

**Wadena County Board of Commissioners  
Agenda for January 20, 2026 @ 9:00 AM  
Wadena County Courthouse, Small Courtroom  
415 Jefferson St. S, Wadena, MN 56482**

Join Zoom Meeting

[https://us06web.zoom.us/j/4707292321?  
pwd=rzaVOIIRgXgx49EKxC70qpjCaaU0V.1&omn=86448113611](https://us06web.zoom.us/j/4707292321?pwd=rzaVOIIRgXgx49EKxC70qpjCaaU0V.1&omn=86448113611)

View meeting insights with Zoom AI Companion

<https://us06web.zoom.us/launch/edl?muid=d8417e62-f25d-493c-9f99-25f9b14f4315>

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/86448113611/invitations?signature=i1-2-  
GT8toE9H7LWvmBlwsn7wB1\\_xYzhaPMsmy42utk](https://us06web.zoom.us/meetings/86448113611/invitations?signature=i1-2-GT8toE9H7LWvmBlwsn7wB1_xYzhaPMsmy42utk)

One or more of our members may be joining via Zoom.

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 To Approve

Documents:

[01-06-2026 MINUTES.PDF](#)

B. Warrants For Approval

Documents:

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

C. Building Committee Charter

Documents:

[BUILDING COMMITTEE CHARTER 2026.PDF](#)

D. 2025 2nd Half Allocation For Wadena Historical Society

Documents:

[2025 2ND HALF ALLOCATION FOR WADENA HISTORICAL SOCIETY.PDF](#)

E. 2025 Allocation For Menahga Historical Society

Documents:

[2025 ALLOCATION FOR MENAHGA HISTORICAL SOCIETY.PDF](#)

F. Employment Update

Documents:

[EMPLOYMENT UPDATE.PDF](#)

6. REGULAR AGENDA ITEMS

A. 9:15 AM Public Hearing

Documents:

[915 AM PUBLIC HEARING.PDF](#)

B. Update On 4H Building

Documents:

[UPDATE ON 4H BUILDING.PDF](#)

C. Human Services Statistical Reports

Documents:

[HUMAN SERVICES STATISTICAL REPORTS.PDF](#)

D. Human Services Annual Collections Report

Documents:

[HUMAN SERVICES ANNUAL COLLECTIONS REPORT.PDF](#)

E. 10:00 AM Break

F. Housing Tax Abatements

Documents:

[HOUSING TAX ABATEMENTS.PDF](#)

G. Approve Agreement For Services ProWest And Assoc To Upgrade Address Process To ArcGIS Pro

Documents:

[APPROVE AGREEMENT FOR SERVICES PROWEST AND ASSOC TO UPGRADE ADDRESS PROCESS TO ARCGIS PRO.PDF](#)

H. 2025 Polling Place Accessibility Grant

Documents:

[2025 POLLING PLACE ACCESSIBILITY GRANT.PDF](#)

7. Interim County Administrator Report

8. Commissioner/Committee Reports

9. Closed Session

The meeting will be closed as permitted by [section 13D.05, subdivision 3 \(d\)](#).

10. Adjourn

# WADENA COUNTY BOARD OF COMMISSIONERS' MEETING

January 06, 2026

The Wadena County Board of Commissioners' Meeting was held on Tuesday, January 6<sup>th</sup>, 2026 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 County Auditor/Treasurer/Interim County Administrator/Clerk of the Board Heather Olson 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, Planning & Zoning/Building Services Administrator Deana Malone, Dan Sartell with Friends of Wadena County Youth (FOWCY), Building Services Lead Sean Uselman, Nicole Stracek from Wadena Pioneer Journal, Trinity Gruenberg from Verndale Sun, Matthew Johnson from Review Messenger, and University of Minnesota Northeast Regional Director Tony Hansen.

## **Nominations and Election of 2026 Board Chairperson and Vice Chairperson:**

Commissioner Winkels nominated Commissioner Noon as Board Chairperson for 2026. Being there were no other nominations the ballot was closed and a vote was taken. Commissioner Noon was appointed as the Board Chairperson for 2026 by unanimous decision.

Commissioner Noon nominated Commissioner Winkels as Board Vice Chairperson for 2026. Being there were no other nominations the ballot was closed and a vote was taken. Commissioner Winkels was appointed as Board Vice Chairperson for 2026 by unanimous decision.

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

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

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

## **Consent Agenda:**

- Auditor Warrants for Approval in the amount of \$343,124.84
- Human Services Warrants for Approval in the amount of \$27,672.78
- 2026 Feedlot Agreement
- Friendly Rider Expense Contracts MOU
- Approve and Sign Contract for Services to Update County Comprehensive Plan
- Accept Draft Condensed Minutes of the Planning Commission - December 18, 2025
- Employment Update
- Designation of 2026 Depositories and Investments

- Electronic Funds Transfer Authority
- Appointment of County Extension Committee Members

Motion by Commissioner Stearns to approve the Consent Agenda after pulling the following items for further discussion: the 2026 Feedlot Agreement, the Contract for Services to Update the Comprehensive Plan, the Draft Condensed Minutes of the Planning Commission, the Designation of 2026 Depositories, and the Appointment of County Extension Committee Members. The Motion was seconded by Commissioner Kangas and carried unanimously.

**2026 Feedlot Agreement:** There was a brief discussion of the department within the county that is responsible for this agreement and what qualifies as a feedlot.

Motion by Commissioner Winkels to approve the Feedlot Agreement as presented, seconded by Commissioner Kreklau. Motion carried unanimously.

**Contract for Services to Update County Comprehensive Plan:** Commissioner Kreklau requested clarification on the funding source for this Agreement for Services. Planning & Zoning/Building Services Administrator Deana Malone answered that it would come out of grant funds and have no effect on general revenue.

Motion by Commissioner Stearns to approve and sign the Contract for Services to Update the County Comprehensive Plan, seconded by Commissioner Winkels. A roll call vote was taken: Kreklau - nay, Noon - aye, Stearns - aye, Winkels - aye, Kangas - nay. Motion carried 3 to 2.

**Accept the Draft Condensed Minutes of the Planning Commission:** Commissioner Kangas expressed his concerns over parcel splits as shown in the Draft Condensed Minutes. Planning & Zoning/Building Services Administrator Deana Malone addressed Commissioner Kangas' concerns stating that what is being presented for acceptance are the minutes in which a draft document was discussed and that the said document is still a work in progress.

Motion by Commissioner Kreklau to accept the Draft Condensed Minutes of the Planning Commission as presented, seconded by Commissioner Stearns. Motion carried unanimously.

**Designation of 2026 Depositories and Investments:** Commissioner Kreklau inquired as to using banks outside of Wadena, acknowledging that interest rates are very important to the budget. County Auditor/Treasurer/Interim County Administrator Heather Olson stated that her office does conduct interest rate comparisons and briefly discussed the roles of the financial institutions contained on the list.

Motion by Commissioner Kreklau to approve the Designation of 2026 Depositories and Investments, seconded by Commissioner Stearns. Motion carried unanimously.

**Appointment of County Extension Committee Members:** Commissioner Stearns noted that there are no committee members from Districts 3 and 5 currently listed on the Extension Committee Recommendation Memo.

University of Minnesota Northeast Regional Director Tony Hansen explained the current committee composition stating that the Board of Commissioners may appoint someone from those Districts. If this is done a current member up for reappointment would be asked to step back and take on an ‘at large’ status.

A lengthy discussion was held ultimately resulting in a consensus of the Board that the Commissioners from Districts 3 and 5 would seek representatives for the committee and review this topic at a later date. University of Minnesota Northeast Regional Director Hansen will put together an informational packet outlining the committee’s schedule and responsibilities and aid as needed in the search.

### **REGULAR AGENDA ITEMS:**

**Friends of Wadena County Youth (FOWCY) Discussion:** FOWCY representative Dan Sartell was present and requested Board permission to work with the County Engineer to find a new contractor to bring water into the fairgrounds event center since the contractor hired in October 2025 did not complete the work. Mr. Sartell suggested getting updated cost estimates for the entire project, to include plumbing, HVAC, construction, and remodeling work and, at the very least, connect the water to the building and complete the bathrooms before the Fair next summer. Members of 4H have completely removed the kitchen equipment and fixtures and are working to secure bids for new equipment. Mr. Sartell stated he has been working with a commercial construction and project management company that has agreed to give him a “ball park” estimate. Once this estimate is received he would like to meet with County Engineer Maule and the Commissioners to review the numbers and decide where money can be sourced before engaging a general contractor. Mr. Sartell expressed concern that the current plans will exceed the resources available.

County Engineer Anthony Maule stated he would work with FOWCY to determine if the existing plumbing permit for the 4H building water line is transferable or still valid. He also emphasized the need for an updated cost estimate from a consultant and suggested bringing in a project manager to oversee procurement and ensure compliance with state law because of the change of use that occurred by adding offices and the required sprinkler system and HVAC to the building, making the original project estimates obsolete.

A lengthy discussion was held over the course of action to take. Concerns were voiced over the financial implications. County Attorney Kyra Ladd reminded the Board and all present of state statutes governing the bidding process and the County’s Procurement Policy. County Auditor/Treasurer/Interim County Administrator Heather Olson also voiced the same concerns as well as potential expense.

Motion by Commissioner Stearns to have County Engineer Anthony Maule assist the Friends of Wadena County Youth prepare bid documents for bidding this proposal out using the architecturally drawn and engineered plans for the remodel, including bringing water back to the building. Motion seconded by Commissioner Kreklau.

Chairman Noon called for order in the meeting. A roll call vote was taken: Kangas - nae, Winkels - nae, Stearns - aye, Noon - aye, Kreklau - nae. Motion failed 3 to 2.

**Highway Department Annual Purchases:** County Engineer Anthony Maule presented the Highway Department's request for authorization to make annual purchases of materials and services included within its 2026 budget, explaining the process and budgetary considerations.

Motion by Commissioner Kreklau to approve the Highway Department's Annual Purchases as presented, seconded by Commissioner Winkels. Motion carried unanimously.

A break was taken from 10:20 a.m. to 10:26 a.m.

**MPCA Feedlot Delegation Agreement:** Planning & Zoning/Building Services Administrator Deana Malone began the discussion on the Delegation Agreement for Soil and Water to do the Feedlot Program for the County. This is the standard agreement as has been done in previous years. A discussion was held of allocation of funds for the feedlot program with County Auditor/Treasurer/Interim County Administrator Heather Olson noting that Wadena County is the fiscal host only for these passthrough funds.

Motion by Commissioner Kreklau to approve the MPCA Feedlot Delegation Agreement as presented, seconded by Commissioner Winkels. Motion carried unanimously.

**2026 Official Wadena County Newspaper:** County Auditor/Treasurer/Interim County Administrator Heather Olson reviewed the bids received with the Board, noting that one newspaper submitted 2 conflicting bids so neither bid is included in those areas of the bid statement. The bids and decision criteria were discussed in detail including that subscriber numbers are included with the bids.

Motion by Commissioner Kangas to approve the bid as presented for the 2026 Official Wadena County Newspaper for first publication of the 2026 Wadena County financial statements to the Wadena Pioneer Journal at \$5.50 per column inch, with the understanding that the statements and related information will be published exactly as submitted, not subject to reentering of any of the data by newspaper staff and proof copy to be approved by Auditor/Treasurer prior to publication. Motion seconded by Commissioner Winkels and carried unanimously.

Motion by Commissioner Kangas to approve the bid as presented for the 2026 Official Wadena County Newspaper for second publication of the 2026 Wadena County financial statements to the Review Messenger at \$4.95 per column inch, with the understanding that the statements and related information will be published exactly as submitted, not subject to reentering of any of the data by newspaper staff and

proof copy to be approved by Auditor/Treasurer prior to publication. Motion seconded by Commissioner Kreklau and carried unanimously.

Motion by Commissioner Kangas to approve the bid as presented for the 2026 Official Wadena County Newspaper for publication of the Legal Notices and publication of the Delinquent Tax Notice in 6-point Helvetica to the Review Messenger at \$4.95 per column inch, with the understanding that a proof copy of the Legal Notices and Delinquent Tax Notice be approved by the Office of the Auditor/Treasurer prior to publication. Motion seconded by Commissioner Kreklau and carried unanimously.

**Commissioner Committee Assignments for Review:** County Auditor/Treasurer/Interim County Administrator Heather Olson handed out the proposed 2026 Committee Assignments for the Commissioners to review and re-visit at the next meeting.

**Commissioner Reports:**

Commissioner Winkels - None to report

Commissioner Kangas - None to report

Commissioner Stearns - 12/29 TWCC Special Mtg

Commissioner Noon - 12/29 TWCC Special Mtg

Commissioner Kreklau - 12/18 KRLS Budget

Motion to adjourn the meeting at 11:02 a.m. by Commissioner Winkels, seconded by Commissioner Kangas. 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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Ron Noon, County Board Chairman  
Wadena County, MN

Auditor Warrants for approval on 01/20/2026

Warrants paid on 01/09/2026 \$559,950.78

Warrants paid on \$

US Bank paid on \$

**\$559,950.78**

Motion to approve payment of Auditor Warrants made by Commissioner:

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Seconded by Commissioner:

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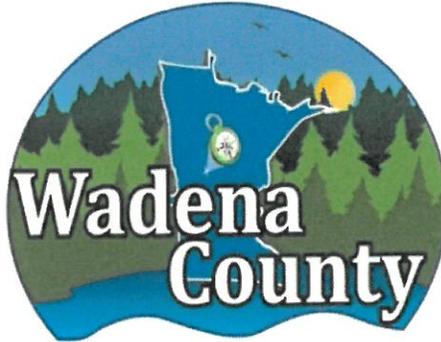
I, Ron Noon, Chair of the Wadena County Board of Commissioners,  
hereby certify to the Board of Commissioners of Wadena County, the above  
disbursements of **\$559,950.78**

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Board Chair

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Vice Board Chair



## Electronic Funds Transfer Voucher

Reference number: 6944525668

Amount: \$ 487,001.93  
number of items 34

Date: JAN 08 2026

Transfer performed by: Yaver malone

Authorized by: [Signature]

Date: 1/8/26

*\*Attach bank confirmation*

## Pay Or Transfer

### ACH import

✔ Your ACH has been created successfully. Your reference number is 6944525bb8.

⚠ Your ACH contains warnings:

- CHEKAuditor\_s\_batch\_01.09.2026\_KM.txt is pending financial institution review.

#### Company

WADENA COUNTY TR

#### Type

Other - Commingled File

#### Description

CHEKAuditor\_s\_batch\_01.09.2026\_KM.txt

#### Number Of Batches

2

#### Total Withdrawals

\$487,001.93 (2)

#### Total Deposits

\$487,001.93 (34)

Auditor Warrants for approval on 01/20/2026

Warrants paid on 01/09/2026 \$559,950.78

Warrants paid on \$

US Bank paid on \$

**\$559,950.78**

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 **\$559,950.78**

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Board Chair

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Vice Board Chair

\*\*\* 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>
102573	AMC	125.00	AMC MCHRNA Membership Renev	01-032-000-0000-6241	14643-26	N
	Warrant # 58645	Total... 125.00				
100011	ASSOCIATION OF MN COUNTIES	12,450.00	AMC annual dues 2026	01-062-000-0000-6244	75905	N
100011		2,300.00	MRC annual dues 2026	01-062-000-0000-6244	76378	N
100011		1,412.00	LPHA 2026 Annual Dues	09-481-481-9300-6242	76216	N
	Warrant # 58646	Total... 16,162.00				
106586	CITY OF BERTHA	75.00	Community Center Space Rental	09-481-481-9100-6406	2026-001	N
	Warrant # 58647	Total... 75.00				
105390	HARTFORD LIFE AND ACCIDENT INSURANCI	5.04	Insurance - Life COBRA	01-000-000-0000-2055	January	N
105390		1,213.16	Insurance - Life	01-000-000-0000-2057	January	N
105390		202.02	Insurance - Life	09-000-000-0000-2057	January	N
105390		1,100.50	Insurance - Life	11-000-000-0000-2057	January	N
105390		515.28	Insurance - Life	13-000-000-0000-2057	January	N
105390		1,585.68	Insurance - Life	15-000-000-0000-2057	January	N
105390		226.82	Insurance - Life	17-000-000-0000-2057	January	N
105390		15.12	Insurance - Life	55-000-000-0000-2057	January	N
	Warrant # 58648	Total... 4,863.62				
106534	HAYES/KRISTIN	36.40	Mileage - MCH	09-481-450-4910-6334	December	N
106534		56.00	Mileage - CDC	09-481-481-9100-6334	December	N
106534		28.00	Mileage - FPHR	09-481-481-9150-6334	December	N
	Warrant # 58649	Total... 120.40				
105938	J BROTHERS MECHANICAL PLUS LLC	462.21	Furnace repairs	13-330-000-0000-6570	4308	N
	Warrant # 58650	Total... 462.21				
106286	KIMBALL MIDWEST	445.40	Plow bolts w/cotter pins	13-330-000-0000-6562	104052107	N
	Warrant # 58651	Total... 445.40				
100890	LICENSE BUREAU	21.25	License Plate Renewal	13-330-000-0000-6369	186524	N
100890		21.25	License Plate Renewal	13-330-000-0000-6369	188169	N
100890		21.25	License Plate Renewal	13-330-000-0000-6369	192713	N

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

WARRANT REGISTER  
Auditor Warrants

Approved  
Pay Date 01/09/2026



<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
							<u>From Date</u>	<u>To Date</u>
100890	LICENSE BUREAU	21.25	License Plate Renewal			13-330-000-0000-6369	192719	N
100890		21.25	License Plate Renewal			13-330-000-0000-6369	201489	N
100890		21.25	License Plate Renewal			13-330-000-0000-6369	803172	N
100890		21.25	License Plate Renewal			13-330-000-0000-6369	904184	N
100890		21.25	License Plate Renewal			13-330-000-0000-6369	914351	N
100890		21.25	License Plate Renewal			13-330-000-0000-6369	914364	N
100890		21.25	License Plate Renewal			13-330-000-0000-6369	923222	N
100890		21.25	License Plate Renewal			13-330-000-0000-6369	923459	N
100890		21.25	License Plate Renewal			13-330-000-0000-6369	927031	N
100890		21.25	License Plate Renewal			13-330-000-0000-6369	930468	N
100890		21.25	License Plate Renewal			13-330-000-0000-6369	934772	N
100890		21.25	License Plate Renewal			13-330-000-0000-6369	937338	N
100890		21.25	License Plate Renewal			13-330-000-0000-6369	941118	N
100890		21.25	License Plate Renewal			13-330-000-0000-6369	941121	N
100890		21.25	License Plate Renewal			13-330-000-0000-6369	948833	N
100890		21.25	License Plate Renewal			13-330-000-0000-6369	951215	N
100890		21.25	License Plate Renewal			13-330-000-0000-6369	951218	N
100890		21.25	License Plate Renewal			13-330-000-0000-6369	951224	N
100890		21.25	License Plate Renewal			13-330-000-0000-6369	952719	N
100890		21.25	License Plate Renewal			13-330-000-0000-6369	961931	N
100890		21.25	License Plate Renewal			13-330-000-0000-6369	961932	N
100890		21.25	License Plate Renewal			13-330-000-0000-6369	961933	N
100890		21.25	License Plate Renewal			13-330-000-0000-6369	966591	N
100890		21.25	License Plate Renewal			13-330-000-0000-6369	966596	N
100890		21.25	License Plate Renewal			13-330-000-0000-6369	971176	N
100890		21.25	License Plate Renewal			13-330-000-0000-6369	972179	N
100890		21.25	License Plate Renewal			13-330-000-0000-6369	972180	N
100890		21.25	License Plate Renewal			13-330-000-0000-6369	976620	N
100890		21.25	License Plate Renewal			13-330-000-0000-6369	976626	N
100890		21.25	License Plate Renewal			13-330-000-0000-6369	976627	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 #	58652	Total...	701.25			
105700	LIFE INSURANCE CO OF NORTH AMERICA -		315.60	Insurance - LTD	01-000-000-0000-2059	January	N
105700			68.16	Insurance - LTD	09-000-000-0000-2059	January	N
105700			282.58	Insurance - LTD	11-000-000-0000-2059	January	N
105700			172.46	Insurance - LTD	13-000-000-0000-2059	January	N
105700			329.20	Insurance - LTD	15-000-000-0000-2059	January	N
105700			45.56	Insurance - LTD	17-000-000-0000-2059	January	N
105700			13.70	Insurance - LTD	55-000-000-0000-2059	January	N
	Warrant #	58653	Total...	1,227.26			
103158	M.L. SCHMITT CONCRETE CONSTRUCTION		1,790.00	Curb and gutter repairs	13-314-000-0000-6518	101725	N
	Warrant #	58654	Total...	1,790.00			
101081	MACA		771.00	MACA dues, member 2143	01-033-000-0000-6241	2143-26	N
	Warrant #	58655	Total...	771.00			
102099	MINNESOTA DEPARTMENT OF REVENUE		18,387.48	MTG REG TAX State's share	01-000-000-0000-2104	December 2025	N
102099			20,576.35	DEED TAX State's share	01-000-000-0000-2105	December 2025	N
	Warrant #	58656	Total...	38,963.83			
100128	MINNESOTA DEPT OF FINANCE, TREASURY I		240.00	Childrens Srch	80-821-000-0000-2111	DEC 2025	N
100128			275.00	Marr Lic Fee	80-821-000-0000-2112	DEC 2025	N
100128			21.00	Marr Lic Suprvd Visit	80-821-000-0000-2135	DEC 2025	N
100128			788.00	Birth/Death Surcharge	80-821-000-0000-2148	DEC 2025	N
100128			125.00	No Premarital Education Licens	80-821-000-0000-2149	DEC 2025	N
100128			20.00	Pre-Marital Education Reduced	80-821-000-0000-2150	DEC 2025	N
100128			25.00	Marr Lic UofM	80-821-000-0000-2151	DEC 2025	N
100128			14.00	Marr Lic/MN Enabl	80-821-000-0000-2154	DEC 2025	N
100128			2,404.50	County Rec & Reg Fees	80-821-000-0000-2155	DEC 2025	N
100128			800.00	Birth Record Surcharge	80-821-000-0000-2157	DEC 2025	N
100128			70.00	Marr Lic/Victims of Crime	80-821-000-0000-2161	DEC 2025	N
	Warrant #	58657	Total...	4,782.50			

\*\*\* 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>
100252	MINNESOTA POWER	30.46	Highway Lighting	13-314-000-0000-6525	9782710000	N
100252		172.42	Lights & Power	13-330-000-0000-6250	0022018431	N
100252		141.36	Lights & Power	13-330-000-0000-6250	0032018411	N
100252		99.63	Lights & Power	13-330-000-0000-6250	0098018451	N
100252		76.97	Lights & Power	13-330-000-0000-6250	0720137481	N
100252		27.24	Lights & Power	13-330-000-0000-6250	9989220000	N
	Warrant # 58658	Total...	548.08			
100838	NATIONAL ASSOCIATION OF COUNTIES	450.00	2026 County Dues	01-002-000-0000-6241	202543838	N
	Warrant # 58659	Total...	450.00			
103058	PITNEY BOWES RESERVE ACCOUNT	600.00	Postage Reserve	09-481-481-9300-6204	49564636	N
	Warrant # 58660	Total...	600.00			
106227	SATELLITE TRACKING OF PEOPLE LLC	260.00	Blu Active-Jail Rentals-Shrf	11-251-000-0000-6255	STPINV00134650	N
	Warrant # 58661	Total...	260.00			
100493	TODD WADENA ELECTRIC COOPERATIVE	38.00	Service to Old Wadena	01-521-000-0000-6451	13656001	N
	Warrant # 58662	Total...	38.00			
104649	VERIZON WIRELESS	40.04	Mobile Broadband Unlimited	01-104-000-0000-6401	6131828463	N
	Warrant # 58663	Total...	40.04			
100201	WEBER'S WADENA HARDWARE COMPANY	1.38	Bolts	13-330-000-0000-6562	415436	N
100201		31.73	Clevis bolts & hitch clips	13-330-000-0000-6569	415579	N
	Warrant # 58664	Total...	33.11			
100982	WELL MANAGEMENT SECTION	232.50	Well Disclosure Payment	80-821-000-0000-2153	DEC 2025	N
	Warrant # 58665	Total...	232.50			
106584	ZERO9 HOLSTERS	257.65	Uniform Allowance-Shrf	11-201-000-0000-6182	11405B2B	N
	Warrant # 58666	Total...	257.65			
	Warrant Form CHEK	Total...	72,948.85	88 Transactions		



<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>	
105807	ADVANCED CORRECTIONAL HEALTHCARE I	7,978.72		Medical Services-Shrf	11-251-000-0000-6430	RINV003066	N
	Warrant # 20737	Total...	7,978.72				
102617	ARVIG ENTERPRISES INC	37.68		Telephone-December-Shrf	11-201-000-0000-6340	1115077	N
102617		244.97		Telephone-January-Shrf	11-201-000-0000-6340	1115077	N
	Warrant # 20738	Total...	282.65				
101657	BECKER TRANSPORT	7,326.00		MSW and Recycling Transport	55-391-000-0000-6292	3886	N
	Warrant # 20739	Total...	7,326.00				
102827	BRINK/JULIE	101.50		Mileage - Service Coordination	09-481-470-3101-6334	December	N
	Warrant # 20740	Total...	101.50				
105852	CENTRAL LAKES MENTAL HEALTH	150.00		Professional Services-Shrf	11-201-000-0000-6241	12302025	N
	Warrant # 20741	Total...	150.00				
106268	COLUMN SOFTWARE PBC	13.94		TNT Board Minutes 12.01.25	01-041-000-0000-6240	08D6A78D-0089	N
106268		34.87		Board Minutes 12.01.25	01-041-000-0000-6240	08D6A78D-0090	N
	Warrant # 20742	Total...	48.81				
103234	DAVIS/JILL	11.90		Mileage - School Health	09-481-470-5180-6334	December	N
	Warrant # 20743	Total...	11.90				
105643	DE LA HUNT MEDIA	300.00		December 25 Advertising	17-403-100-0000-6240	25120401	N
	Warrant # 20744	Total...	300.00				
101420	G & T SANITATION	1,996.25		Curbside December 2025	55-391-000-0000-6252	164299	N
	Warrant # 20745	Total...	1,996.25				
105271	GJOVIK/CARRIE	85.40		Mileage - Suicide Prevention	09-481-455-5035-6334	December	N
	Warrant # 20746	Total...	85.40				
106322	HEARTLAND TIRE INC	844.00		Auto Repair-Shrf	11-201-000-0000-6560	16055573	N
106322		59.40		Tire repair	13-330-000-0000-6563	16055572	N
106322		75.00		Rotate tire bus 11	17-403-100-0000-6315	16055618	N
	Warrant # 20747	Total...	978.40				

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



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<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>
106068	HUNKE/SHELBY	58.80	Mileage - WIC	09-481-450-4100-6334	December	N
	Warrant # 20748	Total...	58.80			
102420	ITASCA MANTRAP	11.00	Highway Lighting	13-314-000-0000-6525	5126400	N
	Warrant # 20749	Total...	11.00			
104492	KARVONEN & SON FUNERAL HOME INC	538.38	Transport-Coroner	11-204-000-0000-6334	202601	N
	Warrant # 20750	Total...	538.38			
101450	LAUGHLIN/LAURE	35.00	Mileage - SHIP	09-481-455-5010-6334	December	N
101450		121.80	Mileage - RSG	09-481-480-6240-6334	December	N
101450		12.60	Mileage - PHEP	09-481-480-6310-6334	December	N
	Warrant # 20751	Total...	169.40			
106053	LAW OFFICE OF RICHARD HODSDON	330.00	Professional Services	01-801-000-0000-6260	171	N
	Warrant # 20752	Total...	330.00			
106390	LOEFFEN/JACQUELYN	43.40	Mileage - MCH	09-481-450-4910-6334	December	N
106390		51.10	Mileage - SF/EBHV	09-481-450-4925-6334	December	N
	Warrant # 20753	Total...	94.50			
101445	MARCO, INC. (SUPPLIES & SALES)	2,174.35	Mitel: Recording - Labor	01-061-000-0000-6260	ORD3924885	N
101445		15,678.55	Project: PSE212835 Labor (acce	01-061-000-0000-6601	INV14711856	N
	Warrant # 20754	Total...	17,852.90			
102505	MCIT	88,174.00	MCIT Renewal - Revenue	01-801-000-0000-6179	21324R	N
102505		16,076.00	MCIT Renewal - PH	09-481-000-0000-6179	21324R	N
102505		98,428.00	MCIT Renewal - Sheriff	11-201-000-0000-6179	21324R	N
102505		36,692.00	MCIT Renewal - WC Hwy	13-310-000-0000-6179	21324R	N
102505		50,668.00	MCIT Renewal - PC Hwy	13-310-000-0000-6504	21324R	N
102505		25,413.00	MCIT Renewal - Transit	17-403-100-0000-6179	21324R	N
102505		23,823.00	MCIT Renewal - Solid Waste	55-391-000-0000-6179	21324R	N
	Warrant # 20755	Total...	339,274.00			
100326	MINNESOTA COMPUTER SYSTEMS INC	22.00	Tosh/Estudio 4525ac	01-101-000-0000-6340	442553	N

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	<u>Warrant #</u>			<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
	20756	Total...	22.00				
100311	MNCCC		14,130.00	2026 IFS support dues	01-041-000-0000-6348	2601193	N
100311			415.00	2026 1st quarter capital asset	01-041-000-0000-6348	2601193	N
100311			1,550.00	2026 IFS Support Dues	01-061-000-0000-6409	2601193	N
100311			5,944.61	2026 QTR1 - PH Doc Support	09-481-481-9300-6242	2601194	N
100311			1,500.00	2026 Annual HIE Fund	09-481-481-9300-6242	2601194	N
100311			2,500.00	2026 MnCCC Annual Dues	09-481-481-9300-6242	2601194	N
	20757	Total...	26,039.61				
102667	NAPA CENTRAL		13.56	Power steering fluid	13-330-000-0000-6562	22861-050971	N
102667			95.03	Solenoid & wiper blades	13-330-000-0000-6562	22861-604246	N
102667			10.18	Weld kwik	13-330-000-0000-6562	22861-604663	N
102667			12.47	Lamp	13-330-000-0000-6562	22861-604768	N
102667			13.56	Power steering fluid	13-330-000-0000-6562	22861-605016	N
102667			13.91	Floor dry	13-330-000-0000-6569	22861-050971	N
	20758	Total...	158.71				
105776	NESS/SARAH		25.20	Mileage - SF/EBHV	09-481-450-4925-6334	December	N
105776			50.40	Mileage - Service Coordination	09-481-470-3101-6334	December	N
105776			101.50	Mileage - FPHR	09-481-481-9150-6334	December	N
105776			84.00	Mileage - County Admin	09-481-481-9300-6334	December	N
	20759	Total...	261.10				
101792	OTTER TAIL COUNTY SOLID WASTE		16,965.15	HHW Disposal	55-391-000-0000-6254	Dec 19, 2025	N
	20760	Total...	16,965.15				
100755	OXYGEN SERVICE COMPANY INC		21.59	Cylinder rental	13-330-000-0000-6569	3639812	N
	20761	Total...	21.59				
106337	PETERSON/JENALEE J		3,750.00	Accounting Services (December)	09-481-481-9300-6260	123125	N
	20762	Total...	3,750.00				
100655	PIEPER/MARY JO		96.60	Mileage - MCH	09-481-450-4910-6334	December	N
100655			71.75	Mileage - SF/EBHV	09-481-450-4925-6334	December	N



<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>Warrant #</u>	<u>20763</u>	<u>Total...</u>	<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
			168.35				
103191	RINKE NOONAN LTD		921.50	Ditch ROB - CD2	01-801-000-0000-6260	404744	N
103191			154.50	Ditch ROB - CD8	01-801-000-0000-6260	404987	N
103191			154.50	Ditch ROB - CD7	01-801-000-0000-6260	405027	N
	<u>Warrant #</u>	<u>20764</u>	<u>Total...</u>				
			1,230.50				
104812	STAPLES		78.44	office supplies	01-041-000-0000-6401	6051651347	N
104812			466.60	toner cartridges	01-063-000-0000-6401	6051651348	N
	<u>Warrant #</u>	<u>20765</u>	<u>Total...</u>				
			545.04				
100389	TRAIL BREAKERS INC		28,402.20	maintenance and grooming	01-801-000-0000-6906	FY26 BM1	N
	<u>Warrant #</u>	<u>20766</u>	<u>Total...</u>				
			28,402.20				
102551	WADENA TRUCK & TRAILER REPAIR		1.53	Plug release tool acc	13-330-000-0000-6562	S36881	N
102551			397.27	DEF line	13-330-000-0000-6562	S36881	N
102551			24.49	Connectors,weatherpac,backup a	13-330-000-0000-6562	S36881	N
102551			77.85	Turn light	13-330-000-0000-6562	S36881	N
102551			253.71	Harness & tube	13-330-000-0000-6562	S36881	N
102551			11,716.80	Truck repairs	13-330-000-0000-6562	W48271	N
102551			243.82	Truck repairs	13-330-000-0000-6562	W48444	N
102551			31.25	Wiper blades bus 11	17-403-100-0000-6310	W48464	N
102551			251.03	oil change bus 11	17-403-100-0000-6310	W48464	N
102551			345.96	replace thermostat bus 14	17-403-100-0000-6313	W48384	N
102551			559.83	Brakes bus 12	17-403-100-0000-6313	W48474	N
102551			125.01	repair loose fsaring bus 11	17-403-100-0000-6313	W48464	N
	<u>Warrant #</u>	<u>20767</u>	<u>Total...</u>				
			14,028.55				
102067	WARNER GARAGE DOOR*		450.00	Recycling Room Door Repair	55-391-000-0000-6310	649700	N
	<u>Warrant #</u>	<u>20768</u>	<u>Total...</u>				
			450.00				
100378	WHYNOTT LAW OFFICE PLLC		1,250.00	legal services contract	01-092-000-0000-6260	January 2026	N
	<u>Warrant #</u>	<u>20769</u>	<u>Total...</u>				
			1,250.00				
100268	ZIEGLER INC		16,120.52	Equipment parts & repairs	13-330-000-0000-6562	SI000740466	N

kmalone  
01/07/2026

11:46AM

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



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Warrant #	20770	Total...	16,120.52	
Warrant Form	CHEK-ACH	Total...	487,001.93	76 Transactions
		Final Total...	559,950.78	164 Transactions

kmalone  
01/07/2026

11:46AM

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



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<u>WARRANT RUN</u> <u>INFORMATION</u>	<u>WARRANT</u> <u>FORM</u>	<u>STARTING</u> <u>WARRANT NO.</u>	<u>ENDING</u> <u>WARRANT NO.</u>	<u>DATE OF</u> <u>PAYMENT</u>	<u>DATE OF</u> <u>APPROVAL</u>	<u>PPD</u> <u>COUNT</u>	<u>AMOUNT</u>	<u>CTX</u> <u>COUNT</u>	<u>AMOUNT</u>
22	CHEK	58645	58666	01/09/2026					
34	CHEK-ACH	20737	20770	01/09/2026		7	4,521.05	27	482,480.88
	TOTAL								



RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>	<u>ACH AMOUNT</u>		<u>NON-ACH AMOUNT</u>	
1	210,622.12	General Revenue Fund	153,950.45		56,671.67	
9	33,199.14	Public Health Fund	30,721.56		2,477.58	
11	110,122.48	Sheriff	108,221.75		1,900.73	
13	121,114.48	Road And Bridge Fund	116,446.69		4,667.79	
15	1,914.88	Social Services Fund	-		1,914.88	
17	27,373.46	Friendly Rider's Transit	27,101.08		272.38	
55	50,589.22	Solid Waste Fund	50,560.40		28.82	
80	5,015.00	Governmental Funds	-		5,015.00	
	559,950.78	TOTAL	487,001.93	TOTAL ACH	72,948.85	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: 1/20/26	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 1/9/26 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 \$47,951.22.	
<b>Financial Implications: \$47,951.22</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 1/20/2026

## Warrants paid:

MA ACH 1/9/2026	\$	2,040.93
Admin ACH 1/9/2026	\$	40,674.69

**\$42,715.62**

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 **\$42,715.62**

---

Board Chair

---

Vice Board Chair

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

EFT Number

54a43ea93b

Amount

2,040.93

Date

1-9-26

Transfer Performed By (Signature)



Date

1-7-26

Authorized by (Signature)

Jennifer Westlund

Date

1-7-26

*\*Attach bank confirmation*

## Pay Or Transfer

### ACH import

✔ Your ACH has been created successfully. Your reference number is 54a43ea93b.

⚠ Your ACH contains warnings:

- CHEKMA\_-\_1\_9\_25\_-\_LauraW.txt is pending financial institution review.

#### Company

WADENA COUNTY TR

#### Type

Other - Commingled File

#### Description

CHEKMA\_-\_1\_9\_25\_-\_LauraW.txt

#### Number Of Batches

1

#### Total Withdrawals

\$2,040.93 (1)

#### Total Deposits

\$2,040.93 (8)

Recap of Warrant ACH Files Generated

Warrant Form	Starting ACH No.	Ending ACH No.	Date of Payment	
CHEK	35819	35826	01/09/26	
Total Amount of ACHs generated.....			\$2,040.93	8 ACH Payments

**Wadena County  
Electronic Funds Transfer Voucher**

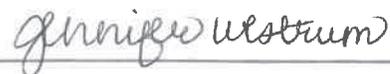
EFT Number CC 94952637

Amount 40,674.69

Date 1-9-26

Transfer Performed By (Signature) 

Date 1-7-26

Authorized by (Signature) 

Date 1-7-26

*\*Attach bank confirmation*

Recap of Warrant ACH Files Generated

Warrant Form	Starting ACH No.	Ending ACH No.	Date of Payment
CHEK	35816	35818	01/09/26
Total Amount of ACHs generated.....			\$40,674.69
			3 ACH Payments

## Pay Or Transfer

### ACH import

✔ Your ACH has been created successfully. Your reference number is cc94952b37.

⚠ Your ACH contains warnings:

- CHEKadmin\_-\_1\_9\_26\_-\_LauraW.txt is pending financial institution review.

#### Company

WADENA COUNTY TR

#### Type

Other - Commingled File

#### Description

CHEKadmin\_-\_1\_9\_26\_-\_LauraW.txt

#### Number Of Batches

1

#### Total Withdrawals

\$40,674.69 (1)

#### Total Deposits

\$40,674.69 (3)



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<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>
106560	CHILDREN YOUTH & FAMILIES DEPT	372.32	Inv #A580MX80272I	15-420- 610- 0000- 6011		N
106560		166.50	Inv #A580MX80272I	15- 420- 630- 0000- 6011		N
	<b>Warrant # 113015 Total...</b>	<b>538.82</b>				
100267	LEXISNEXIS RISK SOLUTIONS FL INC	105.00	Inv #1300226173	15- 430- 710- 1650- 6057		N
	<b>Warrant # 113016 Total...</b>	<b>105.00</b>				
104649	VERIZON WIRELESS	190.72	Acct 242640009- 00001	15- 420- 600- 0000- 6202	Inv #6131741831	N
104649		572.17	Acct 242640009- 00001	15- 430- 700- 0000- 6202	Inv #6131741831	N
	<b>Warrant # 113017 Total...</b>	<b>762.89</b>				
104649	VERIZON WIRELESS	65.89	Acct 485929453- 00001	15- 420- 600- 0000- 6202	Inv 6131778886	N
104649		197.69	Acct 485929453- 00001	15- 430- 700- 0000- 6202	Inv 6131778886	N
	<b>Warrant # 113018 Total...</b>	<b>263.58</b>				
103000	WADENA COUNTY AUDITOR- TREAS	312.50	maintenance	15- 420- 600- 0000- 6302	January 2026	N
103000		375.00	rent	15- 420- 600- 0000- 6354	January 2026	N
103000		937.50	maintenance	15- 430- 700- 0000- 6302	January 2026	N
103000		1,125.00	rent	15- 430- 700- 0000- 6354	January 2026	N
	<b>Warrant # 113019 Total...</b>	<b>2,750.00</b>				
100652	WEX BANK	203.83	Acct 0496- 00- 187484- 1	15- 420- 600- 0000- 6560	Inv 109705249	N
100652		611.48	Acct 0496- 00- 187484- 1	15- 430- 700- 0000- 6560	Inv 109705249	N
	<b>Warrant # 113020 Total...</b>	<b>815.31</b>				
	<b>Warrant Form CHEK Total...</b>	<b>5,235.60</b>		<b>13 Transactions</b>		

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



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<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>
102505	MCIT	10,120.75	Member ID 1190	15- 420- 600- 0000- 6354	Inv #21324R	N
102505		30,362.25	Member ID 1190	15- 430- 700- 0000- 6354	Inv #21324R	N
	<b>Warrant # 35816</b>	<b>Total...</b>				
		40,483.00				
100162	REVIEW MESSENGER	13.75	subscription renewal	15- 420- 600- 0000- 6241		N
100162		41.25	subscription renewal	15- 430- 700- 0000- 6241		N
	<b>Warrant # 35817</b>	<b>Total...</b>				
		55.00				
100203	WADENA PIONEER JOURNAL	34.17	Acct #177997568	15- 420- 600- 0000- 6241		N
100203		102.52	Acct #177997568	15- 430- 700- 0000- 6241		N
	<b>Warrant # 35818</b>	<b>Total...</b>				
		136.69				
	<b>Warrant Form CHEK- ACH</b>	<b>Total...</b>		<b>6 Transactions</b>		
		40,674.69				
	<b>Final Total...</b>	<b>45,910.29</b>		<b>19 Transactions</b>		

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



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Pay Date 01/09/2026

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	5,235.60	CHEK	113015	113020	01/09/2026					
3	40,674.69	CHEK- ACH	35816	35818	01/09/2026		0		3	40,674.69
	45,910.29	TOTAL								

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



Warrant Form CHEK- ACH  
Auditor's Warrants

WARRANT REGISTER  
Auditor Warrants

Approved  
Pay Date 01/09/2026

RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>	<u>ACH AMOUNT</u>	<u>NON- ACH AMOUNT</u>
15	45,910.29	Social Services Fund	40,674.69	5,235.60
	45,910.29	TOTAL	40,674.69	5,235.60
			TOTAL ACH	TOTAL NON- ACH

1/9/26

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*



## 2026 Building Committee Charter

**Purpose:** Planning of new building Projects and remodeling projects. Updates on regular cleaning and routine maintenance issues.

**Composition:** Full Board of Commissioners, one person from each building, or in case of multiple buildings, just one from that Department.

Position	Role	Agency/Represented
Commissioner	Member	District 1
Commissioner	Member	District 2
Commissioner	Member	District 3
Commissioner	Member	District 4
Commissioner	Member	District 5
County Attorney	Member	North Annex
Public Health Director	Member	Public Health Building
Sheriff's Dept	Member	Jail/Sheriff's Storage
County Engineer	Member	Highway Building
Transit Director	Member	Transit Building
Human Services Director	Member	Human Services Building
Solid Waste Supervisor	Member	Transfer Station
Building Services Director	Member	All Buildings
IT Coordinator	Member	Courthouse

Responsibilities:

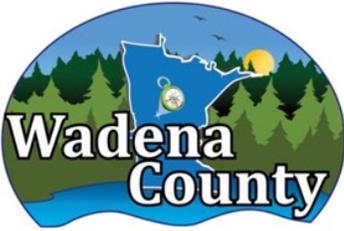
Meeting Schedule: Monthly or as needed

Decision Making: Advisory to County Board

Reporting: County Board

# 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	

**Approve the 2025 2<sup>nd</sup> Half Allocation for Wadena County Historical Society**

Date of Meeting: January 20 <sup>th</sup> , 2026	Total time requested:
Department Requesting Action: Auditor/Treasurer	
Presenting Board Action/Discussion at Meeting:	
<b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Wadena County Historical Society is requesting the 2 <sup>nd</sup> half of their allocation which is \$12,000.00.	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	

**Recommendation**  The Wadena County Board of Commissioners approves the following by Motion:  
**Wadena County Board of Commissioners approve the 2<sup>nd</sup> half allocation for the Wadena County Historical Society in the amount of \$12,000.00.**

<b>Financial Implications: \$12,000.00</b>	Comments
Funding Source:	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

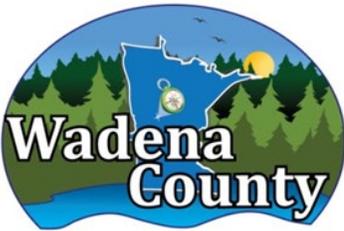
Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Noon	<input type="checkbox"/> Noon
Second:	<input type="checkbox"/> Winkels	<input type="checkbox"/> Winkels
<input type="checkbox"/> Passed	<input type="checkbox"/> Stearns	<input type="checkbox"/> Stearns
<input type="checkbox"/>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

Seal

# Wadena County, MN Board Action Form

---



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

<b>Approve the 2025 Allocation for Menahga Historical Society</b>	
Date of Meeting: January 20 <sup>th</sup> , 2026	Total time requested:
Department Requesting Action: Auditor/Treasurer	
Presenting Board Action/Discussion at Meeting:	
<b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Menahga Historical Society is requesting their allocation which is \$3,000.00.	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Wadena County Board of Commissioners approves the following by Motion:	
<b>Wadena County Board of Commissioners approve the allocation for the Menahga Historical Society in the amount of \$3,000.00.</b>	
<b>Financial Implications: \$3,000.00</b>	Comments
Funding Source:	
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**

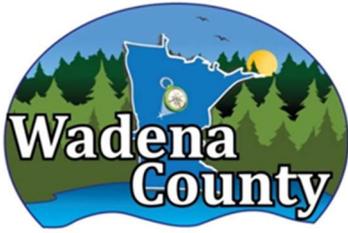
STATE OF MINNESOTA }  
 COUNTY OF Wadena }

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:

Seal

# Wadena County, MN Board Action Form

---



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

**Employment Update**

Date of Meeting: 1/20/26	Total time requested: -
--------------------------	-------------------------

Department Requesting Action: Human Resources

Presenting Board Action/Discussion at Meeting:

**Background**  Supporting Documentation enclosed

New Hire – Assessor – FT  
 Katy Pittman, Appraiser Trainee, Effective Date: 2/17/26  
 Grade: 7, Step: 2, \$26.43 per hour, \$54,974.40 gross annual, \$80,868.60 total county expense  
 Previous employee paid at hourly rate of \$25.36 (2025 Grid)

Re Hire – Public Health – FT  
 Kristine Suhl, Administrative Assistant, Effective Date: 1/20/26  
 Grade: 4, Step: 4, \$23.36 per hour, \$48,588.80 gross annual, \$76,061.93 total county expense  
 Previous employee paid at hourly rate of \$22.41 (2025 Grid)

*Current Wadena County employee numbers as of: 1/15/26*  
*Actively Hiring Positions: 2*  
*Closed Positions in interview/ offer process: 1*  
*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>	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:

**County of Wadena  
Wadena, Minnesota**

**Notice of Public Hearing Regarding Proposed Property Tax Abatements**

NOTICE IS HEREBY GIVEN that the County Commissioners of the County of Wadena, Minnesota (the "County"), will hold a public hearing at a meeting of the County Commissioners beginning at 9:15 am on January 20<sup>th</sup>, 2026, to be held at the Wadena County Courthouse, Small Courtroom, 415 Jefferson St S, Wadena, MN, 56482 on the proposal that the County will abate property taxes levied by the County on the following property identified as a tax parcel identification number (the "Property"):

10-011-4010 (split)

The total amount of the taxes proposed to be abated by the county on the Property for up to a 5-year period is estimated to be not more than \$15,000. The County Commissioners will consider the property tax abatement to promote growth and housing within the County.

All interested persons may appear at the public hearing and present their views to the County Commissioners orally; or if in writing, contact the County Auditor/Treasurer at Wadena County. Written comments must be received prior to the public hearing by Monday, January 19<sup>th</sup>, 2026.

Heather Olson, Wadena County Auditor/Treasurer for the Wadena County Board of Commissioners

# 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

**Update on 4H Building**

Date of Meeting: 1/20/26	Total time requested: 20 minutes
--------------------------	----------------------------------

Department Requesting Action: Highway Department

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

**Background**  Supporting Documentation enclosed

On January 13<sup>th</sup>, 2026 at its board meeting, the Board of Commissioners held a discussion regarding the status of the 4H Building/Event Center Remodel project. The Board requested that Commissioner Stearns, Commissioner Winkels, and County Engineer Anthony Maule meet with the Friends of Wadena County Youth and the project Architect Widseth to review the status and scope of the project. The Board requested that following the meeting, a summary of the meeting be provided to the Board.

**Meeting Summary:**

On January 14<sup>th</sup>, 2026 a meeting was held at the Wadena County Highway Department and via Zoom. Present were Commissioner Winkels, County Engineer Anthony Maule, Widseth Architectural Designer Trevor Guck, and six representatives from the Friends of Wadena County Youth. Commissioner Stearns was unable to make the meeting. At the meeting Dan Sartell (FOWCY) shared that he worked with CoBuilt Construction of Menahga to obtain an opinion of cost for the project as approved by the Department of Labor & Industry.

The opinion of cost was discussed as well as the available project budget. Project scope reductions were considered and discussions over the process of revising plans and the process for Department of Labor & Industry review were discussed. Discussions regarding fire suppression systems were had and the project's Architect shared that it was not simply the addition of office space that necessitated the addition of a fire suppression system to the project scope, but rather the scope of the remodel as a whole for a building of this type of use and level of occupancy. Widseth noted that any alterations to the building beyond simple repair or replacement of interior finishes/furnishings would trigger the need for fire suppression systems based on the feedback received from DLI.

In reviewing the project scope, the Friends of Wadena County Youth representatives identified the most primary and important needs for the building which included new flooring/kitchen appliances, a heating/cooling system, insulation, and bathroom upgrades.

Widseth's Architect indicated that he felt these items could likely fit the project's available budget. It was noted that these improvements may still prompt the need for the inclusion of fire suppression in the project scope and that this would need to be verified with DLI. Widseth noted that they would follow up with DLI in regards to the proposed scope reduction, process for plan revision/review, and would then report back to the FOWCY and Wadena County regarding DLI's feedback.

**Summary of Project Scope & Cost:**

- Estimate of Project as Currently Approved by DLI (~\$1.0-1.4M)
- Estimate of Available Funding (~\$365k\*)

**Original Project Scope**

- Kitchen improvements
- Bathroom improvements,
- Building addition
- Pre-engineered trusses
- Office space
- Interior wall alterations
- Door/window upgrades
- Mechanical/HVAC systems
- Fire suppression/sprinkler systems
- Interior finishes
- Exterior finishes
- Plumbing & Electrical

**Proposed Reduced Project Scope**

- Kitchen flooring/Appliances
- Bathroom Upgrades
- Heating/Cooling System
- Insulation
- Fire Suppression (if deemed necessary by DLI)\*\*

\*Budgetary estimated amount available following expenses to date associated with Engineering studies and Architectural Plans including County's remainder of original \$100k commitment.\*

\*\*Fire Suppression costs estimated at ~\$50k

**Options**  Supporting Documentation enclosed

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

**Financial Implications:**

Comments

Funding Source: Road & Bridge

Budgeted: Yes 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:

# Wadena County, MN Board Action Form

---



<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 checked="" type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other

<b>Human Services Statistical Reports</b>	
Date of Meeting: 1/20/2026	Total time requested: 5 minutes
Department Requesting Action: Human Services	
Presenting Board Action/Discussion at Meeting: Administrative Services Supervisor Amie Gendron	
<b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Financial Assistance statistics, Social Services graphs, and 2025 budget utilization.	
<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: State, Federal, Local	
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:	

WADENA COUNTY INCOME MAINTENANCE CASELOAD SUMMARY

	<b>2024 MAXIS CASES</b>	<b>2025 MAXIS CASES</b>	<b>2024 METS CASES</b>	<b>2025 METS CASES</b>
<b>January</b>	1536	1482	1562	1388
<b>February</b>	1517	1503	1488	1397
<b>March</b>	1485	1543	1457	1398
<b>April</b>	1490	1554	1450	1413
<b>May</b>	1480	1533	1422	1410
<b>June</b>	1465	1512	1431	1441
<b>July</b>	1484	1515	1443	1436
<b>August</b>	1505	1525	1446	1427
<b>September</b>	1514	1526	1425	1425
<b>October</b>	1540	1515	1411	1417
<b>November</b>	1512	1519	1381	1401
<b>December</b>	1521	1522	1386	1395

\*MAXIS cases include support programs of Diversionary Work, General Assistance, MN Supplemental Aid, Group Residential Housing, Medical Assistance, and totals account for unduplicated cases.

\*\*METS cases include Medical Assistance and MN Care cases managed in the METS system (MN Eligibility Technology System).

Wadena County Income Maintenance Caseloads by Program

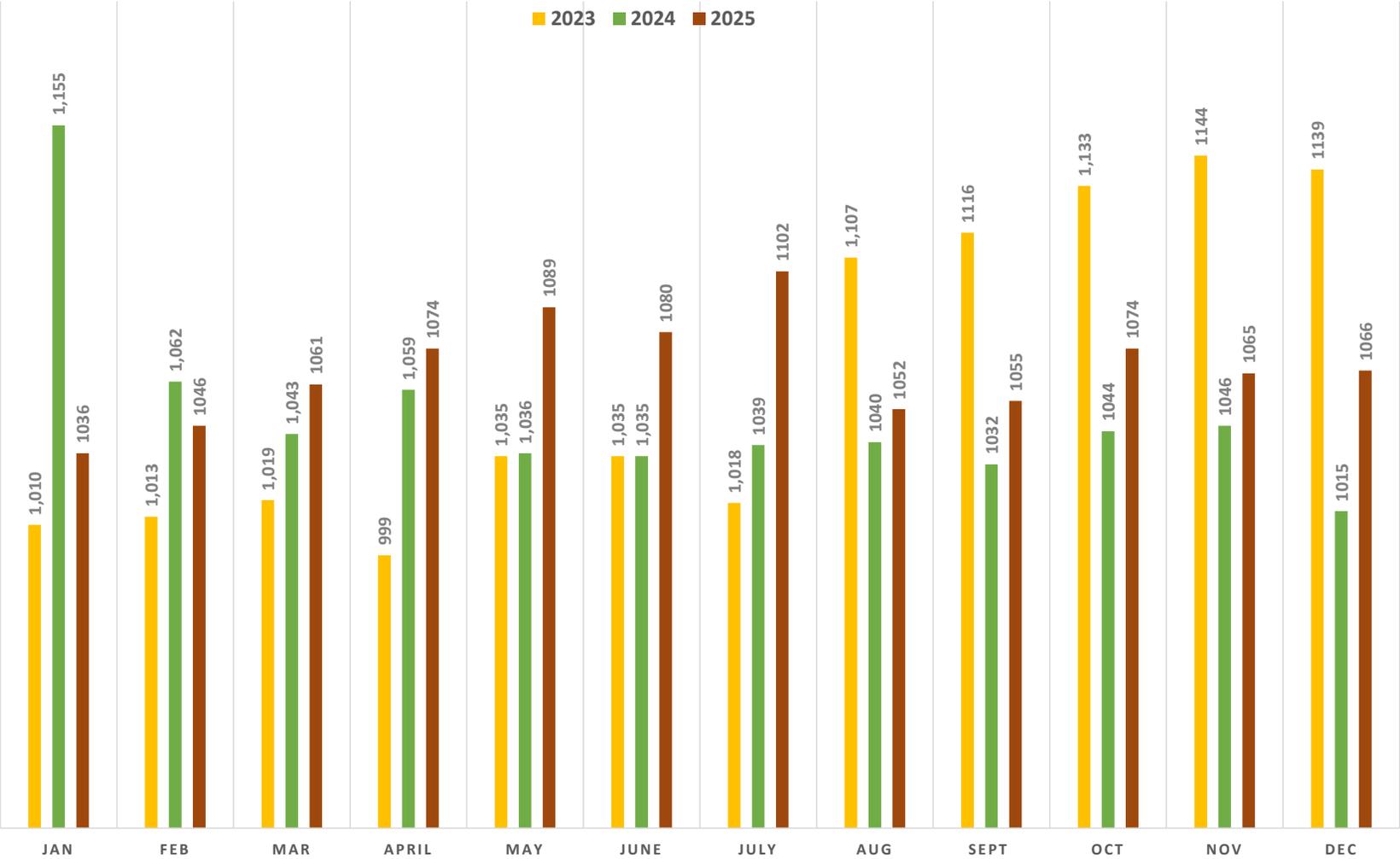
	2024		2025		2024		2025		2024		2025		2024		2025	
	MFIP	MFIP	SNAP	SNAP	DWP	DWP	GA	GA	MSA	MSA	GRH	GRH	MA	MA		
	CASES	CASES	(Food Support)	(Food Support)	CASES											
<b>January</b>	66	56	789	801	4	12	63	52	130	126	83	73	1017	993		
<b>February</b>	66	60	755	819	5	9	65	56	127	132	83	72	1012	993		
<b>March</b>	67	60	742	846	3	9	61	54	128	132	79	76	1004	993		
<b>April</b>	64	61	762	821	4	7	63	54	124	130	80	77	1005	1001		
<b>May</b>	61	61	766	832	7	6	65	54	124	132	83	79	994	1002		
<b>June</b>	59	58	757	819	7	7	56	58	120	132	79	75	985	987		
<b>July</b>	62	59	764	816	9	8	65	60	116	134	81	72	986	995		
<b>August</b>	63	62	788	813	6	5	66	63	118	136	85	73	983	997		
<b>September</b>	61	62	750	811	8	6	61	61	117	135	85	73	993	995		
<b>October</b>	61	63	771	803	10	3	68	62	121	136	92	75	1004	990		
<b>November</b>	61	60	752	810	6	0	61	62	121	135	95	74	994	999		
<b>December</b>	64	59	819	801	18	0	58	61	126	135	71	73	991	997		

	<b>2025 CS SR</b>	<b>2025 CS MM</b>	<b>2025 Total CS cases</b>	<b>2026 CS SR</b>	<b>2026 CS MM</b>	<b>2026 Total CS cases</b>
<b>January</b>	318	340	658			
<b>February</b>	317	339	656			
<b>March</b>	316	344	660			
<b>April</b>	313	339	652			
<b>May</b>	316	343	659			
<b>June</b>	311	342	653			
<b>July</b>	309	340	649			
<b>August</b>	306	334	640			
<b>September</b>	303	341	644			
<b>October</b>	306	341	647			
<b>November</b>	300	339	639			
<b>December</b>	297	336	635			

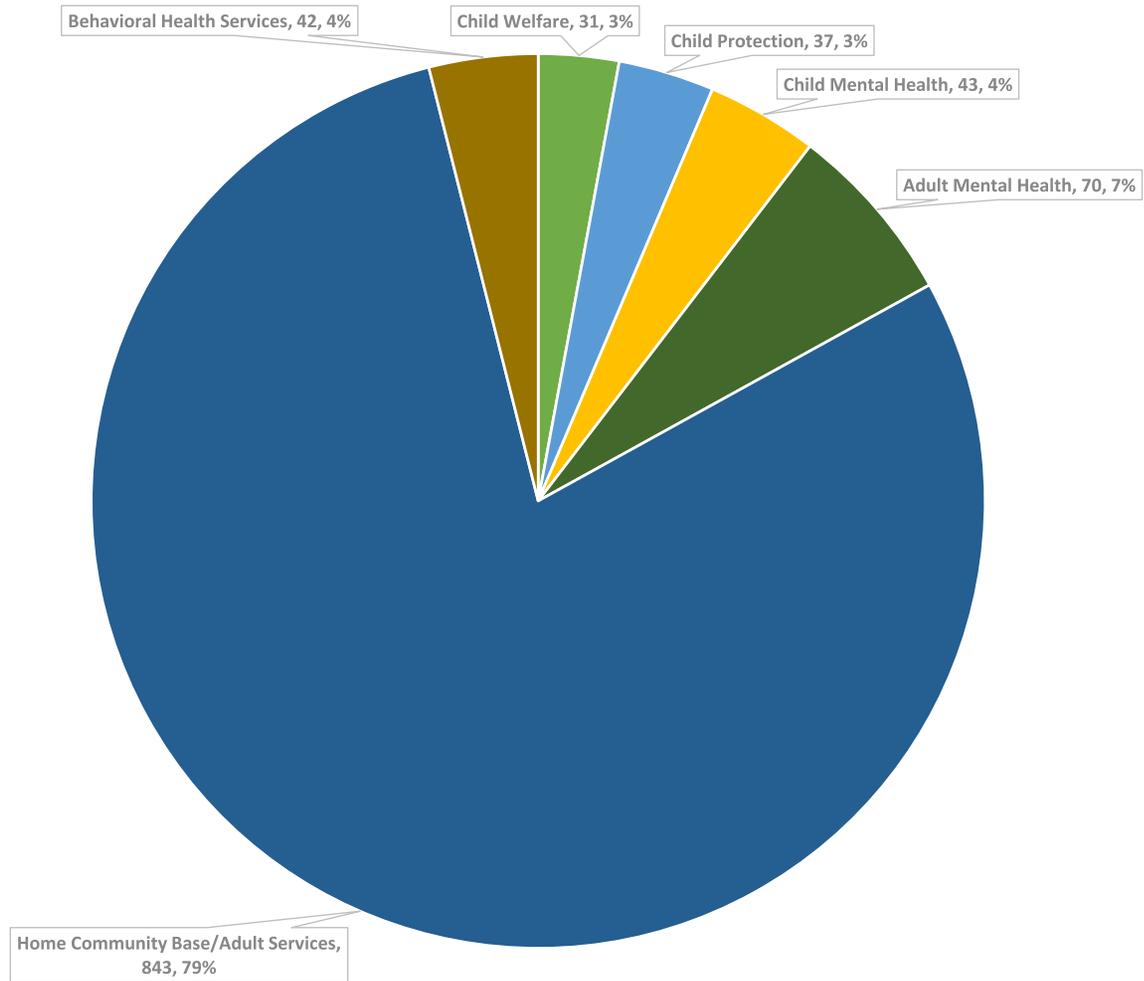
### OPEN WORKGROUPS

2023 2024 2025

# OF WORKGROUPS

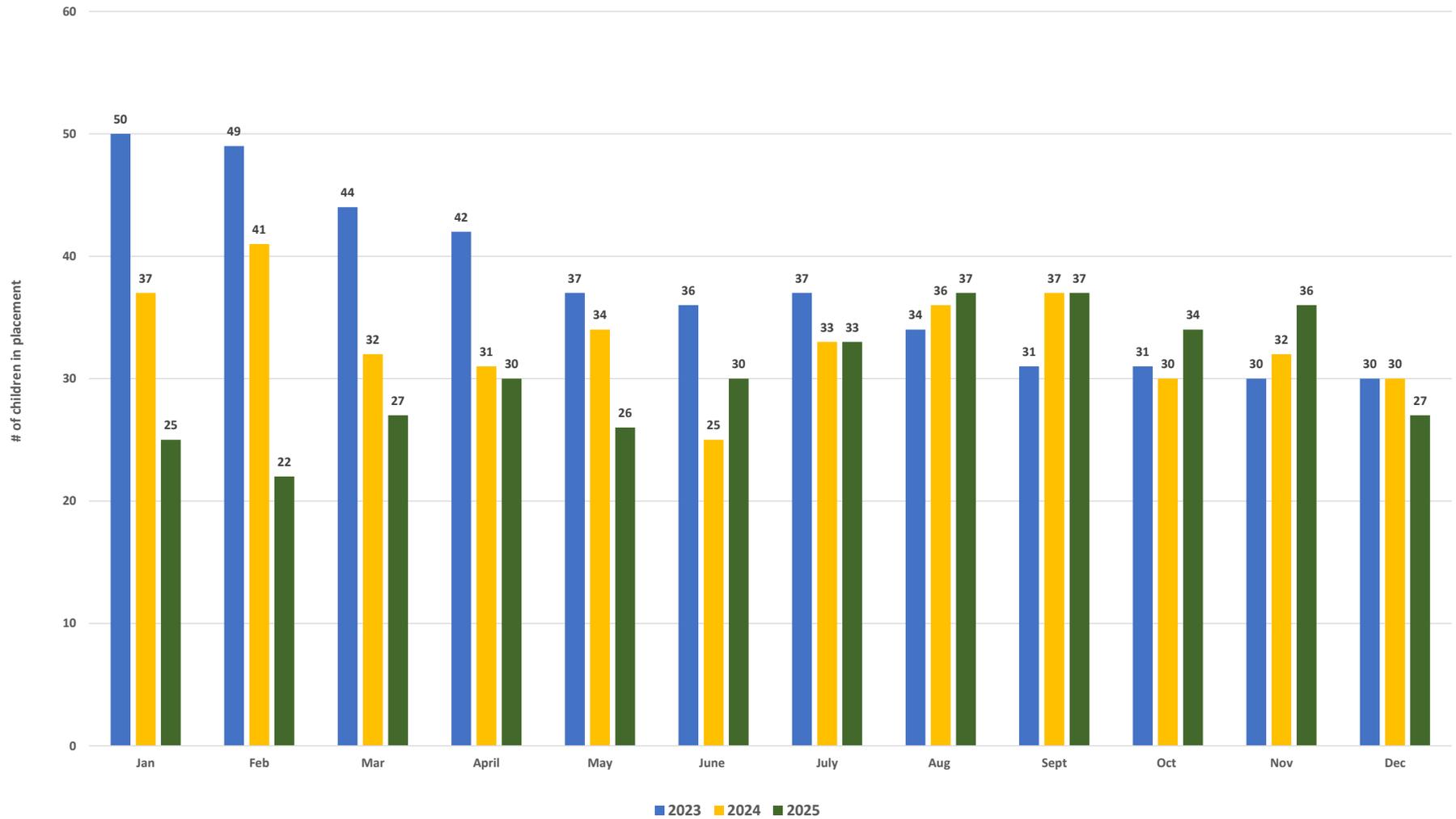


## December Workgroups by Program/Unit



■ Child Welfare   ■ Child Protection   ■ Child Mental Health   ■ Adult Mental Health   ■ Home Community Base/Adult Services   ■ Behavioral Health Services

### Children in Out-of-Home Placement



## Wadena County Human Services

### Open Workgroups (open at least one day within time frame)

Year	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
2025	1,036	1,046	1,061	1,074	1,089	1,080	1,102	1,052	1,055	1,074	1,065	1,066
2024	1,155	1,062	1,043	1,059	1,036	1,035	1039	1,040	1,032	1,044	1,046	1,015
2023	1,010	1,013	1,019	999	1,035	1,035	1,018	1,107	1116	1,133	1144	1139
2022	1,024	1,011	1,028	1,014	1,025	1,010	989	996	975	985	1005	991
2021	1,047	1,050	1,060	1,057	1,062	1,056	1,026	1,030	1,034	1,030	1041	1,030
2020	1,096	1,125	1,230	1,189	1,152	1,028	1,022	1,031	1,109	1,046	1,045	1,066

### Intakes (start date within the month)

Year	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
2025	145	102	135	113	109	94	119	93	124	149	96	112
2024	158	113	132	118	99	109	112	88	116	118	116	108
2023	135	127	120	127	115	110	96	156	156	112	103	104
2022	135	110	170	141	145	141	114	126	133	126	103	89
2021	169	134	170	162	117	137	117	145	129	114	152	128
2020	215	133	141	97	109	151	217	132	165	144	126	122

#### Break down of Intakes for Current year

Adult Protection	17	11	19	11	12	6	14	17	18	23	11	14
Adult Services	49	42	52	35	35	24	49	36	40	46	29	45
Mental Health	16	8	6	14	14	18	9	8	11	17	12	14
Chemical Dependency	12	5	7	6	2	3	7	4	4	6	3	3
Child Protection	40	30	45	38	38	36	33	20	42	44	33	28
Children's Services	11	6	6	9	8	7	7	8	9	13	8	8
	145	102	135	113	109	94	119	93	124	149	96	112

### MN Choice Assessments

2023	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
New initial assessments	11	11	18	12	22	20	17	30	14	25	12	9
Reassessments	27	36	36	51	40	31	35	37	31	36	33	31
total	38	47	54	63	62	51	52	67	45	61	45	40
2024	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
New initial assessments	23	15	9	32	8	9	16	17	14	30	7	15
Reassessments	41	25	25	36	32	42	22	27	28	27	34	31
total	64	40	34	68	40	51	38	44	42	57	41	46
2025	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
New initial assessments	10	11	23	24	16	12	16	24	19	23	16	4
Reassessments	34	26	25	39	30	41	19	34	27	28	22	33

total	44	37	48	63	46	53	35	58	46	51	38	37
-------	----	----	----	----	----	----	----	----	----	----	----	----

**Children in Out of Home Placement**

Year	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
<b>kids/days</b>												
2025	25/710	22/616	27/782	30/706	26/730	30/875	33/963	37/1114	37/1073	34/1003	36/860	27/837
2024	37/1,023	41/870	32/933	31/785	34/898	25/739	33/894	36/1,116	37/1,062	30/845	32/900	30/880
2023	50/1,422	49/1,285	44/1,290	42/1186	37/1104	36/1058	37/1024	34/900	31/859	31/892	30/847	30/807
2022	35/1,029	36/970	39/1,036	40/1,109	39/1181	44/1,203	38/1,096	46/1,225	41/1230	46/1340	53/1,389	53/1513
2021	41/1,196	35/982	39/1,046	35/1,000	38/1,143	41/1,151	42/1,209	43/1,330	38/1,085	40/1,145	41/1,124	38/1,141
2020	55	51	51	51	55	55	55	55	56	48	46	44/1,305

# Hope Center

## 2025

TOTAL VISITS	158	137	143	151	137	68	131	114	122	138	116	90	1505
	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Year

2025 Budget Utilization Summary

Line	Account	FFP Rate	Salaries & Benefits													% of Year:		100% Budget Utilization
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	2025 Budgeted	
1	6100 series	45-50%	Wages	454,641	272,982	272,325	279,518	286,272	281,328	288,710	505,480	294,537	299,688	313,189	293,551	3,842,221	\$ 3,927,432	98%
2	6100 series	45-50%	Cafeteria & benefits	132,687	109,199	109,063	111,175	114,483	111,492	113,568	146,626	115,070	117,798	116,213	111,916	1,409,290	\$ 1,427,555	99%
3			Total	587,328	382,181	381,388	390,693	400,755	392,820	402,278	652,106	409,607	417,486	429,402	405,467	5,251,511	\$ 5,354,987	98%
4			<b>Overhead/Administrative Costs</b>															
5	6202	45-50%	Communication	3,556	1,386	1,514	1,524	10,443	1,787	1,605	1,575	1,463	1,883	1,350	1,546	29,632	\$ 38,000	78%
6	6241	45-50%	Subscriptions	1,893	-	135	55	-	-	-	-	-	-	-	-	2,083	\$ 2,500	83%
7	6302	45-50%	Building repair & maintenance	4,699	2,032	2,945	2,594	2,539	1,971	2,930	2,381	2,657	3,549	1,847	2,961	33,105	\$ 36,000	92%
8	6310	45-50%	Equip. repair.maintenance	1,079	1,079	1,079	1,079	1,079	1,498	1,139	1,109	1,109	1,109	1,109	1,109	13,577	\$ 14,000	97%
9	6330	45-50%	Travel/training	395	263	145	485	938	74	605	3,553	2,763	6,828	285	327	16,661	\$ 31,798	52%
10	6340	45-50%	Rental/services	-	1,058	-	-	1,058	-	-	1,058	194	-	1,058	-	4,426	\$ 3,000	148%
11	6354	45-50%	General admin	6,741	40,594	1,642	27,088	2,304	1,733	1,622	17,500	1,544	6,404	3,594	1,729	112,495	\$ 101,137	111%
12	6381	45-50%	Fraud Contract	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ 3,000	0%
13	6401	45-50%	Office supplies	466	1,100	708	600	1,335	-	760	174	2,390	462	597	1,052	9,644	\$ 20,200	48%
14	6409	45-50%	Computer Software	34,934	-	-	-	-	-	-	-	-	220	-	-	35,154	\$ 47,251	74%
15	6560	45-50%	Automotive	978	1,408	2,827	1,958	1,752	1,178	1,452	2,116	1,881	2,060	1,671	896	20,177	\$ 24,000	84%
16	6660	45-50%	Capital outlay	-	49,945	-	-	-	-	-	-	-	-	-	-	49,945	\$ 52,000	96%
17	5992		Refunds on Expenditures	-	-	(170)	-	-	-	(223)	-	(212)	-	-	(462)	(1,067)		
18			Total	54,741	98,865	10,825	35,383	21,448	8,241	9,890	29,466	13,789	22,515	11,511	9,158	325,832	\$ 372,886	87%
19			<b>Program Costs</b>															
20	6003	0%	County Burials	5,157	2,163	2,163	2,163	2,163	2,163	2,163	-	-	2,163	-	14,102	34,400	\$ 30,000	115%
21	6262	66%	County Attorney-IV-D	786	1,333	1,425	1,601	1,424	1,361	895	2,223	938	704	762	1,345	14,797	\$ 25,000	59%
22	6382	66%	County Sheriff-IV-D	-	75	525	225	-	75	-	75	-	225	-	225	1,425	\$ 1,200	119%
24	6057	0%	Child Welfare	35,802	29,108	49,698	26,416	38,951	21,874	34,584	44,790	47,958	52,598	52,908	46,255	480,942	\$ 471,500	102%
25	6031	0%	Family Based Services	-	-	-	1,617	-	-	-	1,848	-	2,610	1,155	1,201	8,431	\$ 60,000	14%
26	6073	0%	Collaborative Intensive Bridging Services	297	-	-	-	279	277	1,102	347	2,148	3,647	1,294	3,003	12,394	\$ 25,000	50%
27	6077	50%	IV-E	13,003	5,707	4,196	5,366	9,376	3,643	7,480	10,512	15,089	15,363	20,483	20,880	131,098	\$ 180,000	73%
28	6034	0%	Detox	2,625	-	1,200	-	800	1,210	1,200	-	400	4,850	4,800	1,200	18,285	\$ 30,000	61%
29	6034	0%	Consolidated CD Treatment	-	1,057	-	-	-	-	-	576	2,172	48	-	-	3,853	\$ 5,000	77%
30	6053	0%	Guardianship	49,972	1,482	10,420	208	18,547	10,125	1,482	12,923	11,461	2,964	1,482	-	121,066	\$ 73,000	166%
31	6015	0%	Sex offender holds	33,175	225	35,237	14,953	14,471	35,894	29,081	23,284	22,518	19,508	20,158	19,508	268,012	\$ 110,000	244%
32	6092	0%	MI holds/evaluations	19,824	400	13,328	3,977	11,637	3,622	37,675	3,977	22,841	4,156	30,493	4,156	156,086	\$ 50,000	312%
33	6068	0%	Supported employment	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ 5,000	0%
34	6021	0%	Children MH-DNMC Hold	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ -	
35	5992		Refunds	-	-	-	-	-	-	-	-	-	-	-	-	-		
36			Total	160,641	41,550	118,192	56,526	97,648	80,244	115,662	100,555	125,525	108,836	133,535	111,875	1,250,789	\$ 1,065,700	117%

12/31/2024	\$	2,683,302																	100.5%
Month end January cash balance	\$	2,012,291	Month end July cash balance	\$	2,512,365														
Month end February cash balance	\$	2,023,852	Month end August cash balance	\$	2,218,550														
Month end March cash balance	\$	1,670,228	Month end Sept. cash balance	\$	1,865,660														
Month end April cash balance	\$	1,396,515	Month end October cash balance	\$	2,503,609														
Month end May cash balance	\$	2,803,085	Month end November cash balance	\$	2,511,535														
Month end June cash balance	\$	2,427,963	Month end December cash balance																

\*6092-Payment for Does Not Meet Criteria clients at SOS Balance \$165,694

# 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 checked="" type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other

Human Services Annual Collections Report	
Date of Meeting: 1/20/2026	Total time requested: 5 minutes
Department Requesting Action: Human Services	
Presenting Board Action/Discussion at Meeting: Administrative Services Supervisor Amie Gendron	
<b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Agency collections report.	
<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:	
Financial Implications:	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:

## 2025 Agency Collections

	MAXIS	FRAUD	CW-SS	CW-COR	ACS	Collection Fees	DETOX	CO. BUR.	PROBATE	SUD TRXT PMAP	SUD Assessment	TOTALS
Jan	90.00		2,542.00		795.62		375.00		25,597.93			\$ 29,400.55
Feb	547.00		1,219.00	858.00	732.78	250.00			5,030.34	498.89	410.00	\$ 9,546.01
Mar	4,383.30		25,363.41	4,949.30	959.70	300.00	2,339.82	1,574.00	982.94	593.59	410.00	\$ 41,856.06
Apr	5,499.00		406.00	100.00	1,136.24	50.00	33.44	2,346.20	11,347.40	132.13	260.00	\$ 21,310.41
May	968.00		4,194.69		92.19				2,118.74		60.00	\$ 7,433.62
Jun	5.00		16,065.79		634.52			40.32	39,727.73		50.00	\$ 56,523.36
Jul	775.87		6,277.26		432.56				3,755.52	132.13		\$ 11,373.34
Aug	5.00		9,212.26						71,530.09		350.00	\$ 81,097.35
Sep	1,455.00		5,943.22			50.00			2,933.61	132.13	200.00	\$ 10,713.96
Oct	730.06		5,854.22	100.00					325,983.10		300.00	\$ 332,967.38
Nov	155.00		6,697.00	200.00				5.00	62,369.15			\$ 69,426.15
Dec	630.00		4,324.55	265.95					8,291.37			\$ 13,511.87
<b>TOTAL</b>	<b>\$ 15,243</b>	<b>\$ -</b>	<b>\$ 88,099</b>	<b>\$ 6,473</b>	<b>\$ 4,784</b>	<b>\$ 650</b>	<b>\$ 2,748</b>	<b>\$ 3,966</b>	<b>\$ 559,667.92</b>	<b>\$ 1,488.87</b>	<b>\$ 2,040</b>	<b>\$ 685,160.06</b>

\*Maxis :public assistance overpayments

\*Fraud: public assistance overpayments by theft

\*CW-SS: out of home placement parental fees for Social Services placements

\*CW-COR: out of home placement parental fees for correctional placements. Please note these are accounts receivables owed from previous years.

\*ACS: collection of waiver spend downs

\*COL FEES: collection fees assessed and received by the agency for clients who fail to make payment agreements and pay timely.

\*Detox: fees assessed for clients receiving detoxification services

Co Burial: available cash assets collected for clients receiving a county burial

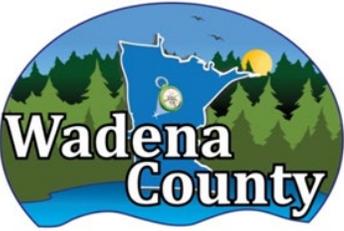
Probate: recoveries made for clients deceased that received Medical Assistance, General Assistance Medical Care, or Alternative Care services

SUD TRXT PMAP: chemical dependency assessments billed to insurance plans

SUD Assessments: chemical dependency assessments for clients based on sliding fee scale

# Wadena County, MN Board Action Form

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

*Housing Tax Abatements*

Date of Meeting: January 13<sup>th</sup>, 2026 Total time requested:

Department Requesting Action: Auditor/Treasurer

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

**Background**  Supporting Documentation enclosed

Please see attached application and documentation for a Housing Tax Abatement for parcels:  
10-011-4010

**Options**  Supporting Documentation enclosed

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

Approve the Housing Tax Abatement for parcel listed above for a new home to be built.

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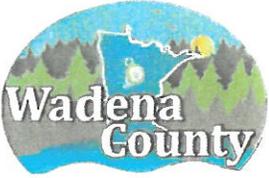
Funding Source:	
-----------------	--

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

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

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

Seal



# WADENA COUNTY - MINNESOTA HOUSING TAX REBATE APPLICATION

Property Owner / Applicant: Trinitie Jones

Current Address: 14758 Co RD 13 Munnahga, MN 56464

Telephone: 218-255-3434 E-Mail: trinitiejones@outlook.com

Are property taxes current?  Yes  No Anticipated Construction Start Date (as defined below): \_\_\_\_\_

Proposed Project:  New Construction  Replacement on same parcel

Project Type:  Single Family  Two Family

Project Address (if available): 14758 Co RD 13 Munnahga, MN 56464

Parcel Number: R100114010 Estimated Project Valuation: \$160,000

To save taxes

Applicant Statement: (Please provide a statement as to why you are requesting an abatement of property taxes.)

**Attach site plan with location of house, parcel information and parcel number. (Include letter of consent from property owner if subject to purchase agreement.)**

I / We as applicant(s) for the Housing Tax Rebate certify that no construction has begun or will begin prior to the submission of the application. For the purposes of this provision, construction shall include the installation of footings, slab, foundation, posts, walls or other portions of a building. Site preparation, land clearing, or the installation of utilities shall not constitute construction.

I / We as applicant(s) for the Housing Tax Rebate submit this application having read the policy and understand the provisions as outlined including, but not limited to, the potential of a partial abatement in year one, construction must commence within one year of the approval, assessors cannot be refused access to the property for assessment purposes, and the abatement is awarded following full payment of real estate taxes due annually.

[Signature]  
Construction & Provisions Certification Signature

12-17-2025  
Date

I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above Terms of Acceptance.

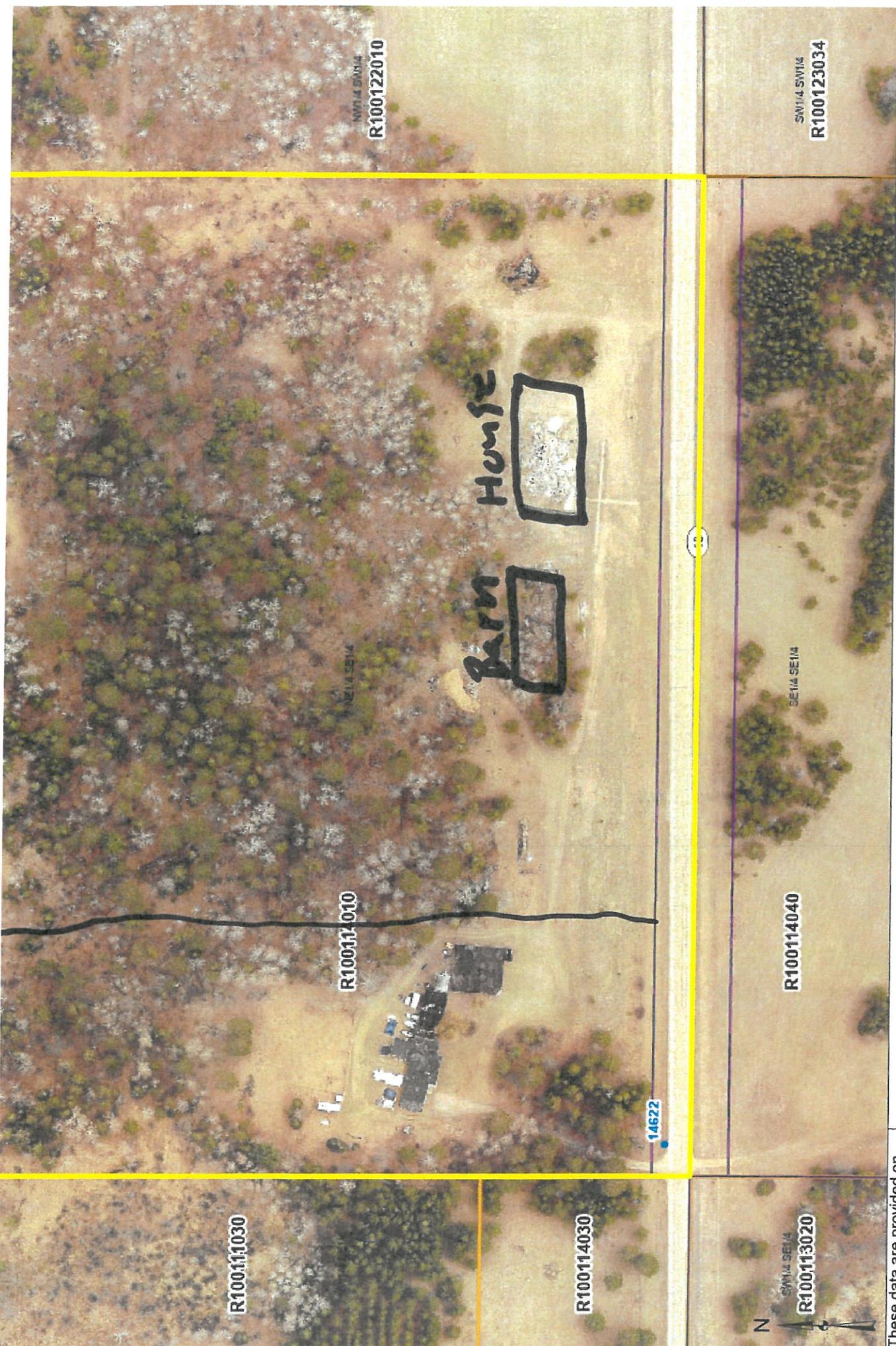
**FOR OFFICE USE ONLY: ELIGIBLE / APPLICABLE APPROVALS**

Wadena County \_\_\_\_\_ Date: \_\_\_\_\_  
 City or  Township of \_\_\_\_\_ Date: \_\_\_\_\_  
School District of \_\_\_\_\_ Date: \_\_\_\_\_

**Disclaimer:** Each taxing entity makes its own decision on approval or denial of application for tax rebate. Applications must comply with all requirements of the policy/program as outlined in the policy/program guidelines and build within allotted timeframe or tax rebate offer will be automatically terminated. Building cannot start until such a time as all taxing entities have approved and written authorization is provided.

**Please submit completed application with attachments to:**

**Wadena County Auditor/Treasurer**  
415 Jefferson St S, Wadena, MN 56482 or:  
[Heather.Olson@wcmn.us](mailto:Heather.Olson@wcmn.us)



Junes

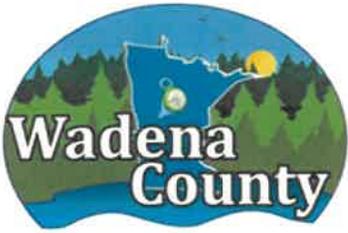
These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

1:1,966

Date: 12/16/2025

This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.

# Wadena County, MN Board Action Form



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

**Approve Agreement for Services with ProWest & Associates to Upgrade Addressing Process Using ArcGIS Pro**

Date of Meeting: 1-20-2026	Total time requested: 5 minutes
----------------------------	---------------------------------

Department Requesting Action: Planning & Zoning

Presenting Board Action/Discussion at Meeting: Deana Malone

**Background**  Supporting Documentation enclosed

Project Quote from ProWest attached

The addressing process for the County is currently conducted through a software known as ArcMAP. This program is no longer supported and with the implementation of a new computer for the GIS Coordinator, there is also no option to download the outdated software for continued use. The addressing process will now need to be integrated into ArcGIS Pro.

ProWest & Associates provide the maintenance services and support for County GIS, are very familiar with the County setup and have worked directly with County IT staff in the past for clearance to access the server and do updates. The quote to perform the necessary work to make this conversion totals \$2,988.49. This was not a budgeted service but can be paid from the GIS Assigned Fund 2793 so as to have no affect on the General Revenue Fund balance.

**Options**  Supporting Documentation enclosed

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

Approve, and authorize staff to sign, the Project Estimate for services agreement with ProWest & Associates to upgrade the addressing process for the County using ArcGIS Pro.

<b>Financial Implications: \$2,988.49</b>	Comments
Funding Source: 2793	No adverse effect to General Revenue
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:

# PROJECT ESTIMATE



## Wadena County, MN Address Modernization

Date: Jan 2<sup>d</sup>, 2026

Client: Wadena County MN

### PROJECT DESCRIPTION

The county is looking to modernize the process of assigning addresses utilizing ArcGIS Pro software.

### PROJECT MANAGEMENT

**Pro-West & Associates Project Manager:** Name: Jen Ward  
Phone: 320-207-6860  
Email: jward@prowestgis.com

**Client Project Manager (PM):** Name: Gina Dahms  
Phone: 218-631-7643  
Email: Gina.Dahms@WCMN.US

**Invoice Contact**  
*(if different from Client PM)* Name: TBD  
Address:  
Email:

**Project Schedule:** TBD.

### CLIENT RESPONSIBILITIES

1. Provide a copy of the following feature classes
  - a. Address Points
  - b. Road Centerlines
2. Be available for any questions that may arise during the project

### Remote Connection

Pro-West uses Beyond Trust to facilitate remote connections. Team members connect to a session with a custom session key and portable installer and maintain temporary access needed for the duration of the project (minutes to days). When the project is complete, or the connection is no longer needed, PWA team members close the tool and it removes itself from the system – The session key is then no longer valid and if additional work is needed, team members will be provided a new key for a new connection.

It's important to know

8239 State 371 NW | PO Box 812 | Walker, MN 56484  
PH 320.207.6868 | Fx 320.207.6869 | www.prowestgis.com | consult@prowestgis.com

Optionally, we can maintain access after the initial project is complete, with authorization from the client.

If the Client has other protocols for remote access, it will be discussed during the design meeting.

\*If assistance is needed with client responsibilities, additional costs may apply

## DELIVERABLES

1. Setup attribute rules in ArcGIS Pro for allowing editors to click on a point and the process would assign the address based off of the road centerlines feature class and add a point to the Address Points feature class
2. Upload the new attribute rules and other associated feature classes to the enterprise geodatabase.
3. Have one online training session with county editors to go through the process

## PROJECT COMPLETION & POST PROJECT SUPPORT

### **Project Completion:**

The project will be completed when all of the deliverables have been completed.

### **Post Project Support**

PWA understands that support requests and/or general support inquiries will occur after the project is completed. We welcome those inquiries and look forward to supporting you in the future! Below are common inquiries related to general support requests.

1. If there are issues with the deliverables or if clarification is needed regarding the deliverables, contact the PWA Project Manager listed in this scope.
2. If the PWA Project Manager is contacted, after the project is completed, you may be invoiced for that call or email. The PM will discuss invoicing needs during the call. If you contact anyone other than the PWA Project Manager, after the project is completed, an invoice will be sent based on current hourly rates.
3. If the Project Manager is contacted after the project is completed, they are not available to respond, and the need is urgent (*ie: the Project Manager is on vacation or is attending a workshop*); contact PWA's main office number for assistance: 320-207-6868 or follow directions listed on the Project Managers out of office reply (if email is used).
  - a. There may be an invoice sent for the support request based on current hourly rates if Technical staff are contacted directly. The PWA Project Manager will follow up when they are available to discuss invoicing.
4. PWA asks that both the PWA Project Manager and the Technical person be copied on emails to ensure prompt service and clarification on needs and any additional fees. If at any time there is a question about an invoice or support need, contact the PWA Project Manager.

5. If there are general questions about any topic related to GIS and/or PWA Services, contact the PWA Project Manager listed in this scope. You may be invoiced for that call or email. The PM will discuss invoicing needs on the call.

**PROJECT RISKS & MITIGATION**

1. Stakeholders are not identified at the beginning of the project
  - a. Mitigation: Client and PWA will identify stakeholders at the project kick off. If changes in stakeholders occur, they will be communicated to the stakeholders immediately to eliminate and/or minimize timeline and budget changes.
2. Stakeholders change throughout the project
  - a. Mitigation: Maintain the same project stakeholders throughout the project. If stakeholders do change, it is the client's responsibility to communicate the purpose of the project to the new stakeholder or for PWA to communicate changes to the client. If the project changes due to a change in stakeholders, additional charges may apply and the timeline may be affected.
3. Remote access is not granted.
  - a. Mitigation: If remote access is not granted, there will be a change in timeline and budget, which will be communicated prior to starting work.
4. Client requests after hours support after the scope has been signed
  - a. Mitigation: PWA will supply an additional cost for after hours support, which will need to be approved by the client prior to proceeding.

**COST ESTIMATE**

PWA Services: **\$ 2,988.49**

**Invoicing Schedule:** PWA will invoice monthly based on percent of project completed.

If the scope, objectives, or timeline change significantly before the project is completed, we will agree to discuss any necessary modifications to our agreed-upon fee or to the scope, objectives, or timeline of the project.

*\* Payment is due within 45 days of an invoice date. If payments are not received within 45 days of the invoice date, a late fee of 1.5% of the invoice amount will be charged for each 45 day cycle that the payment is late.*

*\*\* 3% convenience fee will be added for payment by credit card*

**To proceed with the described services in this estimate, please sign and date below and return to the Project Manager listed above.**

**CLIENT**  
 Acceptance Signature:

**Pro-West & Associates**  
 Signature:

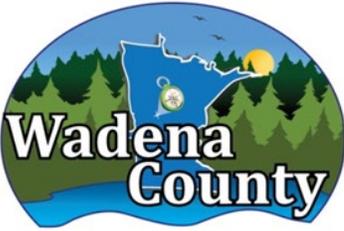
\_\_\_\_\_ Date: \_\_\_\_\_

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

*Estimate valid for 90 days*

# 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

2025 Polling Place Accessibility Grant

Date of Meeting: 01/20/2026

Total time requested: 5 minutes

Department Requesting Action: Auditor/Treasurer Office

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

**Background**  Supporting Documentation enclosed

In October 2025, my office applied to see if we would have an approved project to qualify for the Accessibility Grant. The ramps to the front of the courthouse were approved for \$9,868.69 for assistance with that cost.

**Options**  Supporting Documentation enclosed

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

Approve accepting the Accessibility Grant dollars for \$9,868.69 for 2025 Polling Place Accessibility Grant.

**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

# 2025 Polling Place Accessibility Grant

## *Grant Award Letter*

Jurisdiction: Wadena County

Home County: Wadena County

The 2025 Polling Place Accessibility Grant application submitted by Wadena County has been reviewed and approved for a grant award in the amount of \$9,868.69 to implement the first priority project(s) outlined in the project proposal.

Applications for first priority categories exceeded the total grant funds appropriated by the legislature (\$500,000.00). Therefore, all first priority grant awards have been pro-rated, and no second priority grant applications were approved.

Grant contracts are being prepared and will be sent for signature via email over the next few weeks.

In some instances, adjustments were made to the award amount following a review of the eligible expenses in the application. If that applies to your jurisdiction, those adjustments will be listed below.

- N/a

Wolid Ahmed

*State Program Administrator  
Office of the Minnesota Secretary of State*

12/15/2025

*Date*

*\*Jurisdiction information, award amount, and digital signatures reflected on this Grant award form were transposed from the approved application document. Timestamps of these signatures can be found within the application in Foundant that specify the name and date of the signatory.*

**STATE OF MINNESOTA  
2025 POLLING PLACE ACCESSIBILITY GRANT PROGRAM AGREEMENT**

This Agreement (hereinafter "Agreement") is made between the State of Minnesota, (hereinafter, "State", or "Grantor") acting through its Secretary of State, Veterans Service Building, Suite 210, 20 W 12<sup>th</sup> Street, Saint Paul, MN 55155 ("State") and Wadena County, 415 Jefferson St S Wadena, MN 56482 ("Grantee").

**Recitals**

- 1 Under Minnesota Laws 2023, Chapter 62, Article 1, section 6, Grantor is authorized to distribute funds to counties and municipalities to improve access to polling places for individuals with disabilities and to provide the same opportunity for access and participation in the electoral process, including privacy and independence, to voters with disabilities as that which exists for voters with no disabilities. Funds may be used to purchase equipment or to make capital improvements to government-owned facilities. Grantee is a county or municipality in the State and thus empowered to apply for the funds requested in this Agreement. Grantee submitted a grant application and State is empowered to enter into this grant.
- 2 Grantee represents that it is duly qualified and agrees to perform all services described in this Agreement to the satisfaction of State and in accordance with all federal and state laws authorizing this grant. Pursuant to Minn.Stat. §16B.98, Subd.1, Grantee agrees to minimize administrative costs as a condition of this grant.
- 3 Grantee is responsible for the administration of elections in the area under their jurisdiction.

**Agreement**

**1 Effectiveness of Agreement**

- 1.1 **Effective date:** December 1, 2025, or the date all required signatures, including those required by Minnesota Statutes, § 16B.98, Subd. 5, have been affixed to the agreement by Grantee and State, whichever is later. Grantee agrees to apply for reimbursement of costs only for those costs identified in the grant application ("Approved Expenses"), attached here as Exhibit A. Per Minnesota Statutes §16B.98 Subd. 7, no payments will be made to Grantee until this Agreement is fully approved and executed; Grantee has been notified by State's Authorized Representative that they are in compliance with the terms of this Agreement; and Grantee submits appropriate documentation of the expenses incurred in furtherance of the Approved Expenses.
- 1.2 **Expiration date:** June 30, 2027, or until all funds have been expended, whichever is later.
- 1.3 **Survival of Terms.** The following clauses survive the fulfillment of this Agreement: 2.5. Reporting Requirements; 4. Consideration and Payment; 8. Liability; 9. Audits and Reports; 10. Government Data Practices; 12. Property and Casualty Insurance; 13. Governing Law, Jurisdiction, and Venue; and 14. Data Disclosure.

**2 Grantee's Duties**

- 2.1 **Activities.** Grantee, who is not a state employee, will comply with required grants management policies and procedures set forth through Minn.Stat. §16B.97, Subd. 4 (a) (1) and will apply for reimbursement of funds only for expenses in furtherance of the Approved Expenses, which are set forth in Exhibit A of this Agreement. The Chief Election Official of Grantee is responsible for fulfilling all requirements of Grantee under this agreement.
- 2.2 **Award.** Grantee is hereby allocated up to \$9,868.69 for reimbursement of expenses in furtherance of the Approved Expenses.

**2.3 Expenditures.** Grantee will apply for reimbursement only for expenses in furtherance of the Approved Expenses. Expenses must be incurred no later than October 31, 2026.

**2.5 Reporting Requirements.** Grantee shall report to the State's Authorized Representative as specified in this Agreement.

**2.5.1 Reimbursement.** Grantee shall submit receipts and invoices in the format determined by the State that show the amounts paid for the expenses for which they are requesting reimbursement and the specific goods and services purchased, which shall be in furtherance of the Approved Expenses. Grantee shall submit with those receipts and invoices a sworn statement attesting to the specific Approved Expenses to which the receipts and invoices relate. Reimbursement requests must be submitted within 60 days after the final project expenses are incurred, but no later than December 30, 2026.

**2.5.2 Other Requirements.** Grantee must maintain financial records for each grant as outlined in Section 2.6 and must transmit those records to the secretary of state within two business days upon request of the secretary of state.

**2.5.3 Evaluation.** State shall have the authority to conduct any evaluation of the performance of Grantee that the State deems necessary in its sole discretion, including, but not limited to, site visits, interviews with grantee program staff, and obtaining and reviewing all documentation related to the grant.

**2.5.4 Requirement Changes.** State may modify or change all reporting forms at their discretion.

**2.6 Accounting Requirements - Fiscal Control and Accounting Procedures.** Grantee's fiscal control and accounting procedures must be sufficient to:

- a) Permit preparation of reports required by this Agreement,
- b) Permit the tracing of funds to a level of expenditures adequate to determine that funds have not been used in violation of this agreement, and
- c) Support accounting records through source documents, such as: cancelled checks, invoices and paid bills, agreement and sub award documents, and records sufficient to detail history of procurements.

### **3 Time**

Grantee must comply with all the time requirements described in this Agreement.

### **4 Consideration and Payment**

**4.1 Consideration.** The State will make an award to Grantee under this Agreement as follows:

- (1) **Grant Award.** Grantee will be awarded the amount listed in paragraph 2.2 of this Agreement.
- (2) **Total Obligation.** The total obligation of State to Grantee under this Agreement will not exceed the amount listed in paragraph 2.2 of this Agreement.

**4.2 Fiscal Requirements.** Grantee shall report to the State as provided by paragraph 2.5 of this Agreement.

**4.2.1 Financial Guidelines.** Grantee's eligible expenditures under this Agreement must be specifically incurred by Grantee. Grantee will report on all expenditures pertaining to this Agreement as provided in paragraph 2.5.

**4.2.2 Records.** Grantee must retain all financial records for a minimum of six (6) years after all funds have been expended, or until completion of an audit which has commenced before the expiration of this six-year period, or until any audit findings and/or recommendations from prior audit(s) have been

resolved between the Grantee and State, whichever is later, and comply with all other retention and access requirements for records provided in the jurisdiction's retention schedules. In addition, Grantee must maintain records sufficient to report expenditures made during the term of this Agreement upon request of the State.

**4.3 Payment Invoices.** State will reimburse expenses that have been documented in accordance with Section 2 in furtherance of the Approved Expenses to an account of Grantee within 30 days after the state receives and approves the reimbursement.

**4.4 Conditions.** Grantee is responsible for compliance with all requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by Grantee's failure to comply with statutory or Agreement requirements.

## **5 Satisfaction**

All duties required of and agreements or assurances provided by Grantee in this Agreement must be performed to State's satisfaction, as determined at the sole discretion of State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations.

## **6 Authorized Representative**

State's Authorized Representative is Paul Linnell, Director of Elections, Veterans Service Building, Suite 210, 20 W 12th Street, Saint Paul, MN 55155, 651-556-0647, or his successor, and has the responsibility to monitor Grantee's performance and compliance with this Agreement.

Grantee's Authorized Representative is Christine Kempenich, Election Coordinator, 415 Jefferson St S Wadena, MN 56482, or their successor.

Grantee must be registered as a vendor in the SWIFT system, or must provide a W-9 form with this executed agreement, in order for State to register Grantee in the SWIFT system.

If Grantee's Authorized Representative changes at any time before the funds provided for in this Agreement are fully expended, Grantee must immediately notify the State.

## **7 Assignment Amendments, Waiver, and Agreement Complete**

**7.1 Assignment.** Grantee shall neither assign nor transfer any rights or obligations under this Agreement without the prior written consent of State, approved by the same parties who executed and approved this Agreement, or their successors in office.

**7.2 Amendments.** Any amendments to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.

**7.3 Waiver.** If State fails to enforce any provision of this Agreement, that failure does not waive the provision or State's right to enforce it.

**7.4 Agreement Complete.** This Agreement contains all negotiations and agreements between State and Grantee. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

## **8 Liability**

Grantee must indemnify, save, and hold State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by State, arising from the expenditures of the funds provided by

this Agreement by Grantee or Grantee's agents or employees. Grantee agrees to hold State harmless and to pay any fines or penalties, should the expenditures of Grantee be found to be improper in an audit of any kind.

**9 Audits and Reports**

Under Minnesota Statutes, § 16C.05, subd. 5, and 16B.98, subd. 8, Grantee's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the expenditure of all funds provided under this Agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later. In addition, Grantee must report expenditures made during the term of this Agreement upon request of the State, and must make the reports described in this agreement stating expenditures during the current or most recently ended periods as directed by State.

**10 Government Data Practices**

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

**11 Workers' Compensation**

Grantee certifies that it is in compliance with Minnesota Statutes, § 176.181, subd. 2, pertaining to workers' compensation insurance coverage. 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.

**12 Property and Casualty Insurance**

Grantee is required to maintain a property and casualty insurance policy covering "All Risk" (or equivalent) of direct physical loss or damage, including, but not limited to, the perils of transit (if applicable), theft, and flood for devices or systems acquired using funds provided under the Agreement. The insurance limit shall be equal to the replacement cost of any equipment purchased with funds from this Agreement. Any deductible shall be the sole responsibility of Grantee.

**13 Governing Law, Jurisdiction, and Venue**

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

**14 Data Disclosure**

Under Minnesota Statutes, § 270.66, and other applicable law, 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 Grantee to file state tax returns and pay delinquent state tax liabilities, if any, or pay other state liabilities.

**15 Termination.**

State may immediately terminate this Agreement with or without cause, upon 30 days' written notice to Grantee. Grantee may terminate this agreement upon 30 days written notice to State. Reporting requirements will continue as necessary to complete reporting for the reimbursements requested or paid prior to the

termination of the Agreement.

**16 Grantee Procurement**

Grantee certifies that it will use the procurement processes applicable in Grantee's jurisdiction in purchasing items or equipment with funds subject to this Agreement.

**1. ENCUMBRANCE VERIFICATION**

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

Signed: *Annit King*

Date: *11/5/2026*

Agreement No. *281348/PO 5353*

**3. STATE (Office of the Secretary of State)**

By: \_\_\_\_\_  
(with delegated authority)

Title: Director of Elections

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

**2. GRANTEE (Local Jurisdiction)**

*Grantee certifies that the appropriate person(s) have executed the Agreement on behalf of Grantee as required by applicable resolutions or ordinances.*

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

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

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

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

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

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

Distribution: Grantee  
State's Authorized Representative

## Exhibit A – Approved Expenses

Below is a rough estimate of cost based on feedback received at the Board meeting on July 8th:

Removal = ~\$3500  
4" Concrete Walk = (~650SF @ \$10/SF = \$6500)  
Steps = (~50LF @ \$200/LF = \$10,000)  
Railing = (32 LF @ \$175/LF = \$5600)  
Restoration = ~\$1000  
10% contingency = \$2,660

**Estimated Total Cost = \$29,260**

Anthony Maule, PE  
County Engineer  
Wadena County Highway Department  
221 Harry Rich Drive  
Wadena, MN 56482  
Office: 218-631-7636 Cell: 218-639-4013  
[anthony.maule@wcmn.us](mailto:anthony.maule@wcmn.us)  
<image004.jpg>