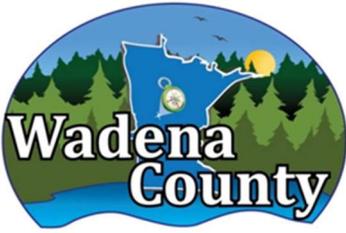


Wadena County, MN Board Action Form



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

Administrator Update	
Date of Meeting:	Total time requested:
Department Requesting Action:	
Presenting Board Action/Discussion at Meeting: Negotiations Committee: Ron Noon, Bryan Winkels, Jennifer Westrum	
Background <input type="checkbox"/> Supporting Documentation enclosed	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input type="checkbox"/> 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

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

AGREEMENT made this 20th day of February 2026 by and between WADENA COUNTY, a Minnesota municipal corporation ("Employer"), and Colleen Winter ("Employee"). Employer and Employee agree to the following terms and conditions:

1. **POSITION AND TERM.** Employee agrees to be an at will employee of Employer as its County Administrator. Employee agrees to serve as County Administrator in accordance with Minnesota state statutes, County Ordinances and the Code of Ethics of the International Management Association and the Code of Ethics of Minnesota County Association, and to perform such other legally permissible, proper duties, and functions as the County Board shall from time-to-time assign. The term of the agreement is for two (2) years. If either Employer or Employee intends not to renew the Agreement upon expiration of the Agreement, 180 days' notice shall be given to the other party in writing of such intention. If Employer or Employee intends on renewing the Agreement, Employer and Employee shall engage in negotiations of a renewal of the Agreement not less than 180 days prior to the expiration of the Agreement. Upon written mutual Agreement of the parties, the Employment Agreement may be renewed.

2. **PENSION PLAN.** Employer shall contribute to PERA as required by State law for Employee.

3. **SALARY.** Employer shall pay Employee a salary of \$150,000.00 for the first year of the Agreement, with a start date of April 6, 2026 or earlier, subject to notice at the Employee's previous position. During the first year of employment, Employer and Employee agree that a performance review will be conducted on the Employee after six (6) months. Upon satisfactory review, Employee shall be paid an annual salary of \$155,000.00 for the second year of the Agreement, effective on the Employee's anniversary date.

4. **TIME OFF.** Effective upon Employee's first day of employment, Employee shall be credited with 15 days of vacation and five (5) days of sick leave upon hire. Accruals will begin in week forty (40) of employment resulting in a total of 25 days of annual vacation and 12-days of sick leave. Employee shall earn one (1) additional vacation day for each year of employment up to a maximum of 30 days of vacation annually. Employee may accrue up to 240 hours of vacation.

5. **HOLIDAYS.** Employer shall provide Employee the same holidays as enjoyed by other non-union employees and outlined in Employer's Personnel Policy.

6. **GENERAL INSURANCE.** Employer shall provide Employee the same group hospital, medical, dental, vision, life and disability insurance benefits as provided to all other non-union employees.

7. **DUES, MEMBERSHIPS AND SUBSCRIPTIONS.** Employer shall budget and pay the professional dues, civic club membership, and subscriptions for

Employee which are deemed reasonable and necessary for Employee's continued participation in national, regional, state and local associations necessary and desirable for Employee's continued professional participation, growth and advancement as well as Employer's desire to be represented in local civic and other organizations. The Employer shall provide a maximum of \$1,000.00 during the first year of the Agreement for dues, memberships and subscriptions. In future budgetary years, such expenditures will be approved by the County board during the annual budgetary process.

8. **PROFESSIONAL DEVELOPMENT.** Employer shall budget and pay necessary and reasonable registration, travel and subsistence expenses of Employee for professional and official travel, meetings and occasions adequate to continue the professional development of Employee and to adequately pursue necessary official and other committees thereof which Employee serves as a member. Employee shall use good judgement in their outside activities so Employee will not neglect their primary duties to the Employer. The proposed amount of professional development expenditure shall be approved by the County board during the annual budgetary process.

9. **AUTOMOBILE.** Employee shall be paid the federal mileage reimbursement rate for use of their personal automobile for Employer business.

10. **GENERAL EXPENSES.** Employer shall reimburse reasonable miscellaneous job-related expenses which it is anticipated Employee will incur from time-to-time when provided appropriate documentation according to County policy and budgetary parameters.

11. **HOURS OF WORK.** Employee understands the position of County Administrator is a full-time position, working a minimum of 80 hours per pay period during normal business hours of the County, Monday through Friday. Employee further understands that from time to time, Employee's attendance will be required outside the normal business hours of the County and occasionally at weekend meetings. Employee shall not be paid any additional compensation for such work and no compensatory time shall be allowed for such additional expenditures of time. Employee may use flexible scheduling, using good judgment and reason, to adjust for the extra time expenditures for evening and weekend meetings outside of normal working hours. Employees are expected to use time-off accruals for days when absent from the office.

12. **TERMINATION BENEFITS.** In the event Employee is terminated by the Employer under this Agreement and during such time, Employee is willing and able to perform the duties of County Administrator, then in that event, Employer agrees to pay Employee as follows: (a) At the time of receipt of their last paycheck, a lump sum cash payment equal to three (3) months aggregate salary; and (b) continue to provide and pay for the benefits set forth in Paragraph 6 for a period of three (3) months following termination. In the event Employee is terminated because of their malfeasance in office, gross misconduct, conviction for a felony, or conviction for an illegal act involving personal gain to Employee, then Employer shall have no obligation to pay the termination benefits.

If Employee voluntarily resigns their position with Employer under this Agreement, Employee shall give Employer thirty (30) days advance notice. If Employee voluntarily resigns their position with Employer, no termination payout will be due to Employee.

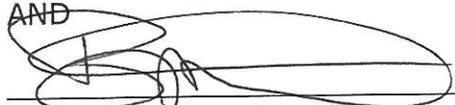
13. **GENERAL CONDITIONS OF EMPLOYMENT.** Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employer to terminate the services of Employee at any time, for any reason, subject only to the provisions of this Agreement and statutory requirements. Furthermore, nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employee to resign at any time from her position with Employer, subject only to the provision of this Agreement.

IN WITNESS WHEREOF, Employer has caused this Agreement to be signed and executed on its behalf by its Board Chair and Vice Chair, and Employee has signed this Agreement in duplicate, the day and year first written above.

EMPLOYER: 
BY: _____
Ron Noon, Board Chair
Wadena County Board of Commissioners

EMPLOYEE: 

Colleen Winter

AND 

Bryan Winkels, Vice Chair
Wadena County Board of Commissioners