



BECKER COUNTY BOARD OF COMMISSIONERS

Regular Meeting

Date: Tuesday, January 21, 2025 at 8:15 AM

Location: Board Room, Courthouse

or

Virtual TEAMS Meeting Option

Call-In #: 763-496-5929 - Conference I.D.: 301 991 846#

- 8:15 Call the Board Meeting to Order: Board Chair Meyer
1. Pledge of Allegiance
- 8:20 Regular Business
1. Agenda Confirmation
 2. Minutes of January 7, 2025 3
- 8:25 Consent Agenda
1. Auditor-Treasurer: Regular Claims, Auditor Warrants, and Claims over 90 Days 6
 2. Auditor-Treasurer: License List 7
 3. Auditor-Treasurer: Resolution 01-25-2H - Designate Banks & Signatories 9
 4. Human Services: Regular Claims, Public Health, & Transit
 5. Human Services: DHS Respite Grant Contract 2025-2027 10
 6. NRM: Approve 2025 Timber Auction Dates 26
 7. NRM: Approve 2025 NRM Annual Business Bid Solicitation Items 27
 8. Parks & Rec: Grant Submission Approval: Conservation Partners Legacy Grant - Dunton Locks 28
- 8:30 Commissioners
1. Open Forum
 2. Reports and Correspondence
 3. Appointments
 - a) Lakeland Mental Health Center 29
 - b) Pelican River Watershed District 30
- 9:00 County Administrator
1. Report
 2. Tribal-State Relations Training - January 29-30 34
 3. 2025 Northwest MN Watershed District Manager Orientation/Refresher Training 38
 4. Pelican River Watershed District Storage Building Discussion
- 9:20 Human Resources
1. Job Descriptions 39
- 9:35 Human Services
1. Resolution 01-25-2E - Personnel Request: Behavior Health Case Aide Status from PT to FT 108
- 9:40 Veterans Services
1. Resolution 01-25-2B - Accept Donation from Damien Society 110

2. Resolution 01-25-2C - Accept Donation from Betty Bigger 111
3. Resolution 01-25-2D FY2025 CVSO Operational Enhancement Grant Program 112

9:50 Break

9:55 Land Use/Environmental Services

1. Environmental Services
 - a) Capital Purchase Request - Scrap Bucket & Grapple 125
 - b) Capital Purchase Request - Radios 129
 - c) Capital Purchase Request - Concrete Pulverizer Attachment 132
 - d) Capital Purchase Request - Sorting Grapple 135
 - e) Resolution 01-25-2F - WRRRC Grant Acceptance 138

10:05 Highway

1. Resolution 01-25-2G - Bid Award - Heartland Trail 142
2. Purchase Request - Base One Stabilizing Agent 144
3. Purchase Request - Road Sweeper 146

10:10 Planning & Zoning

1. Joint Planning Board Discussion 160
2. Public Hearing Request on behalf of the MPCA 163
 - a) Permit to Construct a Calf Facility - Parcel # 37.0072.000 - Aho Dairy LLC 18801 Aho Rd Frazee, MN 56544

Adjourn

BOARD MEETING AS POSTED

BECKER COUNTY BOARD OF COMMISSIONERS

DATE: TUESDAY, January 7, 2025 at 8:15 am

LOCATION: Board Room, Courthouse

Call the Board Business Meeting to Order: Board Chair Okeson

1. Pledge of Allegiance
2. Oath of Office by District Court Judge Gretchen Thilmony
3. Recognition of Commissioner Okeson

Election of Board Chair for 2025

1. Commissioner Nelson nominated Commissioner Meyer.
2. Motion and second to elect David Meyer Board Chair (Jepson, Nelson) carried.

New Board Chair calls for Nominations for Vice Chair 2025

1. Commissioner Nelson nominated Commissioner Jepson.
2. Motion and second to elect Erica Jepson Vice Chair (Nelson, Hansen) carried.

2025 Committee Assignments

1. Motion and second to approve 2025 Committee Assignments as presented (Nelson, Jepson) carried.

Regular Business

1. Agenda Confirmation – Motion and second to approve agenda as presented (Hansen, Nelson) carried.
2. Minutes – Moved and seconded to approve minutes of December 17, 2024 (Jepson, Nelson) carried.
3. Minutes – Moved and seconded to approve minutes of December 31, 2024, with the requested changes (Jepson, Nelson) carried.
4. Motion and second to approve and accept the following Consent Agenda Items – Auditor-Treasurer: Regular Claims, Auditor Warrants and Claims over 90 Days, Resolution 01-25-1A – 2025 Publication Bid, Human Services: Regular Claims, Public Health, & Transit, Highway: Resolution 01-25-1B – Annual Advertising – Highway Construction Projects, Becker County Transit Sales and Use Tax Agreement, EDA:

Minnesota Cities Participation Program, Human Resources: Resolution 01-25-1C – Non-Union 2025 3.5% COLA Increase (Nelson, Jepson) carried.

Commissioners:

1. Open Forum.
 - None.
2. Reports and Correspondence: Reports were provided on the following meetings:
 - Commissioner Jepson – Cornerstone.
 - Commissioner Nelson – Lakeland Mental Health.
 - Commissioner Meyer – DAC, RAC.
3. Appointments:
 - Check with Department Heads and other agencies to see what committees have terms set to expire.

County Administrator: presented by Carrie Smith.

1. Report
 - End of year reporting with Becker County Museum.
 - Prevention of Homelessness Grant reporting with EDA Specialist Cody Piper.
 - Safety Committee update.
 - AMC Leadership Conference in January.
 - Motion and second to allow per diem for commissioners attending the AMC Leadership Conference (Nelson, Jepson) carried.
 - Motion and second to allow per diem for Commissioner Hansen to attend the AMC County Government 101 Conference (Jepson, Nelson) carried.
 - Jail walk thru regarding humidity problems.

Human Resources: presented by Teaira Christen.

1. Motion and second to approve the EDA Specialist Job Description (Jepson, Vareberg) carried.

Being no further business, Chair Meyer adjourned the meeting at 9:20 am.

/s/ Carrie Smith
Carrie Smith
County Administrator

/s/ David Meyer
David Meyer
Board Chair

DRAFT



BECKER COUNTY BOARD OF COMMISSIONERS
Finance Committee Meeting
Date: Friday, January 17, 2025 at 8:30 AM

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

Administrator

1. Report

Auditor-Treasurer

1. Claims

Human Resources

1. Job Descriptions

Human Services

1. DHS Respite Grant Contract 2025-2027
2. Resolution 01-25-2E - Personnel Request: Behavior Health Case Aide State from PT to FT
3. Claims Human Services, Public Health, & Transit

Veterans Services

1. Resolution 01-24-2B - Accept Donation from Damien Society
2. Resolution 01-25-2C - Accept Donation from Betty Bigger
3. Resolution 01-25-2D - CVSO Operation Enhancement Grant Program

Land Use/Environmental Services

1. NRM
 - a) Approve 2025 NRM Annual Business Bid Solicitation Items
2. Parks and Recreation
 - a) Grant Submission Approval: Conservation Partners Legacy Grant - Dunton Locks
3. Environmental Services
 - a) Capital Purchase Request - Scrap Bucket & Grapple
 - b) Capital Purchase Request - Radios
 - c) Capital Purchase Request - Concrete Pulverizer Attachment
 - d) Capital Purchase Request - Sorting Grapple
 - e) Resolution 01-25-2F - WRRRC Grant Acceptance

Highway

1. Resolution 01-25-2G - Bid Award - Heartland Trail
2. Purchase Request - Base One Stabilizing Agent
3. Purchase Request - Road Sweeper

Adjourn

BECKER COUNTY BOARD OF COMMISSIONERS MEETING 1/21/2025

BECKER COUNTY AUDITOR TREASURER

Gambling Permit

1. Resolution # 01-25-2A – Humane Society of the Lakes for a premises Permit at Forest Hills in Audubon Township.

RESOLUTION NO. 01-25-2A

MINNESOTA LAWFUL GAMBLING RESOLUTION

RESOLVED, the Becker County Board of County Commissioners agree to approve the Gambling Application #LG214 for Exempt Premises Permit to conduct Gambling by Humane Society of the Lakes, at Forest Hills – 19th Hole, 22931 185th St, Detroit Lakes, MN 56501, in Audubon Township.

Duly adopted at Detroit Lakes, Minnesota, this 21st day of January 2025.

ATTEST:

COUNTY BOARD OF COMMISSIONERS

David Meyer
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 January 21, 2025, as recorded in the record of proceedings.

Becker County Auditor-Treasurer

MEH/mco

SEAL

BECKER COUNTY BOARD OF COMMISSIONERS

RESOLUTION 01-25-2H

Bank Designations

WHEREAS, Per Minnesota Statute 118A.02 the County Board designates banks and delegates the authority for investments.

WHEREAS, Per Minnesota Statute 471.38 subd 3a the board annually delegates the authority for electronic funds transfers.

WHEREAS, American National Bank, Bremer Bank NA, Deerwood Bank, Midwest Bank, PFM Asset Management LLC, Raymond James, State Bank of Lake Park, United Community Bank of Frazee, Wells Fargo Advisors

WHEREAS, the designated signatories and initiators are Mary E Hendrickson, Auditor-Treasurer and Tanya D Hockett, Chief Deputy Auditor-Treasurer

NOW THEREFORE BE IT RESOLVED. That the Board of County Commissioners of Becker County, Minnesota, hereby reaffirms the depositories, electronic transfers, signatories and initiators for Becker County.

Duly adopted this 21st day of January 2025, at Detroit Lakes, MN.

COUNTY BOARD OF COMMISSIONERS
Becker County, Minnesota

ATTEST:

/s/ Carrie Smith
Carrie Smith
County Administrator

/s/ David Meyer
David Meyer
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 January 21, 2025, as recorded in the record of proceedings.

Carrie Smith
County Administrator



Minnesota Department of Human Services

County Grant Contract

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

RECITALS

STATE, pursuant to Minnesota Statutes, section 256.01, subdivision 2(a)(6) has authority to enter into contracts for the following services: respite care services for children and their families.

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

THEREFORE, the parties agree as follows:

CONTRACT

1. CONTRACT TERM AND SURVIVAL OF TERMS.

1.1. Effective date: This CONTRACT is effective on **January 1, 2025**, or the date that STATE obtains all required signatures under Minnesota Statutes, section 16B.98, subdivision 5, whichever is later.

1.2. Expiration date.

This CONTRACT is valid through **June 30, 2027**, or until all obligations set forth in this CONTRACT have been satisfactorily fulfilled, whichever occurs first.

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

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

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

2. COUNTY'S DUTIES.

2.1 Duties. COUNTY shall perform duties as follows:

- A. COUNTY will design and provide planned and/or emergency children's mental health Respite Care (RC) services for eligible children and families. RC program must have the goal of reducing family stress and/or decreasing the likelihood of further out of home placement.
- B. Youth with a Severe Emotional Disturbance (SED) and their families are eligible to receive RC services with or without a case manager. COUNTY will promote and ensure equal access of RC services to all youth with a SED and their families. COUNTY will meet with individuals and organizations from underserved communities. Underserved Communities (UC) include people who are experiencing disparities because of race, ethnicity, language or social status, income, inability to access care, and other barriers to receiving services their region. COUNTY will collaborate with organizations representing UC, as well as individuals in UC, with the goal of promoting greater access to RC services.
- C. 1. COUNTY has some discretion in developing COUNTY's RC program. RC services can be provided using:
 - i. Traditional Services (TS): TS can include but are not limited to hourly or overnight stays at a licensed foster home or with a qualified and approved family member or friend. TS can occur at a child's or a provider's home.
 - ii. Non-Traditional Services (NTS): NTS includes but are not limited to payments for individual or family fitness memberships, club membership fees, enrollment in summer camp, and the purchase of art supplies.
 - iii. Combination of both TS and NTS.
- 2. RC Services do not include:
 - i. Providing safety in a Child Protection matter;
 - ii. Residential mental health treatment;
 - iii. Treatment Foster Care; and
 - iv. Services that are otherwise reimbursed by Medical Assistance.
- D. COUNTY will participate in DHS grant meetings with STATE at a frequency and location determined by both COUNTY and STATE.
- E. COUNTY will document all instances of RC services provided. For youth with a Children's Mental Health Targeted Case Manager (CMH TCM) from the COUNTY or a case management agency that contracts with the COUNTY, RC will be documented in the Individual Family Community

Support Plan (IFCSP). For youth without a CMH TCM, COUNTY has the discretion to determine the method to document RC services provided.

2.2. Grant Progress Reports.

COUNTY shall submit grant progress reports to the STATE on a quarterly basis. Grant progress reports shall indicate the number, characteristics, and demographics of youth served by RC as well as the types of services provided. The COUNTY will use the SNAP survey system to report demographic information and outreach to people and organizations from UC. COUNTY will submit quarterly reports to the STATE using the SNAP survey system. COUNTY shall submit program reports to the STATE according to the following schedule and in a mutually agreed upon format:

Service Period	Quarterly Report Due Date
January 1, 2025 – March 31, 2025	April 30, 2025
April 1, 2025 – June 30, 2025	July 31, 2025
July 1, 2025 – September 30, 2025	October 31, 2025
October 1, 2025 – December 31, 2025	January 31, 2026
January 1, 2026 – March 31, 2026	April 30, 2026
April 1, 2026 – June 30, 2026	July 31, 2026
July 1, 2026 – September 30, 2026	October 31, 2026
October 1, 2026 – December 31, 2026	January 31, 2026
January 1, 2027 – March 31, 2027	April 30, 2027
April 1, 2027 – June 30, 2027	July 31, 2027

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

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

3. CONSIDERATION AND TERMS OF PAYMENT.

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

a. Compensation.

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

b. Travel and subsistence expenses. Reimbursement for travel and subsistence expenses actually and necessarily incurred as a result of COUNTY's performance under this CONTRACT shall be no greater an amount than provided in the most current Commissioner's Plan (which is incorporated by reference), promulgated by the Commissioner of Minnesota Management and Budget as specified in the [Commissioner's Plan, page 69, Chapter 15](#).¹ COUNTY shall not be reimbursed for travel and subsistence expenses incurred outside the geographical boundaries of Minnesota unless it has received prior written approval from STATE. Minnesota shall be considered the home state for determining whether travel is out of state.

c. Total obligation. The total obligation of STATE for all compensation and reimbursements to COUNTY shall not exceed **forty-five thousand five hundred fifty-nine dollars (\$45,559)**.

d. Withholding. For compensation payable under this CONTRACT, which is subject to withholding under state or federal law, appropriate amounts will be deducted and withheld by STATE as required.

3.2. Terms of payment

a. Invoices. Payments shall be made by STATE promptly after COUNTY submits an invoice for services performed and the services have been determined acceptable by STATE's authorized agent pursuant to Clause 4.1. Invoices shall be submitted in a form prescribed by STATE, if applicable, and according to the following schedule: invoices shall be submitted 30 days after the end of the associated quarterly reporting due date set forth in Clause 2.2. If STATE does not prescribe a form, COUNTY may submit invoices in a mutually agreed invoice format.

¹ <https://mn.gov/mmb/employee-relations/labor-relations/labor/commissioners-plan.jsp>

b. Federal funds. N/A

4. CONDITIONS OF PAYMENT.

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

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

4.3. Administrative costs and reimbursable expenses. Pursuant to Minn. Stat. § 16B.98, subd. 1, COUNTY agrees to minimize administrative costs as a condition of this grant. COUNTY shall ensure that costs claimed for reimbursement shall be actual costs, to be determined in accordance with 2 C.F.R. § 200.0 et seq., COUNTY shall not invoice STATE for services that are reimbursable via a public or private health insurance plan. If COUNTY receives funds from a source other than STATE in exchange for services, then COUNTY may not receive payment from STATE for those same services. COUNTY shall seek reimbursement from all sources before seeking reimbursement pursuant to CONTRACT.

4.4. Unexpended Funds.

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

5. PAYMENT RECOUPMENT.

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

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

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

6. TERMINATION.

6.1. Termination by the State.

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

6.2. Termination by the Commissioner of Administration.

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

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

6.4. Breach. Notwithstanding clause 6.1, upon STATE'S knowledge of a curable material breach of the CONTRACT by COUNTY, STATE shall provide COUNTY written notice of the breach and ten (10) days to cure the breach. If COUNTY does not cure the breach within the time allowed, COUNTY will be in default of this CONTRACT and STATE may cancel the CONTRACT immediately thereafter. If COUNTY has breached a material term of this CONTRACT and cure is not possible, STATE may immediately terminate this CONTRACT.

6.5. Conviction relating to a grant. In accordance with Minn. Stat. § 16B.991, subd. 1, this CONTRACT will immediately be terminated if the recipient is convicted of a criminal offense relating to a grant agreement.

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

7.1. State. STATE's authorized representative for the purposes of administration of this CONTRACT is **Darrin Helt** or successor. Phone and email: **651-431-2325** and **darrin.helt@state.mn.us**. This representative shall have final authority for acceptance of COUNTY's services and if such services are accepted as satisfactory, shall so certify on each invoice submitted pursuant to Clause 3.2.

7.2. County. COUNTY's Authorized Representative is **Denise Warren** or successor. Phone and email: **218-847-5628** and **denise.warren@co.becker.mn.us**. If COUNTY's Authorized Representative changes at any time during this CONTRACT, COUNTY must immediately notify STATE.

7.3. Information Privacy and Security. N/A

8. INSURANCE REQUIREMENTS.

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

9. LIABILITY.

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

10. INFORMATION PRIVACY AND SECURITY.

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

160.103 as a result of, or in connection with, this CONTRACT. Therefore, COUNTY is not required to comply with the privacy provisions of HIPAA as a result of, or for purposes of, performing under this CONTRACT. If COUNTY has responsibilities to comply with the Data Practices Act or HIPAA for reasons other than this CONTRACT, COUNTY will be responsible for its own compliance.

11. INTELLECTUAL PROPERTY RIGHTS.

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

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

11.3. Responsibilities.

- a. Notification.** Whenever any Works or Documents (whether or not patentable) are made or conceived for the first time or actually or constructively reduced to practice by COUNTY, including its employees and subcontractors, and are created and paid for under this CONTRACT, COUNTY will immediately give STATE's Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure thereon. COUNTY will assign all right, title, and interest it may have in the Works and the Documents to STATE.
- b. Filing and recording of ownership interests.** COUNTY must, at the request of STATE, execute all papers and perform all other acts necessary to transfer or record STATE's ownership interest in the Works and Documents created and paid for under this CONTRACT. COUNTY must perform all acts, and take all steps necessary to ensure that all intellectual property rights in these Works and Documents are the sole property of STATE, and that neither COUNTY nor its employees, agents, or subcontractors retain any interest in and to these Works and Documents.
- c. Duty not to infringe on intellectual property rights of others.** COUNTY represents and warrants that the Works and Documents created and paid for under this CONTRACT do not and

will not infringe upon any intellectual property rights of other persons or entities.

Notwithstanding Clause 9, COUNTY will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless STATE, at COUNTY's expense, from any action or claim brought against STATE to the extent that it is based on a claim that all or part of these Works or Documents infringe upon the intellectual property rights of others. COUNTY will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney's fees. If such a claim or action arises, or in COUNTY's or STATE's opinion is likely to arise, COUNTY must, at STATE's discretion, either procure for STATE the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of STATE will be in addition to and not exclusive of other remedies provided by law.

- d. Federal license granted.** If federal funds are used in the payment of this CONTRACT, pursuant to 45 C.F.R. § 75.322, the U.S. Department of Health and Human Services is granted a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so.

12. PUBLICITY.

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

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

13. OWNERSHIP OF EQUIPMENT. The STATE shall have the right to require transfer of all equipment purchased with grant funds (including title) to STATE or to an eligible non-STATE party named by the STATE. If federal funds are granted by the STATE, then disposition of all equipment purchased under this grant contract shall be in accordance with OMB Uniform Grant Guidance, 2 C.F.R. § 200.313. For all equipment having a current per unit fair market value of \$5,000 or more, STATE shall have the right to require transfer of the equipment (including title) to the Federal Government. These rights will normally be exercised by STATE only if the project or program for which the equipment was acquired is transferred from one grantee to another.

14. AUDIT REQUIREMENTS AND COUNTY DEBARMENT INFORMATION.

14.1. State audit.

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

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

14.3. Federal audit requirements and COUNTY debarment information. COUNTY certifies it will comply with 2 C.F.R § 200.501 et seq., as applicable. To the extent federal funds are used for this CONTRACT, COUNTY acknowledges that COUNTY and STATE shall comply with the requirements of 2 C.F.R. § 200.331. Non-Federal entities receiving \$750,000 or more of federal funding in a fiscal year must obtain a single or program-specific audit conducted for that year in accordance with 2 C.F.R. § 200.501. Failure to comply with these requirements could result in forfeiture of federal funds.

14.4. Debarment by STATE, its departments, commissions, agencies or political subdivisions.

COUNTY certifies that neither it nor its principles are presently debarred or suspended by the State of Minnesota, or any of its departments, commissions, agencies, or political subdivisions: <https://mn.gov/admin/osp/government/suspended-debarred/>. COUNTY’s certification is a material representation upon which the CONTRACT award was based. COUNTY shall provide immediate written notice to STATE’s authorized representative if at any time it learns that this certification was erroneous when submitted or becomes erroneous by reason of changed circumstances.

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

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

a. Instructions for Certification

1. By signing and submitting this CONTRACT, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this

transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this CONTRACT is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverages sections of rules implementing Executive Order 12549. You may contact the person to which this CONTRACT is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this response that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 C.F.R. part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this CONTRACT that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 C.F.R. part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 C.F.R. part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this

transaction originated may pursue available remedies, including suspension and/or debarment.

b. Lower Tier Covered Transactions.

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

15. JURISDICTION AND VENUE.

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

16. CLERICAL ERRORS AND NON-WAIVER.

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

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

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

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

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

17.3. Entire Agreement.

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

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

18. PROCURING GOODS AND CONTRACTED SERVICES.

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

18.2. Prevailing wage. For projects that include construction work of \$25,000 or more, prevailing wage rules apply per Minn. Stat. §§ 177.41 through 177.44; consequently, the bid request must state the project is subject to *prevailing wage*. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. Vendors should submit a prevailing wage form along with their bids.

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

19. SUBCONTRACTS.

COUNTY, as an awardee organization, is legally and financially responsible for all aspects of this award that are subcontracted, including funds provided to sub-recipients and subcontractors, in accordance with 45 C.F.R. §§ 75.351-75.352. COUNTY shall ensure that the material obligations, borne by the COUNTY in this CONTRACT, apply as between COUNTY and subrecipients, in all subcontracts, to the same extent that the material obligations apply as between the STATE and COUNTY.

20. LEGAL COMPLIANCE.

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

20.2 Nondiscrimination. COUNTY will not discriminate against any person on the basis of the person's race, color, creed, religion, national origin, sex, marital status, gender identity or expression, disability, public assistance status, sexual orientation, age, familial status, membership or activity in a local commission, or status as a member of the uniformed services. COUNTY must refrain from such discrimination as a matter of its contract with STATE. "Person" includes, without limitation, a STATE employee, COUNTY's employee, a program participant, and a member of the public. "Discriminate" means, without limitation, to fail or refuse to hire, discharge, or otherwise discriminate against any person with respect to the compensation, terms, conditions, or privileges of employment, or; exclude

from participation in, deny the benefits of, or subject to discrimination under any COUNTY program or activity.

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

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

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

21. OTHER PROVISIONS

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

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

Signature Page Follows

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

APPROVED:

1. STATE ENCUMBRANCE VERIFICATION

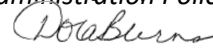
Individual certifies that funds have been encumbered as required by Minnesota Statutes, chapter 16A and section 16C.05 or Department of Administration Policy 21-01.

Distribution: (fully executed contract to each)

Contracts and Legal Compliance Division

County

State Authorized Representative

By: 
5457B11AE8BB49D...

Date: 12/20/2024

Contract No: 261724

2. COUNTY

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

By: _____

Title: Human Services Director

Date: _____

3. STATE AGENCY

By (with delegated authority): _____

Title: _____

Date: _____

Attachment A: Budget (Becker County)				
BUDGET SUMMARY: 1/1/2025-06/30/2027				
CATEGORY	SFY2025	SFY2026	SFY2027	Total Contract
	1/1/2025-06/30/2025	07/01/2025-06/30/2026	07/01/2026-06/30/2027	
Direct Assistance-Transportation	-	-	-	-
Direct Assistance-CMH Respite Care	9,113.00	18,223.00	18,223.00	45,559.00
Indirect Costs/Administration (up to 10%)	-	-	-	-
TOTAL FUNDS	9,113.00	18,223.00	18,223.00	45,559.00



COUNTY OF BECKER

Natural Resources Management

1771 North Tower Road, Detroit Lakes, MN 56501

218-847-0099

January 21, 2025

MEMORANDUM FOR ACTION

SUBJECT: 2025 Tax Forfeited Timber Sale Auction Dates

The Becker County Natural Resource Management (NRM) Office would like to set the dates for the 2025 timber sale auctions for Friday, May 2nd and Friday, October 3rd, 2025. This has been approved by the NRM Committee and will be posted on the NRM Webpage. Tracts to be offered for auction will come before the NRM Committee and Becker County Board for approval prior to auction.

Action: Request to approve the Tax forfeited Timber Sale Auction dates of Friday May 2, 2025, and Friday October 3, 2025.

SUBJECT: Seek bids/quotes for fiscal year 2025 NRM annual business.

The approval to **award** the bids/ quotes received will come before the NRM Committee and/or Board if desired. Rough timelines are listed below.

- A. 2027 Tree Seedlings – Request December 2025/ Award January 2026
- B. 2025 Tree Planting – Request February 2025/ Award March 2025
- C. 2025 Site preparation – Request March 2025/ Award June 2025
- D. 2025 Bud Capping – Request March 2025/ Award July 2025
- E. 2025 Forest Road Maintenance/Brushing – Seek Hourly/Equipment Rates.
- F. 2025 Bathroom Facilities/Porta Pottey's-Request March/Award April 2025

Action: Request to approve authorization to go out for bid for 2025 NRM Annual Business.

The Point of contact for this memorandum:

Steve Skoog/Mitch Lundeen, Land Use Department/ NRM



COUNTY OF BECKER

Natural Resources Management

1771 North Tower Road, Detroit Lakes, MN 56501

218-847-0099

January 21, 2025

MEMORANDUM FOR ACTION

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- E. 2025 Forest Road Maintenance/Brushing – Seek Hourly/Equipment Rates.
- F. 2025 Bathroom Facilities/Porta Pottey's-Request March/Award April 2025

Action: Request to approve authorization to go out for bid for 2025 NRM Annual Business.

The Point of contact for this memorandum:

Steve Skoog/Mitch Lundeen, Land Use Department/ NRM



BECKER COUNTY

Land Use Department

915 Lake Avenue • Detroit Lakes, MN 56501
218-846-7310

MEMORANDUM FOR ACTION

Date: January 21st, 2025

SUBJECT: Conservation Partners Legacy Grant Proposal Request

TO: Becker County Board of Commissioners

1. **Discussion:** Becker County is requesting to submit a grant proposal to the MN DNR Conservation Partners Legacy (CPL) grant for less than \$25,000 to mechanically and chemically treat Common Buckthorn (invasive woody plant) located inside the boundaries of Dunton Locks County Park. Adjoining private landowners and the local MNDNR staff are also making efforts to help control the spread of Common Buckthorn. As a good neighbor, Becker County would make the effort to help prevent the further spread of Common Buckthorn to the area. If awarded the mechanical treatment would take place in 2025 and chemical treatment in 2025 and 2026 if necessary.
2. **Costs:** 10% cash or in-kind match is required.
3. **Action request:** Authorize Becker County Natural Resources Department to apply for the CPL grant up to \$25,000.
4. The point of contact for this memorandum is Steve Skoog/Mitch Lundeen

Distribution: Board of Commissioners

RECEIVED JAN 06 2025



Help Today for a Better Tomorrow

January 2nd, 2025

Pat Oman
Becker County Administrator
915 Lake Ave
Detroit Lakes MN 56501

Dear Mr. Oman:

As you may know, the Becker County Commissioner's three year term on the Lakeland Mental Health Center (LMHC) Board, is ending at the LMHC Annual Meeting on February 24th, 2025. Barry Nelson is currently in this position and is eligible for reappointment.

The Becker County Board of Commissioners will need to decide whether to reappoint Barry, or to appoint a new Commissioner for this position prior to the Annual Meeting in February. The appointed Commissioner will serve in a three year term on the LMHC Board beginning February 24th, 2025.

I look forward to hearing from you regarding the decision of filling this position. If you have any questions or would like to discuss this position, please call me at (218) 299-6669 or by email at dbaker@lmhc.org.

Sincerely,

Donna Baker
CEO
(218) 299-6669
dbaker@lmhc.org

cc: Denise Warren, Becker County Social Services Director
712 Minnesota Ave
Detroit Lakes MN 56501



211 Holmes St. West, Suite 201, Detroit Lakes, MN 56501

January 13, 2025

Carrie Smith
Becker County Administrator
915 Lake Ave., 1st Floor
Becker County Courthouse
Detroit Lakes, MN 56501

Dear Ms. Smith:

Phil Hansen has resigned from the District Board of Managers due to his election to the Becker County Board of Commissioners, effective December 31, 2024. Mr. Hansen represents position 6 – Melissa lake on the Watershed District and his term was scheduled for reappointment/appointment by May 25, 2025 of this year. Managers serve three-year terms.

In the past, if a position is vacated within a few months of the expiring term date, the Commissioners made an appointment to fill out the remaining term (May 25, 2025) and to re-appoint for a 3-year term expiring on May 25, 2028.

For more information about the District, please feel free to stop by our office for a visit or check out the District's website at www.prwd.org.

Thank you for your assistance.

A handwritten signature in blue ink, appearing to read "Tera L. Guetter", with a long horizontal flourish extending to the right.

Sincerely,
Tera L. Guetter
Administrator

I, Phil Hansen, resign from the Pelican River Watershed District Board of Managers effective December 31, 2024 due to my election to the Becker County Board of Commissioners representing District 3.

A handwritten signature in black ink, appearing to read "Phil Hansen", with a long horizontal line extending to the right.

Phil Hansen

Dated: December 31, 2024

Watershed Boards: Powers and Duties

Board Structure

The Watershed board presides over the business of the Watershed. Working as part of the board, a manager or commissioner helps direct the activities of the Watershed, sets policy, guides staff, and makes key decisions on Watershed priorities.

Each WD is governed by an appointed board of managers consisting of three to nine members. The manager must be a resident of the WD; and may not be a county, state, or federal government public officer.

Board Duties

The categories below guide boards in their governance roles. For those items that are required, specific statutory or rule references are included.

Organizational Support and Direction

- Elect officers: president, vice president, secretary, and treasurer (M.S. Chapter 103D.315, Subd. 3) (MN Rules Chapter 8410.0030, Subp. 1.D)
- Employ a chief engineer, professional assistants, and other employees, and provide for their qualifications, duties, and compensation (M.S. Chapter 103D.325, Subd. 1)
- At least every two years solicit interest proposals for legal, professional, or technical consultant services before retaining the services of an attorney or consultant or extending an annual services agreement (M.S. Chapter 103B.227)
- Provide for continued growth of the organization and board members through education, succession of positions, and maintenance of the Watershed charter, bylaws, and/or mission statement (M.S. Chapter 103D.315, Subd. 11)

Planning, Programming, and Budgeting

Develop a mission statement, policies, and rules for the conduct of business and the implementation of goals.

- Set short and long-term goals through ongoing strategic planning and preparation of the WMP (M.S. Chapter 103D.401 and 103D.405, or M.S. Chapter 103B.231)
- Establish and maintain program and project priorities (M.S. Chapter 103D.401 or M.S. Chapter 103B.312)
- Approve an annual budget for conducting the business of the Watershed and pursuing Watershed goals for the following year (M.S. Chapter 103D.911) (MN Rules 8410.0030, Subp. 1.G)
- Develop guidelines for the contents of local WMPs that meet the different water and related land resources needs of counties and watersheds across the state (M.S. Chapter 103B.321, Subd. 1 (1)).

Bylaws and Administrative Policies

Develop structure for the administration of business.

- Bylaws (M.S. Chapter 103D.315, Subd. 11) – usually incorporating:
 - Conflict of interest policy
 - Open Meeting Law compliance protocols (M.S. Chapter 13D)
- Collateralization protocols – for bank deposits exceeding Federal Deposit Insurance Corporation limits

- Credit card policy [if WD chooses to have a credit card account] (M.S. Chapter 103D.325, Subd. 4)
- Data Practice Act policy (M.S. Chapter 13)
- Financial management/internal controls/fund accounting
- Per diem policy (M.S. 103D.315, Subd. 8) (MN Rules 8410.0030 Subp. 1.L) 19
- Personnel policy
- Public purposes policy
- Records retention schedule (M.S. 103D.315, Subd. 5)
- Surety management policy
- Travel policy

Financial management

Ensure financial solvency and accountability and the efficient and effective use of funds.

- Conduct an annual audit of the books and accounts (M.S. Chapter 103D.355),
- Maintain generally acceptable methods of accounting and finance, and
- Approve monthly expenses.

Reporting and evaluation

Annually monitor the effectiveness and efficiency of programs and services.

- Evaluate board and staff performance in relation to established mission and goals and prepare an annual report for distribution to the county, the BWSR, and the MDNR (M.S. Chapter 103D.351).

Leadership

Exercise leadership in the community.

- Hold regularly scheduled board meetings (M.S.103D.315, Subd. 10) (MN Rules 8410.0030, Subp.1.E),
- Establish a notification process for the agenda, location, and time of meetings (MN Rules 8410.0030, Subp. 1.F),
- Adopt rules of order and procedure (MN Rules 8410.0030. Subp. 1.N),
- Provide for and encourage a citizens advisory committee (required to meet annually (M.S. Chapter 103D.311) (MN Rules 8410.0030, Subp. 1.H),
- Work with members to achieve consensus on public policy issues,
- Review and approve contracts, and
- Ensure all legal standards and requirements are met.

Regulation

Arbitrate conflicts among competing interests.

- Conduct review of permit applications and project proposals in a fair and equitable manner
- Review and approve local WMPs (M.S. Chapter 103B.235)



Government to Government: Tribal-State Relations Training

January 29-30, 2025

Hosted by the Gaa-waabaabiganikaag (White Earth Nation)

Shooting Star Casino, Mahnomon, Minnesota

Description

This 2-day course is designed to educate state agency staff about American Indian tribal governments, histories, cultures, and traditions and to help state employees work more effectively with tribal governments and American Indians. Course curriculum offers an in-person experience with interactive discussion, question and answer panels, and tribal-state government relationship examples.

This is a non-credit certificate course.

Learning Objectives

Participants completing this course will gain an understanding of the:

- history of federal Indian policy
- unique relationship between tribal, state, and federal governments
- differences (geographical and historic) among the tribes in Minnesota
- issues which the state of Minnesota and the tribes in Minnesota may differ on
- ways in which differences can be resolved through understanding, mediation, agreements, and partnerships

Audience

State agency employees whose work responsibilities involve actual or potentially impactful actions to the interest of the tribes are required to attend. Refer to MN Statute § 10.65 for more information.

External participants by invitation only.

Time

This in-person class takes place on January 29-30, 2025.

DAY 1: 10:00 AM – 7:00 PM (Check-in beginning at 9:00 AM. Lunch and dinner provided)

DAY 2: 7:30 AM – 3:30 PM (Breakfast and lunch provided)

Tribal-State Relations Training (TSRT) is the official training required for State of Minnesota employees under Minnesota Statute § 10.65 - Government-to-Government Relationship with Tribal Governments (see Laws of Minnesota 2021, 1st Spec. Sess. chapter 14, article 11, section 5 which affirms the Government-to-Government relationship between the State of Minnesota and the 11 Tribal Nations in Minnesota).

Registration Procedure

Classes are filled on a first come, first served basis. Registration will close when the class is full or on Monday, January 13th, 2025 – whichever comes first.

[Register here](#)

A confirmation email will then be sent from University of Minnesota Duluth (UMD) that could be in your spam folder and a reminder email will be sent a week prior to class.

Class Fee

\$0

Regents of the University of Minnesota
NW 5960
PO Box 1450
Minneapolis, MN 55485-5960

Cancellation Procedure

If you cannot attend the training, please send an email to: TSRT@d.umn.edu

Information

Please refer to: www.dot.state.mn.us/TribalTraining/Training

Reasonable Accommodation

Individuals who need a reasonable accommodation to participate in this training, please contact the UMD American Indian Studies Department at least two weeks prior to training at (218) 726-8239 or email tsrt@d.umn.edu



Government to Government: Tribal-State Relations Training
 Preliminary Agenda – January 29-30, 2025
 Hosted by the Gaa-waabaabiganikaag (White Earth Nation)
 Shooting Star Casino, Mahnomen, Minnesota

Facilitator: **Dr. Joseph Bauerkemper**, Professor, Department of American Indian Studies, University of Minnesota Duluth

January 29	DAY 1
8:30 AM – 9:30 AM	Tour #1
9:00 AM – 9:55 AM	Check-in and breakfast on your own
10:00 AM – 10:40 AM	Opening Ceremony <i>(as a sign of respect, please be seated by 10 AM)</i> Welcome State Employees
10:40 AM – 11:25 AM	Introduction to Tribal-State Relations Training Expectations and goals for attending: Sharing a Vision for the Agency
11:25 AM – 12:00 PM	Federal Indian Policy Part 1 Tadd Johnson, Esq., Professor Emeritus
12:00 AM – 12:45 PM	LUNCH
12:45 PM – 1:10 PM	Federal Indian Policy Part 2 Tadd Johnson, Esq., Professor Emeritus
1:10 PM - 1:50 PM	U.S. Federalism & Treaty Obligations Prof. Joseph Bauerkemper Why Treaties Matter exhibit
1:50 PM – 2:20 PM	Federal Indian Policy Part 3 Tadd Johnson, Esq., Professor Emeritus
2:20 PM - 3:20 PM	Indian Boarding School Presentation – Mary Otto, TSRT Manager Seven Generations Exercise <i>Into the West</i> video excerpt: “Carlisle Indian School”
3:20 PM – 3:30 PM	SNACK BREAK
3:30 PM – 3:50 PM	Federal Indian Policy Part 4 Tadd Johnson, Esq., Professor Emeritus
3:50 PM - 4:10 PM	Introduction to Minnesota Indian Affairs Council
4:10 PM – 4:30 PM	Ojibwe Language
4:30 PM – 5:30 PM	Tribal History and Culture Panel Are there questions you have about the history, culture and ways of life of American Indians? In this informational session, tribal members will share from their own life experiences to help increase awareness and understanding of Native American values and traditions.
6:00 PM – 7:00 PM	DINNER

January 30	DAY 2
7:30 AM – 8:00 AM	BREAKFAST - Welcome Back – Overview and Reflections
8:05 AM – 9:00 AM	<p>Tribal Liaison Panel</p> <p>In this session the Tribal Liaisons will share their experiences and provide examples of how the State consults, collaborates, and coordinates on matters that impact the tribes. They will offer valuable resources and insight for properly communicating and interacting with tribal governments. You will learn what every state employee should know when it comes to interacting and working with tribal governments and Indian Country.</p>
9:00 AM – 9:50 AM	Federal Indian Policy Part 5 Tadd Johnson, Esq., Professor Emeritus
9:50 AM – 10:00 AM	SNACK BREAK
10:00 AM – 11:00 AM	<p>Tribal Government Administrators Panel</p> <p>In this session you'll hear the tribal perspective of what it's like to be working with other governments on matters of mutual interest. Panel members will explain their governance structure and goals enabling state agency employees and tribal counterparts to build relations and learn from each other. These panel members are experts in their fields. This is your opportunity to ask questions and hear from tribal staff.</p>
11:05 AM – 11:45 PM	A Closer Look at Tribal Lands: Explanation with Q&A Discussion
11:45 AM – 12:30 PM	LUNCH
12:30 PM – 2:00 PM	<p>Tribal Leader Panel: Consulting and Building Partnerships with American Indians</p> <p>The Tribal Leader Panel is one of the highlights of the training and so much is learned from hearing about tribal governments and consultation directly from the leaders. This panel will introduce you to Tribal leaders in Minnesota. It's rare to have tribal leaders together for a panel discussion as they share their experience and insight on working with the state of Minnesota. This is truly a one-of-a kind opportunity to learn from tribal sovereign governments and to strengthen government-to-government relationships.</p>
2:00 PM – 3:15 PM	Debrief and Dialogue: Consultation and Building Partnerships
3:15 PM – 3:30 PM	Acknowledgements and Closing Ceremony
4:00 PM – 5:00 PM	Tour #2



WD Manager Orientation

What: 2025 Northwest MN Watershed District Manager Orientation/Refresher Training Opportunity

For Whom: New or “Experienced” WD Board Managers and County Commissioners

Hosted By: Brett Arne, Matt Fischer & Pete Waller, BWSR BCs

When & Where: Two different options.

- **Tuesday, January 28, 2025 – Thief River Falls**
 - 1:00 pm – 4:00 pm
Red Lake Watershed District
1000 Pennington Ave
Thief River Falls, MN 56701

- **Tuesday, February 25, 2025 – Detroit Lakes**
 - 1:00 pm – 4:00 pm
Detroit Lakes Police Community Room
106 Holmes Street East
Detroit Lakes, MN 56501

What will be discussed?

- Manager Roles and Responsibilities
- Watershed District Law (103D), including recent changes
- Water Management & Conservation Universe
- Essential Responsibilities and Exceptional Attributes of Local Governing Boards
- Open Meeting Law/Data Practices
- Resources – WD Handbook

Do you want to attend?

Please RSVP to Brett, Matt, or Pete with location preference and to ensure we have enough refreshments.

Brett Arne

- brett.arne@state.mn.us Ph: 218-850-0934

Matt Fischer

- matt.fischer@state.mn.us Ph: 218-766-6496

Pete Waller

- pete.waller@state.mn.us Ph: 218-770-3802



Classification: Social Worker – Adult Services, Grade 9
Department: Human Services/Adult Services Unit
Reports to: Adult Services Supervisor
FLSA Classification: Exempt
Union Status: Teamsters Courthouse
Board Approved:

Position Summary

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

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

Qualifications

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

Requirements:

- Valid driver’s license.

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

Physical Demands and Working Conditions

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

Equipment Utilized

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

Competencies Common to all County Positions

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



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

Position Summary

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

Essential Duties and Responsibilities

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

Qualifications

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

Requirements:

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

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

Physical Demands and Working Conditions

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

Equipment Utilized

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

Competencies Common to all County Positions

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



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

Position Summary

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

Essential Duties and Responsibilities

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

Qualifications

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

Requirements:

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

Knowledge, Skills and Abilities:

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

Physical Demands and Working Conditions

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

Equipment Utilized

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

Competencies Common to all County Positions

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



Classification: Social Worker – Child and Family Services, Grade 9

Department: Human Services

Reports to: Social Services Supervisor – Child and Family Services

FLSA Classification: Exempt

Union Status: Teamsters Human Services

Board Approved:

Position Summary

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

Essential Duties and Responsibilities

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

Qualifications

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

Requirements:

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

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

Physical Demands and Working Conditions

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

Equipment Utilized

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

Competencies Common to all County Positions

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



Classification: Support Enforcement Aide, Grade 5
Department: Human Services Department/Child Support Unit
Reports to: Child Support Supervisor
FLSA Classification: Non-Exempt
Union Status: Teamsters Human Services
Board Approved:

Position Summary

The Support Enforcement Aide, under general supervision, performs case management including Income Withholding, Locate, New and Closed, Arrears and Interstate cases. Communicates with clients, employers, other counties, tribal nations, states and countries regarding case information and prepares financial breakdowns, documents and forms according to policies and procedures. Manages and monitors actions to and from other states, tribal nations and countries under UIFSA.

Essential Duties and Responsibilities

- Manage and monitor income withholding cases which includes reviewing the court order and compliance with the court order.
 - Manage and monitor court ordered medical support and insurance provisions on cases.
 - Review cases and prepare financial breakdown of cases.
 - Manage and monitor interstate cases initiated under UIFSA and collaborate with those jurisdictions.
 - Assist in opening new cases and managing new and closed cases.
 - Communicate with and educate clients and employers.
 - Manage court ordered judgement renewals and satisfactions which includes completing and filing documents with the court.
 - Advance in program knowledge and be sufficiently informed of the program and policy changes.
 - Maintain proper case records and an effective case management system.
 - Uphold a high standard of commitment to quality customer service by communicating professionally, complying with county policies, promoting respectful working relationships, and promoting and maintaining a spirit of cooperation.
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- Attends meetings and training.
 - Performs other duties as assigned or apparent.

Qualifications

Education and Experience: A high School Diploma or equivalent and three years of relevant work experience. Three years relevant work experience may be substituted by at least two years of study at an accredited two or four-year college with emphasis in the behavioral sciences, business, or closely related subjects.

Requirements:

- Valid Driver's License
- Knowledge of Federal and State Child Support laws, agency programs, policies, and procedures.
- Knowledge of office practices, procedures, and equipment.
- Knowledge of software programs as they pertain to this position.

- Ability to analyze facts, forms, and financial data.
- Ability to be objective, accept responsibility and maintain confidentiality.
- Ability to establish effective working relationships with other agency personnel and external organizations.
- Effective oral and written communication skills. Ability to interpret and implement complex oral and written directions.
- Ability to work under general supervision and to make decisions in keeping with policy and procedures.
- Ability to follow safe work practices and procedures and report unsafe work practices, conditions, or incidences to supervisor. Cooperate with others on matters relating to occupational safety and health.

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.
- May be required to sit and stand for long periods of time, repeat the same movements, but seldom required to lift over 10 lbs.
- This position requires frequent problem solving, decision-making, organizing and interpreting data and an elevated level of concentration.
- Exposure to angry or emotional persons and offensive language may occur.

Equipment Utilized

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

Competencies Common to all County Positions

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



Classification: WIC Coordinator, Grade 9
Department: Human Services Department/Public Health Unit
Reports to: Public Health Supervisor
FLSA Classification: Exempt
Union Status: Teamsters Human Services
Board Approved:

Position Summary

The WIC Coordinator is responsible for certifying WIC participants by assessing income, height, weight, and hemoglobin. Assessing diet and health history. This position assigns risk factors and tailoring food packages. Provides Nutrition and breastfeeding education support and takes intake calls, prescreening online and phone referrals and setting up WIC appointments. Maintains HUBERT clinic calendars- running reports and doing follow up if needed. Orders special formula and maintaining formula inventory logs. Assists in the writing of the Nutrition Education Plan. Completes annual chart audits and implements WIC changes.

Essential Duties and Responsibilities

- Prepares, implements, and monitors local agency Nutrition Education Plan; coordinates the functions of the WIC Program including ensuring that all WIC requirements are met; serves as primary contact between the state agency and local agency assuming responsibility for conducting data systems administrative functions for the WIC Information Systems software. Attends regional quarterly WIC meetings. Ensures compliance with MN WIC policies and procedures and applicable federal regulations, policies, and instructions.
- Ensures compliance with all applicable federal, state, and local laws and policies including HIPAA, data privacy, and security, etc. Updates these policies as needed and share with those it affects. Maintains and completes annual certification and chart audits.
- Determines initial and ongoing eligibility for assigned health program area, according to federal, state and local policies. Develops high-risk individual Nutrition Care Plan, provides high-risk counseling, and follows-up/continuity of care to program participants with nutritional needs. Prescribes food packages and issue client benefits. Orders special formula and arrange pick up.
- Carries out all phases of the WIC certification process, including hematological screening, height and weight measurements, nutritional assessments, nutrition education, and lactation support. Collects referral data as needed.
- Assesses diet and medical history for conditions that may affect nutritional status. Provides health education and information to individuals or groups on health or nutrition related topics including breastfeeding.
- Assists with clinic set-up and clean-up and performs other work essential to providing WIC services including but not limited to ordering hematology supplies, outreach materials, education materials,
- Maintains detailed documentation of participation in client charts and WIC program records, on-going case narratives; compiles data for various reports; completes mandated state and local forms and adheres to program deadlines. Manages reports weekly, biweekly, monthly, quarterly, annually.
- Upholds a high standard of commitment to quality customer service by communicating professionally, leading by example, complying with county policies, promoting respectful working relationships, and promoting and maintaining a spirit of cooperation.
- Responds promptly and accurately to public requests and inquiries. Manage incoming nutrition and breastfeeding question calls. Manage client referrals, outreach activities, missed appointment outreach activities
- On-call duties or responding after regular work hours may be applicable in certain positions, depending on client needs. Late night WIC office hours monthly.

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

Qualifications

Education: A bachelor's degree from an accredited four-year college or university with a degree in public health, nutrition, or closely related field and one year of experience or an equal or equivalent combination of education and experience.

Requirements:

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

Physical Demands and Working Conditions

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

Equipment Utilized

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

Competencies Common to all County Positions

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



Classification: Natural Resources Manager – Forester, Grade 7
Department: Environmental Services
Reports to: Natural Resources Management Supervisor/Land Commissioner
FLSA Classification: Non-Exempt
Union Status: Teamsters Courthouse
Board Approved:

Position Summary

The Natural Resources Manager/Forester is responsible for the direction of field activities on nearly 74,000 acres of tax forfeited lands in Becker County. Responsible for the implementation of projects designed to protect and improve biological diversity, wildlife and wildlife habitat, aesthetics, timber resources, recreation, water quality, forest soils and office efficiency.

Essential Duties and Responsibilities

Timber Sales Program

- Assists in the development and maintenance of a 5-year allowable cut plan to regulate all forest stands and provide a sustained yield of forest products considering multiple forest use such as biodiversity, aesthetics, timber production, wildlife habitat, water quality, forest soils, recreation, etc.
- Designs sales and establishes regulations concerning fuel wood, section-one, and auction timber sales in accordance with County and State policies and statutes.
- Administers active timber sales and enforces compliance of sale regulations, state statutes, county policies and Best Management Practices.
- Directs forest products scaling procedures and files reports.
- Assists in the enforcement of timber trespass laws.
- Provides assistance to loggers in following sales regulations and county policies.

Resource Inventory

- Assists in the development and maintenance of a Resource Inventory to enable land management decisions.
- Assists in the administration and supervision of Inventory Contracts for accuracy and quality.
- Assists in the development and initiation of inventory alteration procedures to ensure reliable, up-to-date data.
- Assists in the development of a program designed to re-inventory individual stands following timber management operations or natural processes.

Resource Development

- Assists in the development of a long-range comprehensive management plan to protect and enhance the natural resources of Becker County.
- Assists in the development of long-range and annual work plans.
- Develops and submits complete project proposals for wildlife habitat improvements, TSI, road and trail construction or improvement, recreation proposals, etc. Coordinates proposals with other agencies for cost effectiveness.
- Coordinates contracts for site preparation using accepted mechanical and chemical prescriptions.
- Plans, directs, and monitors reforestation efforts to ensure regeneration. Writes silvicultural prescriptions for stand treatments.
- Prepares and submits activity reports.
- Assists in the administration and enforcement of regulations concerns County Leases.
- Assists in the design and implementation of programs providing recreational possibilities on county managed lands.

- Assists in the maintenance and management of County owned recreational properties.
- Promotes resource management through public speaking engagements, providing tours of county managed lands, meeting with special interest groups, and using local media sources.

Supervision and Leadership

- Prepares work assignments to aid in the completion of work plans.
- Completes quality checks as to accuracy and completeness of assignments.
- Supervises seasonal laborers, reports on accomplishments, and administers disciplinary actions.
- Assists in the supervision of season TSI Crews, and other laborers for departmental activities.
- Promotes teamwork and cooperation.
- Serves as a positive role model of successful performance and ethical conduct.

- Attends educational opportunities, meetings and professional committees or groups.
- Monitors law changes and best practices pertaining to the department activities.
- Performs other duties as assigned or apparent.

Qualifications

Education: Bachelor’s degree in Natural Resource Management or equivalent and one-year relevant forest management and timber sale related experience, or equivalent combination of education/ training/ experience. Hardwood management experience is preferred.

Requirements:

- Valid MN driver’s license required.
- Training in ARCGIS required
- Knowledge of natural resources management and best practices.
- Knowledge of timber sale contract preparation and implementation.
- Ability to operate department equipment and vehicles.
- Ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to select, evaluate and interpret data from several sources, interpretation of guidelines, policies and procedures in required.

Physical Demands and Working Conditions

- Work is performed in office setting and managed forestry lands.
- 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, pickup, ATV, snowmobile, chainsaw and forestry tools.

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: Natural Resources Manager Supervisor – Land Commissioner, Grade 10
Department: Environmental Services
Reports to: Land Use Director
FLSA Classification: Non-Exempt
Union Status:
Board Approved:

Position Summary

The Natural Resources Manager Supervisor – Land Commissioner is responsible to manage the natural resources, parks, recreational department staff, budgets, systems and programs. Provides direction for the planning and management of nearly 74,000 acres of county natural resources lands including timber management, recreation and lakeshore leases, land sales, public and private easements, tax forfeitures, County Recreational program, etc.

Essential Duties and Responsibilities

Natural Resources/Forest Management

- Manages timber sales: Develops, recommends, implements, and updates the Timber Harvest Management Plan. Reviews and approves staff project plans for forest harvest activities, site preparations and noxious weed control. Conducts timber auctions.
- Manages timber harvest preparation: Locates and evaluates timber stands, identifies and marks property lines, identifies and paints timber sale boundaries and estimates timber volumes; determines timber quality; defines timber harvest regulations; identifies and protects areas of concern; develops and recommends a timber harvest project plans; completes timber appraisal's and determines timber value.
- Implements and closes timber sales sets up and holds pre-work meeting with contract logger to review regulations and guidelines; performs inspections of harvest activities; implements ground protection measures; completes an inventory; and closes trails.
- Manages forest roads and trails and trail maintenance including minor and major maintenance projects and trail relocation.
- Maintains Forest Resources Inventory: develops, recommends and implements a data gathering process to maintain quality data for the forest inventory database. Develop list of stands to be re-inventoried. Audits and analyzes re-inventory data.
- Manages forest renewal: reviews and recommends project plans for annual site preparation; oversees the contracting process for mechanical and/or chemical site preparation; determines and recommends tree seedling needs and oversee contracts for seedlings and planting, and bud capping.
- Manages recreational and lakeshore lease programs: recommends changes or improvements to lease programs and recommends lease and recreational fee rates.
- Manages forest health and productivity: monitors tax forfeited lands for insects and diseases and takes action to deter infections or minimize the impacts of any outbreaks. Determines methods to salvage merchantable forest products.
- Oversees gravel permitting process.

Parks and Recreation Management

- Oversees maintenance of existing parks and recreational areas (public accesses, ATV/Snowmobile trail systems, hiking trails, etc.)
- Communicates with the public on existing and emerging parks and recreational projects.
- Implements and maintains the Becker County Recreational Plan.
- Advises and facilitates the Recreational Advisory Committee, Grant in Aid Snowmobile Clubs and assists ATV Clubs.
- Develops and recommend recreational fee charges for the use of County Recreational Facilities.

Supervision and Leadership

- Supervises, trains and evaluates assigned staff.
- Plans, assigns and directs work.
- Rewards and disciplines employees and resolve complaints and grievances.
- Manages recruitment and selection and recommends hires.
- 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.
- Coordinates with recreational contractors for grooming and trail maintenance.
- Coordinates and conducts research for the Natural Resources Management Committee and the Recreational Advisory Committee.
- Provides recommendations and feedback for the County Board and attends department head and staff meetings.

Financial Management and Grant Administration

- Develops draft budgets; implements and monitors the department's budget to ensure overall budgetary compliance.
- Researches, complete grant applications, and manages grant programs through final reporting.
- Develops, recommends and maintains accounting measures and records.

Tax Forfeited Land Administration

- Evaluates tax forfeit land and property.
- Coordinates with Auditor/Treasurer to secure, clean and organize property.
- Evaluates natural resources on tax forfeit properties and recommends property classification.
- Maintains records of survey monuments on tax forfeited lands.
- Investigates and responds appropriately to reports of criminal or civil trespass on tax forfeit lands.
- Develops and recommends, implements and updates a land asset management system utilizing ArcGIS and/or GPS or other programs.

- Attends educational opportunities, meetings and professional committees or groups.
- Monitors law changes and best practices pertaining to the department activities.
- Performs other duties as assigned or apparent.

Qualifications

Education: Bachelor's degree in Natural Resource Management or equivalent and two years relevant forest management and timber sale related experience, or equivalent combination of education/ training/ experience. Supervisor experience and GIS skills are preferred.

Requirements:

- Valid MN driver's license required.
- Knowledge of natural resources management and best practices.
- Knowledge of timber sale contract preparation and implementation.
- Ability to operate department equipment and vehicles.
- 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 senior management.

Physical Demands and Working Conditions

- Work is performed in office setting and on managed County recreational and forestry lands.
- 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, truck, ATV, snowmobile, chainsaw and forestry tools.

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 Specialist P&Z, Grade 4
Department: Planning & Zoning
Reports to: Zoning Administrator
FLSA Classification: Non-Exempt
Union Status: Teamsters Courthouse
Board Approved:

Position Summary

The Office Support Specialist is responsible for customer service, clerical and administrative work for the Becker County Planning & Zoning 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 or referring to appropriate person.
- Greets visitors at the counter and collects and receipts fees.
- 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.

Administrative and Clerical

- Manages variance requests and processes requests for the Board of Adjustment.
 - Counts and balances cash, prepares reports and prepares bank deposits.
 - Prepares information for Board of Adjustment meetings, records minutes and prepares recorded documents.
 - Maintains document files.
 - Prepares and processes purchase orders.
 - Manages office supply inventory including re-ordering and communicating with vendors.
 - Collects and disburses mail.
 - 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.

Requirements:

- Knowledge of modern office procedures, equipment and software.
- Knowledge and skill with Microsoft Office Suite software.
- 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.

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.

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: Zoning Administrator, Grade 12
Department: Planning & Zoning
Reports to: County Administrator
FLSA Classification: Exempt
Union Status: Non-Union
Board Approved:

Position Summary

The Zoning Administrator directs, administers, and coordinates the activities of the Planning and Zoning Department in support of policies, goals, and objectives established by the County Administrator and the County Board by performing the following duties personally or through subordinate staff. Directs the preparation of short-term and long-range plans and budgets based on broad county goals and growth objectives.

Essential Duties and Responsibilities

Administrative and Technical

- Directs the overall programs and operations of the Planning and Zoning Department.
- Manages the Zoning Department providing direction, coordination and evaluation of programs in accordance with the organization's policies, applicable laws and goals.
- Develops, implements and revises department policies and procedures.
- Ensures effective inter-and intra-departmental communication by attending and/or directing staff, and department head meetings.
- Promotes the county's mission, values and goals. Manages all aspects of the position in accordance with the County Code of Ethics and professional ethics.
- Directs development of long-range planning for land use by compiling data (either by Committee establishment or Consultant) for updating the Ordinances and Comprehensive Plan.
- Researches and prepares case reports and legal documentation for the enforcement of the ordinances by the County Attorney.
- Conduct on-site suitability studies on properties with conditional use permit applications, variance applications, alteration applications, setback deviation, and court action violations.
- Prepares and provides technical advice and information to the Becker County Board of Commissioners, Becker County Planning Commission and Becker County Board of Adjustment for issues relative to planning and Zoning.
- Provides public information regarding the County Ordinances.
- Represents Becker County at meetings of landowners, special interest groups and governmental agencies.
- Provides customers with directions and guidance, is courteous and patient and resolves customer problems immediately when able.
- Prepares and oversees conditional use permits and variance requests.

Financial Responsibility

- Develops, implements, and monitors the department's budget.
- Takes appropriate actions to ensure overall budgetary compliance.
- Authorizes departmental expenditures.
- Provides appropriate reports to the administrator and County Board.
- Directs the preparation and executes short and long-term budgets based on county goals and growth objectives.

Supervision

- Interviews, hires and trains new employees; plans, assigns and directs work; appraises performance; manages staff; rewards and disciplines employees; addresses complaints and resolves problems.
 - Responsible for the auditing, monitoring, notifications of trainings and regulation changes of all Zoning Staff.
 - Develops, implements and monitors recruitment and retention plans, which result in lower employee turnover, minimal vacancies, decreased overtime usage and labor hour usage within budget.
 - Assertively manages group and interpersonal conflict situations to the point of resolution.
 - 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. Ensures staff adheres to customer service principles during interactions with all customers, including co-workers, other departments and Commissioners.
 - Adheres to the County's safety programs to minimize the risk of employee accidents and injuries.
 - 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.
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- Attends educational opportunities and participates in professional organizations.
 - Performs other duties as assigned or apparent.

Qualifications

Education: Bachelor's degree from four-year college or university in a relevant field; or High School Diploma or equivalent and two years related experience in Planning and Zoning; or equivalent combination of education and experience. Supervisory experience is desirable.

Requirements:

- Valid MN driver's license required.
- Knowledge of county land use ordinances.
- Knowledge of the principles and practices of soil and water conservation.
- Knowledge of legal procedures related to the enforcement of ordinances and codes.
- Ability to read and interpret blueprints, site plans and designs.
- Knowledge of and skill in administrative functions, Microsoft Office Suite, and computer database operation.
- 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.

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: Zoning Technician/E911 Coordinator, Grade 8
Department: Planning & Zoning
Reports to: Zoning Administrator
FLSA Classification: Non-Exempt
Union Status: Teamsters Courthouse
Board Approved:

Position Summary

The Zoning Technician/E-911 Coordinator receives, reviews and authorizes zoning permits and completes on-site evaluations and inspection of properties. Provides customer service and coordinates the Becker County Enhanced 911 system.

Essential Duties and Responsibilities	
Zoning	<ul style="list-style-type: none"> • Receives, reviews, interprets and authorizes permits in accordance with applicable laws, policies and procedures. • Coordinates and/or completes on-site evaluations, both pre and post construction. • Completes the Public Hearing process with Planning Commission and Board of Adjustment, attends hearings and provides information. Reviews applications and prepares public notifications and Board packets. • Coordinates or completes inspections for violations and complaints. Enforces applicable laws and policies. Prepares and submits research materials and forms to the County Attorney and assists by providing court testimony if required. • Records minutes at Public Hearings and Planning & Zoning Meetings.
E911	<ul style="list-style-type: none"> • Manages the Becker County E-911 mapping system. • Coordinates and resolves addressing issues between emergency services departments, highway department, townships, residents, post office and telephone companies. Updates the Auditor/Treasurer tax system. • Researches properties, roadways and legal descriptions to accurately assign new 911 addresses in accordance with the Master Street Address Guide. Updates the Becker County workflow in addresses, files and online. • Makes property site visits to verify the accuracy of data or to research information. • Completes deposits and handles online payment entries and receipt organization. • Prepares a variety of reports, forms and correspondence.
Customer Service	<ul style="list-style-type: none"> • Provides customers with directions and guidance, is courteous and patient, and resolves customers' problems. • Responds to addressing questions and issues.
	<ul style="list-style-type: none"> • Attends educational opportunities and participates in professional organizations. • Performs other duties as assigned or apparent.

Qualifications

Education: High School Diploma or equivalent and two years relevant experience, or equivalent combination of education/ training/ experience.

Requirements:

- Valid MN Driver's License.
- Knowledge of Microsoft Office Suite software and GIS applications.
- Ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Skill in communicating technical information to non-technical persons.
- Ability to handle a variety of tasks under moderate supervision within standard operating procedures.
- Analytical ability to select, evaluate and interpret data from several sources including policies, guidelines and procedures.

Physical Demands and Working Conditions

- Work is performed in an office setting and in the field.
- 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.
- Exposure to weather, construction sites, etc. will occur.
- This position frequently performs work under high attention to detail and deadlines.

Equipment Utilized

- Office and technology 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: Zoning Technician/Sewer Inspector, Grade 8
Department: Planning & Zoning
Reports to: Zoning Administrator
FLSA Classification: Non-Exempt
Union Status: Teamsters Courthouse
Board Approved:

Position Summary

The Zoning Technician/Sewer Inspector receives, reviews and authorizes zoning permits and completes on-site evaluations and inspection of properties. Performs inspections of On-Site Sewage Disposal Systems and assists the public with development and implementation of systems.

Essential Duties and Responsibilities	
Zoning	<ul style="list-style-type: none"> • Receives, reviews, interprets and authorizes permits in accordance with applicable laws, policies and procedures. • Enters, records and files permits according to tax parcel system and department databases. • Completes on-site evaluation and inspection of properties, pre- and post-construction, for compliance with applicable laws and zoning ordinances. • Makes oral and written reports on all inspections; completes and maintains inspection records and mitigation paperwork. • Coordinates or completes inspections for violations and complaints. Enforces applicable laws and policies. Prepares and submits research materials and forms to the County Attorney and assists by providing court testimony if required • Educates on the intent of ordinances and laws regulating land use and assists public with development and implementation of projects. • Coordinates and refers public to other county, state or federal agencies when project is multi-jurisdictional. • Accepts and receipts permit payments and reconciles cash drawer.
On-Site Sewage Disposal Systems	<ul style="list-style-type: none"> • Performs on-site inspections of On-Site Sewage Disposal Systems for compliance with state and local laws and ordinances. • Coordinates Shoreland Individual Sewage Treatment System (ISTS) Program: researches lake water quality data and recommends lake selection for program; researches, reviews, and compiles property’s ISTS information; communicates with property owners on requirements; coordinates compliance inspections, upgrades and enforcement; reviews and enters existing certificates of compliance into permitting system and online; and communicates with property owners regarding non-compliant systems. • Prepares a variety of reports, forms and correspondence.
Customer Service	<ul style="list-style-type: none"> • Responds to public inquiries in-person or by telephone concerning building, zoning and sewage systems and explains relevant regulations and ordinances. • Provides customers with directions and guidance, is courteous and patient, and resolves customers’ problems. • Responds to questions and issues, provides information and/or referrals.
	<ul style="list-style-type: none"> • Attends educational opportunities and participates in professional organizations. • Performs other duties as assigned or apparent.

Qualifications

Education: High School Diploma or equivalent and two year's relevant experience, or equivalent combination of education/ training/ experience.

Requirements:

- Valid MN Driver's License.
- MPCA ISTA Certification within one year of employment.
- Knowledge of Microsoft Office Suite software and GIS applications.
- Ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Skill in communicating technical information to non-technical persons.
- Ability to handle a variety of tasks under moderate supervision within standard operating procedures.
- Analytical ability to select, evaluate and interpret data from several sources including policies, guidelines and procedures.

Physical Demands and Working Conditions

- Work is performed in an office setting and in the field.
- 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.
- Exposure to weather, construction sites, etc. will occur.
- Exposure to pits, trenches, odors, etc.
- This position frequently performs work under high attention to detail and deadlines.

Equipment Utilized

- Office and technology 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: Administrative Assistant – Human Services, Grade 4
Department: Human Services
Reports to: Administrative Services Manager
FLSA Classification: Non-Exempt
Union Status: Non-Union
Board Approved:

Position Summary

The Administrative Assistant – Human Services provides administrative support for the Administrative Services Manager, Department Supervisors, and Director in a timely and efficient manner. Assists with special projects and tasks with elevated skill sets, maintaining high confidentiality while working on teams as well as independently. Supports the agency with orientation and onboarding logistics in accordance with established department policies and procedures.

Essential Duties and Responsibilities

- Prepares, submits, accesses, and maintains confidential employee forms, hiring materials and employee personnel files.
 - Plans, organizes, and conducts new agency employee orientation, probation notice reminders, and special group sessions as assigned.
 - Provides confidential administrative and clerical service to the Director, Administrative Services Manager, and supervisors with document formatting, edits, scans, and electronic filing.
 - Prepares, assembles, and distributes information for reports and agendas; attends assigned meetings to capture detailed records of proceedings and drafts summary of minutes.
 - Establishes and maintains effective professional and public relations.
 - Monitors and maintains employee compliance with required HIPAA training, Data Practice forms, driver's license, insurance, nurse licensure status and notary tracking.
 - Attends required meetings and trainings as provided by the County, State, DHS, or supervisor including but not limited to HIPAA.
 - Assists with special projects and researches and gathers a collection of relevant information and materials that facilitate administrative decisions made by and as assigned by the Director or Administrative Services Manager.
 - Serves as a liaison between agency staff and management.
 - Responsible for communicating any pertinent information and situations to Director or Administrative Services Manager.
 - Maintains financial integrity when ordering supplies, equipment, and services. Coordinates vendor services as needed and stocks order deliverables.
 - Assists with electronic and software troubleshooting, computer, wireless devices, and printers.
 - Upholds a high standard of commitment to quality customer service by communicating professionally, leading by example, complying with county policies, promoting respectful working relationships, and promoting and maintaining a spirit of cooperation.
 - Serves as a customer service role model for the County and the department. Adheres to customer service principles during interactions.
- Attends trainings and meetings.
 - Performs other duties as assigned or apparent.

Qualifications

Education: High School Diploma or equivalent and two years of increasingly responsible administrative experience; and at least two years of experience working with the public

Requirements:

- Experience working within a Human Service Agency or closely related entity and at least 2 years of computer experience is preferred.
- Knowledge of modern office procedures, equipment and software.
- Skill in performing accurate and efficient data entry.
- Knowledge of agency programs, policies, and procedures.
- Knowledge of software programs as they pertain to this position.
- Ability to maintain a high level of accuracy and attention to detail.
- Ability to use resources productively, effectively, and efficiently.
- Ability to be objective, accept responsibility and maintain confidentiality.
- Ability to establish effective working relationships with the supervisory staff, the public, clients, other agency personnel and external organizations.
- Effective oral and written communication skills. Ability to interpret oral and written directions.
- Ability to work under limited supervision with general autonomy in determining how objectives are achieved.
- Ability to follow safe work practices and procedures and immediately report unsafe work practices, conditions, or incidences to supervisor and to cooperate with others on matters relating to occupational safety and health.
- Ability to screen matters of importance for the supervisor's attention.
- Ability to work independently by following agency policies and procedures.

Physical Demands and Working Conditions

- Work is performed in an indoor office setting and may be required to sit and stand for long periods of time, repeat the same movements, but seldom required to lift over 10 lbs.
- Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- This position requires frequent problem solving, decision making, supervising, organizing and interpreting data and a high level of concentration.
- Exposure to angry or emotional persons may occur.

Equipment Utilized

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

Competencies Common to all County Positions

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



Classification: Administrative/Office Support Services Supervisor, Grade 10
Department: Human Services Department
Reports to: Human Services Director
FLSA Classification: Exempt
Union Status: Becker County Human Services Supervisor Association
Board Approved:

Position Summary

The Administrative/Office Support Services Supervisor, acts as the primary assistant to the Director in the overall administration of the agency; assists in handling external and public affairs or matters for the agency; and serves as liaison for the Human Services Department. Under general administrative direction, provides leadership, coordinates and supervises the activities of the Office Support Unit to provide the needed administrative support for the agency; and performs related work as assigned.

Essential Duties and Responsibilities

- Acts as the primary assistant to the Director in the overall administration of the agency including handling internal and external affairs and serving as liaison as necessary between Director, supervisory staff and other county departments.
- Attends appropriate training.
- Manages a team of Office Support Staff by managing workflow, creating schedules, delegating tasks, assessing work performance, providing training and onboarding, interviewing, hiring, and communicating the county's goals.
- Develops and analyzes agency policy and procedures to promote operating efficiency and presents to the Director for review or collaboration.
- Ensures compliance with all applicable federal, state, and local laws and policies including HIPAA, data privacy and security, etc.
- Assists with setting, monitoring, and managing the agency budget to ensure the financial health of the department.
- Provides oversight of contract management for the agency and ensures that contract quality assurance standards are being met.
- Acts as Random Moments Coordinator for all state time study programs.
- Serves as the agency's Security Administrator and HIPAA Compliance Manager. Ensures that agency employees have the proper credentials to access software systems, files, etc.
- Assists agency managers with complaints, investigations, or disciplinary actions related to federal, state, agency, or local laws and policies and procedures related to data and system security.
- Co-supervises the Volunteer Driver Program which provides non-emergency medical transportation to county constituents by overseeing all aspects including budgeting, maintaining drivers, managing staff, and establishing and evaluating procedures to ensure efficiency.
- Oversees the Department's Human Resources activities such as interviewing, hiring, onboarding, investigations, disciplinary actions, and preparation and maintenance in cooperation with Human Resources and as delegated by the Director.
- Leads the planning, implementation, and evaluation of special projects as delegated by the Director.
- Attends and participates in committee assignments both for this position and in place of the Director as requested.

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

Qualifications

Education and Experience: A baccalaureate or higher degree in administration, business management, or closely related field and two years of responsible clerical experience demonstrating advanced proficiency in office operations and customer service: OR four years of progressively responsible clerical experience and two years of supervisory experience in an administrative/office management role.

Requirements:

- Valid Minnesota Driver's License.

Knowledge, Skills and Abilities:

- Knowledge of effective supervisory techniques.
- Ability to interpret and apply personnel rules and union contracts.
- Ability to identify training needs and design and implement training programs for employees.
- Ability to organize work efficiently and to analyze and correct workflow problems.
- Ability to motivate employees, stimulate professional growth, and evaluate staff performance.
- Skill in applying supervisory principles in directing a unit.
- Knowledge of agency programs, policies and procedures.
- Knowledge of office practices, procedures and equipment.
- Knowledge of software programs as they pertain to this position.
- Ability to be objective, accept responsibility and maintain confidentiality.
- Ability to establish effective working relationships with the supervisory staff, other agency personnel and external organizations.
- Effective oral and written communication skills. Ability to interpret and implement complex oral and written directions.
- Ability to follow safe work practices and procedures. Immediately report unsafe work practices, conditions, or incidences to supervisor and cooperate with others on matters relating to occupational safety and health.
- Ability to screen matters of importance for the director's attention.
- Ability to work independently and to make decisions in keeping with policy and procedures.

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.
- May be required to sit and stand for long periods of time, repeat the same movements, but seldom required to lift over 10 lbs.
- This position requires frequent problem solving, decision-making, supervising, organizing and interpreting data and a high level of concentration.

Equipment Utilized

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

Competencies Common to all County Positions

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



Classification: Case Aide – Adult Services, Grade 5
Department: Human Services/Adult Services Unit
Reports to: Adult Services Supervisor
FLSA Classification: Non-Exempt
Union Status: Teamsters Human Services
Board Approved:

Position Summary

The Adult Services Case Aide, under general administrative direction, provides administrative assistance to the social services supervisors, social workers, MnCHOICES assessors, and unit employees. Provides support services regarding SSIS reporting and data entry requirements. Performs accurate gathering of data, both internally and for state and federal agencies, to ensure compliance.

Essential Duties and Responsibilities

- Manages Health plan enrollments:
 - Verifies new members are supposed to be assigned to BCHS for HP care coordination. Includes phone calls to members to verify PCC and PCP.
 - Open/close workgroups in SSIS.
 - Complete and submit 5181 to financial worker on behalf of the care coordinator.
 - Prepare Care Coordinator meeting agendas.
 - Reconcile enrollments, look for discrepancies for Blues, Medica, and UCare.
 - Reconcile Health plan payments.
 - Health plan audit prep/review.
- Performs HRA Audits: Completes and submits the HRA assessment activity logs for Medica, UCare, and Blues.
- Processes screenings:
 - Enter all Blues, Medica, and UCare LTC's and HRA's.
 - Enter Over 65 program entry screenings.
 - Enter waiver program exit screenings.
 - Enter waiver service changes screenings.
 - Assist assessors with resolving screening document edits.
- Enters or updates AC/BI/CAC/CADI/ESC/EW, PCA, and CSG service agreements in MMIS. Completes care coordinator and case manager mailing requests. Tracks signatures as needed.
- Creates service agreements and service arrangements in SSIS for county funded services. Mails service agreement and vouchers to vendors, submits vouchers to accounting, and works with vendors to resolve any billing issues.
- SSIS Mentor: assists with SSIS password resets; corrects data integrity errors in SSIS; reviews and submits SSIS caseload destruction lists.
- MnCHOICES assessment duties: Opens and assigns assessment workgroups in SSIS; assigns clients to designated assessor in MnCHOICES; requests and sends required paperwork (6791E, CSP, CSSP) to COR for re-Assessments.
- Billing duties:
 - Complete data entry, submit, and reconcile Blues health plan claims and payments.
 - Submit AC/BI/CAC/CADI/ECS/EW waiver case management claims.
 - Submit VA/DD TCM claims.
 - Submit Pass Through billings for transit tokens and DL Transportation.

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| <ul style="list-style-type: none"> • Uphold a high standard of commitment to quality customer services by communicating professionally, leading by example, complying with county policies, promoting respectful work relationships, and promoting and maintaining a spirit of cooperation. • Serves as a customer service role model for the County and the department. Adheres to customer service principles during interactions. |
| <ul style="list-style-type: none"> • Attends trainings and meetings. • Performs other duties as assigned or apparent. |

Qualifications

Education: High School Diploma or equivalent and three years of clerical experience and/or experience working with the public (i.e. customer service); OR two years of clerical experience in a human service agency; OR similar experience in a private non-profit or other public agency; OR two years of study at an accredited two or four-year college with emphasis in the behavioral sciences, business, or closely related subjects (at least 23 quarter credits or 16 semester credits).

Requirements:

- Valid Driver’s License
- Knowledge of agency programs, policies, and procedures.
- Knowledge of office practices, procedures and equipment.
- Knowledge of software programs as they pertain to this position.
- Ability to be objective, accept responsibility and maintain confidentiality.
- Ability to establish effective working relationships with clients, unit staff, other agency personnel and external organizations.
- Effective oral and written communication skills.
- Ability to interpret and implement complex oral and written directions.
- Ability to follow safe work practices and procedures; report unsafe work practices, conditions, or incidences to supervisor; and cooperate with others on matters relating to occupational safety and health.
- Ability to screen matters of importance for the supervisor’s attention.
- Ability to work independently and to make decisions in keeping with policy and procedures.

Physical Demands and Working Conditions

- Work is performed in an indoor office setting.
- Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- Case aides may be required to sit and stand for long periods of time, repeat the same movements, but seldom required to lift over 10 lbs.
- This position requires a moderate level of concentration, attention to detail, and deadlines.
- Exposure to angry or emotional persons may occur.

Equipment Utilized

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

Competencies Common to all County Positions

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



Classification: Case Aide – Behavioral Health Services, Grade 5
Department: Human Services/Behavioral Health Unit
Reports to: Behavioral Health Supervisor
FLSA Classification: Non-Exempt
Union Status: Teamsters Human Services
Board Approved:

Position Summary

The Behavioral Health Services Case Aide, under general administrative direction, performs a variety of tasks related to the rendering of appropriate paraprofessional social services. Provides assistance to supervisors, social workers, and unit employees in providing services to clients of Becker County.

Essential Duties and Responsibilities

- Provide administrative assistance to the social services supervisors and social workers as needed.
 - Provide support services regarding SSIS reporting and data entry requirements. May serve as an SSIS Mentor and Administrator.
 - Process financial vouchers for contracted services in collaboration with the accounting unit.
 - Document client-related expenditures in SSIS and create service arrangements and agreements.
 - Assist with maintaining electronic file records and following state guidelines on record retention.
 - Accurate gathering of data, both internally and for state and federal agencies, to ensure compliance.
 - May determine eligibility for specific programs.
 - Comply with all applicable federal, state, and local laws and policies including HIPAA, data privacy, and security, etc.
 - Transport clients as needed.
 - Uphold a high standard of commitment to quality customer services by communicating professionally, leading by example, complying with county policies, promoting respectful work relationships, and promoting and maintaining a spirit of cooperation.
 - Serves as a customer service role model for the County and the department. Adheres to customer service principles during interactions.
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- Attends trainings and meetings.
 - Performs other duties as assigned or apparent.

Qualifications

Education: High School Diploma or equivalent and three years of clerical experience and/or experience working with the public (i.e. customer service); OR two years of clerical experience in a human service agency; OR similar experience in a private non-profit or other public agency; OR two years of study at an accredited two or four-year college with emphasis in the behavioral sciences, business, or closely related subjects (at least 23 quarter credits or 16 semester credits).

Requirements:

- Valid Driver's License
- Knowledge of agency programs, policies, and procedures.
- Knowledge of office practices, procedures and equipment.

- Knowledge of software programs as they pertain to this position.
- Ability to be objective, accept responsibility and maintain confidentiality.
- Ability to establish effective working relationships with clients, unit staff, other agency personnel and external organizations.
- Effective oral and written communication skills.
- Ability to interpret and implement complex oral and written directions.
- Ability to follow safe work practices and procedures; report unsafe work practices, conditions, or incidences to supervisor; and cooperate with others on matters relating to occupational safety and health.
- Ability to screen matters of importance for the supervisor's attention.
- Ability to work independently and to make decisions in keeping with policy and procedures.

Physical Demands and Working Conditions

- Work is performed in an indoor office setting with occasional home visits and transporting of clients.
- Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- Case aides may be required to sit and stand for long periods of time, repeat the same movements, but seldom required to lift over 10 lbs.
- This position requires a moderate level of concentration, attention to detail, and deadlines.
- Exposure to angry or emotional persons may occur.

Equipment Utilized

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

Competencies Common to all County Positions

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



Classification: Case Aide, Grade 5
Department: Human Services/Child & Family Services Unit
Reports to: Children & Family Services Supervisor
FLSA Classification: Non-Exempt
Union Status: Teamsters Human Services
Board Approved:

Position Summary

The Case Aide, under general administrative direction, performs a variety of tasks related to the rendering of paraprofessional social services. Assists supervisors, social workers and unit employees by providing services to clients. Performs administrative, support, secretarial and customer services.

Essential Duties and Responsibilities

- Provides administrative assistance to social services supervisors and social workers. Examples include running reports, data entry, closing cases, revising case plans, documenting information, purchasing items or services, etc.
 - Provides support services regarding SSIS reporting and data entry requirements. May serve as an SSIS Mentor and Administrator/Coordinator assisting with SSIS password resets; corrects data integrity errors in SSIS; and reviews and submits SSIS caseload destruction lists.
 - Processes financial vouchers for contracted services in collaboration with the accounting unit. Documents expenditures in SSIS and creates service arrangements/agreements.
 - Tracks, maintains and calculates accounts and budgets for department grants and assists with state reports.
 - Maintains electronic file records and complies with state guidelines on record retention.
 - Gathers data, both internally and for state and federal agencies, to ensure reporting compliance.
 - May determine eligibility for specific programs.
 - Provides coordination, communication and data entry with outside agencies.
 - Collaborates with Clay County to chaperone, attend, and coordinate STAY groups.
 - Coordinates drug testing: creates schedule, maintains and orders supplies, enters data, and mails specimens.
 - Ensures compliance with all applicable federal, state and local laws and policies including HIPAA, data privacy and security.
 - Transports clients to visitations, appointments, groups, employment, treatment, etc.
 - Upholds a high standard of commitment to quality customer services by communicating professionally, leading by example, complying with county policies, promoting respectful work relationships, and promoting and maintaining a spirit of cooperation.
 - Serves as a customer service role model for the County and the department. Adheres to customer service principles during interactions.
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- Attends trainings and meetings.
 - Performs other duties as assigned or apparent.

Qualifications

Education: High School Diploma or equivalent and three years of clerical experience and/or experience working with the public; OR two years of clerical experience in a human service agency; OR similar experience in a private non-profit or other public agency; OR two years of study at an accredited two or four-year college with emphasis in the behavioral sciences, business, or closely related subjects.

Requirements:

- Valid Driver's License
- Knowledge of agency programs, policies, and procedures.
- Knowledge of office practices, procedures and equipment.
- Knowledge of software programs as they pertain to this position.
- Ability to be objective, accept responsibility and maintain confidentiality.
- Ability to establish effective working relationships with clients, unit staff, other agency personnel and external organizations.
- Effective oral and written communication skills.
- Ability to interpret and implement complex oral and written directions.
- Ability to follow safe work practices and procedures; report unsafe work practices, conditions, or incidences to supervisor; and cooperate with others on matters relating to occupational safety and health.
- Ability to screen matters of importance for the supervisor's attention.
- Ability to work independently and to make decisions in keeping with policy and procedures.

Physical Demands and Working Conditions

- Work is performed in an indoor office setting.
- Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- Case aides may be required to sit and stand for long periods of time, repeat the same movements, but seldom required to lift over 10 lbs.
- This position requires a moderate level of concentration, attention to detail, and deadlines.
- Exposure to angry or emotional persons may occur.

Equipment Utilized

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

Competencies Common to all County Positions

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



Classification: Case Aide – Public Health, Grade 5
Department: Human Services/Public Health Unit
Reports to: Public Health Supervisor
FLSA Classification: Non-Exempt
Union Status: Teamsters Human Services
Board Approved:

Position Summary

The Public Health Case Aide, under general administrative direction, performs a variety of tasks related to the rendering of appropriate paraprofessional social services. Provides assistance to supervisors, social workers, and unit employees in providing services to clients of Becker County.

Essential Duties and Responsibilities

- Provide administrative assistance to the Public Health Supervisor, RNs, WIC LPN, and WIC Coordinator as directed.
 - Provide support services regarding SSIS reporting and data entry requirements. May serve as an SSIS Mentor and Administrator.
 - Process financial vouchers for contracted services in collaboration with the accounting unit.
 - Document client-related expenditures in SSIS and create service arrangements and agreements.
 - Assist in maintaining electronic file records and following state guidelines on record retention.
 - Accurate gathering of data, both internally and for state and federal agencies, to ensure compliance.
 - May determine eligibility for specific programs.
 - Comply with all applicable federal, state, and local laws and policies including HIPAA, data privacy, and security, etc.
 - Transport clients as needed.
 - Uphold a high standard of commitment to quality customer services by communicating professionally, leading by example, complying with county policies, promoting respectful work relationships, and promoting and maintaining a spirit of cooperation.
 - Serves as a customer service role model for the County and the department. Adheres to customer service principles during interactions.
- Attends trainings and meetings.
 - Performs other duties as assigned or apparent.

Qualifications

Education: High School Diploma or equivalent and three years of clerical experience and/or experience working with the public (i.e. customer service); OR two years of clerical experience in a human service agency; OR similar experience in a private non-profit or other public agency; OR two years of study at an accredited two or four-year college with emphasis in the behavioral sciences, business, or closely related subjects (at least 23 quarter credits or 16 semester credits).

Requirements:

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

- Ability to be objective, accept responsibility and maintain confidentiality.
- Ability to establish effective working relationships with clients, unit staff, other agency personnel and external organizations.
- Effective oral and written communication skills.
- Ability to interpret and implement complex oral and written directions.
- Ability to follow safe work practices and procedures; report unsafe work practices, conditions, or incidences to supervisor; and cooperate with others on matters relating to occupational safety and health.
- Ability to screen matters of importance for the supervisor's attention.
- Ability to work independently and to make decisions in keeping with policy and procedures.

Physical Demands and Working Conditions

- Work is performed in an indoor office setting with occasional home visits and transporting of clients.
- Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- Case aides may be required to sit and stand for long periods of time, repeat the same movements, but seldom required to lift over 10 lbs.
- This position requires a moderate level of concentration, attention to detail, and deadlines.
- Exposure to angry or emotional persons may occur.

Equipment Utilized

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

Competencies Common to all County Positions

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



Classification: Child Support Officer, Grade 7
Department: Human Services Department/Child Support Unit
Reports to: Child Support Supervisor
FLSA Classification: Non-Exempt
Union Status: Teamsters Human Services
Board Approved:

Position Summary

The Child Support Officer assists children and families to obtain financial stability by establishing paternity and establishing, modifying, and enforcing court orders for basic child support, medical support, and childcare support. Prepares legal pleadings for legal actions, prepares cases for court, and provides testimony and case management.

Essential Duties and Responsibilities

- Prepare legal pleadings for legal actions, prepare cases for court, and testify in court.
 - Initiate legal actions to establish or modify and enforce support obligations while following federal and state statutes and policies.
 - Establish paternity which involves interviewing parents, locating parents, genetic testing and adjudicating paternity.
 - Manage cases and make necessary decisions which include legal negotiations and financial transactions.
 - Assist in training inexperienced staff and answer questions/give guidance to Support Enforcement Aides.
 - Initiate actions and respond to actions in other states, tribal nations and countries under UIFSA and collaborate with those jurisdictions.
 - Advance in program knowledge and be sufficiently informed of the program and policy changes. Advise, interpret and explain child support statutes, policy court orders and rules to coworkers, public and external partners.
 - Maintain proper case records and an effective case management system.
 - Uphold a high standard of commitment to quality customer service by communicating professionally, complying with county policies, promoting respectful working relationships, and promoting and maintaining a spirit of cooperation.
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- Attends meetings and training.
 - Performs other duties as assigned or apparent.

Qualifications

Education and Experience: Associates of Arts or higher degree in criminal justice, law enforcement, paralegal, social work, psychology, human services, or business administration; OR completion of a technical or community college child support program. Three years of relevant work experience may be substituted for the Associate of Arts or higher degree.

Requirements:

Knowledge, Skills and Abilities:

- Knowledge of Federal and State Child Support laws, agency programs, policies, and procedures.
- Knowledge of office practices, procedures, and equipment.

- Knowledge of software programs as they pertain to this position.
- Ability to analyze complex facts, forms and financial data and the ability to accurately draft court pleadings and orders.
- Ability to be objective, accept responsibility and maintain confidentiality.
- Ability to establish effective working relationships with other agency personnel and external organizations.
- Effective oral and written communication skills. Ability to interpret and implement complex oral and written direction.
- Ability to work under general supervision and to make decisions in keeping with policy and procedures.
- Ability to follow safe work practices and procedures and report unsafe work practices, conditions, or incidences to supervisor. Cooperate with others on matters relating to occupational safety and health.

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.
- May be required to sit and stand for long periods of time, repeat the same movements, but seldom required to lift over 10 lbs.
- This position requires frequent problem solving, decision-making, organizing and interpreting data and an elevated level of concentration.
- Exposure to angry or emotional persons and offensive language may occur.

Equipment Utilized

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

Competencies Common to all County Positions

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



Classification: Child Support Supervisor, Grade 10
Department: Human Services Department/Child Support Unit
Reports to: Human Services Director
FLSA Classification: Exempt
Union Status: Becker County Human Services Supervisor Association
Board Approved:

Position Summary

The Child Support Supervisor, under general administrative direction, provides leadership, and coordinates and supervises the activities of the Child Support Unit at Becker County Human Services and performs other related work as assigned.

Essential Duties and Responsibilities

- Responsible for planning and managing the Child Support Unit of the Human Services Department including: establishments, modifications, enforcement, and the Minnesota State Cooperative Agreement. Responsible for evaluating the same in accordance with agency policies, applicable laws, guidelines and goals. Attends appropriate training.
 - Manages a team of Child Support Unit Staff by managing workflow, creating schedules, delegating tasks, assessing work performance, providing training and onboarding, interviewing, hiring, and communicating the county's goals. Ensures compliance with all applicable federal, state, and local laws and policies including HIPAA, data privacy and security, etc.
 - Assists with setting, monitoring, and managing the Child Support Unit budget to ensure the financial health of the department.
 - Responsible for reviewing, monitoring, negotiating, and updating any operational contracts within Child Support Programs.
 - Plans and implements program changes as mandated by the legislature and the Department of Human Services, coordinates the processing and compilation of data for periodic reporting, and analyzes data to monitor trends relating to program performance, services provided, and resource availability and staffing needs.
 - Participates in local and statewide organizations to network, influence public policy, and maintain positive partnerships with community partners. Attends and participates in committee assignments as requested
 - Responds to public requests and/or complaints as needed. Manages and maintains highly specialized and privileged cases.
 - Acts as a member of the Human Services Supervisory Team which assists the Director in identifying needs, and in the planning and implementation of policies and procedures agency-wide.
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- Upholds a high standard of commitment to quality customer service by communicating professionally, leading by example, complying with county policies, promoting respectful working relationships, and promoting and maintaining a spirit of cooperation.
 - Performs other duties as assigned or apparent.

Qualifications

Education and Experience: A bachelor's degree in Social Work, Sociology, Psychology, Business, or a closely related subject. Experience as an eligibility worker, child support worker, or the equivalent may be substituted for college coursework on a year for year basis.

Requirements:

- Valid Minnesota Driver's License.
- Minimum of one year of supervisory experience preferred.

Knowledge, Skills and Abilities:

- Knowledge of effective supervisory techniques.
- Ability to interpret and apply personnel rules and union contracts.
- Ability to identify training needs and design and implement training programs for employees.
- Ability to organize work efficiently and to analyze and correct workflow problems.
- Ability to motivate employees, stimulate professional growth, and evaluate staff performance. Skill in applying supervisory principles in directing a unit.
- Knowledge of agency programs, policies and procedures.
- Knowledge of office practices, procedures and equipment.
- Knowledge of software programs as they pertain to this position.
- Ability to be objective, accept responsibility and maintain confidentiality.
- Ability to establish effective working relationships with the supervisory staff, other agency personnel and external organizations.
- Effective oral and written communication skills. Ability to interpret and implement complex oral and written directions.
- Ability to follow safe work practices and procedures and report unsafe work practices, conditions, or incidences to supervisor. Cooperate with others on matters relating to occupational safety and health.
- Ability to screen matters of importance for the director's attention. Ability to work independently and to make decisions in keeping with policy and procedures.

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.
- May be required to sit and stand for long periods of time, repeat the same movements, but seldom required to lift over 10 lbs.
- This position requires frequent problem solving, decision-making, supervising, organizing and interpreting data and a high level of concentration.

Equipment Utilized

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

Competencies Common to all County Positions

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



Classification: Eligibility Worker, Grade 6
Department: Human Services/Income Maintenance Unit
Reports to: Financial Assistance Supervisor
FLSA Classification: Non-Exempt
Union Status:
Board Approved:

Position Summary

The Eligibility Worker, under general supervision, determines eligibility for income maintenance programs and services. Communicates and guides clients so that they understand program time limits and requirements as outlined in County, State, and Federal guidelines.

Essential Duties and Responsibilities

- Determine and redetermine eligibility for all Federal, State, and county income maintenance programs including; Cash, SNAP, Health Care, Kinship, Long Term Care, IV-E Foster Care, Adoption Assistance, Cost Effective Insurance, and Emergency Programs. Use program knowledge to override the system when eligibility is not determined correctly, when there are program work arounds, or any other reason that requires this position to make an eligibility decision.
 - Provide case management by interviewing clients both in person and over the phone, generate service agreements, complete vouchers, provide referrals to other agencies as needed, determine overpayments and under payments, and complete mandated state and local forms while adhering to program deadlines.
 - Mentor and train new employees on income maintenance programs, policies, and procedures as directed by supervisor.
 - Provide testimony and/or prepare case documents for appeal hearings, FPI hearings, and attend CHIPS (Child in Need of Protection or Services) hearings to meet with the parents or guardians.
 - Gather case information for Federal and State audits as well as quality control.
 - Communicate program time limits, expectations, and other program requirements to clients following all County, State, and Federal guidelines.
 - Attend all state, county, and Federal meetings and trainings as determined by supervisor or DHS, as well as in person meetings at Nursing homes, employment services, Mahube, and other county agencies. Attend all required trainings as laid out by the county, state, and DHS, including but not limited to HIPPA, data privacy, and security, etc.
 - Complete Asset Assessments, Cost Effective Determinations, and any other State or Federal requirements.
 - Uphold a high standard of commitment to quality customer services by communicating professionally, leading by example, complying with county policies, promoting respectful work relationships, and promoting and maintaining a spirit of cooperation.
 - Serves as a customer service role model for the County and the department. Adheres to customer service principles during interactions.
- Attends trainings and meetings.
 - Performs other duties as assigned or apparent.

Qualifications

Education: High School Diploma or equivalent and one year experience working as an Eligibility Worker; OR two years of experience in a Human Services Agency; OR two years of study at an accredited university with an emphasis in behavioral health sciences, business, or closely related subjects totaling 23 quarter credits.

Requirements:

- Experience with state systems such as: MAXIS, MMIS, or METS is preferred.
- Experience with Microsoft Office, Outlook, Excel, and Word software.
- Knowledge of Public Assistance programs, policies, and procedures.
- Ability to be respectful and maintain all confidentiality requirements.
- Ability to handle change and work in a fast-moving environment.
- Ability to establish effective working relationships with the supervisor, other agency staff, clients, and business partners.
- Has effective oral and written communication skills and the ability to work both independently and as a team.
- Ability to meet all program measurements and timelines as set forth by DHS or Federal regulations.
- Ability to respond to Supervisor and with clients professionally, effectively, and in a timely manner.
- Ability to follow safe work practices and procedures; report unsafe work practices, conditions, or incidences to supervisor; and cooperate with others on matters relating to occupational safety and health.
- Ability to work independently and to make decisions in keeping with policy and procedures.

Physical Demands and Working Conditions

- Work is performed in an indoor office setting.
- Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- May be required to sit and stand for long periods of time, repeat the same movements, but seldom required to lift over 10 lbs.
- This position requires a moderate level of concentration, attention to detail, and deadlines.
- Exposure to angry or emotional persons may occur.

Equipment Utilized

- Computer, photocopier, printer, scanner, telephone with voicemail capabilities and multiple lines and calculator.

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: Financial Assistance Supervisor, Grade 10

Department: Human Services Department/Financial Assistance (Income Maintenance) Unit

Reports to: Human Services Director

FLSA Classification: Exempt

Union Status: Becker County Human Services Supervisor Association

Board Approved:

Position Summary

The Financial Assistance Supervisor, under general administrative direction, provides leadership, coordinates and supervises the activities of the Financial Services (Income Maintenance) Unit at Becker County Human Services and performs other related work as assigned.

Essential Duties and Responsibilities

- Responsible for planning and managing the many programs of the Financial Services of the Human Services Department, including cash, food, and healthcare related programs as well as the Fraud Program. Also responsible for evaluating the same in accordance with agency policies, applicable laws, guidelines and goals. Attends appropriate training.
 - Manages a team of Financial Services Staff by managing workflow, creating schedules, delegating tasks, assessing work performance, providing training and onboarding, interviewing, hiring, and communicating the county's goals.
 - Ensures compliance with all applicable federal, state, and local laws and policies including HIPAA, data privacy and security, etc..
 - Assists with setting, monitoring, and managing the Financial Services Unit budget to ensure the financial health of the department.
 - Responsible for reviewing, monitoring, negotiating, and updating any operational contracts within Financial Services Programs.
 - Plans and implements program changes as mandated by the legislature and the Department of Human Services, coordinates the processing and compilation of data for periodic reporting, and analyzes data to monitor trends relating to program performance, services provided, and resource availability and staffing needs.
 - Participates in local and statewide organizations to network, influence public policy, and maintain positive partnerships with community partners. Attends and participates in committee assignments as requested.
 - Responds to public requests and/or complaints as needed.
 - Manages and maintains highly specialized and privileged cases.
 - Co-supervises the Volunteer Driver Program which provides non-emergency medical transportation to county constituents by overseeing all aspects including budgeting, maintaining drivers, managing staff, and establishing and evaluating procedures to ensure efficiency.
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- Upholds a high standard of commitment to quality customer service by communicating professionally, leading by example, complying with county policies, promoting respectful working relationships, and promoting and maintaining a spirit of cooperation.
 - Performs other duties as assigned or apparent.

Qualifications

Education and Experience: A bachelor's degree in Social Work, Sociology, Psychology, Business, or a closely related subject. Experience as an eligibility worker, child support worker, or the equivalent may be substituted for college coursework on a year for year basis.

Requirements:

- Valid Minnesota Driver's License.
- Minimum of one year of supervisory experience preferred.

Knowledge, Skills and Abilities:

- Knowledge of effective supervisory techniques.
- Ability to interpret and apply personnel rules and union contracts.
- Ability to identify training needs and design and implement training programs for employees.
- Ability to organize work efficiently and to analyze and correct workflow problems.
- Ability to motivate employees, stimulate professional growth, and evaluate staff performance. Skill in applying supervisory principles in directing a unit.
- Knowledge of agency programs, policies and procedures.
- Knowledge of office practices, procedures and equipment.
- Knowledge of software programs as they pertain to this position.
- Ability to be objective, accept responsibility and maintain confidentiality.
- Ability to establish effective working relationships with the supervisory staff, other agency personnel and external organizations.
- Effective oral and written communication skills. Ability to interpret and implement complex oral and written directions.
- Ability to follow safe work practices and procedures and report unsafe work practices, conditions, or incidences to supervisor. Cooperate with others on matters relating to occupational safety and health.
- Ability to screen matters of importance for the director's attention. Ability to work independently and to make decisions in keeping with policy and procedures

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.
- May be required to sit and stand for long periods of time, repeat the same movements, but seldom required to lift over 10 lbs.
- This position requires frequent problem solving, decision-making, supervising, organizing and interpreting data and a high level of concentration.

Equipment Utilized

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

Competencies Common to all County Positions

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



Classification: Fraud Prevention Investigator, Grade 7
Department: Human Services/Income Maintenance Unit
Reports to: Financial Assistance Supervisor
FLSA Classification: Non-Exempt
Union Status: Teamsters Human Services
Board Approved:

Position Summary

The Fraud Prevention Investigator, under general supervision, protects the integrity of the SNAP, Cash, Health Care, Child Care and LTC programs by conducting fraud and criminal investigations to ensure that benefits go to qualified persons. Coordinates investigations with other Human Services and law enforcement agencies while maintaining strict confidentiality. Determines appropriate penalties for fraud cases and maintains complete records supporting those decisions.

Essential Duties and Responsibilities

- Reviews referrals of suspected fraud or program violations and determines which meet the criteria for a case to be opened.
- Conducts investigations of suspected fraud or program violations within the performance guidelines of the Fraud Prevention Investigation Manual established by the MN Department of Human Services (DHS). Investigations include phone interviews with the subject and third parties, in-person interviews with the subject and third parties (including off-site), surveillance, records gathering including subpoenas, data retrieval from law enforcement, and the use of secure, access-controlled websites and data analysis.
- Ensures that investigations are conducted in accordance with DHS requirements.
- Coordinates investigations with law enforcement, prosecutors, and other agencies.
- Testifies in court for criminal proceedings.
- Presents cases to DHS and Administrative Law Judge during disqualifications hearings.
- Determines whether investigation results in program violation, criminal referral, overpayments, disqualifications, no action taken, or other result.
- Completes appropriate actions and notifications relating to investigation results. Composes appropriate documents and forwards to local, state and federal agencies.
- Prepares reports and case files for financial workers, law enforcement, prosecuting attorneys, and Administrative Disqualification Hearings.
- Responsible for annual training of eligibility workers regarding fraud prevention, in collaboration with supervisor and DHS.
- Attends training for financial programs to maintain current knowledge of policies and program requirements to ensure proper enforcement.
- Monitors local, state and federal websites for program violations regarding residency and incarceration.
- Conducts random audits of case files for indication of fraud.
- Interprets and explains program guidelines, eligibility and requirements to clients, tipsters and other agencies as they relate to potential fraud or violations.
- Explains client's options and rights within the FPI process.
- Upholds a high standard of commitment to quality customer services by communicating professionally, leading by example, complying with county policies, promoting respectful work relationships, and promoting and maintaining a spirit of cooperation.
- Serves as a customer service role model for the County and the department. Adheres to customer service principles during interactions.

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

Qualifications

Education: High School Diploma or equivalent and some specialized training or relevant experience post-high school.

Requirements:

- Valid Driver's License.
- Experience with Microsoft Office, Outlook, Excel, and Word software.
- Knowledge of Public Assistance programs, policies, and procedures.
- Ability to be respectful and maintain all confidentiality requirements.
- Ability to establish effective working relationships with the supervisor, other agency staff, clients, outside agencies, and clients.
- Has effective oral and written communication skills and the ability to work both independently and as a team.
- Ability to respond to Supervisor and with clients professionally, effectively, and in a timely manner.
- Ability to follow safe work practices and procedures; report unsafe work practices, conditions, or incidences to supervisor; and cooperate with others on matters relating to occupational safety and health.
- Ability to work under limited supervision with general autonomy in determining how objectives are achieved.

Physical Demands and Working Conditions

- Work is performed in an indoor office setting and in the community.
- Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- May be required to sit and stand for long periods of time, repeat the same movements, but seldom required to lift over 10 pounds.
- Exposure to angry or emotional persons and offensive language may occur.

Equipment Utilized

- Computer, photocopier, printer, telephone and automobile.

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: Health & Human Services Director, Grade 18
Department: Human Services Department
Reports to: County Administrator
FLSA Classification: Exempt
Union Status: Non-Union
Board Approved:

Position Summary

The Health & Human Services Director has overall responsibility for all aspects of the Human Services Department's operation and administration including the following units and all programs within their purview: Office Support, Financial Services, Child Support, Children and Family Services, Behavioral Health, Adult Services, and Public Health. Manages the agency to facilitate smooth and orderly operations with a goal of providing quality services to all citizens in a fiscally responsible and customer friendly manner.

Essential Duties and Responsibilities

- Manages the Human Services Department providing support, direction, coordination, and evaluation of programs in accordance with organizational policy, applicable laws, and goals.
- Plans, coordinates, and controls the daily operations of the department through its supervisors and employees. Ensures that staff are adhering to department policies and procedures. Ensures effective communication within the department. Assertively manages group and interpersonal conflict situations to the point of resolution. Effectively manages others to perform tasks and responsibilities through appropriate delegation and direction.
- Interviews, hires and trains new employees with supervisors and with HR's approval. Plans, assigns, and directs work, appraises performance, manages staff, rewards and disciplines departmental employees, addresses complaints/grievances and resolves problems. Develops, implements, and monitors recruitment and retention plans.
- Promotes the county's mission, values, and goals.
- Manages all aspects of the position in accordance with a high level of ethics. 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.
- Brings a focused, calming influence to crisis situations. Organizes and directs appropriate action.
- Evaluates program performance and recommends the need for new programs and strategies for implementation.
- Provides technical assistance to the County Administrator and the County Board to provide information to assist them in their governing positions. Attends and presents information to Human Services Committee, Finance Committee, and County Board as needed. Prepares the agenda for the monthly Human Services Committee Meeting.
- Meets with other county staff to keep positive communication and to stay abreast of any developments. Keeps the Administrator, the County Board, and HR abreast of anything of importance or needing action.
- Represents Becker County's position on human services matters externally through active involvement with state and regional human services committees, associations, legislators, and groups.
- Develops, implements, and monitors the department budget and takes appropriate actions to ensure overall budgetary compliance. Authorizes departmental expenditures. Delegates fiscal monitoring and budget recommendations to supervisory staff. Provides appropriate department reports and reviews to the Administrator, Human Services Committee, Finance, and County Board.

- Serves as a customer service role model and ensures staff does as well.
 - Provides direction and guidance to customers or clients with courtesy and patience, and resolves customer problems whenever possible.
 - Adheres to the county's safety programs to minimize the risk of accidents or injuries.
 - Ensures that the supervisors and employees do as well.
- Upholds a high standard of commitment to quality customer service by communicating professionally, leading by example, complying with county policies, promoting respectful working relationships, and promoting and maintaining a spirit of cooperation.
 - Performs other duties as assigned or apparent.

Qualifications

Education and Experience: A baccalaureate or higher degree in Social Work, Public Administration, Psychology, Sociology, Public Health or related field and five years of progressively responsible experience, including supervisory experience, or equivalent combination of education/training/experience.

Requirements:

- Valid Minnesota Driver's License.

Knowledge, Skills and Abilities:

- Considerable knowledge of public administration and governmental operations.
- Extensive knowledge of Federal and State laws and regulations relating to department programs.
- Knowledge of principles and practices of human services administration.
- Familiarity with Becker County community agencies and resources.
- Knowledge of accounting and financial management principles.
- Skill in strategic planning.
- Considerable knowledge of program administration, personnel administration, management techniques and organizational development.
- The ability to develop and implement Department goals and objectives; plan, coordinate, direct and evaluate the work of others; develop and implement Department 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 motivate employees, stimulate professional growth, and evaluate staff performance.
- Skill in applying supervisory principles in directing a unit.
- Knowledge of agency programs, policies and procedures.
- Knowledge of office practices, procedures and equipment.
- Knowledge of software programs as they pertain to this position.
- Ability to be objective, accept responsibility and maintain confidentiality.

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.
- May be required to sit and stand for long periods of time, repeat the same movements, but seldom required to lift over 10 lbs.
- This position requires frequent problem solving, decision-making, supervising, organizing and interpreting data and a high level of concentration.

Equipment Utilized

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

Competencies Common to all County Positions

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



Classification: Office Support Specialist – Human Services, Grade 4
Department: Human Services
Reports to: Administrative Services Manager
FLSA Classification: Non-Exempt
Union Status: Teamsters Human Services
Board Approved:

Position Summary

The Office Support Specialist performs moderately difficult office support assignments and customer service functions for agency clients, supervisors, staff, and agencies working with the department in a timely manner. This position's work includes screening clients, customer service, case initiation, maintenance of client records, scheduling, and coordination. Work is performed independently under general supervision in accordance with established agency policy.

Essential Duties and Responsibilities

- Performs case initiation by entering time sensitive applications into State computer systems that assists workers in meeting State and Federal timelines. Open and close cases in the State computer systems.
- Maintains client case records; destroys client files according to the State destruction schedule; processes and completes verification requests for public program benefits from entities such as housing authorities by determining the information to be given according to Data Practice and HIPAA guidelines.
- Determines acceptance, schedules, and assigns volunteer drivers for client transportation requests; issues, calculates, and submits volunteer driver vouchers for approval and payment; transports clients as needed.
- Provides support functions for Social Service, Income Maintenance and Child Support programs by processing releases of information requests; record requests; incoming and outgoing mail; prioritize documents per time sensitive policies and procedures; and process fax, email and mail requests.
- Prepares application packets.
- Assists with paternity testing to include, ensuring chain of custody for samples, collection of genetic material (potential exposure to bodily fluids), taking photographs, and securing fingerprints.
- Greets and screens clients in person and over the phone; screens client to determine their needs; deciding which department the client needs to contact and connecting them with a worker for appropriate services; identifies and assesses potential at risk situations, determining when intervention is needed; and deescalates situations with upset clients.
- Creates court orders for contempt court and forwards to CSO and County Attorney for approval and e-file to the court. Prepares Notice of Filing of Order, send to County Attorney for signature, serve on appropriate parties and e-file to the court.
- Provides notary public services and assists clients in completing program applications; refers clients to appropriate services.
- Mentors and trains new employees within the Office Support Unit on all job tasks.
- Attends training as provided by the County, State, or DHS including but not limited to HIPAA.
- Maintains financial integrity when providing and processing client bus tokens, receipting incoming payments, and determining the quantity of tokens needed for future use.
- Upholds a high standard of commitment to quality customer service by communicating professionally, leading by example, complying with county policies, promoting respectful working relationships, and promoting and maintaining a spirit of cooperation.
- Serves as a customer service role model for the County and the department. Adheres to customer service principles during interactions.

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

Qualifications

Education: High School Diploma or equivalent and minimum one year of clerical experience including experience working with the public.

Requirements:

- Knowledge of modern office procedures, equipment and software.
- Skill in performing accurate and efficient data entry.
- Knowledge of agency programs, policies, and procedures.
- Knowledge of software programs as they pertain to this position.
- Ability to be objective, accept responsibility and maintain confidentiality.
- Ability to establish effective working relationships with the supervisory staff, other agency personnel and external organizations.
- Effective oral and written communication skills. Ability to interpret oral and written directions.
- Ability to follow safe work practices and procedures and immediately report unsafe work practices, conditions, or incidences to supervisor.
- Ability to screen matters of importance for the supervisor's attention.
- Ability to work independently by following agency policies and procedures.

Physical Demands and Working Conditions

- Work is performed in an indoor office setting and may be required to sit and stand for long periods of time, repeat the same movements, but seldom required to lift over 10 lbs.
- Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- This position requires frequent problem solving, decision making, supervising, organizing and interpreting data and a high level of concentration.
- Exposure to angry or emotional persons may occur.

Equipment Utilized

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

Competencies Common to all County Positions

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



Classification: Public Health Supervisor, Grade 12
Department: Human Services Department/Public Health Unit
Reports to: Human Services Director
FLSA Classification: Exempt
Union Status: Becker County Human Services Supervisor Association
Board Approved:

Position Summary

The Public Health Supervisor, under general administrative direction, provides leadership, coordinates and supervises personnel, and assumes responsibility for the Public Health Unit and all related programs and performs other related work as assigned.

Essential Duties and Responsibilities

- Responsible for planning and managing the many functions and programs of the Public Health Unit of the Human Services Department, including Nurse Family Partnership, Healthy Families America/MECSH, Temporary Assistance for Needy Families/High Risk/Children Maternal Child Health, Post-partum/Newborn referrals, Child & Teen Check-up/Early Childhood Screenings, Follow Along, Women Infants and Children Health & Nutrition (WIC), Special Needs Basic Care (SNBC), and MnChoices programs. Responsible for evaluating the same in accordance with agency policies, applicable laws, guidelines and goals.
 - Manages a team of Public Health Unit staff by managing workflow, creating schedules, delegating tasks, assessing work performance, providing training and onboarding, interviewing, hiring, and communicating the county's goals.
 - Assists with setting, monitoring, and managing the Public Health Unit budget to ensure the financial health of the department.
 - Responsible for reviewing, monitoring, negotiating, and updating any operational contracts within Public Health Programs.
 - Plans and implements program changes as mandated by the legislature and the Department of Human Services, coordinates the processing and compilation of data for periodic reporting, and analyzes data to monitor trends relating to program performance, services provided, and resource availability and staffing needs.
 - Participates in local and statewide organizations to network, influence public policy, and maintain positive partnerships with community partners.
 - Responds to public requests and complaints as needed.
 - May manage and maintain highly specialized and privileged cases.
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- Upholds a high standard of commitment to quality customer service by communicating professionally, leading by example, complying with county policies, promoting respectful working relationships, and promoting and maintaining a spirit of cooperation.
 - Performs other duties as assigned or apparent.

Qualifications

Education and Experience: A minimum of a bachelor's degree in Nursing, Public Health, or related field and four years of experience as a nurse.

Requirements:

- Valid Minnesota Driver's License.
- Minimum of one year of supervisory experience preferred.

Knowledge, Skills and Abilities:

- Knowledge of nursing practice, principles, and methods.
- Ability to supervise and manage individuals.
- Ability to interpret and apply personnel rules and union contracts.
- Ability to identify training needs and design and implement training programs for employees.
- Ability to organize work efficiently and to analyze and correct workflow problems.
- Ability to motivate employees, stimulate professional growth, and evaluate staff performance.
- Skill in applying supervisory principles in directing a unit.
- Knowledge of agency programs, policies and procedures.
- Knowledge of office practices, procedures and equipment.
- Knowledge of software programs as they pertain to this position.
- Ability to be objective, accept responsibility and maintain confidentiality.
- Ability to establish effective working relationships with the supervisory staff, other agency personnel and external organizations.
- Effective oral and written communication skills. Ability to interpret and implement complex oral and written directions.
- Ability to follow safe work practices and procedures and report unsafe work practices, conditions, or incidences to supervisor. Cooperate with others on matters relating to occupational safety and health.
- Ability to screen matters of importance for the director's attention.
- Ability to work independently and to make decisions in keeping with policy and procedures.

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.
- May be required to sit and stand for long periods of time, repeat the same movements, but seldom required to lift over 10 lbs.
- This position requires frequent problem solving, decision-making, supervising, organizing and interpreting data and a high level of concentration.

Equipment Utilized

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

Competencies Common to all County Positions

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



Classification: Registered Nurse, Grade 9
Department: Human Services Department/Public Health Unit
Reports to: Public Health Supervisor
FLSA Classification: Exempt
Union Status: Teamsters Human Services
Board Approved:

Position Summary

The Registered Nurse, under general direction, performs responsible work on cases involving complex client needs; develops, implements, and monitors case plans; and performs related work duties as assigned.

Essential Duties and Responsibilities

- Assesses and monitors the psychosocial, behavioral, medical, and safety needs of individuals and families to coordinate appropriate services via ongoing communication with individuals, families, and providers.
 - Creates, implements, and monitors detailed service plans to manage goals, services, and resources specific to each client, while maintaining files to meet federal, state, and local mandates and timelines.
 - Provides education to individuals, family members, and community partners regarding programs and services available; refers clients to a variety of support services.
 - Maintains detailed documentation of participation in case records, on-going case narratives; compiles data for various reports; completes mandated state and local forms and adheres to program deadlines.
 - Ensures compliance with all applicable federal, state, and local laws and policies including HIPAA, data privacy, and security, etc.
 - Upholds a high standard of commitment to quality customer service by communicating professionally, leading by example, complying with county policies, promoting respectful working relationships, and promoting and maintaining a spirit of cooperation.
 - Responds promptly and accurately to public requests and inquiries.
 - Coordinates with other units and community organizations to promote utilization of services.
 - Performs health teaching for positive health outcomes and prevention of illness.
 - Conducts investigations of disease and other health events.
 - Responds to disasters and assists communities in recovery to prevent the spread of disease or injury by recognizing deviations from the norm that might indicate an emergency.
 - On-call duties or responding after regular work hours may be applicable in certain positions, depending on client needs.
- Attends meetings, committees and training.
 - Performs other duties as assigned or apparent.

Qualifications

Education and Experience: Associate's Degree.

Requirements:

- Valid Minnesota Driver's License.
- Registered Nurse Licensure in MN required. License renewal every two years, with compulsory continuing education requirements in the State of Minnesota.

MnChoice Assessors minimum qualifications:

- Bachelor's degree in nursing with current licensure as a registered nurse, along with public health certification and at least one year of home and community-based experience.
- Bachelor's degree in a closely related field plus at least one year of home and community-based experience.
- Current license as a registered nurse with at least two years of home and community-based experience.

Knowledge, Skills and Abilities:

- Thorough knowledge of the application of nursing practices and considerable knowledge of public health nursing theory.
- Ability to apply principles of public health to communities, families, and individuals; to provide skilled nursing care and assessment as necessary.
- Knowledge of agency programs, policies and procedures.
- Knowledge of office practices, procedures and equipment.
- Knowledge of software programs as they pertain to this position.
- Ability to be objective, accept responsibility and maintain confidentiality.
- Ability to establish and maintain effective working relationships with the supervisory staff, agency staff members, clients, other agency professional representatives, and the general public.
- Effective oral and written communication skills. Ability to interpret and implement complex oral and written directions.
- Ability to follow safe work practices and procedures. Immediately report unsafe work practices, conditions, or incidences to supervisor. Cooperate with others on matters relating to occupational safety and health.
- Ability to screen matters of importance for the supervisor's attention.
- Ability to work independently, make decisions in keeping with policy and procedures, and utilize community resources.

Physical Demands and Working Conditions

- Work is performed in an indoor office setting, client homes, schools, and other community settings. Long periods of sitting and standing may be required, as well as repetitive movements, and occasional lifting over 10 lbs. This position requires frequent problem solving, decision-making, organizing and interpreting data and a high level of concentration.

Equipment Utilized

- Computer, photocopier, printer, scanner, telephone with voicemail capabilities and multiple lines, calculator, sphygmomanometer, stethoscope, audiometer, otoscope, ophthalmoscope, and scale. Use of a company fleet vehicle when necessary.

Competencies Common to all County Positions

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



Classification: Registered Nurse; Women, Infants, & Children (WIC), Grade 9
Department: Human Services Department/Public Health Unit
Reports to: Public Health Supervisor
FLSA Classification: Exempt
Union Status: Teamsters Human Services
Board Approved:

Position Summary

The WIC Professional provides customer service to a diverse population in support of the Women, Infants and Children (WIC) program. Collects and reviews client data to determine eligibility for nutrition program. Processes client applications and informs client of eligibility requirements and WIC Program services.

Essential Duties and Responsibilities

- Determines initial and ongoing eligibility for assigned health program area, according to federal, state and local policies. Develop high-risk individual Nutrition Care Plan, provide high-risk counseling, and follow-up/continuity of care to program participants with nutritional needs. Prescribes food packages, issues WIC benefits, orders special formula, and arranges pick up.
 - Ensures compliance with MN WIC policies and procedures and applicable federal regulations, policies, and instructions. Ensure compliance with all applicable federal, state, and local laws and policies including HIPAA, data privacy, and security, etc.
 - Carries out all phases of the WIC certification process, including hematological screening, height and weight measurements, nutritional assessments, nutrition education, and lactation support.
 - Assess diet and medical history for conditions that may affect nutritional status. Provides health education and information to individuals or groups on health or nutrition related topics, including breastfeeding.
 - Assists with clinic set-up, clean-up and performs other work essential to providing WIC services, including but not limited to ordering hematology supplies, outreach materials, and education materials.
 - Maintain detailed documentation of participation in client charts and WIC program records, on-going case narratives; compiles data for various reports; completes mandated state and local forms and adheres to program deadlines.
 - Uphold a high standard of commitment to quality customer service by communicating professionally, leading by example, complying with county policies, promoting respectful working relationships, and promoting and maintaining a spirit of cooperation. Respond promptly and accurately to public requests and inquiries.
 - On-call duties or responding after regular work hours may be applicable in certain positions, depending on client needs. Late night WIC office hours monthly.
 - Health teaching for positive health outcomes and prevention of illness. Investigation of disease and other health events.
- Attends meetings, committees and training.
 - Performs other duties as assigned or apparent.

Qualifications

Education and Experience: Bachelor’s or Master’s Degree in Nutrition such as Nutritional Sciences, Community Nutrition, Clinical Nutrition or Dietetics, or Registered Nurse Licensed by the Minnesota Board of Nursing, or Nutrition and Dietetics Technician, or Bachelor’s or Master’s Degree in Health or Home Economics field with applicable coursework in nutrition (reviewed in accordance with MN WIC policy upon application).

Requirements:

- Valid Minnesota Driver’s License.

- Registered Nurse Licensure in MN required. License renewal every two years, with compulsory continuing education requirements in the State of Minnesota.

Knowledge, Skills and Abilities:

- Thorough knowledge of the application of nursing practices and considerable knowledge of public health nursing theory.
- Ability to apply principles of public health to communities, families, and individuals; to provide skilled nursing care and assessment as necessary.
- Knowledge of agency programs, policies and procedures.
- Knowledge of office practices, procedures and equipment.
- Knowledge of software programs as they pertain to this position.
- Ability to be objective, accept responsibility and maintain confidentiality.
- Ability to establish and maintain effective working relationships with the supervisory staff, agency staff members, clients, other agency professional representatives, and the general public.
- Effective oral and written communication skills. Ability to interpret and implement complex oral and written directions.
- Ability to follow safe work practices and procedures. Immediately report unsafe work practices, conditions, or incidences to supervisor. Cooperate with others on matters relating to occupational safety and health.
- Ability to screen matters of importance for the supervisor’s attention.
- Ability to work independently, make decisions in keeping with policy and procedures, and utilize community resources.

Physical Demands and Working Conditions

- Work is performed in an indoor office setting, client homes, schools, and other community settings. Long periods of sitting and standing may be required, as well as repetitive movements, and occasional lifting over 10 lbs. This position requires frequent problem solving, decision-making, organizing and interpreting data and a high level of concentration.

Equipment Utilized

- Computer, photocopier, printer, scanner, telephone with voicemail capabilities and multiple lines, calculator, sphygmomanometer, stethoscope, audiometer, otoscope, ophthalmoscope, hemocoel analyzer, card reader, sign pads, measuring boards, and scale. Use of a company fleet vehicle when necessary.

Competencies Common to all County Positions

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



Classification: Social Services Supervisor – Adult Services, Grade 11
Department: Human Services Department/Adult Services Unit
Reports to: Human Services Director
FLSA Classification: Exempt
Union Status: Becker County Human Services Supervisors Association
Board Approved:

Position Summary

The Adult Service Supervisor, under general administrative direction, provides leadership and coordinates and supervises personnel and assumes responsibility for the Adult Services Unit and all related programs; and performs other related work as assigned.

Essential Duties and Responsibilities

- Responsible for planning and managing the many functions/programs of the Adult Services Unit of the Human Services Department, including MnChoice Assessment, Adult Foster Care Licensing, VA/DD Case Management, Developmental Disabilities Waiver, Elderly Waiver, MSHO, MSC+, Community Well, Adult Protection/Vulnerable Adult Programs, and Rule 185 determination. Responsible for evaluating the same in accordance with agency policies, applicable laws, guidelines and goals. Attends appropriate training.
 - Manages a team of Adult Services Unit Staff by managing workflow, creating schedules, delegating tasks, assessing work performance, providing training and onboarding, interviewing, hiring, and communicating the county's goals. Ensures compliance with all applicable federal, state, and local laws and policies including HIPAA, data privacy and security, etc.
 - Assists with setting, monitoring, and managing the Adult Services Unit budget to ensure the financial health of the department.
 - Responsible for reviewing, monitoring, negotiating, and updating any operational contracts within Adult Services Programs.
 - Plans and implements program changes as mandated by the legislature and the Department of Human Services, coordinates the processing and compilation of data for periodic reporting, and analyzes data to monitor trends relating to program performance, services provided, and resource availability and staffing needs.
 - Participates in local and statewide organizations to network, influence public policy, and maintain positive partnerships with community partners. Attends and participates in committee assignments as requested
 - Responds to public requests and/or complaints as needed. May manage and maintain highly specialized and privileged cases
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- Performs emergency after hours tasks and on-call duties when necessary.
 - Upholds a high standard of commitment to quality customer service by communicating professionally, leading by example, complying with county policies, promoting respectful working relationships, and promoting and maintaining a spirit of cooperation.
 - Performs other duties as assigned or apparent.

Qualifications

Education and Experience: A minimum of a Bachelor's degree in Social Work or related field and four years of experience as a Social Worker

Requirements:

- Valid Minnesota Driver's License.
- Minimum of one year of supervisory experience preferred.

Knowledge, Skills and Abilities:

- Knowledge of social work practice, principles, and methods.
- Ability to supervise and manage individuals.
- Ability to interpret and apply personnel rules and union contracts.
- Ability to identify training needs and design and implement training programs for employees.
- Ability to organize work efficiently and to analyze and correct workflow problems.
- Knowledge of agency programs, policies and procedures.
- Knowledge of office practices, procedures and equipment.
- Knowledge of software programs as they pertain to this position.
- Ability to be objective, accept responsibility and maintain confidentiality.
- Ability to establish effective working relationships with the supervisory staff, other agency personnel and external organizations.
- Effective oral and written communication skills. Ability to interpret and implement complex oral and written directions.
- Ability to follow safe work practices and procedures and report unsafe work practices, conditions, or incidences to supervisor. Cooperate with others on matters relating to occupational safety and health.
- Ability to screen matters of importance for the director's attention. Ability to work independently and to make decisions in keeping with policy and procedures

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.
- May be required to sit and stand for long periods of time, repeat the same movements, but seldom required to lift over 10 lbs.
- This position requires frequent problem solving, decision-making, supervising, organizing and interpreting data and a high level of concentration.

Equipment Utilized

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

Competencies Common to all County Positions

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



Classification: Social Services Supervisor – Behavioral Health, Grade 11
Department: Human Services Department/Behavioral Health Unit
Reports to: Human Services Director
FLSA Classification: Exempt
Union Status: Becker County Human Services Supervisors Association
Board Approved:

Position Summary

The Behavioral Health Supervisor, under general administrative direction, provides leadership and coordinates and supervises personnel and assumes responsibility for the Behavioral Health Unit and all related programs; and performs other related work as assigned.

Essential Duties and Responsibilities

- Responsible for planning and managing the many programs of the Behavioral Health Unit of the Human Services Department, including Adult and Children’s Mental Health, Adult and Children’s Chemical Dependency, Crisis/Stabilization, Waivers/MnChoices Assessments, Commitments and Pregnant Using Mom’s Programs. Responsible for evaluating the same in accordance with agency policies, applicable laws, guidelines and goals. Attends appropriate training.
 - Manages a team of Behavioral Health Unit Staff by managing workflow, creating schedules, delegating tasks, assessing work performance, providing training and onboarding, interviewing, hiring, and communicating the county’s goals. Ensures compliance with all applicable federal, state, and local laws and policies including HIPAA, data privacy and security, etc..
 - Assists with setting, monitoring, and managing the Behavioral Health Unit budget to ensure the financial health of the department.
 - Responsible for reviewing, monitoring, negotiating, and updating any operational contracts within Behavioral Health Programs.
 - Plans and implements program changes as mandated by the legislature and the Department of Human Services, coordinates the processing and compilation of data for periodic reporting, and analyzes data to monitor trends relating to program performance, services provided, and resource availability and staffing needs.
 - Participates in local and statewide organizations to network, influence public policy, and maintain positive partnerships with community partners. Attends and participates in committee assignments as requested
 - Responds to public requests and/or complaints as needed.
 - May manage and maintain highly specialized and privileged cases.
-
- May be required to perform on-call duties or be asked to respond to emergencies outside of normal work hours
 - Upholds a high standard of commitment to quality customer service by communicating professionally, leading by example, complying with county policies, promoting respectful working relationships, and promoting and maintaining a spirit of cooperation.
 - Performs other duties as assigned or apparent.

Qualifications

Education and Experience: A minimum of a bachelor's degree in Social Work or related field and four years of experience as a Social Worker

Requirements:

- Valid Minnesota Driver's License.
- Minimum of one year of supervisory experience preferred.

Knowledge, Skills and Abilities:

- Knowledge of social work practice, principles, and methods.
- Ability to supervise and manage individuals.
- Ability to interpret and apply personnel rules and union contracts.
- Ability to identify training needs and design and implement training programs for employees.
- Ability to organize work efficiently and to analyze and correct workflow problems.
- Knowledge of agency programs, policies and procedures.
- Knowledge of office practices, procedures and equipment.
- Knowledge of software programs as they pertain to this position.
- Ability to be objective, accept responsibility and maintain confidentiality.
- Ability to establish effective working relationships with the supervisory staff, other agency personnel and external organizations.
- Effective oral and written communication skills. Ability to interpret and implement complex oral and written directions.
- Ability to follow safe work practices and procedures and report unsafe work practices, conditions, or incidences to supervisor. Cooperate with others on matters relating to occupational safety and health.
- Ability to screen matters of importance for the director's attention. Ability to work independently and to make decisions in keeping with policy and procedures.

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.
- May be required to sit and stand for long periods of time, repeat the same movements, but seldom required to lift over 10 lbs.
- This position requires frequent problem solving, decision-making, supervising, organizing and interpreting data and a high level of concentration.

Equipment Utilized

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

Competencies Common to all County Positions

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



Classification: Social Services Supervisor Child and Family Services, Grade 11
Department: Human Services Department/Child and Family Services Unit
Reports to: Human Services Director
FLSA Classification: Exempt
Union Status: Becker County Human Services Supervisors Association
Board Approved:

Position Summary

The Child and Family Services Supervisor, under general administrative direction, provides leadership and coordinates and supervises personnel and assumes responsibility for the Child and Family Services Unit and all related programs; and performs other related work as assigned.

Essential Duties and Responsibilities

- Responsible for planning and managing the many functions/programs of the Child and Family Services Unit of the Human Services Department, including intake, assessments & investigations, ongoing case management, adoption case management, Foster Care Licensing, Child Care Licensing, and the Parent Support Outreach Program (PSOP). Responsible for monitoring and evaluating the same in accordance with agency policies, applicable laws, guidelines and goals. Attends appropriate trainings.
 - Manages a team of Child and Family Services Unit Staff by managing workflow, creating schedules, delegating tasks, assessing work performance, providing training and onboarding, interviewing, hiring, and communicating the county's goals. Monitors child protection cases via staffing and individual supervision meetings. Monitors state certification and re-certification of child welfare social workers. Reviews/edits permanency court reports prior to submissions. Coordinates with the county attorney's office to streamline shared processes. Ensures compliance with all applicable federal, state, and local laws and policies including HIPAA, data privacy and security, etc.
 - Assists with setting, monitoring, and managing the Child and Family Services Unit budget to ensure the financial health of the department. Responsible for writing grant applications and submitting corresponding reports timely.
 - Responsible for reviewing, monitoring, negotiating, and updating any operational contracts within Child and Family Services Programs.
 - Plans and implements program changes as mandated by the legislature and the Department of Children, Youth and Families, coordinates the processing and compilation of data for periodic reporting, and analyzes data to monitor trends relating to program performance, services provided, and resource availability and staffing needs
 - Participates in local and statewide organizations to network, influence public policy, and maintain positive partnerships with community partners. Attends and participates in committee assignments as requested.
 - Responds to public requests and/or complaints as needed. May manage and maintain highly specialized and privileged cases.
-
- Performs emergency after hours tasks and on-call duties when necessary.
 - Upholds a high standard of commitment to quality customer service by communicating professionally, leading by example, complying with county policies, promoting respectful working relationships, and promoting and maintaining a spirit of cooperation.
 - Performs other duties as assigned or apparent.

Qualifications

Education and Experience: A minimum of a Bachelor's degree in Social Work or related field and four years of experience as a Social Worker

Requirements:

- Valid Minnesota Driver's License.
- Minimum of one year of supervisory experience preferred.

Knowledge, Skills and Abilities:

- Knowledge of social work practice, principles, and methods.
- Ability to supervise and manage individuals.
- Ability to interpret and apply personnel rules and union contracts.
- Ability to identify training needs and design and implement training programs for employees.
- Ability to organize work efficiently and to analyze and correct workflow problems.
- Skill in applying supervisory principles in directing a unit.
- Knowledge of agency programs, policies and procedures.
- Knowledge of office practices, procedures and equipment.
- Knowledge of software programs as they pertain to this position.
- Ability to be objective, accept responsibility and maintain confidentiality.
- Ability to establish effective working relationships with the supervisory staff, other agency personnel and external organizations.
- Effective oral and written communication skills. Ability to interpret and implement complex oral and written directions.
- Ability to follow safe work practices and procedures and report unsafe work practices, conditions, or incidences to supervisor. Cooperate with others on matters relating to occupational safety and health.
- Ability to screen matters of importance for the director's attention. Ability to work independently and to make decisions in keeping with policy and procedures.

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.
- May be required to sit and stand for long periods of time, repeat the same movements, but seldom required to lift over 10 lbs.
- This position requires frequent problem solving, decision-making, supervising, organizing and interpreting data and a high level of concentration.

Equipment Utilized

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

Competencies Common to all County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures.
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.

- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Becker County in a professional manner to the public, outside contacts and constituencies.



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

Position Summary

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

Essential Duties and Responsibilities

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

Qualifications

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

Requirements:

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

Knowledge, Skills and Abilities:

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

Physical Demands and Working Conditions

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

Equipment Utilized

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

Competencies Common to all County Positions

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

Date: January 21, 2025
 To: Becker County Commissioners
 From: Denise Warren, Human Services Director
 Re: Personnel Request

Action Request: Request to pass Resolution _____, to approve a status change for a current Behavioral Health Case Aide position to go from part-time to full-time.

Justification: Becker County Human Services Behavioral Health Unit has recently gained the ability to bill for Substance Use Disorder (SUD) related services, specific to the comprehensive use assessments and the care coordination services staff provide. The billing of these services is completed by the case aide assigned to the SUD team. This case aide position is currently a 28 hour-per-week position. The request is for a status change to full-time, due to increased job duties related to these billing tasks and the needs of our growing behavioral health team.

These additional job duties assigned to the case aide will provide an opportunity to increase revenue. This position has started billing for comprehensive use assessments and care coordination services provided by three employees total.

Cost Analysis:

PT TO FT CASE AIDE	2025 COST TO FILL FT	CURRENT COST PT	2025 BUDGET	2026 BUDGET
SALARY	\$ 59,286	\$ 6,762	\$ 46,618	\$ 66,948
PERA	\$ 4,446	\$ 507	\$ 3,496	\$ 5,021
HEALTH	\$ 13,567	\$ -	\$ -	\$ 14,750
FICA	\$ 4,535	\$ 517	\$ 3,566	\$ 5,121
UNIFORM/SEVERANCE				
TOTAL	\$ 81,834	\$ 7,786	\$ 53,681	\$ 91,840

2025 Yr Cost: \$ 35,940

Yr over Yr Cost: \$ 38,160

Cost Explanation: There is a current year cost of \$ 35,940 due to the additional twelve hours per week salary and the health insurance costs of a full-time staff. The year over year cost is due to the expected COLA increase, 1% longevity, and health insurance costs. The expected increase in revenue produced by this additional billing is approximately \$ 114,758 per year, so this cost will fully be covered and then some year after year.

Other Options Explored:

Having the Accounting Unit bill for SUD services provided: The Accounting Unit does not have the capacity to assist with this billing with the current staff.

Adding this duty to the caseload of the other Case Aide within the Behavioral Health Unit: The current Case Aide has the information needed to be able to do the billing timely. The second Case Aide in the Behavioral Health Unit will be cross trained to back-up these duties; but does not have the capacity to do the additional billing along with her current work ongoing.

Keeping hours of case aide the same: This is not recommended as this would affect our ability to earn this additional revenue.

BECKER COUNTY BOARD OF COMMISSIONERS

RESOLUTION 01-25-2E

Behavioral Health Position Request Case Aide Status PT-FT

WHEREAS, there is a need to change the status from part-time to full-time for a current Behavioral Health Case Aide.

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 Case Aide Position status change from part-time to full-time.

Duly adopted this 21st day of January, 2025, at Detroit Lakes, MN.

COUNTY BOARD OF COMMISSIONERS
Becker County, Minnesota

ATTEST:

/s/ Carrie Smith

Carrie Smith
County Administrator

/s/ David Meyer

David Meyer
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 January 21st, 2025, as recorded in the record of proceedings.

Carrie Smith
County Administrator

BECKER COUNTY BOARD OF COMMISSIONERS
RESOLUTION 01-25-2B

Accept Donation from Damien Society

WHEREAS, the County may accept donations of goods and services for the benefit of its citizens, and;

WHEREAS, the Damien Society has donated 100 tokens for the Becker County Transit to the Becker County Veterans Service Office, for distribution to Becker County Veterans in need of transportation based on their appreciation for the service of those Veterans, and;

WHEREAS, transportation is a significant issue for many elderly, disabled, or otherwise disadvantaged Veterans;

NOW THEREFORE BE IT RESOLVED. That the Board of County Commissioners of Becker County, Minnesota, approves the Veterans Service Office accept the donation from the Damien Society of 100 tokens for the Becker County Transit, and further direct the Veterans Service Office to distribute those tokens as needed to Veterans with transportation requirements.

Duly adopted this 21st day of January, 2025, at Detroit Lakes, MN.

COUNTY BOARD OF COMMISSIONERS
Becker County, Minnesota

ATTEST:

/s/ Carrie Smith
Carrie Smith
County Administrator

/s/ David Meyer
David Meyer
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 January 21, 2025, as recorded in the record of proceedings.

Carrie Smith
County Administrator

BECKER COUNTY BOARD OF COMMISSIONERS

RESOLUTION 01-25-2C

Donation Acceptance from Betty Bigger

WHEREAS, the County may accept donations of goods and services for the benefit of its citizens, and;

WHEREAS, Betty Bigger, a private individual has donated \$250 to the Becker County Veterans Service Office in memory of her husband, an Army paratrooper, requesting that it be used for Becker County Veterans;

NOW THEREFORE BE IT RESOLVED. That the Board of County Commissioners of Becker County, Minnesota, approves of the Veterans Service Office accepting the donation and direct its' use for the benefit of Becker County Veterans.

Duly adopted this 21th day of January, 2025, at Detroit Lakes, MN.

COUNTY BOARD OF COMMISSIONERS
Becker County, Minnesota

ATTEST:

/s/ Carrie Smith
Carrie Smith
County Administrator

/s/ David Meyer
David Meyer
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 January 21, 2025, as recorded in the record of proceedings.

Carrie Smith
County Administrator

BECKER COUNTY BOARD OF COMMISSIONERS
RESOLUTION 01-25-2D
CVSO Operational Enhancement Grant Program

WHEREAS, the Minnesota Department of Veterans Affairs has awarded each county a grant;

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of Becker County, Minnesota, that Becker County enters into the attached Grant Agreement with the Minnesota Department of Veterans Affairs (MDVA) in the amount of \$10,000 to conduct the following: **County Veterans Service Office Operational Enhancement Grant Program**. The grant must be used to provide outreach to the county’s veterans; to assist in the reintegration of combat veterans into society; to collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance the operations of the county veterans service office, as specified in as specified in Minnesota Statutes §197.608, as amended. This Grant should not be used to supplant or replace other funding.

BE IT FURTHER RESOLVED by the Board of Commissioners of Becker County, Minnesota, that Matt Erickson, the County Veterans Service Officer, be authorized to execute the attached Grant Contract for the above-mentioned Program on behalf of the County.

Duly adopted this 21st day of January, 2025, at Detroit Lakes, MN.

COUNTY BOARD OF COMMISSIONERS
Becker County, Minnesota

ATTEST:

/s/ Carrie Smith
Carrie Smith
County Administrator

/s/ David Meyer
David Meyer
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 January 21, 2025, as recorded in the record of proceedings.

Carrie Smith
County Administrator

MDVA Routing Cover Sheet

FACILITY:

VENDOR/ORG: Becker County
 Purpose: FY2025 CVSO Grant
 Funding: H751CVS

STAFF CONTACT/AUTH. REP: Abby Brown - Grants Specialist

START DATE: 07/01/2024

END DATE: 06/30/2025 FY: FY2025

AMOUNT: \$ 10,000

DOCUMENT TYPE:

- P/T Contract
- Interagency
- Joint Powers
- Income Contract
- Annual Plan
- Master Contract/Work Order
- Grant Agreement
- Grant Application
- Certification (RFP/SS/Other)
- Other (MOU/MOA, etc.) _____

Sourcing Type:

- Contract
- Policy
- Grant
- Tort Claim
- Amendment # _____

SWIFT INFORMATION (IF APPLICABLE):

Cert ID: _____
 Cert Approval Date: _____
 Contract ID: _____

- | | | | | | |
|-----------------------|----------------------------|----------------------------|------------|---|----------------------------|
| 16A/C Violation Form | Y <input type="checkbox"/> | N <input type="checkbox"/> | HIPAA BAA: | N <input type="checkbox"/> | D <input type="checkbox"/> |
| Insurance Waiver Form | Y <input type="checkbox"/> | N <input type="checkbox"/> | | Not Needed <input type="checkbox"/> | |
| W-9 Form | Y <input type="checkbox"/> | N <input type="checkbox"/> | | Already Included <input type="checkbox"/> | |
| Retainage Waiver Form | Y <input type="checkbox"/> | N <input type="checkbox"/> | | | |

Internal Review	INITIAL	DATE
1. Initial Draft by Staff Contact/Authorized Rep.		
2. Preliminary Review – Legal Unit	MDVA Legal Approved	7/1/24
3. Legal Review – Attorney Review	DS	
4. Grant Only – Grant Program Authorized Rep	AB	1/8/2025
Contract Signature Process		
1. Authorized Rep. Signature (W-9 and/or MDHR Paperwork to Finance, if Required)		
2. Encumbrance Verification and Signature – Finance		
3. Routed to Legal Unit		
4. Agency Approval – Commissioner/Deputy Commissioner/Designee Signature		
Grant Signature Process		
1. Encumbrance Verification and Signature – Finance	DS <i>JSM</i> Initial	1/8/2025
2. Grantee Signature	MJE	1/8/2025
3. Agency Approval – Commissioner/Designee Signature	DS	1/14/2025
4. Payment – Finance	MS	1/14/2025
5. Payment – Supervisor Approval		
Grant Application Process		
1. Chief Financial Officer Signature		
2. Senior Administrative Officer Signature		
3. Deputy Commissioner Signature		
4. Agency Approval – Commissioner/Designee Signature		
Policy Process		
1. Policy Governance		
2. Obtaining Signatures		
3. Published		
Executed		
1. Fully Executed		



**STATE OF MINNESOTA
MINNESOTA DEPARTMENT OF VETERAN AFFAIRS
GRANT CONTRACT AGREEMENT**

This grant contract agreement is between the State of Minnesota, acting through its Commissioner of Minnesota Department of Veterans Affairs (“State” or “MDVA”) and County of **Becker County**, on behalf of **Becker County** Veteran Service Office, 915 Lake Ave, Detroit Lakes, MN 56501 (“Grantee”).

Recitals

1. Under Minnesota Statutes §197.608, as amended by Minnesota Laws 2023, Regular Session, Chapter 38, Article 2, Section 3, Subdivision 2(f), the State is empowered to enter into this grant.
2. The State is in need of enhancing the operation of the County Veterans Service Offices (CVSO).
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract agreement to the satisfaction of the State.

Grant Contract Agreement

1. Term of Grant Contract Agreement

- 1.1. **Effective date:** July 1, 2024, or the date the State obtains all required signatures under Minn. Stat. §16C.05 subd. 2, whichever is later.

Per Minn. Stat. 16B.98, Subd. 11, agencies may permit a specifically appropriated, noncompetitive grant receipt to incur eligible expenses based on agreed upon work plan and budget for up to 60 days prior to encumbrance being established in the accounting system.

Per [Minn.Stat. §16B.98](#) Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed.

- 1.2. **Expiration date:** June 30, 2025, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

1.3. **Survival of Terms.**

The following clauses and attachments survive the expiration or cancellation of this grant agreement: Liability; State Audits; Government Data Practices and Intellectual Property; Publicity and Endorsement; Governing Law, Jurisdiction, and Venue; Data Disclosure; Attachment A; Attachment B. Any other Grant Agreement term or attachment that expressly states or by its nature shall survive, shall survive.

2. Grantee’s Duties

The Grantee, who is not a state employee, will:

- 2.1. Adhere to the statutory requirements for this grant pursuant to Minn. Stat. §197.608.
- 2.2. Abide by the approved CVSO Budget Spreadsheet, Attachment A, which is attached and incorporated into this Grant Contract Agreement.
 - 2.2.1. Ensure grant funds are not used to supplant any existing funding.
 - 2.2.2. Ensure grant funds are not used to duplicate any programs or services available to Veterans from other agencies or organizations.
 - 2.2.3. Ensure expenditures abide by the CVSO Grant - Items Approved List - FY2025, which is incorporated by reference into this Grant Contract Agreement, and which is available on the MDVA SharePoint site – Grant Page.
- 2.3. Minimize administrative costs pursuant to Minn. Stat. §16B.98, Subd.1.
- 2.4. Comply with required grants management policies and procedures set forth through Minn. Stat.

§16B.97, Subd. 4.

- 2.5. Comply with the requirements as specified in the most recent version of the *MDVA Grants Manual* which is incorporated into this grant agreement by reference and available on the MDVA SharePoint site – Grant Page and also on the MDVA Website – Grants Page:
<http://mn.gov/mdva/resources/federalresources/grants/>.
- 2.6. If at any time during administering the grant, a personal or professional conflict of interest situation becomes apparent, the Grantee shall disclose that conflict immediately to the State Authorized Representative in writing as provided for in the *MDVA Grants Manual* to determine if corrective action is necessary.
- 2.7. Use the LinkVet logo or on-air credit as required, for all marketing and promotional items (e.g., display boards, radio airtime, t-shirts, brochures). The smaller, modified logo may be used for small promotional items (e.g., pen). Publicity item expenditures allowed up to a maximum of 15% of the total CVS0 grant amount.
- 2.8. Account for all funds expended under this grant contract agreement.
- 2.9. Maintain documentation of all funding for travel outside Minnesota with a thorough explanation of the purpose of the travel, the final destination, and documentation or brochure of any conferences attended.
- 2.10. Complete the closeout of this Grant pursuant to and as specified in the *MDVA Grants Manual* along with the following documents as required pursuant this Grant Contact Agreement:
 - 2.10.1. An Account Statement (report generated by the bank or other accounting program which itemizes all the CVS0 Office expenditures under this grant) with grant-related expenditures highlighted.
 - 2.10.2. A completed CVS0 Closeout Spreadsheet, Attachment B which is attached and incorporated into this document, which will be provided to Grantee in excel format.
 - 2.10.3. A Travel Log when applicable (lists all travel-related expenditures including mileage, airfare, lodging etc.) if applicable. The Travel Log is available for download on the MDVA SharePoint site – Grant Page and the MDVA Website – Grants Page:
<http://mn.gov/mdva/resources/federalresources/grants/>.
 - 2.10.4. Documentation for any grant funding used for travel outside the State of Minnesota.
- 2.11. Allow the State, at any time, to conduct periodic site visits and inspections to ensure work progress as specified in the *MDVA Grant Manual*, including a final inspection upon grant completion.
- 2.12. The State and Grantee may exchange Veteran confidential information (e.g. social security number, Veteran’s address etc.) as necessary in order to meet the contractual obligations of this grant agreement. The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as provided in section 10 of this grant agreement.
 - 2.12.1. The State and Grantee must retain on file a Release of Information signed by the Veteran prior to sharing confidential Veteran data.
 - 2.12.2. When sharing private or protected information, the sender of the information will take all appropriate measures to send the information through a secure method. If a party is sending protected or private information through electronic mail, then the electronic mail must be encrypted.
- 2.13. For the avoidance of any doubt, the terms of this Grant Agreement Contract take precedence over any attachment and general policy contained in MDVA Grants Manual. Precedence shall be given to the terms to the extent of the conflict or inconsistency in the following order:
 - 2.13.1. This Grant Contract Agreement
 - 2.13.2. CVS0 Grant - Items Approved List - FY2025
 - 2.13.3. CVS0 FY2025 Budget Spreadsheet, Attachment A
 - 2.13.4. *MDVA Grants Manual*.

3. Time

The Grantee must comply with all the time requirements described in this grant contract agreement. In the performance of this grant contract agreement, time is of the essence.

4. Consideration and Payment

4.1. **Consideration.** The State will pay for all services performed by the Grantee under this grant contract agreement as follows:

4.1.1. **Compensation.** The Grantee will be paid an Advanced Payment lump sum of **\$10,000**.

4.1.2. **Travel Expenses.**

4.1.2.1 Travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of this grant agreement is an allowable expense. The total travel budget may comprise all or a portion of the Total Obligation. The Grantee will report all travel-related expense on the Travel Log in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB).

4.1.2.2 Travel and subsistence expenses incurred outside Minnesota is allowed, when necessary for the accomplishment of routine tasks (e.g., transporting Veterans to medical appointments, attending conferences etc.) related to the CVSO work. Documentation is required to validate the use of grant funding for this purpose pursuant to section 2.9.

4.1.3. **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant agreement will not exceed **\$10,000 (Ten thousand dollars.)**

4.2. Payment

4.2.1. **Invoices.** The State will promptly pay the Grantee an Advance Payment lump sum payment upon execution of this grant agreement.

4.2.2. **Eligible Costs.** In order to be eligible for grant funds, costs must be one of the identified allowable costs in CVSO Grant Items Approved List – 2025. All costs must be reasonable, necessary, not duplicative, allocated to the grant, permitted by appropriate State cost principles, approved by the State, and determined to be eligible pursuant Minnesota Statutes §197.608.

4.2.3. **Unexpended Funds.** The Grantee must promptly return to the State any unexpended funds that have not been accounted for annually in a financial report to the State due at grant closeout. If any funds were provided to the Grantee in advance, any and all advance payments from the grant must be reconciled within 12 months of issuance or within 20 business days from the expiration date of the grant agreement, whichever comes first.

4.2.4. **Lump Sum Justification.** The Minnesota Legislature has funded grants to the counties through MDVA for many years. The established practice has been to provide advanced payments of the full grant amount to the Grantee. This has been done to ensure that the counties have sufficient funds available to conduct programming and complete the tasks required by the grant. The counties often have limited cash reserves and do not have the financial capabilities to make grant expenditures first and wait for reimbursements from the State. Therefore, based on their past performance, MDVA is confident that the Grantee will be able to account for the grant funds and abide by the terms of the grant agreement.

5. Contracting and Bidding Requirements

5.1. Per [Minn. Stat. §471.345](#), grantees that are municipalities as defined in Subd. 1 must follow the law.

5.1.1. For projects that include construction work of \$25,000 or more, prevailing wage rules apply per [Minn. Stat. §§177.41](#) through [177.44](#). These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.

5.1.2. The grantee must not contract with vendors who are suspended or debarred in MN:

<https://mn.gov/admin/osp/government/suspended-debarred/index2.jsp>

5.2. The Grantee is required to record contract and bidding quotes of this Agreement as referenced on the Contract and Bidding Log Sheet.

6. Conditions of Payment

All purchases by the Grantee under this grant agreement must be pursuant to the CVSO Grant - Items Approved List - FY2025, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will return payment already received, for purchases found by the State to be unauthorized, or

performed in violation of federal, state, or local law. The Grantee will be bound by the MDVA Grants Manual as provided by the State.

7. Authorized Representative

The State's Authorized Representative is **Abby Brown**, Grants Specialist, Minnesota Department of Veterans Affairs, Veterans Service Building, 20 West 12th Street, St. Paul, Minnesota 55155, 651-757-1561, abby.brown@state.mn.us or his/her successor or designee, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant agreement.

The Grantee's Authorized Representative is **Matthew Erickson**, CVSO, Becker County, 915 Lake Ave, Detroit Lakes, MN 56501, (218) 846-7312, matt.erickson@co.becker.mn.us, or his/her successor. If the Grantee's Authorized Representative changes at any time during this grant agreement, the Grantee must immediately notify the State.

8. Assignment Amendments, Waiver, and Grant Contract Agreement Complete

8.1. Assignment

The Grantee shall neither assign nor transfer any rights or obligations under this grant contract agreement without the prior written consent of the State, approved by the same parties who executed and approved this grant contract agreement, or their successors in office.

8.2. Amendments

Any amendments to this grant contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract, or their successors in office.

8.3. Waiver

If the State fails to enforce any provision of this grant contract, that failure does not waive the provision or the State's right to enforce it.

8.4. Grant Contract Agreement Complete

This grant contract contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant contract, whether written or oral, may be used to bind either party.

9. Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant contract.

10. State Audits

Under Minn. Stat. § 16B.98, Subd.8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant contract agreement or transaction are subject to examination by the Commissioner of Administration, by the State granting agency and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant contract agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later

11. Government Data Practices and Intellectual Property Rights

11.1. Government Data Practices.

The Grantee and State must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by the State under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract. The civil remedies of [Minn. Stat. §13.08](#) apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data

referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

11.2. Intellectual Property Rights.

11.2.1. Intellectual Property Rights. The State owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the works and documents created and paid for under this grant agreement. The Grantee assigns all right, title, and interest it may have in the works and the documents to the State. The Grantee must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the works and documents.

11.2.2. Obligations.

11.2.2.1 Notification. Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Grantee, including its employees and subcontractors, in the performance of this grant agreement, the Grantee will immediately give the State's Authorized Representative written notice thereof, and must promptly furnish the State's Authorized Representative with complete information and/or disclosure thereon.

11.2.2.2 Representation. The Grantee must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the works and documents are the sole property of the State, and that neither Grantee nor its employees, agents, or subcontractors retain any interest in and to the works and documents. The Grantee represents and warrants that the works and documents do not and will not infringe upon any intellectual property rights of other persons or entities.

11.2.2.3 Notwithstanding any other clause contained herein, the Grantee will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless the State, at the Grantee's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the works or documents infringe upon the intellectual property rights of others. The Grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the Grantee's or the State's opinion is likely to arise, the Grantee must, at the State's discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing works or documents as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.

11.2.2.4 "Works" includes documents. The "documents" are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, agents, or subcontractors, in the performance of this grant agreement.

12. Copyright.

The Grantee shall save and hold harmless the State of Minnesota, its officers, agents, servants, and employees, from liability of any kind or nature, arising from the use of any copyrighted or noncopyrighted compositions, secret process, patented or nonpatented invention, article or appliance furnished or used in the performance of the Grant Agreement.

13. Workers Compensation

The Grantee certifies that it is in compliance with [Minn. Stat. §176.181](#), Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of

these employees are in no way the State's obligation or responsibility.

14. Publicity and Endorsement

- 14.1. *Publicity.* Any publicity regarding the subject matter of this grant agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant agreement. All projects primarily funded by state grant appropriation must publicly credit the Minnesota Department of Veterans Affairs, and list MDVA as a Sponsor on the Grantee's website when practicable. The LinkVet logo or on-air credit is required for all marketing and promotional items (e.g., display boards, radio airtime, t-shirts, brochures and promo items). The smaller, modified logo may only be used for small promotional items (e.g., pen).
- 14.2. *Endorsement.* The Grantee must not claim that the State endorses its products or services.

15. Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this grant contract agreement. Venue for all legal proceedings out of this grant contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

16. Termination

- 16.1. *Termination by the State.* Termination by the State. The State may terminate this grant agreement without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee may be required to return to the MDVA any funds provided to Grantee in advance, determined on a pro rata basis from the date of termination.
- 16.1.1. The Commissioner of Administration may immediately and unilaterally cancel the grant agreement prior to its completion if further performance under the agreement would not serve agency purposes or is not in the best interest of the state.
- 16.1.2. Pursuant to Minn. Stat §16B.991, this Grant Agreement will terminate immediately if during the course of this Grant Agreement the recipient of this grant is convicted of a crime related to the state grant agreement.
- 16.2. *Termination for Cause.* The State may immediately terminate this Grant Agreement if the State finds that there has been a failure to comply with the provisions of this grant agreement, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed. If the Grantee does not commence the Project within six (6) months of the effective date of this grant agreement, as evidenced by the incurrence of documented expenses for eligible grant costs, then this Grant Agreement shall be reviewed by MDVA, and may be terminated and the funds returned to MDVA to be reallocated.
- 16.3. *Termination for Insufficient Funding.* The State may immediately terminate this Grant Agreement if:
- 16.3.1. It does not obtain funding from the Minnesota Legislature;
- 16.3.2. Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the Agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

17. Data Disclosure

Under [Minn. Stat. § 270C.65](#), Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

18. Compliance with Data Privacy and Security Laws and Standards.

State and Grantee shall comply with the Health Insurance Portability Accountability Act (“HIPAA”), the HITECH Act, and other similar privacy laws. State and Grantee also shall comply with the HIPAA Privacy Rule, HIPAA Security Rule, and other similar rules, regulations, and laws, including future amendments thereto.

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15

Signed by:

Signed: Jose Mateo
Date: 1/8/2025

262453/3-65035

SWIFT Contract/PO No(s): _____

2. GRANTEE - Becker County

The Grantee certifies that the appropriate person(s) have executed the grant contract on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

Signed by:

By: Matt Erickson
Title: Veterans Service Officer
Date: 1/8/2025

Signed by:

By: Carrie Smith
Title: County Administrator
Date: 1/14/2025

3. STATE AGENCY


DocuSigned by:

By: Bradley L. Lindsey
(with delegated authority)
Title: Commissioner
Date: 1/14/2025



Distribution:

- Agency
- Grantee
- State's Authorized Representative

Attachment A (Copy of Blank Document)

	A	B	C	D	E	F	G	H
1			(County Name) County CVSO Budget Spreadsheet					
2	INSTRUCTIONS:							
3	Fill out this document completely and according to the allowable categories pursuant to the CVSO Grant - Items Approved List - FY2025 which is Attachment A of this County's CVSO Grant Agreement and Minnesota Statute § 197.608 subd(5). Use the corresponding numbers associated with the Legislative Priorities to indicate the related legislative priorities to each item. Return document in Excel format for processing.							
4	Minnesota Statute § 197.608 subd (6), provides that this grant may be utilized for the following legislative priorities:							
5	1. To Provide Outreach to the County's Veterans.							
6	2. To Assist in the Reintegration of Combat Veterans into Society.							
7	3. To Reduce Homelessness among Veterans.							
8	4. To Collaborate with Other Social Service Agencies, Educational Institutions, and other Community Organizations for the Purposes of Enhancing Services Offered to Veterans.							
9	5. To Enhance the Operations of the County Veterans Service Office.							
10	Date: _____							
11	Submitted by (CVSO Representative): _____							
12	CVSO Grant Amount Received:							\$7,500.00
13	County Work Plan:							
14	<u>Estimated Date of Expenditure (If Known)</u>	<u>Item</u>	<u>Proposed Amount</u>	<u>Legislative Priorities Category</u>	<u>Justification</u>	<u>Approved (MDVA to Complete this)</u>	<u>Link/Vet Required</u>	
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
32								
33								
34								
35								
36								
37								
38	Total Proposed Expenditures			\$0.00				
CVSO Budget		+						

Attachment B (Copy of Blank Document)

	(County Name) County CVSO Closeout Spreadsheet		(County Name) County CVSO Closeout Spreadsheet
INSTRUCTIONS: Fill out this document completely and according to the allowable categories pursuant to the CVSO Grant - Items Approved List - FY2025 which is Attachment A of this County's CVSO Grant Agreement and Minnesota Statute § 197.608 subd(5). Move the categories up here and assign a number. Return document in Excel format only.		INSTRUCTIONS: Fill in the following sections accurately and completely. In the Final Report sections, describe in 1-2 paragraphs the background/context for this year's CVSO grant expenditures. Note: This satisfies the "Final Report" requirement on the Documentation Checklist - Advanced Payment CVSO Final Report/Summary Statement	
Minnesota Statute § 197.608, as amended, provides that this grant may be utilized for the following:			
1. To Provide Outreach to the County's Veterans.			
2. To Assist in the Reintegration of Combat Veterans into Society.			
3. To Reduce Homelessness among Veterans.			
4. To Collaborate with Other Social Service Agencies, Educational Institutions, and other Community Organizations for the Purposes of Enhancing Services Offered to Veterans.			
5. To Enhance the Operations of the County Veterans Service Office.			
Date (Date of Report)			
Submitted by (CVSO) (Name)			
CVSO Grant Amount Received: *****			
Date of Grant Exed (Date of Final Signature or Start Date of Grant Agreement, which ever is later)			
Grant Look (Persuant to Minn. Stat.16B.98, Subd. 11 and no earlier than July 1)			
Date	Item	Vendor	Amount
			Inc. Priority ss. Categor
			Justification
			Appro ved (Admin)
			LinkVet
			CVSO Metrics
			1. Total number of Full-time (%FTE) CVSO Staff (filled): _____ (e.g. 2.5 FTE)
			2. Total number of Full-time (%FTE) CVSO Staff (open): _____ (e.g. 1FTE)
			3. Total County CVSO Program Budget: \$ _____
			4. Total Number of Veteran/Family Office Visits (incl. Phone mtgs): _____
			5. Total Number of Veteran/Family Outreach Events (CVSO Staff must be Present): _____
			5a. Approximate Total Number of Veterans served at Outreach Events : _____
Total Documented Expenditures		\$0.00	
Remaining Funding		\$7,500.00	Refund Required? Yes

Capital Improvement Expenditure Request Form

Date Requested: January 15,2025

Department: Land Use/Environmental Services

Department Head: Steve Skoog

Capital Improvement Request: Purchase Pay Loader bucket with grapple attachment from RDO Equipment.

Requested Amount: \$25,350

EXPLANATION OF THE REQUEST

Purpose/Need: The ES Department uses a payloader to push up brush, waste concrete, old asphalt shingles, and other items on the Solid Waste Campus. The department is proposing to contract out the grinding of shingles. To reduce project costs staff would assist the contractor by loading the grinder using County staff and equipment. To efficiently move waste asphalt shingles, a different bucket with a grapple is needed for the payloader. This purchase will also allow the staff to efficiently move other waste products on the campus as well. Two different styles of buckets were considered, one for \$28,850 and one for \$25,350. The staff's recommendation is to purchase the less expensive unit.

Savings Achieved (Dollar Amount/Time/ Efficiency): 1) Reduce operational costs by utilizing staff during a normally slower time of the year assist in grinding old asphalt shingles.

Are There Sufficient Funds in Your Budget? Yes

Was this in your 5-Year Capital Improvement Plan? No. This request was reviewed and approved by the Environmental Services Committee.

Action Request (If different than request): Board motion approving the purchase a 2025 Paladin pay loader bucket for \$25,350.

Date Request Completed: _____

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



Investment Proposal (Quote)

RDO Equipment Co.
 2960 34th St S
 Moorhead MN, 56560
 Phone: (701) 526-2200 - Fax: (701) 526-2201

Proposal for:
 BECKER COUNTY
 ENVIRONMENTAL SERVICES
 24413 COUNTY RD 144
 DETROIT LAKES, MN, 565017694

Investment Proposal Date: 1/10/2025
Pricing Valid Until: 1/24/2025
Deal Number: 1856091
Customer Account#: 6382018
Sales Professional: Brady Burgess
Phone: (701) 526-2234
Fax: (701) 526-2235
Email: BBURGESS@rdoequipment.com

Equipment Information

Quantity	Serial Number Stock Number	Hours (approx.)	Status / Year / Make / Model Additional Items	Cash Price
1	TBD TBD	0	New 2025 AMI 624SRAPGRAPPLE	\$28,850.00

Equipment Subtotal: \$28,850.00

Purchase Order Totals

Balance:	\$28,850.00
Total Taxable Amount:	\$0.00
MN STATE TAX:	\$0.00
MN SPECIAL TAX:	\$0.00
Sales Tax Total:	\$0.00
Sub Total:	\$28,850.00
Cash with Order:	\$0.00
Balance Due:	\$28,850.00

Equipment Options

Qty	Serial Number	Year / Make / Model	Description
1	TBD	2025 AMI 624SRAPGRAPPLE	WL175SGB350CFUSIONQ 3.5CU SCRAP GRAPPLE BUCKET



Investment Proposal (Quote)

RDO Equipment Co.
 2960 34th St S
 Moorhead MN, 56560
 Phone: (701) 526-2200 - Fax: (701) 526-2201

Proposal for:
 BECKER COUNTY
 ENVIRONMENTAL SERVICES
 24413 COUNTY RD 144
 DETROIT LAKES, MN, 565017694

Investment Proposal Date: 1/14/2025
Pricing Valid Until: 1/28/2025
Deal Number: 1857348
Customer Account#: 6382018
Sales Professional: Brady Burgess
Phone: (701) 526-2234
Fax: (701) 526-2235
Email: BBURGESS@rdoequipment.com

Equipment Information

Quantity	Serial Number Stock Number	Hours (approx.)	Status / Year / Make / Model Additional Items	Cash Price
1	TBD TBD	0	New 2025 PALADIN BRANDS(ATI,BRADCO,MCMILLEN,THE 3.5GB	\$25,350.00

Equipment Subtotal: \$25,350.00

Purchase Order Totals

Balance:	\$25,350.00
Total Taxable Amount:	\$0.00
MN STATE TAX:	\$0.00
MN SPECIAL TAX:	\$0.00
Sales Tax Total:	\$0.00
Sub Total:	\$25,350.00
Cash with Order:	\$0.00
Balance Due:	\$25,350.00

Equipment Options

Qty	Serial Number	Year / Make / Model	Description
1	TBD	2025 PALADIN BRANDS(ATI,BRADCO,MCMILLEN,T HE 3.5GB	500GB BKT-3.50QC-WE-FUS 500GB BKT-3.50-QC-WE-FUS-CPQ



PH: 1-800-556-9452
www.amiattachments.com

**IT'S NOT A JOB
IT'S A PERFORMANCE**

SPECIFICATIONS:

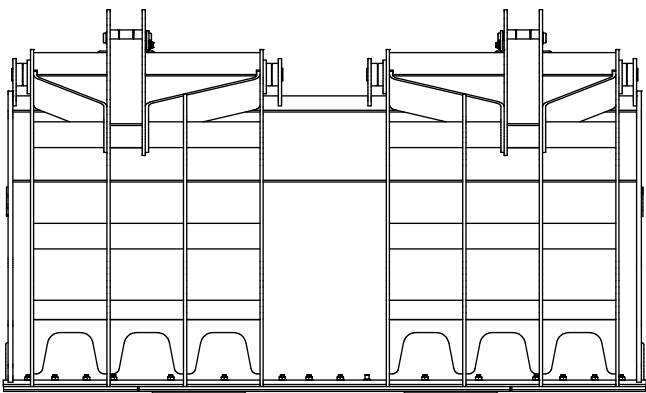
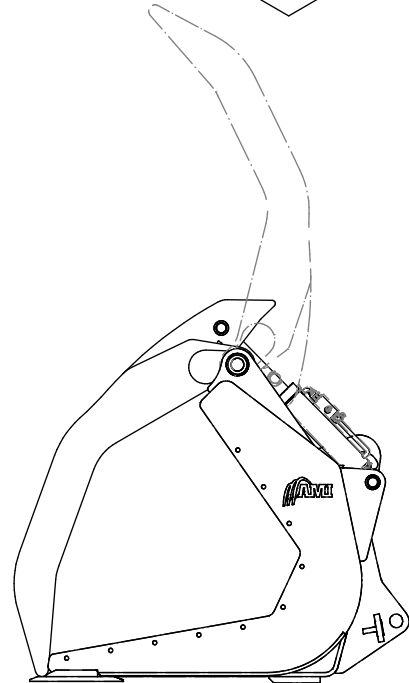
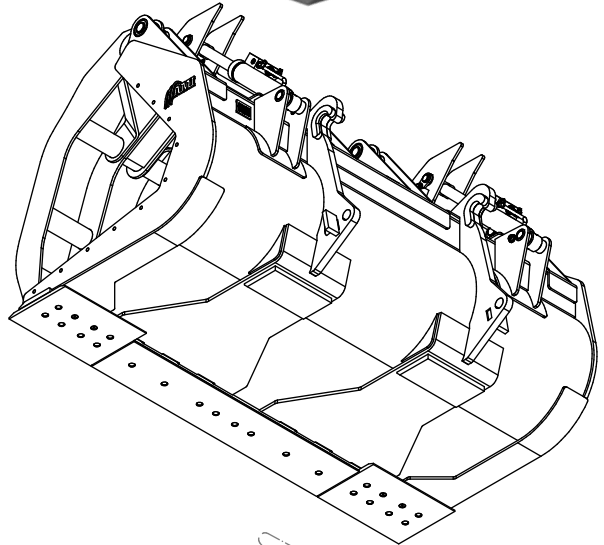
- FLAT FLOOR DESIGN
- COMES WITH REVERSIBLE BOLT ON EDGE
- BOLT-ON END PLATE ARE AVAILABLE
- SHOWN WITH DUAL GRAPPLE ARMS, SINGLE GRAPPLE ARM AVAILABLE
- AVAILABLE IN ANY LUGGING STYLE

**AMI ATTACHMENTS SPECIFICATION DRAWING
WHEEL LOADER CATEGORY 175
SCRAP GRAPPLE BUCKET**



Part #	Capacity		Weight	
	yd ³	(m ³)	lbs	(kg)
WL175SGB350	3.500	(2.675)	3900	(1770)

MATERIAL SPECIFICATIONS		
Part	Hardox 450	Strenx
BASE EDGE	X	
SIDE PLATE	X	
FOOT PADS	X	
SHELL		X
LUGGING		X



DESIGNED & BUILT WITH



Capital Improvement Expenditure Request Form

Date Requested: January 15, 2025

Department: Land Use/Environmental Services & Sheriff Department

Department Head: Steve Skoog

Capital Improvement Request: Purchase ARMER system radio's

Requested Amount: \$57,493.28

EXPLANATION OF THE REQUEST

Purpose/Need: The ES Department needs radios that can be used to communicate across the Solid Waste Campus. In early 2024 staff purchased 10 handheld radios from Mid States wireless. The radios do not consistently work when staff are in buildings or other barriers that limit the radio signal. County staff (ES and Sheriffs Depts) propose to order new radios that work as part of the ARMER radio system in the County. ES Dept staff have used old ARMER system radios over the summer at the solid waste campus and they work well. Staff is requesting the purchase of 19 handheld and one (1) desktop ARMER system radios for use by staff from the ES, NRM and Parks & Rec departments. The radios will enable staff to communicate better across departments during events when responding to emergencies as part of the County Emergency incident response is coordinated by County Emergency Management staff.

Savings Achieved (Dollar Amount/Time/ Efficiency): Radios are necessary equipment for operational efficiency, staff safety, and emergency response for staff at the solid waste campus, foresters in areas where there is limited cell phone coverage, or any county staff that work remotely and do not have a good way to communicate with their co-workers. This purchase request will be paid for by a grant awarded to the Sheriff's Department, refund from Midstate's Wireless for radios sold to ES previously, and from department fund balances, which include Fund 18 (Solid Waste) and Fund 16 (Resource Development). The new radios will be purchased utilizing State Contract Pricing through MidStates Wireless. After the purchase staff will go through training provided by the Sheriffs office on operational procedures.

Are There Sufficient Funds in Your Budget? Yes

Was This in Your 5-Year Capital Improvement Plan? No

Action Requested : Board motion approving the purchase of radios from Midwest Wireless based on State contract pricing.

Date Request Completed: January 15, 2025

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



Quote Number: QUOTE-2854074

Billing Address:

Becker County Environmental SVC
 915 Lake Avenue
 Detroit Lakes MN, 56501

Quote Date: 2024-10-21
Expiration Date: 2025-03-03

Quote Created By:

Tyler Wisner

tylerw@midstateswireless.com

Customer: Becker County Environmental SVC

Currency: USD

Contact Name: Steve Skoog

Contact Email: steve.skoog@co.becker.mn.us

Contact Phone: 218-846-7310

Terms and Conditions: none

Line #	Item Number	Description	Quantity	Unit List Price	Ext. List Price	Discount %	Discount \$	Unit Sale Price	Ext. Sale Price	APC	Parametric Data
	APX™ 900										
1	H92UCF9PW6AN	APX 900 7/800 MHZ MODEL 2 PORTABLE.	1	\$2,053.00	\$2,053.00	30.77%	\$631.78	\$1,421.22	\$1,421.22	0837	
1a	QA04096AA	ENH: P25 TRUNKING.	1	\$1,177.00	\$1,177.00	28.00%	\$329.56	\$847.44	\$847.44	0837	
1b	QA05751AA	ADD: NO ENCRYPTION, CLEAR RADIO (NO ADP) (US ONLY).	1	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0837	
1c	QA09113AB	ADD: BASELINE RELEASE SW.	1	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0837	
1d	H885BK	ADD: 3Y ESSENTIAL SERVICE.	1	\$133.00	\$133.00	0.00%	\$0.00	\$133.00	\$133.00	0185	
	Standalone Items										
2	PMPN4174A	CHGR DESKTOP SINGLE UNIT IMPRES, US/NA.	1	\$82.08	\$82.08	36.71%	\$30.13	\$51.95	\$51.95	0785	
	Standalone Items										
3	PMMN4069AL	MICROPHONE,IMPRES RSM, 3.5MM JACK, IP55.	1	\$143.64	\$143.64	33.33%	\$47.88	\$95.76	\$95.76	0372	

Net Total \$2,549.37
Estimated Tax \$0.00
Estimated Freight \$0.00
Grand Total \$2,549.37

ENVIRONMENTAL/NRM RADIO PRICING

<u>Item</u>	<u>PRICER PER</u>	<u>AMOUNT</u>	<u>COST</u>	<u>Department</u>	<u>Radio Units</u>
APX 900 portable radios	\$2,401.66	22	\$52,836.52	Environmental Services	18
6-bank charger	\$509.33	2	\$1,018.66	NRM	3
single unit charger	\$51.95	6	\$311.70	Parks & Rec	2
lapel mic	\$95.76		\$0.00		
APX 1500 base radio	\$3,326.40	1	\$3,326.40		
<u>TOTALS COST</u>			\$57,493.28	Total Radios purchased	23

Funding Sources:	Sheriff Dept Grant	\$47,368.42
	cash match (fund 18)	\$2,631.58
	Refund on radios from vendor	\$6,550.00
	Fund 16 (NRM	943.28
	Total	\$57,493.28

Capital Improvement Expenditure Request Form

Date Requested: January 15,2025

Department: Land Use/Environmental Services

Department Head: Steve Skoog

Capital Improvement Request: Purchase PU3340 Kraken concrete pulverizer attachment for excavator.

Requested Amount: \$29,750.00

EXPLANATION OF THE REQUEST

Purpose/Need: The ES Department receives waste concrete that has steel rebar in the concrete at the Solid Waste Campus. The purchase of this excavator is for the purpose of breaking large chunks of concrete so the steel rebar can be removed. This excavator attachment will benefit the County in a number of ways: 1) Breaking up larger chunks of concrete and removing the steel rebar should lower the contracted cost to crush the waste concrete into a beneficial road cover product. 2) Revenue stream from the sale of scrap steel. 3) Utilize staff time during a time of the year when the waste stream coming to the facility is the lowest for a future benefit. 4) This can be used as a training opportunity for employees to operate an excavator in a safe place away from the public..

Savings Achieved (Dollar Amount/Time/ Efficiency): 1) Reduce future concrete crushing costs, 2) Immediate revenue from the sale of scrap steel. 3) Opportunity for initial training of staff and to cross train staff that normally do not operate the excavator. 4) Better utilize staff during a normal slow period of the year.

Are There Sufficient Funds In Your Budget? Yes

Was This In Your 5-Year Capital Improvement Plan? No This request was reviewed and approved by the Environmental Services Committee.

Action Taken (If different than request): _____

Date Request Completed: _____

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



Investment Proposal (Quote)

RDO Equipment Co.
 2960 34th St S
 Moorhead MN, 56560
 Phone: (701) 526-2200 - Fax: (701) 526-2201

Proposal for:
 BECKER COUNTY
 ENVIRONMENTAL SERVICES
 24413 COUNTY RD 144
 DETROIT LAKES, MN, 565017694

Investment Proposal Date: 1/13/2025
Pricing Valid Until: 1/27/2025
Deal Number: 1856102
Customer Account#: 6382018
Sales Professional: Brady Burgess
Phone: (701) 526-2234
Fax: (701) 526-2235
Email: BBURGESS@rdoequipment.com

Equipment Information

Quantity	Serial Number Stock Number	Hours (approx.)	Status / Year / Make / Model Additional Items	Cash Price
1	TBD TBD	0	New 2025 AMI 160 PULVERIZER	\$29,750.00

Equipment Subtotal: \$29,750.00

Purchase Order Totals

Balance:	\$29,750.00
Total Taxable Amount:	\$0.00
MN STATE TAX:	\$0.00
MN SPECIAL TAX:	\$0.00
Sales Tax Total:	\$0.00
Sub Total:	\$29,750.00
Cash with Order:	\$0.00
Balance Due:	\$29,750.00

Equipment Options

Qty	Serial Number	Year / Make / Model	Description
1	TBD	2025 AMI 160 PULVERIZER	PU334034RSC280MMP 3 OVER 4 JAW PULVERIZER REBAR SHEAR REBAR SHEAR 3340BPPGC80MMP 80 MM STICK PIN & 80MM LINK PIN



PH: 1-800-556-9452
www.amiattachments.com

**IT'S NOT A JOB
IT'S A PERFORMANCE**

SPECIFICATIONS:

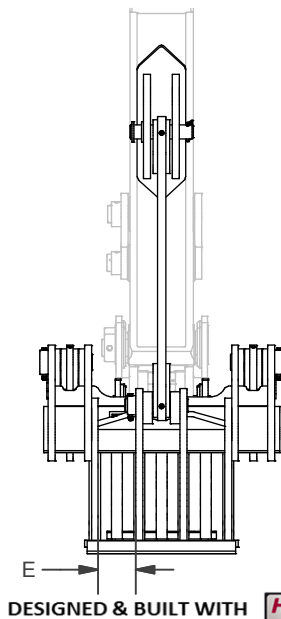
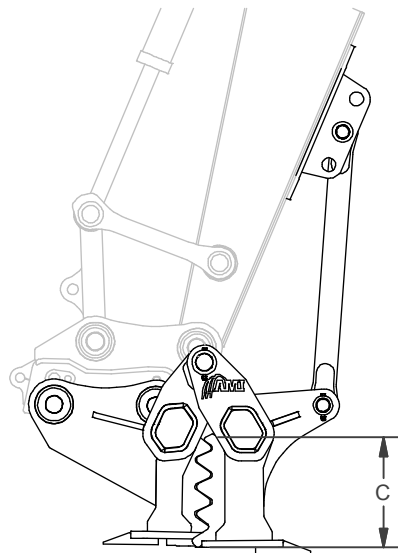
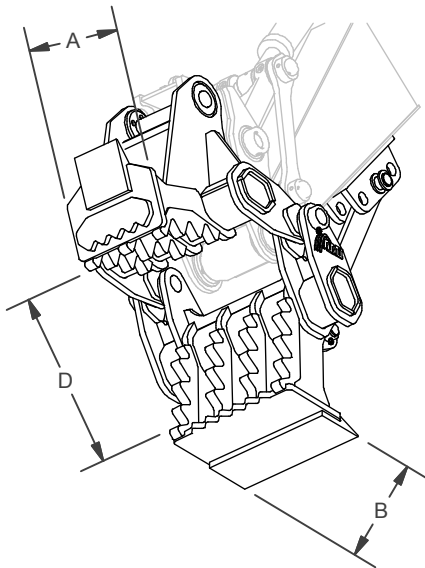
- FLOW THRU CHANNEL DESIGN
- AVAILABLE IN MULTIPLE TINE CONFIGURATIONS (3 OVER 4 SHOWN)
- 3 POSITION BRACKET
- SERRATED PINCH PLATES
- OPTIONAL REBAR SHEAR

**AMI ATTACHMENTS SPECIFICATION DRAWING
EXCAVATOR CATEGORY 150
KRAKEN PULVERIZER**



KRAKEN PULVERIZER

Part #	Jaw Configuration	Moving Jaw Width (in) (A)	Fixed Jaw Width (in) (B)	Jaw Depth (in) (C)	Jaw Opening (in) (D)	Tooth Spacing (in) (E)	Weight (lbs)
PU334034	3 over 4	18	26	19	28 1/2	5 3/4	2250



DESIGNED & BUILT WITH **HARDOX** IN MY BODY **STRENX** 1300

Capital Improvement Expenditure Request Form

Date Requested: January 15,2025

Department: Land Use/Environmental Services

Department Head: Steve Skoog

Capital Improvement Request: Purchase a AMI sorting grapple attachment from RDO Equipment.

Requested Amount: \$23,250

EXPLANATION OF THE REQUEST

Purpose/Need: The ES Department uses a Cat mini-excavator to sort and load waste transfer trailers in the Transfer Station on the Solid Waste Campus. The attachment currently being used is wearing out and would be rebuilt for reuse while this attachment is being used.

Savings Achieved (Dollar Amount/Time/ Efficiency): The use of a mini-excavator in the Transfer Station has replaced the use of a backhoe for loading and packing waste transfer trailers. The main advantage of using the excavator is that it can be used for sorting the waste stream by sorting out recyclable commodities or demolition materials from solid waste transferred to an out of county landfill. The grapple is a necessary wear item that takes time to rebuild, which is why this new grapple is needed. The purchase of the grapple is self funding by the saving achieved and the amount of waste diversion achieved when comparing the use of the mini excavator to utilizing a backhoe to sort and load waste transfer trailers.

Are There Sufficient Funds In Your Budget? Yes

Was This In Your 5-Year Capital Improvement Plan? No This request was reviewed and approved by the Environmental Services Committee.

Action Requested : Board motion approving the purchase of a 2025 AMI GR1416 rotating and sorting grapple with bucket pins from RDO Equipment for the amount of \$23,250.

Date Request Completed: January 15, 2015

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



PH: 1-800-556-9452
www.amiattachments.com

**IT'S NOT A JOB
IT'S A PERFORMANCE**

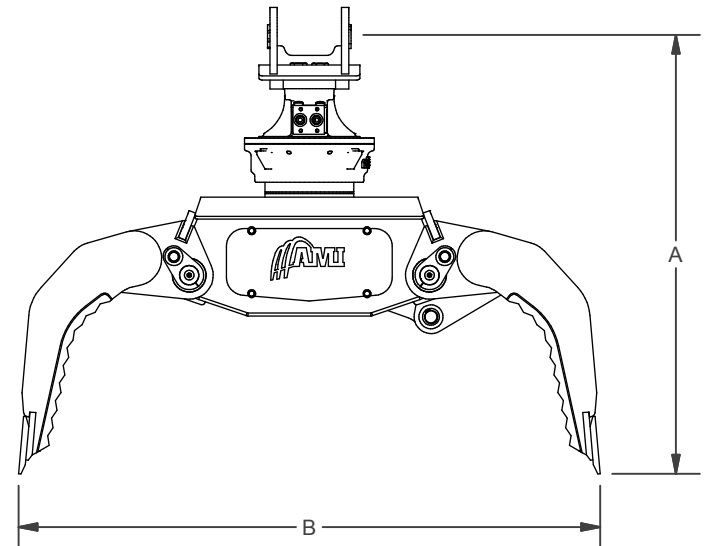
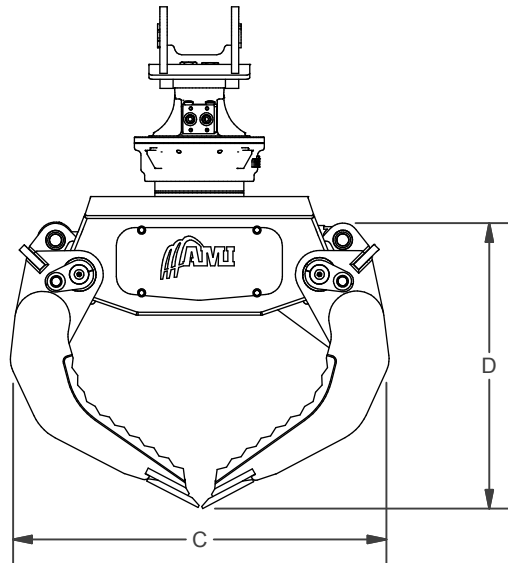
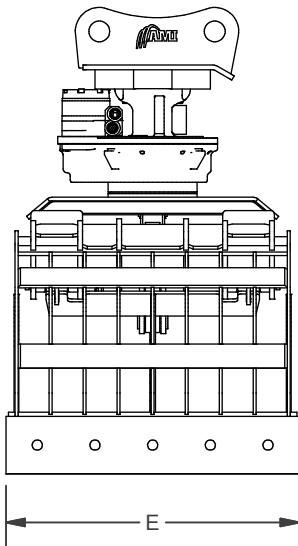
**AMI ATTACHMENTS SPECIFICATION DRAWING
EXCAVATOR CATEGORY 60-75
EXTRACTOR SORTING GRAPPLE**

SPECIFICATIONS:

- 360° CONTINUOUS ROTATION
- REQUIRES 1 SET OF AXUILLARY HYDRAULICS



Part #	Open Height (A)		Jaw Opening (B)		Closed Width (C)		Closed Height (D)		Jaw Width (E)		Weight	
	in	(mm)	in	(mm)	in	(mm)	in	(mm)	in	(mm)	lbs	(kg)
GR1216RSG	26 3/4	(680)	60	(1540)	38 3/4	(985)	29 3/4	(755)	30	(780)	1260	(570)





Investment Proposal (Quote)

RDO Equipment Co.
 2960 34th St S
 Moorhead MN, 56560
 Phone: (701) 526-2200 - Fax: (701) 526-2201

Proposal for:
 BECKER COUNTY
 ENVIRONMENTAL SERVICES
 24413 COUNTY RD 144
 DETROIT LAKES, MN, 565017694

Investment Proposal Date: 1/13/2025
Pricing Valid Until: 1/27/2025
Deal Number: 1856079
Customer Account#: 6382018
Sales Professional: Brady Burgess
Phone: (701) 526-2234
Fax: (701) 526-2235
Email: BBURGESS@rdoequipment.com

Equipment Information

Quantity	Serial Number Stock Number	Hours (approx.)	Status / Year / Make / Model Additional Items	Cash Price
1	TBD TBD	0	New 2025 AMI GR1416	\$23,250.00

Equipment Subtotal: \$23,250.00

Purchase Order Totals

Balance:	\$23,250.00
Total Taxable Amount:	\$0.00
MN STATE TAX:	\$0.00
MN SPECIAL TAX:	\$0.00
Sales Tax Total:	\$0.00
Sub Total:	\$23,250.00
Cash with Order:	\$0.00
Balance Due:	\$23,250.00

Equipment Options

Qty	Serial Number	Year / Make / Model	Description
1	TBD	2025 AMI GR1416	GR1416SGJC308DCRP 30" ROTATING AND SORTING GRAPPLE 1416BPC308DCRP BUCKET PINS



BECKER COUNTY

Land Use Department

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

MEMORANDUM FOR ACTION

Date: January 16, 2025

SUBJECT: Resolution 01-25-1F

THROUGH: Environmental Services Committee

TO: Becker County Commission

1. Reference: Acceptance of Greater MN Reduction, Reuse, Recycling, and Composting Grant
2. Discussion: This grant will help Becker County begin a separated source organics waste diversion program which will help divert organics to a permitted organics composting facility and reduce the amount of solid waste sent to end disposal at the Perham incinerator or a designated landfill. Initially Becker County will reach out to sources that generate large amounts of organic waste, which would include grocery stores, schools, restaurants, etc. Additionally, staff is proposing to have organics collection offered at the public recycling drop sites in Detroit Lakes, possibly Audubon, Frazee, and Lake Park. The program roll out will be coordinated by Ari DeVries, MN Green Corps member, who will be working in the County until next fall on this program.

The grant funding will be used to purchase equipment, program literature, and related program costs. The organics will be mixed with ground wood waste at the County Solid Waste Campus and temporarily stored in roll-off containers and then loaded into waste trailers and transferred out to the Glacial Ridge Compost Facility, located near Hoffman, MN. The program will be utilizing Becker County recycling trucks to service accounts weekly.

3. Funding: Grant funds and Fund 18
4. Action request: Approve Resolution 01-25-1F
5. The point of contact for this memorandum is Steve.Skoog@co.becker.mn.us or by phone at 846-7310.

Distribution: County Commissioners
County Administrator

Budget

Cost Category	Cost (\$/unit)	Quantity (quantity/unit)	Grant Funds	Total Match	Total Budget
Objective 1					
Task A: Purchasing materials for transport and temporary storage of organics					
30 yd3 organics rollofs	\$16,500.00	rolloff 4 rollofs	\$66,000.00		\$66,000.00
Interlocking Concrete Blocks	\$150.00	block 105 per block	\$15,750.00		\$15,750.00
Construct roll off loading bay	\$150.00	hour 16 hours		\$2,400.00	\$2,400.00
FL carry can w/cart tipper	\$12,122.00	carry can 1 carry can	\$12,122.00		\$12,122.00
Total Task A			\$93,872.00	\$2,400.00	\$96,272.00
Task B: Purchasing 65 gal bins for community sites, schools, and businesses					
65 gallon refuse bins	\$75.00	bin 200 bins	\$15,000.00		\$15,000.00
Plastic dumpsters	\$1,400.00	dumpster 5 dumpster	\$7,000.00		\$7,000.00
Total Task B			\$22,000.00	\$0.00	\$22,000.00
Task C: Purchasing compostable bags for 65 gal bins and for households					
65 gallon compostable bags	\$2.03	bag 10768 bags	\$21,859.04		\$21,859.04
2.5 gallon compostable bags	\$3.66	roll 892 rolls	\$3,260.56		\$3,260.56
Total Task C			\$25,119.60	\$0.00	\$25,119.60
Task D: Purchasing 2.5 gal kitchen pails for households					
2.5 gal kitchen pails	\$15.00	pail 892 pails	\$13,380.00		\$13,380.00
Total Task D			\$13,380.00	\$0.00	\$13,380.00
Task E: Purchasing sorting tables and brute containers for schools					
Sorting tables	\$2,700.00	table 8 tables	\$21,600.00		\$21,600.00
Brute containers	\$85.00	container 25 containers	\$2,125.00		\$2,125.00
Total Task E			\$23,725.00	\$0.00	\$23,725.00
Objective 1 Total					
			\$178,096.60	\$2,400.00	\$180,496.60
Objective 2					
Task A: Giving presentations to classrooms					
Development of materials- GreenCorps Member	\$0.00	hour 10 hours		\$0.00	\$0.00
Development of materials- BC Staff	\$60.00	hour 10 hours		\$600.00	\$600.00
Presenting- GreenCorps Member	\$0.00	hour 40 hours		\$0.00	\$0.00
Presenting- BC Staff	\$60.00	hour 20 hours		\$1,200.00	\$1,200.00
Total Task A			\$0.00	\$1,800.00	\$1,800.00
Task B: Onboard staff at businesses					
Development of Materials (GreenCorps member)	\$0.00	hour 10 hours		\$0.00	\$0.00
Development of materials (BC Staff)	\$60.00	hour 5 hours		\$300.00	\$300.00
Staff time at businesses (Green Corps member)	\$0.00	hour 40 hours		\$0.00	\$0.00
Staff time at Businesses (BC Staff)	\$60.00	hour 20 hours		\$1,200.00	\$1,200.00
Total Task B			\$0.00	\$1,500.00	\$1,500.00
Task C: Host community presentations and webinars					
Development of materials - GreenCorps member	\$0.00	hour 10 hours		\$0.00	\$0.00

Material development (BC Staff)	\$60.00	hour	10	hours		\$600.00	\$600.00
Staff time presenting	\$60.00	hour	15	hours		\$900.00	\$900.00
Total Task C						\$0.00	\$1,500.00

Task D: Table at community events to recruit community members							
Staff time - MN GreenCorps	\$0.00	hour	20	hours		\$0.00	\$0.00
Staff time - BC Staff	\$60.00	hours	10	hours		\$600.00	\$600.00
Total Task D						\$0.00	\$600.00

Objective 2 Total						\$0.00	\$5,400.00
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Objective 3

Task A: Start route for schools and businesses							
Truck route - set up collection	\$8.00	mile	500	miles		\$4,000.00	\$4,000.00
Driving to and from P-D	\$5.00	mile	1962	miles		\$9,810.00	\$9,810.00
Staff time to manage SSO at solid waste campus	\$150.00	hour	104	annual hours		\$15,600.00	\$15,600.00
Value of mixed in wood chips	\$60.00	ton	350	tons		\$21,000.00	\$21,000.00
Service fee to empty roll-off's	\$75.00	per pull	115	pulls		\$8,625.00	\$8,625.00
Total Task A						\$0.00	\$59,035.00

Task B: Incorporate drop off sites into school and business route							
Truck route - service route	\$8.00	mile	3500	miles		\$28,000.00	\$28,000.00
Total Task B						\$0.00	\$28,000.00

Objective 3 Total						\$0.00	\$87,035.00
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Objective 4

Task A: Documentation of grant development							
Document work hours on project	\$60.00	hour	20	hours		\$1,200.00	\$1,200.00
Document products purchased and distributed	\$60.00	hour	20	hours		\$1,200.00	\$1,200.00
Total Task A						\$0.00	\$2,400.00

Task B: Documentation of environmental outcomes							
Record weight of organics collected weekly	\$60.00	hour	20	hours		\$1,200.00	\$1,200.00
Total Task B						\$0.00	\$1,200.00

Task C: What was learned							
Compiling pictures and successes/failures	\$60.00	hour	20	hours		\$1,200.00	\$1,200.00
Total Task C						\$0.00	\$1,200.00

Objective 4 Total						\$0.00	\$4,800.00
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Objective 5

Task A: Progress reporting with each invoice							
Writing progress reports	\$60.00	hour	20	hours		\$1,200.00	\$1,200.00
Total Task A						\$0.00	\$1,200.00

Task B: Final report							
Writing final report	\$60.00	hour	40	hours		\$2,400.00	\$2,400.00
Total Task B						\$0.00	\$2,400.00

Objective 5 Total						\$0.00	\$3,600.00
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Project Total						\$178,096.60	\$103,235.00
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BECKER COUNTY BOARD OF COMMISSIONERS

RESOLUTION 01-25-2G

**Bid Award
Project 8T252
Heartland Trail**

WHEREAS, a bid in the amount of \$668,673.03 from Hough, Inc of Detroit Lakes, MN, was the low bid received in the bid letting on January 16, 2025 for the Heartland Trail which includes Multi-Use Trail Construction, Grading, Culverts, Agg Base and Bit Surfacing, located along TH 10 from CSAH 10 to TH 87 at West City Limits of Frazee.

WHEREAS, the bid is considered reasonable and is 22% under the engineer’s estimate;

WHEREAS, Becker County and the State of Mn DNR have coordinated this project jointly;

NOW THEREFORE BE IT RESOLVED that Becker County hereby awards a contract to the low bidder, Hough, Inc, of Detroit Lakes, MN, contingent upon approval of a MN DNR agreement with Burlington Township for the right of way use of 105th Street.

BE IT FURTHER RESOLVED that the County Chairman and County Administrator are hereby authorized and directed, on behalf of Becker County to execute and enter into said contract.

Duly adopted this 21st day of January 2025, at Detroit Lakes, MN.

COUNTY BOARD OF COMMISSIONERS
Becker County, Minnesota

ATTEST:

/s/ Carrie Smith
Carrie Smith
County Administrator

/s/ Dave Meyer
Dave Meyer
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 January 21, 2025, as recorded in the record of proceedings.

Carrie Smith, County Administrator

HEARTLAND TRAIL - PROJECT NO. 8T252
BID TABULATION - BID OPENING JANUARY 16, 2025

Contractor	Total	Bid Bond	% Over/Under Estimate
Engineer's Estimate	\$861,342.40		
Hough, Inc.	\$668,673.03	X	-22%
Dennis Drewes, Inc.	\$685,498.75	X	-20%
Central Specialties, Inc.	\$694,993.83	X	-19%
Gladen Construction, Inc.	\$772,621.71	X	-10%
Mark Sand & Gravel Co.	\$828,393.78	X	-4%
Ottertail Aggregate, Inc.	\$843,399.00	X	-2%
Sellin Brothers, Inc.	\$947,464.00	X	10%
J.R. Ferche, Inc.	\$979,390.30	X	14%
Ferguson Brothers	\$1,074,247.00	X	25%

Capital Improvement Expenditure Request Form

Date Requested: January 21, 2025

Department: Highway

Department Head: Jim Olson, P.E.

Capital Improvement Request: Pre-buy of Base One product for aggregate road base stabilization.

Request Amount: \$74,937.50 for 3,300 gallons of product.

EXPLANATION OF THE REQUEST

Purpose/Need: The Base One product will be used to stabilize and strengthen the aggregate base as part of the 2024 road construction program.

Savings Achieved (Dollar Amount/Time/ Efficiency): The pre-buy program will provide a savings of \$14,987.50.

Are There Sufficient Funds In Your Budget? Yes

Was This In Your 5-Year Capital Improvement Plan? Yes, planned as part of the 2024 road construction program.

Action Taken (If different than request): _____

Date Request Completed: _____

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

From: [David West](#)
To: [Jim Olson](#)
Subject: [EXTERNAL]Team Lab 2024-2025 BASE ONE Pre-Buy Information
Date: Monday, December 2, 2024 2:07:13 PM

BECKER COUNTY SECURITY NOTICE:

This email originated from an external sender. Exercise caution before clicking on any links or attachments and consider whether you know the sender. For more information please contact support.

Good Afternoon Jim,

I would like to let you know we will be offering our BASE ONE pre-buy special for the 2025 construction season.

The pre buy runs from December 2, 2024, through January 31st, 2025.

The pre buy special is for every 5- 275-gallon totes of BASE ONE purchased at \$7,493.75 per tote plus any applicable taxes you will receive 1- 275-gallon tote Free!

- Pre order from Dec 2nd,2024 through Jan 31st ,2025. Product will be invoiced at time of order.
- The BASE ONE® will be available for pickup at our warehouse upon request in the spring.
- Payment terms are 30 days net.

I will contact you in the next few days to discuss your upcoming projects.
If you have questions prior, please let me know.
Talk to you soon.

Thank You,

David West
Vice President
Team Laboratory Chemical
"Innovative Solutions"
218-850-9537 - Local Cell
800-721-9537 - Cell
800-522-8326 - Office

Capital Improvement Expenditure Request Form

Date Requested: January 21st, 2024

Department: Highway

Interim Department Head: Jim Olson

Capital Improvement Request: Broce FMJ 470 Road Sweeper – Swanston Equipment

Request Amount: \$91,000 (includes \$10,000 trade in of old unit)

*Will plan to sell on auction if auction price exceeds trade value.

EXPLANATION OF THE REQUEST

Purpose/Need: This machine will replace a 2013 Broce broom with 5,500 hours. The sweeper is used to clean loose gravel and sand from road intersections in the spring and also to sweep excess rock from the road after our chip sealing operation.

Savings Achieved (Dollar Amount/Time/ Efficiency): Spring sweeping is an important operation to keep our roadways clean for the traveling public and motorcycles. Removing the excess rock from the roadway after chip sealing is necessary for vehicle safety, centerline and fog line painting, and protection of the new chipseal. The road sweeper is a vital piece of equipment for highway operations.

Are There Sufficient Funds In Your Budget? Yes – The 2025 budget includes \$90,000 for this purchase

Was This In Your 5-Year Capital Improvement Plan? Yes

Action Taken (If different than request): _____

Date Request Completed: _____

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

QUOTE



Swanston Equipment

DATE: DECEMBER 6, 2024

3450 W. Main Ave, Fargo, ND 58103
 Phone 701-293-7325 Fax 701-293-9468
 www.swanston.com

EXPIRATION DATE JANUARY 6, 2025

TO Becker County
 Jona

SALESPERSON	PAYMENT TERMS	DUE DATE
Brock Leagjeld	Due on receipt	

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	NEW Broce FMJ470 Engine Horsepower 74 HP Machine Length 17'3" Machine Weight 8,200 lbs Machine Weight with Water 9,452 lbs Brush Diameter 10-1/4" ID x 32" OD Broom Drive 2 Speed Hydraulic Motor Broom Angle 35° Degrees Steering Hydraulic Orbital Fuel Capacity 30 Gallons Hydraulic Oil Capacity 25 Gallons Speed 18 mph Water Capacity 145 Gallons Heater & Defroster System Pressurized Air Conditioner Light Group Side Mounted Mirrors Tilt & Telescoping Steering Rear Steering Cup Holder USB Port Reversible Brush Variable Brush Speed Control Back-up Camera	List FOB Factory Freight List - New FOB Fargo	\$104,990.00 \$2,000.00 \$106,990.00
1	Amber Strobe		\$390.00

1	AM/FM Radio •		\$895.00
1	Air Ride Seat •		\$2,175.00
1	Broom Side Shift •		\$1,850.00
1	Total List with options		\$112,300.00
	Total off state bid.	FOB Fargo, ND	\$101,000.00
1	2013 Broce Broom with Appx 5500 hr's		(\$10,000.00)
			<i>Sales tax not included</i>
TOTAL			\$91,000.00

Quotation prepared by: Brock Leagjeld _____

This is a quotation on the goods named, subject to the conditions noted: **Sales Tax and Delivery Not Included.**

To accept this quotation, sign here and return: _____

THANK YOU FOR YOUR BUSINESS!



Road Machinery & Supplies Co.

We supply the equipment, support, and technology solutions that enable our customers to build infrastructure and industry in the communities we serve.

Quote #: jk5-0634
12/17/2024 5:18 PM
Page 1 of 4

jkesanen@rmseq.com

Billing Address:
BECKER COUNTY BECKE021
24413 COUNTY RD 144
DETROIT LAKES MN 56501
Main Phone# 218-847-6382
Contact: Jona Jacobson
Email: jwjacob@co.becker.mn.us

Shipping Address:
BECKER COUNTY
24413 COUNTY RD 144
DETROIT LAKES MN 56501

BROCE MODEL FMJ470 BROOM S/N Factory Order, STOCK # N.I.S.

\$95,678.00

Equipped as follows:
Reference State Bid Sheet for Equipment Specs
Delivered to Becker County

Warranty Details:

Broce Factory Warranty 12 Months / 1000 Hours whichever occurs first

Manufacturer	Model	Serial #	TRADE-INS		Hours
			Trade \$	Year	
Broce	RJT-350	408089	\$10,200.00		5220


Air Ride Suspension Seat	\$2,175.00
Broom side shift	\$1,850.00
Factory Freight	\$1,800.00
Freight to Becker County	\$1,085.00
PDI (Predelivery Inspection)	\$1,000.00
AM/FM Stereo	\$ 895.00
Amber Strobe	\$ 390.00
Sub Total:	\$104,873.00
Less Trade:	(\$10,200.00)

Total Selling Price: \$94,673.00

On behalf of Road Machinery & Supplies Co., thank you for the opportunity to quote this equipment!

Sincerely,

** Subject to all applicable taxes. This proposal is good for 30 days and subject to availability. Pricing is subject to change without notice.*

 Savage, MN • 952-895-9595
Duluth, MN • 218-727-8611
Virginia, MN • 218-741-9011

Negaunee, MI • 906-475-6488
Des Moines, IA • 515-282-0404
Cedar Rapids, IA • 319-363-9655

Sioux City, IA • 712-252-0538
East Moline, IL • 309-755-7203
Rochester, MN • 507-701-0199

 rmsequipment.com



Road Machinery & Supplies Co.

We supply the equipment, support, and technology solutions that enable our customers to build infrastructure and industry in the communities we serve.

Quote #: jk5-0634
12/17/2024 5:18 PM
Page 2 of 4

jkesanen@rmseq.com

Jacob Kesanen
Territory Manager

** Subject to all applicable taxes. This proposal is good for 30 days and subject to availability. Pricing is subject to change without notice.*



Savage, MN • 952-895-9595
Duluth, MN • 218-727-8611
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Des Moines, IA • 515-282-0404
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Sioux City, IA • 712-252-0538
East Moline, IL • 309-755-7203
Rochester, MN • 507-701-0199



rmsequipment.com

Jona W. Jacobson

From: Aaron Clark <aclark@AMSTATE.com>
Sent: Thursday, December 5, 2024 2:18 PM
To: Jona W. Jacobson
Subject: [EXTERNAL]SM74J Quote
Attachments: Becker Cty. (New Superior SM74J Sales Quote).pdf

BECKER COUNTY SECURITY NOTICE:

This email originated from an external sender. Exercise caution before clicking on any links or attachments and consider whether you know the sender. For more information please contact support.

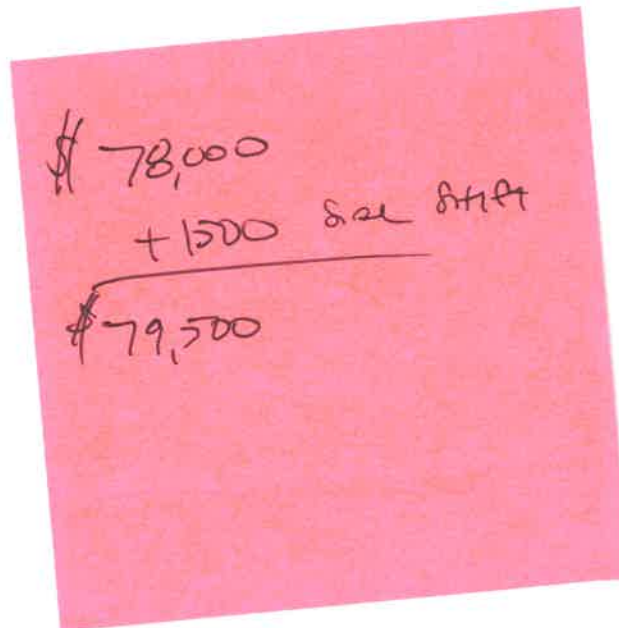
Hey Jona,
Please see the attached Quote for the SM74J.

As for trade in, we can do \$8000, so that can be subtracted from the quote total

Thank you,

Aaron Clark
American State Equipment Co., Inc.
Phone 218-269-2233 Fax 651-464-3509
aclark@amstate.com

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2055 S. 108th Street
 Milwaukee, WI 53227

Milwaukee (414) 541-8700
 Wausau (715) 675-6900
 Appleton (920) 788-6646
 www.amstate.com

Ship To:
 BECKER COUNTY HWY DEPT
 PO BOX 337
 BECKER, MN 55308-0337

Location:
 01 - MILWAUKEE, WI
Date: 12/05/2024 **Time:** 13:56:02 (O) **Page:** 1
Account: BECKE005 **Phone:** 7632614449 **Quote:** Q03585

Quoted To:
 BECKER CITY PUBLIC WORKS DEPT
 PO BOX 337
 BECKER MN 55308-0337

QUOTE

Salesperson: AARON CLARK **ID:** 515 / 120

We propose to furnish the equipment described herein in accord with the specification, terms, and conditions outlined.

Description ** Q U O T E ** EXPIRY DATE: 01/04/2025 Amount

SUPERIOR SM74J FRONT MOUNT BROOM

Model SM74J Superior Broom
 Tier 4 FINAL John Deere 4045 74 hp Diesel
 *2 year/2000 hour John Deere engine warranty

- Standard Equipment On Superior Broom SM model**
- *Auto float calibration system
 - *8 Ft. Poly tube brush (one piece quick change tube broom)
 - *Enclosed Cab w/ front wiper, washer & one door
 - *Pressurized air conditioning - 35,000 BTU
 - *Certified Roll - Over Protection Structure
 - *Heater & defroster fan
 - *Suspension Seat
 - *150 gallon water sprinkler system
 - *Extension air cleaner stack
 - *Enginaire turbo precleaner
 - *ST225/75R15" radial tires
 - *Light Group- headlamps, turn signals, stop & tail lights
 - *Strobe light- Amber color
 - *West Coast Mirrors w/ 8" Convex Mirrors
 - *Heavy duty 3/4 ton front drive axle
 - *30 gallon fuel tank
 - *Hydraulic Brush Down Pressure Gauge
 - *Dual hydrostatic transmission foot controls
 - *Heavy duty 12 gauge core cover
 - *Rexroth hydrostatic drive transmission
 - *Full instrument package, power steering, seat belt & traffic horn
 - *Disc park brake
 - *4 - wheel hydraulic drum brakes
 - *Electronic joystick for swing, lift, functions
 - *Full engine cover w/ side & rear swing out doors



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Salesperson: AARON CLARK
ID: 515 / 120

We propose to furnish the equipment described herein in accord with the specification, terms, and conditions outlined.

Description ** Q U O T E ** EXPIRY DATE: 01/04/2025 Amount

- *Large capacity dual element air cleaner
- *Rubber Rock Deflector
- *Back-up alarm
- *Color display monitor

OPTIONAL EQUIPMENT

- Cab w/ 2 doors & wiper-washer
- Rear window wiper & washer
- 12 volt midback air ride suspension seat
- Tilt & telescoping steering column
- AM/FM Bluetooth stereo
- Audible engine alarm & warning light
- Hydraulic temperature gauge
- ST235/75R15 10-ply tires
- Vandalism package
- Rear work lights
- Emergency brake safety system
- 8 Foot Poly wafer brush
- LED Light Package - Light Group and Strobe Light
- HEPA cab filter
- Back up camera & color display screen

F.O.B. - Delivered
Lead time 12 to 14 weeks

Quote Total: \$86,000.00

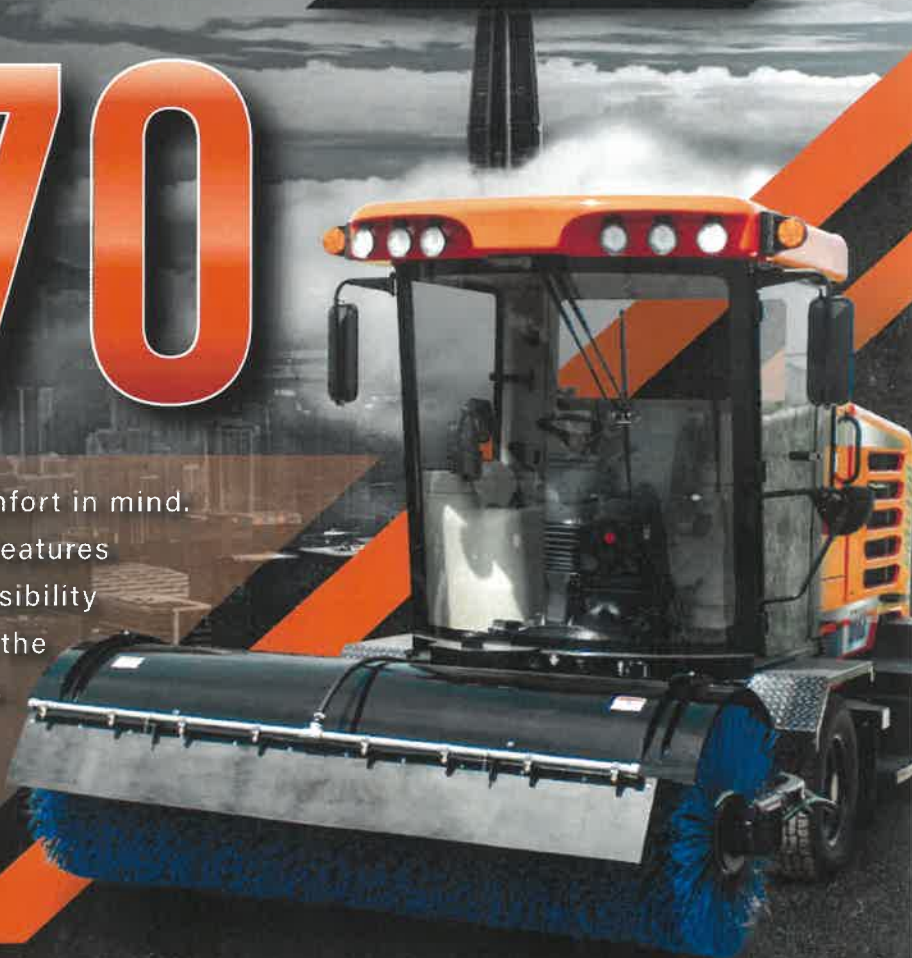
THE FRONT MOUNT SWEEPER

Broce Broom

FMJ470

Designed with operator safety and comfort in mind.

The FMJ470 showcases ergonomic features throughout the cab with full broom visibility for the operator. Broce has elevated the market with the development of this modern and stylish machine.



PRODUCT FEATURES

- ✓ Full Broom Width Visibility
- ✓ Suspension Mounted Cab
- ✓ Stainless Steel Spray Bar Water System
- ✓ Tilt & Telescoping Steering Column
- ✓ 7.8" Color Display
- ✓ Easy Access Engine Compartment
- ✓ Pressurized Cabin with A/C & Heat
- ✓ Charged Broom Float
- ✓ Multiple Engine Options



Scan
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Details

For More Information :

866-579-2488





POPULAR APPLICATIONS

- Cleaning Behind a Milling Machine
- Road Paving and Clean-Up
- Chip Seal Sweeping
- Landfill & Quarry Road Maintenance
- Airport Runway & Maintenance Sweeping
- Industrial Yard & Trucking Sweeping

CONTACT INFORMATION

AVAILABLE OPTIONS

- 8' Broom with Side Shift
- Air Ride Seat
- Quick Change Brush
- Amber Strobe Light
- 1/2 Poly, 1/2 Wire Brush
- AM/FM Radio
- ✦ See other options on our website



BROCE
MANUFACTURING

Broce Manufacturing Co.

201 W Oklahoma, Fairview, OK 73737

www.brocebroomparts.com

www.brocebroom.com

Superior Broom

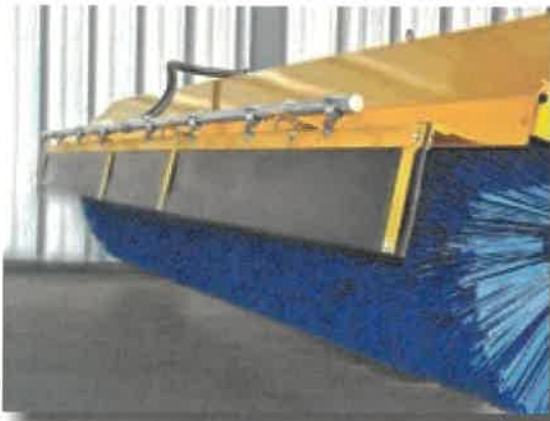


***“Superior Quality
& Performance!”***



CAB VISIBILITY

Operators have clear viewing of brush and road surface for safe operation.



BRUSH ROCK DEFLECTOR

Deflects rocks, sand & asphalt down at a lower level.

OPTIONAL BRUSH SIDE SHIFT

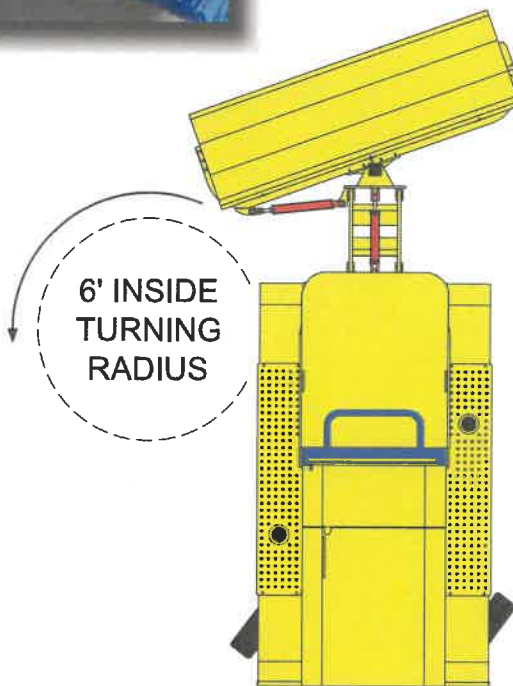
Side shifting brush allows operator to sweep outside front tires to reach areas 12" to 18" away from machine body.



Front view of side shift

TURNING RADIUS

SM74 Superior Brooms incorporate rear steering allowing sweeper to change directions in one lane and maneuver tight corners for more efficient sweeping.





SWING OUT ACCESS DOOR

Standard swing out door for easy cleaning and maintenance of your radiator, oil cooler & A/C condenser are vital to dependable operation. Superior Broom makes it easy to keep your coolers clean.



ENGINE ACCESS DOORS

Maintenance made easy with extra wide access doors on right & left side are standard equipment. Optional vandal locks available.



CONTROL CONSOLE

Electric joystick brush control, brush down pressure control valve, full gauge package with tachometer, oil & water gauge, volt meter, fuel gauge and sealed rocker switches with red indicator lights.



TRAVEL CONTROL

Dual hydrostatic foot control pedals for more responsive control and operator comfort of travel speed.



BRUSH CHANGE

Brush changing made easy with the standard 96" one piece poly coreless tube brush. Hinged brush cover lifts for easy access making change time in just minutes. Our exclusive coned alignment brush motor makes installation easy & fast.





Specifications:

Engine:

John Deere Diesel 4.5 liter (276 cid)
74 hp, turbo charged, Tier 4 Final

Caterpillar Diesel 3.4 liter (208 cid)
74 HP, turbo charged, Tier 4 Final

FPT Diesel 3.4 liter (208 cid)
74 HP, turbo charged, Stage 5

Dimensions:

Weight - 6,500 lbs.
Height - 91 inches
Length - 200 inches
Width - 100 inches (transport)
Turning Radius - 6 feet (inside)

Chassis:

Heavy duty 1/4" x 3" x 6" rectangular
tubing with 2" x 6" tubing rear bumper,
5/8" plate steel front support

Steering:

Orbital hydraulic power steering

Hydraulic Tank:

22 gallon

Fuel Tank:

30 gallon

Front Axle:

3/4 ton heavy duty semi-float

Rear Axle:

Rear steer heavy duty

Wheels:

Four - 6 bolt (15" x 6") steel spoke

Tires:

ST225/75R15 load range D radial

Brakes:

Four wheel hydraulic brakes

Standard Equipment Includes:

2-Speed hydrostatic transmission
Low range 0 to 10 mph
High range 0 to 20 mph
Dual transmission foot controls
8 Foot poly quick change tube brush
Sweeping angle 35 degrees
Sweeping width 96"
Dual element air cleaner
Extended air cleaner stack
150 gallon water system
Hydraulic brush pressure gauge
Float controller
Safety engine shutdown system
Brush speed control
Brush shield rubber rock deflector

Controls & Accessories:

Padded suspension seat
Enclosed cab w/wiper & washer - 80 dba noise level
Pressurized air conditioning - 35,000 BTU
Heater & defroster fan
West coast mirrors w/convex mirrors
Light group
Strobe light

Available Options:

2-door cab	12 volt mid back air ride suspension seat
Tilt & telescoping steering column	LT235/85R16 10 ply tires
Brush side shift	LED light group package
Rear window wiper & washer	16" LED amber light bar
AM/FM stereo	4 LED cab flat mounted strobe lights
Rear work lights	Back up camera & color display screen
Emergency brake safety system	8' 1/2 poly & 1/2 wire wafer brush
Audible engine alarm	8' 1/2 poly & 1/2 wire coreless tub brush
Block heater	8' poly wafer brush
Hydraulic temperature gauge	8' poly strip brush
Spare tire	
Vandal package	
Reversing brush	
HEPA cab filter	

3707 W. McCormick
Wichita, KS 67213
Ph: 316.941.9591
Fax: 316.942.5672

CITY OF DETROIT LAKES
RESOLUTION NUMBER 2024-1217A

RESOLUTION TO REQUEST ESTABLISHMENT OF A JOINT PLANNING BOARD
FOR THE CITY OF DETROIT LAKES, THE TOWN OF LAKE VIEW AND THE COUNTY
OF BECKER PURSUANT TO MINN. STAT. 462.3585

RECITALS

1. The City of Detroit Lakes (the “City”) is a Minnesota municipal corporation and Home Rule Charter City organized and existing pursuant to Minnesota Statutes Chapter 410 located in Becker County, Minnesota; and
2. The Town of Lake View (the “Town”) is a public corporation organized and existing pursuant to Minnesota Statutes Chapter 365 located in Becker County, Minnesota; and
3. The County of Becker (the “County”) is a public corporation organized and existing pursuant to Minnesota Statutes Chapter 373; and
4. The City exercises planning and land use control authority within the boundaries of the City pursuant to Minnesota Statutes Chapter 462; and
5. The Town exercises planning and land use control authority within the boundaries of the Town pursuant to Minnesota Statutes Chapter 462, administered and enforced by and through a Joint Powers Agreement with the County established pursuant to Minn. Stat. 394.32 Subd. 1; and
6. The County exercises planning and land use control authority within the boundaries of the County but outside of the boundaries of the City and Town pursuant to Minnesota Statutes Chapter 394; and
7. Minnesota Statutes Section 462.3585 enables and requires the establishment and creation of a Joint Planning Board composed of the City, the Town and the County upon request by Resolution of any one of the City, Town and County presented to the County Auditor of the County; and
8. The Joint Planning Board established pursuant to Minn. Stat. 462.3585 exercises planning and land use control authority in the unincorporated area within two miles of the corporate limits of a City; and
9. The unincorporated area of the Town of Lake View located within two miles of the corporate limits of the City of Detroit Lakes is in need of cooperative joint planning and land use control authority by a Joint Planning Board, to exercise planning and land use control authority with all of the powers contained in Minn. Stat. sections 462.351 to 462.364 within that two-mile area and to adopt and enforce the State Fire Code promulgated pursuant to Minn. Stat. 326B.02 Subd. 5 within that two-mile area.

Pursuant to motion duly made and seconded, NOW THEREFORE, IT IS RESOLVED THAT the City Council of the City of Detroit Lakes hereby finds and determines as follows:

FINDINGS OF FACT


1. The recitals listed above are hereby adopted as findings of fact.

DECISION

1. The City Council of the City of Detroit Lakes hereby requests the establishment of a Joint Planning Board pursuant to Minnesota Statutes Section 462.3585 composed of the City of Detroit Lakes, the Town of Lake View and the County of Becker to exercise planning and land use control authority, within the unincorporated area of the Town of Lake View located within two miles of the corporate limits of the City of Detroit Lakes, with all of the powers contained in Minn. Stat. sections 462.351 to 462.364 within that two-mile area, and to adopt and enforce the State Fire Code promulgated pursuant to Minn. Stat. 326B.02 Subd. 5 within that two-mile area.
2. The City, the Town and the County will each appoint two (2) members from their governing bodies to serve as the governing body of the Joint Planning Board and the board of appeals and adjustments for purposes of Minnesota Statutes Sections 462.351 to 462.364 within the unincorporated area of the Town of Lake View located within two miles of the corporate limits of the City of Detroit Lakes.
3. The City of Detroit Lakes shall provide staff for the preparation and administration of land use controls within the unincorporated area of the Town of Lake View located within two miles of the corporate limits of the City of Detroit Lakes.
4. Pursuant to Minn. Stat. 462.3585 and effective as of the date of this Resolution is presented to the County Auditor of the County of Becker, the subdivision regulations of the City of Detroit Lakes that were extended pursuant to Minn. Stat. 462.358 Subd. 1a into the unincorporated area of the Town of Lake View located within two miles of the corporate limits of the City of Detroit Lakes before the creation of the Joint Planning Board shall apply within that two-mile area until the Joint Planning Board adopts subdivision regulations.

Adopted this 17th day of December, 2024 by the City Council of the City of Detroit Lakes, Minnesota.


Attest Kelcey Klemm
City Administrator


Matt Brenk, Mayor,

Presented to the County Auditor of the County of Becker this 18th day of December, 2024 by Kelcey Klemm, City Administrator of the City of Detroit Lakes, Minnesota.


Kelcey Klemm
City Administrator

AFFIDAVIT OF
[FORM R]

STATE OF MINNESOTA)
) ss.
COUNTY OF BECKER)

GOOD NEIGHBOR NOTICE: Notice is hereby given per Minnesota Statutes, Chapter 116, that J & A Dairy, 18801 Aho Rd. Frazee, MN 56544 has made an application to the Minnesota Pollution Control Agency and/or the County of Becker for a permit to construct a Calf Facility 72' x 144' with a utility addition 32' x 16' attached on one end with two 10' and one 14' foot doors to access barn, with a capacity of 100 animal units or more. The PROPOSED Calf Facility is located in {Parcel # 370072000, Section 19, Township 139, Range 037, PT E 1/2 NE1/4 : Comm NE Cor. Sec 19th, SLY 810' AL E Line

To POB: County SLY 1070' WLY 1100' Parallel to North Line, NLY. 1070' Parallel to E Line CHELY 1100', Parallel to N Line to POB.}. The {PROPOSED} facility consists of {Barn is Natural Vent. Designed to house up to 112 Baby Calves 0-9 weeks of age. Individual pens bedding is straw. Dry Manure will be stacked, hauled and spread on the field spring and fall}. The final capacity will be {112} animal units. This publication shall constitute as notice to each resident and each owner of real property within 5,000 feet of the perimeter of the proposed Calf Facility as required by Minnesota State Law.

Published October 22, 2024


Chad Koenen, being first duly sworn, on oath states as follows:

1. I am the publisher of the Frazee-Vergas Forum, or the publisher's designated agent. I have personal knowledge of the facts stated in this Affidavit, which is made pursuant to Minnesota Statutes §331A.07.
2. The newspaper has complied with all of the requirements to constitute a qualified newspaper under Minnesota law, including those requirements found in Minnesota Statutes §331A.02.
3. The dates of the month and the year and day of the week upon which the public notice attached/copied below was published in the newspaper are as follows:

Tuesday, October 22, 2024

4. The publisher's lowest classified rate paid by commercial users for comparable space, as determined pursuant to § 331A.06, is as follows: \$1.47 per line.
5. Pursuant to Minnesota Statutes §580.033 relating to the publication of mortgage foreclosure notices: The newspaper's known office of issue is located in Otter Tail County. The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

FURTHER YOUR AFFIANT SAITH NOT.



[Signature]

Subscribed and sworn to before me on this 30th day of December, 2024


Notary Public

