSMA as designated by the Department of Health or in a Township Well Testing high-priority area as determined by the Department of Agriculture;
  - In buffers, borders, grass waterways or other areas likely to be exposed to pesticides or part of agricultural production;
  - For soil stabilization, erosion prevention and carbon sequestration in an agricultural production setting;
  - On fields that will be hayed, grazed or harvested.
- For the exceptions above, if the project area is under 20 acres in size, the exception may be approved by local conservation staff. If the project area is 20 acres or larger, or for any exceptions not listed here, grantees must request approval from the BWSR Grant Manager.
- Cover crops used to improve soil health and/or water quality are allowed without a maximum acreage limit.
- Temporary cover is allowed without a maximum acreage limit when needed to stabilize project sites prior to the construction of structural conservation practices.
- Cultivars of native species may be used in urban stormwater plantings if they accomplish similar or greater ecological functions, help achieve aesthetic goals and do not pose an invasive or other environmental risk.

## 6. Allowable and Unallowable Costs

Allowable costs are costs solely incurred through project activities that are directly related to and necessary for producing the project outcomes described in the work plan. Grantee is required to account for the staff time charged to BWSR grants in order to track the expenditure of grant funds and match to ensure the use of the funds is consistent with applicable State and BWSR requirements.

Unallowable costs include but are not limited to:

- Bad debts, monetary settlements and judgements, late payment fees, and investment management fees
- Donations, fundraising, sponsorships, and acknowledgements
- Entertainment, gifts, prizes, and decorations
- Alcohol
- Interest on loans not authorized under state statute
- Loans of BWSR grant funds
- Lobbying, lobbyists, and political contributions
- Merit awards and bonuses

## 7. Technical Quality Assurance

Practices and projects must meet the following requirements to ensure long-term public benefit:

- **Technical Assistance Provider.** The recipient must designate technical assistance provider(s) that have appropriate credentials for investigation, design, and construction.
- **Practice Standards.** Practices and projects must use appropriate standards for design, construction, effective life, operation, and maintenance.
- **Practice Certification.** Technical assistance provider(s) must certify that the practice or project was installed or constructed in accordance with the applicable plans and specifications, including approved modifications, prior to authorization for payment.

- **Operation and Maintenance.** Technical Assistance Provider(s) must prepare an operation and maintenance (O&M) plan specific to the site and practice(s) implemented.
- **Periodic Practice/Project Inspection.** Inspections shall confirm that the operation and maintenance plan is being followed and the project has not been altered or removed.

#### **8. Project and Practice Assurances**

A written agreement is required to ensure program requirements are met when installing projects and practices or providing financial assistance to a land occupier. Project and Practice Assurances must include technical and financial obligations and requirements for the installation, operation, and maintenance of the practice or project, including a plan for failures or noncompliance.

#### **9. Providing Financial Assistance to Land Occupiers**

All BWSR funds used by a recipient to provide financial assistance to a landowner or land occupier requires adequate project assurances.

##### **Project Application and Agreements**

Work completed prior to the signing of the agreement is not eligible.

##### **Conservation Practice Contract Noncompliance**

Failure to complete, maintain, or repair a conservation practice or unauthorized alteration is considered non-compliance with an executed conservation practice agreement. If the organization discovers noncompliance, they must take action to resolve and notify BWSR.

#### **10. Grant Management and Reporting**

Eligible activities include grant administration, management, and reporting that are directly related to and necessary for implementing the project or activity associated with the grant. Grantee is required to report on the outcomes, activities, and accomplishments.

# Wadena County, MN Board Action Form

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

<b>Annual Solid Waste Department Update</b>	
Date of Meeting: January 13, 2026	Total time requested: 30 minutes
Department Requesting Action: Solid Waste Department	
Presenting Board Action/Discussion at Meeting: Chris McConn and Wade Miller	
<b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
See Attached	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>No actions are requested for this agenda item. There are some questions for the board that are not intended to result in board action or resolution.</b>	
<b>Recommendation</b> <input type="checkbox"/> The Wadena County Board of Commissioners approves the following by Motion:	
<b>Financial Implications:</b>	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> 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

<b>Signatures</b> STATE OF MINNESOTA} COUNTY OF Wadena} I, Heather Olson, County Auditor/Treasurer Clerk of the Board, 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:
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



Solid Waste

Wadena County Transfer Station  
10542 170<sup>th</sup> Street  
Wadena, MN 56482  
(218) 631-2474

## MEMORANDUM

Date: January 6, 2026  
To: Wadena County Board of Commissioners  
From : Chris McConn, P.E., Solid Waste Director  
Cc: Wade Miller, Solid Waste Supervisor  
Re: Annual Update to Board

### 1. **Background**

The Solid Waste Department (Department) receives waste and recyclables from commercial and residential customers at the Wadena County Transfer Station and C&D Landfill (Facility). To operate the Facility, the Department utilizes an enterprise fund account. The Department does not utilize any funds from the General Levy.

### 2. **Service to Public**

The primary purpose of the Department is to manage solid waste and recycling. This promotes a healthy county, environmental protection and economic development. Many Greater Metro counties provide less services due to robust and competitive private markets. Rural counties provide typically provide more services because of lack of availability from the private market.

### 3. **Regulatory Mandates:**

- a. 35% recycling by 2030. Current rate in 2022 was about 35% (Appendix A).
- b. Maintain and execute a solid waste management plan (SWMP).
- c. Annual Reports for permitted facilities and SCORE (Recycling) reporting.
- d. Comply with Permit Requirements for the transfer station and C&D Landfill

### 4. **County Staff (4.5 FTEs)**

- a. Supervisor
- b. Three Full Time Operators (one currently vacant position)
- c. One Part Time Operator
- d. Director through management agreement with Otter Tail County

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 10542 170<sup>th</sup> Street  
 Wadena, MN 56482  
 (218) 631-2474

Solid Waste

**5. Recent Accomplishments**

- a. Shingle Recycling
- b. Hook Truck Purchase
- c. Access Road Relocation
- d. Landfill Permit Modification Submittal

**6. 2025 Material Activity Reporting (See Appendix B)**

**7. Budget/Finances – Ended 2025 in the black**

**8. C&D Waste Management – Need Commissioner Input**

**a. Customer Distribution**

Recently, we reviewed who is bringing C&D waste to the county facilities. Below is a summary of the information:

**TABLE 1 – WASTE DELIVERY (2020-2024) BY VOLUME (Wadena County)**

Range	Total Load Count	Total Waste Hauled	% of loads	% of Waste
<=1	2,836	1,935	44.02%	7.20%
1<=3	1,554	3,136	24.12%	11.67%
3<=10	1,540	8,924	23.91%	33.19%
10<=40	495	10,175	7.68%	37.84%
40<	17	2,716	0.26%	10.10%
Totals	6,442	26,885	100.00%	100.00%

The table illustrates the need for a local transfer station to consolidate the waste if the local C&D landfill closes.



Solid Waste

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**b. Disposal and Transportation Costs**

At our last meeting, the Board asked about cost comparisons for different options. The following table is based on estimates prepared by Stantec as part of the regional C&D study:

**Table 2 – Disposal and Transportation Cost Estimates**

Landfill	Regional Group Cost	Wadena County Cost
Waste Management (Gwinner, North Dakota)	\$35.71	\$37.49
Dem-Con (Hawick, MN)	\$26.26	\$27.53
Regional Landfill at 70% Regional Collection (170,000 CY/year)	\$22.89	
Regional Landfill at 50% Regional Collection (130,000 CY/year)	\$33.29	

These are only estimates and actual costs will vary. Basis for calculation includes:

- Assumed Hauling Cost is \$3.40/running mile.
- Each County’s facility improvements not included.
- Cost of purchasing trailers and equipment not included.
- Regional Landfill location has not been selected. For distances, it was assumed to be located in the middle of the region – about half way between Fergus Falls and Henning.
- 0.26 tons per cubic yard of C&D Waste.
- Tipping fees are based on \$48/ton (\$12.48/CY) for Hawick, \$52/ton (\$13.52/CY) at Gwinner and \$14.61/CY and \$19.12/CY at regional landfill (depending on volume).

Some Observations worth Noting:

- Numbers are estimates that incorporate many unknowns.
- Advantage of Third-Party Landfill is Convenience.
- Advantage of Third-Party Landfill is risk management.
- Advantage of Regionally Owned Landfill is control.
- Advantage of Regionally Owned Landfill is less transport costs.
- No one will know which option is more expensive until several years after deciding.



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Solid Waste

**c. Draft Capital Improvement Cost**

Stantec has not provided estimated costs for capital improvements to retrofit the Wadena Transfer Station to transfer C&D Waste to an off-site landfill. Below are some rough estimates that staff have put together:

**Table 3 – Estimated Capital Costs**

<u>Description</u>	<u>Unit Price</u>	<u>Quantity</u>	<u>Extended</u>
Building Expansion (50x80)	\$150/sq ft	1	\$600,000
Demolition, earthwork, etc. (LS)	\$250,000	1	\$250,000
C&D Transfer Trailers	\$90,000 each	2	\$180,000
Engineering, Testing, Permitting, Etc.	\$200,000	1	\$200,000
Contingency (~15%)			\$200,000
<b>TOTAL (2026 dollars)</b>			<b>\$1,430,000</b>

**d. Questions for Board**

- Intend to continue providing disposal service to Wadena County after landfill closure?
- Need to advocate for filling County landfill?
- Preference for Third Party or Regionally owned landfill?

**9. Waste Grinding and proposed ordinance – Need Commissioner Input**

Prairie Lakes Municipal Solid Waste Authority has been receiving shredded MSW from licensed haulers, including at least one licensed in Wadena County. Shredded waste is not processible. We have had limited success working with licensed haulers to solve this problem. After review with our waste designation attorney, Kevin Johnson, it appears the most effective solution is to revise our ordinance to prohibit licensed haulers from shredding the waste.

**10. Future Goals –**

- Menahga Permit By Rule Transfer Station
- Respond to anticipated C&D Rule Changes
- Updated solid waste management plan is due

**11. Questions.....**

# APPENDIX A SCORE REPORT

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# 2022 SCORE Report

The Minnesota Pollution Control Agency (MPCA) annually publishes a report on the Select Committee on Recycling and the Environment (SCORE) activities that summarizes information submitted by all 87 counties and the Western Lake Superior Sanitary District (WLSSD) regarding their SCORE activities. The MPCA uses SCORE to detail trends in waste generation, management, and disposal. Data trends help the MPCA and local units of government develop sound policy and plans to manage waste in a manner that protects the environment and human health.



Jump to section:

- Reduction
- Reuse
- Recycling
- Waste to Energy
- Landfilling

Calendar year 2022: **Wadena (Statewide)**  
All rates year-on-year (YOY)

Municipal solid waste (MSW): **decreased -1.8% YOY**  
Combined recycling and organics rate: **35.4%**  
Change from **2021: -4.1% YOY**

The statewide combined organics and recycling rate **45.2%** is the highest rate in the history of the SCORE program.

Use the filters to the right to customize your view on this page and for the rest of the report.

- Region
- Statewide
  - Greater MN
  - Metropolitan Area

County  
Wadena

- Page 1 of 16
- Definitions
  - About

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# **APPENDIX B**

# **MATERIAL ANALYSIS REPORT**

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## 2025 Waste & Recycling Summary

### Wadena County

In 2025, Wadena County continued to see strong use of its solid waste and recycling services, reflecting both community participation and regional demand for disposal and recycling options.

### Municipal Solid Waste (MSW)

County residents disposed of approximately **1,180 tons of municipal solid waste** through uncompacted drop-off loads in 2025. An additional **670 tons of waste** was managed through scale-weighed transactions. These figures reflect steady household and small business waste activity throughout the county.

### Demolition and Construction Waste

Nearly **4,900 cubic yards of demolition and construction material** were received in 2025. This increase compared to prior years reflects continued building, renovation, and cleanup activity across the county.

### Regional Tipping and Transfer Activity (PLMSWA)

The Prairie Lakes Municipal Solid Waste Authority processed **more than 5,700 tons of Wadena County waste** in 2025. PLMSWA activity remains the largest contributor to overall tonnage and plays a critical role in regional waste management operations.

### Recycling Efforts

Recycling remained a strong focus in 2025, with **over 1,180 tons of material diverted from disposal**:

- **Single-sort recycling:** 779.37 tons
- **Corrugated cardboard recycling:** 405.75 tons
- **Shingle recycling:** Over 180 tons diverted from the landfill

These programs reduce landfill use and support responsible materials management.

### Household Hazardous Waste, Batteries, and Fluorescent Bulbs

Wadena County provided safe disposal options for household hazardous waste, batteries, and fluorescent bulbs in 2025. A total of **16,229 pounds of household hazardous waste** and **2,372 pounds of batteries** were safely managed. Proper disposal of these materials helps prevent environmental contamination and protects public and worker health.

### Appliances, Electronics, Scrap Metal, and Tires

The county also managed a wide range of special materials in 2025:

- **Appliances:** 787 pieces
- **Televisions and electronics:** 655 units
- **Scrap metal:** 174,860 pounds recovered
- **Tires:** 554 collected

These programs ensure regulated materials are handled responsibly and valuable resources are recovered.

### **Bulky Item Disposal**

Residents responsibly disposed of large household items, including:

- **194 chairs**
- **308 sofas and sectional pieces**
- **835 mattresses**

Tracking bulky items separately helps the county manage these materials efficiently and plan for future disposal needs.

### **Why This Matters**

Responsible waste management and recycling help extend landfill life, control disposal costs, and protect the environment. Proper handling of hazardous materials, electronics, appliances, scrap metal, and tires prevents pollution and allows valuable materials to be recovered. Strong participation in these programs supports long-term sustainability and responsible stewardship of county resources.

# Wadena County, MN Board Action Form



**Action Requested**

- Action/Motion  
 Discussion  
 Information Item  
 Consent Agenda Item
- Report  
 Resolution  
 Other

*Sourcewell Ballot*

Date of Meeting: 01/13/2026 Total time requested: 5 Minutes

Department Requesting Action: Administrator

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

**Background**  Supporting Documentation enclosed

Please see attached letter.

**Options**  Supporting Documentation enclosed

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

To vote for Bryan Winkels on the attached Sourcewell ballot.

**Financial Implications:** \$ Comments

Funding Source:

Budgeted:  Yes  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
<b>Signatures</b>		
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



December 27, 2025

**To:** Sourcewell Member Chief Executive Officers in Sub-Region I and IV

**From:** Katrina Wood, Election Judge

**Re:** Voting Information and Ballot for the 2025 Sourcewell Board of Directors Election

Enclosed you will find the election ballot and candidate biographies for this year's Board of Directors election. Please reproduce and distribute this information at your next Board meeting.

**Voting Clarification:**

- **School districts:** Each board *member* receives **one vote**.
- **Cities and counties:** Each *organization* receives **one organizational vote**, determined by a majority vote of its governing body – not one vote per individual board or council member.

After your vote is determined, place the completed ballot in an envelope, seal it, and sign across the seal.

Please mail or deliver the signed, sealed envelope to:

**Katrina Wood / Sourcewell Election**

Sourcewell  
202 12th Street NE  
Staples, MN 56479

Ballots must arrive **no later than February 1, 2026**.

To ensure receipt, we are sending this letter by certified mail, return receipt requested. To help reduce postage costs, please reproduce the ballot if needed and provide your own return envelope. Be sure to seal and sign across the seal and clearly mark the front: **"Sourcewell Election."**

If you have any questions about the voting process, please contact me at **218-541-5227** or [Katrina.Wood@sourcewell-mn.gov](mailto:Katrina.Wood@sourcewell-mn.gov).

Thank you for your participation and for all you do for Sourcewell.

**Enclosures:**

- Election ballot
- Election biographies



## 2025 SOURCEWELL BOARD OF DIRECTORS ELECTION

### Official Ballot Sub Region IV

Each individual board member of each Sourcewell member school district is asked to complete one ballot and give it to your board clerk, who will return the completed ballots in a sealed envelope marked **Sourcewell Election** to: Sourcewell, Attn: Katrina Wood, 202 12<sup>th</sup> Street NE, PO Box 219, Staples MN 56479.

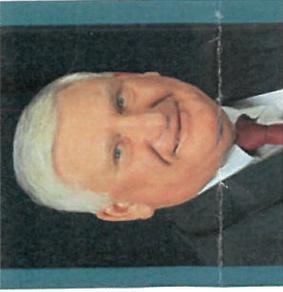
### Instructions

Vote for candidates by marking an (X) in the square opposite the name of each candidate you wish to vote for:

Four- year term. Vote for ONE	
<input type="checkbox"/>	Steve Barrows (incumbent)
<input type="checkbox"/>	Bryan Winkels
<input type="checkbox"/>	(write-in)

## Sourcewell Board of Directors Election Biographies

### Sub Region IV



**Steve Barrows (incumbent):** As your Sourcewell Board representative over the past four years, my service has been defined by meaningful change, strategic investment, and a steadfast commitment to Region 5. This period has been one of growth and progress, focused on strengthening partnerships, building capacity, and ensuring our communities are supported today and well into the future.

During this time, we have made significant investments across the region, including signing contracts with multiple military units, completing investments in Level IV schools, and expanding collaboration with EMS and first responders throughout Region 5. Addressing mental health challenges has been a priority, alongside advancing workforce development efforts and providing impactful trainings for local government officials and school district leaders.

At Sourcewell, we have grown in both size and scope. We implemented organizational structure changes to strengthen accountability, improve collaboration, and uphold the highest standards of integrity. These changes have positioned Sourcewell to be more responsive, effective, and aligned with the needs of the communities we serve.

These accomplishments reflect just some of the investments made to support Region 5. With your continued support and my election to another term, I will work to ensure Sourcewell remains a trusted, dependable partner, one that invests for impact, listens to community needs, and delivers results that matter. Together, we will continue building a stronger, more resilient Region 5.

I respectfully ask for your vote for another term on the Sourcewell Board of Directors.

Thank you for your consideration.

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**Bryan Winkels:** My name is Bryan Winkels, and I am currently serving my first term as the Wadena County Commissioner for District 2. In the early stages of my first term, I have gained firsthand experience with county operations, budgeting, strategic planning, and intergovernmental collaboration. My work includes engaging with residents, partnering with local agencies, and helping shape policies that support public safety, infrastructure, community well-being, and long-term county sustainability. These responsibilities have strengthened my understanding of how regional partnerships-like those supported by Sourcewell-directly impact local governments and the people we serve.

Before my time as commissioner, I served 12 years on the Staples-Motley School Board, including my last four years as board chair. I helped guide the district through strategic planning, budget development, contract negotiations, facilities discussions, and policy updates. As board chair, I emphasized transparency, accountability,

and collaboration, working closely with administrators, educators, and community members to support student achievement and responsible stewardship of public resources. This experience deepened my appreciation for the challenges faced by rural school districts and the essential role shared services and cooperative purchasing play in supporting education.

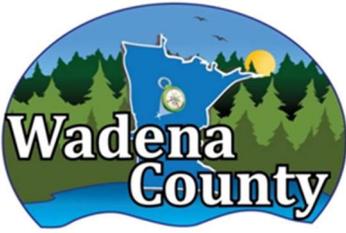
Across both roles, I have demonstrated leadership grounded in curiosity, empowerment, and meaningful impact—the very values that shape Sourcewell's work. I bring strong experience in governance, community engagement, and data-informed decision-making rooted in local needs. My background in both education and county government provides a balanced and practical perspective that aligns closely with Sourcewell's mission of supporting schools, cities, counties, and nonprofits through collaboration and service.

For these reasons, I believe I would be a strong and effective representative for District IV.

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# Wadena County, MN Board Action Form

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

**February 17, 2026 Board of Commissioners Meeting Time/Date change needed**

Date of Meeting: 01-13-2026	Total time requested: 5 Minutes
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Department Requesting Action: Administration

Presenting Board Action/Discussion at Meeting:

**Background**  Supporting Documentation enclosed

County Administrator Candidate interviews are to be held the morning/early afternoon of Tuesday, February 17, 2026 in the downstairs auditorium. The regular meeting of the Wadena County Board of Commissioners is currently scheduled that same day at 9:00a.m. on February 17, 2026 in the upstairs small courtroom.

**Options**  Supporting Documentation enclosed

1. Move the Board of Commissioners meeting to later in the day on February 17<sup>th</sup>
2. Move the Board of Commissioners meeting to the next week, February 24<sup>th</sup>

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

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

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> 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:



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