



2026 Tax Abatement Committee Charter

Purpose: The purpose of the Tax Abatement Committee is to assist, advise, and make recommendations to the County Board for tax abatement policies and to review tax abatement applications that are received.

Composition: Set by Board Chair

Position	Role	Agency/Represented
Commissioner	Member	Wadena County Board of Commissioners
Commissioner	Member	Wadena County Board of Commissioners
Auditor/Treasurer	Member	Wadena County
Executive Director	Member	Economic Development Alliance
Administrator	Member	Wadena County
Executive Director	Member	Wadena Development Authority
Assessor	Member	Wadena County

Responsibilities:

1. The committee will annually review and update the committee charter at the first meeting of the year.
2. The committee will annually review and update if needed the Tax Abatement Policy.
3. The committee will review all applications submitted to the county, except single residential, and assist applicants if more information is needed or missing. The committee will calculate potential financial impacts to the county.
4. The committee will provide to the county board all applications, except single residential, and will advise the board if the applications meet the requirements of the policy, and if not, the reason will be listed in writing. A report of financial impact will also be provided to the board and a recommendation from the committee.
5. Annually a report will be provided to the county board of all current tax abatements.

Meeting Schedule: The committee will annually meet once in the 1st quarter of the year as needed.

Decision Making: The role of the committee is to give advice and direction to applicants and recommendations to the county board for approval.