



BECKER COUNTY BOARD OF COMMISSIONERS

Regular Meeting

Date: Tuesday, September 15, 2026 at 8:15 AM

Location: Board Room, Courthouse

or

Virtual TEAMS Meeting Option

Call-In #: 763-496-5929 - Conference I.D.: 762 288 682#

- 8:15 Call the Board Meeting to Order: Board Chair Jepson
1. Pledge of Allegiance
- 8:20 Regular Business
1. Agenda Confirmation
 2. Minutes of September 1, 2026 3
- 8:25 Consent Agenda
1. Auditor-Treasurer: Regular Claims, Auditor Warrants, & Over 90 Days 6
 2. Auditor-Treasurer: Detroit Mountain Temp On-Sale License 09-26-26 in Erie Twp 7
 3. Auditor-Treasurer: July 2026 Cash Comparison, Sales Tax, & Investment Reports 8
 4. Human Services: Regular Claims, Public Health, & Transit
 5. Land Use: NRM: MRC Transmission Line - Right of Entry Agreement Amendment 11
- 8:30 West Central Initiative
1. Presentation by Rebecca Petersen
- 8:40 Commissioners
1. Open Forum
 2. Reports and Correspondence
 3. Appointments
 - a) Airport Commission
- 9:10 County Administrator
1. Report
 2. Resolution 09-26-2C - Requesting Designation as a Disaster Area 18
 3. Committee Per Diem 19
- 9:35 Auditor-Treasurer
1. Resolution 09-26-2A - Set 2027 County Proposed Tax Levy 20
 2. Resolution 09-26-2B - Set 2027 Proposed EDA Levy 21
- 9:45 EDA
1. Resolution 09-26-2G - Internalizing Housing Operations 22
 2. Resolution 09-26-2D - Personnel Request - Housing Specialist 27
- 9:55 Human Resources
1. Resolution 09-26-2E - Personnel Request - Part-Time to Full-Time Bailiff 28
 2. Resolution 09-26-2F - Personnel Request - Seasonal to Part-Time Highway Worker 30
 3. Job Descriptions-Regrading 32

- 10:10 Break
- 10:15 Human Services
1. 2027 Annual Contract Renewals 47
 2. 2027 Other Contract Summaries 54
 - a) 2027 DHS Children's Mental Health Screening Grant Contract 55
 - b) Positive Pathways Visitation Service Agreement 75
 - c) Plus Kids Visitation Service Agreement 78
- 10:25 Land Use: Environmental Services
1. Capital Purchase Request: Solid Waste Campus Cameras 80
 2. Request for Professional Services - Evaluation of Recycling Infrastructure by Foth 82
- 10:30 Sheriff
1. Intellihub Forward Thinking AP
 2. Tornado Update 87
- Closed Session - Labor Negotiations
1. Motion to close the meeting pursuant to Minn. Stat. Section 13D.03 Subd. 1(b) 92
- Adjourn
- Department Head Luncheon

BOARD MEETING AS POSTED

BECKER COUNTY BOARD OF COMMISSIONERS

DATE: TUESDAY, September 1, 2026 at 8:15 am

LOCATION: Board Room, Courthouse

1. Meeting was brought to order by Chair Jepson. Commissioners in attendance: Jepson, Hansen, Meyer, Vareberg and Nelson, and minute taker Peggy Martin. County Administrator Carrie Smith was absent.
2. Pledge of Allegiance.

Agenda/Minutes:

1. Agenda – Motion and second to approve the agenda (Hansen, Meyer) carried.
2. Minutes – Motion and second to approve minutes of August 18, 2026 with the requested changes (Hanse, Meyer) carried.

Consent Agenda

1. Motion and second to approve and accept the following Consent Agenda Items:
Auditor-Treasurer: Regular Claims, Auditor Warrants and Claims over 90 Days, Resolution 09-26-1C – Gambling Permit for Mid-Nite Riders Raffle on 02-07-2027 at Cormorant Pub in Cormorant Twp, Resolution 09-26-1E – Accept Disaster Relief Donations, Human Services: Regular Claims, Public Health, & Transit, Land Use: Environmental Services: Resolution 09-26-1A – Waste Haulers License for Red River Handyman Services LLC (Meyer, Nelson) carried.

The Truth about Kratom: presented by Jason McCoy and Amanda Kumpula.

1. Kratom is a plant from Southeast Asia.
 - Used for pain, energy, and mood.
 - Natural doesn't mean harmless.
 - No FDA approved Kratom products.

Commissioners:

1. Open Forum:
 - None.
2. Reports and Correspondence: Reports were provided on the following meetings:
 - Commissioner Hansen – PRWD, Airport, PLMSWA, Planning & Zoning, Environmental, RAC.

- Commissioner Nelson – Zoning Ordinance, Joint Powers, Courthouse, Lakeland Mental Health, Benefits.
- Commissioner Meyer – Courthouse, DAC, RAC.
- Commissioner Vareberg – Environmental.
- Commissioner Jepson – Planning & Zoning, EDA, Housing.

3. Appointments.

- None.

4. Courthouse Security Grant Application: presented by Jason Coalwell.

- Motion and second to approve Resolution 09-26-1F – Courthouse Security Grant Application (Nelson, Meyer) carried.

Human Resources: presented by Teaira Christen.

1. Motion and second to approve Resolution 09-26-1D – Discontinue Short-Term Disability as of 12-31-2026 (Nelson, Meyer) carried.
2. Motion and second to approve the Maintenance Tech Career Ladder (Nelson, Meyer) carried.

Highway: presented by Jim Olson

1. Motion and second to approve Resolution 09-26-1B – Bid Award CP 003-120-001 to Mark's Sand and Gravel in the amount of \$236,539.60 which is over estimate by 4.52% (Hansen, Vareberg) carried.

Planning & Zoning: presented by Kyle Vareberg.

1. Motion and second to concur with the Planning Commission for Thomas Truedson on behalf of Gary Kaiser II RLT – a Conditional Use Permit to operate a Health and Fitness Consulting business with retail sales (Hansen, Nelson) carried.
2. Motion and second to concur with the Planning Commission for Lakes Community Coop on behalf of Russell & Cherry Ann Post – a Change of Zone from Agricultural to Commercial for the Easterly 405 feet +/- of Parcel 15.0006.002 (Nelson, Meyer) carried.
3. Zoning Ordinance Amendment Proposals.
 - Motion and second to approve bringing Water Orientated Structures to the Ordinance Review Board (Hansen, Meyer) carried.
 - Motion and second to approve bringing the Entire Subdivision Ordinance, Lot Size Requirements for Natural Environment Lakes and Lot Size Requirements for Non-Riparian Lots behind General Development and Recreational Development Riparian Lots to the Ordinance Review Board (Nelson, Hansen) carried.

Motion and second to close the meeting at 10:33 am for Labor Negotiations pursuant to Minn. Stat. Section 13D.03 Subd. 1(b) (Hansen, Meyer) carried.

Motion and second to come out of Closed Session at 11:32 am (Hansen, Meyer) carried.

Being no further business, Board Chair Jepson adjourned the meeting at 11:32 am.

<u>/s/</u>	Carrie Smith	<u>/s/</u>	Erica Jepson
	Carrie Smith		Erica Jepson
	County Administrator		Board Chair



BECKER COUNTY BOARD OF COMMISSIONERS

Finance Committee Meeting

Date: Monday, September 14, 2026 at 8:30 AM

Location: 1st Floor – Board Meeting Room - Courthouse
915 Lake Avenue, Detroit Lakes, MN

County Administrator

1. Report
2. Committee Per Diem

Auditor-Treasurer

1. Regular Claims, Auditor Warrants, & Over 90 Days
2. Resolution 09-26-2A - Set 2027 County Proposed Levy
3. Resolution 09-26-2B - Set 2027 Proposed EDA Levy
4. July 2026 Cash Comparison, Sales Tax, & Investment Reports

EDA

1. Resolution 09-26-2G - Internalizing Housing Operations
2. Resolution 09-26-2D - Personnel Request - Housing Specialist

Human Resources

1. Resolution 06-26-2E - Personnel Request - Part-Time to Full-Time Bailiff
2. Resolution 09-26-2F - Personnel Request - Seasonal to Part-Time Highway Worker

Human Services

1. Regular Claims, Public Health, & Transit
2. 2027 Annual Contract Renewals
3. 2027 DHS Children's Mental Health Screening Grant Contract
4. Positive Pathways Visitation Service Agreement
5. Plus Kids Visitation Service Agreement

Land Use

1. NRM
 - a) MRC Transmission Line - Right of Entry Agreement Amendment
2. Environmental Services
 - a) Capital Purchase Request - Solid Waste Campus Cameras
 - b) Request for Professional Services - Evaluation of Recycling Infrastructure by Foth

Sheriff

1. Intellihub Forward Thinking AP

Adjourn

BECKER COUNTY BOARD OF COMMISSIONERS MEETING 9/15/2026

BECKER COUNTY AUDITOR TREASURER

Temporary On-Sale – New

1. Detroit Mountain Recreation Area– Thomas Thiel – September 26, 2026 at Detroit Mountain Recreation Area in Erie Township.

BECKER COUNTY CASH COMPARISON

FUND	July 2025	July 2026	% Change	June 2026
REVENUE FUND				
REVENUE FUND	\$ 17,914,976.42	\$ 19,694,326.42	9.93%	\$ 19,025,619.95
DESIGNATED				
LAW LIBRARY	34,954.69	50,262.50	43.79%	49,601.51
ATTORNEY'S FORFEITURES	85,360.92	61,648.48	-27.78%	61,648.48
RECORDERS EQUIPMENT	4,760.65	38,709.46	713.11%	46,166.27
RECORDERS ENHANCEMENT	90,251.79	58,322.79	-35.38%	49,676.79
TRANSIT	191,782.80	28,455.44	-85.16%	118,784.31
TRANSIT LOCAL RESERVE	37,279.73	37,279.73	0.00%	37,279.73
2023 PUBLIC SAFETY AID	4,060.47	-	-100.00%	-
TOTAL REVENUE FUND	\$ 18,363,427.47	\$ 19,969,004.82	8.74%	\$ 19,388,777.04
SPECIAL REVENUE FUNDS				
PUBLIC SAFETY	\$ 2,367,151.93	\$ 968,365.36	-59.09%	\$ 2,399,638.35
E-911	379,444.54	453,200.17	19.44%	437,772.08
ROAD AND BRIDGE	(958,421.78)	648,407.51	-167.65%	2,950,436.37
HUMAN SERVICES	11,406,573.47	10,863,554.75	-4.76%	11,178,729.97
RECREATION	256,007.63	285,090.80	11.36%	288,233.34
RESOURCE DEVELOPMENT	973,978.14	932,287.20	-4.28%	939,607.31
ENVIRONMENTAL AFFAIRS	3,235,375.35	3,817,222.38	17.98%	3,869,234.38
DEBT FUNDS	1,355,833.19	1,361,190.44	0.40%	1,475,155.44
DITCH FUND	215.64	215.64	0.00%	215.64
SUNNYSIDE CARE CENTER	2,699,089.90	1,969,829.09	-27.02%	2,543,287.72
NATURAL RESOURCE MGT	230,822.18	487,233.74	111.09%	362,602.37
GRAVEL RESERVE	682,373.36	358,366.19	-47.48%	255,143.89
OPIOID SETTLEMENT FUND	501,469.31	433,015.98	-13.65%	453,494.51
DISASTER RELIEF TRACKING FUND	-	(272.96)	-100.00%	-
SAHA TRUST	-	103,580.02	100.00%	204,681.39
GENERAL - SPECIAL	1,557,339.91	1,439,388.92	-7.57%	1,428,950.92
TOTAL SPECIAL REVENUE FUNDS	\$ 24,687,252.77	\$ 24,120,675.23	-2.30%	\$ 28,787,183.68
AGENCY FUNDS				
BCCI	\$ 158,246.77	\$ 200,104.06	26.45%	\$ 272,022.54
TAXES AND PENALTIES	1,968,794.09	4,587,069.13	132.99%	3,255,736.39
CLEARING FUNDS	743,965.48	593,772.09	-20.19%	580,288.09
TOTAL AGENCY PASS THRU FUNDS	\$ 2,871,006.34	\$ 5,380,945.28	87.42%	\$ 4,108,047.02
TOTAL CASH & INVESTMENTS	\$ 45,921,686.58	\$ 49,470,625.33	7.73%	\$ 52,284,007.74

**Becker County
Investment Analysis
July 31, 2026**

Bank or Institution		Investment Number	Interest Rate	Yield Rate	Maturity Date	Book Value(Cost)	Fair Market Value
<u>American National Bank</u>							
ANB CD	American Natl	24-03	3.950%	3.950%	10/14/26	245,000.00	245,000.00
<u>Deerwood Bank</u>							
CDB CD	CDBoO	09-13	3.450%	3.450%	7/18/27	500,000.00	500,000.00
CDB CD	CDBoO	13-1	3.450%	3.450%	2/15/27	425,000.00	425,000.00
<u>Midwest bank</u>							
MW CD	Midwest	0-09	4.000%	4.000%	6/8/27	96,000.00	96,000.00
MW CD	Midwest CDARS	10-09	3.922%	3.922%	7/2/27	1,000,000.00	1,000,000.00
<u>State Bank of Lake Park</u>							
SBLP CD	State Bank of LP	01-09	4.110%	4.110%	9/30/26	165,718.52	165,718.52
<u>United Community Bank of Frazee</u>							
UCB CD	UCBoF	23-07	3.300%	3.300%	7/7/28	208,268.24	208,268.24
<u>Raymond James</u>							
MK	Florida HSG Fin Corp Rev Taxable Home Mtg Bds	26-01	3.722%	3.722%	1/1/29	255,000.00	250,693.05
MKI	Florida HSG Fin Corp Rev Taxable Home Mtg Bds	26-02	3.772%	3.722%	7/1/29	300,000.00	294,147.00
MK	FFCB	26-10	3.800%	3.800%	3/16/29	245,000.00	241,305.40
MK	FFCB	26-04	3.831%	3.831%	10/21/30	532,086.20	523,351.40
MK	FHLB	25-05	4.000%	4.000%	7/2/30	500,000.00	493,225.00
MK	FHLB	25-06	4.080%	4.080%	7/23/29	305,000.00	302,715.55
MK	CD	26-05	3.850%	3.850%	8/28/28	249,000.00	247,637.97
MK	CD	24-08	3.800%	3.800%	9/5/28	150,000.00	148,617.00
MK	CD	22-07	4.850%	4.850%	11/9/26	244,000.00	244,585.60
MK	CD	26-08	3.700%	3.700%	3/11/30	245,000.00	239,769.25
MK	CD	26-13	4.500%	4.500%	1/14/30	140,000.00	139,707.40
MK	CD	26-09	3.800%	3.800%	3/13/30	240,000.00	235,713.60
<u>Wells Fargo Advisors (Formerly Wachovia Securities)</u>							
WFA BOND	US Treasury Notes	22-03	2.750%	2.750%	4/30/27	324,972.65	326,822.10
WFA FHLMC	Federal Home Loan Mtg Corp	25-03	4.000%	4.000%	4/17/29	1,497,000.00	1,482,300.00
WFA CD	Goldman Sachs BK USA CD	21-07	1.000%	1.000%	8/8/26	215,000.00	214,683.95
WFA CD	UBS Bank USA CD	24-07	3.850%	3.850%	8/30/27	245,000.00	244,201.30
WFA CD	KS Bank Inc CD	25-08	3.550%	3.550%	10/31/30	245,000.00	237,233.50
WFA CD	Morgan Stanley PVT BK CD	26-03	3.900%	3.900%	1/28/31	245,000.00	240,183.30
WFA CD	Synchrony Bank CD	23-08	5.050%	5.050%	10/27/26	245,000.00	245,531.65
WFA CD	Sallie Mae Bank/Salt CD	24-09	4.050%	4.050%	11/22/27	245,000.00	244,573.70
WFA CD	American Expr National Bk CD	25-04	4.250%	4.250%	6/12/28	245,000.00	245,039.20
WFA CD	Morgan Stanley BK NA CD	25-09	3.850%	3.850%	12/10/30	245,000.00	239,911.35
WFA CD	State Bank of India CD	25-07	3.750%	3.750%	10/22/30	245,000.00	239,178.80
WFA CD	Celtic Bank CD	26-12	4.200%	4.200%	6/24/31	230,000.00	227,996.70
WFA CD	Manuf & Traders TR CO CD	26-11	4.200%	4.200%	6/15/29	230,000.00	229,330.70
WFA CD	BMW BK N America CD	26-06	3.700%	3.700%	3/20/28	245,000.00	242,912.60
WFA CD	Bankfirst Norfolk CD	26-07	3.650%	3.650%	3/27/28	245,000.00	242,736.20

Total Pooled Investments - Securities

10,992,045.61 10,904,090.03

Summary of Investments by Type			Investment Summary by Fund	
	Book Value	Fair Value	Revenue Fund	
CD's	6,032,986.76	5,989,530.53	10,992,045.61	10,904,090.03
CDARS	1,000,000.00	1,000,000.00		
Jumbo CDs			10,992,045.61	10,904,090.03
Local Gov Issues	0.00	0.00		
Govt. Securities	555,000.00	544,840.05		
Treasury	324,972.65	326,822.10		
FNMA	0.00	0.00		
FHLBMSUCP	0.00	0.00		
FHLMC	1,497,000.00	1,482,300.00		
FFCB	777,086.20	764,656.80		
FHLB	805,000.00	795,940.55		
Totals	10,992,045.61	10,904,090.03	Fair Market Value Adjustment	(87,955.58)

Becker County Sales & Use Tax

2014					
<u>Month</u>	<u>Receipt 1</u>	<u>Receipt 2</u>	<u>Total Receipts</u>	<u>Fees</u>	<u>Net Total</u>
	606,000.00	129,165.85	735,165.85	(31,350.71)	703,815.14
2015					
<u>Month</u>	<u>Receipt 1</u>	<u>Receipt 2</u>	<u>Total Receipts</u>	<u>Fees</u>	<u>Net Total</u>
	1,925,000.00	199,199.05	2,124,199.05	(26,358.15)	2,097,840.90
2016					
<u>Month</u>	<u>Receipt 1</u>	<u>Receipt 2</u>	<u>Total Receipts</u>	<u>Fees</u>	<u>Net Total</u>
	1,912,893.48	209,748.19	2,122,641.67	(27,908.63)	2,094,733.04
2017					
<u>Month</u>	<u>Receipt 1</u>	<u>Receipt 2</u>	<u>Total Receipts</u>	<u>Fees</u>	<u>Net Total</u>
	2,172,000.00	233,642.63	2,405,642.63	(29,318.97)	2,376,323.66
2018					
<u>Month</u>	<u>Receipt 1</u>	<u>Receipt 2</u>	<u>Total Receipts</u>	<u>Fees</u>	<u>Net Total</u>
	2,281,000.00	365,457.85	2,646,457.85	(33,661.93)	2,612,795.92
2019					
<u>Month</u>	<u>Receipt 1</u>	<u>Receipt 2</u>	<u>Total Receipts</u>	<u>Fees</u>	<u>Net Total</u>
	2,452,000.00	222,944.01	2,674,944.01	(34,367.81)	2,640,576.20
2020					
<u>Month</u>	<u>Receipt 1</u>	<u>Receipt 2</u>	<u>Total Receipts</u>	<u>Fees</u>	<u>Net Total</u>
	2,563,000.00	279,602.16	2,842,602.16	(36,985.03)	2,805,617.13
2021					
<u>Month</u>	<u>Receipt 1</u>	<u>Receipt 2</u>	<u>Total Receipts</u>	<u>Fees</u>	<u>Net Total</u>
	2,957,000.00	376,489.88	3,333,489.88	(38,856.08)	3,294,633.80
2022					
<u>Month</u>	<u>Receipt 1</u>	<u>Receipt 2</u>	<u>Total Receipts</u>	<u>Fees</u>	<u>Net Total</u>
	3,230,000.00	485,045.29	3,715,045.29	(38,854.14)	3,676,191.15
2023					
<u>Month</u>	<u>Receipt 1</u>	<u>Receipt 2</u>	<u>Total Receipts</u>	<u>Fees</u>	<u>Net Total</u>
	3,471,000.00	307,883.00	3,778,883.00	(38,200.43)	3,740,682.57
2024					
<u>Month</u>	<u>Receipt 1</u>	<u>Receipt 2</u>	<u>Total Receipts</u>	<u>Fees</u>	<u>Net Total</u>
	3,464,709.18	61,883.40	3,526,592.58	(19,435.57)	3,507,157.01
2025					
<u>Month</u>	<u>Receipt</u>			<u>Fees</u>	<u>Net Total</u>
November	300,638.51		300,638.51	(2,705.75)	297,932.76
December	276,634.30		276,634.30	(2,489.71)	274,144.59
January	307,544.79		307,544.79	(2,767.90)	304,776.89
February	234,737.21		234,737.21	(2,112.63)	232,624.58
March	223,127.64		223,127.64	(2,008.15)	221,119.49
April	293,314.67		293,314.67	(2,639.83)	290,674.84
May	298,221.32		298,221.32	(2,683.99)	295,537.33
June	376,771.57		376,771.57	(3,390.94)	373,380.63
July	416,827.17		416,827.17	(3,751.44)	413,075.73
August	410,556.86		410,556.86	(3,695.01)	406,861.85
September	408,175.18		408,175.18	(3,673.58)	404,501.60
October	344,912.96		344,912.96	(3,104.22)	341,808.74
	3,891,462.18	-	3,891,462.18	(35,023.15)	3,856,439.03
2026					
<u>Month</u>	<u>Receipt</u>			<u>Fees</u>	<u>Net Total</u>
November	323,913.45		323,913.45	(2,915.22)	320,998.23
December	284,894.50		284,894.50	(2,564.05)	282,330.45
January	325,240.95		325,240.95	(2,927.17)	322,313.78
February	229,571.22		229,571.22	(2,066.14)	227,505.08
March	236,648.33		236,648.33	(2,129.83)	234,518.50
April	314,248.68		314,248.68	(2,828.24)	311,420.44
May	309,714.20		309,714.20	(2,787.43)	306,926.77
June			-		-
July			-		-
August			-		-
September			-		-
October			-		-
	2,024,231.33	-	2,024,231.33	(18,218.08)	2,006,013.25
Grand Total	32,950,296.17	2,871,061.31	35,821,357.48	(408,538.68)	35,412,818.80

Please note effective April 2024 ONE payment of GROSS REVENUE and ADMINISTRATIVE COST is received
EX--December 2023 Receipt 1 in the IFS (Bank/Cash Comp) January 2024 and Receipt 2 in the IFS (Bank/Cash Comp) February 2024
Bolded amounts corresponds to Monthly-Cash Comp



BECKER COUNTY

915 Lake Avenue • Detroit Lakes, MN 56501
218-846-7311

MEMORANDUM FOR ACTION

Date: September 9, 2026

SUBJECT: Approve Right of Entry Agreement for MRC Transmission Line

TO: Becker County Board of Commissioners

1. Discussion: Becker County has been approached by Sr. Land Representative for the Maple River to Cuyuna Transmission Project requesting Right of Entry Agreement to conduct surveying and reconnaissance of civil, environmental, biological, cultural resource, geotechnical, and soil borings on four Becker County owned or managed properties. The Becker County Attorney has reviewed the agreement and requested one special provision be made regarding a "irrevocable license". This has been revised, reviewed, and approved by the County Attorney.
2. Funding: General Fund
3. Action request: Approve and authorize Becker County Administrator to sign the Right of Entry Agreement.
4. The point of contact for this memorandum is Steve Skoog/Mitch Lundeen

Distribution: Board of Commissioners, County Administrator

RIGHT OF ENTRY AGREEMENT

PARCEL NO #: **BE-143, BE-148, BE-155, BE-424**

This Right of Entry Agreement is made and entered into as of _____, 2026 (“Effective Date”). WHEREAS, the undersigned, **Becker County, a political subdivision of the State of Minnesota** (“Grantor,” whether one or more), owns the property that is identified in Exhibit A attached hereto; and

WHEREAS, Minnesota Power, a division of ALLETE, Inc., a Minnesota corporation (“Grantee”), is developing an electric transmission project known as the MAPLE RIVER TO CUYUNA PROJECT (the “MRC Project”) in cooperation with Otter Tail Power Company, a Minnesota corporation, and Great River Energy, a Minnesota cooperative corporation; and

WHEREAS, Grantee desires to enter the Property for purposes of evaluating the Property in connection with permitting and construction of the MRC Project; and

WHEREAS, Grantor is willing to grant to Grantee the right to enter the Property to conduct such evaluations as Grantee determines are reasonably necessary in connection with the permitting and construction of the MRC Project, on the terms and conditions herein.

NOW, THEREFORE, Grantor and Grantee agree as follows:

1. In consideration of **Two Thousand and 00/100 Dollars (\$2,000.00)**, and other good and valuable consideration, the receipt and legal sufficiency of which is hereby acknowledged, Grantor does hereby grant unto Grantee an irrevocable license and right of entry for Grantee, its affiliates, agents, contractors, appraisers, sub-contractors, assignees, and/or proposed assignees, licensees, and invitees to enter the Property for the purpose of doing all activities that Grantee wants or needs to do in order to study, survey, inspect, investigate, test, and plan for Grantee’s potential use of the Property in connection with the MRC Project. The activities

that may be conducted by Grantee include, but are not limited to, civil, environmental, biological, cultural resource, and geotechnical and soil borings.

2. Grantee will indemnify, defend, and hold Grantor harmless from all third party claims and damages asserted against Grantor that arise out of any such entry by Grantee onto the Property or Grantee's exercise of its rights hereunder, unless the claims or damages are caused by the negligence or intentional misconduct of Grantor, and except that Grantee shall not have any obligation with respect to any Hazardous Materials¹ located in, on, under or about the Property prior to its entry onto the Property or thereafter to the extent not stored, released or disposed of by Grantee.

3. Grantee will restore the Property to substantially the same condition as the Property was in at the time Grantee entered the Property pursuant to this Agreement, including the filling of any test holes. Any remediation efforts will be promptly undertaken by Grantee, weather permitting.

4. Grantee agrees to pay Grantor a settlement, in an amount to be determined by mutual agreement of the parties at the time of settlement, for any unrestored, direct damages to the Property, including any crops that were growing thereon prior to Grantee activities. Any dispute as to damages if not resolved within 30 days of written notice shall be submitted to binding arbitration with the arbitrator's decision final and enforceable in any court of competent jurisdiction.

¹ For the purposes of this Agreement, "Hazardous Materials" refers to any substances or materials that may be harmful to people or the environment and are regulated by environmental laws. This includes things like pollutants, chemicals, petroleum products, radioactive materials, and certain wastes. Examples of relevant laws include the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), the Resource Conservation and Recovery Act, the Clean Water Act, the Clean Air Act, and the Minnesota Environmental Response and Liability Act, among others. These laws and regulations may change over time and cover a wide range of substances intended to protect health, safety, and natural resources.

5. This agreement shall be binding upon Grantor and Grantee's respective successors and assigns. Grantee's presentation of or entrance into this Agreement shall not be deemed to limit or otherwise affect any existing rights Grantee holds in this Property, including without limitation any existing survey or access rights. Grantor shall provide actual notice of this agreement to any prospective successor-in-interest or assignee.

6. Additional Provisions: _____

The expiration of Right Of Entry will expire December 31, 2029.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, Grantor and Grantee have executed this Agreement as of the Effective Date first written above.

GRANTOR

Becker County, a political subdivision of the State of Minnesota

Print: _____

Its: _____

GRANTEE

Minnesota Power, a division of ALLETE, Inc., a Minnesota corporation

Print: _____

Its: _____

EXHIBIT A

BE-143, BE-148, BE-155, BE-424

The Northeast Quarter of the Southwest Quarter (NE $\frac{1}{4}$ SW $\frac{1}{4}$) and the South Half of the Southeast Quarter of the Northwest Quarter (S $\frac{1}{2}$ SE $\frac{1}{4}$ NW $\frac{1}{4}$) Dump ground, Section 17, Township 139, Range 41, Becker County, Minnesota.

08.7017.015 Becker County, MN

All that part of the Southwest Quarter of the Northwest Quarter (SW $\frac{1}{4}$ NW $\frac{1}{4}$) of Section 16, Township 139 North, Range 41, lying North and East of State Trunk Highway # 59 as the same was located in 1954, and excepting that portion of the above described property which was deeded to the County of Becker by warranty deed dated June 6, 1944.

08.7015.002 Becker County, MN

That portion of the Southwest Quarter of the Northwest Quarter (SW $\frac{1}{4}$ NW $\frac{1}{4}$) in Section Sixteen (16), Township One Hundred. Thirty Nine (139) North, Range Forty One (41) West, described as follows: Beginning at a point at the intersection of the northerly right of way line of Highway 59 and the east boundary of said southwest quarter of the northwest quarter (SW $\frac{1}{4}$ NW $\frac{1}{4}$); thence northerly along said east boundary a distance of thirteen hundred and two (1302 feet); thence westerly along the north boundary of said southwest quarter of the northwest quarter (SW $\frac{1}{4}$ NW $\frac{1}{4}$) a distance of three hundred sixty three (363) feet; thence southerly parallel with the aforesaid east boundary to the northerly right of way line of Highway 59, thence southeasterly along a said line a distance of five hundred and five (505) feet to the point of beginning.

08.7015.001 Becker County, MN

Lot 6 (NW $\frac{1}{4}$ of SW $\frac{1}{4}$) in Section 33, Township 139, Range 37, Becker County, MN

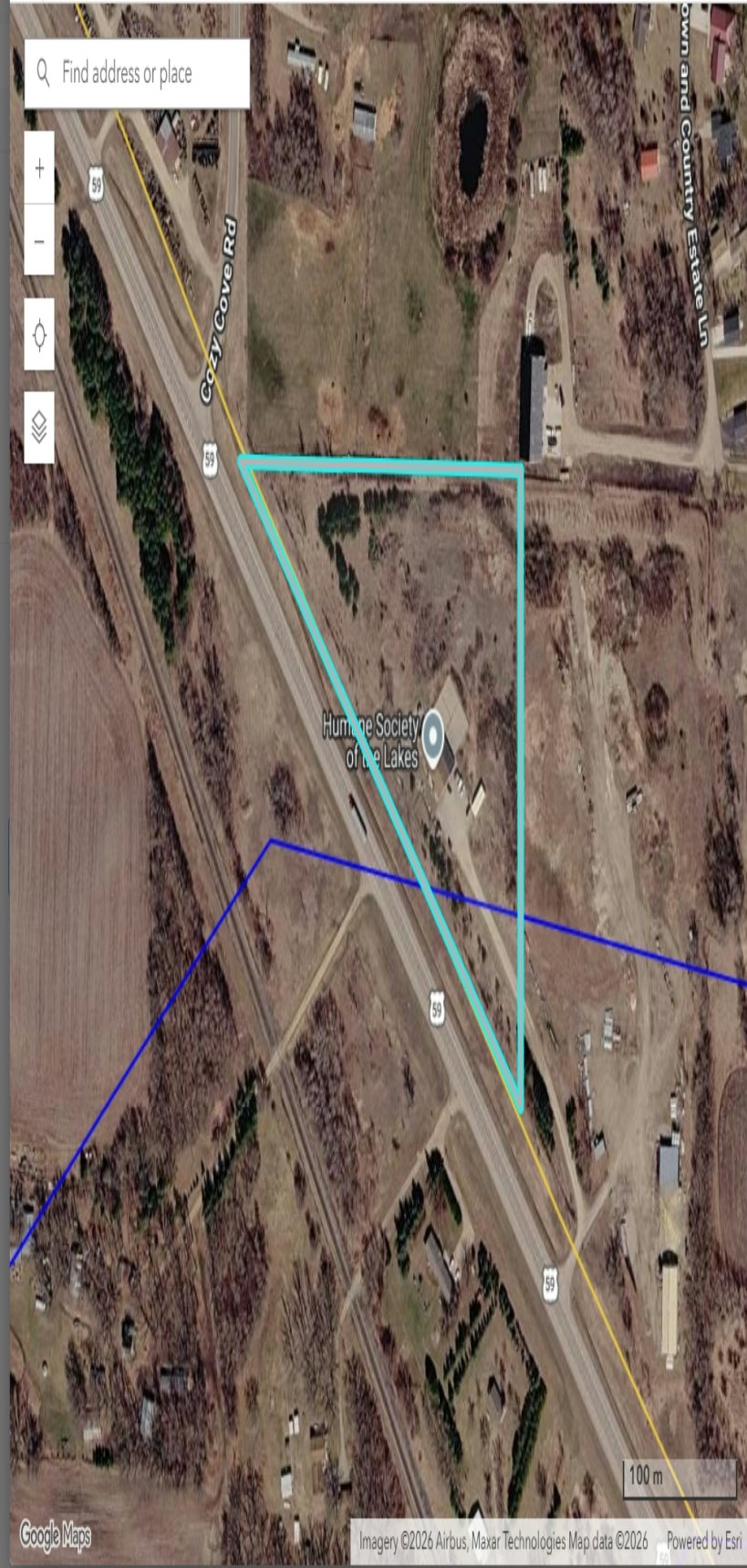
37.7103.000 Becker County, MN

MR-C Parcels

Find address or place

+

-



087015002, BE-148, BECKER COUNTY

Land Owner Address 2	DETROIT LAKES, MN 56501-7656
Land Owner Phones(s)	
Land Owner Email(s)	
Tax Name	BECKER COUNTY
Tax Name Address 1	19665 US HWY 59
Tax Name Address 2	DETROIT LAKES, MN 56501
Is there a tenant on this property?	
Land Use	
Township	139
Range	41
Section	16
Legal Abbrev	THE W 9 AC OF SW1/4 OF NW1/4 LYING NE OF HWY #59 EX 1.15 AC FOR HWY
Is there an existing easement on this property?	
Online/Offline Status	Offline
Road, Railroad & Trail Crossing Section	
Railroad, Road or Trail?	
Railroad, Road or Trail Name	
Railroad, Road or Trail Ownership	

BECKER COUNTY BOARD OF COMMISSIONERS

RESOLUTION 09-26-2C

**BECKER COUNTY RESOLUTION REQUESTING DESIGNATION AS A DISASTER OR
EMERGENCY AREA UNDER SECTIONS 273.1231 - 273.1235**

Whereas, the County of Becker experienced a disaster on 7/6/2026, and

Whereas, said disaster caused extensive property damage to residential properties in the County of Becker, and;

Whereas, the County of Becker has declared a Local Emergency under Minnesota Statutes 12.29 and;

Whereas, Minnesota Statutes, sections 273.1231-273.1235 provide for property tax relief upon reassessment of properties damaged by disaster, and upon application to the Governor of the State of Minnesota and the Executive Council, and;

Whereas, the minimum requirements of the aforementioned statutes have been met as demonstrated in the attached damage assessment reports;

NOW, THEREFORE, BE IT RESOLVED by the County of Becker that the County of Becker hereby requests that the Executive Council approve the application to be declared a disaster area under sections 273.1231-273.1235 for the disaster that occurred on 7/6/2026.

Duly adopted this 15th day of September 2026, at Detroit Lakes, MN.

COUNTY BOARD OF COMMISSIONERS
Becker County, Minnesota

ATTEST:

/s/ Carrie Smith
Carrie Smith
County Administrator

/s/ Erica Jepson
Erica Jepson
Board Chair

State of Minnesota)
) ss
County of Becker)

I, the undersigned being the duly appointed and qualified County Administrator for the County of Becker, State of Minnesota, do hereby certify that the foregoing is a true and correct copy of a Resolution passed, adopted, and approved by the County Board of Commissioners at a meeting held September 15, 2026, as recorded in the record of proceedings.

Carrie Smith
County Administrator

Per Diem per Meeting

Also included in the per diem is mileage at the standard rate.

EDA: \$40

RAC: \$40

Planning & Zoning Committees:

Planning Commission:

Chair: \$65

Member: \$55

Board of Adjustments:

Chair: \$75

Member: \$65

- If the meeting/tour is over 4 hours the per diem doubles (Chair-\$150, Members-\$130)
- The Board of Adjustments is the only board that has been approved for anything additional over 4 hours.

Zoning Ordinance:

Chair: \$65

Member: \$55

RESOLUTION 09-26-2A

Page 20 of 92

BECKER COUNTY BOARD OF COMMISSIONERS
ECONOMIC DEVELOPMENT AUTHORITY (EDA) TAX LEVY
RESOLUTION NO. 09-26-2B

WHEREAS, the Becker County Economic Development Authority has an established mission to enhance the quality of life by promoting and developing housing and economic opportunities; and

WHEREAS, as provided under Minnesota Statute Section 469.033 Sub. 6; the Becker County Economic Development Authority may levy in an amount not exceeding .0185% of estimated market value, and

WHEREAS, the Economic Development Authority Board has approved and recommends said levy for the year 2027 in the amount of \$245,000.

NOW THEREFORE BE IT RESOLVED, that the Becker County Board of Commissioners hereby approves including a housing and redevelopment authority tax levy in the amount of \$245,000 in the 2027 budget for the purpose of funding housing and economic related activities of the Becker County Economic Development Authority.

Duly adopted this 15th day of September 2026 at Detroit Lakes, Minnesota.

COUNTY BOARD OF COMMISSIONERS
BECKER COUNTY, MINNESOTA

ATTEST:

/s/ Carrie Smith
Carrie Smith
County Administrator

/s/ Erica Jepson

Erica Jepson
Board Chair

[illegible]

I, the undersigned being the duly appointed Administrator of the County of Becker, State of Minnesota, do hereby certify that the foregoing is a true and correct copy of a Resolution passed, adopted, and approved by the County Board of Commissioners at a meeting held September 15, 2026 as recorded in the record of proceedings.

Carrie Smith
County Administrator

**BECKER COUNTY BOARD OF COMMISSIONERS
RESOLUTION AUTHORIZING INTERNAL ADMINISTRATION OF THE ECONOMIC
DEVELOPMENT AUTHORITY HOUSING PROGRAMS AND PORTFOLIO**

RESOLUTION NO. 09-26-2G

WHEREAS, the Becker County Economic Development Authority (“EDA”) owns and/or administers various housing programs, properties, and assistance programs for Becker County residents; and

WHEREAS, since approximately 2015, the EDA has contracted with an external organization to manage and administer its housing programs and portfolio, with the current contract expiring December 31, 2026; and

WHEREAS, the EDA Board has determined that transitioning management and administration to EDA staff will provide greater oversight, accountability, and coordination, while anticipated personnel and operating costs are not expected to exceed the costs of contracted management services; and

WHEREAS, the EDA has determined that appropriate staffing, training, procedures, and systems are available to effectively administer, operate, and ensure compliance of its housing programs and portfolio;

NOW, THEREFORE, BE IT RESOLVED, that the Becker County Board of Commissioners approves the EDA’s transition from contracted third-party management to direct administration by EDA staff, effective upon expiration of the current management contract or such other date as determined appropriate by the EDA.

BE IT FURTHER RESOLVED, that the EDA is authorized to take necessary administrative, training, software, and operational actions to implement the transition, subject to applicable County and EDA policies, laws, regulations, and funding requirements.

BE IT FURTHER RESOLVED, nothing in this resolution shall alter or transfer the statutory authority, ownership, governance, or legal responsibilities of the EDA.

Duly adopted this 15th day of September 2026 at Detroit Lakes, Minnesota.

ATTEST:

/s/ Carrie Smith
Carrie Smith
County Administrator

/s/ Erica Jepson
Erica Jepson
Board Chair

State of Minnesota)
) ss.
County of Becker)

I, the undersigned being the duly appointed Administrator of the County of Becker, State of Minnesota, do hereby certify that the foregoing is a true and correct copy of a Resolution passed, adopted, and approved by the County Board of Commissioners at a meeting held September 15, 2026, as recorded in the record of proceedings.

Carrie Smith
County Administrator



Classification: Housing Specialist, Grade 8
Department: EDA
Reports to: EDA Specialist/ Executive Director
FLSA Classification: Non-Exempt
Union Status:
Board Approved:

POSITION SUMMARY

The Housing Specialist is responsible for the day-to-day administration, operation, compliance, and property management of the Becker County Economic Development Authority's housing programs and housing portfolio. The position administers Public Housing, Housing Choice Voucher (Section 8), multifamily housing, supportive housing, and other EDA-owned or managed residential properties. Responsibilities include applicant and tenant administration, leasing, eligibility determinations, rent and subsidy calculations, inspections, recertifications, maintenance coordination, vendor oversight, HUD reporting, compliance monitoring, and housing records management. The position serves as the primary operational administrator for housing programs and properties, ensuring compliance with HUD regulations, Minnesota Housing requirements, applicable laws, EDA policies, and funding requirements while working independently under the supervision of the Executive Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Administers day-to-day operations of Public Housing and Housing Choice Voucher (HCV/Section 8) programs in compliance with HUD regulations, EDA policies, ACOP, and HCV Administrative Plan.
- Manages housing program waiting lists, processes applications, determines eligibility, conducts applicant screening, and coordinates admissions, voucher issuance, and housing placements.
- Calculates tenant rents, utility allowances, income eligibility, assets, and Housing Assistance Payments (HAP); conducts initial, annual, and interim recertifications.
- Administers Housing Choice Vouchers and coordinates portability, landlord participation, inspections, HAP contracts, and program utilization.
- Administers scattered-site Public Housing units, including occupancy management, lease administration, recertifications, transfers, move-ins, move-outs, and vacancy reduction efforts.
- Serves as the primary property management contact for EDA-owned residential properties, including multifamily, supportive housing, scattered-site housing, and other assigned properties.
- Coordinates routine, preventive, emergency, and capital maintenance activities; manages contractor relationships; reviews work quality; and monitors property conditions.
- Conducts or coordinates inspections including Housing Quality Standards (HQS), NSPIRE, move-in, move-out, annual, and compliance inspections; tracks corrective actions and re-inspections.
- Maintains complete and accurate tenant, applicant, inspection, landlord, property, vendor, and program records in housing management software and HUD reporting systems.
- Serves as the primary day-to-day HUD compliance administrator, preparing reports, monitoring deadlines, implementing regulatory changes, maintaining required documentation, and coordinating audits and reviews.
- Reviews regulatory notices, regulation changes, and program guidance and recommends operational or policy updates to ensure ongoing compliance.
- Serves as the primary contact for tenants, applicants, landlords, service providers, contractors, and partner agencies; responds to inquiries, addresses concerns, and coordinates enforcement actions when necessary.

- Assists with housing budgets, expenditure monitoring, vendor invoices, receivables, financial reporting, procurement activities, and contract administration within delegated authority.
Ability to analyze financial, operational, and program data; identify compliance issues; and prepare accurate reports and recommendations for the Executive Director and EDA Board to assist with housing-related initiatives.
- Coordinates with other agency staff, other County departments, outside consultants, contractors, service agencies, and regulatory bodies to support housing operations and compliance.
- Attends trainings and meetings.
- Performs other duties as assigned or apparent.

QUALIFICATIONS

Education:

- Associate Degree in Public Administration, Human Services, Business, or a closely related field (Bachelor's preferred). Minimum of two (2) years of direct experience administering state or federally subsidized properties and/or programs, affordable housing portfolios, property management, social services, or a closely related combination. Experience in administering Public Housing Programs and/or Housing Choice Voucher programs strongly preferred.
- Ability to complete recommended HUD, Public Housing Authority, and/or program specific trainings withing established timeframes (funded by the agency).

Requirements:

- Possess a valid driver's license for essential field travel and on-site property evaluations.
- Knowledge of state, federal, or similar housing/assistance programs, including applicable regulations. Preferably HUD and Housing Choice Voucher (Section 8) experience.
- Knowledge of property management practices, housing inspections, landlord-tenant relationships, income verification, maintaining budgets, and housing management software.
- Ability to administer multiple housing programs and properties simultaneously while ensuring regulatory compliance and program effectiveness.
- Ability to interpret and apply regulations, policies, and procedures to make, occupancy, rent, and subsidy determinations.
- Ability to oversee and coordinate inspection and maintenance activities, with multiple contractors and vendors.
- Ability to maintain confidential records and detailed program documentation.
- Ability to communicate effectively, resolve conflicts, manage sensitive situations professionally, organize competing priorities, and work independently with minimal supervision.

Physical Demands and Working Conditions

- Work is performed in an office environment with regular travel to housing units and properties within the County.
- Regular site visits or inspections requiring walking, climbing, entering buildings, and navigating various housing conditions.
- May encounter exposure to various environmental hazards during unit inspections commonly associated with residential and multifamily properties.
- Ability to lift, carry, push, or pull up to 50 pounds occasionally.
- Equipment Utilized Office equipment and computer hardware and software.

- County vehicle or reliable access to personal transportation for travel between sites.
- Small hand tools, measuring tools, and camera on occasion.

Competencies Common to all County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures.
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Becker County in a professional manner to the public, outside contacts and constituencies.

Date: September 15, 2026
To: County Board of Commissioners
From: Economic Development Authority
Re: Personnel Request

Action Request:

To approve the personnel request for a full-time Housing Specialist under the Economic Development Authority for the purpose of carrying out duties related to the administration of its housing programs and properties. This request has been approved and recommended by action of the EDA board.

Justification:

Additional duties and responsibilities required to maintain and administer the Economic Development Authority's housing portfolio under internal management plan replacing outsourced services.

Cost Analysis:

Housing Specialist Grade 8 Step 3	Grade 8 Step 3	2027 BUDGET
SALARY	\$18,037	\$73,863
PERA	\$1,353	\$5,540
HEALTH	\$3,103	\$ 19,924
FICA	\$1,380	\$5,650
PFML	\$71	\$292
TOTAL	\$23,944	\$105,268

2026 Year Cost: \$23,944

Cost Explanation:

To maintain operational continuity of the programs and properties staff would be desired to start prior to the new year (2027) beginning requiring a portion of the wages to occur in 2026, in which the position was not budgeted for.

**BECKER COUNTY BOARD OF COMMISSIONERS
RESOLUTION APPROVING PERSONNEL REQUEST FOR
ONE FULL-TIME HOUSING SPECIALIST
RESOLUTION NO. 09-26-2D**

WHEREAS the EDA Board has determined that the requested position and associated personnel costs are necessary to implement an internal housing management plan, replacing outsourced management services; and

WHEREAS the EDA requests to hire one (1) full-time Housing Specialist position; and

WHEREAS, in order to provide time for training, transition, and continuity prior to the commencement of internal administration the EDA is requesting the filling of the Housing Specialist position immediately; and

NOW, THEREFORE, BE IT RESOLVED that the Becker County Board of Commissioners hereby approves the Becker County Economic Development Authority's request to fill one (1) full-time Housing Specialist position. The EDA Specialist is authorized to proceed with recruitment and hiring for the approved position in coordination with appropriate Becker County personnel and administrative staff.

Duly adopted this 15th day of September 2026 at Detroit Lakes, Minnesota.

COUNTY BOARD OF COMMISSIONERS

BECKER COUNTY, MINNESOTA

ATTEST:

/s/ Carrie Smith
Carrie Smith
County Administrator

/s/ Erica Jepson
Erica Jepson
Board Chair

State of Minnesota)
) ss.
County of Becker)

I, the undersigned being the duly appointed Administrator of the County of Becker, State of Minnesota, do hereby certify that the foregoing is a true and correct copy of a Resolution passed, adopted, and approved by the County Board of Commissioners at a meeting held September 15, 2026, as recorded in the record of proceedings.

Carrie Smith
County Administrator

Date: September 15, 2026
To: Becker County Board of Commissioners
From: Todd Glander, Becker County Sheriff
Re: Personnel Request

Action Request: Request to transition a Part-Time Bailiff position to a Full-Time Bailiff position.

Justification: There is a shortage of staff due to two resignations of Court Screeners that were not back filled as well as an upcoming leave of another Court Screener and hour limitations on the other Court Screener to remain under the 1,534-hour cap for part-time employees. Additionally with the new Appellate Court ruling filed on August 25, 2026, regarding Court Security Weapons Policy there is concern around the limitations this places on the Court Screeners. There is a consistent workflow between courtroom security, courthouse security, grounds monitoring, coordination of inmate hearings, and serving documents. With the shortage in staff there has been a need to pull Deputies from the road to assist in courtrooms.

Cost Analysis:

FT vs PT Bailiff Cost	2026 Part-Time Cost September 15 – December 31	2026 Full-Time Cost September 15 – December 31	2026 Difference in PT to FT Cost September 15 – December 31	2026 Budget	2027 Budget	Difference in 2026 to 2027 Budget
SALARY	\$15,828	\$22,612	\$6,784	\$53,943	\$78,879	\$24,936
PERA	\$2,802	\$4,002	\$1,201	\$9,548	\$13,962	\$4,414
HEALTH	\$-	\$3,103	\$3,103	\$-	\$19,924	\$19,924
FICA	\$230	\$328	\$98	\$782	\$1,144	\$362
PFML	\$63	\$89	\$27	\$237	\$312	\$74
UNIFORM	\$-	\$-	\$-	\$450	\$900	\$450
TOTAL	\$18,922	\$30,134	\$11,212	\$64,961	\$115,119	\$50,159

2026 Increased Cost for a Full-Time Position: \$11,212

Cost Explanation: There is \$2,365.42 left in the Sheriff's Office 2026 Bailiffs budget from the vacancies that have not been filled and prior leaves in the year that were not paid that can help to cover the increased cost for 2026 to move a Part-Time Bailiff to Full-Time Bailiff.

BECKER COUNTY BOARD OF COMMISSIONERS

RESOLUTION 09-26-2F

Seasonal to Regular Part-Time Highway Maintenance Worker Position

WHEREAS, the Highway Department is requesting to transition two unfilled Seasonal positions to one Part-Time Maintenance Worker position, and;

WHEREAS, this would remove the need for seasonal hires and provide better staffing coverage year-round to allow for better road maintenance coverage, and;

WHEREAS, there is a consistent workflow and over the next three to four years based on the five year plan there will be approximately an additional twelve miles of paved roads to maintain, and;

NOW THEREFORE BE IT RESOLVED, that the Board of County Commissioners of Becker County, Minnesota, approves the transition of two seasonal to one regular part-time Maintenance Worker position.

Duly adopted this 15th day of September 2026, at Detroit Lakes, MN.

COUNTY BOARD OF COMMISSIONERS
Becker County, Minnesota

ATTEST:

/s/ Carrie Smith
Carrie Smith
County Administrator

/s/ Erica Jepson
Erica Jepson
Board Chair

State of Minnesota)
) ss
County of Becker)

I, the undersigned being the duly appointed and qualified County Administrator for the County of Becker, State of Minnesota, do hereby certify that the foregoing is a true and correct copy of a Resolution passed, adopted, and approved by the County Board of Commissioners at a meeting held September 15th, 2026, as recorded in the record of proceedings.

Carrie Smith
County Administrator

Date: September 15, 2026
To: Becker County Board of Commissioners
From: James Olson, County Engineer
Re: Personnel Request

Action Request: Request to transition Seasonal Maintenance Worker positions to a Part-Time Maintenance Worker position.

Justification: There were three seasonal positions budgeted for the Highway department in 2026, only one seasonal employee was hired leaving room in the budget to hire a regular part-time employee for the remainder of 2026. Three seasonal positions were also budgeted for the Highway department in 2027 this request would transition those funds budgeted to offset the cost of the regular part-time employee.

Cost Analysis:

HIGHWAY SEASONAL MAINTENANCE WORKER – REGULAR PT	2026 Part-Time Cost September 15 – December 31	2026 Full-Time Cost September 15 – December 31	2026 Difference in PT to FT Cost September 15 – December 31	2026 Budget	2027 Budget	Difference in 2026 to 2027 Budget
SALARY	\$26,800	\$12,148	\$(14,652)	\$40,200	\$42,376	\$2,176
PERA	\$-	\$911	\$911	\$-	\$3,178	\$3,178
HEALTH	\$-	\$-	\$-	\$-	\$-	\$-
FICA	\$2,050	\$929	\$(1,121)	\$3,075	\$3,242	\$166
PFML	\$106	\$48	\$(58)	\$159	\$167	\$9
TOTAL	\$28,956	\$14,036	\$(14,920)	\$43,434	\$48,963	\$5,529

2026 Cost Savings for a Part-Time Position: \$14,920

Cost Explanation: There is \$28,956 left in the Highway department's budget from the three budgeted seasonal positions that were planned but only one was filled. This will cover the cost for a regular part-time Maintenance Worker for the remainder of 2026 and leave \$14,920 to spare.



Classification: Housing Specialist, Grade 8
Department: EDA
Reports to: EDA Specialist/ Executive Director
FLSA Classification: Non-Exempt
Union Status:
Board Approved:

POSITION SUMMARY

The Housing Specialist is responsible for the day-to-day administration, operation, compliance, and property management of the Becker County Economic Development Authority's housing programs and housing portfolio. The position administers Public Housing, Housing Choice Voucher (Section 8), multifamily housing, supportive housing, and other EDA-owned or managed residential properties. Responsibilities include applicant and tenant administration, leasing, eligibility determinations, rent and subsidy calculations, inspections, recertifications, maintenance coordination, vendor oversight, HUD reporting, compliance monitoring, and housing records management. The position serves as the primary operational administrator for housing programs and properties, ensuring compliance with HUD regulations, Minnesota Housing requirements, applicable laws, EDA policies, and funding requirements while working independently under the supervision of the Executive Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Administers day-to-day operations of Public Housing and Housing Choice Voucher (HCV/Section 8) programs in compliance with HUD regulations, EDA policies, ACOP, and HCV Administrative Plan.
- Manages housing program waiting lists, processes applications, determines eligibility, conducts applicant screening, and coordinates admissions, voucher issuance, and housing placements.
- Calculates tenant rents, utility allowances, income eligibility, assets, and Housing Assistance Payments (HAP); conducts initial, annual, and interim recertifications.
- Administers Housing Choice Vouchers and coordinates portability, landlord participation, inspections, HAP contracts, and program utilization.
- Administers scattered-site Public Housing units, including occupancy management, lease administration, recertifications, transfers, move-ins, move-outs, and vacancy reduction efforts.
- Serves as the primary property management contact for EDA-owned residential properties, including multifamily, supportive housing, scattered-site housing, and other assigned properties.
- Coordinates routine, preventive, emergency, and capital maintenance activities; manages contractor relationships; reviews work quality; and monitors property conditions.
- Conducts or coordinates inspections including Housing Quality Standards (HQS), NSPIRE, move-in, move-out, annual, and compliance inspections; tracks corrective actions and re-inspections.
- Maintains complete and accurate tenant, applicant, inspection, landlord, property, vendor, and program records in housing management software and HUD reporting systems.
- Serves as the primary day-to-day HUD compliance administrator, preparing reports, monitoring deadlines, implementing regulatory changes, maintaining required documentation, and coordinating audits and reviews.
- Reviews regulatory notices, regulation changes, and program guidance and recommends operational or policy updates to ensure ongoing compliance.
- Serves as the primary contact for tenants, applicants, landlords, service providers, contractors, and partner agencies; responds to inquiries, addresses concerns, and coordinates enforcement actions when necessary.

- | |
|---|
| <ul style="list-style-type: none"> Assists with housing budgets, expenditure monitoring, vendor invoices, receivables, financial reporting, procurement activities, and contract administration within delegated authority. <p>Ability to analyze financial, operational, and program data; identify compliance issues; and prepare accurate reports and recommendations for the Executive Director and EDA Board to assist with housing-related initiatives.</p> <ul style="list-style-type: none"> Coordinates with other agency staff, other County departments, outside consultants, contractors, service agencies, and regulatory bodies to support housing operations and compliance. |
| <ul style="list-style-type: none"> Attends trainings and meetings. Performs other duties as assigned or apparent. |

QUALIFICATIONS

Education:

- Associate Degree in Public Administration, Human Services, Business, or a closely related field (Bachelor's preferred). Minimum of two (2) years of direct experience administering state or federally subsidized properties and/or programs, affordable housing portfolios, property management, social services, or a closely related combination. Experience in administering Public Housing Programs and/or Housing Choice Voucher programs strongly preferred.
- Ability to complete recommended HUD, Public Housing Authority, and/or program specific trainings withing established timeframes (funded by the agency).

Requirements:

- Possess a valid driver's license for essential field travel and on-site property evaluations.
- Knowledge of state, federal, or similar housing/assistance programs, including applicable regulations. Preferably HUD and Housing Choice Voucher (Section 8) experience.
- Knowledge of property management practices, housing inspections, landlord-tenant relationships, income verification, maintaining budgets, and housing management software.
- Ability to administer multiple housing programs and properties simultaneously while ensuring regulatory compliance and program effectiveness.
- Ability to interpret and apply regulations, policies, and procedures to make, occupancy, rent, and subsidy determinations.
- Ability to oversee and coordinate inspection and maintenance activities, with multiple contractors and vendors.
- Ability to maintain confidential records and detailed program documentation.
- Ability to communicate effectively, resolve conflicts, manage sensitive situations professionally, organize competing priorities, and work independently with minimal supervision.

Physical Demands and Working Conditions

- Work is performed in an office environment with regular travel to housing units and properties within the County.
- Regular site visits or inspections requiring walking, climbing, entering buildings, and navigating various housing conditions.
- May encounter exposure to various environmental hazards during unit inspections commonly associated with residential and multifamily properties.
- Ability to lift, carry, push, or pull up to 50 pounds occasionally.
- Equipment Utilized Office equipment and computer hardware and software.

- County vehicle or reliable access to personal transportation for travel between sites.
- Small hand tools, measuring tools, and camera on occasion.

Competencies Common to all County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures.
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Becker County in a professional manner to the public, outside contacts and constituencies.



Classification: Chief Deputy Auditor-Treasurer I, Grade 10
Department: Auditor-Treasurer
Reports to: County Auditor-Treasurer
FLSA Classification: Non-Exempt
Union Status: Non-Union
Board Approved: ~~September 15, 2026~~ **December 2, 2025**

Position Summary

The Chief Deputy Auditor-Treasurer I is responsible to assist in maintaining and implementing department activities and acts as the Auditor-Treasurer in that person's absence. Responsible for assisting with department and personnel management and administration. Oversees and performs accounting and data processing activities. Administers all elections within Becker County. *Must be familiar and can complete all tasks of persons who are direct reports.*

Essential Duties and Responsibilities

Accounting and Administrative

- Acts as Auditor-Treasurer in that person's absence including financial transactions, meetings, authorizations and approvals, and decision making.
- Ensures compliance with all applicable federal, state, and local laws and policies, data privacy and security, etc.
- Monitor various due date requirements for reporting, publishing, mailings and prepare resolutions for board approval if applicable (Office of Secretary of State, Auditor, Education, Public Safety and Revenue)
- Responsible for balancing cashbook and preparation of spreadsheet detailing account activity balancing with the Integrated Financial system (IFS).
- Oversees collection of all revenues received by the County including taxes and miscellaneous receipts.
- ~~Oversees payroll processes assuring accuracy and resolving issues and problems.~~
- Prepares semi-annual payroll audit of all employees and prepares payroll budget spreadsheet for budgeting purposes ~~and other cost analysis.~~
- Functions as Property Tax Administrator: calculates tax levies and prepares tax statements. Prepares, submits and certifies abstract to the State.
- Oversees the posting of corrections and refunds in the tax system and creates records. Researches and resolves tax system problems and determines appropriate changes.
- ~~Assists with union negotiations and budgeting through research, development of spreadsheets and projections, and providing information regarding pay scales and other benefit rates.~~
- Election Administer within Becker County and non-home schools.
 - Compiles election ballot.
 - Develops and presents election judge training; ensures requirements for judges are met.
 - Prepares election abstract and submits to Secretary of State.
 - Orders, maintains, and distributes all supplies and materials required to conduct elections.
 - Schedules and assists with conducting canvassing board.
 - Oversees, maintains and audits voter and voting databases.
 - Ensures that election equipment is tested and security is maintained.
 - Oversees mail balloting and absentee balloting.
 - Assigns duties to staff and manages the flow of ballots and personnel for processing and counting ballots and collection of supplies.
- Oversees delinquent tax and tax forfeited processes.
- Recommends office procedures changes, system changes etc. to Auditor-Treasurer and Financial Manger based on past practices, policies and procedures (ex. Accounts, budgets etc.)

• Completes multiple complex projects assigned from the Auditor-Treasurer • Supervises Motor Vehicle Department in absence of License supervisor and is a DUR
Staff management • Assists with recruitment and selection of staff, makes hiring recommendations. • Organizes and prioritizes workload requirements. • Provides effective supervision, training, and guidance for assigned personnel; is approachable; anticipates changes and manages challenges. • Promotes teamwork and cooperation. • Serves as a positive role model of successful performance and ethical conduct. • Monitors and documents the work performance of assigned personnel, conducts effective coaching and mentoring, reviews performance, and takes corrective action whenever necessary. • Works with employees to correct deficiencies. • Implements discipline and termination procedures. • Assists and educates staff in federal, state, county and departmental responsibilities, statutes, rules, regulations, policies and procedures.
Customer Service • Addresses and responds to inquiries in person, by phone, email or by mail regarding office operations or concerns. • Serves as a customer service role model. • Determines public or private status of requested data.
• Attends educational opportunities and participates in professional organizations. • Performs other duties as assigned or apparent.

Qualifications

Education: Associate degree in a relevant field and three years relevant work experience or equivalent combination of education/ training/ experience.

Requirements:

- Valid Minnesota Driver's License.
- Ability to obtain Tax Calculation Certification within one year of hire.
- Ability to obtain Election Administrator Certification within one year of hire.
- Ability to obtain Notary Public Certification within one year of hire.
- Ability to obtain Title Certification within one year of hire.
- Minimum of a year of supervisory experience preferred.

Knowledge, Skills and Abilities:

- Ability to interpret and apply personnel rules and union contracts.
- Ability to identify training needs and design and implement training programs for employees.
- Ability to organize work efficiently and to analyze and correct workflow problems.
- Knowledge of modern office practices, equipment and software.
- Microsoft proficient.
- Extensive knowledge of accounting, bookkeeping and best practices.
- Ability to be objective, accept responsibility and maintain confidentiality.
- Knowledge of County, State and Federal requirements, policies and laws relevant to work.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to work independently and to make decisions in keeping with policy and procedures.
- Ability to apply professional/managerial principles and judgement within overall goals and direction established

by management.

- Analytical ability to select, evaluate and interpret data from several sources including policies, guidelines and procedures.
- Ability to maintain frequent contact with other departments, outside agencies and the public on specialized matters requiring detailed or technical responses and explanations.

Physical Demands and Working Conditions

- Work is generally performed in an office setting.
- Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- Work is light duty and sedentary with the ability to lift, carry or push up to 50 pounds.
- This position may be occasionally exposed to mental effort and stress.
- This position frequently performs work under high attention to detail and deadlines.

Equipment Utilized

- Office equipment and computer hardware and software.

Competencies Common to all County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures.
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Becker County in a professional manner to the public, outside contacts and constituencies.



Classification: Chief Deputy Auditor-Treasurer II, Grade 11
Department: Auditor-Treasurer
Reports to: County Auditor-Treasurer
FLSA Classification: Non-Exempt
Union Status: Non-Union
Board Approved: ~~September 15, 2026~~ **December 2, 2025**

Position Summary

The Chief Deputy Auditor-Treasurer II is responsible to assist in maintaining and implementing department activities and acts as the Auditor-Treasurer in that person's absence. Responsible for assisting with department and personnel management and administration. Oversees and performs accounting and data processing activities. Administers all elections within Becker County. *Must be familiar and can complete all tasks of persons who are direct reports.*

Essential Duties and Responsibilities

Accounting and Administrative

- Acts as Auditor-Treasurer in that person's absence including financial transactions, meetings, authorizations and approvals, and decision making.
- Ensures compliance with all applicable federal, state, and local laws and policies, data privacy and security, etc.
- Monitor various due date requirements for reporting, publishing, mailings and prepare resolutions for board approval if applicable (Office of Secretary of State, Auditor, Education, Public Safety and Revenue)
- Responsible for balancing cashbook and preparation of spreadsheet detailing account activity balancing with the Integrated Financial system (IFS).
- Oversees collection of all revenues received by the County including taxes and miscellaneous receipts.
- Reviews and audits the general ledger to ensure payroll costs are expensed to the appropriate department and line item.
- Reconciles FSA and HSA plan data provided by the Payroll-HR Specialist against the benefit back account.
- ~~Oversees payroll processes assuring accuracy and resolving issues and problems.~~
- Prepares semi-annual payroll audit of all employees and prepares payroll budget spreadsheet for budgeting purposes. ~~and other cost analysis.~~
- Functions as Property Tax Administrator: calculates tax levies and prepares tax statements. Prepares, submits and certifies abstract to the State.
- Oversees the posting of corrections and refunds in the tax system and creates records. Researches and resolves tax system problems and determines appropriate changes.
- ~~Assists with union negotiations and budgeting through research, development of spreadsheets and projections, and providing information regarding pay scales and other benefit rates.~~
- Election Administer within Becker County and non-home schools.
 - Compiles election ballot.
 - Develops and presents election judge training; ensures requirements for judges are met.
 - Prepares election abstract and submits to Secretary of State.
 - Orders, maintains, and distributes all supplies and materials required to conduct elections.
 - Schedules and assists with conducting canvassing board.
 - Oversees, maintains and audits voter and voting databases.
 - Ensures that election equipment is tested and security is maintained.
 - Oversees mail balloting and absentee balloting.
 - Assigns duties to staff and manages the flow of ballots and personnel for processing and counting ballots and collection of supplies.
- Oversees delinquent tax and tax forfeited processes.

• Recommends office procedures changes, system changes etc. to Auditor-Treasurer and Financial Manager based on past practices, policies and procedures (ex. Accounts, budgets etc.) • Completes multiple complex projects assigned from the Auditor-Treasurer • Supervises Motor Vehicle Department in absence of License supervisor and is a DUR
Staff management • Assists with recruitment and selection of staff, makes hiring recommendations. • Organizes and prioritizes workload requirements. • Provides effective supervision, training, and guidance for assigned personnel; is approachable; anticipates changes and manages challenges. • Promotes teamwork and cooperation. • Serves as a positive role model of successful performance and ethical conduct. • Monitors and documents the work performance of assigned personnel, conducts effective coaching and mentoring, reviews performance, and takes corrective action whenever necessary. • Works with employees to correct deficiencies. • Implements discipline and termination procedures. • Assists and educates staff in federal, state, county and departmental responsibilities, statutes, rules, regulations, policies and procedures.
Customer Service • Addresses and responds to inquiries in person, by phone, email or by mail regarding office operations or concerns. • Serves as a customer service role model. • Determines public or private status of requested data.
• Attends educational opportunities and participates in professional organizations. • Performs other duties as assigned or apparent.

Qualifications

Education: Associate degree in a relevant field and five years relevant work experience or equivalent combination of education/ training/ experience.

Requirements:

- Valid Minnesota Driver's License.
- Tax Calculation Certification.
- Election Administrator Certification.
- Notary Public Certification.
- Title Certification.
- Minimum of 3 years of supervisory experience preferred.

Knowledge, Skills and Abilities:

- Ability to interpret and apply personnel rules and union contracts.
- Ability to identify training needs and design and implement training programs for employees.
- Ability to organize work efficiently and to analyze and correct workflow problems.
- Comprehensive knowledge of modern office practices, equipment and software.
- Microsoft proficient.
- Comprehensive knowledge of accounting, bookkeeping and best practices.
- Ability to be objective, accept responsibility and maintain confidentiality.
- Comprehensive knowledge of County, State and Federal requirements, policies and laws relevant to work.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.

- Ability to work independently and to make decisions in keeping with policy and procedures.
- Ability to apply professional/managerial principles and judgement within overall goals and direction established by management.
- Ability to complete assignments independently.
- Ability to understand and interpret complex legal descriptions.
- Ability to interact and communicate effectively and respectfully with employees, supervisors, individuals from other organizations and customers.
- Ability to coordinate, organize & direct staff to create and maintain high quality public service.
- Analytical ability to select, evaluate and interpret data from several sources including policies, guidelines and procedures.
- Ability to maintain frequent contact with other departments, outside agencies and the public on specialized matters requiring detailed or technical responses and explanations.

Physical Demands and Working Conditions

- Work is generally performed in an office setting.
- Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- Work is light duty and sedentary with the ability to lift, carry or push up to 50 pounds.
- This position may be occasionally exposed to mental effort and stress.
- This position frequently performs work under high attention to detail and deadlines.

Equipment Utilized

- Office equipment and computer hardware and software.

Competencies Common to all County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures.
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Becker County in a professional manner to the public, outside contacts and constituencies.



Classification: Human Resources Director, Grade 14
Department: Human Resources
Reports to: County Administrator
FLSA Classification: Exempt
Union Status: Non-Union
Board Approved: ~~September 15, 2026~~February 4, 2025

Position Summary

The Human Resource Director is responsible for the design, development, operation, and administration of a comprehensive Human Resource program with primary responsibility being overall management of departmental functions. Provides administrative and technical support to the County Administrator with research and analysis, recommendations on projects, policies, and programs as needed. Manages Human Resource budget.

Essential Duties and Responsibilities

- Human Resource Administration**
- Ensures compliance with federal, state, and local laws, regulations and policies affecting the HR operational area including benefits, compensation, employee and labor relations, training and development, recruitment and retention, payroll, and safety.
 - Develops internal practices and designs and implements programs, policies, and practices for the County.
 - Develops, reviews, updates, and facilitates a fair and equitable hiring process for County positions; develops and administers job-related selection instruments; guides the process of hiring, transfers, promotions, and other issues related to the hiring process.
 - Develops, interprets, and implements countywide personnel policies and procedures.
 - Assists in labor negotiations: Participates in and coordinates labor negotiations for the bargaining units in collaboration with Department Heads, Attorneys, Business Agents, and Stewards as appropriate; prepares and proposes contract language; interprets and administers contracts with respect to grievances, wages and salaries, employee welfare, health care, pensions, union and management practices, and other contractual stipulations.
 - Manages employee relations: Provides direction to employees, supervisors, and Department Heads; resolves employee grievances and complaints; provides direction on performance and disciplinary issues, investigations, and resolutions of discrimination complaints and problems; consults with labor attorneys and implements process and procedures.
 - Oversees payroll processes assuring accuracy and resolving issues and problems.
 - Oversee leave administration to comply with Minnesota Paid Family and Medical Leave, Federal Family and Medical Leave Act, Minnesota Pregnancy and Parental Leave Law, Americans with Disabilities Act and all other state and federal protected leave standards.
 - Prepares semi-annual payroll audit of all employees and prepares payroll budget spreadsheet for budgeting purposes and other cost analysis.
 - Serve as the system administrator for the HRIS software.
 - Performs project facilitation: Conducts research and analysis on projects/issues/legislation and develops reports, recommendations, administrative procedures, and policy considerations for the Department Heads, County Administrator and County Board.
 - Performs risk management: Directs the administration of programs for Property, Liability and Workman’s Compensation Insurance. Provides assistance and guidance to department heads regarding safety/risk issues. Reviews and analyzes claims data. Ensures compliance with OSHA including reporting.
 - Manages the Department of Human Resources department: sets policy, establishes budget, and reviews and provides oversight in operations.
 - Serves on multiple committees including Employee Appreciation Committee, Safety Committee, Wellness

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Committee, Finance Committee, and Personnel Appeals Committee. - Facilitate insurance benefit options by analyzing exiting benefits, evaluating services, coverages, and options available through insurance to determine programs that best meets the needs of the County, recommend changes to benefit programs to the County Board. Serve as the facilitator of the Becker County Employee Benefits Committee and its liaison to the County Board. - Coordinates the County's supplemental training and development programs. - Interprets, updates and advises the County Board, management staff, and elected officials on federal and state statutes relating to employee relations. Responsible for implementing all statutes governing public employees and ensuring compliance. - Conducts performance base management to determine performance measures for ongoing performance improvement.
Personnel Administration - Supervision of HR staff ~~and maintenance department~~ to include performance management. - Serves as a customer service role model and ensures staff adheres to customer service principles. - Ensures safe work practices and completion of injury reports. - Organizes and prioritizes workload requirements. - Recruits, interviews and hires staff. - Provides effective supervision, training, and guidance for assigned personnel; is approachable; anticipates changes and manages challenges. - Assists and educates staff in federal, state, county and departmental responsibilities, statutes, rules, regulations, policies and procedures. - Promotes teamwork and cooperation. - Serves as a positive role model of successful performance and ethical conduct. - Monitors and documents the work performance of assigned personnel, conducts effective coaching and mentoring, reviews performance, and takes corrective action whenever necessary.
- Attends educational opportunities and meetings. - Performs other duties as assigned or apparent.

Qualifications

Education: Bachelor's degree in Human Resources, Public Administration, Organizational Management, or related field; and five years relevant work experience; or equivalent combination of education/training/experience.

Requirements:

- Valid MN Driver's License.
- Ability to obtain SHRM CP/SCP and/or Senior Human Resource Professional certifications within one year of hire.
- Ability to bring recommendations forward that promote efficiency and effectiveness but also adhere to directives in supportive and positive fashion.
- Strong communication skills both verbal and non-verbal and the ability to adapt communication style as needed for audience.
- Ability to promote positive employee relations and a team environment.
- Skill in use of computers and MS Office software.

Physical Demands and Working Conditions

- Work is performed in an office setting.
- Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- Work is light duty and sedentary with the ability to lift, carry or push up to 20 pounds.
- This position may be frequently exposed to mental effort and stress.
- This position frequently performs work under high attention to detail and deadlines.

Equipment Utilized

- Office equipment and computer hardware and software.

Competencies Common to all County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures.
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Becker County in a professional manner to the public, outside contacts and constituencies.



Classification: Payroll ~~-- HR Accounting~~ Specialist ~~I~~, Grade ~~76~~
Department: ~~Human Resources Auditor-Treasurer~~
Reports to: ~~Human Resources Director Chief Deputy Auditor-Treasurer~~
FLSA Classification: Non-Exempt
Union Status: ~~Not yet determined Teamsters-Courthouse~~
Board Approved: ~~September 15, 2026~~ December 2, 2025

Position Summary

The Payroll ~~Accounting~~ HR Specialist ~~I~~ is responsible for implementation, processing and preparing the bi-weekly Becker County payroll. Performs customer services and a variety of reporting and data processing. This role emphasizes improving payroll systems, ensuring data accuracy, and contributing to strategic workforce planning.

Essential Duties and Responsibilities

Payroll

- Compiles and processes the Becker County bi-weekly payroll, including the withholding, auditing, and reporting of PERA.
- Assists with benefits administration by balancing, preparing and submitting employee benefits and withholding payments including retirements, garnishments, union dues, insurances, section 125, health benefits, taxes, social security, etc., ensuring billings are accurate.
- Prepares, files and tracks all state and federal payroll reporting.
- ~~Reviews and audits to determine that each employee's benefits and gross pay is expensed to the correct department and line item.~~
- Prepares all payroll documents and retains according to record retention requirements.
- Creates, ~~balances and uploads~~ the general ledger and provides to the Auditor Treasurer Office for upload into the financial software system.
- ~~In conjunction with HR, pP~~prepares and executes all payroll adjustments per union contracts.
- ~~Manages~~ Provides EFT debit information for direct deposits to the Auditor Treasurer Office for bank reconciliation ~~ensuring correct EFT debits for direct deposits and taxes.~~
- ~~Monitors FSA plans and reconciles to Benefits Bank Account.~~
- Creates, analyses and edits vendor files to balance vendor premium payments. Coordinates vendor information and deductions.
- Prepares W2's and 1095 forms, PERA annual reports, and any annual Union payouts.
- Verifies and processes all electronic timesheets with attention to accuracy, policy compliance, and proper coding. Actively monitors timesheet approval status across departments and follows up to ensure timely submission and payroll processing.
- Ensure payroll procedures and employee time reporting comply with multiple union contracts and the county's personnel policy.
- ~~Serve as one of the system administrators for payroll and timekeeping software.~~
- ~~Lead system updates, testing and troubleshooting to optimize functionality.~~
- Serves as the main point of contact for questions and concerns on timesheet coding.
- Updates payroll and holiday calendar annually.
- Manages and maintains accurate tracking of employee leave accruals, including vacation, sick and compensatory time. Generates and distributes regular reporting related to compensated balances for management and auditing purposes.

Administrative, Reporting, and ~~Human Resources~~ Accounting

- Maintains employee benefit and payroll information in accordance with confidentiality requirements.

- Provides information wage analysis and cost analysis for budgeting purposes.
 - Creates cost analyses for Committee/Board meetings.
 - Creates MCIT workers comp estimate and actual annual report.
 - Creates, reviews and audits 941 reports for MN Department of Revenue and the IRS.
 - ~~Creates and uploads New Hire report for the Minnesota New Hire Reporting Center.~~
 - Prepares and send employees Wage Change Notices.
 - Coordinates with state auditors by compiling, verifying, and providing accurate financial and payroll data to ensure compliance with state auditing requirements and regulations.
 - Serves as primary point of contact for Public Employees Retirement Association (PERA), ensuring accurate reporting, timely submission of data, and resolution of employee and agency inquiries.
 - Assists with union negotiations and budgeting through research, development of spreadsheets, projections, and providing information regarding pay scales and total compensation.
 - Serves as the main point of contact for employees when applying for leave through Minnesota Paid Family and Medical Leave, Federal Family and Medical Leave Act, Minnesota Pregnancy and Parental Leave Law, Americans with Disabilities Act and all other state and federal protected leaves.
- Attends trainings and meetings.
 - ~~Work with HR~~Coordinate with other HR members to ensure alignment between payroll, benefits, and employee records.
 - Createsd detailed reports for audits and budgeting purposes.
 - Identify and implement process improvements to enhance payroll accuracy and efficiency.
 - Provide training on timesheet coding and system use.
 - Performs other duties as assigned or apparent.

Qualifications

Education: ~~High School diploma or equivalent and some post-high school training or education. At least one year of payroll processing experience or equivalent combination of education/ training/ experience. One year experience with Microsoft Office Suite, accounting software and databases. Associate degree in a relevant field and three years relevant work experience or equivalent combination of education/ training/ experience.~~

Requirements:

- Knowledge of modern office procedures, equipment and software.
- Knowledge of basic accounting and bookkeeping.
- Skill in performing accurate and efficient data entry.
- The ability to communicate effectively, orally and in writing, and have positive public relations skills.
- Ability to work under limited supervision with general autonomy in determining how objectives are achieved.
- Ability to apply a variety of procedures and policies using moderate analytical ability to adapt standard methods to meet facts and conditions.
- Ability to manage multiple tasks and meet strict deadlines in high-pressure environments, ensuring accuracy, attention to detail, and compliance with payroll regulations.
- Advanced proficiency with payroll software and tools, as well as Microsoft Excel, including pivot tables, v-lookups, and data analysis functions.

Physical Demands and Working Conditions

- Work is performed in an office setting.
- Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- Work is light duty and sedentary with the ability to lift, carry or push up to 10 pounds.
- This position may be occasionally exposed to mental effort and stress.

- This position frequently performs work under high attention to detail and deadlines.

Equipment Utilized

- Office equipment and computer hardware and software.

Competencies Common to all County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures.
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Becker County in a professional manner to the public, outside contacts and constituencies.

2027 Human Services Contract Information

BEHAVIORAL HEALTH

A1i. Lakeland Mental Health Center:

This is an agreement for outpatient mental health, outpatient psychiatric, Adult Rehabilitative Mental Health Services (ARMHS), Emergency Services, CTSS, Children's and Adult mental health case management and Rule 14 Community Support Services (CSP).

Outpatient Services -	\$279,716
ARMHS Group Services -	\$ 12,370
RULE 14-Community Support Program	<u>\$ 87,540</u>
NTE	\$379,626

Contract Changes:

**Decrease of \$3,000 to the NTE*

-An increase of 10% to the Outpatient & Psychiatry Services and a 2.5% increase for ARMHS Services.

-We propose eliminating the Non-MA Funded CTSS Service from this agreement. Non-MA Funded CTSS clients can be referred to the local schools in Becker County for service.

Termination Requirements:

6 Month Advance Written Notice

A1ii. Lakeland Mental Health Center:

This is an agreement to furnish Clinical Supervision for Rule 79 Adult and Children's Mental Health Case Management.

1 hour for travel, documentation, and/or emergency clinical consultations per month	\$144.67 per hour
1 hour of Clinical Supervision per month	\$144.67 per hour
NTE	\$3,500

Contract Changes:

**Increase of \$114 to the NTE*

Termination Requirements:

30 Days Advance Written Notice

A2. Solutions Behavioral Health:

This is an agreement for children's and adult mental health case management. Solutions bills MA directly at the contracted TCM rate.

Children's MH TCM Rate	\$894 or a \$72.78 per hour Non-MA Rate
Adult MH CM TCM Rate	\$516 or a \$72.78 per hour Non-MA Rate

Contract Changes:

**Increase in the CMH & AMH TCM rates set by DHS*

Termination Requirements:

30 Days Advance Written Notice

A3. Stellher Human Services:

This is an agreement for crisis stabilization services at the Willow Tree, mobile crisis teams, Children's Respite and the 24/7 crisis line. Crisis services and Willow Tree are covered under the State of Minnesota Crisis Grant.

Mobile Crisis Response	\$342,012
Willow Tree	<u>\$ 0.00</u>
NTE	\$342,012

Contract Changes:

**Decrease of \$7,385 to the Mobile Crisis Response due to a reduction in the allocation.*

**Decrease of \$323,673 due to White Earth now providing their own Crisis Services.*

Termination Requirements:

30 Days Advance Written Notice

ADULT SERVICES**B1. Becker County DAC**

This contract is to provide day training and habilitation services to persons with disabilities.

Residential Treatment Rates/Non-Waiver:

Full Day Program per day	\$ 75.47
Partial Day Program per day	\$ 48.38
Transportation	<u>\$ 10.96</u>
NTE	\$11,000

Semi Independent Living Skills Services per 15 minutes/unit	<u>\$ 8.33</u>
NTE	\$32,847

Total Contract NTE \$43,847

Contract Changes:

**Decrease of \$24, 079 due to long term county funded recipients transitioning to waivers*

Termination Requirements:

30 Days Advance Written Notice

B2. Lutheran Social Services:

This is a contract for guardianship services and related services for indigent persons who are vulnerable due to mental illness, chemical dependency, or mental deceleration.

\$260 rate per client per month - Maximum of 9 clients

NTE \$28,080

Contract Changes:

No Changes

Termination Requirements:

30 Days Advance Written Notice

B3. Sourcewell:

Provide administration of adult foster care licensing.

New applicant and annual license fee: \$ 2,100 DHS 50%/BC 50%

(Includes change of ownership for CRS settings)

There is no fee for a change of premises

DHS will collect the fees and reimburse counties their share.

NTE \$49,342.92

Contract Changes:

**Increase of \$1,436.92 which is the standard 3% yearly increase*

Termination Requirements:

30 Days Advance Written Notice

CHILDREN AND FAMILY SERVICES

C1-i. Lakes Crisis & Resource Center:

This contract is to provide Positive Connection Services such as parenting time and mentoring. Provides supervised visitation and mentoring/coaching to parents whose children are in out-of-home placement.

Billable Rates:

\$52 ph for Coaching

\$50 ph for Supervision

\$20 UA Testing

\$5 Breathalyzer Testing

\$25 ph onsite visit survey room wo/facilitator

No show/cancel rate 2 hours

\$30 ph travel time

NTE \$100,000

Contract Changes:

**Decrease of \$75,000 to NTE due to underutilization.*

Termination Requirements:

30 Days Advance Written Notice

C1-ii. Lakes Crisis & Resource Center:

This contract is to provide PSOP Services (Parent Support Outreach). Provides early intervention and prevention services to high-risk families with children between the ages of 6 and 10 years, including concrete supports/flex funding. The PSOP funding allocation totaling **\$34,878.14** is split three ways between Becker County Human Services, Mahube, and Lakes Crisis & Resource Center. Mahube and Lakes Crisis & Resource Center will each receive an allocated amount of **\$11,626.05**. Becker County Human Services share of **\$11,626.04** will be used by the Behavioral Health PSOP worker.

Billable rate of \$50.00 per hour

NTE \$11,626.05

Contract Changes:

**Decrease in the allocation of \$10,685.86 which results in a decrease of \$3,561.95 to this contract*

Termination Requirements:

30 Days Advance Written Notice

C1-iii. Lakes Crisis & Resource Center:

This contract is to provide FGDM (Family Group Decision Making) services. Funding from the DHS Family Group Decision Making Grant in the amount of **\$48,777** for the DHS fiscal year. This contract is for Becker along with 10 additional counties.

Billable rate of \$65.00 per hour

NTE \$48,777

Contract Changes:

**Decrease from a one-year agreement to 6 months and a decrease in funding of \$48,777. The grant allocation is set to expire on 6/30/2027.*

Termination Requirements:

30 Days Advance Written Notice

C2. Lutheran Social Services:

This contract is to provide Family-based Counseling, Family Life Skills, CTSS, Foster Family Support, and Child Welfare Targeted Case Management (CW-TCM). These services are funded through a combination of county, state and federal dollars including MA, CW-TCM, the DHS CMH Screening Grant, and VCAA funds. Home-based services are designed to prevent repeat child maltreatment, prevent out-of-home placement, and expedite reunification when children are placed.

Intensive In-Home rate \$88.94

Family Resource Services rate \$70.56

Professional Mental Health rate \$88.94

CW-TCM

NTE \$200,000

Contract Changes:

**Decrease of \$50,000 to the NTE due to underutilization*

**Increases to the following hourly rates: IIT from \$79.41 to \$88.94, FRS from \$63.00 to \$70.56, PMH from \$79.41 to \$88.94*

Termination Requirements:

30 Days Advance Written Notice

C3. MAHUBE-OTWA:

This contract is to provide PSOP Services (Parent Support Outreach). Provides early intervention and prevention services to high-risk families with children between the ages of 6 and 10 years, including concrete supports/flex funding. The PSOP funding allocation totaling **\$34,878.14** is split three ways between Becker County Human Services, Mahube, and Lakes Crisis Center. Mahube and Lakes Crisis Center will each receive an allocated amount of **\$11,626.05**. Becker County Human Services share of **\$11,626.04** will be used by the Behavioral Health PSOP worker.

Billable rate of \$50.00 per hour

NTE \$11,626.05

Contract Changes:

**Decrease in the allocation of \$10,685.86 which results in a decrease of \$3,561.95 to this contract*

Termination Requirements:

30 Days Advance Written Notice

C5. Sourcewell:

Provide administration of childcare licensing.

Background Fee \$25 - \$100

New applicant license fee - \$ 50

1 year license fee renewal - \$50

Fire Marshal Fee \$50

NTE \$63,747

Contract Changes:

**Increase of \$1,857 which is the standard 3% yearly increase*

Termination Requirements:

30 Days Advance Written Notice

C6. Community and Life Services:

Provides in-home family development and parenting services to families. Home based services are designed to prevent repeat child maltreatment, prevent out-of-home placement, and expedite reunification when children are placed. These services are funded through a combination of county, state and federal dollars including the DHS Opioid Allocation and VCAA funds

Family Development/Family Engagement Services - \$68.25 per hour

NTE \$20,000

Contract Changes:

**Decrease of \$16,000 to NTE due to ability to bill MA for some services. Increase to the hourly rate from \$65 to \$68.25*

No Changes

Termination Requirements:

60 Days Advance Written Notice

INCOME MAINTENANCE

D1. Rural Minnesota CEP:

This contract is to provide employment services for Becker County Clients within the outlined budget. CEP shall implement a Statement of Work for all programs and follow all Federal and State guidelines.

MFIP Employment Services - 59% **\$258,237**

Administration - 7.5% **\$ 32,827**

Total \$291,064

Contract Changes:

Increase in allocation of \$23,419

Termination Requirements:

30 Days Advance Written Notice

D2. MAHUBE-OTWA:

This agreement is for the purchase of administration of all Child Care Administration Programs.

This is a portion of the Basic Sliding Fee Allocation for Calendar year 2027.

NTE \$94,124

Contract Changes:

**Increase of \$2,741 which is a 3% increase*

Termination Requirements:

30 Days Advance Written Notice

CHILD SUPPORT

E1. Kevin Niemann:

This agreement with Kevin Niemann is for service of process of the legal papers for Child Support which helps establish paternity and secure financial support for minor children who are living apart from one or both parents. It is required by statute that individuals be personally served with documents for the legal action.

Service of Process: \$45 + IRS Rate per mile, with a minimum of 10 miles per service

Attempted Service: \$35 + IRS Rate per mile, with a minimum of 10 miles per service

Rush Request: \$25

NTE for this contract \$3,750

(1 of 2 contracts totaling \$5,000)

Contract Changes:

No Change

Termination Requirements:

30 Days Advance Written Notice

E2. Robert Strand:

This agreement with Robert Strand is for the process of the legal papers for Child Support which helps establish paternity and secure financial support for minor children who are living apart from one or both parents. It is required by statute that individuals be personally served with documents for legal action.

Service of Process: \$45 + IRS Rate per mile, with a minimum of 10 miles per service

Attempted Service: \$35 + IRS Rate per mile, with a minimum of 10 miles per service

Rush Request: \$25

NTE for this contract \$1,250

(1 of 2 contracts totaling \$5,000)

Contract Changes:

No Change

Termination Requirements:

30 Days Advance Written Notice

E3. Father's Resource Program:

This program involves eleven counties, Becker, Clay, Morrison, Grant, Otter Tail, Pope, Stevens, Todd, Traverse, Wadena and Wilkin, providing services through MAHUBE-OTWA Community Action Partnership, Inc. The program provides services to parents needing assistance regarding their child support, custody, and parenting time issues. They assist them in completion of legal documents to be filed with the court.

Becker County \$8,600

Contract Changes:

No Change

Termination Requirements:

30 Days Advance Written Notice

Becker County Human Services

Contract Summary

2027 DHS Children's Mental Health Screening Grant Contract (Renewal)

With this grant contract, Becker County Human Services agrees to provide mental health screening to eligible children in the child welfare and juvenile justice systems and to make referrals to mental health professionals for any necessary follow up assessments or treatments. They also may utilize grant funds for necessary short-term services.

Total project total for January 1 – December 31, 2027: \$ 29,432

2026/2027 Positive Pathways PLLC Visitation Services Agreement (New)

This agreement is for Positive Pathways out of Park Rapids, MN, to provide supervised parenting time services either with or without parent education as referred by Becker County. This service is utilized for permanency planning for CHIPS cases, safety, case, or permanency planning, placement prevention, reunification, or placement transition.

This agreement sets the fee for use from September 15, 2026 to December 31, 2027:

1 Child without parent education:	\$ 55/hour
1 Child With parent education:	\$ 65/hour
2-3 Children without parent education:	\$ 65/hour
2-3 Children with parent education:	\$ 75/hour
4+ Children without parent education:	\$ 75/hour
4+ Children with parent education:	\$ 85/hour
Standalone Parent Education:	\$ 75/hour
Drug/Alcohol Screenings:	\$ 50 base fee

2026 Plus Kids Visitation Service Agreement (New)

This agreement is for Plus Kids out of Elbow Lake, MN to provide supervised parenting time services either with or without parent education as referred by Becker County. This service is utilized for permanency planning for CHIPS cases, safety, case, or permanency planning, placement prevention, reunification, or placement transition.

This agreement sets the fee for use from September 15, 2026 to December 31, 2026:

With or without parent education:	\$ 60/hour
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The three full contracts/agreements referenced within to follow.

State of Minnesota County Grant Contract Worksheet (Not Part of the Contract)

This worksheet contains private information and should not be reproduced or distributed externally. If you circulate this grant contract internally, only offices that require access to the tax identification number and all individuals/offices signing this grant contract should have access to this page.

Total Amount of Grant Contract: <u>\$29,432</u>	
FinDeptID: H55 31725	amount for state fiscal year <u>2027</u> : <u>\$14,716</u>
	amount for state fiscal year <u>2028</u> : <u>\$14,716</u>

☒ State Funds Only

☐ Federal Funds Only

☐ Both State and Federal Funds

Starts in fiscal year: 2027	Vendor ID: 0000197276
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SWIFT Grant#/Encumbrance #: GRK _____ / 30000 _ _ _ _ _

Number/Date/Initials:

Individual signing certifies that funds have been encumbered as required by Minnesota Statutes, section 16A.15.

Related RFP file number: GSS-10761 (Contract), GSS-10761 (Non-Competitive Application)

COUNTY Name and Address: **Becker County Human Services**

712 Minnesota Ave

Detroit Lakes, MN 56501



Minnesota Department of Human Services

County Grant Contract

This Grant Contract, and all amendments and supplements to the contract ("CONTRACT"), is between the State of Minnesota, acting through its Department of Human Services, Behavioral Health Administration ("STATE") and **Becker County Human Services**, an independent grantee, not an employee of the State of Minnesota, located at 712 Minnesota Ave, Detroit Lakes, MN 56501 ("COUNTY").

RECITALS

STATE, pursuant to Minnesota Statutes, section 256.01, subdivision 2(a)(6), and Minn. Stat. § 245.4889, subd. 1(a)(1) and subd. 1(b)(7), has authority to enter into contracts for the following services: mental health screenings, assessments, and referrals for diagnostic assessment and/or treatment for children within the child welfare and juvenile justice populations (prioritizing funds for uninsured and underinsured children).

COUNTY represents that it is duly qualified and willing to perform the services set forth in this CONTRACT to the satisfaction of STATE.

THEREFORE, the parties agree as follows:

CONTRACT

1. CONTRACT TERM AND SURVIVAL OF TERMS.

1.1. Effective date: This CONTRACT is effective on **January 1, 2027**, or the date that STATE obtains all required signatures under Minn. Stat. § 16B.98, subd. 5, whichever is later.

1.2. Expiration date. This CONTRACT is valid through **December 31, 2027**, or until all obligations set forth in this CONTRACT have been satisfactorily fulfilled, whichever occurs first.

1.3. No performance before notification by STATE. COUNTY may not begin work under this CONTRACT, nor will any payments or reimbursements be made, until all required signatures have been obtained per Minn. Stat. § 16B.98, subd. 7, and COUNTY is notified to begin work by STATE's Authorized Representative.

1.4. Survival of terms. COUNTY shall have a continuing obligation after the expiration or termination of CONTRACT to comply with the following provisions of CONTRACT: Liability; Information Privacy and Security; Intellectual Property Rights; State audit; and Jurisdiction and Venue.

1.5. Time is of the essence. COUNTY will perform its duties within the time limits established in CONTRACT unless it receives written approval from STATE. In performance of CONTRACT, time is of the essence.

2. COUNTY'S DUTIES.

2.1 Duties. COUNTY shall perform duties as follows:

1. Provide mental health screenings to eligible children in the child welfare and juvenile justice systems as described in Minn. Stat. §§ [245.4874, subd. 1\(a\)\(12\)](#); [260B.157, subd. 1](#); [260B.176, subd. 2\(e\)](#); and [260B.235, subd. 6](#).
2. Utilize mental health screening instruments that have been approved by the Commissioner of the Minnesota Department of Human Services for use with the child welfare and juvenile justice populations.
3. Utilize eligible child mental health screeners, which include child welfare professionals, juvenile justice professionals, and mental health practitioners, to conduct mental health screenings and ensure all screeners are trained and demonstrate competency in the use of the Commissioner of the Minnesota Department of Human Services approved screening instruments.
4. For those children who are identified through a positive screening as at risk of needing or who need mental health services, COUNTY must inform both the child and their parent(s) or primary caregiver(s) of positive screening's implications, and assist families with making referrals to mental health professionals for any necessary follow up mental health assessments or treatments.
5. For those children who are identified through a positive screening as at risk of needing or who need mental health services, COUNTY may choose to use CONTRACT funds for short-term clinical, ancillary, or supportive services such as diagnostic assessments, psychotherapy, skills and support groups, or other necessary mental health services that are not reimbursable by Minnesota Health Care Programs (MHCP) or other insurance.
6. Enter child welfare data from calendar year 2027 data into SSIS by March 15, 2028. Send juvenile justice data to the COUNTY's designated Department of Corrections contact in the prescribed format by the deadline indicated.

For awards greater than \$25,000, a COUNTY performance evaluation will be posted publicly at <https://osp.admin.mn.gov/granteval/grant-eval-uploader>, per [Minn. Stat. § 16B.98, subd. 12](#) and OGM Policy 08-13 after the conclusion of the CONTRACT.

2.2. Grant Progress Reports.

COUNTY shall submit **annual** grant progress reports to the STATE. Grant progress reports shall summarize activities and outcomes for the given period, and may include, but are not limited to goals, objectives, activities, outcomes, challenges, lessons learned and financial information. COUNTY shall

submit program reports to the STATE according to the following schedule and in a mutually agreed upon format:

Due Date:	For service period:
December 31, 2027	Prior year

2.3 Accessibility. Any information technology deliverables and services (including information systems, tools, content, and work products) provided under this CONTRACT, including but not limited to software applications, web sites, video, learning modules, webinars, presentations, etc., whether commercial, off-the-shelf (COTS) or custom, purchased or developed, must comply with the [State of Minnesota Accessibility Standard](#),¹ as updated on July 1, 2024. This standard requires, in part, compliance with the Web Content Accessibility Guidelines (WCAG) 2.1 (Level AA) and Section 508 of the Rehabilitation Act of 1973.

In addition, any documents, reports, communications, etc. contained in an electronic format that COUNTY delivers to or disseminates for the STATE must comply with the State of Minnesota Accessibility Standard. (The relevant requirements are contained under the “Standards” tab at the link above.) Information technology deliverables or services as outlined above that do not meet the required number of standards or the specific standards required may be rejected and STATE may withhold payment pursuant to clause 3.2(a) of CONTRACT.

3. CONSIDERATION AND TERMS OF PAYMENT.

3.1 Consideration. STATE will pay for all services satisfactorily provided by COUNTY under this CONTRACT.

a. Compensation.

1. COUNTY will be paid in accordance with **Attachment A, Budget**, which is attached and incorporated into this CONTRACT.
2. Budget Modification.
 - a. COUNTY must obtain STATE written approval before changing any part of the budget.
 - b. Notwithstanding Clause 17.1 of CONTRACT, shifting of funds between budget line items does not require an amendment if the amount shifted does not exceed 10% of that budget year total and does not change the total obligation amount.
 - c. If COUNTY’s approved budget changes proceed without an amendment pursuant to this clause, COUNTY must record the budget change in EGMS or on a form provided by STATE.

¹ <https://mn.gov/mnit/about-mnit/accessibility/>

- b. Travel and subsistence expenses.** Reimbursement for travel and subsistence expenses actually and necessarily incurred as a result of COUNTY's performance under this CONTRACT shall be no greater an amount than provided in the most current Commissioner's Plan (which is incorporated by reference), promulgated by the Commissioner of Minnesota Management and Budget as specified in the [Nonrepresented Employees Plan, Chapter 15](#).² COUNTY shall not be reimbursed for travel and subsistence expenses incurred outside the geographical boundaries of Minnesota unless it has received prior written approval from STATE. Minnesota shall be considered the home state for determining whether travel is out of state.
- c. Administrative Costs.** Pursuant to Minn. Stat. § 16B.98, subd. 1(a), COUNTY administrative costs must be necessary and reasonable. STATE and COUNTY have discussed and agree that the Administrative Costs are necessary and reasonable.
- d. Total obligation.** The total obligation of STATE for all compensation and reimbursements to COUNTY shall not exceed **twenty-nine thousand four hundred thirty-two dollars (\$29,432)**. **The breakdown of the total award amount is as follows: Child Welfare, twenty-nine thousand four hundred thirty-two dollars (\$29,432) and Juvenile Justice, zero dollars (\$0).**
- e. Withholding.** For compensation payable under this CONTRACT, which is subject to withholding under state or federal law, appropriate amounts will be deducted and withheld by STATE as required.

3.2. Terms of payment

- a. Invoices.** Pursuant to Minn. Stat. § 16A.124, payments shall be made by STATE promptly after COUNTY submits an invoice for services performed and the services have been determined acceptable by STATE's authorized agent pursuant to Clause 4.1. Invoices shall be submitted promptly and in a form prescribed by STATE, if applicable, and according to the following schedule: **quarterly**. If STATE does not prescribe a form, COUNTY may submit invoices in a mutually agreed invoice format.

Reporting Period	Invoice Due
January 1, 2027 – March 31, 2027	April 30, 2027
April 1, 2027 – June 30, 2027	July 30, 2027
July 1, 2027 – September 30, 2027	October 30, 2027
October 1, 2027 – December 31, 2027	January 30, 2028

- b. Federal funds.** Not Applicable.

² <https://mn.gov/mmb/employee-relations/labor-relations/labor/nonrepresented-employees-compensation-plan.jsp>

4. CONDITIONS OF PAYMENT.

4.1. Satisfaction of STATE. All services provided by COUNTY pursuant to this CONTRACT shall be performed to the satisfaction of STATE, as determined at the sole discretion of its authorized representative, and in accord with all applicable federal, state, and local laws, ordinances, rules, and regulations. COUNTY shall not receive payment for work found by STATE to be unsatisfactory, or performed in violation of federal, state, or local law, ordinance, rule, or regulation, or if COUNTY has failed to provide Grant Progress Reports pursuant to Clause 2.2, or if the Progress Reports are determined to be unsatisfactory.

4.2. Payments to subcontractors. (If applicable) As required by Minn. Stat. § 16A.1245, COUNTY must pay all subcontractors, within ten (10) calendar days of COUNTY's receipt of payment from STATE for undisputed services provided by the subcontractor(s) and must pay interest at the rate of 1-1/2 percent per month or any part of a month to the subcontractor(s) on any undisputed amount not paid on time to the subcontractor(s).

4.3. Actual costs and reimbursable expenses. COUNTY shall ensure that costs claimed for reimbursement shall be actual costs, to be determined in accordance with 2 C.F.R. § 200.0 et seq. if applicable. COUNTY must maintain adequate documentation to support all costs submitted for reimbursement, ensuring they align with the terms of the award. COUNTY shall not invoice STATE for services that are reimbursable via a public or private health insurance plan. If COUNTY receives funds from a source other than STATE in exchange for services, then COUNTY may not receive payment from STATE for those same services. COUNTY shall seek reimbursement from all sources before seeking reimbursement pursuant to CONTRACT.

4.4. Unexpended Funds.

COUNTY must promptly return to the STATE any unexpended funds that have not been accounted for annually in a financial report to the STATE due at grant closeout.

5. PAYMENT RECOUPMENT.

COUNTY must reimburse STATE upon demand or STATE may deduct from future payments under this CONTRACT or future CONTRACTs the following:

- a. Any amounts received by COUNTY from the STATE for CONTRACT services that have been inaccurately reported or are found to be unsubstantiated;
- b. Any amounts paid by COUNTY to a subcontractor not authorized in writing by STATE;
- c. Any amount paid by STATE for services which either duplicate services covered by other specific grants or contracts, or amounts determined by STATE as non-allowable under the line-item budget, clause 3.1(a);

- d. Any amounts paid by STATE for which COUNTY'S books, records and other documents are not sufficient to clearly substantiate that those amounts were used by COUNTY to perform CONTRACT services, in accordance with clause 2, COUNTY's Duties; and/or
- e. Any amount identified as a financial audit exception.

6. TERMINATION.

6.1. Termination by the STATE.

- a. **Without Cause.** STATE may terminate this CONTRACT without cause, upon 30 days' written notice to COUNTY. Upon termination, COUNTY will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
- b. **Termination for Cause.** STATE may immediately terminate this CONTRACT if the STATE finds that there has been a failure to comply with the provisions of the CONTRACT, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. STATE may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

6.2. Termination by the Commissioner of Administration.

In accordance with Minn. Stat. § 16B.991, subd. 2, the Commissioner of Administration may unilaterally terminate this CONTRACT if further performance under the CONTRACT would not serve agency purposes or is not in the best interest of the STATE.

6.3. Insufficient funds. STATE may immediately terminate this CONTRACT if it does not obtain funding from the Minnesota Legislature or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination will be by written notice to COUNTY. STATE is not obligated to pay for any services that are provided after the effective date of termination. COUNTY will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available.

In the event of temporary lack of funding or appropriation, STATE may pause its obligations under this CONTRACT without terminating it. This pause will be for the duration of the lack of funding or appropriation and shall not be considered a termination of the CONTRACT. COUNTY will be notified in writing of the temporary pause, and COUNTY's ability to provide services may be temporarily suspended during this period. STATE will provide reasonable notice to COUNTY of the lack of funding or appropriation and shall notify COUNTY once funding is restored or appropriated, at which point the provision of services under the CONTRACT may resume.

STATE will not be assessed any penalty if the CONTRACT is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. STATE must provide COUNTY notice of the lack of funding within a reasonable time of STATE's receiving that notice.

6.4. Conviction relating to a grant. In accordance with Minn. Stat. § 16B.991, subd. 1, this CONTRACT will immediately be terminated if the recipient is convicted of a criminal offense relating to a grant agreement. "Recipient" includes individuals, entities, and key personnel of entities, including board members, officers, executives, employees, or agents with authority over or access to grant funds, and any individual in a position of fiduciary responsibility related to the CONTRACT.

7. AUTHORIZED REPRESENTATIVES, RESPONSIBLE AUTHORITY, and PROJECT MANAGER.

7.1. STATE. STATE's authorized representative for the purposes of administration of this CONTRACT is **Mollie Dusha** or successor. Phone and email: **651-431-4782** and **CMHSG.DHS@state.mn.us**. This representative shall have final authority for acceptance of COUNTY's services and if such services are accepted as satisfactory, shall so certify on each invoice submitted pursuant to Clause 3.2.

7.2. COUNTY.

- a. COUNTY's Authorized Representative is **Jenny Anderson**, or successor. Phone and email: **218-847-5628, ext. 5340** and jenny.anderson@beckercountymn.gov. If COUNTY's Authorized Representative changes at any time during this CONTRACT, COUNTY must immediately notify STATE.
- b. COUNTY must clearly post on COUNTY's website the names of, and contact information for the COUNTY's leadership and the employee or other person who directly manages and oversees this CONTRACT on behalf of COUNTY.

7.3. Information Privacy and Security. (If applicable) COUNTY's responsible authority for the purposes of complying with data privacy and security for this CONTRACT is **Jenny Anderson**, or successor. Phone and email: **218-847-5628, ext. 5340** and jenny.anderson@beckercountymn.gov.

8. INSURANCE REQUIREMENTS.

8.1. Worker's Compensation. The COUNTY certifies that it is in compliance with Minn. Stat. § 176.181, subd. 2, pertaining to workers' compensation insurance coverage. The COUNTY'S employees and agents will not be considered employees of the STATE. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees or agents and any claims made by any third party as a consequence of any act or omission on the part of these employees or agents are in no way the STATE'S obligation or responsibility.

9. LIABILITY.

To the extent provided for in Minn. Stat. §§ 466.01-466.15, COUNTY agrees to be responsible for any and all claims or causes of action arising from the performance of this CONTRACT by COUNTY or COUNTY'S agents or employees. This clause shall not be construed to bar any legal remedies COUNTY may have for the STATE'S failure to fulfill its obligations pursuant to this CONTRACT.

10. INFORMATION PRIVACY AND SECURITY.

- a. It is expressly agreed that STATE will not be disclosing or providing information protected under the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13 (the "Data Practices Act") as "not public data" on individuals to COUNTY under this Contract. "Not public data" means any data that is classified as confidential, private, nonpublic, or protected nonpublic by statute, federal law or temporary classification. Minn. Stat. § 13.02, subd. 8a.
- b. It is expressly agreed that COUNTY will not create, receive, maintain, or transmit "protected health information", as defined in the Health Insurance Portability Accountability Act ("HIPAA"), 45 C.F.R. § 160.103, on behalf of STATE for a function or activity regulated by 45 C.F.R. 160 or 164. Accordingly, COUNTY is not a "business associate" of STATE, as defined in HIPAA, 45 C.F.R. § 160.103 as a result of, or in connection with, this CONTRACT. Therefore, COUNTY is not required to comply with the privacy provisions of HIPAA as a result of, or for purposes of, performing under this CONTRACT. If COUNTY has responsibilities to comply with the Data Practices Act or HIPAA for reasons other than this CONTRACT, COUNTY will be responsible for its own compliance.

11. INTELLECTUAL PROPERTY RIGHTS.

11.1. Definitions. Works means all inventions, improvements, discoveries (whether or not patentable or copyrightable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by COUNTY, its employees, agents, and subcontractors, either individually or jointly with others in the performance of the CONTRACT. Works includes "Documents." Documents are the originals of any data bases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by COUNTY, its employees, agents, or subcontractors, in the performance of this CONTRACT.

11.2. Ownership. STATE owns all rights, title, and interest in all of the intellectual property, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents created and paid for under this CONTRACT. The Works and Documents will be the exclusive property of STATE and all such Works and Documents must be immediately returned to STATE by COUNTY upon completion or termination of this CONTRACT. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." If using STATE data, COUNTY must cite the data, or make clear by referencing that STATE is the source.

11.3. Responsibilities.

- a. **Notification.** Whenever any Works or Documents (whether or not patentable) are made or conceived for the first time or actually or constructively reduced to practice by COUNTY, including its employees and subcontractors, and are created and paid for under this CONTRACT,

COUNTY will immediately give STATE's Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure thereon. COUNTY will assign all right, title, and interest it may have in the Works and the Documents to STATE.

- b. Filing and recording of ownership interests.** COUNTY must, at the request of STATE, execute all papers and perform all other acts necessary to transfer or record STATE's ownership interest in the Works and Documents created and paid for under this CONTRACT. COUNTY must perform all acts, and take all steps necessary to ensure that all intellectual property rights in these Works and Documents are the sole property of STATE, and that neither COUNTY nor its employees, agents, or subcontractors retain any interest in and to these Works and Documents.
- c. Duty not to infringe on intellectual property rights of others.** COUNTY represents and warrants that the Works and Documents created and paid for under this CONTRACT do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 9, COUNTY will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless STATE, at COUNTY's expense, from any action or claim brought against STATE to the extent that it is based on a claim that all or part of these Works or Documents infringe upon the intellectual property rights of others. COUNTY will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney's fees. If such a claim or action arises, or in COUNTY's or STATE's opinion is likely to arise, COUNTY must, at STATE's discretion, either procure for STATE the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of STATE will be in addition to and not exclusive of other remedies provided by law.
- d. Federal license granted.** If federal funds are used in the payment of this CONTRACT, pursuant to 2 C.F.R. § 200.315, the U.S. Department of Health and Human Services is granted a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so.

12. PUBLICITY.

12.1. General publicity. Any publicity regarding the subject matter of this CONTRACT must identify STATE as the sponsoring agency and must not be released without prior written approval from the STATE's authorized representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, websites, social media, and similar public notices prepared by or for the COUNTY individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this CONTRACT. All projects primarily funded by state grant appropriation must publicly credit the State of Minnesota, including on the COUNTY's website when practicable.

12.2. Endorsement. COUNTY must not claim that STATE endorses its products or services.

13. OWNERSHIP OF EQUIPMENT. The STATE shall have the right to require transfer of all equipment purchased with grant funds (including title) to STATE or to an eligible non-STATE party named by the STATE. If federal funds are granted by the STATE, then disposition of all equipment purchased under this grant contract shall be in accordance with OMB Uniform Grant Guidance, 2 C.F.R. § 200.313. For all equipment having a current per unit fair market value of \$10,000 or more, STATE shall have the right to require transfer of the equipment (including title) to the Federal Government. These rights will normally be exercised by STATE only if the project or program for which the equipment was acquired is transferred from one grantee to another.

14. AUDIT REQUIREMENTS AND COUNTY DEBARMENT INFORMATION.

14.1. State audit.

Under Minn. Stat. § 16B.98, subd. 8, the books, records, documents, and accounting procedures and practices of the COUNTY or other party that are relevant to the CONTRACT are subject to examination by STATE and either the legislative auditor or the state auditor, as appropriate, for a minimum of six years from the CONTRACT end date, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

14.2. Independent audit. If COUNTY conducts or undergoes an independent audit during the term of this CONTRACT that is relevant to this CONTRACT, notice of the relevant audit must be provided to STATE within thirty (30) days of the audit's completion and a copy provided, if requested.

14.3. Federal audit requirements. COUNTY certifies it will comply with 2 C.F.R § 200.501 et seq., as applicable. To the extent federal funds are used for this CONTRACT, COUNTY acknowledges that COUNTY and STATE shall comply with the requirements of 2 C.F.R. § 200.332. Non-Federal entities receiving \$1,000,000 or more of federal funding in a fiscal year must obtain a single or program-specific audit conducted for that year in accordance with 2 C.F.R. § 200.501. Failure to comply with these requirements could result in forfeiture of federal funds.

14.4. Debarment by the State of Minnesota or the federal government.

COUNTY certifies that neither it nor its principles are presently debarred or suspended by the State of Minnesota, or any of its departments, commissions, agencies, or political subdivisions, as shown on the Minnesota Department of Administration's [Suspended and Debarred Vendors List](#)³, or by the federal government at [SAM.gov | Search](#).⁴ COUNTY's certification is a material representation upon which the CONTRACT award was based. COUNTY shall provide immediate written notice to STATE's authorized

³ <https://mn.gov/admin/osp/government/suspended-debarred/>

⁴ https://sam.gov/search/?index=ex&page=1&pageSize=25&sort=-relevance&sfm%5Bstatus%5D%5Bis_active%5D=true&sfm%5BsimpleSearch%5D%5BkeywordRadio%5D=ALL

representative if at any time it learns that this certification was erroneous when submitted or becomes erroneous by reason of changed circumstances.

14.5. Certification regarding debarment, suspension, ineligibility, and voluntary exclusion – lower tier covered transactions.

COUNTY's certification is a material representation upon which CONTRACT award was based. Federal money will be used or may potentially be used to pay for all or part of the work under CONTRACT, therefore COUNTY must certify the following, as required by 2 C.F.R. § 180, or its regulatory equivalent.

a. Instructions for Certification

1. By signing and submitting this CONTRACT, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this CONTRACT is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverages sections of rules implementing Executive Order 12549. You may contact the person to which this CONTRACT is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this response that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 C.F.R. part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this CONTRACT that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 C.F.R. part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 C.F.R. part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

b. Lower Tier Covered Transactions.

1. The prospective lower tier participant certifies, by submission of this CONTRACT, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this CONTRACT.

15. JURISDICTION AND VENUE.

This CONTRACT, and amendments and supplements, are governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this CONTRACT, or breach of the CONTRACT, shall be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.

16. CLERICAL ERRORS AND NON-WAIVER.

16.1. Clerical error. Notwithstanding Clause 17.1, STATE reserves the right to unilaterally fix clerical errors contained in the CONTRACT without executing an amendment. COUNTY will be informed of errors that have been fixed pursuant to this paragraph.

16.2. Non-waiver. If STATE fails to enforce any provision of this CONTRACT, that failure does not waive the provision or STATE's right to enforce it.

17. AMENDMENT, ASSIGNMENT, SEVERABILITY, ENTIRE AGREEMENT, AND DRAFTING PARTY.

17.1. Amendments. Any amendments to this CONTRACT shall be in writing and shall be executed by the same parties who executed the original CONTRACT, or their successors in office.

17.2. Assignment. COUNTY shall neither assign nor transfer any rights or obligations under this CONTRACT without the prior written consent of STATE.

17.3. Entire Agreement.

- a. If any provision of this CONTRACT is held to be invalid or unenforceable in any respect, the validity and enforceability of the remaining terms and provisions of this CONTRACT shall not in any way be affected or impaired. The parties will attempt in good faith to agree upon a valid and enforceable provision that is a reasonable substitute, and will incorporate the substitute provision in this CONTRACT according to clause 17.1.
- b. This CONTRACT contains all negotiations and agreements between STATE and COUNTY. No other understanding regarding this CONTRACT, whether written or oral may be used to bind either party.

17.4. Drafting party. The parties agree that each party individually has had an opportunity to review with a legal representative, negotiate and draft this CONTRACT, and that, in the event of a dispute, the CONTRACT shall not be construed against either party.

18. PROCURING GOODS AND CONTRACTED SERVICES.

18.1. Contracting and bidding requirements. COUNTY certifies that it shall comply with Minn. Stat. § 471.345.

18.2. Prevailing wage. For projects that include construction work of \$25,000 or more, prevailing wage rules apply per Minn. Stat. §§ 177.41 through 177.50; consequently, the bid request must state the project is subject to *prevailing wage*.

18.3 Debarred vendors. In the provision of goods or services under this CONTRACT, COUNTY must not contract with vendors or subgrantees who are suspended or debarred in Minnesota or under federal law. Before entering into a subcontract, COUNTY must check if vendors or subgrantees are suspended or debarred by referencing the Minnesota Department of Administration's link in subclause 14.4 of this CONTRACT. A link to vendors debarred by Federal agencies is provided at the bottom of the web page.

18.4. Conflicts of interest. COUNTY must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.

19. SUBCONTRACTS AND SUBCONTRACT PAYMENT.

19.1. COUNTY, as an awardee organization, is legally and financially responsible for all aspects of this award that are subcontracted, including funds provided to subgrantee and subcontractors. COUNTY shall ensure that the material obligations, borne by the COUNTY in this CONTRACT, apply as between COUNTY and subgrantees, in all subcontracts, to the same extent that the material obligations apply as between the STATE and COUNTY.

19.2. Subgrantee. A subgrantee is a person or entity that has been awarded a portion of the work authorized by this CONTRACT by COUNTY. COUNTY must document any subaward through a formal legal agreement. COUNTY must provide timely notice to the STATE of any subgrantee(s) prior to the subgrantee(s) performing work under this CONTRACT.

19.3. Subgrantee Monitoring. COUNTY must monitor the activities of subgrantee(s) to ensure the subaward is used for authorized purposes and is in compliance with:

- a. the terms and conditions of this CONTRACT and the subaward;
- b. required [Grants Management Policies and procedures](#) as specified in Minn. Stat. § 16B.97, subd. 4(a)(1) and other relevant statutes and regulations; and
- c. that subaward performance goals are achieved.

19.4. Subgrantee performance. If a subgrantee is determined to be performing unsatisfactorily by the State's Authorized Representative, the COUNTY will receive written notification that the subgrantee can no longer be used for this CONTRACT.

19.5. COUNTY responsibility. No subaward shall serve to terminate or in any way affect the primary legal responsibility of the COUNTY for timely and satisfactory performance of the obligations contemplated by this CONTRACT.

19.5. Payment. COUNTY must pay any subgrantee in accordance with subclause 4.2 of this CONTRACT.

20. LEGAL COMPLIANCE.

20.1 General compliance. All performance under this CONTRACT must be in compliance with state and federal law and regulations, and local ordinances. Allegations that STATE deems reasonable, in its sole discretion, of violations of state or federal law or regulations, or of local ordinances, may result in CONTRACT termination and/or reporting to local authorities by STATE.

20.2 Nondiscrimination. COUNTY will not discriminate against any person on the basis of the person's race, color, creed, religion, national origin, sex, marital status, gender identity or expression, disability, public assistance status, sexual orientation, age, familial status, membership or activity in a local commission, or status as a member of the uniformed services. COUNTY must refrain from such

discrimination as a matter of its contract with STATE. "Person" includes, without limitation, a STATE employee, COUNTY's employee, a program participant, and a member of the public. "Discriminate" means, without limitation, to fail or refuse to hire, discharge, or otherwise discriminate against any person with respect to the compensation, terms, conditions, or privileges of employment, or; exclude from participation in, deny the benefits of, or subject to discrimination under any COUNTY program or activity.

COUNTY will ensure that all of its employees and agents comply with Minnesota Management and Budget Policy #[1329](#) (Sexual Harassment Prohibited) and #[1436](#) (Harassment and Discrimination Prohibited).

20.3 Grants management policies. COUNTY must comply with required [Grants Management Policies and procedures](#) as specified in Minn. Stat. § 16B.97, subd. 4(a)(1). Compliance under this paragraph includes, but is not limited to, participating in monitoring and financial reconciliation as required by Office of Grants Management (OGM) Policy 08-10.

20.4 Conflict of interest. COUNTY certifies that it does not have any conflicts of interest related to this CONTRACT, as defined by OGM Policy 08-01. COUNTY shall immediately notify STATE if a conflict of interest arises.

21. OTHER PROVISIONS

21.1. No Religious Based Counseling. COUNTY agrees that no religious based counseling shall take place under the auspices of this CONTRACT.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

Signature Page Follows

By signing below, the parties agree to the terms and conditions contained in this CONTRACT.

APPROVED:

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes, chapter 16A and section 16C.05 or Department of Administration Policy 21-01.

By: _____

Date: _____

Contract No: _____

2. COUNTY

Signatory certifies that County's articles of incorporation, by-laws, or corporate resolutions authorize Signatory both to sign on behalf of and bind the County to the terms of this Agreement. County and Signatory agree that the State Agency relies on the Signatory's certification herein.

By: _____

Printed Name: _____

Title: _____

Date: _____

3. STATE AGENCY

By (with delegated authority):

Printed Name: _____

Title: _____

Date: _____

Distribution: (fully executed contract to each)

Contracts and Legal Compliance Division

County

State Authorized Representative

Attachment A: Budget				
BUDGET SUMMARY Year 1		BUDGET SUMMARY Year 2		PROJECT TOTAL
January 1, 2027 to June 30, 2027		July 1, 2027 to December 31, 2027		
BRASS Code	TOTAL BUDGET FY27	BRASS Code	TOTAL BUDGET FY28	
111 – Mental Health Screening (up to 55%)	\$2,000.00	111 – Mental Health Screening (up to 55%)	\$2,000.00	
197 – Local Collaborative Undifferentiated Services		197 – Local Collaborative Undifferentiated Services		
401 – Information & Referral	\$1,156.00	401 – Information & Referral	\$1,157.00	
402 – Community Education & Prevention	\$3,000.00	402 – Community Education & Prevention	\$3,000.00	
404 – Client Outreach		404 – Client Outreach		
405 – Child Outpatient Diagnostic Assessment/Psychological Testing		405 – Child Outpatient Diagnostic Assessment/Psychological Testing		
407 – Early Identification & Intervention		407 – Early Identification & Intervention		
416 – Transportation		416 – Transportation		
430 – Other Family Community Support Services		430 – Other Family Community Support Services		
451 – Emergency Response Services		451 – Emergency Response Services		
453 – Child Outpatient Psychotherapy		453 – Child Outpatient Psychotherapy		
455 – Child Outpatient Medication Management		455 – Child Outpatient Medication Management		
457 – Child/Family Psychoeducation		457 – Child/Family Psychoeducation		
462 – Family Based Services	\$8,560.00	462 – Family Based Services	\$8,559.00	
467 – Child Day Treatment		467 – Child Day Treatment		
489 – Child Respite Care		489 – Child Respite Care		
490 – Child Rule 79 Case Management		490 – Child Rule 79 Case Management		
TOTAL FUNDS State Fiscal Year 2026	\$14,716.00	TOTAL FUNDS State Fiscal Year 2027	\$14,716.00	\$29,432.00

BUDGET JUSTIFICATION FY27: January 1, 2027 to June 30, 2027		
BRASS Code-Category Breakdown	JUSTIFICATION NARRATIVE	State Fiscal Year 1
111 – Mental Health Screening (up to 55%) - Costs of screening instruments, copies, and translations - Staff time in administering screenings - Entering screening data into SSIS/CSTS - Staff mental health trainings - Supervision for staff who complete screenings	111 – Mental Health Screening - child protection social workers' time administering CMH screenings, SSIS data entry, consultation, supervision, and training. Estimated social worker hourly SEAGR rate = \$161/hour for approximately 12 hours of service per 6 months.	\$2,000.00
197 – Local Collaborative Undifferentiated Services - Services, supports, and interventions provided to children with a positive mental health screening and their families as a collaborative activity - Revenues and attendant expenses that flow through county social service agencies to collaboratives to fund related children's mental health services for children with a positive mental health screening	197 – Local Collaborative Undifferentiated Services	
401 – Information & Referral - Provision of information to individuals within the target populations (child welfare and juvenile justice) on social services - Assistance to children with a positive mental health screening and parent/guardian in making contact with a resource that can respond to their needs or problems - Providing information and referral for children with a positive mental health screening or to a parent/guardian regarding - Community support groups - Parenting groups - Diagnostic assessments - Individual and family therapy	401 – Information & Referral - child protection social workers and supervisors providing information to individuals and families regarding available mental health services and other community resources. Estimated social worker hourly SEAGR rate = \$161/hour for approximately 7 hours of service per 6 months.	\$1,156.00
402 – Community Education & Prevention Activities designed to educate the target populations (child welfare and juvenile justice) about mental health and co-occurring issues: The goals are to increase the understanding of mental health, reduce stigma, promote recovery and increase awareness of the availability of resources and services and improve skills in dealing with mental health issues.	402 – Community Education & Prevention - educating families and community partners regarding mental health, promoting awareness and information regarding services/resources available. Multi-disciplinary team staffings regarding mental health needs and services available to help address individual and family needs. Social worker attendance at school early intervention truancy and educational neglect meetings and coordination with school personnel to help families obtain mental health services. Case consultations with White Earth ICW on mutual cases to promote the delivery of mental health services. Estimated social worker hourly SEAGR rate = \$161/hour for approximately 19 hours per 6 months.	\$3,000.00
404 – Client Outreach Services designed to locate children within the target populations (child welfare and juvenile justice) who may have severe emotional disturbance, inform them or their families of available community support services, and assure they have access to those services.	404 – Client Outreach	
405 – Child Outpatient Diagnostic Assessment/Psychological Testing Diagnostic assessment and psychological testing of children with a positive mental health screening by a licensed mental health professional. (Excludes diagnostic assessments provided as part of day treatment or family community support services, or provided by staff of a residential or inpatient program.)	405 – Child Outpatient Diagnostic Assessment/Psychological Testing	
407 – Early Identification and Intervention Services designed to identify individuals within the target populations (child welfare and juvenile justice) who are at risk of needing or in need of mental health services and arrangements for intervention and, if necessary, treatment.	407 – Early Identification and Intervention	
416 – Transportation Client travel expenses for children with a positive mental health screening to and from sites for medical and non-medical appointments to maintain or assist in mental health stability and recovery. This may include the following: - Transit cards - Mileage reimbursement - Other means of transportation	416 – Transportation	Grant \$ can cover travel for non-medical appts for all children with positive screens. Transportation costs for underinsured or uninsured- For example, a county may give out gas only gift cards to underinsured or uninsured clients/families but not to clients on MA
430 – Other Family Community Support Services Community based services provided under the clinical supervision of a mental health professional to help children with a positive screen and subsequent diagnosis of an emotional disturbance to function and remain in the community. This may include the following: - Medication monitoring - Independent living skills training - Leisure and recreational activities - Assistance in obtaining medical and financial benefits - Crisis plan development - Therapeutic support for foster care	430 – Other Family Community Support Services	
451 – Emergency Response Services Response services available on a 24-hour seven day a week basis for children within the target populations (child welfare and juvenile justice) having a mental health crisis or emergency. Emergency response services include telephone hot lines and similar services.	451 – Emergency Response Services	
453 – Child Outpatient Psychotherapy Psychotherapy provided to children with a positive screen and subsequent diagnosis of an emotional disturbance under the clinical supervision of a mental health professional. Includes individual, family or group. (Excludes inpatient or residential treatment settings and services provided as part of day treatment or family community support services.)	453 – Child Outpatient Psychotherapy	Cannot change title description, only definition
455 – Child Outpatient Medication Management Prescription and medication education and review for children with a positive screen and subsequent diagnosis of an emotional disturbance as a means of controlling or eliminating severe behavior problems or the effects of the emotional disturbance. (Excludes services provided as part of day treatment, family community support services, or a residential or inpatient program.)	455 – Child Outpatient Medication Management	
457 – Child/Family Psychoeducation Family psychoeducation delivered by a mental health professional, designed to educate the individual or family in understanding the child's symptoms of mental illness, their impact on the youth's development and needed components of treatment and skill development to prevent relapse, prevent the acquisition of co-morbid disorders and to achieve optimal mental health and long-term resilience. Children must be screened and subsequently diagnosed with an emotional disturbance.	457 – Child/Family Psychoeducation	Change therapeutic to psychoeducation
462 – Family Based Services Professional home-based family treatment services are intensive mental health services provided to children at risk of, in, or returning from out-of-home placement due a positive screen and subsequent diagnosis of an emotional disturbance. Services must be all of the following: - Designed to meet the specific mental health needs of the child and family as written in the individual treatment plan - Provided by a team consisting of a mental health professional with other family/child mental health providers - Flexible, be able to handle crises 24 hours per day and be coordinated with other services	462 – Family Based Services - therapeutic services for families without health care or non-billable time to support intensive in-home family therapy, professional home-based services, and foster care support for eligible clients. Estimated cost for in-home family therapy is \$89/hour = 96 hours per 6 months.	\$8,560.00
467 – Child Day Treatment A structured program of group psychotherapy and other intensive therapeutic services for children with a positive screen and subsequent diagnosis of an emotional disturbance that are provided at least one day a week for a minimum three-hour block by a multidisciplinary staff under the clinical supervision of a mental health professional. Child day treatment services must be coordinated and integrated with, or be part of an education program offered by the child's school, but are not part of inpatient or residential treatment services.	467 – Child Day Treatment	
489 – Child Respite Care Short-term care provided to children with a positive screen and subsequent diagnosis of an emotional disturbance due to the temporary absence or need for relief for those person normally providing care.	489 – Child Respite Care	
490 – Child Rule 79 Case Management Activities that are coordinated with family community support services to help children with a positive screen and subsequent diagnosis of an emotional disturbance and their families obtain needed mental health services, social services, educational, health, recreational and related services.	490 – Child Rule 79 Case Management	
TOTAL State Fiscal Year 1		\$14,716.00

BUDGET JUSTIFICATION FY28: July 1, 2027 to December 31, 2027		
BRASS Code-Category Breakdown	JUSTIFICATION NARRATIVE	State Fiscal Year 2
111 – Mental Health Screening (up to 55%) - Costs of screening instruments, copies, and translations - Staff time in administering screenings - Entering screening data into SIS/CSTS - Staff mental health trainings - Supervision for staff who complete screenings	111 – Mental Health Screening - child protection social workers' time administering CMH screenings, SIS data entry, consultation, supervision, and training. Estimated social worker hourly SEAGR rate = \$161/hour for approximately 12 hours of service per 6 months.	\$2,000.00
197 – Local Collaborative Undifferentiated Services - Services, supports, and interventions provided to children with a positive mental health screening and their families as a collaborative activity - Revenues and attendant expenses that flow through county social service agencies to collaboratives to fund related children's mental health services for children with a positive mental health screening	197 – Local Collaborative Undifferentiated Services	
401 – Information & Referral - Provision of information to individuals within the target populations (child welfare and juvenile justice) on social services - Assistance to children with a positive mental health screening and parent/guardian in making contact with a resource that can respond to their needs or problems - Providing information and referral for children with a positive mental health screening or to a parent/guardian regarding - Community support groups - Parenting groups - Diagnostic assessments - Individual and family therapy	401 – Information & Referral - child protection social workers and supervisors providing information to individuals and families regarding available mental health services and other community resources. Estimated social worker hourly SEAGR rate = \$161/hour for approximately 7 hours of service per 6 months.	\$1,157.00
402 – Community Education & Prevention Activities designed to educate the target populations (child welfare and juvenile justice) about mental health and co-occurring issues. The goals are to increase the understanding of mental health, reduce stigma, promote recovery and increase awareness of the availability of resources and services and improve skills in dealing with mental health issues.	402 – Community Education & Prevention - educating families and community partners regarding mental health, promoting awareness and information regarding services/resources available. Multi-disciplinary team staffings regarding mental health needs and services available to help address individual and family needs. Social worker attendance at school early intervention truancy and educational neglect meetings and coordination with school personnel to help families obtain mental health services. Case consultations with White Earth ICW on mutual cases to promote the delivery of mental health services. Estimated social worker hourly SEAGR rate = \$161/hour for approximately 19 hours per 6 months.	\$3,000.00
404 – Client Outreach Services designed to locate children within the target populations (child welfare and juvenile justice) who may have severe emotional disturbance, inform them or their families of available community support services, and assure they have access to those services.	404 – Client Outreach	
405 – Child Outpatient Diagnostic Assessment/Psychological Testing Diagnostic assessment and psychological testing of children with a positive mental health screening by a licensed mental health professional. (Excludes diagnostic assessments provided as part of day treatment or family community support services, or provided by staff of a residential or inpatient program.)	405 – Child Outpatient Diagnostic Assessment/Psychological Testing	
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416 – Transportation Client travel expenses for children with a positive mental health screening to and from sites for medical and non-medical appointments to maintain or assist in mental health stability and recovery. This may include the following: - Transit cards - Mileage reimbursement - Other means of transportation	416 – Transportation	Grant 5 can cover travel for non-medical appts for all children with positive screens. Transportation costs for underinsured or uninsured- For example, a county may give out gas only gift cards to underinsured or uninsured clients/families but not to clients on MA
430 – Other Family Community Support Services Community based services provided under the clinical supervision of a mental health professional to help children with a positive screen and subsequent diagnosis of an emotional disturbance to function and remain in the community. This may include the following: - Medication monitoring - Independent living skills training - Leisure and recreational activities - Assistance in obtaining medical and financial benefits - Crisis plan development - Therapeutic support for foster care	430 – Other Family Community Support Services	
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467 – Child Day Treatment A structured program of group psychotherapy and other intensive therapeutic services for children with a positive screen and subsequent diagnosis of an emotional disturbance that are provided at least one day a week for a minimum three-hour block by a multidisciplinary staff under the clinical supervision of a mental health professional. Child day treatment services must be coordinated and integrated with, or be part of an education program offered by the child's school, but are not part of inpatient or residential treatment services.	467 – Child Day Treatment	
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490 – Child Rule 79 Case Management Activities that are coordinated with family community support services to help children with a positive screen and subsequent diagnosis of an emotional disturbance and their families obtain needed mental health services, social services, educational, health, recreational and related services.	490 – Child Rule 79 Case Management	
TOTAL State Fiscal Year 2		\$14,716.00

Positive Pathways PLLC

Email: bev@positivepathwayspllc.com **PH:** (218) 255-1314

Correspondence Address: 800 South St., Park Rapids, MN 56470

Physical Address: 903 Park Ave. N. #2, Park Rapids, MN 56470

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT is made and entered into as of **September 15th, 2026**, by **Becker County** and **Positive Pathways, PLLC**. ("Contractor")

RECITAL

Becker County and **Positive Pathways, PLLC** desire to enter into this Agreement to provide for each party's responsibilities concerning services described on Exhibit A (attached) (the "Services").

AGREEMENTS

NOW, THEREFORE, upon the mutual agreements and covenants set forth herein and for other good and valuable consideration, the receipt and sufficiency of which are now acknowledged, **Becker County** and **Positive Pathways PLLC** agree as follows:

- 1. Contractor Responsibilities & Fees:** Contractor will perform the agreed-upon services set forth on Exhibit A. **Becker County** shall pay the amount set forth on Exhibit A. Contractor is an independent contractor and shall be solely responsible for all federal, state, and local taxes, contributions, and premiums concerning such payments.
- 2. Term:** The term of this agreement shall be from the date of this agreement until December 31, 2027.
- 3. Relationship:** The parties hereto are independent contractors. Nothing in this Agreement shall be understood or construed to create or imply any relationship between the parties such as a joint venture, employer/employee, principal/agent, or partnership. Contractor shall in no way become an employee of **Becker County**. Neither party shall have the authority to, nor shall either party attempt to assume any obligation by or on behalf of the other party.

Positive Pathways PLLC

Email: bev@positivepathwayspllc.com **PH:** (218) 255-1314

Correspondence Address: 800 South St., Park Rapids, MN 56470

Physical Address: 903 Park Ave N. # 2- Park Rapids, MN 56470

4. **Expenses:** Except as expressly provided to the contrary in this Agreement, all expenses incurred by the parties shall be the sole responsibility of the party who ordered the service or incurred the particular expense.
5. **Miscellaneous:** This Agreement may not be assigned without the written consent of the other party. Contractor's services are personal and may not be assigned or delegated to any other person without prior notice. This Agreement represents the entire Agreement between the parties and supersedes any prior oral or written understandings. This Agreement may only be amended by a written agreement signed by all parties. Upon execution, this Agreement shall be a valid and binding obligation on each party and enforceable according to its terms.

By: _____ Date: _____

Positive Pathways PLLC

By: _____ Date: _____

Becker County

Positive Pathways PLLC

Email: bev@positivepathwayspllc.com **PH:** (218) 255-1314

Correspondence Address: 800 South St., Park Rapids, MN 56470

Physical Address: 903 Park Ave. N - #2, Park Rapids, MN 56470

EXHIBIT A

Services provided to Becker County.

Description of Services:

Positive Pathways PLLC agrees to provide **Supervised Parenting Time services with or without parent education and drug screenings** as referred by **Becker County (designee)**.

This service is utilized for permanency planning for (CHIP) cases - Child(ren) in Need of Protection or services, safety planning, case planning, placement prevention, reunification, permanency planning, and placement transition.

Payment for Services:

Becker County shall pay for: 1 child: \$ 55.00/hour (\$65.00/ hour including real- time parent education); 2–3 Children: \$65.00/hour (\$75.00/hour including real-time parent education); or 4+ Children: \$75.00/hour (\$85.00/hour including real-time parent education) for agreed-upon services. Standard & Community Parenting Time Services (In-Office and Community rates are identical):

Standalone Parent Education: \$75.00/ hourly.

Drug/Alcohol Screenings: \$50.00 base fee (if lab testing is required, the actual reimbursement cost from Abbott will be passed on), understanding that compensation sums can vary per case.

The contractor will provide invoices bi-weekly/ monthly(date as determined) by the Contractor and County Agency at the time of agreement signing. Payment is due on services rendered by the 28th of each month. A 1.5% late fee will be added to all past-due invoices.

Date for Services: From the date of execution of the Agreement through December 31st, 2027.



Contract for PLUS Kids Services
January 1, 2026-December 31st, 2026

This contract is between Becker County Social Services and PLUS Kids, a program of West Central Minnesota Community Action, for the period of January 1, 2026-December 31st, 2026.

PLUS Kids provides the following services:

Intake: \$50.00

PLUS Kids Staff will reach out to clients and will give them a link to fill out necessary information on PLUS Kids Secure Cases system. Staff will meet with the client and go over Policies and Procedures along with expectations of PLUS Kids Services, answer any questions, and provide a tour for the client. Staff will also assist in getting the Foster Provider set up in the Secure Cases system.

Supervised Visitation: \$60/hour

PLUS Kids Staff will provide Supervised Visitation for clients. Staff will objectively observe and document the client's interactions with the children and upload the documentation on Secure Cases for the caseworker to view. Staff will redirect or intercede in visits if behavior needs redirection.

In-Home/Off-Site Visitation: \$60/hour

PLUS Kids Staff can provide In-Home Supervised Visitation for families moving towards re-unification or Off-Site visitation for clients needing a neutral safe location pre-approved or arranged by the caseworker. Transportation will be \$60 an hour for PLUS Kids Staff to get to and from the In-Home or Offsite Visitation along with the Federal Mileage Rate.

Transportation: \$60/Hour + Federal Mileage Rate

PLUS Kids can provide transportation for children to and from Supervised Visitations when requested by Caseworker if Staff coverage and time allows. County Social Services will also be expected to pay for travel time for PLUS Kids Staff to and from In-Home and Off-Site Supervised Visitations, with PLUS Kids being our starting base of travel.

Nurturing Families Curriculum with Supervised Visitation:

When requested alongside a County Referral for visitation, the Nurturing Families Curriculum is \$60/hour for the Supervised Visitation. The Curriculum will be completed during the wait times before and after the visit, unless arranged differently per caseworker request, pending schedule capacity.

Nurturing Families Curriculum Stand Alone: \$60/hour

PLUS Kids can provide education through the Nurturing Families Curriculum or Parenting in the 21st Century for Clients who are not using Supervised Visitation Services but can benefit from education and developing parenting skills. Parenting in the 21st Century is more focused on Co-Parenting when there is a two-parent household. Pending Staff availability, these sessions can be in ½ hour to 1-hour increments.

Parenting Skills with Supervised Visitation:

When needed by the request of the Caseworker, PLUS Kids can provide Parenting Skills to clients who could benefit from assistance and education with caring for their children. There is no added charge, and this would be included with the \$60/hour for the Supervised Visitation.

Additional Policies:

No-Show: The county will pay the cost of the parenting time if a parent no shows for a scheduled visit (occurs when the client fails to arrive for their scheduled visitation)

Late Cancellation: The county will pay the cost of the parenting time if a parent late cancels (less than a 24-hour notice of cancellation of the service)

Billing:

PLUS Kids will bill Becker County Human Services at the beginning of the month for the previous month's services provided. All checks will be mailed to:

WCMCA Elbow Lake Office
411 Industrial Park Blvd
Elbow Lake, MN 56531

Becker County Human Services agrees to the above fees associated with PLUS Kids Services.

Missy Becker-Cook
WCMCA Executive Director

Date

Becker County Human Services
Executive Director

Date

Capital Improvement Expenditure Request Form



Date Requested: 9/9/2026

Department: Land Use/ Environmental Services

Department Head: Steve Skoog

EXPLANATION OF THE REQUEST

Purpose/Need: Purchase and install security cameras on the Solid Waste Campus

REQUEST AMOUNT: \$72,197

Savings Achieved (Dollar Amount/Time/ Efficiency): The cameras will provide additional campus security, record events for liability purposes, and help detect fires (or false alarms) at the tip floors located in the Transfer Station and the Material Recovery Facility (MRF).

Are There Sufficient Funds In Your Budget?

Yes ☒ No ☐

Is this included in your department's 5-Year Capital Improvement Plan?

Yes ☐ No ☒

Please explain further, if necessary: The camera's will be located in the buildings on the main Solid Waste Campus, which includes the following locations: Pay Station/Reuse area, Transfer Station, MRF, replacing the truck scale cameras, and installing a camera at the intersection of 245th Ave and the Demolition Landfill access road. Costs include the cameras and installation costs (both interior and exterior), installation of heat sensing infrared cameras in the Transfer Station and the MRF; creating fiber optic communication between the Sheriffs Dispatch and the Solid Waste Campus; upgrading the fiber optic communication cabinet in the MRF.

Action Taken *(If different than request)*:

Date Request Completed: 9/9/2026

* This form must be completed and sent to the County Administrator for any request of Capital Improvement Purchase.

Project costs:

Arvig Communications provided pricing to install cameras at the following locations:

Camera costs per location:

- Pay Station/Reuse area – (1) interior panoramic camera, (1) Outdoor Camera, (1) interior camera. Estimated cost = \$6,549
- Transfer Station – (2) Thermal cameras over tip floor; 3 Outdoor cameras' (in tip floor area & over outside parking lots; (2) residential drive through area. Estimated cost = \$24,100
- Truck Scale – replace two existing camera's (12 years old). Est. cost = \$4,067
- Material Recovery Facility (MRF) – (2) interior panoramic camera's, (1) exterior camera, (1) thermal camera. Est. cost = \$14,220
- Old Transfer Station – install one exterior camera. Est. cost = \$3,705
- Intersection of Detroit Twp 245th Ave and the Demolition Landfill Road – one camera with wireless point to point connection with the MRF, powered with a solar panel. Est. cost = \$11,000

MRF – Add a new 48 port POE switch. Est. cost is \$8,556

Total project cost estimate = \$72,197

There may be a need to purchase additional dark fiber communication capacity between the Courthouse and the Solid Waste Campus. The added capacity is estimated to cost from \$300 - \$400/month. This is an estimated cost that may or may not be needed.



BECKER COUNTY

Land Use Department

915 Lake Avenue • Detroit Lakes, MN 56501
218-846-7201

MEMORANDUM FOR ACTION

Date: September 9th, 2026

SUBJECT: Recycling program evaluation - Professional Services Request

THROUGH: Environmental Services Committee

TO: Becker County Commission

1. **Reference:** Processing of recyclables at the County Material Recovery Facility (MRF) and implementation of sort line upgrades to address future operational costs and increase processing efficiency.
2. **Discussion:** The County recycling program volume has been expanding and the State ICWC Crew size, which provides sort line labor has been gradually decreasing, resulting in overtime, the use of contract labor through Better Futures Minnesota (BFM) to staff the sort line, and lower quality commodities to sell due to cross contamination of commodities. Through discussion in the Environmental Services Committee (ESC), it was recommended to hire a consultant to assist the County in the following ways:
 - a. Review the existing facility and throughput and help develop a request for proposals (RF) from vendors to upgrade the sorting capacity and reduce the reliance on hand labor.
 - b. Assist the County in preparing for a higher volume of recyclables that is a result of a higher population and the impact of changes caused by the implementation of the Minnesota Extended Producer Responsibility (EPR) laws passed in 2024. The new EPR law will impact statewide recycling programs by making producers of packaging responsible for recycling of the packaging of their commodities.
 - c. Assist the County in developing a recycling processing agreement to process recyclables delivered from outside of the County by interested parties.
3. **Funding:** Fund 18.
4. **Action:** Request Board approval of the proposal offered by Foth (attached) for the amount of \$7,500.

5. The point of contact for this memorandum is Steve.Skoog@co.becker.mn.us or by phone at 846-7310.

Distribution: County Commissioners
County Administrator



Eagle Point II • 8550 Hudson Blvd. North, Suite 100
Lake Elmo, MN 55042
(651) 288-8550 • Fax: (651) 288-8551
www.foth.com

September 8, 2026

Mr. Steve Skoog
Environmental Services Director
Becker County
915 County Hwy. 14
Detroit Lakes, MN 56501

Dear Steve

RE: Scope of Work for technical assistance to Becker County Environmental Services

Thank you for the opportunity for Foth Infrastructure & Environment, LLC (Foth) to submit this proposed scope of work to assist Becker County Environmental Services with technical assistance for its recycling systems. Our understanding is that this may include assistance with the evaluating the existing recycling equipment and infrastructure; support for the procurement of additional equipment and review of proposed equipment to help advance the County's recycling goals and objectives; assistance with developing and negotiating agreements for residential single-stream recyclables from other communities; and other technical assistance as directed by the County.

Proposed Scope of Services

Based on discussion between Mr. Skoog, Mr. Klett and the Becker County Environmental Services Committee on August 28, 2026, Foth understands the County is interested in evaluation of its existing recycling infrastructure. This evaluation will provide the County with a better understanding of the potential improvements needed to more efficiently process the County's recyclables.

Below is a list of specific items discussed during the August 28, 2026 meeting that will form the basis for tasks included in Foth's scope of services.

1. Develop a baseline understanding of the existing system (i.e. current tonnages, available tonnages, throughput capacity, labor costs, maintenance costs, etc.) and provide recommendation of framework improvements to achieve Becker County's recycling goals.
2. Evaluate opportunities to reduce manual labor and potential additional equipment to automate the sorting process within the existing facility.
3. Development of procurement documents (e.g. RFP) to solicit proposals from qualified equipment vendors. Assist the County in evaluating proposals received relative to identified County recycling goals

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Environmental Services Director

September 8, 2026

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4. Vendor oversight during facility modifications necessary to automate recyclables processing (and potentially increase facility throughput) to include performance testing of vendor provided equipment.
5. *As desired, assist Becker County with development and negotiations with other Counties in the region for receiving and processing recyclable materials beyond those generated in Becker County.

We have developed these tasks to allow the County the flexibility to review the deliverable from each task (summary memo, RFP, etc.) prior to moving on to the next task.

Throughout the planning and development of these tasks, Foth will use our experience in the solid waste and recycling industry within Minnesota and nationally as well as our relationships with equipment vendors to help guide Becker County to meet its goals. We are currently working with the MPCA on development of the EPR Needs Assessment related to the Packaging Waste and Cost Reduction Act. This legislation may benefit Becker County in the near future as it relates to investment in recovering additional recyclable commodities.

Foth has significant experience working with Minnesota Counties and municipalities in the development and negotiations of agreements for delivery of recyclable commodities including tipping fee development and revenue share options. If, during evaluation of the recycling facility, there is capacity to receive materials from other counties and it is economically beneficial to Becker County, Foth can assist with the development of agreements as needed.

Proposed Project Deliverables

Deliverables to the County for the scope of work included in this project will include:

- Project administration (project setup in Foth's accounting program, monthly invoices, and communication on project status).
- Letter report detailing Foth's findings on the County's current recycling program, understanding of County's initiatives on recycling program improvements, and recommended strategies to implement to meet County goals and priorities.

Proposed Participation from Becker County

Foth understand that Becker County will provide available operation and maintenance costs as well as current labor costs to operate the facility and requested building and equipment drawings. Becker County will also provide available tonnage and material composition data for the recyclables currently received as well as the tonnage and composition data for the potential single stream recycling from other communities.

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Environmental Services Director

September 8, 2026

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Proposed Project Schedule

Becker County is considering investments in its recycling system including potential changes at the recycling facility to reduce the dependence on manual labor. The schedule presented in this proposal is limited to completion of Task 1, which includes developing a baseline understanding of the existing recycling system and identifying opportunities to support Becker County's recycling goals. Foth will work with Becker County's Environmental Services Committee and Director to develop a schedule that meets Becker County's needs for this phase of work. We understand this schedule is likely through the remainder of 2026 and extending into 2027. Should Becker County elect to proceed with subsequent tasks, including equipment procurement, vendor selection, facility modifications, or regional recyclables processing opportunities, Foth will work with the County to further refine project schedules, sequencing, and implementation expectations at that time.

Proposed Compensation

Based on our understanding of the scope of services Becker County is requesting, as outlined above, we anticipate completing the **first task** of this work on a time and materials basis for an estimated cost of \$7,500. If Becker County desires to have Foth continue to assist with other tasks listed in the scope of work, we will provide a task-based cost for each of the tasks. If other tasks arise based on the results of a previous task, we will work with Becker County to develop a revised scope and cost prior to initiating services.

Foth anticipates that professional services will be provided in accordance with the Foth Standard Agreement for Professional Services.

Nate Klett will be your primary contact and can be reached at Nathan.Klett@Foth.com, or (651) 247-7881 with any questions.

Sincerely,

Foth Infrastructure & Environment, LLC



Cami Van Abel, PE (lic. in MN, TX, IA)
Client Manager



Nathan Klett, PE (lic. in MN)
Client Director



Floyd Lakes Tornado

After-Action Report/Improvement Plan
August 2026



Becker County



Public Health
Prevent. Promote. Protect.

Becker County

EVENT OVERVIEW

Exercise Name	Floyd Lakes Tornado
Exercise Dates	July 6 th , 2026
Scope	This event is a response to a tornado in Detroit Lakes, MN, affecting the area near Floyd Lakes.
Focus Area(s)	Response
Capabilities	On-Scene Security, Protection and Law Enforcement, Environmental Response/Health & Safety, Operational Coordination
Objectives	1. Life Safety 2. Harm Reduction/Elimination 3. Mitigation of Further Damage 4. Facilitation of Recovery
Threat or Hazard	Tornado, Contamination, Debris, Injuries, Lack of Utilities and Resources
Scenario	On July 6, 2026, multiple severe storms affected portions of northwest and west central Minnesota. These storms produced severe hail, severe wind gusts, multiple funnel clouds, and at least 3 tornadoes. An EF2 tornado affected the Floyd Lakes area of Detroit Lakes in Becker County, causing property damage. The estimated peak wind speed was 115 mph, with a path length of 6.79 miles and a path width of 800 yards. Local and mutual aid partners were on scene to provide emergency services and maintain public safety.
Point of Contact	Adam Douglas – Becker County Emergency Management



STRENGTHS

The following items were displayed strengths during the Floyd Lakes Tornado:

1. Good participation and quick response from response organizations, including local fire departments, law enforcement, emergency management, public health and EMS individuals. Local partners and mutual aid participation were a large asset.
 - a. Existing and developed relationships allowed a quicker and more efficient response to the tornado.
 - b. Previously held trainings and events showcased lessons learned from other disasters. Partners work, train and exercise together. Good relationships are in place.
2. Drone access and knowledgeable pilots created an aerial view that complemented damage that was seen on the ground.
 - a. Regular flyovers created maps that documented recovery and assisted homeowners.
3. Incident command post set-up and law enforcement presence at the affected location was a benefit to affected residents, increasing local security and quickly assisting local needs.
4. Road closures assisted in the increase of local security to structures, as well as decreasing traffic/individuals not directly tied to homeowner needs.
 - a. Reduction in scam situations, inflated prices for debris removal, etc.
 - b. Better communication with those impacted by the tornado
5. EOC was opened and was integrated with on scene needs.
 - a. New location was chosen, which was closer to the affected area and had appropriate space.
 - b. Co-location to shelter was beneficial in this case, as most needs revolved around immediate needs/requests. Most affected individuals were not in need of long-term shelter.
6. Emergency management and public health staff (Adam and Vanessa) worked well together to manage on-scene, EOC and shelter needs appropriately.
 - a. Integration of partner organizations also went well and fit within the Becker County EOC structure.
 - b. Adaptation of procedures occurred when needed so that the EOC met the unique needs created from the tornado.
 - c. Incident, response, resource and personnel management were appropriate, right sized and based on the community's needs.
7. Community was very supportive, donating water, food and resources to the affected area.
8. Recovery to the impacted homes showcased quick progress.
9. The Pelican River Watershed District was an essential resource in water-based debris management. The in-place plans and procedures quickly helped reduce hydrologic-related risk.
10. The Floyd Shores Association was a great partner to ensure that affected residents could share/receive public information and meet needs. Two-way communication was a best practice.

11. Team Rubicon was a great resource in debris removal. Coming in a few days after allowed these resources to supplement the fatigue from local residents.
12. Preparatory work with local fire departments, EMS and law enforcement allowed a quick response. Responders were staged and ready when the incident hit.
13. The weather service alert was beneficial to residents. Sheltering occurred because of this notification. CodeRED sheltering at MSTATE was also beneficial.
14. PIO incorporation allowed one message to be shared throughout the affected area. Misinformation and related issues were decreased.
 - a. Dedicated PIO also allowed other on-scene and EOC staff to focus on additional duties.
15. Debris management – landfill was close to the affected area
16. Donations management strategies were clear, and extraneous materials were not collected.
17. One entrance to the shelter allowed for needed security, monitoring.

IMPROVEMENT ITEMS & FUTURE ACTIONS

The following items are recommended as part of the Floyd Lakes Tornado:

1. Debris management – Additional planning could be done in regard to township vs. city responsibilities. Lack of communication during the incident led to changes in debris removal.
 - Action Item: Involve township personnel earlier in future incidents.
 - Action Item: Provide education so that township, city and county responsibilities for debris management are well defined before incidents occur.
 - Action Item: Request additional mutual aid sooner to eliminate long-lines and wait times for debris management.
 - Action Item: Additional planning may need to be done regarding events that require handling large amounts of structural debris. This is not as easily removed and can overwhelm landfills, homeowners and roadways.
2. In one case, information was advertised too soon to residents about debris management services. This caused local confusion as to when resources were coming on scene.
 - Action Item: Do not rush to advertise services and always attain EOC manager approval before dissemination.
3. The population was affected in multiple ways by the tornado, and recovery could stretch on for months after the incident.
 - Action Item: Response and recovery organizations are not always aware of vulnerable individuals and their needs. Partner with existing organizations and establish methods to identify those that may need additional assistance, as well as any that are at a higher risk of being affected by disaster.
 - Action Item: Offer mental health resources as part of a long-term recovery plan and standardize as a part of future incidents.

4. Communication improvements were noted during the Floyd Lakes tornado

- Action Item: Provide information/handouts to the command post when staffed as residents went there for information instead of the shelter/EOC location.
- Action Item: Ask Red Cross to assist in handing materials when on-scene doing damage assessments.
- Action Item: Plan comparisons are needed between emergency management, emergency response and public health. Becker County response agencies want to make sure that all partners are aware of in-place plans, assumed roles/responsibilities and are approaching disaster situations in a coordinated way.
- Action Item: Update radios in the command post and replace an older model.

5. Some EOC improvements will aid in future deployments. Because the shelter was co-located, actions below are also inclusive of this function.

- Action Item: Long-term or higher impact future events will affect current responding staff. Ensuring back-up personnel for essential positions would assist in eliminating issues relating to situational/disaster impacts, recovery, time-off or multiple-day events that require 24/7 operational periods.
- Action Item: Relocate deputy to front of a shelter/EOC to monitor for media, persons requiring assistance, etc.
- Action Item: Request additional EOC and shelter positions to be filled quickly after the incident occurs to aid in the incoming workload/needs and decrease responder stress.
- Action Item: The Floyd Lakes tornado highlighted EOC requirements that are not available in the current location. A new location to serve as the Becker County EOC could be needed, especially for future events with a long duration.

6. Areas in Detroit Lakes do not have appropriate tornado siren coverage.

- Action Item: Tornado siren installation in Detroit Lakes would reduce risk and keep the public safe. Investigate costs, locations and vendors to plan for a future project.



Closed Session – Motion to close the meeting pursuant to Minn. Stat. Section 13D.03 Subd. 1(b) The governing body of a public employer may by a majority vote in a public meeting decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25.