



BECKER COUNTY BOARD OF COMMISSIONERS

Regular Meeting

Date: Tuesday, December 17, 2024 at 8:15 AM

Location: Board Room, Courthouse

or

Virtual TEAMS Meeting Option

Call-In #: 763-496-5929 - Conference I.D.: 953 144 085#

- 8:15 Call the Board Meeting to Order: Board Chair Okeson
1. Pledge of Allegiance
- 8:20 Regular Business
1. Agenda Confirmation
 2. Minutes of December 3, 2024 3
 3. Minutes of December 12, 2024 TNT Hearing 6
- 8:25 Consent Agenda
1. Auditor-Treasurer: Regular Claims, Auditor Warrants, and Claims over 90 Days 7
 2. Auditor-Treasurer: Resolution 12-24-2D - Charitable Gambling for MN Flyers Gymnastics at Swanies Pub in Cormorant Twp 8
 3. Auditor-Treasurer: October 2024 Cash, Sales Tax, & Investment Reports 9
 4. Human Services: Regular Claims, Public Health, & Transit
 5. Human Services: Contracts/Agreements - MSUM Social Worker Intern Agreement 12
 6. Human Services: Contracts/Agreements - UCare 1st Amendment to Schedule K of the Delegation Agreement 20
 7. Human Services: Contracts/Agreements - 2025 Contract Renewals 22
 8. Land Use-Environmental Services: Resolution 12-24-2E - 2025 Waste Haulers Licenses 29
 9. Land Use-Parks & Rec: Resolution 12-24-2F - Community Resilience Grant 31
 10. Land Use-NRM: 2026 Tree Seedling Bid Approval 49
 11. Highway: Resolution 12-24-2K - Final Payment 030-630-006 Co Hwy 30 Bridge Deck Rehabilitation 52
- 8:30 Commissioners
1. Open Forum
 2. Reports and Correspondence
 3. Board Chair: Administrator Evaluation
 4. Appointments
 - a) Cormorant Lakes Watershed District - 2 Appointments
 - b) Lake Agassiz Regional Library Board
- 9:00 County Administrator
1. Report
 2. Resolution 12-24-2B - 2025 Scheduled Meetings 56
- 9:20 Auditor-Treasurer

- 1. Auditor-Treasurer: Resolution 12-24-2A - Certified Levy 58
- 9:25 Human Services
 - 1. Resolution 12-24-2J - Personnel Request - Behavioral Health Aftercare Coordinator 69
- 9:30 Human Resources
 - 1. Union Contract Addendum Approval - LELS Dispatch & Jailers - Vacation 71
 - 2. Union Contract Addendum Approval - AFSCME - Vacation & Longevity 72
 - 3. Policy Update - Comp Time 74
 - 4. Job Description Review 75
- 9:40 Becker Soil & Water Conservation District
 - 1. Crow Wing River-Draft Comprehensive Watershed Management Plan (aka 1W1P) MOA for Implementation 133
- 9:45 Highway
 - 1. Resolution 12-24-2G - Reaffirmation of Transit (SMART) Tax 141
 - 2. Resolution 12-24-2H - 2025-2029-Five Year Plan 143
 - 3. Resolution 12-24-2I - Lake Park TA Grant Support 144
- 9:55 Break
- 10:00 Planning & Zoning
 - 1. Planning Commission Recommendations 12/11/2024 145
 - a) Brian & Jill Andring - Request a Change of Zone from Agricultural to Residential
 - 2. Comprehensive Land Use Plan - Consider action by Ordinance 148
- Adjourn
- Commissioner Tea

BOARD MEETING AS POSTED

BECKER COUNTY BOARD OF COMMISSIONERS

DATE: TUESDAY, December 3, 2024, at 8:15 am

LOCATION: Board Room, Courthouse

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

Agenda/Minutes:

1. Agenda – Motion and second to approve the agenda (Jepson, Meyer) carried.
2. Minutes – Moved and second to approve minutes of November 17, 2024, with the requested changes (Nelson, Jepson) carried.
3. Motion and second to approve and accept the following Consent Agenda Items – Auditor-Treasurer: Regular Claims, Auditor Warrants and Claims over 90 Days, Human Services: Regular Claims, Public Health, & Transit, Auditor-Treasurer: September 2024 Cash Comparison, Sales Tax, & Investment Reports, Land Use-Parks & Rec: Community Resilience Grant Application, Sheriff: Central Square Annual Renewal (Jepson, Meyer) carried.

Commissioners:

1. Open Forum:
 - None.
2. Reports and Correspondence: Reports were provided on the following meetings:
 - Commissioner Jepson: Extension, Comp Plan, EDA.
 - Commissioner Nelson: Joint Powers, Sheriff, Lakeland Mental Health, LARL.
 - Commissioner Meyer – DAC, Fair Board, Sunnyside, Partnership 4 Health, Sheriff, Wild Rice Watershed, Transit.
 - Commissioner Vareberg – EDA.
 - Commissioner Okeson – Fair Board, Transit, PLMSW, Comp Plan, Wannigan Park.
3. Appointments
 - Cormorant Lakes Watershed District and Lake Agassiz Regional Library will be appointed at the next board meeting. Pelican River Watershed District will have a vacancy.

County Administrator: presented by Carrie Smith.

1. Report:
 - Sheriff Glander – Hometown Hero Award. Only one given in the state of Minnesota by the Boy Scouts.
 - Project 412 event.
2. Motion and second to approve Resolution 12-24-1A – Re-Appoint County Assessor Lee Brekke to a 4-year term (Meyer, Jepson) carried.
3. Motion and second to approve Resolution 12-24-1B – 2025 Commissioners Annual Salary (Meyer, Jepson) carried.
4. Capital Budgeting Discussion. Create a separate fund in 2026.
5. Cannabis Discussion.
6. Truth in Taxation (TNT) Hearing – Thursday, December 12, 2024.

Human Resources: presented by Teaira Christen.

1. Motion and second to approve a Length of Service update (Longevity Pay), removing elected officials and increasing percent of salary increase for years 16-20 to 5%, 21-25 to 7%, 26-30 to 8% and over 30 years to 9% (Jepson, Nelson) carried.
2. Motion and second to approve the Vacation Policy Update to show that consideration may be given under extenuating circumstances if an employee has vacation hours in excess of 240 hours on March 31st to extend the time for vacation use. Requests will be made in writing to the employee's supervisor and reviewed by the Department Head, Human Resources Director and County Administrator and only considered if it is shown to be no fault of the employee (Nelson, Meyer) carried.
3. Motion and second to approve for the following Union Contract – LELS Deputies, LELS Essential Administrators, HS Supervisors, LELS Supervisors, Teamsters Courthouse, Teamsters Sheriff Clerical an Addendum to align with the updated Vacation Policy (Nelson, Meyer) carried. Teamsters Human Services declined the update, and HR is waiting for the Addendum from LELS Dispatch & Jail and AFSCME Unions.
4. Job Descriptions will be vetted through the appropriate committees and brought back to the Board for recommendations.

Sheriff: presented by Todd Glander.

1. Motion and second to approve the purchase of 4 mobile routers from Cradlepoint Routers in the amount from \$11,698.40 utilizing Public Safety Funds (Nelson, Meyer) carried.

- 2. Motion and second to approve the MOU with Lakes Area Adult Education (Meyer, Nelson) carried.
- 3. Motion and second to approve the purchase of 5 portable radios from Motorola Solutions in the amount of \$13,026.00 (Nelson, Meyer) carried.

Highway: presented by Jim Olson.

- 1. Motion and second to approve Resolution 12-24-1C – MnDOT Variance Request from Standard for State Aid Operation for Project No. S.A.P. 003-622-040 (Vareberg, Okeson) carried.

Motion and second to go into Closed Session at 9:33 am pursuant to Minn. Stat. Section 13D.05 Subd. 3(a) to evaluate the County Administrator (Jepson, Nelson) carried.

Motion and second to come out of Closed Session at 9:48 am (Nelson, Meyer) carried.

Planning & Zoning: presented by Kyle Vareberg.

- 1. Motion and second to approve the Zurn Family LLLP – Request for a 2-Year extension of Recorded Document Number 697639 (Nelson, Vareberg) carried.
- 2. Motion and second to concur with the Planning Commission Recommendation for Kasey Klemm – Request an Amendment to Recorded Document Number 654801 to amend Stipulation #2 to limit travel from June-August on the east side of the campground via 230th Ave (Jepson, Nelson) carried.
- 3. Motion and second to concur with the Planning Commission Recommendation for Larry & Cynthia Winterfeldt – Request a Conditional Use Permit for Storage Units with the additional requirements to keep the tree buffer to the north, lilacs to the east and directional lights to shine down (Jepson, Meyer) carried.
- 4. Comprehensive Land Use Plan Action by Ordinance will come back with updates at the next board meeting.

Being no further business, Board Chair Okeson adjourned the meeting at 10:35 am.

<u>/s/</u>	Carrie Smith	<u>/s/</u>	John Okeson
	Carrie Smith		John Okeson
	County Administrator		Board Chair

PUBLIC HEARING

BECKER COUNTY BOARD OF COMMISSIONERS

DATE: THURSDAY, DECEMBER 12, 2024, AT 6:00 pm

LOCATION: Board Room, Courthouse

Agenda:

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

County Assessor Lee Brekke discussed the reasons for increases in property assessments and took questions.

Truth in Taxation Presentation: presented by Auditor Mary Hendrickson at 6:24 pm.

Truth in Taxation concluded at 6:32 pm.

County Highway Five Year Plan: presented by Jim Olson

2025 Road Projects:

Reclaim and Paving on CSAH 26 from CSAH 21 to Killian Rd & Duffney RD to CSAH 29
Various Roads – 6” Edgeline Painting, Edgeline Rumble Strips, Intersection Lighting

2024 SMART (Safe, Multi-Model, Active Responsible Transportation) include:

Shoulder widening on CSAH 7 from CSAH 14 to CSAH 16
Shoulder widening CSAH 16 from CSAH 7 to Clay County Line
Mill & Overlay, Sidewalks, ADA Compliant on CSAH 7 in City of Lake Park
Reclaim and Paving on CSAH 34 from Richwood to CSAH 143
Paving on CSAH 35 from CSAH 143 to TH 113
Roundabout at Wannigan Park Entrance

Being no further business, Chair Okeson adjourned the meeting at 7:03 pm.

/s/ Carrie Smith
Carrie Smith
County Administrator

/s/ John Okeson
John Okeson
Board Chair



BECKER COUNTY BOARD OF COMMISSIONERS

Finance Committee Meeting

Date: Monday, December 16, 2024 at 8:30 AM

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

Administrator

1. Report

Auditor-Treasurer

1. Claims
2. Resolution 12-24-2A - Certified Levy
3. October 2024 Cash, Sales Tax, & Investment Reports

Human Resources

1. Job Descriptions

Human Services

1. Claims Human Services, Public Health, & Transit
2. Contracts/Agreements - 2025 Contract Renewals
3. Resolution 12-24-2J - Personnel Request - Behavioral Health Aftercare Coordinator

Land Use/Environmental Services

1. Parks & Rec: Resolution 12-24-2F - Community Resilience Grant
2. NRM: 2026 Tree Seedling Bid Approval

Highway

1. Resolution 12-24-2I - Lake Park TA Grant Support
2. Resolution 12-24-2K - Final Payment 003-630-006 Co Hwy 30 Bridge Deck Rehabilitation

Adjourn

RESOLUTION NO. 12-24-2D

MINNESOTA LAWFUL GAMBLING RESOLUTION

RESOLVED, the Becker County Board of County Commissioners agree to approve the Gambling Application for Exempt Premises Permit to conduct Gambling by MN Flyers Gymnastics, at Swanies Pub, 12668 County Hwy 5, Lake Park, MN 56554, in Cormorant Township.

Duly adopted at Detroit Lakes, Minnesota, this 17th day of December 2024.

ATTEST:

COUNTY BOARD OF COMMISSIONERS

John Okeson
Chair

State of Minnesota)
)
County of Becker)

I, the undersigned, being the duly elected, qualified and Auditor-Treasurer for the County of Becker, State of Minnesota, do hereby certify that the foregoing is true and correct copy of a resolution passed and adopted by the County Board of Commissioners at a meeting held December 17th, 2024, as recorded in the record of proceedings.

Becker County Auditor-Treasurer

MEH/mco

SEAL

**BECKER COUNTY
CASH COMPARISON**

FUND	October 2023	October 2024	% Change	September 2024
REVENUE FUND				
REVENUE FUND	\$ 11,745,297.93	\$ 13,710,504.62	16.73%	\$ 13,926,771.29
DESIGNATED				
GO BOND SERIES 2022A	(4,660,560.14)	-	-100.00%	-
LAW LIBRARY	19,048.10	27,211.26	42.86%	26,101.41
ATTORNEY'S FORFEITURES	77,226.82	82,245.56	6.50%	80,220.76
RECORDERS EQUIPMENT	99,685.78	60,220.45	-39.59%	53,140.45
RECORDERS ENHANCEMENT	126,661.58	134,894.58	6.50%	127,106.58
TRANSIT	249,701.31	148,228.88	-40.64%	138,697.80
TRANSIT LOCAL RESERVE	36,426.09	37,279.73	2.34%	36,426.09
2023 PUBLIC SAFETY AID	-	943,459.65	100.00%	948,645.12
TOTAL REVENUE FUND	\$ 7,693,487.47	\$ 15,144,044.73	96.84%	\$ 15,337,109.50
SPECIAL REVENUE FUNDS				
PUBLIC SAFETY	\$ 642,328.02	\$ 469,486.11	-26.91%	\$ 1,238,091.60
E-911	228,021.52	308,497.98	35.29%	292,493.64
ROAD AND BRIDGE	4,940,559.56	1,210,395.31	-75.50%	3,729,750.68
HUMAN SERVICES	8,060,270.88	8,626,437.97	7.02%	9,552,837.50
RECREATION	628,565.12	583,285.46	-7.20%	535,758.70
RESOURCE DEVELOPMENT	950,440.35	967,863.63	1.83%	978,167.89
ENVIRONMENTAL AFFAIRS	1,983,944.41	2,303,567.04	16.11%	2,378,065.39
DEBT FUNDS	1,293,768.79	1,339,885.99	3.56%	1,315,514.88
DITCH FUND	1,406.76	215.64	-84.67%	215.64
SUNNYSIDE CARE CENTER	2,192,753.90	2,270,572.92	3.55%	2,283,191.45
NATURAL RESOURCE MGT	341,091.12	248,974.43	-27.01%	187,783.77
GRAVEL RESERVE	591,232.55	636,907.24	7.73%	684,111.49
OPIOID SETTLEMENT FUND	345,165.43	692,481.41	100.62%	677,282.49
LOCAL ASSISTANCE & TRIBAL CONSISTENCY FUND	83,593.59	165,515.18	98.00%	165,515.18
GENERAL - SPECIAL	3,765,771.29	2,793,176.94	-25.83%	2,873,631.45
TOTAL SPECIAL REVENUE FUNDS	\$ 26,048,913.29	\$ 22,617,263.25	-13.17%	\$ 26,892,411.75
AGENCY FUNDS				
BCCI	\$ 216,666.09	\$ 143,995.98	-33.54%	\$ 177,455.22
TAXES AND PENALTIES	20,136,979.78	20,999,018.35	4.28%	5,042,816.21
CLEARING FUNDS	614,757.41	587,606.24	-4.42%	808,816.28
TOTAL AGENCY PASS THRU FUNDS	\$ 20,968,403.28	\$ 21,730,620.57	3.64%	\$ 6,029,087.71
TOTAL CASH & INVESTMENTS	\$ 54,710,804.04	\$ 59,491,928.55	8.74%	\$ 48,258,608.96

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>
November		25,992.00	25,992.00	(3,173.11)	22,818.89
December	235,000.00	34,023.52	269,023.52	(3,054.62)	265,968.90
January	251,000.00	24,252.98	275,252.98	(3,076.38)	272,176.60
February	214,000.00	34,982.77	248,982.77	(3,156.08)	245,826.69
March	198,000.00	24,856.10	222,856.10	(3,118.94)	219,737.16
April	231,000.00	32,779.63	263,779.63	(3,088.38)	260,691.25
May	244,000.00	21,709.12	265,709.12	(3,126.88)	262,582.24
June	358,000.00		358,000.00		358,000.00
July	406,000.00	39,763.41	445,763.41	(3,311.24)	442,452.17
August	357,000.00	20,525.95	377,525.95	(3,293.45)	374,232.50
September	387,000.00	16,108.32	403,108.32	(16,108.32)	387,000.00
October	325,000.00	9,733.51	334,733.51	(3,175.32)	331,558.19
November	265,000.00		265,000.00		265,000.00
	3,471,000.00	284,727.31	3,755,727.31	(47,682.72)	3,708,044.59
2024					
<u>Month</u>	<u>Receipt 1</u>	<u>Receipt 2</u>	<u>Total Receipts</u>	<u>Fees</u>	<u>Net Total</u>
November		21,065.34	21,065.34	(3,124.31)	17,941.03
December	269,000.00	22,058.92	291,058.92	(3,126.30)	287,932.62
January	283,000.00	18,759.14	301,759.14	(3,126.30)	298,632.84
February	240,074.51	-	240,074.51	(3,241.01)	236,833.50
March	233,606.04		233,606.04	(3,153.68)	230,452.36
April	267,501.55		267,501.55	(3,611.27)	263,890.28
May	280,099.68		280,099.68		280,099.68
June	380,545.07		380,545.07		380,545.07
July	398,077.42		398,077.42		398,077.42
August	337,840.18		337,840.18		337,840.18
September			-		-
October			-		-
November			-		-
	2,689,744.45	61,883.40	2,751,627.85	(19,382.87)	2,732,244.98
Grand Total	26,259,637.93	2,847,905.62	29,107,543.55	(364,727.04)	28,742,816.51

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
Investment Analysis
October 31, 2024**

<u>Bank or Institution</u>	<u>Investment Number</u>	<u>Interest Rate</u>	<u>Yield Rate</u>	<u>Maturity Date</u>	<u>Book Value(Cost)</u>	<u>Fair Market Value</u>		
<u>American National Bank</u>								
ANB CD	American Natl	24-03	5.150%	5.150%	3/19/25	245,000.00	245,000.00	
<u>Community Development Bank of Ogema</u>								
CDB CD	CDBoO	09-13	5.000%	5.000%	7/18/25	500,000.00	500,000.00	
CDB CD	CDBoO	13-1	5.000%	5.000%	2/15/25	425,000.00	425,000.00	
<u>Midwest bank</u>								
MW CD	Midwest	0-39	4.040%	4.040%	12/8/24	96,000.00	96,000.00	
MW CD	Midwest CDARS	10-09	5.100%	5.100%	7/6/25	1,000,000.00	1,000,000.00	
<u>State Bank of Lake Park</u>								
SBLP CD	State Bank of LP	01-39	4.150%	4.150%	9/30/25	155,940.49	155,940.49	
<u>United Community Bank of Frazee</u>								
UCB CD	UCBoF	23-07	3.710%	3.710%	5/3/25	200,064.30	200,064.30	
<u>Raymond James</u>								
MK	Lake Park-Audubon MN GO	11-6	5.375%	3.652%	2/1/26	500,000.00	506,190.00	
MK	Connecticut St Taxable Go Bond	20-14	3.310%	3.310%	1/15/26	564,114.72	493,820.00	
MK	BOND	Alcoa Tenn Taxable Bds 2021 B	21-02	0.820%	0.820%	3/1/26	244,054.30	233,342.90
MK	BOND	Montgomery Cnty MD Rev Taxable Ref Bds 202	21-06	1.000%	1.000%	4/1/25	303,945.00	295,206.00
MK	FHLB	Federal Home Loan Bank	22-02	4.000%	4.000%	6/29/26	500,000.00	496,885.00
MK	FHLB	Federal Home Loan Bank	23-03	4.240%	4.240%	2/17/28	250,000.00	248,542.50
MK	CD	First Southwest Bank Alamosa Colorado	24-08	3.800%	3.800%	9/5/28	150,000.00	149,340.00
MK	CD	Discover Bank Greenwood, DE	22-07	4.850%	4.850%	11/9/26	244,000.00	248,162.64
MK	CD	CIBC Bank USA Chicago, IL	23-04	4.950%	4.950%	3/24/26	225,000.00	227,517.75
MK	CD	First St Bk of Dequeen Dequeen	23-06	4.600%	4.600%	7/7/26	100,000.00	100,901.00
MK	CD	HAPO Community Credit UN	23-07	5.250%	5.250%	2/27/26	240,000.00	243,398.40
<u>Wells Fargo Advisors (Formerly Wachovia Securities)</u>								
WFA BOND	US Treasury Notes	22-03	2.750%	2.750%	4/30/27	326,476.93	319,275.00	
WFA BOND	US Treasury Bill	24-06	4.950%	4.950%	1/30/25	2,040,158.04	2,066,801.00	
WFA BOND	US Treasury Bill	24-02	5.019%	5.019%	4/17/25	1,310,779.25	1,347,403.75	
WFA FHLBMSUCP	Federal Home Loan Bank Multi Step Up Cpn Bor	21-03	0.500%	0.500%	3/16/26	455,000.00	435,507.80	
WFA CD	Goldman Sachs BK USA CD	21-07	1.000%	1.000%	8/8/26	215,000.00	203,804.95	
WFA CD	UBS Bank USA CD	24-07	3.850%	3.850%	8/30/27	245,000.00	244,382.60	
WFA CD	JP Morgan Chase Bk NA CD	22-01	1.100%	1.100%	1/31/25	245,000.00	242,848.90	
WFA CD	City Natl Bk - Bev Hi CD	23-01	4.350%	4.350%	1/26/26	245,000.00	245,585.55	
WFA CD	Synchrony Bank CD	23-08	5.050%	5.050%	10/27/26	245,000.00	249,975.95	
WFA CD	Comerica Bank CD	23-10	5.450%	5.450%	11/15/24	245,000.00	245,068.60	
WFA CD	Morgan Stanley PVT PK CD	23-11	4.950%	4.950%	6/6/25	245,000.00	245,737.45	
WFA CD	Morgan Stanley BK NA CD	23-12	4.800%	4.800%	12/8/25	245,000.00	246,621.90	
WFA CD	Wells Fargo Bank NA CD	24-04	4.850%	4.850%	5/14/27	245,000.00	250,279.75	
WFA CD	Bank of America NA CD	24-05	5.050%	5.050%	6/8/26	240,000.00	243,619.20	
Total Pooled Investments - Securities					12,490,533.03	12,452,223.38		

Summary of Investments by Type		
	Book Value	Fair Value
CD's	4,996,004.79	5,009,249.43
CDARS	1,000,000.00	1,000,000.00
Jumbo CDs		
Local Gov Issues	0.00	0.00
Govt. Securities	1,612,114.02	1,528,558.90
Treasury	3,677,414.22	3,733,479.75
FNMA	0.00	0.00
FHLBMSUCP	455,000.00	435,507.80
FFCBB		
FHLB	750,000.00	745,427.50
Totals	12,490,533.03	12,452,223.38

Investment Summary by Fund		
Revenue Fund	12,490,533.03	12,452,223.38
	12,490,533.03	12,452,223.38
Fair Market Value Adjustment		(38,309.65)



MINNESOTA STATE

**STATE OF MINNESOTA
MINNESOTA STATE COLLEGES AND UNIVERSITIES
MEMORANDUM OF AGREEMENT FOR SOCIAL WORK
BETWEEN**

Minnesota State University Moorhead

AND

Becker County Human Services

This Agreement is entered into between the State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities behalf of Minnesota State University Moorhead located at 1104 7th Ave. S., Moorhead, MN 56563 (hereinafter “College/University”) and Becker County Human Services located at; 712 Minnesota Ave., Detroit Lakes, MN 56501 (hereinafter “Facility”).

This Agreement and any amendments and supplements thereto, shall be interpreted pursuant to the laws of the State of Minnesota.

WITNESSETH THAT:

WHEREAS, the College/University has established Social Work Undergraduate and or Graduate Programs (hereinafter “Program”) for qualified students preparing for and/or engaged in Social Work careers; and

WHEREAS, the Board of Trustees of the Minnesota State Colleges and Universities is authorized by Minnesota Statutes, Chapter 136F to enter into Agreements regarding academic programs and has delegated this authority to the College/University; and

WHEREAS, the Facility has suitable facilities for providing field experience that meets the educational needs of Social Work students enrolled in the Program of the College/University; and

WHEREAS, it is in the general interest of the Facility to assist in educating persons to be qualified or better qualified personnel; and

WHEREAS, the College/University and the Facility are desirous of cooperating to furnish an educational experience for students of the Program enrolled in the College/University.

NOW, THEREFORE, it is mutually agreed by and between the College/University and the Facility:

1. **COLLEGE/UNIVERSITY RESPONSIBILITIES**

- a. The College/University, which is accredited by the Higher Learning Commission, is responsible for offering the Program.
- b. The College/University faculty will collaborate with the Facility for a field experience at the Facility that supports the student's educational goals and meet the applicable Undergraduate and/or Graduate Program academic requirements.
- c. The College/University faculty will be responsible for planning and facilitating the students' learning experiences through communication with Facility. College/University faculty will assist in the evaluation of the student's performance and assign grades.
- d. See **EXHIBT A**, attached and incorporated into this agreement, for a description of the activities to be undertaken at the Facility by the student. The College/University will provide the Facility, at its request, with other objectives for the Program if required by the College/University. Implementation of those objectives will be accomplished by the College/University in cooperation with the Facility's designated representative.
- e. The College/University will inform the students who are participating in the Program that they are encouraged to carry their own health insurance and are responsible for carrying their own professional liability insurance if professional liability insurance is not provided by the College/University.

2. **FACILITY RESPONSIBILITIES**

- a. The Facility will allow a reasonable amount of Facility staff time for orientation, supervision, and joint conferences with College/University faculty and students, for planning with College/University faculty, and for such other assistance as shall be mutually agreeable. **If required by the Facility, the Facility will be responsible for any required or necessary background studies, which shall be arranged for directly between the Facility and the College/University student, to be paid for by the student if not paid by the Facility. The results of any such background study shall be provided to the Facility and the student and not to the College/University.**
- b. The Facility will notify the College/University in a timely manner of any deficiency noted in an assigned student's performance. In such event, the Facility and College/University will devise a plan by which the student may be supported in achieving the stated educational objective of the College/University.
- c. The Facility is responsible for the safety and quality of care provided to its clients by the students who are participating in the Program at the Facility. In order to effectively fulfill that duty, it is agreed that Facility has ultimate control over all persons involved in the Program and may immediately terminate the participation in the Program of any of the students enrolled in the Program where an emergency exists involving health and safety; and in all other (non-emergency) instances, Facility shall consult with the College/University before taking any action to terminate the participation of a student. Requests for such removal of a student must be documented and provided to the College/University.
- d. The Facility recognizes that it is the policy of the College/College/University to prohibit discrimination and ensure equal opportunities in its educational programs, activities, and all aspects of employment for all individuals regardless of race, color, creed, religion, gender, gender identity, gender expression, national origin, sexual orientation, veteran's status, marital status, age, disability, status with regard to public assistance, or inclusion in any group or class against which discrimination is prohibited by

federal, state, or local laws and regulations. The Facility agrees to adhere to this policy in implementing this Agreement.

e. **AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE**

The Facility agrees that in fulfilling the duties of this Agreement, the Facility is responsible for complying with the American with Disabilities Act, 42 U.S.C. Chapter 12101 et seq., (the “ADA”) and any regulations promulgated to the ADA. The College/University is not responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services and other areas covered by the ADA.

3. **MUTUAL RESPONSIBILITIES**

- a. The College/University and the Facility assume joint responsibility for the orientation of the College/University faculty and students to Facility policies and regulations before the College/University assigns its students to the Facility.
- b. **HIPAA.** Solely for the purposes of defining the students’ and faculty roles in relation to the use and disclosure of the Facility’s protected health information, the College/University and faculty engaged in activities pursuant to this Agreement are members of the Facility workforce, as that term is defined in 45 CFR 160.103. The College/University students and faculty are not, and shall not be construed to be, employees of Facility.

The College/University shall cooperate with Facility in complying with its obligations as a HIPAA covered entity, including, but not limited to, complying with its policies and procedures under the HIPAA Privacy Regulations, 45 CFR parts 160 and 164. Prior to placement at Facility, the College/University shall instruct its students and faculty to comply with Facility’s policies and procedures governing the use and disclosure of individually identifiable health information.

c. **INSURANCE**

Each party, at its sole expense and at all times during the term of this Agreement, shall secure and maintain the following insurances (or comparable coverage under a program of self-insurance) covering itself and its employees who perform any work, duties or obligations in connection with this Agreement.

Commercial General Liability Insurance

The College/University will maintain Commercial General Liability insurance in conformance with the Tort Claims limits set forth in Minn. Stat. 3.736, subd. 4, with limits not less than \$500,000 per person and \$1,500,000 per occurrence for bodily injury and property damage.

The Facility will maintain Commercial General Liability insurance in conformance with the Tort Claims limits set forth in Minn. Stat. Chapter 466, with limits not less than \$500,000 per claimant and \$1,500,000 per occurrence for bodily injury and property damage.

Professional Liability Insurance

The College/University will maintain Professional Liability insurance for participating students (and faculty, if applicable) or cause any student participating in the program to maintain Professional Liability insurance, with limits not less than \$1,500,000 each claim and \$3,000,000 aggregate.

The Facility will maintain Professional Liability insurance covering itself and its employees, agents or assigns with limits not less than \$500,000 per claimant and \$1,500,000 per occurrence.

If insurance covered by claims-made policies is discontinued, then extended reporting period coverage must be obtained and evidence of such coverage shall be provided to the other party.

Additional Conditions

Each party shall provide to the other party upon request certificates of insurance or self-insurance evidencing the required coverage.

If Facility receives a cancellation notice from an insurance carrier affording coverage herein, Facility agrees to notify the State of Minnesota within five (5) business days with a copy of the cancellation notice, unless Facility’s policy(ies) contain a provision that coverage afforded under the policy(ies) will not be cancelled without at least thirty (30) days advance written notice to the University.

Each party, at its sole expense, shall provide and maintain workers ‘compensation insurance as such party may be required to obtain by law. The College/University is self-insured for Workers’ Compensation purposes, and any such insurance extends only to employees of the College/University, not to students.

4. STUDENT REQUIREMENTS

- a. Students participating in the Program shall be encouraged to carry their own health insurance.
- b. If required by the Facility, students participating in the Program shall be responsible for carrying their own professional liability insurance if professional liability insurance is not provided by the College/University.

5. MEDICAL CARE AND INFECTIOUS DISEASE EXPOSURE

- a. College/University students will be informed by both the Facility and the College/University that any College/University student who is injured or becomes ill while at the Facility must immediately report the injury or illness to the Facility and the College/University. Any hospital or medical costs arising from such injury or illness shall be the sole responsibility of the student who receives the treatment and not the responsibility of the Facility or the College/University.
- b. College/University students will be informed by both the Facility and the College/University that any College/University students contracting an infectious disease during the period of time they are assigned to or participating in the Program must report the fact to the College/University and to the Facility. Before returning to the Facility, such a College/University faculty member or student must submit proof of recovery to the College/University or Facility, if requested.

6. LIABILITY

Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. The College/University’s liability shall be governed by the Minnesota Tort Claims Act, Minnesota Statutes § 3.736, and other applicable laws.

7. TERM OF AGREEMENT

This Agreement is effective January 13, 2025, or when fully executed, whichever occurs later, and shall remain in effect until January 13, 2030. This Agreement will not extend beyond five (5)

years from the effective date. No automatic renewal provisions are allowed. This Agreement may be terminated early by either party at any time upon a one (1) year written notice to the other party. Termination by the Facility shall not become effective with respect to students then participating in a training experience at the Facility, who shall be allowed to complete the same subject to the other terms of this Agreement.

8. FINANCIAL CONSIDERATION

- a. The College/University and the Facility shall each bear their own costs associated with this Agreement and no payment is required by either the College/University or the Facility to the other party.
- b. The Facility is not required to reimburse the College/University students for any services rendered to the Facility or its patients pursuant to this Agreement.
- c. The Facility shall not charge College/University students for this experience.
- d. If applicable, in the event the Facility provides student(s) any paid clinical experiences, such paid experiences, including any employment, tax and other legal obligations (including but not limited to provision of worker's compensation insurance) are solely between the Facility and the student(s). Such arrangements are separate and apart from this Agreement between the College/University and the Facility.

9. AMENDMENTS

Any amendment to this Agreement shall be in writing and signed by authorized officers of each party.

10. ASSIGNMENT

Neither the College/University nor the Facility shall assign or transfer any rights or obligations under this Agreement without the prior written consent of the other party.

11. STATE AUDIT

The books, records, documents, and accounting procedures and practices of the Facility relevant to this Agreement shall be subject to examination by the College/University and the Minnesota Legislative Auditor or Minnesota State Auditor.

12. DATA PRIVACY

The requirements of Minnesota Statutes § 13.05, subd. 11 apply to this Agreement. The Facility and College/University must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by the College/University in accordance with this Agreement, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by the Facility in accordance with this Agreement. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either the Facility or the College/University.

In the event the Facility receives a request to release the data referred to in this clause, the Facility must immediately notify the College/University. The College/University will give the Facility instructions concerning the release of the data to the requesting party before the data is released.

The parties additionally acknowledge that the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g and 34 C.F.R. 99, apply to the use and disclosure of education records that are created or maintained under this Agreement.

13. **OTHER PROVISIONS:**

The rest of this page intentionally left blank. Signature page to follow.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

APPROVED:

1. FACILITY:

Facility certifies that the appropriate person(s) have executed the Agreement on behalf of Facility as required by applicable articles, by-laws, resolutions, or ordinances.

By:
Title:
Date:

2. MINNESOTA STATE COLLEGES & UNIVERSITIES

By:
Title:
Date:

By:
Title:
Date:

3. AS TO FORM AND EXECUTION:

By:
Title:
Date:

EXHIBIT A

MEMORANDUM OF AGREEMENT SOCIAL WORK

Listed below are the activities (Scope of Work) to be undertaken by the Facility for the student in BSW Practicum Field Placement:

- Provide the opportunity for the student to enhance skills in the Nine Social Work. Competencies required by the Council on Social Work Education:
 - Demonstrate Ethical and Professional Behavior
 - Advance Human Rights and Social Racial, Economic and Environmental Justice
 - Engage Anti-Racism, Diversity, Equity, and Inclusion (ADEI) in Practice
 - Engage in Practice-Informed research and Research-Informed Practice
 - Engage in Policy Practice
 - Engage with Individuals, Families, Groups, Organizations, and Communities
 - Assess Individuals, Families, Groups, Organizations, and Communities
 - Intervene with Individuals, Families, Groups, Organizations, and Communities
 - Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities
- Provide learning opportunities regarding generalist social work practice.
- Prepare students for current social work practice, including various forms of technology.
- Integrate social work educational concepts with the social work practice setting.
- Complete ongoing supervision to the student and receive site visits by Minnesota State University Moorhead.
- Ensure qualified staff provide field supervision to students.
- Assist the student in completing the Field Portfolio which is a process and summative evaluation of the student's performance in internship.
- Complete evaluations of the BSW program.

FIRST AMENDMENT TO SCHEDULE K OF THE DELEGATION AGREEMENT

This First Amendment to Schedule K MSHO/MSC+ Care Coordination Quality Program of the Delegation Agreement (“First Amendment”), effective as of December 1, 2024, (“First Amendment Effective Date”), is entered into by and between UCare and Delegate, individually, the “Party” and collectively, the “Parties,” pursuant to that certain Delegation Agreement entered into between the Parties, all terms and conditions of which are hereby incorporated by reference.

WHEREAS, the Parties wish to amend the Agreement by the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the foregoing and the mutual promises and covenants contained herein, UCare and Delegate agree as follows:

- The Term Section of Schedule K shall be deleted in its entirety and replaced with the following:
 - “The term of this Schedule shall begin on the Effective Date and shall continue for one (1) year until December 31, 2024. This Schedule shall automatically renew for successive one (1) year terms unless either Party provides notice of nonrenewal at least sixty (60) days before the end of the current term. Each one (1) year term shall also be known as a “Performance Period.” In the event the Agreement between UCare and Delegate terminates, this Schedule automatically terminates. UCare may terminate this Schedule without cause and for any reason upon thirty (30) days written notice to Delegate.”

In the event of a conflict between this First Amendment and the Agreement, the terms of this First Amendment shall prevail. All other provisions of the Agreement shall remain in full force and effect.

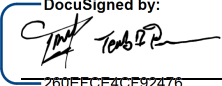
IN WITNESS WHEREOF, the Parties have caused this First Amendment to be executed in the manner appropriate to each as of the First Amendment Effective Date.

Signatures on Page 2

AGREED TO AND ACKNOWLEDGED:

UCare Minnesota

Becker County Human Services/Public Health

By:  _____
DocuSigned by:
260EFCF4CF92476
 Print Name: Tenbit Emiru
 Title: EVP, Chief Medical officer
 Date: 11/7/2024

By: _____
 Print Name: Denise
 Title: _____
 Date: _____

2025 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 -	\$254,287
ARMHS Group Services -	\$ 12,068
CTSS	\$ 28,731
RULE 14-Community Support Program	<u>\$ 87,540</u>
NTE	\$382,626

Contract Changes:

**Increase of \$7,502 to the NTE*

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	\$141.14 per hour
1 hour of Clinical Supervision per month	\$141.14 per hour
NTE	\$3,386

Contract Changes:

**Increase of \$66 to the NTE and an increase of \$2.77 to the billable hourly rate*

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	\$799 or a \$72.78 per hour Non-MA Rate
Adult MH CM TCM Rate	\$462 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	\$387,884
Willow Tree	<u>\$321,252</u>
NTE	\$709,136

Contract Changes:

**Increase of \$124,787 due to an increase in the allocation*

Termination Requirements:

30 Days Advance Written Notice

A4. White Earth:

This is an agreement for Crisis Coordination, and Mobile Crisis Teams. Becker County and White Earth are co-recipients of the mental health crisis grant, and this contract covers White Earth’s crisis coordination and mobile crisis teams.

Crisis Service Coordination	\$ 40,000
Mobile Crisis Intervention & Stabilization	<u>\$ 64,933</u>
NTE	\$104,933

Contract Changes:

**Decrease of \$15,067 due to the removal of CTSS 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:

Full Day Program per day	\$ 75.47
Partial Day Program per day	\$ 48.38
Transportation	<u>\$ 10.96</u>
NTE	\$67,926

Contract Changes:

No Change

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

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:

\$45 ph for Coaching

\$41 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 \$220,000.

Contract Changes:

No Changes

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 **\$29,163** 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 **\$9,721**. Becker County Human Services share of **\$9,721** will be used by the Behavioral Health PSOP worker.

Billable rate of \$50.00 per hour

NTE \$9,721

Contract Changes:

*Decrease in the allocation of \$29,063 which results in a decrease of \$6,116 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 **\$97,554** for the fiscal year. This contract is for Becker along with 10 additional counties.

Billable rate of \$65.00 per hour

NTE \$97,554

Contract Changes:

**Decrease of \$32,518 due to a decrease in the allocation*

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 \$75.63

Mental Health Service rate \$60.00

Professional Mental Health rate \$75.63

NTE \$250,000

Contract Changes:

**Decrease of \$50,000 due to a decrease in the allocation*

**An Increase of 5% to the following hourly rates: \$72.03 to \$75.63, \$57.14 to \$60.00*

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 **\$29,163** 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 **\$9,721**. Becker County Human Services share of **\$9,721** will be used by the Behavioral Health PSOP worker.

Billable rate of \$50.00 per hour

NTE \$9,721

Contract Changes:

**Decrease in the allocation of \$29,063 which results in a decrease of \$6,116 to this contract*

Termination Requirements:

30 Days Advance Written Notice

C4. Drug Testing Solutions:

Provide hair follicle testing

5 Panel testing - \$100

5 Panel with expanded Opiates Testing - \$110

NTE \$10,000

Contract Changes:

No Changes

Termination Requirements:

30 Days Advance Written Notice

C5. Sourcewell:

Provide administration of childcare licensing.

Background Fee \$25 - \$100

1 year license fee - \$50

2 year license fee - \$100

\$50 Annual Fee, \$100 Bi-Annual Fee

Fire Marshal Fee \$50

NTE \$60,087.76

Contract Changes:

**Increase of \$5,207.94 which includes the standard 3% Increase and an increase in employee wages*

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 - \$65 per hour

NTE \$36,000

Contract Changes:

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 - 47%	\$197,586
DWP Employment Services – 12%	\$ 50,447
Administration - 7.5%	<u>\$ 31,530</u>
Total	\$279,563

Contract Changes:

*Increase of \$11,734 based on an increase in the Allocation

Termination Requirements:

30 Days Advance Written Notice

D2. MAHUBE-OTWA:

This agreement is for the purchase of administration of all Child Care Administration Programs. 10.96% of the Basic Sliding Fee Allocation (\$833,795) for Calendar year 2025.

NTE \$91,383

Contract Changes:

No Change

Termination Requirements:

30 Days Advance Written Notice

D3. MAHUBE-OTWA:

This memo of understanding is to partner with the Retired & Senior Volunteer Program (RSVP) to provide us with volunteers to serve on the Volunteer Driver Program at no cost to us. Unless amended, this remains in place for three years.

Contract Changes:

No Change

Termination Requirements:

May be amended at any time

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:

** An increase of \$5 to each base amount, no change to the NTE*

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:

** An increase of \$5 to each base amount, no change to the NTE*

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:

**Increase of \$800*

Termination Requirements:

30 Days Advance Written Notic

BECKER COUNTY BOARD OF COMMISSIONERS
RESOLUTION 12-24-2E
Becker County Solid Waste Hauler Licenses

WHEREAS, The Becker County Solid Waste Management Ordinance that requires commercial waste haulers be licensed annually by the Becker County Board of Commissioners,

NOW THEREFORE BE IT RESOLVED that the Board of County Commissioners of Becker County, Minnesota hereby approve the list of applications for a license to commercially haul solid waste in Becker County in 2025 (Attachment A “2025 Commercial Solid Waste Haulers License Applications”) with the provision that the applicants must meet all the licensing requirements of the Becker County Solid Waste Ordinance prior to receiving a license certificate.

Duly adopted this 17th day of December 2024, at Detroit Lakes, Minnesota.

COUNTY BOARD OF COMMISSIONERS
Becker County, Minnesota

ATTEST:

/s/ Carrie Smith
Carrie Smith
County Administrator

/s/ John Okeson
John Okeson
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 17, 2024, as recorded in the record of proceedings.

Carrie Smith
County Administrator

Attachment A

2025 Becker County Solid Waste Hauler License Applications

<u>License Number</u>	<u>Business Name</u>
1	Waste Management Inc.
2	Ballard Sanitation
4	White Earth Sanitation
6	Hough Inc./Roll-Off Red
7	Minnkota Recycling
9	Fuchs Sanitation
15	Steve's Sanitation
18	Detroit Lakes Disposal Inc.
19	G & T Sanitation Inc.
20	North Central Inc.
22	A & D Trash Collection LLC.
24	Mackner Disposal
26	Lakes Area Roll-Off, LLC
28	TLC Maintenance aba Moen
29	5 Star Disposal
31	Waste Management-Sauk Centre



BECKER COUNTY

915 Lake Avenue • Detroit Lakes, MN 56501

218-846-7311

MEMORANDUM FOR ACTION

Date: December 11, 2024

SUBJECT: Resolution 12-24-2F

TO: Becker County Board of Commissioners

Grant Proposal Summary for Becker County Commissioners

Discussion: Becker County has an opportunity to apply for a Community Resiliency grant from the Minnesota Pollution Control Agency (MPCA) to respond to climate change and promote active transportation by installing trail amenities that will encourage citizens to use existing multi-use trails for commuting in populated areas in the County. The participants in the grant application include Becker County, the cities of Detroit Lakes, Frazee, Audubon, Lake Park, Wolf Lake, Lake View Twp, Cormorant Twp, and the White Earth Nation. Also offering letters of support for this request is the Partnership for Health and Project 412. Becker County will submit the grant and be the fiduciary agent for the grant. Karen Pifher from Creating Community Consulting is supporting the grant writing as an in-kind support for the grant. Becker County will administer the grant.

Each community will be responsible for a 10% in kind match (could be administration, labor or cash) as a partner.

Purpose of the Proposal: Becker County is seeking approval to apply for the Minnesota Pollution Control Agency (MPCA) Community Resiliency Implementation Grant to enhance public infrastructure and amenities in response to the impacts of climate change in collaboration with several units of Government within the County. This grant will fund the installation of community-focused assets to improve resilience, public health, and quality of life across the county and provide administrative funds to Becker County for managing and reporting on the grant.

Grant Overview: The MPCA Community Resiliency Grant provides funding to projects aimed at increasing community resilience to Minnesota's changing climate. Eligible projects include those addressing extreme weather mitigation, community asset hardening, and the enhancement of public amenities.

Proposed Project Details: These additions will provide essential services during extreme heat events, promote sustainable transportation options, and encourage community engagement. Specifically:

1. **Artistic Bike Racks:** Unique, locally designed racks to encourage biking and enhance the visual appeal of public spaces.

2. **Bike Fix-It Stations:** Equipped with tools and air pumps for bike maintenance, promoting sustainable commuting.
3. **Benches with Shelter:** Easy to access points to find shelter from the heat for people using active Transportation resources in high utilization areas
4. **Public Drinking Water Stations:** Easy-to-access hydration points, especially critical during heat waves.

Becker County is requesting approval to submit a grant application that will focus on implementing the following number of amenities:

1. Artistic Bike Racks: 37
2. Bike Fix-It Stations: 12
3. Benches with Shade: 23
4. Public Drinking Water Stations: 6

Key Details of the Grant:

- **Funding Amount Requested:** Up to \$500,000 per project is allowable.
 - **Requesting:** \$411,147
 - **Budget:**
 - \$23,000 in installation of benches (concrete)
 - \$17,000 in freight
 - \$32,770 in equipment/amenities (bike racks, benches with shelter, bike fix it stations, water filling stations) to be distributed to cities/orgs participating
 - \$41,147 in administrative support for Becker County
- **Match Requirement:** 10% minimum (cash or in-kind). Primarily installation fees (staff) as an in-kind support with some cash match
 - City of Detroit Lakes match: \$14,410 cash and installation
 - City of Frazee match: \$3,000 cash (bike rack/ bench with shelter) and \$2,500 in kind installation
 - Project 412: \$2,500 art RFP coordination
 - Becker County: \$6,600 in kind installation
 - Lake Park: \$6,400 in kind installation
 - Cormorant: \$100 installation
 - Other cities (Audubon, Wolf Lake, White Earth, Callaway) as they determine final numbers will be responsible for 10% of in-kind or cash): \$10,127
 - Creating Community Consulting: \$2,500 in kind administration
 - **Total Match: \$45,637**
- **Grant Timeline:**
 - Submission: December 19th, 2024
 - Announcements: Spring, 2025
 - Completion by June 30, 2027

Project Benefits:

- **Public Health:** Increased access to hydration and cooling amenities.
- **Sustainability:** Promotion of non-motorized transportation and clean energy.

- **Community Engagement:** New amenities designed with input from local residents to meet their needs. Project 412 will administer the art requests for proposal for the bike racks which will engage residents from each of the communities participating.
- **Resilience:** Infrastructure designed to withstand and mitigate the effects of climate change.

Next Steps: The Board of Commissioners is requested to:

1. Approve submission of the grant request and Resolution 12-24-2F.
2. Support the request for Becker County to manage the grant and be the fiduciary agent.
3. Approve supporting the commitment of each city/facility who are supporting, maintaining, and operating the proposed assets for long term sustainability.

The point of contact for this memorandum is Steve Skoog

Conclusion: This proposal aligns with Becker County, and the Cities located with it, commitment to sustainability, public health, and community development. By approving this grant application, the Board of Commissioners will position the county to receive significant funding for infrastructure that benefits residents and prepares the community for future climate challenges.

Distribution: Board of Commissioners, County Administrator



The Park Catalog
220 Congress Park Drive, Suite 215
Delray Beach FL 33445
5616207878
sales@theparkcatalog.com



Deluxe Public Work Stand

[Be the first to review this product](#)

(<https://www.theparkcatalog.com/review/product/list/id/2564536/category/4126/#review-form>)

~~\$4,999.00~~

Quick Overview

- Services 2 bikes at once
- Tools attached to retractable cable
- Made in the USA
- Installation Toolkit Included

***Bike Pump**

* Required Fields

High Security Outdoor Bike Pump with Gauge

***Wheel Chock**

Wheel Chock - Powder Coat

***Color**

Black

~~\$4,100.00~~ \$2000

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Need Help? Chat with a representative now.

Elkay (LK4430BF1UEVG) Outdoor EZH2O Bottle Filler And Bi-Level ADA Pedestal Fountain, Evergreen

(0) No Reviews yet



\$5,900.62

SKU: LK4430BF1UEVG

FREE SHIPPING 

(shipping-policies)

This item will ship from the manufacturer in about 30 days.



Details

Outdoor Bottle Filling Stations ideal for educational campuses and recreational areas. Powder-coated exterior over a corrosion-resistant stainless ste...

Specs

Installation Location: Outdoor Number of Stations: Two (2) drinking fountains plus one (1) EZH2O bottle filling station Mount: Floor or Free Stand...

Downloads

Specifications for LK4430BF1UEVG Installation Manual for LK4430BF1UEVG
Warranty Information



QUOTATION

6439-R9

Customer

Detroit Lakes
508 Front St. East
Detroit Lakes, MN 56501
218-847-4637

Sales Representative

Sue Ayers
Northland Recreation LLC
10085 Bridgewater Bay
Woodbury, MN 55129
651.815.4097

Project Information

Project Name Detroit Lakes Trailhead
Location Detroit Lakes, MN
Zip Code Site 56501
Zip Code Shipping 56501
Date Quoted 4/28/2023
Expiration 6/27/2023
Quantity 1

Design Criteria

Building Code 2020 MINNESOTA BC
Ground Snow 60
Wind Speed 110

SSG-8x9MR - 4:12 - 7.5 ft.

Product Information	Product Description	Unit Price	Extended Price
Base			
Steel Frame	8x9 ft. Gable Sunshelter	\$5,610.00	\$5,610.00
Primary Roof	Multi-Rib	\$1,030.00	\$1,030.00
		SubTotal	\$6,640.00
Options			
Bench	Bench – Metal – Two Back to Back	\$3,120.00	\$3,120.00
Anchor Bolt Kit		\$730.00	\$730.00
		SubTotal	\$3,850.00
Misc			
Engineering		\$500.00	\$500.00
Freight	646 miles Weight (lbs): 600	\$1,500.00	\$1,500.00
		SubTotal	\$2,000.00

Notes

Summarized Price

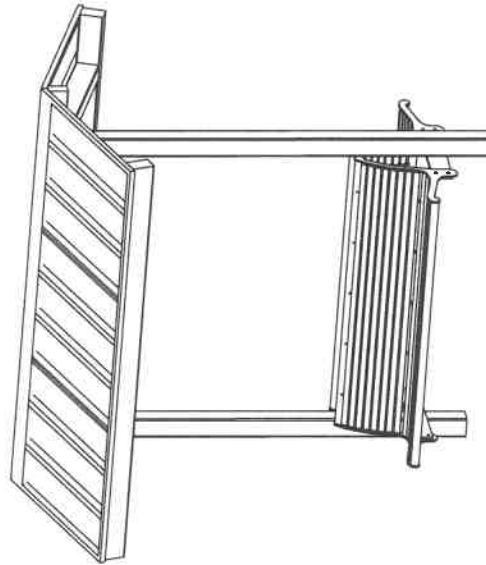
Base	\$6,640.00
Options	\$3,850.00
Structure Subtotal	\$10,490.00
Building Price Each	\$10,490.00
Miscellaneous	\$2,000.00
TOTAL	\$12,490.00

Subject To Submittal Approval

See following pages for Qualifications, Terms and Conditions, and Warranty Information

poligon[®]

PROJECT: _____
 LOCATION: _____
 BUILDING TYPE: SSG 8x9
 ROOF TYPE: MULTI-RIB



DRAWING LIST:

SHEET NUMBER	DRAWING DESCRIPTION
CS	COVER SHEET
1	ARCHITECTURAL ELEVATIONS
2	STRUCTURAL FRAMING PLAN
3	COLUMN LAYOUT

FABRICATOR APPROVALS:
 CITY OF PHOENIX, AZ APPROVED FABRICATOR #C08-2010
 CITY OF HOUSTON, TX APPROVED FABRICATOR #C06-1596
 CITY OF HOUSTON, TX APPROVED FABRICATOR #C06-06-0033
 CLARK COUNTY, NV APPROVED FABRICATOR #264
 STATE OF UTAH APPROVED FABRICATOR 02008-14

CERTIFICATE:
 MAINLAND COUNTY CERTIFICATE OF COMPETENCY NO. 16-1025.01
 PCI (POWDER COATING INSTITUTE), 4000 CERTIFIED

MATERIALS:
 TUBE STEEL
 SCHEDULE PIPE
 RMT PIPE
 LIGHT GAGE COLD FORMED STEEL CLATE
 ROOF PANELS (STEEL)

ASTM DESIGNATION
 A500 (GRADE B)
 A53 (GRADE B)
 A519
 A1003 (GRADE 50)
 A653

GENERAL NOTES:
 UNLESS NOTED OTHERWISE, THIS STRUCTURE WAS DESIGNED TO ONLY SUPPORT WHAT IS SHOWN ON THESE DRAWINGS. POLIGON IS NOT RESPONSIBLE FOR ANY CHANGES TO THIS STRUCTURE (WALLS, COLUMN WRAPS, RAILING, ETC.) SINCE THE DESIGN OF THIS STRUCTURE CAN BE REVIEWED AND POSSIBLY REVISED.

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STRUCTURAL STEEL SHALL BE DETAILED, FABRICATED, AND ERECTED IN ACCORDANCE WITH THE LATEST EDITION OF THE AMERICAN INSTITUTE OF STEEL CONSTRUCTION (AISC) SPECIFICATION MANUAL.

ALL WELDING IS PERFORMED BY AMERICAN WELDING SOCIETY CERTIFIED WELDERS AND CONFORMS TO THE LATEST EDITION OF AWS D1.1 OR D1.3 AS REQUIRED.

PARTS SHOWN MAY BE UPGRADED DUE TO STANDARDIZED FABRICATION. REFER TO THE SHIPPING BILL OF MATERIALS FOR POSSIBLE SUBSTITUTIONS.

FOR PROPER FIELD INSTALLATION OF THE BUILDING IT IS RECOMMENDED THAT THE PRIMARY FRAME INSTALLER AND THE ROOF INSTALLER HAVE A MINIMUM FIVE (5) YEARS DOCUMENTED EXPERIENCE INSTALLING THIS TYPE OF PRODUCT.

FOR PROPER FIELD INSTALLATION OF THE BUILDING IT IS RECOMMENDED THAT ELECTRICAL WIRING BE COMPLETED THROUGH THE STRUCTURAL MEMBERS BEFORE THE BUILDING IS ERECTED.

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DRAWING: COVER SHEET
 SCALE: 1:30
 REV. LEVEL: A

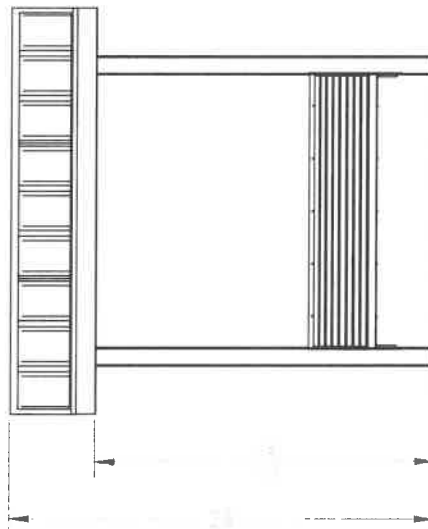
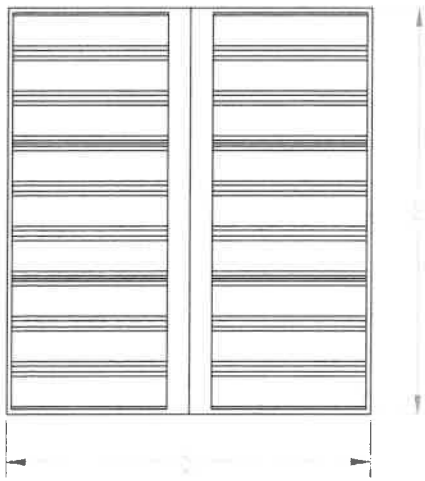
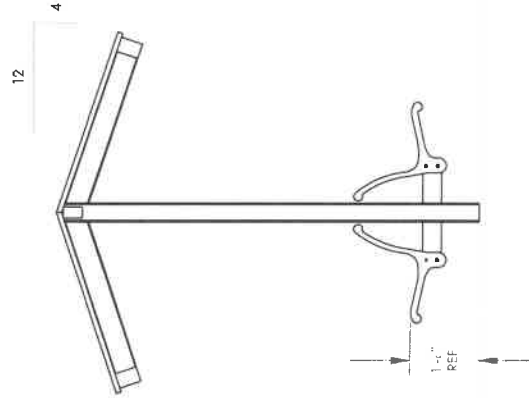
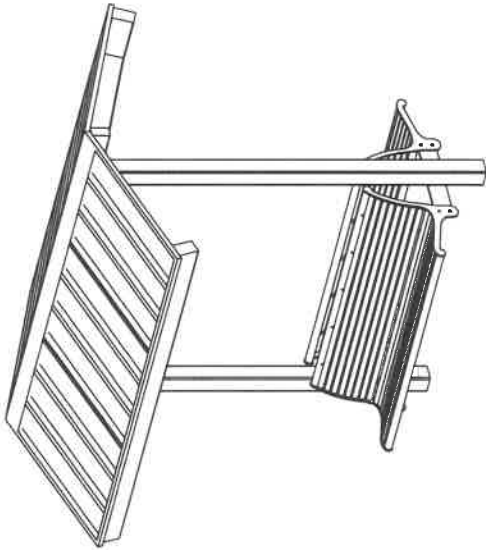
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 by PORTIERCORP

CONTRACT #14
 PARTNER OF PLANTING FARMING
 PORTIERCORP 4061 N. 13th AVE. HOUSTON, TX 77044

SHEET
CS

GENERAL ROOF NOTES:

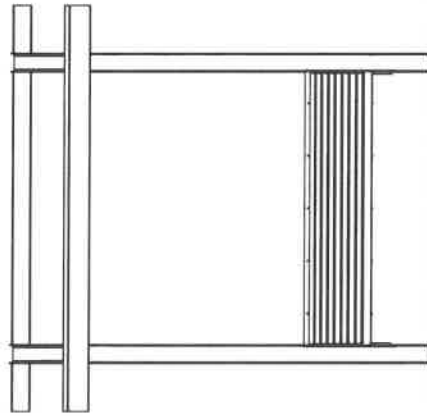
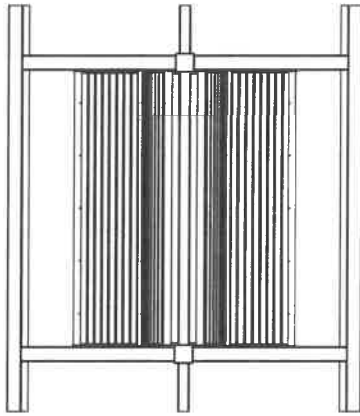
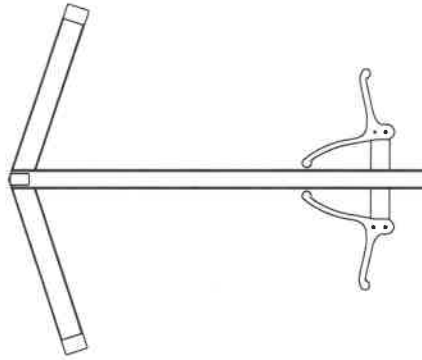
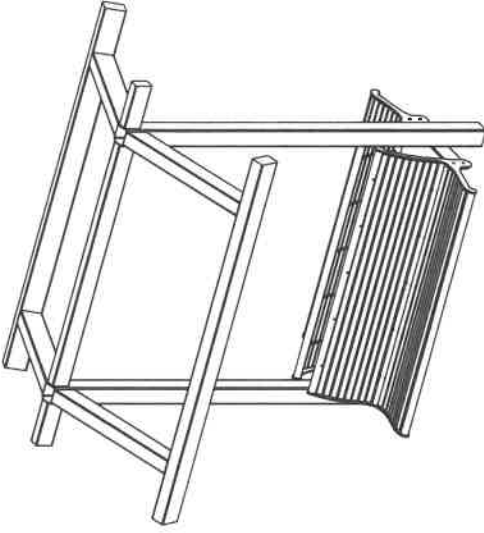
1. METAL ROOFING:
 - 24 GAUGE
 - GALVALUME COATED
 - KYNAR 500 PAINTED
2. TRIM COLOR MATCHES ROOF
3. SEE POLYGON.COM FOR COLOR OPTIONS



FINISH GRADE MOUNTING VARIES BASED ON ENGINEERING REQUIREMENTS.

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<small> COPYRIGHT © 2014 PATENTED OR PENDING PENDING PORTERCORP 450 N. 25th AV. HOLLAND, MI 48124 </small>	

BASEPLATE NOTES:

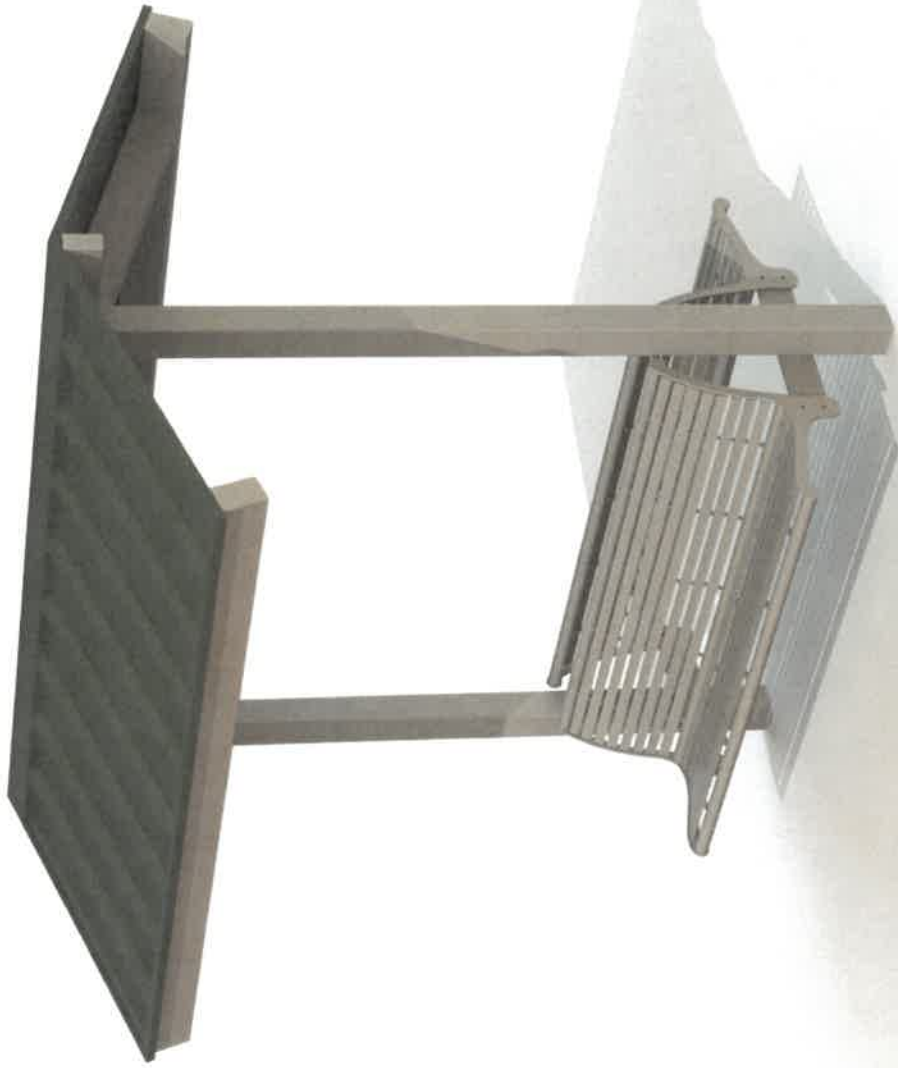
1. POLIGON ENGINEERING WILL DETERMINE REQUIRED BASEPLATE DESIGN AFTER ENGINEERING PACKAGE IS ORDERED.
2. CUSTOMER MAY SUGGEST PREFERRED BASEPLATE DESIGN.



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ONLY

DRAWING: COLUMN LAYOUT		REV. LEVEL: A
SCALE: 1:12		
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		SHEET 3

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FRAME COLOR: SURREY BEIGE
ROOF COLOR: EVERGREEN
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COLOR SELECTIONS, PLEASE SUBMIT AN ET DRAWING REQUEST.

SSG 8x9





BECKER COUNTY BOARD OF COMMISSIONERS

RESOLUTION 12-24-2F

APPROVING A GRANT APPLICATION TO THE MINNESOTAL POLLUTION CONTROL AGENCY FOR A COMMUNITY RESILIENCY GRANT.

WHEREAS, , Becker County has the right and authority to sponsor a grant funding request to the Minnesota Pollution Control Agency (MPCA).

WHEREAS, Becker County has a right and authority to act as Legal Sponsor for the State Grant Application (the “Application”) and will work with the partnering entities in developing a MPCA Grant Agreement relating to the funding which may be awarded.

WHEREAS, Becker County certifies it has read and understands the Office of Grants Management Conflict of Interest Policy 08-01, will maintain an adequate Conflict of Interest Policy and monitor and report any actual, potential, or perceived conflicts of interest to the MPCA.

WHEREAS, Becker County confirms all of the information in its Application and further confirms that it has no expectation of or entitlement to reimbursement of costs incurred prior to grant agreement execution date and, it has not entered into a written purchase agreement to acquire property described in its application if grant funds are to be used for the purchase.

WHEREAS, Becker County and partnering entities hereby agree that they will comply with all applicable laws, regulations and requirements as stated in the Grant Agreement with the MPCA, including purchasing and installing the equipment as outlined in the grant agreement to improve climate resiliency. The partnering entities are committing to maintaining the equipment after installation.

NOW THEREFORE BE IT RESOLVED. That the Board of County Commissioners of Becker County, Minnesota, hereby approve entering into a Grant Agreement with the MPCA if the MPCA confirms that this Community Resilience grant request has been awarded to Becker County.

Duly adopted this 17th day of December, 2024, at Detroit Lakes, MN.

COUNTY BOARD OF COMMISSIONERS
Becker County, Minnesota

ATTEST:

/s/ Carrie Smith
Carrie Smith
County Administrator

/s/ John Okeson
John Okeson
Board Chair

State of Minnesota)

County of Becker) ss
)

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 17th, 2024, as recorded in the record of proceedings.

Carrie Smith
County Administrator

12/17/2024

To: Becker County Board of Commissioners

From: Steve Skoog/Mitch Lundeen, Land Use Department/ NRM

Request: Board motion to award the 2026 Tree Seedling Contract to PRT USA Inc. at \$279.00 per thousand for Red Pine, \$250.00 per thousand for Jack Pine, and \$320.00 per thousand for White Spruce for an estimated contract total of \$27,560.00

Narrative:

Request for bids to produce 100,000 containerized tree seedlings for the 2026 season. Bid opening took place on Tuesday 11/22/2024 at 3:00 pm. Request for Bids were published twice in the paper and vendors were notified. **One bid was received.**

Summary of Bids Received for 2026 Tree Seedlings

Bidder	Address	\$ per thousand	# of Trees	Total
PRT USA Inc.	4653 Bishop Lake Rd. Howell, MI 48843	\$ 279.00 Red Pine	40,000	100,000 Trees \$27,560.00
		\$ 250.00 Jack Pine	40,000	
		\$320.00 Spruce	20,000	

Recommend awarding the contract to:

PRT USA Inc. for an estimated contract total of \$27,560.00; the sole bid received.

History

	Awarded to	\$ per thousand	# of trees	Total
2025	PRT USA Inc.	\$ 270.00 Red Pine \$ 250.00 Jack Pine \$ 320.00 White Spruce	50,000 Red Pine 30,000 Jack Pine 20,000 White Spruce	100,000 Trees \$27,400.00
2024	PRT USA Inc.	\$270 Red Pine 250.00 Jack Pine	60,000 Red Pine 40,000 Jack Pine	100,000 Trees \$26,200.00
2023	PRT USA Inc.	\$ 205.00 Red Pine	35,000 Red Pine	100,000 Trees \$21,325.00
		\$ 190.00 Jack Pine	35,000 Jack Pine	
		\$ 250.00 White Spruce	30,000 White Spruce	
2022	PRT USA Inc.	\$ 177.00 Red Pine	40,000 Red Pine	95,000 Trees \$16,840.00
		\$ 166.00 Jack Pine	40,000 Jack Pine	
		\$ 208.00 W. Spruce	15,000 W. Spruce	
2021	PRT USA Inc.	\$162.00 Jack Pine	55,500 Jack Pine	95,000 Trees \$15,824.50
		\$173.00 Red Pine	39,500 Red Pine	

2026 Containerized Tree Seedling BID FORM


SPECIES	STOCK TYPE	CONTAINER SIZE	QUANTITY	QUOTE/ THOUSAND*
Norway Pine	1 + 0	309 / Styro 4A	40,000	\$ \$279.00
Jack Pine	1 + 0	309 / Styro 4A	40,000	\$ \$250.00
White Spruce	1 + 0	411/Styro 6S	20,000	\$ \$320.00
			Total Quote	\$27,560.00

Bid is to be in U.S. dollars and include all taxes, import/export fees and any other fees that will affect the final price.

Company PRT USA Inc.

Address 4653 Bishop Lake Rd, Howell, MI 48843

Telephone 807-371-0126

Signature 

Date November 20, 2024

Bids awarded on total bid.

Bids accepted as mailed or emailed.

Completed bids due before 3:00pm on 11/22/2024

Contact Information:

Becker County Natural Resource Management Office
1771 N Tower Road
Detroit Lakes, MN 56501

Email: mitch.lundeen@co.becker.mn.us
erick.barthel@co.becker.mn.us

Becker County reserves that right to refuse any or all bids.

BECKER COUNTY BOARD OF COMMISSIONERS

RESOLUTION 12-24-2K

**Final Acceptance Project
 SAP 003-630-006
 Bridge Deck Repair**

WHEREAS, Project Number, SAP 003-630-007, consisting of County highway 30 Bridge Deck Repair, contracted with PCiRoads, LLC, of St. Michael, MN, previously adopted by the County Board, has in all things been completed in accordance with and pursuant to the terms of the contract, and the County Board being fully advised in the premises thereof;

NOW THEREFORE BE IT RESOLVED. That the Board of County Commissioners of Becker County, Minnesota, accepts said completed project and authorizes final payment in the amount of \$13,098.05, prepared and processed along with the City of Detroit Lakes and Becker County.

Duly adopted this 17th day of December 2024, at Detroit Lakes, MN.

COUNTY BOARD OF COMMISSIONERS
 Becker County, Minnesota

ATTEST:

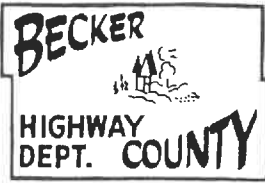
/s/ Carrie Smith
 Carrie Smith
 County Administrator

/s/ John Okeson
 John Okeson
 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 17, 2024, as recorded in the record of proceedings.

 Carrie Smith, County Administrator



Becker County Highway Department
1771 N Tower Road
Detroit Lakes, MN 56501
Office: 218-847-4463

JAMES D OLSON, PE
County Engineer
BRIAN SHEPARD
Construction Manager
JONA JACOBSON
Maintenance Superintendent
ANGELA LEFEBVRE
Accountant

BECKER COUNTY ENGINEER

CONSTRUCTION IMPROVEMENT PROJECT

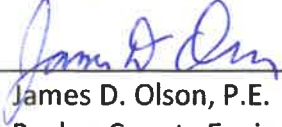
CERTIFICATE OF PERFORMANCE

Project Number:	SAP 003-630-006
Contract Number:	63006
Name of Contractor:	PCiRoads, LLC
Type of Work:	Bridge Deck Rehabilitation/Repair
Total Value of Work:	\$261,961.00
Contract Amount:	\$249,032.00

I HEREBY CERTIFY to the Board of Commissioners of Becker County: That as the duly appointed Becker County Engineer I have been in charge of the work required by the above described contract in accordance with Minnesota Statute § 163.07; That all of such work required by the contract has been satisfactorily performed and the contract has been completed; That the entire amount of work shown above, and on the Final Contract Voucher, has been performed, measured by, and in accordance with and pursuant to the terms of said contract.

Date: 12-13-24

Signature: _____


James D. Olson, P.E.
Becker County Engineer
Registered Prof. Eng. No. 41294

AN EQUAL OPPORTUNITY EMPLOYMENT

**FINAL SUMMARY AND VERIFICATION
OF CONTRACT COSTS**

PROJECT NUMBERS: SAP 003-630-006

LOCATION: CSAH 30 over the Ottertail River – Bridge 03505

CONTRACTOR: PCiRoads, LLC

PROJECT DESCRIPTION: Bridge Deck Rehabilitation/Repair

LETTING DATE: May 25, 2023 FINAL COMPLETION DATE: September 25, 2023

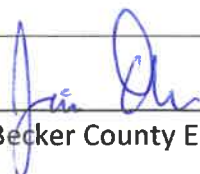
Engineer's Estimate	Contract Amount	Final Cost
\$198,166.00	\$249,032.00	\$261,961.00

Explanation of cost variance between Engineer's Estimate and Contract Amount:

Specialty work, only one Contractor submitted a bid.

Explanation of cost variance between Contract Amount and Final Cost:

Additional concrete repair areas were required prior to overlay.


Becker County Engineer

Dated: 12-13-24

Holiday

Board Meeting

Board of Appeals

2025

TNT Hearing

AMC/District Meetings

January

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

February

S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	1

March

S	M	T	W	T	F	S
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

April

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

May

S	M	T	W	T	F	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

July

S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

August

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

September

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

October

S	M	T	W	T	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

November

S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

December

S	M	T	W	T	F	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

BECKER COUNTY BOARD OF COMMISSIONERS

RESOLUTION 12-24-2B

Approval for Scheduled Meeting Dates for 2025

WHEREAS, the Becker County Board of Commissioners has determined that when "in session" it is in the best interest of the County to be able to take action on issues before the board; and

WHEREAS, all scheduled meetings are posted and advertised in accordance with Minnesota Statute; and

NOW THEREFORE BE IT RESOLVED. That the Becker County Board of Commissioners will meet in a Regular Business Session on the following Tuesdays of each month and also on other dates as listed, if required, can conduct business at these meetings.

IT IS FUTHER RESOLVED that a schedule of meetings for the coming year is hereby approved, and any deviation or addition to this schedule will be posted by the County Administrator as required by Minnesota Statute. The agenda for each of these meetings will be posted and/or published, and distributed by the County Administrator; however, this Resolution containing the 2025 schedule is considered an official posting for all meetings. The Regular Board meetings will start at 8:15 am in the Board Room at the Becker County Courthouse, or alternate site as posted.

January	7**		21	22-24*	**Organizational & Regular * County Gov't 101
February	4		18	4-5* 26-27*	*AMC Drainage Conference *AMC Legislative Conference
March	4		18	1-5* 26-28*	*NACo Legislative Conference *AMC Leadership Summit
April	1		15		
May	6		20		
June	3	17**	17		**Board of Appeals – 6:00 pm
July	1		15		
August	5		19		
September	2		16	10-12*	*AMC Fall Policy Conference
October	7		21		
November	4		18		
December	2	11**	16	8-10*	*AMC Annual Conference **Truth in Taxation – 6:00 pm

Duly adopted this 17th day of December, 2024, at Detroit Lakes, MN

COUNTY BOARD OF COMMISSIONERS
Becker County, Minnesota

ATTEST:

/s/ Carrie Smith
Carrie Smith
County Administrator

/s/ John Okeson
John Okeson
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 17, 2024, as recorded in the record of proceedings.

Carrie Smith
County Administrator

**BECKER COUNTY BOARD OF COMMISSIONERS
RESOLUTION 12-24-2A**

WHEREAS, the Becker County Board of Commissioners has considered the services to be provided by Becker County in 2025 and the expenditures and revenues necessary; and

WHEREAS, the Becker County Board of Commissioners held a "2024 Tax Levy Public Input" on December 12, 2024, as required by law; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners, Becker County, State of Minnesota the following:

1. Budgeted Revenues and Expenditures

FUNDS	2025 ADOPTED	
	REVENUES	EXPENDITURES
GENERAL – Fund 01	\$10,862,542	\$11,068,325
DESIGNATED RESERVES – Fund 02	\$354,404	\$316,289
PUBLIC TRANSIT – Fund 02	\$729,400	\$849,117
PUBLIC SAFETY – Fund 04	\$13,138,509	\$13,313,039
HIGHWAY – Fund 10	\$18,094,525	\$18,093,397
HUMAN SERVICES – Fund 11	\$19,802,593	\$19,902,981
RECREATION – Fund 15	\$363,500	\$711,492
RESOURCE DEVELOPMENT – Fund 16	\$90,618	\$237,000
ENVIRONMENTAL AFFAIRS – Fund 18	\$6,582,900	\$6,482,499
DEBT SERVICE – Fund 38	\$1,730,822	\$1,730,822
DITCHES – Fund 41	-	-
NATURAL RESOURCE MGMT – Fund 71	\$551,250	\$529,073
GRAVEL TAX – Fund 72	\$50,170	-
TOTAL	\$72,351,233	\$73,234,034

2. Becker County Tax Levy be certified to the County Auditor-Treasurer for collection for the Year 2025:

GENERAL	\$5,440,915
PUBLIC SAFETY	\$11,303,569
HIGHWAY	\$2,409,675
HUMAN SERVICES	\$7,353,205
RECREATION	-
DEBT SERVICE	\$1,545,197
TOTAL	\$28,052,561

- 3. Becker County Economic Development District is hereby authorized to levy a tax and that special tax levy be certified to the County Auditor-Treasurer for collection for the year 2023 is estimated to be \$245,000.

- 4. Exhibit "A" to the Administrative Rules which is incorporated by reference, showing additional budgetary assumptions and administrative controls delegated/authorized by the Becker County Board of Commissioners.

- 5. Exhibit "B" is the Position Allocation which sets forth the number and classification of all positions approved by the Board of County Commissioners.

- 6. Exhibit "C" the Final Budget by line item adopted by the Becker County Board of Commissioners.

Duly adopted this 17th day of December 2024, at Detroit Lakes, Minnesota.,

COUNTY BOARD OF COMMISSIONERS

Becker County, Minnesota

ATTEST:

/s/ Carrie Smith
 Carrie Smith
 County Administrator

/s/ John Okeson
 John Okeson
 Board Chair

State of Minnesota)
) ss
 County of Becker)

I, the undersigned being the duly appointed 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 17, 2024, as recorded in the record of proceedings.

 Carrie Smith
 County Administrator

Becker County Administrative Rules

Purpose: The Administrative Rules are designed to provide the County Administrator the authority to approved and/or execute various types of transactions, requests and decisions. These rules will assist the County Administrator in providing direction and guidance for the operations of the County through the authority granted from the County Commission.

Personnel:

- 1) Approve the utilization of a staffing agency. A written request will be submitted to the County Administrator for prior approval and will provide the following: Position, reason, cost and how the cost will be covered. If the use of staffing from an agency cannot be covered under the personnel budget the request will come before the Board.
- 2) Approve the hiring of temporary seasonal employees. If the use of staffing from a department cannot be covered under the budget, the request will come before the Board. (i.e., AIS, HWY, Sheriff, Environmental, etc.)
- 3) Approve two hours of call-in pay for non-exempt, non-union staff covered under the personnel policy manual.
- 4) Approve the utilization of outside firms/organizations in personnel matters not to exceed \$10,000.

Operational:

- 1) Approve whether to close the Courthouse on Christmas Eve starting at 12:00 (noon) each year.
- 2) Approve purchases up to \$5,000.
- 3) Settle questions that arise in payroll. All parties involved in payroll questions will adhere to the decisions of the County Administrator.

Approved: _____

Fund	Position Title	Grade	Step	FTE	F	P
REVENUE FUND	Commissioners	Commissioner			1	F
		Commissioner			1	F
		Commissioner			1	F
		Commissioner			1	F
		Commissioner			1	F
					<u>5</u>	
	Administrator	Administrator	20	7	1	F
		Administrative Assistant	5	2	1	F
					<u>2</u>	
Auditor-Treasurer	Auditor-Treasurer			1	F	
	Finance Manager	11	8	1	F	
	Chief Deputy Auditor Treasurer	9	8	0.5	F	
	Payroll/Accounting Specialist	6	2	1	F	
	Account Clerk II	5	1	1	F	
	Deputy Property Tax Specialist	6	2	1	F	
	Deputy Licensing Coordinator	5	2	1	F	
	Research Specialist/GIS	7	5	0.34	F	
	Account Clerk I	4	1	1	F	
	Account Clerk I	4	4	1	F	
					<u>8.84</u>	
Department of Motor Vehicle	License Supervisor	8	2	1	F	
	Licensing Clerk	4	2	1	F	
	Licensing Clerk	4	2	1	F	
	Licensing Clerk	4	1	0.7	P	
	Licensing Clerk	4	2	0.6	P	
				<u>4.3</u>		
Assessor	County Assessor	15	5	1	F	
	Chief Deputy Assessor	9	2	1	F	
	Assessment Technician	4	2	1	F	
	Appraiser	8	2	1	F	
	Appraiser	8	2	1	F	
				<u>5</u>		
Information Technology	IT Director	13	2	1	F	
	Developer-GIS	10	10	1	F	
	IT Analyst	8	3	1	F	
	IT Analyst	9	3	1	F	
	IT Analyst	8	3	1	F	
	Research Specialist/GIS	7	5	0.31	F	
				<u>5.31</u>		
Elections	Deputy Auditor Treasurer	9	8	0.5	F	
				<u>0.5</u>		
Human Resources	Human Resources Director	14	4	1	F	
	HR Assistant	6	3	1	F	
				<u>2</u>		
Attorney	County Attorney			1	F	
	First Assistant Attorney	18	5	1	F	
	Assistant County Attorney	16	1	1	F	
	Assistant County Attorney	17	2	1	F	
	Assistant County Attorney	17	1	1	F	
	Assistant County Attorney	16	1	1	F	
	Assistant County Attorney	16	1	1	F	
	Victim Witness Coordinator	7	5	1	F	
	Legal Assistant	6	6	1	F	
	Legal Assistant	4	4	1	F	
	Legal Assistant	4	1	1	F	

	Legal Assistant	4	2	<u>1</u>	F
				12	
Recorder	County Recorder (Appointed)	11	1	1	F
	Chief Deputy Recorder	7	6	1	F
	Deputy Recorder	6	6	1	F
	Deputy Recorder	6	6	1	F
	Deputy Recorder	5	1	1	F
	Deputy Recorder	5	1	<u>0.7</u>	P
				5.7	
Courthouse Bldg Maintenance	Bldg. Maint. Supervisor	8	9	1	F
	Maint. Tech.	6	2	1	F
	Maint. Tech.	7	2	1	F
	Maint. Tech.	7	2	1	F
	Custodian	2	6	1	F
	Custodian	2	1	1	F
	Custodian	2	2	0.3	P
	Custodian	2	2	0.62	P
	Custodian	2	1	0.62	P
	Custodian	2	2	<u>0.4</u>	P
				7.94	
Veteran Service Officer	Office Support Specialist	4	5	0.3	P
	Veteran Service Assistant	5	4	1	F
	Veteran Service Officer	9	5	1	F
				<u>2.3</u>	
Planning and Zoning	Zoning Administrator	12	3	1	F
	Zoning Tech/Sewer Inspector	8	2	1	F
	Zoning Tech/Sewer Inspector	8	2	1	F
	Zoning Tech./E-911 Cord.	8	2	0.6	F
	Zoning Tech/Sewer Inspector	8	1	1	F
	Office Support Specialist	4	5	<u>0.7</u>	P
				5.3	
Extension	Office Manager	5	4	1	F
	Office Help			<u>0</u>	T
				1	
Housing/EDA	Economic Developmen Specialist	10	4	<u>1</u>	F
				1	
Transit	Transit Manager	10	2	1	F
	Driver/Dispatcher	3	6	1	F
	Driver/Dispatcher	3	1	1	F
	Driver/Dispatcher	3	3	0.45	P
	Driver/Dispatcher	3	6	0.72	P
	Bus Driver	3	2	0.45	P
	Bus Driver	3	1	0.45	P
	Bus Driver	3	4	0.45	P
	Bus Driver	3	5	0.45	P
	Bus Driver	3	1	0.45	P
	Bus Driver	3	2	0.45	P
	Bus Driver	3	1	0.45	P
	Bus Driver	3	4	0.45	P
	Bus Driver	3	2	<u>0.45</u>	P
				8.22	
Public Safety	Sheriff			1	F
	Chief Deputy	15	4	1	F
	Lieutenant	13	6	1	F
	Sergeant	11	2	1	F
	Sergeant	11	9	1	F
	Sergeant	11	9	1	F

	Sergeant	11	9	1 F
	Investigator	10	10	1 F
	Investigator	10	10	1 F
	Investigator	10	10	1 F
	Investigator	10	10	1 F
	Investigator	10	5	1 F
	Investigator (Temp 4 months)	10	4	0.25 F
	Emerg Mgmt/Deputy	10	7	0.5 F
	Deputy Sheriff/Boat and Water	9	2	0.55 F
	Deputy Sheriff	9	8	1 F
	Deputy Sheriff	9	4	1 F
	Deputy Sheriff	9	5	1 F
	Deputy Sheriff	9	3	1 F
	Deputy Sheriff	9	4	1 F
	Deputy Sheriff	9	4	0.75 F
	Deputy Sheriff	9	6	1 F
	Deputy Sheriff	9	5	1 F
	Deputy Sheriff	9	2	1 F
	Deputy Sheriff	9	3	1 F
	Deputy Sheriff	9	1	1 F
	Deputy Sheriff	9	1	1 F
	Deputy Sheriff	9	1	1 F
	Deputy Sheriff Part Time	9		0.7 P
				<u>26.75</u>
Boat and Water	Boat & Water - Deputy Sheriff	9	2	0.45 F
				0.3 P
				0.3 P
				<u>0.3 P</u>
				0.9
Confidential	Office Manager	5	2	1 F
	Secretary	4	3	1 F
	Secretary	4	3	1 F
	Secretary	4	3	1 F
				<u>4</u>
Dispatch	Communications Supervisor	9	9	0.96 F
	Communications Officer	6	4	0.96 F
	Communications Officer	6	3	0.96 F
	Communications Officer	6	1	0.96 F
	Communications Officer	6	2	0.96 F
	Communications Officer	6	4	0.96 F
	Communications Officer	6	7	0.96 F
	Communications Officer	6	2	0.96 F
	Communications Officer	6	7	0.96 F
	Communications Officer	6	7	0.96 F
	Var. Communications Officer	6	2	0.7 P
				<u>10.3</u>
Bailiffs & Screeners	Courthouse Screeners	4	2	0.3 P
	Courthouse Screeners	4	4	0.3 P
	Courthouse Screeners	4	7	0.4 P
	Bailiff	5	10	0.7 P
	Bailiff	5	10	0.7 P
	Bailiff	5	10	0.7 P
	Chief Bailiff	7	8	1 F
				<u>4.1</u>
Jail	Secretary	4	2	1 F
	Secretary	4	1	1 F
	Var. Jailer	6	1	0.33 P
	Var. Jailer	6	1	0.5 P
	Var. Jailer	6	1	0.33 P

	Var. Jailer	6	2	0.33 P
	Var. Jailer	6	2	0.33 P
	Var. Jailer	6	3	0.33 P
	Var. Jailer	6	3	0.33 P
	Var. Jailer	6	2	0.33 P
	Var. Jailer	6	2	0.33 P
	Var. Jailer	6	2	0.33 P
	Jailer	6	5	0.5 P
	Jailer	6	5	0.33 P
	Jailer	6	5	0.5 P
	Jailer	6	2	0.33 P
	Jailer	6	5	0.73 P
	Jailer	6	2	0.33 P
	Transport Officers	5	5	0.63 P
	Transport Officers	5	1	0.63 P
	Transport Officers	5	6	0.73 P
	Transport Officers	5	6	0.31 P
	Jail Administrator	12	7	1 F
	Assistant Jail Administrator	10	3	1 F
	Jail-Sergeant	9	4	1 F
	Jail-Sergeant	9	4	1 F
	Jail-Sergeant	9	2	1 F
	Jail-Sergeant	9	3	1 F
	Program Coordinator	9	2	0.9 F
	Release Planner/Social Worker	9	2	1 F
	Jailer	6	2	1 F
	Jailer	6	2	1 F
	Jailer	6	5	1 F
	Jailer	6	5	1 F
	Jailer	6	2	1 F
	Jailer	6	2	1 F
	Jailer	6	1	1 F
	Jailer	6	3	1 F
	Jailer	6	1	1 F
	Jailer	6	2	1 F
	Jailer	6	5	1 F
	Jailer	6	2	1 F
	Jailer	6	2	1 F
	Jailer	6	2	1 F
	Jailer	6	1	1 F
	Jailer	6	2	1 F
	Jailer	6	4	1 F
	Jailer	6	2	1 F
	Jailer	6	2	1 F
	Jailer	6	2	1 F
	Jailer	6	5	1 F
	Jailer	6	3	1 F
				<u>40.39</u>
STS	Program Coordinator	9	2	0.1 F
	STS Crew Leader	5	6	1 F
				<u>1.1</u>
Emergency Management	Emerg Mgmt/Deputy	10	7	<u>0.5 F</u>
				0.5
Coroner	Coroner			<u>0.35 F</u>
				0.35
E-911	Zoning Tech./E-911 Cord.	8	2	<u>0.4 F</u>
				0.4
ROAD & BRIDGE FUND	Administration			
	Support Clerk	4	6	1 F
	Accountant	9	8	1 F

	Engineer	18	7	1 F
	Research Specialist/GIS	7	5	0.2 P
				<u>3.2</u>
Engineering	Construction Manager	11	7	1 F
	Transportation Tech	9	6	1 F
	Senior Engineer Tech	8	4	1 F
	Senior Engineer Tech	8	6	1 F
	Laborer			0 T
				<u>4</u>
Equipment/Shop/ Maintenance	Laborer			0 T
	Laborer			0 T
	Maintenance Supt	11	7	1 F
	Traffic Service Foreman	8	9	1 F
	Maintenance Crew Foreman	8	6	1 F
	Traffic Service Tech	6	7	1 F
	Maintenance Worker	6	3	1 F
	Maintenance Worker	6	2	1 F
	Maintenance Worker	6	5	1 F
	Maintenance Worker	6	1	1 F
	Maintenance Worker	6	1	1 F
	Maintenance Worker	6	5	1 F
	Maintenance Worker	6	2	1 F
	Maintenance Worker	6	5	1 F
	Maintenance Worker	6	4	1 F
	Maintenance Worker	6	2	1 F
				<u>14</u>
Mechanics	Mechanic I	6	8	1 F
	Mechanic I	6	5	1 F
	Mechanic II	8	6	1 F
				<u>3</u>
Human Services	Administration - Human Services and Community Health			
	Director	18	7	1 F
	Office Service Supervisor	10	8	1 F
	Accountant	9	5	1 F
	Administrative Secretary	4	2	1 F
	Office Support Specialist	4	3	1 F
	Office Support Specialist	4	2	1 F
	Office Support Specialist	4	2	1 F
	Office Support Specialist	4	2	1 F
	Office Support Specialist	4	1	0.7 P
	Office Support Specialist	4	1	0.7 P
	Custodian	2	1	1 F
	HS Admin			<u>10.4</u>
Administration - Human Services	Account Clerk II	5	2	1 F
	Account Clerk II	5	1	1 F
	Account Clerk II	5	4	0.7 P
	Staff Ratio			<u>2.7</u>
Financial Support - Non IM RMS	Financial Assistant Supervisor	10	8	1 F
	Office Support Specialist	4	2	1 F
	Office Support Specialist	4	2	1 F
	Office Support Specialist	4	3	1 F
	Office Support Specialist	4	1	0.7 P
	Office Support Specialist	4	2	0.7 P
	11-420-600-4800-61**			<u>5.4</u>
Financial Support - IM RMS 75%	Financial Assistant	6	8	1 F
	Financial Assistant	6	8	1 F
	Financial Assistant	6	8	1 F

	Financial Assistant	6	3	1 F
	Financial Assistant	6	8	1 F
	Financial Assistant	6	3	1 F
	Financial Assistant	6	8	1 F
	Financial Assistant	6	1	1 F
	Financial Assistant	6	8	1 F
	Financial Assistant	6	8	1 F
	Financial Assistant	6	3	1 F
	Financial Assistant	6	3	1 F
	Financial Assistant	6	8	1 F
	Financial Assistant	6	8	1 F
	Financial Assistant	6	8	1 F
	Fraud Prevention Investigator	7	5	0.7 P
	11-420-600-4820-61**			<u>15.7</u>
Child Support - CSOAP	Child Support Supervisor	10	10	1 F
	Child Support Officer	7	5	1 F
	Child Support Officer	7	10	1 F
	Child Support Officer	7	4	1 F
	Child Support Officer	7	10	1 F
	Child Support Officer	7	10	1 F
	Child Support Officer	7	10	1 F
	Support Enforce. Aide	5	2	1 F
	Support Enforce. Aide	5	7	1 F
	11-420-640-4800-61**			<u>9</u>
Social Services - Children and Adult Mental Health and Chemical Dependency	Social Serv Supervisor	11	7	1 F
	Social Serv Supervisor	11	7	1 F
	Social Worker	9	10	1 F
	Social Worker	9	10	1 F
	Social Worker	9	8	1 F
	Social Worker	9	10	1 F
	Social Worker	9	3	1 F
	Social Worker	9	10	1 F
	Social Worker	9	10	1 F
	Social Worker	9	10	1 F
	Social Worker	9	10	1 F
	Social Worker	9	3	1 F
	Social Worker	9	10	1 F
	Case Aid	5	8	1 F
	Case Aid	5	8	0.7 P
	11-430-700-4800-61**			<u>13.7</u>
Social Services - Child Protection	Social Serv Supervisor	11	10	1 F
	Social Serv Supervisor	11	10	1 F
	Social Worker	9	10	1 F
	Social Worker	9	7	1 F
	Social Worker	9	6	1 F
	Social Worker	9	9	1 F
	Social Worker	9	7	1 F
	Social Worker	9	10	1 F
	Social Worker	9	1	1 F
	Social Worker	9	6	1 F
	Social Worker	9	9	1 F
	Social Worker	9	8	1 F
	Social Worker	9	5	1 F
	Social Worker	9	6	1 F
	Social Worker	9	10	1 F
	Social Worker	9	10	1 F
	Social Worker	9	10	1 F
	Social Worker	9	6	1 F
	Social Worker	9	9	1 F
	Case Aid	5	6	1 F

		Case Aid	5	8	1 F F F P P
		11-430-701-4800-61**			<u>21</u>
Social Services - Adult Services		Social Serv Supervisor	11	10	1 F
		Social Worker	9	10	1 F
		Social Worker	9	9	1 F
		Social Worker	9	6	1 F
		Social Worker	9	9	1 F
		Social Worker	9	10	1 F
		Social Worker	9	10	1 F
		Social Worker	9	10	1 F
		Social Worker	9	10	1 F
		Social Worker	9	9	1 F
		Social Worker	9	10	1 F
		Social Worker	9	10	1 F
		Social Worker	9	10	1 F
		Social Worker	9	8	1 F
		Social Worker	9	10	1 F
		Social Worker	9	5	1 F
		Social Worker	9	4	1 P
		Case Aid	5	8	1 F
		Case Aid	5	3	1 F
					F F P P
		11-430-702-4800-61**			<u>19</u>
Community Health	Community Health	Comm Health Supervisor	12	7	1 F
		Public Health Nurse	9	9	1 F
		Public Health Nurse	9	6	1 F
		Public Health Nurse	9	6	1 F
		Public Health Nurse	9	5	1 F
		Public Health Nurse	9	10	1 F
		Public Health Nurse	9	10	1 F
		Public Health Nurse	9	5	1 F
		Public Health Nurse	9	10	1 F
		Public Health Nurse	9	10	1 F
		Public Health Nurse	9	4	1 F
		Public Health Nurse	9	4	1 F
		Public Health Nurse	9	4	1 F
		Public Health Nurse	9	9	1 F
		Public Health Nurse	9	10	1 F
		Nutrition Coordinator	9	2	1 F
		Case Aide	5	8	1 F
		Account Clerk II	5	4	1 F
					F F P
		11-481-451-0000-61**			<u>18</u>
RECREATION FUND	Recreation	Tram Operator			0 T
		Park Maintenance			0 T
					<u>0</u>
ENVIRONMENTAL SERVICES	Transfer Station	Temporary			0 T
		Temporary/Split			0 T
		Transfer Station Operator	3	3	0.54 P
		Solid Waste Clerk	3	2	0.46 P
		Solid Waste Clerk	3	2	0.46 P

	Clerk-Environmental	4	1	0.54 P
	Clerk-Environmental	4	1	0.7 F
	Mechanic 1	6	8	0.7 F
	Transfer Waste Driver	5	2	1 P
	Transfer Waste Driver	5	2	1 F
	Transfer Station Operator	4	7	1 F
	Transfer Station Operator	4	9	1 F
	Transfer Station Operator	3	9	1 F
	Transfer Station Manager	7	8	1 F
	Land Use Director	14	10	0.65 F
				<u>10.05</u>
Recycling	Recycling Facility Operator	4	4	0.6 P
	Recycling Facility Operator	4	3	0.6 P
	Solid Waste Clerk	2	2	0.23 P
	Solid Waste Clerk	2	2	0.23 P
	Clerk-Environmental	4	1	0.09 P
	Recycling Drivers	5	3	0.6 P
	Mechanic 1	6	8	0.25 F
	Clerk-Environmental	4	1	0.25 F
	Recycling Drivers	5	3	1 F
	Recycling Drivers	5	2	1 F
	MRF Manager	7	4	1 F
	Land Use Director	14	10	0.3 F
				<u>6.15</u>
Household Hazardous Waste	Clerk-Environmental	4	1	0.03 P
	Mechanic 1	6	8	0.05 F
	Clerk-Environmental	4	1	0.05 F
	Land Use Director	14	10	0.05 F
	Household Hazardous	6	2	1 F
				<u>1.18</u>
NATURAL RESOURCES MGMT Forest Management	Temporary			0 T
	NRM Land Commissioner	10	6	1 F
	NRM Manager-Forester	7	10	1 F
	NRM Manager-Forester	7	1	1 F
	Research Specialist/GIS	7	5	0.15 F
				<u>3.15</u>
				TOTAL 324.83

BECKER COUNTY BOARD OF COMMISSIONERS
RESOLUTION 12-24-2J
Behavioral Health Social Worker Personnel Request

WHEREAS, there is a need to add and fill a Behavioral Health Social Worker position.

WHEREAS, if this action creates a vacancy within Human Services, then the Board of County Commissioners agree to approve filling that vacancy as well.

NOW THEREFORE BE IT RESOLVED. That the Board of County Commissioners of Becker County, Minnesota, approves the Behavioral Health Social Worker Personnel Request.

Duly adopted this 17th day of December, 2024, at Detroit Lakes, MN.

COUNTY BOARD OF COMMISSIONERS
Becker County, Minnesota

ATTEST:

/s/ Carrie Smith
Carrie Smith
County Administrator

/s/ John Okeson
John Okeson
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 17, 2024, as recorded in the record of proceedings.

Carrie Smith
County Administrator

Date: December 5th, 2024
 To: Becker County Commissioners
 From: Denise Warren, Human Services Director
 Re: Personnel Request

Action Request: Request to pass Resolution _____, to approve hiring a full-time social worker in Behavioral Health.

Justification: Becker County Human Services is receiving \$100,000 in 2025 and 2026 to fund and provide Aftercare services through the BCOW Adult Mental Health Initiative grant.

Aftercare services are crucial in assisting individuals suffering with a serious mental illness connect to services needed to maintain stability. An Aftercare worker can assist with applying for medical assistance, making referrals, coordinating services and bridging the gap for services that currently have long waitlists, such as ARMHS services. These services can be offered to individuals who are eligible or ineligible for medical assistance.

Cost Analysis:

BH Social Worker Grade 9 Step 10	2024 COST TO FILL	CURRENT COST	2025 Budget	2026 Budget
SALARY	\$ -	\$ -	\$ 87,672	\$ 90,750
PERA	\$ -	\$ -	\$ 6,575	\$ 6,806
HEALTH	\$ -		\$ 17,563	\$ 17,563
FICA	\$ -	\$ -	\$ 6,707	\$ 6,942
UNIFORM/SEVERANCE				
TOTAL	\$ -	\$ -	\$ 118,517	\$ 122,062

2025 Yr Cost: \$ 118,517

Yr over Yr Cost: \$ \$ 122,062

Cost explanation: There is not a current year's cost or cost to fill associated with request as this would be a new position starting in 2025. This new position is expected to be fully funded through the allocation received from the AMHI grant, and billing for case management. The allocation is expected to continue to be approved year after year with the approval of the Adult Mental Health Initiative grant.

Other Options Explored:

Declining the opportunity to provide Aftercare services:

Declining the opportunity to provide Aftercare services could be detrimental to individuals who need the services and support but are unable to access them because they are not eligible for medical assistance. Declining the opportunity to provide Aftercare services would also result in missing an opportunity to capture additional revenue. This option is not in the best interest of the residents of Becker County.

Adding this program to the caseload of a current employee:

Careful and extensive consideration has been given to the possibility of a social worker who is currently employed with Becker County Human Services having the ability to provide Aftercare services in addition to the duties they are already assigned. There is no additional capacity available within the units that administer social service programs. This alternative is not recommended.

CONTRACT ADDENDUM

This Contract Addendum (the “Agreement”) is effective December 3, 2024,

BETWEEN: Law Enforcement Labor Services Local #419 (“Union”) represents the Non-Licensed Dispatchers and Jailers in the Sheriff’s Department and County Jail in Becker County (“Employer”)

WHEREAS, Law Enforcement Labor Services Local #419 (“Union”) represents the Non-Licensed Dispatchers and Jailers in the Sheriff’s Department and County Jail in Becker County (“Employer”); and

WHEREAS, the Union and the Employer desire to amend the Contract on the terms and conditions set forth in this Contract Addendum (the “Agreement”);

WHEREAS, this Agreement is the first amendment to the Contract, amending Article 16.2

NOW, THEREFORE, the Parties agree to amend their obligations in the existing Contract and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree to keep, perform and fulfill the promises, conditions and agreements below:

1. AMENDMENTS:

1.1 The Contract is amended as follows:

1.1.1 Vacation leave may be accumulated to a maximum of 240 hours on March 31st of each year. Any vacation leave accumulated in excess of 240 hours as of March 31st will be lost to the employee and donated to the catastrophic medical leave sharing bank.

2. NO OTHER CHANGES:

2.1 Except as otherwise expressly provided in this Agreement, all of the terms and conditions of the Contract remain unchanged and in full force and effect.

_____ LYNN SCHULBERG, UNION STEWARD	_____ DATE	_____ JOHN OKESON, BOARD CHAIR	_____ DATE
_____ JOHN FREEMAN, UNION STEWARD	_____ DATE	_____ CARRIE SMITH, COUNTY ADMINISTRATOR	_____ DATE
_____ TIM JEANETTA, UNION BUSINESS AGENT	_____ DATE		

CONTRACT ADDENDUM

This Contract Addendum (the “Agreement”) is effective December 3, 2024,

BETWEEN: American Federation of State, County, and Municipal Employees Local Union #568, Council #65 (“Union”) represents the Department of Highways Employees in Becker County (“Employer”)

WHEREAS, American Federation of State, County, and Municipal Employees Local Union #568, Council #65 (“Union”) represents the Department of Highways Employees in Becker County (“Employer”); and

WHEREAS, the Union and the Employer desire to amend the Contract on the terms and conditions set forth in this Contract Addendum (the “Agreement”);

WHEREAS, this Agreement is the first amendment to the Contract, amending Article 16.2

NOW, THEREFORE, the Parties agree to amend their obligations in the existing Contract and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree to keep, perform and fulfill the promises, conditions and agreements below:

1. AMENDMENTS:

1.1 The Contract is amended as follows:

1.1.1 Vacation leave may be accumulated to a maximum of 240 hours on March 31st of each year. Any vacation leave accumulated in excess of 240 hours as of March 31st will be lost to the employee and donated to the catastrophic medical leave sharing bank. Vacation shall be earned based on the bi-weekly payroll system.

2. NO OTHER CHANGES:

2.1 Except as otherwise expressly provided in this Agreement, all of the terms and conditions of the Contract remain unchanged and in full force and effect.

_____ JESSE WATLAND, UNION STEWARD	_____ DATE	_____ JOHN OKESON, BOARD CHAIR	_____ DATE
_____ CHRIS KAPELLA, LABOR REPRESENTATIVE	_____ DATE	_____ CARRIE SMITH, COUNTY ADMINISTRATOR	_____ DATE

CONTRACT ADDENDUM

This Contract Addendum (the "Agreement") is effective January 1, 2025,

BETWEEN: American Federation of State, County, and Municipal Employees Local Union #568, Council #65 ("Union") represents the Department of Highways Employees in Becker County ("Employer")

WHEREAS, American Federation of State, County, and Municipal Employees Local Union #568, Council #65 ("Union") represents the Department of Highways Employees in Becker County ("Employer"); and

WHEREAS, the Union and the Employer desire to amend the Contract on the terms and conditions set forth in this Contract Addendum (the "Agreement");

WHEREAS, this Agreement is the second amendment to the Contract, amending Article 28.3

NOW, THEREFORE, the Parties agree to amend their obligations in the existing Contract and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree to keep, perform and fulfill the promises, conditions and agreements below:

1. AMENDMENTS:

1.1 The Contract is amended as follows:

1.1.1 Employees hired before April 24, 2018, longevity pay shall be paid as follows:

<u>Years of Service</u>	<u>Percent of Salary Increase</u>
0 through 5 years	0%
6 through 10 years	1%
11 through 15 years	2%
16 through 20 years	5%
21 through 25 years	7%
26 through 30 years	8%
Over 30 years	9%

Employees hired after April 24, 2018 shall receive, in addition to the regular compensation provided herein, longevity pay which will follow the schedule below: Starting at 16 years 3%.

2. No OTHER CHANGES:

2.1 Except as otherwise expressly provided in this Agreement, all of the terms and conditions of the Contract remain unchanged and in full force and effect.

JESSE WATLAND, UNION STEWARD

DATE

JOHN OKESON, BOARD CHAIR

DATE

CHRIS KAPPELLA, LABOR REPRESENTATIVE

DATE

CARRIE SMITH, COUNTY ADMINISTRATOR

DATE

7.3 Overtime and Compensatory Time

When operating requirements or other needs cannot be met during regular working hours, employees will be given the opportunity to volunteer for overtime work assignments. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Paid holidays, sick leave, and vacation leave will be considered hours worked for purposes of performing overtime calculations.

Overtime compensation for non-exempt employees shall be made either in cash or compensatory time off, at the employee's option. No employee shall accumulate more than eighty (80) hours in the compensatory time bank; hours earned in excess of eighty (80) shall be paid in cash at the appropriate rate. All accumulated compensatory time in excess of forty (40) hours not used by December 15 shall be paid in cash at the appropriate rate. Revised 3/3/2003

Employees will have the ability to request a payout of any/all earned compensatory hours at any time. ~~A universal form will be utilized to request payment of the requested compensatory time and will be submitted to Human Resources. (rev 11/07/23)~~ Effective January 1, 2025, requests for payment of compensatory time will be entered by employees on their online timesheets. Payment for compensatory time will be paid on an employee's paycheck with all other earnings from the associate pay period. Revised 12/9/2024

Failure to work scheduled overtime or overtime worked without prior authorization from the supervisor may result in disciplinary action, up to and including possible termination of employment.

Exempt employees are not eligible to accrue compensatory time or cash payment in lieu of compensatory time. Nothing in this section shall prevent an exempt employee and his/her department head from mutually arranging a work schedule for that employee which approximates a normal workweek over an extended period of time.



Classification: First Assistant County Attorney, Grade 18
Department: County Attorney
Reports to: County Attorney
FLSA Classification: Exempt
Union Status:
Board Approved:

Position Summary

The First Assistant County Attorney assists in advising, directing, planning, supervision, and management of the County Attorney's Office. The position provides legal support and representation to other County agencies and departments and acts as County Attorney in that person's absence.

Essential Duties and Responsibilities

Legal and Administrative

- Prosecutes criminal cases: reviews police reports, determines appropriate charges, drafts criminal complaints; prepares cases for trial, analyzes evidence, confers with law enforcement and directs follow-up investigations, meets with witnesses, reviews applicable laws.
- Processes probation violations: reviews reports from Department of Corrections and confers with probation agents in preparation for probation hearings.
- Advocates the State's position in various court hearings: prepares response to potential issues that may arise, reviews file and recent court filings, performs legal research, and communicates with opposing parties on issues and resolution.
- Drafts legal memorandums: reviews relevant legal issues, researches applicable law, and drafts a legal memorandum to file with the court.
- Acts as County Attorney in that person's absence: responds to office management issues, attends County Board and other meetings, assigns cases to assistant attorneys, advises department heads, reviews and signs contracts, and responds to communications for County Attorney.
- Represents the office in Specialty Treatment Court: attends hearings and screenings, responds to group emails on current events and issues involving Treatment Court participants.
- Provides 24/7 support for law enforcement via phone, emails or text messages.
- Covers others attorney cases when necessary, including juvenile cases, child protection, child support and other civil matters.
- Represents the State in Appeals: confers with Attorney General's Office, analyzes legal issues, performs legal research, drafts appellate briefs, and argues the case before the Court of Appeals.
- Coordinates intern program: recruits law student interns, posts internship openings on various job sites, reviews applicants, interviews applicants, and trains new interns.

Staff management

- Assists with supervision and management of staff and department functions.
- Assists in the hiring, training, and review process of staff.
- Assists with recruitment and selection and makes hiring recommendations.
- Assigns and reviews work of department staff.
- Provides training and mentoring to staff.
- Assists with performance evaluation.
- Promotes teamwork and cooperation and facilitates an atmosphere of open communication, problem solving and awareness of County and department goals and objectives.

<ul style="list-style-type: none"> • Serves as a positive role model of successful performance and ethical conduct.
<ul style="list-style-type: none"> • Attends Continuing Education Courses and conferences and other events developing rapport among attorneys, staff and law enforcement. • Performs other duties as assigned or apparent.

Qualifications

Education: Four-year degree from an accredited college or university plus a Juris Doctor degree from an accredited law school and 10 years relevant experience.

Requirements:

- License to practice law in the State of Minnesota.
- Valid Minnesota Driver’s License.

Knowledge, Skills and Abilities:

- Comprehensive knowledge of principles, concepts, practices and standards of the legal profession including rules of conduct, rules of evidence, rules of court, civil and criminal procedures/processes.
- Comprehensive knowledge of state, federal and local laws and statutes applicable to areas of practice.
- Comprehensive knowledge and skill with negotiation techniques and processes.
- Comprehensive knowledge and skill with principles, techniques, methods, and resources of legal research.
- Comprehensive knowledge of law enforcement policies and procedures.
- Comprehensive knowledge of county organizational structure and functions.
- Comprehensive knowledge of sentencing.
- Comprehensive knowledge of rules of evidence and skill in analyzing evidence.
- Skill in prosecuting criminal, civil and other cases.
- Skill in evaluating, preparing and managing cases.
- Proven leadership qualities and in good standing performance.
- Skill in establishing and maintaining effective working relationships with department personnel, judges, attorneys, clients, witnesses, law enforcement, other County staff, elected officials, and the public.
- Ability to work with a high degree of confidential work and sensitive issues.
- Ability to apply professional principles and judgement within overall goals and directions established by senior management.
- Ability to perform widely varied work involving many complex and significant variables requiring analytical ability and inductive thinking.
- Excellent writing, presentational and communication skills
- 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 ability to lift, carry or push up to 20 pounds.
- This position continuously performs work under high attention to detail and deadlines.
- Travel to meetings and trainings involves driving and its hazards.
- Nature of the work may involve exposure to disagreeable human interactions including verbal, upset and angry individuals where there is a potential for physical violence.

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: Legal Assistant, Grade 4

Department: County Attorney

Reports to: County Attorney, First Assistant Attorney, Assistant County Attorney, and/or Associate Attorney

FLSA Classification: Non-Exempt

Union Status:

Position Summary

The Legal Assistant is responsible for providing administrative assistance and customer service to the Becker County Attorney's Office. Work is performed independently within established policies, laws and regulations and is reviewed by the County Attorney and Assistant County Attorneys.

Essential Duties and Responsibilities

File and Data Management

- Opens, monitors and closes files for assigned caseload or attorney.
- Assures information and forms are provided by the referring agency and assigns file to attorney for review and further direction.
- Files disclosure, correspondence, pleadings and other documents in appropriate case files.
- Uploads pleadings and correspondence to court using EFS/MNDES programs to serve the court and opposing attorney.
- Maintains accurate file information and closes files in database.
- Ensures compliance with confidentiality requirements.

File and Document Preparation

- Prepares files for jury and court trials or other contested hearings.
- Contacts officers and witnesses to coordinate scheduling.
- Prepares subpoenas for witnesses and transmits for service.
- Organizes file materials including police reports, photos, video and audio, and other evidence for attorney in trial preparation and attends hearings as necessary.
- Under the direction of an attorney, drafts motions, orders, court pleadings, memorandums, letters, and prepares and serves disclosure on opposing parties.
- Files motions, letters, warrants and memorandums with court and opposing attorneys regarding procedural issues using electronic filing system.

Customer Service and Client Relations

- Responds to general public in person, by phone or mail to answer case specific questions or redirect to a different agency in a courteous and professional manner.
- Communicates and coordinates with attorney to understand expectations for work completion.
- Communicates with witnesses to explain case issues such as scheduling and how to contact attorney for certain information.
- Communicates with law enforcement or other agencies in order to coordinate cases and secure required evidence.
- Coordinates with other departments and employees regarding logistical issues.
- Communicates with court staff related to scheduling, timely filling, trial scheduling and to assure the proper processing and filing of paperwork.

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

Qualifications

Education: High School diploma or equivalent, one-year specialized relevant training, and one-year relevant work experience or equivalent combination of education/ training/experience.

Requirements:

- Knowledge of modern office procedures, equipment and software.
- Knowledge of administrative and clerical tasks related to legal documents and Court filing.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to use independent judgment to prioritize tasks.
- Ability to apply a variety of procedures, policies and precedents and to adapt standard methods to fit facts, using generally prescribed 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 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 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: Paralegal, Grade 6
Department: County Attorney
Reports to: County Attorney
FLSA Classification: Non-Exempt
Union Status: Pending
Board Approved:

Position Summary

The Paralegal will assist attorney(s) by providing clerical and research support services including document preparation and review; interviewing clients and witnesses; research, investigations, and fact checking; and trial preparation.

Essential Duties and Responsibilities

Duties and Responsibilities

- Meets with attorneys, clients, and other professionals to discuss assigned cases or projects.
- Drafts legal documents including routine pleadings and motions, affidavits, and interrogatories, files motions and pleadings according to judicial procedures.
- Researches and analyzes statutes, regulations, legal articles, judicial decisions, and other legal sources; provides written analysis to attorneys.
- Interviews clients and witnesses and prepares summaries of their statements.
- Prepares, organizes, stores, and retrieves case files, which may include evidence, exhibits, depositions, pleadings, exhibits, and other items.
- Assists attorneys with trial preparation, which may include attending trials and hearings.
- Performs other related duties as assigned.

File and Document Preparation

- Prepares files for jury and court trials or other contested hearings.
- Contacts officers and witnesses to coordinate scheduling.
- Prepares subpoenas for witnesses and transmits for service.
- Organizes file materials including police reports, photos, video and audio, and other evidence for attorney in trial preparation and attends hearings, as necessary.
- Under the direction of attorneys' drafts motions, orders, court pleadings, memorandums, letters, and prepares and serves disclosure on opposing parties.
- Files motions, letters, warrants and memorandums with court and opposing attorneys regarding procedural issues using electronic filing system.
- Attends educational opportunities and meetings.
- Performs other duties as assigned or apparent.

Qualifications

Education: Associate degree in Paralegal Studies or related field required; Bachelor's degree in Paralegal Studies or related field preferred.

- Paralegal certificate required.
- Two years related experience preferred.

Requirements:

- Excellent verbal and written communication skills.
- Understanding of legal language and principles, research methods, court pleadings and processes, and other related matters.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to function well in a high-paced and at times stressful environment.
- Ability to maintain confidentiality, and to exercise discretion and good judgment.
- Proficient with Microsoft Office Suite or related 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 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: Victim Services Coordinator, Grade 7
Department: County Attorney
Reports to: County Attorney
FLSA Classification: Non-Exempt
Union Status: Teamsters Courthouse
Board Approved:

Position Summary

The Victim Services Coordinator is responsible to develop, plan and implement the Victim Services Program for the Becker County Attorney’s Office in compliance with County, State and Federal guidelines, standards and policies. Provides information and services pertaining to statutorily mandated victim’s rights and legal, emotional and financial supportive services to crime victims.

Essential Duties and Responsibilities

Crime Victim’s Services

- Develops and implements strategic plans for the operation of victim services.
- Provides emotional, culturally sensitive, criminal justice, legal, and financial supportive services to crime victims.
- Assists victims in obtaining financial compensation through state and local resources. Coordinates the gathering of information from the victims and insurance companies related to restitution. E-files Restitution Affidavits into the Court computer system. Assists victims in obtaining compensation through the Minnesota Crime Victims Reimbursement Board.
- Notifies victims of charges, court dates and their statutory rights.
- Assesses victim’s situational needs and refers to other agencies to meet those needs.
- Informs attorneys of victim notifications and relays victim’s needs and wishes as cases progress.
- Assists with preparation of victim testimony, coordination and appearances in court.
- Escorts victims to court and meetings and provides information and emotional support through the court process.
- Serves as a liaison between the media and victims of crime at court proceedings.

Administrative and Data Management

- Assists County Attorney in supporting office goals.
- Creates and maintains victim records in computer database.
- Prepares correspondence, documentation of contacts and case notices and restitution.
- Prepares and serves subpoenas in preparation for trial.
- Communicates with Court Administration to assure timely delivery of case information.
- Ensures compliance with state and federal guidelines, confidentiality requirements, and best practice standards.

Grant Management

- Prepares grant application, creates documents for submission, and functions as point of contact for grant.
- Prepares grant reports.
- Develops and monitors grant budget and establishes effective forecasting for fiscal responsibility of the program.

Customer Service, Client and Community Relations

- Responds to general public in person, by phone or mail to answer questions and provide information.
- Interacts and coordinates with community agencies to provide victims with additional resources.

- Participates in committees focused on issues affecting crime victims.
 - Acts as resource to the County Attorney's Office, Law Enforcement, Social Services, Corrections, and the Court regarding crime victim's rights.
 - Provides awareness and education pertaining to crime victimization and victims' rights.
 - Serves a liaison between the Attorney's Office and other agencies and programs and coordinates referrals and collaborates on projects.
-
- Attends educational opportunities and meetings.
 - Performs other duties as assigned or apparent.

Qualifications

Education: Two years' post-high school training or associate's degree in paralegal, Legal Assistant, Criminal Justice, Human Services or related field and two years of relevant work experience or equivalent combination of education/training/ experience.

Requirements:

- Valid MN Driver's License.
- Knowledge of criminal procedures and its application to crimes and crime victims.
- Knowledge of conflict management and ability to recognize and diffuse conflict.
- Knowledge of relevant Minnesota Statutes.
- Knowledge of law enforcement investigative procedures.
- Knowledge of local social service agencies and services they provide.
- Knowledge of courtroom and testimony procedures.
- Knowledge of grant writing process and program planning and development.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to use considerable analytical ability to select, evaluate and interpret data from several sources and interpret guidelines, policies and procedure.
- 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 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 occasionally exposed to mental effort and stress.
- This position frequently performs work under high attention to detail and deadlines.
- This position may be exposed to offensive language and angry persons.

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: Assistant County Attorney, Grade 17
Department: County Attorney
Reports to: County Attorney
FLSA Classification: Exempt
Union Status:
Board Approved:

Position Summary

The Assistant County Attorney serves at the pleasure of the County Attorney and assists in the preparation and presentation of cases in district court in civil and criminal matters involving Becker County and/or the State of Minnesota. Represents the County as a municipality and provides legal advice to the County Board, elected officials, department heads, and other county employees. Participates in the training and education of various county employees. Assists with training and onboard of staff.

Essential Duties and Responsibilities

Legal and Administrative

- Prosecutes criminal cases: reviews police reports and citations; determines appropriate charges; drafts criminal complaints; prepares cases for trial; analyzes evidence; confers with law enforcement; directs and conducts follow-up investigations; meets with and prepares witnesses for trial; reviews applicable rules, statutes and case laws; studies trial techniques; and prepares courtroom strategies.
 - Advocates the State's position in various preliminary hearings.
 - Negotiates case settlements as appropriate and presents cases in jury or court trials.
 - Researches legal issues; drafts memoranda, legal briefs, and legal pleadings.
 - Prepares orders for the Court.
 - Advises members of the child protection unit on appropriate court actions, foster care placements, provision of services and legal requirements of child protection statutes.
 - Reviews information and prepares petitions for child protection court actions; reviews evidence and directs gathering of additional evidence; determines if facts warrant initiation of court actions; drafts pleadings; attends court hearings; and represents the Department of Human Services in child protection hearings. Negotiates with opposing parties at each stage of child protection cases.
 - Reviews requests for prosecution of juvenile delinquency matters. Reviews investigative reports, directs gathering of additional evidence, and determines appropriate charges to be filed. Drafts juvenile delinquency petitions and represents the petitioner. Determines appropriateness of certification for prosecution as an adult. Conducts juvenile delinquency hearings.
 - Reviews revocation reports from the State Department of Corrections and County Court Services Department. Prepares documents for revocation of stayed sentences, determines appropriate sanctions to recommend, and advocates the State's interest at revocation hearings.
 - Maintains knowledge of legal developments including both case law and advocacy techniques.
-
- Attends Continuing Education Courses, conferences and other events and meetings.
 - Performs other duties as assigned or apparent.

Qualifications

Education: Four-year degree from an accredited college or university plus a Juris Doctor degree from an accredited law school and three (3) years of relevant experience.

Requirements:

- License to practice law in the State of Minnesota.
- Valid Minnesota Driver's License.

Knowledge, Skills and Abilities:

- Significant knowledge of principles, concepts, practices and standards of the legal profession including rules of conduct, rules of evidence, rules of court, civil and criminal procedures/processes.
- Significant knowledge of state, federal and local laws and statutes applicable to areas of practice.
- Significant knowledge and skill with negotiation techniques and processes.
- Significant knowledge and skill with principles, techniques, methods, and resources of legal research.
- Significant knowledge of law enforcement policies and procedures.
- Significant knowledge of county organizational structure and functions.
- Significant knowledge of sentencing.
- Significant knowledge of rules of evidence and skill in analyzing evidence.
- Skill in prosecuting criminal, civil and other cases.
- Skill in evaluating, preparing and managing cases.
- Proven leadership qualities and in good standing performance.
- Skill in establishing and maintaining effective working relationships with department personnel, judges, attorneys, clients, witnesses, law enforcement, other County staff, elected officials, and the public.
- Ability to work with a high degree of confidential work and sensitive issues.
- Ability to apply professional principles and judgement within overall goals and directions established by senior management.
- Ability to perform widely varied work involving many complex and significant variables requiring analytical ability and inductive thinking.
- Excellent writing, presentational and communication skills
- 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 ability to lift, carry or push up to 20 pounds.
- This position continuously performs work under high attention to detail and deadlines.
- Travel to meetings and trainings involves driving and its hazards.
- Nature of the work may involve exposure to disagreeable human interactions including verbal, upset and angry individuals where there is a potential for physical violence.

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: Associate County Attorney, Grade 16
Department: County Attorney
Reports to: County Attorney
FLSA Classification: Exempt
Union Status:
Board Approved:

Position Summary

The Associate County Attorney serves at the pleasure of the County Attorney and assists in the preparation and presentation of cases in district court in civil and criminal matters involving Becker County and/or the State of Minnesota. Represents the County as a municipality and provides legal advice to the County Board, elected officials, department heads, and other county employees.

Essential Duties and Responsibilities

Legal and Administrative

- Prosecutes criminal cases: reviews police reports and citations; determines appropriate charges; drafts criminal complaints; prepares cases for trial; analyzes evidence; confers with law enforcement; directs and conducts follow-up investigations; meets with and prepares witnesses for trial; reviews applicable rules, statutes and case laws; studies trial techniques; and prepares courtroom strategies.
 - Advocates the State’s position in various preliminary hearings.
 - Negotiates case settlements as appropriate and presents cases in jury or court trials.
 - Researches legal issues; drafts memoranda, legal briefs, and legal pleadings.
 - Prepares orders for the Court.
 - Advises members of the child protection unit on appropriate court actions, foster care placements, provision of services and legal requirements of child protection statutes.
 - Reviews information and prepares petitions for child protection court actions; reviews evidence and directs gathering of additional evidence; determines if facts warrant initiation of court actions; drafts pleadings; attends court hearings; and represents the Department of Human Services in child protection hearings. Negotiates with opposing parties at each stage of child protection cases.
 - Reviews requests for prosecution of juvenile delinquency matters. Reviews investigative reports, directs gathering of additional evidence, and determines appropriate charges to be filed. Drafts juvenile delinquency petitions and represents the petitioner. Determines appropriateness of certification for prosecution as an adult. Conducts juvenile delinquency hearings.
 - Reviews revocation reports from the State Department of Corrections and County Court Services Department. Prepares documents for revocation of stayed sentences, determines appropriate sanctions to recommend, and advocates the State’s interest at revocation hearings.
 - Maintains knowledge of legal developments including both case law and advocacy techniques.
-
- Attends Continuing Education Courses, conferences and other events and meetings.
 - Performs other duties as assigned or apparent.

Qualifications

Education: Four-year degree from an accredited college or university. Juris Doctor degree from an accredited law school

Requirements:

- License to practice law in the State of Minnesota.
- Valid Minnesota Driver's License.

Knowledge, Skills and Abilities:

- Knowledge of principles, concepts, practices and standards of the legal profession including rules of conduct, rules of evidence, rules of court, civil and criminal procedures/processes.
- Knowledge of state, federal and local laws and statutes applicable to areas of practice.
- Knowledge and skill with negotiation techniques and processes.
- Knowledge and skill with principles, techniques, methods, and resources of legal research.
- Knowledge of law enforcement policies and procedures.
- Knowledge of county organizational structure and functions.
- Skill in establishing and maintaining effective working relationships with department personnel, judges, attorneys, clients, witnesses, law enforcement, other County staff, elected officials, and the public.
- Ability to work with a high degree of confidential work and sensitive issues.
- Ability to apply professional principles and judgement within overall goals and directions established by senior management.
- Ability to perform widely varied work involving many complex and significant variables requiring analytical ability and inductive thinking.
- Excellent writing, presentational and communication skills
- 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 ability to lift, carry or push up to 20 pounds.
- This position continuously performs work under high attention to detail and deadlines.
- Travel to meetings and trainings involves driving and its hazards.
- Nature of the work may involve exposure to disagreeable human interactions including verbal, upset and angry individuals where there is a potential for physical violence.

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 Resource Director, Grade 14
Department: Administration
Reports to: County Administrator
FLSA Classification: Exempt
Union Status:
Board Approved:

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 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.
- 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 Committee, Finance Committee, and Personnel Appeals Committee.
- 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.



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December 6, 2024

Becker County Board
County Board Members

RE: Classification HR Generalist

With the recent changes at the County and human resources and Administration, the current Human Resources Assistant job description was reviewed and updated. With increased responsibilities and accountability this position is recommended to move from a Grade 5 to Grade 8.

The 7 factors included in JET are:

1. Qualifications
2. Decision Making
3. Problem Solving
4. Relationships
5. Physical and Mental Effort
6. Hazards
7. Conditions

Dr. Tessia Melvin, Management Consultant
DDA Human Resources, Inc.
tessia@daviddrown.com

County Comparables	HR Director	HR Manager/HR Business Partner	HR Generalist/ HR Specialist	Benefits Coordinator	HR Assistant/ HR Coordinator	Payroll Specialist	Total HR Staff Count	Total County Head Count (FT,PT,Temp)
Kanabec	1			1			2	218
Mille Lacs	1		1			1	3	252
Hubbard	1		1		1	1	4	257
Todd	1					1	2	261
Benton	1		1		1	1	4	283
Aitkin	1		1			1	3	289
Cass	0.5		1			1	2.5	300
Pine	1		2			1	4	300
Morrison	1		1			1	3	337
Douglas	0.5	1	1			2	4.5	343
Carlton	1		1				2	350
Polk	1		1				2	350
Becker	1				1		2	360
Ottertail	0.5		1			1	2.5	525
Clay	1	1			1		3	690



Classification: Human Resources Generalist, Grade 8
Department: Human Resources
Reports to: Human Resources Director
FLSA Classification: Non-Exempt
Union Status:
Board Approved:

Position Summary

The Human Resources Generalist works in the Human Resources department to enable the County to attract and retain individuals that can build successful service-based organization by developing innovative systems for the recruitment, retention and development of staff. This position works with the Director to provide solution-driven support to managers and ensure the trust of County staff through the fair application of human resource systems. Additional responsibilities including assisting with contract negotiations, administering compensation and benefit programs.

Essential Duties and Responsibilities

Recruitment and Retention

- Responsible maintaining the recruitment database and advertising open positions.
- Responsible for employee onboarding. Provides new employees the tools that they need to make a smooth transition.
- Coordinates and facilitates new hire trainings and coordinates a positive entrance to the County by providing internal departments and supervisor tools and guidance.

HRIS Administration

- Responsible for the reconciliation process for county-sponsored benefit programs.
- Assist the HR Director in analyzing existing benefits, policies, and recommends modifications to existing benefit programs.
- Prepares written and verbal information to inform employees of benefits programs such as medical/dental/vision/life insurance plans, PERA, deferred compensation plans, paid time off, and special employer sponsored activities.
- Assist the HR Director evaluating services, coverage, and options available through insurance to determine programs that best meets the needs of the County. Oversees the County's annual open enrollment process.
- Ensures compliance with applicable regulations.
- Assists in planning and implementing annual enrollment procedures.
- Interprets and explains County policies, answers questions and provides guidance related to personnel process.
- Partners in Safety and Wellness programs and assists with the committees.
- Maintains employee data records according to Data Practices Laws.

Personnel Services

- Provides project and initiative support and coordination to the HR Director(handles all confidential materials, participates in special meetings, prepares presentation materials, schedules meetings, gathers research/statistical information, completes and processes surveys and requests for information.
- Provides project and initiative support and coordination on labor negotiations, which includes handling of confidential materials, reviewing, suggesting changes, and drafting union contracts.
- Assists in labor relations efforts including partnering with the HRDirector on handling of confidential materials, employee investigations related to performance issues or disciplinary actions, and reports and files information as needed.

- Provides general accounting functions, which includes invoicing, bill payment, collection practices for human resources.
- Assists with research, gathers, records, and maintains complex text and confidential files (medical, drug and alcohol testing, labor relations, reclassifications, and workers compensation, grievances, OSHA pay equity reports and statistics.
- Assists the HR Director to maintain, update, and distribute policies and procedures. Establish and help maintain the review schedule and practice to keep policies updated.
- Assists with the coordination for job review classifications. Follows through on creating job descriptions and distribution of required information and maintenance of classification logs/forms.
- Provides technical, administrative, and general information in response to written and verbal inquiries to department managers, supervisors, employees, elected and appointed officials, general public, and local, state, and federal agencies.
- Serves as liaison to department heads in recruitment, selection and hiring process.
- Create job ads for posting in the local newspapers, websites and radio.
- Accepts and updates retirees' insurance payments and remits for billing.

Customer Service

- Responds to inquiries at the counter, on the phone or email by providing information and direction or referring to appropriate person.
- Serves as a customer service role model for the County and the department. Adheres to customer service principles during interactions.

Administrative and Support

- Manages open job postings in collaboration with department heads and supervisors.
- Prepares, collects and processes background check information.
- Prepares onboarding documents and information.
- Manages benefit enrollments for new employees, open enrollment, and qualifying life event changes.
- Prepares separation documents for departing employees including COBRA information and enrollment and Exit Interviews.
- Creates, maintains and updates information in the payroll and benefits database.
- Maintains safety training records.
- Assists with office clerical and support work as assigned.
- Performs other duties including specialist reports and projects that are of complex nature.

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

Qualifications

Education: Associates Degree in Human Resources, Business, or similar field and three year relevant work experience or equivalent combination of education/ training/ experience.

Requirements:

- Knowledge of administrative and office practices, procedures and technology.
- Knowledge of English grammar, punctuation and vocabulary and composition of materials.
- Knowledge and skill with Microsoft Office Suite and database management.
- The ability to communicate effectively, orally and in writing, and have positive public relations skills.
- Ability to perform a variety of typical assignments under moderate supervision within standard operating procedures.
- Ability to use considerable analytical ability to select, evaluate and interpret data, guidelines, policies and

procedures.

- Knowledge of accounts payable.

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 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.
- Demonstrate 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 Recorder, Grade 8
Department: Recorder
Reports to: County Recorder
FLSA Classification: Non-Exempt
Union Status: Non-Union
Board Approved:

Position Summary

The Chief Deputy Recorder acts on behalf of the County Recorder and assumes responsibility for office operations in the absence of the Recorder and exercises independent judgment in accordance with the overall department goals. Under general supervision of the County Recorder/Registrar of Deeds, this position executes and manages all the processes in recording documents in the Torrens Department. Responsible for assisting the County Recorder in maintaining and implementing departmental procedures for laws governing filing, recording and retention of property records and Vital Statistics. Implements procedures, directs, trains, and supervises departmental staff in the areas of Abstract Recording, Torrens Registration, Land Records and Vital Records.

Essential Duties and Responsibilities

Records management

- Verifies all Torrens registered land transactions and examines newly issued and updated Torrens Certificates of Title for 100% accuracy, completeness, compliance with state statutes, District Court rules and recording standards.
- Generates and examine Torrens certificates in accordance with transfer and encumbrance transactions or in compliance with court orders.
- Manages, maintains, and implements inclusive of all processes for recording Torrens property for final review and approval by the Registrar of Titles.
- Implements procedures and assists in coordinating and developing procedures for compliance with state statutes governing filing, recording, and retention of documents inclusive within the departments of the County Recorder, Registrar of Titles, Vital Statistics, and personal property documentation.
- Examines, analyzes, and directs technical processes regarding documents in Abstract Vital Statistics, Marriage, Notary, Ordination & relating departments for data entry, scanning, proofing, tracking, and processes of maintaining permanent record of documents.
- Assists the County Recorder in developing and implementing procedures for compliance and safe-guarding of confidential non-public recordings such as Safe-At-Home and Daniel's Law.
- Maintains vital records according to office and statutory procedures.
- Prepares reports regarding fees payable to the Minnesota Department of Health.
- Receives payments, processes refunds and balances accounts.

Staff management

- Responsible for training subordinate staff (Deputy Recorder III) inclusive of all processes involved for recording Torrens property such as examining, reviewing, memorializing, cancelling, and creating Torrens Certificates of Title for review by Chief Deputy Recorder and then for final review and approval by the Registrar of Titles.
- Supervises, coordinates, and directs subordinate staff on all vital records transactions and supervises all functions of the land records management/recording system.
- Assists the County Recorder with recruitment and hiring of staff, training, rewarding, discipline, resolution of complaints and grievances, retention plans, scheduling of work assignments, tracking, and approving hours of work.

- Assists, directs, and educates staff in federal, state, county and departmental responsibilities, statutes, rules, regulations, policies, and procedures.
- Arranges staff meetings.
- Promotes teamwork and cooperation.
- Serves as a positive role model for successful performance and ethical conduct.

Customer Service

- Interprets and directs the public, office staff, and legal professionals on operating procedures and regulations of all departments within County Recorder, Registrar of Titles, & Vital Statistics.
- Determines public or private status of requested data.
- Responds to inquiries in person, by phone or by mail regarding office operations.

- Attends meetings, conferences, trainings, and educational opportunities by relating agencies and participates in professional organizations.
- Performs other duties as assigned or apparent.

Qualifications

Education: High School diploma or equivalent, Associate/Technical degree in relating field, one-year specialized relevant training, and five years relevant work experience, or equivalent combination of education/ training/ experience. Preferred training and/or work experience would include, Abstracting, Surveying of real estate, paralegal for Real Estate attorney, legal secretary, County Recorder/Registrar of Titles office, supervisory or managerial experience.

Requirements:

- Intermediate knowledge of processes of the recording of Torrens (registered land) and Abstract property types.
- Knowledge of recording and retention of government, legal and real estate documents.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- 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 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 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: Deputy Recorder I, Grade 5
Department: Recorder
Reports to: County Recorder
FLSA Classification: Non-Exempt
Union Status: Teamsters Courthouse
Board Approved:

Position Summary

The Deputy Recorder I is responsible for providing extensive professional customer service in person, in writing, and by phone. Service the public by accurately and efficiently creating, issuing, processing, and preserving official records for posterity and legal purposes. Those types of documents include but are limited to real estate, personal property, tax liens, marriage, ordination, notary, military discharges and various miscellaneous document types. Deputy Recorder I is also responsible for the issuance of certified birth, death, and marriage certificates and the planning, directing, and maintaining the Vital Statistics division, or a Passport Acceptance Agent of the County Recorder's Office in compliance with department policies, procedures, state and federal laws and US Dept. of State procedures and laws. Work is performed independently within established policies, laws and regulations and is reviewed by the Chief Deputy Recorder and/or County Recorder.

Essential Duties and Responsibilities

Birth and Death Certificates – Vital Statistics Specialist

- Manages the review, accuracy and completeness for the acceptability and processing of birth certificates in compliance with Minnesota Department of Health standards.
- Coordinates and communicates with MN Department of Health to maintain knowledge of requirements, review problems and learn new procedures.
- Ensures compliance with confidentiality requirements.
- Issues parent notices regarding new births.
- Assists customers in accessing and issuing birth certificates.
- Manages the review, acceptability, and processing for death certificates and interprets processing rules.
- Communicates with funeral homes, doctors and coroners regarding problems or corrections to death certificates.
- Assists in preparing statistical reports for the State Department of Health.

Marriage Licenses and Certificates

- Processes and maintains marriage records according to office and statutory procedures.
- Schedules and issues marriage licenses; explains procedures and assists the public in obtaining licenses.
- Processes and issues marriage certificates.
- Assists clergy regarding marriage licenses and filing ordination credentials.
- Maintains and provides information regarding state statute changes concerning marriage and necessary documentation.
- Assists in preparing reports, including financial reports.
- Identifies, creates, and maintains processing procedures to permanently retain, expedite and simplify processes in the internal county Marriage System.

Real Estate and Recording

- Assists the public in submitting documents enabling recording or retrieving of records.
- Interprets information regarding chain of title and ownership identification.
- Review real estate documents for errors.
- Assists staff with Indexing, Scanning, Receipting and Intaking of documents.
- Reviews and processes the scanning, data entry, indexing and verification of documents ensuring compliance with statutory requirements.
- Stores documents, surveys, and plat maps in appropriate locations.
- Accurately enters documents into computer database and reviews accuracy of data entered by others.
- Establishes and maintains an effective system for grantor/grantee, reception, numerical indexing and receipting in accordance with all applicable federal, state, county and office requirements and statutes.
- Ascertains that all recording is done both chronologically and numerically.
- Validate and return recorded documents within the statutory required timeframe to keep in compliance.
- Determines routing of documents to other entities.
- Records all types of legal documents.
- Prepares certified documents for Veterans' offices.
- Prepares military verification and records and distributes DD214 documents for veterans.
- Reviews, accepts and records notary filings, ordinations, certificate of filing and clergy credentials.

Customer Service

- Front line customer service for which they provide, assist and direct customers in preparing and processing records, explain and interpret procedures.
- Communicate in person, by phone and in writing to assess customer needs, identify expectations and explain requirements.
- Provides documents and certifications to customers in accordance with office policies.
- Interprets property chain of title and ownership identification.
- Assists the public and other county personnel with Recorder computer software.
- Prepare statistical reports for auditors, clinics, and Human Services.
- Assist the public regarding genealogy information and perform genealogy research.
- Assist customers in taking passport photos, collect and receipt fees.
- Schedule appointments for Marriage licenses and Passports.

Passports – Passport Acceptance Agent

- Performs all duties of Designated Acceptance Agent for passport services.
- Interprets and comply with requirements.
- Maintains knowledge of requirements, completes, and passes annual exam.
- Ensures the security and confidentiality of passport customer documents and information.
- Evaluates and examines applications, records, and documents, collect information, determine eligibility, identify possible fraud, and submit all collected data to appropriate facility immediately.
- Communicates with regional and national Passport services offices as necessary and required.
- Responds to patron complaints and suggestions.
- Oversees securing, processing, packaging, mailing, and tracking passport applications.

Administrative

- Performs routine office equipment maintenance and contacts service personnel as needed.
- Performs clerical, secretarial and office duties.
- Creates brochures, forms, templates, web pages and other items to facilitate customer communications.
- Trains others in utilizing Recorder office software and other county real estate software.
- Assists with special projects.

Accounting and Bookkeeping

- Calculates, collects and receipts fees and processes all forms of payment transactions.
 - Prepares account reconciliation, reporting and creates purchase orders and invoices.
 - Maintain and balance counter cash drawer daily and compiles bank deposit and reports.
-
- Attends educational opportunities and meetings.
 - Performs other duties as assigned or apparent.

Qualifications

Education: High School diploma or equivalent, one-year specialized relevant training, and one-year relevant work experience or equivalent combination of education/ training/ experience sufficient to perform the essential functions of the job.

Requirements:

- Knowledge of recording and retention of government, legal and real estate documents.
- Knowledge of modern office procedures, equipment, and software.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to use independent judgment to prioritize tasks.
- Ability to apply a variety of procedures, policies, and precedents and to adapt standard methods to fit facts, using generally prescribed procedures.
- Ability to maintain frequent contact with other departments, outside agencies and the public on specialized matters requiring detailed or technical responses and explanations.
- Annual certification through Minnesota Department of Health or Annual exam and certification through US Department of State Passport Services. – Which certification at the discretion of the County Recorder.

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 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: Deputy Recorder II Property Title Specialist, Grade 6
Department: Recorder
Reports to: County Recorder
FLSA Classification: Non-Exempt
Union Status: Teamsters Courthouse
Board Approved:

Position Summary

The Deputy Recorder II is responsible for the recording of paper and electronic documents in the Abstract recording system in compliance with department policies and procedures and state law. Inclusive of Deputy Recorder I duties and determines recordability of documents; processes information; calculates, collects, and receipts taxes and fees; assists the public and professionals; interprets correct chain of title; and analyzes real estate legal descriptions. Work is performed independently within established policies, laws, and regulations under general direction of the County Recorder and Chief Deputy Recorder. Deputy Recorder II is also certified as a Vital Statistics Agent or a Passport Acceptance Agent.

Essential Duties and Responsibilities

Records/Data management

- Examines, evaluates, deciphers, draws out and decides whether legal documents meet the criteria for completeness and recordability according to Statutes and policies.
- Performs research and interpretation of complex legal descriptions and verifies requirements have been met.
- Draws legal descriptions, identifying tax parcels and verifying tax parcel split information of all Abstract real estate document types.
- Calculates, collects and receipt fees, taxes, and other required revenues prior to recording for real estate transactions.
- After completing verifications, process and record as permanent record in the Abstract recording system.
- Maintains knowledge of and ability to verify processes and procedures of other county departments regarding routed documents to ensure all requirements are met.
- Maintains knowledge of abstract procedures to assist the public and others in the process of document retrieval, interpretation of legal descriptions, determination of chain of title and identification of ownership.
- Performs constant discretionary decisions.
- Ensures proper and efficient document flow to meet statutory deadlines.
- Determines resources needed related to equipment, supplies, and software for special projects and to improve preservation of data and documents.
- Trains and guides County staff and customers on utilization of office software and hardware.

Vital Records

- Maintains vital records according to office and statutory procedures.
- Issues birth, death and marriage certificates per tangible interest for legal and personal use.
- Processes marriage licenses according to county, state, and federal regulations.
- Verifies customer identity documents.
- Maintains confidentiality as appropriate and according to legal guidelines.

Accounting/Bookkeeping

- Calculates, collects, certifies, and receipts multiple tax types, current and delinquent property taxes, and other revenue payments.
- Processes returns, balances account and generates reports.

<ul style="list-style-type: none"> • Reconciles receipts with cash, checks, credit cards and ACHs.
<p>Customer Service</p> <ul style="list-style-type: none"> • Assists and directs customers, the public, other county personnel and legal professionals on operating procedures and regulations including research, drawing out and deciphering documents and legal descriptions. • Presents technical, legal property information and vital statistics information to non-technical audiences. • Communicates in person, by phone and in writing to assess customer needs, identify expectations and explain requirements.
<p>Passports</p> <ul style="list-style-type: none"> • Performs all duties of Designated Acceptance Agent for passport services. • Interprets and complies with requirements of the US Department of State. • Maintains knowledge of requirements and completes and passes annual testing. • Ensures the security and confidentiality of passport customer documents and information. • Evaluates applications, records, or documents to gather information regarding eligibility or liability issues. • Communicates with regional and national Passport services offices as necessary and required. • Responds to patron complaints and suggestions. • Oversees securing, processing, packaging, mailing, and tracking passport applications.
<ul style="list-style-type: none"> • Attends educational opportunities and meetings. • Performs other duties inclusive of Deputy Recorder I and as assigned or apparent.

Qualifications

Education: High School diploma or equivalent, two-years specialized relevant training, or equivalent combination of education/ training/ experience sufficient to perform the essential functions of the job. Preferred training and/or relevant experience would include Abstracting, Intermediate Legal description training, legal secretary, County Recorder/Registrar of Titles office.

Requirements:

- Knowledge of recording and retention of government, legal and real estate documents.
- Applicable working knowledge of legal property descriptions, mapping, and GIS.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to use independent judgment to constantly re-prioritize tasks.
- 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.
- Annual certification through Minnesota Department of Health or Annual exam and certification through US Department of State Passport Services. – Which certification at the discretion of the County Recorder.

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 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: Deputy Recorder III Torrens Property Specialist, Grade 7
Department: Recorder
Reports to: County Recorder/Registrar of Titles
FLSA Classification: Non-Exempt
Union Status: Teamsters Courthouse
Board Approved:

Position Summary

The Deputy Recorder III is responsible for the recording of Torrens (registered property) documents under the direct supervision of the Chief Deputy Recorder and in compliance with department policies and procedures and state law. Determines recordability of documents; processes information; calculates, collects, and receipts taxes and fees; assists the public and professionals; interprets correct chain of title; and analyzes real estate legal descriptions. Duties will be inclusive of Deputy Recorder I and II. Work is performed independently within established policies, laws and regulations and is reviewed by the County Recorder as Registrar of Titles.

Essential Duties and Responsibilities

Records/Data management - Torrens

- Generates and examine Torrens certificates in accordance with transfer and encumbrance transactions or in compliance with court orders.
- Under direct supervision and direction of the Chief Deputy Recorder, Verifies all Torrens registered land transactions and examines newly issued and updated Torrens Certificates of Title for 100% accuracy, completeness, compliance with state statutes, District Court rules and recording standards.
- Review for acceptance or rejection of Torrens documents.
- Review and analyze difficult and complicated Torrens documents, plats, registered land survey transactions, research historical records and scrutinizes for accuracy, determine the intent/recordability of Torrens documents to maintain perfect title per statute.
- Examines, evaluates, deciphers, draws out and decides whether legal documents meet the criteria for completeness and recordability according to the Statutes and policies.
- Draws legal descriptions, identifying tax parcels and verifying tax parcel split information of Torrens real estate document types.
- Calculates and collects fees, taxes, and other required revenues prior to recording for real estate transactions.
- Maintains knowledge of and ability to verify processes and procedures of other departments regarding routed documents to ensure all requirements are met.
- Duties inclusive of Deputy Recorder I and II

Vital Records, Accounting/Bookkeeping, Passports, Customer Service

- Duties inclusive of Deputy Recorder I and II

Accounting/Bookkeeping

- Duties inclusive of Deputy Recorder I and II

Customer Service

- Duties inclusive of Deputy Recorder I and II
- Attends educational opportunities and meetings.
- Performs other duties as assigned or apparent.

Qualifications

Education: High School diploma or equivalent, one-year specialized relevant training, and three years relevant work experience or equivalent combination of education/ training/ experience. Preferred training and/or relevant work experience would include, Abstracting, Surveying of real estate, paralegal for Real Estate attorney, legal secretary, County Recorder/Registrar of Titles office.

Requirements:

- Intermediate knowledge of processes of the recording of Torrens (registered land) from time of receiving to time of returning and/or the ability to learn to sufficiently execute the essential duties and responsibilities of processing/recording Torrens.
- Knowledge of recording and retention of government, legal and real estate documents.
- Knowledge of legal property descriptions, mapping, and GIS.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to use independent judgment to constantly re-prioritize tasks.
- 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.
- Annual certification through Minnesota Department of Health or Annual exam and certification through US Department of State Passport Services. – Which certification at the discretion of the County Recorder.

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 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: Assistant Engineer/Construction Manager, Grade 11
Department: Highway
Reports to: County Engineer
FLSA Classification: Non-Exempt
Union Status: Non-Union
Board Approved:

Position Summary

The Assistant Engineer/Construction Manager is responsible to assist with the supervisory, technical and administrative work of the Engineering Division of the Becker County Highway Department.

Essential Duties and Responsibilities

Engineering Technical

- Directs and coordinates all activities of the engineering/construction division of the Highway Department.
- Oversees and supervises the operations and personnel performing roadway and bridge surveys, design, plan preparation, permitting, construction inspection, monetary accounting, and finalization of construction projects.
- Prepares legal descriptions and supervises and/or acquires right of way acquisition.
- Prepares advertisements for bids, project specifications, cost estimates, and bidding documents.
- Supervises construction, inspection activities and material testing ensuring compliance with contracts, project progress and project specifications.
- Schedules and coordinates pre-construction meetings.
- Advises and assists cities, townships and other County departments with the construction of roads and streets and other engineering issues.
- Supervises and inspects County and City bridges and railroad crossings.
- Coordinates activities with the Maintenance Superintendent and provides engineering assistance for maintenance activities.
- Responds to questions and inquiries from the public. Investigates and resolves complaints and issues.

Administrative

- Prepares partial and final payments for construction contracts.
- Supervises the filing and record keeping of survey notes, field plans and final plans.
- Prepares and updates State Aid Needs reports, status maps, and records required by MNDOT.
- Prepares reports on project activities.
- Provides and assists in advice and decisions regarding policy and procedure requirements and staff management.
- Assists with and supervises office and maintenance activities.
- Acts as department head and represents the department in the absence of the County Engineer.

Supervision and Leadership

- Supervises and evaluates assigned staff in accordance with County Personnel Policy and Union Contracts.
- Sets staff schedules.
- Assists with recruitment and selection and recommends hires.
- Serves as a customer service role model and ensures staff adheres to customer service principles.
- Ensures safe work practices and completion of injury reports.
- 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.
- Oversees and supervises contractors and consultants.

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

Qualifications

Education: Bachelor’s Degree in Civil Engineering or relevant field and five years relevant experience including two years supervisory experience, or equivalent combination of education/ training/ experience.

Requirements:

- Valid MN driver’s license required.
- Ability to obtain certifications for Aggregate Production, Bituminous Street Level and Plant Level, Concrete Field Level and Plant Level, Grading and Base Level, Erosion Construction Installer, Erosion Construction Site Manager, and MNDOT Bridge Inspector.
- Working knowledge of federal, state and local laws, rules and regulations relating to highway construction.
- Ability to apply professional/managerial principles and judgement within overall goals and objectives set by senior management.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to use considerable analytical ability to select, evaluate and interpret data from a variety of sources.

Physical Demands and Working Conditions

- Work is performed in office setting and in the field.
- Exposure to weather, machines and outdoors conditions.
- Work is moderate duty with the ability to lift, carry or push up to 50 pounds.
- May be exposed to various atmospheric conditions such as odors, dusts, insects, poor ventilation, fumes, inclement weather, etc.

Equipment Utilized

- Office equipment and department vehicles and equipment.

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: County Engineer, Grade 18
Department: Highway
Reports to: County Administrator/County Board
FLSA Classification: Exempt
Union Status: Non-Union
Board Approved:

Position Summary

The County Engineer is responsible to direct and manage the Becker County Highway Department. The position is responsible for administrative and professional engineering work in directing the operations of the Department. Responsible for the direction of all road engineering and maintenance projects through subordinate engineering and maintenance personnel with whom the technical and supervisory work is delegated. Provides strategic planning, fiscal planning, and personnel management for the operations of the Department.

Essential Duties and Responsibilities

Administrative and Technical

- Directs and manages operations of the Engineering Division including planning, project selection, surveying, project design, permitting, right-of-way acquisition, preparing contract specifications, construction, and contract administration.
 - Approves technical reports.
 - Directs the preparation of environmental impact and project development reports in coordination with other county, state, and federal agencies.
 - Reviews and signs all construction plans for compliance with applicable standards and engineering theory.
 - Reviews and approves bid documents and specifications.
 - Reviews vendor/contractor bids, price quotes, and proposals. Recommends bid awards and vendor selections to County Commissioners.
 - Directs countywide road and bridge construction programs.
- Directs countywide road and bridge maintenance programs, administrative operations, maintenance shop operations, equipment purchases, and materials and supply allocations.
- Manages the Department financial systems which includes multiple fund sources, overseeing the entire independent highway financial system.
 - Executes operating plans and budgets in accordance with the County's philosophy by preparing and submitting recommendations for Board action for conformance to anticipated needs.
 - Establishes, reviews, and updates capital improvement plans, standards, and policies.
 - Manages project and department operating budgets and directs revisions.
 - Approves appropriations and purchases.
 - Develops 5-yr Road Construction Programs, including determining construction year and identifying funding sources.
 - Oversees the Department budget for annual costs of personnel, highway construction and maintenance, materials and equipment.
 - Reviews and certifies the annual highway report of activities and expenditures.
- Oversees the development of long-range equipment replacement schedules and the development of specifications for equipment purchases.
- Oversees the administration, inspection, and maintenance of the County Ditch System.
 - Advises the public and County Board on public drainage ditch matters.
 - Administers the duties of the County Ditch Inspector.
 - Monitors and implements the maintenance of the various County Ditch Systems in accordance with MN

Stat. 103.

- Identifies and obtains grant funds through State and Federal programs. Acts as fiscal agent for grant administration for township and cities with population under 5,000.
- Supervises the annual inspection of all bridges in the county and certifies annually that the required bridges were inspected.

Communication, Coordination and Customer Service

- Attends County Board meetings and presents Department information and requests for approval.
- Holds Public Hearings as necessary.
- Represents the County at Township, Cities or State agencies meetings.
- Meets with citizen groups and individuals regarding project development, construction, and maintenance repair activities.
- Reviews comments and approves the public road requirements of the County Sub Division Ordinance and County Zoning Ordinance.
- Provides technical assistance to other County Departments, and to township and small cities personnel.

Supervision

- Advises and coaches employees regarding job performance issues and job tasks. Responsible for interviewing, hiring, and training employees; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Prioritizes and assigns tasks and workloads.
- 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.
- Serves as a positive role model of successful performance and ethical conduct.
- Promotes positive employee relations and a team environment by facilitating an atmosphere of open communication, problem solving and creating a shared awareness of County goals, objectives and current events.
- Effectively manages through appropriate delegation and direction to perform tasks and responsibilities.
- Brings a focused, calming influence to crisis situations, organizes and directs appropriate action.
- Serves as a customer service role model for the County and the department. Ensuring staff adheres to customer service principles during interactions with all customers, including co-workers, other departments and Commissioners.

- Attends educational opportunities and participates in professional organizations.
- Performs other duties as assigned or apparent.

Qualifications

Education: Bachelor's degree in Civil Engineering and five years relevant experience, including supervisory experience, or equivalent combination of education/ training/ experience.

Requirements:

- Valid MN driver's license.
- Professional Engineer's License.
- Substantial knowledge of engineering methods, techniques, principles and procedures, as they relate to highway construction, design and maintenance.
- Knowledge of civil engineering principles, practices, procedures, and design standards used in the design, maintenance, repair and construction of road, ditch and bridge projects.

- Knowledge of the best practices, methods, and techniques for effective governmental administration.
- The ability to develop and implement goals and objectives; plan, coordinate, direct and evaluate the work of others; develop and implement policies and procedures; and to supervise personnel in a manner conducive to efficient performance and high morale.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to set policies and goals for the department operations, with top management guidance.
- 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.
- 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 performed in an office setting and in the field.
- Exposure to weather and construction sites.
- 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 occasionally exposed to mental effort and stress.
- This position frequently performs work under high attention to detail and deadlines.

Equipment Utilized

- Office equipment, computer hardware and software and pickup.

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: Highway Maintenance Superintendent, Grade 11
Department: Highway
Reports to: County Engineer
FLSA Classification: Non-Exempt
Union Status: Non-Union
Board Approved:

Position Summary

The Highway Maintenance Superintendent is responsible for the management and supervision of the maintenance division of the Becker County Highway Department as well as contracted maintenance operations. Responsible to ensure safe roadways for the traveling public by managing daily operations as well as emergency weather and road events.

Essential Duties and Responsibilities

Administrative and Operational

- Inspects, determines work necessary, and prioritizes maintenance on approximately 650 miles of roadways, right of ways, and other County infrastructure including ditches and drainage structures.
- Develops and maintains division policies and procedures.
- Develops, recommends and manages maintenance division budget. Oversees purchasing of all supplies. Develops capital equipment and building budget and procures equipment and vehicles for all Highway Department operations.
- Directs, manages and supervises private maintenance contractors. Develops and manages contracts for gravel road maintenance, roadside mowing, right of way weed control, dust control and other contracts to maintain County highways and infrastructure.
- Manages and approves permits for work within County Right of Way, including approach permits, temporary road closures, moving and overweight permits, no spray area applications, right of way encroachment permits and utility permits.
- Researches and resolves concerns and complaints from the public, elected officials, and others regarding County roads, infrastructure and right of ways.
- Communicates and coordinates with other County departments and City and Township officials to assist with road maintenance or construction needs. Provides estimates and technical guidance.
- Ensures adherence to best practices, County policies and maintenance manuals.

Personnel Management

- Responsible for interviewing, hiring, and training employees; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Prioritizes and assigns tasks, workloads, and schedules.
- Advises and coaches employees regarding job performance issues and job tasks.
- 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.
- Manages the County Drug and Alcohol Policy for CDL drivers: Arranges testing in compliance with federal and state requirements; oversees annual training and staff updates.
- Serves as a positive role model of successful performance and ethical conduct.
- Promotes positive employee relations and a team environment by facilitating an atmosphere of open communication, problem solving and creating a shared awareness of County goals, objectives and current events.

<ul style="list-style-type: none"> • Ensures compliance with all County, MNDOT and OSHA safety rules and policies. • Facilitates department staff meetings. • Serves as customer service role model.
<ul style="list-style-type: none"> • On-call 24/7 for road issues or weather emergencies by providing emergency response and coordination of crews and equipment. • Attends training and meetings and maintains licenses and certifications.

Qualifications

Education: Associate degree or two years relevant education/training and five years’ experience in maintenance or construction including two years supervisory experience; or equivalent combination of education/training/experience.

Requirements:

- Valid Minnesota Driver’s CDL Class A License (without any of the following restrictions E,L,M,N,Z).
- Knowledge of federal, state and local laws, rules and regulations relating to road, bridge and ditch systems construction and maintenance.
- Knowledge of occupational hazards and safety precautions applicable to safe operation of equipment, tools and industrial settings.
- Ability to work extended hours, weekends and holidays as necessary.
- Ability to lift and navigate up to 25 pounds on a routine basis and carry materials weighing up to 50 pounds.
- The ability to communicate effectively and have strong positive public relations skills.
- Ability to apply professional/managerial principles and judgement within overall goals and direction established by senior management.
- Ability to apply considerable analytical ability to select, evaluate and interpret data from several sources and interpret guidelines, policies and procedures.

Physical Demands and Working Conditions

- Work is performed in an office, outdoors, roads, bridges, vehicles, etc.
- May be exposed to various atmospheric conditions such as odors, dusts, insects, poor ventilation, fumes, inclement weather, etc.
- Ability to lift, carry or push up to 50 pounds.

Equipment Utilized

- Variety of heavy and light equipment and vehicles, department tools, and office equipment.

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: Maintenance Crew Foreman, Grade 8
Department: Highway
Reports to: Highway Maintenance Superintendent
FLSA Classification: Non-Exempt
Union Status: AFSCME
Board Approved:

Position Summary

The Maintenance Crew Foreman coordinates the work of maintenance personnel and is responsible for performing skilled highway maintenance work with a variety of heavy and specialized equipment. Responsible to manage assigned routes for snow and ice control and for decisions on traffic control, signing and flagging within work areas.

Essential Duties and Responsibilities

Highway Maintenance and Equipment Operation

- Performs skilled operation of snowplow equipment- tandem trucks, motor grader, skid steer, tractor/snowblower, loader and other equipment to maintain assigned sections for snow and ice control.
- Determines route priorities, salt/sand and product application.
- Ensures adherence to best practices, County policies and maintenance manuals.
- Assists with cutting edge replacements and preventative maintenance on all equipment.
- Cleans and washes vehicles and equipment.

Personnel and Project Coordination

- Assists with staff recruitment and selection.
- Prepares work schedules and trains employees.
- Coordinates crew while performing gravel road maintenance using semi and tandem trucks with trailers: Determines application rates with spreading procedures; and inspects roads and work and informs supervisor of any additional necessary repairs.
- Coordinates crew while performing asphalt maintenance, including patching, crack sealing, paving, otta seal, chip seal, etc.
- Ensures skilled usage of materials and equipment by using best practices and methods.
- Performs and coordinates cleaning of roadways with brooming equipment and maintenance of shoulder material.
- Estimates and applies material to ensure safe County roadways.
- Coordinates crew while performing ditch maintenance and maintains culverts and drainage structures: operates equipment; removes nuisance, blockages and damming in culverts and ditches; and operates steaming equipment to thaw and clean frozen or blocked culverts.
- Coordinates crew while performing brushing operations: Operates equipment including tractor and mower, skid steer, brush hog, brush chipper, chainsaws, and brush saws; and determines cutting operations and traffic control.
- Performs repairs and tasks for other County departments and other government entities.
- Ensures compliance with all County, MNDOT and OSHA safety rules and policies.

- Attends training and meetings and maintains licenses and certifications.
- Performs the duties of Maintenance Superintendent in that person's absence.
- Serves as customer service role model.

Qualifications

Education: High School diploma or equivalent and five years relevant experience or equivalent combination of education/training/experience.

Requirements:

- Valid Minnesota Driver's CDL Class A License (without any of the following restrictions E,L,M,N,Z).
- Ability to obtain CPR/First Aid and Forklift certifications.
- Subject to random drug/alcohol testing.
- Requires one hour response time to duty in event of storms or emergencies.
- Knowledge of federal, state and local laws, rules and regulations relating to road, bridge and ditch systems construction and maintenance.
- Knowledge of occupational hazards and safety precautions applicable to safe operation of equipment, tools and industrial settings.
- Ability to work extended hours, weekends and holidays as necessary.
- Ability to lift and navigate up to 25 pounds on a routine basis and carry materials weighing up to 100 pounds.
- The ability to communicate effectively and have strong positive public relations skills.
- Ability to administer operating rules and procedures under management guidance.
- Ability to apply a variety of procedures, policies and precedents and to adapt standard methods to fit facts, using generally prescribed procedures.

Physical Demands and Working Conditions

- Work is performed in an office, outdoors, roads, bridges, vehicles, etc.
- May be exposed to various atmospheric conditions such as odors, dusts, insects, poor ventilation, fumes, inclement weather, etc.
- Ability to lift, carry or push up to 100 pounds.

Equipment Utilized

- Variety of heavy and light equipment and vehicles, department tools, and office equipment.

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: Maintenance Worker, Grade 6
Department: Highway
Reports to: Highway Maintenance Superintendent
FLSA Classification: Non-Exempt
Union Status: AFSCME
Board Approved:

Position Summary

The Maintenance Worker performs skilled highway maintenance work with a variety of heavy and specialized equipment. Responsible to manage assigned routes for snow and ice control and for decisions on traffic control, signing and flagging in work zones.

Essential Duties and Responsibilities

Highway Maintenance and Equipment Operation

- Performs skilled operation of snowplow equipment- tandem trucks, motor grader, skid steer, tractor/snowblower, loader and other equipment to maintain assigned sections for snow and ice control.
 - Determines route priorities, salt/sand and product application.
 - Performs gravel road maintenance using semi and tandem trucks with trailers and determines application rates and spreading procedures.
 - Performs asphalt maintenance including patching, crack sealing, paving, otta seal, chip seal, etc.
 - Cleans roadways with brooming equipment.
 - Maintains shoulder material with equipment including motor grader, shouldering machine, rollers, broom, trucks, etc.
 - Performs ditch maintenance and maintains culverts and drainage structures. Operates equipment to repair, maintain, or replace culverts, drain tile, bridges and ditches. Removes nuisance, blockage or damming in culverts and ditches. Operates steaming equipment to thaw and clean blocked culverts.
 - Operates brushing equipment for right of way maintenance including tractor and mower, skid steer brush hog, brush chipper, chainsaws, and brush saws. Determines cutting operations and traffic control.
 - Estimates and applies material during operations to ensure safe County roadways.
 - Inspects and reports additional repairs needed during roadway travel.
 - Ensures adherence to best practices, County policies and maintenance manuals.
 - Performs equipment maintenance of all light and heavy equipment; creates and maintains maintenance records, and completes daily vehicle inspection reports in compliance with DOT regulations.
 - Cleans and washes vehicles and equipment.
 - Performs other maintenance tasks including repairs and tasks for other departments and other government entities.
- Attends training and meetings and maintains licenses and certifications.

Qualifications

Education: High School diploma or equivalent, some specialized training beyond high school and three years relevant experience; or equivalent combination of education/training/experience.

Requirements:

- Valid Minnesota Driver's CDL Class A License (without any of the following restrictions E,L,M,N,Z).
- Ability to obtain CPR/First Aid and Forklift certifications.
- Subject to random drug/alcohol testing.
- Requires one hour response time to duty in event of storms or emergencies.
- Knowledge of federal, state and local laws, rules and regulations relating to road, bridge and ditch systems construction and maintenance.
- Knowledge of occupational hazards and safety precautions applicable to safe operation of equipment, tools and industrial settings.
- Ability to work extended hours, weekends and holidays as necessary.
- Ability to lift and navigate up to 25 pounds on a routine basis and carry materials weighing up to 100 pounds.
- The ability to communicate effectively and have strong 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, policies and precedents and to adapt standard methods to fit facts, using generally prescribed procedures.

Physical Demands and Working Conditions

- Work is performed in an office, outdoors, roads, bridges, vehicles, etc.
- May be exposed to various atmospheric conditions such as odors, dusts, insects, poor ventilation, fumes, inclement weather, etc.
- Ability to lift, carry or push up to 100 pounds.

Equipment Utilized

- Variety of heavy and light equipment and vehicles, department tools, and office equipment.

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: Mechanic 1, Grade 6
Department: Highway
Reports to: Highway Maintenance Superintendent
FLSA Classification: Non-Exempt
Union Status: AFSCME
Board Approved:

Position Summary

The Mechanic 1 performs skilled repair and maintenance on Becker County equipment and vehicles to ensure safe and proper working conditions.

Essential Duties and Responsibilities

Equipment Repair and Maintenance

- Diagnosis mechanical, electrical and hydraulic problems on all County vehicles and equipment; determines best practices and performs repairs to return unit to service.
 - Performs scheduled, non-scheduled and emergency repairs.
 - Performs repairs with service truck off-site as needed.
 - Performs welding repair and fabrications.
 - Prepares equipment for seasonal operations: remove and replace plow equipment, chip sealing equipment, etc.
 - Uses and maintains all shop equipment and tools.
 - Implements preventative maintenance on County units of all categories including vehicles, heavy equipment, class 5-8 trucks, buses and small engine units.
 - Coordinates recall and warranty work with outside vendors.
 - Orders and maintains inventory for repair and replacement parts.
 - Creates and maintains accurate and current records on all equipment and vehicles for maintenance and repair activities.
 - Maintains and operates shop area in a well-organized, safe and orderly manner.
 - Performs light maintenance to buildings and grounds, including snow removal around buildings.
 - Assists with additional activities including: backup plow truck operator, various equipment operation, project assistance, and haul and move equipment.
 - Unloads incoming material and parts and loads outgoing materials such as culverts, etc.
 - Ensures adherence to best practices, County policies and maintenance manuals.
- Attends training and meetings and maintains licenses and certifications.

Qualifications

Education: Two-year Technical degree in diesel and heavy equipment repair from a college or technical school and three years relevant experience; or equivalent combination of education/training/experience.

Requirements:

- Valid Minnesota Driver's CDL Class A License (without any of the following restrictions E,L,M,N,Z).
- Ability to obtain Minnesota Commercial Vehicle Inspector certification and CPR/First Aid training within six months of hire.

- Subject to random drug/alcohol testing.
- Requires one hour response time to duty in event of storms or emergencies.
- Knowledge of hydraulic systems and principles of heavy diesel engines, electrical principles, and air-conditioning.
- Knowledge of air braking systems, hydraulic braking systems, automotive engines & transmission repair, and small engines.
- Computer literacy.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals
- Knowledge of occupational hazards and safety precautions applicable to safe operation of equipment, tools and industrial settings.
- Ability to work extended hours, weekends and holidays as necessary.
- Ability to lift and navigate up to 25 pounds on a routine basis and carry materials weighing up to 100 pounds.
- The ability to communicate effectively and have strong 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, policies and precedents and to adapt standard methods to fit facts, using generally prescribed procedures.

Physical Demands and Working Conditions

- Work is performed in an office, outdoors, roads, bridges, vehicles, etc.
- May be exposed to various atmospheric conditions such as odors, dusts, insects, poor ventilation, fumes, inclement weather, etc.
- Ability to lift, carry or push up to 100 pounds.

Equipment Utilized

- Variety of heavy and light equipment and vehicles, department tools, and office equipment.

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: Office Support Clerk, Grade 4
Department: Highway
Reports to: County Engineer
FLSA Classification: Non-Exempt
Union Status: AFSCME
Board Approved:

Position Summary

The Office Support Clerk is responsible for clerical, bookkeeping, and customer service for the Becker County Highway Department within established policies and procedures.

Essential Duties and Responsibilities

Customer Service

- Responds to public inquiries in-person, on the phone or email by providing information and direction, material sales, facilities rentals, permits, and payments or referring to appropriate person.
- Serves as a customer service role model for the County and the department. Adheres to customer service principles during interactions.
- Provides customers with directions and guidance, is courteous and patient and resolves customer concerns and problems as able.

Bookkeeping and Clerical

- Processes accounts payable: verifies, creates purchase order and performs data entry.
- Calculates equipment operator payments for contractors.
- Calculates mowing and weed spraying hours for provided service.
- Processes accounts receivables: verifies inventory and receipts, creates customer invoices, and performs data entry.
- Collects and processes gravel, salt, and sand tickets. Records in gravel usage log and references vendor invoices.
- Processes department in-coming and out-going mail.
- Compiles inventory withdrawal data.
- Compiles annual certified township mileage.
- Maintains the Becker County Adopt a Highway Program.
- Maintains records and performs resident notifications for house address signs.
- Assists Natural Resources/Parks: processes accounts payable and receivable; processes invoices and receipts for leases, timber sales fuelwood permits, etc.; assists with timber auctions and park reservations.
- Orders and stocks office and field supplies.
- Assists with office clerical and support work as assigned.

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

Qualifications

Education: High School diploma or equivalent and some 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 perform fairly standard procedures and tasks where basic analytical ability is required.

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 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: Senior Engineering Technician, Grade 8
Department: Highway
Reports to: Assistant Engineer/Construction Manager
FLSA Classification: Non-Exempt
Union Status: AFSCME
Board Approved:

Position Summary

The Senior Engineering Technician is responsible to perform survey and design work for road and other projects and to ensure projects are completed to specifications of contracts through sampling and testing of materials.

Essential Duties and Responsibilities

Engineering Technical

- Prepares detailed drawings of structures and installations including highways, bridges and ditches using computer drafting and design software.
- Plots profiles and cross-sections showing earth work calculations.
- Computes quantities of materials for estimating purposes.
- Computes environmental impacts for permit applications.
- Researches land titles and prepares legal descriptions. Assists in other right of way acquisition duties.
- Performs GIS mapping and editing including database management of department's assets.
- Inspects, verifies, and oversees the construction of highways, bridges, culverts and other types of drainage work to ensure that procedures and materials comply with plans and specifications.
- Performs visual inspections of contractor testing to ensure compliance with specifications.
- Interprets blueprints and specifications for contractors.
- Performs materials testing: obtains samples and performs a wide variety of laboratory tests.
- Accompanies survey crew and performs survey activities for projects including: data collection with total station and GPS setting benchmarks, locating grading markers, establishing control points for aerial surveys, setting alignments, grade, ditch cuts, backslope catch points, curb and gutter, culvert elevations and bridge component elevations.
- Ensures adherence to County and OSHA Safety Programs, policies and procedures.

Administrative and Reporting

- Functions as team leader for seasonal subordinates performing routine technical tasks including directing and assigning work and follow-through to ensure work is performed properly.
 - Records quantities and dates of materials received or used.
 - Maintains daily logs of construction progress, construction equipment and inspection activities.
 - Computes estimates of work completed for payments to contractors.
 - Provides customer service providing professional and courteous information, directions and guidance.
 - Prepares reports on project activities.
- Attends educational opportunities and meetings.
 - Performs other duties as assigned or apparent.

Qualifications

Education: Associate's Degree in Civil Engineering or relevant field or two years equivalent post-high school training/education and three years relevant experience, or equivalent combination of education/ training/ experience.

Requirements:

- Valid MN driver's license required.
- Ability to obtain certifications for Aggregate Production, Bituminous Street Level and Plant Level, Concrete Field Level and Plant Level, Grading and Base Level, and Erosion Control Installer.
- Working knowledge of federal, state and local laws, rules and regulations relating to highway construction.
- Ability to work under limited supervision with general autonomy in how objectives are achieved.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to apply a variety of procedures and policies using moderate analytical ability in adapting standard methods to fit facts and conditions using generally prescribed procedures.

Physical Demands and Working Conditions

- Work is performed in office setting and in the field.
- Exposure to weather, machines and outdoors conditions.
- Work is moderate duty with the ability to lift, carry or push up to 60 pounds.
- May be exposed to various atmospheric conditions such as odors, dusts, insects, poor ventilation, fumes, inclement weather, etc.

Equipment Utilized

- Office equipment and department vehicles and equipment.

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: Shop Foreman, Grade 8
Department: Highway
Reports to: Highway Maintenance Superintendent
FLSA Classification: Non-Exempt
Union Status: AFSCME
Board Approved:

Position Summary

The Shop Foreman manages, oversees and performs repairs and maintenance for Becker County equipment and vehicles and schedules repairs and maintenance ensuring safe and proper working conditions. Position oversees and directs Mechanic 1 and Maintenance Workers in the maintenance and repair of equipment and vehicles.

Essential Duties and Responsibilities

Equipment Repair and Maintenance

- Diagnosis problems on all County vehicles and equipment; determines best practices and performs repairs to return unit to service. Diagnosis includes working on computerized equipment, for example, truck engines, salt and sanding systems, load sensing hydraulics, etc.
- Coordinates and schedules preventative maintenance and non-scheduled repairs to heavy and light vehicles and equipment.
- Prepares new equipment and vehicles for service.
- Performs cutting edge replacements and rebuilding and maintains inventory.
- Rebuilds hydraulic cylinders.
- Coordinates equipment recalls and software updates.
- Acquires and maintains electronic diagnostic tools.
- Maintains tire inventory; researches and acquires tire bids.
- Coordinates the ordering and maintaining of parts inventory: researches parts and products.
- Coordinates maintaining accurate and current records on all equipment and vehicles and maintenance and repair activities.
- Performs welding repair and fabrications.
- Maintains and operates shop area in a well-organized, safe and orderly manner.
- Performs light maintenance to buildings and grounds, including snow removal around buildings.
- Assists with additional tasks including operation of snow plow equipment and other heavy equipment for seasonal operations.
- Assists with preparing specifications for new equipment orders.
- Performs annual MNDOT vehicle inspections.
- Performs repairs with service truck off-site as needed.
- Ensures adherence to best practices, County policies and maintenance manuals.

Personnel and Project Coordination

- Assists with staff recruitment and selection.
- Oversees and trains workers in the maintenance and repair of equipment and vehicles.
- Communicates with equipment operators for improvements and repairs.
- Ensures compliance with all County, MNDOT and OSHA safety rules and policies.

- Attends training and meetings and maintains licenses and certifications.

Qualifications

Education: Two-year Technical degree in diesel and heavy equipment repair from a college or technical school and five years relevant experience; or equivalent combination of education/training/experience.

Requirements:

- Valid Minnesota Driver's CDL Class A License (without any of the following restrictions E,L,M,N,Z).
- Ability to obtain Minnesota Commercial Vehicle Inspector certification and CPR/First Aid training within six months of hire.
- Subject to random drug/alcohol testing.
- Requires one hour response time to duty in event of storms or emergencies.
- Knowledge of hydraulic systems and principles of heavy diesel engines, electrical principles, and air-conditioning.
- Knowledge of air braking systems, hydraulic braking systems, automotive engines & transmission repair, and small engines.
- Computer literacy.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals
- Knowledge of occupational hazards and safety precautions applicable to safe operation of equipment, tools and industrial settings.
- Ability to work extended hours, weekends and holidays as necessary.
- Ability to lift and navigate up to 25 pounds on a routine basis and carry materials weighing up to 100 pounds.
- The ability to communicate effectively and have strong positive public relations skills.
- Ability to work under limited supervision with general autonomy in determining how objectives are achieved.
- Ability to apply considerable analytical ability to select, evaluate and interpret data from several sources and to interpret guidelines, policies and procedures.

Physical Demands and Working Conditions

- Work is performed in an office, outdoors, roads, bridges, vehicles, etc.
- May be exposed to various atmospheric conditions such as odors, dusts, insects, poor ventilation, fumes, inclement weather, etc.
- Ability to lift, carry or push up to 100 pounds.

Equipment Utilized

- Variety of heavy and light equipment and vehicles, department tools, and office equipment.

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: Traffic Services Foreman, Grade 8
Department: Highway
Reports to: Highway Maintenance Superintendent
FLSA Classification: Non-Exempt
Union Status: AFSCME
Board Approved:

Position Summary

The Traffic Services Foreman manages the daily operations and long-range planning for the Traffic Services division of the Becker County Highway Department by planning, designing and installing traffic control devices in accordance with MMUTCD standards and State statutes. Assists in monitoring weather and road conditions and determining staff needs for snow and ice control operations.

Essential Duties and Responsibilities

Planning, Directing and Equipment Operation

- Plans, designs and installs traffic control devices in accordance with MMUTCO standards, Becker County signing policy, and State statutes.
- Performs tasks and oversees workers in installation of traffic control devices, work zone signing, mailbox supports, and repair and maintenance of traffic control devices.
- Responds to and completes emergency road closures and other hazard signing.
- Directs and prepares in the operation of the county-wide centerline and edge line striping program and the pavement message marking program.
- Monitors weather conditions and completes route road inspections. Determines when to call out employees or contractors for snow and ice control.
- Manages inventory and purchasing for signs, mailbox supports and pavement marking supplies ensuring compliance with approved budget.
- Coordinates with Minnesota State Gopher One Call system for the traffic services division.
- Communicates and coordinates with utility companies on site.
- Completes device layout and directs the department's manufacturing of traffic control devices.
- Pre-stakes all sign locations.
- Responsible for emergency locate for emergency road closing.
- Advises township officials and developers on signage in compliance with policies and standards.
- Performs equipment operation including distributor truck for sealcoat operations, snow blower, snow plow equipment, motor grader, sign truck, striping truck, and a variety of heavy and light vehicles and equipment.
- Assists maintenance crew as needed.

Personnel Coordination

- Prepares work schedules, assigns, oversees and trains employees.
- Inspects and evaluates completed tasks.
- Ensures compliance with all County, MNDOT and OSHA safety rules and policies.

- Attends training and meetings and maintains licenses and certifications.
- Serves as customer service role model.

Qualifications

Education: High School diploma or equivalent and three years relevant experience or equivalent combination of education/training/experience.

Requirements:

- Valid Minnesota Driver's CDL Class A License (without any of the following restrictions E,L,M,N,Z).
- Ability to obtain CPR/First Aid and Forklift certifications.
- Subject to random drug/alcohol testing.
- Requires one hour response time to duty in event of storms or emergencies.
- Knowledge of federal, state and local laws, rules and regulations relating to traffic control devices.
- Knowledge of occupational hazards and safety precautions applicable to safe operation of equipment, tools and industrial settings.
- Ability to work extended hours, weekends and holidays as necessary.
- Ability to lift and navigate up to 25 pounds on a routine basis and carry materials weighing up to 100 pounds.
- The ability to communicate effectively and have strong positive public relations skills.
- Ability to administer operating rules and procedures under management guidance.
- Ability to apply a variety of procedures, policies and precedents and to adapt standard methods to fit facts, using generally prescribed procedures.

Physical Demands and Working Conditions

- Work is performed in an office, outdoors, roads, bridges, vehicles, etc.
- May be exposed to various atmospheric conditions such as odors, dusts, insects, poor ventilation, fumes, inclement weather, etc.
- Ability to lift, carry or push up to 100 pounds.

Equipment Utilized

- Variety of heavy and light equipment and vehicles, department tools, and office equipment.

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: Traffic Services Technician, Grade 6
Department: Highway
Reports to: Highway Maintenance Superintendent
FLSA Classification: Non-Exempt
Union Status: AFSCME
Board Approved:

Position Summary

The Traffic Services Technician performs skilled tasks in planning, designing and installing traffic control devices. Performs highway maintenance work with a variety of heavy and specialized equipment to maintain and repair County roads and is responsible for snow and ice control.

Essential Duties and Responsibilities

Traffic Control, Highway Maintenance and Equipment Operation

- Prepares and leads the layout and installation or repairs of traffic control devices for Becker County, other government entities, or private installations.
 - Operates sign truck with post pounder and crane for sign installation and removal.
 - Marks and communicates with Gopher State One Call for underground utility location.
 - Maintains inventory of sign posts and other items for the sign shop.
 - Performs skilled operation of snowplow equipment- tandem trucks, motor grader, skid steer, tractor/snowblower, loader and other equipment to maintain assigned sections for snow and ice control.
 - Determines route priorities, salt/sand and product application in compliance with County policies, best practices and maintenance manuals.
 - Performs equipment maintenance of all light and heavy equipment; creates and maintains maintenance records, and completes daily vehicle inspection reports in compliance with DOT regulations.
 - Assists with cutting edge replacements.
 - Cleans and washes vehicles and equipment.
 - Performs skilled operation of equipment for center line and edge line road markings. Installs other road markings including stop bars, RR crossings, pedestrian markings, etc. Places and locates signs while striping to keep cars out of wet paint.
 - Operates all equipment for chip sealing including chip spreader and skilled usage of oil/rock quantity application by best practice and proper maintenance methods.
 - Directs other maintenance workers and acts as lead person of the sign crew while installing or repairing traffic control devices by planning and prioritizing tasks.
 - Prepares and installs emergency and non-emergency road closures and detours.
 - Installs mail box supports, mail boxes and 911 street signs and house numbers.
-
- Attends training and meetings and maintains licenses and certifications.

Qualifications

Education: High School diploma or equivalent, some specialized training beyond high school and three years relevant experience; or equivalent combination of education/training/experience.

Requirements:

- Valid Minnesota Driver's CDL Class A License (without any of the following restrictions: E, L, M, N, Z).
- Ability to obtain CPR/First Aid and Forklift certifications.
- Subject to random drug/alcohol testing.
- Requires one hour response time to duty in event of storms or emergencies.
- Knowledge of federal, state and local laws, rules and regulations relating to road, bridge and ditch systems construction and maintenance.
- Knowledge of occupational hazards and safety precautions applicable to safe operation of equipment, tools and industrial settings.
- Ability to work extended hours, weekends and holidays as necessary.
- Ability to lift and navigate up to 25 pounds on a routine basis and carry materials weighing up to 100 pounds.
- The ability to communicate effectively and have strong 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, policies and precedents and to adapt standard methods to fit facts, using generally prescribed procedures.

Physical Demands and Working Conditions

- Work is performed in an office, outdoors, roads, bridges, vehicles, etc.
- May be exposed to various atmospheric conditions such as odors, dusts, insects, poor ventilation, fumes, inclement weather, etc.
- Ability to lift, carry or push up to 100 pounds.

Equipment Utilized

- Variety of heavy and light equipment and vehicles, department tools, and office equipment.

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: Transportation Technician, Grade 9
Department: Highway
Reports to: Assistant Engineer/Construction Manager
FLSA Classification: Non-Exempt
Union Status: AFSCME
Board Approved:

Position Summary

The Transportation Technician is responsible to perform a variety of civil engineering technical duties such as engineering design, materials testing, construction inspection, surveying and bridge inspection.

Essential Duties and Responsibilities

Engineering Technical

- Performs Design work.
 - Prepares detailed drawings of structures and installations including highways, bridges and ditches using computer drafting and design software.
 - Computes quantities of materials for estimating purposes.
 - Researches land titles and prepares legal descriptions. Assists others in right of way acquisitions.
 - Determines right of way easement calculations.
 - Plots profiles and cross-sections showing earth works calculations.
 - Performs GIS mapping and editing.
 - Conducts materials testing.
 - Obtains samples and performs a wide variety of laboratory tests to ensure compliance with specifications.
 - Performs visual inspections of contractor testing and sampling to ensure compliance with plans and specifications.
 - Performs visual inspection of contractor production of materials to ensure compliance with specifications.
 - Performs inspection duties.
 - Inspects, verifies, and oversees the construction of highways, bridges, culverts and other types of work to ensure that procedures and materials comply with plans and specifications.
 - Records quantities and dates of materials received or used.
 - Interprets plans and specifications for contractors.
 - Maintains daily logs of construction progress, construction equipment and inspection activities.
 - Completes estimates for payment of work items completed by contractors.
 - Performs survey work.
 - Performs preliminary survey activities for construction projects including data collection with GPS and Total Station, setting control points, locating survey markers, etc.
 - Performs construction survey activities including setting alignments, grade, slope stakes, culvert elevations, bridge location and elevation, etc.
 - Performs bridge inspections within the County and City of Detroit Lakes and prepares inspection reports.
 - Serves as a reserve operator of equipment for snow and ice control.
 - Functions as team leader for seasonal subordinates performing routine technical tasks including directing and assigning work and follow-through to ensure work is performed properly.
 - Ensures adherence to County and OSHA Safety Programs, policies and procedures.
 - Serves as a customer service role model.
-
- Attends educational opportunities and meetings.
 - Performs other duties as assigned or apparent.

Qualifications

Education: Associate's Degree in Civil Engineering or relevant field or two years equivalent post-high school training/education and three years relevant experience, or equivalent combination of education/ training/ experience.

Requirements:

- Minimum of a valid MN Class B CDL driver's license required (without any of the following restrictions E,L,M,N,Z).
- Ability to obtain certifications for Aggregate Production, Bituminous Street Level and Plant Level, Concrete Field Level and Plant Level, Grading and Base Level, Erosion Control Installer, and Bridge Inspector.
- Working knowledge of federal, state and local laws, rules and regulations relating to highway construction.
- Ability to work under limited supervision with general autonomy in how objectives are achieved.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to use considerable analytical ability to select, evaluate and interpret data, guidelines, policies and procedures.

Physical Demands and Working Conditions

- Work is performed in office setting and in the field.
- Exposure to weather, construction, machines and outdoors conditions.
- Work is moderate duty with the ability to lift, carry or push up to 60 pounds.
- May be exposed to various atmospheric conditions such as odors, dusts, insects, poor ventilation, fumes, inclement weather, etc.

Equipment Utilized

- Office equipment and department vehicles and equipment including survey and testing equipment.

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.

**CROW WING RIVER
COMPREHENSIVE WATERSHED MANAGEMENT PLAN
IMPLEMENTATION AGREEMENT**

MEMORANDUM OF AGREEMENT

This agreement (Agreement) is made and entered into between:

The Counties of Becker, Cass, Crow Wing, Hubbard, Todd, and Wadena by and through their respective County Board of Commissioners, and
The Becker, Cass, Crow Wing, Hubbard, Todd, and Wadena Soil and Water Conservation Districts, by and through their respective Soil and Water Conservation District Board of Supervisors
Collectively referred to as the “Parties.”

WHEREAS, the Counties of this Agreement are political subdivisions of the State of Minnesota, with authority to carry out environmental programs and land use controls, pursuant to Minnesota Statutes Chapter 375 and as otherwise provided by law; and

WHEREAS, the Soil and Water Conservation Districts (SWCDs) of this Agreement are political subdivisions of the State of Minnesota, with statutory authority to carry out erosion control and other soil and water conservation programs, pursuant to Minnesota Statutes Chapter 103C and as otherwise provided by law; and

WHEREAS, the White Earth Nation is a federally recognized Indian Tribe with both inherent authority and delegated federal authority to carry out environmental programs and land use controls, and with statutory authority, pursuant of Minnesota Statutes Section 471.59, to enter into joint powers agreements with other state governmental units; and

WHEREAS, the Parties to this Agreement have a common interest and statutory authority to assure implementation of a comprehensive watershed management plan in the Crow Wing River Watershed to conserve soil and water resources through the practices, programs, and regulatory controls that effectively control or prevent erosion, sedimentation, siltation and related pollution in order to preserve natural resources, ensure continued soil productivity, protect water quality, reduce damages caused by floods, preserve wildlife, protect the tax base, and protect public lands and waters; and

WHEREAS, with matters that relate to the coordination of water management authorities pursuant to Minnesota Statutes Chapters 103B,103C, and 103D with public drainage systems pursuant to Minnesota Statutes Chapters 103E, this Agreement does not change the rights or obligations of the public drainage system authorities.

WHEREAS, the Parties have formed this Agreement for the specific goal of implementing the Crow Wing River Comprehensive Watershed Management Plan, which was developed pursuant to Minnesota Statutes § 103B.801, Comprehensive Watershed Management Planning, also known as *One Watershed, One Plan*.

NOW, THEREFORE, the Parties hereto agree as follows:

1. **Purpose:** The Parties to this Agreement recognize the importance of partnerships to plan and

implement protection and restoration efforts for the Crow Wing River Watershed (*See Attachment A: Implementation Area Map*). The purpose of this Agreement is to collectively implement, as local government units, the Crow Wing River Comprehensive Watershed Management Plan. Parties signing this agreement will be collectively referred to as the Crow Wing River Watershed Collaboration, partnering together in this Agreement as an exercise of joint powers under Minn. Stat. Section 471.59.

2. **Term:** This Agreement is effective upon signature of all Parties in consideration of the Board of Water and Soil Resources (BWSR) Participation Requirements for participation in Watershed Based Implementation Funding; and will remain in effect until cancelled according to the provisions of this Agreement, unless earlier terminated by law. This Agreement end date will run concurrent with the BWSR grant agreement end date of December 2033. Parties may revisit the grant agreement end date and make extensions to the term of the grant agreement if agreed upon by the Policy Committee (the structure, membership, and governing provisions of the Policy Committee are described in a later paragraph in this Agreement).
3. **Adding Additional Parties:** A qualifying party within the Crow Wing River Comprehensive Watershed Management Plan Area that is responsible for water planning and resource management according to Minnesota State Statutes desiring to become a member of this Agreement shall indicate its intent by adoption of a governing board resolution. The Resolution shall be mailed to the existing Policy Committee, and upon receipt by the Policy Committee, the qualifying party shall become a member of the Policy Committee. The qualifying party agrees to abide by the terms and conditions of this Agreement, including but not limited to the bylaws, policies and procedures adopted by the Policy Committee.
4. **Withdrawal of Parties:** A party desiring to leave this Agreement shall indicate its intent in writing to the Policy Committee in the form of an official board resolution. Notice must be made at least 30 days in advance of leaving the Agreement.
5. **General Provisions:**
 - a. **Compliance with Laws/Standards:** The Parties agree to abide by all federal, state, and local laws; statutes, ordinances, rules, and regulations now in effect or hereafter adopted pertaining to this Agreement or to the facilities, programs, and staff for which the Agreement is responsible. All Parties to this Agreement will be given the option to opt out within 30 days after new federal, state or local laws, statutes, ordinances, rules, and regulations are adopted and become effective, which increase or decrease the responsibilities of the Parties pertaining to this Agreement.
 - b. **Indemnification:** Each party to this Agreement shall be liable for the acts of its officers, employees or agents and the results thereof to the extent authorized or limited by law and shall not be responsible for the acts of any other party, its officers, employees, or agents. The provisions of the Municipal Tort Claims Act, Minnesota Statute Chapter 466, and other applicable laws govern the liability of the Parties. To the full extent permitted by law, actions by the Parties, their respective officers, employees and agents, pursuant to this Agreement, are intended to be and shall be construed as a "cooperative activity". It is the intent of the Parties that they shall be deemed a "single governmental unit" for the purpose of liability, as set forth in Minnesota Statutes § 471.59, subd. 1a(a). For purposes of Minnesota Statutes § 471.59, subd. 1a(a) it is the intent of each party that this Agreement does not create any liability or exposure of one party for the acts or omissions of any other party.

- c. **Records Retention and Data Practices:** The Parties agree that records created pursuant to the terms of this Agreement will be retained in a manner that meets their respective entity's records retention schedules that have been reviewed and approved by the State in accordance with Minnesota Statutes §138.17. The Parties further agree that records prepared or maintained in furtherance of the Agreement shall be subject to the Minnesota Government Data Practices Act. At the time this Agreement expires, all records will be turned over to the Fiscal Agent.
- d. **Timeliness:** The Parties agree to perform obligations under this Agreement in a timely manner and keep each other informed about any delays that may occur.
- e. **Termination:** The Parties anticipate that this Agreement will remain in full force and effect through the term of the grant agreement with BWSR, unless otherwise terminated in accordance with law or other provisions of this Agreement. The Parties acknowledge their respective and applicable obligations, if any, under Minnesota Statute §471.59, Subd. 5 after the purpose of the Agreement has been completed.
- f. **Extension:** The Parties may extend the termination date of this Agreement for the purposes of implementation the plan beyond the BWSR grant planning phase identified in Section 2 as agreed upon unanimously by the Parties to this Agreement.

6. Administration:

- a. **Establishment of a Policy Committee and Advisory Committee for Implementation of the Crow Wing River Comprehensive Water Management Plan.** The Parties hereto agree to designate one representative, who must be an elected or appointed member of their governing board, to a Policy Committee for implementation of the Crow Wing River Comprehensive Water Management Plan. The Policy Committee will meet as needed to implement and decide on the content of the work plan.
 - i. Each representative shall have one vote and shall have the authority to act on behalf of their Board regarding mentioned items, grant agreement(s) and amendment(s), interim report review and approval, payments under the grant, professional contracts, and voting on the recommended work plan.
 - ii. The Policy Committee member will serve as a liaison to their respective boards. Each governing board may choose one alternate to serve on the Policy Committee as needed in the absence of the designated member.
 - iii. An Advisory Committee will be established to provide technical support on the plan content and Implementation to the Policy Committee, including identification of priorities. The Advisory Committee will be comprised of the Steering Committee, stakeholders, the state's main water agencies, and/or plan review agencies. The Advisory Committee will meet as needed.
 - iv. A Steering Committee will be established consisting of local staff, county staff, and SWCD staff for the purposes of logistical and day-to-day decision-making in the Implementation process. The Steering Committee will meet as needed.

7. Fiscal Agent agrees to:

- a. Accept all responsibilities associated with implementing the BWSR grant agreement for developing a watershed-based implementation workplan and sign the grant agreement on behalf of the Parties listed within.
- b. Perform financial transactions as part of the grant agreement and contract implementation.
- c. Pursuant to Minn. Stat. Section 471.59, Subd. 3, strict accountability of all funds and report of all receipts and disbursements and annually provide a full and complete audit report.
- d. Responsible for fiscal records retention consistent with the agent's records retention schedule.

8. Grant Administrator agrees to:

- a. Accept all day-to-day responsibilities associated with implementing the BWSR grant agreement for watershed-based implementation grant funds.
- b. Provide the Policy Committee with the records necessary to describe the financial condition of the BWSR grant agreement.
- c. Be the Day-to-Day Contact for the Crow Wing River Comprehensive Water Management Implementation Plan.
- d. Responsible for the BWSR reporting requirements (E-link).

9. The Plan Coordinator agrees to:

- a. Host the Crow Wing River Comprehensive Watershed Management Plan
- b. Provide a note-taker for all Policy, Advisory, and Steering Committee meetings. Prepare and distribute those notes to the appropriate committees.
- c. Assist the Chair of the Policy Committee with providing an agenda for upcoming meetings.
- d. Notify all committees of upcoming meetings through email and/or phone calls.
- e. May, with the Agreement and consent of the Fiscal Agent, assign any of the foregoing services to the Fiscal Agent who shall perform the services it accepts.

In the event of a vacancy in the above-listed roles, the party responsible for the role will determine if there is adequate capacity within the organization to fulfill the listed role. If the partner agency determines they no longer have capacity and would like to relinquish their duties, they must inform the Policy Committee. The Policy Committee will then reassign the service to another party with the capacity to fulfill the grant agreement.

10. Authorized Representatives: The following persons will be the primary contacts for all matters concerning this Agreement:

Becker County
Kyle Vareberg or Successor
Planning and Zoning Administrator
915 Lake Ave
Detroit Lakes, MN 56501
218-846-7314

Becker SWCD
Bryan Malone or Successor
District Administrator
809 8th St SE
Detroit Lakes, MN 56501
218-846-7360

Cass County
Jeff Woodford or Successor
Environmental Services Director
PO Box 3000
Walker, MN 56484
218-547-7428

Cass SWCD
Dana Gutzmann or Successor
Conservation Manager
PO Box 3000
Walker, MN 56484
218-547-7246

Crow Wing County
Chris Pence or Successor
Environmental Services Manager
322 Laurel St., Suite 15
Brainerd MN 56401

Crow Wing SWCD
Melissa Barrick or Successor
District Manager
322 Laurel St., Suite 22
Brainerd MN 56401
218-828-6197

Hubbard County
Eric Buitenwerf or Successor
Government Center - 2nd Floor
301 Court Avenue
Park Rapids, MN 56470

Hubbard SWCD
Crystal Mathisrud or Successor
District Manager
603 North Central Ave, Suite 100
Park Rapids MN, 56470

Wadena County
Deana Malone or Successor
Planning and Zoning Administrator
415 Jefferson Street S
Room 234 Courthouse
Wadena, MN 56482

Wadena SWCD
Darren Newville or Successor
District Manager
4 Alfred St NE
Wadena, MN 56482

Todd County
Adam Ossefoort or Successor
SWCD/Planning & Zoning Division
Director
215 1st Ave. S Suite 103
Long Prairie MN
320-732-4420

Todd SWCD
Deja Anton or Successor
District Manger
215 1st Ave. S Suite 104,
Long Prairie, MN
320-732-2644

IN TESTIMONY WHEREOF the Parties have duly executed this Agreement by their duly authorized officers.

PARTNER: Becker County

APPROVED:

BY: _____
Board Chair Date

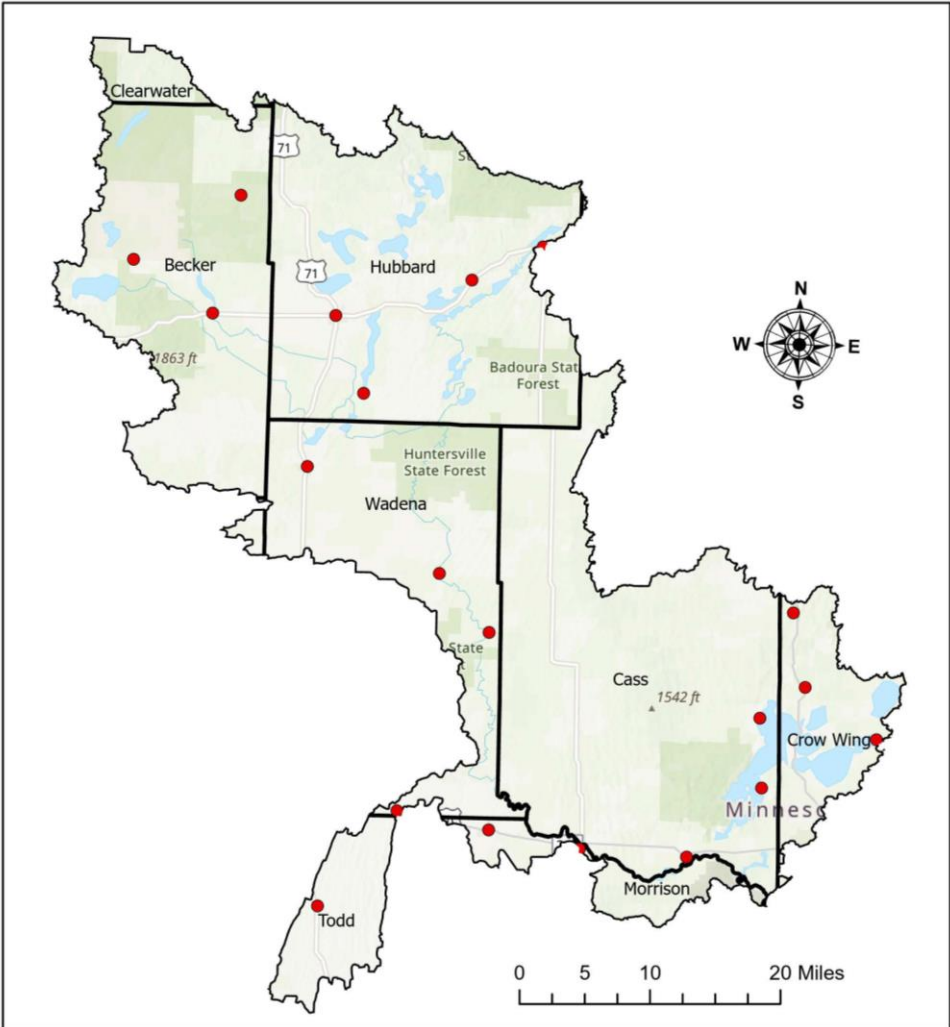
BY: _____
Administrator Date

APPROVED AS TO FORM

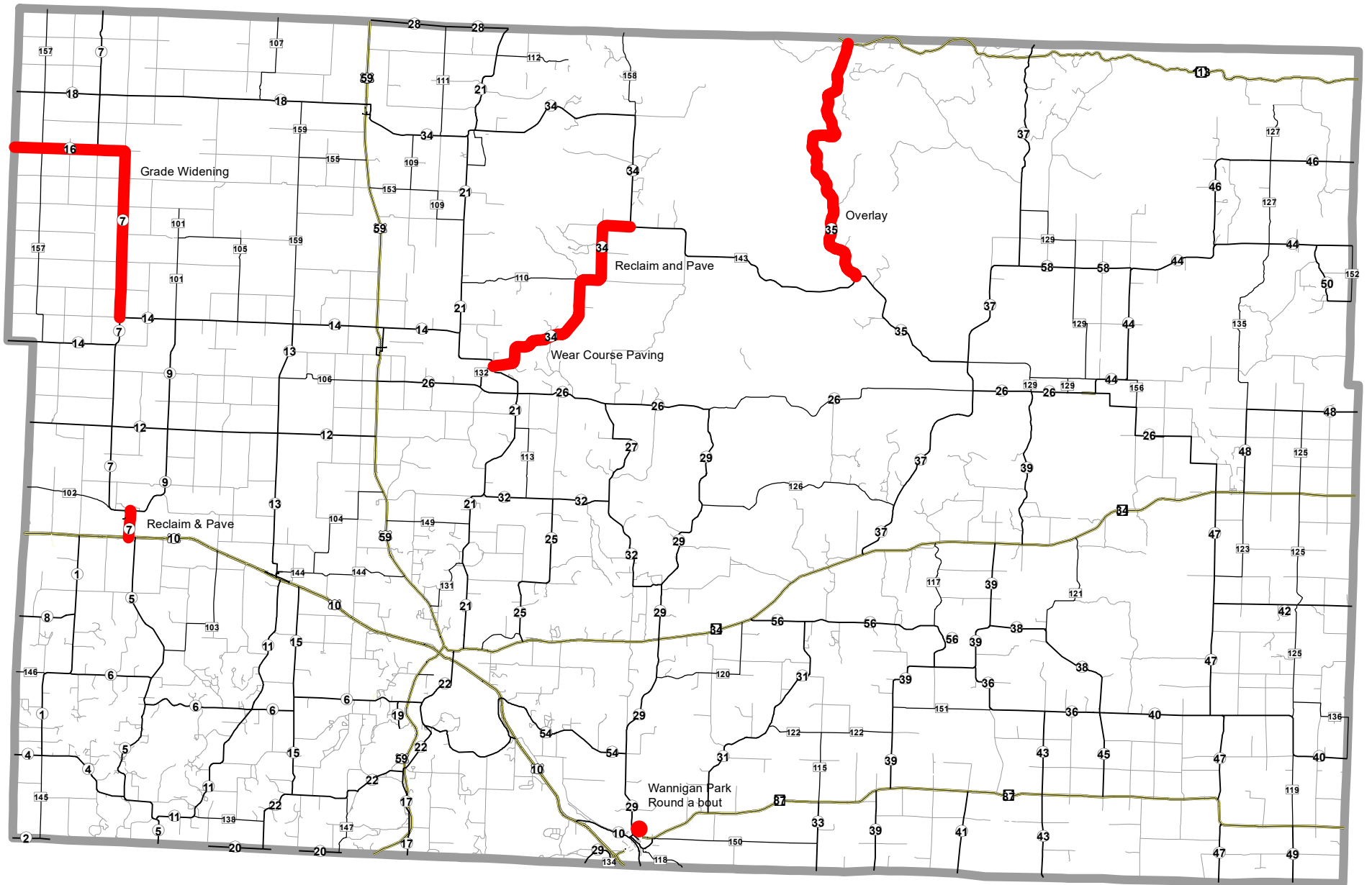
BY: _____
County Attorney Date

Attachment A

Implementation Area Map for Crow Wing River Watershed



2025 Proposed SMART Projects



Prepared by:
Becker County
Highway Department
12/4/2024

BECKER COUNTY BOARD OF COMMISSIONERS
RESOLUTION 12-24-2G
Re-Affirmation of Becker County Transit Sales & Use Tax
and 2025 SMART Projects

WHEREAS, on February 25, 2014, the Becker County Board of Commissioners approved the adoption of a Becker County Transit Sales and Use Tax for transportation purposes, with implementation on July 1, 2014 (Resolution No. 02-14-2G); and

WHEREAS, the Becker County Board of Commissioners will hold public hearings each year to receive public input on proposed transportation projects to be funded by the Transit Sales and Use Tax and shall take action to re-affirm the tax on an annual basis during its budget development and adoption; and

WHEREAS, on December 12, 2024, Becker County held a public hearing to receive public input on the Re-Affirmation of the Becker County Transit Sales and Use Tax and for the designation of proposed SMART Tax Projects for the purpose of 2025 budget discussions.

NOW THEREFORE BE IT RESOLVED THAT, the Board of County Commissioners of Becker County, Minnesota, approves the Re-Affirmation of the Becker County Transit Sales and Use Tax for **2025** to be dedicated exclusively to Becker County Road and SMART Tax Projects at the rate of one-half of one percent (.5%) pursuant to M.S. 297A.993.

Duly adopted this 17th day of December 2024, at Detroit Lakes, MN.

COUNTY BOARD OF COMMISSIONERS
Becker County, Minnesota

ATTEST:

/s/ Carrie Smith
Carrie Smith
County Administrator

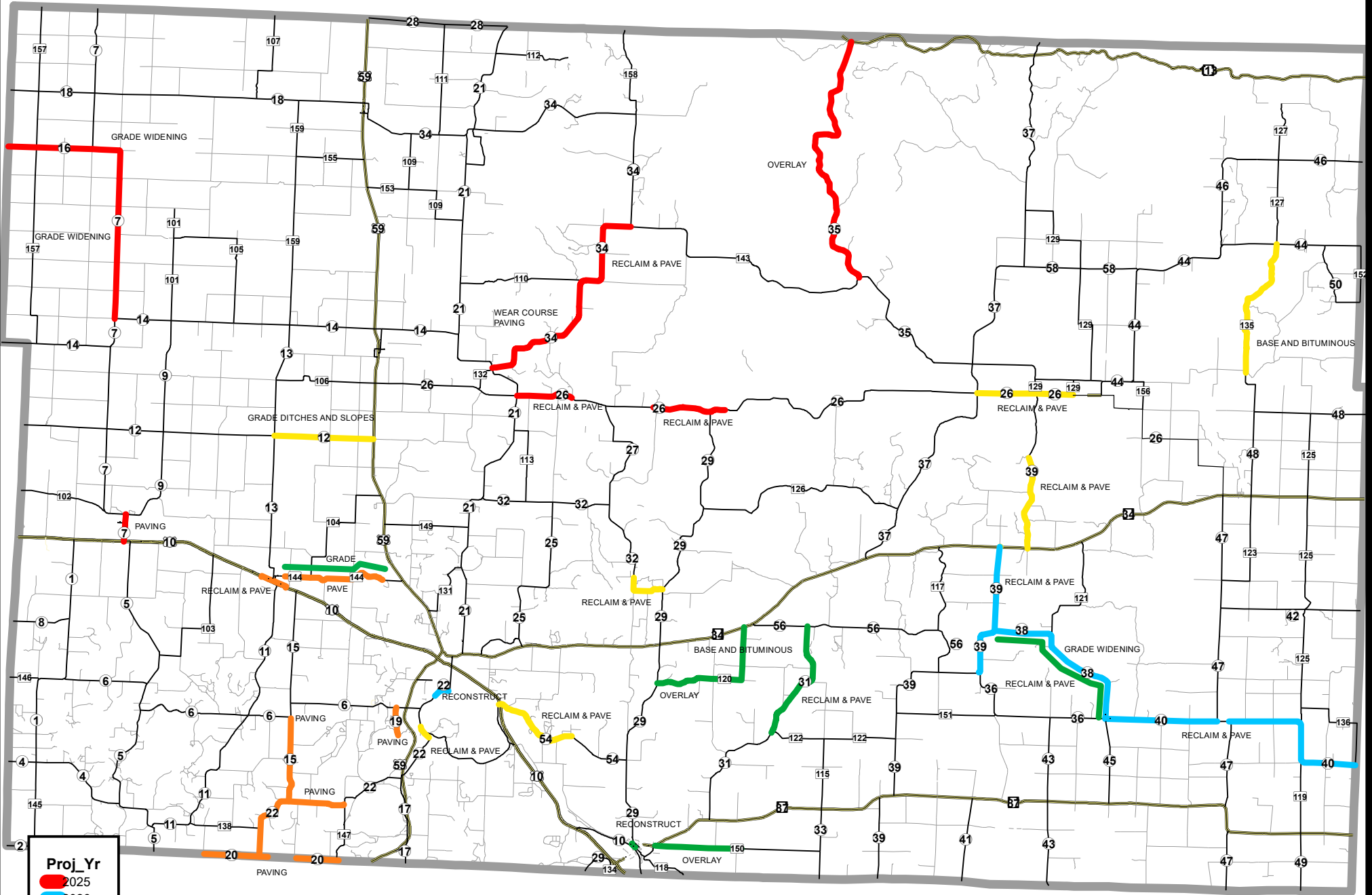
/s/ John Okeson
John Okeson
Board Chair

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 17, 2024, as recorded in the record of proceedings.

Carrie Smith
County Administrator

2025 BECKER COUNTY HIGHWAY FIVE YEAR PLAN



Prepared by:
Becker County
Highway Department
12/3/2024

BECKER COUNTY BOARD OF COMMISSIONERS

RESOLUTION 12-24-2H

**2025 Five Year Construction Improvement Plan
2025-2029**

WHEREAS, Becker County has published and presented to the public a proposed Five Year Construction Improvement Plan and comments were received regarding the proposed plan;

NOW, THEREFORE, BE IT RESOLVED: That the Becker County Board of Commissioners does hereby adopt the Becker County Highway Department 2025-2029 Five Year Construction Improvement Plan as presented to the public and is hereby approved as attached;

BE IT FURTHER RESOLVED:

1. That the County Engineer is hereby directed and authorized to advance the 2025 projects to the bid letting stage;
2. That the County Engineer is hereby directed and authorized to take such steps as may be necessary to advance the 2026 program to completion of the design construction plans and any right of way acquisition work required to achieve the goals of the program;
3. That the County Engineer is hereby directed and authorized to take such steps as may be necessary to advance the 2027 to 2029 program to the preliminary survey and preliminary engineering design of the projects listed in order to achieve the goals for the program;
4. That the Five-Year Construction Improvement Plan be subject to annual review and require County Board authorization.

Duly adopted this 17th day of December, 2024, at Detroit Lakes, MN.

COUNTY BOARD OF COMMISSIONERS
Becker County, Minnesota

ATTEST:

/s/ Carrie Smith
Carrie Smith
County Administrator

/s/ John Okeson
John Okeson
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 17, 2024, as recorded in the record of proceedings.

Carrie Smith
County Administrator

BECKER COUNTY BOARD OF COMMISSIONERS

RESOLUTION 12-24-2I

**Support of Transportation Alternatives Program (TAP) Grant Application
by the City of Lake Park**

WHEREAS, the City of Lake Park has prepared a Transportation Alternatives (TA) grant application to seek Federal funding in the amount of \$422,856 for the construction of a trail around the Lake Flora in Lake Park, Minnesota; and

WHEREAS, the State/MNDOT requires that a TA project must have a sponsoring agency to review, approve and if necessary maintain the project; and

WHEREAS, the City of Lake Park and their EDA is requesting that Becker County act as a sponsor to its Transportation Alternatives project identified as the Lake Flora Trail; and

WHEREAS, the City of Lake Park and their EDA has committed to funding and maintaining the project as it is an essential part of its local infrastructure;

NOW THEREFORE BE IT RESOLVED: That the Becker County agrees to act as sponsoring agency for the Lake Flora Trail Transportation Alternatives project and has reviewed and approved the project as proposed. Sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project, responsibility for seeing this project through its completion, with compliance of all applicable laws, rules and regulations.

BE IT FURTHER RESOLVED THAT James Olson, County Highway Engineer, is hereby authorized to act as agent on behalf of Becker County.

Duly adopted this 17th day of December, 2024, at Detroit Lakes, MN.

COUNTY BOARD OF COMMISSIONERS
Becker County, Minnesota

ATTEST:

/s/ Carrie Smith
Carrie Smith
County Administrator

/s/ John Okeson
John Okeson
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 17, 2024, as recorded in the record of proceedings.

Carrie Smith
County Administrator

**Becker County Planning Commission
December 11th, 2024**

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

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

Acting Chairman Jeff Moritz called the Planning Commission meeting to order at 6:09 pm. Introductions were given. Becker County Zoning Technician Nicole Bradbury recorded the minutes.

Tommy Ailie made a motion to approve the minutes from the November 27th, 2024, meeting. Skalin second. All members in favor. Motion carried.

Acting Chairman Jeff Moritz explained the protocol for the meeting and stated that the recommendation of the Planning Commission will be forwarded to the County Board of Commissioners for final action.

New Business:

- 1. APPLICANT: Brian & Jill Andring** 20100 Cozy Cove Rd Detroit Lakes, MN 56501 **Project Location:** 20100 Cozy Cove Rd Detroit Lakes, MN 56501 **LEGAL LAND DESCRIPTION:** Tax ID Number: **08.0111.001 & 08.0111.002** Section 08 Township 139 Range 041; 8-139-41 PT SE1/4 SE1/4: COMM SE COR SEC 8, N 425.22' TO POB; W 250', N 375', W 700', N 500', E 785.5', S 809', E 164.5', S 66' TO POB. TRACT A. & 8-139-41 PT SE1/4 SE1/4, PT NE1/4 SE1/4: COMM E QTR COR SEC 8, S 403.57' TO POB; W 515.63', WLY 355.13', W 281.38', S 234.38', W 211.84', S 1649.14', E 33', S 244.86', SE 256.58', E 1159.7', N 2228.22' TO POB (TRACT B). LESS 10AC (8-111-1, TRACT A). **APPLICATION AND DESCRIPTION OF PROJECT:** Request a Change of Zone from Agricultural to Residential.

Charlie Jasken with Detroit Township shared that they have no problem with the application as it is now, but stated they would like the applicant to keep and open line of communication with them regarding any future development.

Bill Frank, a neighbor spoke and shared his concerns with drainage if this property is developed.

There was one letter received before the meeting and it is entered below:

Hi Nicole,

As a homeowner on Cozy Co de Road, I am opposed to any further home expansions in this area. I grew up here in the 80's on this same property that I own today. The world has changed a lot and kids that used to play in the streets and go to each other's houses are a rarity.

I am mainly opposed because while the speed limit is 40 mph on this road, many exceed it daily. If you were to go forward with the expansion of the home building, I request you consider the following:

1. Homes are to be owned by homeowners only, who are US citizens. I am opposed to foreign homeowners, and corporations or businesses owning housing property as it significantly increases crimes, lowers the possibility of a healthy neighborhood, and increases traffic on this road.
2. There will be a paved bike/walk trail down Cozy Cove Road so that local residents and homeowners will be able to get fresh air and exercise without worrying about getting hit by a vehicle.
3. Lots should not be smaller than an acre to conform to the dwindling sizes already allowed in this area. This is a rural area, and we do not wish to live in suburbia.
4. Homes should be designed and built by local businesses and individual contractors.
5. A public park for children and adults should be built within this space to allow access for all year-round permanent residents.
6. A community garden and farmer's market space should be made available with priority for all homeowners in this township area.
7. A public meeting space should be built in this space to allow for community connections and a chance for residents to get to know each other better. An annual event should be planned and executed for residents.
8. A variety of price points should be available to allow access to housing for all income groups. This diversity is necessary since the economy is so terrible right now, and we must come together and live in peace with people of all types.
9. No discrimination should be allowed for any reason for persons wishing to purchase homes of various price points. By discrimination, I'm referring to nationally recognized legal discrimination based on various factors.
10. Land should be allowed by be zoned agricultural so that residents may gather water and grow food sources.

These are just a few of my concerns. I hope you bring these to the planning commission and decision-makers.

Sincerely,

Shannon Avery

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

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55 **Other Business:**

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57 I) **Date for the Next Planning Commission Hearing: December 18th, 2024;** 6:00 pm; 3rd
58 Floor Jury Assembly Room in the Becker County Courthouse, Detroit Lakes, MN.

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60 II) **Tentative Date for the Next Informational Meeting: December 4th, 2024;** 8:00 am; 3rd
61 Floor Meeting Room in the Becker County Courthouse, Detroit Lakes, MN.

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64 **Since there was no further business to come before the Board, Hall made a motion to**
65 **adjourn. Mattson second. All in favor. Motion carried. The meeting adjourned at 6:24 pm.**

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70 _____
David Blomseth, Chairman

_____ **Jeff Moritz, Secretary**

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72 ATTEST

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_____ **Kyle Vareberg, Zoning Administrator**

BECKER COUNTY BOARD OF COMMISSIONERS
RESOLUTION 12-24-2C

A RESOLUTION ADOPTING THE BECKER COUNTY COMPREHENSIVE LAND USE PLAN

WHEREAS, Minnesota Statutes §394.231 authorizes each county to review and, if necessary, amend its comprehensive plan with recommended updates; and

WHEREAS, the County of Becker authorized the review and update of its previous Land Use Plan adopted in 2003; and

WHEREAS, the Becker County Comprehensive Land Use Plan (the “Plan”) is a planning tool intended to guide the future growth and development of Becker County; and

WHEREAS, the Plan reflects input from elected officials, appointed officials, Becker County staff, city and township staff, community organizations, the public at large, and other stakeholders; and

WHEREAS, the planning process included the opportunities for the public to provide input via an online survey, interactive map, and online comment forms; and.

WHEREAS, the County Board of Commissioners held public workshops to discuss sections of the plan and review drafts on October 31, 2023, January 9, 2024, February 22, 2024, April 16, 2024, and May 21, 2024; and

WHEREAS, the County held two focus group meetings related to the environment, economic development, and agriculture on May 21, 2024 and July 31, 2024; and

WHEREAS, Becker County published the draft Plan on August 5, 2024, and gave the public an opportunity to review and comment on the plan via written comments, email and an online comment form through September 9, 2024, and

WHEREAS, Becker County Planning Commission held a public hearing on August 28, 2024 and fourteen people provided oral comments; and

WHEREAS, the Planning Commission has considered the proposed Becker County Comprehensive Plan and all public comments, and thereafter submitted its recommendations to the County Board; and

WHEREAS, Becker County received 77 comments and made changes to the Plan to address those comments; and

WHEREAS, Becker County published a revised Plan on September 24, 2024 and gave people through October 8, 2024 to review and provide additional comments in writing as well as oral comments at a second public hearing before the County Board on October 8, 2024; and

NOW THEREFORE BE IT RESOLVED. That the Board of County Commissioners of Becker County, Minnesota, approves Ordinance number 23 adopting the Becker County Comprehensive Land Use Plan.

Duly adopted this 17th day of December 2024, at Detroit Lakes, MN.

COUNTY BOARD OF COMMISSIONERS
Becker County, Minnesota

ATTEST:

/s/ Carrie Smith

Carrie Smith
County Administrator

/s/ John Okeson

John Okeson
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 17th, 2024, as recorded in the record of proceedings.

Carrie Smith
County Administrator

**Becker County
State of Minnesota
Ordinance No. 23**

**AN ORDINANCE ADOPTING THE BECKER COUNTY COMPREHENSIVE
LAND USE PLAN**

Section 1: GENERAL PROVISIONS

- 1.1 Authority. Minnesota Statutes §394.21 authorizes counties to carry out county planning and zoning activities; and Minnesota Statutes §394.23 authorizes the board to prepare and adopt by ordinance, a comprehensive plan.
- a. Becker County adopted its Land Use Plan update in 2003.
 - b. Becker County engaged stakeholders and the public and conducted a transparent public process since October 2023 to ensure the Land Use Plan met the public's needs and expectations.
- 1.2 Purpose. The purpose of this ordinance is to promote the health, safety, and general welfare of the community by:
- a. Revising goals and policies as well as implementation strategies.
 - b. Identifying current and future needs by incorporating data, public engagement/survey input, and the steering committee's guidance.
 - c. Including and developing the Future Land Use Map and comprehensive goals with policies for land use, housing, natural resources, transportation, infrastructure, utilities, and economic development.
 - d. Determining the intensities at which land can be developed, such as the types of business-related uses, the number of animal units on a farm, or the housing density.
 - e. Providing a development blueprint.

Section 2: EFFECTIVE DATE

- 2.1 This Ordinance and the Becker County Land Use Plan shall be in effect from and after the date of its passage by the Becker County Board of Commissioners and publication according to Minnesota Statutes.

Adopted by the Board of Commissioners on December 3, 2024.