BECKER COUNTY BOARD OF COMMISSIONERS
Regular Meeting
Date: Tuesday, December 1, 2026 at 8:15 AM
Location: Board Room, Courthouse
or
Virtual TEAMS Meeting Option
Call-In #: 763-496-5929 - Conference I.D.: # 868 724 896

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 November 17, 2026 **3**

8:25 Consent Agenda

1. Auditor-Treasurer: Regular Claims, Auditor Warrants, & Over 90 Days **5**
2. Auditor-Treasurer: 2026-2028 Professional Services Audit Quotes **6**
3. Human Services: Regular Claims, Public Health, & Transit
4. Human Services: Resolution 12-26-1A - Public Health Donations **7**

8:30 Commissioners

1. Open Forum
2. Reports and Correspondence
3. Appointments

9:00 County Administrator

1. Report
2. Tax Forfeited Land/Parks

9:30 Human Resources

1. Updated Job Descriptions — Social Worker Title Change **9**
2. Resolution 12-26-1B - 2026 DDA Maintenance Review **19**
3. Resolution 12-26-1 D - 2027 Non-Union COLA **29**

9:50 Sheriff

1. Resolution 12-26-1E - Emergency Mass Notification **30**

10:00 Land Use-NRM

1. Tax Forfeited Land Easement Policy **32**
2. Resolution 12-26-1C - 2027 NRM-Parks Fee Schedule **42**

10:20 Planning & Zoning

1. Planning Commission Recommendations 11/18/2026 **43**
   a) Northstar Global Solutions LLC formerly Stella Blue Properties LLC - Request for the Planning Commission to interpret table 5-1, Letter B for a single-family residence on a commercially zoned parcel in accordance with Chapter 5, Section 1, Letter D.
   b) Intent to enact an amendment to the Zoning Ordinance - To consider revisions to the Becker County Zoning Ordinance to remove the provisions establishing the Planning Commission.

10:45 Closed Session - Evaluation of County Administrator Carrie Smith

1. Motion to close the meeting pursuant to Minn. Stat. Section 13D.05 Subd. 3 (a) A public body may close a meeting to evaluate the performance of an individual who is subject to its authority. The public body shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the public body shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting.

Adjourn

BOARD MEETING AS POSTED
BECKER COUNTY BOARD OF COMMISSIONERS
DATE: TUESDAY, November 17, 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 – Remove Resolution 11-26-2A from the Consent Agenda and add to Sheriff items (Meyer, Nelson) carried.
2. Minutes – Motion and second to approve minutes of November 3, 2026 (Hansen, 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 11-26-2D – Cormorant Lake Sportsman Club Gaming at Zoo on 22 in Lake Eunice Twp, Human Services: Regular Claims, Public Health, & Transit, Parking Lot Lease Agreement Amendment, Land Use: Environmental Services – Resolution 11-26-2E – SCORE Grant Acceptance, Highway: Resolution 11-26-2F – Two Inlets Twp – LRIP Support, Resolution 11-26-2G – Lake Eunice Twp – LRIP Support (Meyer, Vareberg) carried.

Commissioners:

1. Open Forum:
    - Mary Nemec – concerns with consistency regarding PRWD decisions.
2. Reports and Correspondence: Reports were provided on the following meetings:
    - Commissioner Nelson – NRM, Canvassing Board.
    - Commissioner Meyer – LCSC, Historical Society, DAC.
    - Commissioner Hansen – Prairie Lakes Ash Facility, Canvassing Board.
    - Commissioner Vareberg – NRM.
    - Commissioner Jepson – None.
3. Appointments.

- None.

Minnesota Power: presented by Drew Janke and Mike Putney.

1. Maple River-Cuyuna Transmission Project update.

County Administrator:

1. No Report-Carrie Smith Absent.
2. Union Contracts: presented by Teaira Christen.
   - Motion and second to approve the Human Services Supervisors Contract (Nelson, Meyer) carried.
   - AFSCME, Teamsters: Sheriff's Clerical, Courthouse, and Human Services were approved at the November 3, 2026 meeting and were included in the board packet because they were not available at the November 3 meeting.

Sheriff: presented by Todd Glander.

1. Motion and second to approve Resolution 11-26-2B – Accept Funds from Lake Eunice Evangelical Free Church in the amount of $338.75 in honor of its Sunday School VBS Program (Meyer, Nelson) carried.
2. Motion and second to approve Resolution 11-26-2A – Accept 2 Fire Suppressors from the DL Masonic Lodge (Nelson, Meyer) carried.
3. Motion and second to approve Resolution 11-26-2C – Request to Apply for the 2027 Boat & Water Equipment Grant to equip the existing boat with the Administrator to sign off on grant (Hansen, Nelson) carried.

Being no further business, Board Chair Jepson adjourned the meeting at 9:55 am.

/s/ Carrie Smith	/s/ Erica Jepson
Carrie Smith	Erica Jepson
County Administrator	Board Chair

DRAFT

BECKER COUNTY BOARD OF COMMISSIONERS
Finance Committee Meeting
Date: Monday, November 30, 2026 at 8:30 AM

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

County Administrator

1. Report

Auditor-Treasurer

1. Regular Claims, Auditor Warrants, & Over 90 Days
2. 2026-2028 Professional Services Audit Quotes

Human Services

1. Regular Claims, Public Health, & Transit
2. Resolution 12-26-1A - Public Health Donations

Human Resources

1. Resolution 12-26-1B - 2026 DDA Maintenance Review
2. Resolution 12-26-1D - 2027 Non-Union COLA

Sheriff

1. Resolution 12-26-1E - Emergency Mass Notification

Land Use: NRM

1. Tax Forfeited Land Easement Policy
2. Resolution 12-26-1C - 2027 NRM-Parks Fee Schedule

Adjourn

Becker County
Request for Proposed Audit Fees
Three-Years
2026 & 2027 & 2028

Entities		2026	2027	2028
Hoffman, Philipp, & Martell, PLLC				
Becker County		107,000	107,000	107,000
EDA		23,000	23,000	23,000
	Tota	**130,000**	**130,000**	**130,000**
CliftonLarsonAllen LLP				
Becker County		93,090	97,905	102,185
EDA		26,964	28,569	30,174
	Total	**120,054**	**126,474**	**132,359**
Abdo Solutions				
Becker County		72,500	75,500	78,500
EDA		20,000	21,000	22,000
	Total	**92,500**	**96,500**	**100,500**
Cavanaugh & Company, PLLC				
Becker County				
EDA		11,000	11,000	11,000
	Tota	**11,000**	**11,000**	**11,000**

BECKER COUNTY BOARD OF COMMISSIONERS

RESOLUTION # 12-26-1A

Acceptance of Donation

WHEREAS, Becker County Human Services has received a $500 donation from Region IV Interagency Early Intervention Committee and $1,000 from Blue Cross Blue Shield to be used towards the upcoming 4th annual Community Baby Shower; and

NOW THEREFORE BE IT RESOLVED that the Becker County Board of Commissioners of Becker County, Minnesota, hereby accepts the donation of $500 donation from Region IV Interagency Early Intervention Committee and $1,000 from Blue Cross Blue and authorizes Becker County Human Services to utilize them towards the upcoming 4th annual Community Baby Shower.

Duly adopted this 18th day of November 2026, at Detroit Lakes, MN.

COUNTY BOARD OF COMMISSIONERS
Becker County, Minnesota

ATTEST:

/s/ Carrie Smith	/s/ Erica Jepson
Carrie Smith	Erica Jepson
County Administrator	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 November 18, 2026, as recorded in the record of proceedings.

Carrie Smith
County Administrator

Public Health Donations Summary

Both are donations toward the upcoming 4th annual Community Baby Shower. The next is scheduled April 22, 2027. We respectfully request approval of both for this purpose.

1. Region IV Interagency Early Intervention Committee (IEIC): $500

2. Blue Cross Blue Shield of MN: $ 1,000

Classification: ~~Social Worker~~Human Services Specialist – Adult Services, Grade 9
Department: Human Services/Adult Services Unit
Reports to: Adult Services Supervisor
FLSA Classification: Exempt
Union Status: Teamsters Human Services
Board Approved: December 1, 2026~~January 21, 2025~~

Position Summary

The Adult Services Human Services Specialist ~~Social Worker~~ performs responsible work on cases involving complex client needs; develops, implements and monitors case plans; and performs related work duties as assigned.

Essential Duties and Responsibilities

- Assesses and monitors the psychosocial, behavioral, medical and safety needs of individuals and families to coordinate appropriate services via ongoing communication with individuals, families and providers.
- Creates, implements, and monitors detailed service plans to manage goals, services and resources specific to each client, while maintaining files to meet federal, state and local mandates and timelines.
- Provides education to individuals, family members and community partners regarding programs and services available; makes referrals to a variety of support services.
- Maintains detailed documentation of participation in case records, on-going case narratives; compiles data for various reports; completes mandated state and local forms and adheres to program details.
- Ensures compliance with all applicable federal, state, and local laws and policies including HIPAA, data privacy and security, etc.
- Coordinates with other units and community organizations to promote utilization of services.
- Upholds a high standard of commitment to quality customer services by communicating professionally, leading by example, complying with county policies, promoting respectful work relationships, and promoting and maintaining a spirit of cooperation. Responds promptly and accurately to public requests and inquiries.
- Serves as a customer service role model for the County and the department. Adheres to customer service principles during interactions.
- On call duties or responding after regular work hours may be applicable in certain positions, depending on client needs.

- Attends trainings and meetings.
- Performs other duties as assigned or apparent.

Qualifications

Education: A bachelor's degree from an accredited four-year college or university with a major in social work, psychology sociology, or closely related field; OR a bachelor's degree from an accredited four-year college or university with a major in any field and one year of experience as a social worker in a public or private social services agency.

Requirements:

- Valid driver's license.
- Knowledge of agency programs, policies and procedures.
- Knowledge of office practices, procedures and equipment.
- Knowledge of software programs as they pertain to this position.
- Experience with Microsoft Office, Outlook, Excel, and Word software.
- Ability to be objective, accept responsibility and maintain confidentiality
- Ability to establish effective working relationships with peers, other agency personnel and external organizations.
- Effective oral and written communication skills.
- Ability to interpret and implement complex oral and written directions.
- Ability to be respectful and maintain all confidentiality requirements.
- Ability to follow safe work practices and procedures; report unsafe work practices, conditions, or incidences to supervisor; and cooperate with others on matters relating to occupational safety and health.
- Ability to work independently and to make decisions in keeping with policy and procedures.
- Represent Becker County in a professional manner to the public, outside contacts and constituencies.

Physical Demands and Working Conditions

- Work is performed in an indoor office, client homes, and other community settings.
- Long periods of sitting and standing may be required, as well as repetitive movements, and occasional lifting over 10 pounds.
- Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- Exposure to angry or emotional persons may occur.

Equipment Utilized

- Computer, printer, scanner, telephone. Use of a company fleet vehicle when necessary.

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.

Classification: ~~Social Worker~~Human Services Specialist – Adult Services– Over 65, Grade 9
Department: Human Services Department
Reports to: Adult Services Supervisor
FLSA Classification: Exempt
Union Status: Teamsters Human Services

Position Summary

The Adult Services Human Services Specialist ~~Social Worker~~ – Over 65 Care Coordinator completes assessments, care plans and helps members identify medical, functional, cognitive, psychosocial and mental health needs. Connects members to resources, care and services. Monitors and documents progress towards health goals and changes in health status. Facilitates conversations between interdisciplinary Care Teams (including Patient Navigators, Care Coordinators, primary care physicians, and additional health care providers) and expedites client service referrals. Assists members with transitions of care to meet the members needs and preferences to find housing, services, and other resources.

Essential Duties and Responsibilities

- Conduct intake assessment, needs assessment, care plans, and reassessment services to address patients' personal health care needs. Manage goals, services and resources specific to each member while maintaining files to meet, federal, state, and health plan guidelines, mandates, and timelines. This includes both monthly and annual health plan audits and both APS and Over 65.
- Provide support to members and assist with problems as they arise. Provide advice, direction, and support assistance as needed for member to maintain financial eligibility for services.
- Consult with member and family members to discuss concerns.
- Screen clients for eligibility for services and refer clients to needed services, such as mental health, housing (assisted living or nursing homes).
- Ensure that assessments are completed within health plan timelines for waiver, non-waiver, and nursing home members.
- Initiate and assist member with missed appointments as necessary (dental, vision, annual, hearing etc.) and schedule rides through health plan.
- Discuss with health care providers client Care Plan and share information regarding referral sources during transitions (hospitalization, TCU stays). Assist members with transitions to find a balance between their preferences of care and meeting their health and safety needs.
- Document client services and work with health plans and community service providers to ensure that authorizations for services are completed in a timely manner so that client services are not interrupted.
- Maintain documentation of all member encounters and complete reporting requirements according to
- organization standards.
- Attend and represent the organization at professional conferences, in-service trainings, and meetings.
- Attend internal meetings and required health plan trainings.
- Organize caseloads to ensure member contact requirements for health plan compliance are met.

- Uphold a high standard of commitment to quality customer service by communicating professionally, leading by example, complying with county policies, promoting respectful working relationships, and promoting and maintaining a spirit of cooperation.
- Perform other duties as assigned or apparent.

Qualifications

Education and Experience: A Social Work, Nursing or related field and one year of home and community-based service experience; or equivalent combination of education/training/experience.

Requirements:

- Valid Minnesota Driver's License.
- Ability to obtain MNChoices certification within six months of hire.

Knowledge, Skills and Abilities:

- Knowledge of social work practice, principles, and methods.
- Knowledge of agency programs, policies and procedures.
- Knowledge of office practices, procedures and equipment.
- Knowledge of software programs as they pertain to this position.
- Ability to be objective, accept responsibility and maintain confidentiality.
- Ability to establish effective working relationships with the supervisory staff, other agency personnel, the public, clients, and external organizations.
- Effective oral and written communication skills. Ability to interpret and implement complex oral and written policies and procedures.
- Ability to follow safe work practices and procedures and report unsafe work practices, conditions, or incidences to supervisor. Cooperate with others on matters relating to occupational safety and health.
- Ability to work under limited supervision with general autonomy in determining how objectives are achieved.
- Ability to perform widely varied work involving many complex and significant variables, requiring analytical ability and inductive thinking in adapting policies, procedures and methods to fit unusual and complex situations.

Physical Demands and Working Conditions

- Work is performed in an office setting, client's homes, and outside agencies and facilities.
- Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- May encounter angry, emotional, ill, or mentally impaired persons.

Equipment Utilized

- Office equipment and computer hardware and software. Use of a company fleet vehicle when necessary.

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: ~~Social Worker~~ Human Services Specialist - Behavioral Health, Grade 9
Department: Human Services/Behavioral Health Unit
Reports to: Behavioral Health Supervisor
FLSA Classification: Exempt
Union Status: Teamsters Human Services

Position Summary

The Behavioral Health ~~Social Worker~~Human Services Specialist -performs responsible work on cases involving complex client needs; develops, implements and monitors case plans; and performs related work duties as assigned.

Essential Duties and Responsibilities

- Assesses and monitors the psychosocial, behavioral, medical and safety needs of individuals and families to coordinate appropriate services via ongoing communication with individuals, families and providers.
- Creates, implements, and monitors detailed service plans to manage goals, services and resources specific to each client, while maintaining files to meet federal, state and local mandates and timelines.
- Provides education to individuals, family members and community partners regarding programs and services available; makes referrals to a variety of support services.
- Maintains detailed documentation of participation in case records, on-going case narratives; compiles data for various reports; completes mandated state and local forms and adheres to program details.
- Ensures compliance with all applicable federal, state, and local laws and policies including HIPAA, data privacy and security, etc.
- Coordinates with other units and community organizations to promote utilization of services.
- Upholds a high standard of commitment to quality customer services by communicating professionally, leading by example, complying with county policies, promoting respectful work relationships, and promoting and maintaining a spirit of cooperation. Responds promptly and accurately to public requests and inquiries.
- Serves as a customer service role model for the County and the department. Adheres to customer service principles during interactions.
- On call duties or responding after regular work hours may be applicable in certain positions, depending on client needs.

- Attends trainings and meetings.
- Performs other duties as assigned or apparent.

Qualifications

Education: A bachelor's degree from an accredited four-year college or university with a major in social work, psychology sociology, or closely related field; OR a bachelor's degree from an accredited four-year college or university with a major in any field and one year of experience as a social worker in a public or private social services agency.

Requirements:

- Valid driver's license.
- Licensed in MN as a Licensed Addiction Drug Counselor (LADC) preferred.
- Knowledge of agency programs, policies and procedures.

- Knowledge of office practices, procedures and equipment.
- Knowledge of software programs as they pertain to this position.
- Experience with Microsoft Office, Outlook, Excel, and Word software.
- Ability to be objective, accept responsibility and maintain confidentiality
- Ability to establish effective working relationships with peers, other agency personnel and external organizations.
- Effective oral and written communication skills.
- Ability to interpret and implement complex oral and written directions.
- Ability to be respectful and maintain all confidentiality requirements.
- Ability to follow safe work practices and procedures; report unsafe work practices, conditions, or incidences to supervisor; and cooperate with others on matters relating to occupational safety and health.
- Ability to work independently and to make decisions in keeping with policy and procedures.

Physical Demands and Working Conditions

- Work is performed in an indoor office, client homes, schools and other community settings.
- Long periods of sitting and standing may be required, as well as repetitive movements, and occasional lifting over 10 pounds.
- Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- Exposure to angry or emotional persons may occur.

Equipment Utilized

- Computer, photocopier, printer, scanner, telephone with voicemail capabilities and multiple lines, and calculator. Use of a company fleet vehicle when necessary.

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: ~~Social Worker~~Human Services Specialist – Certified MNChoices Assessor, Grade 9
Department: Human Services Department
Reports to: Social Services Supervisor – Adult Services
FLSA Classification: Exempt
Union Status: Teamsters Human Services

Position Summary

The ~~Social Worker~~Human Services Specialist – Certified MNChoices Assessor completes long term care assessments using an application developed by the Minnesota Department of Human Services to plan services for people who need long-term services and support. The assessor determines the level of care the person needs, case mix and home care ratings. The assessor develops a community support plan, creates services agreements for state plan services, recommends referrals, helps people select appropriate services, provides information on Minnesota Health Care programs, and provides access assistance for people to move back into the community.

Essential Duties and Responsibilities

- Prepare for assessments including reviewing MMIS and SSIS system for MCHP eligibility and services used. Interview, assess, and perform case evaluations of diverse populations to determine individual needs and establish appropriate treatment and service goals.
- Maintain client confidentiality and obtain releases of information.
- Chart in the MnCHOICES assessment application, use professional judgement to determine eligibility, consult with an interdisciplinary team as needed. Coordinate with other departments, such as income maintenance, and targeted case managers to determine eligibility and complete service planning.
- Prepare a MnCHOICES Support Plan, make referrals for state plan services, create service agreements for state plan services and rate tools for Elderly Waiver customized living services. Enter LTC and DD screening documents into MMIS.
- Complete financial eligibility worksheets and gather income and asset information for clients for ECS and AC programs.
- Coordinate with community providers, such as hospitals, nursing facilities, and assisted living facilities.
- Coordinate client's discharges and moves to assisted living with client, family, and facility for over 65 population. Coordinate assessment transfers with other counties.
- Maintain continuous training on program application updates and policy changes. Attend regional meetings to collaborate with other counties.
- Perform Adult Services intake.
- Uphold a high standard of commitment to quality customer service by communicating professionally, leading by example, complying with county policies, promoting respectful working relationships, and promoting and maintaining a spirit of cooperation.
- Attends trainings and meetings.
- Perform other duties as assigned or apparent.

Qualifications

Education and Experience: A bachelor's degree in social work, Nursing or related field and one year of relevant experience; or equivalent combination of education/training/experience.

Requirements:

- Valid Minnesota Driver's License.
- Ability to obtain MNChoices certification within six months of hire.

Knowledge, Skills and Abilities:

- Knowledge of social work practice, principles, and methods.
- Knowledge of agency programs, policies and procedures.
- Knowledge of office practices, procedures and equipment.
- Knowledge of software programs as they pertain to this position.
- Ability to be objective, accept responsibility and maintain confidentiality.
- Ability to establish effective working relationships with the supervisory staff, other agency personnel, the public, clients, and external organizations.
- Effective oral and written communication skills. Ability to interpret and implement complex oral and written policies and procedures.
- Ability to follow safe work practices and procedures and report unsafe work practices, conditions, or incidences to supervisor. Cooperate with others on matters relating to occupational safety and health.
- Ability to work under limited supervision with general autonomy in determining how objectives are achieved.
- Ability to perform widely varied work involving many complex and significant variables, requiring analytical ability and inductive thinking in adapting policies, procedures and methods to fit unusual and complex situations.

Physical Demands and Working Conditions

- Work is performed in an office setting, client's homes, and outside agencies and facilities.
- Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- May encounter angry, emotional, ill, or mentally impaired persons.

Equipment Utilized

- Office equipment and computer hardware and software. Use of a company fleet vehicle when necessary.

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: ~~Social Worker~~ Human Services Specialist – Child and Family Services, Grade 9
Department: Human Services
Reports to: Social Services Supervisor – Child and Family Services
FLSA Classification: Exempt
Union Status: Teamsters Human Services

Position Summary

The ~~Social Worker~~Human Services Specialist performs responsible work on client cases involving complex client needs; develops, implements and monitors case plans; and performs related work.

Essential Duties and Responsibilities

- Assesses and monitors the psychosocial, behavioral, medical and safety needs of individuals and families to coordinate appropriate services via ongoing communication with individuals, families and providers.
- Creates, implements and monitors detailed case plans to manage goals, services and resources specific to each client while maintaining files to meet federal, state, and local mandates and timelines.
- Prepares detailed court reports, participates in court hearings and collaborates with the county attorney's office and other court partners (Guardians ad Litem, court administration).
- Provides education to individuals, family members and community partners, regarding programs and services available; refers clients to a variety of support services.
- Maintains detailed documentation of participation in case records, ongoing case narratives; compiles data for various reports; completes mandated state and local forms and adheres to program deadlines.
- Ensures compliance with all applicable federal, state, and local laws and policies including HIPPA, data privacy and security, etc.
- Uphold a high standard of commitment to quality customer service by communicating professionally, leading by example, complying with county policies, promoting respectful working relationships, promoting and maintaining a spirit of cooperation. Respond promptly and accurately to public requests and inquiries.
- Coordinate with other units and community organizations to promote utilization of services.
- On call duties or responding after regular work hours may be applicable in certain positions, depending on client needs.

- Attends trainings and meetings.
- Performs other duties as assigned or apparent.

Qualifications

Education: A bachelor's degree from an accredited four-year college or university with a major in social work, psychology sociology, or closely related field; OR a bachelor's degree from an accredited four-year college or university with a major in any field and one year of experience as a social worker in a public or private social services agency.

Requirements:

- Valid driver's license.
- Knowledge of agency programs, policies and procedures.
- Knowledge of office practices, procedures and equipment.
- Knowledge of software programs as they pertain to this position.

- Experience with Microsoft Office, Outlook, Excel, and Word software.
- Ability to be objective, accept responsibility and maintain confidentiality
- Ability to establish effective working relationships with peers, other agency personnel and external organizations.
- Effective oral and written communication skills.
- Ability to interpret and implement complex oral and written directions.
- Ability to be respectful and maintain all confidentiality requirements.
- Ability to follow safe work practices and procedures; report unsafe work practices, conditions, or incidences to supervisor; and cooperate with others on matters relating to occupational safety and health.
- Ability to work independently and to make decisions in keeping with policy and procedures.

Physical Demands and Working Conditions

- Work is performed in an indoor office, client homes, and other community settings.
- Long periods of sitting and standing may be required, as well as repetitive movements, and occasional lifting over 10 pounds.
- Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- Exposure to angry or emotional persons may occur.

Equipment Utilized

- Computer, printer, scanner, telephone. Use of a company fleet vehicle when necessary.

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.

BECKER COUNTY BOARD OF COMMISSIONERS
RESOLUTION 12-26-1B
2026 DDA Maintenance Review

WHEREAS, Becker County agreed to enter an ongoing maintenance contract with DDA after the 2023 class and comp study where DDA performs an annual market analysis of all positions; and

WHEREAS, Dr. Tessia Melvin, DDA Management Consultant reviewed 1/2 of the Becker County job descriptions in 2026 including all job descriptions in the following departments: Attorney, Human Services, Planning & Zoning, Recorder, Sheriff, and Transit; and

WHEREAS, Dr. Tessia Melvin, DDA Management Consultant recommended the following reclassifications effective January 1, 2026.

Job Description	Current Grade	Proposed Grade
Transfer Station Operator Mechanic	6	7
Transfer Station Manager	7	9
Material Recovery Facility Manager	7	8
Legal assistant	4	5
Paralegal	6	7
Lieutenant	13	14
Building Maintenance Supervisor/Safety Coordinator	9	10
Jail Administrator	12	13
Assistant Highway Engineer/ Construction	11	12
Highway Maintenance Sup	11	12
Chief Deputy	15	16
TS Light Equipment Operator	3	4
TS Heavy Equipment Operator	4	5
Administrative Assistant Sheriff	4	5
Administrative Assistant Jail	4	5
Sheriff Office Manager	6	7

NOW THEREFORE BE IT RESOLVED. That the Board of Commissioners of Becker County, Minnesota, hereby approves the proposed DDA recommendations as stated above.

Duly adopted this 1st day of December, 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 December 1, 2026, as recorded in the record of proceedings.

Carrie Smith
County Administrator

DDA
Human Resources, Inc.
a David Drown Associates Company

TO: BECKER COUNTY BOARD

FROM: DR. TESSIA MELVIN, DDA MANAGEMENT CONSULTANT

CC: CARRIE SMITH, COUNTY ADMINISTRATOR AND TEAIRA CHRISTEN, HR DIRECTOR

SUBJECT: 2026 MARKET ANALYSIS

Project Scope

DDA completed a study in 2023, and the Board agreed to enter an ongoing maintenance contract to ensure market competitiveness, updated job descriptions and improve retention and recruitment efforts. DDA annually performs a market analysis of all positions and reviews the County's classification and compensation systems. Each year, DDA reviews market data for all positions and reviews 1/3 of job descriptions and classifications.

The following benchmarks were used in comparison to Becker County's wages:

County		City
Aitkin	Kanabec	Detroit Lakes
Benton	Mille Lacs	Fergus Falls
Carlton	Morrison	Moorhead
Cass	Otter Tail	
Clay	Pine	
Crow Wing	Polk	
Douglas	Todd	
Hubbard	Wadena	

Job Title	Department
Account Clerk 1	Environmental Services
Admin Secretary	Human Services
Assistant Attorney	Attorney
Assistant Jail Administrator	Sheriff's Department - Jail
Assistant Veterans Service Officer	Veterans Services
Associate Attorney	Attorney
Bailiff	Sheriff's Department
Bus Driver	Transit
Case Aid	Human Services
Chief Bailiff	Sheriff's Department
Chief Deputy	Sheriff's Department
Chief Deputy Recorder	Recorder
Child Support Officer	Human Services
Child Support Supervisor	Human Services
Communications Officer	Sheriff's Department
Communications Supervisor	Sheriff's Department
Compactor Truck Driver	Environmental Services
Correctional Officer	Sheriff's Department - Jail
Court Screener	Sheriff's Department
Deputy Investigator	Sheriff's Department
Deputy Recorder I	Recorder
Deputy Recorder II	Recorder
Deputy Recorder III	Recorder
Deputy Sergeant	Sheriff's Department
Deputy Sheriff	Sheriff's Department
Deputy/Emergency Manager	Sheriff's Department
Driver/Dispatcher	Transit

Driver/Dispatcher	Transit
Financial Assistance Supervisor	Human Services
Financial Assistant	Human Services
Financial Assistant	Human Services
First Assistant Attorney	Attorney
Fraud Prevention Investigator	Human Services
Human Services Director	Human Services
Jail Administrator	Sheriff's Department - Jail
Jail Secretary	Sheriff's Department - Jail
Jail Secretary	Sheriff's Department - Jail
Jail Sergeant	Sheriff's Department - Jail
Legal Assistant	Attorney
Lieutenant Sheriff	Sheriff's Department
License Supervisor	Motor Vehicle
Licensing Clerk	Motor Vehicle
Licensing Clerk	Motor Vehicle
Licensing Clerk	Motor Vehicle
Licensing Clerk	Motor Vehicle
Nutrition Coordinator	Human Services
Office Manager	Sheriff's Department
Office Service Supervisor	Human Services
Office Support	Human Services
Office Support	Planning & Zoning
Paralegal	Attorney
Program Coordinator	Sheriff's Department - Jail
Public Health Nurse	Human Services
Public Health Supervisor	Human Services
Recorder	Recorder
Release Planner/Case Worker	Sheriff's Department - Jail

Sheriff Secretary	Sheriff's Department
Sheriff Secretary	Sheriff's Department
Social Services Supervisor	Human Services
Social Worker	Human Services
STS Crew Lead	Sheriff's Department - Jail
Support Enforcement Aide	Human Services
Transport Officer	Sheriff's Department - Jail
Transit Coordinator	Transit
Veterans Service Officer	Veterans Services
Victim Services Coordinator	Attorney
Zoning Administrator	Planning & Zoning
Zoning Tech/E911	Planning & Zoning
Zoning Tech/Sewer Inspector	Planning & Zoning

2026 Market Analysis

The County's current pay grid is calibrated at 6% above market minimum average rates and at 2% above market average maximum rates.

Job Title	Client MIN	Client MAX	Bench MIN	Bench MAX	*Client Min % of Bench Min*	*Client Max % of Bench Max*	*Client Range Spread*	*Bench Range Spread*
Custodian I	$21.86	$28.52	$21.41	$27.94	*102%*	*102%*	*30%*	*30%*
Transfer Station Light Equipment Operator	$23.17	$30.23	$25.72	$32.19	*90%*	*94%*	*30%*	*25%*
Transfer Station Light Equipment Operator	$23.17	$30.23	$25.72	$32.19	*90%*	*94%*	*30%*	*25%*
Transit Bus Driver	$23.17	$30.23	$20.73	$28.02	*112%*	*108%*	*30%*	*35%*
Admin Secretary	$24.56	$32.04	$21.60	$30.84	*114%*	*104%*	*30%*	*43%*
Administrative Assistant - Jail	$24.56	$32.04	$25.82	$33.69	*95%*	*95%*	*30%*	*30%*
Administrative Assistant - Sheriff	$24.56	$32.04	$23.81	$33.26	*103%*	*96%*	*30%*	*40%*
Assessment Tech I	$24.56	$32.04	$23.82	$33.48	*103%*	*96%*	*30%*	*41%*

Legal Assistant	$24.56	$32.04	$24.58	$33.73	100%	95%	30%	37%
Licensing Clerk	$24.56	$32.04	$22.71	$31.00	108%	103%	30%	37%
Office Support Specialist	$24.56	$32.04	$22.80	$30.17	108%	106%	30%	32%
Account Clerk II	$26.03	$33.97	$26.84	$33.45	97%	102%	31%	25%
Case Aide	$26.03	$33.97	$24.68	$33.47	105%	102%	31%	36%
Compactor Truck Driver	$26.03	$33.97	$24.99	$33.68	104%	101%	31%	35%
Deputy Recorder I	$26.03	$33.97	$23.94	$31.28	109%	109%	31%	31%
STS Crew Lead	$26.03	$33.97	$25.03	$35.64	104%	95%	31%	42%
Support Enforcement Aide	$26.03	$33.97	$24.47	$32.51	106%	104%	31%	33%
Transfer Station Truck Driver	$26.03	$33.97	$24.99	$33.68	104%	101%	31%	35%
Transport Officer	$26.03	$33.97	$21.75	$31.75	120%	107%	31%	46%
Communications Officer	$28.12	$36.69	$25.08	$34.38	112%	107%	30%	37%
Correctional Officer	$28.12	$36.69	$26.32	$35.29	107%	104%	30%	34%
Deputy Property Tax Specialist	$28.12	$36.69	$28.59	$38.47	98%	95%	30%	35%
Financial Assistant	$28.12	$36.69	$26.06	$35.14	108%	104%	30%	35%
Maintenance Technician I	$28.12	$36.69	$25.54	$34.10	110%	108%	30%	34%
Maintenance Worker	$28.12	$36.69	$25.11	$34.00	112%	108%	30%	35%
Mechanic - Operator	$28.12	$36.69	$27.62	$37.46	102%	98%	30%	36%
Mechanic I	$28.12	$36.69	$28.49	$37.94	99%	97%	30%	33%
Office Manager (Sheriff's Office)	$28.12	$36.69	$28.44	$39.17	99%	94%	30%	38%
Paralegal	$28.12	$36.69	$29.68	$39.17	95%	94%	30%	32%
Payroll-Accounting Specialist I	$28.12	$36.69	$29.02	$39.63	97%	93%	30%	37%
Traffic Service Technician	$28.12	$36.69	$28.14	$36.37	100%	101%	30%	29%
Appraiser Trainee	$30.08	$39.25	$24.02	$32.14	125%	122%	30%	34%
Assistant County Veterans Service Officer	$30.08	$39.25	$28.89	$39.02	104%	101%	30%	35%
Bailiff	$30.08	$39.25	$23.59	$32.41	127%	121%	30%	37%
Child Support Officer	$30.08	$39.25	$26.98	$36.57	112%	107%	30%	36%
Fraud Prevention Investigator	$30.08	$39.25	$27.49	$38.25	109%	103%	30%	39%
Material Recovery Facility Manager	$30.08	$39.25	$30.55	$42.50	98%	92%	30%	39%
Transfer Station Manager	$30.08	$39.25	$34.42	$46.50	87%	84%	30%	35%
Victim Service Coordinator	$30.08	$39.25	$28.14	$37.25	107%	105%	30%	32%
Appraiser CMA	$32.34	$42.20	$28.95	$39.09	112%	108%	30%	35%

Chief Deputy Recorder	$32.34	$42.20	$30.04	$39.54	108%	107%	30%	32%
GIS Research Specialist	$32.34	$42.20	$29.53	$40.30	110%	105%	30%	36%
Human Resource Generalist	$32.34	$42.20	$31.17	$41.89	104%	101%	30%	34%
License Supervisor	$32.34	$42.20	$31.74	$43.13	102%	98%	30%	36%
Maintenance Crew Foreman	$32.34	$42.20	$32.28	$43.27	100%	98%	30%	34%
NRM Manager - Forester	$32.34	$42.20	$32.31	$41.93	100%	101%	30%	30%
Senior Engineering Technician	$32.34	$42.20	$32.61	$44.16	99%	96%	30%	35%
Shop Foreman	$32.34	$42.20	$32.03	$42.13	101%	100%	30%	32%
Traffic Service Foreman	$32.34	$42.20	$32.13	$43.06	101%	98%	30%	34%
Zoning Tech/Sewer Inspector	$32.34	$42.20	$26.56	$36.80	122%	115%	30%	39%
Accountant	$34.60	$45.15	$31.85	$42.59	109%	106%	30%	34%
Appraiser AMA	$34.60	$45.15	$30.07	$40.51	115%	111%	30%	35%
Building Maintenance Supervisor	$34.60	$45.15	$33.49	$44.05	103%	103%	30%	32%
Communications Supervisor	$34.60	$45.15	$34.45	$47.00	100%	96%	30%	36%
Developer/GIS Coordinator	$34.60	$45.15	$33.84	$45.65	102%	99%	30%	35%
IT Analyst II	$34.60	$45.15	$34.57	$47.06	100%	96%	30%	36%
Jail Sergeant	$34.60	$45.15	$32.18	$43.32	108%	104%	30%	35%
Nutrition Coordinator	$34.60	$45.15	$30.78	$45.23	112%	100%	30%	47%
Program Coordinator	$34.60	$45.15	$28.41	$37.99	122%	119%	30%	34%
Public Health Nurse	$34.60	$45.15	$33.97	$46.06	102%	98%	30%	36%
Social Worker	$34.60	$45.15	$32.41	$43.56	107%	104%	30%	34%
Deputy Sheriff	$34.94	$45.60	$33.43	$44.69	105%	102%	31%	34%
Assistant Jail Administrator	$37.38	$48.76	$35.75	$48.93	105%	100%	30%	37%
Chief Deputy Assessor	$37.38	$48.76	$32.88	$42.73	114%	114%	30%	30%
Chief Deputy Auditor-Treasurer I	$37.38	$48.76	$30.10	$41.34	124%	118%	30%	37%
Child Support Supervisor	$37.38	$48.76	$34.61	$46.75	108%	104%	30%	35%
County Veterans Service Officer	$37.38	$48.76	$33.88	$45.97	110%	106%	30%	36%
Deputy Investigator	$37.38	$48.76	$35.12	$46.61	106%	105%	30%	33%
Deputy/Emergency Manager	$37.38	$48.76	$35.09	$48.57	107%	100%	30%	38%
Economic Development Specialist	$37.38	$48.76	$35.04	$46.98	107%	104%	30%	34%
Financial Assistant Supervisor	$37.38	$48.76	$35.56	$48.11	105%	101%	30%	35%
Office Service Supervisor	$37.38	$48.76	$31.17	$42.01	120%	116%	30%	35%

Transit Coordinator	$37.38	$48.76	$34.69	$47.31	108%	103%	30%	36%
Assistant Engineer/Construction Manager	$41.11	$53.64	$42.20	$58.45	97%	92%	30%	38%
Deputy Sergeant	$41.11	$53.64	$38.32	$51.35	107%	104%	30%	34%
Financial Manager	$41.11	$53.64	$37.17	$51.38	111%	104%	30%	38%
Hwy Maintenance Superintendent	$41.11	$53.64	$36.70	$48.44	112%	111%	30%	32%
NRM Manager - Land Commissioner	$41.11	$53.64	$44.41	$59.15	93%	91%	30%	33%
Recorder	$41.11	$53.64	$39.87	$54.84	103%	98%	30%	38%
Social Service Supervisor	$41.11	$53.64	$40.62	$54.87	101%	98%	30%	35%
Jail Administrator	$43.58	$56.86	$42.70	$58.48	102%	97%	30%	37%
Public Health Supervisor	$43.58	$56.86	$39.89	$54.96	109%	103%	30%	38%
Zoning Administrator	$43.58	$56.86	$40.68	$54.98	107%	103%	30%	35%
Lieutenant Sheriff	$45.75	$59.70	$44.01	$64.93	104%	92%	30%	48%
Human Resource Director	$48.04	$62.69	$44.61	$62.04	108%	101%	30%	39%
Information Technology Director	$48.04	$62.69	$45.25	$61.02	106%	103%	30%	35%
Land Use Director	$48.04	$62.69	$50.07	$70.06	96%	89%	30%	40%
Chief Deputy	$50.44	$65.82	$49.28	$68.28	102%	96%	30%	39%
County Assessor	$50.44	$65.82	$44.46	$59.91	113%	110%	30%	35%
Associate Attorney	$52.47	$68.45	$44.64	$62.00	118%	110%	30%	39%
Assistant Attorney	$55.08	$71.88	$48.63	$65.73	113%	109%	31%	35%
First Assistant Attorney	$57.29	$74.75	$47.22	$64.69	121%	116%	30%	37%
Human Services Director	$57.29	$74.75	$55.43	$74.23	103%	101%	30%	34%
County Engineer	$61.30	$79.98	$58.52	$80.19	105%	100%	30%	37%
County Administrator	$69.49	$90.69	$65.75	$91.75	106%	99%	31%	40%
					106%	**102%**	**30%**	**35%**

Recommendations

While the County is currently at market average, the following job classifications are recommended by DDA.

Due to internal changes and organizational restructuring, we will not address the Land Use Director or NRM position.

2026 Position Reclassifications

Job Description	Current Grade	Proposed Grade
Transfer Station Operator Mechanic	6	Grade 7 Due to the amount of leadership, supervision and serving as back is nearly 20% of the job responsibilities.
Transfer Station Manager	7	Grade 9 Due to complex operational and an increase in regulatory, safety and environmental standards. This position supervises highly skilled technical positions and has a larger budget responsibility
Material Recovery Facility Manager	7	Grade 8 Due to complex operational and an increase in regulatory, safety and environmental standards
Legal assistant	4	Grade 5 Due to roles have expanded beyond traditional support work. The modern legal environment requires higher skill, greater responsibility and more technical capability.
Paralegal	6	Grade 7 Due to roles have expanded beyond traditional support work. The modern legal environment requires higher skill, greater responsibility and more technical capability.
Lieutenant	13	Grade 14 Due to greater administrative and strategic duties, which include planning, policy interpretation and long-term goals.
Building Maintenance Supervisor to Building Maintenance Supervisor/Safety Coordinator	9	Grade 10
Jail Administrator	12	Grade 13 With review and job classification
Assistant Highway Engineer/ Construction	11	Grade 12 With review and job classification
Highway Maintenance Sup	11	Grade 12 With review and job classification

Chief Deputy	15	Grade 16 With review and job classification
Light Equipment Operator	3	Grade 4 Due to internal equity and job description review
Heavy Equipment Operator	4	Grade 5 Due to internal equity and job description review
Administrative Assistant Sheriff	4	Additional duties with video footage for accuracy, classification and releasability. After review of Job Classification Appeal move to Grade 5.
Administrative Assistant Jail	4	Due to internal equity and job description review, move to Grade 5
Sheriff Office Manager	6	Due to internal equity and job description review, move to Grade 7

Appeals

Three appeals were received:

1. Administrative Assistant Sheriff: Additional duties with video footage for accuracy, classification and releasability. This impacts work duties and working conditions. Recommend moving to Grade 5. The County has some Administrative Assistants at 4 and some at 5.
2. Emergency Manager: Stated supervisory responsibilities and increase responsibility for emergency preparedness. In addition provided Clay County position and pay. This position is important to the County but the responsibilities for emergency preparedness have not changed. While it may provide work direction, it does not supervise direct reports. As a result, no classification change is warranted.
3. Communications Supervisor: Added wording creates and maintains 24/7 work schedules for staff, approves schedule changes, ensures proper staffing levels and subject to being called to assist with emergencies. These duties were assumed with current job description, so no classification change warranted.

BECKER COUNTY BOARD OF COMMISSIONERS
RESOLUTION 12-26-1D
2027 NON-UNION EMPLOYEES COLA INCREASE

WHEREAS, the Becker County Board of Commissioners approves the adoption of a 3.5% COLA increase effective January 1, 2027, for all Non-Union Employees; and

NOW THEREFORE BE IT RESOLVED. That the Board of Commissioners of Becker County, Minnesota, hereby approves the proposed 2027 non-union COLA as stated above.

Duly adopted this 1st day of December, 2026, at Detroit Lakes, MN.

COUNTY BOARD OF COMMISSIONERS
Becker County, Minnesota

ATTEST:

/s/ Carrie Smith	/s/ Erica Jepson
Carrie Smith	Erica Jepson
County Administrator	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 December 1st, 2026, as recorded in the record of proceedings.

Carrie Smith
County Administrator

BECKER COUNTY BOARD OF COMMISSIONERS

RESOLUTION # 12-26-1E

Authorization to Enter into an Agreement with Everbridge for Countywide Emergency Notification Services

WHEREAS, the Becker County Sheriff's Office evaluated countywide emergency notification platforms to improve public safety communications and emergency alerting capabilities throughout Becker County; and

WHEREAS, proposals were received and evaluated from Everbridge and Crisis24 CodeRED, both of which provide emergency notification services utilizing text, voice, email, mobile applications, GIS-based targeting, and FEMA IPAWS integration; and

WHEREAS, the evaluation determined that Everbridge provides enhanced capabilities including 1.5 million annual message credits, integrated incident management and collaboration tools, Microsoft Teams and Slack integration, and extensive implementation support; and

WHEREAS, the first-year cost of the Everbridge proposal is $13,341.90, with a three-year cost of $34,776.90; and

WHEREAS, all costs associated with this project are fully funded through the E911 Fund and are included in the Sheriff's Office 2027 budget; and

WHEREAS, the Becker County Sheriff's Office recommends selecting Everbridge based on its lower cost, higher messaging capacity, integrated incident management capabilities, and additional collaboration features.

NOW, THEREFORE, BE IT RESOLVED, that the Becker County Board of Commissioners authorizes the Becker County Sheriff's Office to enter into an agreement with Everbridge for the provision of countywide emergency notification services.

BE IT FURTHER RESOLVED, that the appropriate County officials are authorized to execute all necessary documents and take all actions necessary to implement this agreement.

Adopted by the Becker County Board of Commissioners on this 1st day of December 2026.

COUNTY BOARD OF COMMISSIONERS
Becker County, Minnesota

ATTEST:

/s/ _____
Carrie Smith
County Administrator

/s/ _____
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 December 1st, 2026, as recorded in the record of proceedings.

_____
Carrie Smith
County Administrator

Application for Non-Exclusive Private Easement Across Becker County Tax Forfeited Land

Becker County Natural Resource Management
1771 North Tower Road, Detroit Lakes, MN 56501
Phone: (218) 847-0099

Completely fill out the information requested below. Application does NOT guarantee an easement will be granted. It is to the applicant's advantage to explore all viable options for the most appropriate access route.

Access requests will be reviewed upon submission of completed application and a non-refundable **$346.00 deposit**. Deposit will be applied to any assessed timber damages and administrative, land use and recording fees. **Payment must accompany this application** by personal check, cashier's check or money order and made payable to: **Becker County**

If application is approved, it may take a minimum of six months for internal review, attorney review, County Board approval, routing for notarized signatures before final recording can happen.

Print or type application. Mail completed application to Natural Resource Management, 1771 North Tower Rd, Detroit Lakes, MN 56501.

Name of Applicant(s)_____ Date_____

Mailing Address_____ City, State, Zip_____

Property Owner(s) (if different than applicant)_____

Phone_____ Cell Phone_____ Email_____

PRIVATE Land Information: Identify the parcel(s) requiring legal access. Attach additional sheets, if necessary

Parcel ID (PID)	Legal Description	Section	Township	Range

Current Property Classification

- ☐ Seas Res Rec Non-Homestead
- ☐ Residential Full Homestead
- ☐ Managed Forest Land
- ☐ Rural Vacant Land
- ☐ Agriculture Full Homestead
- ☐ Other_____

Intended Use of the Property

- ☐ Seas Res Rec Non-Homestead
- ☐ Residential Full Homestead
- ☐ Managed Forest Land
- ☐ Rural Vacant Land
- ☐ Agriculture Full Homestead
- ☐ Other_____

Road/Trail Improvements and Construction (Check all that apply)

- ☐ No new construction proposed – use existing roads or trails
- ☐ No existing roads or trails – All new construction
- ☐ Partial existing roads or trails and some new construction needed
- ☐ Existing roads or trails will need to be upgraded
- ☐ Utility Easement Request(s)

Additional Documentation

☐ If the easement will require additional easements across the property of others, please **provide documentation of any existing or proposed easements** necessary to connect the property to a public road (**NOTE**: State and County Forest roads DO NOT constitute a "public road").

☐ Provide/Attach Township board meeting minutes regarding approval or denial to sponsor the road easement.

☐ Provide documentation of any *Approach Permits* as may be required by a municipality, township, county or state road authority. Include any construction standards and typical cross-section drawings.

☐ A legal survey of the road centerline may be required to describe the easement. On forest roads and trails that do not need improvements, or where any necessary upgrades will not change the centerline, include a survey of the centerline, completed by a registered surveyor. The digital copy of the legal description must be included in a format suitable for inclusion into the easement documents. Where no forest road or trail exist, or where upgrades will change the centerline of the road, Applicant will need to work with Becker County NRM staff to identify a suitable easement route. A survey of the final easement centerline will be required once construction or improvements are completed. Again, a digital copy of the legal description must be included in a format suitable for inclusion into the easement documents.

Tax Forfeited Land Details: Identify each parcel of tax forfeited land to be crossed and approximate distance and acreage of the easement within each parcel (attach additional descriptions if necessary).

Parcel Identification # (PIN)	Legal Description	Section	Twp Code	Range Code	Estimated Distance	Estimated Acres

Signature

Applicant _____ Date _____

Return completed application with Attachments to:
Becker County Natural Resource Management
1771 North Tower Rd
Detroit Lakes, MN 56501

Routing	
Becker County Engineer	Approved: _____
Zoning Administrator	Approved: _____
Becker County Attorney	Approved: _____

Private Easement Overview:

Becker County has been granted the authority to issue private easements over and across state tax forfeited lands by the Minnesota State Legislature. In addition to the requirements set forth by the State Legislature and Becker County, all county and/or township ordinances, state and federal statutes, laws, rules and guidelines shall be followed.

Process for Requesting an Easement:

- The process is initiated by contacting the Becker County Natural Resource Management Office (NRM) to discuss the possibility of an easement
- Complete the *"Application for Non-Exclusive Private Easement Across Tax Forfeited Land"* to begin the assessment for an easement. **Please be aware that completion of this application does not guarantee that an easement will be granted. It is to your advantage to explore all other viable options for the most appropriate access route.**
- The Natural Resource Management Office will begin the review process upon receipt of the application and payment of the **$346 non-refundable** application fee. Payment may be made by personal check, cashier's check, certified check, or money order made payable to Becker County.
- After the Natural Resource Management Office receives the application, you may be contacted to set up an appointment for a field examination. During this field examination the NRM staff will work with you and discuss your options. This will include the selection of a route that is best for the long-term management of the state tax forfeited lands.
- After the field inspection, you will be notified in writing of a preliminary decision. If the NRM Office proceeds with your application, you will be provided with instruction regarding the next steps.

Detailed Legal description of Easement:

The conveyance granting the road easement will be for thirty-three feet (33') in width as a general width, however width can or will be determined by Becker County and will require a legal description that begins at a public road (see M.S. §160.02, Subd. 25) and covers the entire length of the roadway over state tax forfeited lands. A certified survey will be required, and the legal description must be of sufficient detail to accurately locate the easement centerline. **Applicant is responsible for all costs of the certified survey.** Two original copies of the certified survey must be delivered to Becker County and recorded with Becker County.

Road Plan and/or Approach Design Standards

The Natural Resource Management Office may also require a roadway design and/or construction criteria necessary for a sustainable access. Likewise, MNDOT, the County Highway Department, or certain townships may have minimum approach design standards which must be followed.

Wetlands

If wetlands are involved or impacted, a wetland delineation may be required. You will be required to obtain approvals and/or permits from the appropriate agencies for wetland mitigation, or purchase wetland credits, if wetland delineation is required.

Segmented Easement

If the proposed easement is segmented and will not connect your ownership to a public road, applicant will be required to provide documentation of a legal easement, or other binding documents for the remaining lands to be crossed to connect to a public roadway. For example: If there is private land that must be crossed before the State tax forfeited land – **documentation of secured access from the private ownership** must be provided before the county can issue an easement.

Easement and Recording Fees:

The applicant must pay Becker County the appraised value of the state tax forfeited land being crossed ($500 minimum).

Application Processing:

Once the application, survey, and any other required documentation has been provided, the application package will be routed through the Becker County Natural Resources Committee for their review and comment. Pending approval, an easement document will be drafted and provided to the County Attorney's Office for review and approval. The final step will be to forward the draft easement document and a supporting County Board Resolution to the County Board for final approval and recording. **If approved, an invoice for any additional land value not covered by the original deposit will be sent to the applicant.** Once paid, the easement will be recorded and mailed to the applicant and the applicant may then proceed with the use or construction of the easement.

If application is approved, it may take a minimum of six months for internal review, attorney review, county board approval, and routing for signatures before final recording can happen.

State Statute Limitations:

Minnesota Statute §282.04, Subd. 4a provides for the granting of private easement across state tax forfeited lands. The County Board may convey a road easement across unsold tax forfeited land to an individual or a private entity requesting an easement for access to private property owned by the individual or private entity if:

1. There are no reasonable alternatives to obtain access to the individual's or private entity's property; and
2. Exercising the easement will not cause significant adverse environmental or natural resource management impacts.

The statute further requires the individual or private entity to pay the appraised value of the easement and that the conveyance must provide that the easement reverts to the state in the event of non-use.

Additional Conditions placed on the easement by Becker County

Becker County considers all easements granted across state tax forfeited lands as **"non-exclusive"**, meaning that the county retains the right to grant additional easements and/or to allow the general public to use the easement right-of-way on state tax forfeited lands.

Timber rights on state tax forfeited lands are retained by Becker County and any timber removed by the easement holder as part of construction or maintenance will be charged to the individual at current stumpage rates.

All easements must utilize existing forest roads and trails as much as possible, even if this is not the most direct route possible.

The individual or private entity applying for the easement will be required to be current on personal and/or property taxes on any, and all, property located in Becker County prior to consideration of the easement application.

The individual or private entity to which an easement is granted agrees to comply with all Federal, State and local land use statutes, laws, rules regulations, and ordinances.

This easement is germane only to the parcel described on the recorded easement. Any land, through subdivision or addition to the property for which the easement was originally granted, being added or subtracted, is/are not granted the rights of the easement without first requesting an easement amendment from Becker County.

Private easements across tax forfeited land DO NOT constitute “public road frontage”, as required by the County Subdivision Ordinance when developing a plat and therefore, an easement will NOT be considered for any parcel being considered for a plat. Subdividing a parcel via a Minor Subdivision or Administrative Subdivision process (see subdivision ordinance) must secure a separate easement for each individual lot.

Policy for Easement on Tax Forfeited Land

The County Auditor, County Board, and the Minnesota Department of Revenue may all grant easement rights to certain types of tax forfeited land for specific purposes before the land is conveyed or sold. This policy covers the types of easements that may be granted and under what conditions they may be granted.

Standard Easements for Utilities and Roads

With the approval of the County Board, the County Auditor may grant easement rights on tax forfeited land for the following standard purposes for utilities and roads:

1. Telephone, telegraph, and electric power lines;
2. Sewer and water lines;
3. Pipelines for gas, liquids, or solids in suspension; and
4. Highways, railroads, and recreational trails.

The price for the easement, the conditions and terms of the easement, and the time period of the easement are set by the County Board.

Any easement granted may be canceled by County Board resolution for the following reasons:

1. Any default of the conditions of the easement; and
2. Any time the easement conflicts with any public use of the property.

The County Auditor is required to give the holder of the easement on tax forfeited land a ninety day written notice of cancellation. The easement holder may be granted additional time to vacate the premises.

If the tax forfeited land is eventually sold, the sale must be subject to the easement rights granted before the sale. The easement may be canceled after the sale for the same reasons and in the same way it may be canceled before the sale.

Special Easement to the State and United States Federal Government

The County Auditor is authorized to grant temporary or permanent easement rights on tax forfeited land under the administration of the county to the state of Minnesota or to the United States federal government for the following purposes:

1. Highways, roads, and trails;

2. Flowage for development of fish and game resources; and

3. Flowage for stream protection and flood control.

The County Board has the responsibility of setting the price for the easement, the conditions of the easement, and the time period of the easement. The County Board has the right to cancel an easement if it is not used for the intended purpose.

Private Easements

The County Board may convey a road easement across unsold tax forfeited land to an individual requesting an easement for access to private property owned by the individual. Such easements may be conveyed by the County Auditor, but only if the County Board has delegated its authority to the Auditor.

All easement requests will be reviewed by the Becker County Natural Resources Committee.

The County Board may grant such easements if:

1. There are no reasonable alternatives to obtain access to the individual's property; and

2. The easement will not cause significant adverse environmental or natural resource management impacts.

An individual applying for such an easement must pay the appraised value of the easement to the County Auditor. The appraised value is determined by the County Board.

Private easements across tax forfeited land DO NOT constitute "public road frontage", as required by the County Zoning Ordinance when developing a plat and therefore, an easement will NOT be considered for any parcel being considered for a plat. Subdividing a parcel via a Minor Subdivision or Administrative Subdivision process (see zoning ordinance) must secure a separate easement for each individual lot.

The easement issued is germane only to the parcel as described in the easement. Any land, through subdivision or addition to the property to which the easement was originally granted, being added or subtracted, is/are not granted the rights of the easement without first requesting an easement amendment from the County.

The landowner requesting the easement is responsible for any timber damages as part of development of the easement, and any road construction and subsequent maintenance required.

The conveyance granting the road easement must provide that the easement reverts to the state in trust for the taxing districts in the event of non-use. The County Board determines what constitutes "non-use" since there is no statutory definition for the term.

Private easements are considered "non-exclusive" and the County retains the right to grant additional easements and/or to allow the general public to use the easement right-of-way over tax forfeited lands.

Timber rights are retained by the County and any timber removed by the easement holder as part of construction or maintenance will be charged at current stumpage rates.

The conveyance granting the road easement will be for thirty-three feet (33') in width and will require a legal description that begins at a public roadway (state, county, CSAH, township, or municipal road) and covers the entire length of the roadway over all tax forfeited lands crossed. The legal description must be of sufficient detail to accurately locate the easement centerline.

Easements must utilize existing roads and trails as much as possible, even if this is not the most direct route possible. The route for any new road construction must be approved by the Natural Resource Management office prior to construction. Road construction and maintenance shall be done to a standard acceptable to the Natural Resource Management office.

Taxes on any and all property owned by the applicant in Becker County must be current with the Auditor's Office prior to consideration of an easement request.

Applicant must also agree to follow all federal, state and local land use statutes, laws, regulations and ordinances.

Easements on Land Bordering Water

With the recommendation of the County Board, the Minnesota Department of Revenue is authorized to grant permanent easement rights to the Minnesota Department of Natural Resources (DNR) for tax forfeited land bordering lakes and streams.

The County Auditor must submit to the Department of Revenue an application letter which includes the following information:

1. The legal description of the parcel;

2. A detailed description of the purpose for the DNR easement; and

3. A detailed description of the exact area of the parcel subject to the DNR easement.

A copy of the County Board resolution recommending the granting of the easement to the DNR must be enclosed with the application letter.

The application letter and the copy of the resolution must be mailed to the Property Tax Division of the Department of Revenue. After reviewing the application materials, the Property Tax Division may prepare a statement easement deed and mail it to the County Auditor.

The County Auditor must have the state easement deed recorded in the County Recorder's office before forwarding it to the DNR.

Policy adopted by County Board of Commissioners:

BECKER COUNTY NATURAL RESOURCES / PARKS

2027 FEE SCHEDULE

TYPE OF FEE	COST		COMMENTS
NATURAL RESOURCES			
Land Sale Mailing List	$	3.00	To get your name added to the Mailing List, deleted every yr. *no cost to be added to email listserv
Road/Utility Easements:			
Application (non-refundable)	$	346.00	NRM review & review costs,recording fee
Land Value	$	Current EMV	Min. $500 charge
PERMITS:			
Gravel Permits	$3/yd or $4.20/ton		Pit Run Only- MAX 100 CY/permit,2025 policy
	$20/yd or $28/ton		Class 5 Aggregate (Crushed in Pile) - Private Sale Max 100 CY/permit
Christmas Tree Permit	$	10.00	Per Tree, Sales Tax Included
Fuel Wood Permit	$	10.00	Per Cord, No Tax
Down Wood Salvage	$	25.00	Fixed Fee (up to 10 cord)
Standing Timber		Varied	As Per Land Commissioner
Balsam Bough Permit	$	10.00	Per Ton, Sales Tax Included
Decorative Sticks/Poles	$	.25/stick	Birch,Dogwood, Willow, etc. Less than 4" diameter and 10' long- Max 100 sticks,pieces, poles. Other Species Price Set by Land Commissioner
LEASES:			
Recreational Lease	$	550.00	
Lakeshore Lease	$	1,500.00	
Agricultural Lease	$	10.00	Per Acre Annually
Maple Tapping Lease	$	0.10	Per Tap Annually
Late Fee on Leases	$	25.00	All payments received after February 1st
PARKS & RECREATION			
Daily Tramway Crossing	$	25.00	Round Trip No Tax
Tramway Seasonal Pass	$	125.00	No Tax
Dunton Locks Reservations	$	200.00	Shelter Rental; $100.00 Refundable Deposit, mailed back after inspection is performed.
Special Use Requst		Varied	As Per Land Commissioner

BECKER COUNTY BOARD OF COMMISSIONERS

RESOLUTION 12-26-1C

2027 FEE SCHEDULE

WHEREAS, the Becker County Board of Commissioners has authority to establish and modify County Natural Resources Management and County Park and Recreation fees and;

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of Becker County hereby approve the 2027 Becker County Natural Resource/Parks and Recreation Fee List.

Duly adopted this 1st day of December 2026, at Detroit Lakes, MN.

COUNTY BOARD OF COMMISSIONERS
Becker County, Minnesota

ATTEST:

/s/ Carrie Smith	/s/ Erica Jepson
Carrie Smith	Erica Jepson
County Administrator	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 December 1st, 2026, as recorded in the record of proceedings.

_____
Carrie Smith
County Administrator

Becker County Planning Commission
November 18th, 2026

An audio recording of the meeting is available at:
https://www.co.becker.mn.us/government/meetings/planning_zoning/planning_commission/

Members Present: Chairman Dave Blomseth, Commissioner Phil Hansen, Kim Mattson, Craig Hall, Jeff Moritz, Kohl Skalin, Mary Seaberg, Commissioner Erica Jepson, Tommy Ailie, Nancy Bachmann, and Harvey Aho, and Zoning Administrator Kyle Vareberg. **Members Absent:** Tom Disse, and John Okeson

Chairman Dave Blomseth called the Planning Commission meeting to order at 6:00 pm. Becker County Zoning Technician Nicole Bradbury recorded the minutes.

Chairman Dave Blomseth explained the protocol for the meeting and stated that the recommendations of the Planning Commission will be forwarded to the Becker County Board of Commissioners for final action.

Harvey Aho made a motion to approve the minutes from the September 28th, 2026, meeting. Skalin second. All members in favor. Motion carried.

New Business:

1. **APPLICANT: Stella Blue Properties** 32955 Carlson Dr Rochert, MN 56578 **Project Location:** 34386 St Hwy 34 Detroit Lakes, MN 56501 **LEGAL LAND DESCRIPTION:** Tax ID Number: **10.0402.001** Section 24 Township 139 Range 040; PT E1/2 SW1/4 BEG 806.5'N 1982.86'NE &175' E OF SW SEC COR TH S471.46'TO HWY E AL HWY TO E LN N TO PT E OF BG & W 711.2' TO BEG. **APPLICATION AND DESCRIPTION OF PROJECT:** Request for the Planning Commission to interpret table 5-1, Letter B for a single-family residence on a commercially zoned parcel in accordance with Chapter 5, Section 1, Letter D.

   MOTION: Hall motioned to approve the application. Skalin second. Roll Call; All in favor. None opposed. Motion carried.

2. **Intent to enact an amendment to the Zoning Ordinance**

   The general purpose of the Amendment is as follows:

   To consider revisions to the Becker County Zoning Ordinance to:

DRAFT

1. Remove the provisions establishing the Planning Commission.

*The entirety of the Zoning Ordinance is subject to change as the amendment may affect more than one chapter or section.

Shaun Carlson shared the importance of having a Planning Commission and letting the power of the final decision remain with the elected officials.

Matt Hedstrom expressed frustration regarding the conflicting decision making between the Planning Commission's recommendation and the County Board of Commissioners' final decision.

Rebecca Soukup wants to know how the Planning Commission members feel about potentially losing their role in decision making, is concerned if sole authority were given how would the County Board run the meetings, and stated that once testimony is closed at the Planning Commission it should not be re-opened at the County Board.

Charlie Jasken and Kevin Olson with Detroit Township are in favor of keeping the Planning Commission and suggested, if possible, that the Planning Commission's recommendation counts as a vote towards the final decision.

MOTION: Hall motioned to keep the Planning Commission as a Board of Recommendation. Skalin second. Roll Call; All in favor. None opposed. Motion carried.

Other Business:

Since there was no further business to come before the Board, Aho made a motion to adjourn. Moritz second. All in favor. Motion carried. The meeting adjourned at 6:43 pm.

_____ _____

David Blomseth, Chairman **Kohl Skalin, Secretary**

ATTEST

_____

Kyle Vareberg, Zoning Administrator

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