

**Wadena County Board of Commissioners  
Agenda for February 10, 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=rzaVOIJRgxqx49EKxC70qpjCaaU0V.1&omn=83582961520](https://us06web.zoom.us/j/4707292321?pwd=rzaVOIJRgxqx49EKxC70qpjCaaU0V.1&omn=83582961520)

View meeting insights with Zoom AI Companion

<https://us06web.zoom.us/launch/edl?muid=4d60da15-4896-443e-a59d-1cd73cfb4485>

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/83582961520/invitations?  
signature=sSzEkIL79wWfR1a9cR22U15TCO1NUJQPvrVrNXI9AgE](https://us06web.zoom.us/meetings/83582961520/invitations?signature=sSzEkIL79wWfR1a9cR22U15TCO1NUJQPvrVrNXI9AgE)

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. Warrants For Approval

Documents:

[AUDITORS WARRANTS FOR APPROVAL 02-10-2026.PDF](#)  
[HUMAN SERVICES WARRANTS 02.10.2026.PDF](#)

B. Mid MN Federal Credit Union Donation

Documents:

[MID MN FEDERAL CREDIT UNION DONATION.PDF](#)

C. Employment Update 02-10-2026

Documents:

[EMPLOYMENT UPDATE 02-10-2026.PDF](#)

6. REGULAR AGENDA ITEMS

A. Resolution 2026-4 Narcan For Law Enforcement

Documents:

[RESOLUTION 2026-4 NARCAN FOR LAW ENFORCEMENT.PDF](#)

B. Resolution 2026-5 Wadena Schools / Interquest Canines

Documents:

[RESOLUTION 2026-5 WADENA SCHOOLS - INTERQUEST CANINES.PDF](#)

C. Hope Center Proposal

Documents:

[HOPE CENTER PROPOSAL.PDF](#)

D. 9:30 AM Public Hearing

Documents:

[930 AM - PUBLIC HEARING.PDF](#)

E. Compensatory Payouts And Balances

Documents:

[COMPENSATORY PAYOUTS AND BALANCES.PDF](#)

F. Resolution 2026-6 Adopting LELS Non-Licensed Jailer-Dispatcher CBA

Documents:

[RESOLUTION 2026-6 ADOPTING LELS NON-LICENSED JAILER-DISPATCHER CBA.PDF](#)

G. LELS Jailer-Dispatcher Non-Licensed MOU 12-Hour Shift

Documents:

LELS JAILER-DISPATCHER NON-LICENSES MOU 12-HOUR  
SHIFT.PDF

H. 10:00 AM Break

I. Zoning-Parks-GIS-Maintenance Department Update

Documents:

ZONING-PARKS-GIS-MAINTENANCE DEPARTMENT  
UPDATE.PDF

J. Housing Tax Abatements

Documents:

HOUSING TAX ABATEMENTS.PDF

K. Election Window Discussion

Documents:

ELECTION WINDOW DISCUSSION.PDF

7. Interim County Administrator Report

8. Commissioner/Committee Reports

9. Adjourn

Auditor Warrants for approval on 02/10/2026

Warrants paid on 01/30/2026 \$108,220.39

Warrants paid on \$

US Bank paid on \$

**\$108,220.39**

Motion to approve payment of Auditor Warrants made by Commissioner:

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Seconded by Commissioner:

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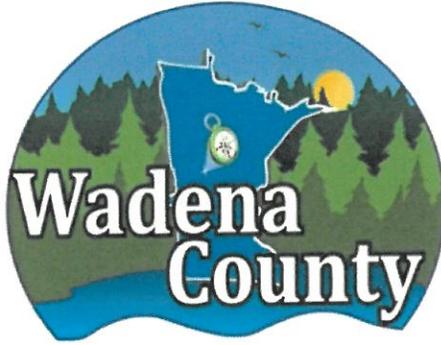
I, Ron Noon, Chair of the Wadena County Board of Commissioners,  
hereby certify to the Board of Commissioners of Wadena County, the above  
disbursements of **\$108,220.39**

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Board Chair

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Vice Board Chair



## Electronic Funds Transfer Voucher

Reference number: 09b4bd5a08

Amount: \$ 80,126.02  
number of items 35

Date: JAN 28 2026

Transfer performed by: Yaren Malve

Authorized by: H. Jones

Date: 1/30/26

*\*Attach bank confirmation*

## Pay Or Transfer

### ACH import

✔ Your ACH has been created successfully. Your reference number is 09b4bd5a08.

⚠ Your ACH contains warnings:

- CHEKAuditor\_s\_batch\_01.30.2026\_KM.txt is pending financial institution review.

#### Company

WADENA COUNTY TR

#### Type

Other - Commingled File

#### Description

CHEKAuditor\_s\_batch\_01.30.2026\_KM.txt

#### Number Of Batches

2

#### Total Withdrawals

\$80,126.02 (2)

#### Total Deposits

\$80,126.02 (35)

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



<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
							<u>From Date</u>	<u>To Date</u>
102573	AMC	300.00	SWAA Dues			55-391-000-0000-6243	Member 12847	N
	Warrant # 58736	Total...	300.00					
105105	ASTERA HEALTH	132.60	Medical -Inmate-Shrf			11-251-000-0000-6430	21263832300	N
105105		5.50	Medical -Inmate-Shrf			11-251-000-0000-6430	21263832301	N
105105		1,091.51	Medical -Inmate-Shrf			11-251-000-0000-6430	21250749703	N
105105		86.46	Medical -Inmate-Shrf			11-251-000-0000-6430	21255505601	N
105105		2,343.11	Medical -Inmate-Shrf			11-251-000-0000-6430	21255729000	N
105105		50.86	Medical -Inmate-Shrf			11-251-000-0000-6430	21255729001	N
105105		62.85	Medical -Inmate-Shrf			11-251-000-0000-6430	21255729002	N
105105		910.15	Medical -Inmate-Shrf			11-251-000-0000-6430	21255505600	N
	Warrant # 58737	Total...	4,683.04					
100226	AUTO VALUE - WADENA	2.99	Mini blister			13-330-000-0000-6562	65416916	N
100226		113.52	Oil and fuel filters			13-330-000-0000-6563	65416915	N
100226		113.52	Filters			13-330-000-0000-6563	65416917	N
100226		70.60	Air filter			13-330-000-0000-6563	65416948	N
100226		52.29	Fuel filters			13-330-000-0000-6563	65417347	N
100226		19.61	Fuel filter			13-330-000-0000-6563	65417369	N
100226		40.59	Hydraulic fitting			13-330-000-0000-6563	65417782	N
100226		8.99	Tool			13-330-000-0000-6568	65416627	N
100226		68.94	Liquid wrench,lube,black light			13-330-000-0000-6569	65416636	N
100226		65.88	Brake parts cleaner			13-330-000-0000-6569	65417782	N
	Warrant # 58738	Total...	556.93					
102677	BLUE CROSS BLUE SHIELD OF MN	513.81	Health Insurance			09-000-000-0000-2041	260114074927	N
	Warrant # 58739	Total...	513.81					
105870	DIAMOND DRUGS INC	1,457.71	Inmate Prescriptions -Jail			11-251-000-0000-6430	IN001540011	N
105870		201.66	Inmate Prescriptions -Jail			11-251-000-0000-6430	IN001552432	N
	Warrant # 58740	Total...	1,659.37					
106188	ECKMAN/JUSTIN	500.00	Clothing allowance			13-314-000-0000-6182	2026	N

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



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	<u>Warrant #</u>			<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
	Warrant #	58741	Total...	500.00			
102737	HBI RADIO BRAINERD WADENA LLC		300.00	Advertising November	17-403-100-0000-6240	IN-1251148350	N
	Warrant #	58742	Total...	300.00			
102536	JOHN'S CAR CARE		81.10	Auto Repair-Shrf	11-201-000-0000-6560	9502	N
102536			78.78	Oil change bus 15	17-403-100-0000-6310	9886	N
102536			77.55	Oil change bus 18	17-403-100-0000-6310	10041	N
	Warrant #	58743	Total...	237.43			
106524	MARCO TECHNOLOGIES LLC		234.54	Copier Lease - January 2026	01-032-000-0000-6340	573088911	N
106524			366.02	copier contract	01-041-000-0000-6340	573536463	N
106524			407.32	contract payment	01-091-000-0000-6340	573536729	N
106524			254.21	Copier lease for January	01-103-000-0000-6340	573089562	N
106524			2.62	Copier Contract	09-481-450-4100-6231	572909018	N
106524			2.62	Copier Contract	09-481-450-4130-6231	572909018	N
106524			6.01	Copier Contract	09-481-450-4910-6231	572909018	N
106524			26.11	Copier Contract	09-481-450-4925-6231	572909018	N
106524			9.47	Copier Contract	09-481-455-5010-6231	572909018	N
106524			3.77	Copier Contract	09-481-455-5700-6231	572909018	N
106524			7.16	Copier Contract	09-481-465-7000-6231	572909018	N
106524			31.77	Copier Contract	09-481-470-3101-6231	572909018	N
106524			1.00	Copier Contract	09-481-470-3110-6231	572909018	N
106524			1.73	Copier Contract	09-481-470-3193-6231	572909018	N
106524			1.96	Copier Contract	09-481-470-5180-6231	572909018	N
106524			1.50	Copier Contract	09-481-470-5202-6231	572909018	N
106524			3.66	Copier Contract	09-481-470-5411-6231	572909018	N
106524			1.96	Copier Contract	09-481-481-9150-6231	572909018	N
106524			67.53	Copier Contract	09-481-481-9300-6231	572909018	N
106524			117.58	Contract-Copier-Dispatch	11-251-000-0000-6255	572908432	N
106524			479.70	Copier lease	13-310-000-0000-6505	573766623	N
106524			135.83	Copy machine contract	17-403-100-0000-6401	573088499	N



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			<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
106524	MARCO TECHNOLOGIES LLC	138.38	Printer Lease	55-391-000-0000-6281	572908705	N
	Warrant # 58744	Total...	2,302.45			
103019	MCKESSON MEDICAL-SURGICAL INC	87.88	Medical Supplies-Shrf	11-251-000-0000-6430	24907265	N
103019		35.39	Medical Supplies-Shrf	11-251-000-0000-6430	24925621	N
	Warrant # 58745	Total...	123.27			
105911	METROPOLITAN LIFE INSURANCE COMPANY	502.45	Insurance Billing - COBRA	01-000-000-0000-2055	88736043	N
105911		2,111.93	Insurance Billing - Dental	01-000-000-0000-2056	88736043	N
105911		358.31	Insurance Billing - Dental	09-000-000-0000-2056	88736043	N
105911		1,753.01	Insurance Billing - Dental	11-000-000-0000-2056	88736043	N
105911		854.91	Insurance Billing - Dental	13-000-000-0000-2056	88736043	N
105911		3,247.54	Insurance Billing - Dental	15-000-000-0000-2056	88736043	N
105911		421.80	Insurance Billing - Dental	17-000-000-0000-2056	88736043	N
105911		70.76	Insurance Billing - Dental	55-000-000-0000-2056	88736043	N
	Warrant # 58746	Total...	9,320.71			
103034	MINNESOTA ENERGY RESOURCES CORPORA	472.85	Gas December	17-403-100-0000-6210	0503013372-00001	N
	Warrant # 58747	Total...	472.85			
100090	OFFICE OF MNIT SERVICES - AR	148.45	Monthly Voice-E911	11-293-000-0000-6803	W25120606	N
	Warrant # 58748	Total...	148.45			
105187	SCHMITZ/GREGGORY	471.70	Clothing allowance	13-314-000-0000-6182	2026	N
	Warrant # 58749	Total...	471.70			
106288	SGI	3,786.95	Transport-Shrf	11-251-000-0000-6288	11371	N
	Warrant # 58750	Total...	3,786.95			
106232	TALKPOINT TECHNOLOGIES INC	423.00	Headset-Dispatch-911	11-293-000-0000-6803	18959	N
	Warrant # 58751	Total...	423.00			
106085	TONY'S TRANSFER INC	500.00	Cardboard Trasport	55-391-000-0000-6292	54504	N
	Warrant # 58752	Total...	500.00			
104649	VERIZON WIRELESS	378.57	Phones/Tablets/Jet packs	17-403-100-0000-6210	6132961603	N

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



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				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
	Warrant #	58753	Total...	378.57			
103000	WADENA COUNTY AUDITOR-TREAS		366.63	Postage	55-391-000-0000-6204	18	N
	Warrant #	58754	Total...	366.63			
103000	WADENA COUNTY AUDITOR-TREAS		800.00	Office Cleaning - January	09-481-481-9300-6260	202601	N
	Warrant #	58755	Total...	800.00			
100450	WADENA STATE BANK-SHERIFF PETTY CASH		23.06	Compliance Checks-Shrf	11-201-000-0000-6803	12292025	N
100450			21.46	Compliance Checks-Shrf	11-201-000-0000-6803	12292025	N
100450			42.74	Compliance Checks-Shrf	11-201-000-0000-6803	12292025	N
100450			50.00	Compliance Checks-Shrf	11-201-000-0000-6803	12292025	N
	Warrant #	58756	Total...	137.26			
100201	WEBER'S WADENA HARDWARE COMPANY		17.99	Tank sprayer	13-330-000-0000-6569	418563	N
100201			33.96	Cleaning Supplies	55-391-000-0000-6410	416373	N
	Warrant #	58757	Total...	51.95			
104536	ZETA/VIRGINIA		60.00	TAC Per Diem	01-062-000-0000-6111	1/22/2026	N
	Warrant #	58758	Total...	60.00			
	Warrant Form	CHEK	Total...	28,094.37	76 Transactions		

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



Warrant Form CHEK-ACH  
Auditor's Warrants

WARRANT REGISTER  
Auditor Warrants

Approved  
Pay Date 01/30/2026

<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>	
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102360	AMERICAN DOOR WORKS	404.69		Overhead door service & repair	13-330-000-0000-6570	03-020887	N
	Warrant # 20876	Total...	404.69				
103320	BEARINGS AND MORE OF WADENA	40.60		O-rings, seal, wiper	13-330-000-0000-6562	S79241	N
	Warrant # 20877	Total...	40.60				
106132	BECKER/RANDY	60.00		January Planning Commission	01-103-000-0000-6111	1152026	N
106132		17.98		January mileage	01-103-000-0000-6334	1152026	N
	Warrant # 20878	Total...	77.98				
101438	BROTHERS FIRE AND SECURITY	255.00		Office Supplies-Shrf	11-201-000-0000-6401	W47079	N
	Warrant # 20879	Total...	255.00				
106395	CLASS C COMPONENTS INC	397.81		Plow nuts	13-330-000-0000-6562	453794	N
	Warrant # 20880	Total...	397.81				
106268	COLUMN SOFTWARE PBC	406.60		tax forfeited land sale	01-041-000-0000-6240	08D6A78D-0091	N
106268		357.80		county owned land sale	01-041-000-0000-6240	08D6A78D-0092	N
106268		20.56		tax abatement	01-041-000-0000-6240	08D6A78D-0093	N
	Warrant # 20881	Total...	784.96				
106049	EVANS REPAIR LLC	286.20		Coolant Leak	55-391-000-0000-6303	W1296	N
	Warrant # 20882	Total...	286.20				
105316	GARNER/DANIEL	7.99		Auto Repair-Shrf	11-201-000-0000-6560	01232026	N
105316		48.31		Auto Repair-Shrf	11-201-000-0000-6560	01202026	N
	Warrant # 20883	Total...	56.30				
101156	GRAINGER INC	13.62		silicone	01-111-000-0000-6410	9777027757	N
	Warrant # 20884	Total...	13.62				
101936	GREIMAN SILK SCREEN & SIGN	185.00		Receipt books	13-310-000-0000-6401	12416	N
	Warrant # 20885	Total...	185.00				
105495	HELTEMES ELECTRIC LLC	247.80		water heater hookup	01-111-000-0000-6302	10839	N
	Warrant # 20886	Total...	247.80				



Warrant Form CHEK-ACH  
Auditor's Warrants

WARRANT REGISTER  
Auditor Warrants

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106509	KLJ ENGINEERING LLC	2,257.00		Construction permits new build	17-000-000-0000-2773	11882	N
106509		23,700.00		engineering/design new buildin	17-000-000-0000-2773	11881	N
	Warrant # 20887	Total...		25,957.00			
106389	KRAEMER/PATRICIA	60.00		January Planning Commission	01-103-000-0000-6111	1152026	N
106389		2.90		January mileage	01-103-000-0000-6334	1152026	N
	Warrant # 20888	Total...		62.90			
104743	KREKLAU/KAY	60.00		TAC Per Diem	01-062-000-0000-6111	1/22/2026	N
104743		23.20		Mileage TAC Meeting	01-062-000-0000-6334	1/22/2026	N
	Warrant # 20889	Total...		83.20			
100136	LEAF RIVER AG SERVICE	502.85		Propane	13-330-000-0000-6250	803489	N
	Warrant # 20890	Total...		502.85			
103197	MAROS/JACOB	225.41		Uniform Allowance-Shrf	11-201-000-0000-6182	5362082	N
103197		53.56		Uniform Allowance-Shrf	11-201-000-0000-6182	4198428	N
103197		122.45		Uniform Allowance-Shrf	11-201-000-0000-6182	1PWQ3N5	N
	Warrant # 20891	Total...		401.42			
102667	NAPA CENTRAL	49.98		Auto Repair-Shrf	11-201-000-0000-6560	052785	N
	Warrant # 20892	Total...		49.98			
100245	PITNEY BOWES GLOBAL FINANCIAL SVCS LL	183.00		Lease Invoice	09-481-481-9300-6340	3107632120	N
	Warrant # 20893	Total...		183.00			
103233	RELIANCE TELEPHONE OF GRAND FORKS IN	197.26		ITDS Phone Card Usage-Jail	11-251-000-0000-6451	13498	N
	Warrant # 20894	Total...		197.26			
100162	REVIEW MESSENGER	288.00		Advertising December 2025	17-403-100-0000-6240	12/31/2025	N
	Warrant # 20895	Total...		288.00			
102838	STERICYCLE INC	50.00		Medical Waste Disposal	09-481-481-9300-6242	8010789256	N
	Warrant # 20896	Total...		50.00			
102465	THRIFTY WHITE PHARMACY	187.79		Inmate Prescriptions -Jail	11-251-000-0000-6430	786202	N
102465		59.71		Inmate Prescriptions -Jail	11-251-000-0000-6430	733755	N

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



Warrant Form CHEK-ACH  
Auditor's Warrants

WARRANT REGISTER  
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				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
	Warrant #	20897	Total...	247.50			
100412	TODD COUNTY SHERIFF'S OFFICE		4,178.45	TZD Reimb.-Shrf	11-212-000-0000-6455	01142026	N
	Warrant #	20898	Total...	4,178.45			
100362	TREASURER CITY OF MENA HGA		394.25	TZD Reimb.-Shrf	11-212-000-0000-6455	01222026	N
	Warrant #	20899	Total...	394.25			
106275	WADENA IRON & METAL INC		12.36	square	01-111-000-0000-6302	015033	N
106275			38.28	Metal for equip repair	13-330-000-0000-6562	15036	N
	Warrant #	20900	Total...	50.64			
101627	WADENA POLICE DEPARTMENT		1,112.04	TZD Reimb.-Shrf	11-212-000-0000-6455	01022026	N
	Warrant #	20901	Total...	1,112.04			
100193	WADENA SOIL & WATER CON DIST		19,909.00	wetland conservation	01-801-000-0000-6961	FY2026	N
100193			15,390.00	water management	01-801-000-0000-6962	FY2026	N
	Warrant #	20902	Total...	35,299.00			
102551	WADENA TRUCK & TRAILER REPAIR		314.97	replace battery bus 14	17-403-100-0000-6313	W48549	N
	Warrant #	20903	Total...	314.97			
100155	WASTE MANAGEMENT OF MINNESOTA INC		5,149.74	Disposal to Landfill	55-391-000-0000-6280	0005909-0010-6	N
	Warrant #	20904	Total...	5,149.74			
106173	WENT NORTH LLC		60.00	January Planning Commission	01-103-000-0000-6111	1152026	N
106173			44.81	January mileage	01-103-000-0000-6334	1152026	N
	Warrant #	20905	Total...	104.81			
101755	WESTSIDE SPORTS INC		150.00	Install Tracks & Alignment-ATV	11-208-000-0000-6803	019174	N
	Warrant #	20906	Total...	150.00			
104075	WEYER/MICHAEL		60.00	TAC Per Diem	01-062-000-0000-6111	1/22/2026	N
104075			21.75	Mileage TAC Meeting	01-062-000-0000-6334	1/22/2026	N
104075			60.00	January Planning Commission	01-103-000-0000-6111	1152026	N
104075			22.62	January mileage	01-103-000-0000-6334	1152026	N
	Warrant #	20907	Total...	164.37			

kmalone  
01/28/2026

12:08PM

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



Warrant Form CHEK-ACH  
Auditor's Warrants

WARRANT REGISTER  
Auditor Warrants

Approved  
Pay Date 01/30/2026

Page 8

<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>
102128	WIDSETH SMITH NOLTING & ASSOCIATES IN	2,155.00	Samling, Annual Survey	55-391-000-0000-6260	243069	N
	Warrant # 20908 Total...	2,155.00				
106387	WINKELS/BRYAN	219.68	mileage	01-002-000-0000-6334	January 2026	N
	Warrant # 20909 Total...	219.68				
102025	YOUNGBAUER/LINDA	60.00	January Planning Commission	01-103-000-0000-6111	1152026	N
	Warrant # 20910 Total...	60.00				
	Warrant Form CHEK-ACH Total...	80,126.02	51 Transactions			
	Final Total...	108,220.39	127 Transactions			

kmalone  
01/28/2026

12:08PM

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



Warrant Form CHEK-ACH  
Auditor's Warrants

WARRANT REGISTER  
Auditor Warrants

Approved  
Pay Date 01/30/2026

Page 9

<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>
23	CHEK	58736	58758	01/30/2026					
35	CHEK-ACH	20876	20910	01/30/2026		7	906.17	28	79,219.85
108,220.39	TOTAL								

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

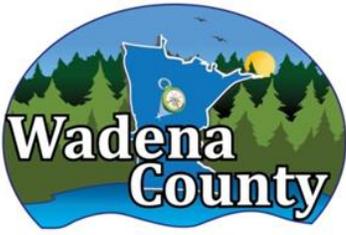


RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>	<u>ACH AMOUNT</u>	<u>NON-ACH AMOUNT</u>		
1	41,067.15	General Revenue Fund	37,130.68	3,936.47		
9	2,073.99	Public Health Fund	233.00	1,840.99		
11	19,955.23	Sheriff	7,042.20	12,913.03		
13	4,450.46	Road And Bridge Fund	1,569.23	2,881.23		
15	3,247.54	Social Services Fund	-	3,247.54		
17	28,425.35	Friendly Rider's Transit	26,559.97	1,865.38		
55	9,000.67	Solid Waste Fund	7,590.94	1,409.73		
108,220.39	TOTAL		80,126.02	TOTAL ACH	28,094.37	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: 2/10/26	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 1/30/26, 2/6/26, 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 \$30,018.83.	
<b>Financial Implications: \$30,018.83</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 2/10/2026

## Warrants paid:

Admin ACH 1/30/2026	\$	3,734.42
MA ACH 1/30/2026	\$	3,056.61
SSIS ACH 2/6/2026	\$	10,952.18

**\$17,743.21**

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 **\$17,743.21**

---

Board Chair

---

Vice Board Chair

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

EFT Number

33944819e5

Amount

3,734.42

Date

1.30.20

Transfer Performed By (Signature)



Date

1-29-20

Authorized by (Signature)



Date

1-29-20

*\*Attach bank confirmation*

## Pay Or Transfer

### ACH import

✔ Your ACH has been created successfully. Your reference number is 33a44819e5.

⚠ Your ACH contains warnings:

- CHEKadmin\_-\_1\_30\_26\_-\_LauraW.txt is pending financial institution review.

#### Company

WADENA COUNTY TR

#### Type

Other - Commingled File

#### Description

CHEKadmin\_-\_1\_30\_26\_-\_LauraW.txt

#### Number Of Batches

1

#### Total Withdrawals

\$3,734.42 (1)

#### Total Deposits

\$3,734.42 (2)

Recap of Warrant ACH Files Generated

Warrant Form	Starting ACH No.	Ending ACH No.	Date of Payment
CHEK	35853	35854	01/30/26
Total Amount of ACHs generated.....			\$3,734.42      2 ACH Payments

**Wadena County  
Electronic Funds Transfer Voucher**

EFT Number

9ed4284940

Amount

3,056.41

Date

1.30.20

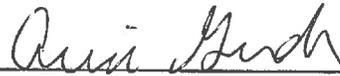
Transfer Performed By (Signature)



Date

1.29.20

Authorized by (Signature)



Date

1-29-20

*\*Attach bank confirmation*

## Pay Or Transfer

### ACH import

✔ Your ACH has been created successfully. Your reference number is 9ed4284960.

⚠ Your ACH contains warnings:

- CHEKMA\_1\_30\_26\_-\_LauraW.txt is pending financial institution review.

#### Company

WADENA COUNTY TR

#### Type

Other - Commingled File

#### Description

CHEKMA\_1\_30\_26\_-\_LauraW.txt

#### Number Of Batches

2

#### Total Withdrawals

\$3,056.61 (2)

#### Total Deposits

\$3,056.61 (8)

Recap of Warrant ACH Files Generated

Warrant Form	Starting ACH No.	Ending ACH No.	Date of Payment
CHEK	35855	35862	01/30/26
Total Amount of ACHs generated.....			\$3,056.61
			8 ACH Payments

**Wadena County  
Electronic Funds Transfer Voucher**

**EFT Number**

12e47c6a3a

**Amount**

\$10,952.18

**Date**

Feb 6, 2026

**Transfer Performed By (Signature)**

Deb Godding

**Date**

2/2/26

**Authorized by (Signature)**

Aria Bush

**Date**

2-2-26

**\*Attach bank confirmation**

⚠️ CHEKdbg-feb626.txt is pending financial institution review.

## CHEKdbg-feb626.txt

---

**Reference number**

12e47c6a3a

**Effective date**

Feb 06, 2026

**Total withdrawal**

\$10,952.18

**Number of withdrawals**

2

**Total deposit**

\$10,952.18

**Number of deposits**

9

Recap of Warrant ACH Files Generated

Warrant Form	Starting ACH No.	Ending ACH No.	Date of Payment
CHEK	35863	35871	02/06/26
Total Amount of ACHs generated.....			\$10,952.18
			9 ACH Payments

\*\*\*

# WADENA COUNTY

\*\*\*



## WARRANT REGISTER

Approved Pay Date  
01/30/2026

Vendor #	Vendor Name	Amount	Description	QBO#	On-Behalf-of-Name	Account Number	Invoice #	PO #/Tx
Warrant #							From Date	To Date
103563	DHS - SWIFT	822.49	Inv #A300MX802721		15-420-660-0000-6011			N
	<b>Total...</b>	822.49						
106596	ELLCINT HEALTH, INC	450.00	Inv #3613		15-420-600-0000-6409			N
106596		1,350.00	Inv #3613		15-430-700-0000-6409			N
	<b>Total...</b>	1,800.00						
106597	HATTERBERG/JAMES	134.12	travel expense		15-430-700-0000-6330		mileage	N
	<b>Total...</b>	134.12						
103058	PITNEY BOWES RESERVE ACCOUNT	2,250.00	Acct #27216217		15-420-600-0000-6202			N
103058		6,750.00	Acct #27216217		15-430-700-0000-6202			N
	<b>Total...</b>	9,000.00						
100823	US BANK CORPORATE PAYMENT	6.22	Walmart		15-420-600-0000-6302			N
100823		8.88	Amazon		15-420-600-0000-6401			N
100823		5.24	Amazon		15-420-600-0000-6401			N
100823		18.13	Amazon		15-420-600-0000-6401			N
100823		37.33	Amazon		15-420-600-0000-6401			N
100823		8.66	Walmart		15-420-600-0000-6401			N
100823		18.67	Walmart		15-430-700-0000-6302			N
100823		181.15	Doubletreet		15-430-700-0000-6330			N
100823		26.63	Amazon		15-430-700-0000-6401			N
100823		15.74	Amazon		15-430-700-0000-6401			N
100823		54.40	Amazon		15-430-700-0000-6401			N
100823		111.98	Amazon		15-430-700-0000-6401			N
100823		25.98	Walmart		15-430-700-0000-6401			N
	<b>Total...</b>	519.01						
	<b>Total...</b>	12,275.62					19 Transactions	

LAURAW  
01/28/2026

\*\*:\*\*

# WADENA COUNTY

\*\*:\*\*



7:23AM  
Warrant Form CHEK- ACH  
Auditor's Warrants

WARRANT REGISTER  
Auditor Warrants

Approved  
Pay Date 01/30/2026

Page 2

<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>
104492	KARVONEN & SON FUNERAL HOME INC	3,245.00	services for		15- 420- 620- 0000- 6003			
	Warrant # 35853	Total...						
		3,245.00						N
102353	STEIN'S INC	122.35	Inv #968867		15- 420- 600- 0000- 6302			
	Warrant # 35854	Total...			15- 430- 700- 0000- 6302			
		489.42						N
	Warrant Form	CHEK- ACH	Total...	3	Transactions			
			3,734.42					
	Final Total...		16,010.04	22	Transactions			

LAURAW  
01/28/2026

7:23AM  
Warrant Form CHEK- ACH  
Auditor's Warrants

\*\*\* WADENA COUNTY \*\*\*  
WARRANT REGISTER  
Auditor Warrants

Approved  
Pay Date 01/30/2026



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
5	CHEK	113098	113102	01/30/2026					
2	CHEK- ACH	35853	35854	01/30/2026		0		2	3,734.42
	TOTAL								

LAURAW  
01/28/2026

\*\*\*

# WADENA COUNTY

\*\*\*



7:23AM  
Warrant Form CHEK- ACH  
Auditor's Warrants

WARRANT REGISTER  
Auditor Warrants

Approved  
Pay Date 01/30/2026

### RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>	<u>ACH AMOUNT</u>	<u>NON-ACH AMOUNT</u>
15	16,010.04	Social Services Fund	3,734.42	12,275.62
	16,010.04	TOTAL	3,734.42	12,275.62
			TOTAL ACH	TOTAL NON-ACH

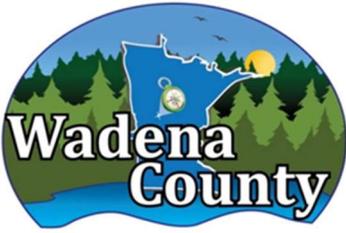
1/30/26

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

*Jennifer Westrum*

# Wadena County, MN Board Action Form

---



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

<b>Mid Minnesota Federal Credit Union Donation</b>	
Date of Meeting: 2/10/2026	Total time requested: N/A
Department Requesting Action: Human Services	
Presenting Board Action/Discussion at Meeting: Jennifer Westrum	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
<p>Mid Minnesota Federal Credit Union made a \$224.00 donation to the Hope Center. Upon board approval, the check will be cashed and deposited and used to fund the day-to-day needs.</p>	
<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:	
Accept Mid Minnesota Federal Credit Union Hope Center donation of \$224.00	
<b>Financial Implications: \$224.00</b>	Comments
Funding Source: donation	
Budgeted: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

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

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



# Wadena County, MN Board Action Form

---



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

<b>Employment Update</b>	
Date of Meeting: 2/10/26	Total time requested: -
Department Requesting Action: Human Resources	
Presenting Board Action/Discussion at Meeting:	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
<p>New Hire – Human Services - FT                  Ryan Rhodes, HCBS Social Worker, Effective Date: 2/9/26                  Grade: 12, Step: 1, \$23.17 per hour, \$66,206.40 gross annual, \$96,418.18 total county expense                  Previous employee paid at hourly rate of \$38.69</p> <p><i>Current Wadena County employee numbers as of: 2/5/26</i>                  Actively Hiring Positions: 0                  Closed Positions in interview/ offer process: 1                  Approved and Budgeted Positions, currently leaving vacant: 10                  FT (100%): 145                  PT (Permanent/ Casual): 23                  Seasonal/ Temporary: 0                  County FTE: 156.2</p> <p>*Benefits estimated on Embedded HSA Plan Employee + 1</p>	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input type="checkbox"/> The Wadena County Board of Commissioners approves the following by Motion:	
<b>Financial Implications:</b>	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

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

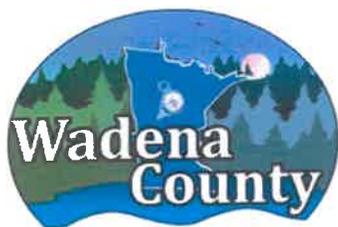
**Signatures**

STATE OF MINNESOTA}  
 COUNTY OF Wadena}

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



# Wadena County, MN Board Action Form



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

<b>Title: Opioid Committee Recommendations - Narcan for Law Enforcement</b>	
Date of Meeting:	Total time requested: 5 min
Department Requesting Action: Public Health	
Presenting Board Action/Discussion at Meeting: Sarah Ness, on behalf of the Opioid Committee	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
Law enforcement is no longer able to receive Narcan through Central MN EMS and current stock is at, or near expiration date. This project supports a bulk order of Naloxone and will provide and meet the need of law enforcement (WCSO, WPD, SPD, MPD) to carry two doses of Naloxone at all times. (48 Total boxes, with 2 doses per box)	
<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:	
Motion to approve the Opioid Settlement Request for Proposal (RFP) Application submitted by the Wadena County Sheriff's Department on behalf of the county police departments for \$1,584 to purchase Narcan for law enforcement.	
<b>Financial Implications: None</b>	<b>Comments</b>
Funding Source: Opioid Settlement	\$1,584 purchases 48 Total boxes, with 2 doses per box.
Budgeted: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

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

**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:

**BOARD RESOLUTION**

2026-4

At the meeting of the Wadena County Board of Directors on 02/10/2026 the following resolution was proposed and approved:

Be it resolved:

That Wadena County fully supports the Wadena County Sheriff's Department and their request of \$1,584 to purchase 48 total boxes of Narcan.

Wadena County supports law enforcement and the requirement for law enforcement personnel to carry two doses of Naloxone at all times.

Wadena County further supports this one-time funding request for immediate purchase.

Signature: \_\_\_\_\_ Title: Board Chairperson



## Wadena County Opioid Settlement Request for Proposal (RFP) Guidelines

In July 2021, The MN Attorney General's Office joined a historic settlement agreement with pharmaceutical distributors and opioid manufacturers. These settlements will bring millions of dollars to Minnesota over the next 18 years to fight the opioid crisis. Wadena County's expected portion of funds over the next 18 years equals \$990,292.74. For more information and a link to the RFP, visit the Wadena County Public Health webpage at <http://www.co.wadena.mn.us/212/Public-Health>

**Estimated funding award:** \$2,500 to \$25,000 per proposal as funding is available

**Eligible applicants:** Public and private organizations serving Wadena County residents

**Timeline:** Completed RFP's are submitted to the Wadena County Opioid Settlement Committee to review funding requests and make recommendations to the Wadena County Board of Commissioners. If a funding request is recommended, the Wadena County Board of Commissioners will make a final decision to approve or deny the proposal and will award funds at the first Wadena County Board meeting of the month; generally the 1<sup>st</sup> Tuesday of each month.

Wadena County Opioid Committee meetings occur on the 3<sup>rd</sup> Wed of each month to review applications.

Additional information may be requested from organizations throughout the process to provide clarification.

**Additional information:**

- Funding for evidenced-based projects will be given priority.
- Funded projects will be required to develop a work plan and provide outcome data to show progress toward meeting goals and objectives.

**Please submit completed RFP to [sarah.ness@wcmn.us](mailto:sarah.ness@wcmn.us)**

For questions regarding this RFP, please email [sarah.ness@wcmn.us](mailto:sarah.ness@wcmn.us) or call Wadena County Public Health (218-631-7629)

Purpose/Goals for Wadena County Opioid Funding Settlement Awards. Please click on the associated link for definitions.

1. Prevention [picture of america prevention.pdf \(cdc.gov\)](#)
2. Harm Reduction [Harm Reduction | Drug Overdose | CDC Injury Center](#)
3. Criminal Justice [Criminal Justice DrugFacts | National Institute on Drug Abuse \(NIDA\) \(nih.gov\)](#)
4. Treatment and Recovery <https://www.hhs.gov/overdose-prevention/treatment>

**Priority Areas:**

- Education
- Accessing Services/Assistance
- System/Organizational Enhancements
- Other: Approaches/strategies that may not clearly fit under the areas listed

Examples for funding (not a comprehensive list). Please refer to the resources below, specifically the MN Opioids State-Subdivision Memorandum of Agreement, Exhibit A, B and C for further examples.

- Broad Prevention strategies to increase protective factors and to live well
- Culturally equitable projects responsive to Wadena County demographics
- Workforce development projects
- Continuum of care projects, such as supporting those in recovery
- Promote education/stigma reduction campaigns across the lifespan
- Law, policy and practice/criminal justice projects
- Data collection, measurement, evaluation of strategies/projects
- Harm reduction supplies (such as naloxone, Narcan)
- LADC education to increase access and availability of services
- Adult and youth diversion
- Expand treatment and care coordination (including addiction vs. criminal needs)
- Address recovery/housing issues
- Trauma-informed approaches

**Resources:**

Primer on Spending Funds from the Opioid Litigation – from Johns Hopkins

<https://opioidprinciples.jhsph.edu/wp-content/uploads/2022/04/Primer-on-Spending-Funds.pdf>

MN Opioids State-Subdivision Memorandum of Agreement

[https://www.aq.state.mn.us/opioids/docs/MN\\_MoA.pdf](https://www.aq.state.mn.us/opioids/docs/MN_MoA.pdf)

Evidence-Based Strategies for Prevention Opioid Overdose: What's Working in the United States

<https://www.cdc.gov/drugoverdose/pdf/pubs/2018-evidence-based-strategies.pdf>

**Visit the Wadena County Public Health webpage for additional resources**

<http://www.co.wadena.mn.us/212/Public-Health>

## Funding Title: Wadena County Opioid Settlement Request for Proposals (RFP) Application

Name of Project	Narcan for Law Enforcement
Agency/Agencies Submitting Request	Wadena County SO o/b/o Police Departments
Contact Name	Sgt. Bryan Savaloja
Email	bryan.savaloja@wcmn.us
Phone	218-631-7600
Amount Requested	\$1,584
Project timeline (ex. Jan 1, 2024-Dec 31, 2024)	Immediate

Type of initiative – Check one	
<input type="radio"/>	New program or activity
<input checked="" type="radio"/>	Expansion of existing program or activity
<input type="radio"/>	Other (specify):

Strategic Priority Idea Addressed – Check One	
<input type="radio"/>	Education
<input type="radio"/>	Accessing Services/Assistance
<input type="radio"/>	System/Organizational Enhancements
<input checked="" type="radio"/>	Other Keeping Narcan available to first responders

Complete the following:

1. Focus Population (check ALL that apply - Required for DHS reporting):

- White/Caucasian
  Black or African American
  American Indian
  Asian  
 Native Hawaiian or Other Pacific Islander
  Hispanic  
 Children and Youth
  Individuals with Disabilities
  Pregnant Individuals  
 Low Income Individuals
  Homeless/Unhoused
  Recent Immigrants
  Justice-Involved  
 LGBTQ+
  Other (specify)

2. Project Description, including statement of need:

Law enforcement is required to carry two doses of naloxone at all times. We are no longer able to receive it through Central MN EMS, and our current stock is at or near expiration. This project would be for WCSO, Wadena PD, Sebeka PD, and Menahga PD to make sure everyone has the required doses. This would also leave enough to have on hand to replace doses as they are used. This also ensures all agencies are carrying the same style for better interoperability.

3. Indicate if this program is evidenced-based or a promising practice program. For definitions, please refer to [Evidenced-Based and Promising Practices – Positive Supports Minnesota website \(mnpssp.org\)](http://mnpssp.org)

- Evidenced-Based
- Promising Practice
- Other, describe:

4. Project Goal: List overall program goals, activity, expected outcomes, timeline, and who at your organization is responsible for the activity. Funded programs will be required to report outcomes agreed upon as part of funding approval and payment.

<b>Project Goal:</b> Reverse opioid emergencies quickly			
<b>Project Outcomes that will be reported upon project completion:</b> <i>Examples: Increase access to recovery housing to reach 20 community members.          Expand addiction treatment in jail to reach 50 participants. Provide prevention curriculum to 100 students in grade 7-12.</i>			
1)			
2)			
Activity	Activity Outcome	Activity Timeline	Who is responsible?

5. Brief budget description: include a budget attachment or use the budget template below:

<b>BUDGET:</b> Provide a detailed numerical budget with narrative as needed to implement your action plan.		
<b>Category</b>	<b>Description</b>	<b>Amount Requested</b>
<b>Staffing:</b> Include approximate number of hours and wages for each staff person		
<b>Materials &amp; Supplies:</b> List specific materials requested and itemize expenses	Bulk order of Narcan nasal spray (4 cases)	\$1,584
<b>Trainings:</b> List specific trainings or workshops requested and itemize expenses		
<b>Other/Miscellaneous:</b> List other specific items that are needed to implement your action plan.		
	Total Amount Requested	<b>\$1,584</b>

6. Describe how you will collaborate with community partners

Law enforcement is often times the first on scene of a suspected opioid emergency. We will collaborate by being prepared to reverse the effects of an opioid if needed. Community members likely know we carry Narcan and expect us to have the proper supplies when needed.

**Applicant must have received authority from the governing body to apply for funds.**

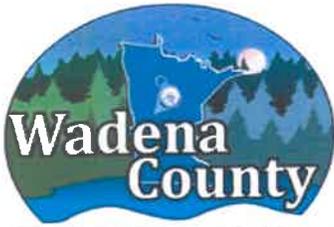
Authorized Representative Signature: Bryan Savaloja Date: 01/15/26

**Do not complete, internal use by Wadena County**

**ACTION TAKEN**

<u>Opioid Funding Committee</u>	<u>Wadena County Board</u>
<i>Date reviewed:</i>	<i>Date reviewed:</i>
<i>Date of Approval:</i>	<i>Date of Approval:</i>
<i>Date of Denial:</i>	<i>Date of Denial:</i>
<i>Comments:</i>	<i>Comments:</i>
<i>Date of applicant notification:</i>	<i>Date of applicant notification:</i>
<i>RFP Version: 9/2023</i>	

# 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 checked="" type="checkbox"/> Resolution
<input type="checkbox"/> Information Item	<input type="checkbox"/> Other
<input type="checkbox"/> Consent Agenda Item	

<b>Title: Opioid Committee Recommendations – Wadena Schools (Interquest Canines)</b>	
Date of Meeting:	Total time requested: 5 min
Department Requesting Action: Public Health	
Presenting Board Action/Discussion at Meeting: Sarah Ness, on behalf of the Opioid Committee	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
To keep drugs out of the WDC Middle/High School, work with Interquest Detection Canines to perform four drug detection operations during the 2025-2026 school year. This is a request supported by the Opioid Committee for the Wadena County Board of Commissioners to approve the Opioid Settlement RFP funding for the Wadena schools to utilize Interquest Detection Canine units in their school.	
<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:	
Motion to approve the Opioid Settlement Request for Proposal (RFP) Application submitted by Lee Westrum on behalf of the Wadena schools for \$1,360 to utilize Interquest Detection Canine units.	
<b>Financial Implications: None</b>	Comments
Funding Source: Opioid Settlement	WDC Middle/High School is requesting \$1,360 (a total of 4 visits) to work with Interquest Canines during the 2025-2026 school year.
Budgeted: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

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

**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:

**BOARD RESOLUTION**

2026-5

At the meeting of the Wadena County Board of Directors on 02/10/2026 the following resolution was proposed and approved:

Be it resolved:

That Wadena County fully supports Lee Westrum and the Wadena school in their request of \$1,360 for the use of Interquest Detection Canines for 4 random searches during the 2026-2026 school year.

Wadena County supports the utilization of Interquest Detection Canines to reduce the prevalence of drugs, vaping devices, and other prohibited substances on school grounds to create a safer and healthier environment for students and staff.

Wadena County further supports this one-time funding request with a proposed project timeline of the 2025-2026 school year.

Signature: \_\_\_\_\_

Title: Board Chairperson



**Public Health**  
Prevent. Promote. Protect.

## Wadena County Opioid Settlement Request for Proposal (RFP) Guidelines

In July 2021, The MN Attorney General's Office joined a historic settlement agreement with pharmaceutical distributors and opioid manufacturers. These settlements will bring millions of dollars to Minnesota over the next 18 years to fight the opioid crisis. Wadena County's expected portion of funds over the next 18 years equals \$990,292.74. For more information and a link to the RFP, visit the Wadena County Public Health webpage at <http://www.co.wadena.mn.us/212/Public-Health>

**Estimated funding award: \$2,500 to \$25,000** per proposal as funding is available

**Eligible applicants:** Public and private organizations serving Wadena County residents

**Timeline:** Completed RFP's are submitted to the Wadena County Opioid Settlement Committee to review funding requests and make recommendations to the Wadena County Board of Commissioners. If a funding request is recommended, the Wadena County Board of Commissioners will make a final decision to approve or deny the proposal and will award funds at the first Wadena County Board meeting of the month; generally the 1<sup>st</sup> Tuesday of each month.

Wadena County Opioid Committee meetings occur on the 3<sup>rd</sup> Wed of each month to review applications.

Additional information may be requested from organizations throughout the process to provide clarification.

**Additional information:**

- Funding for evidenced-based projects will be given priority.
- Funded projects will be required to develop a work plan and provide outcome data to show progress toward meeting goals and objectives.

Please submit completed RFP to [sarah.ness@wcmn.us](mailto:sarah.ness@wcmn.us)

For questions regarding this RFP, please email [sarah.ness@wcmn.us](mailto:sarah.ness@wcmn.us) or call Wadena County Public Health (218-631-7629)

Purpose/Goals for Wadena County Opioid Funding Settlement Awards. Please click on the associated link for definitions.

1. Prevention [picture of america prevention.pdf \(cdc.gov\)](#)
2. Harm Reduction [Harm Reduction | Drug Overdose | CDC Injury Center](#)
3. Criminal Justice [Criminal Justice DrugFacts | National Institute on Drug Abuse \(NIDA\) \(nih.gov\)](#)
4. Treatment and Recovery <https://www.hhs.gov/overdose-prevention/treatment>

**Priority Areas:**

- Education
- Accessing Services/Assistance
- System/Organizational Enhancements
- Other: Approaches/strategies that may not clearly fit under the areas listed

Examples for funding (not a comprehensive list). Please refer to the resources below, specifically the MN Opioids State-Subdivision Memorandum of Agreement, Exhibit A, B and C for further examples.

- Broad Prevention strategies to increase protective factors and to live well
- Culturally equitable projects responsive to Wadena County demographics
- Workforce development projects
- Continuum of care projects, such as supporting those in recovery
- Promote education/stigma reduction campaigns across the lifespan
- Law, policy and practice/criminal justice projects
- Data collection, measurement, evaluation of strategies/projects
- Harm reduction supplies (such as naloxone, Narcan)
- LADC education to increase access and availability of services
- Adult and youth diversion
- Expand treatment and care coordination (including addiction vs. criminal needs)
- Address recovery/housing issues
- Trauma-informed approaches

**Resources:**

Primer on Spending Funds from the Opioid Litigation – from Johns Hopkins

<https://opioidprinciples.jhsph.edu/wp-content/uploads/2022/04/Primer-on-Spending-Funds.pdf>

MN Opioids State-Subdivision Memorandum of Agreement

[https://www.ag.state.mn.us/opioids/docs/MN\\_MoA.pdf](https://www.ag.state.mn.us/opioids/docs/MN_MoA.pdf)

Evidence-Based Strategies for Prevention Opioid Overdose: What's Working in the United States

<https://www.cdc.gov/drugoverdose/pdf/pubs/2018-evidence-based-strategies.pdf>

**Visit the Wadena County Public Health webpage for additional resources**

<http://www.co.wadena.mn.us/212/Public-Health>

## Funding Title: Wadena County Opioid Settlement Request for Proposals (RFP) Application

Name of Project	WDC Drug Detection Program
Agency/Agencies Submitting Request	Wadena-Deer Creek Schools
Contact Name	Lee Westrum
Email	lwestrum@wdc2155.k12.mn.us
Phone	218-632-2176
Amount Requested	\$1,360
Project timeline (ex. Jan 1, 2024-Dec 31, 2024)	Sept. 2025 - May 2026

Type of initiative – Check one	
<input type="radio"/>	New program or activity
<input type="radio"/>	Expansion of existing program or activity
<input checked="" type="radio"/>	Other (specify): Continuation of drug detection program.

Strategic Priority Idea Addressed – Check One	
<input checked="" type="radio"/>	Education
<input type="radio"/>	Accessing Services/Assistance
<input type="radio"/>	System/Organizational Enhancements
<input type="radio"/>	Other

Complete the following:

1. Focus Population (check ALL that apply - Required for DHS reporting):

- White/Caucasian  
  Black or African American  
  American Indian  
  Asian  
 Native Hawaiian or Other Pacific Islander  
  Hispanic  
 Children and Youth  
  Individuals with Disabilities  
  Pregnant Individuals  
 Low Income Individuals  
  Homeless/Unhoused  
  Recent Immigrants  
  Justice-Involved  
 LGBTQ+  
  Other (specify)

2. Project Description, including statement of need:

Interquest Detection Canines will perform four drug detection operations during the 2025-2026 school year. Each visit costs \$340 for a total of \$1,360 for the school year.

This is a needed program in order to keep drugs out of WDC Middle/High School. As part of the commitment to protect our students from drugs, it is essential to conduct searches with the drug detection canines. Without this program an important deterrant would be lost and increased possession and use of drugs at school would almost assuredly increase.

3. Indicate if this program is evidenced-based or a promising practice program. For definitions, please refer to [Evidenced-Based and Promising Practices – Positive Supports Minnesota website \(mnpsp.org\)](http://mnpsp.org)

- Evidenced-Based
- Promising Practice
- Other, describe:

4. Project Goal: List overall program goals, activity, expected outcomes, timeline, and who at your organization is responsible for the activity. Funded programs will be required to report outcomes agreed upon as part of funding approval and payment.

<b>Project Goal:</b>
<p><b>Project Outcomes that will be reported upon project completion:</b></p> <p><i>Examples: Increase access to recovery housing to reach 20 community members.</i></p> <p><i>Expand addiction treatment in jail to reach 50 participants. Provide prevention curriculum to 100 students in grade 7-12.</i></p> <p>1) Provide a deterrent to possessing and using drugs at school.</p> <p>2) Identify students possessing and using drugs at school to provide appropriate consequences for violating the school's drug free policy and to get them help/support dealing with possible addiction issues.</p>

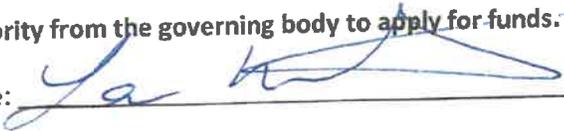
Activity	Activity Outcome	Activity Timeline	Who is responsible?
Canine Drug Detection	Search lockers/ cars for banned substances/items.	Four times per school year.	Principal

5. Brief budget description: include a budget attachment or use the budget template below:

<b>BUDGET:</b> Provide a detailed numerical budget with narrative as needed to implement your action plan.		
<b>Category</b>	<b>Description</b>	<b>Amount Requested</b>
<b>Staffing:</b> Include approximate number of hours and wages for each staff person		
<b>Materials &amp; Supplies:</b> List specific materials requested and itemize expenses		
<b>Trainings:</b> List specific trainings or workshops requested and itemize expenses		
<b>Other/Miscellaneous:</b> List other specific items that are needed to implement your action plan.	Contract with Interquest Interquest Canines	\$1,360
	<b>Total Amount Requested</b>	<b>\$1,360</b>

6. Describe how you will collaborate with community partners  
WDC will work with law enforcement during searches to charge violators with crimes where appropriate.

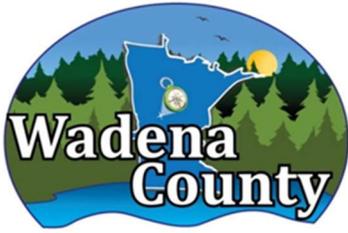
Applicant must have received authority from the governing body to apply for funds.

Authorized Representative Signature:  Date: 10-21-25

<b>Do not complete, internal use by Wadena County</b>	
<b>ACTION TAKEN</b>	
<u>Opioid Funding Committee</u>	<u>Wadena County Board</u>
<i>Date reviewed:</i>	<i>Date reviewed:</i>
<i>Date of Approval:</i>	<i>Date of Approval:</i>
<i>Date of Denial:</i>	<i>Date of Denial:</i>
<i>Comments:</i>	<i>Comments:</i>
<i>Date of applicant notification:</i>	<i>Date of applicant notification:</i>
<i>RFP Version: 9/2023</i>	

# Wadena County, MN Board Action Form

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

**Hope Center**

Date of Meeting: 2/10/2026 Total time requested: 15 minutes

Department Requesting Action: Human Services

Presenting Board Action/Discussion at Meeting: Amie Gendron, Amelia Hutson, & Jennifer Westrum

**Background**  Supporting Documentation enclosed

After considering four options for the future of the Hope Center, it is recommended Human Services assume oversight of the facility and day-to-day operations. In order to staff the Center on Mondays, Wednesdays and Fridays, this would mean hiring a parttime employee who would work between 15-19 hours/week. The employee would also have to have lived experience dealing with mental health/substance use issues in some capacity: ie: personal history/family history. The position would not be benefit eligible due to the parttime nature. Amelia Hutson, BHU Supervisor, will oversee the Hope Center.

It is estimated this position would be a Grade 6, Step 1, however, DDA hasn't been asked to evaluate the position for grading purposes.

Hope Center Estimates	
Parttime Position*: Grade 6 step 1	\$23.98/hour
PERA, FICA, Medicare	15.15%
Total hourly cost	\$27.61
19 hours a week @ \$27.61/hour	\$524.65
52 weeks a year @ \$524.65	\$27,281.61
Gross costs:	\$27,281.61
Average Annual Building Maintenance Costs	\$2,400
<b>Annual Estimate</b>	<b>\$29,681.61</b>

\*=Parttime employees are not benefit eligible with the exception of sick leave accrual

AMHI money available in 2026 to cover salary/sick leave: **\$33,250**  
 CSP grant money available in 2026 to cover building and supply costs: **\$32,927**  
 Total money available in 2026 for Hope Center: **\$66,177**

**Options**  Supporting Documentation enclosed

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

Approves the creation and grading of a position description for a parttime Hope Center Employee and Human Services providing the day-to-day oversight and management of the Center.

<b>Financial Implications:</b>	Comments
Funding Source: AMHI/CSP dollars	The dollars would be reassigned from the Woodview Support Services/Oakridge Homes, Inc. contract to cover all associated costs.
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:

**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 9:30 am on February 10<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"):

17-620-0190

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, February 9<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 checked="" type="checkbox"/> Information Item <input type="checkbox"/> Consent Agenda Item	<input checked="" type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other

**Compensatory Balances: 2025 Payouts and 2026 Beginning Balances**

Date of Meeting: 2/10/26 Total time requested: 5 min

Department Requesting Action: Human Resources

Presenting Board Action/Discussion at Meeting: Jennifer Westrum, Deputy County Administrator

**Background**  Supporting Documentation enclosed

The board requested an annual report regarding Compensatory Balances. It is comprised of two parts:

1. The 2025 year-end payouts for non-exempt employees, and
2. The 2026 Beginning Compensatory Balance Report for all employees.

You will note on the second report, one employee appears to be over the established 80-hour maximum, however, this is due to where the pay period fell. The employee's balance was under the 80-hour maximum prior to 1/1/2026.

**Options**  Supporting Documentation enclosed

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

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

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

<b>Department</b>	<b>Total Payout Hours</b>	<b>Total Payout</b>	<b>PERA</b>	<b>TAX</b>
County Assessor	14.87	\$ 456.96	\$ 34.27	\$ 34.96
County Assessor	16.63	\$ 321.96	\$ 24.15	\$ 24.63
County Assessor	6.13	\$ 202.41	\$ 15.18	\$ 15.48
County Building and Grounds	1	\$ 37.36	\$ 2.80	\$ 2.86
County Building and Grounds	18.04	\$ 555.99	\$ 41.70	\$ 42.53
County Building and Grounds	28.25	\$ 546.92	\$ 41.02	\$ 41.84
County Highway Construction	0.76	\$ 14.71	\$ 1.10	\$ 1.13
County Highway Construction	39.13	\$ 1,520.59	\$ 269.14	\$ 22.05
County Highway Maintenance	4.25	\$ 165.16	\$ 29.23	\$ 2.39
County Highway Maintenance	0.25	\$ 9.49	\$ 1.68	\$ 0.14
County Highway Maintenance	8.62	\$ 327.30	\$ 57.93	\$ 4.75
County Highway Maintenance	65.13	\$ 1,390.53	\$ 104.29	\$ 106.38
County Highway Maintenance	1.49	\$ 44.64	\$ 3.35	\$ 3.41
County IT Department	2	\$ 58.70	\$ 4.40	\$ 4.49
County Planning and Zoning	12	\$ 403.92	\$ 71.49	\$ 5.86
County Public Health	12.9	\$ 434.21	\$ 76.86	\$ 6.30
County Public Health	4.88	\$ 123.76	\$ 9.28	\$ 9.47
County Recorder	25.69	\$ 618.87	\$ 46.42	\$ 47.34
County Sheriff	69	\$ 1,489.71	\$ 111.73	\$ 113.96
County Sheriff	4	\$ 125.44	\$ 9.41	\$ 9.60
County Sheriff	29.25	\$ 624.49	\$ 46.84	\$ 47.77
County Sheriff	54.75	\$ 1,855.48	\$ 139.16	\$ 141.94
County Sheriff	80	\$ 2,711.20	\$ 203.34	\$ 207.41
County Sheriff	37.88	\$ 1,167.46	\$ 87.56	\$ 89.31
County Sheriff	69.75	\$ 1,684.46	\$ 126.33	\$ 128.86
County Sheriff	3.5	\$ 84.53	\$ 6.34	\$ 6.47
County Sheriff	23	\$ 725.42	\$ 54.41	\$ 55.49
County Sheriff	15.25	\$ 350.75	\$ 26.31	\$ 26.83
County Sheriff	0.75	\$ 30.30	\$ 5.36	\$ 0.44
County Sheriff	7.5	\$ 303.00	\$ 53.63	\$ 4.39
County Sheriff	9.27	\$ 272.07	\$ 20.41	\$ 20.81
County Sheriff	3	\$ 100.98	\$ 17.87	\$ 1.46
County Solid Waste	3.75	\$ 94.54	\$ 7.09	\$ 7.23
County Transit	11.63	\$ 358.44	\$ 26.88	\$ 27.42
County Transit	5	\$ 120.45	\$ 9.03	\$ 9.21
County Transit	2.25	\$ 52.97	\$ 3.97	\$ 4.05
County Transit	3.75	\$ 88.28	\$ 6.62	\$ 6.75
County Transit	22.13	\$ 663.01	\$ 49.73	\$ 50.72
County Transit	7	\$ 204.96	\$ 15.37	\$ 15.68
County Transit	7.25	\$ 269.05	\$ 47.62	\$ 3.90
County Transit	4	\$ 148.44	\$ 26.27	\$ 2.15
County Transit	24.88	\$ 600.85	\$ 45.06	\$ 45.97
County Transit	1.25	\$ 30.19	\$ 2.26	\$ 2.31
County Transit	16.13	\$ 429.54	\$ 32.22	\$ 32.86
Human Services	0.75	\$ 16.81	\$ 1.26	\$ 1.29
Human Services	4.5	\$ 100.85	\$ 7.56	\$ 7.71

Human Services	2.75	\$	76.89	\$	5.77	\$	5.88
Human Services	2.38	\$	60.36	\$	4.53	\$	4.62
Human Services	1.5	\$	51.26	\$	3.84	\$	3.92
Human Services	9.63	\$	365.65	\$	64.72	\$	5.30
Human Services	30.38	\$	1,153.53	\$	204.17	\$	16.73
Human Services	8.25	\$	230.67	\$	17.30	\$	17.65
Human Services	71.88	\$	2,857.95	\$	505.86	\$	41.44
Human Services	6.75	\$	268.38	\$	47.50	\$	3.89
Human Services	0.75	\$	20.97	\$	1.57	\$	1.60
Human Services	62	\$	1,733.52	\$	130.01	\$	132.61
			<b>\$ 28,756.30</b>		<b>\$ 3,009.23</b>		<b>\$ 1,681.66</b>

2025 Year End Compensatory Time Payouts for Non-Exempt Employees	<b>\$ 33,447.20</b>
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<b>Department_Desc</b>	<b>Time_and_a_Half_Available</b>	<b>Comp_Taken_Available</b>
County Commissioners	-	-
County HR	-	14.00
County HR	-	0.00
County Administration	0.00	-
County Auditor/Treasurer	0.00	-
County Auditor/Treasurer	-	-
County Auditor/Treasurer	0.00	-
County Auditor/Treasurer	0.00	-
County Auditor/Treasurer	0.00	-
County IT Department	0.00	-
County IT Department	-	2.00
County Attorney	-	81.50
County Attorney	-	0.00
County Attorney	-	-
County Attorney	0.00	-
County Attorney	0.00	-
County Recorder	0.00	-
County Recorder	-	-
County Assessor	-	5.25
County Assessor	0.00	-
County Assessor	0.00	-
County Planning and Zoning	-	11.50
County Planning and Zoning	0.00	-
County GIS and GPS	0.00	-
County Building and Grounds	0.00	-
County Building and Grounds	0.00	-
County Building and Grounds	0.00	-
County Building and Grounds	0.00	-
<b>Fund 1</b>	<b>0.00</b>	<b>114.25</b>
County Veteran Services	0.00	-
County Public Health	0.00	0.00
County Public Health	0.00	0.00
County Public Health	0.00	0.00
County Public Health	0.00	0.00
County Public Health	0.00	0.00
County Public Health	0.00	0.00
County Public Health	-	26.50
County Public Health	0.00	0.00
<b>Fund 9</b>	<b>0.00</b>	<b>26.50</b>
County Sheriff	0.00	40.00

County Sheriff	-	-
County Sheriff	-	0.00
County Sheriff	0.00	0.00
County Sheriff	-	-
County Sheriff	-	-
County Sheriff	0.00	0.00
County Sheriff	41.25	32.50
County Sheriff	0.00	0.00
County Sheriff	0.00	0.00
County Sheriff	-	-
County Sheriff	0.00	0.00
County Sheriff	0.00	0.00
County Sheriff	-	0.00
County Sheriff	-	-
County Sheriff	0.00	0.00
County Sheriff	-	-
County Sheriff	0.00	-
County Sheriff	0.00	-
County Sheriff	12.50	34.10
County Sheriff	0.00	-0.50
County Sheriff	0.00	0.00
County Sheriff	0.00	0.00
County Sheriff	0.00	0.00
County Sheriff	19.50	23.25
County Sheriff	-	-
County Sheriff	3.00	34.00
County Sheriff	0.00	0.00
County Sheriff	7.75	0.00
County Sheriff	-	0.00
County Sheriff	0.00	0.00
County Sheriff	0.00	0.00
County Sheriff Gun Permit	0.00	-
County Sheriff Civil Defense/E	0.00	0.00
<b>Fund 11</b>	<b>84.00</b>	<b>163.35</b>
County Highway Administration	-	-
County Highway Administration	0.00	-
County Highway Administration	-	0.00
County Highway Maintenance	0.00	0.00
County Highway Maintenance	0.00	0.00
County Highway Maintenance	0.00	0.00
County Highway Maintenance	0.00	0.00
County Highway Maintenance	0.00	0.00
County Highway Maintenance	0.00	0.00
County Highway Maintenance	-	10.50
County Highway Maintenance	0.00	0.00

County Highway Maintenance	0.00	0.00
County Highway Maintenance	0.00	0.00
County Highway Construction	-	0.00
County Highway Construction	0.00	0.00
County Highway Construction	0.00	0.00
County Highway Shop	0.00	0.00
<b>Fund 13</b>	<b>0.00</b>	<b>10.50</b>
Human Services	-	2.00
Human Services	0.00	0.00
Human Services	-	0.00
Human Services	-	0.50
Human Services	0.00	0.00
Human Services	-	10.30
Human Services	-	22.60
Human Services	-	0.00
Human Services	-	1.00
Human Services	-	0.00
Human Services	-	0.00
Human Services	-	0.75
Human Services	-	36.00
Human Services	-	19.95
Human Services	-	1.25
Human Services	-	16.00
Human Services	0.00	0.00
Human Services	-	1.00
Human Services	-	0.00
Human Services	-	46.00
Human Services	-	0.00
Human Services	-	36.75
Human Services	-	4.75
Human Services	-	13.25
Human Services	-	20.50
Human Services	-	6.00
Human Services	-	0.00
Human Services	-	2.00

Human Services	-	0.75
Human Services	-	0.00
Human Services	0.00	0.00
Human Services	0.00	0.00
Human Services	-	0.50
Human Services	0.00	-
Human Services	0.00	-
Human Services	-	0.75
Human Services	-	20.25
Human Services	0.00	-
Human Services	0.00	-
Human Services	0.00	-
Human Services	-	0.75
Human Services	0.00	0.00
<b>Fund 15</b>	<b>0.00</b>	<b>263.60</b>

County Transit	-	-
County Transit	0.00	0.00
County Transit	0.00	0.00
County Transit	-	-
County Transit	0.00	0.00
County Transit	-	-
County Transit	0.00	0.00
County Transit	-	-
County Transit	-	-
County Transit	-	-
County Transit	0.00	0.00
County Transit	-	-
County Transit	0.00	0.00
County Transit	0.00	0.00
County Transit	-	22.00
County Transit	-	-
<b>Fund 17</b>	<b>0.00</b>	<b>22.00</b>

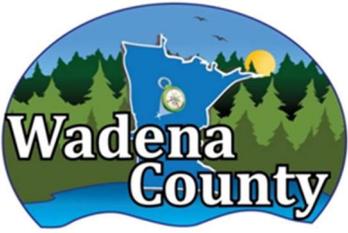
County Solid Waste	0.00	0.00
County Solid Waste	0.00	0.00
County Solid Waste	-	-
County Solid Waste	-	0.00
<b>Fund 55</b>	<b>0.00</b>	<b>0.00</b>

	<i>Comp 1.5</i>	<i>Comp 1.0</i>
Fund 1	0.00	114.25
Fund 9	0.00	26.50
Fund 11	84.00	163.35
Fund 13	0.00	10.50
Fund 15	0.00	263.60

Fund 17	0.00	22.00
Fund 55	0.00	0.00
<b>Total</b>	<b>84.00</b>	<b>600.20</b>

# Wadena County, MN Board Action Form

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

**Adoption of Resolution 2026-6: CBA with LELS Jailer/Dispatcher Non-Licensed Essential Unit**

Date of Meeting: 2/10/2026	Total time requested: 5 minutes
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Department Requesting Action: Human Resources

Presenting Board Action/Discussion at Meeting: Jennifer Westrum, Deputy County Administrator

**Background**  Supporting Documentation enclosed

Negotiations have been completed and a Collective Bargaining Agreement (CBA) has been ratified by the Law Enforcement Labor Services, Inc. (LELS), Jailer/Dispatcher Non-Licensed Essential Unit. The Resolution for adoption of the CBA is attached for review. The fiscal note will be presented during the board meeting.

**Options**  Supporting Documentation enclosed

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

Adoption of Resolution 2026-6

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

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Noon	<input type="checkbox"/> Noon
Second:	<input type="checkbox"/> Weyer	<input type="checkbox"/> Weyer
<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 Clerk of the Board, Wadena County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Administration Office of Wadena County in Wadena, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:

**WADENA COUNTY BOARD OF COMMISSIONERS**

**Resolution 2026-6**

**RESOLUTION FOR THE ADOPTION OF THE COLLECTIVE BARGAINING AGREEMENT with  
Law Enforcement Labor Services, Inc. (LELS), Jailer/Dispatcher Non-Licensed Essential Unit**

**Whereas**, Minnesota Statute, Section 179A.20, Subdivision 5, requires the adoption of Collective Bargaining Agreements,

**Whereas**, the County of Wadena and Law Enforcement Labor Services, Inc. (LELS), Jailer/Dispatcher Non-Licensed Essential Unit, have agreed to the terms of the Collective Bargaining Agreement,

**NOW, THEREFORE, BE IT RESOLVED**, the Collective Bargaining Agreement between the County of Wadena and, Law Enforcement Labor Services (LELS), Jailer/Dispatcher Non-Licensed Essential Unit, will be in effect from January 1, 2025-December 31, 2027.

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Ron Noon, Wadena County Board Chair

**CERTIFICATION**

I, Heather Olson, Interim County Administrator/County Auditor, Clerk to the Wadena County Board of Commissioners, do hereby certify that the above is a true and correct copy of a resolution adopted by the Wadena County Board of Commissioners at a meeting held on the 10th of February, 2026.

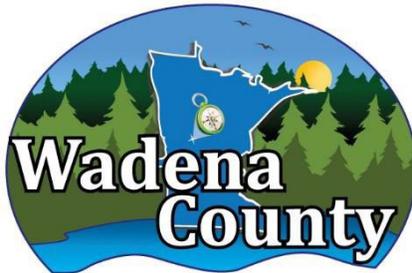
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Heather Olson, Interim County Administrator/County Auditor  
Wadena County, Minnesota

# LABOR AGREEMENT

BETWEEN

COUNTY OF WADENA  
WADENA, MN



AND

LAW ENFORCEMENT LABOR SERVICES



*Representing*

Jailer/Dispatcher - Non-Licensed  
Essential Unit

January 1, 2025 through December 31, 2027

# TABLE OF CONTENTS

*Jailer/Dispatcher-Non-Licensed Essential Unit*

ARTICLE		PAGE
1	PURPOSE .....	1
2	RECOGNITION .....	1
3	DEFINITIONS .....	1
4	UNION RIGHTS.....	2
5	EMPLOYER RIGHTS .....	4
6	MAINTENANCE OF STANDARDS .....	4
7	HOURS OF WORK.....	4
8	OVERTIME, CALL BACK AND PREMIUMS .....	5
9	PROBATIONARY PERIOD.....	6
10	SENIORITY .....	6
11	INSURANCE .....	7
12	VACATIONS .....	9
13	SICK LEAVE, JURY DUTY, LEAVES .....	10
14	HOLIDAYS .....	11
15	DISCIPLINARY PROCEDURES .....	12
16	GRIEVANCE PROCEDURE.....	13
17	ARBITRATOR AUTHORITY .....	13
18	ABSENCES FROM WORK.....	15
19	TRAINING.....	15
20	WAGES .....	15
21	CLASSIFICATIONS .....	17
22	JOB POSTING/HIRING/PROMOTIONS .....	17
23	NON-DISCRIMINATION .....	17
24	HEALTH CARE SAVINGS PLAN (MSRS) .....	18
25	WAIVER.....	18
26	SAVINGS CLAUSE .....	19
27	DURATION.....	19
Appendix A	WAGE SCHEDULE .....	21

**LABOR AGREEMENT**  
between  
**THE COUNTY OF WADENA**  
and  
**LAW ENFORCEMENT LABOR SERVICES**  
*(Jailer/Dispatcher Unit)*

This Agreement is made between the County of Wadena, hereinafter called the EMPLOYER, and the Law Enforcement Labor Services, hereinafter referred to as the UNION. The parties hereto agree as follows:

**ARTICLE 1. PURPOSE**

- 1.1 The Union and the Employer agree that the purpose for entering into this Agreement is to:
- A. Establish the foundation for a harmonious and effective labor-management relationship;
  - B. Provide for a means to peacefully resolve disputes concerning the application or interpretation of this Agreement;
  - C. Specify the full and complete agreement upon the terms and conditions of employment for the duration of this Agreement.
- 1.2 The Employer and the Union, through this Agreement, shall continue their dedication to the highest quality service to the citizens of Minnesota. Both parties recognize this Agreement as a pledge of this dedication.

**ARTICLE 2. RECOGNITION**

- 2.1 The Employer recognizes the Union as the exclusive representative of all employees in the bargaining unit described as:

***All Jailer/Dispatcher employees of the Wadena County Sheriff's Department who are employed for more than fourteen (14) hours per week and more than sixty-seven (67) days per year, excluding supervisory and confidential employees and all other County employees.***

**ARTICLE 3. DEFINITIONS**

- 3.1 UNION: The Law Enforcement Labor Services.
- 3.2 UNION MEMBER: Member of the Law Enforcement Labor Services.
- 3.3 EMPLOYEE: A person employed by the Employer and assigned to a job classification within an appropriate bargaining unit covered by this Agreement.

- 3.4 PROBATIONARY EMPLOYEE: Employee who has not complete the probationary period.
- 3.5 REGULAR EMPLOYEE: Employee who has complete the probationary period.
- 3.6 EMPLOYER: The County of Wadena or a designated representative.
- 3.7 UNION OFFICER: An elected or appointed representative of Law Enforcement Labor Services.
- 3.8 PART-TIME EMPLOYEE: A part-time employee is one whose service is fourteen (14) hours per week or more, but less then forty (40) hours per week, or thirty-five percent (35%) of the normal work week. All benefits to be pro-rated, unless otherwise stated.
- 3.9 CASUAL EMPLOYEE: A casual employee is one who works less than fourteen (14) hours per week or less than thirty-five percent (35%) of the normal work week.
- 3.10 TERMS AND CONDITIONS OF EMPLOYMENT: Terms and conditions of employment shall mean the hours of employment, the compensation therefore, including fringe benefits, and the Employer's personnel policies affecting the working conditions of the employees, but shall not mean nor include the inherent managerial rights of the Employer as set forth in Minnesota Statute Sec. 179A.07, Subd. 1 (1984).
- 3.11 Terms not defined by the Agreement shall have those meanings as defined in the Public Employment Labor Relations Act (PELRA of 1971, as amended).
- 3.12 COMPENSATORY TIME: Compensatory time is defined as time off and earned on a time and one half (1½) basis, received by the employee for working in excess of an employee's regularly scheduled shift or in excess of 80 hours in a two week period for dispatchers and 86 hours in a two week period for jailers/correctional officers.
- 3.13 JOB SHARE EMPLOYEE: Any employee participating in job share combining a full time position is entitled to the proportion of benefits equal to hours scheduled but not more than 100% of benefits to be paid.

#### **ARTICLE 4. UNION RIGHTS**

- 4.1 DUES DEDUCTION. The Employer agrees to deduct monthly from the wages of employees who authorize such a deduction in writing, an amount equal to monthly Union dues.
- 4.2 The exclusive representative hereby warrants and covenants that it will defend, indemnify and save the Employer harmless from any and all actions, suits, claims, damages, judgments and executions or other forms of liability including attorney's fees, liquidated or unliquidated which any person may have or claim to have, now or in the future, arising out of or by reason of actions taken or not taken by the Employer in accordance with the provisions of this Article.

- 4.3 RIGHT TO JOIN AND PARTICIPATE. Employee shall have the right to freely and without fear of penalty or reprisal, to form, join and participate in the Union or to refrain from such activity. Employees shall have the right to freely participate in internal Union affairs, as officers, stewards, committee men or such capacities to the extent that such participation does not interfere with any employee's job duties and responsibilities.
- 4.4 STEWARDS. The Union may designate to a maximum of two (2) employees within the bargaining unit as Steward(s) and shall notify the Employer in writing of the employees so designated and of any changes in such positions.
- A. A Steward shall have those duties and responsibilities as established by Article 16, Grievance Procedure.
  - B. During working hours and without loss of pay, a designated steward shall be allowed reasonable time to post official Union notices or announcements to transmit official communications authorized by the Union to the Employer, so long as such activity does not interfere with the employee's assigned job and responsibilities.
  - C. Upon notification to the Employer, a steward shall be allowed time off duty, without pay, to consult with the Employer or Union officers, concerning the administration of this Agreement, or to attend negotiation sessions mutually scheduled by the Union and the Employer for the renegotiation of this Agreement.
- 4.5 UNION REPRESENTATIVE. The business representative of the Union shall have the right to enter the Employer's maintenance facilities to meet with employees covered by this Agreement during scheduled breaks and lunch periods provided however that the Union representative shall not be granted entry if such entry would reasonably tend to disrupt the Employer's business.
- 4.6 USE OF EMPLOYER'S FACILITIES. Under no circumstances will the Employer's manpower, supplies, equipment or facilities be used in the support of Union affairs or business, except as hereinafter provided by this Section.
- A. The Employer shall provide reasonable space designated for employee bulletin boards for posting of official Union notices and announcements. Neither Employer nor Union shall post any material of a political or inflammatory nature.
  - B. Official Union shop meetings, called by a Union business representative, may be held in the employee's lunchrooms or available maintenance areas, during lunch or break periods provided that such meetings do not interfere with the employee's work duties and responsibilities.

## **ARTICLE 5. EMPLOYER RIGHTS**

5.1 The Employer retains the full and unrestricted right to operate and manage all manpower, facilities and equipment, to establish functions and programs; to set and amend budgets, to determine the utilization of technology; to establish and modify the organizational structure; to select, direct and determine the number of personnel; to establish work schedules and to perform any inherent managerial function not specifically limited by this Agreement.

Any term and condition of employment not specifically established or maintained by this Agreement shall remain solely within the discretion of the Employer to modify, establish or eliminate.

## **ARTICLE 6. MAINTENANCE OF STANDARDS**

The Employer agrees, subject to the following provisions, that all conditions of employment in his/her individual operation relating to wages, hours of work, overtime differentials and general working conditions shall be maintained at not less than the highest standards in effect at the time of the signing of this Agreement, and the conditions of employment shall be improved whenever specific provisions for improvement are made elsewhere in this Agreement.

## **ARTICLE 7. HOURS OF WORK**

7.1 In establishing the work schedule the Employer shall:

- A. Not establish "split-shifts"; and,
- B. Days off shall be consecutive.

7.2 In the event it is necessary, in the judgment of the Employer, to establish daily or weekly work schedules departing from the normal work schedule, at least seven (7) days notice of such intended change shall be given to the Union, except when an emergency prevents such notice.

7.3 All employees shall be at work location assigned by their supervisor, ready for work, at the scheduled starting time and shall remain at their assigned work location until the end of the scheduled normal work day unless otherwise directed by their supervisor.

7.4 Present practices as to the length of the work day and work week shall be maintained except when modified by mutual agreement.

7.5 LUNCH AND BREAK PERIODS. All Jailer/Dispatcher employees, with the exception of the Clerk II, shall take lunch and coffee breaks during normal duty hours, as duties permit, without loss of work time.

7.6 Part-Time Employees.

- A. Any employee whose work time has met the requirements of Minn. Stat. §179A.03, subd. 14(e) shall be considered a public employee and shall be eligible for membership in the Union.

## **ARTICLE 8. OVERTIME, CALL BACK AND PREMIUMS**

8.1 OVERTIME. The Employer shall have the right to schedule overtime work. Employees scheduled for overtime shall be compensated for such hours worked in accordance with this Article.

- A. All hours worked in excess of the employees regularly scheduled shift shall be compensated at the rate of one and one-half (1½) times the employee's straight time hourly rate of pay. Overtime shall be compensated by payment in wages or, upon approval of the Department Head, compensatory time off. Employees shall work on a 14-day cycle which may consist of 8, 10, or 12 hours.

### 8.2 COMPENSATORY TIME

- A. Except as limited by paragraph C, when an employee is entitled to overtime pay he/she has the option to take it as compensatory time at the rate of one and one-half (1½) times the hours of overtime. An employee is entitled to take all or any part of this paid overtime as compensatory time. The designation of overtime as paid time or compensatory time shall be made on the employee's timecard within the same pay period in which it is earned. Once the designation is made, it is irrevocable and overtime designated as compensatory time cannot be cashed out.

It is specifically understood and agreed that overtime will be paid in wages when the funding source for the overtime is state and/or federal grants stipulating that overtime must be paid in wages rather than compensatory time. This shall also apply to overtime funding sources from outside the county budget, including but not limited to the Sheriff's Disasters Fund.

- B. There is no time limit in which the employee must take his/her compensatory time.
- C. An employee can accumulate up to eighty (80) hours of compensatory time. If an employee's compensatory time balance is at eighty (80) hours, any overtime earned by the employee will be paid out at the overtime rate of one and one-half (1 ½) times the hours of overtime until the employee's compensatory time balance is below eighty (80) hours.
- D. No compensatory time shall be taken without the prior approval of the Employer or its designated representative.
- E. The employee will be subject to call back during compensatory time.

### 8.3 SHIFT DIFFERENTIAL

Jailer/Dispatchers that work the 10 p.m. - 6 a.m. shift shall receive an additional one (\$1.50) per hour shift differential. The shift differential for the Jailer/Dispatchers shall take effect upon implementation of this Labor Agreement.

## ARTICLE 9. PROBATIONARY PERIOD

- 9.1 ORIGINAL EMPLOYMENT. All original hires or rehire, following separation from employment, shall serve a twelve (12) continuous month probationary period.
- A. An employee may be terminated during the probationary period at the discretion of the Employer without such termination being a violation of this Agreement.
  - B. During the probationary period, employees shall earn sick leave and vacation as established by Article 12 (Vacations) and Article 13 (Sick Leave, Jury Duty, Leaves), and shall be allowed to use such benefits as accrued.
  - C. Employees shall have no seniority status during the probationary period. Upon successful completion of the probationary period, employees shall be assigned a seniority date as of their first day of continuous employment.
- 9.2 An employee may be allowed up to three (3) days off without pay and without their benefits being prorated. Employees that are on probation shall have their probation period automatically extended by additional days equal to any non-paid days granted. An employee's seniority shall not be changed when taking non-paid days under this provision. This provision shall not be subject to the Grievance Procedure.

## ARTICLE 10. SENIORITY

- 10.1 MASTER SENIORITY. Master seniority shall be defined as the length of employment with the Employer in a job covered by this Agreement.
- 10.2 LOSS OF SENIORITY. An employee shall lose his seniority standing upon voluntary resignation from the employment with the Employer or termination with good cause.
- 10.3 BREAK IN SENIORITY. Seniority shall not be earned by an employee during the following conditions.
- A. During the period of a suspension as provided by Article 15, Disciplinary Procedures;
  - B. During a period of an unpaid leave of absence;
  - C. During a period of lay off as provided by Section 10.4 of this Article.
- 10.4 In the event it is necessary for the Employer to temporarily or permanently reduce the work force, employees shall be laid off in the inverse order of their classification

seniority provided the senior employee is qualified to perform the duties involved. Temporary, seasonal, casual and probationary employees shall precede full-time and part-time employees in layoff.

- 10.5 Employees shall be recalled from lay off in order of their seniority, provided:
- A. No new employee shall be hired to a job classification within the bargaining unit for which an employee is on lay off until all employees in a lay off status have been offered an opportunity to return to work.
  - B. And the senior employee is qualified to perform the duties involved.
- 10.6 The senior qualified employee with relevant job experience shall be given first preference in vacations and days off.
- 10.7 SENIORITY LIST. A seniority list shall be presented to the Union upon request by its officers.
- 10.8 INTERNAL PROMOTION. All employees promoted internally shall serve a four (4) month probationary period in their new position. In the event the Employer makes a determination that an employee is not qualified for the internal promotion, the applicant shall have the right to appeal through the normal grievance procedure.

**ARTICLE 11. INSURANCE**

11.1 The Employer has available a hospital-medical-surgical plan for its employees. The Employer’s contributions toward single/Employee Plus One/family premium costs made only for employees who participate in the hospital-medical-surgical plans offered by the Employer. Any additional costs of the premium over and above the contribution of the Employer shall be paid by the employee through payroll deduction.

A. Wadena County 2025 Insurance Plan

Employee Only Plans:

2025 Plans Final	Premium	Employer Contribution (Cafeteria)	Monthly Employee Cost	Annual HRA Contribution
Value Plan	\$1,105.65	\$981.00	\$124.65	
Non-Embedded HSA Plan	\$978.94	\$1,048.00	\$-69.06	
Embedded HSA Plan	\$918.23	\$1,048.00	\$-129.77	
Non-Embedded HRA Plan	\$978.94	\$943.83	\$35.11	\$1,250.00
Embedded HRA Plan	\$918.23	\$943.83	\$-25.60	\$1,250

Employee + One Plans:

2025 Plans Final	Premium	Employer Contribution (Cafeteria)	Monthly Employee Cost	Annual HRA Contribution
Value Plan	\$1,742.32	\$1,432.00	\$ 292.32	
Non-Embedded HSA Plan	\$1,526.72	\$1,536	\$-9.28	
Embedded HSA Plan	\$1,432.04	\$1,536	\$-103.96	
Non-Embedded HRA Plan	\$1,526.72	\$1,327.67	\$199.06	\$2,500
Embedded HRA Plan	\$1,432.04	\$1,327.67	\$104.37	\$2,500

Employee + Family Plans:

2025 Plans Final	Premium Rates	Employer Contribution (Cafeteria)	Monthly Employee Cost	Annual HRA Contribution
Value Plan	\$2,698.27	\$1,848	\$850.27	
Non-Embedded HSA Plan	\$2,389.05	\$2,010	\$379.05	
Embedded HSA Plan	\$2,240.89	\$2,010	\$230.89	
Non-Embedded HRA Plan	\$2,389.05	\$1,801.67	\$587.38	\$2,500
Embedded HRA Plan	\$2,240.89	\$1,801.67	\$439.22	\$2,500

B. Effective January 1, 2025, all insurance increases and/or decreases throughout the duration of this contract shall be split 50/50 between employer and employees.

Non-participating Employees: For Employees hired prior to January 1, 2013, the County shall contribute \$300.00 per month for qualified employees waiving health coverage who provide evidence of coverage in a group sponsored plan elsewhere. No such contribution shall be made for employees hired on or after January 1, 2013.

- 11.2 Any additional premium costs for coverage selected over and above the contribution of the Employer as listed in Section 11.1, shall be paid by the employee through payroll deduction.
- 11.3 Employees must work twenty (20) hours per week to be eligible for the Cafeteria Plan. This benefit shall be pro-rated according to the hours worked.
- 11.4 New hires will be benefit eligible on the first of the month following one calendar month of employment.
- 11.5 For employees working eighty percent (80%) time or more, the Employer contribution shall not be pro-rated.

- 11.6 The Employer shall provide Term Life Insurance of twenty thousand dollars (\$20,000.00) for each regular employee.
- 11.7 The Employer shall provide an income protection plan, providing four hundred dollars (\$400.00) per month, for each regular employee.
- 11.8 Upon obtaining twenty (20) years of service and obtaining the age eligible for retirement under PERA, the County shall allow those employees who retire to remain on the County's Health Insurance Plan at full cost to the employee retiring until they are eligible for Medicare. Prior to retiring the employee shall notify the County whether they want single or dependent coverage.

**ARTICLE 12. VACATIONS**

12.1 Regular employees shall earn vacation on the following basis.

The following vacation benefits are available to full-time permanent employees:

<u>YEARS OF EXPERIENCE</u>	<u>HOURS EARNED PER PAY PERIOD</u>	<u>HOURS/DAYS EARNED PER YEAR</u>	
1 thru 5	3.69	96 hours	12 days
6 thru 10	4.62	120 hours	15 days
11 thru 15	5.54	144 hours	18 days
15+	6.15	160 hours	20 days

When the fifth (5<sup>th</sup>), tenth (10<sup>th</sup>), and fifteenth (15<sup>th</sup>) year is completed, the increased rate will begin the following month. For example, if you reach the fifth year of experience during June, you will begin earning one and one-fourth (1¼) days of vacation beginning July 1.

**PART-TIME EMPLOYEES:** Permanent part-time employees, whose average work week is fourteen (14) hours or more per week or thirty-five percent (35%) of the normal work week, shall earn prorated vacation benefits based on their actual number of hours worked. Permanent part-time employees shall have vacation and sick leave benefit accrual amounts credited to each employee's account on a quarterly basis. Each month the benefits shall be prorated based on the number of hours worked by the employee in that month.

- 12.2 Employees shall have preference as to vacation days in accordance with seniority, provided, however, vacation dates must be requested in writing at least 30 days in advance or by the 15<sup>th</sup> day of the month prior to the month the vacation is requested.
- 12.3 Vacation benefits may be accumulated to a maximum of thirty (30) working days.
- 12.4 Upon retirement/termination, employees shall have all past earned and accumulated vacation applied to their HCSP (MSRS). In case of death of an employee, any unused

accumulated vacation shall be paid to the employee's spouse or beneficiary in accordance with Minnesota Law or the employee's estate.

- 12.5 The County shall provide the employee at the time of their retirement/termination notice of their accrued vacation which can be used prior to retirement/termination date.
- 12.6 A permanent employee who is filling in for an employee who is on leave of absence or vacation and is performing work of a higher pay classification after ten (10) consecutive days shall receive the wage scale prevailing for the higher classification upon Board approval.

### **ARTICLE 13. SICK LEAVE, JURY DUTY, LEAVES**

- 13.1 Regular employees shall earn sick leave at the rate of 3.7 hours per pay period for twenty-five (25) pay periods and 3.5 for the 26<sup>th</sup> pay period for a total of 960 hours.
  - A. Sick leave may accumulate up to a maximum of nine hundred sixty (960) hours.
  - B. Employees shall be allowed to utilize their accrued sick leave in accordance with Wadena County Personnel Policy, Article 30.
  - C. Emergency Exception: Employees covered by this agreement work in positions with preassigned or foreseeable work duties during a public emergency or weather event which may require them to respond to a public emergency or weather event and acknowledge and waive the application of Minn. Stat. §181.9447, subd. 1, clause 4.
  - D. Abuse of sick leave benefits may be considered by the Employer as just cause for disciplinary action under Article 15 (Disciplinary Procedures) of this Agreement.
  - E. Sick leave allowance shall be deducted from the accrued sick leave days earned by the employee.
  - F. The days of sick leave used in the months of employment are to be deducted from the total accumulated days. The days earned in the month of employment are then to be added to the remainder in order to arrive at the new accumulative total.
- 13.2 Employees called for jury duty shall be paid the difference between their normal earnings and jury duty fees, while serving on jury duty.
- 13.3 Employees shall be given military leave in accordance with Minnesota Statutes.
- 13.4 Sick leave occurring during one's vacation shall not be construed as charges against vacation or comp time where written proof can be established to that effect.
- 13.5 Upon retirement/termination of employment with the Employer in good standing, the employee will have twenty-five percent (25%) of their accumulated sick leave paid into the employee's HCSP (MSRS).
- 13.6 Any current employee whose sick leave benefits, on the date this Agreement is signed, are greater than those set forth in Section 13.1, shall maintain those benefits

for the duration of this Agreement.

- 13.7 Catastrophic Sick Bank: When an employee has nine hundred sixty (960) hours accumulated in the regular sick leave bank, he/she shall accumulate additional time in a catastrophic sick leave bank at the rate of four (4) hours for each full month of service. The catastrophic sick bank cannot exceed four hundred eighty (480) hours. Sick leave in the catastrophic sick leave bank may be utilized for serious illness or injury when the regular sick leave bank has been exhausted.
- 13.8 Minnesota Paid Family Medical Leave: Beginning January 1, 2026, accordance with Minn. Stat. §268B the employer shall provide the statutorily required paid Family and Medical Benefits through an approved private plan or through the use of the State plan. Regardless of whether these benefits are provided through a private plan or the state plan, the premiums will be divided equally between the employer (50%) and the employees (50%). The employees' 50% payment of the total premium will be made by payroll deduction. Employees will be allowed to use accrued paid time off (sick, vacation, personal leave day, compensatory time) to supplement the paid family and medical benefits received under the statute to make the employee whole and as limited by the statute.

#### **ARTICLE 14. HOLIDAYS**

- 14.1 The following shall be observed as holidays for regular employees:

New Year's Day	January 1
Martin Luther King Day	Third Monday in January
President's Day	Third Monday in February
Good Friday	Friday before Easter
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25

- 14.2 Regular employees meeting the eligibility requirements of Section 14.5 shall receive a normal day's pay for each of the observed holidays established in Section 14.1.
- 14.3 Employees shall observe holidays, as established by Section 14.1 in accordance with the following:
- A. Employees scheduled on Monday through Friday normal work week shall observe holidays on the calendar day which they occur, provided that holidays which occur on a Saturday will be observed on the previous Friday and holidays which occur on a Sunday will be observed on the following Monday.

- B. Employees scheduled on a normal work week other than Monday through Friday, shall observe the holidays the calendar day on which they occur.
- 14.4 Employees required to work a holiday shall be paid two times (2x's) their straight time hourly rate for their regularly scheduled shift and any additional hours worked in addition to eight (8) hours at straight time pay or compensatory time for the holiday. Employees in continuous operation who do not work on a holiday shall receive eight (8) hours of straight time pay or comp time.
- 14.5 To be eligible for holiday pay or for the observed holiday premium, established by Sections 14.2 and 14.4, employees must have worked their last scheduled normal work day prior to the observed holiday and their first scheduled normal work day following the observed holiday or have been on an approved paid absence as established by this Agreement.
- 14.6 Christmas Eve falls on a week day, each "on duty" employee shall be compensated four (4) hours at either pay or comp time.
- 14.7 There shall be one (1) paid personal leave day each year which shall be designated by the employee upon advance notification to the employee's supervisor. The personal day will be paid in the total hours that reflect the employee's scheduled shift. Personal days shall not be prorated. The personal leave day may be used during an employee's probationary period at the discretion of the Department Head.

## **ARTICLE 15. DISCIPLINARY PROCEDURES**

- 15.1 The Employer shall have the right to impose disciplinary action on employees for just cause only.
- 15.2 Disciplinary action by the Employer shall include only the following actions:
  - A. Oral reprimand;
  - B. Written reprimand;
  - C. Suspension;
  - D. Demotion, or
  - E. Discharge.
- 15.3 Employees who are to be discharged will first be suspended for five (5) scheduled normal work days prior to the discharge becoming effective. The appeal of a discharge may be initiated by the Union at Step 3 of the Grievance Procedure.
- 15.4 Employees who are to be questioned concerning behavior or an act which would lead to a suspension, demotion or discharge, shall be given an opportunity to request that a Union representative be present at such questioning.
- 15.5 Employees may examine their own personnel file at reasonable times under the direct supervision of a representative of the Employer.

## ARTICLE 16. GRIEVANCE PROCEDURE

- 16.1 DEFINITION OF A GRIEVANCE. A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this Agreement.
- 16.2 UNION REPRESENTATIVE. The Employer will recognize stewards, designated by the Union in accordance with Article 4 (Union Rights) as the grievance representatives of the bargaining unit having the duties and responsibilities established by this Article.
- 16.3 PROCESSING A GRIEVANCE. It is recognized and accepted by the Union and the Employer that the processing of grievances, as hereinafter provided, is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during normal working hours only when consistent with employee duties and responsibilities. The aggrieved employee and a Union Steward shall be allowed a reasonable amount of time without loss of pay, when a grievance is investigated and presented to the Employer during normal working hours, provided that the employee and the Union Steward have notified and received the approval of their supervisor, who has determined that such absence is reasonable and would not be detrimental to work programs of the Employer.
- 16.4 PROCEDURE. Grievances, as defined by Section 16.1, shall be resolved in conformance with the following procedures:

**STEP 1.** An employee claiming a violation concerning the interpretation or application of this Agreement shall, within sixteen (16) calendar days after such alleged violation has occurred, present such grievance to the supervisor. The supervisor will discuss the alleged grievance with the employee and give an answer to such Step 1 grievance within ten (10) days following the discussion. A grievance not resolved in Step 1 and appealed by the Union to Step 2 shall be placed in writing setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of the Labor Agreement allegedly violated and the remedy requested. Any grievance not appealed in writing to Step 2 by the Union with ten (10) calendar days following the Step 1 answer, shall be considered waived.

**STEP 2.** If appealed, the written grievance shall be presented by a Union Steward and/or Business Agent and discussed with the Supervisor. The Supervisor shall give the Union the Employer's Step 2 answer in writing within ten (10) calendar days following the Step 2 discussion. Any grievance not appealed in writing to Step 3 by the Union within ten (10) calendar days following the Step 2 answer shall be considered waived.

**STEP 3.** If appealed, the written grievance shall be presented by a Union

business representative and discussed with the Employer. The Employer shall give the union the Employer's Step 3 answer in writing within ten (10) calendar days following the Step 3 discussion. Any grievance not appealed in writing to Step 4 by the Union within ten (10) calendar days following the Step 3 answer, shall be considered waived.

**STEP 4.** A grievance unresolved in Step 3 and appealed to Step 4 by the Union shall be submitted to arbitration subject to the provisions of the Public Employment Labor Relations Act (PELRA) of 1971, as amended. The selection of an Arbitrator shall be made in accordance with the "Rules Governing the Arbitration of Grievance," as established by the Bureau of Mediation Services (BMS).

#### **16.5 ARBITRATOR AUTHORITY.**

- A. The Arbitrator shall have no right to amend, modify, nullify, ignore, add to or subtract from the terms and conditions of this Agreement. The Arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer and the Union and shall have no authority to make a decision on any other issue not so submitted.
- B. The Arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules or regulations having the force and effect of law. The Arbitrator's decision shall be submitted in writing within thirty (30) calendar days following close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on the Employer, the Union and the employees and shall be based solely on the Arbitrator's interpretation or application of the express terms of this Agreement and the evidence and testimony presented.
- C. The fees and expenses for the Arbitrator's services and proceedings shall be borne equally by the Employer and the Union, provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire verbatim record of the proceedings the cost shall be shared equally.

**16.6 WAIVER.** If a grievance, is not presented within the time limits set forth above, it shall be considered waived. If a grievance is not appealed to the next Step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employer's last answer. If the Employer does not answer a grievance or appeal thereof within the specified time limits, the Union may elect to treat the grievance as denied at that Step and immediately appeal the grievance to the next Step. The time limit in each Step may be extended by

mutual written agreement of the Employer and the Union in each Step.

- 16.7 EXCLUSIVE REMEDY. This procedure shall be the sole and exclusive means of processing a grievance as defined by Section 15.1.

## **ARTICLE 17. ABSENCES FROM WORK**

- 17.1 Employees unable to report for their scheduled normal work day because of personal illness or injury (Article 13, Sick Leave, Jury Duty, Leaves), because of illness or injury

in the employee's immediate family (Article 13, Sick Leave, Jury Duty, Leaves), shall notify a designated supervisor as soon as practicable, prior to the start of their scheduled normal work day, and give reason(s) for the absence and the expected duration of the absence. Employee's failure to give notice or who do not have a valid explanation of the reasons for failing to give notification may be subject to disciplinary action as provided by Article 15, Disciplinary Procedures.

- 17.2 Failure to report for work without notification for three (3) consecutively scheduled normal work days may be considered a resignation by the Employer on the part of the employee.

- 17.3 All absence reports as requested by the Employer shall be submitted on the form provided by the Employer and filed in writing at such times as the Employer shall require.

## **ARTICLE 18. TRAINING**

All training must be pre-approved by the Employer. Employees attending approved training shall be guaranteed no loss of hours. Training compensation shall be at straight time unless, under the circumstances, overtime is mandated by the Fair Labor Standards Act. Mandatory training hours will be considered as hours worked for purposes of calculation of overtime. Travel time will be paid for approved training conducted away from the work site.

## **ARTICLE 19. WAGES**

- 19.1 Wages 2025. Wage Schedule for 2025 3(Appendix A) shall be in effect beginning January 1, 2025, and reflects a 4.25% increase from the 2024 wage grid. Employees eligible for a step increase in 2025 shall receive a step increase on their anniversary date and the increases for 2025 will be retroactive to January 1, 2025.

Wages 2026 Wage Schedule for 2026 (Appendix A) shall be in effect beginning January 1, 2026 and reflects a 4.25% increase from the 2025 wage grid. Employees eligible for a step increase in 2026 shall receive a step increase on their anniversary date.

Wages 2027 Wage Schedule for 2027 (Appendix A) shall be in effect beginning January 1, 2027 and reflects a 4.25% increase from the 2026 wage grid. Employees eligible for a step increase in 2027 shall receive a step increase on their anniversary date.

- 19.2 A. Employees who, as a condition of their employment, are required to wear a uniform or safety equipment shall be furnished such uniform or equipment by the Employer.

The uniform allowance for the period covered by this Agreement shall be six hundred dollars (\$600.00) per year, for full-time and part-time Jail/Dispatch.

Allowance may be used for acquisition and maintenance of uniforms. After an employee submits a resignation they are no longer eligible to receive or utilize the allowance.

- B. Effective December of 2008 and every year thereafter, all unused monies from the employee's uniform allowance shall be rolled over into the next year to the maximum amount as follows:

Jailers/Dispatchers- \$800.00

- 19.3 Payroll shall be bi-weekly.

- 19.4 WORKER'S COMPENSATION. Upon request of an employee who is absent from work as a result of a compensable injury incurred in the service of the Employer, under the provision of the Workers' Compensation Act, the Employer will pay the difference between the compensation received pursuant to the Worker's Compensation Act by the employee and the employee's regular rate of pay to the extent of the employee's earned accrual of sick leave and/or vacation pay.

A deduction shall be made from the employee's accumulated vacation or sick leave accrual time according to the pro rata portions of days or sick leave or vacation time which is used to supplement Workers' Compensation. Such payment shall be paid by the Employer to the employee only during the period of disability.

In no event shall the additional compensation paid to the employee by virtue of sick leave or vacation pay result in the payment of total daily, weekly, or monthly compensation that exceeds the normal compensation of the employee.

An employee who is absent from work as a result of an injury compensable under the Workers' Compensation Act who elects to receive sick leave or vacation pay pursuant to this policy shall submit his/her Workers' Compensation check, endorsed to the Employer, prior to receiving payment from the Employer for his/her absence.

An employee shall not be required to turn over to the Employer such permanent partial or permanent total disability payments which he/she may receive pursuant to Workers' Compensation Act.

19.5 FIELD TRAINING OFFICERS ("FTO") PAY: Beginning January 1, 2026, employees who are designated as FTO's by the Jail Administrator or Sheriff, and who have obtained the necessary FTO certification, shall be eligible for a pro rata share of \$2000 FTO pay as long as the employee has actually provided FTO training in the preceding calendar year (as verified by the Jail Administrator or Sheriff) and remains employed as of the last day in the final pay period of the calendar year. The pro rata FTO payments will be made in last pay period of the calendar year.

## ARTICLE 20. POSITION CLASSIFICATIONS

Position	New Grade
Jailer/Dispatcher	7
Jail Programmer	8

## ARTICLE 21. JOB POSTINGS/HIRING/PROMOTIONS

21.1 All permanent vacancies shall be posted. Employees shall have ten (10) working days after posting to complete application for such vacancies. The employer retains the right to make all hiring and promotional decisions.

## ARTICLE 22. NON-DISCRIMINATION

22.1 The provisions of this Agreement shall be applied equally by the Employer and the Union to all employees without discrimination as to race, color, creed, national origin, political affiliation, sex or because of membership or non-membership in the Union.

22.2 Employees covered by this Agreement shall carry out their job duties and responsibilities in a non-discriminatory manner as these duties and responsibilities affect the public and other employees.

22.3 Employees selected or appointed to the position of Union steward will not be discriminated against by the Employer because of holding such position.

22.4 The Employer and the Union agree that all employees have a right to a work environment free of sexual harassment.

22.5 Sexual harassment is conduct defined in 22.6 that has as its purpose or effect:

A. Substantial interference with an individual's work performance; or,

- B. Creation of an intimidating, hostile or offensive working environment.
- 22.6 Sexual harassment encompasses a wide range of unwanted, sexually directed behavior including:
- A. Verbal harassment or abuse (perhaps in the guise of humor);
  - B. Subtle pressure sexual activity;
  - C. Sexually directed remarks about a worker's clothing, body or sexual activities;
  - D. Unwanted touching, patting or pinching;
  - E. Demanding sexual favors accompanied by implied or overt threats; and,
  - F. Physical assault.
- 22.7 A Union member may contact their Union on a complaint of discriminatory harassment in addition to going through departmental procedures, or seek resolution through the EEOC (Equal Employment Opportunity Commission).

**ARTICLE 23. HEALTH CARE SAVINGS PLAN (MSRS)**

- 23.1 The Employer will allow employees to participate in the Health Care Savings Plan (HCSP) through the Minnesota State Retirement System (MSRS). The Employer will make contributions on behalf of eligible employees as follows:
- A. Employee's sick leave severance pay per Article Section 13.5 of the Labor Agreement will be put into employee's HCSP (MSRS) upon leaving employment with the County.
  - B. Employee's vacation per Section 12.4 of the Labor Agreement will be put into employee's HCSP (MSRS) upon leaving employment with the County.
  - C. Employees who are eligible for a lump sum payment to the HCSP shall receive such payment in cash if the total dollar amount is less than one hundred (\$100) dollars.

**ARTICLE 24. WAIVER**

- 24.1 Any and prior agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment to the extent inconsistent with the provisions of this Agreement, are hereby suspended.
- 24.2 The parties mutually acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and

proposals with respect to any term and condition of employment not removed by law from bargaining. All agreements and understanding arrived at by the parties are set forth in this Agreement for the stipulated duration of this Agreement. The Employer and the Union each voluntarily and unqualifiedly waived the right to meet and negotiate regarding any and all terms and conditions of employment referred to or covered in this Agreement or with respect to any term or condition of employment not specifically referred to or covered by this Agreement, even though such terms or conditions may not have been within the knowledge or contemplation of either or both parties at the time this Agreement was negotiated or executed.

## **ARTICLE 25. SAVINGS CLAUSE**

- 25.1 The Employer and the Union agree that it is their intention that this Agreement not be in conflict with Federal or State law, rules or regulations properly promulgated thereunder.
- 25.2. Any provision(s) of this Agreement held to be contrary to law by a court of competent jurisdiction, from whose final judgment or decree no appeal has been taken within the time provided, shall be void. All other provisions of this Agreement shall continue in full force and effect. The parties, on written notice, shall meet and renegotiate the voided provision(s).

## **ARTICLE 26. DURATION**

- 26.1 This Agreement shall be effective January 1, 2025, and shall remain in effect through December 31, 2027, and shall continue in effect from year to year thereafter unless changed or terminated in the manner herein provided.
- 26.2 Either party desiring to change this Agreement must notify the other in writing at least sixty (60) calendar days and not before one hundred twenty (120) calendar days prior to the expiration date specified in this Article. When notice is given for the desire to renegotiate changes, the nature of such changes shall be specified in the notice. Until a conclusion is reached regarding such changes, the original provisions shall remain in full force and effect. Notice by either party of a desire to terminate this Agreement shall follow the same procedure as a proposed change.

**IN WITNESS THEREOF** the parties have signed this AGREEMENT on the date indicated:

LELS:

  
Its: Sean McKnight

Dated: 02/02/2026

  
Its: Erika Penner

Dated: 2/2/2024

WADENA COUNTY:

\_\_\_\_\_  
Its: Ron Noon, Board Chairman

Dated: \_\_\_\_\_

\_\_\_\_\_  
Its: Heather Olson, Interim Co. Administrator

Dated: \_\_\_\_\_

APPENDIX A

2025	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	\$14.95	\$15.70	\$16.48	\$17.31	\$18.17	\$18.60	\$19.02	\$19.46	\$19.92	\$20.38
2	\$16.30	\$17.11	\$17.96	\$18.86	\$19.32	\$20.26	\$20.73	\$21.22	\$21.71	\$22.21
3	\$17.77	\$18.65	\$19.58	\$20.56	\$21.59	\$22.09	\$22.61	\$23.13	\$23.67	\$24.22
4	\$19.36	\$20.33	\$21.35	\$22.41	\$23.54	\$24.09	\$24.64	\$25.21	\$25.79	\$26.40
5	\$21.11	\$22.16	\$23.26	\$24.44	\$25.65	\$26.24	\$26.86	\$27.48	\$28.12	\$28.77
6	\$23.00	\$24.15	\$25.36	\$26.63	\$27.96	\$28.61	\$29.28	\$29.96	\$30.65	\$31.36
7	\$24.15	\$25.36	\$26.63	\$27.96	\$29.35	\$30.04	\$30.73	\$31.45	\$32.18	\$32.92
8	\$25.36	\$26.63	\$27.96	\$29.35	\$30.82	\$31.54	\$32.28	\$33.02	\$33.79	\$34.57
9	\$26.63	\$27.96	\$29.35	\$30.82	\$32.37	\$33.12	\$33.89	\$34.68	\$35.48	\$36.30
10	\$27.96	\$29.35	\$30.82	\$32.37	\$33.99	\$34.78	\$35.59	\$36.41	\$37.25	\$38.12
11	\$29.35	\$30.82	\$32.37	\$34.00	\$35.68	\$36.52	\$37.36	\$38.23	\$39.11	\$40.02
12	\$30.54	\$32.06	\$33.66	\$35.34	\$37.11	\$37.97	\$38.86	\$39.76	\$40.68	\$41.62
13	\$31.75	\$33.34	\$35.01	\$36.76	\$38.60	\$39.50	\$40.40	\$41.35	\$42.31	\$43.29
14	\$32.70	\$34.34	\$36.06	\$37.86	\$39.76	\$40.68	\$41.62	\$42.58	\$43.57	\$44.59
15	\$33.69	\$35.38	\$37.14	\$39.00	\$40.95	\$41.89	\$42.87	\$43.87	\$44.88	\$45.92
16	\$34.70	\$36.43	\$38.26	\$40.16	\$42.18	\$43.15	\$44.16	\$45.18	\$46.23	\$47.30
17	\$35.74	\$37.52	\$39.41	\$41.37	\$43.44	\$44.45	\$45.48	\$46.54	\$47.61	\$48.72
18	\$36.81	\$38.65	\$40.58	\$42.62	\$44.74	\$45.78	\$46.84	\$47.93	\$49.05	\$50.19
19	\$37.92	\$39.81	\$41.81	\$43.89	\$46.09	\$47.15	\$48.25	\$49.38	\$50.51	\$51.69
20	\$39.06	\$41.01	\$43.06	\$45.21	\$47.47	\$48.58	\$49.70	\$50.85	\$52.03	\$53.24
21	\$40.23	\$42.23	\$44.35	\$46.57	\$48.89	\$50.03	\$51.19	\$52.38	\$53.59	\$54.84
22	\$41.84	\$43.93	\$46.12	\$48.43	\$50.85	\$52.03	\$53.24	\$54.47	\$55.74	\$57.03
23	\$43.09	\$45.25	\$47.50	\$49.88	\$52.38	\$53.59	\$54.83	\$56.11	\$57.40	\$58.74
24	\$44.38	\$46.60	\$48.93	\$51.38	\$53.94	\$55.20	\$56.48	\$57.79	\$59.13	\$60.50
25	\$45.72	\$48.00	\$50.40	\$52.92	\$55.56	\$56.86	\$58.17	\$59.53	\$60.91	\$62.32
26	\$47.32	\$49.68	\$52.17	\$54.77	\$57.51	\$58.85	\$60.21	\$61.61	\$63.03	\$64.50

2025 Wage Schedule 4.25% COLA

2026	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	\$15.58	\$16.36	\$17.18	\$18.04	\$18.94	\$19.39	\$19.83	\$20.29	\$20.77	\$21.25
2	\$16.99	\$17.84	\$18.73	\$19.66	\$20.14	\$21.12	\$21.61	\$22.12	\$22.63	\$23.16
3	\$18.52	\$19.45	\$20.42	\$21.43	\$22.51	\$23.03	\$23.57	\$24.12	\$24.67	\$25.25
4	\$20.19	\$21.19	\$22.25	\$23.36	\$24.54	\$25.11	\$25.69	\$26.28	\$26.89	\$27.52
5	\$22.00	\$23.10	\$24.25	\$25.47	\$26.74	\$27.36	\$28.00	\$28.65	\$29.31	\$30.00
6	\$23.98	\$25.18	\$26.43	\$27.76	\$29.15	\$29.82	\$30.52	\$31.23	\$31.95	\$32.69
7	\$25.18	\$26.43	\$27.76	\$29.15	\$30.60	\$31.32	\$32.04	\$32.78	\$33.55	\$34.32
8	\$26.43	\$27.76	\$29.15	\$30.60	\$32.13	\$32.88	\$33.65	\$34.43	\$35.23	\$36.04
9	\$27.76	\$29.15	\$30.60	\$32.13	\$33.74	\$34.53	\$35.33	\$36.15	\$36.98	\$37.84
10	\$29.15	\$30.60	\$32.13	\$33.74	\$35.43	\$36.25	\$37.10	\$37.95	\$38.83	\$39.74
11	\$30.60	\$32.13	\$33.74	\$35.44	\$37.20	\$38.07	\$38.95	\$39.85	\$40.77	\$41.72
12	\$31.83	\$33.42	\$35.09	\$36.85	\$38.69	\$39.59	\$40.51	\$41.45	\$42.41	\$43.39
13	\$33.10	\$34.76	\$36.49	\$38.32	\$40.24	\$41.17	\$42.12	\$43.10	\$44.11	\$45.12
14	\$34.09	\$35.80	\$37.59	\$39.47	\$41.45	\$42.41	\$43.39	\$44.39	\$45.42	\$46.48
15	\$35.12	\$36.88	\$38.72	\$40.66	\$42.69	\$43.67	\$44.69	\$45.73	\$46.79	\$47.88
16	\$36.17	\$37.98	\$39.88	\$41.87	\$43.97	\$44.99	\$46.04	\$47.10	\$48.20	\$49.32
17	\$37.26	\$39.12	\$41.08	\$43.13	\$45.28	\$46.34	\$47.41	\$48.52	\$49.64	\$50.79
18	\$38.38	\$40.30	\$42.30	\$44.43	\$46.64	\$47.73	\$48.84	\$49.97	\$51.13	\$52.32
19	\$39.53	\$41.51	\$43.58	\$45.75	\$48.05	\$49.16	\$50.30	\$51.47	\$52.66	\$53.88
20	\$40.72	\$42.75	\$44.89	\$47.13	\$49.49	\$50.64	\$51.82	\$53.01	\$54.24	\$55.50
21	\$41.94	\$44.03	\$46.23	\$48.55	\$50.97	\$52.16	\$53.37	\$54.60	\$55.87	\$57.17
22	\$43.62	\$45.80	\$48.08	\$50.49	\$53.01	\$54.24	\$55.50	\$56.78	\$58.11	\$59.45
23	\$44.92	\$47.17	\$49.52	\$52.00	\$54.60	\$55.87	\$57.16	\$58.50	\$59.84	\$61.24
24	\$46.27	\$48.58	\$51.01	\$53.56	\$56.23	\$57.55	\$58.88	\$60.24	\$61.65	\$63.07
25	\$47.66	\$50.03	\$52.55	\$55.17	\$57.92	\$59.27	\$60.64	\$62.06	\$63.50	\$64.97
26	\$49.33	\$51.79	\$54.39	\$57.10	\$59.96	\$61.35	\$62.77	\$64.23	\$65.71	\$67.24

**2026 Wage Schedule 4.25% COLA**

2027	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	\$16.25	\$17.06	\$17.91	\$18.81	\$19.75	\$20.21	\$20.68	\$21.15	\$21.65	\$22.15
2	\$17.71	\$18.59	\$19.52	\$20.50	\$21.00	\$22.02	\$22.53	\$23.06	\$23.59	\$24.14
3	\$19.31	\$20.27	\$21.28	\$22.34	\$23.46	\$24.01	\$24.57	\$25.14	\$25.72	\$26.32
4	\$21.05	\$22.09	\$23.20	\$24.35	\$25.58	\$26.18	\$26.78	\$27.40	\$28.03	\$28.69
5	\$22.94	\$24.08	\$25.28	\$26.56	\$27.88	\$28.52	\$29.19	\$29.87	\$30.56	\$31.27
6	\$25.00	\$26.25	\$27.56	\$28.94	\$30.39	\$31.09	\$31.82	\$32.56	\$33.31	\$34.08
7	\$26.25	\$27.56	\$28.94	\$30.39	\$31.90	\$32.65	\$33.40	\$34.18	\$34.97	\$35.78
8	\$27.56	\$28.94	\$30.39	\$31.90	\$33.50	\$34.28	\$35.08	\$35.89	\$36.72	\$37.57
9	\$28.94	\$30.39	\$31.90	\$33.50	\$35.17	\$36.00	\$36.83	\$37.69	\$38.56	\$39.45
10	\$30.39	\$31.90	\$33.50	\$35.17	\$36.94	\$37.79	\$38.67	\$39.57	\$40.48	\$41.42
11	\$31.90	\$33.50	\$35.17	\$36.95	\$38.78	\$39.69	\$40.60	\$41.54	\$42.51	\$43.50
12	\$33.19	\$34.84	\$36.58	\$38.41	\$40.33	\$41.27	\$42.23	\$43.21	\$44.21	\$45.23
13	\$34.51	\$36.23	\$38.04	\$39.95	\$41.95	\$42.92	\$43.91	\$44.94	\$45.98	\$47.04
14	\$35.54	\$37.32	\$39.19	\$41.15	\$43.21	\$44.21	\$45.23	\$46.28	\$47.35	\$48.46
15	\$36.62	\$38.45	\$40.36	\$42.39	\$44.51	\$45.53	\$46.59	\$47.67	\$48.78	\$49.91
16	\$37.71	\$39.59	\$41.58	\$43.65	\$45.84	\$46.90	\$48.00	\$49.10	\$50.24	\$51.41
17	\$38.84	\$40.78	\$42.83	\$44.96	\$47.21	\$48.30	\$49.42	\$50.58	\$51.74	\$52.95
18	\$40.01	\$42.01	\$44.10	\$46.32	\$48.63	\$49.76	\$50.91	\$52.09	\$53.30	\$54.54
19	\$41.21	\$43.27	\$45.44	\$47.70	\$50.09	\$51.24	\$52.44	\$53.66	\$54.90	\$56.17
20	\$42.45	\$44.57	\$46.79	\$49.14	\$51.59	\$52.79	\$54.02	\$55.27	\$56.54	\$57.86
21	\$43.72	\$45.90	\$48.20	\$50.61	\$53.14	\$54.38	\$55.64	\$56.92	\$58.24	\$59.60
22	\$45.47	\$47.75	\$50.13	\$52.64	\$55.27	\$56.54	\$57.86	\$59.20	\$60.58	\$61.98
23	\$46.83	\$49.17	\$51.63	\$54.21	\$56.92	\$58.24	\$59.59	\$60.98	\$62.39	\$63.84
24	\$48.23	\$50.65	\$53.17	\$55.84	\$58.62	\$59.99	\$61.39	\$62.80	\$64.27	\$65.76
25	\$49.69	\$52.16	\$54.78	\$57.52	\$60.39	\$61.79	\$63.22	\$64.70	\$66.20	\$67.73
26	\$51.42	\$53.99	\$56.70	\$59.53	\$62.51	\$63.96	\$65.43	\$66.96	\$68.50	\$70.10

**2027 Wage Schedule 4.25% COLA**

# Wadena County, MN Board Action Form

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

<b>LELS Jailer/Dispatcher Non-Licensed Essential Unit MOU 12-Hour Shift</b>	
Date of Meeting: 2/10/2026	Total time requested: 5 minutes
Department Requesting Action: Human Resources	
Presenting Board Action/Discussion at Meeting: Jennifer Westrum, Deputy County Administrator	
<b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Attached is an MOU which is necessary in order for dispatchers to continue to work 12-hour shifts. This MOU is the result of a number of issues identified by HR and was addressed independently of labor negotiations. Dyan Ebert, Labor Attorney, drew up the agreement after consultations with HR and Sean McKnight, Business Agent. This agreement allows dispatchers to continue to work 12-hour shifts while outlining parameters which meet FLSA standards.	
<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:	
Adoption of the MOU as written.	
<b>Financial Implications:</b>	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

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

<p><b>Signatures</b></p> <p>STATE OF MINNESOTA}          COUNTY OF Wadena}</p> <p>I, Heather Olson, County Auditor/Treasurer Clerk of the Board, Wadena County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Administration Office of Wadena County in Wadena, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:</p>
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**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**LAW ENFORCEMENT LABOR SERVICES, INC.,**  
**Jailer/Dispatcher - Non-Licensed Essential Unit**  
**and**  
**WADENA COUNTY**

**WHEREAS**, Law Enforcement Labor Services, Inc., Jailer/Dispatcher – Non-Licensed Essential Unit (hereinafter referred to as “the Union”) and Wadena County (hereinafter referred to as “the County”) are parties to a Labor Agreement in effect from January 1, 2025 through December 31, 2027; and

**WHEREAS**, the parties have expressed a desire to continue twelve (12) hours shifts for Dispatchers for the duration of this contract, unless canceled with a 60-day notice.

**NOW THEREFORE**, the parties agree as follows:

1. The County will implement a 2080 Plan pursuant to Section 7 (b) of the Fair Labor Standards Act for full-time employees in the classification of Dispatcher in conjunction with the establishment of 12-hour shifts.
2. Full-time employees in the classification of Dispatcher will be guaranteed at least 2080 hours of work in the 52-week period.
3. Full-time employees in the classification of Dispatcher will not be scheduled to work more than 2240 hours in the 52-week period.
4. Full-time employees in the classification of Dispatcher will be compensated at the rate of one and one-half times their regular rate of pay for all hours worked in excess of their regularly scheduled shift or 80 hours per two-week pay period.
5. Full-time employees in the classification of Dispatcher will be compensated at the rate of one and one-half times their regular rate of pay for all hours worked in excess of 2080 up to and including 2240 hours in the 52-week period.
6. For purposes of calculating overtime pursuant to paragraphs 4 and 5 and the maximum 2240 hours in the 52-week period, “hours worked” shall not include hours paid but not worked including but not limited to paid time off for sick, vacation, holidays or compensatory time.
7. Overtime hours worked shall not be pyramided, compounded, or paid twice for the same hours worked.
8. No full-time employee in the classification of Dispatcher will be permitted to work more than 2240 hours in the 52-week period. Any full-time employee in the classification of Dispatcher whose work hours will exceed 2240 in the 52-week

period will be required to take time off from work and will be required to utilize accrued paid time off benefits or accrued compensatory time for the remainder of the 52-week period.

9. This Memorandum of Understanding will be in effect for the period of the contract. During the contract period, either party may, with a 60-day written notice, cancel this Memorandum of Understanding.

All other terms and conditions of the CBA shall remain in full force and effect. This Memorandum of Understanding runs concurrent with the January 1, 2025 through December 31, 2027 Labor Agreement between the parties, and, unless cancelled pursuant to paragraph 9 during the period of the contract, will sunset upon the expiration of the contract and whereupon the original Labor Agreement, including Article 18, will govern and apply unless changed by further negotiation or agreement.

LELS:

WADENA COUNTY:



Its: Sean McKnight

Its: \_\_\_\_\_

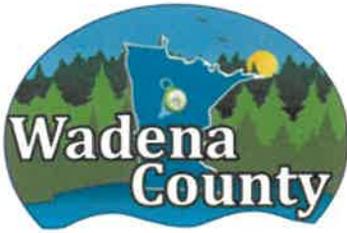
Jennifer Westrum

Dated: 02/02/2026

Dated: \_\_\_\_\_

# Wadena County, MN Board Action Form

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

<b>2025 Department(s) Report: Zoning/Parks/GIS/Maintenance</b>	
Date of Meeting: 2-10-2026	Total time requested: 10
Department Requesting Action: All of the above	
Presenting Board Action/Discussion at Meeting: Deana Malone	
<b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Department Reports	
<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:	
Financial Implications	Comments
Funding Source: (see comments)	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

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

**Signatures**

STATE OF MINNESOTA}  
 COUNTY OF Wadena}

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



**PLANNING & ZONING  
PARKS, GIS, & PASSPORT ACCEPTANCE  
Report for 2025**

**PLANNING & ZONING**

**TOTAL PERMITS ISSUED: 216** (216 in 2024 & 226 in 2023)  
*(Numbers below will not total 226 because some septic systems were not stand-alone permits)*

New Dwellings (27 complete new sites up from 23 in 2024)	30 (31 total in 2024) Est. Value: \$6.5 million
Blueberry CIC	2 Est. Value: \$750,000
Other Buildings/Addn's	106 (91 in 2024) Est. Value: \$65,534,750
Commercial Buildings	1 (1 in 2024) Est. Value: \$400,000
Septic Systems Permitted	108 (104 in 2024)
Septic System Installs	100 (94 in 2024)
Variance Applications	5 (5 in 2024) all granted
Conditional Use Permits Approved	3 (1 in 2024) all approved
Rezoning	2 (1 in 2024)
New Plat (County Only)	2 (1 in 2024)
Other: Shoreland Alteration, Change Of Use, etc.	4 (6 in 2024)

**Total Permits Inspected for Compliance and Certificates Issued 122**  
*(Total includes any spill-over from 2024. Projects not inspected may not have been started when the township was toured or may not have been completed, or was in a township that may not have been reviewed. This is down considerably from what has been completed in previous years, due to lack of time spent out in the county. The plan is get last year's cleaned up this spring, early summer, and 2026 can be reviewed late summer and into the fall.)*

**Compliance Inspections on Existing Systems: 98**  
*(82 were compliant/16 received NONC)*

**Total Ordinance Violations Addressed: 93**

**Total Ordinance Violations Resolved: 79**  
*(Violations not resolved are mostly septic related. Some will be in the 10 month period to replace, so in the process of being resolved. Some are due to the winter conditions, as well as demand on contractors, the systems could not be installed within the time frame allowed by ordinance and the County is working with individuals & contractors on alternative installation time frames for 2026, as well as assistance with funding to replace in some instances. Most other violations in 2025 are resolved, with the exception of a couple for which we are working to bring a resolution soon.)*

**2025 Total Revenue Generated from All Permit Fees: \$34,550.00**  
**(Total Revenue from Permits in 2024: \$36,950.00)**

**OTHER REVENUES:**

- \$21,200 SSTS Program Grant from MPCA *(applied to dept. budget)*
- \$ 4,210 Shoreland Program Grant from DNR *(applied to dept. budget)*
- \$ 50,000 Grant for Low Income Septic Replacement – Reserve  
*(Grant assisted in replacing 8 systems for low income property owners – average cost of a septic system across the board was around \$12,500 with the grant contributing 50%.)*

- **FYI: Grant Funding for SSTS replacement for low income property owners for 2026:**
  - **MPCA – \$27,633**
  - **Red Eye Watershed - \$20,000 allocated for biennium**
  - **Crow Wing River Watershed - \$15,090 remaining for biennium**
- **\$ 198 Platbooks – Zoning Share (11 books in 2025 - 23 books sold 2024)**

**GENERAL OVERVIEW OF OTHER WORK in 2025:**

- Work with Northern Waters Land Trust and DNR on the transfer of The Conservation Fund Parcels in the County
  - Removal of parcels from the State Sustainable Forest Incentive Act program
- County Zoning Map Amendments – B-1 Districts
- County Zoning Ordinance Amendments – in all commercial districts & Signs
- County Septic Inspectors completed recertification for 3 years
- Began process to link a folder to the GIS map with the septic information for individual parcels – still in process
- 1W1P for the Red Eye Watershed – Attend TAC meetings
- Work with multiple counties and SWCD's on 1W1P for the Crow Wing Watershed – recently approved by Board of Soil & Water Resources
- Successful application for and administration of program grants and Low Income Fix It Septic grants
- Work Plans for all Grants set up on E-link, administration of each & close out those expiring prior to Dec 2025
- 2026 Budgets developed & accepted (Zoning –GIS)
- Continued work to implement online access to permitting – set up and completion in 2026
- Completion and submission of Annual Reports to BWSR, MPCA, and DNR
- Assist with Letters of Map Amendment for property owners in a flood plain through FEMA, as well as building issues related to being in a flood plain
- Numerous onsite, pre-construction meetings to do one or some of the following: evaluate/verify soils for onsite septic system installation, assist in measuring setbacks from ordinary high water level, bluffs, roads, and/or property lines, as determined by property owners, dispute resolutions on soil evaluations, review of shoreland alteration projects prior to permitting, impervious surface determination, bluff determination
- Schedule, complete process for, attend, and provide technical assist to the Board of Adjustment/Planning Commission for all public hearings and work sessions
- Address and resolve building/septic violations throughout the County
- Attend and participate in MACPZA trainings, annual conference, District C meetings, and Regional Zoning Administrator Forum
- Attend and participate in Pollution Control Agency meetings/training on SSTS & DNR meetings/trainings Shoreland & Flood Plain
- Monthly review of departmental budgets to ensure balanced budget or that any overages were kept to a minimum
- Attend and actively participate in Management Team meetings
- Attend and participate in County Board meetings as needed or when requested
- Annual evaluations completed for staff
- Assist other departments/agencies and County Board upon request
- Assist property owners, realtors, attorneys, abstractors, and potential property owners with questions of all sorts and provide guidance in a timely, kind, and professional manner
- Address all other issues as they arise for prompt resolution

## PASSPORTS

**Total Fees Collected for Passport Acceptance 2025 (2024 - \$18,265.00):  
\$25995.00**

- Acceptance of 717 Passport Applications (522 in 2024)
- Assisted with 314 Passport Renewal applications (223 in 2024) – no funds generated – strictly customer service (Majority of new applications were from Wadena County, then OTC, then Todd & other Counties with renewals stacking up about the same)
- Successful recertification of Acceptance Facility
- Successful training/testing and recertification of department staff
- Successful onsite facility inspection and review by the Department of State
- Lots of positive feedback on the availability of this service & how helpful Wadena County is compared to other places that offer this same service

## PARKS

**Total Fees Received including Pavilion rentals (approx. 1595 campsite rentals):        \$24,067.00**  
**There were 3 Old Wadena Pavilion rental besides Rendezvous'**  
**(2024 Camping Fees: \$24,210.00)**

### **GENERAL OVERVIEW OF WORK IN 2025:**

- Upper Campground at Tree Farm Landing is near completion and will be ready for at the beginning of the season
- Added concrete planks to landings at Frames & White Dog due to receding water levels
- Park equipment, vehicle, and tools moved to County building in Nimrod
- General maintenance of the parks was done satisfactorily – mowing, trimming, outhouse maintenance, grounds cleaning, garbage removal, fallen tree removal from access roads, camping fee collection
- Coordinate blading of park roads as needed
- No firewood cut with STS crew to supplement the slab wood in the campgrounds
- Still coordinating with Solid Waste Transfer Station to stage slab wood for distribution to County Campgrounds – continues to be successful
- Continue communicating with David Mather from the MN Dept. of Administration on getting started with an Archeological Survey at Old Wadena
- All parks wells tested for nitrate and coliform bacteria, treatments where necessary, and all passed
- Successful licensing of all campgrounds
- Annual Park Board meeting April 2025 - Fall tour cancelled
- Monthly review of department budget for 2024 to ensure balanced budget or that overages were kept to a minimum
- Weekly meet with Parks Maintenance Tech for report on work done, work planned, & budget
- Periodic onsite review of parks' conditions and progress on improvements
- Address issues as they arise for prompt resolution

## **GEOGRAPHIC INFORMATION SYSTEMS (GIS)**

**Total Fees Collected for GIS on 911 Signs (46 total signs/42 in 2024):** **\$ 1,437.50**

**Total Fees for Services:** *(Reimbursements from Sheriff's Department on 911 Addresses, & Digital Data Requests)* **\$ 3,939.36**

**Total Fees Collected for Color Copy Maps** **\$ 30.00**

### **Other revenue:**

**Riparian Protection Aid** **\$ 30,000.00**  
*(\$10,000 of these funds are included in the GIS Budget for wages for the staff. The rest is put into the reserve for GIS at the end of the year for upgrades, additional hardware costs, and Pictometry)*

### **GENERAL OVERVIEW OF WORK IN 2025:**

- Continue working on conversion from Arc Map to Arc GIS Enterprise (which is now a web-based mapping system) Arc Map will no longer be supported after 2026
- Completed 44 parcel splits/ 7 combinations completed and 2 plats on the parcel map in coordination with the Auditor's Office Tax Specialist (41 in 2024 and 4 plats in 2024)
- 46 locates for new E911 signs, address generation (42 in 2024)
- Work with Highway and H2Overviewers on County Ditch on County and Judicial Ditch Information
- NG911 data cleanup for statewide E911 digital data map
- Continue to update Atlas program and plat book pages
- Completed 4 Requests for Data
- Created maps for proposed new zoning districts
- Continue working on updating the SSTS compliance layer on the map
- Work with
- Work with ProWest to get septic compliance layer information linked to the map
- Work with Highway Department and Contract Surveyor on Re-monumentation in Aldrich Township, as well as with sign placement and replacement
- Work with Recorder and ProWest to get corner certification linked to map – in process
- Work with Snow Mobile Club on amendments to trail
- Work with realtors/attorneys on land split approval prior to document recording
- Work with ProWest & IT on server/program changes - ongoing
- Made updates to Atlas program and plat book pages for continual run of plat book - ongoing
- Updates to map overlays & information: SSTS Compliance, ownership changes, added & removed irrigation wells as information is made available, snowmobile trails (ongoing)
- Set up quarterly updates for the Sheriff's Department with CIS - ongoing
- Continue working on NG911 data cleanup for statewide digital data map - ongoing
- Address all other issues as they arise for prompt resolution

## MAINTENANCE

- After 7 mos. we are getting acclimated to some structure, and services are being provided satisfactorily for the most part and I am hearing some nice things
- In the first 6 months 189 tickets came in and were addressed in a timely manner with the exception of one in the jail that requires time and special supplies
- We have had 3 full staff meetings and starting in 2026, the team lead and I will meet monthly to review projects and needs
- My door is open to all staff at any time – I believe we have a good team, we just need to get some of the wrinkles ironed out
- We are working on:
  - Some updates to the ticketing system that will be helpful to staff with IT assistance
  - Central location for:
    - Contracts
    - All Contractors frequently used with their contact information
    - All Vendors frequently used with their contact information
  - Some minor projects for 2026:
    - Recorder's Office is nearly completed – shelving is all installed and books added – a countertop needs to be reattached and finished and some minor adjustments in location
    - CH Family Bathroom – was repainted due to staining from the auto air freshener and the faucet screen cleaned to fix the water spray (faucet heads will be monitored so screen cleaning becomes a more frequent task)
    - Back Stairwell of the Courthouse will be repainted as it is badly marked up and in need
    - Jail Entry – repaint ceiling and walls
    - Tunnel Hallway to North Annex – repaint due to water staining
    - Window Washing for the upper level window of the courthouse this spring
    - Organization & cleaning of the Maintenance shop & storage areas
  - Long range for the department:
    - It is clear that, besides a job description, there needs to be some basic instruction written down for new or fill-in staff.
    - Be fully staffed and able to provide the truly good service in a kind and professional manner.

## GOALS FOR 2026

In addition to daily workloads for the year, the following are areas of focus in each department:

### 1. Planning & Zoning:

- a. Complete work for public ability to apply for various permits online, as well as in-person
- b. Work on moving various Zoning Map, Zoning Ordinance, Subdivision Ordinance amendments through the planning process
- c. Work with DNR on adoption of new Flood Plain Ordinance to coincide with new Flood Zone maps from the DNR projected to be delivered in 2026 – ordinance needs to be adopted prior to implementation of the maps

**2. 'Parks:**

- a.** Continue to work on landscape at Old Wadena including ground leveling, tree planting, and weed control, fence reconstruction, & more clean up on the trail to the Battle Site. Replanting to the north will also take place.
- b.** Old Wadena - landing deck constructed at the bottom of the new stairway

**3. GIS:**

- a.** Continue to work on migration from Arc Map to Arc Pro so we are fully operational before ArcMap is no longer supported in 2026
- b.** Begin training, when available, and be ready to start implementing the information received through the re-monumentation project in Aldrich Township.

# 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: February 10<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:  
17-620-0190

**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	
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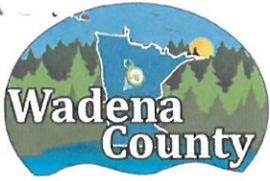
Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Noon	<input type="checkbox"/> Noon
Second:	<input type="checkbox"/> Kreklau	<input type="checkbox"/> Kreklau
<input type="checkbox"/> Passed	<input type="checkbox"/> Stearns	<input type="checkbox"/> Stearns
<input type="checkbox"/> 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: DAVID LAKE

Current Address: 726 CEDAR AVE SE MENAHEGA MN 56464

Telephone: 218-539-0019 E-Mail: Dlake@gmail.com

Are property taxes current?  Yes  No Anticipated Construction Start Date (as defined below): 6/1/25

Proposed Project:  New Construction  Replacement on same parcel

Project Type:  Single Family  Two Family

Project Address (if available): SAME

Parcel Number: R17620019D Estimated Project Valuation: \$ \_\_\_\_\_

**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.

\_\_\_\_\_  
Construction & Provisions Certification Signature

\_\_\_\_\_  
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)

Adopted:  
09/05/2023

To whom it may Concern :

This letter is for a couple of reasons:

- 1 Tax Abatement
- 2 City Assessments

① TAX Abatement

I never new there was this available  
If I was told about this there is no recollection of it  
there was nothing attached to building permit

② City Assessments

This one here is confusing.  
After several attempts with the county & City officials  
this is still an ongoing issue  
To my best knowledge there was lack of communication  
within the City & County officials  
I have spoken to Jon Kangas about this in detail. He and  
Murlyn Krecklav know of my health along with my wife  
Peggy have had in the past 5 plus years.

I would appreciate putting these issues to bed  
Thank you for your attention & consideration

Dal J Jake  
226 CEDAR AVE SE  
MENAHGA MN 56464  
Cell # 218-539-0019



**COPY**

City of Menahga  
115 2<sup>nd</sup> Street SE • PO Box C  
Menahga, MN 56464  
218-564-4557  
[www.cityofmenahga.com](http://www.cityofmenahga.com)

**APPROVED**

**DENIED**

Permit # 2025-11

**Land Use Application**

**PAID**

Application Date: 23 APR 25

This application is for:  remodeling  moving  construction  demolition  
of a:  residence  business  accessory building  other \_\_\_\_\_

Estimated cost of proposed construction: \$ \_\_\_\_\_

Please provide a separate sheet with a detailed site plan of property and the position of the planned work on your property. Indicate lot dimensions, corners, direction, setbacks, and distance from other structures. See attached for more information.

Property owner name: David & Peggy Lake

Mailing address: 727 Cedar Ave SE

City: Menahga State: MN Zip: 56464

Phone numbers: 218-564-6388 218-539-0019

Email address: Dplake1@gmail.com

Contractor name: Anderson Homes

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone numbers: \_\_\_\_\_

Site address: N/A

Parcel number: R176200190

The property is currently zoned:

- |  |  |
|--|--|
| <input type="checkbox"/> A-R, agricultural residential               | <input type="checkbox"/> R-1, one-to four-family residence |
| <input checked="" type="checkbox"/> R-2, multiple-family residence   | <input type="checkbox"/> C-B, central business             |
| <input type="checkbox"/> C-1, commercial                             | <input type="checkbox"/> C-2, highway commercial           |
| <input type="checkbox"/> I, industrial                               | <input type="checkbox"/> S-D, shoreland district           |
| <input checked="" type="checkbox"/> M-H, manufactured home residence |  |

R176

**COPY**

List the distance the proposed structure is from the property lines (in feet):

Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Side: \_\_\_\_\_ Side: \_\_\_\_\_

List the size of the proposed structure: 28x48 Number of stories: 1

Square footage: \_\_\_\_\_ Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_

Type of construction:  On site  Modular  Pre-fabricated  Mobile home

Number of units: 1 Number of bedrooms: 3

Number of off-street parking spaces to be provided: \_\_\_\_\_

Number of off-street loading spaces to be provided: \_\_\_\_\_

Describe the building's current use (vacant or number of buildings and use of each):

Open (BARE) Lot

### Accessory Building Information

Accessory buildings are detached structures such as attached or detached garages, sheds, playhouses, storage buildings, greenhouses, etc.

Please describe the proposed accessory building:

GARAGE - Future Project - Not Considered Right Now

List the distance the proposed structure is from the property lines (in feet):

Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Side: \_\_\_\_\_ Side: \_\_\_\_\_

List the size of the proposed structure: 24x30 Number of stories: 1

Square footage: \_\_\_\_\_ Length: 30 Width: 24 Height: 16'

**Applicant statement.** I certify that the proposed construction will conform to the dimensions shown in this application and that no changes will be made. If construction or structural alteration of a building is proposed by this application, I will conform to the provisions of all relevant laws and ordinances. All of the statements are true description of the proposed new or altered uses and/or structures. I agree that the applied for permit, if granted, is issued on the representations made and that the permit may be revoked for any breach of representations or conditions. All land use permits shall expire one year from the date of approval.

[Signature]  
Applicant Signature

5/23/25  
Date

[Signature]  
Zoning Administrator

23 MAY 25  
Date

# Impervious Surface Calculation for Your Lot

Name: U. J. Dak

PID # \_\_\_\_\_

Property Address: \_\_\_\_\_ Menahga, MN

Structure or Impervious Surface	Dimensions	Total sq. ft.
1 Existing or Proposed Dwelling	28 x 48	
2 Proposed Dwelling Addition		
3 Existing Accessory Structure		
4 Existing Accessory Structure		
5 Proposed Accessory Structure		
6 Sidewalks		
7 Deck with Impervious Below		
8 Patio(s)		
9 Driveways & Parking Areas		
10		
11		
12		
13		
Total Impervious Surface (A)		

Existing Lot Dimensions:

9150 x 150 = \_\_\_\_\_ sq. ft. (B)

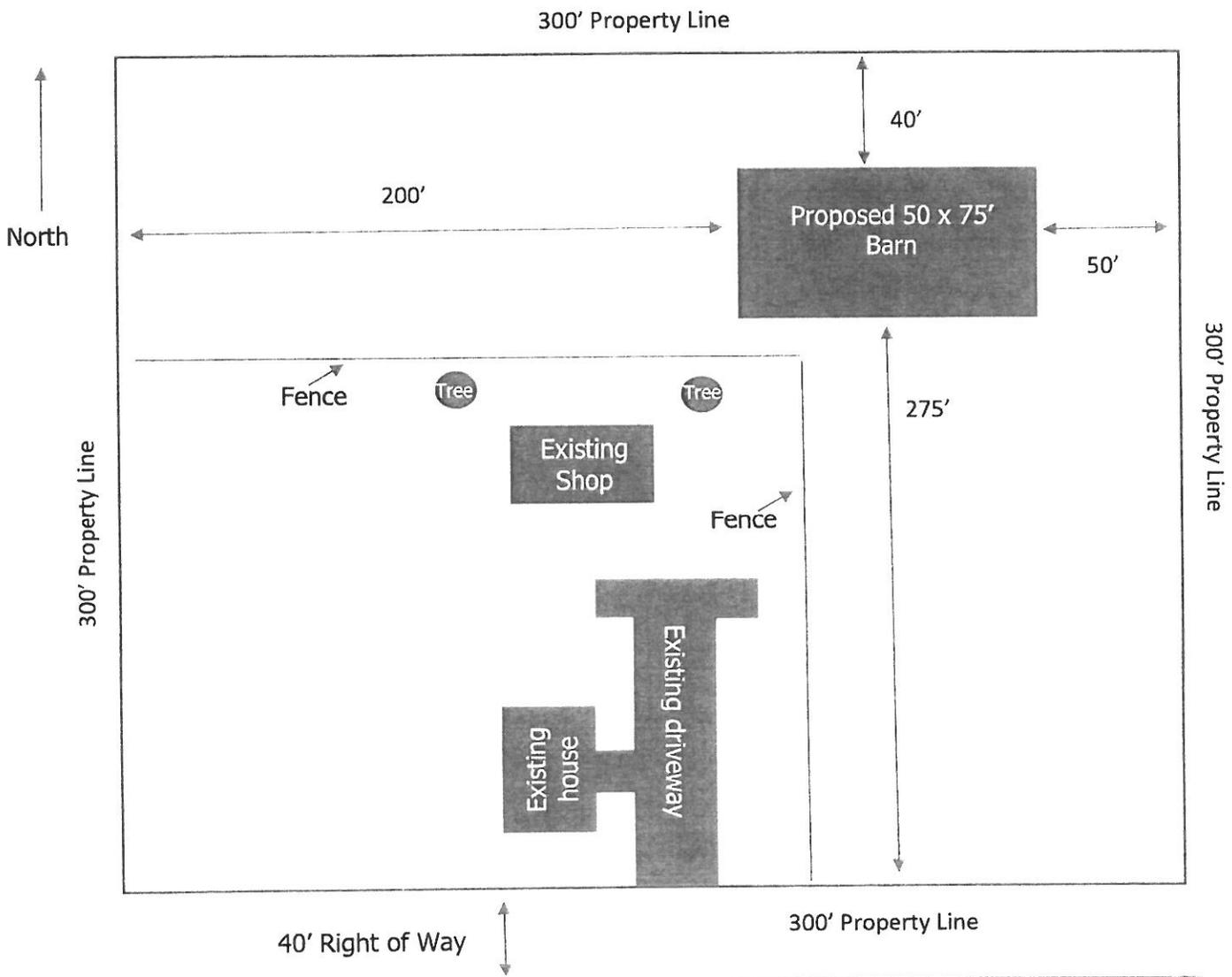
Impervious coverage (A divided by B multiplied by 100)

(A) \_\_\_\_\_ ÷ (B) \_\_\_\_\_ x 100 = \_\_\_\_\_ %

## Site Plan Example

Please use a separate sheet and provide the following information on the site plan. All information must be included in order for the plan to be accepted for review.

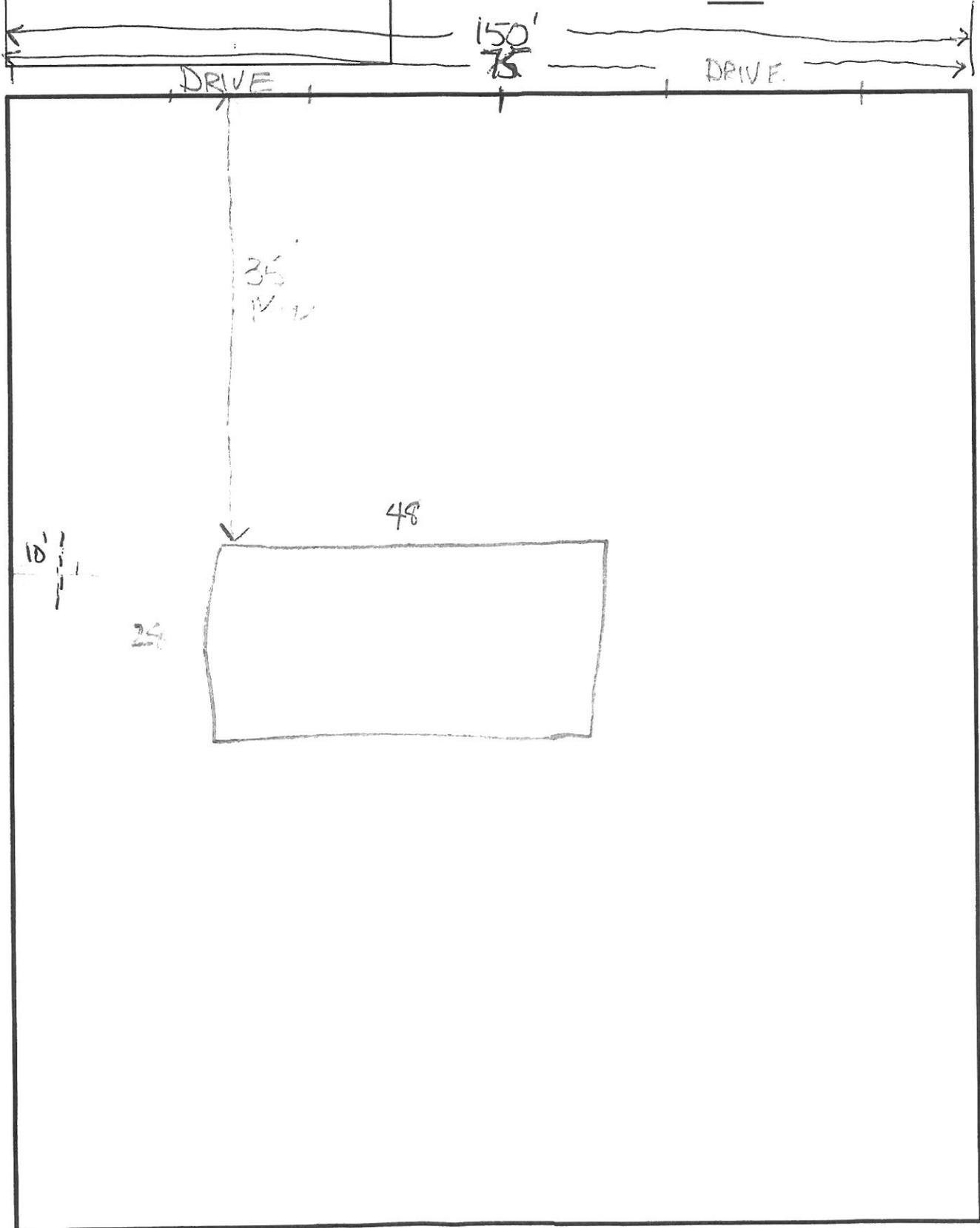
1. Gross and net acreages of proposed development.
2. Location, width and name of all existing streets, highway, public property, railroad, utility right of ways and easements within the proposed development.
3. Location and size of existing buildings and infrastructure (water and sewer lines).
4. Wetlands, wooded areas and other natural features.
5. Tree inventory, including trees to be removed and saved.
6. Layout of proposed streets, right of way and appropriate street information.
7. Layout of proposed sidewalks, trails and pedestrian ways.
8. Location and dimension of all easements.
9. Minimum building setback lines.
10. Direction.



# Site Plan



**Include:** Property lines, existing and proposed structures, driveways, etc.



2

# Wadena County, MN Board Action Form

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

*Election Window Discussion*

Date of Meeting: 02/10/2026 Total time requested: 5 Minutes

Department Requesting Action: Auditor/Treasurer

Presenting Board Action/Discussion at Meeting: Heather Olson, Auditor/Treasurer/Interim Co. Administrator

**Background**  Supporting Documentation enclosed

Please see attached letter.

**Options**  Supporting Documentation enclosed

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

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

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

**Signatures**

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 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